

Request for Proposal (RFP)

For

Evaluation Study of Biotechnology Research Innovation and Entrepreneurship Development (Bio- RIDE) Scheme

File No I-19014/19/2025-DMEQ

**03rd September, 2025
Government of India**

Contents

Invitation for Proposals	4
Disclaimer	5
Acronyms	7
Checklist of documents	12
1. Introduction and Instructions to Applicants	13
1.1. Background	13
(b) Request for Proposal	13
1.2. Scope of Proposal	13
1.3. Key Personnel	14
1.4. Conditions of Minimum Eligibility of Applicants	14
1.5. Conflict of Interest	15
1.6. Number of Proposals	15
1.7. Cost of Proposal	16
1.8. Verification of information	16
1.9. Right to reject any or all Proposals	16
1.10. Clarifications	16
1.11. Amendment of RFP	17
1.12. Format and signing of Proposal	17
1.13. Technical Proposal	18
1.14. Financial Proposal	20
1.15. Submission of Proposal/e-Bid	20
1.16. Bid Security	21
1.17. Performance Security	22
2. Evaluation Process	23
2.1. Evaluation of Proposals	23
2.2. Confidentiality	24
2.3. Clarification	24
3. Appointment of Consultant	24
3.1. Negotiations	24
3.2. Substitution of Key Personnel (During the Subsistence of the Agreement)	25
3.3. Indemnity	26
3.4. Award of Consultancy/draft contract and cancellation	26
3.5. Commencement of assignment	26
3.6. Proprietary Data	26
4. Criteria for Evaluation	27
4.1. Evaluation of Technical Proposals	27

4.2	Eligible Assignments	29
4.3	Shortlisting of Applicants	29
4.4	Evaluation of Financial Proposals	29
4.5	Combined and Final Evaluation	29
5.	Fraud and Corrupt Practices	30
	Annexure A- Details of Key Personnel	32
	Schedule 1- Terms of Reference	37
	Schedule 2	
	Schedule 3	
	Appendices	

I-19014/19/2025-DMEO
Government of India
NITI Aayog
Development Monitoring and Evaluation Office
Sansad Marg, New Delhi -110001

Invitation for Proposals

Date: 3rd September 2025

Subject: Request for Proposal (RFP) for Evaluation of Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) Scheme.

The Development Monitoring and Evaluation Office (DMEQ), National Institution for Transforming India (NITI) Aayog, Government of India, intends to engage a Technical Consultant to support the Evaluation of Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) Scheme details of which have been provided in the RFP document.

DMEQ, NITI Aayog invites proposals for this assignment, from national/ international firms/organisations/institutions, which have requisite experience in this field as detailed in the RFP. The salient features of the study, eligibility criteria and instructions on how to bid and other details are available in the RFP document uploaded on the DMEQ website (<https://dmeo.gov.in/tenders>) and Government e-Marketplace (<https://gem.gov.in/>). Important information & tentative dates are given in section 1 of the RFP.

Interested applicants are requested to log into Government e-Marketplace (GeM) and submit their RFP response online, on or before **October 7, 2025 (Tuesday), Time:17:00 hours**. Applicants can also refer to resources available on GeM (<https://gem.gov.in/support/sellers/?lang=english>) for further queries.

Shri Ashish Diwan

Economic Officer

Development Monitoring & Evaluation Office
(DMEQ) Room No-431, NITI Aayog, Sansad Marg
New Delhi, 110001

Email: dmeoeval-niti@gov.in

Disclaimer

- i. The information contained in this Request for Proposals document **("RFP")** or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
- ii. This RFP is neither an agreement nor an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements or information contained in this RFP and obtain independent advice from appropriate sources.
- iii. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- iv. Applicants are advised that selection shall be based on their meeting various criteria enumerated in the different clauses of the RFP. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- v. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.
- vi. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, statements, assessment or assumption contained in this RFP.
- vii. The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for

the Consultancy and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

- viii. The selection Process shall be governed by the dispute settlement mechanisms (DSM) (Manual for Procurement of Consultancy and Other Services, Updated in June 2022).
- ix. Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

Acronyms

B.E.	Budget Estimates
R.E.	Revised Estimates
CAPI	Computer Assisted Personal Interviews
CV	Curriculum Vitae
DMEO	Development Monitoring and Evaluation Office
FGD	Focus Group Discussion
KII	Key Informant Interview
GeM	Government e-Marketplace
RFP	Request for Proposal
TIS	Tender Information Summary
GoI	Government of India
M/D	Ministry/ Department
NGOs	Non-Government Organizations
SC/ST	Scheduled Caste/ Scheduled Tribe
PwD	Persons With Disabilities
PVTGs	Particularly Vulnerable Tribal Groups
DNA	Deoxyribonucleic Acid
R&D	Research and Development
HRD	Human Resource Development
AI	Artificial Intelligence
FY	Financial Year
UTs	Union Territories
PMU	Project Monitoring Unit
PSUs	Public Sector Undertakings
SDGs	Sustainable Development Goals
DPIIT	Department for Promotion of Industry and Internal Trade
AIIMS	All India Institute of Medical Science
IISER	Indian Institute of Science Education and Research
IISc	Indian Institute of Science
IITs	Indian Institute of Technologies
MSMEs	Micro, Small and Medium Enterprises
REESI+C+E	Relevance, Effectiveness, Efficiency, Sustainability, Impact, Coherence, Equity

Glossary for RFP

Applicant	As defined in RFP Clause 1.2.1
Authorized Representative	As defined in RFP Clause 1.12.2(d)
Authority	As defined in RFP Clause 1.1
Bid Security	As defined in RFP Clause 1.16
Conditions of Eligibility	As defined in RFP Clause 1.4
Conflict of Interest	As defined in RFP Clause 1.5
Consultancy Team	As defined in RFP Clause 1.3
Consultant	As defined in RFP Clause 1.1(b)
Eligible Assignments	As defined in RFP Clause 4.2
Financial Proposal	As defined in RFP Clause 1.14
Key Personnel	As defined in RFP Clause 1.3
Lead Member	As defined in RFP Clause 1.2.1
Legal entity	As defined in RFP Clause 1.4.2 (A)
LOA	Letter of Award as specified in RFP Clause 3.4
Professional Personnel	As defined in RFP Clause 1.13.6
Proposal	As defined in RFP Clause 1.2
Proposal Due Date or PDD	As defined in Tender Information Summary
Selected Applicant	As defined in RFP Clause 4.5.2
Selection Process	As defined in RFP Clause 1.2.2
Sole Firm	As defined in RFP Clause 1.2.1
Support Personnel	As defined in RFP Clause 1.13.6
Team Leader	As defined in RFP Annexure A
Technical Proposal	As defined in RFP Clause 1.13

Glossary for Schedules

Form of Agreement	As specified in Schedule-2
Agreement	As defined in Schedule-2 Clause 1.1.1(a)
Agreement Value	As defined in Schedule-2 Clause 6.1.2
Applicable Laws	As defined in Schedule-2 Clause 1.1.1(c)
Associate	As defined in Schedule-3 Clause 9(f)
Deliverables	As defined in Schedule-1 Clause 7
Effective Date	As defined in Schedule-2 Clause 1.1.1(g)
Final Evaluation Report	As specified in Schedule-1 Clause 9
Inception Report	As specified in Schedule-1 Clause 7
Member	As defined in Schedule-2 Clause 1.1.1(j)
Personnel	As defined in Schedule-2 Clause 1.1.1(l)
Project Manager	As defined in Schedule-2 Clause 4
Services	As defined in Schedule-2 Clause 1.1.1(n)
TOR	As defined in Schedule-1

Tender Information Summary (TIS)

1.0 Basic Tender Details		
1.1.	Tender Title/ Name of Assignment	RFP for Evaluation of Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) Scheme for Selection of Technical Consultant.
1.2.	File Number	I- 19014/19/2025-DMEO
1.3.	Tender Type	RFP-Open Tendering
1.4.	Tender Category	Services
1.5.	Proposal Submission	Two Separate Proposals viz Technical & Financial be submitted on GeM Portal
1.6.	Product Category	Consultancy
1.7.	Selection Method	Quality & Cost Based Selection (QCBS) in 70:30 Ratio
1.8.	Appointing Arbitration	Head of the Procuring Organization
1.9.	Language for all type Communication	English only
1.10	Form of Contract	Lumpsum
1.11	Organization:	NITI Aayog
1.12	The Procuring Entity:	DMEO- NITI Aayog
1.13	Mode of Procurement	Online- through GeM Portal
1.14	Tender Inviting Authority (TIA)	DG DMEO- NITI Aayog
1.15	Office Address & Communication for Correspondence	Shri Dharmender Singh Sajwan Development Monitoring & Evaluation Office (DMEO) Room No-431, NITI Aayog, Sansad Marg New Delhi, 110001 Email: ds.sajwan@gov.in
2.0. Critical Dates		
2.1.	Publication of RFP on GeM Portal	03 rd September 2025 (Wednesday)
2.2.	Pre-Proposal Queries	Yes
2.3.	Last date for Receiving queries /clarification	13 th September 2025 (Saturday)
2.4.	i. Mode & Address for submission of Pre-Proposal queries ii. Pre-Proposal queries	i.Email: dmeoeval-niti@gov.in ii. Link: https://forms.gle/1Daapv9qxHchnuXe9

2.5.	Pre-Proposal Conference, Date, Time & Venue	17 th September 2025 (Wednesday), 03:00 PM Link: https://dmeo.webex.com/dmeo/j.php?MTID=m9ffb29dae04be240244cab840ad1939a Venue: R.N.134, NITI Aayog
2.6.	Authority response to Queries	23 rd September 2025 (Tuesday)
2.7.	Proposal Due Date (PDD)/Last date ¹	7 th October 2025 (Tuesday)
2.8.	Opening of Technical Proposals date & Time	8 th October 2025 (Wednesday) & 10.30 AM
2.9.	Proposal Validity (Days from the date of Proposal Opening)	90 Days
3.0 Terms of Reference		
3.1	Period of Contract	5 Months
3.2.	Service Details:	As per Terms of Reference / Scope of Work.
4.0 Documents relating to Bid Security and Performance Security		
4.1.	Bid Security (EMD) Amount in INR:	Rs 3 Lakhs
4.2.	Is Bid Securing Declaration permitted in lieu of Bid Security?	Only for educational institutions as per RFP Clause 1.16.2
4.3.	Performance Security	Yes, 3% of agreement value
4.4.	Bid/ Performance Security to be addressed/ in favor of:	PAO, NITI Aayog
4.5.	Form of Bid/ Performance Security	Refer Checklist of documents at Clause 1.3
4.6.	Payment Schedule	Inception report = 20% Mid-term report =30% Draft report = 30% Final report =20%
5.0 Critical URL Links		
A	Appendix I (Technical Proposal)	
5.1	Letter of Proposal	<i>Appendix-I Form-1</i>
5.2.	Particulars of Applicant	<i>Appendix-I Form-2</i>
5.3	Statement of Legal Capacity	<i>Appendix-I Form-3</i>
5.4	Power of Attorney	<i>Appendix-I Form-4</i>
5.5.	Financial Capacity of the Applicant	<i>Appendix-I Form-5</i>
5.6	Particulars of Key Personnel	<i>Appendix-I Form-6</i>
5.7	Proposed Methodology & Work Plan	<i>Appendix-I Form-7</i>
5.8	Eligible Assignments of the applicant	<i>Appendix-I Form-8</i>
5.9	Deployment of professional Personnel	<i>Appendix-I Form-9</i>
5.10	Support Personnel	<i>Appendix-I Form-10</i>
5.11	(i) Bid Security Declaration Form	<i>(i) Appendix-I Form-11(applicable for</i>

¹ \$ While extending the Proposal Due Date on account of an addendum, the Authority shall have due regard for the time required by Applicants to address the amendments specified therein. In the case of significant amendments, at least 15 (fifteen) days shall be provided between the date of amendment and the Proposal Due Date, and in the case of minor amendments, at least 7 (seven) days shall be provided.

	(ii) Udyam Certificate	<i>government owned universities/academic institutions only</i> <i>(ii) Applicable for MSME</i>
5.12	Letter of Intent for Technical Collaboration	<i>Appendix-I Form-12</i>
B	<u>Appendix II</u> (Financial Proposal)	
5.13	Covering Letter	
5.14	Financial Proposal	
5.15	Estimated Personnel Cost	
C.	Documents of LOA	
5.16	Form of Agreement	<u>Schedule-2</u>
5.17	Terms of Reference	<i>Schedule 1 of the RFP</i>
5.18	Deployment of Personnel	<i>Appendix I Form 9</i>
5.19	Estimate of Personnel Costs	<i>Appendix II Form 3</i>
5.20	Cost of Services	<i>Appendix II Form 2</i>
5.21	Payment Schedule	<i>Schedule 2 Annex 5</i>
5.22	Bank Guarantee for Performance Security	<i>Schedule 2 Annex 6</i>
5.23	Judicial Stamp Paper	<i>To be appended with Form of Agreement</i>
5.24	Guidance Note on Conflict of Interest	<u>Schedule-3</u>

Checklist of documents

01. Documents to be uploaded on GeM Portal online on or before PDD:		
1.1.	Technical Proposal	As per Appendix-I, Form 1-12 (available on DMEO website)
1.2.	Financial Proposal	As per Appendix-II, Form 1-3 (available on DMEO website)
02. Documents to be submitted offline.		
2.1.	Bid Security [Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque (only for EMD), Bank Guarantee]	To be submitted within 5 days after PDD.
2.2.	Power of Attorney	To be submitted before the award of Contract (Appendix-I Form-4 as available on DMEO website)
0.3. Documents to be submitted offline on signing of Contract:		
3.1.	Performance Security (3% of agreement value) [Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque (only for EMD), Bank Guarantee]	Bank Guarantee to be submitted as per Appendix-III Form-1 (available on DMEO website)
3.2.	Form of Agreement	Schedule-2 (as available on DMEO website)
3.3.	Judicial Stamp Paper (To be appended with Agreement)	On Rs 200 Stamp Paper

1. Introduction and Instructions to Applicants

1.1. Background

- (a) The Development Monitoring and Evaluation Office (DMEO) (**“the Authority”**) is an attached office of NITI Aayog. Constituted in September 2015 by merging the erstwhile Program Evaluation Office (PEO) and the Independent Evaluation Office (IEO), DMEO works to fulfill the monitoring and evaluation (M&E) mandate and to build the M&E ecosystem in India. DMEO has been mandated to actively monitor and evaluate the implementation of schemes, programs and Initiatives of the Government of India (GoI) to strengthen their implementation and scope of delivery on an ongoing basis. Further, evidence-based policy making should be integral to overall governance structure in the country.

(b) Request for Proposal

The Authority invites proposals (**the “Proposals”**) for selection of a Technical Consultant (**the “Consultant”**) who shall conduct an evaluation study of the Scheme, in accordance with the TOR (**collectively the “Consultancy”**).

1.2. Scope of Proposal

- 1.2.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process either individually (**the “Sole Firm”**) or as lead member of a Consortium of firms (**the “Lead Member”**) in response to this invitation. The term applicant (**the “Applicant”**) means the Sole Firm (in case of firms) or the Lead Member of a Consortium or Universities or Academic Institutions as the case may be. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 1.2.2. The Authority has adopted a two-stage selection process (**collectively the “Selection Process”**) for evaluating the Proposals comprising technical and financial bids. In the first stage, a technical evaluation will be carried out. Based on this technical evaluation, a list of short-listed applicants shall be prepared. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Applicant shall be selected for negotiation (**the “Selected Applicant”**).
- 1.2.3. The Applicant shall submit its proposal (Both Technical & Financial as prescribed in clause 1.15.3) on GeM Portal. The Technical Proposal shall be submitted in the form as per Appendix-I (as available on DMEO website) and the Financial Proposal to be submitted in the form as per Appendix-II (as available on DMEO website) . The Forms to be uploaded on GeM can be accessed on DMEO Website (www.dmeo.gov.in/). Upon selection, the Applicant shall be required to enter into an agreement with the Authority in the form specified as per Schedule-2 (as available on DMEO website). The responsibility for the completion of study in terms of submission of deliverables and achievements of milestones, as prescribed in Terms of Reference, lies with the Applicant.

- 1.2.4. Sub-Contracting by the applicant is not permitted. However, for conducting field surveys the applicant may engage field investigators or field survey firms. The responsibility to maintain the highest quality of data collected from this study lies with the applicant. The applicant shall submit the credentials of the survey firms proposed for conducting the field survey in the inception reports.

1.3. Key Personnel

The Consultant shall form a multi-disciplinary team (the “**Consultancy Team**”) for undertaking this assignment. The Consultancy Team shall consist the key personnel (the “**Key Personnel**”) who shall discharge their respective responsibilities as specified below as per Annexure A of RFP:

1.4. Conditions of Minimum Eligibility of Applicants

- 1.4.1 Applicants must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation. The Minimum Conditions of Eligibility as specified in the RFP may be relaxed for a particular Applicant, if applicable, subject to furnishing of relevant and valid documents or certificates, supporting such relaxations or exemptions under Applicable Laws.

- 1.4.2. To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following

- (A) **General Eligibility of the Applicant:** The Applicant must be a **legal entity** as per Applicable Laws. The '**legal entity**' denotes an organization, that is recognized as a distinct entity under law. It can be an incorporated Company or LLP under Indian Laws or university, academic institution and research & development organization. The Applicant should not have been debarred or blacklisted on the date of application by the Central Government, any State Government, any Statutory Authority of the Government, or a Public-Sector Undertaking, from participating in any consulting assignment.
- (B) **Technical Capacity:** The Applicant should have, **over the past 8 (Eight) financial years** preceding the PDD, undertaken **a minimum of 2 (two) Eligible Assignments** as specified in Clause 4.2
- (C) **Financial Capacity:** The Applicant should have a minimum annual total revenue/turnover of **Rs 2.5 Crore (Rupees Two Crore Fifty Lakhs only)** preceding 3 (three) financial years from the date of the application.
- (D) **Availability of Key Personnel:** The Applicant should offer and make available all Key Personnel meeting the requirements specified in Annexure A of RFP.
- (E) **Age limit of Key Personnel:** All Key Personnel must below the age of 60 Years and fulfill the Minimum Conditions of Eligibility specified in Annexure A of RFP:

- 1.4.3. The Applicant should enclose with its Proposal, certificate(s) from its Statutory

Auditors² stating its Annual Turnover/Total Revenue³ for the preceding 3 (three) financial years from the date of application. In the event that the Applicant does not have a statutory auditor, it should provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.

- 1.4.4. The Applicant should submit a Power of Attorney (POA) as per the format of Appendix-1, Form-4 (as provided on DMEQ website). However, that such Power of Attorney would not be required if the Application is signed by a partner in case the Applicant is a partnership firm or limited liability partnership.

In the case of government owned academic institutions in lieu of POA, a letter of authorization duly signed by the competent authority such as Head of the Department, Dean, Registrar, Director etc. should be submitted.

- 1.4.5 An Applicant should, during the last three years, neither have failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor have been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant.
- 1.4.6 While submitting a Proposal, the Applicant should attach clearly marked and referenced continuation sheets (without any change in prescribed forms) in the event that the space provided in the prescribed forms in the Appendices is insufficient.

1.5. Conflict of Interest

- 1.5.1 An Applicant shall not have a conflict of interest as per Schedule 3 (as available on DMEQ website) that may affect the Selection Process or the Consultancy. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority reserves the right to take action as per the Bid Security or Bid Security Declaration for, inter alia, the time, cost and effort of the Authority including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.
- 1.5.2 It is expected that the Consultant shall provide professional, objective, and impartial advice and at all times hold the Authority's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Consultant should not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
- 1.5.3 Some guiding principles for identifying and addressing Conflicts of Interest have been illustrated in the Guidance Note on conflict of interest at Schedule-3 (as available on DMEQ website).

1.6. Number of Proposals

No Applicant or its Associate should submit more than one Application for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another application either individually or as a member of any consortium, as the case may be. If any Applicant or its Associate is found to submit more than one application either individually or as a member of any consortium, all

² \$ Please do not attach complete printed annual financial statements. In case relevant extracts of duly audited annual financial statements containing the requisite details are provided, duly countersigned by the authorized signatory, a separate certification by statutory auditors would not be necessary.

³ Turnover of university means Revenue from all sources + Grant in Aid

of their applications shall be rejected.

1.7. Cost of Proposal

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

1.8. Verification of information

Applicants are encouraged to submit their respective Proposals after verification of the documents, reference materials, etc. within the purview of this RFP and the Applicable Laws and regulations or any other matter considered relevant by them.

1.9. Right to reject any or all Proposals

1.9.1 Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

1.9.2 Without prejudice to the generality of Clause 1.9.1, the Authority reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation on the part of the applicant is made or discovered, or
- (b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If the Applicant is the Lead Member of a consortium, then the entire consortium may be disqualified / rejected. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Applicant gets disqualified / rejected, the Authority reserves the right to annul the Selection Process.

1.10. Clarifications

1.10.1 Applicants should seek clarifications, if any, on the RFP either through GeM portal (<https://gem.gov.in/>) by logging in through their registered ID or by sending an email to dmeoeval-niti@gov.in before the date mentioned in the TIS (Critical Dates) .

The Authority shall endeavor to respond to the queries within the period specified therein but not later than 7 (seven) days prior to the Proposal Due Date. The Authority shall post the reply to all such queries on the Official Website/GeM portal without identifying the source of queries.

1.10.2. The Authority reserves the right not to respond to any questions or provide any

clarifications, in its sole discretion, and nothing in this Clause 1.10 shall be construed as obliging the Authority to respond to any question or to provide any clarification.

1.11. Amendment of RFP

- 1.11.1.** At any time prior to the Proposal Due Date, the Authority may, for any reason, modify the RFP document by the issuance of Amendment and posting it on the Official Website at <https://dmeo.gov.in/>
- 1.11.2.** All such amendments shall be posted on the GeM portal <https://gem.gov.in/> along with the revised RFP containing the amendments and will be binding on all Applicants.
- 1.11.3.** In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

Preparation and Submission of Proposal

1.12. Format and signing of Proposal

- 1.12.1.** The Applicant shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 1.12.2.** Bids along with all the scanned copies of the document should be submitted in the electronic form only through the GeM e-tendering system before the PDD. Before the bid documents are uploaded, all attached documents should be signed using digital signatures of any of the following:
- (a) by the proprietor, in case of a proprietary firm; or
 - (b) by a partner, in case of a partnership firm and/or a limited liability partnership; or
 - (c) by a duly authorized person holding the Notarized Power of Attorney, in case of a Limited Company or a corporation; or
 - (d) by the Authorized Representative of the Lead Member holding the notarized Power of Attorney, in case of consortium.
 - (e) by the Competent Authority from the Educational Institution

A Notarized copy of the Power of Attorney certified under the hands of a partner or director of the Applicant and notarized by a notary public in the form specified in Appendix-I (Form-4) (as provided on DMEO website) shall be uploaded along with the Proposal.

- 1.12.3.** The documents mentioned below shall be sent separately to the Authority in original through Speed Post/Registered Post or delivered by hand to the person specified in **‘Invitation to Proposal’ (page no.4 of this RFP)**.
- a) Notarized Power of Attorney as required under Clause 1.4.4 prior to the award of contract and,
 - b) Insurance Surety Bond/Demand Draft/Account Payee/ Fixed deposit/ Receipt/

Banker's Cheque /Bank Guarantee (including e-Bank Guarantee) towards Bid Security or Bid Security Declaration, as required under Clause 1.16. Scanned copy of the same shall be uploaded on the GeM portal. Hard copy of the same will have to be submitted directly to the Authority not later than 5 (five) working days after the bid opening (Opening of Technical Proposal date & time).

Kindly note that, the proposal shall be rejected if a hard copy of the Bid security or Bid Security Declaration is not submitted not later than 5 (five) working days after the bid opening. However, the hard copy of Power of Attorney shall be submitted prior to the award of contract.

The envelope should be sealed and shall clearly subscript the following:

RFP for "Evaluation of Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) Scheme"

1.12.4. Applicants should note the Proposal Due Date, as specified in TIS, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents uploaded on the GeM portal by the closing time of Proposal Due Date as specified in the TIS. Applicants 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.

1.12.5. The Authority is neither a party nor a principal in the relationship between the Applicant and the organization hosting the e-procurement portal (hereinafter called the GeM Portal). Applicants must comply with the rules, regulations, procedures, and implied conditions/ agreements of the GeM portal, including registration, compatible Digital Signature Certificate (DSC) etc. Consultants shall settle clarifications and disputes, if any, regarding the Portal directly with them. The Consultant is advised to go through the terms and conditions of the GeM Portal carefully before applying.

1.13. Technical Proposal

1.13.1. Applicants should submit the technical proposal online on GeM Portal in the prescribed formats available at Appendix-I (the "**Technical Proposal**") (as [available on DMEO website](#)).

1.13.2. While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- a. The Bid Security or Bid Security Declaration is provided;
- b. All scanned copies of the forms are submitted in the prescribed formats and signed by the authorized signatories;
- c. Power of Attorney, if applicable, is executed as per Applicable Laws;
- d. CVs of all Key Personnel and other professional personnel are duly signed;
- e. Key Personnel and other professional meet the Minimum Conditions of Eligibility laid down at **Annexure-A** of the RFP;
- f. Only one CV for each Key Personnel position has been furnished and no alternates are given.
- g. The latest CVs are signed and dated in blue ink or digitally signed by the

respective Personnel, and digitally countersigned by the authorized signatory. Only a copy of the CV signed by respective Key Personnel, duly digitally countersigned by the authorized signatory, shall be accepted. If 50% of the submitted CVs, are not signed by the key personnel, the evaluation of the technical bid shall be carried without considering these unsigned CVs and, if this Consultant is finally selected, the signed CVs shall be submitted by the Selected Consultant before signing of the LoA. The replacement of such key personnel would not be allowed during the evaluation of bids. If 75% of the submitted CVs are not signed by the respective proposed key personnel, the proposal shall be treated as non-responsive and rejected at the technical evaluation stage.

- h. The CVs contain an undertaking from the respective Key Personnel about his/her availability for the duration specified in the RFP;
- i. Professional Personnel proposed should have good working knowledge of English language;
- j. All Key Personnel will be available for the period indicated in the TOR;
- k. The proposal is responsive in terms of Clause 2.1.3.

1.13.3. Failure to comply with the requirements spelt out in this Clause 1.13 shall make the Proposal liable to be rejected.

1.13.4. If it is found by the Authority at any stage that an applicant or individual Key Personnel has made a false averment regarding his qualification, experience or any other particulars, or his commitment regarding availability for the Project is not fulfilled, the Applicant, Individual Person or both shall be liable under breach of Code of Integrity for Public Procurement and shall be debarred for any future assignment of the Authority for a period not exceeding 2 (two) year as per GFR Rule 151. The award of this Consultancy to the Applicant may also be liable to **be cancelled** in such an event. In such an event, the Authority also reserves the right to forfeit bid security and/or debar the Applicant, without prejudice to any other right or remedy that may be available to the Authority.

1.13.5. The Technical Proposal should not include the Financial proposal or any information relating to the Financial Proposal. In the event of the financial proposal being included in the technical proposal the bid shall be treated as non-responsive and rejected at technical evaluation stage.

1.13.6. The proposed team should be composed of experts and specialists (the **“Professional Personnel”**) in their respective areas of expertise and managerial/support staff (the **“Support Personnel”**) such that the Consultant should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in Annexure-A of RFP shall be included in the proposed team of Professional Personnel. The CV of each such Professional Personnel, if any, should also be submitted in the format at Form-6 of Appendix-I.

1.13.7. The Authority reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of the Authority thereunder.

1.14. Financial Proposal

1.14.1. Applicants should submit online the financial proposal in the Prescribed Formats available at Appendix-II (the “**Financial Proposal**”), clearly indicating the total cost of the Consultancy (Form-2 of Appendix-II, as [available on DMEO website](#)) in both figures and words, in Indian Rupees (INR or ₹), and signed by the Applicant’s authorized signatories as mentioned in Clause 1.12.2. In the event of any difference between figures and words, the amount indicated in words shall prevail. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall prevail. In the event of a difference between the figures shown in the Financial Proposal Form-2 and the GeM Portal, the amount encrypted & submitted through GeM portal shall prevail

1.14.2. While submitting the Financial Proposal, the Applicant should ensure the following:

- (i) All the costs associated with the assignment shall be included in the Financial Proposal. These shall cover remuneration for all the Personnel (Resident, in the field, office etc.), accommodation, air fare, equipment, printing of documents, surveys, geo-technical investigations etc. The total amount indicated in the Financial Proposal should be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.
- (ii) The Financial Proposal should be exclusive of any tax liabilities.
- (iii) The consultant is liable to pay all the taxes as applicable for this consultancy. Also, all payments by the Authority shall be subject to deduction of taxes at source as per Applicable Laws.
- (iv) Costs (including breakdown of costs) shall be expressed in INR exclusive of tax liabilities.

1.15. Submission of Proposal/e-Bid

1.15.1 The Applicants should submit the Proposal in the prescribed formats provided in the respective links as per TIS of this RFP on GeM Portal with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be digitally signed by the Applicant’s authorized signatories as mentioned in Clause 1.12.2. In case the proposal is submitted on the document downloaded from the Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content/format of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFP and the original RFP issued by the Authority, the latter shall prevail.

1.15.2 The proposal should be submitted online on the GeM Portal only; manual/offline bids shall not be accepted under any circumstances. Also, the applicant will have to send the original hard copy of Bid Security or Bid Security Declaration and Notarized Power of Attorney separately as specified in Clause 1.12.3(b).

1.15.3 The Technical and Financial bids must be submitted separately on GeM Portal in their respective folders/options, one clearly marked “**Technical Proposal**” and the other clearly marked “**Financial Proposal**”. If a financial proposal is included in the *folder/option* of technical proposal, the bid will be summarily rejected. The folder marked —Technical Proposal shall contain:

- (i) Application in the prescribed format (Form-1 of Appendix-I) along with Forms 2 to 12 of Appendix-I and supporting documents; and
- (ii) Scanned copy of Bid security Declaration or Bid Security Declaration as specified in Clause 1.12.3(b).

The folder marked —Financial Proposal shall contain the Financial Proposal in the prescribed format (Forms 1, 2 & 3 of Appendix-II).

1.15.4. The complete Proposal must be submitted online on or before 17:00 hours on the Proposal Due Date as specified in TIS. Proposals submitted by post, fax, telex, telegram, in-person or e-mail shall not be entertained.

1.15.6 The Proposal should be made in the Forms specified in this RFP at Appendix-I and Appendix-II. All such forms are also available on DMEO <https://dmeo.gov.in> . Any attachment to such Forms must be provided on separate pages and only information that is directly relevant should be uploaded. This may include scanned photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, company brochures, etc. will be considered.

1.15.7 The rates quoted in the financial proposal should be firm throughout the period of performance of the assignment up to and including acceptance of the final report by the Authority and discharge of all obligations of the Consultant under the Agreement.

1.16 Bid Security

1.16.1 The Applicant should furnish as part of its Proposal, a bid security of **Rs 3 Lakhs only** in the form of Insurance Surety Bonds/Demand Draft/ Account Payee/ Fixed Deposit/ Receipt/ Banker’s Cheque /Bank Guarantee (including e-Bank Guarantee) issued by one of the Nationalized/ Scheduled Banks in India in favor of PAO, NITI Aayog payable at New Delhi, except Micro and Small Enterprises (MSEs) who are registered on the Udyam Portal of Ministry of Micro, Small and Medium Enterprises (MSME) (subject to compulsory submission of Udyam Certification) ([Udyam Portal](#)).

1.16.2 Bid security is returnable not later than 30 (thirty) days from PDD except in case of the two highest ranked Applicants. In the event that the first ranked Applicant commences the assignment as required in Clause 3.5, the second ranked Applicant, who has been kept in reserve, shall be returned its Bid Security forthwith, but in no case later than 120 (one hundred and twenty) days from PDD. After the award of the contract, the Selected Applicant’s Bid Security shall be returned within 30 (thirty) days on receipt of the performance security in accordance with the provisions thereof. Bid securities of the unsuccessful bidders during the first stage i.e. technical evaluation, would be returned within 30 days of declaration of results of the technical evaluation. In case of government owned universities/academic institutions, the Applicant shall furnish, as part of its Proposal, a Bid Security Declaration (instead of bid security) as

per format specified in Appendix-I Form-11. Universities/academic institutions (hereunder referred to as universities/institutions)/ should be recognized by University Grant Commission or any State or the Central Government Public Sector Undertakings (PSUs).

- 1.16.3 Any Bid not accompanied by the Bid Security or Bid Security Declaration, as the case may be, shall be rejected by the Authority as non-responsive
- 1.16.4 The authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- 1.16.5 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Authority reserves the right to forfeit the bid security or take action as per the Bid Security Declaration for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:
 - a. If an Applicant submits a non-responsive Proposal;
 - b. If an Applicant engages in any of the Prohibited Practices specified in Section 5 of this RFP
 - c. If an Applicant withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the **Authority** from time to time;
 - d. In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments during negotiations as required vide Clause 3.1;
 - e. In the case of a Selected Applicant, if the Applicant fails to sign the Agreement or commence the assignment as specified in Clauses 3.5 and 3.6 respectively; or
 - f. If the Applicant is found to have a Conflict of Interest as specified in Clause 1.5.

1.17 Performance Security

- 1.17.1 The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, its Performance Security shall be forfeited and appropriated by the Authority under circumstances specified in this Clause 1.17.4.
- 1.17.2 An amount equal to 3% (three per cent) of the Agreement Value shall be deemed to be the Performance Security. Performance Security may be furnished in the form of Insurance Surety Bond/Bank Guarantee (including e-Bank Guarantee), Account Payee Demand Draft, Fixed Deposit receipt issued by one of the Nationalized/Scheduled Banks in India.
- 1.17.3 Bid security shall be refunded to the successful bidder on receipt of Performance Security.
- 1.17.4 The Performance Security may be forfeited and appropriated by the Authority if the work submitted by the Consultant is felt to be substandard by the Authority and non-compliance with the scope of the study.

2. Evaluation Process

2.1. Evaluation of Proposals

- 2.1.1. The Authority shall open the Proposals at 10:30 hours on the next working day after the Proposal Due Date via online bid opening. The folder of Technical Proposal shall be opened first. The folder of Financial Proposal shall be kept locked for opening at a later date.
- 2.1.2. Proposals withdrawn prior to Proposal Due Date shall not be considered for evaluation.
- 2.1.3. Test of Responsiveness: Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFP. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive if:
- a. The Technical Proposal is received in the forms specified at Appendix-I; (All forms to be scanned and uploaded in pdf form on GeM Portal duly signed by the authorized signatory, statutory auditor and/or key personnel, as applicable)
 - b. It is received by the Proposal Due Date including any extension thereof pursuant to Clause 1.2;
 - c. It is accompanied by the Bid Security or Bid Security Declaration Form as specified in Clause 1.16 or Appendix-I Form-11 ([available on DMEQ website](#)).
 - d. It is digitally signed, numbered and submitted as stipulated in Clauses 1.15;
 - e. It is accompanied by the Power of Attorney as specified in Clause 1.12.3 and Appendix-I Form 4 ([available on DMEQ website](#)) ;
 - f. It contains all the information (complete in all respects) as requested in the prescribed formats as per TIS of the RFP.
 - g. It does not contain any condition or qualification; and
 - h. It does not contain the financial proposal or any information regarding the financial proposal.
 - i. It is not non-responsive in terms hereof.
- 2.1.4. The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 2.1.5. The Authority shall subsequently examine and evaluate Proposals in accordance with the criteria set out in Section 4 of this RFP (Criteria for Evaluation).
- 2.1.6. After the technical evaluation, the Authority shall prepare a list of pre-qualified and shortlisted Applicants in terms of Clause 4.4 for opening of their Financial Proposals. A date, time and venue will be notified to all Applicants for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of pre-qualified and shortlisted Applicants along with their Technical Score will be read out. The opening of Financial Proposals shall be done in presence of respective representatives of Applicants who choose to be present.

The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall be carried out in terms of Clauses 4.4 and 4.5.

2.2. Confidentiality

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

2.3. Clarification

- 2.3.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.3.2 If an Applicant does not provide clarifications sought under Clause 2.3.1 above within the specified time, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding. The Applicant shall be barred from subsequently questioning such interpretation of the Authority.

3. Appointment of Consultant

3.1. Negotiations

- 3.1.1 The Selected Applicant may be invited for negotiations, if necessary. The negotiations shall generally be for re-confirming the obligations of the Consultant under this RFP. Issues such as deployment of Key Personnel, understanding of the RFP, methodology and quality of the work plan shall be discussed during negotiations. There shall be no change in the scope of the work/services during negotiation. **Up to two Key Personnel** who is/are not eligible as required in Annexure-A of RFP be replaced by the Applicant with better candidate (s) as per Clause 3.1.2. In case the Selected Applicant fails to reconfirm its commitment, the Authority reserves the right to forfeit the bid security or initiate debarment of the firm as per Bid security declaration of the Applicant in accordance with the provisions of Clause 1.16. Notwithstanding the above, the substitution of Key Personnel at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the applicant, including but not limited to resignation, death or medical incapacity. In such a case, the Selected Applicant shall offer a substitute Key Personnel within the period specified in the invitation letter to

negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

- 3.1.2 The Authority will examine the CVs of all other Professional Personnel and those not found suitable shall be replaced by the Applicant to the satisfaction of the Authority.
- 3.1.3 Before issuing a Letter of Award (LoA) to the successful Applicant, the Authority may, at its discretion, ask the selected Applicant to submit self-attested copies of **relevant certificates for minimum educational qualifications and proof of relevant experiences, given in the CVs in the proposal, of the Key Personnel for verification**. If so decided, the photocopies of such self-certified documents shall be verified and signed by the authorized signatories and kept in the records as part of the contract agreement. If the consultant fails to provide such originals or in case of substantive discrepancies in such documents, the proposal will be considered as non-responsive and rejected thereon. In such cases, the Authority may forfeit the Bid Security or/and initiate suitable action as per the provision of Bid Security Declaration.
- 3.1.4 The negotiations shall be concluded with a review of the finalized draft Contract, which shall be initiated by the Authority and the Applicant's authorized representative. If the negotiations fail, the Authority shall inform the Applicant in writing of all pending issues and disagreements and provide a final opportunity for the Applicant to respond. If disagreement persists, the Authority shall declare the proposal non-responsive, informing the Applicant of the reasons for doing so. The Authority shall invite the next-ranked responsive Applicant to negotiate a Contract. Once the Authority commences negotiations with the next-ranked Applicant, the Authority shall not reopen the earlier negotiations. In case, the second ranked applicant is invited for negotiation, the lower cost, as per financial proposals, between the highest ranked applicant and the second highest ranked applicant shall be offered to the second highest ranked applicant for the award of contract.

3.2. Substitution of Key Personnel (During the Subsistence of the Agreement)

- 3.2.1 The Authority will not normally consider any request of the Selected Applicant for substitution of Key Personnel as the ranking of the Applicant is based on the evaluation of Key Personnel and any change therein may upset the ranking. Substitution will, however, be considered only based on the Consultant's written request and due to compelling or unavoidable situations outside the reasonable control of the consultant, including but not limited to resignation, death or medical incapacity. The substitution shall be subject to the provision of equivalent or better qualified and experienced personnel being provided to the satisfaction of the Authority. Such substitution shall ordinarily be limited to one Key Personnel subject to equally or better qualified and experienced personnel being provided to the satisfaction of the Authority. As a condition to such substitution, a sum equal to **10% (ten per cent)** of the remuneration specified for the original Key Personnel shall be deducted from the payments due to the Consultant from the date of replacement till the completion of contract. In the case of a second substitution here under, such deduction shall be **20% (twenty per cent)** of the remuneration specified for the original Key Personnel shall be deducted from the payments due to the Consultant from the date of replacement till the completion of contract. Any further substitution may lead to disqualification of the Applicant or termination of the Agreement.

3.2.2 Substitution of the Team Leader will not normally be considered and may lead to disqualification of the Applicant or termination of the Agreement.

3.2.3 In case the Authority is not satisfied with the performance of any Key Personnel, the Authority may initiate a request for substitution of such Key Personnel.

3.3. Indemnity

The Consultant shall, subject to the provisions of the Agreement, is liable to indemnify the Authority for an amount of the contract value, for any loss or damage that is caused due to any deficiency in services.

3.4. Award of Consultancy/draft contract and cancellation

Letter of Award (the “**LOA**”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) 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 Selected Applicant is not received within 7 days of receipt of the LOA, the Authority, unless it consents to extension of time for submission thereof, reserves the right to cancel the LOA and the application and forfeit the bid security.

3.5. Commencement of assignment

The agreement shall be signed between the authority and the selected applicant within 7 days of receipt of signed LOA. The date of agreement will be the date of commencement. If the Consultant fails to sign the Agreement, the Bid Security of the Consultant shall be forfeited or action shall be initiated by the Authority as per the Bid Security Declaration in accordance with the provisions of Clause 1.16.5. The Selected Applicant shall not be entitled to seek any deviation⁴ in the Agreement.

3.6. Proprietary Data

All documents and other information provided by the Authority or submitted by an Applicant to the Authority shall remain or become the property of the Authority. Applicants and the Consultant, as the case may be, are to treat all information as strictly confidential. The Authority will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Consultant to the Authority in relation to the Consultancy shall be the property of the Authority. The Consultant shall make suitable arrangements for the preservation of data collected during the study, such as filled in schedules, tabulation or working sheets, reports, photographs etc., relating to the Project in electronic form and this shall be shared with the Authority at the time of submission of Final report. The ownership of all such data shall remain with the Authority. All raw data compiled during the consultancy assignment shall be transferred to the authority. No data collected in context of the study may be destroyed or otherwise disposed of or given to any other organization/individual, unless so approved by the Authority.

⁴ “Deviation” refers to any departure from the term and conditions specified in the RFP document.

4. Criteria for Evaluation

4.1. Evaluation of Technical Proposals

4.1.1. In the first stage, the Technical Proposal will be evaluated based on the eligibility criteria for the Applicant as laid down in Clause 1.4.2, their experience, understanding of the TOR, proposed methodology and Work Plan, and the qualifications and experience of the Key Personnel. Only those Applicants whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest based on their technical score.

4.1.2. Technical score (S_T) is calculated by considering the highest Technical Proposal (T_{Max}) and will be given a technical score (S_T) of 100 points. The technical scores of other proposals will be computed as follows:

$$S_T = 100 \times T / T_{Max}$$

(T = absolute score of Technical Proposal)

4.1.3. The scoring criteria to be used for evaluation shall be as follows.

S. No.	Parameter	Maximum Marks	Criteria
1.	Relevant Experience of the Applicant	30	<p>Maximum 10 assignments can be submitted by the applicant.*</p> <p>(a) Sample size of eligible assignments of the applicant (10 marks). The marks will be allocated based on the following: Each eligible assignment with survey sample size of:</p> <ul style="list-style-type: none"> 500 to 750 respondents: 0.8 mark >750 to 1000 respondents: 0.9 mark >1000 respondents: 1 mark⁵ <p>(b) Average annual total revenue/turnover of the applicant (10 marks)</p> <ul style="list-style-type: none"> ₹2.5 crore to ₹ 5 crores: 8 marks > ₹5 crore to ₹ 7crores: 9 marks > ₹ 7 crores: 10 marks <p>(c) Value of Eligible Assignments (10 marks). The marks will be allocated based on the following: Each eligible assignment with value:</p> <ul style="list-style-type: none"> ₹10 Lakhs to ₹25 Lakhs: 0.8 mark >₹25 Lakhs to ₹50 lakhs: 0.9 mark >₹50 Lakhs: 1 mark

2.	Proposed Methodology and Work Plan	40	<p>Evaluation will be based on the quality of submissions, as per Appendix-I Form-7, & Form-12 and the presentation made by the Applicant⁵.</p> <p>Proposed Methodology and work Plan</p> <ul style="list-style-type: none"> • Understanding of ToR, Methodology and Work Plan, Quality of PPT, Response to Queries = 36 marks • Collaboration / consortium / partnership with academic institutions = 4 marks⁶
3.	Experience of Proposed Key Personnel of the Applicant	30	<p>Marks shall be awarded for the relevant experience based on the years of relevant experience</p> <ol style="list-style-type: none"> 1. Team Leader (Maximum Marks 8) <ul style="list-style-type: none"> 8 to 10 years: 6 marks >10 to 14 years: 7 marks More than 14 years: 8 marks 2. M&E Specialist (Maximum Marks 6) <ul style="list-style-type: none"> 5 years to 7 years: 4 marks >7 years to 9 years: 5 marks More than 9 years: 6 marks 3. Sector Expert-I (Maximum Marks 5) <ul style="list-style-type: none"> 5 years to 7 years: 3 marks >7 years to 9 years: 4 marks More than 9 years: 5 marks 4. Sector Expert-II (Maximum Marks 5) <ul style="list-style-type: none"> 5 years to 7 years: 3 marks >7 years to 9 years: 4 marks More than 9 years: 5 marks 5. Junior Researcher (Maximum Marks 3) <ul style="list-style-type: none"> 3 years to 4 years: 2 marks More than 4 years: 3 marks 6. Qualitative researcher (Maximum Marks 3) <ul style="list-style-type: none"> 3 years to 4 years: 2 marks More than 4 years: 3 marks
Total		100	

⁵ The presentation shall be made by all the proposed team members (key personnel) only for their respective part of the proposal (in-person or virtually). The Team Leader must present the majority of the proposal (approximately 50%) of the proposal. In case of absence of Team leader and M&E Specialist during presentation, the proposal may be rejected by the Authority.

⁶ The Applicant will present how it plans to involve and collaborate with academic institutions while designing and delivering on the Project, if collaborating with such an institution as per Form-12.

4.2 Eligible Assignments

For the purposes of determining Conditions of Eligibility and for evaluating the Proposals under this RFP, advisory/ consultancy assignments, for the following projects shall be deemed as eligible assignments (the “**Eligible Assignments**”):

- a. In case the applicant submits more than ten assignments, only 1st ten assignment will be considered for evaluation
- b. Assessment/research/evaluation study in **science & technology/ life science /Biological science/ Bio-medical science/ bio-technology sector** or related sector conducted for Union/State Government/ regulatory commission/ tribunal/ bilateral agencies/ multilateral agencies/ statutory authorities/ public sector entities in India covering a minimum sample size of **500**.
- c. Provided that the Eligible Assignments have been completed in the 8 (eight) financial years preceding the PDD.
- d. Provided that the value of each eligible assignment submitted by the Applicant is at least Rs. 10 Lakhs.
- e. For the Eligible Assignments, the Applicant shall provide requisite supporting documents such as copies of contracts, agreements etc. The value for the assignment should be clearly mentioned in the supporting documents provided. In the absence of supporting documents with requisite details, the assignment will not be considered as an Eligible Assignment.

4.3 Shortlisting of Applicants

The technically qualified applicants shall be short-listed for financial evaluation in the second stage.

4.4 Evaluation of Financial Proposals

- 4.4.1 In the second stage, the financial evaluation will be carried out as per this Clause. The financial score (S_F) for the applicant will be arrived at based on the formula given in Clause 4.4.3.
- 4.4.2 For financial evaluation, the total cost indicated in the Financial Proposal will be considered.
- 4.4.3 The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest Financial Proposal (F_{Min}) will be given a financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_{Min}/F$$

(F = amount of Financial Proposal)

4.5 Combined and Final Evaluation

- 4.5.1 Proposals will finally be ranked according to their combined technical (S_T) and financial (S_F) scores is follows:

$$S = S_T \times T_w + S_F \times F_w$$

Where, S is the combined score, and T_w and F_w are weights assigned to Technical Proposal and Financial Proposal, which shall be 0.70 and 0.30 respectively.

- 4.5.2 The “Selected Applicant” shall be the first ranked Applicant (having the highest combined score). The Authority reserves the right to take action as per the Bid Security Declaration in accordance with the provisions of Clause 1.16.5, in case the first-ranked Applicant withdraws, or fails to comply with the requirements specified in Clause 3 as the case may be.

5. Fraud and Corrupt Practices

- 5.1 The Applicants 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, the Authority shall reject a proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, anti- competitive practice, coercive practice, conflict of interest, obstructive practice in the Selection Process or after the issue of the LOA or the execution of the Agreement. In such an event, the Authority shall, without prejudice to its any other rights or remedies, take action as per the Bid Security or Bid Security Declaration, or forfeit and appropriate the Bid Security or Performance Security, as the case may be. Further, such an Applicant or Consultant shall not be eligible to participate in any tender or RFP issued by the Authority during a period of 2 (two) years from the date of such an order.
- 5.2 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) “**Corrupt practice**” means making an offer, solicitation or acceptance of a bribe, reward, gift or any material benefit in exchange for an unfair advantage in the Procurement Process or to otherwise influence the Procurement Process
 - (b) “**Fraudulent practice**” means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. Such practices include a false declaration or false information for participation in a Procurement Process or to secure a Contract, or in the execution of the agreement
 - (c) “**Coercive practice**” means harming or threatening to harm persons or their property to influence their participation in the Procurement Process or affect the execution of the agreement
 - (d) “**Anti-competitive practice**” means any collusion, Proposal-rigging or anti-competitive arrangement, or any other practice including cartels coming under the purview of the Competition Act, 2002, between two or more Applicants, with or without the knowledge of the Authority, that may impair the transparency, fairness, and the progress of the Procurement Process or to establish Proposal prices at artificial, non-competitive levels
 - (e) “**Conflict of interest**” means participation by a bidding firm or any of its affiliates who

are either involved in the Consultancy Contract to which this procurement is linked; if they are part of more than one Proposal in the procurement; or if their personnel have a relationship or financial or business transactions with any official of Authority who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) Applicant from the Authority with an intent to gain unfair advantage in the Procurement Process or for personal gain or in any other manner specified in Clause 3 Guidance Note on Conflict of Interest .

- (f) **“Obstructive practice”** means materially impeding Authority’s investigation into allegations of one or more of the above-mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing evidence material to the investigation; or by making false statements to investigators and/ or by threatening, harassing or intimidating any party threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or by impeding the Authority’s rights of an audit or access to information.

Annexure A

Details of minimum Education qualification & Experience required from the Consultancy Team

S. No.	Key Personnel ⁷	Minimum Educational Qualification ⁸	Length of Professional Experience	Minimum Length of Relevant Experience	Responsibility
1.	Team Leader	Master's Degree (or equivalent)	15 years	At least 8 years in last 12 years immediately preceding the date of submission of application in handling evaluation/research projects.	<p>S/he will lead, co-ordinate and supervise the multidisciplinary team for preparation of the Evaluation Study, and act as a focal point to the Authority throughout the duration of the Consultancy. S/He will be responsible for:</p> <ul style="list-style-type: none"> • Overall execution of the consultancy assignment • Accountable leadership providing guidance, problem solving support and leading discussions with senior stakeholders • Ensure all deliverables and milestones are satisfactorily delivered • Ensure high quality of data, analysis and report writing • Drive discussions with senior officials in the Government at Centre and state levels, sector experts, key stakeholders, etc. to refine the investigative instruments and gain insights about scheme • Monitor, track and report on progress and performance, including budget • Define project tasks, milestone, assign roles and responsibilities to the team members • To brief Authority weekly on the progress and challenges apart from specific deliverables mentioned in the ToR • Identification of reliable sources for access, synthesis and meta-analysis • Synthesize the collected secondary data into meaningful insights

⁷ The upper age limit of the proposed key personnel shall not exceed the age of 60 years.

⁸ For degrees obtained from the accredited foreign Boards/universities, the applicant shall furnish a self-declaration on the academic equivalence to the 'Minimum Educational Qualifications' as defined in Annexure-A.

					<ul style="list-style-type: none"> • Ensuring content accuracy, creativity, consistency and innovation in the report • Lead pilot of the survey instruments, training of the investigators, timely inception of survey, field movement plan, data collection, updating the status of field survey, data analysis, and report-writing • Provide overall strategic inputs, guidance and research direction to the project • Provide guidance on all the research activities including research tools, analysis plan and training • Prepare a detailed evaluation matrix mapping all the objectives and key performance indicators (KPI) with the types of data to be used (secondary and primary), its analysis plan evaluation methods, and relevant literature • Perform other relevant duties as assigned by the Authority.
2.	Monitoring and Evaluation (M&E) Specialist	Master's Degree (or equivalent)	10 years	At least 5 years of experience in handling evaluation or surveys and research/sample design for projects in last 8 years.	<p>S/he will overall manage and coordinate the study and work along with the Team Leader in leading, co-ordinating and supervising the multidisciplinary team for the evaluation Study. S/He will be responsible for:</p> <ul style="list-style-type: none"> • Leading day-to-day management of the team • Lead the research activities and development of research tools, analysis plan, and training of the survey team • Designing the overall study approach to synthesize the analysis • Organizing and overseeing the use of qualitative and quantitative evaluation techniques • Developing the evaluation matrix to address all the evaluation objectives. Detailed mapping of each evaluation objectives with the analysis plan • Undertake preparation of detailed evaluation matrix mapping all the objectives and key performance indicators (KPI). • Project management as per agreed activities, timelines and deliverables • Defining the detailed work plan, and managing the team of

					<p>consultants against the work plan</p> <ul style="list-style-type: none"> • Coordinating with the team and other stakeholders • Managing field surveyors/managers • Sending periodic updates, highlighting challenges and potential solutions in project execution • Managing the data flow from study states and follow-up from field managers • Conduct econometric analysis of data • Developing additional questions for further modelling/ analysis with approval of the Authority • Overseeing the data quality from primary data collection by Survey Firms in close coordination with other team members • Scrutinising key principles affecting ground-level change • Quality, content and presentation of the reports. • Supervising multivariate analysis and econometric modelling on the primary and secondary data collected using Stata/SPSS/R, etc.
3.	Sector Expert-I	Master's Degree (or equivalent) in Bio-technology field(s)	10 years	At least 5 years of relevant work experience in health or related fields in the biotechnology sector.	<p>S/he will be responsible for:</p> <ul style="list-style-type: none"> • Studying existing literature and building analytical understanding of the Bio-technology sector. • Providing subject matter/sector/domain expertise of the proposed Project. • Track policy, regulatory, and market developments associated with the health and allied field in the Bio-technology sector. • Fine tuning, investigator training and tool/ questionnaire design and methodology from domain-specific perspective. • Conducting field assessments to evaluate physical conditions, utilization among others. • Researching fit-for-purpose policy, regulatory, or market-related solutions to address challenges. • Understanding barriers and drivers behind uptake of Bio-technology sector.

					<ul style="list-style-type: none"> • Examining the schemes and exhaustively mapping stakeholders; developing KPIs and metrics for assessment • Examining the utilisation and sustainability of public expenditure under the scheme. • Scrutinising the alignment between expenditure allocations and scheme objectives.
4.	Sector Expert-II	Master's Degree (or equivalent) in Bio-technology field(s)	10 years	At least 5 years of relevant work experience in agriculture or related fields in the biotechnology sector.	<p>S/he will be responsible for:</p> <ul style="list-style-type: none"> • Studying existing literature and building analytical understanding of the Bio-technology sector. • Providing subject matter/sector/domain expertise of the proposed Project. • Track policy, regulatory, and market developments associated with the agriculture or allied field in the Bio-technology sector. • Fine tuning, investigator training and tool/ questionnaire design and methodology from domain-specific perspective. • Conducting field assessments to evaluate physical conditions, utilization among others. • Researching fit-for-purpose policy, regulatory, or market-related solutions to address challenges. • Understanding barriers and drivers behind uptake of Bio-technology sector. • Examining the schemes and exhaustively mapping stakeholders; developing KPIs and metrics for assessment • Examining the utilisation and sustainability of public expenditure under the scheme. • Scrutinising the alignment between expenditure allocations and scheme objectives.
5.	Junior Researcher	Master's Degree (or equivalent) Biotechnology sector or	5 years	At least 3 years of experience in surveys and conducting research in the field of Biotechnology sector	<p>S/he will be responsible for:</p> <ul style="list-style-type: none"> • Assisting team members in research and analysis. • Analysis and visualization of data. • Accompanying the field team for data collection in selected sites.

		related fields			<ul style="list-style-type: none"> • Conducting meta-analysis and secondary research from different sources for the study. • Drawing detailed government expenditure data from various government financial management information systems. • Producing reports based on detailed analysis of all the secondary data sets. • Assisting in data cleaning, storage, analysis and management. • Conducting data analysis and assisting the senior team in report writing.
6.	Qualitative Researcher	Master's Degree (or equivalent) in Social Science/Economics/Statistics/ related Subject.	5 years	At least 3 years of experience in qualitative data analysis with a knowledge of tools such as Atlas.ti , NVIVO etc. and ability to create visualizations of analysis.	<p>S/He will be responsible for:</p> <ul style="list-style-type: none"> • Assisting in designing research/data collection tools • Providing basic mathematical rigour in developing methodology and data analysis plan. • Developing CAPI tool- configuring the questionnaire developed by M&E Specialist on CAPI • Monitoring and reviewing the CAPI tools prepared for data collection. • Making contingency plans to overcome issues related to technical problems of CAPI. • Assisting in cleaning primary data, storage, analysis and management. • Undertake thematic analysis, coding etc. to analyse patterns and interpret finding. • Analysis of data using Atlas.ti, NVIVO etc. • Visualization and appropriate representation of data. • Assisting other team members in research and analysis. • Conducting detailed and advance analysis and triangulation to support effective report writing.

Schedule I- Terms of Reference

TERMS OF REFERENCE

FOR

Evaluation Study of Biotechnology Research Innovation and Entrepreneurship Development (Bio-Ride) Scheme

Table of Contents:

1. Quality Assurance of the Evaluation Report	39
2. Background	40
3. Objectives of the Evaluation Study	42
4. Methodology & Framework	43
5. Scope of Work	50
6. Listing of Stakeholders to be Consulted	54
7. Deliverables & Timelines	55
8. Payment Schedule	57
9. Indicative Structure for Final Evaluation Report	58
10. Reporting	59
11. Meetings	59
12. Miscellaneous	59

1. Quality Assurance of the Evaluation Report

The evaluation report submitted by the Consultant must comply with DMEO's quality standards in order to be accepted. In case of any compromise in the quality of the deliverables, a suitable penalty would be imposed on the Consultant as per the provisions given in the RFP.

An indicative DMEO's quality standard followed by DMEO is given below. The consultant may include more such standards to further enhance the report quality.

1.1 Executive Summary (ES):

The executive summary (ES) is meant to be read by a wider audience, thus it must be written with extreme neatness and attention to detail. It should be written with clarity, coherence, and crispness. The findings of the report should be elaborated with key statistics and recommendations following from findings. The ES should present the triangulated findings succinctly and suggest feasible policy options. The ES should be forthright in its observations, precise in its deductions, and proactive in its suggestions. ES should ideally be written in short, separate paragraphs that do not exceed five pages. All data/findings/recommendations cited from the main report needs to be properly referenced using page numbers. The evaluation questions, issues, and problems should not be over-emphasized in the ES. It should be briefly presented without detailed elaborations. The ES needs to be sharp and centered on the conclusions and suggestions emerging from the evaluation study.

1.2 Professional Language and Referencing:

The report should be written in a professional manner and in accordance with the standards of a typical double-blind, peer-reviewed publication. The report should be free from grammatical error, plagiarism and spelling mistakes. Reports that have plagiarism content of more than 20 percent will not be accepted. It must adhere to the suggested report structure and appropriately referenced with necessary citations. Any data, diagrams, and graphs must be appropriately labeled and referenced.

1.3 Objective Findings and Recommendation:

The report should be a succinct, stand-alone document with objective language that may be used to inform decision-making. The findings should be presented clearly, providing sufficient evidence, and systematically addressing all the evaluation objectives. The recommendations should be clearly formulated and logically derived from the findings of the report. It should be clearly articulated and prioritised based on their importance and potential impact for the improvement of the scheme. The conclusions drawn from primary and secondary research must be given equal weight. Recommendations that lead to an increased financial burden on the government (such as those on increasing budgetary allocation) should be avoided, unless there is sound evidence emerging from the analysis that an increase may be expedient. Focus should be on resource optimisation/judicious usage of resources.

1.4 Ethical Considerations and Data Protection:

Ethical considerations, such as confidentiality and data protection, and data quality, must be upheld throughout the process.

2. Background

2.1 Department of Biotechnology (DBT)

The DBT was set up in 1986 to create an impetus for the development of the field of modern biology and biotechnology in India. The Department has vision of attaining new heights in biotechnology research, shaping biotechnology into a premier precision tool of the future for creation of wealth and ensuring social equity – specially for the welfare of the poor. The Department has provided services in the areas of research, infrastructure, generation of human resources, popularization of biotechnology, promotion of industries, creation of centers of excellence, implementation of biosafety guidelines for genetically modified organisms and recombinant DNA products and biotechnology-based programs for societal benefits. Bioinformatics is a major mission to establish an information network for the scientific community, nationally and internationally.

Schemes of the Department of Biotechnology

The Department of Biotechnology Department has implemented the following 2 central sector umbrella schemes till December 2024:

- (i) **Biotechnology Research & Development (BR&D):** The scheme aims to build and strengthen a strong education, research and translation ecosystem across the country, generating adequate and trained manpower in the multi-disciplinary and knowledge intensive field of biotechnology, dissemination of new technologies and knowledge already available in scientific research laboratories to stakeholders, to strengthen research & linkages in all areas of Biotechnology/life science through Bilateral, Multilateral, Partnership and to make India a global player for development and deployment of new and emerging technologies. The scheme broadly covers programmes on (i) competitive research grants and mission programme, (ii) capacity building – human resource development (HRD) and infrastructure and research resources programme, (iii) Biotechnology based programmes for societal development and (iv) international cooperation programme.
- (ii) **Industrial & Entrepreneurship Development (I&ED):** This scheme aims to create, nurture and support entrepreneurs, startups and enterprises to undertake research, development and innovation in the Biotechnology sector. The Department, through its Public Sector Undertaking – Biotechnology Industry Research Assistance Council (BIRAC), has been implementing a major program, namely the (i) “Public Private Partnership” program, to catalyze innovation by supporting startups, industries, and scientific organizations. Further, the Department also implements the (ii) Biotechnology Park program in partnership with the State Governments to facilitate product advancement and innovation by providing necessary infrastructure support to the biotechnology industry and Biocluster program for

promoting research and innovation and building competency for affordable product development.

From December 2024, the Department is implementing the scheme “**Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE)**” as one scheme with erstwhile ‘Biotechnology Research & Development’, ‘Industrial & Entrepreneurship Development’ merged in a single sub-scheme and a new component of ‘Biomanufacturing & Biofoundry’. Hence, “**Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE)**” has following two sub schemes:

- (i) **Biotechnology Research and Development (BR&D) and Industrial and Entrepreneurship Development (I&ED):** Two schemes as mentioned above have been merged.
- (ii) **Biomanufacturing and Biofoundry (new component/sub-scheme):** The newly launched component aims to enable a Circular Bioeconomy by fostering high-performance biomanufacturing in areas like bio-based chemicals, enzymes, functional food, smart proteins, precision biotherapeutics, climate-resilient agriculture, biofuels, and marine and space research. It introduces Bio-Enablers, including Biomufacturing and Bio-AI Hubs, to provide access to scale-up infrastructure, data, technology platforms, and biomaterial libraries. The program promotes green growth through environment-friendly alternatives like biodegradable polymers, bio-plastics, bio-pharmaceuticals, and bio-agri-inputs, shifting towards manufacturing based on regenerative principles.

In view of the above, Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) scheme has to be comprehensively evaluated under the scope and purview of this study for the study reference period to ascertain whether they are effective in achieving the objectives of the scheme and their stated mission.

2.2 Budget

Table 1: Budget on Biotechnology Research Innovation and Entrepreneurship Development (Bio- RIDE)

Budget in ₹ Cr.				
FY	Biotechnology Research and Development	Industrial and Entrepreneurship Development	Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE)	
	Actual Expenditure	Actual Expenditure	BE*	RE*
2020-21	1287.42	340.90	Scheme came into existence 2024-25 onwards	
2021-22	1424.66	706.43		
2022-23	968.95	238.46		
2023-24	498.09	—		
2024-25 (RE)	662.90	—	—	672.10
2025-26	*Schemes merged into umbrella scheme Bio-RIDE		2300.00	—
Total	4179.12	1285.79	2300.00	672.10

**Two schemes of the Department of Biotechnology (DBT), merged as one's Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) scheme with a new component namely Biomanufacturing and Biotechnology were rolled out in 2024; hence, data unavailable preceding that FY*

Source: India Budget

3. Objectives of the Evaluation Study

The indicative objectives of the evaluation study are to evaluate the extent to which the scheme Bio-RIDE, inclusive of all its sub-schemes and components, is able to meet its intended objectives including but not limited to:

- I. To evaluate the overall performance of the scheme in promoting biotechnology R&D in India, including advancement of cutting edge research, establishment of high end scientific infrastructure and contributions to national missions.
- II. To assess the scheme's role in strengthening academia–industry collaboration, enabling policy reforms, Biosafety Regulations & Guidelines and efficacy of collaborative mechanisms of inter-disciplinary, multi-institutional grants.
- III. To assess the performance of the scheme in terms of postgraduate, doctoral, and post-doctoral education, fellowships, industrial training, targeted skill development.
- IV. To assess the operational efficiency of the process of application, approvals and consequent funding mechanism to individual proposal and academic/research institution's proposals.
- V. To assess the national and global orientation of HRD initiatives, including recognition of talent across career stages, empowerment of women scientists, support for international exposure and collaboration, and fellowships for foreign scholars and returning Indian researchers.
- VI. To assess the performance of infrastructure development initiatives in strengthening biotechnology education and research, including enhancement of postgraduate labs, interdisciplinary teaching, industry collaboration and e-resource access across DBT-supported institutions.
- VII. To evaluate the impact of biotechnology-based interventions on inclusive societal development, by assessing its effectiveness on under privileged sections of the society and specifically in Aspirational districts/blocks.
- VIII. To evaluate the effectiveness of international cooperation initiatives in fostering innovation, knowledge exchange, and capacity building through bilateral and multilateral collaborations. Also to assess the harmonization of research practices with international standards, and establishment of institutional linkages in the biotechnology sector.
- IX. To evaluate the effectiveness of industrial and entrepreneurship development initiatives in promoting innovation across the biotechnology value chain through public–private partnerships, infrastructure creation (via Biotech Parks), fostering domestic intellectual property (IP) creation and facilitation of access to equipment and research resources.
- X. To evaluate various initiatives aimed at strengthening biomanufacturing and promoting bio-circular economy and regulatory frameworks to support commercialization of biogenic products.
- XI. To assess the monitoring (including digital) & evaluation mechanisms including grievance redressal and information dissemination under BIO-RIDE Scheme.
- XII. To assess how well traditional knowledge is being preserved and nurtured to support regional social development.
- XIII. To document best practices and benchmarks both in domestic and international spheres.

4. Methodology and Framework

4.1 Methodology

The evaluation methodology will be a mixed-method that will involve both quantitative and qualitative assessment of the data from the field survey and secondary data.

4.2 Programme Harmonization:

(i) To provide recommendations based on the synthesis of sectoral and scheme level analysis on the need to continue the schemes in their current form, modify, scale-up, scale-down or close down the scheme/s.

(ii) To suggest revisions in the scheme/s design for effective implementation in future if modification is recommended.

4.3 Indicative Coverage and Sample Size

The study involves the following-

4.3.1 Conducting Beneficiary/ Facility Survey/ KIIs/ FGDs, as mentioned in Section, in minimum **12 states including 2 UTs covering all the zones**. The entire country can be divided into 6 geographical zones i.e.(i) North & Central, (ii) South, (iii) East, (iv) West, (v) North-East and (vi) Northern Hilly states.

Table -2 Region-wise list of States

S.No.	Region	States/UTs
1	North & Central	Chandigarh, Chhattisgarh, Delhi, Haryana, Madhya Pradesh, Punjab, Uttar Pradesh
2	South	Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Puducherry, Tamil Nadu, Telangana
3	East	Andaman & Nicobar Islands, Bihar, Jharkhand, Odisha, West Bengal
4	West	Dadra & Nagar Haveli, Daman & Diu, Goa, Gujarat, Maharashtra, Rajasthan
5	North East	Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura
6	Northern Hilly States	Jammu & Kashmir, Ladakh, Himachal Pradesh, Uttarakhand

A total of 12 States including 2 Union Territories are to be selected from each zone (mentioned in above Table) in such a manner that each zone must be represented adequately. It must also ensure that special emphasis is given to the North-Eastern Region, **with selection of a minimum of 2 states**. The State/UT selection criterion is to be proposed by the Consultant as a part of the Methodology and Work Plan in the **Appendix**.

4.3.2 **Institution-selection-** Indicatively, the selection of institutions within each state should be based on the availability of interventions/infrastructure relevant to the scheme and representativeness of key performance indicators of all sub-schemes/ components.

4.3.3 **Minimum 900 surveys** must be conducted, **30 FGDs** and **30 Facility Survey** to be done with relevant stakeholders (indicated in Table). Also, **Minimum 175 KIIs** to be conducted at various

levels – National, State, and institution-level. Further stakeholders, beyond those specified in the **Table-3**, are to be identified using snowballing methods.

4.3.4 While selecting beneficiaries/stakeholders for Survey (including facility survey)/KIIs/FGDs, the Consultant would ensure proper representation of each Study State/UT. Further, representation of Aspirational Districts/ Aspirational Blocks must also be ensured. The minimum sample size should be covered under each category of beneficiary. In addition to this the consultant is required to ensure that sample size for each category is uniformly distributed across the relevant scheme/s. For each category, representation of the Type of institutions (Central-State, Private-funded universities/institutes with representation from rural-urban, tier I, II and III cities etc.), sub-scheme target groups, specialised-sectors (e.g Genome Editing, Medical Biotechnology, Agriculture etc.) will be ensured by the Consultant while selecting the sample.

4.3.5 It is to note that the methodology and framework including the selection of State/UT, Institutions, Sample coverage should be finalised in consultation with DMEO.

Table-3: Indicative* List of Stakeholders, Sample Size and Tools

S.N	Sector	Stakeholders	Indicative List	Sample Size and Tools
1	National-level Government officials /PMU	<ul style="list-style-type: none"> - Officials from the DBT who are members of various grant sanctioning and project approving committees - Officials involved in the implementation of DBT Schemes 	<ul style="list-style-type: none"> ● Representatives in DBT ● PSUs associated with DBT: <ul style="list-style-type: none"> ○ Bharat Immunologicals Biologicals Corporation Limited (BIBCOL) ○ Biotechnology Industry Research Assistance Council (BIRAC) ● Scientific Decision Units/ Scientific Directorate ● Technical Expert Committees ● DBT Apex Board ● Project Development Cell (PDC) ● Investment Clearance Cell (ICC) ● Make in India Cell ● Scientific and Technical Appraisal and Advisory Groups (STAGs) ● DPIIT ● Other Relevant stakeholders. 	KIIs- 25

S.N	Sector	Stakeholders	Indicative List	Sample Size and Tools
2	State-level Government officials /implementers	-Officials associated with the implementation of the Scheme	<ul style="list-style-type: none"> ● Biotechnology-related Authorities/ Parastatals in the State ● State Science and Technology Councils ● Other Relevant stakeholders. 	KIIs- 20
3	Industry	<ul style="list-style-type: none"> - Industry and market experts from Biotechnology sector - Established professionals from Biotechnology domain with a track record of successful start-ups 	<ul style="list-style-type: none"> ● Industry experts (specialising in biotech interventions in areas of agriculture, affordable healthcare & medical technology, food & nutritional security, animal biotechnology, environmental safety, clean energy and bio-fuel. ● Investors ● Representatives from Biotech park. ● Representatives from bilateral/multilateral partners. ● Representatives from Bio-clusters. ● Representatives from Bio Foundries. ● Industry association ● Other Relevant stakeholders. 	KIIs- 40 FGD- 5 *Facility Surveys to be conducted at various levels – National, State, and institution-level alongwith the beneficiary survey/KIIs.
4	Beneficiaries (Academics)	- Students/Fellows, Professors and scientists from Research Institutes (adequate representation of women scientists is required)	<ul style="list-style-type: none"> ● Research institutions (public, private, NGO) ● Women scientists/researchers ● Early-career scientists/researchers ● Mid-career scientists/researchers ● Students/Fellows at Postgraduate, Doctoral and Post-Doctoral level who received stipend/fellowship ● Teachers/professors ● Apprentices benefitting from Sub-scheme HRD 	Surveys- 400 FGDs- 15 KIIs- 50* (in relevant institutions with appropriate stakeholders)

S.N	Sector	Stakeholders	Indicative List	Sample Size and Tools
			<ul style="list-style-type: none"> • Heads of Institutes • Representatives from AIIMS, IISER, IITs, IISc • Other Relevant stakeholders. 	
5	Beneficiaries (Incubatees)	- Start-Up project or a Company supported by DBT funded incubators	<ul style="list-style-type: none"> • Entrepreneurs • Startups • MSMEs • Project coordinators/investigators (PIs) • Other Relevant stakeholders. 	Surveys- 300 KIIs- 30 FGDs- 5
6	Beneficiaries of Specific Components	Beneficiaries/Other stakeholders of various programme of DBT	<ul style="list-style-type: none"> • Beneficiaries of Bio-Tech KISAN • Beneficiary from Bio-tech Parks • Awardees of Biotechnology Social Development Awards • Indian Nationals settled abroad to work and pursue research in Life Sciences, Biotechnology and allied areas. • Other Relevant stakeholders 	Surveys- 100 KIIs- 10 FGDs- 5
7	Past beneficiaries and Alumni	- The past beneficiaries of research projects and incubators funded by DBT, culled out from the records of the beneficiary institutions	Past fellows/researcher, start-ups, MSMEs etc. (Individuals who are past beneficiaries of research grants, awards, fellowships of DBT) prior to the study reference period [not more than five (05) years before the study's reference period]	Surveys- 100 (*virtual/telephonic survey is allowed subject to prior approval of competent authority restricted strictly to the exceptional circumstances (e.g. beneficiaries and Alumni settled abroad and not available in sample state/district etc.)

S.N	Sector	Stakeholders	Indicative List	Sample Size and Tools
8	Infrastructure/ Facilities	Facility/ Infrastructure developed under Bio-RIDE	Bio-technology parks, Bio-cluster, Bio-enabler hubs, and Center of Excellence, Bio-incubators, Sparsh Centres, Common facilities and E Yuva Centres etc	Minimum 30 Facility Surveys to be conducted at various levels – National, State, and institution-level alongwith the beneficiary survey/KIIs.
Total= KIIs- 175 FGDs- 30 Surveys- 900 Facility surveys- 30				

**Evolving list from insights gathered during survey/KIIs etc.*

4.4 Instruments/Questionnaires

The instruments of observation that the Consultant would prepare and finalise with approval of DMEO would include the following:

Table 4: Instruments of Observation

Instruments	Description
Beneficiary survey	Questionnaires for conducting the beneficiary survey.
KIIs	Questionnaire for conducting Key Informant Interviews (KIIs).
FGDs	Instruments for Focused Group Discussion (FGDs)
Facility Survey	Checklists using relevant parameters.

4.5 Reference Period of the Study

The reference period for the primary component of the study will relate to the last five Financial Years for Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) scheme (FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25 and FY 2025-26 till 31st July 2025). The reference period for the literature review should not be older than 2015. Financial and other relevant information on the scheme implementation should be collected from secondary sources since the inception of the scheme and secondary data analysis should be ensured accordingly.

4.6 Desk Research

A comprehensive benchmarking exercise and literature review of existing studies and research already conducted about the scheme is to be undertaken.

The secondary research will take stock of the impact of previous schemes (if any) with similar objectives. The secondary research will imply review, collation and analysis of various sources, including but not limited to:

- Union Budgets and Budget Speeches
- Ease of Doing Science: Towards less government, more governance
- Comptroller and Auditor General (CAG) reports (if any)
- MIS Data
- Standing Committee Reports
- Press Releases issued by Press Information Bureau (PIB)
- Parliament (Lok Sabha/Rajya Sabha) questions and answers
- Reports on evaluation of similar/converging schemes (if any)
- Literature on science popularization, awareness, training, capacity building, fellowships, international collaboration from peer reviewed journal articles, book chapters, working papers/white papers
- This would also include secondary data analysis for the sub-schemes related to funding of Institutions, PI-Projects and start-up Incubators.
- Other relevant reports/ documents

Collation of Best Practices/ Benchmarking should be undertaken in the following manner-

International: The desk research will involve documentation of best practices globally, research into benchmarks widely adopted to assess science and technology schemes, policy and research documents, review of national and international development goals and review reports as well as any other data set that might be deemed relevant. The research will need to be grounded in a deep understanding of the context of Indian Biotechnology policy while being acquainted with global best practices and innovative evaluation approaches and Biotechnology policy frameworks. The first task will be to identify comparator countries, institutions and policy frameworks. International benchmarking will help develop aspirational outcomes for India, particularly in emerging technologies and lay down pathways to achieve these outcomes.

Domestic: Outcomes of schemes, and their differences across implementing institutions and beneficiaries, can also be benchmarked against corresponding Indian frontiers. This task can be carried out only after the Consultant generates information on input-output-outcome flows from different institutions, beneficiaries and differences in the processes followed in implementation.

4.7 The report should be written on the basis of the **REESI+C+E framework** and in a logical and coherent manner. The report should be clear on the aspect that the scheme fulfills practical and strategic needs aligned with national and international priorities in Biotechnology/Life Sciences and SDGs. Further it should address as to how efficiently the scheme is being administered including physical and financial performance of the scheme/s across institutions including timeliness of processes involved including fund disbursal, Infrastructure including digital support system and Human Resource-related challenges. It should also cover the aspect that the scheme/sub-schemes are coherent with each other and other schemes of DBT and schemes of other Ministries/Departments of GoI and other relevant stakeholders such as states, bilateral/multilateral partners and private sector-led bio-initiatives. It should also cover the extent to which the schematic resource flows and benefits therein reach all sections of the

society, with special emphasis on North-East Region, Aspirational Districts, women and students, SC/STs, PwD, farmers, rural population and PVTGs to the extent feasible. Further the monitoring (including digital) & evaluation, transparency, and accountability mechanisms built for projects under BIO-RIDE Scheme. The report should also enumerate and document key successes and bottlenecks of the scheme/sub-schemes and way forward.

5. Scope of Work

Ensuring the highest quality of the evaluation report is the prime responsibility of the consultant. The findings and recommendations of the report should be succinct, lucid, and backed by empirical evidence. The findings should flow logically from the analysis and recommendations should flow from the findings of the study. The consultant is also required to prepare a detailed timeline for the completion of the study and proactively share the progress of the study with DMEO, NITI Aayog. The consultant is required to bring to the notice of DMEO, NITI Aayog any delay in the completion of the study and the mitigation strategy it has prepared for the same. The duration of the study is **five months** from the date of signing of the contract.

The consultant would undertake comprehensive research on the secondary data and extant literature on the subject. It would undertake a field survey of a minimum of **900** Beneficiary surveys and other qualitative interviews spread across a minimum of **12 states including 2 UT** using computer-assisted personal interviews (CAPI).

5.1 Broad responsibilities of consultant:

- 5.1.1 Conduct a thorough literature review and secondary data analysis to evaluate performance of Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) scheme at national and state levels.
- 5.1.2 Conduct thorough primary survey and research.
- 5.1.3 Finalise the approach, methodology, sampling design, tabulation and objective-wise analytical plan, with the approval of DMEO.
- 5.1.4 Finalise field plan, survey tools and CAPI with the approval of DMEO.
- 5.1.5 Conduct the pilot survey and revise the survey tools based on experience from the pilot.
- 5.1.6 Plan for deployment of field personnel including enumerators and supervisors.
- 5.1.7 Comprehensive training of enumerators along with a training manual. The enumerators finally chosen for the survey work should pass a screening mechanism devised by the consultant.
- 5.1.8 Conduct full fieldwork including Beneficiary survey, FGDs, KIIs, and State level qualitative notes.
- 5.1.9 Submission of data quality assurance plan that include potential risk and ways to mitigate the same (such as physical back-checks, physical spot-checks, telephonic confirmation etc).
- 5.1.10 Data Analysis, synthesis and Report writing.
- 5.1.11 The consultant to ensure submission of error free evaluation report to DMEO.

5.2 Detailed responsibilities of consultant:

Conduct a thorough literature review and secondary data analysis to evaluate performance of Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) scheme at national and state levels. Secondary research would involve review data and methodology of various documents. The following is the indicative list of documents:

- a. National development goals and sectoral documents
- b. Financial data on allocation and expenditures on the scheme/programme
- c. Annual reports of the Department of Biotechnology
- d. Annual progress reports and implementation documents
- e. Standing Committee reports, CAG report, demand for grants, public undertaking reports
- f. Internal scheme guidelines and policy documents
- g. Earlier evaluations reports
- h. Detailed information provided by Department of Biotechnology-including past reports analysing its performance, its financial situation, its organisational capacities and other aspects will be shared with the selected consultant
- i. It shall be the sole responsibility of the consultant to ensure complete collection of data for a comprehensive analysis.
- j. Scheme/policy documents and administrative data related to implementation of Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) Scheme
- k. Analysing the MIS data on Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) Scheme

5.2.1 Conduct a thorough Primary survey and research

- a) **Reference Period:** The beneficiary survey will relate to the last five Financial Years for Biotechnology Research Innovation and Entrepreneurship Development (Bio-RIDE) scheme.
- b) Drafting the research tools and finalising the same with approval of the DMEO.
- c) Deployment of appropriate secure data collection and management tools for collection and maintaining confidential financial information. Adherence to ethical protocols and data confidentiality norms.
- d) Conducting primary data collection from stakeholders through fieldwork. This will involve beneficiary survey, KIIs , FGD and facility survey.
- e) Conduct of stakeholders' consultations during the course of the study.

5.2.2 Finalise field plan, survey tools and CAPI with the approval of DMEO. Use of Computer-Assisted Personal Interview (CAPI) for Field Survey is mandatory (i.e., Collection of the survey data to be done in digital format through hand-held devices with geo-tagged images). The consultant shall use a Dashboard to monitor the incoming data from the field survey of the beneficiary.

5.2.3 Submission of data quality assurance plan that include potential risk and ways to mitigate the same (such as physical back-checks, physical spot-checks, telephonic confirmation, etc.). A multi-pronged robust process for quality control needs to be followed during data collection.

The consultant has to ensure data collected in field survey is of the highest quality and put in place a mechanism to ensure the same by taking the following measures, among others:

- a. The field investigators to be engaged for conducting the beneficiary survey & key informant interviews/FGDs should have at least 3 years of experience in conducting similar surveys/interviews. 2-step training (classroom and then on-the-field training) should be conducted by the Consultant for all field investigators. The consultant should put in place adequate screening mechanism so that only those surveyors who attain a certain level of understanding of the questionnaire would be deployed for the field survey.
- b. It is recommended that pilots should be conducted on at least 2% of the sample size for KIIs, FGDs, facility surveys as well as beneficiary-level surveys to fine-tune the survey instruments. A brief on the learnings from such a pilot exercise and subsequent improvements in the instruments/questionnaires should also be shared with DMEO.
- c. Minimum 2 Surveyors to be deployed as a team for collection of data. The Supervisors are required to undertake surprise checks of the beneficiary surveys and confirmation from select KIIs about conduct of the interview.
- d. 100% data collected should be validated using a validation checklist. Missing data points should be recollected.
- e. In case of beneficiary survey, the consultant should ensure that at least 5% data verification is conducted through physical back checks. Back checks and telephonic verifications should be evenly spread across the study area.
- f. The consultant shall have a dedicated team that would monitor the quality of incoming data on a near real-time basis using Dashboard and checking the online submissions and submit a report on data quality, bringing out deficiencies and mitigation strategies, every week to the consultant and DMEO.

5.2.4. Data Analysis, synthesis, and Report writing

- a. Preparation of Inception report including analysis and data collection plan.
- b. Submission of fortnightly progress reports.
- c. Incorporation of DMEO's concurrent feedback into the workflow.
- d. Data analysis and submission of cross-tabulations/summarisations etc.
- e. Conducting stakeholder consultations.
- f. Preparation of draft report and presentation: Evaluation report should be written in REESI+C+E framework and in a very logical and coherent manner; and the evaluation report should be of high quality with thorough intellectual rigor. Report should draw inference from international experience on similar initiative/schemes and also record best practices across States/UTs in India.

- g. Findings and Recommendations should be brief and have to be substantiated with relevant quantitative data. The findings should follow logically from the analysis in the report and recommendations should flow from findings of the study.
- h. Submission of final report (as mentioned in the indicative report structure), with detailed recommendations along with presentation and dissemination of the key findings. Also, submitting raw and clean survey data (in soft copy such as .xls, .dta and do files, if any), tabulations, etc.
- i. Dissemination of key findings to the concerned stakeholders through debriefing sessions.
- j. All the reports are required to be submitted in hard copy (10 copies) and in soft copy, together with relevant intermediate work product like excel sheets, data sets, and financial models developed. An executive summary of the Final Evaluation Report is also required to be submitted separately. In addition to the reports, for further analysis, verified raw data in soft copy should also be shared with DMEO, NITI Aayog. This will include detailed transcripts of Key Informant Interviews. A summary report not exceeding 15 pages is required to be provided by the consultant.

6. List of Stakeholders to be consulted

Following is an indicative list of the stakeholders that would need to be consulted throughout the evaluation study to get a better insight of schemes implementation and industry.

Table 5: Indicative list of stakeholders to be consulted

S.N	Sector	Stakeholders (KIIs and FGDs)
1	Government officers	<ul style="list-style-type: none"> ● Officials from the DBT who are members of various grant sanctioning and project approving committees. ● Official concerned involved in the implementation of DBT Scheme ● Officials of BIRAC ● Other Relevant Official/s
2	Industry	<ul style="list-style-type: none"> ● Industry and market experts from the Biotechnology sector. ● Established professionals from the Biotechnology domain with a track record of successful start-ups. ● Past beneficiaries* ● Industry Associations ● Other Relevant stakeholder/s
3	Academia	<ul style="list-style-type: none"> ● Professors and scientists from Research and academic Institutes such as AIIMS, IISER, IISC, IITs, etc. (adequate representation of women scientists is required) ● Past beneficiaries* ● Other Relevant stakeholder/s
4	PIs and Researchers	<ul style="list-style-type: none"> ● Individuals who are beneficiaries of research grants, awards, fellowships and other programmes of DBT ● Other Relevant stakeholder/s
5	Alumni of incubators	<ul style="list-style-type: none"> ● Individuals who were Incubatees of the DBT Incubator facility ● Other Relevant stakeholder/s
6	Incubatees	<ul style="list-style-type: none"> ● Start-Up project or a Company supported by DBT funded incubators. ● Other Relevant stakeholder/s
7	Stakeholders for Facilities	<ul style="list-style-type: none"> ● Bio-incubators, Sparsh Centres, Common facilities and E Yuva Centres etc ● Bio Technology Park, Centre of Excellence etc. ● Other Relevant stakeholder/s

**For the purpose of the study, past beneficiaries would be considered prior to the study reference period (not more than five (05) years before the study's reference period)*

7. Deliverables and Timeline

The deliverables and timelines of the study are given below:

S. No.	Deliverables	Broad Topics (Indicative)
1.	Inception Report (maximum 20-30 pages excluding annexures) and presentation	<ul style="list-style-type: none"> ● Introduction and background of the study ● Objectives of the study ● Approach and methodology ● Literature review and preliminary findings ● List of stakeholders and insights from preliminary stakeholder consultations ● Sampling plan including sample coverage ● Pilot plan ● Analysis framework and plan (Mapping of objectives with data points and potential data sources, etc.) ● Deliverables and timeline of the study (Weekly Gantt Chart) ● Survey Team structure ● Training plan for the survey team ● Field movement plan (Indicative) ● Quality control mechanism ● Perceived risks/ limitations and mitigation plan ● Research tools/instruments/ software- Qualitative and Quantitative <ul style="list-style-type: none"> ○ Questionnaires, discussion guides, etc. ○ Details of CAPI questionnaire development ○ Data/ information analysis software for both quantitative and qualitative research ● Detailed report structure
2.	Mid-term report (maximum 30-40 pages excluding annexures) and presentation (to be submitted as per the timeline and covering a minimum of 40% of the sample)	<ul style="list-style-type: none"> ● Study progress details including training and pilot summaries ● Summary on data collected so far including methods used ● Challenges faced and mitigation measures ● Preliminary findings and key observations ● Revised work plan, if applicable ● Measures adopted for ensuring data quality including data verification, data validation, back checks, surprise inspections, use of CAPI and tracking systems.

3.	Draft evaluation report (maximum 120 pages excluding annexures and references) and presentation for stakeholder consultation	<ul style="list-style-type: none">● Executive Summary (It should be crisp, direct, lucidly written with emphasis on appropriate sections such as Findings and Recommendations. Findings should be elaborated with key statistics and the recommendations should follow the findings. Length of the Executive Summary should be between 5 to 10 pages.)● Sector and scheme Overview● Study Objectives, Approach & Methodology (Brief discussion in the main report. The details could go in the Annexure)● Analysis of the scheme based on the REESI+C+E framework and using the primary survey data.● Secondary and administrative data and literature to be used to triangulate findings from primary survey.● Identify gaps and challenges for each component separately under the REESI+C+E framework.● Key Takeaways & Recommendations for each component of the scheme.● Actionable points under each recommendation for the M/D to implement.● To record best practices and case studies.● References & Appendices
4.	Final evaluation report (maximum 120 pages excluding annexures and references) and presentation after incorporation of inputs from all concerned stakeholders	
5.	Presentations and sub-reports on primary data collection, data quality check, secondary research, best practices compendia, etc. as and when requested by DMEO	

Note: Sub-reports and summary reports may be sought and should not exceed 15 pages. Presentations should also be brief with around 10 main slides.

The timeline for the evaluation study is **5 months** from the acceptance of terms and conditions of LoA.

i The inception report has to be submitted by the consultant within **21 days** from the signing of the contract.

ii. In the Inception report, the consultant is required to submit a Gantt Chart (weekly) of all the activities and sub-activities. The consultant shall propose the timeline for the payment linked deliverables which are a) Mid-Term Report b) Draft Evaluation Report and c) Final Evaluation Report.

iii. The payment linked deliverable shall adhere to the requirements given in the Section 7-Deliverables and Timelines.

iv. The project monitoring will be done by the Authority based on the timelines submitted by the consultant in the Inception report (Gantt chart) for the payment linked deliverables.

v. In case of any delay in the submission of payment linked deliverables namely, inception report, mid-term report, draft evaluation report and final evaluation report, the consultant will be penalized as per the extant provisions of the RFP.

All the reports are required to be submitted in hard copy (10 No.s) and in soft copy. A Hindi translation of the Final Evaluation Report in hard (10 No.s) and soft copy also needs to be submitted. A synopsis of the Final Evaluation Report is also required to be submitted separately. In addition to the reports, for further analysis in future, verifiable raw data in soft copy should also be shared with DMEO, NITI Aayog. This will include detailed transcriptions of key informant interviews (KIIs) and focus group discussions (FGDs) as well as raw data from primary surveys in MS Excel/CSV format etc.

8. Payment Schedule

The payment terms will be linked to the key deliverables as mentioned below:

Payment against Deliverables

Key Deliverable	Description of Deliverable	Payment
KD1	Inception report approved by the Authority	20%
KD2	Mid-Term Report approved by the Authority	30%
KD3	Draft Evaluation Report approved by the Authority	30%
KD4	Final evaluation report approved by the Authority	20%
Total		100%

9. Indicative Structure for Final Evaluation Report, it should cover the following aspects:

Executive Summary

1. Introduction
 - a. Background and context
 - i. Objective of the study
 - ii. Scope of the study
 - iii. Structure of the report
 - b. Sector overview
2. Approach & Methodology
 - a. Qualitative
 - i. Stakeholder and geographical coverage
 - ii. Evaluation Instruments/Tools
 - b. Quantitative
 - i. Sampling - Geographical coverage & respondent profile
 - ii. Sample size
 - iii. Sample selection
 - iv. Evaluation Instruments/Tools
3. Scheme Analysis
 - a. Scheme Name
 - i. Background and components
 - ii. Fund flow process
 - iii. Key stakeholders of the scheme
 - iv. Physical and financial Progress
 - v. Performance Analysis using REESCI + Equity Criteria
 1. Relevance
 2. Effectiveness
 3. Efficiency
 4. Sustainability
 5. Coherence
 6. Impact
 7. Equity
4. Key takeaways and recommendations
5. Actionable Points
6. Scheme rationalization
7. References

10. Reporting

- a. The Consultant will work closely with the Authority. The Authority has established a Working Group (the “WG”) to enable conduct of this assignment. A designated Project Director of the Authority will be responsible for the overall coordination and project development. He/She will play a coordinating role in disseminating the Consultant’s outputs, facilitating discussions, and ensuring required reactions and responses to the Consultant.
- b. The Consultant may prepare Issue Papers highlighting issues that could become critical for the timely completion of the Project and that require attention from the Authority.
- c. The Consultant will make a presentation on the Inception Report and Draft Evaluation Report for discussion with the WG at a meeting. This will be a working document. The Consultant is required to prepare and submit a weekly update that includes and describes, inter alia, general progress to date; data and reports obtained and reviewed, conclusions to date, if any; concerns about availability of, or access to, data, analyses, reports; questions regarding the TOR or any other matters regarding work scope and related issues; and so on. The Consultants’ work on the TOR tasks should continue while the report is under consideration and is being discussed.
- d. Regular communication with the WG and the Project Director is required in addition to all key communications. This may take the form of telephone/ teleconferencing, emails, faxes, and occasional meetings.

11. Meetings

The Authority may review with the Consultant any or all of the documents and advice forming part of the Consultancy, in meetings and conferences held at the Authority’s office. No travel time allowance shall be payable for attending meetings at the Authority’s office. The consultant is required to work at the Authority’s office, if required.

12. Miscellaneous

All the study outputs including primary data shall be compiled, classified and submitted by the Consultant to the Authority in soft form apart from the reports indicated in the **Deliverables**. The study outputs shall remain the property of the Authority and shall not be used for any purpose other than that intended under these Terms of Reference without the permission of the Authority. The Consultancy shall stand completed on acceptance by the Authority of all the Deliverables of the Consultant and execution of the Agreement. The Consultancy shall in any case be deemed to be completed with mutual consent of the Authority and the Consultant.
