

# **CENTRAL MECHANICAL ENGINEERING RESEARCH INSTITUTE**

(Ministry of Science & Technology, Govt. of India)

M. G. Avenue, Durgapur-713209, WB

Ph. No.9434778128, Fax 0343-2548204

Website: www.cmeri.res.in      email: bdg@cmeri.res.in

Date: 10/01/2019

## Notification No.01/2019

### **Seeking Expression of Interest (EOI) for engagement of Technical and Business Development Consultants for consultancy/marketing of different technologies of CSIR-CMERI - Durgapur**

#### **A. INTRODUCTION**

CSIR-Central Mechanical Engineering Institute (CSIR-CMERI), having its office at Durgapur is a National Laboratory under the aegis of Council of Scientific & Industrial Research (CSIR) and one of the premier Institute engaged in Research & Development of Mechanical Engineering.

CSIR-CMERI is one of the constituent laboratories of CSIR having expertise in Advanced Manufacturing, Near Net-shape Manufacturing, Microsystem Technologies, Advanced Materials Processing, Advanced Design & Analysis, Surface Engineering and Tribology, Robotics and Automation, Energy Research & Technology, NDT and Metallurgy, Condition Monitoring, Residual Life Assessment, Drives & Control & Electronics with proven track record in product and process development for engineering applications, is also engaged in the high end technology areas.

#### **B. EXPRESSION OF INTEREST**

CSIR-Central Mechanical Engineering Institute (CSIR-CMERI) is associated with several National and International Programs, desires to engage /empanel marketing consultants for marketing of different technologies of CMERI purely on temporary basis. Interested parties having good scientific knowledge and marketing skill are requested to submit their EOI in the prescribed format along with all supporting documents / credentials at the office of Head BDG.

The eligible criteria for the consultant would be as under:

1. The marketing 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).
2. Should have a valid GSTN/ PAN / Service Tax Registration Certificate etc.

3. The Firms/Companies/Societies/Trusts should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies
4. The Bidder must have an office or a permanent address

**C. SCOPE OF WORK:**

1. Carrying out market/demand surveys for the technologies attached in Annexure A.
2. Identifying and developing markets(s)/client(s) for the IP/ Knowledgebase
3. Negotiations and contracting of the IP/ Knowledgebase
4. Carrying out techno-economic survey/evaluation.

**D. TERMS and CONDITIONS:**

1. General terms:
  - a. The consultant(s) shall be engaged for above mentioned scope of work for the technologies attached as Annexure A;
  - b. The roles, rights and responsibilities of consultant(s) as per the above scope;
  - c. The period of engagement of consultant could be upto one year only; any extension shall be reviewed and approved as the case may be upto a maximum of another one year, after approval from Competent Authority.
2. Payment/ Fee Amount
  1. Upto 5% of amount realized from business development with a new customer for Technical services;
  2. Upto 8% of amount realized for identifying a customer for knowledgebase licensing;
  3. Upto 15% of amount realized for locating a customer for licensing IP.

**Information & Instructions for Bidder:**

**1.0 General**

- 1.1 All information regarding the various enclosures should be listed in a covering letter.
- 1.2 Each page of the EOI document must be signed by the authorized signatory.
- 1.3 All information required as mentioned must be furnished by the Bidder. If for the reason not mentioned, any information is to be provided in a separate sheet and this fact should be mentioned against relevant point. If no information is to be provided, a 'NIL' or 'no such case' entry should be made. If any particular/query is not applicable in case of the BIDDERS, it should be stated as NA or Not Applicable.
- 1.4 The BIDDERS may furnish any information, which if he feels necessary to establish his capability and helpful in completing envisaged work.

1.5 If any information furnished by the BIDDERS is found to be incorrect either immediately or at a later date it would render him liable to their information of the contract at their risk and cost.

1.6 The EOI document duly completed and signed should be submitted in a sealed cover super scribing 'Expression of Interest for CSIR-CMERI technologies'.

## **2.0 Final Decision Making Authority**

CSIR-CMERI reserves the right to accept or reject any application without assigning any reason or incurring any liability to the BIDDER.

## **3.0 Agreement**

3.1 After evaluation of EOI, a list of successful applicants / parties will be prepared as per CSIR-CMERI norms. CMERI reserves the right to cancel empanelment of the party with out assigning any reason.

3.2 The successful applicants / parties have to sign an agreement.

3.3 The agreement has to be signed in two copies by the applicant/party with CSIR-CMERI on a Rs50/- stamp paper, both are deemed to be original, one copy to be kept with the party and the other to be kept by CSIR-CMERI.

## **4.0 Award Criteria**

4.1 CSIR-CMERI reserves the right, without being liable for any damages or obligations to inform the BIDDERS to:

a. Amend the scope, requirement of the EOI and agreement.

b. Reject any or all the application without assigning any reasons.

## **5.0 Dispute Resolution:**

All the disputes, difference controversies/difference of opinions, breach and violation arising from or related to the agreement between the parties, then the same shall be resolved by mutual discussion/reconciliations in good faith.

If disputes, difference controversies/difference of opinions, breach and violation arising from or related to the agreement cannot be resolved within 30 days of commencement of reconciliations / discussions then the matter shall be referred to the Sole Arbitrator, nominated by CSIR-CMERI for this purpose and his decision shall be final and binding on both the parties. The cost of arbitration, if any shall be shared equally between the parties.

The arbitration proceedings shall be held at New Delhi, India and governed by the provisions of Arbitration and Conciliation Act, 1996 as amended from time to time. The language of such arbitration proceeding shall be in English.

## **Submission of EOI:**

EOI in sealed cover super-scribing the EOI no. should be delivered at the Office of Head BDG, CSIR-Central Mechanical Engineering Research Institute, Mahatma Gandhi Avenue, Durgapur-713209, WB.

The following must be submitted as part of your EOI:

- i) Balance Sheets with Profit & Loss account and Income Tax Return for last 3 financial years, if available.
- ii) Copy of GSTN, Sales Tax Registration, Excise Registration, PAN Card etc.
- iii) Designation of the individual authorized to act for the consultant.
- iv) Has the BIDDER or any constituent partner in case of partnership firm, ever been debarred / black listed for tendering in other organization at any time? If so, give details.
- v) Any other information considered necessary but not included above.

Last Date of submission of EOI: 15<sup>th</sup> February, 2019

Date of opening of EOI: 18<sup>th</sup> February, 2019

## Format for Submission of Expression of Interest (EOI) to be uploaded on Website

### Brief about Expression of Interest

<i>Name of the project</i>	
<i>Name of Authority</i>	
<i>Date of Submission of EOI</i>	
<i>Email</i>	<a href="mailto:bdg@cmeri.res.in">bdg@cmeri.res.in</a>
<i>Selection Process</i>	<i>Expression of Interest (EOI)</i>
<i>Contents of the EOI</i>	<ol style="list-style-type: none"><li>1. <i>Cover Letter</i></li><li>2. <i>Description of the Lead Applicant</i></li><li>3. <i>Details of Representative from Applicant/Lead Member of Consortium</i></li><li>4. <i>Technical Credentials of the Applicant and/or consortium</i></li><li>5. <i>Financial Credentials of the Applicant and/or consortium</i></li></ol>

# 1 Cover letter for Expression of Interest

**(To be on the Applicant/Lead Member's Letter Head)**

To,  
Head, Business Development Group  
Central Mechanical Engineering Research Institute  
Mahatma Gandhi Avenue, Durgapur – 713209.

**Subject:** Submission of Expression of Interest for

Sir,

In response to the Invitation for Expressions of Interest published on --- for, we \_\_\_\_\_ (hereby referred as Applicant) would like to express our interest to undertake the activities \_\_\_\_\_ as mentioned in the notification. As instructed, we have enclosed all the necessary documents, as per the guidelines/format provided, for your information and records.

Thank You

Sincerely,

(Signature)

Name & Designation:

Seal:

## 2 Description of the Lead Applicant

1. Name of the Organization:
2. Head Office Address:
3. Name & Designation of the Concerned Officer to be referred for communication:
4. Contact No. :
5. Email ID:
6. Head of the Organization:
  - a. Name:
  - b. Contact No:
  - c. Email ID:
7. Type of Organization:
8. Main Areas of Business:
9. Total no. of Employees:
10. Branch Offices/Headquarters and their Address:
11. Subsidiary and associated companies (*wherever applicable*): (Details in the following format to be provided for all associates) –
  - a. Name of the Company
  - b. Address of the company
  - c. Nature of Business
  - d. Brief description of company (not more than 100 words)
  - e. Website
12. Any other information the bidder would like to include:

Place:

Name & Signature:

Date:

Designation:

Company Seal

### 3 Details of Representative from Applicant/Lead Member of Consortium

Name of the company/firm	
Name of the employee:	
Date of Birth (DD/MM/YYYY):	
Duration of work experience with the Company/Firm (in years):	
Nationality	
Current designation, with details of responsibilities assigned at the firm:	
Summary of relevant experience:	
<p>Certification:</p> <p>I, the undersigned, certify that the above provided data is correct and confirm my availability to the firm for the proposed work should it be awarded to the firm.</p>	
[Signature of employee]	Date:
Full Name of the employee	
[Signature of authority]	Date:
Full Name of the authority	