

NOTICE INVITING EXPRESSION OF INTEREST

The Department of School Education & Literacy, Ministry of Education, Government of India, on behalf of the President of India, invites Expression of Interest (EOI) for conduct of a third party evaluation study on the National Means-cum-Merit scholarship scheme (NMMSS) from interested agencies/firms having expertise and experience in carrying out such studies.

| Name of work | EMD Amount in (Rs) | Date of Submission |
|---|--------------------|--------------------|
| To conduct an evaluation study on the "National Means-cum-Merit Scholarship Scheme (NMMSS)" | Rs. 1,50,000/- | 26.10.2023 |

The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website [https:// https://bidplus.gem.gov.in/all-bids](https://bidplus.gem.gov.in/all-bids).

Timeframe and scope of work

To conduct an evaluation study on the "National Means-cum-Merit Scholarship Scheme (NMMSS) and submit the report within a period of 6 (six) months from the date of acceptance of the Letter of Award (LoA). It may please be noted that manual bids shall not be accepted for this tender.

CRITICAL DATE SHEET

| | | |
|----|--|-----------------------------|
| 01 | Date of issue of EOI | 26.10.2023 |
| 02 | Document Download Starting Date | 26.10.2023 |
| 03 | Starting date for submission of filled in EOI document | 26.10.2023 |
| 04 | Bid Submission closing Date | 16.11.2023 upto 1400 Hrs |
| 05 | Validity of Bid | 6 months |

Further details, if any, may be obtained by writing to the following address or at e-mail: hmsk.deepak@nic.in or at Telephone No. 011-23389613:

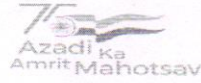
Smt. Hema Malini S K Deepak,
Under Secretary to the Government of India,
Secondary Scholarship Section
Room No. 104 D Wing, Shastri Bhawan,
New Delhi: 110021.
Tel: 011-23389613
Email: hmsk.deepak@nic.in

Note: DoSEL, Ministry of Education or any of its designates reserves the right to cancel this request 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 DoSEL, Ministry of Education reserves the right to amend/add further details in the EoI.

Sreehala - 27.10.23
SREEKALA P VENUGOPAL
DEPUTY SECRETARY (SECONDARY SCHOLARSHIP DIVN)
DEPARTMENT OF SCHOOL EDUCATION AND LITERACY
MINISTRY OF EDUCATION
GOVERNMENT OF INDIA
Date: 27.10.2023

(श्रीकला प. वेणुगोपाल)
(SREEKALA P VENUGOPAL)
उप सचिव/Deputy Secretary
भारत सरकार/Govt. of India
शिक्षा मंत्रालय/Min. of Education
स्कूल शिक्षा और साक्षरता विभाग/Div. School Education & Literacy
शास्त्री भवन, नई दिल्ली/Shastri Bhawan, New Delhi



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/4118095
Dated/दिनांक : 26-10-2023

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|---|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 16-11-2023 13:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 16-11-2023 13:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 180 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Ministry Of Education |
| Department Name/विभाग का नाम | Department Of Higher Education |
| Organisation Name/संगठन का नाम | Education Secretariate |
| Office Name/कार्यालय का नाम | New Delhi |
| Item Category/मद केटेगरी | Survey or Market Research Services/ Program evaluation or assessment survey services/Feedback Survey - evaluation study on the National Meanscum Merit Scholarship SchemeNMMSS; Quantitative & Qualitative |
| Contract Period/अनुबंध अवधि | 6 Month(s) 2 Day(s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 5 Year (s) |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है | Yes |
| MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट | No |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट | No |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |
| Type of Bid/बिड का प्रकार | Two Packet Bid |

Bid Details/बिड विवरण

| | |
|---|-----------------------------|
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Estimated Bid Value/अनुमानित बिड मूल्य | 3000000 |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है | Yes |

EMD Detail/ईएमडी विवरण

| | |
|-----------------------------|---------------------|
| Advisory Bank/एडवाइजरी बैंक | State Bank of India |
| EMD Amount/ईएमडी राशि | 150000 |

ePBG Detail/ईपीबीजी विवरण

| | |
|--|---------------------|
| Advisory Bank/एडवाइजरी बैंक | State Bank of India |
| ePBG Percentage(%) / ईपीबीजी प्रतिशत (%) | 8.00 |
| Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने). | 2 |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Under Secretary
New Delhi, Department of Higher Education, Education Secretariate, Ministry of Education
(Hema Malini S.k. Deepak)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन

Yes

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1697800198.pdf](#)

Payment Terms:[1697800398.pdf](#)

Format to be uploaded by buyer for the breakup of components on cost/price offered by Service Provider in the Bid:[1697800607.pdf](#)

Survey Or Market Research Services/ Program Evaluation Or Assessment Survey Services/Feedback Survey - Evaluation Study On The National Meanscum Merit Scholarship SchemeNMMSS; Quantitative & Qualitative (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification

Values

Core

| Specification | Values |
|---|--|
| Survey domain | evaluation study on the National Meanscum Merit Scholarship SchemeNMMSS |
| Type of survey | Quantitative & Qualitative |
| Scope of work | Pre Survey Work and Data Collection |
| Activities under pre survey work | Questionnaire preparation , Sampling strategy/sampling plan , Secondary research/desk review , Pilot survey , Field Manuals/Guides , Project plan |
| Geographic Coverage | Pan-India |
| Mode of data collection | Email based , Field visit/in-person & app-based questionnaire administration , Field visit/in-person & OMR-based questionnaire administration , Focussed Group Discussions -In Person , Focussed Group Discussions -Virtual , In-depth interviews-In Person , In-depth interviews-Virtual , Participant/non-participant observations , Participatory Rural Appraisal methods , Semi-structured/structured in-person interview schedule , Telephonic interviews , Web based |
| Sub-activities required under Data collection | Device for data collection , Recording of FGDs/interviews , Technology tools/software for data collection , Training of enumerators/investigators , Transcripts of FGDs/in-depth interviews |
| Unit of survey | Groups/organization – head of organization/single representative , Groups/organization – multiple representatives |
| Technical manpower required to be deployed on the project | IT expert , Program Manager /Team Leader , Research Analyst , DATA ANALYST |
| Minimum number of enumerators required | 11 |
| Qualification of field enumerators | Graduate with min. 5 years relevant experience , post graduate |
| Other Support Activities Required | Data Analysis , Hard copies of deliverables , Report writing , AV module or any other multimedia content from field , Transcription/translation work |
| Addon(s)/एडऑन | |
| Additional Details/अतिरिक्त विवरण | |
| Provide number and other details of sample size for quantitative survey | 2.5 lakh beneficiaries |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोटिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोटिंग अधिकारी | Address/पता | Quantity set to 1 | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|---|-------------------|--|
| 1 | Navneet Sharma | 110001, Room No. 424, 4th Floor, C-Wing, Shastri Bhawan, New Delhi. | 1 | N/A |

Buyer Added Bid Specific Terms and Conditions/क्रिती द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.

13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Expression Of Interest

FOR

Selection of Agency:

To conduct an evaluation study on the “National Means-cum-Merit Scholarship Scheme (NMMSS)”

Client: Ministry of Education

Project: National Means-cum-Merit Scholarship Scheme (NMMSS)

Department of School Education & Literacy

Shastri Bhawan, New Delhi – 110001

INVITATION FOR EXPRESSION OF INTEREST (EOI)**Project: Central Sector “National Means-cum-Merit Scholarship Scheme (NMMSS)”**

The Department of School Education and Literacy invites Expression of Interest (EOI) for conduct of an evaluation study on the “National Means-cum-Merit Scholarship Scheme (NMMSS)”.

2. **The study should be completed within Six (6) months including submission of final report from the date of acceptance of Letter of Award (LoA).**

3. More information on “National Means-cum-Merit Scholarship Scheme (NMMSS) is at Annexure-I.

4. *The Expression of Interest (EOI) with Annexures can be downloaded from the website <https://www.education.gov.in/>*

5. **Brief purpose and scope of work.**

5.1 Purpose- To conduct an Evaluation Study on the performance of the National Means cum Merit Scholarship Scheme (NMMSS).

5.2. Scope of Work- Methodology to be adopted- Division of country into 6 Geographical Regions/Zones (North, south, East, West, North East and Central) as classified by NSSO.

5.3. Sample size and sample selection process, tools used field study/questionnaire, primary and secondary data.

6. **OBJECTIVE OF THE STUDY**

6.1 a) Performance of the scheme based on the Output/Outcome indicators of NITI Aayog.

b) Other Indicators.

1. Non fulfilment of allotted quota.

2. Non verification of applications on National Scholarship Portal (NSP) for fresh as well as renewal cases

3. Pendency of fresh and renewal cases on NSP

4. Rejected cases on NSP - Evaluation of reasons for rejection

5. Awareness of NSP.

6.2 Additional parameters.

a. Coverage of beneficiaries

| State/UTs | | | | District | | | |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Urban | | Rural | | Urban | | Rural | |
| Male | Female | Male | Female | Male | Female | Male | Female |
| Gen/SC/ST | Gen/SC/ST | Gen/SC/ST | Gen/SC/ST | Gen/SC/ST | Gen/SC/ST | Gen/SC/ST | Gen/SC/ST |

- b. Implementation mechanism
- c. Training/Capacity building of administrators/facilitators at School, District & State level.
- d. Impact of the scholarship, Benefits (Individual/ Community/Male/Female) School District& State level.
- e. Benefits (individual, community)
- f. Convergence with scheme of own Ministry/ Department or of other Ministry/Department.
- 6.3 Gaps in achievement of outcomes in under-performing States/UTs.
- 6.4 Comparative study between under- performing and best performing states/UTs.
- 6.5 Key Bottlenecks & Challenges
- 6.6 Input use Efficiency

7. ELIGIBILITY CRITERIA – WHO CAN SUBMIT EXPRESSION OF INTEREST (EOI)

D/o SE&L seek Expression of Interest from Organizations/Institutions/Agencies who fulfill the following mandatory eligibility requirements:

- i. Bids are invited from Organisations having sufficient experience (as indicated below) to undertake such studies.
- ii. The Organization should be a legal entity eligible to enter into an agreement / contract with D/o SE&L to undertake work contract in India.
- iii. The Organization should have a minimum of 5 years of experience of providing similar services in the context of monitoring and evaluation of programmes of Government sponsored schemes in education sector and should possess thorough experience in designing and undertaking large scale research, field surveys, data compilation, analysis, documentation, reporting and related works.
- iv. It should have successfully carried out at least four (4) evaluation studies/ assessments at the national/ state level in education sector.
- v. Copies of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of the Organisation
- vi. Proof that the organization has an annual average turnover of not less than Rs. 30 Lakhs during the last three years (Financial years 2020-21, 2021-22 & 2022-23).
- vii. The audited financial statements of last three years, 2020-21, 2021-22 & 2022-23 are to be submitted.
- viii. Copy of valid PAN of the Organisation/Tax Account Number (TAN) and Service tax number (STN)/GST Number
- ix. Executive summary of four (4) completed study reports in education sector sponsored by the Central / State Government / Central or State PSU that have also been accepted by the sponsoring organisation during last five years. Documents of acceptance of the Reports by sponsoring authority may be submitted.

- x. A declaration that the organization has not been blacklisted from participating in tendering process, duly signed by the Authorized Signatory of the Organisation
- xi. An authorization letter from the firm certifying that the person who signed the bid is an authorized person to sign on behalf of the firm.
- xii. The organisation applying for EoI should not be a loss making entity. This should be duly supported by their audited Profit and Loss Statement.
- xiii. The team should comprise of Team Leader (1), Project Managers/ Coordinators (2), Data Analysts (2), Field Managers/Investigators (6). Details and list of team comprising above personnel should be annexed with EoI offer.
- xiv. Proof that the Organization has filed Income tax returns for the last 3 financial years.

8. CRITERIA FOR SELECTION OF SHORTLISTED AGENCIES

The Department will evaluate the EoIs of only those agencies that fulfil the mandatory minimum eligibility requirements as per para 7 above.

9. RFP will be issued to all successful bidders who have qualified in the EOI on the basis of criteria indicated therein.

10. The Bids, submitted by shortlisted bidders in response to RFP will be evaluated based on Quality cum Cost Based Selection (QCBS) process as per GFR 2017.

11. CONTACT DETAILS

Further details, if any, may be obtained by writing to the above-mentioned address or at e-mail: hmsk.deepak@nic.in or at Telephone No. 011-23389613

Ms. Hema Malini S K Deepak,
Under Secretary to the Government of India,
Secondary Scholarship Section
Tel: 011-23389613
Email: hmsk.deepak@nic.in

Response to this EOI may be duly completed in formats 1 to 7 annexed with the EoI and submitted to Ms. Hema Malini S K Deepak, Under Secretary to the Government of India, Secondary Scholarship Section at the above email i.e. hmsk.deepak@nic.in.

Note: D/o SE&L reserves the right to cancel this request for EoI and/or invite, with or without amendments, without liability or any obligation for such request, fresh EoI, without assigning any reason. Information provided at this stage is indicative and D/o SE&L reserves the right to amend/add further details in the EoI.

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TO BE SUBMITTED IN SEPARATE SEALED COVER

FORMAT – 1

**APPLICANT'S ACCEPTANCE OF EXPRESSION OF INTEREST FOR CONDUCTING AN
EVALUATION STUDY ON NATIONAL MEANS CUM MERIT SCHOLARSHIP SCHEME**

To,
Under Secretary (SS),
Room No- 104, D-Wing,
Shastri Bhawan,
New Delhi-110001

Sub: To conduct an evaluation study on the "National Means-cum-Merit Scholarship Scheme (NMMSS)"

Dear

In response to the Invitation for Expression of Interest (EOI) published on xx.xx.xxxx for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in **separately sealed envelopes and one soft copy**:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of at least 5 experts / consultants on payroll (Format-4)
4. Financial strength of the organization (Format-5)
5. Checklist of documents attached with Application (Format-6)
6. Declaration regarding interest in participation in RFP and Completion of Work within time.

Sincerely Yours,
Signature of the applicant
[Full name of applicant]
Stamp.....
Date:

Encl.: As above.

Note: This is to be furnished on the letter head of the organization

TO BE SUBMITTED IN SEPARATE SEALED COVER**FORMAT – 2**

| S. No. | Organizational Contact Details | |
|--------|--|--|
| 1 | Name of Organization | |
| 2 | Main areas of business | |
| 3 | Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 | |
| 4 | Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof | |
| 5 | Address of registered office with telephone no. & fax | |
| 6 | Address of offices in i) National Capital Region of Delhi ii) All other State/UT's | |
| 7 | Contact Person with telephone no. & e-mail ID | |

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant
Full name of the applicant
Stamp & Date

TO BE SUBMITTED IN SEPARATE SEALED COVER**FORMAT – 3**

| Experience in Related Fields | | | | | | |
|---|---|---|---|--|--|--|
| Overview of the past experience of the Organization in all aspects related to Brand Building related | | | | | | |
| S. No | Items | Number of Assignments during last 5 years | Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order) | Mention the name of Client/ Organization (Enclosed completion certificates | | |
| 1 | Experience of assignments of similar nature | | | | | |
| 1.1 | Experience of carrying out similar assignments in Government | | | | | |
| 1.2 | Experience of carrying out Similar assignments in Education sector. | | | | | |
| Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final. | | | | | | |
| Signature of the applicant’s Full name of applicant Stamp & Date | | | | | | |

TO BE SUBMITTED IN SEPARATE SEALED COVER**FORMAT – 4**

| List of experts/consultants on payroll (at least 5) | | | | |
|--|-------------|--------------------|----------------------|----------------------------|
| S. No | Name | Designation | Qualification | Relevant Experience |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |

Note: A copy of the existing payroll of the organization, duly attested by the concerned Officers may be enclosed.

Signature of the applicant
Full name of applicant
Stamp & Date

TO BE SUBMITTED IN SEPARATE SEALED COVER**FORMAT – 5**

| Financial Strength of the Organization | | | | | |
|--|----------------|------------------------------|--------------------------------------|--|---|
| S. No | Financial Year | Whether profitable Yes/NO | Annual net profit (in Crores of Rs.) | Overall annual turnover (in Crores of Rs.) | Annual turnover from only Consultancy services rendered in India (in Crores of Rs.) |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| Note: Please enclose auditor's certificate in support of your claim. | | | | | |

TO BE SUBMITTED IN SEPARATE SEALED COVER**FORMAT – 6**

| S. No. | Criteria | Yes/NO | Documentation |
|--------|---|--------|---|
| 1. | Experience of min 5 years of monitoring and evaluation of programmes of Government sponsored schemes in education sector | | Experience certificate given by Central / State Government Authority. |
| 2. | Organization should be a legal entity eligible to enter into an agreement/contract with DoSEL to undertake work contract in India | | MoA and Article of Association |
| 3. | At least 4 evaluation studies | | Copies of Job Contract and Job completion Certificate. |
| 4. | Annual turnover of not less than Rs. 30 lakh in 3 FY | | Audited Balance Sheet, Profit and Loss Account |
| 5. | PAN | | Copy of PAN |
| 6 | TAN | | Copy of TAN |
| 7 | Service Tax number (STN)/GST Number | | Copy of STN/GST Requisition Form |
| 8 | Executive Summary of four(04) completed study report duly accepted by the sponsoring authority | | Copy of Documentation |
| 9 | Declaration that the organization has not been blacklisted | | Copy of Declaration |
| 10 | Organisation should be a profit making | | Profit and Loss account for last 3 years |
| 11 | Details and list of team comprising personnel should be annexed. | | Format & duly signed by the authorised signatory. |

Signature of the applicant
Full name of applicant
Stamp & Date

TO BE SUBMITTED IN SEALED COVER

FORMAT – 7

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task related to conduct of evaluation study on the “National Means-cum-Merit Scholarship Scheme (NMMSS)” and complete the work within the timelines indicated in the EOI/RFP.

All the information provided herewith is genuine and accurate.

Authorized Person’s Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

