



GSFC University, Vigyan Bhavan, P. O. Fertilizernagar, Vadodara - 391750,
Gujarat, India www.gsfcuni.edu.in

Request for Proposal (RFP) for Undertaking Market Research to Explore the Emerging Requirement of the Industries in New Areas of Knowledge & Skills

Tender No.	GSFCU/MR/2022
Date of Issue	22 nd August 2022
Tender Fees	Rs. 500/- – [Five Hundred Only]
EMD	Rs. 100000/- [One Lakh Only]
Tender inviting Authority and address	Director, Administration, GSFC University, School of Science, Fertilizernagar, Vadodara -391750

Disclaimer

GSFC University does not make any representation of warranty as to the accuracy, reliability or completeness of the information in this RFP document, nor will have the liability for any loss, expense or damage which may arise from with anything contained in this RFP document or in any way from the selection process for the work.

GSFC University, hereafter referred to as GSFCU reserves the right to withhold or withdraw the process at any stage with or with intimation to all who submitted the Request for Proposal Application.

GSFCU, reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel, or modify the process or change/ modify/amend any or all provisions of this RFP Documents, at any time, without assigning any reason whatsoever.

Section 1: Objective of the RFP

The objective of the RFP is to conduct market research so as to understand and explore the need of Industries in term of skills for newer and emerging areas in the changing landscape of job market.

Section 2: Scope of Work

The following is an indicative (but not exhaustive) list of activities proposed for the market research

1. The requirement of the industry in terms of emerging areas of knowledge and skill also the type of human resources and the requirements at various levels with special reference to
 - a. The ongoing investment in the state of Gujarat across the various sectors.
 - b. The demand for HR talent in the next 5 years in view of ongoing investment
 - c. The demand for HR talent at various levels, from entry to senior level in the coming 5 years.
 - d. The current skill gap and the areas of upskilling in the coming 5 years.
 - e. To relate the placement performance of the students of the University in their respective areas in terms of–
 - i. Remuneration package
 - ii. Type of company (large, medium, small etc)
 - iii. Sector / Industry
 - iv. Industry feedback
 - f. Study on changing trends in campus placement in Industries among Universities in Gujarat, particularly when students are going for higher education and other avenues.

Further, it is added that entire exercise of Market Research is required to be carried out in the light of the expectations of New Education Policy -2020 of Government of India and roadmap developed by Government of Gujarat. Accordingly, a perspective plan to be formulated for period of next 10 years

Section 3: Terms of Reference

Selection of the market Research partner (MP) shall be based on a Quality and Cost based Selection (QCBS) system.

Section 4: Schedule for Submission of the RFP

S. No	Details of the Process	Timeline
1	Date of publishing of RFP	22nd August 2022
2	Last Date for seeking clarification	4 th Sep 2022
3	Date of Pre Bid Meeting	30 th August 2022 at 11 am
4	Last Date for Receipt of Bids	05 th Sep 2022
5	Opening of Technical Bids	Open
6	Opening of Financial Bids	Open
7	Award of Contract	Open

Note: Please send us your confirmation for participation in pre-bid meeting by 29th August through email – associatedean.sot@gafcuniversity.ac.in (Mob: 9725669149)

Section 4: Address for Communication

All communication related to the RFP including the submission of the proposal shall be address to

Mr. R. B. Panchal

Director (Administration) & Registrar

GSFC University

P.O, Fertilizernagar, Vigyan Bhavan,

Vadodara, Gujarat – 391750

Tel: 0265-3093864

E-mail: ramesh.panchal@gafcuniversity.ac.in

Section 5: Instruction to Market Research Partner

5.1 Bid Submission Process

5.1.1. General Terms of Bid Submission

1. The market Research Partner (MP) should bear all the costs associated with the preparation and submission of his/her bid and GSFCU will in no case responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
2. The bids are to be submitted in English language. Two copies of the Technical Bid are to be submitted, one in original duly signed by the competent authority and other a copy thereof. The MP is also required to submit a softcopy of the technical bid documents in MS office format (docx and/or xlsx). One hard copy of the Financial Bid would suffice and no soft copy of the financial bid is necessary. Financial bids of only those agencies will be open who qualify in technical bid.
3. Any or all the offers may be accepted or rejected, in full or in part, without assigning any reason whatsoever.
4. GSFCU may, at its discretion, abandon the process of the selection associated with this Request for Proposal (RFP) any time before notification of award.
5. Responders must clearly state the validity period of the bids.
6. The RFP and all supporting documentation/templates are the sole property of GSFCU
7. GSFCU is not responsible for any assumption or judgement made by the MPs for arriving at any type of sizing, costing, etc. GSFCU at all times will benchmark the performance of the MP to the RFP documents and the expected service levels as mentioned in these documents. In the event of any deviation from the requirements of these documents, the MP must make good the same at no extra cost to GSFCU, in order to achieve the desired service levels as wells as meeting the requirements of these documents.

5.1.2 Two Stage Bidding Process

1. For the purpose of selection of the successful market Research Partner, a two-stage

bidding process will be followed.

2. The response to the present tender is to be submitted in two parts, i.e the Technical Proposal and the Financial Bid in separate sealed covers. The market research partner will have to submit the “Technical Proposal” separately from the Financial Bid’.
3. The “Technical Proposal” will contain the exhaustive and comprehensive details of its experience, expertise followed the approach, methodologies, assertions, documents and any other collateral the Market Research partner would want to submit to GSFCU
4. The “Financial Bid” will contain the pricing information alone.

5.1.3 Right to accept/reject any applications

GSFCU reserves the right to accept or reject any or all applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment without assigning any reasons.

5.2 Conflict of Interest

The Market Research partner shall not receive any remuneration in connection with the assignment except as provided in the contract. The market Study Partner and its affiliates shall not engage in consulting activities that conflict with the interest of GSFCU.

5.3 Preparation of Proposal

5.3.1 Instructions related to Technical Proposal

The Technical Proposal should furnish the following information,

1. The brief profile of the organization/firm.
2. Relevant Experience/clientele in conducting such analysis
3. Brief CVs of the Key personnel who will be engaged for the market research study.
4. Detailed technical approach notes towards the execution of the project, team deployment plan, methodology of work plan for performing the project.
5. Type of survey and analysis to be covered.

The suitability of organization/ Market Research partner for undertaking the job will be decided on the basis on overall capacity of the organization and relevant experience in similar field and capabilities and experience of professionals selected for taking up the task.

5.3.2 Instruction related to Financial Bid

1. In preparing the financial proposal, market Research partner are expected to take into account the various requirements and conditions stipulated in this RFP documents. The financial bid should be in the form of lump-sum quote as professional fees where the MP would charge GSFCU for the entire Project inclusive of all the costs including taxes, applicable service tax, travel cost, if any, associated with the Project, etc for the entire project duration. GSFCU will not reimburse any other expenses other than what is quoted as lump-sum in the Financial Bid.
2. The Financial Bid shall be only in INR. The total amount indicated in the financial proposal shall be without any condition attached or subject to any assumption and shall be final and binding.

5.3.3. Proposal Submission

Outer Envelope	Technical Proposal +Financial Bid
Technical Proposal	Technical Proposal (separately sealed Envelope)
Financial Bid	Financial Bid (Separately sealed envelope)

5.3.4 Submission Address

Mr. Anoop Singh Kushwah

Procurement Division

GSFC University

P.O, Fertilizernagar, Vigyan Bhavan,

Vadodara, Gujarat – 391750

Tel: 0265-3093559

E-mail: procurement.officer@gsfcuniversity.ac.in

The complete Technical and Financial proposal must be delivered at the submission address on or before the Bid Submission Date of 05th August 2022 before 1700 (IST). Any proposal received after the closing time for submission of proposals shall be returned unopened.

After the deadline for submission of proposals, the technical proposal shall be opened by the Evaluation Committee set up by GSFCU to carry out the technical evaluation. The financial bids shall remain sealed till then.

5.4 Evaluation of Proposal

5.4.1 General

The proposal shall be first evaluated on the basis of its response to the information documents sought in the RFP document. In case of any material deficiencies in providing the information/documents in technical proposal and in case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.

After the submission of proposal till the contract is awarded, if any Market Research Partner wishes to contact the GSFCU on any matter related to its proposal, it should do so in writing at the proposal submission address mentioned above. Any effort by the firm to influence the GSFCU during the proposal evaluation, proposal comparison or contract award decision may result in the rejection of the market Study partner's proposal.

Evaluators of Technical proposals shall have no access to the Financial Proposals until technical evaluation, is concluded.

5.4.2 Evaluation of Technical Proposals

The Evaluation Committee appointed by GSFCU will carry out the evaluation of proposals on the basis on their responsiveness to the RFP, applying the following evaluation criteria and point system. Each responsive proposal will be given technical score. Technical proposals will be evaluated first in terms of responsiveness to the RFP and it will be based on the following criteria:

S. No	Heading	Description	Points Allotted
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1	Firm Size and Experience	- Proven and demonstrable experience in terms of number of years - Experience of working in Higher Education Sector	30 10
2	Key Personnel in Core Team	Experience of Experts	20
3	Project Methodology, approach, and work plan	Technical Approach & Methodology in executing the project	40
		Grand Total	100

If required by GSFCU, the Market Research partner will be required to make the presentation to the evaluation committee on their overall approach and project delivery plan during the evaluation of technical proposal.

QCBS Grading System:

Grade	Range	Marks
Outstanding	91 – 100	100
Excellent	81 – 90	90
Very Good	71 – 80	80
Good	61 – 70	70
Fair	51 – 60	60
Average	41 – 50	50
Below Average	31 - 40	40

Conversion of Technical Marks to Technical Score:

Bidder Details (Eligible)	Technical Marks	Score (TS)
Bidder – 1 (eg)		

The minimum technical score required to qualify is: 70 points out of 100. Bidder who scores below 70 shall be rejected.

A proposal will be considered unresponsive and shall be rejected at this stage if it does not contain the details as required in the RFP document or if it fails to achieve the minimum technical score.

5.4.3 Opening and Evaluation of Financial Bid

After evaluation of technical bid by the evaluation committee, the GSFCU shall open the Financial Bid of the Market Research partners. The evaluation committee of GSFCU will determine whether the financial bids are complete, unconditional.

Conversion of financial bid amount to score:

Bidder Details (Eligible)	Financial Bid Amount	Financial Score (LFB/F*100)
Bidder – 1		

LFB = Lowest Financial Bid, F = Quoted Amount

Consolidated Technical & Financial Score:

Bidder Details (Eligible)	Technical Score	Financial Score
Bidder – 1		

Combined Technical and Financial Score (CTFS):

With Weightage 60:40 (Technical : Financial)

Bidder Details (Eligible)	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder L1 (who scored Highest CTFS) and L4 (who scored Lowest CTFS)
Bidder – 1			

Proposal will be ranked according to their combined technical and financial scores with weightage of 60 % of technical score and 40 % of financial score. The firm achieving the highest combined technical and financial score will be invited for negotiation.

5.5 Negotiation

Negotiation will be held with the selected market Research partners at the GSFCU. The aim is to reach agreement on all points of the draft contract with the market Research Partner.

5.6 Award of Contract

The contract will be awarded to the selected Market Research Partner following negotiations.

5.7 Corrupt or Fraudulent Practices

GSFCU requires that MP under this contract observe the highest standard of ethics. GSFCU will reject a bid for award of consultancy work, if it determined that the MP recommended for award has engaged in corrupt or fraudulent practices in completing for the contract in question.

5.8 Confidentiality

The selected MP for the consultancy services may have access to some confidential information for the purpose of the project implementation. The Market Research partner shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party of competitors, which shall otherwise render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. GSFCU is entitled to be indemnified by the selected Market Research partner for any loss/damage and/or for any breach of confidentiality.