



EXPRESSION OF INTEREST

for

EMPANELMENT OF INSTITUTIONS (OR CONSORTIA) FOR ENTERPRISE
ESTABLISHMENT AND SCALE UP WITH
ACCOMPLISHED EXPERTISE IN ENTREPRENEURSHIP/BUSINESS ACCELERATION
IN RAMAGUNDAM

Ramagundam Municipal Corporation
Godavarikhani, Telangana– 505209
Email: ramagundamcorp@gmail.com

DISCLAIMER

- a) The information contained in this Expression of Interest ("Eol") document subsequently provided to Applicants (Firms), whether verbally or in documentation or any other form by or on behalf of Ramagundam Municipal Corporation (here in after referred to as RMC/The Authority) or any of its employees, is provided to Applicants on the terms and conditions set out in this Eol and such other terms and conditions subject to which such information is provided.
- b) This Eol is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this Eol is to provide interested parties with information that may be useful to them in the formulation & submission of their applications pursuant to this Eol.
- c) This Eol includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Empanelment of expert institutions in entrepreneurship development. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
- d) This Eol may not be appropriate for all persons, and it is not possible for the Authority and its employees to consider the objectives, technical expertise and needs of each party who reads or uses this Eol. The assumptions, assessments, statements and information contained in this Eol, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Eol and obtain independent advice from appropriate sources. Information provided in this Eol to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- e) The Authority and its employees/ advisors make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Eol or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Eol and any assessment, assumption, statement or information contained therein or deemed to form part of this Eol or arising in any way in this Empanelment Process.
- f) The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this Eol.
- g) The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Eol.
- h) The issue of this Eol does not imply that the Authority is bound to empanel an Applicant or to appoint the Selected Applicant for any institution/company and the Authority reserves the right to reject all or any of the applications without assigning any reasons whatsoever.

Invitation for Expression of Interest

- a) Ramagundam Municipal Corporation is the civic governing body of the city. It was constituted in 1982 and was upgraded to special grade municipality in 2003 and finally to corporation. The jurisdictional area of the corporation is spread over an area of 93.87 km with 50 municipal wards.
- b) RMC intends to empanel firms intends to create a sustainable intervention of supporting the SHG women through entrepreneurial routes and support systems. Agency will be responsible for facilitating enterprise set-up by undertaking all required activities like mobilization, selection, skill development & upgradation, entrepreneurial training, business plan development, credit linkages, marketing tie up to Self Help Group Women and Common Interest Groups of Street Vendors in all Urban Local Bodies of RMC.
- c) The applications must be received in the manner specified in the EoI document at the address given below

Office of the Commissioner,
Ramagundam Municipal Corporation,
Near Bus stand, Beside Petrol Bunk,
Godavarikhani, Telangana, 505209 Email:
ramagundamcorp@gmail.com
Phone: 08728- 244674

- d) The eligible firms with accomplished experience in facilitating enterprise set-up by undertaking all required activities like mobilization, selection, skill development & upgradation, entrepreneurial training, business plan development, credit linkages, marketing tie up to Self Help Group Women and Common Interest Groups of Street Vendors.
- e) The application shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative of the applicant must attest all erasures and alterations made while filing the application. Failure to comply with any of these conditions may render the application invalid.
- f) RMC shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of the application.
- g) RMC reserves the rights to cancel, terminate, change or modify this EoI process and /or requirements of the application stated in the EoI, without assigning any reason or providing any notice and without accepting any liability for the same.
- h) Prospective applicants may seek any clarification in this regard from the office of the authorized designator/sindicated below, Ramagundam Municipal Corporation, during the office hours.

Ramagundam Municipal Corporation
Near Bus stand, Beside Petrol Bunk,
Godavarikhani, Telangana, 505209 Email:

ramagundamcorp@gmail.com
Phone: 08728- 244674

SCOPE OF SERVICES

The Scope of Services includes, but is not limited to, any or all activities incidental to and required for the development of the proposal at each stage (not limited to participation in collaborative meetings and presentations with RMC to develop and present the proposal). The Consultant, who will work in conjunction with RMC, shall undertake the below mentioned services or any similar/relevant services as specified in this EOI.

ESTABLISHMENT OF LIVELIHOOD/SUPPLEMENTAL/SUSTAINABLE ENTERPRISES FOR SHG WOMEN THROUGH ENTREPRENEURIAL SUPPORT IN RAMAGUNDAM CORPORATION AREA.

- This project intends to create a sustainable intervention of supporting the SHG women through entrepreneurial routes and support systems.

Agency will be responsible for facilitating enterprise set-up by undertaking all required activities like mobilization, selection, skill development & up gradation, entrepreneurial training, business plan development, credit linkages, marketing tie up to Self Help Group Women and Common Interest Groups of Street Vendors in all Urban Local Bodies of RMC.

TASKS TO BE PERFORMED BY AGENCY

The agency shall be responsible for end-to-end delivery of all the below stated tasks and key activities:

Task 1: Study on existing businesses which were supported by RMC under bank linkages along with Identification of viable & feasible business opportunities along with concrete business plan.

Task 2: Selecting and developing the ecosystem for the selected business opportunities along with the value chain

Task 3: Skill training/ Entrepreneurship Development Programs for identified potential entrepreneurs

Task 4: Execution and Program Management

Task 5: Monitoring and Impact Evaluation of the Project

Task 1: Study on existing businesses which were supported by RMC under bank linkages.

The thorough survey to be carried out in the allotted clusters on the following

- Detail study on existing business and give scale up plan for the businesses.
- Identification of viable & feasible new business opportunities for SHG women along with Business plan.

Task 2: Selecting and developing the ecosystem for the selected business opportunities along with the value chain:

- Prepare a detailed approach and overall project plan.
- Conduct workshops and meetings with external stakeholders to understand the market analytics, target audience, bottlenecks, challenges etc.
- Identify prospective Value Chain based on Market Analysis: Products and Services
- Devise promotional strategy for identified Products and Services
- Create the market linkage of products.
- Formulate Business Plan and strategies considering the factors identified during discussions with stakeholders
- Identify potential entrepreneurs
- Marketing linkages of products for scaling up existing and new businesses.
- Map Clusters relevant to trades/sectors if any and align with state relevant domains/ departments.

Task 3: Skill training/ Capacity building of identified potential entrepreneurs

- Understand the skill gap of identified potential entrepreneurs
- Conduct competency mapping
- Devise the training plan based on the gaps identified
- Prepare a Training calendar
- Conduct Skill trainings to the potential entrepreneurs.

Task 4: Execution and Programme Management

- Create linkages with banks/ financial institutions/ funding agencies/ cooperatives / Sponsors for arranging financial assistance.
- Provide linkages to identified potential entrepreneurs for setting up of new Business Setup
- Facilitate setting up of Infrastructure to establish enterprise.
- Mentoring and handholding during implementation
- Formulate a process for Programme management and monitoring.

Task 5: Monitoring and Impact Evaluation of the Project

- KPI Indicators for the Project to be outlined
 - ✓ Minimum number of entrepreneurs are to be identified by the agency
 - ✓ Minimal success rate shall be ensured in the establishment of enterprises who were identified and trained.
- Tracking and Monitoring mechanism for the project
- Sustainable development goals alignment with the project

EVALUATION METHODOLOGY

Part 1: GENERAL ELIGIBILITY

- The applicant has to be an entity with a registered office in India
- The applicant has to be a foundation, trust, non-profit organization, or a section 8 company (formerly section 25 company) registered under the provisions of the Companies Act 2013.
- The agency must have been operating in India for at least 2 years. Proof of registration as a legal entity must be submitted. (Relevant certificates to be enclosed)
- Average annual turnover of the Agency for the last two financial years shall be INR ₹75.00 Lakh. (ITRs to be enclosed)
- The agency should have expertise in working with Entrepreneurship Development; Urban Poverty Alleviation programmes. (enclose relevant certificates)
- The Applicant agency must be having previous experience of entrepreneurship development and should have undertaken entrepreneurship training / business development services / enterprises incubation support and have developed entrepreneurs Units in the last 2 years. (enclose relevant certificates)
- The Applicant agency must have executed at least one State wide and National wide project in the past one year. Experience in implementing International Aid agency projects is highly desirable.
- The agency should not be blacklisted by any of the Central / State government departments / PSUs. Self-declaration is to be submitted.
- The Agency must not have any affiliation to any political party in any form: Self-declaration to be submitted.
- A self-declaration needs to be provided to the effect that the entire information submitted is correct.
- The evaluation for the submitted proposals will be carried out in two parts, i.e. Technical Evaluation and Financial Evaluation

Proposals are encouraged from

- Diverse groups that have clear, strategic, collaborative models to tackle the complexity of the gender digital divide
- Applicants that promote more gender equitable access to and usage of existing digital infrastructure (as opposed to solutions that necessitate new infrastructure)
- Organizations with women in leadership positions

Part 2: Technical Evaluation comprising of Documentation with a Presentation

- Bidders who meet the minimum qualification criteria laid down in the General Eligibility as mentioned above will be qualified and eligible for further bid evaluation. RMC will evaluate qualified bidders based on the Technical Bid submitted by them.
- The Bidders who qualify under the Technical Evaluation and score minimum marks will be asked to make a detailed presentation at RMC Office.

Format for Technical Evaluation/Scoring:

S. No	Evaluation Criteria	Maximum Score	Required Forms
<i>I. Business practice and experience of the organization in carrying out similar kind of studies</i>		40	
1.	Experience in the areas of enterprise development/ training entrepreneurs during last 2 Financial Years	20	Work Order from the Clients/ Hard copy of the Submitted Report.
2.	Experience in the areas of setting up/ facilitating sustainability of enterprises during last 2 Financial Years	20	Work Order from the Clients/ Hard copies of the orders completed/progress to be attached.
II. Financial Assessment		10	
1	Average audited annual turnover of last 2 financial years (Average annual turnover of Applicant agency for the last three Financial years should be equal to or greater than INR 75.00 lakh.	10	Please provide certified copies of last two years of ITRs for the financial years:
<i>III. Resource Assessment</i>		40	
1	Qualification of Key Experts proposed for project. Attach CV's of experts to be evaluated	20	
2	Approach and Methodology	20	
<i>IV. Presentation</i>		10	
	Technical presentation	10	
	Total	100	

1. Eligibility

Eligibility for Category – I (Annual Turnover of firms INR 75Lakhs and above)

- The applicant must be a reputed consulting firm with multiple specializations, in empanelment of Expert institutions in experience and expertise for enterprise establishment and scale up with accomplished expertise in entrepreneurship/business acceleration in India or abroad for the period of minimum 2 years ending 31-03-2020.
- The applicant should have provided with accomplished expertise in entrepreneurship/business acceleration for one work of **Rs. 75 Lakhs** in single contract of similar nature in last **2 years** ending **31-03-2020**.
- The consultant submitting experience certificate in JV should indicate amount of percentage of each firm supported with required documents and in case of experience certificate submitted for the work executed abroad, the value of work will be converted to Indian Currency and it should be duly self-certified. If the completion certificate is in other foreign language it should be translated in English and duly self-certified.
- No JV firm can participate for the empanelment.
- The applicant should be an individual consultant or have a registered firm or be from consulting firm registered in India and submit a valid proof for registration in India.
- The applicant should have valid PAN No. and Service Tax Registration No.
- The Consultant should have average annual turnover of at least **Rs. 75 Lakhs (Thirty Lakhs)** in the last two financial years ending **31st March 2020**.
- The eligible consultants shall be required to submit self-attested copies of the following along

with the application:

- Documents verifying the claim as per above including the appointment letter or work order or contract agreement or letter of successful completion from the client.

Alternatively, an affidavit of genuineness of such certificates needs to be submitted by the firms.

- Copy of audited Balance Sheet along with Profit and loss Account statement of the firm for the last three financial years (Year2018-19 & Year 2019-2020)

Post Empanelment:

- After verification of credentials the successful parties/firms shall receive a confirmation e-mail from Ramagundam Municipal Corporation.
- After empanelment of enterprises, the successful parties shall receive the project requirements from RMC via: e-mail along with a deadline to present the Conceptual Plans of the project.
- All empanelled enterprises firms shall present their Conceptual Plans to the RMC-Officials along with **financial proposal in LUMPSUM**, based on the technical and financial proposals presented by the interested parties (via: presentation or any other means of communication) RMC shall review and take decision on the basis of QCBS (Quality Cost-Based Selection) and shortlist the enterprises firm and the successful party shall be issued with an work order for developing the further detailed plans, preparation of DPR's, BOQ and preparation of RFP for business activity.

2.Preparation, Submission and Evaluation of Applicants

- a) The EOI application in prescribed form duly completed and signed along with other necessary documents should be submitted in a sealed cover duly highlighting as "EOI – for experience and expertise for enterprise establishment and scale up with accomplished expertise in entrepreneurship/business acceleration in Ramagundam" along with the name of the Firm and its address.
- b) Incomplete application & unsigned application form/s or non-submission of the same will be summarily rejected. Applications submitted with any pre-condition or additional conditions other than the conditions prescribed and supplied by the RMC will also be summarily rejected.
- c) The applicants are required to submit the following documents towards meeting the eligibility conditions along with the application
 - a. Organizational details as per the format in Annexure –I
 - b. Covering Letter as per the format in Annexure -II
 - c. List of assignments completed in last 5 years (Based on the eligibility criteria) ending

01- 12-2020 as per the format in Annexure –III

- d. List of assignments in progress as per the format in Annexure -IV
- e. Financial Status as per the format in Annexure–V

- d) The Applicant shall furnish all the required information as per the format/s and duly signed on each page of the application.
- e) The applicant may furnish any additional information, which is deemed necessary to establish their capability to successfully rendering business consultancy services. Surplus information need not be furnished, and no information shall be entertained after submission of EOI document unless specifically called for.
- f) Any information furnished by the applicant found to be incorrect either immediately or later, would render the applicant liable to be debarred from taking up the consultancy services.
- g) No Applicant or its Associate shall submit more than one Application for the Consultancy.
- h) RMC reserves the right to seek further information /clarifications from any of the Applicant on the submitted documents and the same shall be sought through a written communication/email.
- i) The applicant shall submit duly filled application with Annexures – I to V in the prescribed format and all other relevant documents (Hard Copy), latest by 16:00 on -22.12.2020 at the following address: Office of the Commissioner,
Ramagundam Municipal Corporation
Near Bus stand, Beside Petrol Bunk
Godavarikhani, Telangana, 505209
Email: ramagundamcorp@gmail.com Phone: 08728- 244674
- j) It may note that this is not a request for proposal/tender. After review and scrutiny of Expression of Interest, the suitable firms will be empanelled for rendering business consultancy services indicated above (*Scope of Service*), as per due procedure.
- k) As and when the services of empanelled firms are required, RMC would request concept design/quotes from the firms (short listed based on their profile, experience or any other criteria). Based on the selection criteria, RMC would choose the firm.
- l) The entrepreneur firms may be dispensed with at any time giving one month notice in the event of non- performance, under performance or any other reason which would be specified.
- m) The empanelment will be valid for 36months.
- n) The team should be available for taking up of assignment work as and when required by RMC at a short notice.
- o) Any clarification the queries should be sent to RMC in the following format (Preferably in excel file) through email at ramagundamcorp@gmail.com with the subject mentioning the RFP and Agency/Company name.

Date of availability of EOI documents on RMC website	14-12-2020 at 11:00 AM
Clarifications (if any) by	21-12-2020 at 04:00 PM
Last Date of submission of EOI	22-12-2020 at 04:00 PM

3. Annexures

Annexure – I

Organizational Details

S. No.	Parameter	Details
1	Year of Establishment	
2	Status of Firm (Proprietorship / Partnership/ Any other)	
3	Details of Enlistment as Consultancy Firm	
4a	Name of Directors/ Partners/ Proprietors with Designations	
4b	Academic Qualifications of Directors/Partners/ Proprietors	
4c	Address and Phone Nos. of Directors/ Partners/ Proprietors	

Place:

Signature of the applicant

Date:

Name & Designation

Annexure – II

Format of Covering letter
(On the Applicant Letter Head)

To:
The Commissioner,
Ramagundam Municipal Corporation
Near Bus stand, Beside Petrol Bunk,
Godavarikhani, Telangana –505209

Dear Sir,

Sub: Expression of Interest for experience and expertise for enterprise establishment and scale up with accomplished expertise in entrepreneurship/business acceleration in Ramagundam.

-oOo-

In response to your Notice published in your web portal <https://ramagundamcorporation.telangana.gov.in>, I /We submit my/our application as follows:

We have examined the details given in this EOI notice, details & Performa for empanelment of experience and expertise for enterprise establishment and scale up with accomplished expertise in entrepreneurship/business acceleration; I / we hereby submit and acknowledge the following information.

1. Name of the applicant's : _____
2. Full address : _____
 - a. Telephone No
 - b. Office/Mobile No : _____
 - c. Fax : _____
 - d. Email Id : _____
 - e.
3. Whether Proprietary/ Partnership/ Registered firm / Public/ Private Ltd.: (Relevant certificates of registration / Partnership deed to be enclosed)
4. COA Registration No. and Date : _____
5. Income-Tax (PAN/TAN) No. : _____

6. Service Tax Registration No. : _____
7. Contact details of the Authorized contact person
- a. Name/Designation : _____
 - b. Postal Address : _____
 - c. Tel. /Mobile No : _____
 - d. Email Id : _____

Category of the Principal business firm : ENTERPRISE ESTABLISHMENT AND SCALE UP WITH
ACCOMPLISHED EXPERTISE IN
ENTREPRENEURSHIP/BUSINESS ACCELERATION

8. I / We hereby certify that all the statements made, and information furnished in the enclosures is true and correct.
9. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
10. I / We also agree that the authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
11. I/We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed the projects, in prescribed format.
12. I/ We agree that the discretion and decision of the RMC in respect of the empanelment of business firms with accomplished expertise, is final and binding.

Signature of Applicant

Name & Designation of Signatory Date: _____

Enclosures if any

- 1.
- 2.
- 3. Etc.

Annexure – III

List of assignments completed in last 2 years ending 01-12-2020

S. No.	Name of Work/ Project with address	Short description of Consultancy assignment	Name and address of Owner/Client	Cost of Work/ Project	Date of Start of Work/ Project	Date of Completion of Work/ Project

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NOTE:

Work / Projects means empanelment of Expert institutions . The list of works/ project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/ client. Alternatively, an affidavit of genuineness of such certificates needs to be submitted by the firms.

Place:

Signature of the applicant

Date:

Name & Designation

List of assignments in progress

S. No.	Name of Work/ Project with address	Short description of Consultancy assignment	Name and address of Owner/Client	Cost of Work/ Project	Date of Start of Work/ Project	Any other relevant Information

NOTE:

Work / Project means empanelment of Expert institutions. The list of works/ project mentioned should be substantiated with documentary evidence such as work orders or contract agreement or completion certificates from the owner/ client. Alternatively, an affidavit of genuineness of such certificates needs to be submitted by the firms.

Place:

Signature of the applicant

Date:

Name & Designation

Annexure – V

Financial Status

Shall indicate herein his annual turnover from similar work during preceding 2 years based on the audited balance sheet/profit and loss account statement.

S. No.	Financial year	Annual Turnover (Rs.)
1.	2018 - 2019	
2.	2019 - 2020	

Note: Certified copies of audited Balance Sheets/ Chartered Accountants' Certificates to be enclosed for each financial year

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(Signature of Statutory Auditor)