



## Small Industries Development Bank of India

### Request for Expressions of Interest (REOI)

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

Reference No–SIDBI/T002298161 dated July 28, 2023, Pre-EOI dated 10/08/2023 – Corrigendum/Clarifications

### CORRIGENDUM - Relaxation in Minimum Eligibility Criteria and Extension of Expression of Interest submission timeline, Queries & Clarifications

The following are the proposed amendment / changes made under the captioned REOI. Rest all other terms and conditions of the said REOI shall remain unaltered.

S. No	Head, Page no. & details as mentioned in REOI	Existing clause	Amendment / changes, if any and reason thereof
1	Important Date Page 9	Last date for submission of EOI- August 18, 2023,	Last date for submission of EOI- September 1, 2023
2	Annexure III Point 4, Page 17	The agency should have an office/registered office in Delhi/ NCR/Lucknow with adequate office space, equipment, facilities, and support staff.	Agency having office/registered office in locations other than New Delhi/NCR/Lucknow are also eligible to submit Expression of Interest  Agency should furnish supporting document for compliance



Corrigendum						
SN	Pg. No.	EOI Section	Existing Clause in EOI	Agency Query	SIDBI's Response	Any Change in EOI
1.	17	Minimum Eligibility Criteria Point-4	The agency should have an office/registered office in Delhi/NCR/Lucknow with adequate office space, equipment, facilities, and support staff.	As the studies would be conducted across various states across the country and not only in Delhi/NCR/Lucknow. Therefore, this criterion should be relaxed and offices in other cities may also be considered.	This criterion has been relaxed and agency having office in places other than Delhi/NCR/Lucknow can also apply.	Yes
2.	9	Important Dates	Last date for receipt of EOI Documents	Allow extension of 1-2 weeks on the current submission date for submission on the proposal as per the requirements mentioned in EOI	The last date for receipt of EOI submission has been extended till September 1,2023	Yes
3.	7	Evaluation Criteria	-	Can there be overlap in projects for points 2, 3, 4, 5 and will be scaled equivalent in each mentioned criterion?	Point 2 and 4 mentions about studies and there may be overlap in these points. Point 3 mentions the number of states where the agency has worked. Point 5 mentions projects other than studies viz Project implementation and Management, Technical Support	No change

					unit or Advisory services. Scores will be assigned for each category.	
4.	14	ANNEXURE - II, point no. 12	Power of attorney on Official letter head	Will Board resolution certificate as proof for authorized representative, suffice or to provide Power of attorney format?	Board resolution certificate as proof for authorized representative will be accepted	No change
5.	19	ANNEXURE - III, Note: b	Completion Letter/ Reference Letter (Format given) from relevant Senior Executive of the client to be attached for each engagement reference mentioned.	Given the wide range of clients served, it is difficult to receive completion letters/reference letters. In this whether case proof of engagement as snapshot of email confirmation / signed workorder / purchase order / agreement from client as can suffice	For projects, where it is difficult to get the completion letter/reference letter, the agency needs to submit the final invoice together with the contract copy (mentioning name of the project, duration, client name, amount, etc.).	No change
6.	22, 24	Format – II & IV	Details of feedback / appreciation letters	It is difficult to get feedback/ appreciation letters from clients. In this case, whether providing proof of engagement as snapshot of email confirmation / signed workorder / purchase order / agreement from client as attached proof SIDBI to confirm if this can suffice	In this case, snapshot of email confirmation from authorized sources may be also accepted as proof	No change



7.	16	Minimum Eligibility Criteria – Point-2	Applicant must have an average revenue of Rs.100 lakh and above in the last three financial years (2020-21, 2021-2022, 2022-2023).	Considering the magnitude of the project, minimum turnover of 100 Lakh is very less, therefore it is requested to increase revenue to minimum 100 crores from Government consulting individually every year during last three financial years (2020-21, 2021-2022, 2022-2023).	No change	No change
8.	16	Minimum Eligibility Criteria		It is requested to kindly add the clause stating the bidding company to have positive net worth and profit-making company	No change	No change
9.	17	Minimum Eligibility Criteria – Point-1	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.	It is requested if it can be modified to 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 / studies on MSMEs/Micro Enterprises with government/private/ multi- lateral organization etc. in the last five years. A proposal detailing about projects activities undertake in MSME ecosystem with mention of all	No change	No change



				impact assessment / evaluation studies / studies on MSMEs / undertaken on the topics related to Development & Social sector. Relevant credential letters / contract order of value not less than Rs.50 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		
10.	18	Additional Documents apart from Minimum criteria	Board resolution authorizing the authorized signatory to sign on behalf of the agency.	It is requested to kindly allow power of attorney / Board resolution authorizing the authorized signatory to sign on behalf of the agency.	Board resolution certificate as proof for authorized representative may be accepted	No change
11.	7	Evaluation Criteria -Point 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.	It is requested to kindly advise that if a pan India study constitutes of multiple states being done by an agency, will that be considered as single state or multiple states on a single study and provide marks accordingly	It will be considered as study in multiple states	No change
12.	7	Evaluation Criteria -Point 5	Project (Other than research/impact evaluation or any study) implemented in Development/ Social Sector related to livelihood, Micro	It is requested to kindly modify to Project (Other than research/impact evaluation or any study) implemented in Development/ Social Sector	No change	No change



			Enterprise Development etc, in last 5 years.	related to MSMEs development, livelihood, Micro Enterprise Development etc, in last 3 years. (1-2 projects – 5 marks, 3-4 projects -8 marks More than 5 projects – 10 marks)		
13.	6	Duration and Empanelment	The duration of the empanelment is 24 months, which may be extended based on project requirement and performance.	It is requested to kindly advise the payment model during empanelment, if an agency won any mandate, is there any fixed fee for manpower and experience wise for SIDBI or a bidder need to quote a lump sump fee / deliverable based fee during the projects ToR	Empaneled agencies will be required to submit the commercial bid for projects on case-to-case basis as per the ToR. Agencies may be required to the share the cost break up in the commercial bid.	No change
14.	7	Evaluation Criteria	-	Whether ongoing studies will be considered for evaluation.	Only the completed studies will be considered for evaluation.	No change
15.	17	Minimum Eligibility Criteria – Point-4	The agency should have an office/registered office in Delhi/NCR/Lucknow with adequate office space, equipment, facilities and support staff.	As the studies would be conducted across various states across the country and not only in Delhi/NCR/Lucknow. Therefore, this criterion should be relaxed and offices in other cities may also be considered.	This criterion has been relaxed and agency having office in places other than Delhi/NCR/Lucknow can also apply.	Yes
16.				Would training in the MSME sector considered as a project	Training is generally the part of any project. Consideration will be	No change

					given only to projects with end-to-end delivery	
17.				Whether Impact Evaluation of CSR projects would be considered?	Yes	No Change
18.				What are the most important non-negotiable compliances to get qualified for the empanelment	All the compliances are important and non-negotiable	No Change
19.				Addition of the following clause "In accordance with standard industry practice, our aggregate liability under this EOI and in connection with the services shall be for direct damages only and shall, in all circumstances and events, be limited to one time the fees paid to us under the engagement. We shall not be liable for any indirect or consequential losses	These clauses will be part of the Contract once a project is awarded to any agency.	No Change
20.				It is proposed that the parties shall be subject to the governing law of India and that the Jurisdiction shall be that of courts New Delhi, India.		
21.	14	Annexure II	SI No. D 13 MSME Status	Whether registered as MSE This point speaks about MSE but rest of the information relates to MSME	No change	No Change

				Please clarify whether its MSME or MSE		
22.	14	Annexure II	D 15 MSME Status	Whether owned by ST/SC	Self-explanatory, Whether the owner of enterprise belongs to ST/SC category	No Change
23.	14	Annexure II	D 16 MSME Status	Whether owned by women? Please clarify	Self-explanatory, Whether the owner of enterprise is a woman	No Change
24.	17	Minimum eligibility criteria 3	Relevant credential letters or contract orders with a value not less than INR 10 Lakhs, along with supporting documents, must be submitted	Whether we should only include details of projects valued at INR 10 Lakhs or higher, or if we can also provide information about projects aligned with the specified field of study but with values below the specified limit, with the aim of potentially obtaining a higher technical score.	As mentioned in the point 3 Annexure-III, relevant credential documents of projects ₹ 10 lakhs and above are to be submitted.	No Change
25.	17	Minimum Eligibility Criteria of bidders - Point-4	Relevant credential letters / contract order of value not less than Rs.10 lakhs and supporting documents to be submitted.	Request to provide relaxation and consider relevant projects under ₹ 10 lakhs also	No change	No change
26.				Our liability for any direct loss or damage arising from this engagement, whether due to negligence, breach of contract, or any other cause, shall be limited to the total fee paid to us	These clauses will be part of the Contract once a project is awarded to any agency	No change





				by the client for the specific services rendered.		
27.				We request you to agree to indemnify and hold us harmless from any claims, losses, liabilities, or expenses incurred because of third-party actions or claims arising out of the services provided under this engagement		
28.				We kindly request that the deliverable/report we provide remains for your internal use only and not be circulated to external parties without our prior written consent. This ensures confidentiality, protects our intellectual property, and maintains data accuracy.		
29.				We are a not-for-profit organization having the experience required in the advertisement. Are we eligible for EOI submission?	Not for profit organizations may apply.	No Change
30.	15	Annexure II Point -25	Satisfactory performance certificate in Format V as proof	What specific type of document would be considered eligible as a satisfactory performance certificate according to SIDBI's requirements	The agency may share the certificate/appreciation letter on client's head duly signed and stamped. If obtaining certificate	No Change



					is not possible, email snapshot from proper source may be accepted.	
31.				Types of supporting documents that will be accepted for any project that we include in our experience details.	Please refer to format 2 for details on document to be enclosed	No Change
32.	7	Evaluation Criteria -Point 2	Demonstrated experience in carrying out studies relevant to MSMEs/ Development Sector related fields like livelihood in last 5 years.	Allow relaxation in terms of years of experience and extend this to last 10 years	No Change	No Change
33.	7	Evaluation Criteria -Point 4	Similar studies / research carried out for Government / semi-government / autonomous bodies / multilateral organizations in last 5 years.	Allow relaxation in terms of years of experience and extend this to last 10 years	No Change	No Change
34.	7	Evaluation Criteria -Point 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.	Allow relaxation in terms of years of experience and extend this to last 10 years	No Change	No Change

35.	7	Evaluation Criteria -Point 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)	Kindly suggest if we need to provide names and details of the studies undertaken within MSMEs/ Ecosystem/ policies/ practice.	Agency should submit a proposal detailing about projects activities undertaken in MSME ecosystem viz. Program Management Unit, Technical Support unit, Advisory services etc. along with details of all impact assessment evaluation studies.	No Change
36.	7	Evaluation Criteria -Point 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)	Kindly clarify if marks would be given based on only the number of states where organization has outreach in respect of studies undertaken and not on the assignments per se.	Scoring will be done based on number of states only	No Change
37.	7	Evaluation Criteria -Point 2 & 4		Since both the criteria infer to similar nature of assignments, therefore please clarify if overlapping/repetition of assignments would fetch marks in both criteria respectively.	Scores will be given in both the criteria	No Change
38.	17	Minimum Eligibility Criteria of	Annexure III - Minimum Eligibility Criteria – For Empanelment Of Agencies For	Kindly clarify if we need to submit a technical proposal/report of similar study/studies undertaken	Agency should submit a proposal detailing about projects	No Change



		<p>bidders Point-3</p>	<p>Impact Assessment/ Evaluation, Point no. 3. (Supporting documents to be furnished for compliance)</p> <p>A proposal detailing projects activities undertake in MSME ecosystem with mention of all impact assessment/ evaluation studies undertaken on the topics related to Development &amp; 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>	<p>or a write-up mentioning the name of assignment(s) and the activities undertaken in the assignment(s).</p> <p>Also, please clarify if the name and details of only one (or more) such assignment need to be provided.</p>	<p>activities undertaken in MSME ecosystem viz. Program Management Unit, Technical Support unit, Advisory services etc. along with details of all impact assessment evaluation studies. Name and other details to be furnished for each assignment</p>	
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