

# Expression of Interest (Eoi)

For

ESTABLISHMENT AND MANAGING OF INCUBATION CENTER FOR PROMOTION OF TRIBAL  
ENTREPRENUERS UNDER "CHIEF MINISTER ST ENTREPRENUERSHIP AND INNOVATION  
(CMSTEI) SCHEME IN TELANGANA STATE

November'2017



TELANGANA SCHEDULED TRIBES COOPERATIVE FINANCE CORPORATION LTD  
(TRICOR), TRIBAL WELFARE DEPARTMENT, GOVERNMENT OF TELANGANA  
1ST FLOOR, DSS BHAVAN, MASAB TANK, HYDERABAD - 500028

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## I. DISCLAIMER

The information contained in this Expression of Interest (hereinafter referred to as "Eol") document provided to the Bidders, by the Office of the Commissioner of Tribal Welfare/Ex - Officio Managing Director, TRICOR, Hyderabad, hereinafter referred to as Issuer, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this Expression of Interest (Eol) document and all other terms and conditions subject to which such information is provided.

The purpose of this Eol document is to provide the interested agencies with information to assist in the formulation of Proposals. This Expression of Interest (Eol) document does not aim to hold all the information each agency may require. This Expression of Interest (Eol) document may not be appropriate for all persons, and it is not possible for the Department, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each agency who reads or uses this Expression of Interest (Eol) document. Each agency should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Eol document and where necessary obtain independent advice from appropriate sources.

Issuer, their employees and advisors 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 Eol document.

## 2. ABBREVIATIONS

<b>EOI</b>	-	Expression of Interest
<b>TICTE</b>	-	Telangana Incubation Center for Tribal Entrepreneurs.
<b>TWD</b>	-	Tribal Welfare Department
<b>TRICOR</b>	-	Telangana Scheduled Tribes Cooperative Finance Corporation Ltd.
<b>CMSTEI</b>	-	Chief Minister Scheduled Tribe Entrepreneurship & Innovation .
<b>NSTFDC</b>	-	National Scheduled Tribes Finance Development Corporation.
<b>EDP</b>	-	Entrepreneurship Development Programme.
<b>IIT</b>	-	Indian Institute of Technology.
<b>ISB</b>	-	Indian School of Business.
<b>SIDBI</b>	-	Small Industries Development Bank of India.
<b>NABARD</b>	-	National Bank for Agriculture And Rural Development
<b>NSIC</b>	-	National Small Industries Corporation.
<b>GST</b>	-	Goods & Service Tax.
<b>MUDRA</b>	-	Micro Units Development & Refinance Agency Ltd.
<b>SMME</b>	-	Small, Medium & Micro Enterprises.
<b>MoA</b>	-	Memorandum of Agreement
<b>EIA</b>	-	Entrepreneurship, Incubation and Academic services
<b>LF</b>	-	Lowest Financial Proposal
<b>TS</b>	-	Technical Score
<b>FS</b>	-	Financial Score
<b>TW</b>	-	Technical Weightage
<b>FW</b>	-	Financial Weightage

## 3. SCHEDULE OF EXPRESSION OF INTEREST (EOI)

<b>Issue of EOI document</b>	<b>:</b>	<b>10.11.2017</b>
<b>Due date for EOI documents Submission</b>	<b>:</b>	<b>30.11.2017 up to 5.00 PM</b>
<b>Opening of EOI Bid</b>	<b>:</b>	<b>07.12.2017 at 11.00 AM</b>

#### 4. BACK GROUND

The TRICOR, Tribal Welfare Department , Government of Telangana, is the nodal agency for overall policy, planning and implementation of programmes for comprehensive development of tribals & tribal areas in the State. The core function of the Department is implementation of various welfare schemes for Entrepreneurship Development among the tribals for their socio - economic development.

Development of the rural economy has been one of the prime concerns of Government of Telangana. Accordingly, efforts have been made on a continuous basis for improving the economic and social well-being of people in rural areas on a sustainable basis. Despite the sincere efforts, the problems of poverty, unemployment, drudgery and migration still exist in rural economy. There is a need to address these problems by creating employment opportunities in the rural areas and this could be done by setting up of small & medium scale enterprises in the sectors like Agri, Agri - based, Manufacturing & Service sectors.

There is ample scope for innovation, value addition and entrepreneurship development in this sectors. This is possible only by skill up-gradation, handholding, mentoring, incubation and credit support aimed especially at tribal youth and women providing them a platform with enormous opportunities for Entrepreneurship Development.

Science, Technology and Innovation (STI) have emerged as the major driving forces of National Development globally. India has declared 2010-20 as the “Decade of Innovation”. The Gol have stressed the need to enunciate a policy to synergize science, technology and innovation. In 2013, Gol came up with Science, Technology & Innovation Policy, in order to create robust innovation culture and ecosystem. The Government of India proposes to increase the expenditure in Innovation R & D to 2% of the GDP. For the development of the Innovation culture in the country, the policy envisages creation of Conducive eco-system to venture capital in the MSME sector.

In consonance with the Telangana State vision for promoting industrialization and entrepreneurship among schedule tribe (ST) a weaker section of the society at primary level and economic growth of the State at larger level through financial inclusion of the underserved sections. The envisioned outcome of this effort is firmly grounded to a platform that empowers tribal youth of the State with technical competency and business skills that lead to create a sustainable model of entrepreneurship.

***Community development happens through economic empowerment. Economic progress happens through entrepreneurship. Entrepreneurship is essential for Tribal Empowerment!***

It is an unfortunate reality that a very minuscule proportion of existing industrial units are owned by ST entrepreneurs. There are many structural barriers which the ST entrepreneurs find extremely difficult to overcome. Since the foundation of the new state of

Telangana based on the premise of social justice, the Tribal Welfare Department has conceptualized a new scheme with the nomenclature "CM ST Entrepreneurship & Innovation Scheme" to promote entrepreneurship culture among the STs.

### **3.1. TRIBAL ENTREPRENEUR - Challenges & Limitations**

- Facing difficulty in accessing financial assistance.
- Lack of awareness and knowledge about policies, technologies, Management and forward & backward linkages.
- Limited capabilities to create and capture value as per market competition.
- Limited livelihood opportunities still existing in Tribal societies due traditional barriers.

### **3.2. OBJECTIVES OF THE SCHEME:**

The main objectives of the scheme are:

1. To promote entrepreneurship culture among Scheduled Tribes.
2. To nurture tribal youth to be employment providers through enterprise development.
3. To create new income generating avenues, thereby resolve unemployment.
4. Grass root economic development at district level.
5. To facilitate innovative business solution for un-met social needs.
6. To create incubation center, which shall be responsible for providing end to end business support ecosystem for tribal entrepreneurs on a continuous basis.

### **3.3. Setting up of Telangana Incubation Center for Tribal Entrepreneurs (TICTE) :**

- The services of Telangana Incubation Center for Tribal Entrepreneurs (TICTE) will be outsourced to reputed institutions like IITs/ISB/others Entrepreneurship Development Institutes (EDIs) etc.,
- The Telangana Incubation Center for Tribal Entrepreneurs (TICTE) comprising of team of (5) persons who are experts in Administration, Skilling, Banking, Marketing, Manufacturing & Financial Management.

The agency for setting up Telangana Incubation Center for Tribal Entrepreneurs (TICTE) will be selected by adopting a contemplated procedure Viz., calling Expression of Interest (Eoi), Technical Bidding & Financial Bidding and Empanelment.

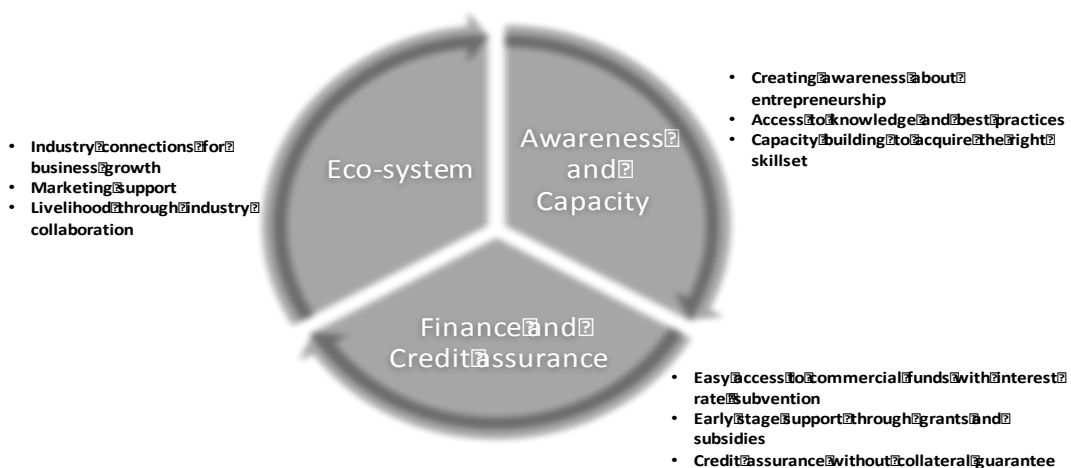
## 5. OBJECTIVE OF ASSIGNMENT

The objective of the assignment is to set up Telangana Incubation Center for Tribal Entrepreneurs (TICTE) for creating a dynamic platform for development of supported Small and Medium Enterprises (SMEs) by providing management and consulting services as well as relevant material and financial resources through Telangana Incubation Center for Tribal Entrepreneurs (TICTE). Its wider task is to support macro - economic - related (employment) or micro - economic - related (implementation of technologies)

## 6. SCOPE OF WORK & DELIVERABLES

### 6.1 Scope of Work:

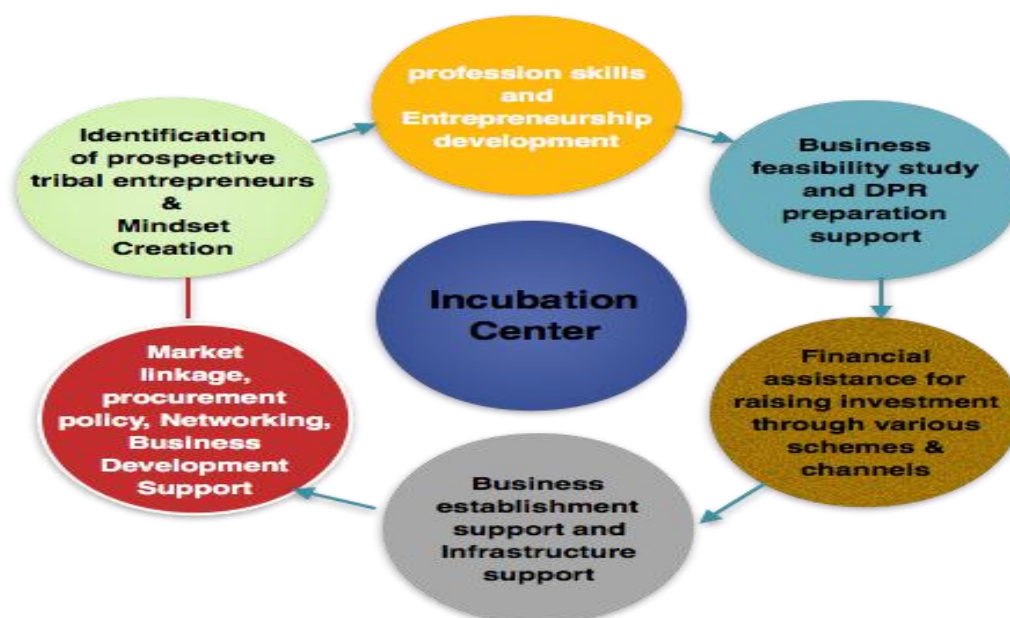
Tribal Welfare Department intends to undertake establishment of Telangana Incubation Center for Tribal Entrepreneurs (TICTE) for supporting the startups and to promote the tribal entrepreneurs under "Chief Minister ST Entrepreneurship & Innovation (CMSTEI) scheme" through an institutional approach.



Tribal Incubation Center should fill the gaps in entrepreneurship development through

1. Being a Single Point of Contact (SPOC) for all enquires related to tribal entrepreneurship in the state.
2. Creating awareness on various schemes on financial support, subsidy support, interest subvention, land allocation, etc available for tribal entrepreneurs from central and state governments.
3. Creating awareness on government policies (such as public procurement policy, respective state industrial policies, incentive schemes etc.)
4. Creating awareness on various marketing support schemes available for tribal entrepreneurs from state and central governments.

5. Providing guidance on the possible business activities that can suit the skill set of the respective tribal entrepreneurs.
6. Providing Mentorship and networking for better understanding of markets, technology, trade etc.
7. Technical assistance for business plan creation and feasibility analysis
8. Capacity building through skill development
9. Facilitating to access the financial assistance (Predominantly through MUDRA, NSTFDC and Stand up India schemes available exclusively for tribal entrepreneurs)
10. Providing infrastructure and other amenities.
11. Market linkage - Identify the right customers for the respective line of business and connect the entrepreneur.
12. Explore strong franchise opportunities and connect the entrepreneurs.
13. Facilitating the beneficiary in setting up unit and document the details of unit/activity established.
14. Supporting the beneficiaries in respect of arranging marketing linkages and other technical aspects.
15. Preparing success stories of each beneficiary benefitted under CM ST Entrepreneurship & Innovation (CMSTEI) scheme and to submit to the Commissioner of Tribal Welfare/Ex - Officio Managing Director, TRICOR.





## 6.2 Deliverables:

- **Market Linkage:**
  - a. Collaborate with various Public sector and Private sector companies to enable business opportunities for Tribal Entrepreneurs.
  - b. Connect successful brands and franchise opportunities for Tribal Entrepreneurs.
  - c. Organize Vendor and Business development programs.
  - d. Implementation of 4% procurement policy in Government and Public sector companies.
- **Finance Linkage:**
  - a. Coordinate with Banks to provide financial support to the tribal entrepreneurs under Stand up India, Start up India, MUDRA and various other schemes with SIDBI, NABARD, NSIC... Etc.
  - b. Coordinate with State and Central government for timely implementation of business support subsidy schemes available for Tribal Entrepreneurs.
  - c. Work with various impact investment, Angel Invest and Private Equity organizations for the financial support.
- **Knowledge Linkage:**
  - a. Organize skill development programs, Entrepreneurship Development programs, Start up guest lectures, Entrepreneur meets, Networking meets to enhance the knowledge and awareness of tribal entrepreneurs.
- **Infrastructure Linkage:**
  - a) Office space for all administrative activities related to TICTE.
  - b) Provide space for counseling, consultation and training of Tribal entrepreneurs.
  - c) office space for Telangana Incubation Center for Tribal Entrepreneurs (TICTE) staff.

## 7. DURATION OF ASSIGNMENT

The period of assignment will be 18 months from the date of entering into Memorandum of Agreement (MoA), if the performance of the Institution/agency is found satisfactory, then it will be extended for further period based on the project requirement.

## 8. REPORTING AND MANAGEMENT

The selected Institution /agency will report to the Commissioner of Tribal Welfare/Ex - Officio Managing Director, TRICOR and submit periodic progress reports (every fortnight) as agreed with the department.

## 9. AREA OF EXPERTISE

The following areas of expertise are deemed necessary:

- The agency need to have significant experience with Small & Medium Enterprise (SME) development and incubation, in both local and international context.
- The agency shall have a broad network in government and private sector in Telangana state.
- The agency shall have practical experience of developing training material and strategy for Small, Medium & Micro Enterprises (SMME) and can demonstrate.
- The agency shall be well conversant with governmental legislation and programmes on SMMEs.
- The agency shall have prior experience of developing business incubators policy framework or strategy.

## 10. ELIGIBILITY CRITERIA

The Institution/agency is required to meet the following criteria for acceptance of their proposal:

### 10.1 TECHNICAL:

- Duly filled-in and signed Technical Proposal Form-1.

**Note:** Documentary evidence/ proof of above information must be enclosed

### 10.2 FINANCIAL:

- Duly filled-in and signed Technical Proposal Form - 2.
- The Annual Turn Over towards consultancy services pertaining to Entrepreneurship, Incubation and Academic (EIA) services and related works should be preferably more than **Rs.100.00 Lakhs (Rupees One Crore Only)** in the last financial year i.e., 2016-17.
- The net worth of the Institution/Agency in the F.Y 2016-17 should be positive.

- The Institution/agency or its proprietor/partner(s)/Director (s) should not have been convicted by a court of law for an offence involving moral turpitude in relation to business dealings during the past two years for acceptance of the offer.
- The Institution /Agency shall give an affidavit to this effect. The affidavit must be affirmed before the competent judicial authority or duly notarized by the Notary.

## **11. SUBMISSION OF PROPOSAL**

The Applicant shall submit the proposal in a sealed cover having the title on the envelope as “**EXPRESSION OF INTEREST FOR ESTABLISHMENT AND MANAGING OF TELANGANA INCUBATION CENTER FOR TRIBAL ENTREPRENEURS (TICTE)**” for promotion of Tribal Entrepreneurs under Chief Minister ST Entrepreneurship and Innovation Scheme" in Telangana State.

Following is the list of documents to be submitted as part of Expression of Interest (Eol). The full proposal (Max.10 pages, excluding CVs) covering the following aspects:

- Context (organization introduction, understanding of the need for establishment incubation center for entrepreneurship development among tribal)
- Short description of the organizations/agency’s capability & work, proof of its capacity and experience in the relevant field.
- Methodology & approach.
- Work plan with main activities and milestones.
- Monitoring and evaluation plans.
- Detailed project budget & mode of payment.
- CVs of project team leader & project team.
- Audited financials of agency of last 3 years.
- Year wise achievements in entrepreneurship development/setting up of incubators.
- Details of existing corporate clients.
- Technical proposal & Financial proposal.

The proposal should be submitted in a sealed envelope before **5.00 PM on 30<sup>th</sup> November' 2017** to:

**The Commissioner of Tribal Welfare/  
Ex - Officio Managing Director, TRICOR  
1<sup>st</sup> Floor, DSS Bhavan, Masab Tank,  
Hyderabad, Telangana State - 506001.**

**Contact Person:**

**1. K.Shankar Rao, Deputy General Manager, TRICOR (+91-9493979478)**

Email: dgm.tricor.admn@gmail.com

**12. PROPOSALS EVALUATION CRITERIA**

- Proposals will be reviewed and evaluated by TRICOR, TWD based on the following criteria:
  - 1) Technical experience.
  - 2) Financial capability.
- If no proposal meets the criteria, TRICOR reserve the right to award or not the tender to any of the agency . In particular, the convincing business case is a necessary condition.
- The evaluation shall be based on 80% weight-age for technical bid and 20% weight age for financial bid. (It may not be necessarily the Institution/Agency quoting the lowest price).
- Selection of the consultancy firm for execution of the assignment will be guided by the experience of the Consultants on similar job and availability of resources with the organization.

**12.1. Technical Evolution of the Proposal :**

- The tender evolution committee will evaluate the proposal on the basis of their responsiveness to the selection criteria. the agency who satisfies the documentary evidence as per the eligibility criteria is considered as technically qualified. Financial proposals of only the technically qualified agencies will be taken up for further evaluation by the committee.

Sl. No	Description	Max. Marks	Scoring criteria
1	Existing Experience in running Business management programs	20	No Experience - 0 Marks Experience - 1 to 20 marks (as per scale)
2	Experience in assisting start ups and running Incubation Center	20	No - 0 marks Yes - 1 to 20 marks (as per scale)
3	Having turnover of Rs.100.00 lakhs in last financial year 2016-17	20	No- 0 marks Yes - 1 to 20 marks (as per scale)
4	Having promoters from Management background like IIMs and ISB.	20	No- 0 marks Yes - 1 to 20 marks (as per scale)
5	Having Head quarters in Hyderabad	20	No - 0 marks Yes -1 to 20 marks (as per scale)
<b>Total marks</b>		<b>100</b>	<b>(TS= Technical Score)</b>

- **SHORT LISTING OF PROPOSALS FOR FINANCIAL EVALUATION:** The applicants ranked as aforesaid in Technical Evaluation shall be qualified and shortlisted for financial evaluation in the second stage. The minimum score for technical qualification is 60 marks. However, if the number of such qualified Institutions/Agencies are less than 2 (two), TRICOR at its sole discretion, may qualify another firm whose technical score is nearest to 60 marks.

## 12.2. Financial Evolution of the Proposal:

- The agency should have a minimum net worth of **Rs.100.00 lakhs** in the last financial year 2016-17.
- In the second stage the financial proposal evaluation will be carried out. Each financial proposal will be assigned a Financial Score (FS).
- For financial evaluation, the total cost indicated in the financial proposal (excluding Taxes, including GST) will be considered.
- TRICOR will determine whether the financial proposals are complete, unqualified and unconditional. The cost indicated in the financial proposal shall be deemed as final and deemed as reflecting the total cost of service (excluding GST).
- Omissions, if any, in costing any item shall not entitle the consultant to be compensated and the liability to fulfill its obligations as per the Scope/ EoI within the total quoted price shall be that of the consultant.
- The Lowest Financial Proposal (LF) will be given a score (FS) of 100 points. The financial scores of other proposals will be computed as follows:

$$FS = 100 \times LF/F \quad (\text{where, } F = \text{amount of Financial Proposal})$$

Combined final evaluation: Proposals will finally be ranked according to their combined pre qualification (TS) and the financial scores (FS) as follows :

$$S = (TS \times TW) + (FS \times FW)$$

Where, TW and FW are weights assigned to Technical and Financial proposal and that shall be 0.8 and 0.2 respectively.

The selected firm shall be the firm having the highest combined score. The second highest firm shall be kept in reserve and may be invited at the discretion of TRICOR for negotiations in case the first ranked applicant withdraws, or fails to comply with the requirements, as the case may be.

### 13. GENERAL INSTRUCTIONS:

1. TRICOR, at its discretion, may also hold further discussions with the prospective Institutions /Agencies to finalize the technical /commercial /financial parameters and other related issues for the assignment, before submission of the Proposals, which would be common for all the Institutions /Agencies.
2. While both the Parties (TRICOR and the Institutions /Agencies) agree to the scope of work that has been outlined and the associated fee structure for various components of the Work which have been subcontracted/ outsourced to Sub-Contractor, TRICOR reserves the right during the course of execution, at its sole discretion, to take up any portion of the work and decide to execute it through its own resources.
3. In case, TRICOR decides to take up such portion or component of the Work, then TRICOR shall convey its intention in writing, and the associated fees for that component shall be deducted pro-rata from the total fees payable to the Subcontractor for the said component of work.
4. Termination of Contract: TRICOR reserves the right to terminate the contract at any stage in case of non compliance in terms of quality and meeting the terms and conditions of the agreement between TRICOR and the principal client. Further, TRICOR also reserves the right to terminate the contract for any reason what so ever at the directions of the Government.
5. Time is the essence of the contract and Liquidated damages @ 0.5% per week subject to a maximum of 10% shall be applicable. However in case of delay in completion of task due to reasons beyond the control of the institution/agency, suitable extension of time will be granted without any compensation to the institution/agency (No cost extension).
6. Tenders (Bids) with conditions and non-compliance are likely to be summarily rejected
7. All disputes are subject to Hyderabad jurisdiction only.
8. The inception report which includes tentative schedule for completion of the project has to be submitted within 15 days from the date of issue of the work order.
9. **VALIDITY OF OFFER:** The bid or proposal shall be valid for a period of **60 (Sixty) days** from the due date of submission of proposal.
10. **OBLIGATIONS OF AGENCY:** Services to be performed by the Consultant shall have to be strictly as per the scope of services described above.
11. **SUBMISSION OF TECHNICAL and FINANCIAL BID:** Potential Institutions/ Agencies/ Firms must submit the Technical Proposal in sealed envelope cover along with the duly signed **Technical Proposal Form** and shall to quote the price on lump sum basis as per the Financial Proposal form in a separate envelop (**Form 1 & Form 2**).

**Form-1**  
**TECHNICAL PROPOSAL SUBMISSION FORM**  
(Shall be prepared in the letter head of the consultancy firm)

To,  
The Commissioner of Tribal Welfare/  
Ex - Officio Managing Director,  
TRICOR, Hyderabad  
Telangana State

Date: /11/2017

Sir,

We, the undersigned, offer to provide the Incubation Center services for “**TELANGANA INCUBATION CENTER FOR TRIBAL ENTREPRENEURS (TICTE)**” in accordance with your Expression of Interest (EoI) document dated **[Insert EoI Document No. and the issue date, as given in this document]** and our Technical Proposal.

“We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope”.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the TRICOR and/or may be Black Listed.
- (b) We have no conflict of interest in accordance with TRICOR.
- (c) We meet the eligibility requirements and qualification criteria as stated in the EoI document, and we confirm our understanding of our obligation to abide by laws of India with regard to corrupt and fraudulent practices. In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.
- (d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- (e) We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment within seven (7) days after signing of the contract agreement.

We understand that the TRICOR is not bound to accept any Proposal that the client receives and annul the procurement process, without assigning any reason thereof and without any liability to the organizations who have responded to the Expression of Interest (Eol).

Yours sincerely,

**Authorized Signature {In full and initials}:**

**Name and Title of Signatory:**

**Name of Organization/ institution:**

**In the capacity of:**

**Address:**

**Contact information (phone and e-mail):**



**Form-2**  
**FINANCIAL PROPOSAL SUBMISSION FORM**  
(Shall be prepared in the letter head of the consultancy firm)

To,  
The Commissioner of Tribal Welfare/  
Ex - Officio Managing Director,  
TRICOR, Hyderabad  
Telangana State

Date: /11/2017

Sir,

We, the undersigned, offer to provide the Incubation Center services for “TELANGANA INCUBATION CENTER FOR TRIBAL ENTREPRENEURS (TICTE)” in accordance with your Expression of Interest document dated *[Insert Eoi Document No. and the issue date, as given in this document]* and our Technical Proposal.

Our Financial Proposal *exclusive of all taxes* for the assignment *is as given below:*

Sl. No	Description of work	Quoted Amount (in Rs.) <i>Exclusive of taxes</i>
1	2	3
1	Nature of Assignment: “TELANGANA INCUBATION CENTER FOR TRIBAL ENTREPRENEURS (TICTE)”	
Total quoted amount in Figures Rs.....		
Total quoted amount in Words Rupees .....		

The fee quoted above by us is inclusive of all costs to be incurred by us in connection with this assignment including the cost of all visits to anywhere in India and all related cost to this consultancy assignment.

We understand that the above fee is exclusive of all statutory taxes/levies applicable in India such as GST & cess thereon and/or any taxes/levies which may be introduced later and the same shall be payable at actual as applicable.

We understand that the quoted amount *exclusive* of the taxes mentioned hereto shall remain firm up to the completion of the assignment in all respect.

Our Financial Proposal shall be binding upon us for acceptance by the TRICOR up to expiration of the validity period of our Proposal.

We understand TRICOR is empowered to reject any Proposal without assigning any reason and with no liability.

**Yours sincerely,**

Authorized Signature {In full and initials } : \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Address : \_\_\_\_\_

E-mail : \_\_\_\_\_