

EOI/QCI/0324/271

Expression of Interest

**Empanelment of Organising Partners for Organising
Industry Awareness Programmes**



**Quality Council of India (QCI),
Institution of Engineers Building, 2nd Floor,
2, Bahadur Shah Zafar Marg,
New Delhi-110002**

EOI Notice

1. Quality Council of India invites proposal for “Empanelment of Organising Partners for Organising Industry Awareness Programmes” through this EOI
2. The content of this EOI enlists the requirements of the Quality Council of India. It includes the terms which details out all that may be needed by the potential participants to understand the terms and the process and explain the contractual terms that the Quality Council of India wish to specify at this stage.
3. The Technical Bids may be submitted in a PDF format to procurement.zed@qcin.org before March 20, 2024, by 1700 Hrs. addressed to:

Deputy Director (Finance & Accounts), Quality Council of India (QCI)

I. INTRODUCTION

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

II. BACKGROUND

Quality Council of India (QCI) has been entrusted with conducting Industry Awareness Programs for the MSME Sustainable (ZED) Certification Scheme of the Ministry of Micro Small and Medium Enterprises (MSMEs), Govt. of India.

III. PRE-QUALIFICATION CRITERIA

An industry association with database of minimum 200 MSMEs in the manufacturing sector is eligible to participate in the empanelment process.

IV. SELECTION CRITERIA

The eligible organisations will be evaluated on the following parameters:

| S. No. | Criteria |
|--------|--|
| 1 | Prior experience and proven track record, reach and ability to conduct Industry awareness programmes, specifically for MSMEs |
| 2 | The organisation must have adequate staff for event and mobile app coordination. The staff should also be fluent in English, Hindi and other relevant regional languages. |
| 3 | The applicant should have the capability to organise programmes with adequate seating, A/V, laptop/PC with camera-enabled, high bandwidth Wi-Fi/Internet connections, Virtual Meeting Platforms, Tabs/Mobile, Power Back-up, Stationery support. |
| 4 | The applicant should have prior Experience in Conducting Industry Awareness Programmes for MSMEs. |

Note: Only shortlisted organisations will be invited to submit detailed technical/financial proposal in accordance with the terms and conditions put forward by QCI. Proposals from organisations will then be evaluated for Empanelment and awarding programmes. QCI is not bound to select any of the organisations submitting the proposals and reserves the right of rejection of any or all proposals without assigning any reason(s) thereof.

V. GENERAL TERMS AND CONDITIONS

1. **Presentation:** As a part of evaluation of proposals submitted by the applicants, QCI may seek further information or a presentation from the Organizations for evaluation purposes. QCI may call for such information/presentation at a short notice.
2. **Amendments to EOI:** At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, 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, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the EOI. Any such amendment shall be communicated to the service providers.
3. **Conflict of Interest:** QCI requires that organisation provides professional, objective, and impartial analysis and data, strictly avoid conflicts with other assignment/jobs or their own corporate interests and act without any consideration for future work.
4. **Ethics:** QCI expects the organisation to show the highest ethical standards during the course of the assignment.
5. **Language:** The Proposal should be filled by the applicant in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the applicant. For purposes of interpretation of the documents, the English translation shall prevail. All correspondence and documents relating to the Proposal exchanged by the applicant and QCI shall also be written in the English language.
6. **Rejection of Application:** The application is liable to be rejected if:
 - 5.6.1. Not in prescribed form and not containing all the required details.
 - 5.6.2. Absence of any supporting document(s) with the Proposal.
7. **Force Majeure:** Neither party shall be held responsible for non-fulfillment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months the parties shall then mutually decide about the future course of action.
8. **Indemnity:** Service Provider undertakes to indemnify QCI from and any losses that QCI may incur due to any deficiency in services rendered by Service Provider or any instance of corruption or improper payment.
9. **Maintenance of Confidentiality:** The organisation must not divulge any confidential information and ensure that reasonable steps are taken to provide for the safe custody of any confidential information in its possession and to prevent unauthorized access thereto or use thereof. The organisation must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the agency must comply with these conditions.

10. **Removal of Data:** The organisation must ensure that its employees/ professionals' subcontractors and/ personnel do not:
- remove any data or allow any Data concerned with this contract to be removed from the places as notified / directed by QCI; or
 - take any data or allow any data to be taken outside of India, without the QCI's prior written consent.
11. **Disclaimer**
The QCI reserves the right.
- To reject any/all applications without assigning any reasons thereof.
 - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
 - To include any other item in the Scope of work at any time after consultation with applicants or otherwise.
12. **Validity:** The proposals shall remain valid for a period of 90 days from the date it was submitted. In exceptional circumstances, QCI may solicit the applicant's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An applicant consenting to such request will not be required nor permitted to modify its Proposal.
13. There is no cut-off date prescribed for submission of proposal for empanelment. The EOI shall remain open for acceptance of the proposals unless receded.
- Note:** QCI may terminate the application process at any time without assigning any reason.
14. The proposals received against EOI shall be considered only if they are found to have met all the eligibility criteria set out in the EOI based on which the empanelment letters will be issued.
15. Based on the proposals received against this EOI, a request may be floated amongst the technically qualified applicants for submission of detailed technical proposals.

VI. SUBMISSION OF PROPOSAL

The technical proposal must contain the following:

- Registration certificate
- Form A: Application form
- Supporting document for being an Industry association with database of minimum 200 MSME's in manufacturing sector.
- Undertaking for being an Industry association with a database of minimum 200 MSME's in manufacturing sector
- Relevant documents as per eligibility criteria
- Any other details that the applicant may like to provide

VII. SUBMISSION GUIDELINES:

1. All the pages of the proposal must be sequentially numbered and must contain a list of contents with page numbers.
2. Any deficiency in the documentation may result in therejection of the application.

Interested parties may submit the technical documents in a PDF format with the head “Proposal for Empanelment of Organising Partners for Organising Industry Awareness Programmes” to procurement.zed@qcin.org addressed to Deputy Director (Finance & Accounts), Quality Council of India latest by March 20, 2024, 1700 Hrs.

For further queries, you may please contact the below mentioned:

Procurement Team

Email id: procurement.zed@qcin.org

Form A- Application Form

| S. No. | Particulars | Details |
|--------|---|---------|
| 1 | Name of the Organisation | |
| 2 | Name, Designation of Head of the organisation | |
| 3 | Mobile No. of the Head of the Organisation | |
| 4 | Email ID of the Head of the Organisation | |
| 5 | Legal Status | |
| 6 | Date of Incorporation/Registration | |
| 7 | No. of Years in operation | |
| 8 | Address and Contact for Correspondence: a) Regional Office: | |
| | b) Corporate Office: | |
| 9 | Single Point of Contact for EOI | |
| | Name | |
| | Designation | |
| | Mobile No. | |
| | Landline No. | |
| | Email ID | |
| 10 | PAN no. | |
| 11 | GST Number | |
| 12 | Account No. | |
| 13 | Name of the Account | |
| 14 | Name and Address of the Bank | |
| 15 | RTGS/NEFT CODE | |
| 16 | IFSC Code | |

- Experience in conducting programmes for MSMEs in the past? (Please elaborate)

| S. No. | Description of Programme conducted | Name of the Organisation programme was conducted for |
|--------|------------------------------------|--|
| | | |
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| | | |
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| | | |

**please fill out details of maximum 5 relevant programmes conducted*

- Geographical Areas (Name of States/UTs) where the Organisation has strength in conducting programmes? _____

- Availability of people fluent in English, Hindi and the relevant regional language during the programme? (Yes/No) ____
- Prior Experience in Conducting Industry Awareness Programmes with QCI or any other reputed organisation. (Please give the details of the programs conducted)

| S. No. | Description of Programme conducted | Name of the Organisation programme was conducted for |
|--------|------------------------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |

**please fill out details of maximum 5 relevant programmes conducted along with work orders (if any)*

Name of Head of the Organisation: _____

Signature: _____

Date: _____

Place: _____

Please refer Annexure.



**Form-B: Format for Undertaking for being an Industry association
with a database of minimum 200 MSME's in manufacturing sector**

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Undertaking in connection with EOI Ref. No. _____ dated ____ for _____

Dear Sir,

This is to notify you that our Firm/Company/Organisation _____ intends to submit proposal in response to invitation for Tender Ref. No. _____ for <>. In accordance with the above, we declare that we have a database of minimum 200 MSMEs registered in India.

Dated this Day of 2024

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Vendor