

DIRECTORATE OF INDUSTRIES

UTTARAKHAND

Industrial Area, Patel Nagar, Dehradun, Uttarakhand, India-248001

SL. NO. 2785

DATE: 13.10.2017

Expression of Interest for Project Management Consultant (PMC) for assisting Department of Industries in leveraging Central Schemes of Govt. of India for Industrial Infrastructure and Cluster Development in the State of Uttarakhand

Department of Industries, Uttarakhand invites Expression of Interest (Eoi) from agencies/firms of repute as “**Project Management Consultant (PMC) for leveraging Gov Schemes for Industrial Infrastructure and Cluster Development in the State of Uttarakhand**”. Such Schemes shall inter – alia include MSME – CDP, IID, SFURTI etc. and other similar schemes related to MSME. Approximately 10 clusters under MSE-CDP and SFURTI are expected to be taken up during the course of the project.

Interested agencies/firms may submit their Eoi in a sealed cover with all documents. The prospective firms/agency can download detailed Eoi and the prescribed format for the submission of Eoi from website www.doiuk.org or the same can be collected from Directorate of Industries , Dehradun, Uttarakhand by 29.10.2017 at 11 a.m.

The sealed Eoi proposals superscribed as “Eoi for Project Management Consultant (PMC) for assisting Department of Industries in leveraging Central Schemes of Govt. of India for Industrial Infrastructure and Cluster Development in the State of Uttarakhand” must be received at the Directorate of Industries, Dehradun, Uttarakhand on or before dated 29.10.2017 at 5 p.m. and will be opened at meeting hall of Directorate of Industries on same date at 29.10.2017. In case, the date of submission / opening of Eoi is declared a holiday, the same shall be held on next working day at same prescribed time and place. Based on the work experience, technical competence and financial capability, the agencies/firms shall be shortlisted. Minimum three agencies/firm will be shortlisted. RfP shall be issued to the shortlisted agencies/firms. Quality & Cost Based Selection (QCBS) method shall be adopted for evaluation and selection of the interested agencies/firms among the firms already shortlisted through Eoi.

Director, Directorate of Industries, Uttarakhand reserves the right to shortlist or reject any or all of the proposals or scrap the entire process without assigning any reason thereof.

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Terms of Reference

1. Background

The Department of Industries, Govt. of Uttarakhand is the nodal department of the State Government and has been mandated for development of Industrial Infrastructure in the state of Uttarakhand. The Department very well realizes that a vibrant Micro, Small and Medium Enterprises (MSME) sector is crucial for sustaining economic growth and employment generation due to its labour intensive nature. Therefore, the Department has embarked upon a Cluster Development approach for enhancing competitiveness of this sector.

This approach shall further aim to facilitate enhanced bargaining power for clusters, access of MSMEs to better technology, higher value addition, more profitable markets, formal credit, skilled manpower and other need based inputs required to compete in the global markets

Currently, the Department is in the process in identifying a number of MSME clusters which require both hard and soft interventions. In view of this, the Department now intends to leverage assistance for such interventions available under various Industrial Infrastructure and Cluster Development Schemes of various Ministries of Government of India. Such schemes shall inter – alia include MSME – CDP, IID, SFURTI etc. and other similar schemes notified from time to time by Gol

In most of the cases, the MSMEs are well aware of their challenges, gaps that need to be addressed along with possible solutions. Appointment of a professional Project Management Consultant (PMC) since leveraging funds available under these Gol Schemes would require major efforts in project conceptualization and development, Stakeholder engagement along with co – ordination, approvals from concerned Department / Ministries and documentation for release of grant funds post approval to the projects.

2. Objectives Project Management Consultant

- (a) To formulate project proposals
- (b) To get approval from Gol
- (c) Release of Grant from Gol
- (d) Successful implementation of projects

3. Scope of Work for Project Management Consultant

The Department of Industries, Govt. of Uttarakhand invites proposal from experienced Consultancy Firms as "Project Management Consultant (PMC) for leveraging Gol Schemes for Industrial Infrastructure and Cluster Development in the State of Uttarakhand". Such Schemes shall inter – alia include MSME – CDP, IID, SFURTI etc. and other similar schemes related to MSME. Approximately 10 clusters under MSE-CDP and SFURTI are expected to be taken up during the course of the project.

The Scope of Work would be to develop and monitor implementation of projects under respective Gol Schemes to be leveraged by state Govt. The consultant shall be responsible for identification of projects to be positioned under relevant schemes, preparation of diagnostic/ feasibility studies, obtaining stakeholder commitment, preparation of detailed project report, obtaining approval of Gol and monitoring during the implementation phase. The Consultant would assist Government of Uttarakhand in development and implementation of Projects and shall provide following services:

- a) **Deployment of dedicated team:** The PMC shall depute a team of two professionals in Dehradun (one MBA and one B. Tech with minimum 3 years of experience each) and one in Delhi/NCR (B.E/B.Tech with MBA with minimum 10 years of experience) for the assignment. They shall be responsible for profiling and mapping of potential projects to be developed; preparation of proposals, coordinating approvals, follows up at Gol level, etc.
- b) **Mapping and Profiling of the Clusters:** The PMC would undertake a rapid study to validate and develop profile of MSE clusters (With tentative size of around INR 5- 20 Cr each) and clusters under SFURTI in the State of Uttarakhand with supporting data and details for each cluster covering origin of the cluster, number of units, market demographics, competition, turnover / value addition, export potential, employment generation, investment requirements along with backward and forward linkages, service and institutional support, facilitation by industry bodies, core issues, policy support, needs etc.
- c) **Undertaking Diagnostic Study and Submission of Reports:** Post identification and finalization of clusters in consultation with Directorate of Industries; the PMC will carry out and prepare diagnostic study reports of the identified clusters, which will cover analysis of the business process of the cluster (s) on the basis of attributes such as manufacturing processes, technology, marketing, quality control, testing, purchase, outsourcing etc. in order to crystallize the strengths, weaknesses, threats and opportunities of the cluster. The Diagnostic study would identify and highlight the major problems and impediments of the cluster and a well - planned course of action / roadmap shall be

prepared in order to support the cluster for self-sustaining growth. The diagnostic study shall include a stakeholder validation actions plan, the cost estimates for implementing the action plan, performance indicators, timelines and milestones for evaluation of the projects. These would be consistent with the guidelines of Micro, Small and Medium Enterprise Cluster Development or any other relevant scheme.

- d) **Preparation of DPR:** Pursuant to the approval of the Diagnostic Study Reports by the concerned Ministry, the PMC shall take up preparation of technically feasible and financially viable cases under various scheme of govt. of india for further work. The Detailed Project Report (DPR) for setting up of common facility center for the cluster of MSME units and / or Infrastructure development project for new industrial estate / area or for up – gradation of existing infrastructure in existing industrial estate / area / cluster will be prepared in the subsequent project phase. The engineering inputs (Drawings and BOQs) shall be arranged by the Client (Dept. of Industries, Govt. of Uttarakhand) if and when required. Ministry of Micro Small and Medium Enterprise has already conducted Diagnostic Study of 2 – 3 cluster in the state of Uttarakhand through APTICO in the year 2103, which may be required to be updated/modified and these clusters may be further taken up for DPR preparation.
- e) **Project Management and Assistance in procurement of funding support from Government of India (upon approval and if deemed necessary):** The PMC shall assist the State Govt. and / or Special Purpose Vehicle in project management besides procuring support from concerned Ministry / Department: The assistance that shall be provided would be:
- (i) Facilitating the structuring of the Project Special Purpose Vehicle
 - (ii) Assist the Project Special Purpose Vehicle in developmental activities such as selection of consultants / agencies for detailed engineering, site supervision, procurement, preparation of bid documents, construction, operational matters and other such areas etc.
 - (iii) Participate in relevant review meetings along with the State Govt. and the Special Purpose Vehicle
 - (iv) Assist the State Govt. in preparing documentation/presentation required by the concerned Ministry / Department of Gol for release of grant funds
- f) **Project Management Support:** The Consultant shall provide all necessary support during the implementation of the project post approval in terms of submission of periodical progress reports of respective projects as per the format prescribed under respective Scheme guidelines. The physical and financial progress inputs for progress report shall be provided by the Consultant

- g) **Release of Grant Funds:** The Consultant shall prepare all necessary documentation for submission to concerned nodal Ministry in order to facilitate timely release of grant funds sanctioned under respective schemes
- h) **Reporting and Co - ordination:** The Officer from concerned department along with Consultant shall attend all the meetings convened by concerned Ministry and other relevant authorities during the project implementation process and address all the enquiries by them and provide clarifications as sought and Consultant will address all the queries raised by concerned Ministries/Department
- i) **Engineering and Procurement:** The PMC will assist the SPV and the Client in identification of required machineries, procuring necessary services with regard to detailed engineering, architectural designs and support in bid process management for implementation of each approved project under the respective Central Scheme

4. Technical Qualification Criteria

S. N	Basic Requirement	Specific Requirement	Documents Required
1.	Legal Entity	<ul style="list-style-type: none"> The applicant should be a Company / Firm / LLP/NGO & Trust registered in India. 	<ul style="list-style-type: none"> Certificate of Incorporation/ Valid certificate of registration PAN Copy Up-to-Date IT returns for last 3 years GST Details
2.	Financial Turnover	<ul style="list-style-type: none"> Annual turnover during last 3 financial years (as per the latest audited balance sheet) should be a minimum of Rs. 3.0 Crore The net worth must be 	<ul style="list-style-type: none"> Copy of audited balance sheet and profit & loss account showing the relevant trade for last 3 financial years

		positive as per audited balance sheet during last 3 financial years	<ul style="list-style-type: none"> • Certificate from CA for the turn over • Certificate from CA for the net worth
3.	Technical Competence	<ul style="list-style-type: none"> • The applicant should have extensive experience of at least 3 years in Government/Public Sector Consulting • Experience in working for developing projects under various MSME schemes including MSE-CDP schemes, SFURTI etc 	<ul style="list-style-type: none"> • Copy of Work-Orders, work completion certificates (if completed) to be attached
5.	Blacklisting	Affidavit by the authorized signatory of the agency that the agency has not been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the data of the publication of this EoI	Self Declaration by Agency/Firm
6.	Consortium	Consortium not allowed	

Annexure 1: General Details

1.	Name of the Agency/Firm	
2.	Permanent Address (with PIN No.) Tel: Fax: Email ID:	
3.	Name of the Authorized person for submitting proposal: Mobile No.: Email ID: <i>(Attached Authorization Letter of Competent Authority)</i>	
4.	Legal Entity: (a) Whether the agency is registered under the Indian Companies Act: Y/N (b) Date of commencement of business: (c) Certificate of Incorporation (d) GST Registration Certificate (e) PAN No. (f) Up-to-Date IT Return for last 3 Years	
5.	Blacklisting as on the date of publication of this EoI	Self Declaration to be provided
6.	Confirm to carry assignment as per TOR of EoI	
7.	Confirm to accept all terms & conditions specified in EoI	

(Authorized Signatory)