



F. No. 8-5/2009-MC
GOVERNMENT OF INDIA
MINISTRY OF MINORITY AFFAIRS

11th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi – 110003

SUBJECT: Invitation for EXPRESSION OF INTEREST (EOI) for implementation of leadership development training programmes for minority women from Non-Governmental Organisations/Organisations/Institutions for short-listing under the “Scheme for Leadership Development of Minority Women” by the Ministry of Minority Affairs, Government of India.

1. The Government of India intends to short-list Non-Governmental Organisations/Organisations/Institutions (hereinafter referred to as organisation) for implementation of leadership development training programmes for women under the “Scheme for Leadership Development of Minority Women” by the Ministry of Minority Affairs during the Eleventh Five Year Plan period.
2. The pre-qualification requirements, terms and conditions and other relevant information are contained in the “Note on invitation for EOI” and other relevant details in the “Scheme for Leadership Development of Minority Women” placed in the Ministry’s website <http://minorityaffairs.gov.in>
3. Organisations may submit EOI in the prescribed application format for EOI which is available in the website of the Ministry <http://minorityaffairs.gov.in>
4. **Place, last date and time for submission and opening of sealed EOI:**
Sealed envelope of EOI tender (cloth lined) shall bear the name of the assignment / job, submission address, reference number, clearly marking “Do Not Open Before” (Insert the time and date of the opening indicated below). The envelope will also bear clearly the name & address of the sender. The tender envelope should be dropped in a box marked “**Tender Box for EOI on Leadership Development for Minority Women, Ministry of Minority Affairs**” on all office

days from **29th March** to **2nd April, 2010** between **10.00 AM to 4.00 PM** on the ground floor of Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003. This Ministry shall not be responsible for misplacement, losing or premature opening if the envelope is not sealed and / or marked as stipulated or not dropped in the tender box. This circumstance may be the case for rejection of proposal. The sealed EOI will be opened on the last date for submission on **2nd April, 2010** at **4.15 PM** in the Committee Room, B-3 wing, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003, in the presence of the authorized representatives of organisations who may wish to be present.

5. Ministry of Minority Affairs reserves the right, without any obligation or liability, to accept or reject any or all of the EOI at any stage of the process, to cancel or modify the process or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons whatsoever.
6. The name of assignment / job is “**Implementation of the Scheme of Leadership Development for Minority Women**”. The proposal should be addressed to **Joint Secretary (PP)**, Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003. The reference no. for the proposal is **F. No. 8-5/2009-MC**.

7. Contact person for queries:

Ms. Shamima Siddiqui, Deputy Secretary to the Government of India, Ministry of Minority Affairs. Tel: 011-24364281, Fax: 011-24364285.

NOTE ON INVITATION FOR EXPRESSION OF INTEREST (EOI)

Invitation for EXPRESSION OF INTEREST (EOI) for implementation of leadership development training programme for minority women from Non-Governmental Organisations /Organisations / Institutions for short-listing under the “Scheme for Leadership Development of Minority Women” by the Ministry of Minority Affairs, Government of India.

1. Brief objectives and scope of work

1.1 The Government of India intends to short-list Non-Governmental Organisations/Organisations/Institutions (hereinafter referred to as organisation) for implementation of leadership development training programme for women under the “Scheme for Leadership Development of Minority Women” by the Ministry of Minority Affairs during the Eleventh Five Year Plan period starting from the current financial year.

1.2 The objective of the scheme for leadership development of minority women, including their neighbours from other communities living in the village/locality, is to empower and instill confidence in women, by providing knowledge, tools and techniques for interacting with Government systems, banks, and intermediaries at all levels [See paras 5 and 6, and also paras 1, 2, 3 and 4 of the scheme]. The life of majority of women in the traditional settings is of daily drudgery and their hardship is further compounded by non-availability of infrastructure and services relating to civic/basic amenities and socio-economic conditions. Unless women stand up and fight for their rights, mitigation of their hardship may take time. The scheme is envisaged to reach out to women through non-governmental organizations who will be provided with financial support for conducting leadership development trainings so that women are empowered and emboldened to move out of the confines of home and community and assume leadership roles and assert their rights, collectively or individually, in accessing services, facilities, skills, and opportunities besides claiming their due share of development benefits for improving their lives and living conditions. Details of the scheme such as the pre-qualification requirements, terms and conditions and other relevant information are available in the “**Scheme for Leadership Development of Minority Women**” in the Ministry’s website <http://minorityaffairs.gov.in>. **The interested organizations are advised to read the scheme carefully, before applying.**

1.3 Implementation: The leadership development training scheme shall be implemented by the Ministry of Minority Affairs through organisations [See paras 7 and 8 of the scheme] which are shortlisted as an outcome of the EOI. The organizations short-listed by the Ministry would then be required to submit projects [See paras 19 and 20 and also paras 9, 10, 11, 12, 14 and 23 of the scheme] for consideration of a Sanctioning Committee in the Ministry [See para 22 of the scheme]. Approved projects may be implemented directly through their organizational set-up or through smaller organizations operating in the locality/village/area [See para 8 of the scheme]. In case smaller organizations are engaged by the selected organizations to execute the project in different villages/locations, it shall nevertheless be the responsibility of the selected organizations to ensure that smaller organizations also fulfill the relevant pre-requisite qualifications and terms & conditions laid down in the scheme. The onus of implementing the project properly and successfully would, nevertheless, vest with the organisation assigned the work by the Ministry [See para 21 of the scheme].

1.4 Terms and conditions: The following shall be the terms and conditions of giving financial assistance, which may be modified by the Ministry, depending on the circumstances [See para 18 of the scheme]:-

- (a) The organization shall have a website displaying all the details of their organization, head office, field offices, land line telephone numbers, personnel, details of past operations and activities, and maintain full details of name, address, and telephone number etc. of the women given training under the scheme, the activities carried out by them for improving their lives and living conditions after the training and during the nurturing/handholding period and furnish this information to the Ministry.
- (b) The organization shall furnish an undertaking, in the name of the competent authority responsible for actual implementation of the scheme, accepting the terms and conditions laid down by the Ministry of Minority Affairs and furnish a bond with two sureties and will also be responsible for furnishing of accounts of the grant sanctioned. The requirement of furnishing two sureties need not be insisted upon if the grantee organization is a Government run institute/university, society registered under the Societies Registration Act, 1860, or is a co-operative society, or is an organization of standing in whose case such sureties would not be considered necessary by the Ministry.

- (c) The organization shall maintain a separate account for the financial assistance released by the Ministry of Minority Affairs and shall make it available to the Ministry as and when requisitioned for inspection.
- (d) The organization shall utilize the financial assistance for the specified purposes only. The organization shall give an undertaking that in the event of acting in contravention of this condition, it will refund the amount received from the Government with 18% annual penal interest and any other action, as deemed necessary by the Government.
- (e) The institute shall be solely responsible for ensuring that women fulfilling the eligibility criteria are selected for training.
- (f) The organization shall give an undertaking that their books for this project will be open to inspection by the officers of Central Government/State Government/UT.
- (g) After completion of the project, the organization shall submit to the Ministry of Minority Affairs, the utilization certificate (GFR-19A), and audited accounts, certified by a Chartered Accountant along with the following documents:-
 - (i) Duly audited income and expenditure account/balance sheet for the year, including receipt & payment account of the institute, in respect of funds received during the year.
 - (ii) A certificate to the effect that the institution has not received any other grant for the same project from any other Ministry/Department of the Government of India, State/UT Government and any other Government/Non-Government organization/bilateral/ multi-lateral funding agencies or United nations.

1.4. Please also read paras 21, 24, 25 and 26 of the scheme which contains additional requirements to be fulfilled and points to be kept in view by the organisation. It is imperative that the organisation should carefully read the scheme before applying.

1.6 Please note that an organisation will be assigned the area of operation (region/State) to the organisation, which may include regions/States where the organisation has already been in operation, regions/States where the organisation would prefer to operate, and regions/States to be assigned by the Ministry.

2. Eligibility criteria

2.1 The pre-qualification requirements [See para 17 of the scheme] would be the eligibility criteria.

2.2 The weightage to be assigned for each criterion and the qualifying points are given in **Annex-I**.

3. Supporting information to be provided as part of the EOI is given in Annex-II.

4. Organisations may submit EOI in the prescribed application format for EOI as given in **Annex-III**.

5. Place, last date and time for submission and opening of EOI:

5.1 Sealed envelope of EOI tender (cloth lined) shall bear the name of the assignment / job, submission address, reference number, clearly marking "Do Not Open Before" (Insert the time and date of the opening indicated below). The envelope will also bear clearly the name & address of the sender. The tender envelope should be dropped in a box marked "**Tender Box for EOI on Leadership Development for Minority Women, Ministry of Minority Affairs**" on all office days from **29th March to 2nd April, 2010** between **10.00 AM to 4.00 PM** on the ground floor of Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003. This Ministry shall not be responsible for misplacement, losing or premature opening if the envelope is not sealed and / or marked as stipulated or not dropped in the tender box. This circumstance may be the case for rejection of proposal. The sealed EOI will be opened on the last date for submission on **2nd April, 2010** at **4.15 PM** in Committee Room, B-3 wing, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003, in the presence of the authorized representatives of organisations who may wish to be present.

5.2 It shall be the responsibility of the organizations to ensure that the proposals reach before the above indicated date and time. The Ministry shall not take any responsibility for transit delays, if any.

5.3. Ministry of Minority Affairs reserves the right, without any obligation or liability, to accept or reject any or all of the EOI at any stage of the process, to cancel or modify the process or any part thereof, or to vary any of the terms and conditions at any time, without assigning any reasons whatsoever.

6. The name of assignment / job is "**Implementation of the Scheme of Leadership Development for Minority Women**". The proposal should be addressed

to **Joint Secretary (PP)**, Ministry of Minority Affairs, 11th Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003. The reference no. for the proposal is **F. No. 8-5/2009-MC**.

7. Contact person for queries:

Ms. Shamima Siddiqui, Deputy Secretary to the Government of India, Ministry of Minority Affairs. Tel: 011-24364281, Fax: 011-24364285

ANNEX-I**Weightage assigned for each of the criterion in the EOI for leadership development of minority women, Ministry of Minority Affairs**

The minimum qualifying requirement for Non-Governmental Organisations / Organisations /Institutions to be short-listed by a Committee would be 60% of the total weightage. However, the Ministry reserves the right to relax the minimum qualifying requirement to 50% in case less than four organizations qualify the 60% requirement.

Sl. no.	Criteria	Weightage
1	Past experience of Non-Governmental Organisations/Organisations/Institutions	50%
	(a) The organisation must be duly registered and should have been in operation for a minimum of five years.	20%
	(b) The organisation must be a currently operational, preferably having experience of implementation of projects in the region/area/locality for which they intend to implement projects under this scheme.	15%
	(c) The organisation must have undertaken at least one project in the field of conducting training for women. Organizations with experience of having worked on women's issues, especially among minority women.	15%
	(d) The organization having experience in implementation of Government, bi-lateral, multi-lateral funding agencies/institutions or United Nations funded project.	15%
	(e) The organisation shall furnish the details of its existing set up in the State/UT and sub-state levels.	15%
	(f) The organization shall furnish history of collaboration with Government managed training institutes.	10%
	(g) The organisation should have conducted training course in the region.	10%
2	Financial strength of Non-Governmental Organisations/Organisations/Institutions	15%
	(a) The organization should have been working with a budget of at least rupees one crore per annum during the last three years and must not be a loss making concern.	50%
	(b) The organization should have completed its annual accounts and annual reports of the last three years. Account must be duly audited.	30%
	(c) The organization should have held all their statutory meetings.	20%
3	Experience of key personnel	35%
	(a) The organization must have key personnel with expertise in leadership development training for women, issues relating to women and nurturing/hand holding.	50%
	(b) At least two-thirds of field workers/facilitators of the organization to be deployed for this scheme should be women with relevant experience.	50%

List of items on which information, data, certificate and supporting documents are to be furnished in the EOI.

List of items on which information, data, certificate and supporting documents are to be furnished. The items listed are not exhaustive. Other relevant information, data and supporting documents which would be relevant for consideration may also be furnished in addition to those listed here.

Sl. no.	ITEMS
1	<p>Experience of Non-Governmental Organisations /Organisations / Institutions (hereinafter referred to as organisation)</p> <p>(a) Attested copy of the registration certificate indicating that the organization has been registered over five year ago.</p> <p>(b) Copies of the annual reports for the last three years to establish the organisation is a currently functioning organization. Give documented proofs about implementation of projects in the region/area/locality for which they intend to implement projects under this scheme.</p> <p>(c) Details of the past one project undertaken by the organization in training for women. Organizations with experience of having worked on women's issues, especially among minority women, would be preferred.</p> <p>(d) Copies of the letters received from the Government , bi-lateral, multi-lateral funding agencies/institutions or United Nations funded projects</p> <p>(e) The organisation shall furnish the details of its existing set up in the State/UT and sub-state levels.</p> <p>(f) The organization shall furnish history of collaboration with Government managed training institutes.</p> <p>(g) The organisation should have conducted training course in the region.</p>
2	<p>Financial strength of Non-Governmental Organisations / Organisations /Institutions</p> <p>(a) The organization should have been working with a budget of at least rupees one crore per annum during the last three years and must not be a loss making concern.</p> <p>(b) The organization should have completed its annual accounts and annual reports of the last three years. Account must be duly audited.</p> <p>(c) The organization should have held all their statutory meetings.</p>
3	<p>Experience of key personnel</p> <p>(a) The organization must have key personnel with expertise in leadership development training for women, issues relating to women and nurturing/hand holding.</p> <p>(b) At least two-thirds of field workers/facilitators of the organization to be deployed for this scheme should be women with relevant experience.</p>
4	<p>Additional requirement</p> <p>(a) Earnest money deposit for Rs.1,000/- (Rupees one thousand only) in the form of a demand draft in favour of the DDO, Ministry of Minority Affairs payable at Delhi. This will be non-refundable.</p>

	(b) The latest income tax clearance certificate should be submitted.
	(c) Proof of filing income tax returns and taxes paid for the last three years.
5	To certify/provide a certificate
	(a) A certificate stating as below: <i>“We hereby certify that there has been no conviction by any Court of Law or indictment/adverse order by a regulatory authority for a grave offence against us or any of our sister concerns. It is further certified that there is no investigation pending against us or our sister concerns or the CEO / Directors / Managers / Employees of our concern or of our sister concerns including the members of the consulting team. It is certified that no conflict of interest exists as on date and if in future such a conflict of interest arises we will intimate the Government of India of the same at the first instance”.</i>
	Also separate certificates stating that
	(b) “The organization is not a religious or political organization or affiliated with such organization”.
	(c) “The organization has not been blacklisted by any Government Departments/agencies. Organization and any of its personnel have not been involved with any criminal or civil litigation”.
	(d) “The organisation is willing and has the ability to comply and abide by the terms and conditions mentioned in the scheme”.

APPLICATION FORMAT FOR EXPRESSION OF INTEREST (EOI)

Application format for EXPRESSION OF INTEREST (EOI) for implementation of leadership development training programme for minority women from Non-Governmental Organisations/Organisations/Institutions (hereinafter referred to as organisation) for short-listing under the “Scheme for Leadership Development of Minority Women” by the Ministry of Minority Affairs, Government of India. Please note, response should be given to fields.

Sl. no.	Items	Details to be furnished	Indicate the documents annexed * in support of details furnished in column (ii)
	(i)	(ii)	(iii)
1	Name of Non-Governmental Organisations /Organisations / Institutions		*
	Full postal address		*
	Email address		
	Website address (if any)		
	Land line telephone number		
	Mobile number		
	Name of Chief Executive Officer (President/Chairperson/)		*
	Name of Managing Director		*
2	Past experience of Non-Governmental Organisations/Organisations/Institutions		
	(a) No. of years in operation. (It must have been in operation for a minimum of five years)		*
	(b) Current experience of having conducted leadership development in the region/State/area/locality where they intend to operate.		*
	(c) Past experience of having conducted at least one project on leadership development of women and on women’s issues, especially among minority women.		*
	(d) Past experience of implementation of Government, bi-lateral, multi-lateral funding agencies/institutions or United Nations funded projects.		*
	(e) Having collaborated with Government managed training institutes		*
	(f) Having own set-up/offices in State/UTs and sub-State levels.		*
	(g) The organisation should have conducted training course in the region.		*

3	Financial strength of Non-Governmental Organisations/Organisations/Institutions		
	(a) Turnover figure for the last three years and must not be a loss making concern. (Annual turnover of the consultancy firm should be at least Rs. one crore)		*
	(b) Should have completed and duly audited its annual accounts and annual reports.		*
	(c) Should have held all their statutory meetings		*
4	Experience of key personnel		
	(a) Having experienced key personnel in leadership development training for women and in issues relating to women and nurturing/hand holding.		*
	(b) Having at least two-third experienced women personnel for deployment in leadership development training for women		*
5	Area of operation		
	(a) Regions and States where the organisation has been in operation		*
	(b) Regions and States where the organisation would prefer to operate		
	(c) Regions and States to be assigned by the Ministry		
