

CALL FOR EXPRESSION OF INTEREST (EOI)
FROM
PUBLIC/PRIVATE CONSULTANTS
FOR
**PROVIDING CONSULTANCY & TECHNOLOGIES' MARKETING SERVICES AND SPIN-
OFF CREATION**



CSIR-NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY, JORHAT (ASSAM)

No.3/16-IBD

DATE OF ISSUE: 01/06/2016

LAST DATE OF SUBMISSION: 30 June, 2016 (by 5.00 pm)

CONTENTS

Sl.No	Section	Page No(s).
1	Brief Introduction and Invitation to EOI	3
2	Scope of Work	4
3	Instructions to Participating Consultants	5-8
4	Formats for Submission	9-12

1. Brief Introduction & Invitation to EOI

CSIR-North East Institute of Science & Technology (CSIR-NEIST), Jorhat is a constituent laboratory of the Council of Scientific & Industrial Research (CSIR) established in the year 1961 with multidisciplinary research activities. Its major thrust of R&D activities has been to develop indigenous technologies by utilizing the immense natural wealth of India in general and NE region in particular and contributing to the region's as well as country's industrial growth and economic prosperity.

The technologies developed/transferred by the Institute can be classified under the following:

- Aroma chemicals
- Herbal products
- Drug intermediates
- VSK cement plant technology
- Agro-technologies
- Bio-fertilizers
- In-organic chemicals
- Paper products & natural fibres
- Oil field chemicals and
- Process for bioremediation of coal mining and oil contaminated sites

A detailed list of technologies available for commercialization is available on the website, www.neist.res.in.

Over the years, the Institute also developed expertise in the areas like, cultivation of medicinal & aromatic plants, desulphurization of North East coals, geotechnical investigations, foundation design engineering, soil and building materials and seismic surveillance studies.

Through this EOI, CSIR-NEIST is interested in short-listing Public/Private Consultant Firms/Organizations to provide Consultancy & Marketing Services in the form of Technology Transfer Agency (TTA) for commercializing its technologies, products, processes & IPs and marketing of knowledgebase for collaborative/sponsored projects. The EOI shall be submitted along with necessary supporting documents and a processing fee of Rs.500.00 vide DD/Cheque in favour of the Director, CSIR-NEIST payable at Jorhat.

This document indicates the scope of work, qualifying requirements, forms and procedure for submission of proposal for interested Consultants. For more details, the following may be contacted.

Head, RPBD

CSIR-NEIST

Jorhat- 785006, Assam

E-mail: senguptaa@rrljorhat.res.in

2. Scope of Work

The expected activities to be carried out by the TTA would include but not limited to the following:

- Technology/Know-how/IP License/Transfer
- Marketing of Knowledgebase for Collaborative/Sponsored R&D Projects
- IP Advisory services such as FTO studies, Pricing of IP and Technologies
- Finalization of Agreements and Contracts
- Negotiation and Deal support
- Market surveys/studies
- Organization of Networking events, workshops, seminars, industrial meets
- Assisting the Institute and scientists in creation of start-up companies
- Raising of funding and finances for knowledge-based start-up companies

3. Instructions to Participating Consultancy Firms/Organizations

To participate in this Expression of Interest (EOI), all information as detailed below is to be submitted in hard copy in a sealed envelope with the inscription, “**Expression of Interest: Technology Transfer Agency (TTA)**” and one soft copy through e-mail.

1. Applicant’s Expression of Interest as per Form-I.
2. Eligibility Criteria Form as per Form-II
3. Organization/Company details and details of experience as per Form-III.

Last Date of Submission of EOI: 5 PM on 30 June, 2016.

Address for submission

Director
CSIR-NEIST
Jorhat- 785006, Assam
E-mail: director@rrljorhat.res.in

3.1 Selection Method

Stage I: Expression of Interest (EOI)

- 1.1 CSIR-NEIST invites Expression of Interest (EOI) from Public and Private Consultant Firms/Organizations.
- 1.2 CSIR-NEIST shall short-list only those Consultant Firms/Organizations who fulfil the eligibility criteria specified in point 3.2.
- 1.3 The evaluation shall be carried out on the basis of information/data furnished in the application documents received from the applicants in the first instance. No account will be taken of any further documents from the applicants or clarifications or any such additional information furnished subsequently by the applicant. However, CSIR-NEIST reserves the right to call for such clarifications confined with the scope of the contents of the application, should such a clarification become necessary for proper judgement in evaluation.
- 1.4 CSIR-NEIST shall apply pass-fail test and short-list all the consultants who meet the eligibility requirement as specified.
- 1.5 The short-listed companies will be notified through the Institute’s website within one week after the deadline of receipt of EOI applications.
- 1.6 After completion of the EOI evaluation, the qualified applicants shall be asked to submit Detailed Proposal on the Marketing/Commercialization Strategy to be adopted for CSIR-NEIST along with financial details.

Stage II: Request for Proposal (RFP)

- 1.1 CSIR-NEIST shall circulate a detailed RFP among the short-listed consultant firms/organizations.

- 1.2 The shortlisted consultants shall submit a detailed proposal as per RFP document circulated to them.
- 1.3 The consultancy services proposal to be provided by consultants shall include all details as per RFP shared with them and shall be evaluated by a Technical Committee and marks assigned, to a maximum of 70. This shall be evaluated on the basis of the business strategies for the expected work elements and the deliverables in terms of revenue generation/clientele building for CSIR-NEIST.
- 1.4 The financial aspects shall be submitted as per RFP shared with them and shall be evaluated by a Technical Committee and marks assigned, to a maximum of 30, with the lowest bidder getting 30 and all other bidders getting marks relative to the lowest bid.
- 1.5 The combined score of consultancy and financial will be taken into consideration and the consultants shall be ranked as per the combined score and shall be selected for further contract discussion.

3.2 Eligibility criteria

- a. The applicant shall be a single entity, registered as a Company, Firm or Society under respective acts in India & should be involved in the business of technology/IP transfer, providing consultancy for creating spin offs/start-ups, scouting for R&D partners and conducting market survey for assessing market potentiality of technologies/IP for a minimum period of two years.
- b. The agency must be registered in India with the appropriate tax and other administrative authorities.
- c. The agency must have understanding and familiarity of working with Government funded R&D Institutes. TTAs having prior experience in working with CSIR labs would be preferred.
- d. Should have qualified and well-experienced strong in-house human resource base on company roll.
- e. Should be located in India.
- f. The consultant organization should have its contacts and activities in industrially and commercially important areas/places.
- g. All documentary evidences wherever applicable must be furnished.

3.3 Amendment to EOI

At any time prior to the last date for receipt of EOI, CSIR-NEIST, may for any reason, whether at its own initiative or in clarification requested by prospective applicants, modify the EOI document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, CSIR-NEIST may, at its discretion, extend the last date for receipt of proposals and/or make other changes in the requirements set out in the EOI.

The applicants are requested to visit the CSIR-NEIST website for any changes or amendments in the EOI before submitting their EOIs.

3.4 Documents to accompany EOI

The applications shall be complete with the following documents:

- a. Expression of Interest in Form-I.
- b. Eligibility Criteria Form in Form- II
- c. Organization/Company details and details of experience in technologies' marketing and spin-off creation in Form-III.
- d. Each page of the EOI document duly signed by the authorized person.
- e. Any other testimonials/information relevant to the present subject of EOI which the applicants may like to provide.

3.5 Time Period

The contract shall be valid for a period of two years; subject to a performance review after every six months. CSIR-NEIST reserves the right to extend the contract further for a period of one year based on half yearly reviews of TTA's performance beyond the date of completion of the first year. The decision of CSIR-NEIST regarding performance of the TTA shall be final and binding.

3.6 Rejection of EOI

The application is liable to be rejected if:

- a. The application is not covered in proper sealed cover with superscription as indicated in point 3 above.
- b. Not in prescribed forms and not containing all required details.
- c. Not signed as per requirements.
- d. Offer received by fax or e-mail only.
- e. Received after expiry of due date and time. In case of EOI submission by electronic form, the hard copy of the same should reach on or before the last date & time prescribed. CSIR-NEIST shall not be responsible for postal delays.
- f. Incomplete EOI document.

3.7 Disclaimer

- a. CSIR-NEIST reserves the right
 - To reject any/all applications without assigning any reasons thereof.
 - To relax or waive off or add any of the pre-conditions/eligibility criteria already stipulated in this document as deemed necessary in the best interest of CSIR-NEIST provided due notice of the same is given to all applicants.
 - To include any other item in the scope of work at any time after consultation with applicants or otherwise.

3.8 Authorized Signatory

The 'Applicant' mentioned in the EOI document shall mean the one who has signed the EOI document forms. The applicant should be the duly Authorized Representative, for which a certificate of authority should be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

Every sheet and all forms complete in all respects shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicant's seal. The Power (s) of Attorney supporting/authorizing of the signatory shall be enclosed with the offer. Any / all corrections made in the offer shall be duly authenticated by the signature of the Authorized Signatory.

3.9 Disclosure Agreement

The applicants shall give in writing, duly authorizing CSIR-NEIST to approach & seek comments on their performance from any or all of the clients listed by them.

4. Formats for Submission

FORM-I

EOI Letter Performa (in company's letter head)

To
The Director
CSIR-NEIST
Jorhat- 785006
Assam

Sub: Expression of Interest for short-listing of Technology Transfer Agency (TTA) for providing consultancy & technologies' marketing services and spin-off creation.

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment; do hereby express the interest to do the work as specified in the scope of work.

Sl.No	Description	Response
1	Name of the Consultancy Organization/Firm	
2	Address	
3	Name, designation & address of the person to whom all references shall be made	
4	Telephone (with STD code)	
5	Mob. No of the contact person	
6	E-mail of the contact person	
7	Fax No. (with STD code)	

The following documents are enclosed herewith.

1. Eligibility Criteria Form in Form- II
2. Organization/Company details and details of experience in technology/IP transfer, providing consultancy for creating spin offs/start-ups in Form-III
3. Self attested copies of Supporting Documents

I/We hereby declare that I/We:

- a. Have not been convicted for an offence concerning professional conduct or any affairs administered by courts and in case if there is any change in the circumstances at any stage during the EOI procedure or during the implementation of the work, it will be informed to CSIR-NEIST immediately.
- b. Authorize CSIR-NEIST to approach and seek comments on my/our performance from any or all of the clients listed by me/us.
- c. Have prepared the EOI in good faith and the information contained is true and correct to the best of my/our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date:..... Place:.....

Witness by- Signature

Name & Designation:

Address:

Date:

FORM-II
Eligibility Criteria Form

Sl.No	Eligibility Criteria	Supporting Documents required	Supporting documents enclosed (Yes/No)
1	The applicant shall be a single entity, registered as a company, firm or society under respective acts in India and should have been in existence in India for at least two years.	Company Incorporation Certificate or Registration Certificate from ROC.	
2	The agency should be involved in business of technology/IP transfer, and commercialization, providing consultancy for creating spin offs/start-ups, scouting for R&D partners and conducting market survey for assessing market potentiality of technologies/IP.	List of successful cases done for clients (In case the list is too long, only the high profile ones may be mentioned).	
3	Should have technically qualified and well-experienced strong in-house resource base on company rolls.	Resumes of key resource personnel of the company.	
4	The consultant organization should have its contacts and activities in industrially and commercially important areas/places.	Proof of activities.	
5	Annual business turn-over for last two financial years ending 31/03/2016.	Copy of balance sheet for the last two years.	

FORM-III

ORGANIZATION/COMPANY DETAILS AND DETAILS OF EXPERIENCE IN TECHNOLOGIES' MARKETING AND SPIN-OFF CREATION

A. About the Organization/Company:

B. Core Services:

C. Customer References related to Technologies/IP marketing

Sl.No	Name & Address of the client	Date of start of the work	Date of completion	Website address	Value of the project

D. Customer References related to creating Spin-off/Start-up companies

Sl.No	Name & Address of the client	Date of start of the work	Date of completion	Website address	Value of the project

E. Customer References related to other services relevant to the present assignment

Sl.No	Name & Address of the client	Date of start of the work	Date of completion	Website address	Value of the project

F. Record of litigation/arbitration (if any)

Sl.No	Details of case	Present status	Details of award, if finalised