

**Community Based Forest Management and  
Livelihoods Improvement in Meghalaya  
(MeCFLIP)**

**REQUEST FOR  
EXPRESSION of INTEREST (EOI)**

**for Short-listing of Agencies for conducting  
Baseline Survey of Project Villages of  
Community Based Forest Management and  
Livelihoods Improvement in Meghalaya**

**June 2022**

**Additional Project Director  
Community Based Forest Management and  
Livelihoods Improvement in Meghalaya  
Meghalaya Basin Development Authority (MBDA)  
Shillong, Meghalaya, India**

### **Key dates and information**

<b>EOI ref. no.</b>	MBDA/JICA/M&E/2022/990/	dt.15 <sup>th</sup> June, 2022
<b>EOI issuance date</b>		
<b>Last Date and Time for receipt of request for clarifications</b>	<b>23<sup>rd</sup> June, 2022 by 17:00 hours</b> <i>E-mail ID: <a href="mailto:jica.mbda@gmail.com">jica.mbda@gmail.com</a></i>	
<b>Deadline for issuing clarifications by SPMU, MeCFLIP, MBDA</b>	<b>28<sup>th</sup> June, 2022</b>	
<b>Address for Submission of EOI</b>	<b>O/o the Project Director, Project for Community Based Forest Management &amp; Livelihoods Improvement in Meghalaya, 2<sup>nd</sup> Floor, Shalom Building, Block-3, Lower Lachumiere, Shillong-793001</b>	
<b>Approx. value of Bid</b>	<b>INR 10,00,000</b>	
<b>Last Date and Time for submission of EOI</b>	<b>6<sup>th</sup> July, 2022, till 15:00 hours</b>	
<b>Date and Time for opening of EOI</b>	<b>6<sup>th</sup> July, 2022 at 16:00 hours</b>	
<b>Contact Persons for Queries</b>	Technical Specialist, Project Management, SPMU, MeCFLIP, MBDA (M-9774850988), Email- <a href="mailto:jica.mbda@gmail.com">jica.mbda@gmail.com</a>	

**EOI Notice**


MBDA/JICA/M&E/2022/990/004 dt. 16<sup>th</sup> June, 2022

The Government of Meghalaya has received a loan from the Japan International Cooperation Agency (JICA) towards the cost of "Community-based Forest Management and Livelihoods Improvement in Meghalaya" and intends to enter into the contract for **Hiring of an Agency for conducting Baseline Survey of Project Villages under MeCFLIP, MBDA** for which this EOI is invited. The SPMU, MeCFLIP, MBDA (hereinafter referred to as Project Executing Agency), under Planning Department, Government of Meghalaya invites Expression of Interest (EOI) from the reputed National firms (Association/Joint Venture) for short-listing of **Agencies** for the captioned assignment.

The shortlist of Agencies will be prepared by the SPMU, MeCFLIP, MBDA in accordance with the rules as set out in the GFR, 2017 and Manual for procurement of Consultancy and Other Services 2017 issued by Department of Expenditure, Ministry of Finance, Govt. of India. Further information regarding Expression of Interest will be available from the Office of the Project Director, Community-based Forest Management and Livelihood Improvement in Meghalaya, Meghalaya Basin Development Authority, 2nd Floor, Shalom Building, Block-3, Lower Lachumiere, Shillong-793001, Tel. no. 0364-3510190 from 10:00 am to 05:00 pm (office hours) from **17<sup>th</sup> June, 2022 to 5<sup>th</sup> July, 2022** or may be downloaded from the official website <https://mbda.gov.in>. The sealed envelopes containing applications for EOI shall be opened at **16:00 hrs (IST) on 6<sup>th</sup> July, 2022**

Applicants will be advised, in due course, of the results of their applications. Request for Proposal (RFP) will be issued only to shortlisted, qualified agencies after evaluation of EOI to submit their detailed technical and financial proposals for the required services.

*SPMU, MeCFLIP, MBDA, under Planning Department, Government of Meghalaya reserves the right to accept or reject any/all applications in part or in full.*

  
Additional Project Director  
MeCFLIP, MBDA, Shillong

## Expression of Interest

**Project**      **Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya**  
**ID**            **P282**

**Assignment Title:** Expression of Interest (EOI) for Short-listing of Agencies for conducting Socio-economic and Bio-Physical Baseline Survey of Project Villages under “Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya” (hereinafter referred to as “Project”).

### 1. Background

To sustainably use forests and other natural resources and improve livelihoods of local communities in rural areas, the Government of Meghalaya has established the Meghalaya Basin Development Authority (hereinafter referred to as "MBDA") under the Planning Department to coordinate and integrate administrative services, which have been provided by various departments to local people, and make efforts for sustainable management of natural resources and support for livelihoods improvement. The Project for Community-Based Forest Management and Livelihoods Improvement in Meghalaya assisted by JICA (Japan International Cooperation Agency) under MBDA is formulated to conserve natural resources through communities in Meghalaya by carrying out afforestation and water and soil conservation activities against deforestation and forest degradation as well as carrying out livelihood improvement activities for local people and strengthening the institutions.

### The objective of the Project-

- to restore and conserve forest and natural resources of the village communities through sustainable forest management, livelihood improvement,
- enhancing the capabilities of the concerned communities in contributing to conservation of environment, biodiversity,
- improvement of socio-economic conditions of people in Meghalaya

### Project Components-

Components	Main Activities
<b>Component 1: Sustainable Forest Management</b>	<ol style="list-style-type: none"><li>1) Participatory Land Use Planning</li><li>2) Restoration of Degraded Forest Areas</li><li>3) Forestry Nursery</li><li>4) Conservation Existing Forests in Good Conditions</li><li>5) Forest Research</li><li>6) Soil and Water Conservation for Forest Management</li></ol>
<b>Component 2: Community Development and Livelihood Improvement</b>	<ol style="list-style-type: none"><li>1) Community Mobilization and Gender Sensitization</li><li>2) Micro-planning</li><li>3) Entry Point Activities (EPAs)</li><li>4) Mobilisation of SHG for Income Generation Activities (IGAs)</li><li>5) Soil and Water Conservation for Livelihood Improvement</li></ol>
<b>Component 3: Institutional Strengthening</b>	<ol style="list-style-type: none"><li>1) Capacity Development</li><li>2) Monitoring and Evaluation</li><li>3) Infrastructure and Mobility</li><li>4) Public Relation and Publicity</li><li>5) Phase out PMU Establishment</li></ol>

## 2. Purpose of the Assignment

- a) To provide benchmark information in order that the Project impact could be measured after the implementation of the Project.
- b) To collect, analyze and interpret the primary data of the project villages against effect indicators and other long-term aspects so that changes in them could be utilized for evaluations.

## 3. Objective (s) of the Assignment

The main objective of the survey is to gather data on overall socio-economic and bio-physical status of the sampled Project Villages. Socio-economic status shall include social structure, infrastructure, livelihood pattern and sources, access to resources and community-based organizations etc. Bio-physical indicators shall include rainfall pattern, occurrence of landslides, soil erosion due to deforestation/mining, change in cropping cycles/types related to soil health degradation, change in spring behaviour, occurrence of floods etc.

3.2 Thus, the objective of this assignment is to engage an eligible agency for conducting a Survey to prepare a baseline setting benchmark information of the sampled Project Villages which will act as base data for impact assessment of the Project activities in future.

3.3 In order to achieve this, **the selected agency would have to undertake a primary survey (both socio-economic & bio-physical) of sampled Project Villages, and qualitative interviews with the stakeholders.** The selected agency would also be **required to analyze the results from the primary survey and present their findings to set the baseline for the Project.**

## 4. Scope of the Service and Expected Deliverables

4.1 **Designing the Survey:** Preparation of the survey design and plan that would include sampling methodology, with respect to shortlisted villages, identification of stakeholders etc. It is expected that the agency would suggest the sampling methodology for selecting the Project Villages, identifying respondents, and selection criteria for bio-physical indicators. The survey design should also contain measures that the agency would undertake to overcome the limitations in implementing the survey.

4.2 **Finalizing the Survey Methodology and Tools:** The selected agency would be responsible for identification of the appropriate survey tools and data collection techniques. The selected agency would need to use validation tools to ensure efficiency and accuracy in data collection. Access to tools and data should be provided to SPMU, MeCFLIP, MBDA.

**Questionnaire Designing:** The questionnaires should be designed in a way to capture the objectives mentioned in the section above.

- The questionnaires should be developed in English and subsequently translated into local languages (Khasi & Garo), to ensure better understanding and greater response.
- The questionnaire should be clear and succinct and should cover all important variables that are of interest for this Baseline Survey.
- The questions can be in the form of both “close-ended” and “open-ended”. In case of multiple-choice questions, the options available for each question should be as exhaustive as possible.
- The questionnaires prepared shall be reviewed and approved by SPMU, MeCFLIP, MBDA and tested in the field in association with the Project Officials in the field.

4.3 **Data Collection Tool:** The selected agency should **capture** the responses of the

stakeholders using relevant data collection tools, in digital format.

**4.4 Training Enumerators:** The selected agency would also recruit and train enumerators for conducting survey.

**4.5 Data Analysis Tool:** In order to make inferences from the data that is **collected**, relevant data analysis tools, would be deployed that have the capability of handling large datasets, as required in this survey. The tool should be such that both qualitative and quantitative analysis can be carried out.

**4.6 Finalizing the Sample:** 100 Project Villages under survey should cover good representative sample of Households. The sample should be statistically significant. Agencies are encouraged to come up with robust methodologies based on their experiences of undertaking similar surveys in the past.

The Sampling framework for the survey shall be provided by the selected agency as a part of the Inception report and will be finalized in consultation with SPMU, MeCFLIP, MBDA.

**4.7 Pilot Testing of the Survey:** Once the target villages and survey design and instruments are **finalized**, the selected agency would undertake a pilot testing in one of the villages to be covered under the survey. On basis of the feedback received, the questions in the survey instrument and the implementation methodology would be updated. The selected Agency would be required to prepare a report enumerating the learnings and feedback received in the pilot survey. The same shall be submitted to SPMU, MeCFLIP, MBDA for approval.

**4.8 Administering the Baseline Survey:** The selected agency would be required to plan and implement the Baseline Survey on the full sample. This would include preparing a calendar for implementing the survey, finalizing data entry mechanism and tools, quality check mechanism, administration of the questionnaire, and collection and storage of data.

**4.9 Analyzing the Results and drawing inferences:** The selected agency would be required to formulate data analysis framework and suggest statistical tools that would be used to draw inferences. Before the initiation of the analysis, the data should be cleaned and arranged in a readable format.

- Once the data is collected, the selected agency would share a brief note on the broad findings from the survey.
- The agency would also be required to submit a draft report for the approval of SPMU, MeCFLIP, MBDA.
- Post approval on the draft report, the agency would be required to submit a detailed report covering all the objectives of this survey.

**4.10 Deliverables:** Following are the deliverables expected from the selected agency:

- **Inception Report** detailing the research design including research questions, data collection methods, sampling method, data collection tools and data analysis plan.
- **A report from the findings** of the pilot survey conducted
- **A brief note on the broad findings** from the Baseline Survey conducted on full sample
- Submission of a **draft report**
- **Detailed report** containing inferences from the Baseline Survey conducted on full sample
- **Database of all collected data** in Stata and Excel format from survey and relevant Photographs

## 5. TENTATIVE TIMELINE

5.1 The tentative implementation plan and timelines for the program would be as follows:

Sl. No.	Phase	Scope	Timeline
1	Date of signing of contract with selected Agency		T0
2	Inception	<ul style="list-style-type: none"> <li>▪ Project Team Meeting</li> <li>▪ Study Scope and Work Plan</li> <li>▪ Sampling framework</li> <li>▪ Data Collection and Validation mechanism</li> </ul>	T0 + 15 days
3	Designing the Survey	<ul style="list-style-type: none"> <li>▪ Questionnaire Design in English for approval</li> <li>▪ Post approval, translation of Questionnaire in local language</li> <li>▪ Demo of the Data Collection Tool</li> </ul>	T0 + 1 month
4	Training of Enumerators	<ul style="list-style-type: none"> <li>▪ Training of Enumerators for administering the questionnaire and collection of data</li> </ul>	T0 + 1.2 months
6	Pilot Testing	<ul style="list-style-type: none"> <li>▪ Administering the questionnaire in selected villages</li> <li>▪ Incorporating the feedback received during the pilot testing</li> <li>▪ Drafting and submitting a report to SPMU, MeCFLIP, MBDA on findings from the pilot survey</li> </ul>	T0 + 1.5 months
7	Conducting the Baseline Survey on Full Sample	<ul style="list-style-type: none"> <li>▪ Conducting Primary Surveys</li> <li>▪ Collection of data in digital format</li> </ul>	T0 + 2.5 months
8	Data Cleaning and Inferences	<ul style="list-style-type: none"> <li>▪ Cleaning of Data</li> <li>▪ Drawing inferences from the data</li> <li>▪ Submission of brief report to SPMU, MeCFLIP, MBDA</li> </ul>	T0 + 3.2 months
9	Draft Report Submission	<ul style="list-style-type: none"> <li>▪ Submission of draft report to MSDE for approval</li> </ul>	T0 + 3.5 months
10	Final Report Submission	<ul style="list-style-type: none"> <li>▪ Submission of the final Project Report</li> </ul>	T0 + 4 months

## 6. OWNERSHIP RIGHTS

6.1 SPMU, MeCFLIP, MBDA shall be the owner of all the data collected, data sets, reports, documents, etc. prepared by the selected agency and any equipment or software procured under the assignment.

6.2 All the documents, reports, information pertaining to the assignment and software, must be handed over to SPMU, MeCFLIP, MBDA before final payment.

6.3 The outputs or part of it cannot be sold or used in any case without the prior permission of SPMU, MeCFLIP, MBDA.

## 7. ELIGIBILITY/ SHORTLISTING CRITERIA

7.1 The duration of the contract will be Four (4) months, with provision of extension as per project requirement due to unavoidable circumstances without provision of extra payment.

7.2 Interested Agency should provide information demonstrating that they have the required qualifications and relevant experience to perform the above-mentioned Service. The shortlisting criteria and supporting documents to be submitted along with EOI are as follows:

Sl. No.	Eligibility Criteria	Documents Required to be Submitted with EoI
1.	The Agency should be a legal Indian Entity (Proprietorship firm, Partnership, LLP, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with SPMU, MeCFLIP, MBDA to undertake the work.	Copy of certificate of Incorporation/ Registration
2.	The Agency must be registered in India with appropriate tax and other administrative authorities. The Agency must have PAN and registered with GST	Copy of PAN and GST registration no.
3.	The Agency should not be blacklisted by any Central Government / State Government / Government bodies/ JICA/ World Bank	Undertaking Certificate signed by the Authorized signatory on the letter head of the organization
4.	The said legal entity/ Agency should have been in existence for a period of at least 5 years as on 31 <sup>st</sup> May, 2022.	Certificate of Incorporation
5.	The Agency along with Consortium partner (if any) should have undertaken and successfully completed <b>at-least five (5) similar</b> Baseline Survey (Socio-economic & Bio-Physical)/ /Impact Evaluation or Assessment Design and Implementation Projects with Central Govt / State Govt./JICA assisted Projects/World Bank Projects/ multilateral	Details of Work Experience and Similar Assignments undertaken accompanied by copies of contracts and completion or acceptance certificate by the clients.



Sl. No.	Eligibility Criteria	Documents Required to be Submitted with EoI
	<p>agencies during last 5 years. <b>The consulting fees in each of the projects to be at-least INR 10 lakhs.</b></p> <p>Preference will be given to the agencies having experience of undertaking such studies in the JICA Assisted Projects.</p> <p>The Agency should have demonstrated experience in undertaking on-ground activities covering data collection, conducting surveys, field-level monitoring and/or placement verification.</p>	<p>Details to be provided as per format given in Annexure-4</p>
6.	<p>The key officials of the Agency along with Consortium partner (if any) should have expertise and experience in sample size calculations, econometrics, and/or use of statistical tools (e. g. STATA, SAS, SPSS) on similar projects. <b>Firm should possess dedicated team with specialization in Statistical analysis of data.</b></p>	<p>Names, qualification and relevant experience of the in-house team of Statistical expertise (preference will be given to organisation with at-least 3-4 full time such employees).</p> <p>Details to be provided as per format given in Annexure-5</p>
7.	<p>The Agency along with Consortium partner (if any) should have in-house capacity/ experts in the team with the experience of executing such studies (apart from above criteria no. 6)</p>	<p>Brief profile of in-house Core Technical Experts having similar experience to establish capability of executing the project.</p> <p>Details to be provided as per format given in Annexure-5</p>
8.	<p>The Agency (Lead Partner only, in case of Consortium) should have a minimum average <b>turnover of Rupees one (1) crore</b> during last three financial years.</p>	<p>Certificate from the statutory auditor/ Audited balance sheet/CA Certificate</p>
9.	<p>Apart from the above documents, the Agency is required to submit the Power of Attorney /authorization letter in the name of the Authorized Signatory.</p>	

## 8. PROCUREMENT METHOD

8.1 Consulting firms will be selected in accordance with the Quality and Cost Based Selection (QCBS) method as set out in the GFR, 2017 and Manual for procurement of consultancy and other services 2017 issued by Department of Expenditure, Ministry of Finance, Govt. of India. Request for Proposal (RFP) will be issued only to shortlisted qualified agencies after evaluation of EOI to submit their detailed technical and financial proposals for the required services.

8.2 Bidding Firms may associate with other firms to form consortium to enhance their technical qualifications. The submission should clearly state the same with the names of Lead Partner and partner(s).

8.3 Lead Partner shall be fully responsible for all contractual obligations against required services under this EOI

## **9. EOI PROPOSAL PREPARATION COSTS & RELATED ISSUES**

9.1 The Agency will be responsible for all costs incurred in connection with the participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/presentations, and preparation of EOI along with providing any additional information required by SPMU, MeCFLIP, MBDA.

9.2 SPMU, MeCFLIP, MBDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of this EOI.

9.3 This EOI does not commit SPMU, MeCFLIP, MBDA to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EOI.

9.4 All materials submitted by the Agency will become the property of SPMU, MeCFLIP, MBDA and may be returned to the Agency completely at its sole discretion.

## **10. EOI SUBMISSION PROCESS AND TIMELINES:**

10.1 The EOI containing the Technical Proposal along with supporting documents as per Qualification criteria mentioned above under Section- Eligibility Criteria as per format given at **Annexure 2 to 5** of the document should be submitted to Office of the Project Director, Community-based Forest Management and Livelihood Improvement in Meghalaya, Meghalaya Basin Development Authority, 2<sup>nd</sup> Floor, Shalom Building, Block-3, Lower Lachumiere, Shillong-793001.

### **11. Deadline for EOI submission is 6<sup>th</sup> July, 2022 till 3.00 PM.**

11.1 An authorized representative of the Agency shall sign the EOI submission letter in the required formats and supporting documents. The authorization shall be in the form of a written power of attorney together with EOI.

11.2 The EOI or its modifications must be submitted not later than the deadline indicated for submission, or any extension to this deadline. SPMU, MeCFLIP, MBDA will not allow any EOI or its modification being submitted after the due date & time.

11.3 EOI document can be downloaded from <https://mbda.gov.in>.

## **12. CLARIFICATIONS ON EOI**

12.1 The Agency may request a clarification of any part of the EOI to SPMU, MeCFLIP, MBDA **by 23<sup>rd</sup> June, 2022** Any request for clarification must be sent in writing through email at [jica.mbda@gmail.com](mailto:jica.mbda@gmail.com). SPMU, MeCFLIP, MBDA will compile and respond to all the clarifications/ queries in writing to all prospective Agencies **latest by 28<sup>th</sup> June, 2022**.

### **13. SUMMARY REJECTION:**

13.1 It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such entity/ Agency. Any EOI submitted by an Agency, which fails to satisfy the eligibility requirements set out in the Clause No 7 above, is liable to be rejected summarily.

13.2 The SPMU, MeCFLIP, MBDA reserves the right to accept or reject any proposal and to annul the procurement process and reject any or all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Agency or Agencies or any obligations to inform the Agencies of the grounds for the SPMU, MeCFLIP, MBDA's action.

**Annexure-1****List of Project Villages**

ADC	District	Block	No. of Group-1 Villages	No. of Group-2 Villages
GARO HILLS AUTONOMOUS DISTRICT COUNCIL	East Garo Hills	DamboRonjeng	20	
		Samanda	19	
		Songsak	22	
	North Garo Hills	Kharkutta	18	
		Resubelpara	21	
	South Garo Hills	Baghmara	19	
		Gasuapara	22	
		Rongara	18	
		Chokpot		11
	South West Garo Hills	Betasing	21	
		Zikzak	22	
	West Garo Hills	Dalu	22	
		Gambegre	18	
		Rongram	24	
		Tikrikilla	21	
Dedema			3	
Dadenggri			2	
Selsella			1	
JAINTIA HILLS AUTONOMOUS DISTRICT COUNCIL	East Jaintia Hills	Saipung	19	
		Khliehriat		4
	West Jaintia Hills	Thadlaskein	20	
		Laskein		8
KHASI HILLS AUTONOMOUS DISTRICT COUNCIL	East Khasi Hills	Mawkynrew	21	
		Mawryngkneng	14	
		Pynursla		1
	RiBhoi	Umling	19	
		Umsning	20	
	South West Khasi Hills	Mawkyrwat	20	
		Ranikor		1
	West Khasi Hills	Mairang	23	
Mawshynrut			3	
<b>Total no. of finalized Project villages (30 May 2022)</b>			<b>443</b>	<b>34</b>
<b>Total no. of villages to be covered in the Project</b>			<b>450</b>	<b>50</b>

**Form – 1: Covering letter of EoI**

(To be submitted on the Letter head of the Agency/ Applicant)

To

The Additional Project Director  
Project for Community Based Forest Management  
& Livelihoods Improvement in Meghalaya  
2<sup>nd</sup> Floor, Shalom Building, Block-3,  
Lower Lachumiere, Shillong-793001.

Ref: EoI Notification dated .....

Subject: EOI for the selection of an Agency for conducting a Baseline Survey of Project Villages under Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya.

Dear Sir,

1. Having examined the EoI document, we, the undersigned, herewith submit our response to your EoI Notification dated ..... for selection of an Agency for conducting a Baseline Survey of Project Villages under Project for Community Based Forest Management & Livelihoods Improvement in Meghalaya, in full conformity with the said EoI document.
2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
3. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 90 days from the closing date fixed for submission of proposal as stipulated in the EoI document.
4. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
6. We understand that SPMU, MeCFLIP, MBDA is not bound to shortlist / accept any proposal received in response to this EoI.

Our correspondence details with regard to this EoI are:

<b>No.</b>	<b>Information</b>	<b>Details</b>
1.	Name of the applicant/ Agency (Lead Partner)	
2.	Name and Details of Consortium including Lead Partner (if any)	
3.	Address of the applicant	
4.	Name, designation and contact address of the person to whom all references shall be made regarding this EoI	
5.	Telephone number of the contact person	
6.	Mobile number of the contact person	
7.	Email ID of the contact person	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours Sincerely,

[Applicant's Name with seal]

Designation of Authorized Representative:

Date:

**Form-2: Details of the applicant's / Agency Operations**

<b>S. No.</b>	<b>Information Sought</b>	<b>Details to be furnished</b>	
<b>1</b>	<b>Contact Details of the Applicant along with consortium (If any)</b>		
	Name of the applicant		
	Address		
	Telephone, Mobile No		
	Email		
	Website		
<b>2</b>	<b>Organisation Background /Business Information about the Applicant's Operations along with consortium (if any)</b>		
2.1	<b>Incorporation/registration Information of Applicant</b>		
	Incorporation status of the firm (public limited / private limited, etc.)		
	Details of company registration (Attach the photocopy of the registration)	Date of registration	
		Registration Reference No.	
Details of registration with appropriate authorities for service tax/GST, PAN and other statutory taxes/duties (foreach provide date of registration, registration reference/number and photocopies and any other relevant detail)			

2.2	<b>Turnover of the Applicant during last three financial years (as specified at para 7):</b> as revealed in Audited Annual Financial Statements	
	<b>Financial Year</b>	<b>(Amount in rupees crores)</b>
	FY.....	
	FY.....	
	FY.....	
	Average (rupees crores) for the last 3 FY	
2.3	Certificate from the statutory auditors/ Chartered Accountant certifying the turnover/ profits/ revenue for last three (3) financial years, as above.	
2.3	Details of five (5) major and similar assignments undertaken to support the short-listing criteria accompanied by copies of contracts and completion or acceptance certificate(s) issued by client as specified at para 7, as per format given below in <b>Annexure-4</b> .	
2.5	Brief profile of in-house Core Technical Experts having similar experience to establish capability of executing the project as specified at para 7, as per format given below in <b>Annexure 5</b> .	

**Please attach other / all relevant supporting documents as mentioned in the shortlisting criteria above at point 7 of the EOI document.**



**Annexure-4**

**Details of similar assignments undertaken**

<b>Duration of Project</b>	<b>Assignment name/&amp; brief description of main deliverables/ outputs</b>	<b>Name of Client</b>	<b>Total Contract / project value (in INR equivalent)</b>	<b>Both Supporting documents (Contract and completion certificate) attached (Yes/No, if No, reason or alternate supporting submitted)</b>

**Annexure-5**

**Brief profile of In-house Core Technical Experts having similar experience**

<b>Name of In-house key experts</b>	<b>Designation/ Position</b>	<b>Highest Qualification</b>	<b>Total years of relevant Experience in similar Assignments</b>	<b>Details of relevant Experience in similar Assignments (Name of Project handled, client, time period and role in the assignment)</b>