



**TAMILNADU INDUSTRIAL DEVELOPMENT CORPORATION LTD  
(TIDCO)**

**Request for Proposal (RFP)**

**For**

**Selection of Operation and Maintenance Agency For Tamil Nadu Centre of  
Excellence for Advanced Manufacturing (TANCAM)**

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**Reference No. TIDCO/TANCAM/2024-25/1**

**Managing Director**

**Tamil Nadu Industrial Development Corp. Ltd,**

**19-A, Rukmini Lakshmi pathi Salai**

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**October 2024**

## **Disclaimer**

Information contained in this Request for Proposal (“RFP”) document and/or subsequently provided to Bidders, whether verbally and/or in documentary form by or on behalf of Tamilnadu Industrial Development Corporation Ltd. (TIDCO) or any of its employees or advisors (collectively referred to as “TIDCO Representatives”), is provided to the Bidders on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP document is not an agreement and is not an offer or invitation by TIDCO to any other party. The purpose of this RFP document is to provide interested parties with information to enable formulation of their proposal.

This RFP document does not purport to contain all the information each Bidder may require. The Bidders should conduct their own due diligence, investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. TIDCO Representatives make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document and concerned with any matter deemed to form part of the RFP document, award of the assignment, the information and any other information supplied by or on behalf of TIDCO or otherwise arising in any way from selection process. The prospective Bidder will be responsible for all obligations to its staff, their payments, complying with the labour laws, minimum wages Act and any other Act relevant for the working of the Bidder’s staff. Under no circumstances TIDCO will be responsible for any non-compliance with statutory requirements of the bidder’s staff.

TIDCO may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document from time-to-time, after intimating the same to the Bidders. TIDCO reserves the right to accept or reject any or all proposals without giving any reasons. Bidding process shall be governed by Laws of India and Courts at the State of Tamil Nadu will have jurisdiction over matter concerning and arising out of this RFP document.

## Letter of Consent

### e- Tendering

1. I/we agree to abide by all the detailed specifications, terms and conditions stipulated by the Tamilnadu Industrial Development Corporation Limited (TIDCO), which I/we have read and understood.
2. I/we certify that I/we have fully read and understood the instructions to bidders for online bid submission given by TIDCO and any lapse to properly submit the bids result in rejection of the bid submitted.
3. I/we certify that the tender is offered without any alteration / addition / omission.
4. I/we certify that all the conditions of the tender are accepted.
5. I/we agree that TIDCO is not responsible for any data corruption that might arise during the transmission / uploading of data in the website or due to disruption in communication error in my / our tender.
6. I/we agree that TIDCO has the right to change the schedule of opening or any technical corrective action to resolve any error that might arise during the opening of the e-tender.
7. I/we certify that I/we are responsible for the uploading of correct copies of scanned documents as per the e-tender procedure of TIDCO & I/we understand that any error in doing so my / our tender may be summarily rejected by TIDCO.
8. In the event of failure on my / our part to comply with all the requirements mentioned in this tender document, I / we unconditionally agree that TIDCO is at its liberty to reject my / our tender.

Signature of Tenderer

## e-TENDERING – Instructions to Bidder for Online Submission

1. The above tender notice is available on the website <https://tidco.com>, and <https://tntenders.gov.in>.
2. The intending bidder may visit <https://tntenders.gov.in> website & upload the tender documents on or before the due date and time as mentioned in the Data Sheet.
  - a. The Bidders should download the documents which is digitally signed only from this website <https://tntenders.gov.in>.
  - b. The downloaded documents should be converted to word document and edited at suitable places for filling the required information like
    - i. Letter of consent.
    - ii. Letter of application.
    - iii. Financial proposal.
  - c. The necessary download option for free software converting .pdf to Ms word format is available on the website itself.
3. The bidders are requested to digitally sign the Bid Document and convert them to .pdf format.
4. Bidders are requested to use the Digital Signature (e-token) for Registration for e-submission through the website <https://tntenders.gov.in>.
5. The Scanned copies of the following list of documents are also to be uploaded by the bidder at the time of submission of bids through the website by converting the documents to .pdf form.
  - a. Earnest Money Deposit: -
    - i. The online payment Gateway has been enabled for TIDCO in TN Tenders Portal (<https://tntenders.gov.in>). All the payments for the tenders like EMD etc., will be carried out by the Bidders only through online payment mode.
    - ii. The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway. If excess or short, the tender status will be shown as invalid.
  - b. The other needed documents like Registration details, Experience / Completion Certificates, Annual turnover / Balance sheet, Income tax, Sales Tax Verification certificate, GST Registration (as mentioned).
  - c. All the necessary documents mentioned above may be joined together and converted to zip files and uploaded as single file in the website.
6. The Digital Signature Certificate / e-token may be obtained by the bidders individually at the risk and cost of the bidder.

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## A. LETTER OF INVITATION

October-2024

Sir / Madam,

Sub: RFP for Selection of operation and maintenance agency for Tamil Nadu Centre of Excellence for Advanced Manufacturing (TANCAM).

Government of Tamil Nadu has mandated Tamil Nadu Industrial Development Corporation Limited (TIDCO) to operate and maintain the Tamil Nadu Centre of Excellence for Advanced Manufacturing (TANCAM). In this regard, TIDCO intends to onboard an agency for operation and maintenance for TANCAM.

Interested Agency/ Bidders can download the RFP from the website [www.tidco.com](http://www.tidco.com) and <https://tntenders.gov.in>. The Terms of Reference, Qualification criteria, terms and conditions including evaluation criteria and other conditions are provided in the RFP.

The Request for Proposal (RFP) includes the following documents:

- Section 1 - Letter of Invitation
- Section 2 - Instructions to Agency/ Bidders
- Section 3 - Data Sheet
- Section 4 – Background to the RFP
- Section 5 – Eligibility criteria and evaluation methodology
- Section 6 - Terms of Reference
- Section 7 - Standard Forms

We hereby request you to kindly submit the bids duly completed as per the requirements of this RFP on or before 3:00 PM on 25.10.2024

Thanking You,

Yours faithfully,

Managing Director,

Tamilnadu Industrial Development Corporation Limited,

19A, Rukmini Lakshmi pathi Salai,

Egmore, Chennai-600 008.

## B. INFORMATION TO AGENCY/ BIDDERS

### 1. GENERAL

- 1.1. The Client will select an agency from among those who responded to the Letter of Invitation, in accordance with the method of selection indicated in the Data Sheet. The detailed description of the objectives, scope of services, deliverables and other requirements relating to this consultancy are specified in this RFP. The manner in which the proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 1.2. Consortium is not allowed.
- 1.3. TIDCO will select an Agency/ Bidder among those whose proposals are accepted, in accordance with the evaluation methodology indicated in the RFP.
- 1.4. The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several phases, the performance of the agency under each phase must be to the satisfaction of TIDCO before beginning the work for the next phase.
- 1.5. The Agency/ Bidders must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, the Agency/ Bidders may visit TIDCO before submitting a Proposal. The bidder may contact the official named in the Data Sheet to obtain any relevant / additional information on the Assignment.
- 1.6. Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the sites & or TIDCO are not reimbursable as a direct cost of the Assignment; and (ii) TIDCO is not bound to accept any of the Proposals submitted.
- 1.7. TIDCO reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for TIDCO's action.
- 1.8. TIDCO also reserves the right to terminate the contract on the grounds of negligence of obligations as per the accepted bid conditions and/or any other reasons not attributable to TIDCO and/or on account of any Force Majeure events that may be decided solely at the discretion of TIDCO. In such cases the compensation shall be restricted to the amount paid by TIDCO and no claim whatsoever for any compensation shall be entertained by TIDCO.
- 1.9. A Bid Security for an amount of Rs. 1,00,000 /- (One lakh only) will be carried out by the Bidders only through online payment mode (<https://tntenders.gov.in>). The EMD amount should be the exact amount and no excess or less amount should be transferred through online payment gateway.
  - i. Bid Security shall be paid via (tntenders.gov.in) only.
  - ii. Bank Guarantee/DD will not be accepted towards Earnest Money Deposit
  - iii. Any Bid not accompanied by the Bid Security but accompanied by an Exemption (MSME or other applicable exemptions along with proofs) shall be verified before declaring as a responsive bidder.



- iv. The bank transaction details submitted along with the proposal i.e., Technical Bid (Pre-qualification tender application) not accompanied with the scanned copy of bank transaction details of Bid Security will be rejected as Non-Responsive Tender.
- v. Bid Security of the unsuccessful bidders shall be refunded through eprocurement portal.
- vi. The Bid Security of the successful tenderer will be refunded after the tenderer has furnished the required Performance Security and signed the contract.
- vii. If the tenderer withdraws his bid after issue of work order or after acceptance of work order or failure to execute the contract or fails to pay the required Performance Security amount within the time specified in the work order, the Bid Security submitted with the Technical Bid will be forfeited.
- viii. The Authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- ix. TIDCO is entitled to cause forfeiture of the Bid Security if the Bidder revokes / withdraws the Bid during the period of its validity and / or fails to comply with the conditions of the Letter of Award.

## 2. CLARIFICATION AND AMENDMENT OF RFP DOCUMENTS

- 2.1. The Bidder may request clarification on any item of the RFP document up to the date indicated in the Data Sheet before the Proposal submission date. Any request for clarification must be sent in writing by electronic mail (e-mail) to TIDCO's address indicated in the Data Sheet. TIDCO's responses to the pre-bid queries would be uploaded on <https://tntenders.gov.in> & <https://tidco.com>
- 2.2. At any time before the submission of Proposals, TIDCO may, for any reason, whether at its own initiative or in response to a clarification requested by any firm, modify the RFP documents by issuing an Addendum/Corrigendum. Addenda/ Corrigenda shall be uploaded on <https://tntenders.gov.in> & <https://tidco.com>. TIDCO may at its discretion extend the deadline for the submission of Proposals by issuing an Addenda/ Corrigenda.

## 3. PREPARATION OF PROPOSAL

- 3.1. The Bidders are requested to submit a Proposal written in the English language.
- 3.2. The original proposal (technical and financial) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or persons who sign(s) the Proposals. An authorized representative of the firm initials all pages of the Proposal. The representative's authorization is confirmed by a written power of attorney accompanying the Proposal.
- 3.3. TIDCO reserves the right to accept or reject any proposal without assigning any reason and no request for alteration, modification, substitution or withdrawal will be entertained by TIDCO in respect of such Proposals. However, TIDCO reserves the right to seek clarifications or additional information from the Bidder during the evaluation process. TIDCO will subsequently examine and evaluate Proposals in accordance with the Selection Process detailed out in the RFP.

## TECHNICAL PROPOSAL

- 3.4. In preparing the Technical Proposal, the bidders are expected to examine all the documents given in this RFP in detail. Material deficiencies in providing the information requested may result in rejection of Proposal.
- 3.5. While preparing the Technical Proposal, the bidder must give particular attention to the following:
- i. The key experts of 5 should be permanent employees of the firm.
  - ii. Proposed Project Core Team members must have the minimum years of experience indicated in **SELECTION PROCESS** of the RFP.
  - iii. Alternative key professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
  - iv. The Agency/ Bidder is to ensure that the time allocated for the proposed key staff does not conflict with the time allocated or proposed for any other assignment. TIDCO reserves the right to request a workload projection (including time spent on other projects) for the key staff.
  - v. The composition of the proposed Team and Task Assignment to individual personnel shall be clearly stated.
  - vi. No such key personnel shall be proposed for any position if the CV of the personnel does not meet the requirements of the ToR.
  - vii. The key personnel shall remain available for the period as indicated in the RFP.
  - viii. Each CV needs to have been signed by the key personnel and countersigned by the Authorised Signatory of the Bidder. At the time of submission of bid proposal, scanned copies of the signature of key personnel will be allowed but at the time of signing of contract, the original signature will be required. However, in both cases, original counter signature of Authorised Signatory shall be required in original.
  - ix. Client's certifications or contract copy for the projects listed under the experience section must contain the project attributes (size, fee, duration etc.) and the scope of work on the projects.
- 3.6. Bidders should note the Proposal Submission Date, as specified in Data Sheet, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by TIDCO, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal Submission Date as specified in Data Sheet. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, TIDCO reserves the right to seek clarifications on any aspects.
- 3.7. The Technical Proposal should provide the following information using the attached Standard Forms:
- i. A brief description of the Agency/ Bidder's organization
  - ii. Recent assignments of similar nature, the outline indicating inter alia, the profiles and names of the staff provided, duration of the assignment, contract amount, and firm's involvement.

- iii. Detailed Approach and Methodology and Activity Schedule for undertaking the current Assignment.
  - iv. List of the proposed staff team by specialty, the tasks that would be assigned to each staff team member.
  - v. CVs signed by the proposed key professional staff and the Authorised Signatory of the Bidder submitting the proposal.
- 3.8. The Technical Proposal shall not include any financial information.

### **FINANCIAL PROPOSAL**

- 3.9. In preparing the Financial Proposal, Agency/ Bidders are expected to take into account the requirements and conditions of the RFP documents. The Financial Proposal should follow the Standard Forms provided in this RFP.
- 3.10. The Financial Proposal should be the percentage of revenue specified in “Revenue sharing formula” point no 7.1 of the “Terms of Reference” that will be paid by TANCAM to the bidder exclusive of GST. The bidder shall express the price of their services in Indian Rupees. Exchange rate risk, if any, shall be borne by the Bidder.
- 3.11. The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the assignment. TIDCO will make its best effort to complete negotiations within this period. If TIDCO wishes to extend the validity period of the proposals, the bidders who do not agree have the right not to extend the validity of their proposals.

## **4. PRE-BID MEETING**

- 4.1. Pre-bid Meeting of the Bidders will be convened at the date, time, place and mode of the meeting indicated in the data sheet. A maximum of two representatives of each firm interested in bidding will be allowed to participate on production of an authorisation letter from the respective Firms. During pre-bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of TIDCO. TIDCO will endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive selection process.

## **5. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

- 5.1. The bid should be submitted through <https://tntenders.gov.in> portal only.
- 5.2. Tenders should be submitted in two parts: Technical bid and Financial bid.
- 5.3. Tenderers should ensure submission of all documents along Technical and Financial bid as per the RFP.
- 5.4. The Technical Bid (i.e.) Pre-Qualification Tender together with the bank transaction details for payment of Bid Security shall be submitted. The Financial bid should be prepared as per the financial bid Format.
- 5.5. Proposals must be submitted on or before the date indicated in “Section 3 – Data Sheet” through <https://tntenders.gov.in>.

- 5.6. The Price should be quoted in the Financial bid only, in case found in Technical bid the tender will be rejected.
- 5.7. Evaluators of Technical bids shall have no access to the Financial bid until the technical evaluation, including its approval by Competent Authority is obtained.
- 5.8. From the time the Proposals are opened to the time the Contract is awarded, if any bidder wishes to contact TIDCO on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence TIDCO in TIDCO's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the bidder's proposal.
- 5.9. Prior to evaluation of Proposals, TIDCO will determine whether each Proposal is responsive to the requirements of the RFP at each evaluation stage. TIDCO may, at its sole discretion, reject any Proposal that is not responsive hereunder.
- 5.10. The bidder would be selected based on the Quality and Cost Based Selection (QCBS) method with 70% weightage to Technical Proposal and 30% weightage to Financial Proposal.
- 5.11. As part of the evaluation, the technical proposal submission shall be checked to evaluate whether the Bidder meets the prescribed Minimum Qualification Criteria listed in the RFP. Subsequently the Technical Proposal of the Bidders, who meet the Minimum Qualification Criteria, shall be checked for responsiveness in accordance with the requirements of the RFP and only those Technical Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP document.
- 5.12. TIDCO reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal will be entertained by TIDCO in respect of such Proposals. However, TIDCO reserves the right to seek clarifications or additional information from the Bidder during the evaluation process. TIDCO will subsequently examine and evaluate Proposals in accordance with the Selection Process detailed out in the RFP.

## 6. TECHNICAL PROPOSAL EVALUATION

- 6.1. The evaluation committee appointed by TIDCO as a whole, and each of its members individually shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub- criteria and point system specified in the RFP. Each responsive proposal will be given a mark (T). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score.
- 6.2. In this stage, Technical Proposal will be evaluated on the basis of bidder's experience, proposed approach and methodology and Work Plan, and the experience of Key Persons. Only those bidders whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration. The bidder who secures highest marks (TH) shall be given a technical score of 100. The technical scores of other bidders shall be computed as follows:

$$\text{Technical score of the bidder } ST = 100 \times (T / TH)$$

T= Marks secured by the respective Bidder

TH= Highest Marks secured.

## SHORT LISTING OF AGENCY/ BIDDERS

- 6.3. Bidders scoring 70 or more marks in technical evaluation shall be qualified and short-listed for financial evaluation in the next stage.
- 6.4. After the evaluation of quality is completed, TIDCO shall notify those bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference and those bids that were summarily rejected and the same may be published in the portal <https://tntenders.gov.in>.
- 6.5. TIDCO shall simultaneously notify the bidders that have secured the minimum qualifying mark or more, indicating the date and time set for opening the Financial Proposals.

#### **OPENING OF BIDS**

- 6.6. All Technical Bids received online by the due date and time will be opened online at TIDCO Office in the presence of TIDCO Tender Committee members, Bidder's designated representatives and anyone who chooses to attend. This can also be viewed by the Bidders online.
- 6.7. The Financial Bids shall remain unopened in the e-Procurement System, until the subsequent public opening, following the evaluation of the Technical Bids.
- 6.8. In all cases, the technical bid without the bank transaction details for bid security payment will be declared non responsive and summarily rejected.
- 6.9. The Bidders' names, the presence of Bid security, and such other details as the Committee members may consider appropriate, will be recorded as Technical Part Bid opening summary.
- 6.10. The Technical Bid opening summary will be uploaded on the e Procurement Portal. Only Technical Bids that are opened at Bid opening shall be considered for further evaluation.
- 6.11. In the event of the specified date of bid opening being declared a holiday, the bids will be opened at the appointed time and location on the next working day.

#### **EVALUATION OF TECHNICAL AND FINANCIAL PROPOSALS RANKING**

- 6.12. The evaluation committee appointed by TIDCO as a whole, and each of its members individually shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub- criteria and other relevant eligibility if any specified in the RFP.
- 6.13. Evaluation of Technical Bid with respect to Pre- qualification criteria shall be taken up.
- 6.14. TIDCO tender committee will determine whether each Bid (a) has been properly signed; (b) meets the qualification criteria defined and (c) is substantially responsive to the requirements of the bidding documents.
- 6.15. After completion of Evaluation of Technical Bid and a list will be drawn up of the qualified bidders whose Financial bids will be eligible for opening. The result of evaluation of the Technical Bids shall be made public on e-Procurement Portal.
- 6.16. Following the results of evaluation of the Technical Bid being made public, TIDCO shall notify Bidders whose Technical Bids have been evaluated as substantially responsive as under: (a) their Bid has been evaluated as substantially responsive to the bidding document and met the Qualification Criteria; (b) notify them of the date and time of the online/public opening of the Financial bids; and (c) their Financial bid will be opened online.

- 6.17. The price should be quoted as percentage of revenue that will be paid by TANCAM to the vendor, exclusive of GST not exceeding 90% of the total revenue projected.
- 6.18. In the next stage, the financial evaluation will be carried out. Each Financial Proposal will be assigned a financial score (F). The evaluation committee will determine whether the Financial Proposals are complete, unqualified and unconditional. The Financial Proposal with lowest percentage (FL) will be given a financial score (SF) of 100. The Financial Scores of other proposal will be computed as follows:

$$\text{Financial score of the bidder SF} = 100 \times (\text{FL} / \text{F})$$

(F = Percentage of Financial Proposal)

- 6.19. TIDCO shall compare the evaluated financial of all substantially responsive Bids established in accordance with tender conditions to determine the Bid that has the highest score.

#### **VALUATION METHODOLOGY AND RANKING**

- 6.20. Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$\text{Combined score S} = \text{ST} \times \text{TW} + \text{SF} \times \text{FW}$$

Where S is the combined score, and TW and FW are weights assigned to Technical and Financial Proposals that shall be 0.70 and 0.30 respectively.

- 6.21. The bidder having the highest Combined Score (S) shall be declared as first ranked Bidder.

### **7. NEGOTIATIONS**

- 7.1. Negotiations will be held at the address indicated on the Data Sheet. The aim is to reach agreement on all points and sign a contract. Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. TIDCO and firm will then work out final Terms of Reference, staffing, and charts indicating activities, staff, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract.
- 7.2. Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, TIDCO expects to negotiate a contract on the basis of the availability of experts named in the Proposal. Before contract negotiations, TIDCO will require assurances that the experts will be actually available. TIDCO will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the bidder may be disqualified.
- 7.3. Negotiation will be carried with the First ranked bidder based on the decision of the authority. The negotiations will conclude with a review of the draft form of the contract. To complete negotiations, TIDCO and the firm will sign the agreed contract.

## 8. AWARD OF CONTRACT

- 8.1. A Letter of Award (the “LoA”) will be issued after negotiations and the same will be notified in the e-procurement portal.
- 8.2. A Letter of Award will be issued, in duplicate, by TIDCO to the successful bidder and the successful bidder shall, within 5 (Five) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof. In the event the duplicate copy of the LoA duly signed by the Successful Bidder is not received within the stipulated date, TIDCO may, unless it consents to extension of time for submission thereof, appropriate the Bid Security of such Bidder.
- 8.3. **Performance Security:** Performance security of INR 10,00,000/- shall be furnished from a Nationalized / Scheduled Bank, within 10 working days from the date of issue of LoA before signing of the contract, in the form of a Bank Guarantee in the format specified. The Performance Security will be retained by TIDCO until the completion of the Assignment by the Bidder and will be released 180 (One Hundred Eighty) days after the successful completion of the Assignment.
- 8.4. **Execution of Contract:** The Successful Bidder shall execute the contract within 7 (seven) days from the date of furnishing the performance security. The Successful Bidder shall not be entitled to seek any deviation in the Contract. Reports shall be furnished periodically as required in Milestone Payments specified in the RFP.
- 8.5. **Commencement of Assignment:** The Bidder shall commence the Services from 7 (seven) days from the Date of signing of contract. If the Successful Bidder fails to either sign the Contract or commence the assignment as specified herein, TIDCO may invite the second ranked Bidder for Contract signing. In such an event, the Bid Security and/ or the Performance Security, as the case may be, of the first ranked Bidder shall be liable to be forfeited by TIDCO.
- 8.6. **Contract Duration:** The term shall be valid for three years from the date of issuance of the LoA and is extendable for another two years based on mutual agreement and consent between TANCAM and the Bidder.

## 9. CONFIDENTIALITY

- 9.1. Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

## 10. FRAUD AND CORRUPT PRACTICES

- 10.1. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, TIDCO will reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection Process. In such an event, TIDCO will, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security.

- 10.2. Without prejudice to the rights of TIDCO under the Clause herein-above, the rights and remedies which TIDCO may have under the LOA or the contract, if an Agency/ Bidder, as the case may be, is found by TIDCO to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the LOA or the execution of the contract, such Bidder shall not be eligible to participate in any tender or RFP issued by TIDCO during a period of 2 (two) years from the date such Bidder, as the case may be, is found by TIDCO to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 10.3. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- i. "corrupt practice" means (i) offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of TIDCO who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOA or has dealt with matters concerning the contract or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of TIDCO, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the contract, as the case may be, any person in respect of any matter relating to the Project or the LOA or the contract, who at any time has been or is a legal, financial or technical consultant/ adviser of TIDCO in relation to any matter concerning the Project;
  - ii. "Fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process.
  - iii. "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process.
  - iv. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by TIDCO with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
  - v. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## 11. DISPUTE RESOLUTION & JURISDICTION OF THE COURT

- 11.1. The Parties agree to use their best efforts for resolving all disputes arising under or in respect of this Contract promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information



and data pertaining to any Dispute. For any dispute arising out of this Contract, only the Courts in Chennai shall have jurisdiction to settle such disputes.

## 12. FORCE MAJEURE

12.1. If, at any time, during the pendency of the contract, the performance in whole or in part, by either party is prevented or delayed by war, strike, riot, crime or due to any act of God such as hurricane, flooding, earthquake, volcanic eruption beyond the control of both the parties such as war, strike, insurrection, riot, earthquake, storm, flood, fire which are beyond the control of either party (hereinafter referred to as 'eventualities'), then provided notice of the happening of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such eventuality be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and work under this contract shall be resumed as soon as practicable after such eventuality has come to an end or ceased to exist and the decision of TIDCO as to when the work has to be resumed shall be final and conclusive. The time of completion shall then be extended by a period equal to the period during which the eventuality was prevailing. In case of persisting delay of more than 60 days both the parties may consult each other and arrive at an appropriate decision regarding continuation or otherwise of the Contract.

## 13. MISCELLANEOUS

- 13.1. The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chennai shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
- 13.2. TIDCO, at its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- i. Suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto.
  - ii. Consult with any Bidder to receive clarification or further information.
  - iii. Retain any information and/or evidence submitted to TIDCO by, on behalf of and/or in relation to any Bidder; and/or
  - iv. Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- 13.3. All documents and other information provided by TIDCO or submitted by a Bidder to TIDCO shall remain or become the property of TIDCO. Bidders are to treat all information as strictly confidential. TIDCO will not return any Proposal, or any information related thereto. All information collected, analysed, processed or in whatever manner provided by the Bidder to TIDCO in relation to the consultancy shall be the property of TIDCO.
- 13.4. TIDCO reserves the right to make inquiries with any of the Clients mentioned by the Bidders in their previous experience record.

13.5. Bidders should make necessary presentations for TIDCO and Govt. of Tamil Nadu as and when required by TIDCO.

### C. DATA SHEET

1. Name of the Assignment: Request for proposal for selection of operation and maintenance agency for Tamil Nadu Centre of Excellence for Advanced Manufacturing (TANCAM) (the “Assignment”).
2. The name, address, and telephone numbers of TIDCO’s official is **Wg. Cdr. Madhusoodan**, Vice President, Tamilnadu Industrial Development Corporation Limited, 19- A, Rukmini Lakshmi pathi Salai, Egmore, Chennai – 600 008; Phone: 044- 2855 1192; E mail: [madhusoodhanan@tidco.com](mailto:madhusoodhanan@tidco.com).
3. Queries raised by the prospective bidders through email and in the pre bid meeting will be clarified during the pre-bid meeting and / or will be communicated by e-mail to all those who have raised their queries regarding the RFP.

The schedule for the bidding process is given below

Milestone	Date
Issue of Advertisement	04-10-2024
Last date for receipt of request for clarifications to be given at the pre bid meeting.	11-10-2024 The queries should be sent by email to the following email address: <a href="mailto:cmd@tidco.com">cmd@tidco.com</a> , <a href="mailto:madhusoodhanan@tidco.com">madhusoodhanan@tidco.com</a> . The queries should be sent in Microsoft word format only.
Pre-Bid meeting	3:00 PM on 10.10.2024 at the office of TIDCO, Chennai, 600008/Virtual Bidders who wish to attend the pre bid meeting online are requested to send an email for the meeting link
Last date for submission of bids	25.10.2024 at 3:00 PM
Opening of Technical Proposals	TBD

4. Proposals should be submitted in English language.
5. Proposals must remain valid for 180 days after the submission date.
6. Proposal must be uploaded through [www.tntenders.gov.in](http://www.tntenders.gov.in) on or before 25.10.2024, 3:00 PM.

## D. BACKGROUND TO THE RFP

### 1. BACKGROUND

Dassault Systèmes partnership with the Tamil Nadu Industrial Development Corporation (TIDCO) to establish a Center of Excellence (CoE) in India's Tamil Nadu state aims to offer skill development, industry knowledge, and expertise for the Aerospace and Defense industry. The CoE has been designed to fuel innovation in these industries by creating an academic and industrial ecosystem in the state. Dassault Systèmes bring its industry experience to the CoE enabling access to expert training resources, foster technological innovation through research, and entrepreneurship. The "3D Experience Center" help the state of Tamil Nadu attract investments in the Aerospace and Defense industries, particularly those that require skilled professionals.

Tamil Nadu Centre for Advanced Manufacturing (TANCAM) is an initiative by Tamil Nadu Industrial Development Corporation Limited (TIDCO), aimed at positioning Tamil Nadu as a leader in advanced manufacturing technologies.

TANCAM operates a state-of-the-art Center located at TIDEL Park, which supports a range of industries by providing crucial services such as design simulation, reverse engineering, digital manufacturing, and certification.

The TANCAM Center is part of TIDCO's larger strategy to foster industrial development and technological innovation within Tamil Nadu. The center aims to enhance manufacturing efficiency and improve product quality by offering high-tech solutions that meet global standards. It plays a pivotal role in enabling industries—especially those in aerospace, defense, consumer goods, and high-tech sectors—to gain a competitive edge in domestic and global markets.

TANCAM's operations focus on promoting advanced manufacturing techniques through collaborations with leading educational institutions and industries. By leveraging the 3DExperience Platform, TANCAM has introduced specialized training programs, internships, and research collaborations. The training programs are aimed at developing a highly skilled workforce across Tamil Nadu, while the internships offer hands-on learning opportunities for students and professionals.

Additionally, TANCAM has established Institute Spokes and Industry Spokes across Tamil Nadu, which function as hubs for knowledge transfer, skill development, and technology adoption. The Institute Spokes, in collaboration with engineering colleges, have trained thousands of students, while the Industry Spokes have aided over 2000 Micro, Small, and Medium Enterprises (MSMEs) by providing access to cutting-edge manufacturing technologies and resources.

TANCAM is also involved in more than 60 research and development (R&D) projects spanning various industries. These projects are conducted in collaboration with startups, MSMEs, and research institutions, further contributing to Tamil Nadu's industrial ecosystem. Key projects include partnerships with major corporations such as Ashok Leyland and Boeing, highlighting TANCAM's critical role in driving industrial growth and innovation in the region.

In line with these initiatives, TIDCO has issued a Request for Proposal (RFP) to select an experienced Operation and Maintenance (O&M) agency to manage the TANCAM Center. The selected O&M agency

will be responsible for running the center's day-to-day operations, including maintenance of facilities, equipment management, and ensuring compliance with safety and regulatory standards.

Through this RFP, TIDCO seeks a partner that can align with TANCAM's mission of enhancing Tamil Nadu's position as a hub for advanced manufacturing. The selected O&M agency will play a crucial role in managing the center's operations, contributing to technological advancement, and ensuring that the center remains at the forefront of innovation and industrial development.

The successful implementation of the RFP will ensure that TANCAM continues to be a key driver of technological growth, industrial innovation, and economic development in Tamil Nadu. TIDCO expects the O&M agency to uphold the highest standards of operational excellence, contributing to the state's vision of becoming a global leader in advanced manufacturing.

## E. ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

### 1. MINIMUM QUALIFICATION CRITERIA FOR EVALUATION

To ensure that the TANCAM Center is managed by a highly competent and experienced Operation and Maintenance (O&M) agency, the following eligibility criteria have been established. These criteria are designed to assess the technical capability, financial stability, and overall experience of potential bidders. Only those bidders who meet the following conditions will be considered for the next stages of evaluation:

S No	Basic Requirement	Specific Requirement	Documents required
1	Legal Status and Registration	The bidder must be a legally registered entity in India. This includes companies registered under the Companies Act, 1956 or 2013, Limited Liability Partnerships (LLPs), or any other legal entities recognized by Indian law	(a) Certificates of Incorporation (b) Registration Certificates (c) Statement of Legal Capacity (d) Memorandum of Association (MoA) (e) Articles of Association (AoA)
2	Experience in Operations and Maintenance	The bidder must have a minimum of thirty months of experience in managing and maintaining a Centre of Excellence or research laboratories in manufacturing, engineering or technology sectors as of 30 <sup>th</sup> September 2024, with a successful track record of having managed comparable projects with a minimum contract value of INR 1,00,00,000/-	Certificate from competent authority showing the experience of the bidder
3	Turnover	Shall have an average annual turnover of at least INR 5.00 Crores in last three Financial Year (2021-22, 2022-23 & 2023-24)	Certificate(s) from statutory auditors of the Applicant past
4	Empanelment	The bidder should be an empaneled partner/ service agency with the Dassault Systemes	Authorization letter/ Empanelment letter from the Dassault Systemes
5	No Blacklisting Certificate	Any entity which has been barred/ blacklisted, by the Central Government/ any State Government/ Authority, or any entity controlled by these, from participating in any project (BOT or otherwise), and the bar subsists as on the date of application, would not be eligible to submit an application as Bidder.	Undertaking by the authorized signatory as per the form given herein <b>Annexure 11: No Blacklist Certificate</b>

## 2. SELECTION PROCESS

The evaluation of proposals will be conducted using the Quality and Cost-Based Selection (QCBS) method. This method ensures a balanced assessment of both the technical and financial aspects of each proposal, with a focus on selecting the most qualified bidder while also considering cost-effectiveness.

### 1.1. Technical Evaluation Criteria

The technical proposal will carry a weightage of 70% in the overall evaluation process. The technical evaluation will assess the bidder's ability to meet the project requirements based on the criteria outlined below.

S No	Parameter	Description	Marks								
1	Experience of the Firm in Similar Assignments	This criterion will assess the bidder's experience in managing Center of Excellence. i. 1 Project: 5 Marks ii. > = 2 Projects: 8 Marks	8								
2	Experience of training the students	This criterion will assess the bidder's experience in training the students. i. 1500 to 2000 students: 5 Marks ii. 2000 to 5000 students: 10 Marks iii. > 5000 students: 15 Marks	15								
3	Experience of developing solutions for the industry using Dassault Systemes Technology	This criterion will assess the bidder's experience in Industry Solutions at CoE i. 10 to 15 Projects: 5 Marks ii. > 15 Projects: 10 Marks	10								
4	Business Plan	This criterion will evaluate the bidder's proposed Business plan for managing the center. The Business plan should capture details on revenue generation, mechanism, outreach costs etc. Points will be awarded based on the clarity, feasibility, and comprehensiveness of the work plan, including the proposed timeline, resource allocation, and risk management strategies. The revenue projection should not be less than 250 lakh per annum.	25								
5	Qualification and Experience of Key Personnel	It is required to deploy a total of 23 resources, and the evaluation criterion focuses solely on assessing the proposed key personnel's experience and qualifications, as specified below. Bidders will be awarded points based on each individual's experience relevance, their roles in previous projects, and overall suitability for the proposed project.	20								
		<table border="1"> <thead> <tr> <th>Designation</th> <th>No.</th> <th>Educational Requirement</th> <th>Experience Requirement</th> </tr> </thead> <tbody> <tr> <td>Centre Head / Operations</td> <td>1</td> <td>Bachelor's and Masters in</td> <td>10+ years in operations, project</td> </tr> </tbody> </table>	Designation	No.	Educational Requirement	Experience Requirement	Centre Head / Operations	1	Bachelor's and Masters in	10+ years in operations, project	
Designation	No.	Educational Requirement	Experience Requirement								
Centre Head / Operations	1	Bachelor's and Masters in	10+ years in operations, project								

S No	Parameter	Description				Marks
		Manager: <b>8 marks</b>		Engineering/ Management	management, or CoE management	
		Training Lead: <b>6 marks</b>	1	Bachelor's and Masters in Engineering or Education	8+ years in training and curriculum development	
		Spoke Coordinators: <b>3 marks</b>	1	Bachelor's in Engineering/ Business Administration or similar	5+ years in program coordination and operations management	
		Technical Manager: <b>3 marks</b>	1	Bachelor's in Engineering (Mechanical/ IT/ Electrical)	7+ years in managing technical infrastructure and equipment	
6	Financial Capability of the Firm	This criterion will evaluate the bidder's financial stability and capacity to undertake the project. Annual average turnover over the last 3 financial years i. INR 5 - 10 Crore: 8 Marks ii. INR 10 - 15 Crore: 10 Marks iii. > INR 15 Crore: 12 Marks				12
7	Compatibility with the existing systems	Experience in running any center of excellence which has software supplied by Dassault Systemes.				10
	<b>Total</b>					<b>100</b>

**Note:** The bidder shall submit their company details, financial details, project experience details in the Standard Forms and this shall be considered for Eligibility as per the Qualification Criteria. Documentary proof for project experience such as work order and completion certificates from respective clients clearly indicating the nature/scope of work and actual date of completion for such work should be submitted. No more than 3 projects in total should be submitted for project experience. Proposals submitted without this documentary proof and any additional project beyond the first three projects shall not be evaluated. Additional support staff in sufficient numbers shall be proposed by the Bidders. The Bidder shall also provide a detailed work plan and short CVs of support staff as proposed for effective delivery of the Services.



## F. TERMS OF REFERENCE

The scope of work for this project encompasses six critical tasks that are integral to the successful operation of the TANCAM Center at TIDEL Park. These tasks are designed to ensure that the center operates at peak efficiency, maintains the highest standards of quality, and continues to meet the needs of a diverse range of industries. The selected Operation and Maintenance (O&M) agency will be responsible for executing these tasks in alignment with TANCAM's strategic objectives, focusing on operational excellence, innovation, and sustainability.

### 1. Skill Development & Training

- 1.1. Curriculum Design: Collaborate with Dassault Systems and industry experts to design a training curriculum tailored to industry needs, focusing on emerging technologies such as CAD, PLM, and 3D modelling.
- 1.2. Training Delivery: Conduct regular hands-on training sessions for students, professionals, and industry workers on the use of Dassault Systems software and equipment.
- 1.3. Certification Programs: Develop certification programs in association with Dassault Systems, providing participants with recognized qualifications.
- 1.4. Skill Assessment: Periodically assess the trainees' progress through practical tests and project work.
- 1.5. Industry Interface: Facilitate internships, industrial visits, and live projects to enhance the practical exposure of participants.
- 1.6. Continuous Learning: Organize advanced learning programs for upskilling and reskilling industry professionals.

### 2. Operations Management

- 2.1. Daily Operations: Manage day-to-day operations, including scheduling of training sessions, equipment usage, and ensuring operational efficiency.
- 2.2. Facility Maintenance: Ensure all equipment and software are in optimal working condition, with regular maintenance and timely updates.
- 2.3. Compliance Management: Ensure the centre adheres to regulatory standards, including health and safety regulations, and follows best practices for data security and intellectual property management.
- 2.4. Resource Allocation: Manage the allocation of staff, equipment, and other resources to optimize operational efficiency.

### 3. Spoke Management

- 3.1. Spoke Coordination: Manage the operations and skill development programs at the various spokes across the state.
- 3.2. Create additional spokes across the state in partnership with the institution, educational institutions.
- 3.3. Standardization of Processes: Ensure uniform training quality and delivery at both the Centre of Excellence and all spoke locations.
- 3.4. Remote Support: Provide technical and operational support to spokes via remote access and site visits when necessary.

- 3.5. Performance Monitoring: Regularly monitor the performance of each spoke, evaluating training outcomes, equipment usage, and participant satisfaction.
- 3.6. Logistics Management: Manage the movement of materials, tools, and software resources between the CoE and spokes.
- 3.7. Stakeholder Engagement: Collaborate with local industries and educational institutions at each spoke location to enhance training outcomes and ensure relevance to regional job markets.

#### 4. Technical Management

- 4.1. Software & Equipment Management: Maintain all Dassault Systems software and related equipment, ensuring that they are up-to-date, properly calibrated, and functioning.
- 4.2. System Troubleshooting: Resolve technical issues quickly, ensuring minimal disruption to training programs.
- 4.3. Data Backup and Security: Establish and maintain data protection protocols, ensuring all training data, project files, and other critical information are securely stored.

#### 5. Client and Partnership Management

- 5.1. Industry Collaboration: Establish partnerships with local industries to enhance skill development programs through industry-sponsored projects and on-the-job training.
- 5.2. Client Engagement: Develop relationships with corporate clients seeking to upskill their workforce, offering customized training solutions.
- 5.3. Workshops and Events: Organize industry-relevant workshops, hackathons, and innovation challenges to promote the CoE and spokes as hubs for advanced training and skill development.

#### 6. Business Development and Outreach

- 6.1. Market Outreach: Develop strategies to promote the CoE and its spokes to potential participants, academic institutions, and industries across the state.
- 6.2. Partnerships and Alliances: Forge collaborations with educational institutions, government bodies, and industries to expand the CoE's reach and impact.
- 6.3. Revenue Generation: Create monetization models for offering specialized training programs and certification courses to generate revenue.
- 6.4. Alumni Engagement: Build an alumni network of skilled professionals who have trained at the CoE and its spokes, using them as ambassadors.

#### 7. Payment Terms

- 7.1. Revenue sharing formula:  
 Revenue received at TANCAM quarterly: R  
 Fixed operational Costs quarterly: FC  
 (The fixed operational costs includes; Rent, electricity, telephone, internet and water bills excluding Manpower service expenses)  
 Any Penalization quarterly: P  
 $R - \{FC + P\} = \text{Actual Revenue (AR)}$
- 7.2. The bidder to submit a quote for the percentage of "AR" as O&M costs, which TANCAM will disburse the operator at quarter-end.

- 7.3. The Operator shall submit a monthly statement of fixed operational costs, including rent, electricity, telephone, internet and water bills (excluding manpower service expenses), to TANCAM.
- 7.4. TANCAM shall disburse the payment to the Operator as per the submitted bills within 10 working days of receipt.
- 7.5. TANCAM will distribute the revenue generated with the Operator on a quarterly basis, net of expenses. The percentage of revenue share for the Operator will remain consistent with what the bidder has specified in the financials.
- 7.6. The Operator is required to pay the operational expenses on time, as specified in the Contract. Any deviations from the contract may result in penalties, which TANCAM will deduct from the revenue before profit-sharing. The final profit-sharing will be settled after all deductions and expenses are accounted for.
- 7.7. TIDCO reserves the right to adjust all operational costs before any revenue sharing with the operator in case of non-achievement of the projected revenue in the proposal.

## G. STANDARD FORMS

Annexure 1: Technical Proposal submission form.

Annexure 2: Format for Power of Attorney for authorized signatory.

Annexure 3: Format for submission of information about the Bidder.

Annexure 4: Format for providing a summary of experience of the Bidder.

Annexure 5: Format for providing experience of the Bidder for technical evaluation.

Annexure 6: Description of the methodology and work plan for performing the assignment.

Annexure 7: Team composition and task assignments.

Annexure 8: Format of Curriculum Vitae of proposed professional staff.

Annexure 9: Format for Financial Proposal Submission Form.

Annexure 1: Technical proposal submission form

[Location, Date]

From: (Name of Firm)

To: (Name and Address of TIDCO)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sir/Ma'am:**

**Subject: Appointment of Onboarding of operation and maintenance agency for Tamil Nadu Centre of Excellence for Advanced Manufacturing (TANCAM), Tamil Nadu- submission of technical proposal.**

Being duly authorized to represent and act on behalf of .....  
..... (herein after referred to as the "Bidder") and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of \_\_\_\_\_ (Name of Bidder) for the captioned Assignment in one (1) original and one (1) copy, with the details as per the requirements of the RFP, for your evaluation.

We confirm that our Proposal is valid for a period of **180 days** from \_\_\_\_\_ (insert Proposal Submission Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects.

We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

**Authorized**

**Signature:**

**Name and Title of Signatory:**

**Name of Firm:**

**Annexure 2: Format for Power of Attorney for authorized signatory**

We..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms. (name), ..... son/ daughter/ wife of ..... and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal in response to the RFP and submission of our bid for the ..... Assignment proposed by the ..... (the "TIDCO") including but not limited to signing and submission of all applications, proposals, bids and other documents and writings, participate in pre-bid meeting and other conferences and providing information/ responses to TIDCO, representing us in all matters before TIDCO, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with TIDCO in all matters in connection with or relating to or arising out of our bid for the said Assignment and/ or upon award thereof to us and/or till entering into the Contract with TIDCO.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, ....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF 2024

For .....

(Signature, name, designation and address)

Witnesses:

1.

(Notarised)

2.

Accepted

.....

(Signature)

\_\_\_\_\_

To be submitted in original.

(Name, Title and Address of the Attorney)

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 are not required to be legalised by the Indian Embassy if it carries a conforming Apostille certificate.*

**Annexure 3: Format for submission of information about the Operator**

<b>S No</b>	<b>Items</b>	<b>Details</b>	
1	Name of the Company		
2	Legal Status	{sole proprietorship firm/ partnership firm/ limited liability partnership/ private limited/ public limited company}	
3	(a) Postal address of the (b) Telephone no.(s) (c) Fax No.(s) (d) Website, (e) Email	(a) (b) (c) (d) (e)	
4	(a) Name of the authorized representative Designation and postal	(a) (b)	
5	Year of incorporation of the company under the Companies		
6	Banker's Name and Address		
7	Registration Number		
8	Permanent Account Number (PAN) for Income Tax		
9	GST details		
10	Annual turn over the last three completed financial years	Financial Year	Annual Turnover (Rs. Crore)
		FY 2023-24	
		FY 2022-23	
		FY 2021-22	
		Average Annual Turnover (Rs. Crore)	

Signature, Name & Designation of the Authorized Signatory

The following documents shall be provided to demonstrate eligibility.

**Copy of registration certificate issued by registrar of companies/firms.**

**Copy of GST Certificate**

**Copy of audited annual financial statements including Balance Sheet and Profit & Loss Account statement of the firm for the last three (3) financial years.**

**Auditor's certificate to verify the annual average turnover for the last three financial years in the following format.**



**Certificate from the Auditor**

This is to certify that (**NAME OF THE BIDDER**) has received the payments shown above against the respective years on account of fees from professional advisory services excluding audit and tax services.

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the Authorized Signatory)

**Annexure 4: Format to demonstrate technical eligibility**

(To be filled, signed and attached)

**Similar work experience in the last three (3) years.**

<b>Sl No</b>	<b>Period (From-To)</b>	<b>Name of the Assignment</b>	<b>Name of the Client</b>	<b>Location, Country</b>	<b>A Brief Description of the Job</b>	<b>Date of Completion of the transaction</b>

**Signature of Authorized Representative of the bidder Note:**

Documents verifying the claim as per technical eligibility including the letter of successful completion from the client shall be provided for all projects listed above. The certificates enclosed as proof should show the project completion year/date clearly.

**Note: Projects submitted without necessary documentary proof and any additional project beyond the first three projects shall not be evaluated.**

**Annexure 5: Format for providing experience of the bidder for technical evaluation**

Similar Projects carried out in the last three (3) financial years

(Using the format below, provide information on each reference assignment for which your firm/entity, was legally contracted.)

Assignment Name:		Location:
Location within Country:		Professional Staff Provided by Your Firm/entity (Profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months. Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (In Rs.):
Name of Associated Consultants, if any:		No. of Months of Professional Staff, provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved, and functions performed:		
Narrative Description of Project including project cost and land area:		
Description of Actual Services Provided by Your Staff:		

**Note: Work order / contract agreement along with completion certificates from client shall be submitted along with the reference**

Annexure 6: Description of the methodology and work plan for performing the assignment

## Annexure 7: Team composition and task assignments

### 1. Technical/ Managerial Staff:

S No	Name	Position	Task
1			
2			
3			
4			

### 2. Support Staff:

S No	Name	Position	Task
1			
2			
3			
4			

**Annexure 8: Format of Curriculum Vitae of proposed professional staff**

Photo of the Expert	1. Name			
	2. Position			
	3. Date of Birth			
	4. Education			
5. Employment Record	From	To	Company	Position Held
6. Total Years of Experience				
7. Years of Experience Relevant to the proposed role				
8. Brief Profile				
9. Languages				
10. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned				
Name of assignment of project: Year: From:            To: Location: Client: Main project features: Positions held: Activities performed:				

## Annexure 9: Format for financial proposal submission Form

Note: The e-Procurement System automatically calculates and inserts the total Bid Price in the BOQ Schedule on the basis of (i) the rates entered by the Bidder in the BOQ Schedule online and (ii) quantities provided in the BOQ Schedule. The System also automatically populates the amount in words from the amount in figures. Therefore, there is no scope of discrepancy and need for arithmetic correction.

## Annexure 10: Format of Performance Security in the form of unconditional bank guarantee

To  
Managing Director  
Tamilnadu Industrial Development Corporation Limited  
19-A, Rukmini Lakshmi pathi Salai, Egmore, Chennai – 600 008

In consideration of Tamil Nadu Industrial Development Corporation Limited (hereinafter referred as the “Client”, which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to the M/s ....., having its office at ..... (hereinafter referred as the “Consultant” which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the Client’s Letter of Award no. .... dated ..... and the Contract to be executed for Rs. .... (Rupees .....), (hereinafter referred to as the “Contract”) Consulting Services .....and the Consultant having agreed to furnish a Bank Guarantee amounting to Rs. .... (Rupees ..... ) to the Client for performance of the said Contract. We, ..... (hereinafter referred to as the “Bank”) at the request of the Consultant do hereby undertake to pay to the Client an amount not exceeding Rs. .... (Rupees ..... ) against any loss or damage caused to or suffered or would be caused to or suffered by the Client by reason of any breach by the said Consultant of any of the terms or conditions contained in the said Contract.

We, ..... (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the Client stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the Client by reason of breach by the said Consultant of any of the terms or conditions contained in the said Contract or by reason of the Consultant’s failure to perform the said Contract. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. .... (Rupees .....).

We, ..... (indicate the name of Bank) undertake to pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the Consultant in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Consultant shall have no claim against us for making such payment.

We, ..... (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Contract and that it shall continue to be enforceable till all the obligations of the Client under or by virtue of the said Contract have been fully paid and its claims satisfied or discharged or till the Client certifies that the terms and conditions of the said Contract have been fully and



properly carried out by the said Consultant and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of twelve (12) months from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

We, ..... (indicate the name of Bank) further agree with the Client that the Client shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Contract or to extend time of performance by the said Consultant from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said Consultant and to forbear or enforce any of the terms and conditions relating to the said Contract and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Consultant or for any forbearance, act or omission on the part of the Client or any indulgence by the Client to the said Consultant or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

This Guarantee will not be discharged due to the change in the constitution of the Bank or the Consultant(s). We, ..... (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Client in writing.

For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. \*\*\*\* (Rupees \*\*\*\*\* ) only. The Bank shall be liable to pay the said amount or any part thereof only if the Client serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [\*\*\* (indicate date falling 365 days after the date of this Guarantee)].

For .....

Name of Bank:

Seal of the Bank:

Dated, the ..... day of ....., 2024.

## Annexure 11: No Blacklist Certificate

*{Notarization is required}*

*Format of self certificate stating that the Entity/Promoter/s / Director/s of Entity are not blacklisted (On a Stamp Paper of relevant value)*

### Anti-Blacklisting Certificate

M/s. .... (Name of the Bidder), (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/director/s or our firm are not barred or blacklisted by any state government or central government / department / Local Government agency in India or similar agencies from foreign countries from participating in Project/s, for last one year from \_\_\_\_\_ (Bid Due Date).

We further confirm that we are aware that our application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered regarding the requirements of this RFP at any stage of the Bidding Process or thereafter during the agreement period. Dated this .....Day of ....., (Year).

Name of the Bidder

Signature of the Authorized person

Name of the Authorized Person