



**Department of Biotechnology  
Ministry of Science & Technology  
Government of India**

**Call for Proposals from agencies for Implementation and Coordination of  
Biotech Industrial Training Programme from 2017-18 to 2019-20**

Department of Biotechnology is implementing Biotech Industrial Training Programme to provide hands on training to fresh B.E./B.Tech /M.Sc./M.Tech biotechnology students in industry for a period of 6 months for skill development and enhancing their job opportunities in biotech industries. Department has provision for selection of 700 students from all over India and 100 students from North Eastern Region. Department offers bench fee of Rs. 50,000/-per student to trainer company and stipend of Rs. 15,000/- per month per student for 6 months

Department of Biotechnology, Ministry of Science & Technology is seeking applications from agencies having relevant expertise and experience in coordination and management of training programmes and fund disbursement. Preference would be given to Government promoted companies with relevant expertise and previous experience. Agency will be expected to coordinate the activities such as inserting advertisement seeking applications from students, requirement from biotech industry for trainees, screening of applications from students as per eligibility, selection of students (online examination and interview), short listing of companies and no. of trainees for each, match-making and placement of selected students in industries, disbursement of stipend and bench fee to trainees and trainer companies, obtaining online monthly feedback from students and industries and analysis, organize site visit of companies by experts for on-the spot assessment, redressal of complaints and any other activities as per requirement of the programme. Proposals to be submitted by interested agencies in two separate covers with financial and technical bids on or before 30<sup>th</sup> November, 2016 on prescribed format available on DBT website to **Dr. Garima Gupta Scientist-'D'**, HRD Division, Department of

Biotechnology, Ministry of Science & Technology, Block-2, CGO Complex, Lodi Road, New Delhi-110003. Technical bids would be examined by an expert committee. Shortlisted technical bids would be required to make a detailed presentation before the expert committee. Based on marks of technical bids and presentation, financial bids of top three shortlisted bidders would be opened. Bid security (Earnest Money) worth Rs. 2.0 lakhs only in form of DD in favour of DDO, DBT may please be deposited. Bid security of unsuccessful bidders would be returned at the earliest. Please visit website [www.dbtindia.nic.in](http://www.dbtindia.nic.in) for complete information and guidelines for submission of proposal under news update.

### **Department of Biotechnology (HRD Division)**

**Biotech industrial Training Program:** Biotech Industrial Training Program (BITP) of DBT is a unique programme which offers intensive hands on training to fresh B.E./B.Tech /M.Sc./M.Tech biotechnology students in industry for a period of 6 months. This program was conceived in 1990 for providing 6 months industrial training to biotechnology students and first batch was placed in industries in year 1993. The program has been extended to B.E./B.Tech Biotechnology students from year 2007. This program provides industry-specific training to Biotech students for skill development and enhancing their job opportunities in biotech industries. This program has completed 20 years and has become increasingly popular among the biotechnology students. Department has provision for selection of 700 students from all over India and 100 students from North Eastern Region for 6 months industrial training. Around 5000 applications are received every year from students.

**Eligibility:** The applicant organization should have (1) Established credentials of working as financial and scientific-industrial training management organization (2) Technical expertise in assets and scientific-industrial training management (3) An office in Delhi

irrespective of the location of head office of the agency (4) Minimum three years' experience in implementing similar scientific industrial training program. Preference would be given to Government promoted companies with relevant expertise & previous experience. The applicant should have knowledge of experts from academic institutions in different streams of biotechnology and rapport with biotech industries for smooth implementation of the program. The work involved is of sensitive and confidential nature i.e., paper setting, conduct of exam, declaration of result etc.

**Role and responsibilities of applicant organization will be:**

**Activities of Program:**

**A) Selection and placement of candidates**

- 1) Advertisement on all India basis to call applications from interested candidates
- 2) Screening of online applications as per eligibility criteria
- 3) Display the name of short listed candidates on website
- 4) Inform the date of online examination to all the candidates
- 5) Preparation of online examination at national level: A committee comprising subject experts from academia, industries and DBT representative will be constituted for paper setting, preparation of answer key.

6) Conducting online examination at national level for screening of candidates- To outsource conduct of an online exam at multiple centres and ensuring smooth conduct of the program.

7) Declaration of result of online exam and conduct of Interview in different parts of the country

8) Display the final list of selected candidates based on combined merit of online test and interview on website

9) Match making of selected candidates with requirement of companies and forwarding bio data to companies. The profile of selected candidates to be matched with company requisitions received as per the student's dissertation work, degree, location and marks in the interview etc., Maximum efforts will be made to ensure that selected candidates are placed in a company in their field of interest and preferred location.

11) Placement of candidates for 6 months industrial training in companies based on confirmation from candidates and companies

12) Obtaining monthly feedback, analysis of feedback and disbursement of monthly stipend to the candidates

13) Preparation of final report based on the 6 months feedback of all candidates and certificate to be issued to all candidates

## **B) Selection of trainer companies**

- 1) Advertisement on all India basis seeking requisition for trainees from interested companies
- 2) Screening of companies requisition based on the expertise and facilities available in the companies for hands on training.
- 3) Display list of eligible companies after screening on website
- 4) Inform all companies about placement of probable no. of candidates for training
- 5) Inform date of joining of candidates to the selected companies
- 6) Obtaining feedback, analysis of feedback and timely disbursement of bench fee to the companies
- 7) Submission of final report of all the candidates by companies and analysis

## **C) Online examination and evaluation system**

The eligible candidates will be required to appear in an online examination based on multiple choice questions paper. Online examination will be organized in different parts of country to evaluate the ability of candidates in: (i) General Aptitude (ii) Reasoning and English grammar (iii) Basic Science and (iv) Biotechnology. This online examination

system is expected to provide a uniform, transparent, rapid and cost effective system for further shortlisting of candidates.

#### **D) Personal Interview**

Agency will be expected to organise interviews in different city/zone for final selection of candidates. A selection committee comprising of three to four subject experts from academia, industries and one DBT representative will be constituted for each centre and based on no. of candidates, multiple committees may be required.

#### **E) Monitoring of Training Program**

Agency will be expected to arrange site visit of companies by subject experts from nearby institutions. Complaints from either the candidates / or companies to be resolved immediately in consultation with DBT.

#### **F) Online Feedback of candidates and trainer companies**

Online feedback to be obtained from candidates every month and supervisor from company is required to submit online evaluation of monthly performance of students. The student feedback and company evaluation is to be judged using a 5-point scale given as A,B,C,D and E that is interpreted as 'Excellent', 'Very Good', 'Good', 'Average', and 'Poor'.

**DEPARTMENT OF BIOTECHNOLOGY  
(HRD DIVISION)**

**Proforma for Submission of Proposal for Implementation and coordination of Biotech  
Industrial Training Program for F. Y. 2017-18 to 2019-20**

Proposal for Implementation of Biotech Industrial Training Program at National Level should be submitted in enclosed DBT format (10 copies, back-to-back print & soft cover page forwarded through the executive authority of the institute/organization/agency)

**Part A- Technical Bid**

1. Name of the Institute/Organization/Agency:
2. Name & Designation and Address of the Head of the institute/Organization/Agency:  
(Telephone No., Office and Residence with code,  
Fax, Mobile. No., E-mail etc.)  
  
Name & Designation and Address of Program Coordinator (Telephone No. with code,  
Fax, Mobile. No., E-mail etc.):
3. Brief profile of Institute/Organization/Agency (One page summary):
4. Applicant's capacity and capability to manage outsourced programmes by Govt. agencies  
(Please substantiate such as name of Department , name of programme, nature of work,  
duration funds managed, fee charged etc.)
5. Expertise and experience in implementation of similar programs at national level

6. Experience in handling volume of online applications, screening as per eligibility, number of candidates etc.
7. Facilities available (infrastructure and manpower) with Institute/Organization/Agency for implementation of program:

### **Manpower**

- i) Manpower details w.r.t. scientific background who are well conversant with the field (available or to be recruited for training program), interact with experts, preparation of agenda, minutes etc.
- ii) Number and qualification of existing manpower including scientific, administrative and financial expertise

### **Networking and Experience**

- i) Existing network/collaboration. List of organization/Departments served during last 10 years
- ii) Completion/performance certificate for the projects executed by the agency for whom project implemented

### **Expertise**

- i) Expertise for seeking online application from candidates, screening as per eligibility, seeking requisition from companies for trainees
- ii) Expertise for coordination for paper setting for online exam and conduct of online exam, Interviews in different cities in country
- iii) Strategy to be adopted for match making of candidates with industry requisitions.
- iv) Expertise for creation of data base seeking online feedback from students and companies, analysis of feedback as well as mechanism for grievance redressal

## **Financial Expertise**

- i) Monthly disbursement of stipend and bench fee
- ii) Maintaining accounts, submission of UC/SE to DBT

## **Infrastructure**

- i) Availability of infrastructure such as server space and software to host online applications, online feedback system, fax, phone, computer, scanner, printer, all facilities related to internet, LAN etc.

## **8. Declaration/Certification**

### **It is certified that:**

- a) The same project has not been submitted to any other Agency/Agencies for financial support.
- b) Necessary provision for the implementation of project will be made in the Institute/organization/Agency.
- c) The Institute/Organization/Agency agrees to sign detailed MoA with DBT for implementation and management of programme when approved.
- d) The Institute assumes to undertake the financial and other management responsibilities of the project.
- e) We agree to accept the terms and conditions.

**Signature of the Head of the  
Institute/Organization/Agency with stamp  
with Stamp**

**Signature                      of                      the  
Project                      Coordinator**

## **Part B - Financial Bid:**

The applicant institute/ organization/agency is required to quote a firm offer inclusive of all prevailing taxes and fees except the statutory service tax for the services. In order to enable the comparison of the financial bids, they should indicate the following:

- (1) Expected financial terms for managing the biotech industrial training program
- (2) Fee for managing the training program
- (3) Specify the taxes
- (4) Audited financial statements of the agency for the last three years separately
- (5) Reserves and surpluses of organization with details
- (6) Share holding pattern if any
- (7) Details of venture capitalist with other organization/institute
- (8) Any other information that the agency feels would be necessary to justify its capabilities as training management unit.
- (9) Details of ongoing projects/scheme/programs.

Filled application (1) Technical Bid and (2) Financial Bid must be submitted in separate sealed envelope, subscribed as Technical Bid and Financial Bid for Biotech industrial Training Program 2017-18 to 2019-20. The proposal completed and signed may be submitted (10 copies) on or before 30<sup>th</sup> November, 2016 up to 5:30 pm to **Dr. Garima Gupta, Scientist-'D'**, HRD Division, Department of Biotechnology, Ministry of Science & Technology, Block-2, Room No. 613, CGO Complex, Lodi Road, New Delhi-110003 (E-mail: garima.g@nic.in).

The other terms and conditions shall be as under: -

- i) The contract will be valid for a period of 3 years and extendable on yearly basis subject to satisfactory performance with the approval of competent authority. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period.
- ii) Backing out would automatically debar the firm from any further dealing with this Department & the EMD amount would also be forfeited.
- iii) The successful bidder will be required to deposit an amount equivalent to 10% of the annual contract value in this Department through Demand Draft favouring Drawing and Disbursing Officer, Department of Biotechnology as Performance Security.
- iv) Penalty fee of Rs.10,000/- will be imposed for backing out or withdrawing before start.
- v) The firm would also required to submit copy of PAN, Service Tax Registration Certificate along with the Technical Bids failing which the quotation shall not be considered.
- vi) The bids not accompanied with the above Pay order/Demand Drafts, shall be summarily rejected. The EMD of unsuccessful bidders will be returned to them on completion of the tender process.
- vii) No interest shall be paid on the EMD. If any of the selected bidders, refuses/ or is unable to execute the order, the EMD will be forfeited.
- viii) The bids will be examined by a Committee of officers including technical officers of the Department which may call for clarifications/ additional information from the vendors which must be furnished to the Committee in a stipulated time.
- ix) Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- x) DBT reserves the right to accept/reject any or all bids without assigning any reasons thereof.
- xi) Any set of terms and conditions from the Vendors will not be acceptable to DBT.
- xii) DBT reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- xiii) DBT reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.
- xiv) A firm black listed by any Govt. office will not be eligible to participate in this tender procedure.
- xv) Quotations received without separate sealed cover and rates not quoted in specified proforma will not be accepted. The Department reserves the right to reduce or increase the number proposed. The Department also reserves the right to reject any quotation without assigning any reason.