

Application Process to be considered for:

**Project Title -  
WTO Impact Assessment Studies in respect of Hand Tools**

**Contract Reference No – A3-2008/09**

***Please enter the information requested in the spaces provided. Application from separate legal entities of worldwide organisations or multi nationals are acceptable, provided the organisations 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 Rupees for the last three years

One year ago?

Two years ago?

Three years ago?

What was your turnover in 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 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 RPPC, SIDBI will also take into account the financial standing of applicants during the Expression of Interest assessing process.

| Criteria  | Max Marks  |
|---|------------|
| Consultant(s) / firm's qualification and experience in carrying out assignments of similar nature | 30         |
| Knowledge / expertise in WTO / MSME related matters   | 30         |
| Financial strength of the consultants / firm  | 20         |
| Strength of the key team  | 20         |
| <b>Total</b>  | <b>100</b> |

### **6. Capability Statement**

Please attach a Capability Statement, of no more than 15 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. In particular mention:

- your prior qualification and experience in conducting similar assignments,
- your proposed 'preliminary' methodology for carrying out the assignment based on the details provided in the TORs
- a description of your organisational infrastructure and proposed team to carry out the assignment.
- The proposed project management arrangements, including management of deliverables, expectations and risks shall be enlisted. Brief case studies / achievements to be enlisted.
- Your knowledge of Indian financial and SME sector.
- suggestions incorporation of additional parameters, if any, to strengthen the Project implementation in light of objectives / scope stated.

## **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.

## **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 RPPC, 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 RPPC, SIDBI staff or partner governments or organisation;
- Suppliers who are filling or whose personnel are filling a post, which would more usually be filled by a RPPC, SIDBI member of staff e.g. advisory role, team leader etc.;
- Suppliers who have friends or relatives working for RPPC, SIDBI or partner governments or organisations;
- RPPC, SIDBI staff on Special Leave or former RPPC , SIDBI employees associating with suppliers bidding for RPPC , 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.

## **9. Closing Date for Applications:**

This application together with the requested supporting documents must be submitted, on or before October 31, 2008 by 3.00PM (IST) through email or by post to the address specified in the Contract Notice. (No further information or company literature is required).

Date: 08-10-2008.