

(No. 1/2011)

**WANTED- SENIOR CONSULTANTS FOR  
CRAFT- ENGINEERING (DESIGN) - AV  
PRODUCTION**

- Project Consultant for Handicraft and Cottage Industries
- Audio Visual Program Production Expert
- Mechanical Engineer with experience in the Design of Special Purpose Machines (SPM)/ Systems related to Crafts / Rural Industrialization.

For details / job specifications/ terms see [www.mgir.org](http://www.mgir.org)  
Apply with Bio data before 22<sup>nd</sup> Aug.2011

Director

**Mahatma Gandhi Institute for Rural industrialization**

(A National Institute under the Min of MSME)  
Maganwad, Wardha-442001, M.S. Ph:07152-252512-13  
E-mail:director.mgir@gmail.com Mob. 9443137938

*Approved  
Khande.*

To

Date:08-08-2011

Sub: Techno-commercial bidding for engagement of consultant- reg.

Ref. : I,)Our Adv. for consultants, **dated 08.08.2011**

II.)Your response, **before 31<sup>st</sup> August 2011**

Dear applicant,

**1.** We are in receipt of your '**expression of interest**' (EOI) in response to our advertisement referred to above. You have been shortlisted.

**2.** The present letter is a '**request for proposal**' (RFP)

**3.** You are requested to kindly prepare **Technical bid and Financial bid** in separate covers with the corresponding titles on the respective covers and place both these sealed covers in to a third cover which should be despatched to MGIRI. The details to be super scribed on each of the covers are indicated in Annexure-5 graphically.

**4. Technical Bid:** (Separate sealed cover)

i) Detailed Curriculum Vitae of the consultant entering into the contract.(not more than two pages).The format in Annexure-2 should be used.

ii) a capability statement (not more than two pages) demonstrating experience in the above said area in the Premier Institutions /Private or Public Sector Organizations. This may be written after a careful reading of the qualification and job requirements.

**5. Financial Bid:** (Separate sealed cover)

Here the applicant is requested to indicate what his consultancy would cost in Annexure-6.

## **Annexure -1**

### **i.) Time Frame of the Assignment**

The assignment is envisaged to be for a period of one Year.

### **ii.) Qualifications of the Consultant**

Among other things, the Consultant should broadly fulfil the following criteria;

- Should be an Individual of national and international repute having performed at the level of National Institutions / Enterprises.
- should be an individual contributor and must be able to work with a team and should have executed works of this nature.
- Should successfully demonstrate the ability, and should have the key technical resources required to deliver on each point outlined in the paragraph 'Expectations from the Consultants' in Annexure-3.

### **iii.)Tender Methodology**

The second stage of tendering process will comprise inviting techno - commercial bids. The evaluation procedure for the tendering process would follow the Quality-cum-Cost Based System (QCBS). The costs (if any) associated with the preparation and submission of the response to the RFP shall be borne by the bidder.

### **iv.) General**

It is suggested to refer Annexure 3 & Annexure 4 for more information on basic role and expected output from the consultants and details about MGIRI. (See also the web site of MGIRI and the newsletters therein)

#### **Further**

- a. MGIRI reserves the right to cancel /re-tender this consultant procurement process if the necessity so arises. It also reserves the right to seek further information/details.
- b. MGIRI will not be responsible for non receipt/ non delivery of the Bid document due to any reason whatsoever.

You are requested to submit your Techno-commercial bid on or before 25.9.2010 to the undersigned.

## **Annexure-2**

### **DETAILS OF APPLICANTS.**

Applied for the Post of consultant in -----

(indicate the aspect of consultancy applied for using the same title found in the advertisement which is in column 2 of the table in Annexure -3)

#### **1) Full Name (In capital letters):**

(Surname) (First Name) (Father's /Husband's Name)

#### **2) Date of Birth (Age as on 1 /10 /2010):**

#### **3) Sex:**

#### **4) Nationality:**

#### **5) Religion:**

#### **6) Whether belongs to SC/ST/OBC/OH:**

#### **7) Languages known (written and spoken):**

#### **8) Present address with Pin Code Number:**

**9) Permanent address with Pin Code number**

**10) Contact details:**

**Phone No (with STD code) -----**

**Mobile No.-----**

**Email: -----**

**11) Educational Qualification**

**(in chronological order starting from minimum qualification)**

<b>S No</b>	<b>Name of the examination passed</b>	<b>Name of University/ Board</b>	<b>Year of Passing</b>	<b>Secured Marks/ Total Marks</b>	<b>Percentage of Marks/ Rank/ distinction</b>

**12) Professional /Technical Qualification:**

S No	Name of the examination passed	Name of University/ Board	Year of Passing	Secured Marks/ Total Marks	Percentage of Marks/ Rank/ distinction

**13) Experience in years:-**

(Particulars of all previous and present employment are to be furnished)

**14) Nature of present Employment:- (Contract/ Permanent)**

**15) Whether working under State Govt. /Central Govt/Private firms/Self employed:**

(In case of a person working under the State or Central Govt. the application has to be routed through the respective offices)

**State also current roles & responsibilities:-**

**16) Present total emoluments: -**

**17 ) RESPONSE IN RESPECT OF `` EXPECTATION FROM THE CONSULTANT`` ( kindly see columns 3&4 of Annexure-3)**

**Write your suitability in respect of the Expectation ( may use separate sheets)**

## **DECLARATION**

I ----- hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/appointment shall be liable to cancellation/ termination without notice or any compensation in lieu thereof.

Date:-

Place:-

Signature

### Annexure-3

#### Expectations from the consultants:

SI No	Theme of the consultant (Subject Specialty)	Qualification / Experience	Main task to be done by the
1	Handicrafts & Cottage industries sector	PG In Economics & Comers. 10 to 15 years. Experience in the related sector. Who are Rtd Officials from Handicraft sector can also apply.	in <ul style="list-style-type: none"> <li>• Preparation of Project Proposals and implementation.</li> <li>• Conducting surveys.</li> <li>• Diagnostic studies.</li> <li>• Preparation of detailed project reports.</li> <li>• The work involves field work also.</li> </ul>
2	Community Radio Production	Diploma in Film Production or Vast experience in Film Production / Documentation / Radio material Production & developmental communication, conversant in at least three languages, English, Hindi & Marati.	<ul style="list-style-type: none"> <li>• Complete program planning &amp; production</li> </ul>
3	Special purpose machines / Systems Designer	B E Mechanical Engineering with 5 years of experience in design of Special Purpose machines(SPM)/Systems related to Crafts/ Rural Industrialization	<ul style="list-style-type: none"> <li>• Production scheduling</li> <li>• Designing Special Purpose Machines(SPM)/ Tools</li> </ul>

## **Annexure-4.**

### **Details about MGIRI:**

MGIRI, started functioning as an autonomous institute under the Ministry of MSME with effect from Oct. 2008, it had its genesis in an institute started by Mahatma Gandhi during the freedom struggle. Bapuji, after withdrawing his active role in Congress (1931), decided to dedicate himself to rural reconstruction for which he considered the revival of village industries fundamental. He established the All India Village Industries Association (AIVIA) in 1934 with Dr J C Kumarappa as its Organiser and Secretary. The 16 acre Maganwadi campus, where presently MGIRI is functioning, became the venue for hundreds of artisans from across the country to share, synthesize and evolve improved techniques related to rural products - be it oil, clothes, paper or cosmetic items. Gandhiji involved international scientists Sir C V Raman, Dr J C Bose along with top-notch industrialists like Mr G D Birla in the advisory Committee of AIVIA thus sending a message that Rural Industrialization needs the highest level of Science Technology and Industrial Management. After 22 years of relentless efforts by stalwarts like Dr J C Kumarappa, Dr Devendrakumar, Dr G Ramachandran and others a national effort to replicate the ideas of AIVIA resulted in the creation of the KVIB (Khadi and Village Industries Board) in 1953 and the KVIC (Khadi and Village Industries Commission) in 1956. The KVIC took upon itself the task of continuing the efforts of AIVIA in the form of an R&D structure called Jamanalal Bajaj Central Research Institute (JBCRI) in the same venue. The JBCRI was created in 1956 through an act of Parliament and strived to provide the needed backup to the rural industries of India. This structure of visualizing the rural industries in terms of about twenty and odd activities like khadi, khandsari, handmade paper, soap, leather, carpentry etc. could not cover the range of products in the inventory of modern consumerist world. The Ramakrishnaiah Committee (1987) recommended that any product could be considered as rural as long as the concerned industry has a per capita investment of Rs 50,000 (now raised to Rs 1,00,000 and Rs 1,50,000 for the tribal areas) and is located in a habitat with population less than 20,000 (now raised to 50,000).

The paradigm shift, as explained above, needed an institute capable of dealing with a large number of technologies and industrial contexts involving myriads of materials, manufacturing processes and consumer oriented designs.

A 'hub and spokes' model was considered essential and thus MGIRI was established (by revamping the JBCRI) as a hub linking the rural industries with a network of specialized S&T and management institutions. The entire project of establishment and trial-run took nearly 8 years (2001 to 2008) and was a collaborative effort of the KVIC with IIT Delhi. More details can be had by accessing our website at **[www.mgiri.org](http://www.mgiri.org)**

**Annexure -5.** What should be super scribed in each of the 3 covers.

Technical Bid for “-----”

No stamp.

Name of the applicant:

Submitted to,

Address:

Director, MGIRI, Maganwadi  
Wardha -442 001. Maharashtra.

Financial Bid for “-----”

No stamp.

Name of the applicant:

Submitted to,

Address:

Director, MGIRI, Maganwadi  
Wardha -442 001. Maharashtra.

Applied for the Post of consultant in -----

stamp.

To,  
Director  
MGIRI, Maganwadi  
Wardha -442 001. Maharashtra.

From,

## **Annexure -6: Format for the financial bid:**

1. Name of the consultant:
2. Title of consultancy:
- 3. In case of full time\***
  - 3.1 what would be the cost of consultancy per month?
  - 3.2 what would be the deliverables? (a summary / if possible quantified statement of what the institute can expect to benefit from the Consultant)
- 4. In case of part time**
  - 4.1 How many days per week or days of visit per month? Is it negotiable?
  - 4.2 Cost of the consultancy per month?
  - 4.3 what would be the deliverables? (a summary / if possible quantified statement of what the institute can expect to benefit from the Consultant)

\* You might quote for part time as well as full time.