

**EOI/QCI/0424/305**

**Expression of Interest**

For Empanelment of Organising Partners under MSME Competitive (Lean)  
Scheme (MCLS)



**QUALITY COUNCIL OF INDIA**

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## **EOI Notice**

1. Quality Council of India invites proposals for “Empanelment of Organising Partners under MSME Competitive (Lean) Scheme (MCLS)” through this EOI.
2. The content of this EOI enlists the requirements of the Quality Council of India to be met by the potential organizations and the contractual terms that the Quality Council of India wishes to specify at this stage.
3. The empanelment will remain open throughout the financial year 2024-25 or as per the requirement of QCI.
4. The Technical Bids may be submitted in a PDF format to [procurement@qcin.org](mailto:procurement@qcin.org) on or before 28th of every month, addressed to Deputy Director (Finance & Accounts), Quality Council of India (QCI).
5. The decision of QCI, on the proposals received from the organisations, as per S. No. 4 above, shall be communicated to the concerned by 20th of the consequent month after its due processing.

## 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 nominated as one of the implementing agency for MSME Competitive (Lean) Scheme (MCLS). Under this scheme QCI is required to conduct Industry Awareness programs to register the MSMEs under MCLS and take the units to the Lean Journey from Basic level to Intermediate Level and Intermediate Level to Advance Level, of the scheme.

## III. SELECTION CRITERIA

The organisations shall be evaluated based on the following criteria:

| S. No. |              | Criteria  |  |
|--------|--------------|---|--|
| 1      | Legal Entity | <p>The Bidder(s) interested in participating under this EoI for empanelment as organizing partner, must be a duly registered legal entity in India, under any one of the following categories: -</p> <ul style="list-style-type: none"><li>▪ A Limited Liability Partnership (“LLP”) registered under the LLP Act,2008;</li><li>▪ an Indian Company (“Company”) registered under the Companies Act, 1956/ 2013;</li><li>▪ a “Partnership Firm” registered under the Indian Partnership Act, 1932;</li><li>▪ a Sole Proprietorship firm, registered as such under the Applicable Laws of India.</li><li>▪ Registered under Societies Registration Act, 1860, or Indian Trusts Act, 1882 of Government of India or a subsidiary of the main Society/Trust working in the field of awareness programs for MSME.</li></ul> <p>With minimum 2 years of existence at the time of submission of the bid.</p> | <p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ul style="list-style-type: none"><li>▪ Incorporation Certificate of the company</li><li>▪ PAN Card of the registered legal entity</li><li>▪ GST certificate of the registered legal entity</li><li>▪ Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm</li><li>▪ MSME Certificate (if applicable)</li></ul> <p>Any other supporting document, as may be required</p> |

|   |                       |  |  |
|---|-----------------------|--|--|
|   |                       | However, relaxation may be given to firm/organization with proven track record of conducting similar nature of activities in past 1 year.  |  |
| 2 | Experience            | Prior experience and proven track record, reach and ability to conduct Industry awareness programs for MSMEs (manufacturing sector).   | Work order/ Agreement/ Work completion certificate to be submitted along with proposal.<br><br>Also, to be mentioned in Form A |
| 3 | Resources             | The organization must have adequate staff with knowledge related to scheme for conducting the events in physical mode preferably Pan-India. The staff should also be fluent in English/Hindi and other relevant regional languages as per requirement. | To be specified in Form A  |
| 4 | Logistical Capability | The organization should have the capability to organize programs with minimum seating capacity of 50 participants, A/V, laptop/PC with camera-enabled, high bandwidth Wi-Fi/Internet connections and required facilities.                              | Undertaking as per attached format   |

**Note:** Proposals from organizations will be evaluated as per the evaluation criteria mentioned in this document. The selected organizations shall be empaneled for a period of 1 year (FY 2024-25) which may be extended for another one year after review of their performance by QCI.

#### IV. Evaluation Matrix

The technical evaluation shall be based on the following criteria:

| S. No. | Criteria   |
|--------|--|
| 1      | The organization should have logistical capability to organize awareness programs in one or more States. |
| 2      | Previous track record of conducting such programs.   |
| 3      | Availability of resources for conducting Awareness programs.   |

## V. GENERAL TERMS AND CONDITIONS

1. **Presentation:** As a part of evaluation of proposals submitted by the organizations, 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. **Duration of Empanelment:** The duration of empanelment shall be for a period of one year initially. The period may be extended further for one year in case of good performance delivery and other reasons as deemed fit by QCI and after the approval of the competent authority.
3. **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 organisation, modify the EOI document by an amendment. In order to provide prospective organisations 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.
4. **Conflict of Interest:** QCI requires that organization 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.
5. **Ethics:** QCI expects the organization to show the highest ethical standards during the course of the assignment.
6. **Language:** The Proposal should be filled by the organisation 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 organisation. For purposes of interpretation of the documents, the English translation shall prevail. All correspondence and documents relating to the Proposal exchanged by the organisation and QCI shall also be written in the English language.
7. **Rejection of Application:** The application is liable to be rejected if:
  - i. Not in prescribed form and not containing all the required details.
  - ii. Absence of any supporting document(s) with the Proposal.
8. **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.
9. **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.

10. **Maintenance of Confidentiality:** The organization 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 organization 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.
11. QCI reserves the right to cancel the empanelment letter issued and debar the agency if it is discovered that the agency had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by QCI by giving a 7-days prior written notice.
12. **Penalty:** QCI reserves the right to lay penalty (including legal action) in case of breach/non- performance of any of the terms of the empanelment or in case of faulty services or if cases of bribery, seeking monetary or non-monetary favor/gifts are brought to the notice of QCI. The penalty may include debarring the organization and or withholding of the payment for the program(s) against which issue has been observed.
13. **Termination of Contract:**
  - a) **Termination for Default**  
QCI reserves the right to terminate / short close the empanelment contract, without prejudice to any other remedy for breach of contract, by giving 15 days' notice if the service provider fails to perform any obligation(s) under the contract and if service provider, does not cure his failure within a period of 15 days (or such longer period as QCI may authorize in writing) after receipt of the default notice from QCI.
  - b) **Termination of Insolvency**  
QCI may at any time terminate the empanelment contract by giving written notice without compensation to the service provider, if the service provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to QCI.
  - c) **Termination for Convenience.**  
QCI may by written notice sent to service provider, terminate the empanelment contract, in whole or part, at any time for its convenience by giving a 30 days' written notice. However, the payment shall be released to the extent to which performance of work executed as determined by the service provider till the date upon which such termination becomes effective.
  - d) The service provider may terminate this contract, or any particular Services, by giving written notice to QCI at least 30 days in advance, if the service provider reasonably determine that they can no longer provide the Services in accordance with applicable law or professional obligations.

14. **Removal of Data:** The organisation must ensure that its employees/professionals' subcontractors and/ personnel do not:
  - i. remove any data or allow any Data concerned with this contract to be removed from the places as notified / directed by QCI; or
  - ii. take any data or allow any data to be taken outside of India, without the QCI's prior written consent.
15. **Disclaimer**  
The QCI reserves the right.
  - a. To reject any/all applications without assigning any reasons thereof.
  - b. 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.
  - c. To include any other item in the Scope of work at any time after consultation with organizations or otherwise.
16. **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 organisation's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An organisation consenting to such request will not be required nor permitted to modify its Proposal.
17. QCI may terminate the application process at any time without assigning any reason.

## **II. SUBMISSION OF PROPOSAL**

The technical proposal must contain the following:

1. Registration certificate of the organization.
2. Application forms attached to this EoI.
3. Supporting document related to handling of similar nature of projects (at State/National level) in last 1 year.
4. Document in support of organizing of such programs in one or more States/districts, in last 1 year. (proof of conducting programs with MSMEs in the particular state)
5. Any other details that the organization may like to provide.

## **III. 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 the rejection of the application.

Interested parties may submit the technical documents in a PDF format with the head "Proposal for Empanelment of Organising Partners under MCLS" to [procurement@qcin.org](mailto:procurement@qcin.org) on or before 28<sup>th</sup> of every month, addressed to Deputy Director (Finance & Accounts), Quality Council of India

For further queries, you may please contact the

Procurement team

Email id: [procurement@qcin.org](mailto:procurement@qcin.org)

## Form - Application Form

| S. No. | Particulars   | Details |
|--------|---|---------|
| 1      | Name of the Organization  |         |
| 2      | Registered corporate office of the organization & correspondence address  |         |
| 3      | Name, Designation of Head of the Organization   |         |
| 4      | Mobile No. of the Head of the Organization  |         |
| 5      | Email ID of the Head of the Organization  |         |
| 6      | Legal Status  |         |
| 7      | Date of Incorporation/Registration  |         |
| 8      | No. of Years in operation   |         |
| 9      | PAN no.   |         |
| 10     | GST Number  |         |
| 11     | Account No.   |         |
| 12     | Name of the Account   |         |
| 13     | Name and Address of the Bank  |         |
| 14     | RTGS/NEFT CODE  |         |
| 15     | IFSC Code   |         |
| 16     | Geographical Areas (Name of States/UTs) where the Organization has its local presence for conducting Awareness Programs.  |         |
| 17     | No. of people ( <i>meeting the stipulated requirements</i> ) available at each location, for the conduct of the programs. |         |
| 18     | Availability of people fluent in English, Hindi and the relevant regional language during the programme? (Yes/No)         |         |

19 Experience in conducting programs for MSMEs in last 3 years? (Please elaborate):

(a) For QCI

| S. No. | Name of the Board/Division | Nature of Programs | No. of Programs | Location |
|--------|----------------------------|--------------------|-----------------|----------|
|        |                            |                    |                 |          |
|        |                            |                    |                 |          |
|        |                            |                    |                 |          |
|        |                            |                    |                 |          |

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

(b) For organizations other than QCI

| S. No. | Name of the organization | Nature of Program | No. of Programs | Location |
|--------|--------------------------|-------------------|-----------------|----------|
|        |                          |                   |                 |          |
|        |                          |                   |                 |          |
|        |                          |                   |                 |          |
|        |                          |                   |                 |          |

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

Name of Head of the Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## **Form-B: Format for Undertaking for capability of organizing awareness programs.**

(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 a proposal in response to invitation for Tender Ref. No. \_\_\_\_\_ for <>. In accordance with the above, we declare that we have the capability to organize awareness programs under MCLS as per the requirements stipulated in this EOI.

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