

Micro, Small & Medium Enterprises Financing and Development Project (MSMEFDP)

Expression of Interest

Application Form to be considered for:

CONTRACT FOR: Study on Skill Development in MSME Sector

CONTRACT NO: PMD/10-2010/11

Please enter the information requested in the spaces provided. Applications from separate legal entities of worldwide organisations or multi nationals are acceptable, provided the organizations are eligible to operate in competition with each other. Questions 1, 2, 3 & 4 must be with regards to the lead company only. Please note that the only additional information should be attached to this application form that is requested in paragraphs 5 - 8.

1: Your Details

Your Name (Company or Individual)

Parent Company (If Applicable)

Your Address

Contact Name

Contact Telephone Number

E-Mail Address

2. Information Required for Statistical Purposes Only

Country of Registration (Companies)

Nationality (Application from Individuals)

Number of Employees (as appropriate)

3. Years in Business

How many years have you been in business?

4. Turnover

What was your company's total annual turnover in Indian Rupees for the last three years?

One year ago?

Two years ago?

Three years ago?

What was your turnover in Indian Rupees, for services similar to those required here, for the last three years?

One year ago?

Two years ago?

Three years ago?

Over the last three years what percentage of your turnover has been or is currently with Project Management Division (PMD), Small Industries Development Bank of India (SIDBI) supported initiatives?

One year ago?

Two years ago?

Three years ago?

5. Criteria for Assessing your Expression of Interest.

Your Completed Application will be assessed against the following criteria. You will need to address this in your Capability Statement. Please note that PMD, SIDBI will also take into account the financial standing of applicants during the Expression of Interest assessing process.

S. No.	Criteria	Weights
1	<ul style="list-style-type: none">• Experience in handling similar projects at national level in the areas of skill development.• Experience in undertaking large scale projects in skill development (for providing skill development services), policy advocacy, public and private	30

	sector support systems, schemes and programmes etc.	
2	Demonstrative Experience in MSME sector issues and concerns	20
3	<ul style="list-style-type: none"> Understanding of TORs. 	20
4	<ul style="list-style-type: none"> The Team should comprise experts in the areas of Survey and Result Analysis, Curricula Development, Skill Development with special thrust on MSME sector. 	20
5.	Financial Standing	10
	Total	100

6. Capability Statement

Please attach a Capability Statement, of no more than **10 A4 pages** in font size 12, which in addition to 5 above, illustrates your skills and experience of providing the service under this Contract Notice.

7. CV(s) of Key Personnel

Please provide, as an annex to this form, abridged CV(s) of no more than two pages (for each individual) in respect of key personnel who would be expected to provide the services listed in the Contract Notice.

No further information or company literature is required.

Kindly limit your responses to 20 pages as specified above (excluding short CVs).

8. Conflict of Interest

You must disclose in your response, details of any known circumstances that will, or might give rise to a conflict of interest. Where a potential conflict is identified, you should state how you intend to avoid such conflict.

It is difficult to precisely define a "Conflict of Interest" and there are numerous situations in which it can arise between PMD, SIDBI, their employees, former employees and suppliers. The most common of which are:

- Suppliers and / their subcontractors not declaring their involvement in a project "design phase" when bidding separately for the "implementation" phase;
- Suppliers who are working with or whose personnel are working with PMD, SIDBI staff or partner governments or organization;
- Suppliers who are filling or whose personnel are filling a post, which would more usually be filled by a PMD, SIDBI member of staff e.g. advisory role, team leader etc.;
- Suppliers who have friends or relatives working for PMD, SIDBI or partner governments or organizations;

- PMD, SIDBI staff on Special Leave or former PMD, SIDBI employees associating with suppliers bidding for PMD, SIDBI contracts in a country or region or sector where the employee has knowledge of the programme or project;

We understand suppliers may not know at this time whether "Conflict of Interest" is an issue that they need to address. Consequently it will be raised again when the Invitation to tender documents are sent out to those short-listed.

Closing Date for Applications

This application together with the requested supporting documents must be submitted, by **Dec 23, 2010 (11 am IST)** at the address below:

Felix Anton
Procurement Consultant
Project Management Division
Small Industries Development Bank of India (SIDBI)
Ground Floor, Videocon Tower
E1, Rani Jhansi Road
Jhandewalan Extension
New Delhi 110 055

The Eols can also be emailed at pmd_ndho@sidbi.in. Please mention the contract title and contract number in the subject line.

Date: 09/12/2010