

# REQUEST FOR EXPRESSION OF INTEREST

Consultancy Services



सत्यमेव जयते

GOVERNMENT OF ASSAM

**Finance Department, Govt of Assam**



GOVERNMENT OF ASSAM

**REQUEST FOR EXPRESSION OF INTEREST**  
*(Offline)*

**FOR SHORTLISTING OF ELIGIBLE CONSULTANTS TO PARTICIPATE IN THE RFP PROCESS FOR SELECTION OF MOST SUITABLE OF THEM TO PROVIDE NECESSARY CONSULTANCY FOR <INSERT TITLE OF THE ASSIGNMENT>**

**REFERENCE NO: XXXXXXXXX /DATED: XXXXX**

***Issued by:***

**<Insert the name and address of the EoI Inviting Entity>**

**<LOGO>**

**<Insert name and address of the Procuring Entity>**

Website:xxxxxxxxxxxxxxxxx

email:xxxxxxxxxxxxxxxxx

## NOTICE INVITING EOI

This EOI is issued by the undersigned inviting “Express of Interest” from eligible consultants for shortlisting of them to participate in the RFP process for selection of most suitable among them to provide necessary consultancy service for <insert the title of the assignment>.

Reference No: XXX/XXXX/XXXXX/XXXXX

Dated: XX/XX/202X

S.No	Key Information/ Events	Time/Venue/Address
1	Title of the Assignment	
2	Date of issue of the EOI document	<b>Date: 00/00/2024</b>
2	Last date of download of EOI document	<b>Date: 00/00/2024</b>
3	Pre-submission meeting	<b>Date: 00/00/2024</b> <b>Time:</b> <b>Venue:</b>
4	Due date and Time of submission of Eoi.	<b>Date: 00/00/2024</b> <b>Time:</b>
5	Due date and time of submission of hard copies of “Key Documents”.	<b>Date: 00/00/2024</b> <b>Time:</b> <b>Address:</b>
6	Date & time of opening of EOI	<b>Date: 00/00/2024</b> <b>Time: 3.00 PM</b>
7	Address for Communication	<Insert Name & Designation, Address, Email Id and Contact Number>
8	Eoi Processing Fee (non-refundable)	<b>Rs xxxxx (Rupees xxxxx thousand only). To be paid through</b> (a) Banker’s Cheque issued by Scheduled Bank in India; or (b) Deposit through Digital mode, if specified in the Eoi;

9. Electronic Bidding will not be permitted. Late Bids will be liable for rejection summarily.

10. Bidders who seek to appeal against any decision, action or omission regarding this

particular procurement may do so as per Section 38 of the Assam Public Procurement Act, 2017 and Rule 26 of the Assam Public Procurement Rules, 2020. The first and second appellate authority are as mentioned below:

First Appellate Authority	Second Appellate Authority
<Insert Name, Address and landline number of first appellate authority>	<b>Smti Laya Madduri, IAS</b> Secretary to the Government of Assam, Finance ( A&F, EC-I, EC-III) Department Second Floor, F Block Janata Bhawan Dispur, Guwahati : 781006 Phone No.:0361-2237455 Mobile No.: E-mail: l.madduri@nic.in

Sd/-

**<EOI Inviting Authority/Official>**

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## **1. INTRODUCTION**

### **1.1 About the Procuring Entity**

*{About the Procuring Entity with details in respect to its overall functions, roles, and responsibility to be given for better understanding of the entity}*

### **1.2 About the Project**

*{Description of the project must be given in details, as far as possible, for a comprehensive understanding by the prospective bidders}*

### **1.3 About the Assignment**

*{A brief note on the assignment highlighting its objectives, key features, performance and other parameters to be given}*

## **2. TERMS OF REFERENCE**

### **2.1 Background of the Assignment**

*{Background of the assignment must be given for a comprehensive understanding of the assignment, this shall include (a)whether this is ongoing or new project, (b)sources of funding (c) proposed duration, etc.}*

### **2.2. Objectives of the Assignment**

*{This Client should clearly mention here about the key objectives of the assignment}*

### **2.3 Scope of the Assignment**

*{This should include detailed description of the assignment including expected input, output, and outcome. The client must describe the scope of the assignment in details for the understanding of the prospective parties which shall include duration of the assignment}.*

### **2.4. Role and Responsibilities of the Consultant**

*{The roles and responsibilities of the Consultant must be mentioned with*

*reasonable details without ambiguity so that it facilitates actual execution of the assignment without delay}*

## **2.5. Role and Responsibility of the Client**

*{The roles and responsibilities of the Client must be mentioned with reasonable details without ambiguity so that it facilitates actual execution of the assignment without delay}*

## **2.6. Team Composition, Qualification and Experience**

*{The Client must mention the manpower requirement including both technical and non-technical personnel. The client should also mention about the minimum requirement with respect to age, education, experience, etc.}*

## **2.7. Deliverables and Timeline**

*{The expected inputs, outputs and deliverables must be mentioned with detailed timeline in an objective manner}*

## **2.8. Quality Assurance, Monitoring and Reporting**

*{Mechanism for monitoring quality assurance must be mentioned to facilitate smooth project management}*

### 3. INSTRUCTION TO THE CONSULTANT

#### 3.1 Purpose of this EoI

Purpose of this EoI is to shortlist qualified Applicants as per the eligibility criteria given under para 3.2 (i.e., EoI Stage). After the completion of the EoI process for shortlisting, the procuring Entity (i.e., Client) shall issue RFP to the shortlisted applicants requesting them to submit a detailed proposal (Financial & Technical) as per the FRP terms and conditions (i.e., RFP Stage). In the RFP stage, the most suitable among the shortlisted Consultants shall be selected for award of contract, based on the evaluation of the proposals submitted as per the RFP terms and conditions.

#### 3.2. Eligibility & Qualification Criteria

3.2.1 To participate in this EoI, the Consultant must be a single entity or consortium of entities (Joint Venture<sup>1</sup>) having a formal intent and legal competency to enter into an agreement or contract and are registered under respective Act and Jurisdiction in India.

3.2.2 The Consultant should have a minimum 10 (ten) years of experience in consultancy service, out of which at least 5 (five) year in similar consulting services, in India for and on behalf of government or international agencies.

Total Average Annual Turnover of the Consultant in last three financial years ending on 31<sup>st</sup> March of the previous financial year 2020-21, 2021-22 and 2022-23) from consulting business should not be less than Rs. XXXX.00 Lakh (Rupees XXXX.00 lakhs only). The average annual turnover certificate as issued by the Auditor/Chartered Accountant should be submitted in the format enclosed as **Annexure 3** of this EoI document. The Certificate must be accompanied by attested copies of audited Statement of Accounts of last three financial years, ending on 31<sup>st</sup>

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<sup>1</sup> "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.



March of the previous financial year. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria

3.2.3 The consultant willing to participate should not:

- a) be blacklisted or debarred from participating in any procurement process by the Procuring Entity or by any other State or Central Government entity, undertakings or bodies are not eligible to participate during their period of blacklisting/debarment.
- b) be insolvent, in receivership, bankrupt, or being wound up, not be having its affairs administered by a court or a judicial officer, not having its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons.
- c) have and their directors and officers do not have, been convicted for any criminal offence relating to their professional conduct or the making of the false statement or misrepresentation as to their qualifications to enter a procurement contract with a period of three years preceding the commencement of procurement process, or not having been otherwise disqualified pursuant to debarment proceedings.
- d) have a conflict of interest as per Section 11 of Assam Public procurement Act, 2017 and which materially affect the competition.

3.2.4 Registration: The Party should be registered under Income Tax, GST and other relevant statute (e.g. PF, ESI, etc.), as applicable.

3.2.5 In case of Joint Venture (JV) applicant, it should not be of more than 3(three) members and none of them should have less than 25% of share in the JV. All members of the JV should fulfill all the eligibility criteria other than turnover i.e., Para 3.2.3 (turnover). **All the members of the JV should have at least 60.00% of the required minimum average annual turnover (as per para 3.2.3).**

*<The qualification criteria may be modified or customized as per the nature and value of service under procurement and accordingly the Eol submission forms/formats to be designed>*

### 3.3. Submission of Eol Proposal

3.3.1 Applicants may submit their Eol proposal by post or by hand or drop in the box earmarked and placed in the office of the TIA. Bids so submitted shall enclose the original and copy of the bid in separately sealed envelopes duly marked as "ORIGINAL" and "COPY". The envelopes containing the original and the copies

shall then be closed in one single sealed outer envelope.

3.3.2 In addition to submission of EoI, the Applicants must also submit hardcopies of the “Key Documents” as given below before due date and time of submission of key Documents as mentions in the Notice Inviting EOI. Delayed submission shall be considered as non-submission.

- (a) EoI Processing Fee of Rs xxxxxx. (The original instrument if paid vide DD)
- (b) Original Power of attorney document authorizing the signatory to this EOI
- (c) Declaration as per **Annexure-V**
- (d) And related documents

3.3.3 The inner and outer envelopes shall bear the:

- (i) name and complete address along with the mobile, telephone number and email address of the Bidder;
- (ii) complete postal address of the TIA;
- (iii) specific identification mark / Bid Ref. No. and subject matter of procurement.
- (iv) A warning “not to open before the time and date for bid opening’ as indicated in the Bidding Documents

3.3.4 If all envelopes are not sealed and marked as required, the TIA will assume no responsibility about its consequences viz. misplacement or premature opening of the bid

3.3.3 The EOI submission should be along with all documentary proof with respect to pre-qualification and other documents as mentioned in **Para 3.4** below in form of checklist while submitting the envelope.

3.3.4 Each page of EOI (submissions) should be signed by the representative duly authorised by the applicant executing a Power of Attorney in the format given under **Annexure-4**. In case the proposal is signed by any one of the Directors or key officials (CEO, CFO or Company Secretary) a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of Power of Attorney. In case of partnership firm it should be signed by any one of the partner duly authorised by the partnership. EOI submitted by a Joint Venture participant shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member’s authorized representative.

3.3.5 The applicant is responsible for submission of EoI proposal complete in all respect. The Authority shall ignore the EoI in case of incomplete or defective submission.

3.3.6 Each page of the EOI submission should be serially numbered, signed and stamped by the authorized signatory and submitted **hard copies of “Key Documents” as defined in Para 3.3.2 in the address as given below, on or before the due date and time for submission.**

**Address for Submission (Hardcopies):**

<Address to be inserted>

3.3.7 Non-submission of hardcopies of the “Key Documents” within due date and time along with the Processing fee of Rs \_\_\_\_\_/- shall disqualify the applicant.

**3.4. Checklist for the EOI submission**

<b>S. No</b>	<b>Documents</b>	<b>Submission Status (Y/N)</b>	<b>Page No</b>
1	Covering Letter ( <b>As per Annexure-1</b> )		
2	Applicants Date Sheet. In the format given under <b>Annexure-2.</b>		
3	Certificate issued by a CA stating that the Applicant has eligible average annual turnover of Rs _____ Crs (Rupees _____ Crores) and more than 5 (five) years of experience in implementation of social development project, out of which atleast 1(one) year in public health project, in India for and on behalf of government or international agencies, as per para 3.2.3 in the format given as <b>Annexure-3.</b>		
4	<b>“Power of Attorney”</b> appointing the signatory, as per para 3.3.4. in the format given as <b>Annexure-4.</b>		
5	Declaration with respect to non-blacklisting and debarment in non-judicial stamp paper duly notarized. As per the format given in <b>Annexure-5.</b> (As per para 3.2.4)		
6	Work completion /satisfaction certificate issued by that client/organisation establishing the experience as per para 3.2.2.		

7	Self-attested photocopy of GST Registration Certificate, PAN, PF & ESI Registration Certificate. (Para 3.2.5)		
8	Copy of the Consortium /Joint Venture agreement		
9	Any, other the applicant feels necessary		
10			

## 4. EVALUATION & SHORTLISTING

### 4.1. Preliminary Scrutiny

- 4.1.1. All the EoI submissions received (hard copies of Key Documents) within due date and time shall only be considered by the Evaluation Committee.
- 4.1.2 The evaluation committee shall first ensure that the applications are complete in all respect. Only those EoI submissions which are complete in all respect shall be considered for further scrutiny.
- 4.1.3. Evaluation Committee reserves the right to seek further clarifications, explanation or information on any issue relating to the eligibility till such time the Committee is fully convinced.
- 4.1.4. The Client (EoI Inviting Entity) shall finalize the list of the Consultants to be shortlisted to participate in RFP based on the evaluation of the EoI submissions and decision of the Client and the same shall be final and binding.
- 4.1.5. Names of the Consultants shortlisted (for RFP process) as per the evaluation of the EoI responses/submissions will be hosted on the website of the EoI Inviting authority on completion of all formalities.

### 4.2. Issue of RFP and selection

- 2.2.1. Detailed Proposal shall be invited by the Client from the shortlisted Consultants (Applicants) issuing RFP. In the RFP document all technical and operational details shall be furnished. At RFP stage the parties must submit detailed technical and financial proposal for evaluation and selection of most suitable amongst them, as per the proposal submitted.
- 2.2.2. The selection of the Consultant shall be strictly based on the evaluation of the proposals received from the shortlisted Consultants in response to the RFP, as per the terms and conditions and specifications mentioned therein.

## **ANNEXURES**

### **Annexure 1: Covering Letter**

#### **Covering letter**

*[On the letter head of the Applicant]*

Kind Attention:

[location, date]

The

<**Insert Designation & Address of Eol Inviting Authority**>

Sub: **Eol (Refence No.....)for shortlisting of eligible applicants to participate in the RFP process forselection of consultant for <insert the name of the assignment>.**

Sir,

Having read, carefully examined, and understood the “Expression of Interest” document dated \_\_\_\_\_ issued by <insert Eol Inviting Authority> (“Client”) and all **Annexures** and other documents attached thereto, and all subsequent addenda and clarifications issued pursuant thereto (collectively the “Eol”), we hereby express our interest to participate in the RFP process, if shortlisted in this Eol stage.

We hereby agree and confirm that our Eol Proposal has been prepared strictly in conformity with the instructions in the Eol document (including the forms set forth therein) and that we shall always act in good faith and abide by the terms and conditions of this Eol.

We agree that we have inspected and examined the Eol documents and have ascertained that they contain no inconsistencies, errors or discrepancies and have otherwise familiarized ourselves with all conditions of the Eol which may affect our Proposal and all queries on other contractual matters have been addressed.

We represent and warrant to Client the information furnished by us is complete, accurate, unconditional, and fairly presented.

We have the necessary capacity and experience to execute the assignment and participate in the RFP, if shortlisted.

We follow all the terms and conditions of the Eol; there is no information, data or documents which have not been disclosed which may prejudicially affect Client's evaluation or decision in relation to pre-qualification shortlisting.

We have all the necessary corporate and statutory approvals and authorizations to participate in this Eol.

We acknowledge that we have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial client or a judicial pronouncement or arbitration award against us or any of our director/trustee/partners or key officials nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for any breach of contract by us.

We declare we have not been declared ineligible for corrupt or fraudulent practices in any tendering process.

We undertake that we will intimate Client of any material change in facts, circumstances, status, eligibility, or documentation relating to us during this Eol and till completion of ensuing RFP process.

This Proposal shall be construed, interpreted, and governed, in all respects, by Assam Public Procurement Act'2017, Assam Public Procurement Rule'2020 and the relevant laws of India, without reference to its conflict of law principles. The courts at Guwahati will have exclusive jurisdiction in respect of all matters arising out of this Eol process.

We undertake that we have not been debarred or blacklisted by any government (Central/State) agency or PSU and fulfill all eligibility criteria as stipulated in Para 3.2.4 of this Eol document.

We have provided details, in accordance with the instructions and in the form required by the Eol and have attached the same as appendices to this application.

Yours faithfully,

[Signature and Details of the Applicant/ Authorised Representative]

## Annexure 2: Applicant Details

<b>1. Organizational Details</b>	
1.1. Full Name	
1.2. Legal Status (firm/company, etc.)	
1.3. Jurisdiction of Incorporation	
1.4. Year of incorporation / registration	
1.5. Registration Number	
1.6. Registered Address	
<b>2. Details of Authorised Signatory</b>	
2.1 Name	
2.2 Designation	
2.3 Address	
2.4 Contact Details	
<i>(Copy of the document of authorisation to be provided)</i>	
<b>3. Tax Registration Details</b>	
<b>3.1. GST</b>	
<b>3.2. Income Tax</b>	
<b>4. Contact Person for this Proposal</b>	
<b>4.1. Name</b>	
<b>4.2. Address for Courier</b>	
<b>4.3. Office Phone</b>	
<b>4.4. Mobile Phone</b>	
<b>4.5. Fax No.</b>	
<b>4.6. E-mail Address</b>	
<b>5. Certifications, Awards &amp; Accreditations, if any</b>	
<b>5.1.</b>	
<b>5.2.</b>	
<b>5.3.</b>	

Date:  
Place:

Signature of the Applicant

### Annexure 3: CA Certificate (Financial Information)

On the letter head of Chartered Accountant/Statutory Auditor

We/I have verified the Audited Financial Statement of Accounts and other documents of..... having registered office at ..... pertaining to the minimum average annual financial turnover of the bidder during the last three years, ending on 31<sup>st</sup> March of the previous financial year. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria. Based on our verification of the aforesaid statements and records, we certify that the following details are true to the best of our information and according to the explanation given to us.

(Amount in INR Crores)

Financial Information	Financial Year			Average
	Audited	Audited	Audited	
Total Annual Turnover from Consulting Business				
Turnover from similar consulting business				
Annual Profit Before Tax				
Net Worth				

I/We also certify that the Applicant has more than 10 (ten) years of experience in consulting business, out of which more than 5(five) years in similar consulting services, in India for and on behalf of government or international agencies as on <Insert Date>.

Date:  
Place:

Signature and seal of the CA firm

**UDIN** :.....

Note:

- a) *Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid.*
- b) *Documentary evidence in support of the 10 years or more experience in Consultancy service, out of which atleast 5 (five) years in similar projects, in India for and on behalf of government or international agencies, must be enclosed*



## Annexure 4: Power of Attorney

### Format for Power of Attorney for Signing of Application (On a Stamp Paper of Rs 100/-)

#### Power of Attorney

We, ..... (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. ....(name and residential address) who is presently employed with us and holding the position of .....as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our response to the EoI for shortlisting of eligible applicants to participate in the RFP process for selection of an agency to ..... including signing and submission of all documents and providing information to the Client (i.e. ....) and its officials or representatives, representing us in all matters before Client, and generally dealing with Client in all matters in connection with our EoI response.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds, and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

For \_\_\_\_\_

(Name, Designation and Address)

Accepted

\_\_\_\_\_(Signature)

(Name, Title and Address of the Attorney)

Date : \_\_\_\_\_

#### Note:

- i. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, as laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- ii. *In case an authorized Director or key officials of the Applicant signs the Application, a certified copy of the appropriate resolution/ document conveying such authority may be enclosed in lieu of the Power of Attorney.*
- iii. *In case the Application is executed outside India, the Applicant must get necessary authorization from the Consulate of India. The Applicant shall be required to pay the necessary registration fees at the office of Inspector General of Stamps.*

## Annexure 5: Affidavit

### Affidavit

(To be submitted on non-judicial stamp paper of minimum Rs 50/- duly certified by Notary)

We, M/s. .... (the Applicant), (the names and addresses of the registered office) hereby certify and confirm that:

- (i) We or any of our promoter(s) / director(s) / partner(s) are not blacklisted or otherwise disqualified pursuant to any debarment proceedings by any Central or State Government, Local Government or Public Sector Undertaking in India from participating in any bidding process, either individually or as member of a consortium as on the \_\_\_\_\_ (Date of Signing of Application).
- (ii) We are not insolvent, in receivership, bankrupt, being wound up, having our affairs administered by a court or a judicial officer, having our business activities suspended or subject of legal proceedings for any of the foregoing reason.
- (iii) We or any of our promoter(s), director(s), partner(s) and officers are not convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of *three years* preceding the commencement of the procurement process.
- (iv) There is no conflict of interest in submitting this Proposal

We further confirm that we are aware that, our Application for Shortlisting of Organisations to participate in the bidding process eligible parties to select most suitable of them to implement <insert name of the project>, would be liable for rejection in case any material misrepresentation is made or discovered at any stage of Eol evaluation or thereafter during RFP and the agreement period.

Dated this .....Day of ....., 20.....

Name of the Applicant

.....

Signature of the Authorized Person

.....

Name of the Authorized Person