



Expression of Interest
for empanelment of
Knowledge partner
as part of allied services

Invited by

**NATIONAL SMALL INDUSTRIES CORP. LTD. (NSIC),
NSIC- TECHNICAL SERVICES CENTRE(NSIC TSC),
GOVERNMENT OF INDIA ENTERPRISE,
SECTOR B-24, GUINDY INDUSTRIAL ESTATE,
EKKADUTHANGAL,
CHENNAI – 600032.
TEL NO. 044-22252335/6
www.nsic.co.in
e mail: ntsccche@nsic.co.in**

ACTIVITY SCHEDULE

| | |
|--------------------------------------|-------------------------|
| Date of Release of EoI Document | 15.02.2019 |
| Last Date of Sending Queries | 21.02.2019 @ 17.00 Hrs |
| Date of Pre-submission Meeting | 22.02.2019 @ 11.00 Hrs. |
| Last Date of Submission of Proposals | 01.03.2019 @ 15.00 Hrs. |
| Date of Opening of Proposals | 01.03.2019 @ 17.00 Hrs. |
| Place of Opening of Proposals | NSIC TSC CHENNAI |
| Date of Presentation | 04.03.2019 @ 11.00 Hrs. |

SECTION I: INVITATION FOR PROPOSALS

1. Objective

The objective of this EOI is to empanel suitable applicants as Knowledge Partners, in order to enhance the reach of NSIC-TSC service by way of increased training program on latest technology areas. Knowledge Partners shall impart the training at the premises of NSIC TSC Ekkaduthangal, Chennai-600 032.

2. Contact Information

Chief General Manager,
NSIC Technical Services Centre,
Sector B-24, Guindy Industrial Estate,
Ekkaduthangal, Chennai-32

3. Submission

- The prospective Knowledge Partners should take into account any corrigendum published on NSIC website regarding the EOI document before submitting their proposals.
- The proposal along with the requisite documents have to be submitted in
- Covering letter as per format given in **Annexure – A**
- Duly filled proposal documents with proper seal and signature of the authorised person with name, designation, email id & contact number along with the authority letter, as per the format attached in **Annexure – B**.
- A copy of Certificate of Incorporation, Partnership Deed/Memorandum and Articles of Association or any other equivalent document showing date and place of incorporation, as applicable.
- Copies and documents of supply orders/installation reports/projects, successfully completed/executed by prospective Knowledge Partner, as per para 4 of Section – II of this document.
- The copy of the audited balance sheets or certificate from a Chartered Accountant for the financial year 2017 - 2018, 2016 - 2017 and 2015 - 2016 indicating the annual sales turnover of the prospective Knowledge Partner.
- The details of establishment, resources like own office/ lab, plant and machinery, equipment's, instruments, staff etc., available with prospective Knowledge Partners in the region opted by them.
- Organizational Details, as per **Annexure – C**.
- Details of technical staff on roll of prospective Knowledge Partner, as per format given at **Annexure – D**.
- Details of experience of the prospective Knowledge Partner, as per format given in **Annexure – E**.
- The copies of PAN, TAN, as applicable.
- The copies of GST registration.
- Copies of documents in support of other credentials like ISO Certification, awards won, professional membership, etc.
- Undertaking to the effect that the prospective Knowledge Partner has not been blacklisted or debarred from bidding process by any Office/ Department/ Undertaking of the State Government/Central Govt. of India, at the time of submission of bid.
- Other documents necessary in support of eligibility criteria and/ or credential of the prospective Knowledge Partner.

Note: NSIC TSC reserves the right to reject the proposal if any of the above listed document/s is/are not submitted.

4. The proposal should be addressed to:

Chief General Manager,
NSIC Technical Services Centre,
Sector B-24, Guindy Industrial Estate,
Ekkaduthangal, Chennai-32

Tel No. 044-22252335/6 Email: ntscche@nsic.co.in Website: www.nsic.co.in

5. Pre-Proposal Meeting

The pre-proposal meeting will be held on 22.02.2019 @ 1100 Hrs. for sorting out the queries - if any, of prospective Knowledge Partners , at:

NSIC Technical Services Centre,
Sector B-24, Guindy Industrial Estate,
Ekkaduthangal, Chennai-32

Tel No. 044-22252335/6 Email: ntscche@nsic.co.in Website: www.nsic.co.in

Prospective Knowledge Partners are advised to visit NSIC TSC, Ekkaduthangal and get themselves familiarized with the existing facilities available at NSIC TSC premises, seek clarification and get themselves satisfied prior to submission of proposals.

The prospective Knowledge Partners may send their queries on ntscche@nsic.co.in latest by 21.02.2019 @ 1700 Hrs.

6. Last Date of Submission of Proposals

Proposal must be submitted in person or through post/courier (NSIC TSC shall not be responsible for any postal delays or any other reason for not submitting the fees in the specified time and resulting in disqualification/rejection of any proposal) so as to reach on or before the due date and time. ie 01.03.2019 15.00 hours.

7. Payment of processing fees

The document processing fees Rs 1180/- inclusive of 18% GST to be paid through RTGS/NEFT. NEFT to the Current Account of National Small Industries Corporation Ltd, at Punjab National Bank, New No.3 Rajarajan St, Ekkaduthangal, Chennai 600032, (Branch Code- 657000, **Current Account No:6570 0021 0000 4827, IFSC Code-PUNB0657000**, MICR Code-600024058), OR, POS machine at Accounts Department , NSIC Technical Services Centre, Chennai.

7. Presentation of Proposals and Business Plan

Shortlisted Knowledge Partners will present their respective business plans for specific area of Expertise

(END OF SECTION I)

SECTION II: INSTRUCTIONS TO PROSPECTIVE KNOWLEDGE PARTNERS

1. Selection of Field of Engineering & Technologies

The list of various Field of Engineering & Technologies which can be chosen are given in **Annexure – H**. The interested prospective Knowledge Partner may submit their proposal for any one or more of the Field of Engineering & Technologies, solutions or technologies, mentioned above. However, it is essential for the prospective Knowledge Partner to comply with the eligibility requirement/s for each of the product, solution and technology, for which the proposal is submitted. The prospective Knowledge Partner should take utmost care to submit the necessary and sufficient documents in support of the eligibility requirements.

NSIC reserves the right pertaining to allotment of any particular product, solution or technology to the empanelled Knowledge Partner.

2. Period of Empanelment

The initial period of empanelment shall be two (02) years. NSIC reserves the right to extend this period by another two years on same terms and conditions.

4. Eligibility Criteria

- a. The prospective Knowledge Partner must meet the minimum eligibility criteria given below.
- b. The prospective Knowledge Partner shall be a firm/company/ partnership firm registered under the Companies Act, 2013/ the partnership Act, 1932, Limited Liability Partnership Act, 2008 and who have their registered offices in India.
- c. The prospective Knowledge Partner must have successfully completed at least three (03) orders/contracts/ projects in last three (03) years, pertaining to similar products/solutions/technologies for which EoI is submitted. Start ups with less number of years in the field but with innovative ideas will also be considered
- d. The total value of works/contracts/projects completed in last three (03) years as mentioned in para 4c above for which EoI is submitted must be at least INR 05 lakhs.
- e. The prospective Knowledge Partner should not have incurred loss in last two (02) financial years.
- f. The prospective Knowledge Partner must have at least ten (5) full time technical staff on their roll for last six (06) months.
- g. The prospective Knowledge Partner must not be blacklisted or debarred by any Central Govt./State Govt./PSU/Municipal Corporations/other Govt. Bodies, as on date of submission of proposals.
- h. If in the view of prospective Knowledge Partner, any exemption/relaxation is applicable to them from any of the eligibility requirements, under any rules/process/guidelines/directives of Government of India, prospective Knowledge Partner may submit their claim for the applicable exemption /relaxation, quoting the valid rule/process/guidelines/ directives. In this case the prospective Knowledge Partner must submit necessary and sufficient documents along with the proposal, in support of his claim. The decision about granting the exemption/ relaxation will be taken by the bid evaluation committee which is empowered to grant exemption/relaxation. The relevant and valid certificates in support of claim of exemption must be submitted.

Note: The prospective Knowledge Partners should provide sufficient documentary evidence to support the eligibility criteria. NSIC TSC reserves the right to reject any proposal not fulfilling the eligibility criteria.

5. Amendment to Eol Documents

- a. At any time prior to the deadline for submission of proposals, NSIC TSC may, for any reason, whether on its own initiative or in response to the clarification request by a prospective Knowledge Partner, modify the Eol document.
- b. The amendments to the EOI documents, if any, will be notified by release of corrigendum notice on NSIC website. The amendments/ modifications will be binding on the prospective Knowledge Partners.
- c. NSIC TSC at its discretion may extend the deadline for the submission of proposals if it thinks necessary to do so or if the proposal document undergoes changes during the submission period, in order to give prospective Knowledge Partners time to take into consideration the amendments while preparing their proposals.

6. Preparation of Proposals

- a. Prospective Knowledge Partner should avoid, as far as possible, corrections, overwriting, erasures or postscripts in the proposal documents. In case however, any corrections, overwriting, erasures or postscripts have to be made in the proposals, they should be supported by present date signatures of the same authorized person signing the proposal documents. However, prospective Knowledge Partner shall not be entitled to amend add/delete/correct the clauses mentioned in the entire tender document.

7. Technical Presentation

Subsequent to submission of proposals, the Evaluation Committee of NSIC-TSC may ask the prospective Knowledge Partners to give a detailed technical presentation, covering following points:

- a. Nature of products/solutions/technologies undertaken by the prospective Knowledge Partner.
- b. Knowledge, skills, expertise of prospective Knowledge Partner pertaining to products/solutions/technologies, for which proposal is submitted.
- c. Achievements, awards won, etc.
- d. Plan/methodology for rendering the services for which the proposal is submitted.
- e. Capability and willingness of the prospective Knowledge Partner for marketing NSIC TSC Training programs with respect to field of Engineering/Technology proposed .

8. Evaluation of Proposals

- a. The proposals will be examined based on eligibility criteria stipulated at Para 4 of Section – II to shortlist the eligible Knowledge Partners.
- b. The technical proposals of only the short listed eligible Knowledge Partners shall be evaluated based on overall credentials, capability, experience, expertise and resources available with the eligible Knowledge Partner. The evaluation will be done broadly on seven (07) parameters with marks as defined below:

| Sr. No. | Evaluation Parameters | Marks |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1 | Total number of contracts/projects undertaken pertaining to CP or the number of esteemed clients to whom CP products/services are provided | 10 |
| 2 | Number of projects in the relevant field/technology area | 10 |
| 3 | Financial strength | 10 |
| 4 | Qualified technical and marketing staff on the roll for pre & post sales activities | 10 |

| | | |
|---|--------------------------------------------------------------------------------------------------------|----|
| 5 | Infrastructure and resources like office space, branch offices, relevant equipment's/ instruments etc. | 10 |
| 6 | Technical achievements like patents granted, papers published, awards received | 10 |
| 7 | Other achievements, strengths etc. | 10 |
| | Total | 70 |

- c. NSIC-TSC may take up references and reserves the right to pay due heed to the eligible Knowledge partner's performance elsewhere and any past experience with NSIC
- d. The duly constituted evaluation committee shall evaluate the proposals. The committee shall be empowered to take appropriate decisions on minor deviations, if any.
- e. The minimum qualifying marks for the evaluation parameters stipulated in the table above shall be forty (40). The prospective Knowledge Partners getting marks less than forty (40) will be disqualified.
- f. NSIC TSC reserves the sole right for empanelment.
- g. The prospective Knowledge Partners whose technical proposal is found to meet both the requirements as specified above will only qualify for further processing.

9. Financial Offers

Limited enquiries will be sent to the qualified prospective Knowledge Partners for submitting the financial proposals. Some of the terms of the financial proposals shall be as follows:

- a. The contract/agreement shall be initially for a period of two (02) years. NSIC may extend the contract/agreement by another two years. Maximum four years.
- b. The successful prospective Knowledge Partners will be required to submit security deposit. Tentatively the security deposit for Knowledge Partners will be INR 10,000/-, which is refundable after the end of contract/agreement period and does not attract any interest
- c. The contract will be awarded to the eligible Knowledge Partner offering most competitive prices. However, NSIC TSC reserves the right to evaluate the offer and award on the basis of Quality and Cost Based System (QCBS).

10. NSIC Right to Amend/Cancel

- a. NSIC TSC reserves the right to amend the eligibility criteria, scope of supply, technical specifications etc.
- b. NSIC TSC reserves the right to cancel the entire tender without assigning any reasons thereof.

11. Corrupt or Fraudulent Practices

- a. It is expected that the prospective Knowledge Partners who wish to enroll as Knowledge Partner should have highest standards of ethics.
- b. NSIC will reject proposal if it encounters that the prospective Knowledge Partner recommended for award of empanelment has engaged in corrupt or fraudulent practices while competing for this contract.
- c. NSIC may declare a prospective Knowledge Partner ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time encounters that the prospective Knowledge Partner has engaged in corrupt and fraudulent practices during the award/execution of contract.

12 . Confidentiality

The Knowledge Partner and/or their personnel shall not, either during the term or after expiration of engagement period disclose any proprietary or confidential information relating to the services, contract or NSIC business or operations without the prior written consent of

NSIC. The Knowledge Partner and/or their personnel shall not, either during the term or after expiration of this contract, undertake any public communication, press/media releases relating to the services, contract, or NSIC'S business or operations without the written consent of NSIC. Information available on public domain is excluded from confidentiality clause.

13. Force Majeure

NSIC may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that, the delay in performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states/state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at Knowledge Partner's premises or any other act beyond control of the Knowledge Partner.

14 Arbitration

All disputes/claims of any kind arising out of supply, commissioning, acceptance, warranty, maintenance etc. under this contract, shall be referred by either party (NSIC TSC or the Knowledge Partner) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to the sole arbitrator appointed by NSICTSC . The venue for arbitration shall be Chennai. The arbitration proceedings shall be conducted in English and as per the provisions of Indian Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties. Initially the cost of Arbitration shall be borne equally by both the parties and finally as per the decision of the Arbitrator. Any other costs or expenses incurred by a party in relation to the arbitration proceedings shall ultimately be borne by the party as the Arbitrator may decide. .

15. Indemnity

Selected Knowledge Partner shall save, indemnify and hold harmless NSIC from any third party Govt. claims, losses penalties, if any, arising in connection with this contract.

16. Assignment

Selected Knowledge Partner shall not assign, delegate or otherwise deal with any of its rights or obligation under this contract without prior written permission of NSIC

The prime responsibility towards the successful execution of agreement/contract lies with prospective Knowledge Partner associating with NSIC TSC. The selected Knowledge Partner shall not fully or partially sub-let to any other entity without prior approval and written consent of NSIC TSC.

17. Severability

If any provision of this contract is determined to be invalid or unenforceable, it will be deemed to be modified to the minimum extent necessary to be valid and enforceable. If it cannot be so modified, it will be deleted and the deletion will not affect the validity or enforceability of any other provision.

18. Interpretation of the Clauses in the EoI Document

In case of any ambiguity/dispute in the interpretation of any of the clauses in the EoI document, the interpretation of the clauses by Chief General Manager, NSIC TSC, Chennai shall be final and binding on all parties.

(END OF SECTION II)

SECTION III

Roles and Responsibilities

The roles and responsibilities of empanelled Knowledge Partners are given below. However, the prospective Knowledge Partners may please note that these are only brief and indicative in nature.

1. Create and identify market for NSIC TSC , services, training & technologies, solutions, etc.
2. Revenue share will be decided by separate process on “non-exclusive” basis based on highest revenue share accruing to NSIC TSC.
3. Volume of sales-based incentives will be offered by NSIC TSC.
4. It is mandatory to adhere to NSIC’s prescribed FEES and pre-defined targets.
5. Manage order pipeline and identify new business opportunities.
6. Work with NSIC TSC to develop new proposals, quotations, and pricings.
7. Carryout pre-training activities.
8. Provide support framework and technical support.

5. Role of NSIC

1. Assist/facilitate Knowledge Partners marketing/proliferation activities such as tradeshows, campaigns and other promotional activities.
2. Back-end technical support will be provided by NSIC TSC to the empanelled Knowledge Partners as agreed.
3. Conduct regular awareness sessions for all empanelled Knowledge Partners on NSIC’s product portfolio, technologies, training and other expertise.
4. Coordinate with Knowledge Partners to create and execute business plans.
5. Address Knowledge Partners related issues, conflicts and pricing issues in a timely manner.
6. Evaluate Knowledge Partners performance and recommend improvements.
7. Develop positive working relationship with Knowledge Partners to build business.

(End of Section – III)

Annexure – A: Covering Letter

Date:

To,
Chief General Manager,
NSIC Technical Services Centre,
Sector B-24, Guindy Industrial Estate,
Ekkaduthangal, Chennai-32

Subject: Submission of EoI for Empanelment of Knowledge Partners

Dear Sir,

In response to the invitation for Expression of Interest (EoI) No. _____ published on _____ (date) for the above purpose, we hereby submit our proposal.

We would like to express our interest for empanelment as Knowledge Partner.

The Products, Solutions or Technologies of our interest are:

- 1.
- 2.
- 3.

Please find enclosed herewith the below listed documents, as required.

1. Authority Letter as per Annexure - B.
2. Organizational Details (Annexure - C)
3. Details of Technical Staff on Roll (Annexure - D)
4. Experience of Organization (Annexure - E)
5. Financial Strength of the Organization (Annexure - F)
6. Declaration (Annexure - G)

Sincerely Yours,

Signature of the Competent Authority (with date)

(full name)

(designation)

Stamp

Annexure – B: Authority Letter

(To be submitted in original on letterhead)

Date:

To
Chief General Manager,
NSIC Technical Services Centre,
Sector B-24, Guindy Industrial Estate,
Ekkaduthangal, Chennai-32

Subject: Authority Letter

Reference: Eol document no.

Dear Sir,

We, M/s _____ (Name of the prospective Knowledge Partner) having registered office at _____ (address of the prospective Knowledge Partner) herewith submit our proposal against the said Eol document.

Mr./Ms. _____ (Name and designation of the signatory), whose signature is appended below, is authorized to sign and submit the proposal documents on our behalf against said EOI.

Specimen Signature:

The undersigned is authorised to issue such authorization on behalf of us. For M/s _____ (Name of the prospective Knowledge Partner)

Signature and company seal

Name

Designation

Email

Mobile No.

Annexure – C: Organizational Details

| Sr. No. | Information heading | Details |
|---------|-------------------------------------------------------------------------------------------|---------|
| 1 | Name of the prospective Knowledge Partner | |
| 2 | Name, designation, e-mail and mobile number of contact person | |
| 3 | Address of Head Office/Registered Office | |
| 4 | Details of Branch offices, Regional Offices, if any | |
| 5 | Total number of employees on roll | |
| 6 | Nature of Business – like manufacturer, trader, service provider etc. | |
| 7 | Details of products, technologies or services you are presently dealing with | |
| 8 | List of Esteemed Clients (please attach a list) | |
| 9 | Names of Principal Manufacturer/OEM for which you are Knowledge Partner/Authorised Dealer | |
| 10 | Organizational Chart (please attach separate document) | |
| 11 | Awards won | |
| 12 | Any other information | |

Annexure – D: Details of Technical Staff on Roll

| List of Full time employees on payroll | | | | | |
|-----------------------------------------------|------------------|-------------|---------------|----------------------|-------------------------------|
| Sr. No. | Name of Employee | Designation | Qualification | Nature of Experience | Experience in number of years |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

Annexure – E: Experience of Organization

| Experience of organization in implementation of solutions similar to design/deployment of products/ solutions/ technologies | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Sr. No. | Description | Vertical/ Area of Work | Number of assignments during last five (05) years | Order Value of each assignment in INR <i>(enclose copy of each order)</i> | Mention the name of Client/Organization <i>(enclosed completion certificates)</i> |
| 1. | Experience in carrying out similar assignments in Government sector | | | | |
| 2. | Experience in carrying out Similar assignments in Private sector | | | | |
| <p><i>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.</i></p> | | | | | |

Annexure - F: Financial Strength of the Organization

| Financial Strength of the Organization | | | | | |
|-----------------------------------------------|----------------|------------------------------|-------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------|
| S.No. | Financial Year | Whether profitable Yes/No | Annual net profit (<i>in INR</i>) | Overall annual turnover (<i>in INR</i>) | Annual turnover from only consultancy services rendered in India (<i>in INR</i>) |
| 1. | 2017 - 18 | | | | |
| 2. | 2016 - 17 | | | | |
| 3. | 2015 - 16 | | | | |

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

Signature of the Applicant/Authorized Signatory

(Full name of the Applicant/Authorized Signatory)

Stamp & Date

Annexure - G: Declaration

Declaration

We hereby confirm that we are interested for collaboration for Implementation of solutions in areas like _____ as per your "Expression of Interest".

All the information provided herewith is genuine and accurate.

Authorized Person's Signature

Name: _____

Designation: _____

Date of Signature: _____

Stamp

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

Annexure – H: Field of Engineering & Technologies

| S.No | Areas & Technologies | No of trainees to be trained per month |
|------|--------------------------------------------------------------------------------|----------------------------------------|
| 1 | SMART MANUFACTURING BASED ON IOT: INDUSTRY 4.0 | 20 |
| 2 | SMART WELDING | 20 |
| 3 | COMPUTER INTEGRATED MANUFACTURING- (CNC,CAD,CAM,CAE) | 20 |
| 4 | REVERSE ENGINEERING | 20 |
| 5 | INDUSTRIAL ROBOTICS | 20 |
| 6 | DRONE | 20 |
| 7 | 3D PRINTER | 20 |
| 8 | VIRTUALIZATION / CLOUD COMPUTING | 20 |
| 9 | DATA MINING / MACHINE LEARNING / DEEP LEARNING | 20 |
| 10 | BIGDATA / DATA SCIENCE / DATA ANALYTICS | 20 |
| 11 | VIRTUAL REALITY & AUGMENTED REALITY | 20 |
| 12 | DIGITAL MARKETING / SEARCH ENGINE OPTIMIZATION | 20 |
| 13 | CYBER SECURITY | 20 |
| 14 | ARTIFICIAL INTELLIGENCE | 20 |
| 15 | INTERNET OF THINGS FOR SMART CITIES | 20 |
| 16 | INTERNET OF THINGS FOR AUTOMOBILE SECTOR / VEHICLE TO VEHICLE COMMUNICATION | 20 |
| 17 | BLOCK CHAIN TECHNOLOGY | 20 |
| 18 | ELECTICAL SUB STATION & TRANSMISSION TECHNOLOGY | 20 |
| 19 | SOFTWARE DEFINED RADIO | 20 |
| 20 | POWER ELECTRONICS FOR AUTOMOBILES | 20 |
