

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

**Request for Proposal (RFP) for Preparation of a Detailed Project Report on the  
Status of Technology Transfer Facilities in public/private sector academic/ research  
and other institutions including industry associations and SMEs and the strategy to  
Establish Technology Transfer Organizations**

The Department of Biotechnology has announced National Biotechnology Development Strategy 2015-2020 in year 2015. One of the important areas in the Strategy document is nurturing entrepreneurship - intellectual property landscaping, technology transfer, incubators, entrepreneurship, SME support systems. Accordingly, the Department proposes to establish 150 Technology Transfer Organizations during next five year spread across the country.

The Department is in the process of identifying well-qualified Consultants to prepare Detailed Project Report and solicits RFP. For further details please visit <http://dbtindia.nic.in/> or <https://eprocure.gov.in/>

The closing date for submission of RFP is **13:00 Hrs. (IST) on 10<sup>th</sup> February, 2017**. All offers/quotations in sealed envelope duly signed by an authorized person of the firm/institution should reach to **Dr. Nitin K. Jain**, Scientist-E, Room # 708, 7<sup>th</sup> Floor, Block- 2, CGO Complex, Lodi Road, New Delhi- 110 003 on/before the closing date.

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**Disclaimer:** This RFP is not an agreement and is neither an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at in relation to the Consultancy that may not be accurate.

**Reference Number:** .....

## **CHAPTER I- Request for proposal (RFP)**

### **i. Background**

The Department of Biotechnology (DBT), Ministry of Science & Technology has been providing technical and financial assistance for protecting Intellectual Properties (IPs) generated at R & D institutions/organizations including universities. The Department has announced National Biotechnology Development Strategy 2015-2020 in year 2015. One of the important areas in the strategy document is nurturing entrepreneurship - intellectual property landscaping, technology transfer, incubators, entrepreneurship, SME support systems.

To promote commercialization of technologies developed in public and private sector R &D institutions, it is necessary to create institutional level capacity. Therefore, the Department proposes to establish 150 Technology Transfer Organizations during next five year spread across the country.

The Department is in the process of identifying well-qualified Consultancy firms to prepare Detailed Project Report in this regard.

### **ii. Scope of Work (SOW)**

The Detailed Project Report (DPR) should clearly bring out the relevant aspects in accordance with the following Scope of Work (SOW):

1. Current status, complete landscaping in terms of requirement, location, model, human resource, infrastructure and other capacities required for establishing TTOs.
2. The social, economical and technical rationale of establishing the TTOs with specific reference to the total R &D output of Indian institutions/organizations including universities.
3. The facilities presently available in the country for technology assessment and transfer in area of Biotechnology and in general. Are they sufficient to cater to the need of research institution/ universities/SMEs? If not, what is the requirement in terms of numbers?
4. Different Models and legal structures of TTOs may be explored and suggest model best suited for Indian ecosystem.
5. What should be the staffing and governing structure and scope of work and evaluation criteria of such Technology Transfer Organizations?
6. Probable budget requirements to address the establishment of 150 TTOs taking into consideration the different models proposed.
7. Fundamental performance matrix to monitor the functioning of the TTOs

8. Ways by which the TTOs can either function independently within the Institutional Structure or as separate legal entities
9. Policies and procedures that each TTO should have to promote for its sustenance.
10. How can a central technology data base be established through the different models of TTOs including the HUB and SPOKE Model.
11. A comprehensive strategy for executing establishment of 150 TTOs across the Country.
12. Essential implementation elements including the evaluation criteria for selecting the existing or new R &D Institution, incubator, University, Regional Centers for Innovations and Entrepreneurship OR Consortium of business Organizations for setting up of TTOs along with monitoring criteria.

### **iii. Eligibility Criteria**

“Request for Proposal” as per the terms and conditions and in the format stated herein on or before 10.02.2017 (Friday) can be submitted by Companies/Individual Consultant/ Legal Entities who fulfil the following eligibility criteria;

Proponent must-

- a. Have been in the business of Management consultancy in the field of technology assessment, valuation and transfer at national and international level at least five years as on 31<sup>st</sup> December 2016.
- b. have previously carried out and presently carrying out similar work in this area and should have rendered management consultancy during previous five years to Government/Semi Government/ Reputed Corporate Clients.
- c. should have the apt professional expertise/ in-house expertise to perform the present SOW.
- d. have a gross income not less than Rs. 02 (two) crores per year for last 3 years (2013-14, 2014 –15 and 2015-16). (Attach Chartered Accountant’s Certificate/ copies of Audited Balance Sheet, P&L Accounts and IT Return Statement of each year).
- e. not have been blacklisted by any Central /State Government / Public Sector Undertaking, Govt. of India.
- f. not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this Request for Empanelment and in the execution of agreement.

### **iv. Expected Expertise:**

1. Understanding of the scope of work
2. Domain specific experience in the areas relevant to Scope of Work
3. Adequate in-house capacity to meet the SoW

### **v. Expected Deliverables**

1. Detailed Project Report

**vi. Period of Engagement**

Three months from the date of issue of Award Letter

**vii. Schedule of the events:**

<b>No.</b>	<b>Event Description</b>	<b>Scheduled/ Last Date</b>
<b>1</b>	<b>Pre-bid Meeting</b>	<b>27.01.2017 at 14.30 Hrs.</b>
<b>2</b>	<b>Last date for receiving the RFP</b>	<b>10.02.2017 13.00 Hrs.</b>
<b>3</b>	<b>Opening of RFPs &amp; Shortlisting of Technical Bids</b>	<b>10.2.2017 14.30 Hrs.</b>
<b>4</b>	<b>Presentation by shortlisted firms</b>	<b>Third week of February, 2017</b>
<b>5</b>	<b>Letter of Award (LOA)</b>	<b>Fourth week of February 2017</b>

The venue for pre-bid meeting and opening of RFPs will be Department of Biotechnology, Room No. 727, 7<sup>th</sup> Floor, Block-II, CGO Complex, Lodhi Road, New Delhi- 110003.

## CHAPTER II- Instructions to Proposers (ITP)

### A. Standard Information

1. The submission of RFP with subject as “Request for Proposal- **Preparation of a Detailed Project Report on the Status of Technology Transfer Facilities in Public/Private Sector Academic and Research Institutions, and other Institutions including Industry Associations and SMEs and the Strategy to Establish Technology Transfer Organizations**” should be communicated through hard copy addressed to:

Dr. Nitin K. Jain, Scientist-E, Room # 708, 7th Floor, Block- 2, CGO Complex, Lodi Road, New Delhi- 110 003 on/before the closing date.

2. The closing date for submission of RFP is 13:00 Hrs. (IST) on 10<sup>th</sup> February, 2017.
3. Required Proposal Format- Along with the covering letter, checklist for essential criteria, duly filled Technical Eligibility section and Cost section in the format provided in **Appendices are required to be submitted in separate envelopes.**

In the Technical Eligibility section, the Proposer should include details of the individual/ entity, its legal status, professional competence, past experience of assignments of similar nature, proposed strategy to undertake the present task, projected required logistics, methodology, work plan, strategy and schedules for completing the present assignment and any other relevant document(s) including references.

In the Cost section, cost estimate (in Indian Rupees) for entire scope of Services to be rendered including remuneration and reimbursable expenses payable are to be provided in the prescribed format. For the purpose of evaluation, the total cost shall include all taxes and duties for which DBT makes payments to the Proposer.

4. Discretion of DBT
  - i. DBT reserves the right to reject all the RFPs for the proposed assignment without assigning any reason whatsoever.
  - ii. DBT also reserves the right to reject any proposal if:
    - It is not in the given format
    - At any time, a material misrepresentation is made or uncovered, or
    - The Proposer does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the proposal.
5. The cost for preparing RFP including visits by the Proposers is not reimbursable.
6. Governing terms and conditions

The selection and engagement of the Proposer shall be governed by the Request for proposal (RFP) and the assignment shall be governed by the terms and conditions of the “Award Letter”.

**7. Intellectual Property**

The Intellectual Property (IP) including copyright of the resulting data and the Market Report shall belong to DBT. Reproduction of the data/report in any form without express consent of DBT will be construed as violation warranting legal remedial measures.

**B. Assignment Specific Information**

**a.** The bids of those who fulfil the essential eligibility criteria shall be considered for evaluation by the Committee

**b. Evaluation of the RFPs:**

The Technical bid will be opened at 14.30 Hrs. on the same day i. e. 10<sup>th</sup> February, 2017 in the presence of attending applicants or their authorized representatives.

After opening of Technical bid, the capability and suitability of the firms/institutions shall be evaluated.

**Qualified bidders will require to give a presentation on the DPR before the opening of the financial bids, date of which will be informed to qualified bidder on the day of opening of Technical bids.**

The Evaluation Committee shall verify the details stated in the technical section and evaluate the presentations. The scoring for this technical section will account for 100%.

**Evaluation Criteria of Technical bid**

S. No.	Criteria	Weightage
1.	<b>Technical Capacity Criteria</b>	<b>60 %</b>
	➤ Past experience in carrying out assignments in related sectors & assignments of similar nature	20%
	➤ In house Manpower Structure & Professional Competence of the team members	10%
	➤ Organisational/ Firms Policies on data protection, confidentiality & Conflict of Interest	10%
	➤ Educational Qualification and experience of the team leader to be deputed for preparation of DPR	20%
2	<b>Presentation</b>	<b>40 %</b>
<b>Total Marks</b>		<b>100 %</b>

The Bids shall be evaluated and the scores will be given as per the above criteria. High scoring Bids up to Seven (number may be less than seven but not exceeding seven) based on the technical capacity criteria shall be shortlisted.

The shortlisted bidders will be called for a brief interaction cum presentation before a committee. Each of such session will be of 20 minutes duration. The venue of interaction cum presentation will be the Department of

Biotechnology, Block II, CGO Complex, at New Delhi. During interaction/ presentation, the shortlisted bidders will be rated on the following parameters:

- Ability to communicate the organizational expertise
- Relevance of in-house resources to the Statement of Work (SoW) & clarity of thoughts
- Case presentation on any one of the most significant assignments completed during the preceding year.

High scoring Bids up to five (number may be less than five but not exceeding five) based on the technical capacity criteria and presentation shall be shortlisted and will be considered for final financial bids.

- c. **Warranties of the Proposer:** The Proposer shall warrant that he is under no contractual restrictions or legal disqualifications or other obligations which will prohibit it/him from entering into this consultancy assignment and that the statement and particulars herein contained in this RFP and in the relevant and supporting documents to this agreement are correct. **This warranty/declaration should be stated in the Cover Letter.**
- d. **Corrupt or Fraudulent Practices:** The Proposers should observe the highest standards of ethics during the application and execution of the assignment. In pursuance of this policy, DBT defines the terms set forth as follows:-  
"Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and  
"Fraudulent Practice" means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of DBT, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive DBT of the benefits of the free and open competition.
- e. **Performance Security:** Successful bidder shall be required to submit an amount of 5% of the value of contract as performance security in the form of an Account payee Demand Draft/ Fixed Deposit Receipt from a Commercial bank/ Bank Guarantee from a Commercial bank within 15 days from the date of issue of the Letter of Award.
- f. **Terms of Payment:** 50 % of the total contract amount will be paid to the successful bidder after the acceptance of draft DPR and remaining amount will be paid after submission of final DPR (20 copies) along with the electronic copy in MSWORD format.

## APPENDIX-1

### Format for Covering Letter

(On the Letter head of the Proposer)

Place:

Date:

To

Sub: RFP for \_\_\_\_\_

Dear Sir,

Having reviewed and fully understood all of the requirements of the RFP Document and information provided, the undersigned hereby submits the RFP for the assignment referred above.

The RFP with Technical & Cost proposals in two separate sealed envelopes with the details as per the requirements for your evaluation is enclosed herein.

I / We also declare that;

- i. the proposer is under no contractual restrictions or legal disqualifications or other obligations which will prohibit from entering into this RFP or which will interfere with the execution of this assignment; and
- ii. the statement and particulars herein contained in the RFP are correct and verified.

.....  
Signature of the Authorized Signatory  
Name:  
Seal:



## APPENDIX-2

### Check List for essential criteria:

- |   |        |
|---|--------|
| 1. Certificate of incorporation of firm   | YES/NO |
| 2. Work completion certificate from Government/Semi Government/<br>Reputed Corporate Clients. | YES/NO |
| 3. Details of professional expertise available with the firm.                                 | YES/NO |
| 4. Copies of audited Balance Sheet etc as per eligibility criteria (iii-d).                   | YES/NO |
| 5. Undertaking as per eligibility criteria (iii-e and iii-f).                                 | YES/NO |
| 6. The documents in support of information furnished in Technical format are<br>enclosed      | YES/NO |

## APPENDIX-3

### Format for Technical Section

(NOTE: use discretion in accordance with the status of the proposer as individual/ legal entity)

1. Summary and Contact Information:		
Name of Proponent Individual/ Organization		
Name of Contact Person for this Proposal		
Address		
Phone		
Email Contact		
2. Areas in which Proposer has expertise:		
S.No	Area (s)	Details
3. Organizational Profile:		
Please provide a brief description of the organization. Please include the following information:		
(1) Mandate, Mission or Vision statement.		
(2) Organisation Structure		
(3) Legal status (Year and country of incorporation / Registration)		
(4) Gross income of the firm during last three FYs		
(5) Membership / Awards		
4. Past experience in carrying out assignments in related sectors & assignments of similar nature		

<b>5. In house Manpower Structure &amp; Professional Competence of the team members</b>
Enclose relevant document (previous works of similar kind)
<b>6. Organisational/ Firms Policies on data protection, confidentiality &amp; Conflict of Interest</b>
<b>7. Educational Qualification and experience of the team leader to be deputed for preparation of DPR</b>
Please enclose the following: <ol style="list-style-type: none"> <li>1. Registration Certificate/ Document with regard to legal status of the agency</li> <li>2. Organizational profile</li> <li>3. CVs of key professionals proposed for undertaking the assignment</li> <li>4. VAT / Service Tax clearance certificate for the previous year</li> </ol>
<b>8. Proposed Plan for the present assignment in brief:</b>
Milestones and timelines
<b>9. Information along with necessary enclosures on eligibility criteria as per the check list.</b>
<b>10. Any other information you would like to provide:</b>

It is hereby certified that the particular provided above are correct and nothing material has been concealed there from.

Name of Authorized Officer to Submit Proposal:

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature with Seal \_\_\_\_\_

Date

**Note:**

1. Proposal not submitted in this format may be rejected.

## Format for Cost Section

<b>Total Cost inclusive of taxes for remuneration and reimbursable</b>		<b>(In Rs. )</b>
<b>Breakup of Cost inclusive of taxes for remuneration and reimbursable</b>		
S.No	Item-wise amounts (Inclusive of Taxes)	Amount in figure (Rupees)
i.		
ii.		
iii.		
iv.		

It is hereby certified that the particular provided above are correct to the best of belief and nothing material has been concealed there from.

Name of Authorized Officer to Submit Proposal:

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature with Seal \_\_\_\_\_ Date \_\_\_\_\_

**Note:**

1. Proposal not submitted in this format may be rejected.
2. Submit the RFP captioned as - **‘Preparation of a Detailed Project Report on the Status of Technology Transfer facilities in public/private sector Academic and Research Institutions and other Institutions including industry associations and SMEs and Strategy to Establish Technology Transfer Organizations’**, on the main envelope (Label the sealed proposals as Technical / Cost as applicable separately within the main envelope).