

A. Format for Technical Section		
1. Summary and Contact Information:		
Name of Proponent Organization		
Name of Contact Person for this Proposal		
Address		
Branch Offices (if any)		
Phone		
Email Contact		
Service Tax Number		
2. Areas in which Consultancy firm has expertise:		
S.No	Area (s)	Details
3. Organizational Profile:		
<p>Please provide a brief description of the organization. Please include the following information:</p> <p>(1) Mandate, Mission or Vision statement.</p> <p>(2) Organisation Structure</p> <p>(3) Legal status (Year and country of incorporation / Registration)</p> <p>(4) Membership / Awards</p>		
4. Technical and Manpower Capacity:		
<p>Please provide a brief description of the technical and manpower capacity and capability of the organization, relevant to areas of focus of this RFP.</p> <p>Describe the in house technical skills and Manpower that the organization has to support implementation of the proposed assignment.</p>		
5. Details of Past and Ongoing Projects (Experience Statement):		
<ul style="list-style-type: none"> • Provide details of past 5 years Past experience of similar nature, specifically if any experience working with a Government Sector 25 Company • Past experience in relevant sector. • List of Major Clients 		

6. Administrative Capacity:
Please provide a brief description of the administrative capacity of the organization, including Organizational procedures for planning, review, procurement and performance evaluation 1.
7. Proposed Plan for the present consultancy assignment:
i. Methodology ii. Work Plan iii. Time Schedule
8. Additional Information for Consideration:
Information if any on related aspects such as Sub-contracting arrangement, organisational reference etc.
9. Attachments
Please enclose the following: Letter of Registration 1. Organizational profile 2. Copy of Constitution of Organization or other Establishment document 3. CVs of key management staff for the organization 4. Account details

NOTE: Enclose relevant document where ever applicable

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

B. Format for Financial Section		
1. Financial Diligence		
The financial capacity and capability of the organisation including net worth, audited statement of accounts, turnover, service tax returns etc of last 3 financial years		
2. Milestones and Expected Timelines:		
S.No	Milestones	Timelines
i.		
ii.		
iii.		
iv.		
v.		
3. Objectives and estimated cost for the present assignment		
S.No	Objectives	Estimated cost
i.		
ii.		
iii.		
iv.		
4. Consolidated Cost Summary inclusive of taxes for remuneration and reimbursable for the present assignment		
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 two hard copies duly sealed (one original and one photocopy) each of Technical and Financial Bid of the proposal to “Biotech Consortium India Limited, 5th Floor, Anuvrat Bhawan, 210, Deen Dayal Upadhyaya Marg, New Delhi - 110 002” with caption as “Request for proposal - HR Consultancy Agency for BIRAC (Technical / Financial as applicable)” on the envelope.***