

**Request for proposal for HR Consultancy Assignment for Biotechnology Industry
Research Assistance Council (BIRAC), a Section 25 Company of the Department of
Biotechnology, Government of India**

INDEX

No.	Chapter	Page No.
1.	Letter of Invitation (LOI)	2
2.	Instructions to Consultancy Agency(ITC)	4
3.	<u>APPENDICES</u> <u>Appendix – I: Terms of reference (TOR)</u> <u>Appendix – II: Format of Particulars</u> <u>Appendix-III: Service and Confidentiality Agreement</u> <u>Appendix-IV: Covering letter</u>	

Disclaimer: This RFP is not an agreement and is neither an offer nor invitation 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 to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at in relation to the Consultancy that may not be accurate.

CHAPTER I- Letter of Invitation (LOI)

i. Background

The Department of Biotechnology (DBT), Government of India is in the process of setting up of Biotechnology Industry Research Assistance Council (BIRAC) as a not-for-profit Section 25 company with a vision to stimulate, foster and enhance the strategic research and innovation capabilities of the Indian biotech industry particularly Start-ups and SMEs, to make India globally competitive in biotech innovation and entrepreneurship and to provide enabling services for supporting the innovation ecosystem.

After the incorporation of BIRAC, it is important to develop a detailed organisational design and structure and therefore do a systematic analysis of Human Resource (HR) needs with the necessary skills required, develop a performance management system and the required HR Policies. It is hereby proposed to engage an appropriate HR Consultancy Agency for the same.

Request for Proposals (RFPs), are invited from HR Consultancy Agency having extensive national, international and government experience. The prime responsibility of the consultancy assignment will be to prepare the organisational structure and design, assess the HR needs in line with the mandate of BIRAC, develop profiles of the manpower, a career growth plan, HR policy, performance management system etc.

The Agency would be identified through a competitive bidding process and selected under Combined Quality Cum Cost Basis (CQCCB) System as per procedures described in this RFP. For details of the eligibility criteria, terms of reference and prescribed formats please visit website <http://www.birapdbt.nic.in> and / or www.bcil.nic.in.

Eligible Agencies are invited to send their Technical and the Financial Bids separately in sealed envelopes before 17.30 hrs of January 16, 2012 to Biotech Consortium India Limited (BCIL), a company promoted by DBT and Managing Partner, BIRAP. The corresponding envelopes should be captioned as Proposal for HR Consultancy for BIRAC- Financial Bid /Technical Bid. Agencies are requested to send their responses to the mailing address stated below:

Dr. Purnima Sharma, MD, BCIL & Managing Partner, BIRAP, Biotech Consortium India Limited, 5th Floor, Anuvrat Bhawan, 210, Deen Dayal Upadhyaya Marg, New Delhi - 110 002, Tel.: 91-11-2321 9064-67, Fax: 2321 9063, Website: www.bcil.nic.in

ii. Terms Of Reference (TOR):

The detailed Terms of Reference (TOR) have been outlined in Appendix- I.

CHAPTER II- Instructions to Consultancy Agency (ITC)

A. Standard Information

1. The proposal validity period is 90 days. The eligible Consultancy Agency shall respond to the invitation of the RFP by giving the technical proposal and the financial proposal in separate sealed envelopes. There has to be one original set of the RFP and a copy containing all the required documents in prescribed formats.
2. Required Proposal Format- The proposal must contain a Covering letter, technical section and financial section in the format provided in **Appendix- II**.
 - i. Technical Section
In the Technical section, the consultancy Agency should include details of professional competence, past experience of assignments of similar nature, projected required logistics, methodology, work plan, strategy and schedules for completing the present assignment.
 - ii. Time-Cost or Financial Section
In the Time-Cost section, the consultancy Agency must detail the financial performance of the Agency for the last three years, time and costs that will be required to complete the present consultancy assignment.
 - iii. Additional Documentation (optional)
Any other relevant document(s) including References can be submitted by the consultancy Agency along with the RFP as ~~%Additional Documents+~~
3. The contents for Time-Cost Section should state:
The total price offer (in Indian Rupees) for entire scope of Services to be rendered including remuneration and reimbursable expenses payable, milestones and corresponding cost estimate. For the purpose of evaluation, the total cost shall include all taxes and duties for which the payments are to be made to the Consultancy Agency and other reimbursable expenses.
4. Submission Deadline
The duly completed RFP should reach the BCIL on or before 17.30 hrs of January 16, 2012.
5. Discretion of the BIRAP/BCIL on behalf of DBT
 - i. The BIRAP/BCIL, on behalf of DBT reserves the right to reject any or all the RFPs for the proposed consultancy assignment without assigning any reason whatsoever.

II. The BIRAP/BCIL, on behalf of 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 Consultancy Agency does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the proposal.

6. Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Consultancy Agency who submitted the proposals or to other persons not officially concerned with the process, until the award of contract is notified to the successful Agency.

7. The cost for preparing RFP including visits by the Consultancy Agency is not reimbursable.

B. Assignment Specific Information

a. Evaluation of the RFPs:

Evaluation under Combined Quality Cum Cost Based System shall be carried out following the criteria given hereunder in a single stage.

S. No.	Criteria	Weightage
1	Technical Section	60%
	<ul style="list-style-type: none"> • Past Experience of assignments of similar nature. • Past experience in carrying out assignments in related sectors. • Methodology, work plan and understanding of the present assignment • Professional Competence of the team members 	10% 10% 20% 20%
2	Financial Section	40%
	<ul style="list-style-type: none"> • Financial stability of the firm • Timelines and estimated cost for the present assignment 	10% 30%

The evaluation of the RFPs will be done in a single stage. The envelopes containing the technical proposal shall be opened first and the scores will be given. The technical section will be allotted weightage of 60% while the financial section will be allotted weightage of 40%. First 5 RFPs scoring high in the technical section shall be shortlisted. The time-cost or financial proposal of those shortlisted RFPs shall be evaluated further. Proposal with the lowest cost will be given a financial score of 100 and other proposals according to the LEC / EC, where LEC stands for lowest evaluated cost and EC stands for evaluated cost. The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations if required and can be recommended for award of contract.

b. Mandatory Limitations for the RFP

The consultancy assignment aspects shall be within the applicable terms of General Financial Rules, 2005.

c. Letter of Award (LOA)

The Consultancy Agency selected for award of assignment will be issued a %LOA+. The Consultancy Agency accepting the LOA has to enter into a %Service and Confidentiality Agreement+. The terms and conditions of the agreement are appended here in as **Appendix-III**.

d. Conflict of Interest

The Consultancy Agency shall not receive any remuneration in connection with the assignment except as provided in the %Service and Confidentiality Agreement+.

e. Warranties of the Consultancy Agency

The Consultancy Agency shall warrant that it is under no contractual restrictions or legal disqualifications or other obligations which will prohibit it from entering into this consultancy assignment and that the statement and particulars herein contained in this RFP and in the relevant and supporting documents are correct.