

Expression of Interest for engaging/hiring Technical and Business Development Consultant

Advertisement No. BDU/CONS/2024-25/01

A. Introduction:

CSIR-CMERI, a Constituent Laboratory of CSIR desires to be competitive in the knowledge driven economy. It should thus have the ability to co-opt external skills and competencies not available within the organization through suitable consultancy services for developing clients for licensing of the institute's Knowledgebase, IP. Such a consultant can either be in the science & technology area or in areas related to business development, intellectual property rights management, safety management, and human resources management. The empanelment/engagement of the technical and business development consultants for marketing or creating business opportunities of different technologies developed at CSIR-CMERI will be purely on temporary basis.

B. Scope of Work:

- a) Identifying market(s) and developing client(s) for IP/Knowledge base;
- b) Negotiations and contracting of the IP/Knowledgebase
- c) International marketing of IP/knowledgebase

C. Period of Engagement: The period of engagement of Consultant will be **one year** from the date of signing the Agreement (Annexure-B), only after selected as consultant; any extension shall be reviewed and approved as the case may be upto a maximum another one year, after approval from Competent Authority

D. List of Technologies ready for License: The technologies ready for licensing has been listed in Annexure-C. However, information regarding new technology development will be intimated to the selected consultant time to time for developing new clients and business opportunities.

E. Payment/Fee Amount & Related Terms & Conditions:

- i. 5% of amount realized from business development with a new customer for Technical Services.
- ii. 8% of amount realized for identifying a customer for knowledgebase licensing.
- iii. 15% of amount realized for locating a customer for licensing IP.
- iv. After signing of Agreement & Receipt of payment against knowledgebase licensing / licensing of IP/Technical Services, above mentioned payment will be made to the party.

- v. The payment to the Party will be made on the Lump-Sum (LS) Premia and not on the royalty.
- vi. Same Payment/Fee as mentioned above will be applicable for developing any National or International client.

C. Qualification Criteria.

Each eligible consultant should possess all the following qualification criteria. Responses not meeting the minimum qualification criteria will be rejected and will not be evaluated.

<u>S. No.</u>	<u>Pre-Qualification Criteria</u>	<u>Supporting/Compliance Documents</u>
1.	Details of Organization/Individual Entity (Type of Organization & Main Areas of Business). The consultant(s) could be any legal entity, individual(s)/group of specialists/experts, corporate entities such as Firms/ Companies/ Societies/ Trusts etc. Individuals who have been retired from Government/ Semi-Government/ Public Sector Organization(s). Individuals who are regular employee of Government/ Semi-Government/ Public Sector Organization(s) could be engaged as consultants on deputation/ foreign service basis, as applicable.	Certificate of Registration of the Firm/ Companies/ Societies/ Trusts, GST certificate, PAN certificate, Legal document whichever is applicable. Please refer Annexure-2 also.
2.	Experience in related fields (Past Experience of the firm/entity). The entity/ firm should be in the business of providing similar consultancy services for at least 01 years as on 31.03.2024.	Certificate by the Competent Authority/ Authorized Signatory of the participating entity, Copy of the work order/ contract as per Annexure-3.
3	Other Information such as Experience of Key Personnel Qualifications and Financial strength of the organization/ firm/ entity or any other additional information	Please refer Annexure-4, Annexure-5 and Annexure-6
4	The entity/ firm should not be blacklisted by any Central/ State body or Financial institution/ Bank.	Certificate signed by the authorized signatory.

G. EOI Processing Fee: NIL

H. Venue & Timeline for Submission of Proposal.

Proposal, in complete form in all respects as specified in the EOI, must be submitted to:

**The Head,
Business Development Unit (BDU),
CSIR-CMERI Durgapur,
M. G. Avenue, Durgapur-713209
e-mail: bdg@cmeri.res.in
Phone: +91 9434330540**

The EoI shall be submitted to the mentioned address on or before 5:00 PM of last date of submission during the working days and working hours through E- mail / courier. In exceptional circumstances and at its discretion, CSIR-CMERI may extend the timeline for submission of proposals by issuing amendment to be made available on the website of the institute.

I. Last Date of Submission: 31st December, 2024

FORMATS FOR SUBMISSION.

Annexure -1

APPLICANT'S EXPRESSION OF INTEREST

To,

**The Head,
Business Development Unit (BDU),
CSIR-CMERI Durgapur,
M. G. Avenue, Durgapur-713209**

Date:

**Reg. Submission of Expression of Interest for Technical &
Business Development Consultant**

Dear Sir,

In response to the Invitation for Expression of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we have attached the following documents in a sealed envelope:

- i. Details of Organization/Individual Entity: Annexure -2;
- ii. Experience in related fields: Annexure -3;
- iii. Experience of Key Personnel: Annexure-4
- iii. Financial strength of the organization/ firm/ entity: Annexure -5;
- iv. Additional Information, if applicable: Annexure -6;
- v. Declaration: Annexure -7.

Yours Truly,

Signature of the Applicant
{Full Name of the
Applicant} Stamp.

Encl. As above

Note: The application is to be submitted on the letter head of the organization/firm/entity.

Annexure -2

<u>S. No.</u>	<u>Details of Organization/ Individual Entity</u>	
1.	Name of the Organization/Individual Entity	
2.	Main areas of Business/ Experience	
3.	Type of Organization : Company/ partnership/ LLP or Individual Entity	
4.	Whether the entity/ firm has been blacklisted by any Central Government/ State Government/ PSU / Bank/ Financial Institution/ others. If yes, details thereof.	
5.	Address of registered office with contact numbers and contact persons and email address/es or Residential Address in case of Individual Entity	
6.	Address of Office/s in India	

Signature of the Applicant

{Full Name of the Applicant}

Stamp.

Enclosures:

- i) Copy of the Certificate of Incorporation
- ii) Copy of Articles & Memorandum of Association
- iii) Copy of Aadhar Card in case of Individual Entity

Annexure -3

Experience in the Related Fields			
Overview of the past experience of the Organization in respects of similar Consultancy Services			
S. No.	Items	Particulars: Number of Assignments/ work- contracts handled/ completed at least during last 01 (one) year, Order value of each assigned work contract, Mention the Name of the Customer/ Organization {Enclose copy of each order}	Remarks, if any
1.	Experience & details of work done for providing similar technical and business development consultancy services/ assignments		
2.	Other relevant experiences		
Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignments” will be final			
Signature of the Applicant {Full Name of the Applicant} Stamp & Date.			

Annexure-4

Experience of Key Personnel

Overview of the qualification and past experience of the key personnel

Name: Designation: Date of Birth: Qualifications: Experience:

(Activities carried out in last 3 years)

Note: Information regarding more than one key personnel may be provided. They should be on the payroll of the applicant. Separate sheet may be used for each individual. Each individual will be evaluated separately and then average of the all personnel will be taken for final evaluation.

Signature of the applicant

[Full name of applicant] Stamp & date

Annexure -5

<u>Financial Strength of the Organization</u>						
S. No.	<u>Financial Year</u>	<u>Whether Profitable: Yes/No</u>	<u>Annual Net Profit</u> (Rs. in lacs)	<u>Overall Annual Turnover</u> (Rs. in lacs)	<u>Annual Turnover from Consultancy Services</u> (Rs. in lacs)	<u>Annual Turnover from Other Sources/ Services/ Business Segments</u> (Rs. in lacs)
1.	2023-24					
2.	2022-23					
3.	2021-22					

Note. Please enclose auditors' certificate in support of your claim.

Annexure -6

Additional Information

1. List all attachments related to the previous sections.

S.No.	Description	No. of pages (From- to)

2. Additional information to support the eligibility. (Not more than 2 pages).

Signature of the applicant

[Full name of applicant] Stamp & date

Note: Separate sheet may be used if necessary.

Annexure -7

Declaration

We hereby confirm that we are interested to work with CSIR-CMERI as a Technical and Business Development Consultant under all categories of scope of work and all the information provided herewith is genuine and accurate to the best of our knowledge.

We also confirm that our firm has not been blacklisted or has any litigation or any conflict of interest that may impact on the delivery of the services.

Authorized Person's Signature

Name & Designation

Date:

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