

F. No. NEC/PLAN/I-34/2018
Government of India
Ministry of Development of North Eastern Region
North Eastern Council Secretariat
Nongrim Hills, Shillong – 793003

NOTICE FOR EXPRESSION OF INTEREST

The North Eastern Council Secretariat under the Ministry of Development of North Eastern Region, Government of India invites Expression of Interest (EOI) from well-established reputed firms/ agencies/ organizations/ institutes etc for the “**Consultancy services for carrying out the third party evaluation exercise of the NEC Schemes**”. The detailed EOI document is available at <http://www.necouncil.gov.in>. Interested parties may submit application in sealed envelope duly affixed court fee stamp of Rs. 500/- (Rupees Five Hundred) only (which is non-refundable) in prescribed format to the **Planning Adviser, North Eastern Council Secretariat, Nongrim Hills, Shillong – 793003 on or before 5.00 PM of the 28th February, 2019.**

Dated: the 18th January, 2019
Shillong.

Planning Adviser,
North Eastern Council Secretariat,
Nongrim Hills
Shillong – 793003

**Expression of Interest (EoI)
for consultancy services for carrying out
the third party evaluation exercise of the NEC Schemes**

**Government of India
Ministry of Development of North Eastern Region
North Eastern Council Secretariat
Nongrim Hills, Shillong – 793003
Meghalaya**

January, 2019

F. No. NEC/PLAN/I-34/2018
Government of India
Ministry of Development of North Eastern Region
North Eastern Council Secretariat
Nongrim Hills, Shillong – 793003

Letter of Invitation

Dated: the 18th January, 2019

To,

Sir/Madam,

As per the directions of the Department of Expenditure, Ministry of Finance vide OM No. 66(59)/PFC-II/2018, dated 17.09.2018, an independent third party evaluation of all continuing schemes is mandatory and that the complete evaluation report should be made ready before the next EFC proposals are moved for appraisal for continuation of these ongoing schemes beyond March, 2020. The evaluation should also include performance on the output-outcome indicators of the as a separate section.

The North Eastern Council (NEC) is desirous of undertaking the third party evaluation exercise of the NEC Schemes. The details of the schemes are available in the website of the NEC (www.necouncil.gov.in), however relevant documents for evaluation would be shared during the course of the evaluation. The EOI document containing details of eligibility criteria, submission requirement, brief objectives and scope of work, pre-qualification criteria and method of evaluation of the EoI, etc. is enclosed. The EOI document is available on the website at <http://www.necouncil.gov.in>.

You may submit your responses in sealed envelopes duly affixed court fee stamp of Rs.500/- (Rupees Five Hundred) only (non-refundable) in prescribed format to the Planning Adviser, North Eastern Council Secretariat, Nongrim Hills, Shillong – 793003 on or before 5.00 PM of the 28th February, 2019. Application(s) received after the last date would not be considered and the same will not be opened. Unopened applications will be returned back if the firms/ agencies/ organizations / institutes send a written request. A single response shall be submitted.

The North Eastern Council Secretariat reserves the right to accept or reject any or all application without assigning any reason thereof.

Yours sincerely,

Planning Adviser,
North Eastern Council Secretariat,
Nongrim Hills,
Shillong – 793003

Government of India
Ministry of Development of North Eastern Region
North Eastern Council Secretariat
Nongrim Hills, Shillong – 793003

F. No. NEC/PLAN/I-34/2018

Dated: the 18th January, 2019

Subject: Invitation for Expression of Interest (EOI) from well-established reputed firms/ agencies/ organizations/ institutes etc for the “Consultancy services for carrying out the third party evaluation exercise of the NEC Schemes”.

The North Eastern Council Secretariat under the Ministry of Development of North Eastern Region, Government of India invites Expression of Interest (EOI) from well-established reputed firms/ agencies/ organizations/ institutes etc for the “**Consultancy services for carrying out the third party evaluation exercise of the NEC Schemes**”.

Complete EOIs should reach the **Planning Adviser, North Eastern Council Secretariat, Nongrim Hills, Shillong – 793003 on or before 5.00 PM of the 28th February, 2019**. Shortlisted organizations/ institutions/ agencies will then be invited through a Request for Proposal (RFP) for technical and financial bids (separate bids for each identified areas under different sectors) and then for a detailed presentation before the Competent Authority. Selection will be based on the Combined Quality-cum-Cost Based System (CQcCBS).

1. Background:

The North Eastern Council is the agency for the economic and social development of the North Eastern Region which consists of the eight States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura. The North Eastern Council was constituted in 1971 by an Act of Parliament. The constitution of the Council has marked the beginning of a new chapter of concerted and planned endeavour for the rapid development of the Region. Over the last forty six years, NEC has been instrumental in setting in motion a new economic endeavour aimed at removing the basic handicaps that stood in the way of normal development of the region and has ushered in an era of new hope in this backward area full of great potentialities. The main objective of the Council is to ensure the balanced and integrated economic development of the North Eastern parts of the country. To achieve this objective, the NEC has funded the projects of vital sectors like transport and communication, water resources, power, health and FW, agriculture, industries & commerce, animal husbandry & veterinary etc. of the NE states with funding pattern of 90% grants and 10% loan to be borne by the State Governments of the Region. The NEC also funded the projects executed through Central/State agencies (other than state governments) providing 100% grants.

2. Purpose/ Objectives of the assignment:

- (i) To evaluate / appraise the performance of the interventions by the North Eastern Council (NEC) under its various Schemes and its outcomes as well as for identification of potential areas;

- (ii) To identify gaps in the NEC Schemes and make recommendations;
- (iii) To recommend for continuation of ongoing schemes beyond March, 2020 based on the evaluation / appraisal.

3. Objective and purpose of the EoI:

To achieve the objectives as specified above, the North Eastern Council Secretariat intends to identify institution(s) to carry the evaluation study. This is planned to be achieved by floating the EoI and then issuing the RFP to the shortlisted firm before selecting the Consultant(s). The purpose of this EOI is to provide interested “bidders” with the necessary information to enable them to prepare and submit their responses.

4. Deliverables:

Broadly, the selected firm/ agency/ organization/ institute would be expected to work out the detailed methodology, study design, analytical framework and time frame of the study. It should submit interim reports at regular intervals which would be mentioned in the work order (to be issued by the NEC) and make a powerpoint presentations thereof before the Secretary, NEC and other officers. After acceptance of the report by the NEC, the Institute would submit 50 (fifty) copies of the Evaluation Report along with a soft copy in PDF/ Word format.

5. Cost of the Study:

Cost would depend on the technical and financial bids to be submitted by the qualified applicants. The technical and financial bids shall be evaluated by a Committee constituted for the purpose by adopting Combined Quality cum Cost Based System (CQCCBS). The costs associated with the preparation and submission of the response to the EOI and RFP shall be borne by the bidder.

6. Submission requirement:

The Expression of Interest is to be submitted in the manner prescribed below. All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy in CD (recordable):-

1. Applicant’s Expression of Interest (Format-1)
2. Organizational Contact Details (Format-2)
3. Experience in consultancy for preparation of Reports (Format-3)
4. List of experts/consultants for conducting studies/ consultancies on payroll of the organization/ firm/ agency (Format-4)
5. Financial strength of the organization/ firm/ agency/ institute for the last three years (Format-5)
6. Additional information (Format-6)
7. Declaration (Format-7)

It may be noted that a detailed technical or financial proposal is not required at this stage.

7. General:

Only shortlisted agencies will be issued Request for Proposal (RFP) document with an invitation to submit Technical and Financial Bids in separate sealed envelope.

The North Eastern Council Secretariat reserves the right to accept or reject any or all application without assigning any reason thereof. It also reserves the right to cancel/re-tender this empanelment process, if the necessity so arises. It also reserves the right to seek further information/ details.

Institutions/organisations, if found to have indulged in any corrupt or fraudulent practices, will have their EOI document summarily rejected.

In the case of dispute arising upon or in relation to or in connection with the contract between the North Eastern Council Secretariat and the Consultant, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996.

Participating organizations/firms/ agencies/ institutes shall not start any work of consultancy without the formal order issued for the same from the North Eastern Council Secretariat.

Last date of submission **on or before 5.00 PM of the 28th February, 2019** to the following address. Application(s) received after the last date would not be considered and the same will not be opened. Unopened applications will be returned back if the Organisations / Firms/ Institutes send a written request.

Date till which the EOI should be valid is 90 days from the date of opening of EOI.

The envelope containing the EoI should indicate **“EoI for the Consultancy services for carrying out the third party evaluation exercise of the NEC Schemes”**.

Address for correspondence:

**Planning Adviser,
North Eastern Council Secretariat,
Nongrim Hills,
Shillong – 793003
Tel: 0364-2522675
Fax: 0364-2522779**

FORMATS FOR SUBMISSION

FORMAT-1

APPLICANT'S EXPRESSION OF INTEREST

To,

Dated: the, 2019

**The Planning Adviser,
North Eastern Council Secretariat,
Nongrim Hills,
Shillong – 793003**

Subject: Invitation for Expression of Interest (EOI) for the “Consultancy services for carrying out the third party evaluation exercise of the NEC Schemes”.

Sir,

In response to the invitation for Expression of Interest (EOI)'s No., dated.....for the above purpose, we express interest to participate in the EoI.

As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy:

1. Organizational Details (Format-2)
2. Experience in consultancy for preparation of Reports (Format-3)
3. List of experts/consultants for conducting studies/ consultancies on payroll of the organization/ firm/ agency (Format-4)
4. Financial strength of the organization/ firm/ agency/ institute for the last three years (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Encl: as above

Yours faithfully,

Signature of the applicant
[Full name of applicant]
Stamp/ Seal.....
Date:.....

Note: This page is to be furnished on the letter head of the organization.

FORMAT-2
Organizational Details

Sl. No.	Particulars	Details
1	Name of Organization (URL of the website of the organizations may also be mentioned, if any)	
2	Year of establishment/ registered	
3	Main areas of business/ activity	
4	Name of the Head of the organization and other functionaries (incl Board Members)	
5	Type of Organization Firm/company/partnership firm registered under the Indian Companies Act, 1956/the Partnership Act, 1932 (State the Act under which established, registered and registration date)	
6	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/ Govt. Bodies/Autonomous Organisations? If yes, details thereof	
7	Address of registered office with telephone no., fax and email	
8	Address of office located in the North Eastern States, if any	
9	Contact Person with telephone no., fax no. & email ID	
10	Area of operation (Pan India/ Regional/ State)	
11	Indicate if empanelled with any Government Departments/ Agencies	
12	Name, designation and contact details of the authorized nodal person who would the leader of the team for the proposed study(ies)	

Enclosures:

1. Copy of Certificate of Incorporation/ Registration
2. Copy of Article of Association or any relevant document in respect of Sl. No 5 above.
3. Undertaking in respect of Sl. No. 6 above.
4. Certificate/ Letter of empanelment issued by the Government agency in respect of Sl. No. 11 above.

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-3

Experience in consultancy for evaluation of Schemes

Overview of the past experience of the Organization/ Institution/ Agency

Sl. No.	Item	Number of assignments during last 5 years	Name of such consultancies	Order value (in lakhs of Rs.) of each assignment (Enclose copy of each work order)	Mention the name of Client/ Organization (Enclose completion certificates)
1	Consultancies carried out				
2	Experience in carrying out evaluation studies for schemes of the Central Govt Ministries				
3	Experience in carrying out evaluation studies for institutions other than Government				
4	Evaluation studies for similar study as proposed in the EoI (if so, a copy of the report may be furnished)				

Signature of the applicant

Stamp/ Seal:

Date:

FORMAT-4

List of experts/consultants for conducting evaluation study on payroll of the organization/
firm/ agency

Sl. No	Name	Designation	Educational Qualification	Papers published, if any	Relevant experience	Years of experience as a consultant/ expert
1.						
2.						
3.						

Note: The list should include only those experts/ consultants who are directly associated with the preparation of consultancy studies/ reports mentioned in Format -3.

Signature of the applicant

Stamp/ Seal:

Date:

FORMAT-5

Financial strength of the organization/ firm/ agency/ institute for the last three years

Sl. No.	Financial Year	Whether profitable (Yes/No)	Overall annual turnover (in Rs. lakh)	Annual turnover from conducting of studies/ consultancies conducted in India (in Rs. lakh)
1.	2016-17			
2.	2017-18			
3.	2018-19			

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-6

Additional Information

1. List all enclosures related to the previous sections.

Sl. No	Description	No. of pages

2. Additional information to support the eligibility of the organization/ firm/ agency. (Not more than 2 pages).

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-7

Declaration

We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document furnished by us.

We also understand that North Eastern Council Secretariat under the Ministry of Development of North Eastern Region shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us, if so required.

We hereby confirm that we are interested in competing for the **“Consultancy services for carrying out the third party evaluation exercise of the NEC Schemes”**.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization and should be sealed and signed by an authorized signatory of the organisation.

PRE-QUALIFICATION CRITERIA

Following will be the minimum pre-qualification criteria. Each eligible organization/ firm/ agency should possess all the following minimum pre-qualification criteria. Responses not meeting any of the minimum pre-qualification criteria will be rejected and will not be evaluated.

Sl. No	Pre-qualification Criteria	Supporting compliance document to be submitted by the organization/ firm/ agency
1.	The firm shall be a Government institution or agency/ organization or firm/company/ partnership firm registered under the Indian Companies Act, 1956/ the Partnership Act, 1932, educational or research institutions registered with Central Government and who have their registered office in India.	Copy of Certificate of Incorporation and Partnership Deed or other such relevant documents.
2.	The firm should be in the business of carrying out studies/ consultancy services for at least 5 years as of 31.12.2018.	Certificate by authorized person of the bidder's organization
3.	The organisation/ firm /agency should have an average annual turnover of Rupees Twenty Lakh in the three consecutive Financial Years (FY 2016-17, FY 2017-18 and FY 2018-19) from total services rendered in India.	Format-5 to be certified & validated by the Chartered Accountant (CA) of the bidder's organization. CA certified document should be with name of CA, registration number, signature with seal.
4.	The organisation/ firm /agency should have valid VAT and PAN /TAN/TIN registration certificate.	Copies of the relevant documents.
5.	The organisation/ firm /agency should submit tax clearance certificate for the period FY 2016-17, FY 2017-18 and 2018-19.	Copies of the certificates from the concerned tax authorities.
6.	The organization/ firm/ agency should have at least ten full-time consultants/ experts on its pay rolls	Certificate by Statutory Auditor or Company Secretary or any authorized person of the bidder's organization.
7.	The organization/ firm/ agency shall have experience in executing at least three similar assignments of evaluation of Government promoted Schemes for the Central Government/ State Governments/ PSUs/Government bodies in India during the last 3 Financial Years as on March 31, 2018 with a minimum order value of not less than Rupees Three Lakhs.	Copies of the work order(s) alongwith attestation that they are true copies.
8.	The firm should not have been blacklisted by any Central Governments/State Government/PSU/Government Bodies.	Undertaking signed by the authorized signatory of the organization/ firm/ agency.