

Notice Inviting Proposals

Proposals are Invited from Agencies / Firms / Start-Ups / Companies / Institutes / Organizations for Empanelment and Assisting TIFAC and Making all Logistical Arrangements for Technical Review, Assessment and Evaluation of Programs/Schemes

IMPORTANT DATES

Date of Advertisement	21 - 02 - 2024
Last Date of Receipt of Proposals (Technical and Financial-Separately)	04 - 03 - 2024 Up to 5:30 PM
Date of Proposal Opening / Presentations of Technical Proposal	To be informed to the Tenderers

Note

1. The Proposers need to sign each and every page of the proposal document as an unconditional acceptance of all terms and conditions specified in this document.
2. As the work is specialized in nature so, mere submission of proposal does not entitle for selection.
3. Presentations (Online/Offline) of proposals will be held on specified dates which will be intimated to the proposers well in advance.
3. The decision of TIFAC will be final and no request whatsoever will be entertained in this regard.

Process:

1. The Technical Proposals will be opened first and presentations of technically qualified proposers / bidders will be held on given date in offline/online mode.
2. Financial Proposals are not opened on the same day, the date of opening of Financial Proposals would be informed to the eligible proposers by email / phone.

DETAILED NOTICE

Technology Information Forecasting & Assessment Council (TIFAC), an Autonomous Organization under Department of Science & Technology, GOI, invites proposals from eligible Consultants (Agencies/Firms/Start-Ups/Companies/Institutes/Organizations) for Assisting TIFAC in Assessing, Reviewing the Progress and Evaluating the Impact of Innovation Programs/Schemes namely NIDHI - PRomoting and Accelerating Young and ASpiring technology entrepreneurs (PRAYAS) and Entrepreneur - in - Residence (EIR), and New Generation Innovation and Entrepreneurship Development Centre (New Gen IEDC) as per the Objectives and Scope as mentioned in the tender document.

Interested and experienced Indian Consultancy Firms/ Agencies/Start-Ups/Companies/Institutes/Organizations having experience in the field / area may submit their proposals (technical and financial) in separate envelopes to TIFAC. The proposals must highlight the following:

- Background of the agencies/start-ups/companies/institutes/ organizations with special reference to the expertise / experience in the area innovation / invention, handholding, designing of new programs etc
- Objectives and detailed scope of work as per TIFAC's requirement,
- Methodology to be adopted/undertaken by the proposer in line with the specified scope to achieve the objectives and targets/ deliverables,
- Outreach modalities and plan/strategy for reaching out to the program/scheme implementing agencies / institutions, centres and beneficiaries,
- Duration of work along with activity schedule week wise/month wise,
- Manpower to be involved in this activity and their expertise/relevance to complete the work in stipulated time,
- Networking structure and networked partners of proposers
- Detailed budgetary support required for the work along with justifications of costs,
- Complete details of relevant experience in this area and nature of work performed earlier and how it is relevant to the current work,
- Biodata of team to be involved,
- Registration certificate of agency/firm/ start-up/company/institute/organization, GST no. etc. along with the financial details.

The agency/firm/start-up/company/institute/organization shall submit proposal to TIFAC by hand or through post on or before the last date of submission in the form of sealed quotation (two proposal system – technical proposal and financial proposal sealed in separate envelopes) as specified on the first page to:

Mukesh Mathur,
In Charge (Admin. & Establishment)
Technology Information, Forecasting & Assessment Council (TIFAC)
)Department of Science & Technology, Govt. of India)
Fifth Floor, AI Block

**Technology Bhawan, New Mehrauli Road
New Delhi - 110016
Phone 011-26541132, 26541121
Email: tifactechassessment@gmail.com**

TIFAC will schedule presentation of shortlisted applicants/proposers. As the job / work is highly specialized and focused in nature so, TIFAC may reject or accept any proposal without assigning any reason thereof and the decision of TIFAC will be final.

1. Eligibility Criteria

- The agency/firm/start-up/company/institute/organization shall be in business of providing Services in similar type of works for the last 3-5 years. The agency/firm/start-up/company/institute/organization shall have experience of carrying out innovation related activities, innovation support, novel innovation/invention patenting and patent laws, assessment studies/reports, feasibility studies, techno-economic evaluation, environmental impact analysis, study/report preparation, life cycle assessment studies, survey of beneficiaries, logistical arrangements etc. The agency/firm/start-up/company/institute/organization shall have carried out at least one similar kind of work in last 5 financial years for government organization.
- The agency/firm/start-up/company/institute/organization shall have experienced qualified staff having experience in impact assessment/technical consultancy projects.
- Joint venture of agencies/firms/start-ups/companies/institutes/organizations is not allowed to submit proposals.

2. Broad Objectives of the Exercise:

- A. Objective and subjective assessment of progress made and impact created by NIDHI-PRAYAS & NIDHI-EIR and New Gen IEDC Programs against well-defined socio-economic parameters and indicators;
- B. To reach out to program implementing partners / centres and beneficiaries of the programs and understand and document the operational difficulties and pain-points, if any, of implementation/executive/channel partners and beneficiaries of the said Programs;
- C. To examine process flow of extended support under the Programs/schemes from the point of inception till it reaches out to beneficiaries through various intermediaries;
- D. To review other instituted schemes / programs (Govt. & Private) of similar nature and successful schemes/programmes (India & abroad) supporting innovations / start-ups & to identify, explore and recommend areas of learning and modifications required i.e. Program scope, nature and extent of support provided, resource fungibility, implementation processes, roles and responsibilities of actors and stakeholders involved etc. to make the Programs and their corresponding impact greater, more effective, inclusive and cohesive. for the current Programs;

3. Scope of Work

1. Assisting and making all logistical arrangements for Reviewing (technical and financial etc) the Progress and Impact of Innovation Programs/Schemes - NIDHI - PRAYAS, NIDHI - EIR and New Gen-IEDC in Line with Objectives and Scope.
2. Assessing and reporting on the overall performance of the Programme based on the planned outcomes.
3. Conducting various workshops and meetings (all arrangements) for gathering inputs and reaching out to intermediaries/centres/partners and beneficiaries and conducting interactions/interviews with partners/centres and beneficiaries and other stakeholders to gather input on the efficiency and effectiveness of the PMUs & Centres in implementing the project. The findings will be documented in a specially prepared report for this purpose.
4. Infrastructure facilities available with the Project Management Units (PMUs) and Project Executing Centres (PECs) and catching their further expectations to implement the programs more efficiently and enhancing its reach and impact
5. Type / no. of activities undertaken by PMUs and PECs for implementing the Program successfully and analysis of the same to recommend best options and areas for improvement
6. Comparison of these Programs/Scheme with other innovation programs /schemes in India and abroad and suggesting/recommending requisite steps to make this scheme better by incorporating inputs from other schemes while considering the ecosystem/facilities available.
7. Recommending measures to make the Programs/schemes better and providing suggestions for future improvements and strategies for implementation of the same after discussing with stakeholders.
8. Extending help in preparing/filming a professional level short AV highlighting program, success stories and impact and way ahead etc.

3.1 Details:

The work under the project will involve extensive travel to the PMUs, centres and the beneficiaries etc for assessment purposes which will include identification of operational difficulties and pain-points with a view to suggest modifications in Program implementation method/processes. Formulation of recommendations is a critical component of the Project. The work will involve resource mobilization, logistical arrangements, literature review, primary and secondary assessment, strategizing, connecting and interacting, data collection, interpretation and analysis and report preparation etc. Thus, activities will include field visits, in depth and extensive primary and secondary survey on various parameters, collection of data, feedback / responses, collation, interpretation, comparison and analysis, chalking out future plan, suggestions and recommendations, report preparation and making presentations etc.

Assisting team will be required to assist TIFAC in all logistics related to the exercise, developing survey instruments, formats for interaction/interviews with Executive Partners, PCs, PIPs and beneficiaries, methodology for data collection and strategies for interpretation of data and designing

recommendations, formulation of case studies to capture and document success stories of the respective Programs/Schemes on paper / special booklet and through ‘video narratives’.

The Project will cover the following number of PCs, PIPs and beneficiaries out of respondents, viz., Executive Partners, Channel Partners (TBIs) and beneficiaries:

- PRAYAS - This Program is being implemented via PRAYAS Centres (PCs) under the Program Management Unit (PMU) established at SINE, IIT-B. There are around **57 PCs** in the country.
- EIR - Program Implementation Partner (PIP) is Entrepreneurship Development Center (known as “Venture Center”) and Program Executing Partner (PEP) at select Technology Business Incubators. There are **45 PEPs** in the country.
- New Gen IEDC - Executed by EDII, Ahmedabad, through centres (**around 26**) in academic institutions for mentoring and guiding students in developing marketable projects.

Activities would be i.e convening workshops with TIFAC at PMUs, PEPs, PCs etc. for collection of responses, inputs, feedbacks, success stories, suggestions and validations etc. For this purpose, the project team is expected to make all arrangements (logistical, technical and others) as required for successful conduction of the workshops. Leveraging these workshops, the Project team (TIAFC and agency/consultant) shall interact with program beneficiaries, and officials of Executive Partners, PCs, and PIPs, and gather primary data towards the project objectives.

Also, activities would involve arrangement and successful conduction of Meetings for midcourse correction, inviting additional inputs and finalization of the reports. The outcome of this exercise would be capturing and documentation of operational difficulties faced by stakeholders of the Programs, and their perspectives on the corresponding solutions.

Specific Activities:

- **Co-ordinating with PMUs and PIPs and Centres : The PMUs & PIPs and other centres need to be contacted for :**
 - a. Providing a compiled Activity and Impact Reports available as of date, if any.
 - b. Helping in providing contact details and arranging Interviews with PCs, PEPs, beneficiaries etc.
- **Secondary Data through Desk Research:** All data and information available in the public domain shall be collected, collated and reviewed.
- **Executive Partners:** Primary data, information and intelligence available with the Program’s Executive Partners shall be collected, collated, reviewed, validated and analyzed.
- **Survey:**
 - c. Survey Instrument shall be developed and floated to all PMUs, PEPs, PIPs, PCs;
 - d. Survey Instrument shall be developed and floated to **~1000 and more beneficiaries** of the Program.

- **Customized Interviews** shall be conducted with beneficiaries
- **Development of Audio -Video film**
- **Data Analysis:** Data, information, and Intelligence that shall be collected and collated through the above exercises shall be analyzed, validated and inferences shall be drawn.
- **Report Development** shall accordingly be undertaken through consultations and iterations.

Items	NIDHI-PRAYAS	NIDHI-EIR	New Gen IEDC
Workshops	Numbers	Numbers	Numbers
	Categories: Awareness Workshop, Assessment Workshops and Validation Workshop.		
Meetings	Numbers	Numbers	Numbers
	One for Mid-Course Correction and Review and another for Finalization of the Report.		
All workshops and meetings will be with stakeholders, invited domain officials & experts, state representatives etc. Each workshop will involve participation of around 50-70 participants with duration of 2 days and each meeting will involve participation of around 10-15 stakeholders with duration of 1 day.			
Extensive Travel	For field visit and reaching out to centres and beneficiaries, arranging / conducting workshops & meetings and collecting inputs/feedbacks, suggestions etc		
Preparing professional level short film/videos of successful beneficiaries/success stories	Combined film making/video of high-quality professional level for all three programs.		
Designing / Printing Draft and Final report	Preparation and Designing of reports (Draft & Final) with infographics		

4. The activities to be focused/oriented towards getting the output/analysing data (but not limited to) in the following form:

- No of beneficiaries Supported (Year wise & Total) which includes demographic distribution of beneficiaries Supported (as on date) by Gender, Age and domicile for the inclusiveness of Program
- Impact on different age group
- Geographical inclusiveness
- Total Funds Allocated (Year wise & Total) i.e economics support provided

- Total Funds Disbursed (Year wise & Total)
- Intellectual Property Secured by beneficiaries
- No. of beneficiaries incorporated company/LLP (year wise & Total) i.e systemic Impact of Program
- No. of employment generated under the Program (year wise & Total) Employment Generation
- Total revenue generated under the Program (Year wise & Total)
- No. of Technologies/ Know-Hows/IPs Licensed under the Program Techno-Commercial Advancement
- TRL level of technologies supported centre wise/region wise/zone wise/sector wise
- Total No. of Partnerships & Collaborations Forged by beneficiaries
- Identifying various similar schemes/programs/activities and comparing the outcomes and methodology

5. Outcome assessment:

Impact created from cycles i.e., 2016-17, 2017-18, 2018-19, 2019-20, and 2021-22 & 2022-23, 2023-24 will be assessed for these Innovation Programs/Schemes along with future potential.

6. Duration of the Work: 3 Months

The agency/firm/start-up/company/institute/organization have to complete all aspects of the work and submit the final report to TIFAC within 3 Months. The draft report shall be submitted within 2.5 months from the start of work or letter of acceptance by the agency/firm/start-up/company/institute/organization whichever is earlier.

7. Payment Terms – The payment will be released in instalments based on deliverables/milestones achieved and no advance will be given

1	On preparation of survey instrument and first field visit/meeting/workshop	40% of total cost (including all taxes like GST etc)
2	On submission of Draft Report, film & its acceptance by TIFAC	40% of total cost (including all taxes like GST etc)
3	On submission of Final Report, film & its acceptance by TIFAC	20% of total cost (including all taxes like GST etc)
	Total	100%

8. Submission of Report

The agency/firm/start-up/company/institute/organization is required to submit the draft and final reports of data collected and findings based on methodology proposed for achieving targets/deliverables on time and no extension in the project duration will be granted. However, in exceptional circumstances, it can only be allowed with prior approval of TIFAC without any cost escalation. The agency/firm/start-up/company/institute/organization shall have to prepare presentation in the format as desired by TIFAC and shall have to make and present the work

undertaken as and when desired by TIFAC. Printed copies of the reports should be submitted including all designs, infographics, and including soft copy of the reports in printable version.

9. General Terms and Conditions

- i. This proposal shall be submitted containing detailed technical and financial information along with justification of all items processed in two proposals system – namely (i) Technical/Prequalification proposal and (ii) Commercial/Financial proposal. The interested proposers shall submit both the proposals simultaneously in a single envelop by the due date as notified on the first page addressed to the In-charge (Admin. & Estb.), TIFAC, 5th Floor, AI Block, Technology Bhawan, New Mehrauli Road, New Delhi-110016. Both proposals should be submitted in separate envelopes duly sealed.

Sealed Envelope No.1 (Superscribed as “Technical proposal”) shall contain only Technical Proposal (Annexure-I) of Proposal Document including all relevant details as in Page#2 of this tender document excluding budget sought.

Sealed Envelope no. 2 (Superscribed as “Commercial/financial proposal”) should contain the format of providing total cost of the assignment to be filled by the proposer as per enclosed Annexure-II i.e. commercial/financial proposal.

Sealed Envelope no. 3 will contain both the sealed Envelope no. 1 and sealed Envelope No. 2 and superscribed as “Proposal for Assisting TIFAC in Reviewing the Progress and Impact of Innovation Programs/Schemes.”

The technical proposal will be opened first and presentations of such technically qualified proposers will be held on given dates. The commercial/financial proposal of the shortlisted agencies after technical presentation will be opened subsequently or as would be decided by TIFAC. Those agencies/firms/start-ups/companies/institutes/organizations that do not meet the requisite criterion/ non-fulfilling the preconditions and prescribed requirements, their financial proposal shall not be opened.

- ii. Proposal must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the proposer in the proposal document wherever required.
- iii. Proposals received after the prescribed submission date / time will not be considered.
- iv. A proposer can submit only one proposal. Submission of more than one proposal will lead to disqualification
- v. **Rates and Prices-** Proposers should quote the rates in the format given at Annexure-II. Incomplete proposals will summarily be rejected. All corrections and alterations in the entries of proposal papers will be signed in full by the Proposer with date. No erasing or over-writings are permissible. All statutory duties and taxes etc. may be clearly specified. Price quoted shall be firm and inclusive of all taxes whatsoever.

- vi. No additional amount on any ground except the amount quoted in the financial proposal would be payable.
- vii. **Performance Assurance** - If the performance of the work by the agency is not found satisfactory during any stage of the project or if the work is not completed to the satisfaction of TIFAC or if the work is left incomplete, the agency would have to return the entire amount / fund released by TIFAC with applicable penal rate of interest as per norms.
- viii. **Cancellation of bidding process** - TIFAC reserves the right to annul the **bidding** process at any time prior to award of work including rejection of any or all proposals after the same have been received, without thereby incurring any liability to the affected proposer or any obligation to inform the affected proposer(s) on the ground of TIFAC's action.
- ix. No alternative / conditional offer shall be considered.
- x. This proposal is non-transferable.
- xi. The selected agency/firm/start up/institute etc would be required to sign an agreement before carrying out the work. The agreement would have detailed terms and conditions.

The proposers are requested to read and understand the terms and conditions and guidelines before submitting the proposals.

**Technology Information, Forecasting & Assessment Council (TIFAC)
New Delhi-110016**

**TECHNICAL PROPOSAL/PRE-QUALIFICATION PROPOSAL FOR ASSISTING TIFAC
IN REVIEWING THE PROGRESS AND IMPACT OF INNOVATION
PROGRAMS/SCHEMES IN LINE WITH OBJECTIVES AND SCOPE**

Sl. No.	Parameters	Details
1.	Name of the Agency/Firm/Start-up/Company/Institute/Organization	
2.	Complete Address & Telephone Number (Landline and mobile)	
3.	GST No. (document to be enclosed)	
4.	Registration No. / License No.	
5.	Relevant Experience (Copy of documents to be enclosed)	
6.	Qualification / bio data of key persons to be involved in the project (document to be enclosed)	
7.	Suitability for taking up this job	

****Proposer is required to furnish supporting documents for each of the above parameters***

This is to certify that I / We before signing this proposal have read and fully understood all the terms and conditions, contained herein, and undertake myself/ ourselves to abide by these.

(Signature with Name, Date, Address & Seal)

**Technology Information, Forecasting & Assessment Council (TIFAC)
New Delhi-110016**

Commercial/Financial Proposal for Assisting TIFAC in Reviewing the Progress and Impact of Innovation Programs/Schemes in Line with Objectives and Scope

Name of Agency/Firm/Institute :
Office Address :
Contact Person :

Tel. No.

Mobile No.

Sl. No.	Description	Rate (INR) - Exclusive of GST	GST Amount in INR	Total Amount
1.	Reviewing the Progress and Impact of Innovation Programs/Schemes in Line with Objectives and Scope			

This is to certify that I / We before signing this proposal have read and fully understood all the terms and conditions contained herein and undertake myself / ourselves to agree & abide by them unconditionally.

(Signature with Name, Date, Address & Seal)

BUDGET BREAKUP

Items	Budget (in Rupees)
Workshops and Meetings <ul style="list-style-type: none">▪ No of Workshops at different locations▪ Meetings	
Travel Cost including all incidentals	
Preparing short film/videos of successful beneficiaries/success stories for PRAYAS, EIR and New Gen IEDC	
Designing / Printing Cost for mid-course and draft and final reports	

Note: Please provide proper justification for the numbers and cost involved for each of the above item (Program wise)