

IICA-Centre of Business Innovation

REQUEST FOR PROPOSAL

“STUDY OF INCUBATION BY CORPORATE IN INDIA”

Indian Institute of Corporate Affairs

Ministry of Corporate Affairs

Plot No. – P 6, 7, 8, Sector-5, IMT Manesar

Gurgaon, Haryana

TITLE OF THE ASSIGNMENT	STUDY OF INCUBATION BY CORPORATE IN INDIA
TENDER NUMBER	IICA/45-4/2014/tender-001.
ASSIGNMENT PERIOD	August 2014 – October, 2014
DATE OF ISSUE	26.08.2014
CLOSING DATE	09.09.2014 15.09.2014
Date of Technical Presentation	16 th September 2014; 11:00 a.m. onwards
Nature of Bidding	Limited tendering

1. Study of feasibility of Incubation by Corporate.
2. Study of 20 successful Incubation by Corporate in India and key takeaways / drivers.
3. Study 10 failed incubation by Corporate in India and key challenges.
4. Identify key drivers for Corporate and Incubators to work together.

Section 1 – Instructions to Agencies

The Agencies are invited to submit a Technical bid and a Financial bid, as specified in the Data Sheet, for consulting services required for this assignment. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultation agencies. The agencies are expected to familiarize themselves with the terms and conditions of Request for Proposal (RFP) and take these into account in preparing their Proposals.

1. Address, and formal requirements
Head – Centre for Business Innovation
Indian Institute of Corporate Affairs
Ministry of Corporate Affairs
Plot No- P 6,7,8, Sector-5, IMT Manesar
Gurgaon, Haryana

Deadline for submission of bids: 4:00 pm, ~~9th September, 2014~~
15th September 2014

The bids are to be sent in double envelopes. The inner envelope must be sealed and bear the following inscription:

Envelope 1

Financial Proposal for Consulting Services for "Study of Incubation by Corporate in India"

Envelope 2

Technical Proposal for Consulting Services for "Study of Incubation by Corporate in India"

The Outer envelope containing these two envelopes should be marked:

"Study of Incubation by Corporate in India"

Not to be opened before (16th September, 2014)

All copies of the bid must be submitted by courier/post/hand in letter form. The above formal requirements regarding envelopes and marking will also apply to further copies of the bid.

2. The Technical Proposal

It should include detailed working concept which allows Indian Institute of Corporate Affairs (IICA) to examine the technical aspects in the light of the project objective. Also, if applicable, special tasks requested within the scope of the terms of reference (TOR). Technical proposals should be submitted in the following format using standard forms as outlined in Section 3.

- 1) Executive Summary
- 2) Profile
- 3) Relevant Experience
- 4) Technical Response
- 5) Description of the Team
- 6) Matters not appropriate in any other section
- 7) The pay order for Rs.20,000/- in favour of Indian Institute of Corporate Affairs drawn on Scheduled Banks towards EMD.

There should be no price information anywhere in the technical bid document. Failure to comply will result in a disqualification of the bid.

3. The Financial bid

Price quotation is to be submitted in a separate envelope together with your technical proposal and should be prepared using the Standard Formats as outlined in Section 4. It shall list all costs associated with the assignment, including:

- (a) Remuneration for staff
- (b) Reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down activity wise.

4. Cost of preparing the bid

No remuneration will be paid for preparation of the bid and the documents to be attached thereto. The bids, together with the attached documents, shall be the property of the Indian Institute of Corporate Affairs, without entitlement to remuneration. A request that the first-ranked bidder does not constitute grounds for a claim for reimbursement of related costs from the IICA.

5. Other requirements

Agreements with third parties in restraint of competition, which are to the disadvantage of the Centre of Business Innovation, are not permissible and will lead to the bid not being considered.

The documents submitted in response to the request to bid shall be treated confidential by the bidder and may only be made available to third parties in connection with potential subcontractors in relation to bid of the bidder. Non-compliance may result in the bid not being considered.

6. Data Sheet

1.1	Name of the Client: Indian Institute of Corporate Affairs Method of Selection: The parties will be first short listed on the basis of technical evaluation and thereafter financial bids of the short listed parties will be considered. Basis: Quality-cum-Cost Based Selection Method(QCBS)
1.2	Financial bid to be submitted together with Technical bid: Yes
1.3	Proposals shall remain valid for 60 days after the submission date
2.1	Proposals shall be submitted in the following language: English
2.2	Agencies may associate with other Consultants: Yes
2.3	The estimated number of calendar-months required for the assignment is three months from the date of contract signing
2.4	Training is a specific component of this assignment: No
2.5	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: Yes Service tax will be applicable as per prevailing tax law in India. As per Indian tax Law, income tax at source has to be deducted on payments to agencies, if such payments exceed Indian Rupees 30,000 p.a.
3.1	Consulting agencies must submit the original and two copies of the Technical Proposal, and the original of the Financial Proposal
3.2	The Proposal submission address is: Head, Centre for Business Innovation Indian Institute of Corporate Affairs Ministry of Corporate Affairs Plot No.-P 6, 7, 8, Sector-5, IMT Manesar Gurgaon, Haryana Proposals must be submitted not later than the following date and time: 9th September 2014; 4:00 p.m. 15 th September 2014; 4:00 p.m.
4.1	Financial quotes to be provided in INR
4.2	The weightage given to the Technical and Financial Proposals are: Technical = 0.7 and Financial = 0.3 Total score for technical proposal will be sum of technical proposal and presentation both.

Section 2: Terms of Reference

1. Background

The Indian Institute of Corporate Affairs (IICA) is registered as a Society on September 12, 2008 under the Societies Registration Act, 1860. An autonomous institute, IICA works under the aegis of the Ministry of Corporate Affairs to deliver opportunities for research, education and advocacy. It is also a think tank that curates a repository of data and knowledge for policy makers, regulators, as well as other stakeholders working in the domain of corporate affairs.

Set up as the premier organization that aims at providing astute and credible intellectual leadership in corporate regulation, governance and running sustainable business, IICA is a think-tank, capacity building and service delivery institute. Its work enables corporate growth, reforms and regulation through synergised knowledge management, and global partnerships thus offering real-time solutions. IIC propels knowledge and training through its network of schools and centres. It has six schools and six centre carrying this vision forward.

2. OBJECTIVE

The broad objective of this research is to study the technology or business incubation by Corporate in post-liberalization India. The study will identify the success parameters, start-up teams, strategies, challenges and create a best practices panel. It will identify the drivers for Corporate, Incubators and Start-ups to form innovation ecosystem services and derive Value Proposition from each other. The knowledge base repository thus created would be useful in capacity building of incubation managers, identification of

mentors and to conduct training programs for sustained Incubation in the Country.

3. SCOPE OF SERVICES AND DELIVERABLES

The study will be conducted by an external consultancy/ market research company/ specialized agency. The study will be accomplished within 6 weeks from the date of award of work order. The study shall be sector agnostic and focus on incubated ventures that achieved organic/ inorganic growth. The broad scope would be as follows:

a) Observe the Innovation Ecosystem post-Liberalization that prompted Incubation in Indian scenario.

b) Study and documentation of at least 20 successful incubations by Corporate in India under key sectors. Identify the best practices, key team members, facilities, challenges, best practices adopted and the current status of such incubations.

c) Study and documentation of at least 10 failed incubation by larger Corporate in India, the challenges and dilution mechanisms adopted by Corporate.

d) Assessment of current regulatory scenario to facilitate replication of sustainable incubation by Corporate in India in the current decade.

e) Develop an Incubation Matrix to bring the start-ups, incubators and Corporate together and discuss a model approach and the way forward for such business process decisions.

f) Data Collection, both quantitative and qualitative, with logical inferences/conclusions on the same for replication of practices;

g) Submission of Draft report for Comments

h) Submission of Final Report

4. Deliverables and Time schedule (Sept - October 2014)

The maximum time period for this assignment is expected to be two calendar months; however, agencies are free to propose shorter timeline. An electronic copy of each deliverable shall also be provided on a CD. The table below shows expected timelines for each deliverable.

No	Deliverables	Time*
D1	Analytical Framework & Approach	September 30, 2014
D2	Draft report	October 20, 2014
D3	Final report	October 31, 2014

5. Payment Schedule

The table below shows the sequence of payments against project milestones.

No	Project Milestone	Payment*	Months
P1	Contract signing	30%	M1
P2	On Submission of Draft report	30%	M2
P3	On completion and acceptance of report	40%	M3

*% of total contract value

All advance payments will be made on submission of bank guarantee for the amount equivalent to 10% of project cost.

The selected party shall provide performance bank guarantee of the amount decided by IICA.

6. Eligibility criteria and Expertise / skill sets required

The minimum eligibility criteria and the requisite expertise/skill sets required for the project are as under: -

- a) The agency should have undertaken similar research oriented work for a minimum period of 3 years along with the list of reports generated;
- b) The agency must have established competencies in the field of innovation and sustainability and they should have adequate experience in the area including advisory and execution of related jobs.
- c) The consultancy agency should have adequate manpower to work on short timelines, minimum 5 in their set up with the minimum experience of 5 years + having dealt projects in the areas of innovation, business planning and sustainability.

Apart from background and experience, bids will also be evaluated based on the soundness of the methodologies proposed for each of the three components of this project.

7. Other terms & condition

- Only bidders who satisfy the eligibility condition may apply. Sealed tenders are to be delivered by hand/post at IICA, Manesar by the last date & time as mentioned below.
- All sealed envelopes shall be clearly marked with name of work and name of bidder and shall be submitted before 4:00 PM on ~~9th September, 2014~~ 15th September 2014. Tenders received after due date will not be entertained.
- The bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.20,000/- (Rs. Twenty Thousand only),(Please see

my remarks given earlier) by Demand Daft/Pay Order in favour of Indian Institute of Corporate Affairs, Payable at New Delhi, drawn on any schedule Bank. Tenders without EMD will be rejected.

- Tenderers should sign at the bottom space of all pages of tender document. The tender bid shall be opened at IICA, Manesar.
- EMD of the successful bidder shall be forfeited in the event of withdrawal of his bid after award of the work order or non-completion of the task.
- EMD of unsuccessful bidder shall be returned after a decision on the tender is taken. No interest will be paid by IICA on the EMD.
- No bidder shall contact the IICA on matter relating to its bid, from the time of bid opening till the contract/work order is awarded.
- Any effort by a bidder to influence the IICA in the IICA's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidders bid.
- The notification of award will constitute the formation of the contract/work order.
- The Tenders submitted beyond the date and time fixed shall be summarily rejected. Partial quotations of items will make the tender liable for rejection. Bidder has to give quotation for all items in the Tender Performa.
- Any postal delay or loss in transit will be at the risk of bidder and will not be binding on IICA.
- Indian Institute of Corporate Affairs, reserves the right either to accept or reject any or all the tenders at any time prior to award of contract.
- No request for increase in the rates will be entertained during the period of supply of items. Subject to the Schedule of payment herein before appearing, no advance payment will be made. Also, no interest will be paid on delayed payment.

- The IICA reserves the rights to reject any or all tenders. The IICA, in order to satisfy itself can get a spot enquiry to verify soundness, capability and viability of the tendering firm.
- All disputes are subject to the jurisdiction of courts in the National Capital Territory of Delhi.
- In case of any differences or dispute arising out of or in connection with the tender, the matter will be decided by arbitrator.. DG & CEO, IICA will be the Sole Arbitrator on all matters and his decision will be binding on the bidder.
- In case of breach of any clause of the tender, the bidder can also be black listed.
- If the final report submitted is not found, up to the standards specified by the IICA, the final payment of 40% will not be released and the performance guarantee submitted the part will be encashed.

Section 3: Technical Proposal – Standard Formats

The technical presentation should not exceed half an hour, the presentations will be held at IICA, Manesar on 16th September 2014, 11:00 AM onwards. With reference to brief guidelines provided in section 2 of this RFP, agencies are expected to use the following recommended formats and number of pages for their technical proposals.

1. Executive Summary:

Executive summary should capture important parts of your technical proposal including achievements, approach, timeline, milestones and staffing. Executive summary must be confined to maximum 3 pages.

2. Profile

Two page description of background, organisation and competencies of the consulting firms and each associate for this assignment.

3. Relevant Experience

The section should contain project credentials of the bidder. This section should mention 5 most relevant experiences and must not exceed 5 pages.

FORMAT FOR RELEVANT EXPERIENCE

Name of Assignment	Client (Including contact Detail of person in charge)	Assignment period (from August 2013-till date)	Value(INR/Euro)	Role of the firm/short description
Selected Relevant projects-National				
Selected Relevant projects-Global				

4. Qualification to Terms of reference:

The section is intended to record understanding of the assignment and interpretation of the TOR and any observations/suggestions the bidder may have on the terms of reference. Facilities and support

required/expected from counterpart should also be mentioned. Maximum number of pages to be used is 3.

5. Technical response:

This section should define the approach, methodology, work plan including sub activities and deliverables and how the bidder intends to organise the project with team composition to execute the engagement. Technical response must confine to 30 pages and in following 3 sub sections.

1) Approach and methodology

Detailing out planned approach and methodology for carrying out the assignment to achieve the expected output.

2) Work Plan including sub activities and Deliverables

Detailing out Main activities, sub activities, duration, their interrelations, Milestones and deliverables. Work plan should be consistent with approach and methodology and should break out the TOR in feasible work plan.

3) Project Organisation

This should contain the project team organogram and brief profiles of project team personnel. Details of which tasks are likely to be carried from your home office will be undertaking within the scope of the project (backstopping) and the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included. Earliest possible date for commencing the work, with alternatives where appropriate must be mentioned.

Description of the proposed team

- 1) Staffing: This section should contain the staffing table which indicates the name, firm, area of expertise, designation and task assigned to the professional staff as per the following format:

Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

- 2) Schedule

Staffing schedule (giving alternatives if necessary) with details of the personnel to be engaged in the home/field work with their man-days of involvement in the assignment as per the following format:

FORMAT FOR STAFFING SCHEDULE

No	Name of Staff	Description on work from	Staff input (in number of Days)					Total Staff input (days)			
			Mont h 1	Mont h 2	Mont h 3	Mont h 4	Mont h	Home	Field	Total	
		Home (days)									
		Field (days)									

Staffing schedule should be superficially broken into Professional staff (International and Indian) and Support Staff.

3) Curricula vitae (CVs)

The CVs of the experts designated for the project are to be in tabular form and should cover the points given in the format. Each CV must confine to maximum 3 pages in the following format.

SUGGESTIVE FORMAT FOR CVs OF PROPOSED PROFESSIONALS

Name:	
Nationality:	
Designation:	
Proposed Position:	
Whether Employee of the Firm:	
Years with the Firm:	
Key Qualifications:	
Education:	
Recent Relevant Experience:	<Project Title>
	<Designation in Project Team> <Description of Role>
Details of as work proposed to be assigned in the assignment under consideration	

Record of Employment:		
From	To	Designation & Name of Firm

Languages Known:			
	Read	Write	Speak

4) Personnel Inputs and work plan

This section should contain a GANNT chart mapping project phases, activities and sub activities, milestones and deliverables and man-days involvement of each project team member. There should be no price information in this table, only estimates of man-days of each consulting team member.

S.No	Work-plan Activities	Team Member	Showing the completion of activities and involvement (mandays) of team member in respective cells.				Remarks, if any
			Wk 1	Wk 2	Wk 3	Wk n	

6. Matters not appropriate in any other section

Section 4: Financial Proposal: Standard Formats

Financial Proposal should be submitted in a separate envelope with a covering letter clearly mentioning the validity of the quote for minimum 60 days and as per the following format.

FORM 1: TOTAL COST SUMMARY

Description	Cost in INR
Professional Fee	
Reimbursable Fee	
Applicable Tax	
Other charges, if any	
Total Cost	

FORM 2: FORMAT FOR STAFF INPUTS AND FEE RATES

Name	Description	No of Days	Daily Fee (in INR)	Total Fees (Days x Fee)
Sub Total				
Tax				
Total				

FORM 3: FORMAT FOR PROJECTED REIMBURSABLE COST

Description	Number	Rate	Cost(INR)
Vehicle hire			
Airfare			

Accommodation			
Per Diem for staff			
Others (please specify)			
Total			

**FORM 4: COST BREAK UP ACCORDING TO THE MAJOR
DELIVERABLES**

Deliverables (As outlined in TOR)	Consulting Fee	Reimbursable Fee	Total Amount

Further information may be obtained from the web site www.iica.in or Sh. Neeraj Baswala, Consultant, Centre for Business Innovation, Indian Institute of Corporate Affairs (IICA), Plot No. P 6, 7, 8; Sector 5, IMT Manesar, Distt. Gurgaon (Haryana) - 122 050. Contact email – neeraj@iica.in or neerajiica1@gmail.com.