

REQUEST FOR PROPOSAL (RFP)
FOR EMPANELMENT OF SUBJECT SPECIALIST/ CONSULTANT

General Administration Department (Planning) of Government of Gujarat, Gandhinagar wants to empanel Subject Specialist/Consultant from various fields of Social and Human Development to carry out evaluation studies (concurrent and end term) of State Government programmes/Schemes.

The Subject Specialist/Consultant (Institutional /Individual), who are having experience and expertise in similar work, are requested to submit their proposals.

Please note that who has already applied for the similar advertisement, published on 2nd July, 2015 and 14th July, 2015 , no need to apply again.

The detailed information is available on www.gujhd.gujarat.gov.in. The last date of submission of proposal is on or before **25th October, 2015 during office hours**, through **speed post/registered post/courier** only, at the address mentioned in RFP.

Sd/-
Joint Secretary (Planning)
GAD-Planning, Gandhinagar

RFP Document No: GSIDS/SS/EMPANEL/2015

Date: 5th October, 2015

Request for Proposal (RFP)
For
Empanelment of Subject Specialist/ Consultant
In Social Sector

Gujarat Social Infrastructure Development Society
Government of Gujarat
Sector-18, Gandhinagar-382009
October, 2015

RFP for Empanelment of Subject Specialist/ Consultant in Social Sector

No: GSIDS/SS/EMPANEL/2015

Date: - 05-10-2015

To,

All concerned,

Subject: Request for proposal (RFP) for Empanelment of Subject Specialist/ Consultant for Social Sector of Gujarat State

Sir/Madam,

I am directed to forward herewith a copy of Request for proposal (RFP) for Empanelment of Subject Specialist/ Consultant for Social Sector Programme Evaluation of Gujarat State.

You are requested to submit your proposal to this office as per the instruction given in the RFP document. The RFP document is available on website www.gujhd.gujarat.gov.in

The last date for receipt of RFP is **25th October, 2015** during office hours.

Kalpesh Shah
Joint Secretary (Planning)
General Administration Department-
Planning

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1. DISCLAIMER

- The purpose of this RFP document is to provide the information to eligible Subject Specialists/Consultant (Individual/Institutes) for the formulation of their proposals.
- Each Subject Specialist/Consultant (Individual/Institute) should conduct its own investigations and analysis and should examine the accuracy, reliability and completeness of the information in this RFP document and wherever necessary, may obtain independent advice from appropriate sources.
- GSIDS makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.
- GSIDS may select Subject Specialists/Consultants (Individuals/Institutes) from the proposals received in response to the RFP as per the objectives laid down.
- Subject Specialists/Consultant (Individual/Institutes) shall bear all costs associated with the preparation and submission of their proposals and contract negotiations. GSIDS is not bound to accept any proposal and reserves the right to annul the selection process without assigning any reasons at any time prior to contract award, without thereby incurring any liability to the Subject Specialists/Consultant (Individual/Institutes).
- Subject Specialists/Consultant (Individual/Institute) must submit its detailed information in the prescribed form mentioned in the Annexures.
- A meeting of Subject Specialists/Consultants (Individuals/Institutes) may be conducted in the office of Director & Member Secretary (GSIDS) to provide clarifications to the written queries and also present the expectations.
- It may be noted that the GSIDS is neither bound to respond to all the queries raised by a prospective respondent nor to assign any reason thereof. No written reply to the queries will be made by the GSIDS. However the necessary clarification may be placed on website which shall form part of this RFP.
- GSIDS reserve right to accept all or one or more offer and the same way GSIDS reserves right to reject such offer/s without assigning any reasons thereof.

2.1 INTRODUCTION

The Gujarat Social Infrastructure Development Society (GSIDS), under the aegis of General Administration Department- Planning, wants to empanel Subject Specialists/Consultants (Individuals/ Institutions) from various fields of Social and Human Development to carry out evaluation studies (concurrent and end term) of various Social Sector Development programmes carried out by different departments of Government of Gujarat (Annexure-I). The experts could be from areas like Health, Education, Nutrition, Gender, Sanitation and Water Supply, Livelihood- labour-agriculture, Women and Child, Rural Development, Tribal Welfare and Environment.

The Gujarat Social Infrastructure Development Board (GSIDB) has been constituted under the Chairmanship of the Chief Minister of the state. With a view to improve Standard of living for the public at large in a State, to satisfy their basic need, to carry out programmes for the social services, health, education, woman, and child welfare, labour welfare, environment, water supply and cleanliness, social welfare, rural housing and cottage industry etc. so that the human development index can be improved. In order to fulfil various objectives, State Government has decided to convert the board as society with the name of “Gujarat Social Infrastructure Development Society – GSIDS” as an Autonomous Body.

2.2 BACKGROUND AND PURPOSE:

Gujarat is one of the fastest growing states and a key economic player in national development. Gujarat Government’s development vision is guided by continued emphasis on improving Human Development. Commitment of Gujarat Government towards sustained human development is reflected in the policies adopted and various schemes/programs initiated towards balanced social and economic development. Along with the State Government has taken various new initiatives and implemented newer technology-driven approach to ensure that the meaning of growth is translated into the lives of people. State Government has started Flagship Programmes like “Sagarkhedu Sarvangi Vikas Yojana”, “Vanbandhu Kalyan Yojana”, “Garib Samruddhi Yojana” and “Developing Talukas”, and various Mission Mode Programmes like “Kanya Kelavani”, “Gunotsav, Krishi Mahotsav”, “Nirmal Gujarat”, “Skill Development”, “Nirogi Bal”, “Bal Sakha Yojana”, “Mamata Abhiyan” etc. to improve overall Human Development status of the State.

Keeping to its determination that growth must advance hand in hand with human development, Gujarat’s Annual Plan allocation for Social Services Sector for the current fiscal (2015-16) is proposed at Rs. 38,484.15 corers, which is 48.53 per cent of total outlay of the State. However, taking cognizance of increasing government fiscal allocations and large scale plan outlays for social and Human Development sectors, it is also important to check the efficiency and effectiveness of various government schemes and programs implemented for above mentioned purpose. With the objective to foster the same, Government of Gujarat has planned to empanel Expert Subject Specialists/Consultants (Individuals/ Institutions) under the aegis of the GSIDS to initiate Third Party Evaluation Studies of the required schemes.

3. PROPOSAL

The GSIDS invites Proposals for selection of Subject Specialists/Consultants for various areas of Social Sector as mentioned in the RFP under Section 2.1, to be empanelled in GSIDS to carry out various assignments agreed upon by GSIDS and Line Departments (Annexure-I) over a period of time.

4. ELIGIBILITY CRITERIA

This invitation to submit Proposal to the RFP is open to those Subject Specialists/Consultants (Institutions/Individuals) who meet the following criteria:

I. Individual: Individual Subject Specialists/Consultants are eligible for Empanelment of **Short Term Studies**

- Should not be affiliated to any political and religious groups or should not be black listed by any Government Departments or funding agencies (State/National).
- Advanced University degree in social sciences (sociology, demography, economics, and political science) or any below mentioned subject:
 - Health, Education, Nutrition, Gender, Sanitation and Water Supply, Livelihood, Women and Child, Community Mobilization, Rural Development and Environment
- At least **five years of professional work experience** related to evaluation & monitoring studies, and policy analysis with a focus on social development.
- Education & Experience of the Subject Specialists/Consultants need to be relevant to applied area
- Experience of working with Government will be added advantage.
- Reading, writing and speaking knowledge of English & Gujarati is required.
- Should have average annual income of Rs.10 lakhs for last three financial years, (2011-12, 2012-13, 2013-14) duly supported by certificate of Chartered Accountant.

II. Institutional: Institutions are eligible for Empanelment of **Long Term Studies**

- Agency registered under the requisite act can apply for this assignment. (Document proof is required to attach, e.g registration certificate by competent authority)
- Good governing practices will be given importance in the selection process (The Board Members should not be affiliated to any political and religious groups; the entity should not be black listed by any government departments or funding agency)
- The agency should have its written operating financial and performance appraisal manual and staff regulation system
- Agency should have **at least 5 years' experience in similar areas** that involve social sector performance analysis and also extensive experience of data and policy analysis
- Similar work experience with Government will be added advantage
- Must have necessary infrastructure (soft and hardware facilities) that will be required for this assignment
- Agency should enclose the list of the core team members (at least 3) as the specified Performa given in Annexure –III
- Relevance of Education & Experience of Core team members to applied area is preferred

- Core team members should have at least **5 years of work experience** and also be able of Reading, writing & speaking Knowledge of English & Gujarati
- Organization should have average annual turnover of ` 50 lakhs for last three financial years, (2011-12, 2012-13, 2013-14) duly supported by balance sheet certified by Chartered Accountant.

Common Information for all Subject Specialists/Consultants (Institutions/Individuals):

- ❖ The Subject Specialists/Consultants shall be empaneled by GSIDS on the basis of technical ground only
- ❖ Empanelment shall be initially for a **period of 3 years**, which may renewed for further, if required, on the basis of the performance review only
- ❖ A single Subject Specialists/Consultant can apply for maximum of **two sectors specified in Section 2.1**
- ❖ Consortium or Joint Venture application is not eligible for this purpose
- ❖ GSIDS reserves o right to access accept/reject all or any offer without assigning any reason thereof.

5. TERMS OF REFERENCE

5.1 Objective

- To increase efficacy and effectiveness of social development programs/ schemes
- To find out the internal gap in the process of implementation
- To Scrutinize various policy decisions, keeping in view stakeholder interests and priorities, particularly for beneficiary

5.2 Scope of Work

- To prepare proposal as per the given assignment (scheme/programme specific evaluation study) including project design (scientific questionnaires/SGD/interview, methodology, sample design) and the expected cost and present in front of the committee
- To prepare Detailed Project Report (DPR), in consultation with concern department for the assigned study or project.
- To identify the scheme/programme specific gaps and positive aspect as per objective & accordingly provide guidance to the concern department for course of correction, if any.
- To suggest a realistic action plan for way ahead.
- Primary & secondary Data tables related to the assignments need to be appended with the text and Graphs and other diagrams including statistical maps may be incorporated in the text to support the analysis and conclusion.

5.3 Deadline for Submission

The proposal shall be received by the **Gujarat Social Infrastructure Development Society, 2nd Floor, Directorate of Economics & Statistics Compound, Sector -18, Gandhinagar-382009** on or before **25th October, 2015** by Speed post /Registered Post/Courier only during office hours. In case such date is declared as holiday then the offer must reach on the next working day during office hours. The proposal received after due date and time will not accepted and no communication shall be entertained in this regard.

5.4 Proposal Validity Period

The proposals shall be valid for acceptance by GSIDS for a period of One Hundred and Twenty (120) days from the date the proposal is opened. The same can be extended by mutual consent of GSIDS & Subject Specialists/Consultant (Individual/Institutes).

5.5 Submission of Proposal

- The proposal shall be received by the **Gujarat Social Infrastructure Development Society, 2nd Floor, Directorate of Economics & Statistics Compound, Sector- 18, Gandhinagar- 382009** on or before **25th October, 2015, during office hours**.
- Proposal should be in clearly sealed and marked envelope with following identification: “**Application for Proposal For Empanelment of Subject Specialist/Consultant in Social Sector** ” ; If application is from Individual then you have to mention **INDIVIDUAL** or if from agency , have to mention **INSTITUTION** in sub heading of the envelop.
- Envelope should contain all the detail mentioned in Annexure-II & III (if Institution) and Annexure-IV (if individual).
- The proposal must also contain a covering letter duly signed by the authorised person with the specification of **Applied Area 1____, 2____**.
- The proposal should also contain Bid Processing Fees.
- GSIDS shall accept the proposal through Speed/Registered Post only from the Subject Specialists/Consultant (Individual/Institutes) within stipulated time of receiving.
- The proposal received after due date and time shall not be entertained by GSIDS and no communication shall be done by GSIDS in this regard.
- GSIDS will not be responsible for loss or delay in postal transit.
- A Subject Specialists/Consultant (Individuals/Institutions) is eligible to submit only one Proposal. A Subject Specialists/Consultant applying individually or as a member of a consortium shall not be entitled to submit another proposal either individually or as a member of any consortium, as the case may be.

5.6 Bid Processing Fees

Subject Specialist/Consultant is required to pay Rs. 1000 for Institution (Rupees one thousand only) or Rs.500 (Rs. Five hundred only) for Individual towards Bid Processing Fees in the form of demand Draft drawn in favor of **Gujarat Social Infrastructure Development Society** and payable at Gandhinagar. The Bid Processing Fees is Non-Refundable.

Please note that the bid, which does not include the bid processing fees, would be rejected.

5.7 Proposal Opening date

The Proposals shall be opened in the presence of Bidders or their authorized representatives. The intimation for opening of proposals will be conveyed to bidders vide e-mail/ telephone.

5.8 Terms of Payment

The terms of payment of the selected Empanelled Subject Specialists/Consultant/s shall be decided at the time of particular assignment will be assigned with the combined consultation of GSIDS, the concerned Department and the Subject Specialists/Consultant. Necessary tax/duty will be deducted at prevailing rates at the time of particular assignment.

6. EVALUATION OF PROPOSAL

6.1 Process of Evaluation:

- i. GSIDS will constitute a **Screening Committee** for evaluation of the proposals. On the occasion of conflict in selection method, the decision made by the Screening Committee shall be final and no communication in this regard shall be entertained.
- ii. Screening Committee shall open the Proposals at a time, date and venue specified in the Terms of Reference and in the presence of the Subject Specialists/Consultants who choose to attend.
- iii. The evaluation of the proposal shall be carried out based on **Quality Based Selection (QBS)**. Proposals shall be ranked using the Technical Score only
- iv. The Technical score will be considered for short listing of Subject Specialists/Consultant (Individual/Institutes) for the next level interview/ presentation against the Screening Committee/Higher Authority.
- v. Tentative cut of mark for short listing for interview/presentation will be **60% of Total marks of technical score i.e 30 out of 50**; GSIDS reserve right to change criteria so as to promote competition or to eliminate the agencies if less or more than expected agencies fulfil the criteria
- vi. The final selection of the Subject Specialists/Consultant (Individual/Institutes) shall primarily be based on the high score achiever of the combined score of technical evaluation & score of personal interview /presentation.

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6.1.1 Evaluation Criteria: A brief snapshot of the evaluation Criteria is given below:

No.	Institutional	Marks
1.	Experience in Evaluation Studies /Survey, relevance to the applied area (Year of Experience, Relevant Experience (State/National/International), Government experience)	17
2.	Expertise of the Core team members (3 persons) [Qualification, total experience, relevant experience, local language preference, no. of publication (article/paper)]	30
3.	Organizational Management (Avg. annual turnover of last three financial years)	3
Total		50
Individual		Marks
1.	Experience in Evaluation Studies /Survey, relevance to the applied area (Total no. of years, Social Sector related, Government experience., National –International Social Sector Documents (other than Evaluation & survey), experience relevance to applied area, publication ,if any)	38
2.	Qualification (advanced university degree, relevance to applied area)	3
3.	Local proficiency (Gujarati Language & number of projects in Gujarat)	6
4.	Avg. annual Income of last three financial years	3
Total		50

Evaluation shall be carried out based on the above criteria and the data and documents provided by Subject Specialists/Consultant (Individual/Institutes) in support.

7. NOTIFICATION OF AWARD & SIGNING OF CONTRACT

- Prior to expiry of the period of proposal validity, GSIDS will notify the Successful Subject Specialists/Consultant (Individual/Institutes).
- After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by GSIDS to the Selected Subject Specialists/Consultants (Individuals/Institutes) and the Selected Subject Specialists/Consultants (Individuals/Institutes) will sign and return the duplicate copy of the LOA in acknowledgement thereof, within 15 (Fifteen) days of the receipt of the LOA, .
- If successful Subject Specialists/Consultant thus fails to sign the contract as stipulated, GSIDS reserves the right to offer the contract to the next lowest Subject Specialists/Consultant (Individual/Institutes).

8. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this RFP, GSIDS reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

GSIDS reserves the right to reject any Proposal if:

- The application is not covered in proper sealed cover with superscription as indicated in section 5.6
- Not in prescribed form and not containing all required details or containing wrong information
- Not properly signed & stamped
- Proposal is sent by fax, telegram or e-mail
- Not received by office of GSIDS on/before last date of submission

9. CONFIDENTIALITY

The information supplied by GSIDS and/or, the data collected during given assignment and final report shall remain the sole property of the GSIDS and the Subject Specialists/Consultant (Individual/Institutes) is not authorized to divulge the information or publish findings in any form without the prior written permission from the Chairperson, GSIDS, Gandhinagar. If any non-compliance is found, the GSIDS may take action against the Subject Specialists/Consultant (Individual/Institutes).

10. RESTRICTION on TRANSFER of RIGHTS

- The rights and liabilities will not be assigned or transferred (fully or partially) by the Subject Specialists/Consultant (Individual/Institutes), without the consent in writing to the GSIDS to any other persons, firm or organization. Transfer of assignment or subletting of assignment as above without prior written approval of the GSIDS shall be void. Similarly, GSIDS will transfer its rights and obligations to any other person, firm or organization only with the consent of the Subject Specialists/Consultant (Individual/Institutes).
- If it is found that the Subject Specialists/Consultant (Individual/Institutes) has assigned particular work to some other Subject Specialists/Consultant / sub-contractor, without approval and prior notice to the GSIDS then GSIDS reserves a right to reject any such work carried out at any time and will not make any payment.

11. AMENDMENT OF RFP

- At any time prior to the deadline for submission of Proposal, GSIDS may, for any reason, whether at its own initiative or in response to any clarifications requested by a Subject Specialists/Consultant, modify the RFP document by the issuance of Amendment.
- All such amendments will be notified in writing through fax or e-mail to all Subject Specialists/Consultants who have been issued the RFP document. The amendments will also be posted on the website along with the revised RFP containing the amendments and will be binding on all Subject Specialists/Consultants.
- In order to afford the Subject Specialists/Consultants a reasonable time for taking an amendment into account, or for any other reason, the GSIDS may, in its sole discretion, extend the Proposal Due Date.

12. PENALTY & TERMINATION OF CONTRACT (Will be levied when assignment/work shall be given to Subject Specialists/Consultant/s and the contract value will be decided)

Penalty: Penalty on the empanelled Subject Specialists/Consultant can be imposed by GSIDS concerned at the rate of 1% of the awarded contract value per month of the delayed period and maximum to 10% of the total work allotted by GSIDS.

Termination: The Contract of the Empanelled Subject Specialists/Consultant with the GSIDS will be terminated in the following ways:

i. The term of Contract expires;

ii. Termination of Contract by the GSIDS due to non-performance during the execution of Project:

1. Performance is below expected level.

2. Non adherence to the timelines of the Project.

3. Quality of work is not satisfactory.

- GSIDS shall terminate the contract on evidence of persistent non-performance by the Subject Specialists/Consultant (Individual/Institutes) by giving one month notice.
- GSIDS also reserves the right to assign the assignment/work to other empanelled Subject Specialist/Consultant (Individual/Institute) and split the work among more than one empanelled Subject Specialists/Consultants (Individuals/Institutes).

13. DIFFICULTIES AND DISPUTES:

Any difficulties or disputes that may arise on account of interpretation or implementation of this agreement shall be referred to Principal Secretary (Planning), General Administration Department (Planning), Government of Gujarat. If amicable solution could not be arrived at then the dispute or difficulties shall be placed before High level Authorities whose decision shall be final and binding to both the parties to this agreement. This entire contract is subject to competent court at Gandhinagar Jurisdiction only.

Annexure-I

Name of the Departments undertaking Social Sector Schemes & Programmes of the State are mentioned below:

1. Education Department
2. Food & Civil Supplies Department
3. Forest and Environment Department
4. Health & Family Welfare Department
5. Labour & Employment Department
6. Narmada & Water Resources Department
7. Panchayat& Rural Housing Department
8. Rural Development Department
9. Social Justice & Empowerment Department
10. Tribal Development Department.
11. Urban Development and Urban Housing Department
12. Women & Child Development Department
13. Agriculture & Co-operation Department
14. Climate Change Department

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Annexure-II

Submission of PROPOSAL : The respondent shall submit the PROPOSAL, giving details as indicated below in hard and soft copy (in CD) in clearly sealed cover , and marked envelope with following identification: **“Application for Proposal For Empanelment of Subject Specialist/Consultant in Social Sector” - Institution**

Format for Institution

Sl. No	Name of the Item (Proof /Copy to be enclosed wherever necessary)	Details to be filled	
1.	Name of the institution Full Address (Regd .Office): E- mail ID : Telephone No &Fax No: Website :		
2.	Name of the Contact Person Designation : E- mail ID : Telephone & Mobile No:		
3.	Type of institution (Public Sector /Partnership / Proprietary/ Society /Trust/University/Research Institute)		
4.	Registration (attach copy)	Number:	Date :
5.	Renewal (attach copy) if any	Number:	Date:
6.	Functioning	From:	No. of years:
7.	PAN & Service Tax Registration Certificate	(attach copy)	
8	Audit Report (for the last three financial years -2011-12, 2012-13,2013-14) (attach copy) certified by CA	Year	Rs.
9	Areas Applied For	1.	2.
10.	Details of the team	As per Given format in Table 1 in Annexure-III	
11.	Individuals Details of Team (at least 3 members) Note: CV should be attached herewith	As per given Format of C.V in Annexure –III	
12.	Number of Evaluation Studies/ large Scale Survey (Social Sector or other, Government & Non-Govt.) (Attach work order/MoU Including Total Budget)		
13.	Number of Social Sector Document (Regional/State/National – Other than Evaluation Studies & Survey) (Attach work order/MoU Including Total Budget)	Name	Year
14.	Number of International (Social Sector) Document/s, if any (with proof)	Name	Year

Annexure-III

Format for Institution

1. Details of key Team Strength:

Table:1

Sr. No.	Name	Designation	Total experience	Sectorial Specialization	Highest Qualification	Publication, if any
1.						
2.						
3.						

2. Format of Curriculum Vitae for proposed Key Team Members

- (i) Name of Person :
- (ii) Designation :
- (iv) Date of Birth :
- (v) Language Known :
- (vi) Qualification (Graduation & onwards) :
- (vii) Total No. of Years of Experience :
- (viii) Employment Record (Starting with present position):
- (ix) Publication (Book, Research paper, Article etc.at National or International level), if any:
- (x) Certification
I, the undersigned, certify that to the best of my knowledge and behalf, this Bio data correctly describes myself, my Qualifications and my experience.

Signature of Team Member

Date:

Note: The CV must be signed by the person. Only those CVs would be considered, which are signed by the concerned persons.

Annexure-IV

Submission of PROPOSAL : The respondent shall submit the PROPOSAL, giving details as indicated below in hard and soft copy (in CD) in clearly sealed cover , and marked envelope with following identification: **“Application for Proposal For Empanelment of Subject Specialists/Consultant in Social Sector” - Individual**

Format of Curriculum Vitae of Individual Subject Specialists/Consultant

- i. Name of Person :
(with e-mail id & Contact no)
- ii. Designation :
- iii. Date of Birth :
- iv. Language Known (Reading-Writing- Speaking):
- v. Qualification (Graduation & onwards) :
- vi. Total No. of Years of Experience :
- vii. Sectorial Specialization :
- viii. Employment Record (Starting with present position):
- ix. List of the Name of Evaluation Studies/Large Scale Survey (Social Sectors & other) (Attach work order/MoU Including Total Budget)
- x. List of the Name of Evaluation Studies/Large Scale Survey -Related to applied area (Few or all may be common which already mentioned in above (No. ix))
- xi. List of the Name of Number of Social Sector Document (other than Evaluation/Survey (State/National) (Attach work order/MoU Including Total Budget):
- xii. International document (Social Sector), if any (Attach work order/MoU Including Total Budget):
- xiii. Publication (Book, Research paper, Article etc.at National or International level), if any:
- xiv. Average Annual Income of last three financial years (2011-12, 2012-13, 2013-14) (Attached the certificate of CA)

Certification,

I, the undersigned, certify that to the best of my knowledge and behalf, this Bio data correctly describes myself, my Qualifications and my experience.

Signature

Date:

Note: The CV must be signed by the person. Only those CVs would be considered, which are signed by the concerned persons.

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Annexure-V

Checklist for Institution

Sl. No.	Name of the Particulars	Documents Required	Attached (Yes/No)
1.	Proof of the registration of the organization	Copy of Registration Certificate	
2.	Proof of PAN	Copy of Certificate	
3.	Organization average annual turnover for last three financial years (2011-12, 2012-13,2013-14)	Copy of Audit Reports certified by CA	
4.	Proof of Evaluation Studies/ large Scale Survey (Social Sector & other , Government –Non government)	Work order / MoU including budget	
5.	Proof of other Social Sector Document (State/national/international), , if any	Work order / MOU and the copy of the cover page	
6.	Strength of the team	As per given format in Annexure-III	
7.	Professional/Experts (3 are desirable)	CVs As per Annexure -III	

Checklist for Individual

Sl. No.	Name of the Particulars	Documents Required	Attached (Yes/No)
1.	CV of the individual	As per given format in Annexure-IV	
2.	Proof of PAN	Photocopy	
3.	Average annual income for last financial three years (2011-12, 2012-13,2013-14)	Copy of CA certificate	
4.	Proof of Evaluation Studies/ large Scale Survey (Social Sector & other , Government –Non government)	Work order / MoU including budget	
5.	Proof of Social Sector Documents (State/national/International) , if any	Work order / MOU and the copy of the cover page	
6.	Proof of Publication , if any	Copy of the 1 st page with details of publisher	