

(Re-Bidding)

Request for Proposal (RfP)

For Selection of

Project Management Unit (PMU)

For

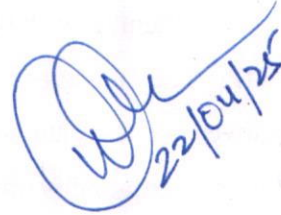
Entrepreneurship and Skill Development Programme (ESDP)

Office of the Development Commissioner

Ministry of MSME

Government of India

22/04/2025



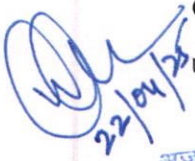
अजय बाजपैय / AJAY BAJPAI
संयुक्त निदेशक (आई ई डी एस) / Joint Director (IEDS)
भारत सरकार / Govt. of India
सूक्ष्म, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त (सू. ल. एवं म. उद्यम) का कार्यालय
Office of the Dev. Commissioner (MSME)
निर्माण भवन, नई दिल्ली-110011 / Nirman Bhawan, New Delhi-110011

Tender Notice (Re-bidding)

Request for Proposal (RfP) for selection of Project Management Unit (PMU) for Entrepreneurship and Skill Development Programme (ESDP) scheme of Office of the Development Commissioner, Ministry of MSME, Government of India.

RfP No: SD-20016/7/2022-23/ESDP-PMU

1. The Office of Development Commissioner, Ministry of MSME invites technical and financial proposals from eligible agencies to select PMU (**One Team Leader and Four Consultant**) for the ESDP scheme of the Ministry.
2. Participating agencies must fulfil the following pre-requisites:
 - i. The agency should be registered for the last five years (FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24) as an LLP/Firm/Pvt. Ltd. Company under the Indian Partnership Act, 1932 or Registered Companies under the Companies Act, 1956/2013 or LLP are eligible to participate in this RfP. Government (Central & State) agencies may also apply if they fulfil the eligibility criteria mentioned in this RfP. The incorporation/ Registration certificate of the agency should be furnished.
 - ii. The agency shall not bid in any consortium/ Joint Venture (JV).
 - iii. The agency shall exist in the Government Consultancy business as a PMU in the last five years (FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24).
 - iv. The agency must be registered under the Income Tax, Goods and Service Tax Act.
 - v. The agency should have an annual turnover of at least ₹100 crore in Government Consulting (FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24). The audited copy of the financial statements should be submitted.
 - vi. The agency should not have been blacklisted by Central Government, any State Government, any Public Sector Undertaking (PSU) or a corporation as of the date of RfP. The agencies in litigation with any Department, PSU or Corporation of Government (State or Central) will not be eligible for this tendering process. An undertaking to this effect should be submitted.


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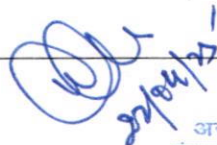
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Note: Proposals without the above-mentioned documents will be treated as ineligible.

3. Interested agencies may download the complete Request for Proposal (RfP) document from the GeM (Government e-Market) portal, as mentioned in the critical date sheet. The eligible bidders may submit their bids online on the GeM portal.
4. The physical copy of the Earnest Money Deposit (EMD)/ Bid Security should reach the **Joint Director (ESDP), 7th Floor, Room No.731, Nirman Bhavan, Office of Development Commissioner, Ministry of MSME, Government of India, New Delhi-110011** by the stipulated time on the date of submission of documents.
5. Interested agencies may submit their proposals along with an EMD/ Security Deposit of ₹5,00,000/- (Five Lakh Rupees only) as prescribed in the RfP document (refundable). MSEs are exempted from submitting Bid Security/EMD in line with Government of India guidelines.
6. Proposals received without Bid Security/ EMD are ineligible.
7. The last date for submitting the online bids is up to the date and time mentioned in the critical date sheet.

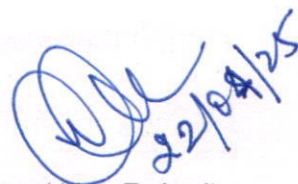
Critical Date Sheet:

S. No.	Description	Important Information
1	Published Date	22-04-2025
2	Bid Document Download/Sale Start Date	22-04-2025
3	Seek Clarification Start Date	23-04-2025
4	Seek Clarification End Date	29-04-2025
5	Pre Bid Meeting	30-04-2025
6	Bid submission Start Date & Time	15-05-2025, at 9:00 AM
7	Bid Submission End Date & Time, and Physical Submission of EMD/ Bid Security.	30-05-2025, at 05:00 PM
8	Bid Opening Date & Time	02-06-2025, at 03:00 PM
9	Amount of EMD/ Bid Security	₹5,00,000/- Bank Guarantee in favour of PAO(MSME), New Delhi



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8. Bidders can raise queries on the terms and conditions of the RfP within 7 days of uploading the bid by emailing at esdp.div@dcmsme.gov.in. The client can revise the terms and conditions of the RfP within 15 days from the date of the pre-bid meeting.
9. Bidders are required to upload & submit their bid for the above works online on the GeM portal.
10. The engagement of the PMU will be initially for one year, which can be extended annually for a maximum of two years after reviewing their annual performance as per the scope of work and deliverables defined in this RfP document.
11. The PMU shall be ready to deploy additional resources if required, as per the client's requirement for the duration of the contract.
12. The client reserves the right to hire a lesser number of resources (less than 5) during the duration of the contract by giving one month's notice to the bidder.
13. All amendments, time extensions, clarifications, etc., will be uploaded on the GeM portal and the O/o DC (MSME) website only and will not be published in the newspaper. The agency should regularly visit the website to keep themselves updated.
14. The GFR 2017 provisions, as applicable, govern the RfP conditions.



(Ajay Bajpai)

Joint Director (ESDP)

O/o DC (MSME), Room No.731

A-Wing, 7th Floor, Nirman Bhawan

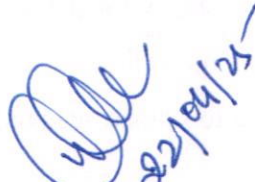
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Letter of Invitation

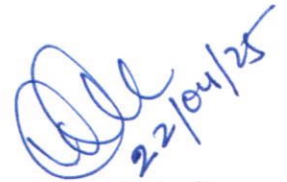
The Office of Development Commissioner, Ministry of MSME (Client) invites technical and financial proposals from eligible agencies to carry out work as defined in the scope of work under ESDP scheme guidelines. As envisaged, the scope of work and resource requirement are mentioned in Sections 11.3 and 11.4, respectively, of this RfP and can be amended based on the requirement from time to time. Other important terms are as mentioned below:

1. Remuneration includes the payment to be made against the deployment of resources, except Goods and Service Tax (GST). However, GST will be reimbursed to the successful agency for producing proper documentary proofs.
2. The agency shall be selected under the **QCBS criteria method** and procedures described in this RfP.
3. The RfP includes the following documents:
 - i. Letter of Invitation
 - ii. Data Sheet, see **Annexure A**
 - iii. Instructions to Bidders, including Project Background and Scope of Work
 - iv. Project Background and Scope of Work
 - v. Pre-Qualification and Technical Proposal Submission Standard Forms see **Annexure B**
 - vi. Financial Proposal Submission Standard Forms see **Annexure C**
 - vii. Terms of Reference (ToR), see **Annexure D**
 - viii. Format of Performance Security Bank Guarantee, see **Annexure E**
 - ix. Draft Contract Documents, see **Annexure F**
4. Please note that while all the information and data regarding this RfP is, to the best of the client's knowledge, accurate within the considerations of scoping the proposed contract, the client holds no responsibility for the accuracy of this information, and it is the responsibility of the agency to check the validity of data included in this document.
5. Bidders are requested to upload scanned copies of the following documents along with their proposals:
 - i. Earnest Money Deposit (EMD)/Bid Security of ₹ 5,00,000/- (Five Lakh Rupees only) (refundable) in the name of Pay and Account Office (P&AO) (MSME), New Delhi.


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Micro and Small Enterprises (MSEs) are exempted from submitting Bid Security/ EMD in line with Government of India guidelines.

- ii. Copy of Incorporation/ Registration Certificate.
 - iii. Audited Statements of the last five years (FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24) are to be enclosed along with ITR.
 - iv. Certificate/ Work order/ LoA/ Contract/ LoI/ MoU from employer regarding experience should be furnished.
 - v. Bank Guarantee of Earnest Money Deposit (EMD) in original shall also be submitted physically as per schedule, while uploading the scanned copy on the GeM portal.
 - vi. EMD should be valid for 120 days from the date of bid publication.
 - vii. Performance Security Bank Guarantee (**Annexure E**) at 5% of the total annual value through Bank Guarantee (Refundable) in original in favor of P&AO (MSME) New Delhi will be submitted by the successful bidder before the signing of the contract, which shall be valid for 60 days after the expiry of the contract. Performance Security Bank Guarantee will be refunded after adjusting any penalty against any outstanding work or any other loss, as considered necessary by the client.
6. The selected agency will deploy the team within 15 days of signing the contract.



(Ajay Bajpai),
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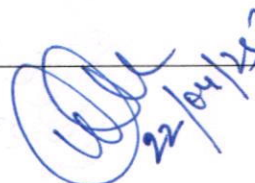
Annexure A: Data Sheet

1.	Name of the Client: Office of the Development Commissioner, Ministry of MSME, GoI
2.	Method of Selection: Quality and Cost Based Selection (QCBS) Method
3.	Pre-Qualification, Technical Proposal and Financial Proposal to be uploaded online: Yes The title of Consultancy Service is Selection of PMU for ESDP Scheme.
4.	Client Representative: Joint Director (ESDP), Office of Development Commissioner, Ministry of MSME
5.	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
6.	The agency is required to include with its proposal a written confirmation of authorization to sign on behalf of the Agency: Yes.
7.	Bidders Eligibility Criteria: Applicable for Pre-Qualification The agency should be registered for the last five years (FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24) as LLP/Firm/Pvt. Ltd. Company. An incorporation certificate should be furnished. a. The agency shall not bid in any Consortium/ Joint Venture (JV). b. The agency shall exist in the Government Consultancy business as a PMU in the last five years (FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24). c. The agency must be registered under the Income Tax, Goods and Service Tax Act. d. The agency should have an annual turnover of ₹100 Core in Government Consulting (FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23, FY 2023-24). The audited copy of the financial statements should be submitted. e. The agency should not have been blacklisted by Central Government, any State Government or any PSU or a corporation as on the date of RfP. Agencies in litigation with any Department, PSU, or Corporation of Government (Central or State) will not be eligible for this tendering process. An undertaking to this effect should be submitted.
8.	A non-refundable RfP Cost should be provided with a Technical Proposal: No.



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9.	<p>An EMD/Bid Security must be submitted: Yes.</p> <p>a. An Earnest Money Deposit (EMD)/ Bid Security should be provided with a Technical Proposal: Yes</p> <p>b. The amount of the Earnest Money Deposit (EMD)/ Bid Security is ₹ 5,00,000/- (Five Lakh Rupees Only) in the form of a Bank Guarantee favoring the P&AO (MSME) New Delhi, and drawn on any of the nationalized banks payable at New Delhi.</p> <p>c. Micro & Small Enterprises (MSEs) are exempted from submitting Bid Security / EMD in line with Government of India guidelines.</p>
10.	<p>The amount of the EMD/ Bid Security is ₹5,00,000/- (Five Lakh Rupees Only) for each bid, and the duration for validity of bid security is 120 days. Bid security shall be refunded to the successful bidder upon signing of agreement with JD (ESDP), O/o DC (MSME). For unsuccessful bidders, the bid security shall be refunded within 30 days of signing the contract.</p>
11.	<p>A Performance Security Bank Guarantee, valid for 60 days after the expiry of the contract, is to be submitted by the winning bidder before signing the contract. The amount will be 5% of the contract value in the form of a Bank Guarantee. Bank Guarantee will be made in the name of P&AO(MSME), New Delhi and drawn on any of the nationalized banks.</p>
12.	<p>The currency for Proposals is the Indian Rupee (INR).</p>
13.	<p>Address for communication: Joint Director (ESDP), Room No. 731, A-Wing Office of Development Commissioner, Ministry of MSME, Government of India. Nirman Bhawan, New Delhi-110011</p>
14.	<p>Expected date for public opening of Financial Proposals: [Will be intimated to the qualified bidders separately]</p>
15.	<p>Expected date for commencement of services: Within 15 days of signing the contract</p>
16.	<p>The proposals will be evaluated based on the information provided by the bidders, and the evaluation will be done as per the detailed criteria mentioned in the RfP document.</p>
17.	<p>The agency may request clarification on any RfP document within 7 days of uploading the tender document.</p>



1. Introduction

1.1 Agencies are invited to submit a Pre-qualification, Technical Proposal and Financial Proposal as specified in the Data Sheet (**Annexure A**).

1.2 The agency shall bear all costs of preparing and submitting its proposal and contract negotiation.

1.3 The client is not bound to accept any proposal and reserves the right to annul the selection process at any time before the award of the contract without thereby incurring any liability to the agency.

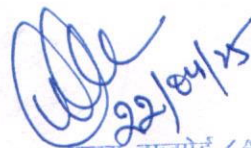
1.4 **Eligibility Criteria:** Bidders should satisfy the minimum eligibility specified in point no.7 of the Data Sheet (**Annexure A**). Only those who satisfy these criteria should submit the proposal with the necessary supporting documents. An Agency declared ineligible by the Government of India, any State Government, any Public Sector Undertaking (PSU), and any attached offices shall be ineligible to provide consulting services under the project.

1.5 **Number of Proposals:** The agency can submit only one proposal. If an agency submits multiple proposals, all such proposals shall be disqualified.

2. Clarifications of RfP Documents

2.1 The Agency may request clarification on any RfP documents up to a specified number of days before the submission date as indicated in the Data Sheet. Any request for clarification must be sent in writing, including by standard electronic means, to the client's representative whose address is provided in the Data Sheet. The client will respond by standard electronic/self means within the period specified in the RfP and will email the response (including an explanation of the query, without identifying the source of inquiry) to all agencies who have formally indicated that they intend to submit a proposal. Should the client deem it necessary to amend the RfP as a result of a clarification, it shall do so following the procedure set out under Clause 2.2.

2.2 At any time before the submission of proposals, the client may amend the RfP by issuing an addendum in writing, including by standard electronic means.


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3. Preparations of Proposals

3.1 The proposal and all related correspondence between the agency and the client shall be written in English. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the proposal, the translated version shall govern.

3.2. The Agency shall bear all costs of preparing and submitting its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Instructions for Submission of Proposal

4.1 The proposals shall be submitted through the GeM Portal only.

4.2 The Applicant shall submit his proposal in three covers containing details of EMD, Technical Proposal and Financial Proposal, respectively, on the GeM portal.

4.3 These instructions should be read in conjunction with information specific to the Agency services contained in the Covering Letter, Data Sheet, and accompanying documents.

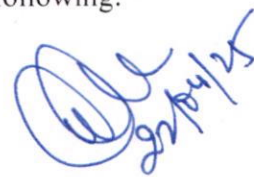
4.4 Proposals must be received before the deadline specified in the Data Sheet of this RfP. Proposals must be submitted & uploaded to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.

4.5 The agency shall submit online Pre-qualification, Technical, and Financial Proposals as per the given format. **Only EMD will be submitted physically; a scanned copy may be submitted online. All other pre-qualification, technical and financial bid documents will also be mandatorily submitted online.**

4.4 Pre-Qualification, Technical and Financial Proposal

4.4.1 Cover 1: Pre-Qualification Proposal shall contain the following:

- a. Covering Letter (Format 1 of Annexure B)



- b. Legal Constitution & Number of Years of Existence (**Format 2 of Annexure B**)
- c. Financial Standing (Annual Turnover for the last 5 Financial Years) of the agency (**Format 3 of Annexure B**)
- d. Scanned copy of the EMD/Bid Security in the form of Bank Guarantee (**Format 6 of Annexure B**)

4.4.2 Cover 2: Technical Proposal

- a. Experience and Qualification of one Team Leader and four consultants of the Agency in Curriculum Vitae (CV) (**Format 5 of Annexure B**)
- b. Project detail sheets outlining previous experience of consulting organizations as a PMU relevant to the assignment (in prescribed format) (**Format 4 of Annexure B**)
- c. Approach and Methodology, including presentation as mentioned in subsequent para 5.2.

4.4.3 Cover 3: Financial Proposal

While preparing the Financial Proposal, bidders are expected to consider the various requirements and conditions stipulated in this RfP document. The Financial Proposal should be inclusive of GST. Item wise breakup also needs to be provided for client reference only. Also, note that financials need to be provided under the offer Price Section on the GeM portal only. The format for the Financial Proposal is provided under **Annexure C**.

4.5 Submission Instructions

4.5.1 Agencies are expected to carefully review the contract provisions attached to this RfP document to prepare their proposal.

4.5.2 The agency shall submit a proposal using the appropriate submission sheets provided in **Annexure B**. These forms must be completed without altering their format, and no substitutes will be accepted. All fields shall be completed with the information requested.



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4.6 Proposal Validity

4.6.1 Proposal shall remain valid for the period specified in the Data Sheet commencing with the deadline for proposal submission as prescribed by the client.

4.6.2 A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the client.

4.6.3 In exceptional circumstances, before the proposal validity period expires, the client may request the agency to extend the validity period of their proposal. The request and the responses shall be made in writing. The agency may refuse the request. An agency granting the request shall not be required or permitted to modify its proposal.

4.7 Format and Signing of Proposals

Scanned copies of the following may be uploaded on the GeM portal.

4.7.1 A scanned copy of the EMD may be uploaded online. Besides the Prequalification, the Technical and financial bids will be uploaded online.

4.7.2 The proposal shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the agency. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be typed or printed below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the proposal.

4.7.3 The client may, at its discretion, extend the deadline for the submission of the Technical Proposal by amending the RfP in accordance with Clause 2.2, in which case all rights and obligations of the client and agency subject to the previous deadline shall thereafter be subject to the deadline as extended.

5. Evaluation of Proposals

The evaluation of the consultant will be done based on the **QCBS Criteria**. A three-stage selection process will be adopted in evaluating the proposals. In the first stage, pre-qualification shall be assessed based on the criteria mentioned below. In the second stage, a



technical evaluation will be carried out. In the third stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores.

The consultants that fulfil the following pre-qualification criteria should be considered eligible for the opening of the technical proposals. Failure to comply with pre-qualification criteria shall render the agency ineligible. The Technical & Financial proposal of in-eligible agencies shall not be considered and shall be returned unopened.

5.1 Minimum Eligibility Criteria (Pre-Qualification):

- a. The agency should be registered in the last 5 years (FY 2019-20, 2020-21, FY 2021-22, FY 2022-23, FY 2023-24) as LLP/Firm/Pvt. Ltd. Company. An incorporation certificate should be furnished.
- b. The agency shall not bid in any Consortium/ Joint Venture (JV).
- c. The agency shall exist in the Government Consultancy business as a PMU/PMC in the last five financial years (FY 2019-20, 2020-21, FY 2021-22, FY 2022-23, FY 2023-24).
- d. The agency must be registered under the Income Tax and the Goods and Service Tax Act.
- e. The agency should have an annual turnover of **₹100 Crore** in Government Consulting in the last five financial years (FY 2019-20, 2020-21, FY 2021-22, FY 2022-23, FY 2023-24). The audited copy of the financial statements should be submitted.
- f. The agency should not have been blacklisted by Central Government, any State Government, PSU, or Corporation as of the date of RfP. Agencies in litigation with any department, PSU, or Corporation of the Government (Central or State) will not be eligible for this tendering process. An undertaking to this effect should be submitted.

5.2 Criteria for Technical Evaluation:

Bidders meeting the above minimum eligibility criteria shall be considered for technical evaluation. The selection of the agency shall be based on the following technical criteria for the evaluation of CVs and Credentials:

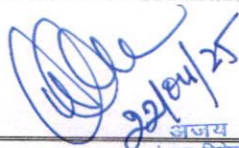


अजय बाजपेई / AJAY BAJPAI
संयुक्त निदेशक (आई ई डी एस) / Joint Director (IEDS)
भारत सरकार / Govt. of India
रूढ़ि, लघु एवं मध्यम उद्यम मंत्रालय
Ministry of Micro, Small & Medium Enterprises
विकास आयुक्त (सू. ल. एवं म. उद्यम) का कार्यालय
Office of the Dev. Commissioner (MSME)
निर्माण भवन, नई दिल्ली-110011 / Nirman Bhawan, New Delhi-110011

S. No.	Evaluation Parameter	Max. Marks	Details
1	Team proposed	35	
1.1	Project Management Expert (Team Leader)	9	<ul style="list-style-type: none"> • Post Graduate degree in Economics/ Social works / Public Administration/Master/Postgraduate diploma in business management from a premier institute. • Should have at least 10 years of experience managing socio-economic development projects, preferably in the MSME domain. • At least 3 years' experience in Programme implementation in a leadership role in MSME entrepreneurship development. • Sound knowledge of skill development eco-system in the country with work experience in the State / Centre in managing and leading government programs, preferably in skill development with experience leading at least two projects.
1.2	Financial Management Expert (1)	7	<ul style="list-style-type: none"> • MBA/PGDM in finance/ business management from a premier institute. • Should have industry experience of a minimum of 3 years working with commercial banks/ financial institutions. • Experience in appraisal of business plans and financing MSMEs. • Knowledge of GFR norms, Government prescribed procedures, Public



			Procurement (Preference to Make in India), Order 2017 (Revised PPP-MII, 2020 & 2021 order), GeM portal, rules & guidelines, etc.
1.3	Enterprise & Training Development Expert (1)	7	<ul style="list-style-type: none"> • Postgraduate degree/equivalent in business management/other relevant field from a premier national/international institute. • Should have 6 years of experience working with Central / State Governments/ public agencies to establish business and technological linkages and curriculum development and training to Technical and Vocational Education and Training (TVET) reforms and Quality assurance. • Proven track record of working on improving the competitiveness of MSMEs through interventions in the areas of technology transfer, skill development, productivity improvement, exports, etc. • Experience in capacity building and developing guidelines and best practices for TVET reforms and their implementation is a must. • Curriculum Planning & Development for different occupations (with Industry & Academic endorsements)
1.4	Monitoring and Evaluation (M&E)	6	<ul style="list-style-type: none"> • Master's degree in economics /Statistics/Data Analytics/ MBA from a


22/04/25