



INDUSTRIAL EXTENSION BUREAU
(A Government of Gujarat Organization)

**TENDER DOCUMENT FOR PREPARING ABOUT 100 DETAILED PROJECT
OUTLINES (DPO) IDENTIFYING HIGH POTENTIAL SECTORS FOR
GOVERNMENT OF GUJARAT**

INDUSTRIAL EXTENSION BUREAU
(A Govt. of Gujarat Organization)
Block No. 18, 2nd Floor, Udyog Bhavan, GH-4
Sector - 11, Gandhinagar - 382 010
Phone: 079-23250492-93, Fax: 079-232 50490
Website: - www.indextb.com

1. Background:

Government of Gujarat is organizing 9th edition of Vibrant Gujarat Global Investors' Summit during January, 2019. Government of Gujarat has assigned the work of preparing the Project Outlines (about 100) to iNDEXTb identifying high potential sectors such as Industry, Education, Tourism, Defense, Health, Agriculture, Water, Energy, Urban Development, other Infrastructure etc.

2. Eligibility Criteria:

- Agency should be a single Business Entity i.e. a company registered in India under the Companies Act.
- Agency should have an experience of at least 10 years of consulting work as on 31st March, 2018.
- Agency should have an average annual turnover of at least Rs. 50 crores in last three financial years (2015-16, 2016-17 and 2017-18).
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- Agency should have experience of undertaking at least 15 such evaluation/studies for Central/ State Government during the past 3 (three) years (2015-16, 2016-17 and 2017-18)

3. Scope of Work for preparation of DPO:

- a) To meet the various department of Government of Gujarat as well as Private Organization to identify high potential sectors;
- b) Consultant should contact Head of the Department for preparing 100 Project Outliners;
- c) Project Outlines should be prepared countrywise so as to enable companies from respective country to access Project Outlines to invest directly in the State;
- d) Project Outline should be marketable document;

- e) Consultant needs to prepare and submit Project Outlines in following formats:
1. Hard Copy
 2. Soft Copy in detailed format- Word file, PDF Files, PPT format (in printable and editable format)
 3. Soft Copy with brief information - In PPT format

Project Outlines need to be submitted in CD/DVD/ Hard Drive

- f) Project Outline should include the country specific conversion table to assist foreign investors
- g) Prepare Project Outline comprising Feasibility Report, background/introduction, Product with capacity to be built up and processes involved including availability of raw materials, machineries, Source of skilled manpower, location, Cost of the Project and Means of financing thereof, Availability of utilities, Technical arrangements, Market Prospects and Selling arrangements, Environmental aspects, Profitability projections and Cash flows for the entire repayment period of financial assistance, suppliers of machineries in the State, Process to obtain Government Approvals, Financial Assistance from State/Central Government;
- h) Mapping various sectors of importance with modern technology with other States in India;
- i) Understanding of Policies of State/Central Government related to specific sectors;
- j) The project should be completed in the period of 03 months from the date of issuing of Work Order (No extension will be provided).
- k) Agency is required to carry out necessary primary and secondary surveys to collect required information for preparation of project profiles with respective dept.
- l) Agency will also require to update the existing available project outlines (in the range of 100-200) in consultation with the concerned department.

Possible Focus Sectors for Project Profiles:

1. Aerospace & Defense
2. Agro & Food Processing
3. Automobile & Auto Components
4. Biotechnology
5. Chemicals & Petrochemicals
6. Energy & Power
7. Electronic Hardware
8. Financial Services
9. Gems & Jewellery
10. Healthcare
11. Heavy Engineering
12. Innovation & Research
13. IT/ITeS
14. Logistic infrastructure & Industrial park/area
15. Pharmaceuticals
16. Ports
17. Plastic
18. Roads & Bridges
19. School Education
20. Skill Development
21. Sports
22. Water Supply
23. Technical Education
24. Textile & Apparel
25. Tourism
26. Transportation Services & Infrastructure
27. Urban Infrastructure
28. Industrial Infrastructure
29. Large Area Development

4. Notice Inviting Proposal and Necessary Instruction

Sealed Expression of Interest Documents under two separate envelopes are invited from bona fide, experienced & reputed agencies of financial standing, meeting the pre-qualifying requirement, for the scope of work.

NAME OF WORK	Preparation of Detailed Project outlines
DOCUMENT NO.	(01/BRC/VG2019)
TENDER SUBMISSION COST	Rs. 10,000/- (Rs. Ten thousand only) BY DEMAND DRAFT in favour of Industrial Extension Bureau, Gandhinagar
EMD	Rs. 5,00,000/- (Rs. Five Lakh only) BY DEMAND DRAFT in favour of Industrial Extension Bureau, Gandhinagar
ISSUE OF TENDER	The tender can be downloaded from website www.indextb.com and/or https://indextb.nprocure.com during 07 August 2018 till 20 August 2018
SUBMISSION OF TENDER ONLINE	Up to 4:00 pm on 20 August 2018 strictly on the website https://indextb.nprocure.com along with the appropriately bound technical bid. Submission of the technical bid in loose format is likely to be rejected. Price bids should be submitted online only
SUBMISSION OF TENDER (PHYSICAL)	Up to 16:00 hrs on 20 August 2018 at the below mentioned address: Managing Director, Industrial Extension Bureau (iNDEXTb) Block No 18, 2 nd Floor, Udyog Bhavan Sector 11, Gandhinagar 382010
PRE-BID MEETING	At 16:00 hrs on 13 August 2018 for clarifications of queries if any at the below mentioned address : Industrial Extension Bureau (iNDEXTb) Block No 18, 2nd Floor, Udyog Bhavan, Sector 11, Gandhinagar 382010 Phone : 079-23250492/93
CONTACT PERSONS (FOR ANY CLARIFICATIONS)	Managing Director, iNDEXTb Email : md@indextb.com Contact numbers : Tel: + 91- 79-23250492/93 Fax : + 91- 79-23250490

5. Proposal Submission:

- The Technical Proposal shall be placed in a sealed envelope clearly marked **“Technical Proposal”**. Technical proposal would include the following:
- Proposal submission Letter
- Certificate of Incorporation
- Experience of the firm in consultancy work- Work orders to be submitted to prove relevant experience
- Abstract of Eligible assignments of applicant
- Balance sheet of FY (2015-16, 2016-17, 2017-18) to prove turnover criteria
- Deployment of staff in the project
- CVs of key personnel preferably should not exceed five (5) pages for each CV)
- Work orders to prove minimum of 15 similar projects carried out for Central or State Govt body in past 3 years (2015-16, 2016-17, 2017-18)
- Bid EMD and Bid Processing Fees to be enclosed
- Any other document to prove eligibility criteria

Separate envelopes containing the tender fee and EMD should be also prepared and be marked as “EMD and Tender FEE”.

Envelopes containing the Technical proposal and Fees shall be placed into an outer envelope clearly marked **“PROPOSAL FOR PRAPARATION OF PROJECT OUTLINES”** and sealed.

This outer envelope shall bear the Name of the Assignment, submission address, etc. The Proposals must reach iNDEXTb on or before the last date of submission mentioned in the notice inviting tender.

The envelope shall be addressed and submitted to:

ATTN. OF: Managing Director,
 Industrial Extension Bureau
 Government of Gujarat.

ADDRESS: Block No. 18/2,
 Udyog Bhavan, Sector-11,
 Gandhinagar-382017,
 Gujarat, India.
 Ph.: 91- 79- 23250492/50493
 Fax: 91- 79- 23250490

6. Financial Proposal:

- The agencies are required to fill the financial proposal online only at <https://indextb.nprocure.com> as per the prescribed format (Financial Proposal).
- The quote should be unconditional and single
- The fee quoted should be exclusive of taxes.
- The proposal should be indicated in the Indian Rupees. Proposal in any other currency would not be accepted and is liable to be rejected.
- Application of the taxes on the payment would be as per the prevailing guidelines from time to time issued by the Government of India.
- The fees quoted would be inclusive of all out of pocket expenses incurred for travel to attend meeting in Ahmedabad / Gandhinagar, and for client servicing.

7. Technical Presentation:

Technically qualified agencies will be called for the presentation before the selection Committee. **The date and time for the technical presentation will be intimated later to the qualified agencies through email/ fax/ letter.**

Technical presentation should comprise of following:

- a) Company's details & background in similar work
- b) Earlier experience with client details of similar work done in past 3 years (2015-16, 2016-17, 2017-18)
- c) Team composition proposing for the project
- d) Format to be proposed for the project Outline
- e) Approach, methodology & work plan to execute the project of preparing Project Outline

8. Proposal Evaluation

The respective weightage for the Composite Technical Score and the Composite Financial Score are set out in the table below:

S. No.	Description of Parameters for composite evaluation score
1	(A) Composite Technical Score - 40 marks
2	(B) Composite Financial Score- 60 marks

The evaluation of proposals shall be on the principle of **Quality Cum Cost Based Selection (QCBS)** based on the final weighted score. The assignment shall be awarded to the bidder scoring the highest final weighted score as decided by selection committee.

Technical Evaluation

The Evaluation Committee appointed will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated Proposal will be given a technical score as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

Sr. No.	Technical Proposal Evaluation Parameter	Maximum Technical Score
A.	Total number of similar projects carried out by bidder of preparing project outlines for Central/ State Government in last 3 financial years (2015-16, 2016-17, 2017-18) 15 projects-----1.0 mark For every additional project-----0.5 mark	10
B.	Approach & Methodology & Work Plan	10
C.	Team Composition and Experience of Key Professionals	10
D.	Format of the Project Outline	10
	Total Technical Score	40

Agency has to score at-least of 24 marks (from 40 marks) from technical presentation to qualify for opening of financial bid. Financial proposal of only those Agencies shall be opened who will be declared qualified in technical presentation.

9. Payment Schedule:

The fees will be paid on **after the completion of the entire project**. Taxes would be paid as per applicable laws.

The payment would be made within 30 working days after submission of the bills. A brief report of the work carried out during the billing period should be submitted along with the bills.

The final bill will be paid after submission of all the relevant documents, files, photographs, report and any other material in hard/electronic format.

Fin 1: Financial Proposal

Submission to be made online on the website <https://indextb.nprocure.com> in the prescribed format therein:

Table 1:

Particular	Amount per project profile (In Rs.)	Approx. Quantity	Total Amount (In Rs.)
Charges for preparation of project profile		100	
Charges for updating the data of existing project profile		100	
Total Amount			
Amount in Words			

Note:

- 1) The above quotes for both the tables submitted is exclusive of all taxes and the applicable tax at the time of payment will be paid extra.
- 2) The fees quoted would be inclusive of all out of pocket expenses incurred for the project.