

Expression of Interest for Selection of a Consultant or a team of consultants for preparing Five Year Vision Document with Annual Sub-plans, timelines and milestones of Ministry of Tribal Affairs

1. Invitation for Expression of Interest:

1.1 The Government of India invites Expression of Interest (EOI) for engagement of a Consultant or a team of Consultants for preparing a Five Year Vision Document of Ministry of Tribal Affairs.

1.2 Interested persons are advised to study this EOI document carefully before submitting their proposals.

1.3 The advertisement has been published on the Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and in the Ministry of Tribal Affairs at www.tribal.gov.in.

2. Scope of work:

Preparation of a Five Year Document for the Ministry of Tribal Affairs based on the materials/inputs provided by the Ministry. The document has to be prepared in both English and Hindi simultaneously. The document has to be prepared in a time bound manner and tight schedule has to be maintained and the first draft of this document to be submitted within 5 days initiation of work.

The final draft shall be submitted as per the further directions of the Ministry which again will be in a short period of time.

3. Deliverables:

- i. Vision document (both in English and Hindi)
- ii. Soft copy of Vision Document (both in English and Hindi)
- iii. Hard copy of Vision Document (both in English and Hindi)

4. The Bid shall be submitted in a single sealed envelope containing separate envelopes for Technical bid & Financial bid and superscripted "Submission of Expression of Interest for Selection of Consultant or team of consultants for preparing Five Year Vision Document of the Ministry of Tribal Affairs" **latest by 11.00 AM on 01.07.2019 to Ms. Reema Sharma, Under Secretary, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi.**

5. The response to this EOI should be full and complete in all aspects. All incomplete bids shall be rejected.
6. Bids shall include self-attested documents in proof of claims. EOI document submitted by the bidder should be concise and contain only relevant information as required.
7. The entire proposal shall be strictly as per the format specified in this invitation for Expression of Interest and any deviation may result in the rejection of EOI proposal.
8. The consultant/ Agency should have experience in the relevant field. The applicant consultant/ agencies should have proper registration and should have adequate experience in such consultancy and should have prepared similar reports for Govt. of India/ State Govt./ PSUs in the past.
9. After evaluation of technical bids, screening test of consultant shall be held to determine documentation skills, language skills to document both in English & Hindi,

10. Others terms & conditions:

- i. All materials submitted by the bidder will become the property of Ministry of Tribal Affairs and may be returned completely at its sole discretion.
- ii. The EOI does not commit MoTA 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.
- iii. MoTA may terminate the EOI process at any time and without assigning any reason. MoTA makes no commitments, express or implied, that this process will result in a business transaction with anyone.

Appendix I: Bid Submission forms

The bidders are expected to respond to the EOI using the forms given in this section and all documents supporting Pre-qualification / EOI Criteria. Proposal / Pre – qualification Bids shall comprise of following forms:

Form1 : Covering Letter with Correspondence Details:

Ms. Reema Sharma, Under Secretary

Ministry of Tribal Affairs

Room No. 400-C, Shastri Bhawan

New Delhi – 110001

Tel: 011-23387187

Email: reema.sharma@nic.in

Madam,

I, the undersigned, offer to provide consultancy services for preparing ‘ Five Year Vision Document’ of the Ministry of Tribal Affairs as per the materials given by Ministry of Tribal Affairs. Our correspondence details with regard to this EOI are:

Sl. No	Information	Details
1.	Name	
2.	Address of correspondence	
3.	Telephone number	
4.	Mobile number	
5.	Fax number	
6.	Email Id	
7.	website URL if any	

I am hereby submitting our Expression of Interest in printed format. I understand you are not bound to accept any Proposal you receive.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours to me in the short listing process, I am liable to be dismissed from the EOI selection process or termination of the contract during the project.

I agree to abide by the conditions set forth in this EOI.

Sincerely,

Applicant's Name with Seal Name:

Name of Contact:

Signature:

Form 2 : Details of the Applicant's operations and Consulting Business

Sl. No.	Information sought	Details to be furnished
1.	Name and address Consultant/ Lead consultant	
2.	ID Proof	
3.	Address for correspondence	
4.	Education qualification	
5.	Name, Address, Email ID, Phone Nos and Mobile No. of consultant/ lead consultant	

- Documents evidence for experience, educational qualification

Form 3: Financial Bid

Composite fee inclusive of all taxes: