

Request for Expressions of Interest (REoI)

अभिरुचि की अभिव्यक्ति हेतु अनुरोध

Empanelment of agencies for Impact Assessment/ Evaluation Services under Programmes for Development and Impact vertical.

**विकासपरक कार्यक्रम एवं प्रभावन वर्टिकल के अंतर्गत
प्रभाव आकलन / मूल्यांकन सेवाओं हेतु एजेंसियों को सूचीबद्ध करना**

Small Industries Development Bank of India is actively engaged in welfare and development of MSMEs, enterprise promotion and creation of livelihood through integrated, innovative, and inclusive approaches through its several high impact projects. In this regard, it strives to conduct the rigorous and robust impact assessment/ evaluation of selected projects on a need basis and intends to empanel eligible agencies who shall offer impact assessment/evaluation services to SIDBI in accordance with the Scope of Work (SoW) on case-to-case basis.

भारतीय लघु उद्योग विकास बैंक (सिडबी) अपनी विभिन्न उच्च प्रभावकारी परियोजनाओं के माध्यम से एकीकृत, नवोन्मेषी तथा समावेशी दृष्टिकोणों के ज़रिए एमएसएमई के कल्याण एवं विकास, उद्यम संवर्धन तथा आजीविका के सृजन में सक्रिय रूप से संलग्न है। इस संबंध में, सिडबी आवश्यकता के आधार पर चुनिंदा परियोजनाओं का अत्यन्त उपयोगी एवं प्रबल प्रभाव मूल्यांकन/ आकलन करने के लिए प्रयासरत है और पात्र एजेंसियों को सूचीबद्ध करने का इच्छुक है, जो मामले-दर-मामले के आधार पर कार्य के क्षेत्र (एसओडब्ल्यू) के अनुसार सिडबी को प्रभाव मूल्यांकन / आकलन सेवाएं प्रदान करेंगी।

Request for Expression of Interest (REoI) document along with indicative Terms of Reference (ToR) can be viewed and downloaded from:
<https://www.sidbi.in/en/tenders/> <https://eprocure.gov.in/epublish/app>

अभिरुचि की अभिव्यक्ति (आरईओआई) दस्तावेज तथा सांकेतिक संदर्भ-शर्तें(टीओआर) <https://www.sidbi.in/en/tenders/> <https://eprocure.gov.in/epublish/app> पर देखी जा सकती हैं / डाउनलोड की जा सकती हैं।

The duration of empanelment will be for 24 months which may be extended based on requirement and performance of the agency.

इस सूचीबद्धता(एम्पेनलमेंट) की अवधि 24 महीने होगी, जो आवश्यकता के अनुसार और एजेंसी के कार्य-निष्पादन के आधार पर बढ़ाई जा सकती है।

SIDBI invites eligible agencies to indicate their interest in providing the services. Interested agencies should provide information as per the formats provided demonstrating that they have the required qualifications and relevant experience to perform the services.

सिडबी पात्र एजेंसियों को सेवाएं प्रदान करने में अपनी रुचि दर्शाने हेतु आमंत्रित करता है। इच्छुक एजेंसियां दिए गए प्रारूपों के अनुसार जानकारी प्रस्तुत करें, जिसके अंतर्गत यह उल्लेख होना चाहिए कि उनके पास प्रस्तावित सेवाएं प्रदान करने के लिए आवश्यक अर्हताएं और अपेक्षित अनुभव हैं।

The expressions submitted will be evaluated for shortlisting of best qualified and experienced agencies for empanelment for providing the services as elucidated in Term of Reference (ToR) section. Interested agencies should not have any unsatisfactory track record resulting in adverse action taken by any Government Department (Centre/ State) / CPSU / SPSU / Banks / Autonomous Bodies / Statutory Bodies in India). Agencies for empanelment will be selected in accordance with the method set out in the (ToR) section.

संदर्भ शर्तें(टीओआर) भाग में उल्लेखित सेवाएं प्रदान करने के लिए सर्वश्रेष्ठ योग्य एवं अनुभवी एजेंसियों को सूचीबद्ध करने के लिए चयनित (शार्टलिस्टिंग) करने हेतु प्रस्तुत की गई अभिव्यक्तियों का मूल्यांकन किया जाएगा। इच्छुक एजेंसियों का कोई असंतोषजनक ट्रैक रिकॉर्ड नहीं होना चाहिए, जिसके फलस्वरूप किसी भी सरकारी विभाग (केन्द्र / राज्य) / सीपीएसयू / एसपीएसयू / बैंकों / स्वायत्त निकायों / संवैधानिक निकायों द्वारा प्रतिकूल कार्रवाई की गई हो। सूचीबद्ध करने के लिए एजेंसियों का चयन संदर्भ-शर्तें(टीओआर) भाग में निर्धारित विधि के अनुसार किया जाएगा।

Expression of Interest in written form to be submitted, by email with the subject **"Expression of Interest – Empanelment of agencies for Impact Assessment/Evaluation** at pdi@sidbi.in and mayankp@sidbi.in on or before **18/08/2023**

अभिरुचि की अभिव्यक्ति लिखित रूप में " **अभिरुचि की अभिव्यक्ति – प्रभाव मूल्यांकन / आकलन के लिए एजेंसियों को सूचीबद्ध करना**" विषय के साथ ईमेल द्वारा pdi@sidbi.in और mayankp@sidbi.in पर **18/08/2023** या उससे पहले प्रस्तुत की जानी है।

Further information can be obtained over email or on phone no – 011-23448495 during office hours [10:00 to 18:00 hours].

अधिक जानकारी ईमेल पर या फोन नंबर – 011-23448495 पर कार्यालय समय [10:00 से 18:00 बजे] के दौरान प्राप्त की जा सकती है।

For further details Terms of Reference (ToR) enclosed below may be referred:

अधिक जानकारी के लिए नीचे दी गई संदर्भ शर्तें (टीओआर) देखी जा सकती हैं।

TERMS OF REFERENCE

SIDBI invites eligible agencies to indicate their interest for providing impact assessment/evaluation services on need basis.

1. Background

Small Industries Development Bank of India (SIDBI), set up on April 2, 1990 under an Act of Indian Parliament, acts as the Principal Financial Institution for the Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector and for Co-ordination of the functions of the institutions engaged in similar activities. Financial support to MSMEs is provided by way of (a) indirect finance / refinance to eligible Primary Lending Institutions (PLIs), such as, banks, State Financial Corporations (SFCs), etc. for onward lending to MSMEs and (b) direct assistance in the niche areas with thrust on MSEs. SIDBI is working towards strengthening and deepening the MSME sector and making it a strong foundation for the economy. The strategic initiatives by SIDBI aim at accelerating efforts to serve MSE domain by transforming its current role to that of an All-India Financial Institution that can create an integrated credit and development support ecosystem for Indian MSEs, thus promoting their inclusive growth. The initiatives are dedicated to meeting both credit and non-credit needs of MSEs, enabling them to be globally competitive. In the context of the evolving economic landscape, the role of SIDBI has been realigned and it aims at innovation for wider impact and to benefit MSEs in both “setting up” and “stepping up”, thereby leading to economic growth of the country.

Promotional and Development initiatives are the sacrosanct mandate of SIDBI and the Programmes for Development & Impact [PDI] vertical of SIDBI plays a proactive role to actualize this mandate through its various inclusive, innovative, and impact-oriented interventions. PDI emphasizes inducing entrepreneurship culture and supporting various livelihood and entrepreneurship programmes. PDI has been working towards bringing a radical shift in the outlook and approach of being a Swavalambi by spreading the culture of entrepreneurship and transforming youth from “Job seekers” to “Job creators”; thereby restricting the need for rural migration to urban areas and promoting sustainable livelihood opportunities with thrust on bottom of the pyramid, unserved/underserved pockets/segments and overall MSMEs.

PDI vertical of SIDBI has taken various initiatives for kindling entrepreneurship as also the MSME eco system like setting up of Project Management Units (PMUs), Swavalamban Connect Kendras (SCKs), Swavalamban Silai Schools (SSSs), Association with State Rural Livelihood Missions (SRLMs) of Assam, Bihar and Jharkhand, Swavalamban Chair with educational institutes, Swavalamban Swabhiman (under ODOP Scheme), SAFAL (Village adoption program), SIDBI Centre for Innovations in Financial Inclusion (SCIFI), Swavalamban Divyangjan ATMA Fund, Swavalamban Accelerator in Sunderbans (SWAS), Micro Enterprises Promotion Program (MEPP), Swavalamban Sashakt, COWE Mart, Swavalamban Mela, Skill to Enterprise Module (STEM) with educational institutes for entrepreneurship courses etc.

While the ongoing activities shall continue under SIDB's Promotion and Developmental Initiatives, their scope will be broadened in the current FY under the three buckets/pillars viz.(a) Entrepreneurship Promotion & Skilling for Livelihood, (b) Enterprise Creation and (c) Inclusive Innovation and Enterprise Development.

A brief of a few of the ongoing initiatives is being appended as **Annexure I**.

2. Objective of the empanelment

SIDBI strives to conduct rigorous and robust impact assessment/evaluation of selected projects of PDI on a need basis. Hence, the objective of the empanelment is to create a pool of eligible and qualified agencies who shall offer impact assessment/evaluation services to PDI in accordance with the Scope of Work (SoW) on a case-to-case basis.

3. Scope of Services and Expected Deliverables

The assignment is aimed at conducting assessment/evaluation of SIDBI's PDI projects. Indicative SoW (but not limited to) for the prospective organizations/agencies, to be carried out in consultation with SIDBI is given below.

The empaneled agencies are expected to undertake the following tasks for the designated projects allotted to them:

- i. Develop comprehensive understanding of project/s and design the evaluation framework.
- ii. Design evaluation methodology which includes– impact indicators, techniques of data collection, sample size and sampling plan with appropriate geographical coverage and social inclusion, data collection instruments, data management and analysis.

- iii. Transcription of survey instruments in local language and transcription of qualitative data in English, wherever required.
- iv. Conduct comprehensive training of field team before the roll out of data collection.
- v. Engage team with desired experience and expertise to carry out data collection- (primary, secondary or both) as per the requirement of the study in efficient and reliable manner.
- vi. Conduct robust data quality assessment during the fieldwork phase.
- vii. Carry out data analysis using appropriate analytical tools, to suggest evidence-based performance and recommendation for prospects and scope for further improvements in the program.
- viii. Prepare high quality assessment/evaluation report with executive summary and relevant deliverables high resolution photographs, presentation, and brief learning note.
- ix. Draft success stories for project/s as per number agreed upon in consultation with SIDBI.
- x. Submission of raw and final data to SIDBI as per agreed format.

3.1 Probable Deliverables

- I. Submit inception report detailing evaluation framework and methodology.
- II. Submit survey instruments- quantitative and qualitative.
- III. Submit the list of sample and field implementation plan.
- IV. Submit Report, high resolution photographs, presentations, and brief learning note within stipulated timeframe.
- V. Submit raw and final data to SIDBI as per agreed format.

The scope of services described above is general and not exhaustive i.e. does not necessarily mention all the incidental services required to be carried out for complete execution of the work. SIDBI is not obliged to employ all the indicative activities mentioned above. SIDBI has the discretion to change the scope of activities with the emerging need of the projects. The activities to be engaged shall be based on SIDBI's discretion which will be communicated to potential agencies before commercial bidding to prepare their financial bidding.

There will be no guarantee of work for the agencies empaneled by SIDBI.

4. Data, Services and Facilities to be provided by SIDBI

SIDBI through its designated representative shall:

- i. Brief the Agency about its various projects.
- ii. Share available documents and other relevant materials pertaining to the project.
- iii. Assist the agency in coordination with the implementing/partner agencies etc.
- iv. Help identify contacts in the project areas and facilitate consultation with the intervention beneficiaries and others.

The Agency shall be responsible for contacting the individuals/partners identified, collecting the required data from the sampled respondents as per the data collection protocol and analyzing the collected data by using statistical software.

5. Duration of empanelment

The duration of the empanelment is 24 months, which may be extended based on project requirement and performance.

6. Minimum Eligibility Criteria (MEC) For the Agency

The interested agencies are required to furnish application as per **Annexure II** and MEC as per format in **Annexure III**

7. Evaluation of proposals of Agency

The Screening Committee constituted for the purpose shall evaluate the capabilities of the potential agencies/ based on their profile and the criteria mentioned below. Proposal submitted by all the interested agencies would be evaluated for eligibility as mentioned in the '**Annexure III**'. Agencies not complying with any of the eligibility criteria are liable to be rejected and will not be considered for further evaluation. Agencies must submit proof of all the credentials as required for evaluation of eligibility criteria. Claims of the agency/agencies without verifiable facts won't be considered as credentials towards satisfying eligibility criteria.

SIDBI may seek specific clarifications from any or all the agencies at this stage. All the clarifications received within the stipulated time shall be considered for evaluation. In case satisfactory clarifications are not received from the bidders within the stipulated time, the respective parameters would be treated as non-compliant and decision to qualify the bidder shall be accordingly taken by SIDBI.

Proposals received for empanelment would be evaluated on the parameters as below.

| | Information | scores |
|---------------------------------------|--|---------------|
| Evaluation Criteria (50 marks) | | |
| 1 | Competency and expertise Knowledge of MSMEs ecosystem/ policies/ practice (presence in states, team structure, type of projects implemented in Development/ Social Sector related to livelihood, Micro Enterprise Development etc) | 5 |
| 2 | Demonstrated experience in carrying out studies relevant to MSMEs/ Development Sector related fields like livelihood in last 5 years. (1-3 Studies – 5 marks, 4-7 studies – 8 marks, 7-10 studies – 10 marks) More than 10 studies, one additional mark for each additional study, maximum 15 marks | 15 |
| 3 | Number of states where organization has outreach in respect of studies conducted/ project implemented/ monitored in Development/ Social Sector exclusive to livelihood, Micro Enterprise Development in last 5 years. (1-5 states/UTs- 2 marks, 6-10- states/UTs- 5 marks More than 10 states/UTs – 10 marks) | 10 |
| 4 | Similar studies / research carried out for Government / semi-government / autonomous bodies / multilateral organizations in last 5 years. (1-2 Studies – 5 marks, 3-5 studies – 8 marks, More than 5 studies – 10 marks) | 10 |
| 5 | Project (Other than research/impact evaluation or any study) implemented in Development/ Social Sector related to livelihood, Micro Enterprise Development etc, in last 5 years. (1-2 projects – 5 marks, 3-4 projects -8 marks More than 5 projects – 10 marks) | 10 |

SIDBI at its discretion may reject the proposal of any agency, without giving any reason whatsoever, if SIDBI feels that the agency/agencies could not demonstrate the proposed solution as described in the proposal.

During evaluation of the proposals, SIDBI, at its discretion, may ask the interested agencies for clarification in respect of its proposal. The request for clarification and the response shall be in writing, and no change in the substance of the proposal shall be sought, offered, or permitted.

The decision of the SIDBI shall be final and binding on all the agencies and SIDBI will not entertain any correspondence in this regard.

Note:

- i. Documentary evidence must be submitted for each criterion and undertaking, or declaration made by the service provider must be on the company letterhead and is to be signed by an authorized signatory.
- ii. Completion Letter / Reference Letter from relevant Senior Executive of the Service Provider to be attached for each engagement reference mentioned.
- iii. The above details of evaluation criteria are only indicative and, hence, subject to addition, modification, and deletion.
- iv. During evaluation if found necessary, SIDBI may seek supplementary details and the same be submitted within the stipulated time. Non-submission of such details in time may render such applications disqualification from further evaluations.
- v. Based on the total score, agencies will be ranked according to their scores with the agency having the highest score being followed by the respective agencies in descending order.

8. Final Empanelment of The Eligible Agencies

The agencies with the highest scores will be empanelled (Top 5 agencies or as decided by SIDBI).

9. Pre-EoI Meeting

For the purpose of clarification of doubts of the interested agencies on issues related to this EoI, SIDBI intends to hold a virtual Pre-EoI meeting over **Microsoft Teams** on the date and time as indicated in section 10. Agencies are advised to submit the details (Name, Official Email ID, Mobile number) of their nodal to participate in the Pre-EoI meeting. Only the authorized nodal person of the agency will be allowed to attend the Pre-EoI meeting. The bank shall send the meeting invite only to the person whose details have been shared with the bank. The queries of the agency, in writing, should reach by e-mail, two days before pre EoI meeting scheduled. While sending the

clarification/queries to SIDBI, agencies can indicate the details of the nodal officer in the same mail also. It may be noted that no queries of any agency shall be entertained after the Pre-Eol meeting

10. Submission of Expression of Interest

Expression of Interest in written form to be submitted by e-mail on or before as per timelines mentioned below in the table. Agency should prepare a zip file with all the required documents and clearly mark “**Expression of Interest – Empanelment of agencies for Impact Assessment/Evaluation**”. In case the size of the zip file is large, and agency faces any challenge in sending the file as attachment in the email, agency may also opt for providing the “One Drive” downloadable link (without any restriction/authorisation required).

All costs and expenses associated with submission of EOI shall be borne by the applicants submitting the EOI and the Bank shall have no liability in any manner in this regard or if it decides to terminate the process of empanelment for any reason whatsoever.

| Important dates | |
|---|-------------------------|
| Date of commencement of Eol Documents | 28/07/2023 |
| Submission of written queries on Eol | 7/08/2023 |
| Pre Eol meeting with Agencies (date and Time) | 10/08/2023 15:00 hrs |
| Last date for receipt of Eol Documents | 18/08/2023 |

ANNEXURE – I

Project Wise Beneficiary Details for some of the projects (the list is only indicative and not comprehensive):

| S. No. | Name of the Initiative | States/UT | No. of Beneficiaries Targeted/Achieved |
|--------|---|--|--|
| 1. | Swavalamban Connect Kendras (SCKs) | Phase-1: 100 districts of UP, Bihar, Jharkhand, Telangana and Odisha Phase-2: 100 districts of Chattisgarh, MP, Tamil Nadu, Uttarakhand and West Bengal | Phase-1: 6200 micro enterprises enabled (4221 new enterprises and 1979 scaled up with first ever formal credit linkage). ₹51.67 crore loans to around 5062 enterprises Phase-2: Target of setting 10k enterprises |
| 2. | Project Management Units (PMUs) | Phase-1: 11 PMUs in Assam, Andhra Pradesh, Delhi, Gujarat, Haryana, Karnataka, Maharashtra, Rajasthan, Tamil Nadu, Uttar Pradesh & Uttarakhand Phase-2: 9 PMUs in Bihar, Chattisgarh, Jharkhand, J&K, MP, Odisha, Punjab, Telangana & West Bengal | NA |
| 3. | Swavalamban Silai Homepreneur Programme | Arunachal Pradesh, Assam, Bihar, Himachal Pradesh, Jharkhand, Madhya Pradesh, Manipur, Meghalaya, Mizoram, Odisha, Rajasthan, Sikkim, Telangana, Tripura, Uttar Pradesh, Uttarakhand West Bengal, Chhattisgarh, Jammu & Kashmir, Goa, Haryana, Ladakh, and Puducherry. | 3000+ Silai schools |
| 4. | Swavalamban Connect Desk | UP | Around 2054 number of enquiries generated/handled by SCDs in 12 months and total 964 enterprises supported out of which 678 are new enterprises and 286 existing enterprises. |
| 5. | Swavalamban Connect Desk | UP | Around 2054 number of enquiries generated/handled by |

| | | | |
|-----|---|--|---|
| | | | SCDs in 12 months and total 964 enterprises supported out of which 678 are new enterprises and 286 existing enterprises. |
| 6. | Collaboration with Tata Power | UP/Bihar | Setting-up of 1000 rural green energy enterprises. SIDBI will provide a "Go REsponsive, ENterprise incentive (GREENi)" upto `10,000/- per entrepreneur and will also facilitate credit linkages. Under this initiative, 28 MSEs have been supported during FY 2023. |
| 7. | Swavalamban Skill Classes for Livelihood-strive TATA | Uttar Pradesh, Odisha and Maharashtra | Facilitating 500 skilled and aspiring youths in getting intensive hand holding support, EDP training for setting up Nano and Micro-Enterprises in Uttar Pradesh, Odisha and Maharashtra to increase their income opportunities and generate employment. |
| 8. | Swavalamban – LEAP (Livelihood Enhancement & Awareness Program) with Aide-et-Action | Ladakh | To establish at least 15 group enterprises having 750 families, 75 young entrepreneurs to be trained |
| 9. | Samridhi Fund-SIDBI Venture Capital Limited (SVCL) | Focus is on low-income states but investee companies are from other regions too. | Capacity Building initiatives for strengthening the enterprise value chain of upto 12 investee companies. |
| 10. | Swavalamban Challenge Fund (SCF) | Pan India | 18 entities/organizations, each impacting the society through its innovative implementation approach. |
| 11. | Swavalamban SAHAS (Swavalamban Chair for MSME Solutions) | Kerala & Rajasthan | To incubate at least 55 start-ups in 3 years. |

| | | | |
|-----|---|--|---|
| 12. | SAFAL-Society for Advancement of Village Economy (SAVE) | Pilot: Bihar & Jharkhand Scale-up: 10 states (Assam, Chhattisgarh, Karnataka, Madhya Pradesh, Maharashtra, Meghalaya, Odisha, Rajasthan, Tamil Nadu, West Bengal) | Pilot: 2409 MEs Scale-up: 15000 MEs |
| 13. | Women Entrepreneurship-Livelihood Enhancement and Development (WE-LEAD) | Odisha West Bengal | 12000 women entrepreneurs 10000 entrepreneurs |
| 14. | Support to State Rural Livelihoods Missions (SRLMs) - | Bihar Jharkhand | To initiate micro-credit at atleast 50 BC points.Pilot 160 no of Digital Financial Literacy sessions for CBOs.Develop digital financial eco system in 20 CLFs. Develop one umbrella brand for all products from 50 PGs (NF) 1200 Bank Sakhis to be on-boarded and report an average digital transaction between Rs 5-7 lakhs |

**Expression of Interest – Empanelment of agencies for Impact
Assessment/Evaluation**

(to be submitted on Agency letter head)

Date:

The Deputy General Manager
Small Industries Development Bank of India
Programmes for Development and Impact Vertical
3rd Floor, Atma Ram House, 1 Tolstoy Marg,
Connaught Place, New Delhi - 110001

We hereby offer to submit our request for empanelment for Impact Assessment Services for SIDBI as per REoI dated ----- . We have read and understood the content of EoI and further state that we unconditionally accept and abide by the terms & conditions specified therein.

Brief Profile of our agency is as under:

| S. N. | Description | Details to be filled by Agency |
|----------|--|--------------------------------|
| A | Particulars | |
| 1 | Name of the Agency | |
| 2 | Address of the Agency (Details of all offices to be provided) | |
| 3 | Date of Incorporation/ Constitution | |
| 4 | Contact person name with designation | |
| 5 | Contact person phone no. | |
| 6 | Contact person email id | |
| 7 | No of years which agency has been engaged in impact assessment/evaluation | |
| | Documents to be submitted: Copy of article of incorporation or registration certificate; in case of partnership firm – Deed of Partnership; in case of Company – Notarized and certified copy of its Registration; and in case of Society – its Byelaws and registration certificate of firm. | |
| B | Taxation | |
| 8 | PAN | |
| 9 | GSTIN | |

| | | |
|----------|--|--------|
| 10 | We solemnly declare that our GST rating on the GST portal/ Govt. official website is not negative/blacklisted. | |
| | Documents to be submitted: Copies of PAN card and GSTIN Registration. | |
| C | Authorised Representative | |
| 11 | Name | |
| 12 | Designation | |
| | Documents to be submitted: Power of attorney on Official letter head | |
| D | MSME status | |
| 13 | Whether registered as Micro and Small Enterprises (MSEs) | Yes/NO |
| 14 | If yes, MSME (Udyam) registration no. | |
| 15 | If yes, whether owned by SC/ ST | |
| 16 | If yes, whether owned by women | |
| | Documents to be submitted: Copy of MSME (Udyam) registration certificate. | |
| E | Start-up status | |
| 17 | Whether agency recognized as Start-up by Department for Promotion of Industry and Internal Trade (DPIIT) | |
| | Documents to be submitted: Copy of start-up certificate. | |
| F | No. and the list of relevant work being undertaken on lines of Technical Support initiatives & developing impact report for Government /Semi Government/autonomous bodies/multilateral/ private corporate during last 5 years prior to the date of REoI. The relevant order copies to be enclosed.(As per Format II) | |
| | Studies conducted (Research /Impact/ any other) | |
| 18 | With Government/ Semi Government/ Multilateral/Autonomous bodies | |
| 19 | With Private Sector/Others | |
| 20 | Total number of studies | |

| | | |
|----|---|----------------|
| 21 | Number of States where organization has outreach in respect of studies conducted/projects implemented/monitored (As per Format III) | |
| 22 | Number of projects implemented (other than research/impact evaluation/any other studies) in Development sector As per Format IV) | |
| 23 | Have you served for SIDBI recently or in past please attach suitable proof. | |
| 24 | Turn over Details for last 3 FY | (Rs. in Lakh) |
| | Year | Gross Turnover |
| | | |
| | | |
| | | |
| | (Copies of Audited Balance Sheet, Profit & Loss a/c with Auditors Report to be enclosed for last three years. If the Audited B/S or P/L for 2022-23 is not ready, please submit CA Certified Provisional for the same. If the agency is having other revenue besides Agency to monitor and evaluate initiatives & develop impact report to be shown for year along with certificate from auditors.) | |
| 25 | Declaration: Self declarations on the firm / Company's Letter head that there are no outstanding income tax / sales tax dues/other statutory dues. | |
| 26 | Details of awards and accreditation received (attach proof) | |
| 27 | List of organization with whom currently empaneled (satisfactory Performance Certificate as per Format – V in support thereof to be enclosed) | |
| 28 | Two references from reputed / organizations / institutions | |
| 29 | Any other information as aligned to Minimum Eligibility Criteria and technical scoring patterns | |

I/We here by certify that all particulars given above are correct and true to the best of my / our knowledge.

In case at any stage, it is found that the information given by me/us is false/incorrect, SIDBI shall have the absolute right to take any action as deemed fit, (including termination of contract and/or black list and debar), without any prior intimation to me/us.

Date:

Signature of authorized person for and on behalf

Designation/Seal of Agency

ANNEXURE – III

MINIMUM ELIGIBILITY CRITERIA – FOR EMPANELMENT OF AGENCIES FOR IMPACT ASSESSMENT/ EVALUATION/

| SN | Eligibility Criteria | Supporting documents to be furnished for compliance |
|-----------|--|---|
| 1 | <p>The Agency should have been in existence in India since April 01, 2018, or earlier. The Service Provider should be a Partnership Firm/Private Limited Company/ Limited Liability Partnership Firm/MNC (Multinational Company) / Registered Societies / Trusts / Section 8 companies / Public Limited Company registered or incorporated in India and involved in consulting/ research/ monitoring & evaluation/ advisory business operations for a minimum of 5 years, as on 1st April, 2023. It should not be an Individual / Proprietary Concern / HUF etc.</p> <p>Start-ups registered under start-up India, GoI shall be exempted for criteria of existence as per extant guidelines (proof of being a start-up required).</p> | <p>Certificate of Incorporation/ Registered Partnership Deed, PAN, TAN, GSTIN Certificate</p> |
| 2 | <p>Applicant must have an average revenue of Rs.100 lakh and above in the last three financial years (2020-21, 2021-2022, 2022-2023).</p> <p>Start-ups registered under start-up India, GoI shall be considered as per extant guidelines (proof of being a start-up required).</p> <p>Relaxation for MSEs vide GoI Policy circular 1(2)(1)/2016-MA dated 10th March 2016 is applicable (http://dcmsme.gov.in/Office%20memorandum_10316.pdf)</p> | <p>Audited financial statements and certificate from Chartered Accountant indicating the average revenue of the applicant in the last three financial years 2020-21, 2021-2022 and 2022-23 along with duly filled Format I</p> <p>If the Audited B/S or P/L for 2022-23 is not ready, please submit CA Certified Provisional for the same.</p> |

| | | |
|---|--|---|
| | | |
| 3 | <p>The agency should have knowledge of MSMEs ecosystem/ policies/ practice, should have experience of designing and carrying out impact assessment studies using both quantitative and qualitative methodologies, monitoring projects in Development & Social sector with government/private/multi-lateral organization etc. in the last five years.</p> <p>Start-ups registered under start-up India, GoI shall be considered as per extant guidelines (proof of being a start-up required).</p> | <p>A proposal detailing about projects undertaken in MSME ecosystem with mention of all impact assessment/ evaluation studies undertaken on the topics related to Development & Social sector. Relevant credential letters / contract order of value not less than Rs.10 lakhs and supporting documents to be submitted. Key client references to be furnished for each service providing details such as name, address, e-mail address, phone no., fax no.</p> |
| 4 | <p>The agency should have an office/registered office in Delhi/ NCR/Lucknow with adequate office space, equipment, facilities, and support staff.</p> | <p>Self-certified letter on the letterhead of agency along with address proof of agency's office.</p> |

| | | |
|---|--|--|
| 5 | The agency should not have been penalized or found guilty in any court of law and the agency shall not have been blacklisted / debarred by any Central Government Ministry/ State Government/ Public Sector Undertaking/ Bank/ RBI/ IBA/ any regulatory authority and not involved in any major litigation that may have impact or compromise the delivery of services required. | Self-certification by the service provider on Company's letter head to be provided. However, SIDBI shall have the right to independently verify the same. (Annexure IV) |
| 6 | The agency should not be owned or controlled by any director/officer/employee of SIDBI or their relatives. | Self-certified letter on letterhead of agency (Annexure V) . |

Note:

- a. Documentary evidence must be submitted for each criterion.
 - b. Completion Letter/ Reference Letter (Format given) from relevant Senior Executive of the client to be attached for each engagement reference mentioned.
- SIDBI reserves the right to ask for additional / alternate documents from the agencies.
 - The service provider's meeting the eligibility criteria as laid out above will be taken forward to the next stage of technical evaluation.
 - Non - submission of any of the specified documents by the agency would result in rejection of proposal.

Apart from the above minimum criteria, the Agency is also required to give the following information:

| Sr No | Document Required |
|-------|--|
| 2 (a) | Ownership and nature of entity (public, partnership, subsidiary, etc.). |
| 2 (b) | Income Tax returns for past three years. |
| 2(c) | Board resolution authorizing the authorized signatory to sign on behalf of the agency. |
| 2(d) | Proof of address of registered office & Branch offices. |
| 2(e) | GST Registration Certificate, if applicable |

Not penalized or Found Guilty in any Court of Law
(On letterhead of the Agency duly stamped and signed)

Date: _____

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that neither our agency nor the employee of agency has/have been censured/ blacklisted / banned / barred /disqualified /prohibited by Govt. of India or State Government or any Bank / RBI/ IBA / SEBI/ any regulatory authority or any court of law including NCLT / NCLAT or any quasi-judicial authority or any other statutory authority.

Further, this is to certify that _____does not have any legal, civil, criminal, taxation and other cases pending against our Agency or against the employees of the Agency that may have any impact affecting or compromising the delivery of services required for SIDBI.

Authorized Signature:

Name and Title of Signatory:

Name of Firm and Address:

Annexure V

No Ownership or Control of SIDBI Directors/ Employees (or relatives)

(On letterhead of the Agency duly stamped and signed)

Date: _____

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that _____ (Name of the Agency) is not a related party to SIDBI as per the provisions of Companies Act 2013, as amended from time to time.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm and Address:

FORMAT I

FORMAT OF FINANCIAL INFORMATION (TURNOVER / PROFIT & LOSS, ETC.)
DURING LAST THREE YEARS)

| S. No. | Financial Year | Annual Turnover (in Rs. lakh) | Profit / Loss (in Rs. lakh) | Net Worth (in Rs. lakh) | Documents Enclosed as proof |
|--------|----------------|-------------------------------|-----------------------------|-------------------------|-----------------------------|
| 1 | 2020-21 | | | | |
| 2 | 2021-22 | | | | |
| 3 | 2022-23 | | | | |

Note: please enclose copy of Profit & Loss account and Balance Sheet duly audited / certified by CA.

* * * * *

FORMAT-II

**PARTICULARS IN RESPECT OF STUDIES RELEVANT TO MSME/DEVELOPMENT SECTOR
CARRIED OUT FOR GOVT/ SEMI GOVT/ AUTONOMOUS BODIES/MULTILATERAL/PRIVATE
ORGANISATION IN THE LAST FIVE YEARS**

| Sr. No. | Name and address of the client with contact numbers | Type of Organisation | Value of work executed (in Rs.) | Date of award of contract | Period of Contract | | Details of feedback / appreciation letters (attach proof) |
|---------|---|--|---------------------------------|---------------------------|--------------------|----|---|
| | | 1. Government/Semi Government/ Autonomous/Multilateral 2. Private | | | From | To | |
| | | | | | | | |
| | | | | | | | |

Please enclose the copies of work order / agreement / completion certificate from the client (employer) for each of the work.

* * * * *

**STATES WHERE ORGANIZATION HAS OUTREACH IN RESPECT OF STUDIES
CONDUCTED/PROJECTS IMPLEMENTED/MONITORED IN THE LAST FIVE YEARS**

| S. No. | Name of the State/UT | Number of studies conducted/project implemented/monitored |
|--------|----------------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Please enclose the copies of work order / agreement / completion certificate from the client (employer) for each of the work

* * * * *

FORMAT-IV

PROJECT IMPLEMENTED RELEVANT TO MSME/DEVELOPMENT SECTOR IN THE LAST FIVE YEARS

| Sr. No. | Name and address of the client with contact numbers | Type of Organisation | Value of work executed (in Rs.) | Period of Contract | | Description of the project Details of feedback / appreciation letters (attach proof) |
|---------|---|---|---------------------------------|--------------------|----|---|
| | | 1.Government/Semi Government/ Autonomous/Multilateral 2.Private | | From | To | |
| | | | | | | |
| | | | | | | |

Please enclose the copies of work order / agreement / completion certificate from the client (employer) for each of the work

DETAILS OF EMPANELMENT WITH GOVERNMENT / SEMI-GOVERNMENT / AUTONOMOUS BODIES/MULTILATERAL ORGANISATIONS

| SN No | Name and address of institution with contact No | Category / Type of work for which engaged | Date of Empanelment | Validity of Empanelment |
|--------------|--|--|----------------------------|--------------------------------|
| | | | | |
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Please enclose the copies of letter of empanelment of each organization

* * * * *