

## **EXPRESSION OF INTEREST FOR SELECTION OF AN AGENCY FOR CONDUCTING POST PROCUREMENT REVIEW UNDER RMSA**

1. The details of the post review of procurement intended to be carried out by Department of School Education & Literacy, Ministry of Human Resource Development, Govt. of India, through EdCIL, are given in the text of the Advertisement. The interested agency must read out the essential criteria of the EOI documents to be attached and other requirement before applying. Only those agencies who fulfills all the eligibility criteria will be short-listed.
2. **The last date for receipt of expression of interest in the specified format is 26<sup>th</sup> December 2014.** Incomplete Proposals and proposals received after the prescribed last date will not be entertained.
3. The Expression of Interest must be submitted in the prescribed formats given in the attachment. Only the Expression of Interest in the prescribed format accompanied with all requisite documents would be considered.
4. The Expression of Interest must be delivered by post (in a sealed envelope) or by hand in the office of the Project Manager (RMSA-TSG ), Ed.CIL (India) Limited, TSG. The Expression of Interest must be addressed to:  
The Project Manager (RMSA)  
Ed.CIL (India) Limited  
Technical Support Group,  
Rashtriya Madhyamik Shiksha Abhiyan,  
6<sup>th</sup> Floor, Vijaya Building,  
17-Barakhamba Road,  
New Delhi – 110001

### **5. The Agency evincing interest in the EOI must enclose the following documents with EOI:**

- (i) A copy of registration certificate of the Agency issued by Competent Authority showing all the relevant details & date of formation of the Agency.
- (ii) A Copy of the latest Partnership deed in the case of Partnership agency or relevant document in the case of proprietorship firm or other relevant document as the case may be.
- (iii) A copy of acknowledgement of IT return of the agency relating to previous three years.
- (iv) Copies of Balance Sheet, Financial statements of the agency along with schedules for the preceeding three financial years 2011-12, 2012-13 & 2013-14 showing a turnover of Rs. 2.00 crores each year.
- (v) Details of court cases/arbitration cases/or any other case, pending against the Agency (if applicable).
- (vi) Copies of the award letters from various clients in respect of assignments carried out for the Procurement Review & allied work showing experience of at least five years at national, state, district & block level etc. as per Part-D of EOI. Out of this, the proof of at least three Procurement review at national/state level for any Department of Govt. of India or State Govt. during the last five years is a must.

**FORMAT FOR EOI**

**PART A: ORGANIZATION PROFILE**

**1. Status of Agency**

(Please tick mark on appropriate box)

**Partnership**

**Sole Proprietor**

**2. (a) Name of Agency :** \_\_\_\_\_  
(in Capital letters)

**(b) Address of Head Office:** \_\_\_\_\_

Tel.No. \_\_\_\_\_ E-mail address \_\_\_\_\_

**(c) Address of Registered Office:** \_\_\_\_\_

Tel.No. \_\_\_\_\_ E-mail address \_\_\_\_\_

**3. Date of Constitution/Registration of Agency** \_\_\_\_\_

**4. Registration No. of the Agency:** \_\_\_\_\_

**5. PAN No. of the Agency:** \_\_\_\_\_

**6. List of Offices/Branch Office in major cities/states as per requirement in given format (Pl. expand col. as per need)**

S. No.	Name of		Name of contact Person, Address, Telephone, Fax & Email Address	No. of Staff available		Infrastructure facilities available (in brief)
	State	City		Professionals	Other Staff	

**7. Whether Agency has established in-house Quality assurance system to ensure timely completion of review & delivery of high Quality reports? (Pl. tick mark on appropriate box)**

**Yes**

**No**

If yes, provide details of the same.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8.** List of Clients in Central Govt./State Govt./ Other Sectors for whom Concurrent Procurement Review & review of Procurement work was undertaken by agency in the past. (Pl. expand column)

**9.** Whether any Court/arbitration/any other legal case is Pending against the agency? (If yes, give a brief note of the case indicating its present status)

**Yes**

**No**

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**10.** Any other relevant details relating to organizational set-up (If desired to be submitted by the agency)

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**PART B: FINANCIAL STRENGTH & TURNOVER OF AGENCY FOR PREVIOUS THREE YEARS**

As per EOI criteria, the agency should have a minimum turnover of Rs.2.00 crores per year for each of the preceding three years i.e. in 2011-12, 2012-13 & 2013-14. In case this criteria is not met, the Agency will not be considered for shortlisting. Please show the same, as per following format:

<b>S. No.</b>	<b>Financial Year</b>	<b>Total Income/Turnover (Rs.)</b>
1.	2011-12	
2.	2012-13	
3.	2013-14	

Note: The above turnover statement must be supported with relevant proof such as:

- (i) Certified or original copies of the audited Balance Sheet and Profit & Loss A/c with schedules duly audited by Chartered Accountant.

**The figure of turnover must be highlighted. In case turnover has been taken into account with more than one component, the same should be explained properly by explanatory notes. The turnover shown in above columns must tally with the proof. The turnover is to be shown in Indian rupees.**

- (ii) Copies of the acknowledgement of the IT return of the Agency for the last three years.
- (iii) The turnover should be in the name of the agency only who had sent the EOI in its name. The turnover of the Group Company/Agency will not be considered for evaluation and short listing purposes.

**PART C: PROFESSIONAL ABILITY/STRENGTH OF AGENCY**

1. Number of Full Time professionally Qualified experts with agency as on 01.01.2014 \_\_\_\_\_
2. Details of professionally qualified and expert/staff with agency at National & State Level with at least 10 years work experience (Pl. expand the col. in given format).

S. No.	Name of Professional Staff/ Other Staff	Qualification	Position in Agency	Presently posted at (name of City/Office)	Employed with Agency from	Experience (no. of years)

3. The particulars of specialization gained by the Agency in review of:
  - (i) Financial Accounting
  - (ii) Procurement
  - (iii) Any other important special assignments etc. in the following format

S. No.	Description of specialization	Specify nature of assignment	Name of the organization	Name of the person who had handled this assignment	Whether the person handled this assignment is still with the Agency (Y/N)

(Pl. expand the column as per need)

4. Whether the Agency is engaged in any Internal / concurrent review or any other services of any Govt. Companies / Corporation etc.? If yes, provide details. (If need be pl. attach separate sheets) \_\_\_\_\_

**PART D: EXPERIENCE OF AGENCY**

1. As per EOI eligibility criteria, the agency should have at least five (5) years of experience in conduct of Procurement Review & related work.
2. Accordingly, the bidding agency must show the relevant experience of 5 years as per format given below with supporting documents viz. copies of letter of awards from the clients.
3. If related proof of experience are not enclosed it will be presumed that agency has no experience in carrying out such work and EOI will be rejected.
4. The experience should be in the name of agency only who has submitted EOI & not of a group company etc.

**FORMAT SHOWING EXPERIENCE & FEE EARNED**

**A: Fee earned by the Agency from 2009-10 to 2013-14 in respect Post Review of Procurement**

S. No.	Department/Sector	Financial Year	Fee Earned (Rs. in lakhs)
1.	Government Department	2009-10	
		2010-11	
		2011-12	
		2012-13	
		2013-14	
		<b>Sub-Total</b>	
2.	Society/PSU/Autonomous Body	2009-10	
		2010-11	
		2011-12	
		2012-13	
		2013-14	
		<b>Sub-Total</b>	
3.	Social Sector Programmes/ Projects	2009-10	
		2010-11	
		2011-12	
		2012-13	
		2013-14	
		<b>Sub-Total</b>	
4.	Externally aided Social Sector Projects	2009-10	
		2010-11	
		2011-12	
		2012-13	
		2013-14	
		<b>Sub-Total</b>	
5.	Education Projects/Programmes	2009-10	
		2010-11	
		2011-12	
		2012-13	

S. No.	Department/Sector	Financial Year	Fee Earned (Rs. in lakhs)
		2013-14	
		<b>Sub-Total</b>	
6.	Others (not covered from 1 to 5 above)	2009-10	
		2010-11	
		2011-12	
		2012-13	
		2013-14	
		<b>Sub-Total</b>	
7.	<b>Grand Total</b>	2009-10	
		2010-11	
		2011-12	
		2012-13	
		2013-14	
		<b>Total</b>	

**B: Details of Procurement review and related experience of the Agency for the last five years (only assignment which carry a fee of Rs.10.00 lakhs & above should be mentioned). Year-wise & sector-wise details to be given (These column may be expanded as per need).**

**1. Name of Company/Body/Sector Reviewed: Government Department**

Year of Review	Name of Govt. Deptt.	Fee Charged for each of the assignment in each year (Rs. in lakhs)	Nature of review	Nature of special assignment	Name of the person who supervised the review and prepared the reports and who is still working with the Agency
2009-10					
2010-11					
2011-12					
2012-13					
2013-14					

**2. Name of Company/Body/Sector Reviewed: Society/PSU/Autonomous Bodies**

Year of Review	Name of Society/PSU/Body	Fee Charged for each of the assignment in each year (Rs. in lakhs)	Nature of review	Nature of special assignment	Name of the person who supervised the review and prepared the reports and who is still working with the Agency
2009-10					
2010-11					
2011-12					
2012-13					
2013-14					

**3. Name of Company/Body/Sector Reviewed: Social Sector Programmes/Projects**

Year of Review	Name of Org./ Projects	Fee Charged for each of the assignment in each year (Rs. in lakhs)	Nature of review	Nature of special assignment	Name of the person who supervised the review and prepared the reports and who is still working with the Agency
2009-10					
2010-11					
2011-12					
2012-13					
2013-14					

**4. Name of Company/Body/Sector Reviewed: Externally aided/Social Sector Projects**

Year of Review	Name of Agency	Fee Charged for each of the assignment in each year (Rs. in lakhs)	Nature of review	Nature of special assignment	Name of the person who supervised the review and prepared the reports and who is still working with the Agency
2009-10					
2010-11					
2011-12					
2012-13					
2013-14					

**5. Name of Company/Body/Sector Reviewed: Education Projects/Programmes**

Year of Review	Name of Agency	Fee Charged for each of the assignment in each year (Rs. in lakhs)	Nature of review	Nature of special assignment	Name of the person who supervised the review and prepared the reports and who is still working with the Agency
2009-10					
2010-11					
2011-12					
2012-13					
2013-14					

**6. Name of Company/Body/Sector Reviewed: Others (not covered from 1 to 5 above)**

Year of Review	Name of Agency	Fee Charged for each of the assignment in each year (Rs. in lakhs)	Nature of review	Nature of special assignment	Name of the person who supervised the review and prepared the reports and who is still working with the Agency
2009-10					
2010-11					
2011-12					



2012-13					
2013-14					

## **UNDERTAKING**

I, \_\_\_\_\_, the above named person is an authorized signatory & undertake that the contents of this EOI from Part-A to D have been checked and are in order.

Signature \_\_\_\_\_

Name of Authorized Signatory \_\_\_\_\_

Name of Agency & Address \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_

(Rubber Stamp of the Agency)

# CONDUCTING POST PROCUREMENT REVIEW UNDER RMSA

## GUIDELINES FOR AGENCIES FOR SENDING EOI

1. Agency must enclose a covering letter on Agency's Letter Head while sending the EOI.
2. The EOIs must be sent in a sealed cover within the stipulated time. On the top of the Envelope please write "EOI for conduct of post review of procurement of RMSA". Also mention name of Agency on the bottom of envelope. The EOIs will be evaluated strictly as per laid down criteria. Therefore, before sending the EOIs, the bidder agency must satisfy that they fulfill all the eligibility criteria. The related proof of experience, turnover, details of office set-up etc., as asked for, must be enclosed / detailed out for evaluating the EOIs.
3. The details must be furnished as per formats enclosed in this document and strictly as per serial order. Information in respect of all columns of EOI is to be furnished. The information intended to be supplied should be furnished in such a manner that the same satisfies the need/requirement of EOI under various heads and is self-explanatory.
4. **In case desired documents/proof are not enclosed or information as asked for is not given, the EOI shall be rejected and no clarification/enquiry will be sought/made.**
5. The turnover shown in Part-B should be in Indian Rupees and should exactly match with the figures reflected in the Balance Sheet/P&L Account/Receipt & Payment A/C etc. The relevant portion of the document reflecting the turnover must be highlighted. In cases where the turnover is not easily identifiable, the Agency should enclose explanatory notes as to how the turnover figure mentioned under Part-B, has been arrived at, as per Balance Sheet etc.
6. A content page should be added in the EOI. All pages of EOI should have serial number and initialed on each page. A separator may be placed between each Part of the EOI.
7. The last date of receiving the sealed EOIs shall be strictly adhered to. The EOIs received after the last date will not be opened and no further action will be taken on such EOIs. However, if the last date is declared as holiday, the next working day on which office is opened will be treated as the last date of receiving the EOIs. The EOIs should either be sent by post or delivered physically in the office of client. No plea/request made over phone/fax/E-mail that EOI is in transit and be accepted due to postal delay etc. shall be entertained. In the interest of agency, it is advised that the EOIs should be sent well in advance before the closing date of receiving EOI. Ed.CIL/MHRD shall not be responsible for any postal/courier delay.
8. The decision of Ed.CIL/MHRD in evaluating the EOIs will be final and no clarification will be sought.

[Agency Evincing Interest in the EOI should also enclose a certificate On Letter Head of Organization as per format given below:]

**EXPRESSION OF INTEREST FOR " CONDUCTING POST REVIEW OF PROCUREMENT UNDER RMSA"**

**CERTIFICATE**

I, \_\_\_\_\_, working as \_\_\_\_\_ in this organization and is authorized to issue this certificate certify that:

- (a) We have gone through the contents of advertisement for this EOI and fulfill all the eligibility criteria as per EOI.
- (b) All relevant documents are enclosed with our EOI.
- (c) The details and contents of our EOI are authenticated and based on actual work carried out by our agency, as per record.
- (d) We have understood that in case it is found that our agency is not fulfilling any of the laid down criteria, or relevant details/supporting documents are not found to be enclosed, we will not be given any opportunity for any clarifications and our EOI will be evaluated based on available documents in EOI.

Signature of Authorized Signatory

Name: .....

Designation: .....

[Please affix Rubber Stamp]

Dated: .....