



GOVERNMENT OF INDIA
Ministry of MSME
MSME – Development Institute, Chennai

Invites applications for

EMPANELMENT OF CONSULTANTS

Micro, Small and Medium Enterprises-Development Institute (MSME-DI), a field office of Ministry of MSME engaged in

- i) Promotion of New Micro, Small & Medium Enterprises,
- ii) Facilitating the existing MSME's for their Sustainability and Growth.

MSME-DI, Chennai planned to accelerate the services with the help of empanelled consultants/Institutions to achieve the above mentioned objectives in a big way. The tentative list of services planned are Imparting Training, Guidance on Technology & Quality Upgradation, Identification of viable projects (product & services) Project Report Preparation and Project Vetting, Financial Services, Marketing (including Export Promotion), etc for new and existing entrepreneurs in various sectors like Food Processing, Manufacturing, Services, Leather, Chemical, Glass & Ceramics, Mechanical, Electrical & Electronics, etc.

Application form for empanelment & detailed terms & conditions can be downloaded from our website www.msmedi-chennai.gov.in.

MSME-DI Chennai is also interested to buy the viable projects which are readily available with Consultants/Institutions to strengthen the MSME-DI Library. The Consultants/Institutions can share the information on their viable projects to this office as prescribed in the application (sl.no.11&12).

The last date for submission of completed application form for Empanelment of Consultants in the prescribed format at this office is **20-02-2018**.

Contact Persons:

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EMPANELMENT OF CONSULTANTS
FOR
MSME-DI CHENNAI CONSULTANTS NETWORK
(MCCN)



DETAILED TERMS

&

CONDITIONS

MSME Development Institute-Chennai
Ministry of MSME,
Govt. of India

MSME - DI, 65/1, GST Road, Guindy, Chennai - 600032

MSME Development Institute, Chennai
Ministry of MSME, Govt. of India

EMPANELMENT OF CONSULTANTS/INSTITUTIONS

Applications are invited by MSME Development Institute, Chennai from consultants, individuals and institutions for empanelment for MSME-DI Chennai Consultants Network (MCCN). Consultants/Institutions from varied sectors i.e. Food Processing, Manufacturing/Industrial Sector, Services, Marketing & Export Promotion etc. are invited to submit the applications for MCCN. Individuals & Institutions having an experience of at least five years in their relevant field of expertise are eligible to apply.

About MSME-DI, Chennai:

The Micro Small and medium Enterprises Development Institute (MSME DI), Chennai, established in the year 1954, as field level Institute under the Ministry of MSME, Government of India. MSME DI offers various services like technical consultancy in the trades of chemical, food, mechanical, electrical & electronics, ceramics, glass, leather, metallurgy etc., economic and market information, training in technical & management areas, ancillary development etc.

MSME- DI Chennai Consultants Network and Services to be rendered by Empanelled Consultants:

MSME-DI has planned to expand the services for new and existing entrepreneurs with the help of empanelled consultants by establishing a MSME-DI Chennai Consultants Network (MCCN). MSME- DI Chennai Consultants Network shall faithfully and honestly perform the services pertaining to guidance and consultancy to the aspiring and existing Entrepreneurs. The selected Consultants or Institutions shall be required to render the services as given below:

1. Preparation of Project Profiles for New and Existing Entrepreneurs
2. Preparation of Viable & Bankable Project Reports for New and Existing Entrepreneurs
3. Imparting Training on the selected Projects
4. Guidance on Technology and Quality Upgradation

5. Consultation on Technical & Financial Services
6. Marketing and Export Promotion Services

Clarity on Financial Commitment:

MCCN will act as mere information sharing centre between the entrepreneurs and consultants. The Institute will not pay any fee or service charge to the empanelled Consultants/Institutions and will not charge any fee or service charge from aspiring and existing entrepreneurs. The empanelled Consultants/Institutions can charge a predetermined nominal fee based on the project cost from the aspiring and existing entrepreneurs.

1.0 ELIGIBILITY

1.1 Individuals, Government Institutions, Non Govt. or Private Institutions, agencies and autonomous bodies having an experience of at least five years in their relevant field of expertise are eligible to apply.

1.2 Individuals & Institutions may apply for more than one area of expertise. In such a case, details with respect to experience in all the sectors for which the applicant intends to apply are to be provided in the application form.

2.0 MODE OF APPLICATION

2.1 Detailed application document can be obtained from the office of MSME Development Institute, 65/1 - GST Road, Guindy, Chennai on any working day and can also be downloaded from MSME-DI Chennai website www.msmedi-chennai.gov.in

2.2 The completed application shall be submitted at the Information Centre, Office of MSME DI Chennai latest by 5.45 P.M. on 20th February, 2017.

2.3 The application shall be opened and evaluated as per evaluation criteria given in Para 6.0 and eligible applicant shall be empanelled and notified.

2.4 The MSME-DI Chennai reserves the right to reject any or all the applications without assigning any reason thereof.

2.5 The term "Last Five Years" wherever appearing in this documents shall mean five consecutive years before 31.12.2017.

2.6 The application is required to be submitted in a sealed envelop, super scribed "Application for Empanelment of Consultants for MCCN"

3.0 TENTATIVE SCHEDULE OF EMPANELMENT.

- I. Distribution of Application Form starts from : 29th Jan, 2018
- II. Last date of submission of application : 20th Feb, 2018
- III. Evaluation of the applications : 21st to 26th Feb, 2018
- V. Notification of the Panel : 28th Feb, 2018

5.0 PERIOD OF EMPANELMENT

The selected Consultants/Institutions shall be empanelled for a period of 3 years from the date of its notification. MSME-DI, however, reserves the right to discontinue the panel at any time without assigning any reasons & shall not be liable to pay any compensation on this account.

6.0 BROAD GUIDELINES AND CRITERIA FOR EVALUATION

The application shall be evaluated, based on following broad guidelines. MSME DI Chennai, however, reserve the right to take any decision during the evaluation process.

- 6.1 The evaluation of the applications shall be carried out by a committee constituted by Additional Industrial Advisor, MSME DI Chennai.
- 6.2 The applicants qualifying the initial criteria, as set out in Para 1 above shall be evaluated based on the following criteria:
 - (i) Technical Expertise/Staff Strength
 - (ii) Relevant Experience of work during last five years
 - (iii) Current assignments in hand
 - (iv) Honours & awards received
- 6.3 The marks shall be decided by the said Committee, generally on the basis of pre-determined criteria and where it is not possible to do so, based on their own judgment. The evaluation carried out by the said Committee shall be final and binding.
- 6.4 MSME DI Chennai reserves the right to modify the criteria and take own decision if so required.



MSME Development Institute, Chennai
Ministry of MSME, Govt. of India

APPLICATION FORM FOR EMPANELMENT OF EXPERTS/INSTITUTIONS AS CONSULTANTS

1. Name of the Individual/Organization: _____

2. Date of Establishment: _____

3. Designation (in case of individual): _____

4. Postal Address: _____

District: _____ State : _____ Pin Code : _____

5. Contact Details:

Email : _____ Tele Fax : _____

Phone Number: _____

6. Category: Individual/Government/ Semi Govt./Non-Govt. Organization/ Cooperative/ Company/ Others (Please specify) _____

7. Area of Specialization (The applicant may specify more than one field of specialization):

Sl. No	Field of specialization	Years of experience
1.	Agro & Food Processing Sector	
2.	Non Farm/ Industrial Sector	
3.	Service Sector	
4.	Other Entrepreneurship Development Services	

8. Detailed Information on profile of the Institution/Individual.

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9. Educational Qualifications of Individual Consultants

Educational Qualification	University/ Board	Specialization

10. Number of in-house technical staff in their respective fields of expertise (in case of institutions).

S.No.	Field of Expertise	Number of in-house technical staff

11. Details of project/assignments handled during last 5 years in the area of expertise for which the application is being made, clearly indicating the scope of work. (In case of shortage of space, kindly enclose the details as an annexure to this application)

S.No.	Title of the Project	Sector	Details of work

12. Details of current projects/assignments in hand in the area of expertise for which the application is being made, clearly indicating the scope of work.

S.No.	Title of the Project	Sector	Scope of work

13. Details of achievements, honours & awards in the field of expertise.

S.No.	Field of expertise	Achievements / Honours/ Awards

UNDERTAKING

I/We have read and understood the detailed terms & conditions document in the MSME-DI, Chennai website for pre-qualifications and instructions to the Applicants. I/We do hereby declare that all the above given information in my application is true, complete and correct.

Date: _____

Place: _____

Signature of the applicant:

Name:

Designation: