

Expression of Interest (EOI)
For
Services of a Consultancy Organization to
“Socio – Economic Impact Analysis & Study” of the various Schemes and
Programs of Department of Biotechnology.

Department of Biotechnology, Block-2, CGO Complex,

Lodhi Road, New Delhi
Room No.: 523, 5th Floor, Block-3
CGO Complex, Lodhi Road,
New Delhi– 110003
Tel Nos.: 24364088

18th June, 2019

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1. TEXT OF ADVERTISEMENT

BT/STAT-ADV/04/2019
Ministry of Science & Technology
[Department of Biotechnology]

6th – 8th Floor, Block – 2, CGO Complex
Lodhi Road, New Delhi – 110003
Dated the 18th June, 2019.

INVITATION FOR EXPRESSION OF INTEREST

Department of Biotechnology (DBT) invites sealed Expression of Interest (EOI) from Indian consulting agencies for undertaking a study on **“Socio – Economic Impact Analysis”** of the Schemes and Programs of DBT.

The EOI Document containing the details of pre-qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website www.dbtindia.gov.in

Further details, if any, may be obtained from Deputy Secretary (PFF), Room No. 709, 7th Floor, Block -2, CGO Complex, Lodhi Road, New Delhi-110003 during working hours.

Last date for submission of EOI is **09.07.2019**. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs 10,000.00 (Rupees Ten Thousand Only) by way of DD/Pay Order in favour of “DDO, DBT, New Delhi”, payable at New Delhi may be submitted mentioning “EOI for **“Study on Socio- Economic Impact Analysis”** on the top cover:

“Sh. T. Narasimhan, Deputy Secretary, PFF,
Department of Biotechnology, GOI, Room No 709,
7th Floor, Block-2, CGO Complex, Lodhi Road,
New Delhi, 110003”

Applicants meeting the pre-qualification criteria, may be invited for presentation / proposal before the selection committee of DBT. Request For proposal (RFP) will be subsequently issued to the short listed applicants only.

Applicants are also encouraged to send their comments on draft Terms of Reference annexed to this Invite.

T. Narasimhan
Deputy Secretary, (PFF),
Department of Biotechnology,
Ministry of Science & Technology,
Govt. of India
New Delhi-110003

Note: DBT, Ministry of S&T or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and DBT, Ministry of S&T reserves the right to amend/add further details in the EoI.

2. LETTER OF INVITATION

**Ministry of Science & Technology
[Department of Biotechnology]
CGO Complex, Lodhi Road,
New Delhi – 110003**

No. BT/STAT-ADV/04/2019

Dated: 18th June, 2019.

Dear Sir/Madam,

Department of Biotechnology (DBT) invites sealed Expression of Interest (EOI) from Indian consulting agencies for undertaking a study on ***“Socio – Economic Impact Analysis”*** of the Schemes and Programs of DBT. The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available on the DBT website www.dbtindia.gov.in

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 09th July, 2019.

**“Deputy Secretary, (PFF)”
Department of Biotechnology
Room No.: 709, 7th Floor, Block- 2,
CGO Complex, Lodhi Road, New Delhi – 110003**

Queries if any may be referred in writing to the Deputy Secretary (PFF), at the above mentioned address or Telephone No. 24364088 or at E-mail: narasimhan.t@nic.in

S. No.	Critical Dates	Date	Time
1	Publishing Date	18/06/2019	3.00 PM
2	Document Download Start Date	18/06/2019	3.00 PM
3	Document Download End Date	09/07/2019	5.00 PM
4	EoI Submission Start Date	19/06/2019	10.00 AM
5	EoI Submission End Date	09/07/2019	5.00 PM
6	EoI Opening Date	10/07/2019	2.30 PM

Yours faithfully,

Deputy Secretary (PFF)
For & on behalf of President of India

Encl.: EOI Document.

1. Background

The Department provides services in the areas of research, infrastructure, generation of human resource, popularization of biotechnology, promotion of industries, creation of centres of excellence, implementation of bio-safety guidelines for genetically modified organisms and recombinant DNA products and biotechnology-based programs for societal benefits. Bioinformatics is a major mission to establish an information network for the scientific community, nationally and internationally. Mission of DBT is:

- Realising full potential of biotechnology
- A well directed effort, significant investment for generation of products, processes and technologies
- Enhance efficiency and productivity and cost-effectiveness of agriculture, nutritional security, molecular medicine, environmentally sustainable technologies, scientific and technological empowerment of human resource, a strong infrastructure for research and commercialization, enhance the knowledge base, nurturing the leads of potential utility, bringing the bio-products to the market place
- Socio-economic development / applicants of biotech for upliftment of women, rural, SC & ST population
- Promote biotech industry

2. Aims & Objective of the proposed Study

The objectives of the proposed studies are to assess socio-economic impact of DBT interventions in various sectors in multiple phases. While Phase I will look into the macro-economic impact of the DBT programmes on the Indian economy, Phase II will assess the impact of the DBT interventions in specific areas namely human resource development, agriculture, health, environmental, regional, and societal etc.

The study should cover the socio- economic impact of the following schemes:

- Building Capacities: (i) Star College Scheme for Strengthening of UG Science; (ii) PG Teaching Programme; (iii) Skill Development programmes in Biotechnology**
- Mission Programme: Bio-tech KISAN Programme**
- Research & Development: (i) Public Health & Nutrition Programme (ii) Biomedical Engineering & Bio-design (Devices, Diagnosis & Implants) (iii) Agriculture**
- Translational & Industrial Development Programme: Start-up India/ Make in India**
- Special Programme: Bio-technology of Societal Development (Women, farmer, SC/ST)**

5.0 EOI Processing Fees

A non-refundable processing fee for Rs. 10,000/- (Rupees Ten Thousand only) in the form of a Demand draft or a Pay Order drawn in favor of “DDO, DBT, New Delhi” Payable at New Delhi has to be submitted along with the EOI response. Responses received without or with inadequate EOI processing fees shall be liable to get rejected.

6.0 Venue & Deadline for submission of EoI.

EoI, in its complete form in all respects as specified in the Invite, must be submitted to DBT at the address specified herein earlier. In exceptional circumstances and at its discretion, DBT may extend the deadline for submission of EoI.

7.0 Validity of Offer:

The offer for EOI as per this document shall be valid for a period of one (01) month initially, which may be extended further if required by DBT.

8.0 TERMS OF REFERENCE

The detailed draft terms of reference are enclosed at **Annexure-I**.

INSTRUCTIONS TO CONSULTANTS

The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD:-

- a) Applicant's Expression of Interest as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Financial strength of the company as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized person.
- i) Consultancy organization must have its office in Delhi / NCR.

EOI Documents have been hosted on the website **dbtindia.gov.in** and may be downloaded from the website.

The applicants are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

9. Pre-qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting document	Compliance
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	Copy of incorporation and Partnership Deed, if any	Certificate of
2.	The applicant should be in the business of providing similar consultancy services for at least 03 years as on 31.03.2019.	Certificate by Company Secretary of the Applicant's organization	and Partnership
3.	The applicant has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2015-16, 2016-17 & 2017-18)	Format-5 to be certified & validated by Chartered Accountant (CA) of the Applicant's organization	
4.	The applicant should have an annual turnover of Rupees 50 Lakh in each of the last 3 consecutive Financial Years (FY 2015-16, 2016-17 & 2017-18) from only consultancy Services rendered in India	CA certified document with name of CA registration number, signature and stamp	
5.	The applicant shall have experience of providing: (i). Three similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 20 Lakh each or (ii). Two similar completed services costing not less than Rs.25 Lakh each or (iii). One similar completed services costing not less than Rs. 40 Lakh	Copy of Work Order / Contract	
6.	The applicant should have at least 03 full time consultants on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the applicant's organization	
7.	The applicant should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Undertaking signed by the Authorized signatory	
8.	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.	
9.	The applicant must have an office in Delhi / NCR.	Details of branch offices in State/UTs other than Delhi/NCR area, if any, may be submitted.	

10. Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing, inter alia, based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee, if taken, whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the relevant schemes of the DBT.
- d. DBT will take up references and reserves the right to pay due heed to the applicants' performance elsewhere and any past experience from DBT.
- e. Short listed agencies will be issued Bid Documents (RFP).

11. Response:

Applicants must ensure that their response is submitted as per the formats attached with this document. **Comments, if any, on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.**

Application in sealed cover super scribed, as "EOI for Engagement of Consultant for conducting Socio – Economic Impact Analysis & Study of the various Schemes and Programs of Department of Biotechnology, New Delhi."

12. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. DBT reserves the right to withdraw EOI and or vary any part thereof at any stage. DBT further reserves the right to disqualify any applicant, should it be so necessary at any stage.

13. Last date of submission of EOI:

The last date and time of submission of EOI is **9th July, 2019 (5.00 PM)**
EoI Opening Date & Time is **18th June, 2019 (3.00 PM)**

16.0 FORMATS FOR SUBMISSION:

FORMAT – 1

APPLICANT’S EXPRESSION OF INTEREST

To,
Deputy Secretary (PFF),
Room No. 709, 7th Floor,
Block – 2, CGO Complex,
Lodhi Road, New Delhi-110003

Sub: Submission of Expression of Interest to undertake “Socio – Economic Impact Analysis & Study” of the various Schemes and Programs of Department of Biotechnology, New Delhi.

Dear

In response to the Invitation for Expressions of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we are herewith attaching 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT – 3

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
S. No	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclosed completion certificates)	
1	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public sector.				
<div style="display: flex; justify-content: space-between;"> <div> <p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</p> </div> <div style="text-align: right;"> <p>Signature of the applicant</p> <p>Full name of applicant</p> <p>Stamp & Date</p> </div> </div>					

FORMAT – 4

List of experts/consultants on payroll (at least 3)				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT – 5

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2015-16				
2	2016-17				
3	2017-18				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant
Full name of applicant

Stamp & Date

FORMAT – 6

Additional Information

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility (Not more than 2 pages).

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT -7

Declaration
<p>We hereby confirm that we are interested in competing for the Consultancy Services to undertake “<i>Socio – Economic Impact Analysis & Study</i>” of the various Schemes and Programs of Department of Biotechnology, New Delhi.</p> <p>All the information provided herewith is genuine and accurate.</p> <p>Authorized Person’s Signature.</p> <p>Name and Designation:</p> <p>Date of Signature:</p> <p>Note: The declaration is to be furnished on the letter head of the organization.</p>

“Socio – Economic Impact Analysis & Study” of the various Schemes and Programs of Department of Biotechnology, New Delhi.

DRAFT TERMS OF REFERENCE

1. Background

The Department provides services in the areas of research, infrastructure, generation of human resource, popularization of biotechnology, promotion of industries, creation of centres of excellence, implementation of bio-safety guidelines for genetically modified organisms and recombinant DNA products and biotechnology-based programs for societal benefits. Bioinformatics is a major mission to establish an information network for the scientific community, nationally and internationally. Mission of DBT is:

- Realising full potential of biotechnology
- A well directed effort, significant investment for generation of products, processes and technologies
- Enhance efficiency and productivity and cost-effectiveness of agriculture, nutritional security, molecular medicine, environmentally sustainable technologies, scientific and technological empowerment of human resource, a strong infrastructure for research and commercialization, enhance the knowledge base, nurturing the leads of potential utility, bringing the bioproducts to the market place
- Socio-economic development / applicants of biotech for upliftment of women, rural, SC & ST population
- Promote biotech industry

2. Aims & Objective of the proposed Study

The objectives of the proposed studies are to assess socio-economic impact of DBT interventions in various sectors in multiple phases. While Phase I will look into the macro-economic impact of the DBT programmes on the Indian economy, Phase II will assess the impact of the DBT interventions in specific areas namely human resource development, agriculture, health, environmental, regional, and societal etc.

The study should cover the socio- economic impact of the following schemes:

- f. Building Capacities: (i) Star College Scheme for Strengthening of UG Science; (ii) PG Teaching Programme; (iii) Skill Development programmes in Biotechnology**
- g. Mission Programme: Bio-tech KISAN Programme**
- h. Research & Development: (i) Public Health & Nutrition Programme (ii) Biomedical Engineering & Bio-design (Devices, Diagnosis & Implants) (iii) Agriculture**
- i. Translational & Industrial Development Programme: Start-up India/ Make in India**
- j. Special Programme: Bio-technology of Societal Development (Women, farmer, SC/ST)**

3. Scope of Work:

The brief scope of work is as follows:

- I. Technical and Performance evaluation of the programs/schemes of the Department of Biotechnology and how they have impacted;
- II. Assess the socio-economic impact of the schemes/programs of the DBT. This should include assessment of beneficiary profile covered under the programme;
- III. Assess the implementation procedure and after intervention results;
- IV. Assess whether the objectives of the programme have been achieved;
- V. Identify challenges, pitfalls and key learning's from the programme;
- VI. Provide detailed recommendations and comment on need for continuation/ modification in the programme; and
- VII. Any other relevant task given by the Department.

3. METHODOLOGY

A field sample survey of a minimum of 3 states choosing states in consultation with DBT from different regions of the country viz. North Eastern Region, South and North will have to be conducted. During the visit the team will interact with beneficiaries of the Schemes as well as the officials of the Institutes under the Department.

4. TIME SCHEDULE

A draft appraisal report would be submitted within 3 months of the date of signing of agreement. The major findings of the draft report should be shared with the State Implementing Agency/DBT. Feedback from the agency/State should be taken into account by the Consultant in the final report in a substantive manner and for the record. Agencies/States will be required to provide written response within 15 days of receipt of draft report. The consultant will submit the final report within 4 months of the date of signing of agreement, after taking into account the comments of the Ministry/Department on the draft report. Four hard copies along with soft copy of the Final Review Report shall be submitted to DBT within a period of four months from the date of signing of agreement.

5. INPUTS TO BE PROVIDED BY DBT

- (i) Data available with DBT will be provided to the consultant only for the purpose of this study. Any other facilities like office space, rest house, transport, computer, photocopying facilities and typing/stenographic assistance etc. would not be provided to the consultancy firm.
- (ii) DBT reserves the right to interpret the whole or part of EOI in case of any ambiguity arises at any state.

6. DELIVERABLES

The Consultant shall submit a detailed report indicating the following:

- I. Inception report;
- II. Draft reports from time to time;
- III. Colored photographs of the sites visited/evaluated;
- IV. Final reports (10 copies with colored print);
- V. Soft copy of all documents
- VI. Status of implementation of the scheme.
- VII. Status of achievement of desired outputs and outcomes under the scheme.
- VIII. Recommendations on further improvement of scheme with objective of meeting its targets.
- IX. Recommendations on the systems at the field level for ensuring the efficient procurement of requisite/approved works/goods/services and the methodology to be used for the purpose.
Also innovative efficient methods may be suggested as against the existing practice.
- X. Recommendations on extension of scheme beyond 2019-2020 & extension of scheme to higher secondary level.
