INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR PROVIDING RESOURCE PERSONNEL TO SET UP PMU IN THE SCHOLARSHIP DIVISION OF MINISTRY OF MINORITY AFFAIRS, GOVERNMENT OF INDIA.

Government of India
Ministry of Minority Affairs
Scholarship Division

11th Floor, Pt. Deendayal Antyodaya Bhawan,
New Delhi – 110003.
Dated 5th September 2023

EXPRESSION OF INTEREST

Ministry of Minority Affairs, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi invites "Expression of Interest" from Indian agencies for providing resource personnel for setting up a PMU in the Scholarship Division of the Ministry.

The EoI containing details may be submitted to the undersigned in sealed envelope marked **"EoI for providing of Resource Personnel for setting up of PMU in Scholarship Division of Ministry of Minority Affairs"** on the top.

The last date for submission of EoI is 07 working days from the date of publication of this invitation.

The EoI will be opened on the next working day after completion of 07 working days from the date of publication of this invitation.

Further details regarding the project, if any, may be obtained from the below addressee.
The shortlisted Agencies/Firms/ Organizations may be only issued "Request for Proposal".

(Prasoon K. Jha)
Deputy Secretary (Scholarships)
B-2 Wing, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003
Tel.: 011-24302632
Email- **prasoon.jha@nic.in**

Note: Ministry of Minority Affairs reserves the right to cancel this invitation and/or invite afresh EoIs without assigning any reason. Information provided at this stage is indicative and Ministry of Minority Affairs reserves the right to amend/add further details in the EoI.

SS-15/8/2023-Scholarship-MoMA
Government of India
Ministry of Minority Affairs
Scholarship Division

11th Floor, Pt. Deendayal Antyodaya Bhawan
CGO Complex, Lodhi Road
New Delhi-110003
Dated 25 September, 2023

NOTICE INVITING EXPRESSION OF INTEREST (EoI)

Subject: EoI for providing Resource Personnel to set up PMU in the Scholarship Division.

Ministry of Minority Affairs (MoMA) invites Expression of Interest (EoI) from Agency/Firm/ Organization/ Institution for providing Resource Personnel to set up PMU in the Scholarship Division. An Agency may express interest subject to fulfilment of required eligibility criteria.

2. The Terms of Reference (ToR) for providing resource personnel for PMU-Scholarship Division is attached at **Annexure-1**. The format of Application/Declaration/Undertaking and other forms are available at **Annexure2-8**.

3. The invitation along with ToR with Annexures can be downloaded from the website https://http://www.minorityaffairs.gov.in/whatsnew and also from CPP portal www.eprocure.gov.in.

4. Who can submit Expression of Interest (EoI):
Agencies/ Firms/ Organizations/Institutions fulfilling the following mandatory eligibility requirements can submit EoI:

a. The Agency/ Firm/ Organization/ Institution should be registered under the Indian Companies Act, 1956/The Partnership Act, 1932.
b. The Agency/Firm/Organisation/Institution should be non-political in nature and should not be black-listed by any central/ state government department/ PSU/ Agency;
c. It must have average annual turnover of at least Rs. 3 crore in the last 3 financial years (2020-21, 2021-2022 and 2022-23) from consultancy services rendered in India.
d. It should have a minimum of five (5) years of experience in handling similar nature of work at national/ state level;
e. It should have successfully provided minimum of three PMUs of similar scale/nature during the last 5 years, with each of the PMU period lasting for a minimum of 6 months and having minimum consultancy fee of Rs. 100 lakh;
f. It should have sufficiently qualified personnel and resources to accomplish all the elements mentioned in the Scope of Work.

5. List of documents that need to be submitted along with the application:
a. Applicant's Expression of Interest as in Annexure -2.
b. Undertaking as in Annexure -3.
c. Check list for eligibility for the assignment (Annexure-4)
d. Information about the Agency/Firm/ Organization/ Institution. (Annexure-5)

e. Financial capability along with copy of the Audited Financial Statements for last three years (Annexure-6).
f. Affidavit that the organization is currently not black-listed by any Government Department or Agency (Annexure -7).
g. Anti-collusion Certificate. (Annexure-8)
h. Copy of the Registration/ Memorandum of Association of the organization;
i. Copy of PAN, GSTIN/ Service Tax Registration Certificate.

6. Short-listing of Agencies:

The Ministry of Minority Affairs would evaluate the EoI of only those agencies which shall fulfil the mandatory eligibility requirements mentioned at para 4 above.

- EoI will be evaluated for short listing inter-alia based on the past experience of handling similar type of project, strength of man power and financial strength of the firm.
- Ministry of Minority Affairs will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience with the Ministry.
- The EoI proposals would be evaluated on the following criteria having weightage as mentioned against the criteria:

S. No.	Criteria	Weightage
1.	Experience of Agency	40%
2.	Consultancy Capacity of the Agency	15%
3.	Financial Capacity of the Agency	25%
4.	Presentation by the Agency	20%

It may, however, be noted that RFP shall be issued only when at least 3 number of applicants are shortlisted. The selection of the firm at RFP Stage shall follow the method of **Quality and Cost Based Selection (QCBS).**

7. How to apply/ Application process:

The Expression of Interest (EoI) with all relevant information and documents must be submitted to the undersigned on or before 7 working days (latest by 3:00 PM) from the date of publication of this notice in a sealed envelope marked "**EOI for providing Resource Personnel to set up PMU in the Scholarship Division of Ministry of Minority Affairs**" on the top cover.

Proposal may also be submitted through electronic mode in a password protected PDF file titled "**EOI for engagement of agency for providing of Resource Personnel to set up PMU in the Scholarship Division**". The EoI may be mailed to **prasoon.jha@nic.in.** The bidder must not share the password with the proposal submission. Password shall only be disclosed by the bidder when requested at the time of opening of the EoI.

9. Contact Details:

Further details, if any, may be obtained by writing to the below mentioned address or at e-mail: **prasoon.jha@nic.in** or at telephone no. 011-24302632.

(Prasoon K. Jha)
Deputy Secretary (Scholarship Division)
B-2 Wing, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003
Tele: 011-24302632
Email- **prasoon.jha@nic.in**

Note: MoMA reserves the right to cancel this invitation for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and the Ministry reserves the right to amend/ add further details in the EoI.

ANNEXURE-1

TERMS OF REFERENCE (ToR)

1. Description of Assignment:

The Ministry of Minority Affairs (hereafter referred as MoMA) intends to engage an Agency/ Firm/ Organization/ Institution (hereafter referred as Agency) for providing Resource Personnel for setting up a PMU in the Scholarship Division of the Ministry of Minority Affairs, New Delhi to achieve the objectives of the Scholarship Division.

2. Scheme Background:

2.1 There are 3 Central Sector Schemes being implemented by the Scholarship Division, Ministry of Ministry of Minority Affairs for the educational empowerment of six notified minority communities viz. Buddhist, Christian, Jain, Muslim, Parsi and Sikh. The Schemes are as under:

i. Pre-Matric Scholarship Scheme
ii. Post Matric Scholarship Scheme
iii. Merit-cum-Means based Scholarship Scheme

The details of Schemes are as under:

2.1.1 Pre-Matric Scholarship Scheme:

A. BACKGROUND: The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a Pre-Matric scholarship scheme for meritorious students from minority communities would be implemented.

B. OBJECTIVE: The scholarship at pre-matric level will encourage parents from minority communities to send their children to school, lighten their financial burden on school education and sustain their efforts to support their children to complete school education. The scheme will form the foundation for their educational attainment and provide a level playing field in the competitive employment arena. Empowerment through education, which is one of the objectives of this scheme, has the potential to lead to upliftment of the socio economic conditions of the minority communities.

C. SCOPE: The scholarship is awarded for studies in India in a Government or recognized private school for classes IX-X, including such residential Government institutes and eligible private institutes selected and notified in a transparent manner by the State Government and Union Territory Administration concerned.

D. DISTRIBUTION: Buddhist, Christian, Jain, Muslim, Parsi and Sikh have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. A total of 5.60 lakh scholarships are targeted to be distributed as 'Fresh' Scholarships, besides, Renewal scholarships. The distribution of scholarship among the States/Union Territories since 2018-19, is made on the basis of population of minorities in the States/Union Territories as per Census 2011.

E. IMPLEMENTATION: The Scheme is being implemented through the National Scholarship Portal by the Ministry of Minority Affairs and the Scholarship amount is remitted, under the

Direct Benefit Transfer (DBT) Mode, directly to the beneficiary account through Public Financial Management System (PFMS) portal.

2.1.2 Post Matric Scholarship Scheme:

A. BACKGROUND: The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that Post Matric scholarship scheme for meritorious students from minority communities would be implemented.

B. OBJECTIVE: The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority communities so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability.

C. SCOPE: The scholarship is to be awarded for studies in India in a Government or recognized private higher secondary school/college/university, including such residential institutes of the Government and eligible private institutes selected and notified in a transparent manner by the State Government/Union Territory Administration concerned. It also covers technical and vocational courses in Industrial Training Institutes/ Industrial Training Centres affiliated with the National Council for Vocational Training (NCVT) of classes XI and XII level including Polytechnics and other courses (any course of less than one year duration is not covered under this scheme; Certificate courses are also not covered).

D. DISTRIBUTION: Buddhist, Christian, Jain, Muslim, Parsi and Sikh have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. A total of 6.50 lakh scholarships are targeted to be distributed as 'Fresh' Scholarships, besides, Renewal scholarships every year. The distribution of scholarship among the States/Union Territories since 2018-19, is made on the basis of population of minorities in the States/Union Territories as per Census 2011.

E. IMPLEMENTATION: The Scheme is being implemented through the National Scholarship Portal by the Ministry of Minority Affairs and the Scholarship amount is remitted, under the Direct Benefit Transfer (DBT) Mode, directly to the beneficiary account through Public Financial Management System (PFMS) portal.

2.1.3 Merit-cum-Means based Scholarship Scheme:

A. OBJECTIVE: The objective of the Scheme is to provide financial assistance to the poor and meritorious students belonging to six notified minority communities to enable them to pursue professional and technical courses.

B. SCOPE: The scholarship is awarded for studies in India in a Government or recognized private institution, selected and notified in a transparent manner by the State Government/Union Territory Administration concerned. It covers technical and professional courses at undergraduate and post graduate level.

C. DISTRIBUTION: Buddhist, Christian, Jain, Muslim, Parsi and Sikh have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. A total of 750 scholarships are targeted to be distributed as 'Fresh' Scholarships, besides, Renewal scholarships every year. The distribution of scholarship among the States/Union Territories since 2018-19, is made on the basis of population of minorities in the States/Union Territories as per Census 2011.

D. IMPLEMENTATION: The Scheme is implemented through the National Scholarship Portal by the Ministry of Minority Affairs and the Scholarship amount is remitted, under the Direct Benefit Transfer (DBT) Mode, directly to the beneficiary account through Public Financial Management System (PFMS) portal.

3. Statement of Purpose/ Objectives:

The specific objectives of PMU are to work closely with Government of India, MoMA to achieve the objectives of Scholarship Division and to provide technical support to Scholarship Division of MoMA for successful implementation of Scholarship schemes and in disposal in residuary work related to Scholarship Scheme.

4. Statement of Assignments Outcomes:

With the assistance of PMU, MoMA will be able to plan optimally to achieve the objectives of Scholarship Division in the stipulated timeline.

5. Details of Scope of Work:

The PMU shall broadly carry out the following functions to assist Scholarship Division in the Ministry:

i. Will be responsible for the delivery of uninterrupted working of the NSP portal with coordination of Cabinet Secretariat (DBT Mission), M/o Electronics & Information Technology (MeitY), National Informatics Centre (NIC) team, Public Financial Management System (PFMS) under M/o Finance and working as a link between all the stakeholders i.e. students, institutions, States/UT Governments from the Ministry side. Coordination with all Stakeholders to understand end user requirements/ Software Requirement Specification, formulation of requirements, performing business analysis, conceptualize and propose high-end solution to incorporate in the National Scholarship Portal.

ii. To support the services of NSP portal from the time of opening of NSP portal and receipt of applications, their processing, sanctions and disbursement of scholarships under Pre-Matric, Post-Matric and Merit-cum-Means based Scholarship Schemes.

iii. To provide consulting support in design and development of application and to develop MIS Strategy to ensure Knowledge transfer through the portal by means of Data Reports.

iv. Review, analyze and create detailed documentation related to the Portal and user needs including workflow, program function and steps required for the modification of the portal.

v. The regular monitoring of the NSP Portal and suggesting corrective and improvement measures to be taken for more efficient working of the portal.

vi. Responsible to look after all the administrative and the technical issues involved in the online system and its modifications viz-a-viz the terms and conditions as spelt out in the scholarship schemes.

vii. Propose the formulation of new guidelines from time to time as per the requirement.

viii. Monitoring key project Management Knowledge areas like Scope, Risk, Quality, Time, Cost and Communications and to ensure sign off of various deliverables.

ix. Supporting NIC development team in implementation as per the requirement of Stake Holders and the Ministry.

x. To assist in timely disbursement of scholarship as per the timeline prescribed through NSP and PFMS in DBT mode.

xi. Handling of the data requirements of different Government Agencies such as DBT Bharat Portal, PRAYAS/DARPAN, OOMF Dashboard, etc.
xii. Synchronization of the Schemes with the NITI Aayog's output- outcome standards.
xiii. Provide input in the overall analysis and evaluation of the Scheme.
xiv. Should be able to independently initiate all issues through e-office (noting & drafting).
xv. Organize/conduct Workshops/Video Conferences with SNOs/DNOs/INOs for clarification /explanation of the issues related to the implementation of the Schemes.
xvi. To identify the loop holes in the implementation of the schemes, the problem area in different States/UTs and Districts and to make official visits to any place in the country (if required). This includes regular tours/ visits to different States/UTs in countryfrom time to time.
xvii. To regularly monitor the data of the 5 scholarship scheme and immediately inform the Division if any aberrations, mala-fide, malpractices etc are observed.
xviii. To study the data State/UT wise regularly to see if the Scholarship Schemes specially Pre-Matric and Post-Matric have resulted in reducing dropout rate amongst minorities and improve retention/transition rate.
xix. Any other work arising in the Scholarship Division from time to time.

6. Reporting:

MoMA will finalize the reporting structure as per the requirement of the programme. However, PMU team leader will be responsible for overall coordination of PMU and shall report of progress etc. to the designated officer(s) of Scholarship Division.

7. Duration

The PMU shall be constituted initially for a period of 2 (two) years, and may subsequently be extended for another year subject to satisfactory performance. However, PMU is liable to be abolished by the Ministry at any time by issuing a special order and without assigning any reason.

8. Office Space/ Logistics/ services provided

a. Seating arrangement/ space, office equipment, Internet/ Wi-Fi and telephone/ intercom etc would be provided during the contract period.
b. The expenses towards field visits, accommodation, etc. will be reimbursed on actual basis or on entitlement basis, whichever is lower as per terms and conditions decided by MoMA;
c. MoMA will provide for necessary interventions required by the PMU for completion of tasks in a time-bound manner.

9. Details of the Resource Personnel to be engaged:

S. No.	Contractual Manpower Required	Nos. of Post on Contract basis	Qualification and Experience	Desirable Output*
1.	Project Manager (Scholarship Division)	01	MCA or M.A./ M.Sc. in Statistics/ Economics/ Mathematics/ Social Science OR MBA/	To create reports through data interpretation and analysis, integrating various reporting component from multiple data sources;

			PG Diploma in Management with minimum 15 years' experience (With 5 years' experience in trend study/analysis; analysing/ monitoring and evaluation of the performance of Similar Government schemes with DBT Component in a Union Ministry/ Department), should be well versed with statistical tools.	Handling data analysis process from data mining, cleaning to reporting of any aberrations, mala-fide or malpractices Segregation and analysis of scholarship applications, based on various criterions, received under Scholarship Schemes, MANF (Committed liability) and Padho Pardesh (Committed liability). Analyse the data for continuous evaluation of the Schemes in terms of outcome indicators viz., dropout rate, retention/ transition rate and identify gaps and develop a future perspective for Schemes Assist in preparing policy briefs, situational analysis reports and other data/information based documents. Engage with NIC, subject matter experts and other stakeholders for smooth and effective running of the Scheme. Identifying loopholes in the implementation of the Schemes. Addressing technical issues faced by States/UTs and tours/visits to different States/UTs whenever required. To do file works using e-office including noting and drafting.
2.	Policy and Research Officer	01	Post Graduate in Social Social Science stream along with PG Diploma in Management (Social Science stream), with minimum 8 years' experience in working in Government Schemes with ability to independently examine cases and put up files and do noting/drafting, preparing concept	Assist in coordination with DBT Mission, MeitY, PFMS, UIDAI, and State/District Nodal Officers. Monitoring and evaluation (including field visits) of the progress under NSP and preparation of agenda for review meetings and the minutes thereon. Handling grievances. Handling grievances, preparing Parliament related replies, preparing Audit Para replies.

			notes.	To prepare concept notes, research proposals and case studies. To do file works using e-office including noting and drafting. Capacity building of stakeholders.
3.	Knowledge Management Officer	01	Graduate in any discipline with proficiency incomputer with minimum 5 years' experience in working in similar Government Schemes with ability to independently examine cases and put up files and do noting/ drafting with prior experience of preparing Parliament questions and Audit paras.	Assist in coordination with DBT Mission, MeitY, PFMS, UIDAI, and State/District Nodal Officers. Monitoring and evaluation of the progress under NSP and preparation of agenda for review meetings and the minutes thereon. Handling grievances, preparing Parliament related replies, preparing Audit Para replies. Organizing workshop/meetings with the stakeholders for better implementation of Schemes. To do file works using e-office including noting and drafting, preparation of minutes of the meeting. Records and document management.
3.	Project Officer-MIS	02	M.Tech/ MCA with 10 years of experience wherein, 5 years of experience in Government projects (Central/ State/UT) in handling the task of data base management, query based report generation, data mining, Data analysis & Interpretation, e-filing using e-office, to identify expected fake applications using data analysis tools/ AI tools.	To generate reports using queries in database. To prepare analytical reports for data driven decision making. To prepare PowerPoint Presentations. To prepare trend analysis report to capture expected fraud via NSP applications. Handling data analysis process data mining, data cleaning and report aberrations, mala-fide or malpractices. To prepare reports, proficiently using MS-excel.

* No CV or Certificates of the experts/ specialists are required to be enclosed at this stage. Resources proposed by the agencies should not be replaced at the time of deployment. Any such replacement would attract financial penalty or termination of the project.
Note: The selected candidates by MoMA shall not be relocated/ transferred/ substituted by firm without the prior permission of the Department, so as to ensure smooth work flow and continuity.

10. Payment to Resource Personnel:

The resource personnel/firm/company would be paid on a monthly basis from the Scheme Budget.

11. Exit/ Replacement of Personnel:

A. Replacement of resource personnel shall generally not be allowed. The replacement of agreed personnel by the selected bidder will be allowed in the event of disability/death of the incumbent or in case of personal reasons for leaving the bidder organization by the individual.

B. In case of failure to meet the standards set for delivering the allocated work, (which includes efficiency, cooperation, discipline and performance) bidder may be asked by Scholarship Division of MoMA to replace the personnel without any penalty to the agency for replacement/exit.

C. The replaced personnel will be accepted by the Ministry of Minority Affairs only if he is found suitable to the satisfaction of the Scholarship Division. The outgoing personnel should complete the knowledge transfer with the replaced personnel to the satisfaction of the Ministry. There shall be no gap in the replacement of the personnel.

D. In case of immediate replacement not being provided, a penalty of Rs. 10,000/-per working day per person will be imposed on the agency, till suitable replacement is provided.

E. However, the Scholarship Division, Ministry of Minority Affairs will be free to relieve any personnel at any time during contract period by serving 15 days advance notice. The company will be liable to provide immediate suitable replacement as per the terms mentioned at point C above.

12. Incidental Expenditure:

Apart from the monthly remuneration, reimbursement of economy airfare/ taxi/ rail fare for visit of personnel, during field visits for inspection/ monitoring, lodging/boarding on actual basis (on production of tickets/ bills) will be made by the Ministry. The eligible amount will be decided as per tour allowance norms for Group 'A' Officers with a Grade Pay of Rs. 5,400/- of the Government of India. These reimbursements will only be for the visits undertaken with the prior approval of the Scholarship Division in MoMA.

13. Taxes:

Service tax & other taxes due, as applicable on the charges for the services being provided by the Resource Personnel/ PMU would be deducted at source by the government from the payment made by it to the agency.

14. Conflict of Interest:

The personnel engaged in the PMU would not undertake any consultancy or other assignment from any of the States/UTs/Central Organisations/Implementing Agencies (IA).

- The resource persons should not receive any remuneration in connection with the assignment except as provided in this agreement.
- The company and its affiliates would not engage in consulting or other activities that conflict with the interest of Ministry of Minority Affairs under this Agreement.
- MoMA expects the shortlisted Agencies to provide professional, objective, and impartial service and at all times uphold the interests of MoMA and strictly avoid conflicts with other assignments or its own interests.
- Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder(s) to inform MoMA detailing the conflict as an attachment to this bid.
- The actual and potential conflicts of interest are to be declared by the bidder(s) in bid process.
- MoMA will be the final arbiter in cases of potential conflicts of interest. Failure to notify MoMA of any potential conflict of interest will invalidate any verbal or written agreement.

15. Review of Contract:

The Agency will keep MoMA appraised with the developments and progress of work by the resource personnel engaged for the PMU.

The contract shall be initially for 02 years, subsequently maybe extended for another year, subject to satisfactory performance. MoMA reserves the right to mutually extend the contract further or terminate early without assigning any reason what so ever.

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ANNEXURE -2

(EoI cover letter format to be submitted on the letter head of the organisation)

APPLICANT'S EXPRESSION OF INTEREST

To,

Shri Prasoon K Jha,
Deputy Secretary (Scholarship Division)
Ministry of Minority Affairs,
B-2 Wing, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003.

Subject: Submission of Expression of Interest for providing of Resource Personnel to set up PMU in the Scholarship Division of Ministry of Minority Affairs.

Sir,

In response to the invitation for Expression of Interest (EoI) published on _____ for the above purpose, we would like to express interest to carry out the above task. As instructed, we attach 2 sets of the following documents in separate sealed envelopes and one soft copy:

a. Undertaking as per Annexure -3.
b. Check list for eligibility (Annexure-4)
c. Information about the Agency. (Annexure-5)
d. Financial capability of the Agency along with copy of Audited Financial Statements for last three years. (Annexure-6)
e. Affidavit that the organization is not black-listed by any Central Government/State Department or Agency (Annexure -7).
f. Anti-collusion Certificate (Annexure-8).
g. Copy of the Registration/ Memorandum of Association of the organization;
h. Copy of PAN, GSTIN/ Service Tax Registration Certificate.

Yours sincerely,

Signature of authorized signatory
Name: .....
Designation.....
[Please affix rubber stamp]

Encls.: As above.

ANNEXURE-3

EXPRESSION OF INTEREST FOR PROVIDING RESOURCE PERSONNEL TO SET UP PROJECT MONITORING UNIT (PMU) IN SCHOLARSHIP DIVISION OF MINISTRY OF MINORITY AFFAIRS

CERTIFICATE

I,_____, working as_____in this organization is authorized to issue this certificate, certifying that:

i) We have gone through the contents of advertisement for this eligibility criterion and fulfill all the eligibility criteria as per eligibility criteria mentioned in EoI.

ii) All relevant documents are enclosed with our eligibility criteria.

iii) The details and contents of our eligibility criteria are authenticated and based on actual work carried out by our agency, as per record.

iv) We have understood that if, in case, it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/ supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our eligibility criteria will be evaluated based on available documents in eligibility criteria.

Dated: ……

Signature of authorized signatory
Name: ……..
Designation.....
[Please affix rubber stamp]

ANNEXURE-4

CHECKLIST FOR ELIGIBILITY FOR THE ASSIGNMENT

S. No.	PARAMETERS	Yes or No	Remarks/ justification
i	Whether the Agency has minimum of Five (5) years of experience in providing services of providing Resource Personnel or setting up PMU in Central/State Govt. Sponsored projects.		
ii	Successfully carried three PMUs of similar scale/ nature during the last 5 years. (Each PMU should have lasted for a minimum of 6 months and having consultancy fee of more than Rs. 100 lakh).		
iii	Whether sufficient qualified personnel and resources to accomplish all the elements of the Scope of Work available.		
iv	In case, it is a private entity / firm, is it a profit making entity during each of the last three financial years (2017-18, 2018-19, 2019-20).		
v	Whether the Average Annual turnover of the Agency is Rs. 3 crore in each of the last 3 preceding financial year [2017-18, 2018-19 and 2019-20].		

Date:

Signature of Authorized Signatory
Name:
Designation:
[Please affix rubber stamp]
Name of Agency

ANNEXURE-5

INFORMATION REGARDING THE AGENCY/FIRM/ORGANISATION/INSTITUTE

(Documents should be enclosed in the same sequence)

S. No.	Particulars	Details	Remarks, If any	Page No.
(a) AGENCY GENERAL DETAILS				
1	Name the Agency/Firm/ Organization/ Institution.			
2	Type of Organization/ Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/The Partnership Act, 1932			
3	Date & Place of Incorporation/ Registration (enclose copy of relevant document)			
4	Headquarter address			
5	Main areas of business			
6	Addresses for correspondence			
7	Name and Designation of Nodal contact person			
8	Contact person with telephone no. & email ID.			
9	Whether the firm has been blacklisted by any Central Govt./ State Govt./PSU/Govt. Bodies/ Autonomous? If yes, details thereof			
10	Location of offices in other parts of India.			
11	Whether copy of the registration/ Memorandum of Association of the organization enclosed?			
12	Whether copies of PAN, GSTIN/ Service Tax Registration Certificate enclosed?			
13	Whether copy of the Audited Financial Statements for last three financial years (2017-18, 2018-19 and 2019-20) enclosed?			

(B) Experience of Agency/Firm/ Organization	Number of Organisations served during last 5 years.	Value of each service assignment / project (in Rs. Crore) (Enclose copy of each order)	Mention name of the Client/Organization (Enclose completion certificates)

16/21

PMU projects of similar scale/ nature carried out with Central/ State Govt. in the last 5 years (having minimum consultancy fee of Rs. 100 lakh and 6 months of minimum duration of PMU)			

(C) Consulting Capacity of the Agency/Firm/Organisation

Number and details of qualification/ Experience of Key experts on the roll of Agency. The information may be given in the proforma attached under.

(No CV/ Certificate required to be enclosed at this stage)

Name of Key Experts	Educational Qualification	Expertise	Year of Experience	Working with Agency since.	Remarks, if any

(D) Annual Financial strength of agency:

Average Annual Turnover figure (Rs. in Crore) for last three years (for consultancy part), to be certified by the registered Chartered Account/ Auditor, ***as per format at Annexure-6***			

*No box in the above table should be left blank without mentioning the proper justification in Remarks column.

Date:

Signature of Authorized Signatory
Name:
Designation:
[Please affix rubber stamp]

ANNUXURE-6

FINANCIAL CAPABILITY OF THE AGENCY

(Rs. in Crore)

S. No.	Financial Year	Whether profitable Yes/ No	Annual net profit	Overall annual turnover	Annual turnover from only Consultancy services rendered in India
1.	2020-21				
2.	2021-22				
3.	2022-23				
Average of the above					

Note: Agencies are required to enclose auditor's certificate in support of their claim.

Date:

Signature of Authorized Signatory
Name:
Designation:
[Please affix rubber stamp]
Name of Agency:

Counter signed by Auditor

ANNEXURE-7

FORMAT OF AFFIDAVIT CERTIFYING THAT THE ENTITY IS NOT BLACKLISTED/BARRED

(On a Stamp Paper of relevant value)

AFFIDAVIT

I M/s ....., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s)/ director(s) are not barred or blacklisted by central government or any state government/ department/ agency/ PSU in India from participating in Project/ either individually or as member of a Consortium as on _____.

2. We further confirm that we are aware that, our bids for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the short listing/ selection process dated this ..... day of ..... 20....

Name of the Agency: .....

Signature of the Authorized Person

Name of the Authorized Person

ANNEXURE-8

FORMAT FOR ANTI-COLLUSION CERTIFICATE

(On the letter head of the Agency)

We hereby certify and confirm that in the preparation and submission of our proposal for the Assignment for providing Resource Personnel to set up a PMU in the Scholarship Division of Ministry of Minority Affairs, we have not acted in concert or in collusion with any other Agency or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or agency in connection with the instant proposal.

Date:

Signature of Authorized Signatory
Name:
Designation:
[Please affix rubber stamp]
Name of Agency:

ANNEXURE-9

SHORT LISTING/QUALIFICATION WEIGHTAGES (TABLE)

S. No	Criteria	Sub Criteria	Max. Marks	Agency's Status	Marks
1	Experience of the Agency (track record) (40%)	Number of PMU projects carried out with Central/ State Govt. in the last 5 years (having minimum consultancy fee of Rs. 100 lakh and 6 months of minimum duration)	40	Up to 3 projects	25
				4 to 7 projects	30
				8 – 10 projects	35
				More than 10	40
2.	Consulting Capacity of the Agency (15%)	Number of Key experts deployed so far.	15	1-10 person	05
				10-15 person	10
				More than 15 person	15
3	Financial Capacity of the Agency (25%)	Average Annual Turnover figure (Rs. in Crore) for last three Years (for consultancy part)	25	From 3 crore to below 10 crore.	15
				From 10 to 25 Crore	20
				More than 25 Crore	25
4	Presentation by the Agency (20%)	Presentation to be made by the agency	20		20
			100		

The agency securing minimum 70 (Seventy) marks will be short listed for next stage.