



ग्रामीण विकास मंत्रालय

भारत सरकार

MINISTRY OF RURAL DEVELOPMENT

GOVERNMENT OF INDIA

Request for Expression of Interest

Tender Reference Number: Q-11018/01/2023-NLM

For Empanelment of Institutions and Individuals for National Level Monitoring of Rural Development Programmes

Department of Rural Development
Request for Expression of Interest
Tender Reference Number: Q-11018/01/2023-NLM
For Empanelment of National Level Monitors (NLMs) -Institutions and Individuals

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Part I: REOI Process

Section I: Request for Expression of Interest (REOI)

1. Invitation

The President of India, through the Secretary of Department of Rural Development in the Ministry of Rural Development (hereinafter referred to as ‘the Authority’, ‘the Head of Empanelment’, ‘the Procuring Entity’ and ‘the Department of Rural Development’ respectively), invites Expression of Interest (hereinafter referred as the ‘EOIs’) from eligible and qualified interested individuals and institutions (hereinafter referred as the ‘Applicant’) for empanelment of approx. 160 NLMs (120 Institutional and 40 Individual) to carry out activities as described in ‘Part II: Schedule of Requirements’ (hereinafter referred to as ‘the Services’). Interested Individuals and Institutions should provide sufficient and relevant information demonstrating that they meet the specified eligibility criteria and have the required qualifications to be shortlisted for providing the Services as NLMs. This Request for Expression of Interest (REOI) document, reference number Q-11018/01/2023-NLM, details the process of such short listing and empanelment.

2 Instructions for EOI

2.1 Governing Language and Law

- a) The EOI submitted by the Individual or Institutions and all subsequent correspondence and documents relating to the EOI exchanged between the Individual or Institution and the DoRD should be written in English. However, the language of any printed literature furnished by an Individual/Institution in connection with its EOI may be written in any other language provided a certified translation accompanies the same in English. For interpretation of the EOI, translation in the English language shall prevail.
- b) The REOI process shall be subject to the laws of the Union of India and the exclusive jurisdiction of courts in Delhi and Delhi High Court.

2.2 Acronyms

The following Acronyms have been used in this REOI document:

Acronym	Definition	Acronym	Definition
DoRD	Department of Rural Development	EOI	Expression of Interest
REOI	Request for Expression of Interest	RFP	Request for Proposals
NLMs	National Level Monitors	TOR	Terms of Reference
DPR	Detailed Project Report	LOI	Letter of Intent
DA	Documents Attached	NLM	National Level Monitor
TIA	Tender Inviting Authority	M&E	Monitoring & Evaluation
DPIIT	Department for Promotion of Industry and Internal Trade		

2.3 The Contents of the REOI document

This REOI document provides the relevant information and instructions to assist the prospective individual/institution in preparing and submitting EOIs. It also includes the mode and procedure for receipt, opening, and evaluation of EOIs and short-listing of Institution/Individual NLMs. The REOI document consists of the following parts.

Part I: REOI process

- 1) Section I: Request for Expression of Interest (REOI)
- 2) Section II: Appendix
- 3) Section III: Qualification and Evaluation Criteria

Part II: Schedule of Requirements

- 1) Section IV: Terms of Reference

Part III: EOI Submission Formats

- 1) Form 1A: EOI Form (Covering Letter for Institution)
 - (a) Form 1.1A: Applicant Information (for Institution)
 - (b) Form 1.2A: Eligibility Declarations by Institution
- 2) Form 1B: EOI Form (Covering Letter for Individual)
 - (a) Form 1.1B: Applicant Information (for Individual)
- 3) Form 2A/2B: Qualification Criteria - Compliance
 - (a) Form 2A: Application format for Institutional NLMs including performance experience and Financial Strength
 - (b) Form 2B: Application format for Individual NLMs including relevant experience and technical/ professional papers/ articles published
- 4) Form 3: Checklist for Institutional/ Individual Applicants

2.3.1 Section II: Appendix

Variable parameters and information related to this specific REOI process are summarized in the appendix.

2.3.2 Section III: Qualification Criteria:

This section lays down the Qualifying Criteria for short-listing the Applicants. The Applicants must have requisite experience with assignments similar in nature in general and specific sectors relevant to the subject assignment.

2.3.3 Section IV: Terms of Reference (TOR)

‘Section IV: Terms of Reference (TOR)’ describes the background, purpose / objectives, description / scope, deliverables / outcomes, and timelines of Monitoring of Rural Development Programmes (hereinafter called the ‘Service’) required.

2.3.4 EOI Formats for submission (To be filled, digitally signed, and uploaded by the Applicant)

The Applicant must fill, digitally sign and upload the EOI in the Formats given in Part III: ‘EOI Submission Formats’.

2.4 Corrigenda/ Addenda to REOI document

1. The Department of Rural Development may update, amend, modify, or supplement the information; assessment or assumptions contained in the REOI document by issuing corrigenda and addenda and corrigendum or addendum thus issued shall be considered a part of the REOI document.
2. If considered necessary, the Department of Rural Development may suitably extend the EOI submission deadline to give reasonable time to the prospective Institution/Individual to take such corrigendum / addendum into account in preparing their EOI. After the DoRD makes such modifications, any Applicant who has submitted his EOI shall have the opportunity to either withdraw his EOI or re-submit his EOI superseding the original EOI within the extended time of submission.
3. The DoRD may extend the deadline for the EOI submission by issuing an amendment. In such a case, all rights and obligations of the DoRD and the Institution/Individual previously subject to the original deadline shall then be subject to the new deadline for the EOI submission.

3. Department of Rural Development-Right to Reject any or all EOIs

The issue of the REOI document does not imply that DoRD is bound to shortlist Institution/Individual as NLM. The DoRD reserves its right to accept or reject any or all EOIs, abandon/ bypass/ cancel the REOI process and issue another REOI for the same or similar Services before or after short-listing Institution/Individual. It would have no liability to the affected members of Institutional/Individual NLMs or any obligation to inform the affected person of the grounds for such action(s).

4. Participation in REOI - Eligibility Criteria

4.1 Eligibility Criteria

Subject to other provisions in the REOI document, participation in this short-listing process is open to all Institutions/Individuals who fulfil the 'Eligibility' and 'qualification' criteria. They should meet the following eligibility criteria as on the date of their EOI submission and should continue to meet these until the award of letter of intent (LOI). They shall be required to demonstrate fulfillment of the Eligibility Criteria in Form 1.2A (Eligibility Declarations). Institutions/Individuals unless otherwise stipulated in Section II: Appendix:

4.1.1 must be:

(a) Individual NLMs must be:

- a. retired Central Government / State Government / PSU / PSB / Autonomous bodies Officers or retired Professor of recognized Educational Institutions.
- b. not more than 65 years of age as on closing date of advertisement.
- c. The applicant should have adequate Social Research experience and knowledge of Computer is essential

(b) Institutional NLM must be:

- a. an Indian Company / LLP / Partnership firm / Society registered under an applicable Act in India or Public Entity (Government-owned enterprise or institution).
- b. registered in India with the concerned authorities / Registrars for at least last 5 Years.
- c. having an experience of at least 5 years in conducting Monitoring & Evaluation (M&E) work related to rural development/other social sectors in India with at least 5 completed assignments/studies.
- d. having a permanent establishment of its own with sufficient number of field supervisors & investigators on its roll.
- e. having experience in conducting such Monitoring & Evaluation (M&E) work. Also, if needed, the Applicant shall be in a position to arrange a larger number of people to complete the assignments on time.
- f. having sufficient available financial resources to undertake NLM assignments and to incur expenditure on its own and seek reimbursements as per the Financial Terms & Conditions specified in the NLM guidelines.

4.1.2 must:

- (a) not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of aforesaid reasons.
- (b) (Including their affiliates, subsidiaries, or contractors / sub-Applicants for any part of the contract):
 - i) Not stand declared ineligible/ blacklisted/ banned/ debarred by the Department of Rural Development or its Ministry/ Department from participation in its empanelment processes; and/ or
 - ii) Not be convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate Applicants of the Government of India from participation in empanelment processes of all its entities, for:
 - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
 - offences under the Indian Penal Code or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public empanelment contract and/ or
 - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate Applicants of the Government of India.
 - iii) Not have changed its name or created a new “Allied Entity”, consequent to having declared ineligible/ suspended/ blacklisted/ banned/ debarred as above.
- (c) Not have an association (as an Applicant/ partner/ director/ employee in any capacity)

- of any retired employee (of Gazetted Rank) or any retired Gazetted Officer of the Central or State Government or its Public Sector Undertakings, if such a retired person has not completed the one-year cooling-off period (or any other period stipulated by their erstwhile Employer) after his retirement. However, this shall not apply if such employees / officers have obtained a waiver of the cooling-off period from their former organization
 - of the near relations of executives of DoRD involved / likely to be involved in this Empanelment process.
- (d) Not have a conflict of interest (as defined in clause 4.3 below), which substantially affects fair competition. No attempt should be made to induce any other Applicant to submit or not to submit an EOI to restrict competition.
- (e) must fulfil any other additional eligibility condition, if any, as may be prescribed in the REOI document.

4.2. Joint Venture/ Consortium

No consortium or Joint Venture of firms is eligible for participation in the REOI.

4.3 Conflict of Interest

- 4.3.1 Any Applicant with a conflict of interest that substantially affects fair competition shall not be eligible to participate in this empanelment process. EOIs found to have a conflict of interest shall be rejected as nonresponsive. Applicant shall be required to declare the absence of such conflict of interest in Form 1.2A - Eligibility Declarations. An Applicant in this empanelment process shall be considered to have a conflict of interest if the Applicant:
- a) directly or indirectly controls, is controlled by or is under common control with another Applicant; or
 - b) receives or has received any direct or indirect subsidy/ financial stake from another Applicant; or
 - c) has the same correspondence address or same legal representative/ agent as another Applicant for purposes of this EOI; or
 - d) has a relationship with another Applicant, directly or through common third parties, which puts it in a position to have access to information about or influence the EOI of another Applicant; or
 - e) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services that it provided (or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm) for the empanelment planning (inter-alia preparation of feasibility/ cost estimates/ Detailed Project Report (DPR), design/ technical specifications, terms of reference (TOR)/ Activity Schedule/ schedule of requirements or the EOI/ RFP Document etc.) of this empanelment process; or

- f) has a close business or family relationship with a staff of the DoRD who:
 - are directly or indirectly involved in the preparation of the REOI document or Terms of Reference of the empanelment process and/or the evaluation in EOI and/ or RFP process; or
 - would be involved in the implementation or supervision of the resulting contract
- 4.3.2 Any conflict stemming from such a relationship must be reported and resolved in a manner acceptable to the DoRD throughout the REOI processes and execution of the contract.
- 4.3.3 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this REOI process.

5. Purchase Preference Policies of the Government

5.1 Relaxation in Prior Turnover and Experience to Startups and Micro & Small Enterprises

- (a) In this REOI process, under the policy of the Government, the DoRD reserves its right to relax the condition of prior turnover and prior experience for Startups and Micro & Small Enterprises subject to meeting of quality & technical specifications. The quality and technical parameters shall not be diluted. The decision of the DoRD in this regard shall be final.
- (b) Applicants with Startup status and Micro & Small Enterprises can claim 50% relaxation for prior turnover and experience mentioned in Section III by providing a valid 'Certificate of Recognition' issued by the Department for Promotion of Industry and Internal Trade (DPIIT) and Ministry of Micro, Small and Medium Enterprises. Such relaxation shall be given only for the specific domain of goods / services they are registered for.

6. Downloading REOI document, Clarifications and Pre-EOI Conference

6.1 Availability and Downloading of the REOI Document

The Request for Expression of Interest shall be published on the e-procurement Portal (the portal). It shall be available for download after the date and time of the start of availability till the deadline for availability as mentioned in Section II: Appendix. Unless otherwise stipulated in Section II: Appendix, the downloaded Request for Expression of Interest is free of cost. If the DoRD happens to be closed on the deadline for submitting the EOIs as specified above, this deadline shall *not* be extended. Any query/clarification regarding downloading Request for Expression of Interest and uploading EOIs on the portal may be addressed to their Help Desk (contact details given in Section II: Appendix).

6.2 Clarifications

An Applicant may seek clarification of the EOI document through the e-procurement portal before the date and time prescribed in Section II: Appendix. This deadline shall not be

extended in case of any intervening holidays. No other means of submission of queries shall be entertained.

7. Preparation of EOIs

7.1 EOI Submission Formats:

The Applicant must fill and submit the EOI in the Formats in Part III - 'EOI Submission Formats'. EOI by the Applicant shall include inter-alia duly signed or digitally signed scanned copies of the original documents in pdf format.

7.2 EOI Validity

- a) Unless specified to the contrary in Section II: Appendix, EOIs shall remain valid for a period not less than 60 (sixty) days from the deadline for the EOI submission stipulated in Section II: Appendix. An EOI valid for a shorter period shall be rejected as nonresponsive.
- b) In case the day upto which the EOIs are to remain valid falls on/ subsequently declared a holiday or closed day for the DoRD, the EOI validity shall automatically be deemed to be extended upto the next working day.
- c) In exceptional circumstances, before the expiry of the original time limit, the DoRD may request the Institution/Individual to extend the validity period for a specified additional period. The request and the Institution/Individual responses shall be made in writing or electronically. An Applicant may agree to or reject the request. An Institution/Individual who has agreed to the DoRD request for extension of EOI validity, however, in no case he shall be permitted to modify his EOI.

8. Signing and uploading of EOIs

8.1 Relationship between Applicant and e-procurement portal

The DoRD is neither a party nor a principal in the relationship between the Applicant and the organization hosting the e-empanelment portal (hereinafter called the portal). The Applicant must comply with the rules, conditions, regulations, procedures, and implied conditions/ agreements of the e-procurement portal, including registration, compatible Digital Signature Certificate (DSC) etc. The Applicant shall settle clarifications and disputes, if any, regarding the portal directly with them. In case of conflict between provisions of the portal with the REOI document, provisions of the portal shall prevail. The Applicant may study the resources provided by the Portal for the Applicant.

8.2 Signing of EOI

The Applicant signing/ digitally signing the EOI or any other connected documents should submit an authenticated copy of the document(s), which authorizes the signatory to commit and submit EOIs on behalf of the Applicant along with Form 1.1: Applicant Information.

8.3 Submission/ uploading of EOIs.

8.3.1 Submission/ Uploading to the Portal

- (a) EOIs must be uploaded on the e-procurement Portal mentioned in Section II: Appendix until the submission deadline. If the office happens to be closed on the deadline to submit the EOIs as specified above, this deadline shall not be extended. Manual EOIs shall neither be made available nor accepted for submission. EOI submitted through modalities other than those stipulated in Section II: Appendix shall be liable to be rejected as nonresponsive.
- (b) In the case of downloaded documents, Institution/Individual must not make any changes to the contents of the documents while uploading, except for filling in the required information. Otherwise, the EOI shall be rejected as non-responsive. Uploaded pdf documents should not be password protected. Institution/Individual should ensure the clarity/ legibility of the scanned documents uploaded by them.
- (c) The date and time of the e-Empanelment server clock, which is also displayed on the dashboard of the Institution/Individual, shall be taken as the reference time for deciding the closing time of EOI submission. Institution/Individual is advised to ensure they submit their EOI within the deadline of EOI submission, taking the server clock as a reference, failing which the portal shall not accept the EOIs. No request on the account that the server clock was not showing the correct time and that a particular Applicant could not submit their EOI because of this shall be entertained. Failure or defects on the internet or heavy traffic at the server shall not be accepted as a reason for a complaint. The DoRD shall not be responsible for any failure, malfunction or breakdown of the electronic system used during the e-Tender process.
- (d) Only one copy of the EOI can be uploaded, and the Applicant shall digitally sign all statements, documents, and certificates uploaded by him, owning sole and complete responsibility for their correctness/ authenticity as per the IT Act 2000 as amended from time to time.
- (e) All EOIs uploaded by Institution/Individual to the portal shall get automatically encrypted. The encrypted EOI can only be decrypted/ opened by the authorized persons on or after the due date and time. The Applicant should ensure the correctness of the EOI before uploading and take a printout of the system-generated submission summary to confirm successful EOI upload.

8.3.2 Implied acceptance of procedures by Institution/Individual

Submission of EOI in response to the REOI document is deemed to be acceptance of the procedures and conditions of the e-procurement and REOI document.

8.3.3 Responsibility of the Applicant to declare all changes.

The Applicant must advise the DoRD immediately in writing of any material change to the information provided in their EOI submission, including any substantial change in their ownership, eligibility, or financial or performance capacity. For empanelling

Institution/Individual NLM, this requirement applies until a contract is awarded by issuing letter of intent (LOI).

8.4 Modification, Resubmission and Withdrawal of EOIs

8.4.1 Modification & Resubmission

Once submitted in e-procurement, the Applicant cannot view or modify their EOI since it is locked by encryption. However, resubmission of the EOI by the Applicant for any number of times superseding earlier EOI(s) is allowed upto the submission deadline by following procedures prescribed by the portal. Resubmission of an EOI shall require uploading all documents afresh. The system shall consider only the last EOI submitted.

8.4.2 Withdrawal

The Applicant may withdraw his EOI before the submission deadline by following procedures prescribed by the portal and it shall be marked as withdrawn and shall not get opened during the EOI opening. No EOI should be withdrawn after the submission deadline and before its validity period expires.

9. EOI Opening

EOIs received shall be opened online on or after the specified date and time in Section II:Appendix. If the specified date of EOI opening falls on or is subsequently declared a holiday or closed day for the DoRD, the EOIs shall be opened at the appointed time on the next working day.

10. Evaluation of EOIs and Shortlisting of Applicants

10.1 General norms

10.1.1 Evaluation is based only on declared criteria

- a) The evaluation shall be based upon scrutinizing and examining all relevant data and details submitted by Applicants in its/ his EOI and other allied information deemed appropriate by DoRD. Evaluation of EOIs shall be based only on the criteria/ conditions included in the REOI document.
- b) Information relating to the evaluation of EOIs and shortlisting results shall not be disclosed to any participant or any other persons not officially concerned with such process until the notification of shortlisting is made in accordance with clause 10.2.5 below.
- c) The determination shall not consider the qualifications of other firms, such as the Applicant's subsidiaries, parent entities, affiliates, or any other firm(s) different from the Applicant.

10.1.2 Clarification of EOIs and shortfall documents

- a) During the evaluation of EOIs, the DoRD may, at its discretion, but without any obligation to do so, asks the Applicant to clarify its EOI by a specified date (or, if not specified, seven days from the date of receipt of such request). The Applicant should answer the clarification within that specified date. The clarification request and response shall be submitted in writing or electronically. No change in the
- Section I: Request for Expression of Interest (REOI) [10]

substance of the EOI shall be sought, offered, or permitted that may grant any undue advantage to such an Applicant. Any clarifications submitted by an Applicant regarding its EOI that is not in response to a request by the Purchasing Entity shall not be considered.

- b) The DoRD reserves its right to, but without any obligation to do so, seek any shortfall information/ documents. Provided such information/ documents are historical, which pre-existed at the time of the EOI opening and which have not undergone change since then and do not grant any undue advantage to any Applicant. There is a provision on the portal for requesting Short-fall documents from the Applicants. The system allows taking the shortfall documents from Institution/Individual only once after the EOI opening.
- c) If the Applicant fails to provide satisfactory clarification and/or missing information, its EOI shall be evaluated based on available information and documents.

10.1.3 Contacting Procuring Entity during the evaluation

From EOI submission to short-listing of applicants as NLMs, no Applicant shall contact the DoRD on any matter relating to the submitted EOI. If an Applicant needs to contact the DoRD relating to this EOI, it should do so only in writing or electronically. Any effort by an Applicant to influence the Procuring Entity during the REOI process shall be construed as a breach of the Code of Integrity, and EOI shall be liable to be rejected as non-responsive in addition to other punitive actions for such a breach as per the REOI document.

10.2 Evaluation of EOIs and Short-listing

In evaluating the EOI, conformity to the eligibility and qualification criteria to those in the REOI document is ascertained. Additional factors incorporated in the REOI document shall also be considered as indicated therein.

10.2.1 Determining Responsiveness

Only substantively responsive EOIs shall be evaluated for shortlisting. A substantively responsive EOI is complete and conforms to the REOI document's essential terms and conditions. Unless otherwise stipulated in Section II: Appendix, the following are some of the crucial aspects for which an EOI shall be rejected as nonresponsive:

- a) The EOI is not in the prescribed format or is not submitted as per the stipulations in the REOI document.
- b) The Applicant not eligible to participate in the EOI as per laid down eligibility criteria;
- c) The EOI validity is shorter than the required period.
- d) The EOI departs from the essential requirements stipulated in the EOI document;
- e) Non-submission or submission of illegible scanned copies of stipulated documents/declarations, if any

- f) The Applicant fails to provide and/ or comply with the required information, instructions etc., incorporated in the REOI document or gives evasive information/ reply against any such stipulations.
- g) The Applicant furnishes wrong and/ or misleading data, statement(s) etc. In such a situation, besides rejecting the EOI as nonresponsive, it is liable to attract other punitive actions under relevant provisions of the REOI document for breach of the Code of Integrity.

10.2.2 Evaluation of eligibility

DoRD shall determine, to its satisfaction, whether the Applicant is eligible as per Clause 4 above to participate in the REOI process as per submission in 'Form 1.2A: Eligibility Declarations by Institution'. The eligibility evaluation shall be on a "pass" or "fail" basis. An Applicant must achieve a "pass" on all the criteria to proceed to the next step. Any Applicant not achieving a 'pass' in any of the eligibility criteria shall be rejected as nonresponsive.

10.2.3 Evaluation of Qualification Criteria

Procuring entity shall determine whether the Applicants are qualified and capable in all respects to be shortlisted to provide the 'Services' (as per clause 2.3.3 above), as per Section III: Qualification Criteria and submission in Forms listed in Part II: 'EOI Submission Formats'. The determination shall not consider the qualifications of other firms, such as the Applicant's subsidiaries, parent entities, affiliates, or any other entity different from the Applicant. The DoRD reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the monitoring and evaluation services.

10.2.4 Verification of Original Documents at EOI Process

DoRD reserves its right to call for verification, originals of all self-certified copies of uploaded documents from the Institution/Individual before empanelment. If the shortlisted Applicant fails at that stage to provide such originals or, in case of substantive discrepancies in such documents, it shall be construed as a breach of the Code of Integrity (see clause 12 below). Such proposals shall be liable to be rejected as nonresponsive in addition to other punitive actions for such a breach.

10.2.5 Declaration of Shortlisted Institution/Individual

- a) EOIs of Institution/Individual that succeed in the above evaluation shall be shortlisted for empanelment for deployment in a particular region of the country.
- b) The panel of shortlisted Institution/Individual shall be valid for a period of three years, extendable further up to period of two years subject to the satisfactory performance and mutual agreement.
- c) Only shortlisted Institutions/Individuals for respective Region shall be deployed to carry out monitoring and evaluation studies in any district falling in that particular

Region. If there are a larger number of Applicants meeting the evaluation criteria, the shortlist shall be restricted to a specified number of Applicants.

- d) The name and address of the shortlisted Applicant(s)/Individual shall be published in the portal and notice board/bulletin/website of the DoRD. All Applicants shall be advised about shortlisting of their EOIs or otherwise without disclosing the comparative position of their EOIs with that of others. Shortlisted Applicants must not advertise or publish the same in any form without the prior written consent of the DoRD.
- e) Shortlisting an Applicant/Individual is an administrative process and does not confer any legal or contractual rights on him. Since original documents/certificates are not being called for and examined at this stage, all shortlisting shall be conditional upon final verification of such documents/certificates before empanelment.

10.3 Publication of RFP following this EOI

10.3.1 Department of Rural Development shall not issue any RFP post empanelment of Institution/Individual NLMs.

10.3.2 DoRD will prepare a phase wise detailed schedule for deployment of the NLMs for regular / special monitoring and it would be circulated to them well in advance. Deployment of 120 institutional and 40 individual empanelled NLMs will be based on following criteria:

- a) The NLMs will be deployed for regular and special monitoring as per requirement by the NLM Division.
- b) In case of Individual NLM, 1-2 districts will be allocated at a time. Individual NLM should be in a position to associate an Assistant with him to carry out the monitoring and evaluation work.
- c) In case of Institutional NLMs, 6-8 districts will be allocated based on the availability of Professionals on the rolls of particular Institution.
- d) The institute will be required to send 6-8 team of two Professionals or one Professional and an Assistant from their institute for monitoring at a time.
- e) Institutional as well as Individual NLMs have to plan their visits in such a way so as to cover at least two districts in a round trip.
- f) The NLMs will not be deputed to their home State (Registered Office of the Institution or residence of the Individual) and to the extent possible:
 - i. May be deputed to visit the districts of neighboring State; however they can be allotted to any districts across the Region.
 - ii. Will not be allotted districts visited by them during the previous years.

10.3.3 Department of Rural Development may depute an officer from the Department or depute additional NLM, if deemed necessary.

10.3.4 DoRD reserves its right to elaborate further on the brief overview of the proposed procurement/scope of work, qualification Criteria, deployment criteria and other terms &

conditions without vitiating the shortlisting process. Shortlisting Applicants shall have no claim in this regard.

11. Grievance Redressal/ Complaint Procedure

- a) Applicant have the right to submit a complaint or seek de-briefing if he is not shortlisted in this REOI process, in writing or electronically, within ten days of the declaration of EOI evaluation results. The complaint shall be addressed to the Head of Empanelment.
- b) Within five working days of receipt of the complaint, the Tender Inviting Authority shall acknowledge the receipt in writing to the complainant, indicating that it has been received. The response shall be sent in due course after a detailed examination.
- c) The Tender Inviting Authority shall convey the final decision to the complainant within 15 days of receiving the complaint. No response shall be given regarding the confidential process of evaluating EOIs before the results are notified, although the complaint shall be kept in view during such a process. However, no response shall be given regarding the following topics explicitly excluded from such complaint process:
 - i. Only an Applicant who has participated in the REOI process and has not been shortlisted can make such a representation. Complaints regarding shortlisting or exclusion of other Applicant shall not be entertained.
 - ii. No third-party information (EOIs, eligibility/ qualification) shall be sought and must not be included in the response.
- d) Following decisions of DoRD shall not be subject to review:
 - i. Determination of the need for empanelment.
 - ii. Complaints against eligibility and qualification criteria except under the premise that they are either vague or too specific to limit competition.
 - iii. Choice of the selection procedure.
 - iv. Provisions limiting the participation of Applicants in the REOI process, in terms of policies of the Government
 - v. Provisions regarding purchase preferences to specific categories of Applicants in terms of policies of the Government
 - vi. Cancellation of the REOI process except where it is intended to subsequently re-tender the same Services

12. Code of Integrity in Public Empanelment, Misdemeanours & Penalties:

Code of Integrity¹ and penalties for violating the Government of India, Ministry of Finance, Department of Expenditure shall apply to this REOI process. Procuring authorities,

¹as detailed in Rule 175 and Rule 151 of the General Financial Rules, 2017 (and its amendments, if any)

Applicants, suppliers, contractors, and Applicants should observe the highest standard of integrity and not indulge in prohibited practices or other misdemeanours, either directly or indirectly, during the entire empanelment Process (including this EOI) or the execution of resultant contracts.

Note: For further details, please refer to appended Section II: Appendix.

Digitally Signed by

Tender Inviting Authority (TIA)

(Sumita Budhiraja)

Under Secretary (NLM)

Department of Rural Development

Section II: Appendix

Expression of Interest Document No.Q-11018/01/2023-NLM; Tender Title: Empanelment of National Level Monitors (NLMs) for Monitoring and Evaluation services of Rural Development Programme

1.0 Basic REOI Details			
REOI Title	Request for Expression of Interest for Empanelment of Individual and Institutional National Level Monitors (NLMs) for Monitoring and Evaluation of Rural Development Programmes/Schemes.		
Name of Project	Empanelment of National Level Monitors (NLMs) for Monitoring and Evaluation of Rural Development Programmes/Schemes.		
REOI Reference Number	REOI/01/2023	Tender ID	Q-11018/01/2023-NLM
REOI Type	Expression of Interest for Empanelment	REOI Category	Monitoring and Evaluation services
No. of Covers	Single Cover	Product Category	Monitoring and Evaluation services
Domestic/ Global Empanelment	Domestic Empanelment	Organisation:	Department of Rural Development
The Procuring Entity:	Procuring Entity	Authority on whose behalf EOI is invited	President of India
Through the	Head of Empanelment	Tender Inviting Authority (TIA)	Under Secretary (NLM), Department of Rural Development
Address	Under Secretary (NLM), Room No. 24, 2 nd Floor, Core 5B, India Habitat Centre, New Delhi-110001		
2.0 Critical Dates (Clause 6; 7; 8 and 9)			
Published Date	22.11.2023	EOI Validity (Days from the date of EOI Opening) - REOI Clause 7.2	60 days
Document Download Start Date & Time	22.11.2023 at 5:00 PM	Document Download End Date & Time	03.01.2024 at 05:00 PM
Clarification Start Date & Time	23.11.2023 at 10:00 AM	Clarification End Date & Time	04.12.2023 at 02:00 PM

EOI Submission Start Date & Time	08.12.2023 at 2:00 PM	EOI Submission Closing Date & Time	04.01.2024 at 02:00 PM
EOI Opening Date & Time	05.01.2024 at 02:00 PM		
3.0 Eligibility and Qualification Criteria (Clauses 2.3.2, 4, 10.2 and Section III)			
Category of eligible Applicants	Individual NLMs		
	a) Retired Central/State Government Officers of the level of Deputy Secretary and above; b) Retired officers of the rank of Deputy Secretary and above in the offices of Accountant Generals and the Comptroller and Auditor General of India; c) Ex-service officers from the Armed Forces (Army/Air Force/Navy) of the rank equivalent to Lt. Colonel and above; d) Retired officers of Para Military Forces having rank equivalent to Lt. Colonel or above in the Armed Forces; e) Retired Engineers of the rank of Superintendent Engineer and above in Central/State Government; f) Retired Police Officers of the rank Superintendent of Police and above; g) Retired professors of any recognized University/Research Institutions/scientific organization; h) Retired PSU/PSB officers of the rank of Deputy General Manager and above; i) Person should have adequate Social Research experience and knowledge of Computer is essential; and j) The applicants should not be more than 65 years of age as on closing date of submission of application as per advertisement. k) The applicants should be retired prior to the closing date of submission of application as per advertisement.		
	Institutional NLMs		
	a) The applicant should be a legal entity in the country, registered in India with the concerned authorities/Registrars for at least last 5 Years. b) The Applicant should have an experience of at least 5 years in conducting Monitoring & Evaluation work related to rural development/other social sectors in India with at least 5 completed assignments/studies during last 3 years. c) The Applicant must have a permanent establishment of its own with sufficient number of professionals and field supervisors/		

	investigators on its roll having experience in conducting such Monitoring & Evaluation (M& E) work. Also, if needed, the Applicant shall be in a position to arrange a larger number of people to complete the assignments on time. d) The Applicant should have sufficient available financial resources to undertake NLM assignments and to incur expenditure on its own and seek reimbursements as per the Financial Terms & Conditions specified in the NLM guidelines.
Eligibility Criteria/Pre-Qualification Criteria of applicants	(1) Eligibility Criteria/Pre-Qualification Criteria for institutional NLMs: a. Registration: The applicant Institution/Applicant should be a legal entity in the country, registered in India with the concerned authorities/Registrars since last 5 years. b. Experience: The Applicant should have minimum experience of 5 monitoring and evaluation studies in Rural Development and other social sectors during last 3 years.* c. Annual Turnover: Rs.50 lakhs average turnover during last 3 years.* d. Manpower: Should have at least 8 professionals possessing at least Master degree (Post Graduate) in any discipline with 5 years' experience in the field of monitoring, evaluation and research work, at the rolls of institution/firm. The Institute should also have equal number of field supervisors/investigators on its roll having experience in conducting such Monitoring & Evaluation (M&E) work. e. Establishment: The Applicant must have a permanent establishment of its own in any state for applying for empanelment in that region. * Upto 50% relaxation in turnover and experience will be available for start-up and MSME entrepreneurs. (2) Eligibility Criteria/Pre-Qualification Criteria for individual NLMs: The applicant should be: a. a retired Central Government / State Government / PSU / PSB / Autonomous bodies Officers or Professor of recognized University/ Research Institutions/scientific organization. b. not more than 65 years of age as on closing date of submission of application as per advertisement. c. having adequate Social Research experience and knowledge of Computer is essential. d. clear from vigilance angle with clean service record (no punishment awarded during his service period). e. in a position to associate any field supervisor or investigator having experience in conducting such Monitoring & Evaluation (M&E) work during his deployment for field study.

4.0 Obtaining the REOI document and clarifications (Clauses 6& 8)			
e-procurement and Procuring Entity's Portal/ Help Desk	https://eprocure.gov.in/eprocure/app	0120-4001 002; 0120-4001 005; 0120-6277 787 or support-eproc@nic.in	
Cost of REOI document (INR)	Nil		
Office/ Contact Person/email for clarifications	Sumita Budhiraja, Under Secretary to the Government of India Tel: 011-23381028 Sumitbudhiraja.edu@nic.in		
5.0 Pre-EOI Conference (Clause 6.2)			
Is a Pre-EOI Conference proposed to be held?	No. (Clarifications are invited through the portal and email ID mentioned at point 4.0 above)		
6.0 Preparation and Submission and Opening of EOIs (Clauses 7,8 and 9)			
EOIs to be Addressed to	Under Secretary (NLM), Room No. 24, 2 nd Floor, Core 5B, India Habitat Centre, New Delhi-110001 Tel: 011-23381028, Email : sumitbudhiraja.edu@nic.in		
Instructions for Online EOI Submission	https://etenders.gov.in/eprocure/app?page=HelpForContractors&15services=page		
Language of Submission	English	EOI Validity	60 days from Bid opening date
EOI Opening Place	On e-procurement portal(s) mentioned above		
7.0 Evaluation of EOI and Qualification Criteria (clause 10 and Section III: Qualification Criteria)			
Maximum number of NLMs on the shortlist and criteria on which it would be based	1. No. of Applicants/individuals to be empanelled: DoRD intend to prepare a panel of 160 numbers of NLMs which include 120 Institutional NLMs and 40 Individual NLMs. Total of 30 institutional and 10 individual NLMs will be empanelled for each region viz. Northern, Western, Southern, Eastern and North eastern region. In addition to above, two Startup/MSME registered Institutions will also be empanelled in each region, if found eligible after 50% relaxation in experience and annual turnover. 2. Geographical presence of institutional and individual NLMs: For the purpose of empanelment of Institutional as well as Individual NLMs, the Department intends to invites proposals on regional basis. The permanent office of institutional NLMs and residence of individual NLMs		

	at one place in the region is compulsory for applying for empanelment in that region. The Applicant's GST registration certificate and individual's domicile Certificate will be the basis of its presence in a particular region. The States/UTs have been clubbed in following four regions: (i) Northern Region: Delhi/NCR, Haryana, Uttar Pradesh, Uttarakhand, Rajasthan, Punjab, Chandigarh, Himachal Pradesh, Jammu and Kashmir, Ladakh; (ii) Western Region: Maharashtra, Goa, Gujarat, Madhya Pradesh, Chhattisgarh, Dadra and Nagar Haveli and Daman and Diu; (iii) Southern Region: Telangana, Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Puducherry, Andaman & Nicobar Islands, Lakshadweep; (iv) Eastern and North Eastern Region: West Bengal, Bihar, Jharkhand, Odisha, Mizoram, Nagaland, Tripura, Arunachal Pradesh; Assam, Meghalaya, Manipur, Sikkim, 3. No consortium or Joint Venture of firms is eligible empanelment.
Selection Method	1. Institutions/Firms can participate for empanelment as NLM in one or more regions subject to their presence in that particular region. However, individual retired officers can participate for empanelment only in the region where his permanent residence exists. 2. Only those institutions and individuals shall be considered for technical evaluation, who will qualify the prequalification criteria. 3. 30 Institutional and 10 nos. of individual NLMs will be empanelled for the region for which they have applied and find place in the highest top institutions/individuals based on technical scores. 4. If sufficient nos of Institutional/Individual NLM are not found suitable in a particular region, then applicants of adjoining regions will also be considered for empanelment as NLMs and award of work in such region. 5. Empanelment of National Level Monitors would be done by an Empanelment Committee (EC) constituted by DoRD based on the highest marks achieved during technical evaluation. 6. Institutional as well as individual NLMs will be selected from the applicants who has applied for in that particular region and qualify based on the eligibility conditions described under para 4 of Part-1 : REOI process. The highest scoring 30 institutional as well as 10 individual applicants will be empanelled. 7. Two Start-ups fulfilling all eligibility/qualifying criteria with 50% relaxation in experience and annual turnover may also be empanelled. 8. A minimum bench mark for each Criteria specified in Section III: Qualification Criteria of REOI document, a minimum of 60 marks shall be required to be declared as qualified.

Validity of empanelment	The panel of empanelled NLMs shall be valid for a period of three years, extendable further up to maximum period of two years subject to the satisfactory performance to be assessed by the Department of Rural Development at the end of each assignment of monitoring and mutual agreement with the empanelled NLMs.								
8.0 About RFP that would follow - clause 10.3									
RFP to be issued	No RFP will be issued for deployment or allocation of work among empanelled NLMs. Only Deployment Letter will be issued by DoRD to the empanelled NLMs as and when required for monitoring of Rural Development programmes/schemes.								
Form of Contract	(a) The empanelled individual as well as institutional NLMs will be awarded work based on criteria mentioned at clause 10.3 of Part I :REOI Process. (b) A Team of two officers consisting of an Institutional Professional/ Individual retired Officer and an Assistant (field Supervisor/ Investigator) will be deployed to carry out monitoring and evaluation of DoRD programmes/schemes in awarded district. (c) Each team of NLM will carry out the monitoring and evaluation work at a time in adjoining two districts in a round trip. (d) Following remuneration and allowances will be given to the Team of NLM for the awarded work: Rates for Institutional NLMs: <table><tr><th>S.no</th><th>Items</th><th>Rates (in Rs)</th></tr><tr><td>1</td><td>Travelling for two persons from the Station of Institution to the destination. (to & fro)</td><td>Air : Economy Class (Air tickets booking only from Government Authorized Agents i.e. IRCTC, Balmer Lawrie and Ashok Travels & Tours) subject to distance being > 500 Kms. Train : 2nd AC train fare, subject to distance being < 500 Kms. Bus : State Transport Services (AC Bus) - As per Actuals fare Local Journey admissible as per State Transport Authority approved rates</td></tr></table>			S.no	Items	Rates (in Rs)	1	Travelling for two persons from the Station of Institution to the destination. (to & fro)	Air : Economy Class (Air tickets booking only from Government Authorized Agents i.e. IRCTC, Balmer Lawrie and Ashok Travels & Tours) subject to distance being > 500 Kms. Train : 2 nd AC train fare, subject to distance being < 500 Kms. Bus : State Transport Services (AC Bus) - As per Actuals fare Local Journey admissible as per State Transport Authority approved rates
S.no	Items	Rates (in Rs)							
1	Travelling for two persons from the Station of Institution to the destination. (to & fro)	Air : Economy Class (Air tickets booking only from Government Authorized Agents i.e. IRCTC, Balmer Lawrie and Ashok Travels & Tours) subject to distance being > 500 Kms. Train : 2 nd AC train fare, subject to distance being < 500 Kms. Bus : State Transport Services (AC Bus) - As per Actuals fare Local Journey admissible as per State Transport Authority approved rates							

	2	Local travel within district (up to 10 Days) subject to producing a certificate from District authorities that no local conveyance facility was provided by them.	Actual fare of Ordinary Taxi on sharing basis incurred or as fixed by Local State Transport Authority whichever is less.
	3	Remuneration/honorarium including food charges	Per diem per person: 6,000
	4	Accommodation charges including GST subject to producing a certificate from District authorities that no accommodation facility was provided by them.	Per person per day : 3,500 (Single occupancy room)
	5	Report writing charges (per district)	10,000
	6.	Managerial cost/Applicant charges (per district)	25,000
	Rates for Individual NLMs:		
	S.No	Items	Rates (in Rs.)
	1	Travelling for one Individual from the place of residence to the destination. (to & fro)	Air : Economy Class (Air tickets booking only from Government Authorized Agents i.e. IRCTC, Balmer Lawrie & Ashok Travels & Tours), subject to distance being > 500 Kms. Train: 2 nd AC train fare, subject to distance being < 500 Kms. Bus : State Transport Services (AC Bus) - As per Actuals fare Local Journey admissible as per State Transport Authority approved rates
	2	Local travel within district (up to 10 Days) subject to production of certificate	Actual fare of Ordinary Taxi on sharing basis incurred or as fixed by

		from District authorities that no local conveyance facility was provided by them.	Local State Transport Authority whichever is less.
	3	Remuneration/ honorarium including food charges	Per diem per person: 6,000
	4	Accommodation charges including GST subject to producing a certificate from District authorities that no accommodation facility was provided by them.	Per person per day : 3,500 (Single occupancy room)
	5	Report writing charges (per district)	10,000
Performance Security	The short listed individual/institutional NLM will have to submit the following amount as "Performance Guarantee" in the form of Demand Draft/ Banker Cheque drawn in favour of Pay and Accounts Officer, Department of Rural Development, payable at Delhi, before empanelment :- Amount for Institutional NLMs: Rs. 20,000/- (Rupees Twenty Thousands) Amount for Individual NLMs: Rs. 10,000/- (Rupees Ten thousands). The validity of the "Performance Guarantee" will be up to the entire period of empanelment starting from the date of issue of letter awarding the work. Validity of "Performance Guarantee" needs to be extended for equal period in case of extension of tenure for empanelment. The Performance Security / Bank Guarantee will be forfeited in case of non-performance, poor performance or default.		

Section III - Qualification and Evaluation Criteria

A panel of 120 Institutional NLMs and 40 Individual NLMs will be prepared by way of open advertisements on Central Public Procurement (CPP) Portal as per the Criteria & process prescribed in this REOI document. The eligibility conditions with varied qualifications are kept minimum to ensure large size participation. All applicants (Individual/Institutional) who are having higher standard of eligibility will get priority over others.

1. Selection of Individual NLMs

1.1 Individual NLMs will be selected for each region viz. Northern, Western, Southern, Eastern and North eastern region (as mentioned at para 7 of Section II-Appendix of this REOI document) from the individual applicants possessing the following eligibility and qualification criteria based on weightage stipulated below at para 1.4 :

1.2 Eligibility:

- a. Retired Central/State Government Officers of the level of Deputy Secretary and above;
- b. Retired officers of the rank of Deputy Secretary and above in the offices of Accountant Generals and the Comptroller and Auditor General of India;
- c. Ex-service officers from the Armed Forces (Army/Air Force/Navy) of the rank equivalent to Lt. Colonel and above;
- d. Retired officers of Para Military Forces having rank equivalent to Lt. Colonel or above in the Armed Forces;
- e. Retired Engineers of the rank of Superintendent Engineer and above in Central/State Government;
- f. Retired Police Officers of the rank Superintendent of Police and above;
- g. Retired professors of any recognized University/Research Institutions/scientific organization ;
- h. Retired PSU/PSB officers of the rank of Deputy General Manager and above;
- i. Person should have adequate Social Research experience and knowledge of Computer is essential; and
- j. The applicants should not be more than 65 years of age as on the closing date of submission of application as per advertisement.
- k. The residence of individual NLMs at one place in the region is compulsory for applying for that region. The individual's domicile Certificate will be the basis of its presence in a particular region.

1.3 Essential Qualifications: The applicant should be:

- a. a retired Central Government / State Government / PSU / PSB / Autonomous bodies Officers or Professor of recognized University/ Research Institutions/scientific organization.

- b. not more than 65 years of age as on closing date of submission of application as per advertisement.
- c. having adequate Social Research experience and knowledge of Computer is essential.
- d. clear from vigilance angle with clean service record (no punishment awarded during his service period).
- e. in a position to associate any field supervisor or investigator having experience in conducting such Monitoring & Evaluation (M&E) work during his deployment for field study.
- f. a permanent resident of any State grouped in the particular region wherein he wanted to be empanelled.
- g. individual's domicile Certificate will be the basis of residence/presence in a particular region.

1.4 Evaluation Criteria for Individual NLMs and their weightage are given below:

S. No	Criteria	Max. Score	Criteria Fixed for evaluation	Score
1.	Educational Qualifications	20	Graduation	10
			Post-Graduation	15
			M.Phil/Ph.D	20
2.	Position/Level/Rank at the time of retirement	20	Up to US & equivalent posts	10
			DS/Director & equivalent posts	15
			Joint Secretary and above posts	20
2.	Relevant Experience (Social Sector) in Service	20		20
3.	Relevant Experience (Social Sector) Post Retirement	20		20
4.	Knowledge of Advance Computers (MS - Office etc.)	10		10
5.	Articles/Papers Published	10	Each Paper-5	10
	Total	100		

1.5 Minimum qualifying marks will be 60.

1.6 The applicants will be required to apply online as per the prescribed format.

1.7 Out of the applicants who qualify based on the eligibility conditions described above, the highest scoring 40 applicants (10 NLM for each region) will be empaneled.

2. Selection of Institutional NLMs :

2.1 Institutional NLMs will be selected for each region viz. Northern, Western, Southern, Eastern and North eastern region (as mentioned at para 7 of Section II-Appendix of this REOI document) from the applicants possessing the following eligibility and qualification criteria based on weightage stipulated below at para 2.4 :

2.2 Eligibility:

- a. Registration: The applicant Institution/Applicant should be a legal entity in the country, registered in India with the concerned authorities/Registrars since last 5 years.
- b. Experience: The Applicant should have minimum experience of 5 monitoring and evaluation studies in Rural Development and other social sectors during last 3 years.*
- c. Annual Turnover: Rs.50 lakhs annual average turnover during last 3 years.*
- d. Manpower: Should have at least 8 professionals possessing Master degree (Post Graduate) in any discipline with 5 years' experience in the field of monitoring, evaluation and research work, at the rolls of institution/firm. The Institute should also have at least 8 field supervisors & investigators on its roll having experience in conducting such Monitoring & Evaluation (M&E) work.
- e. Establishment: The Applicant must have a permanent establishment of its own in any state for applying for empanelment in that region.

*Upto 50% relaxation in turnover and experience will be available for start-up and MSME entrepreneurs.

2.3 Essential Qualifications:

- a. The Applicant should have an experience of at least 5 years in conducting Monitoring & Evaluation work related to rural development/other social sectors in India with at least 5 completed assignments/studies during last 3 years.
- b. The Applicant must have a permanent establishment of its own with sufficient number of field supervisors & investigators on its roll having experience in conducting such Monitoring & Evaluation (M&E) work. Also, if needed, the Applicant shall be in a position to arrange a larger number of people to complete the assignments on time.
- c. The Applicant should have sufficient available financial resources to undertake NLM assignments and to incur expenditure on its own and seek reimbursements as per the Financial Terms & Conditions specified in the NLM guidelines.

- d. The permanent office of institutional NLMs at one place in the region is compulsory for applying for that region. The Applicant's GST registration certificate will be the basis of its presence in a particular region.

2.4 Evaluation Criteria for Institutional NLM and their weightage are given below:

Sl. No	Criteria	Max. Score	Criteria Fixed for evaluation	Marks
1	Past Experience of the Institution	65		
			More than 5 years but less than 7 Years	1
			Upto 8 years	2
			Upto 9 years	3
			Upto 10 years	4
			> 10 years	5
	Past Experience of conducting Monitoring & Evaluation Studies in Rural Development and Other Social Sectors At least 5 M&E Studies with National/State Government Applicants/Departments are required <i>(Assignments undertaken at least during the last 5 Years)</i> <i>(Max.12 assignments with the highest value will be assessed for evaluating the experience)</i>	60	For each assignment with a value of more than Rs. 1 Lakh & Upto Rs. 2 Lakh	1
			For each assignment with a value of more than Rs. 2 Lakh & Upto Rs. 3 Lakh	2
			For each assignment with a value of more than Rs. 3 Lakh & Upto Rs. 4 Lakh	3
			For each assignment with a value of more than Rs. 4 Lakh & Upto Rs. 5 Lakh	4
			For each assignment with a value of above Rs. 5 Lakh	5
2	Financial Strength of the Institution	20		
	Average Turnover/Receipts of last 3 years	20	Upto Rs. 50 Lakh	5
			More than Rs. 50 Lakh & upto Rs. 74 Lakh	10
			More than Rs. 74 upto & Rs. 99 Lakh	15
			More than Rs. 99 lakh	20

3	Staff Strength of the Institutions For Key Person (Post Graduate) “Other Supporting Staff” (Min. 5 persons) - At least Graduate	15	Key professionals (1 Marks for each)	10
			“Other Supporting Staff” (0.5 Marks for each)	05
	TOTAL SCORE	100		

2.5 Minimum qualifying marks will be 60.

2.6 The applicant Institutions/Applicants will be required to apply online as per the prescribed format. Out of the applicant Applicants who qualify based on the eligibility conditions described above, the highest scoring 120 Applicants (30 NLM for each region) will be empanelled.

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Part -II: Schedule of Requirements

1. About Department of Rural Development: Department of Rural Development (DoRD) is the nodal Department for most of the development and welfare activities in the rural areas. As approximately 70% population of the country live in the rural areas, Department of Rural Development (DoRD) plays a pivotal role in the overall development strategy of the country. The vision and mission of the Department is sustainable and inclusive growth of rural India through a multi-pronged strategy for eradication of poverty by increasing livelihood opportunities, providing social safety net and developing infrastructure for growth and improvement of quality of life in rural India. This is expected to improve quality of life in rural India and to correct the developmental imbalances, aiming in the process, to reach out to the most disadvantaged sections of the society. At present following flagship Schemes/Programmes of DoRD, DoLR & MoPR are being monitored under the NLM mechanism:

- i. Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS)
- ii. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission (DAY-NRLM)
- iii. Pradhan Mantri Awas Yojana (Gramin) [PMAY(G)]
- iv. National Social Assistance Programme (NSAP)
- v. Pradhan Mantri Gram Sadak Yojana (PMGSY)(Except quality)
- vi. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY)
- vii. Rural Self Employment Training Institutes (RSETIs)
- viii. Saansad Adarsh Gram Yojana (SAGY)
- ix. Pradhan Mantri Krishi Sinchayee Yojana - Watershed Development (PMKSY)
- x. Digital India Land Records Modernisation Programme (DILRMP)
- xi. Assessment of Panchayats and Schemes / Programmes as per the requirements of Ministry of Panchayati Raj
- xii. Any other programme of the Ministry, which may be specified.

2. Mission & Objectives

The overarching mission of National Level Monitoring System is to assess and enhance the development effectiveness of the programmes/initiatives through independent monitoring, oversight functions for self-correction of process and products, and proactive engagement and partnerships with esteemed institutions to foster their involvement in sharing the best practices emerging from the field visits and inspections. The Core Objectives of the NLM System are given below:

- a. To Monitor and Map the assets being created with reference to laid down implementation Strategy and Guidelines.

- b. To serve as effective feedback loop and contribute to enhanced quality feedback to Ministry of Rural Development, comment on effectiveness and quality of assets created with reference to their utility to the community in general and end users in particular.
 - c. NLM to serve as a concurrent method of tracking the implementation and identifying process flaws including suggesting immediate corrective actions in the implementation of RD programmes.
 - d. A repository of desirable policy inputs which can contribute to improved programme design for the future.
 - e. Provide data on a generic set of impact indicators for each programme to capture the benefits of RD programmes.
 - f. Documenting with evidence, the best practices in relations to outcome/asset creation of programme to assist MoRD in disseminating and up scaling those.
 - g. Reality check on transparency issues to assess whether the selection of beneficiaries under the programme has been transparent, unbiased and fair.
 - h. With a view to make the process demand driven and for continuous improvement in delivery of initiatives, ascertain the views of the villagers/end users on the programmes/assets and recording their suggestions.
 - i. To verify the veracity of the complaints and report to MoRD.
3. **Scope of Work:** The proposed scope of work under this contract includes (but is not limited to) the following three types of monitoring assignments:
- i. **Regular Monitoring of all Rural Development Programmes:** NLMs are deputed for regular monitoring to monitor and report on various aspects of implementation of the Rural Development Schemes in all 783 districts of the country every financial year. In every allotted district, the NLMs are required to visit 8 villages spread over 3 pre-specified blocks, choosing 2/3 villages GPs in each block based on the major RD Programmes currently going on in the villages. NLMs will also interact with the beneficiaries to find out the impact of the schemes at the grass root level.
 - ii. **Special Monitoring of Individual Schemes:** NLMs are also deputed to cover a particular scheme or some specific aspects of a particular scheme only and report on the issues/processes in detail. It has been felt over the years that Regular Monitoring visits cannot provide detailed enquiry into specifics of a particular programme as the efforts and attention of NLMs are divided to cover all the programmes in a very short visit. It has been decided that three Special Monitoring visits covering specific detailed enquiry on critically important parameters of three (3) programmes shall be taken up on a rotational basis every year. Sampling and methodology for these visits will be decided each time in consultation with the respective Programme Division.
 - iii. **Complaints/Enquiries:** In case of complaints of serious nature from people's representatives, NGOs, etc. regarding mis-utilization of funds, irregularities, etc.,

NLMs may be deputed to verify facts or for a preliminary enquiry with the approval of Secretary, DoRD.

4. Quality Monitoring of NLMs

It is important that a system for taking care of the quality control processes at field level, much needed for accurate, reliable and valid results is in place. It is therefore of prime importance that a systematic quality assurance procedure is adopted to prevent unacceptable practices and to minimize possibilities of errors in the data collection. Establishment of an efficient and effective procedure towards improvement of the quality of field work will help achieve timely collection of high quality data and the validity of the results. Such procedures of quality control can also provide for implementation with predefined operational standards regarding the methodology, processes and outcomes of the huge data collection field exercise undertaken under the NLM programme. The Quality Monitoring Mechanism shall be transparent, systematically monitored and will also be carefully reported as a part of the NLM' compiled reports. The proposed Quality Monitoring Mechanism is aimed at ensuring that:

- a. The data collection by the NLMs is relevant and meaningful for the monitoring needs of this Ministry;
- b. The field work undertaken by NLMs follows established procedures and accepted protocols;
- c. The data collection errors are minimized;
- d. The NLMs not performing up to the mark are identified, eliminated (if needed) and the data collection capability is improved overtime;
- e. NLMs have capacity to identify and upload the best practices during the field visit.
- f. In order to assess and cross verify the data collection processes adopted by the NLMs, it is proposed that a team comprising of three members, one each from Ministry of Rural Development, NIRD & PR and Support Service Applicant will visit an NLM in the field at least once in a year. The Quality Monitoring Team (QMT) will select villages located in any district where the NLM work has been carried out recently. Monitoring Division, MoRD will decide the ToR and duration of the visit of the QMT.

5. Deployment of NLMs

- a. The NLMs will be deployed for regular monitoring in all 783 districts of the country every year by the NLM Division.
- b. In case of Individual NLMs, only 2 districts will be allocated in a phase and Institutional NLMs will be allotted up to 6-8 districts.
- c. A Team of two officers consisting of an Institutional Professional/Individual Officer and an Assistant (field Supervisor/Investigator) will carry out the monitoring and evaluation of DoRD programmes/schemes in awarded district.
- d. Each team of NLM will carry out the monitoring and evaluation work at a time in adjoining two districts in a round trip.

- e. NLMs will not be allotted districts in their Home State (Registered Office of the Institution or residence of the Individual) and to the extent possible -
 - i. May be deputed to visit the districts of neighboring States, however they can be allotted any districts across the country.
 - ii. Will not be allotted districts visited by them during the previous years.

6 Methodology & Sampling - NLM Visits

The mandate of the NLMs is to collect information in structured formats for each of the programmes and also submit a detailed report covering all the aspects of monitoring of all the rural development programmes. The data so collected is entered online on a customized web based application and is collated and analyzed for preparing an All India Report.

The NLMs on Regular Monitoring Visits are required to visit 8 villages in 3 Blocks in each district. The Ministry of Rural Development selects 3 blocks from each district randomly. NLMs are provided a selected list of 16 GPs from the 3 selected blocks and they are asked to select any 8 villages at random. However, they are to select 2-3 villages per block and not more than one village from a GP. They are also asked to ensure selection of such villages where, to the extent possible, all the programs of MoRD are implemented. Care will be taken not to revisit the same villages that were covered by the NLMs in their previous visits to the district.

On Special Monitoring assignments, the sampling & methodology will be decided as per the requirements in consultation with the concerned programme division each time.

Formats for collecting information from District, Block and Village levels will be circulated and the NLMs are asked to provide the information accordingly.

7. Time Frame for NLM Visits

The NLM visits may be planned keeping in view the quantum of work and the number of days for the visit will be decided accordingly. Generally a Regular Monitoring visit to a district will be restricted to 10 days. A team of two persons (Key Professional and an Assistant field supervisor/Investigator) have to complete the task assigned within 10 days. For the Special Monitoring Visits and Enquiries the number of days allowed will be communicated in advance based on the methodology and requirements of the assignment. For Each assignment, a date for completing the field visits, data entry and report submission will be communicated in advance. The NLMs shall have to complete the tasks within the stipulated time and no extension will be granted except in exceptional circumstances, with the prior approval of the Ministry.

8. Reporting by NLMs

- a) A set of guidelines and instructions for field visits and reporting on findings would be provided to the NLMs at the time of deputing for an assignment. These would include details about the sample to be covered, methodology to be followed and instructions to

fill the formats. The NLMs should read the instructions carefully before proceeding to the districts. NLMs should also go through the instructions and documents provided on the portals developed by Government of India.

- b) NLM teams will be required to report information collected on structured formats as well as a District wise descriptive report. Structured formats will be used for reporting on each of the programme for each sample village. (The responses on the formats should be filled only by the NLMs based on their observations and the responses received from the respondents/interviews. These formats are not to be handed over to the functionaries to fill in the responses.)
- c) NLMs shall begin their visit to the District with an Entry Meeting with the District level officials implementing the programmes therein. NLMs will explain the purpose, approach and scope of their visit to the District officials. The District officials may be apprised of the visit plan and requested to keep the required information ready at the District. On the completion of the visit, there will be an Exit Meeting to discuss with the district officials on the provisional findings, areas of good performance and areas of improvements. NLMs shall record the views/feedback of the officials on their findings and also include them in the report.
- d) NLMs are required to submit a descriptive district wise report to the Ministry, in the prescribed format. The district report should contain key issues related to the different components of the programmes such as:
 - i. Awareness and reach of the programmes & its implementation
 - ii. Community involvement in planning & implementation
 - iii. Selection processes of beneficiaries and works
 - iv. Financial management - release and flow of funds; utilization of funds
 - v. Technological issues, skill up-gradation & training
 - vi. Quality of construction, operation & maintenance of assets
 - vii. Transparency in Implementation Process
 - viii. Role & performance of Panchayati Raj Institutions, functionaries
 - ix. Coverage and reach of the programmes in respect of SC/ST, Women and other marginalized sections of the society.
 - x. In case of any serious irregularity observed by the NLM, complete information like name of asset/beneficiary, village name, address, time of the event and other necessary details along with the photographs etc. should be provided so as to enable necessary follow up/corrective action.
- e) The NLM should submit Report within the stipulated time frame in hard copies (4) as well as online.
- f) In case of regular monitoring, a hard copy of the report is to be sent each to the District Collector/DM/DC and Chairperson of the DISHA Committee of that district by Speed Post/Registered Post and two hard copies are to be submitted to the Ministry. In case of special monitoring and enquiry the two copies of the reports are to be submitted to the Ministry only.

Section IV: Terms of Reference (TOR)

REOI document No. Q-11018/01/2023-NLM; Tender Title: Empanelment of Institutions and Individuals NLMs for Monitoring and Evaluation Services.

(Ref REOI Clause 2.3)

Terms of Reference

1. About Department of Rural Development: Department of Rural Development (DoRD) is the nodal Department for most of the development and welfare activities in the rural areas. As approximately 70% population of the country live in the rural areas, Department of Rural Development (DoRD) plays a pivotal role in the overall development strategy of the country. The vision and mission of the Department is sustainable and inclusive growth of rural India through a multi-pronged strategy for eradication of poverty by increasing livelihood opportunities, providing social safety net and developing infrastructure for growth and improvement of quality of life in rural India. This is expected to improve quality of life in rural India and to correct the developmental imbalances, aiming in the process, process, to reach out reach to most disadvantaged sections of the society.

2. Request for Expression of Interest:

DoRD requests for REOI from eligible and interested Individuals and Institutions for preparation of a panel of NLMs for the monitoring and evaluation of various rural development programmes for a period of three years, extendable further up to maximum period of two years subject to the satisfactory performance to be assessed by DoRD and mutual agreement with the shortlisted applicants.

3. Scope of Work:

Ministry of Rural Development will depute NLMs for the following three types of monitoring assignments:

- (i) **Regular Monitoring of all Rural Development Programmes:** NLMs are deputed for regular monitoring to monitor and report on various aspects of implementation of the Rural Development Schemes in all 783 districts of the country every financial year. In every allotted district, the NLMs are required to visit 8 villages spread over 3 pre-specified blocks, choosing 2/3 villages GPs in each block based on the major RD Programmes currently going on in the villages. The NLM will also interact with the beneficiaries to find out the impact of the schemes at the grass root level.
- (ii) **Special Monitoring of Individual Schemes:** NLMs are also deputed to cover a particular scheme or some specific aspects of a particular scheme only and report on the issues/processes in detail. It has been felt over the years that Regular Monitoring visits cannot provide detailed enquiry into specifics of a particular programme as the efforts and attention of NLMs are divided to cover all the programmes in a very short visit. It has been decided that three Special Monitoring

visits covering specific detailed enquiry on critically important parameters of three (3) programmes shall be taken up on a rotational basis every year. Sampling and methodology for these visits will be decided each time in consultation with the respective Programme Division.

- (iii) **Complaints/Enquiries:** In case of complaints of serious nature from people's representatives, NGOs, etc. regarding mis-utilization of funds, irregularities, etc., NLMs may be deputed to verify facts or for a preliminary enquiry with the approval of Secretary, DoRD.

4. Empanelment of the Applicants

DoRD shall empanel only those applicants who will qualify as per the evaluation criteria. The applicants will have to enter into an agreement with DoRD comprising of clauses as per parameters mentioned in this REOI. Suitable and mandatory changes will also be added in the agreement for smooth execution of the contract. Empanelment does not confer any right on the empanelled individuals/institutions to get the work from the department. The department would be free to execute its work using any other mechanism, as it deems fit.

5. Capacity Building of NLMs

The Ministry will provide proper orientation and training to make them well-versed with the Guidelines of Programmes and processes involved. For the newly empanelled NLMs, induction training will be organized in which the Joint Secretaries of the Programme Divisions of the Ministry should participate. Scheme specific modules for this purpose would be developed which would also be regularly updated. A special module on Management Information Systems of all departments concerned would also be there. Whenever a new scheme is introduced special training would be arranged for the NLMs before taking up actual monitoring work.

- i. Regular orientation workshops would be organized at least once every year in order to ensure the regular capacity building of the NLMs field staff. The staff resources of Institutional NLMs shall be registered on NLM Online System with a view to ensure that only specifically trained field staff members visit the field to collect data on monitoring assignments.
- ii. Post-training assessment shall be done to assess the effectiveness and impact of the training. The findings of this assessment would be used to design and improve the training modules for future.

6. Quality Monitoring of NLMs

It is important that a system for taking care of the quality control processes at field level, much needed for accurate, reliable and valid results is in place. It is therefore of prime importance that a systematic quality assurance procedure is adopted to prevent unacceptable practices and to minimize possibilities of errors in the data collection.

Establishment of an efficient and effective procedure towards improvement of the quality of field work will help achieve timely collection of high quality data and the validity of the results. Such procedures of quality control can also provide for implementation with predefined operational standards regarding the methodology, processes and outcomes of the huge data collection field exercise undertaken under the NLM programme. The Quality Monitoring Mechanism shall be transparent, systematically monitored and will also be carefully reported as a part of the NLM' compiled reports. The proposed Quality Monitoring Mechanism is aimed at ensuring that:

- i. The data collection by the NLMs is relevant and meaningful for the monitoring needs of this Ministry;
- ii. The field work undertaken by NLMs follows established procedures and accepted protocols;
- iii. The data collection errors are minimized;
- iv. The NLMs not performing up to the mark are identified, eliminated (if needed) and the data collection capability is improved overtime;
- v. NLMs have capacity to identify and upload the best practices during the field visit.

In order to assess and cross verify the data collection processes adopted by the NLMs, it is proposed that a team comprising of three members, one each from Ministry of Rural Development, NIRD & PR and Support Service Applicant will visit an NLM in the field at least once in a year. The Quality Monitoring Team (QMT) will select villages located in any district where the NLM work has been carried out recently. Monitoring Division, MoRD will decide the ToR and duration of the visit of the QMT.

7. Deployment of NLMs

1. The NLMs will be deployed for regular monitoring in all 783 districts of the country every year by the NLM Division.
2. In case of Individual NLMs, only 2 districts will be allocated in a phase and Institutional NLMs will be allotted up to 6-8 districts.
3. A Team of two officers consisting of an Institutional Professional/Individual Officer and an Assistant (field Supervisor/Investigator) will carry out the monitoring and evaluation of DoRD programmes/schemes in awarded district.
4. Each team of NLM will carry out the monitoring and evaluation work at a time in adjoining two districts in a round trip.
5. NLMs will not be allotted districts in their Home State (Registered Office of the Institution or residence of the Individual) and to the extent possible -
 - (a) May be deputed to visit the districts of neighboring States, however they can be allotted any districts across the country.
 - (b) Will not be allotted districts visited by them during the previous years.

8 Methodology & Sampling - NLM Visits

The mandate of the NLMs is to collect information in structured formats for each of the programmes and also submit a detailed report covering all the aspects of monitoring of all the rural development programmes. The data so collected is entered online on a customized web based application and is collated and analyzed for preparing an All India Report.

The NLMs on Regular Monitoring Visits are required to visit 8 villages in 3 Blocks in each district. The Ministry of Rural Development selects 3 blocks from each district randomly. NLMs are provided a selected list of 16 GPs from the 3 selected blocks and they are asked to select any 8 villages at random. However, they are to select 2-3 villages per block and not more than one village from a GP. They are also asked to ensure selection of such villages where, to the extent possible, all the programs of MoRD are implemented. Care will be taken not to revisit the same villages that were covered by the NLMs in their previous visits to the district.

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For the Special Monitoring Visits and Enquiries the number of days allowed will be communicated in advance based on the methodology and requirements of the assignment.

For Each assignment, a date for completing the field visits, data entry and report submission will be communicated in advance. The NLMs shall have to complete the tasks within the stipulated time and no extension will be granted except in exceptional circumstances, with the prior approval of the Ministry.

10. Reporting by NLMs

- g) A set of guidelines and instructions for field visits and reporting on findings would be provided to the NLMs at the time of deputing for an assignment. These would include details about the sample to be covered, methodology to be followed and instructions to fill the formats. The NLMs should read the instructions carefully before proceeding to the districts. NLMs should also go through the instructions and documents provided on the portals developed by Government of India.

- h) NLM teams will be required to report information collected on structured formats as well as a District wise descriptive report. Structured formats will be used for reporting on each of the programme for each sample village. (The responses on the formats should be filled only by the NLMs based on their observations and the responses received from the respondents/interviews. These formats are not to be handed over to the functionaries to fill in the responses.)
- i) NLMs shall begin their visit to the District with an Entry Meeting with the District level officials implementing the programmes therein. NLMs will explain the purpose, approach and scope of their visit to the District officials. The District officials may be apprised of the visit plan and requested to keep the required information ready at the District. On the completion of the visit, there will be an Exit Meeting to discuss with the district officials on the provisional findings, areas of good performance and areas of improvements. NLMs shall record the views/feedback of the officials on their findings and also include them in the report.
- j) NLMs are required to submit a descriptive district wise report to the Ministry, in the prescribed format. The district report should contain key issues related to the different components of the programmes such as:
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 - ii. Community involvement in planning & implementation
 - iii. Selection processes of beneficiaries and works
 - iv. Financial management - release and flow of funds; utilization of funds
 - v. Technological issues, skill up-gradation & training
 - vi. Quality of construction, operation & maintenance of assets
 - vii. Transparency in Implementation Process
 - viii. Role & performance of Panchayati Raj Institutions, functionaries
 - ix. Coverage and reach of the programmes in respect of SC/ST, Women and other marginalized sections of the society.
 - x. In case of any serious irregularity observed by the NLM, complete information like name of asset/beneficiary, village name, address, time of the event and other necessary details along with the photographs etc. should be provided so as to enable necessary follow up/corrective action.
- k) The NLM should submit Report within the stipulated time frame in hard copies (4) as well as online.
- l) In case of regular monitoring, a hard copy of the report is to be sent each to the District Collector/DM/DC and Chairperson of the DISHA Committee of that district by Speed Post/Registered Post and two hard copies are to be submitted to the Ministry. In case of special monitoring and enquiry the two copies of the reports are to be submitted to the Ministry only.

11. Performance Appraisal of NLMs

- a) The performance of each NLM, including Institutional NLMs, will be assessed annually and graded by the Assessment Committee for NLM on prescribed parameters (Annexure-I).
- b) An undertaking will have to be obtained from the members of the Assessment Committee that they do not have any association with any empanelled NLM.
- c) The committee will grade the NLMs on the following criteria:
- d) 50 percent weightage will be given on the basis of the quality of the reports submitted by the NLMs;
- e) 20 percent weightage will be for the presentation made by NLMs during workshops. During their presentation, the NLMs may be graded on the following parameters:
 - i. Quality of analysis
 - ii. Quality of suggestions
 - iii. Content
 - iv. Clarity of issues and specificity
- f) 20 percent weightage will be given on the basis of the Field Quality Monitoring assessment report
- g) The committee may bring in more/any other criteria for assessment.
- h) The NLMs who get less than 60% in the provisional grading will be removed from the panel and the border line cases where the NLMs score 70-60 % will be issued warning for taking necessary remedial action.
- i) Grading of NLMs on each assignment will be maintained in a database to enable an overall ranking of NLMs which can be used for deputing them for future special assignments and disengaging the ones who are not up to the mark.

12. Other Terms & Conditions

- a) A panel of NLM Applicants (120), Individual NLMs (40) will be prepared by way of open advertisements as per minimum prescribed Criteria & processes.
- b) A price Agreement Contract with no commitment on quantum of work that may be assigned to the consultant (in this case empaneled Applicants or Individuals) will be signed with the finally selected Applicants/individuals. The price will be pre-determined rates approved by the Ministry, as is allowed in case of 'Rate Contracts' for procurement of goods.
- c) Empanelment as NLM does not create any employer/employee relationship. In this respect, the Individual/Institution shall be solely responsible for the manner in which the work is carried out. Thus, MoRD shall not be responsible for any loss, accident, damage or injury suffered by any person whatsoever arising in or out of the execution of this work, including travel. Insurance coverage for any such loss, accident, damage or injury will be the NLM's responsibility, including where appropriate, insurance coverage for persons used by the institutions to carry out the work.

- d) All rights in the work, including ownership of the original work and copyright thereof, shall be vested in MoRD, which reserves the right (a) to revise the work, (b) to use the work in a different way from that originally envisaged, or (c) not to publish or use the work.
- e) Tasks assigned to NLMs cannot be sub-contracted to any other Applicant.
- f) NLMs shall complete and deliver the work to MoRD by the stipulated date conveyed to them or any additional period that may be granted by the Ministry. Reimbursements and payments for other charges shall be made only after satisfactory receipt of all deliverables, including any data and reports etc.
- g) **Penalty @ 50% of the Managerial Cost/Institutional Charges & Report Writing Charges will be imposed on the NLM in the event of delay more than 1 month in submission of Report as per schedule until extended by the Ministry and after a delay of two months or more, no Managerial Cost/Institutional Charges & Report Writing Charges will be paid.**
- h) It is the responsibility of the Individuals & Institutions empaneled to safeguard the rights and welfare of human subjects involved in M&E activities performed under these assignments, in accordance with the appropriate national code of ethics or legislation, and to the protocols with respect to ethics specified by the Ministry. In the main this involves ensuring that freely given informed consent has been obtained for all participants. It is the responsibility of the NLM to comply with the relevant national regulations pertaining to research involving human subjects.
- i) Any information provided by MoRD, NLMs shall not use or permit another to use the information for any purpose other than to achieve the purpose of the tasks assigned or use information in any manner which unreasonably prejudice Government's legitimate interest.
- j) The NLMs (Institutional as well as Individual) may contact Hon'ble MP /representative concerned of the districts allocated before proceeding to the district (s) for completing any assignment of the Ministry of Rural Development.
- k) **In case of any NLM refused to do monitoring work after deployment order, the said NLM will be debarred from getting work order for next three phases of regular monitoring work.**
- l) **Terms and conditions relating to submission of claim for reimbursement of expenditure on traveling and reporting:** Individual and Institutional NLMs have to submit their claims along with the hard copies of the report with supporting original documents such as rail tickets/original boarding passes and air tickets(for air travel) and certificates received from the District/State functionary.
- m) **In case of any NLM submits false/forged documents in support of claim or takes benefits from both the District/State machinery and the Department of Rural Development for the same work, DoRD reserves the right to:**
 - (i) **Forfeit the performance guarantee of the defaulting/ guilty NLM;**

- (ii) **Immediate removal of the defaulting NLM from the panel and debarment from entering into the panel for 3 three years;**
 - (iii) **Blacklisting the guilty Institutional NLM.**
- n) The individual/institutional NLM will have to submit the following amount as "Performance Guarantee" in the form of Demand Draft/ Banker Cheque drawn in favour of Pay and Accounts Officer, Department of Rural Development, payable at Delhi, to be submitted in a separate envelope at the time the monitoring work is awarded to the NLM:-
- Amount for Institutional NLMs: Rs. 20,000/- (Rupees twenty thousand)
- Amount for Individual NLMs: Rs. 10,000/- (Rupees ten thousand)
- The validity of the "Performance Guarantee" money will be up to the entire period of empanelment starting from the date of issue of letter awarding the work (including extendable period). The Performance Security/ Bank Guarantee will be forfeited in case of non-performance, poor performance or default.
- o) The Applicants will abide by the terms and conditions laid down in this REOI and any other condition prescribed by DoRD from time to time in fulfilment of its objective.

13. Remuneration & allowances

13.1 Rates for Institutional NLMs

Item	Rates (In Rs.)
a Travelling for two persons from the Station of Institution to the destination. (to & fro)	Air : Economy Class (Air tickets booking only from Government Authorized Agents i.e. IRCTC, Balmer Lawrie and Ashok Travels & Tours) subject to distance being > 500 Kms. Train : 2nd AC train fare, subject to distance being < 500 Kms. Bus : State Transport Services (AC Bus) - As per Actuals fare Local Journey admissible as per State Transport Authority approved rates
b Local travel within district (up to 10 days) subject to producing a certificate from District authorities that no local conveyance facility was provided by them.	Actual fare of Ordinary Taxi on sharing basis incurred or as fixed by Local State Transport Authority whichever is less.
c Per Diem per person (Remuneration/honorarium) including food charges (per day)	6,000

Item	Rates (In Rs.)
d Accommodation charges (per day) Per person Single occupancy room including GST, subject to producing a certificate from District authorities that no accommodation facility was provided by them.	3,500
e Report writing charges (per district)	10,000
f Managerial Cost/Institutional Charges (per district)	25,000

13.2 Rates for Individual NLMs

Item	Rates (In Rs.)
a Travelling for one Individual along with one assistant from the place of residence to the destination. (to & fro)	Air : Economy Class (Air tickets booking only from Government Authorized Agents i.e. IRCTC, Balmer Lawrie and Ashok Travels & Tours), subject to distance being > 500 Kms. Train: 2nd AC train fare, subject to distance being < 500 Kms. Bus : State Transport Services (AC Bus) - As per Actuals fare Local Journey admissible as per State Transport Authority approved rates Actual fare of Ordinary Taxi on sharing basis incurred or as fixed by Local State Transport Authority whichever is less.
b Local travel within district (up to 10 days) subject to producing a certificate from District authorities that no local conveyance facility was provided by them.	
c Per Diem to NLM (Remuneration/honorarium) including food charges (per day)	6,000
d Accommodation charges (per day) Per person Single occupancy room including GST subject to producing a certificate from District authorities that no accommodation facility was provided by them.	3,500
e Report writing charges (per district)	10,000

Part III: EOI Submission Format

Form 1A: EOI Form(Covering Letter for Institution)

(Ref REOI Clause 2.3)

(To be submitted with supporting documents, if any)

(On Applicant's Letter-head)

Applicant's Name _____

[Address and Contact Details]

Applicant's Reference No. _____ Date.....

To

The Under Secretary (NLM),

Department of Rural Development

Room No. 24, 2nd Floor, Core- 5B, India Habitat Centre,

New Delhi - 110001

Ref: Your REOI document No. Q-11018/01/2023-NLM; Tender Title: Empanelment of Institutions and Individuals NLMs for Monitoring and Evaluation Services

Sir/ Madam,

Having examined the above mentioned REOI document, we, the undersigned, hereby submit/ upload our Expression of Interest (EOI) for being shortlisted for the performance of the Services.

About us:

We, M/s _____(name of the institution), hereby certify that we are a firm/Company of proven, established and reputed Applicant having the required Experience, Past performance, Personnel, and Financial capability, with offices at _____in the State of _____ which belongs to Northern/Western/Southern/Eastern & North-Eastern region.

1) My/Our Eligibility and Qualifications to participate:

We comply with all the eligibility criteria stipulated in this REOI document, and the relevant declarations are made along with documents in Form 1.2A of this EOI-Form.

We fully meet the qualification criteria stipulated in this REOI document, and the relevant details are submitted along with documents in Form 2A: 'Qualification Criteria -Compliance' and its sub-forms.

We have understood the ramifications of failure to do so as detailed in clauses 10.2.4 and 10.2.5 of Section I: REOI.

We have / don't have any conflict of interest with any other Applicant as per clause 4.3 of Section I: REOI.

☐ No commissions and gratuities have been paid or are to be paid to agents or any other party by us relating to this REOI and RFP processes.

☐ Following commissions and gratuities have been paid/ are to be paid to agents or any other party by us relating to this empanelment process: -----

2) Affirmation of terms and conditions of the REOI document:

We have understood the complete terms and conditions of the REOI document. We accept and comply with these terms and conditions without reservations, although We are not signing and submitting some of the sections of the REOI document.

3) Abiding by the EOI Validity

We agree to keep our EOI valid for acceptance for a period upto 60 days, as required in the REOI document, or for a subsequently extended period, if any, agreed to by us.

4) Non-tempering of Downloaded REOI documents and Uploaded Scanned Copies

We confirm that We have not changed/ edited the contents of the downloaded EOI Formats. We realize that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the REOI document. We also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our EOI are valid, true, and correct to the best of our knowledge and belief. We shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. Upon our successful short listing, we undertake to submit for scrutiny, on-demand by the Procuring Entity, originals and self-certified copies of all such certificates, documents, and affidavits/ undertakings.

5) Signatories:

We confirm that we are duly authorized to submit this EOI and make commitments on behalf of the Applicant. Supporting documents are submitted in Form 1.1A, annexed herewith. We acknowledge that our digital/digitized signature is valid and legally binding.

6) Rights of the Procuring Entity to Reject EOI(s):

We understand that you are not bound to accept the lowest or any EOI you may receive against your above-referred EOI document.

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign EOI for and on behalf of name, address, and seal of the Applicant

Form 1.1A: Applicant Information (for Institution)

(Ref REOI Clause 2.3)

(On Applicant's Letter-head)

(Along with supporting documents, if any)

Applicant's Name _____

[Address and Contact Details]

Applicant's Reference No. _____ Date.....

REOI document No. Q-11018/01/2023-NLM; Tender Title: Empanelment of Institutions and Individuals NLMs for Monitoring and Evaluation Services.

Note: Applicant shall fill in this Form following the instructions indicated below. Applicant shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Applicant's wrong or misleading information shall be treated as a breach of the Code of Integrity. Such EOIs shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such a breach in the REOI document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) Applicant/ Contractor particulars:

i.	Name of the Applicant's Organisation:	
ii.	Corporate Identity No. (CIN):	
iii.	Date of incorporation/ start of business:	
iv.	Place of Registration/ Principal place of business":	
v.	Number of Years in Business:	
vi.	Number of Years in providing M&E Services:	
vii.	Applicant's Website URL:	
viii.	Complete Postal Address:	
ix.	Pin code/ ZIP code:	
x.	Telephone nos. (with country/ area codes):	
xi.	Mobile Nos.: (with country/ area codes):	
xii.	Contact persons/ Designation:	
xiii.	Email IDs:	
xiv.	PAN Number:	
xv.	GSTIN No:	

Submit documents to demonstrate eligibility as per REOI Clause 4.1.1) - A self-certified copy of registration certificate - in case of a partnership firm - Deed of Partnership; in case of Company - Notarized and certified copy of its Registration; - its Byelaws and registration certificate of the firm.

- 2) Applicant Organization Structure: Submit the overall organization structure of the firm.
 - 3) Applicant Overall profile: Submit the overall profile of the firm, highlighting technical and managerial capabilities.
 - 4) Authorization of Person(s) signing the EOI on behalf of the Applicant
 - a) Full name: _____
 - b) Designation: _____
 - c) Signing as:
 - ☐ A sole proprietorship firm. The person signing the EOI is the sole proprietor/ constituted attorney of the sole proprietor,
 - ☐ A partnership firm. The person signing the EOI is duly authorized being a partner to do so under the partnership agreement or the general power of attorney,
 - ☐ A company. The person signing the EOI is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the authority conferred by the Memorandum of Association/ Articles of Association.
 - ☐ A Society/Government body. The person signing the EOI is the constituted attorney/authorized person.
- Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution etc as applicable
- 5) Applicant's Authorized Representative Information
 - a) Name:
 - b) Address:
 - c) Telephone/ Mobile numbers:
 - d) Email Address:

(Signature with date)

.....

(Name and designation)

Duly authorized to sign EOI for and on behalf of name, address, and seal of the Applicant

DA: As above

Form 1.2A: Eligibility Declarations by Institution

(Ref REOI Clause 2.3)

(On Applicant's Letter-head)

(Along with supporting documents, if any)

REOI document No. Q-11018/01/2023-NLM; Tender Title: Empanelment of Institutions and Individuals NLMs for Monitoring and Evaluation Services.

Applicant's Name _____

[Address and Contact Details]

Applicant's Reference No. _____ Date.....

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the Applicant)

We hereby confirm that we comply with all the stipulations of Clause 4.1 of Part-I of the REOI document and declare as under and shall provide evidence of our continued eligibility to DoRD as and when it may be requested:

1) Legal Entity of Applicant: We are:

a) : _____ relevant documents enclosed)

b) We are a Monitoring and Evaluation Services provider with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate as applicable to the subject Services.

2) Eligibility: We solemnly declare that we (including our affiliates or subsidiaries, or constituents):

(a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;

(b) (Including our affiliates or subsidiaries, or constituents for any part of the assignment):

i) Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organization or its Ministry/ Department from participation in its empanelment processes; and/ or

ii) Are not convicted (within three years preceding the last date of EOI submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate Applicants of the Government of India from participation in empanelment processes of all its entities for offences mentioned in REOI document in this regard.

(c) Do not have any association (as Applicant/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of DoRD, as counter-indicated, in the REOI document.

(d) We have no conflict of interest, which substantially affects fair competition. The quoted prices are competitive without adopting unfair/ unethical/ anti-

competitive means. No attempt has been made or shall be made by us to induce any other Applicant to submit or not to submit an EOI to restrict competition.

- (e) We certify that we fulfil other additional eligibility conditions if prescribed in the REOI document.

3) Startup/MSME Status:

We confirm that we are a recognized Startup/MSME entity (Certificate of Recognition issued by the Department for Promotion of Industry and Internal Trade (DPIIT) / M/o Micro, Small and Medium Enterprises (MSME) enclosed herewith) / are not a Startup/MSME entity as per the DPIIT/MSME.

4) Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties of forfeiture of performance guarantee or black listing.

(Signature with date)	(Name and designation)

Duly authorized to sign EOI for and on behalf of

.....

.....

(Name, address, and seal of the Applicant)

DA: As in Sr1 to 4 above, as applicable

**Application format for Institutional NLMs including performance
experience and Financial Strength**

1. Details of the Institution: (All fields are mandatory)

Sl. No.	Information Required	To be filled in by the applicant						
1.	Name of the Institution							
2.	Date of Incorporation/Registration of the Institution (Upload Copy of Certificate of Incorporation/ Registration Certificate)	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y			
3.	(a) Address of Head Office							
	District							
	State							
	(b) Other offices in India, if any							
4.	Details of the Head of the Organization	(a) Name						
		(b) Address						
		(c) Telephone No.						
		(d) Mobile Number						
		(e) E-Mail ID						
5.	Details of the Contact Person	(a) Name						
		(b) Designation						
		(c) Address						
		(d) Telephone No.						
		(e) Mobile Number						
		(f) E-Mail ID						
6.	PAN (Upload scan - copy of PAN Card)							
7.	GSTIN (Upload Registration Certificate)							
8.	Number of Employees on rolls of the organization	Full Time:						
		Part Time:						

2. Past Experience of Institution (in Monitoring & Evaluation/ Research in Rural Development/ Social Sector)

(a)	No. of Years working in the field of Monitoring & Evaluation/ Research in Rural Development/ Social Sector	
(b)	No. of M&E Studies completed in Rural Development & Other Social Sectors	
(c)	Details of the M&E Studies completed in last 5 years (in Chronological Order Starting from the latest)	

Sl. No.	Project Title	Year	Client Name	Client Address & Contact Details	Value of Task undertaken (Rs in Lakh)	Major Job description

**3. Team Composition/Experience of Professionals/Key Personnel of the Institutions:
(S1. No. 1 will be the details of Team Leader)**

Sl. No.	Name of the Person	Age	Gender	Designation	Educational Qualification	Experience (No. of Years)	Contact Number (Cell No.)
i							
ii							
iii							
iv							
v							
vi							

4. Financial Strength of the Institution (turnover of last three years) (Upload Income Tax Returns and Audited Statement of Accounts for 3 Financial Years) :

Sl. No.	Year	Amount (Rs. in Lakh)
1	2020-21	
2	2021-22	
3	2022-23	

5. Any Other Information:

6. Declaration:

I hereby declare that the details mentioned by me as above are true to the best of my knowledge and belief. I agree to provide photocopies of proofs for all the above information furnished, as required by the Ministry of Rural Development.

(Signature with date)	(Name and designation)

Duly authorized to sign EOI for and on behalf of

.....

.....

(Name, address, and seal of the Applicant)

Details of the Person Submitting the Application			
Name		Designation	
Mobile Number		E-Mail ID	

Form 1B: EOI Form(Covering Letter for Individual Applicant)

(Ref REOI Clause 2.3)

(To be submitted with supporting documents, if any)

Applicant's Name_____

[Address and Contact Details]

Reference No.(if any)_____ Date.....

To

The Under Secretary (NLM),
Department of Rural Development
Room No. 24, 2nd Floor, Core-5,
India Habitat Centre,
New Delhi - 110001

Ref: Your REOI document No. Q-11018/01/2023-NLM; Tender Title: Empanelment of Institutions and Individuals NLMs for Monitoring and Evaluation Services

Sir/ Madam,

Having examined the above mentioned REOI document, I, the undersigned, hereby submit/ upload our Expression of Interest (EOI) for being shortlisted for the performance of the Services.

About me:

I _____(name of the applicant), hereby certify that I am a retired employ of Central/State government, PSU/PSB/Autonomous body having the required Qualification, Experience, Knowledge of operating computer, and Financial capability, having residence in _____(name of the State) which covered under the Northern/Western/Southern/Eastern & North-Eastern region.

1. My Eligibility and Qualifications to participate:

I fully meet the qualification criteria stipulated in this REOI document, and the relevant details are submitted as per Form 1.1B along with required documents and in Form 2: 'Qualification Criteria -Compliance' and its sub-forms.

I have understood the ramifications of failure to do so as detailed in clauses 10.2.4 and 10.2.5 of Section I: REOI.

I have / don't have any conflict of interest with any other Applicant as per clause 4.3 of Section I: REOI.

☐No commissions and gratuities have been paid or are to be paid to me relating to this REOI processes.

☐Following commissions and gratuities have been paid/ are to be paid to me relating to this empanelment process:

2. Affirmation of terms and conditions of the REOI document:

I have understood the complete terms and conditions of the REOI document. I accept and comply with these terms and conditions without reservations.

3. Abiding by the EOI Validity

I agree to keep my EOI valid for acceptance for a period upto 60 days, as required in the REOI document, or for a subsequently extended period, if any, agreed to by me.

4. Non-tempering of Downloaded REOI documents and Uploaded Scanned Copies

I confirm that I have not changed/ edited the contents of the downloaded EOI Formats. I realize that any such change noticed at any stage, including after the contract award, shall be liable to punitive action in this regard stipulated in the REOI document. I also confirm that scanned copies of documents/ affidavits/ undertakings uploaded along with our EOI are valid, true, and correct to the best of our knowledge and belief. I shall be responsible if any dispute arises regarding the validity and truthfulness of such documents/ affidavits/ undertakings. Upon my successful short listing, I undertake to submit for scrutiny, on-demand by the Procuring Entity, originals and self-certified copies of all such certificates, documents, and affidavits/ undertakings.

5. Signatories:

I confirm that I am duly authorized to submit this EOI. Supporting documents are submitted in Form 1.1B, annexed herewith. I acknowledge that my digital/digitized signature is valid and legally binding.

6. Rights of the Procuring Entity to Reject EOI(s):

I understand that you are not bound to accept the lowest or any EOI you may receive against your above-referred EOI document.

.....

(Signature with date)

.....

(Name and designation at the time of retirement)

(Name and address of the applicant)

Form 1.1B: Applicant Information (for Individuals)

(Ref REOI Clause 2.3)

(On Applicant's Letter-head)

(Along with supporting documents, if any)

Applicant's Name _____

[Address and Contact Details]

Applicant's Reference No. _____ Date.....

REOI document No. Q-11018/01/2023-NLM; Tender Title: Empanelment of Institutional and Individual NLMs for Monitoring Services.

Note: Individuals shall fill in this Form following the instructions indicated below and enclose certified copies of the documentary proof / evidence to substantiate the corresponding statement wherever necessary and applicable. Individual's wrong or misleading information shall be treated as a breach of the Code of Integrity. Such EOIs shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such a breach in the REOI document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

Submit documents to demonstrate eligibility as per REOI Clause 4.1.1) -

- a. Evidence to support that the applicant was a retired Central Government / State Government / PSU / PSB / Autonomous bodies Officers or Professor of recognized University/ Research Institutions/scientific organization.
- b. A self-certified copy of PPO.
- c. Date of birth certificate or any other document to evident that he is not more than 65 years of age as on closing date of submission of application as per advertisement.
- d. Copies of certificates to evident that he has adequate Social Research experience and knowledge of Computer.
- e. Copy of vigilance clearance from last employer.
- f. An undertaking that he is in a position to associate any field supervisor or investigator having experience in conducting such Monitoring & Evaluation (M&E) work during his deployment for field study.
- g. Copy of domicile Certificate in support of his residence in a particular region.

Individuals personal information

- e) Name:
- f) Address:
- g) Telephone/ Mobile numbers:
- h) Email Address:

(Signature with date)

DA: As above

.....
(Name and designation at the time of retirement)

Form 2B**Application format for Individual NLMs including relevant experience and technical/ professional papers/ articles published**

Applicant Details							
1.	Name of the Applicant						
2.	Gender						
3.	Date of Birth	D	D	M	M	Y	Y
4.	Address for Correspondence						
5.	Permanent Address						
	District						
	State						
6.	Contact Landline Number (With STD Code)						
7.	Mobile Number						
8.	Email ID						

9.	Educational Qualifications (Graduation & Above)			
Sl. No.	Level	Degree Obtained/ Exam Passed	Year of Passing	Institution awarding the degree
i				
ii				
iii				
iv				

10.	Service Details at the time of Retirement	
a)	Designation	
b)	Service Category	
c)	Post Equivalent Level in Govt. of India Civil/ Defence/ Para Military/ PSU/ PSB/ Academia (<i>refer to eligibility criteria</i>)	
d)	Organization/Department/Ministry	
e)	Office Address	
f)	Date of Joining the Service	

g)	Date of Retirement/Leaving the Service	
h)	Last Basic Pay Drawn (Including Grade Pay)	
i)	Last Grade Pay	

11.	Employment record (Chronological Order Starting from the latest)				
Sl. No.	Period		Post Held	Organization/ Department/ Ministry etc.	Experience Details
	From	To			
i					
ii					
iii					
iv					
v					
vi					

12.	Chronological Details of Relevant Experience (Social/RD Sector etc.) - In Service				
Sl. No.	Period		Positions Held	Organization/ Department/ Ministry etc.	Major Job Description
	From	To			
i					
ii					
iii					
iv					
v					

13.	Chronological Details of Relevant Experience (Social/RD Sector etc.) - Post - Retirement				
Sl. No.	Period		Positions Held	Institution	Major Job Description
	From	To			
i					
ii					
iii					
iv					

14.	Computer Knowledge : Having Knowledge of (Yes/No)				
MS - Word		MS-Excel	MS-Power Point	Internet	Email

•

15.	Technical/Professional papers/articles published (maximum-5)		
Sl. No.	Name of the article published with a Title Brief (50 words)	Journal in which published	Year of Publication
i			
ii			
iii			
iv			
v			

16. Declaration:

I hereby declare that the details mentioned by me as above are true to the best of my knowledge and belief. I am willing to submit the copies of proofs for date of birth, educational qualifications and experience and proof of any other details submitted above, on demand.

Date :

Place :

.....
(Signature with date)
.....

(Name of the applicant)
(Name, designation at the time of retirement and address)

Form 3: Checklist for Institutional / Individual Applicants

(Ref REOI Clause 2.3)

(On Applicant's Letter-head)

Applicant's Name_____

[Address and Contact Details]

Applicant's Reference No._____ Date.....

REOI document No. Q-11018/01/2023-NLM; Tender Title: Empanelment of Institutions and Individuals NLMs for Monitoring and Evaluation Services

Note to Applicants: This checklist is merely to help the Applicants to prepare their EOIs. It does not override or modify the requirement of the EOI. Applicants must do their due diligence also.

Sl No.	Documents submitted, duly filled, signed	Yes/ No/ NA
1.	Form 1A.- EOI Form (to serve as covering letter for Institutions)	
2.	Form 1.1A: Applicant Information for Institutions(along with Power of attorney and Registration Certificates etc.)	
3.	Form 1.2A: Eligibility Declarations by Institution (along with supporting documents)	
4.	Form 2A: Application format for Institutional NLMs including performance experience and Financial Strength	
5.	Form 1B: EOI Form (Covering Letter for Individual applicants)	
6.	Form 1.1B:Applicant Information (for Individual)	
7.	Form 2B:Application format for Individual NLMs including relevant experience and technical/ professional papers/ articles published	
8.	Form 3: This Checklist	
9.	Any other requirements, if stipulated in Section II: Appendix; or if considered relevant by the Applicant	

.....

(Signature with date)

.....

(Name and designation)

Duly authorized to sign EOI for and on behalf of.....

(Name, address, and seal of the Applicant)