

NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION

No.:NBCFDC/Project/Impact Study/2024-25/

9 January, 2025

NOTICE INVITING E – TENDER TROUGH GEM & CPPP PORTAL

National Backward Classes Finance and Development Corporation (NBCFDC) invites online Tender to conduct an Impact Study to assess the impact of Lending Schemes of NBCFDC on the beneficiaries at grassroots level, assisted by Channel Partners viz. SCA/RRBs/Nationalized Banks.

The duration of the study would be 3 months after submission of acceptance letter along with Performance Security Guarantee by selected agency.

2. The intending bidders should pay along with bids an Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lakh only). The EMD shall be paid by Demand Draft from any of the scheduled Banks. The Performance Security Deposit (Bank Guarantee after selection of agency) and EMD from any scheduled bank should be in favour of “**National Backward Classes Finance & Development Corporation**, New Delhi and proof is required to be deposited (in original with bid documents), addressed to the “**The Chief General Manager, National Backward Classes Finance & Development Corporation, 5th Floor, NCUI Building, 3, Siri Institutional Area, Ausgust Kranti Marg, New Delhi – 110016**”. The EMD will not carry any interest.

3. The Tender document contains the following: -

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CRITICAL DATE SHEET

| | |
|---|--|
| Date for Issue of Tender Notice | 9.1.2025 |
| Estimated Cost of the Work | Rs.27.50 lakh + Taxes |
| Date for downloading Bid Document | 9.1.2025 |
| Online Bid Submission Start date | 9.1.2025 |
| Date and Time for Pre-Bid Meeting | 15.1.2025 at 11 AM |
| Last Date and Time for submission of Technical & Financial Bid | 7.2.2025 at 3.00 PM |
| Date and Time for Opening of Technical Bids | 10.2.2025 at 9:30 AM |
| Date and Time for presentation by Technically Qualified Bidders | Will be informed and updated on GeM Portal and NBCFDC Website. |
| Date and Time for Opening of Financial Bids | Will be intimated after finalization of Technical Bids. |
| Bid validity period | 90 days (from the opening of financial bid) |
| Address for Communication | “The Chief General Manager, National Backward Classes Finance & Development Corporation, 5 th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016. Website: https://www.nbcfdc.gov.in |

4. In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. NBCFDC reserves the right to accept or reject any or all the tender without assigning any reason.

(Chief General Manager)
Anupama Sood

NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION

No.:NBCFDC/Project/Impact Study/2024-25/

9 January, 2025

TENDER DOCUMENT

(FOR IMPACT STUDY OF LENDING SCHEMES OF NBCFDC)

The Corporation invites separate Technical & Financial Bids from Agencies for conducting Impact Study to assess the impact of schemes of the Corporation on the beneficiaries at grassroots level on pan India basis. The Terms of Reference (TOR) for the Evaluation Studies is at Annexure-3. Interested Agencies may apply in the prescribed format (Annexure 6) on or before 7.2.2025 upto 3.00 PM. Agency must submit Technical Bid and Financial Bid in two separate and sealed envelopes.

The study should be completed within three (3) months from the date of acceptance of Letter of Award (LoA).

2. The Tender Document and Terms of Reference (ToR) with Annexures can be downloaded from the website <https://www.nbcfdc.gov.in>

3. Eligibility Criteria – Who Can Submit Tender Document

NBCFDC seeks tender document from Organizations/Institutions/Agencies fulfilling the following mandatory eligibility requirements by submitting the requisite document as well as declarations against the each point requirement/criteria:

- i. Non-Governmental Organizations/Voluntary Organizations receiving grant from Govt. of Ministry of SJE are not eligible to apply.
- ii. Blacklisted Organizations are not eligible to apply.
- iii. The Agency/Firm/Organization/Institution should be a registered legal entity and non-political in nature and should not be blacklisted by the central/State government department/PSU/Agency.
- iv. It should be a legal entity to enter into an agreement/contract with NBCFDC to undertake work of impact study.
- v. The agency should have a minimum of 05 years of experience of providing similar services in the context of monitoring and evaluation of programmes/ Government sponsored schemes and should possess thorough experience in designing and undertaking large scale research, field surveys, data compilation, analysis, documentation, reporting and related works and have at least (5) Field Manager/Investigator on regular roll.

- vi. It should have successfully carried out at least four (4) evaluation studies/assessment at the national/State level, out of which atleast one study should have coverage of atleast three (3) States/UTs/ and one (1) study should have conducted on similar issues during last five years **(Please attach the list of credentials and clientele alongwith their work orders).**
- vii. If it is a for-profit entity, it should be a profit-making entity during each of the last three financial years i.e 2021-22, 2022-23 & 2023-24 and with average annual turnover of at least Rs.1 Crore from consultancy services related to Studies/Survey-based assessment works.
- viii. An authorization letter from the firm certifying that the person, who signed the bid is an authorized person to sign on behalf of the firm.
- ix. The Agency should have adequate, qualified and dedicated multi-disciplinary team for the Evaluation Studies with gender balance on Pay India basis (Please attach list along with no. of Team Members to be deployed for this project viz. Project Director, Team Leader Expert Project Managers, Expert Data Analyst, Expert Coordinator/Investigators).

Bids not accompanied by desired documents would be rejected. Undertaking for subsequent submission of any of the above document will not be entertained. Accordingly, bidders are requested to submit the documents as per Tender document only.

4. Criteria for Short Listing of Agencies

NBCFDC would evaluate the tender document of only those agencies that fulfill the mandatory eligibility requirements as per para-3. The Tender document proposals would be evaluated by the Technical bid Evaluation Committee on the following criteria having marks as mentioned against each:

Phase – 1

| CRITERIA FOR SELECTION | |
|--|----|
| Organizations Capacity and Capabilities | 40 |
| Qualification and Experience of Team Members | 25 |
| Research Methodology | 20 |
| Financial Strength of the Agency | 15 |

The agency securing a minimum of 70 (Seventy) marks will be shortlisted for next phase.

| S. No | Criteria | Sub-Criteria | | | | Max Marks | Evidence to be submitted |
|-------|--|---|--|---|---------------------------------------|-----------|--|
| 1. | Organization's Capacity and Capabilities | Number of years' experience of the Agency in consultancy/research/analytics (Since the year of successful companies of first assignment) -- > 5 and ≤ 8 years -- 05 Marks > 8 and ≤ 10 years -- 07 Marks > More than 10 years -- 10 Marks | | | | 40 | Requisite document regarding Experience of Agency. Executive Summary of four (04) study reports along with documents of acceptance of the Reports by sponsoring authority and copies of work orders. |
| | | Number of studies/assignments carried out at National and State Level of Government sponsored schemes/programmes (i) 4 to 5 studies -- 05Marks (ii) 6 to 7 studies -- 07 Marks (iii) More than 7 studies -- 10 Marks | | | | | |
| | | Number of studies/assignments carried out on similar issues - (i) 1 to 2 studies -- 05Marks (ii) 3 to 5 studies -- 07Marks (iii) More than 5 studies - 10 Marks | | | | | |
| | | At least 3 M&E projects valued over 10 Lakhs INR - 05 Marks | | | | | |
| | | Large-scale, multi-country experience in M&E - 05 Marks | | | | | |
| 2. | Qualification and experience of Team Members | Team Leader | Experts Project Manager/Coordinator | Experts-Data Analysis | Field Managers/Investigators | | Brief 1 page CV of proposed of Team Leader, Project |
| | Education | i) Ph.D. 3 Mark ii) P.G 1.5 Mark | (i) P.G 1 Mark (ii) Graduate 0.5 Mark | (i) P.G 0.5 Mark (ii) Graduate 0.25 Mark | Graduate and above 0.5 Mark | 12 | Manager/Coordinator (03), data analysis (04), Field Managers/Investigators (8) including the earlier engagements/assignments completed. Copies of |
| | Work Experience | Experience in Similar Kind of Studies | Experience in Similar Kind of Studies | Experience in data & statistical analysis | Experience in conducting field survey | | |

| | | | | | | | |
|----|---|---|---|--|---|----|--|
| | | <p>a) More than 15 yrs - 2 Mark</p> <p>b) 10-15 yrs - 1 Mark</p> | <p>a) More than 10 yrs – 1 Mark</p> <p>b) 5-10 yrs 0.5 Mark</p> | <p>a) More than 8yrs – 1 Mark</p> <p>b) 5-8 yrs - 0.5 Mark</p> | <p>a) More than 5 yrs – 0.5 Mark</p> <p>b) 2-5 yrs – 2.5 Mark</p> | 13 | <p>certificate of concerned educational qualifications e.g. Ph.D, Post Graduates and Graduates of all team members</p> |
| 3. | <p>Methodology</p> <p>For each clearly mentioned aspect of the methodology as mentioned in the proposal structure section of this RFP there will be <i>equal marks</i>.</p> | <p>1. Understanding of Objectives and Scope – 4 Marks</p> <ul style="list-style-type: none"> • Demonstrates clear understanding of the purpose of the Impact Study. • Appropriately defines the goals, scope, and importance of assessing the lending schemes. <p>2. Research Design – 3 Marks</p> <ul style="list-style-type: none"> • Appropriateness of the overall research framework (qualitative, quantitative, or mixed methods). • Alignment of the design with objectives of assessing grassroots impact. <p>3. Sampling Methodology – 4 Marks</p> <ul style="list-style-type: none"> • Clarity and rationale for selecting the sample size and regions. • Inclusion of diverse demographic and geographic representation of beneficiaries and channel partners. <p>4. Data Collection Plan – 3 Marks.</p> <ul style="list-style-type: none"> • Relevance of data collection tools (e.g., surveys, interviews, focus groups). • Feasibility and practicality of fieldwork at grassroots level. • Ethical considerations in data collection, including consent and confidentiality. <p>5. Data Analysis Approach – 3 Marks</p> <ul style="list-style-type: none"> • Techniques and tools for analysing qualitative and quantitative data. • Relevance of proposed indicators for measuring impact. • Plan for synthesizing findings into actionable | | | | 20 | |

| | | | | |
|---|----------------------------------|--|----|------------------------------|
| | | <p>insights.</p> <p>6. Work Plan and Timelines – 3 Marks</p> <ul style="list-style-type: none"> • Clarity and detail in the step-by-step plan to executive the study. • Realistic timelines and milestones for completing the study. | | |
| 4 | Financial Strength of the Agency | <p>Turnover/Income for last three years (2021-22, 2022-23, 2023-24)</p> <p>(i) Annual average between Rs.1 Cr. And Rs.1.5 Cr.-05 marks</p> <p>(ii) Annual average between Rs.1.5 Cr. And Rs.3.00 Cr.-10 marks</p> <p>(iii) Annual average more than Rs.3.00 Cr.-15 marks</p> | 15 | Audited Financial Statements |

The format for requisite documents needs to be submitted as per Annexure 6.

Phase - 2

Financial bids* of only technically qualified bids would be opened by the Financial opening Committee (FEC) and further evaluation by the financial bid Evaluation Committee.

*The Financial Bids must be inclusive of GST, if applicable as per Annexure 7.

5. Selection Process

NBCFDC invites bids under the Two-stage system i.e. Technical & Financial Bids based on Quality cum Cost Based Section (QCBS) process as per GFR 2017. The Technical Evaluation Committee (TEC) will be constituted to evaluate and finalize the technical proposal received in response to the Tender Document notice. The Technical Evaluation Committee would shortlist the technically qualified bid on the parameters for qualifying the technical criterion as given at Para-4. Financial bids of only technically qualified bids would be opened by the Financial Evaluation Committee (FEC). The minimum norms for weightage under different segments of Evaluation Criteria may be fixed as per QCBS. Relative weightage depends on quality vis-à-vis cost is to be kept as 70:30. The date & time of opening of Financial Bids would be uploaded on the portal and shortlisted firms would be intimated.

6. Documents to be Submitted

The proposal for the Impact Study should be submitted by the Project Director/In-charge of the Project. The Project Director/In-charge should have the necessary experience in the use of statistical tools and at least 5 years of experience in the social sector, specifically in evaluating studies on social sector issues (copies of certificates and proof of prior engagements may be attached). The Project Director should submit the proposal through the head of the organization they are affiliated with.

For university projects, the proposal should be submitted by the Registrar of the University. The head of the organization or Registrar should provide the details of the person designated as the Project Director for the proposed study and indicate whether they are currently engaged or likely to be engaged shortly.

Documents to be submitted with the bid are as follows:

- a. Technical Bids: Signed with Stamp by authorized person on each page of the submitted tender document.
- b. Format for Technical Qualification (indicating fulfillment of all the indicated criterion):
 1. Copies of Registration Certificate / Memorandum & Articles of Association and any other documents certifying the nature of the Organization.
 2. Copies of Audited Annual Accounts and Audit Report of the last three financial years.
 3. Proof that the organization has an annual average turnover of not less than **Rs.1 Crore** during the last three years (Financial years 2021-22, 2022-23 & 2023-24), the audited financial statement to be submitted. In case of financial statement of FY 2023-24 being under audit, average turnover of the previous three years, which have been audited i.e 2020-21, 2021-22 & 2022-23 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2023-24 to establish that annual turnover of said year is also above **Rs.1 crore**.
 4. Copy of the organization's valid PAN/Tax Account Number (TAN) and Service Tax Number (STN)/GST Number.
 5. Executive summaries of last four (4) study reports completed in the social sector sponsored by the Central/State Government/Central or State PSU that have also been accepted by the sponsoring organization during the last 5 years. Documents of acceptance of the Reports by sponsoring authority may need to be submitted.
 6. An authorization letter from the firm certifying that the bid signer is authorized to sign on behalf of the firm.
 7. A declaration from the organization's Authorized Signatory that the organization has not been blacklisted.
 8. Copies of certificates and proof of previous engagements/assignments/projects completed by the Team Leader, Project Managers/Coordinators, Data Analyst and Field Investigator, enclose of certificate/self-certified statement, and proof of certificate of educational qualification.
 9. A detailed list and deployment plan for the proposed Research Team Members assigned to this project, including their field assignments across India, while ensuring alignment with the educational qualifications specified in Para – 4 above.
 10. Technical Bid: As mentioned in "Proposal Structure" part of the ToR.
- c. Financial Bid.
- d. Proof of Earnest Money Deposit (EMD)
- e. Tender Acceptance Letter.

7. Earnest Money Deposit (EMD)

The intending bidders should pay along with bids an Earnest Money Deposit (EMD of Rs.1,00,000/- (Rupees One Lakh Only). The EMD is payable by Demand Draft from any of the scheduled banks in favour of “NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION, New Delhi. Demand Draft is required to be deposited (in original) addressed to “The Chief General Manager, National Backward Classes Finance & Development Corporation, 5th Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, New Delhi – 110016”. The EMD will not carry any interest.

As per Government of India Guidelines for Startup/Micro & Small Enterprises, the bidders may claim exemption from deposit of Cost of EMD should furnish documentary proof /certificate in support of the claim for Cost of EMD exemption issued by the appropriate authority of Government of India Agencies which fall under the purview of MSME/NSIC exemption are required to submit the relevant documents/ proofs of exemption for waiver.

(A) The EMD submitted by the bidder will be forfeited if:

- The successful bidder fails to accept the Letter of Intent (LoI).
- The bidder fails to furnish the required performance security within the specified period.
- The bidder withdraws the bid after processing but before acceptance of the Letter of Intent (LoI)
- The bidder violates any of the provisions of the terms and conditions of the tender specifications.
- The bidder canvasses in any way for the bid.
- The bidder withholds information or submits false information.

(B) The EMD will be refunded to:

- The successful bidder, subject to submission of Performance Security.
- The unsuccessful bidders, only after acceptance of the award of the contract by the selected bidder or in case of cancellation of the Tender.

The Earnest Money Deposit will be refunded without any interest under all conditions. Offers received without EMD will be summarily rejected (other than those exempted). The EMD will remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them not later than the 30th day after the award of the contract.

8. PERFORMANCE SECURITY

The successful bidder will be required to submit a Performance Bank Guarantee issued by any scheduled commercial bank for 3% of the contract value. Performance Security may be furnished in the form of an Account Payee Demand Draft or Bank Guarantee from a commercial bank. Performance Security will remain valid for a period of sixty days beyond the date of completion of the contract and acceptance of Report by the Corporation. The Bank Guarantee may be invoked by NBCFDC in case of failure by the bidder to adhere to the terms and conditions of the contract. In case of delays in project execution, NBCFDC may seek an extension of the Performance Security, which the evaluating organization will be required to grant as per Format at Annexure – 5.

9. PENALTY FOR DELAYED SUBMISSION OF REPORT

A penalty @ 0.5% per week on the total cost of impact study shall be levied upto maximum of 10% of the contract value, in case the submission of final report is delayed beyond fifteen days from the date of presentation of draft report.

10. NON-TRANSFERABLE BID

Neither the contract nor any rights granted under contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part by the bidder and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the NBCFDC.

11. PRE-BID MEETING

The interested bidders/authorized signatories may attend the pre-bid meeting, if desired by the bidder(s) as per the schedule mentioned in critical date sheet.

12. COMPLETENESS OF BID OFFER

The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the tender document. Failure to furnish all information required in document or submission of offer not substantially responsive in every respect to the tender document will be at the bidder's risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if complete information as called in the tender document is not given therein, or if particulars asked for in the Forms/Proforma in the Tender Document are not fully furnished.

13. TREATMENT OF DISCREPANCIES

Where there is a discrepancy between amounts in figures and in words, the amount in words will govern. If a Bidder refuses to accept the correction, his/her Bid will be rejected.

14. CORRUPT AND FRAUDULANT PRACTICES

NBCFDC will reject a proposal for the award if it determines that bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The bidder is liable to be blacklisted in such an event.

15 LETTER OF AWARD AND CONTRACT AGREEMENT

NBCFDC will issue a Letter of Award (LoA) to the successful bidder in duplicate, which will be signed by both the parties across the table as token of acceptance and entered into the contract by both the parties. The duly signed LoA along with a contract bond and Performance security would need to be submitted to the NBCFDC within the stipulated time indicated in the LoA. Non execution of the contract agreement by the organization to whom the study is to be awarded would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit (EMD).

16 PAYMENT TERMS:

The fund will be released in installments for carrying out Impact Study as under: -

1. 1st installment: 20% (after receipt of Performance Security + Letter of Acceptance)
2. 2nd installment: 50% (on submission and presentation of draft report)
3. 3rd installment: 30% (After acceptance of Report by the Department with submission of 8 copies of the final report and 20 copies of Summary Report alongwith its soft version)
4. After submission of final reports alongwith a proper Bill indicating PAN Number, GST Number, income tax exemption letter, if any, etc. by the evaluating agency.

As per Tender Document, the timeline for receipt of draft report from the Vendor/Evaluator is three months. Subsequent to that further timelines are as under:

| Situation/possibility | Timeline |
|--|----------------|
| Examination of draft report by NBCFDC to ensure compliance as per "Terms of Reference and if any deficiency noticed, revert to the Vender/Evaluator/Agency | Within 15 Days |
| As and when report is accepted by the NBCFDC, Evaluator/Agency/Vendor to be informed. | Within 1 week |

17 OWNERSHIP OF DATA

The organization receiving funds for project shall make suitable arrangements for the preservation of data collected during the study, such as filled in forms/schedules, tabulation or working sheet, reports, photographs, videos etc. relating to the Project in electronic form and this shall be shared with the NBCFDC at the time of submission of Final Report. The ownership of all such data shall remain with the NBCFDC. All raw data compiled during the study shall be transferred to the NBCFDC. No data collected in context of the study may be destroyed or otherwise disposed of or given to any other organization/individual, unless so approved by the NBCFDC.

18 SUBCONTRACTING

The Bidder shall not subcontract to perform any of the work, service or other performance required under the contract.

19 ARBITRATION

NBCFDC and the organization to whom the work order has been given will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the special conditions, such dispute shall be settled by arbitration in accordance with Arbitration and Conciliation Act 1996 and the rules made there under from time to time. The arbitration proceedings will be held in New Delhi only, wherein appropriate Appellate Authority shall also be the Hon'ble High Court of Delhi at New Delhi.

20 APPLICABLE LAW AND JURISDICTION OF COURT.

The contract with the selected organization shall be governed in accordance with the Laws of India and will be subject to the executive jurisdiction of Courts at Delhi.

21 GENERAL TERMS & CONDITIONS

1. The organization will confirm in writing that the conditions contained in the Tender document are acceptable to its as per Tender Acceptance Letter Format at Annexure – 4. The selected bidder will also execute a bond in favour of “The National Backward Classes Finance and Development Corporation (NBCFDC), New Delhi” to effect that it will abide by the same. In case any provisions of this tender are found violated, the organization will refund to the NBCFDC the total funds sanctioned to it for the purpose with penal interest of 10% per annum thereon.
2. NBCFDC will have no responsibility for any financial expenditure or liability arising out of the project except what has been specifically approved by it and conveyed to the selected bidder through the sanction letter.
3. As per Govt. of India guidelines regarding condition of prior turnover & prior experience criteria waiver will be considered for MSE Startups bidders, in exceptional cases, subject to meeting quality and technical specifications and submission of waiver request.
4. The evaluating organization shall not incur any excess expenditure on the research project, under any circumstances, over and above the sanctioned amount.
 5. Technically qualified bidding agencies will be called for giving presentation regarding indicative strategy that will be followed by them for carrying-out this study work.
6. The Project Director will submit the progress report of the project to NBCFDC. The organization would make a presentation before NBCFDC (registered office, New Delhi) on its preliminary findings or as and when required by the NBCFDC. The timeline for receipt of draft report from the Vendor/Evaluator/Agency/Organization is within three months' time after awarding contract.
7. The organization should ensure that no durable assets shall be created out of the funds released to it to conduct the impact study.

8. NBCFDC will examine the draft report and in case of any discrepancies observed therein the project Director may revise the report as per the observations made by the NBCFDC. The organization will submit the 08 copies of the final report as approved and accepted alongwith its soft copy and 20 copies of summary Report.
9. The Project Report/Impact Study will be strictly in accordance with the Terms of References of the evaluation study failing which the NBCFDC reserves the right to withhold the payment of cost of study till the terms are met.
10. The Project Director will report to the NBCFDC for changes he makes in the research design, and no major change will be made therein unless the prior approval of the NBCFDC has been obtained. On a request from the Evaluating organization, the NBCFDC may in exceptional cases, permit the appointment of another Project Director. When the Director of a project takes up an appointment at another organization before the project is completed the NBCFDC may permit with the consent of both the organizations concerned the transfer of the project to the other organization.
11. If NBCFDC is not satisfied with the progress of the project, or if it finds that these rules as mentioned in the Tender Document are being violated, it reserves the right to terminate the agreement & initiate necessary action as per terms & conditions of the tender document.
12. The income tax, GST or any other tax shall be deducted per statutory guidelines of Govt. of India.
13. The selected Agency shall provide a revolving Bank Guarantee issued by Scheduled Commercial Bank equivalent to 3% of the evaluation cost. Performance Security will remain valid for a period of sixty days beyond the date of completion of the contract and acceptance of Report by the Corporation. A penalty @ 0.5% per week on the total cost of impact study shall be levied upto maximum of 10% of the contract value, in case the submission of final report is delayed beyond fifteen days from the date of presentation of draft report.
14. Agency not conforming to the prescribed requirements shall be rejected and no correspondence in this regard shall be entertained.
15. All documents attached with the Tender Document shall be duly signed and stamped by an authorized signatory of the Agency.
16. Bidders are required to submit bids in English language only.
17. In case, the day of bid submission is declared Holiday by Govt. of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
18. NBCFDC will not be responsible for any delay on the part of bidder in obtaining the terms and conditions of the Tender/bid Document notice or submission of the bids.
19. The offers submitted by fax/E-mail etc. shall not be considered.
20. Conditional tender document shall not be accepted on any ground and shall be rejected straightway.
21. Ambiguous bids will be outrightly rejected.
22. It is presumed that the agency submitting the tender has read and fully understood all the terms and conditions and instructions contained in the Tender Document. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Tender till the finalization of the Tender.
23. Any Act on the part of the Agency to influence anybody in the Corporation shall be liable for rejection of the Tender.

24. Upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same shall be entertained. Further, EMD/Performance Security shall be forfeited/invoked.
25. NBCFDC will not be responsible for any misrepresentation or wrong assumption by the bidder, while responding to this Tender/bid.
26. The organization will submit all filled in schedules/Questionnaires/Photographs/Videos (exhibiting conduct of the Study) along with draft report to NBCFDC for further scrutiny/check, if so required.
27. The rate(s) quoted by organization shall be Un-conditional.
28. The successful bidding Agency shall not transfer the job to any other Agency in any manner.
29. The NBCFDC reserves the right to cancel the Tender and forfeit the Bid Security amount in case the quality of the service is found to be of the unacceptable standard.
30. In case of delayed and unsatisfactory service, NBCFDC reserves the right to cancel the work order at any time and any amount released to the Agency shall be refunded to NBCFDC.
31. NBCFDC reserves the right to postpone/recall/reject the full or part of the Tender without assigning any reasons thereof.
32. NBCFDC shall not be responsible either for non-receipt of the quotation or its receipt after the stipulated date and time due to any reasons whatsoever.
33. When deemed necessary, NBCFDC may seek clarifications on any aspect from the Agencies. However, that would not entitle the Agencies to change or cause any change in the substance of the Tender submitted or price quoted.
34. In case of any dispute, the decision of Managing Director of NBCFDC shall be final and binding.
35. The Delhi Courts shall have sole and exclusive jurisdiction to decide the issue of any dispute.

22 **DEFAULT**

- i. The selected bidder shall execute a bond in favour of “The NATIONAL BACKWARD CLASSES FINANCE & DEVELOPMENT CORPORATION, NEW DELHI” to the effect that it would abide by the terms and conditions attached to the study and that in case of fails to abide by the same, it will refund to the NBCFDC the total sanctioned and released amount to it for the purpose with penal interest of 10% per annum thereon.
- ii. In case of the selected bidder is found in – breach of any condition of tender/bid evaluation the EMD/Performance Security shall be forfeited/ invoked.
- iii. Default would entail blacklisting of the organization by the NBCFDC for at least 3 years.

23 **How to apply/Application Process**

NBCFDC invites Tender Document for Impact Study of its Lending Schemes.

- i. The Tender Document containing the details of qualification Criteria, submission requirement, brief objective & scope of work and Impact Study Criteria etc. can be downloaded from the NBCFDC Website: <https://www.nbcfdc.gov.in>

- ii. Willing and interested organizations desirous of undertaking the Impact Study project/assignment may submit their two part bid as technical and financial bids as per extant procedure elaborated in this document.
- iii. The tender document with all relevant information and document must be submitted online at GeM portal <https://gem.gov.in> or Central Public Procurement Portal <https://eprocure.gov.in> on or before the last date of submission of the tender document indicated on Gem portal and CPPP Portal.
- iv. Bidder should be responsible for registering themselves at GeM Portal for uploading of their proposal and ensure that the proposals are uploaded in time on GeM portal on or before the date prescribed above.
- v. No. Manual bids will be accepted.

24 CONTACT DETAILS

Further details, if any, may be obtained by writing at email: **nbcfdc-project@nbcfdc.gov.in**.

NBCFDC or any of its designate reserves the right to cancel this request for a tender document and/or invite afresh with or without amendments, without liability or any obligation for such request for tender document and without assigning any reason. Information provided at this stage is indicative and NBCFDC reserves the right to amend/add further details in the Tender Document.

Scheme Flyer of NBCFDC

Background

National Backward Classes Finance and Development Corporation (NBCFDC), a Government of India Undertaking has been established under the aegis of Ministry of Social Justice & Empowerment which provides financial assistance to the poor members of Backward Classes through Channel Partners (State Channelizing Agencies (SCAs)/Banks). The Corporation provides loan assistance for their self-employment ventures in the following broad sectors: -

| | |
|-----------------------------------|---|
| Agriculture and Allied Activities | Small Business/Artisan & Traditional Occupation |
| Transport Sector & Service Sector | Technical & Professional Trades/Courses |

Eligibility for Loan & Certification required

- a) The applicant should belong to a caste covering under the Other Backward Classes list as notified by State/Central Government from time to time. Relevant Caste Certificate to be issued by relevant authority of District Administration.
- b) Annual family income should be below Rs.3.00 Lakh per annum irrespective of rural or urban area. Following certifications to establish the income criteria can be used by the applicant: -
 - i) Certificate of income issued by Competent Authority of State Government/Distt. Administration or Antyodaya Anna Yojana (AAY) Card or Below Poverty Line (BPL) Card
 - ii) Annual family income certificate may be considered by the SCAs/Banks/SSCs on self-certification of the beneficiaries with endorsement of the same by any Gazetted Officer notified by State/Central Government.
 - iii) In case of loan being applied at Bank (Channel Partner), Self-Certification assessed and endorsed by Branch Manager can be used for providing the loan.
 - iv) For Landless agriculture labour, marginalized farmers (those with upto One-hectare land holding) and small farmers (those with upto Two-hectare land holding), as assessed by the Banks through their standard processes and belonging to the Backward Classes will be automatically treated as part of the target group as per following considerations: -
 - 1) Landless agriculture labour and marginalized farmers with land holding less than One hectare will be deemed as having annual family income below Rs.1.50 Lakh per annum.
 - 2) Small farmers, i.e. those with land holding between One and Two hectares will be deemed as having annual family income below Rs.3.00 Lakh per annum.

Types of Loans

1. Term Loan Scheme

- (i) **General Loan Scheme:** Under this scheme, loan assistance is available for various income generating activities in various sectors such as Agriculture and Allied Sector, Small Business/Artisan & Traditional Sector and Transport & Service Sector. Loans are given upto 85% of the project cost subject to a maximum of Rs.15.00 Lakh per beneficiary. Loans upto Rs. 5.00 Lakh are provided at an interest rate of 6% per annum (p.a.). Loans above Rs. 5.00 Lakh and upto Rs. 10.00 Lakh are provided at an interest rate of 7% p.a. Loans above Rs. 10.00 Lakh and upto Rs. 15.00 Lakh are provided at an interest rate of 8% p.a. The loan repayment period is 8 years.
- (ii) **New Swarnima Scheme:** Under this scheme, loan assistance is available for women of Backward Classes to inculcate the spirit of self-reliance among them. Loans are given upto 95% of the project cost. The maximum loan limit per beneficiary is Rs. 2.00 Lakh at an interest rate of 5% p.a. The loan repayment period is 8 years.
- (iii) **Education Loan Scheme:** Under this scheme, loan assistance is available to the students of Backward Classes. The applicant should have obtained admission for any professional or technical courses approved by appropriate agency such as AICTE, Medical Council of India, UGC etc. in a duly accredited/recognized institute and have minimum 50% marks in qualifying exam. Loans are given upto 90% of the course fees for studies in India and upto 85% of the course fees for studies outside India. Maximum loan limit per student is Rs.15.00 Lakh for studying in India at an interest rate of 4% p.a. (3.5% p.a. for girl student). Maximum loan limit per student is Rs.20.00 Lakh for studying abroad at an interest rate of 4% p.a. (3.5% p.a. for girl student). Loan is to be repaid in 15 years with a moratorium period of 5 years.

2. Micro Finance Scheme

- (i) **Micro Finance Scheme:** Under this scheme, loan assistance is available to Self Help Groups (SHGs) to provide credit facilities for the target group, especially for mixed group beneficiaries. Loans are given upto 90% of the project cost. The maximum loan limit per Group is Rs.15.00 Lakh and loan per beneficiary in SHG is Rs.1.25 Lakh at an interest rate of 5% p.a. Under this scheme the repayment period is 4 years.
- (ii) **Mahila Samridhhi Yojana:** Under this scheme, loan assistance is available to Self Help Groups (SHGs) to provide credit facilities for the target group especially women beneficiaries. Loans are given upto 95% of the project cost. Maximum loan limit per Group is Rs.15.00 Lakh and loan per beneficiary in SHG is Rs.1.25 Lakh at an interest rate of 4% p.a. Under this scheme the repayment period is 4 years.
- (iii) **Small Loan:** Under this scheme, loan assistance is available to individuals to provide credit facilities for the target group. Loans are given upto 85% of the project cost. Maximum loan limit per beneficiary is Rs.1.25 Lakh at an interest rate of 6% p.a. Under this scheme the repayment period is 4 Years.
- (iv) **NBFC-MFI Loan:** Under this scheme, loan assistance is available through Micro Finance Institutions (MFIs) to SHGs. Loans are given upto 90% of the project cost. Maximum loan limit per Group is Rs.15.00 Lakh and loan per beneficiary in SHG is Rs.1.25 Lakh at an interest rate of 12% p.a. Under this scheme the repayment period is 4 Years.

In case of Banks, NBCFDC loan will be available upto 100%, however, disbursement will be made as per specific demand of Bank.

* For Persons of the target group with Disabilities (40% or more) a special concession of 0.25% on rate of interest is provided.

Formation of SHGs under NBCFDC's Micro Finance and Mahila Samridhhi Yojana: NBCFDC recognizes Self Help Groups (SHGs) in which predominantly (60% and above) members belong to Backward Class provided other members belong to weaker sections (as per income or economic criteria prescribed by Govt.) including Scheduled Castes/Scheduled Tribes/Minorities and Person with Disabilities (PwD).

Terms of Reference

I. Objectives of the Study:

Specific Objectives: Through this evaluation, NBCFDC intends to

1. Assess the effectiveness of the loan schemes in achieving their intended outcomes, objectives, and outputs.
2. Determine the extent to which the schemes have improved the income, employment, and living standards of beneficiaries.
3. Identify any barriers or challenges faced by beneficiaries in accessing and utilizing the loans.
4. Provide recommendations for improving the design and implementation of the loan schemes.

II. Scope of Work

The evaluating Agency shall ensure interaction with each beneficiary to be covered under the studies with a view to having reliable and effective report. The report should be prepared based on 100% primary data. Physical inspection of each beneficiary and his/her business unit is required. The Impact Study will cover the following areas:

- Time Frame: Beneficiaries from the financial years 2020-21, 2021-22, and 2022-23.
- Suggestive Key Areas of Study (Bidders to consider these while developing the parameters and indicators for the methodology section of the proposal):
 1. Access to Loans: Analysis of the application process, approval rates, and disbursement procedures.
 2. Utilization of Loans: Examination of how beneficiaries have utilized the loans and the sectors in which they invested.
 3. Economic Impact : Evaluation of changes in income, employment status, business growth, and asset acquisition.
 4. Social Impact : Assessment of improvements in living standards, education, healthcare, and social status.
 5. Impact Study on Local Economy: Assessment of how concessional loans have contributed to broader economic activities, income generation, and employment creation within local communities. Employment Generation can be measured on three parameters:
 - Self-Employment
 - Job Creation
 - Impact on other Informal Sector

6. Barriers and Challenges: Identification of issues related to awareness, accessibility, repayment, and other obstacles faced by beneficiaries.
7. Institutional Efficiency: Evaluation of the role and effectiveness of State/UT agencies and banks in implementing the schemes.

IV. Methodology

The suggestive methodology is outlined below. Bidders may propose alternative methodologies with clear justifications for their relevance in the NBCFDC's context.

1. Research Approach

A mixed-method approach combining quantitative and qualitative techniques is considered suitable to achieve the study's objectives.

- Quantitative Component may statistically assess the impact of NBCFDC's interventions with possible broad parameters being- Economic Impact, Access and Coverage (Beneficiaries, Demographic and Sectoral Breakup), Social Outcomes (Changes in Living Standards, Poverty Levels etc.), Scheme Efficiency (Disbursement Timelines, Application Rate, Operational Cost) etc.
- Qualitative Component may explore contextual nuances and beneficiaries' experiences possibly under Perception & Experiences, Social Impact, Loan Utilization Insights, Structural Challenges, Long Term Sustainability etc.

2. Study Design

The study will combine:

- Quantitative Analysis: For measurable impact assessment.
- Qualitative Analysis: For deeper insights into challenges, perceptions, and effectiveness.

3. Sampling

- i. Sample Size: The sample must ensure statistical significance at a 95% confidence level with a $\pm 5\%$ margin of error. Bidders should propose an indicative sample size, ensuring representation across all States/UTs where loans were disbursed during the time frame referred above. State/UT wise disbursements are available in annual reports available at <https://nbcfdc.gov.in/nbcfdc/web/reports>
- ii. Sampling Technique: Stratified random sampling to ensure diversity in regions, socio-economic backgrounds, and loan sizes. Equivalent statistical tools to SPSS are permitted.
- iii. Control Group: Include a comparable control group of non-beneficiaries with similar socio-economic profiles, using robust matching techniques like propensity score matching.

4. Data Collection Strategy

- i. Desk Review: Analysis of existing data available with NBCFDC specific to the assignment
- ii. Surveys and Questionnaires: Structured interviews with beneficiaries and control group members.
- iii. Focus Group Discussions (FGDs): With beneficiaries, community leaders, and implementing agencies.
- iv. Key Informant Interviews (KIIs): With officials from State/UT agencies and Banks.

- v. Case Studies: In-depth analysis of selected beneficiaries to illustrate the Impact Study of the schemes.

5. Data Analysis

- Quantitative Analysis: Employ statistical techniques (e.g., regression, hypothesis testing) to identify causality and measure impact.
- Qualitative Analysis: Use thematic/content analysis for identifying trends and themes.

6. Ethical Considerations

- Informed consent from all participants.
- Confidential handling of data.
- Avoidance of bias in sampling and analysis.

Bidders proposing alternative methodologies must demonstrate their alignment with the objectives, feasibility, and ability to achieve robust, actionable insights.

V. Deliverables

- Inception Report: Inception report would include a mutually finalized version of the methodology and timelines. This would include details of sample size, the sampling plan, parameters and indicators for the study, data collection tools, data quality processes, analysis possibilities, and relevance of methodology in NBCFDC's context. This report would also include a final implementation plan with clearly mentioned outputs, activities, and sub activities.
- Interim Reports: Periodic progress updates specific to the timelines (achievements in terms of sub-activities, activities, and outputs finalized in the inception report)
- Draft Final Report: Comprehensive analysis of findings, conclusions, and recommendations. An indicative list of deliverables in report is given below:
 1. Utilization and Asset Creation
 - Percentage of beneficiaries using loans for the intended purpose.
 - Percentage of beneficiaries possessing assets created from loans.
 - Reasons for non-utilization or lack of asset creation, if applicable.
 2. Income and Economic Impact
 - Percentage of beneficiaries surpassing the income threshold of ₹3 lakh annually.
 - Distribution of beneficiaries earning below and above ₹1.5 lakh annually.
 - District and village-level assessments of income improvements.
 - Overall state-wise and national income impact assessments.
 3. Socio-Economic Empowerment
 - Women's empowerment through loan schemes.

- Social impact assessment, including better education, housing, personal assets, and occupational changes pre- and post-loan.
 - Marketability of products made by beneficiaries and their viability in the market.
4. Loan Process Efficiency
- Analysis of time taken from application to disbursement categorized as ≤ 4 months, 4-6 months, and > 6 months.
 - Assessment of challenges faced by beneficiaries in accessing loans.
5. Financial Inclusion and Documentation
- Percentage of beneficiaries with Jan Dhan accounts and Aadhaar linkage.
 - Percentage of loans disbursed through direct benefit transfers (DBT).
 - Geo-tagged photographs and short videos of beneficiaries and their business units during field visits.
6. Awareness and Outreach
- Analysis of how beneficiaries learned about NBCFDC schemes.
 - Documentation of 50 success stories with photographs and detailed accounts of socio-economic improvements.
7. Monitoring and Recovery
- Recovery performance and analysis of defaulters, including reasons for non-repayment
 - Evaluation of monitoring systems to ensure effective scheme implementation.
8. Scheme Effectiveness and Feedback
- Identification of design shortcomings and implementation challenges in existing schemes.
 - Beneficiary feedback collected through field-level interviews.
 - Suggestions for enhancing delivery mechanisms, publicity, and scheme designs.
9. Self-Help Groups (SHGs) and Community Activities
- Impact of income-generating activities undertaken by Self-Help Groups.
 - Assessment of SHG contribution to beneficiaries' income and overall community development.
10. State-Wise and Comprehensive Assessments
- District-wise beneficiary assessment details.
 - State-wise and overall beneficiary impact study assessment details as per standardized formats.
11. Recommendations and Actionable Points
- Findings, recommendations, and actionable points for NBCFDC and channel partners.

- Focus on improving scheme delivery, publicity, and policy design.
12. The detailed data of beneficiaries for this study would be obtained by the selected agency for the FY 2020-21, 2021-22 and 2022-23 from the respective State/UT agencies. The selected agency shall obtain details of beneficiaries viz. addresses and contact no. of beneficiaries, scheme name under which financial assistance have been obtained by the beneficiaries, contact details of Field Officer/Field Manager of implementing agencies etc. for carryout impact study work from Channel Partners viz. SCA/RRBs/Nationalized Banks in the State/UTs.

VI. Suggestive Timeline

The Impact Study evaluation study is expected to be completed within 3 months (90 Days) from the date of commencement.

| Deliverable | Timeline |
|-----------------------------------|--------------|
| Draft Report 1 | 1-45 Days |
| Draft Report 2 | 45-60 Days |
| Final Draft Report & Presentation | 60 – 75 Days |
| Final Report | 75-90 Days |

VIII. Evaluation Team

The evaluating agency should have a multidisciplinary team with expertise in:

- Socio-economic research
- Survey design and implementation
- Statistical analysis
- Qualitative research methods
- Public policy analysis
- Knowledge of the OBC population and related socio-economic issues

IX. Ethics and Confidentiality

- The evaluation agency must adhere to ethical standards, ensuring informed consent, confidentiality, and data protection.
- The study should comply with relevant legal and regulatory requirements.

X. Reporting and Supervision

1. The evaluation agency will report to a steering committee comprising representatives from the central government, state/UT governments, and other relevant stakeholders.
2. Regular progress meetings and updates will be required to ensure alignment with the study objectives and timelines.

XI. Proposal Structure

The technical proposal, for ease of evaluation, must be in this structure:

- 1.** Organization Credentials: This part may contain an introduction to the organization, relevant projects, and motivation behind their application
- 2.** Proposed Methodology: This part should (in the least) include the sample size, the sampling plan, parameters and indicators for the study, data collection tools, data quality processes, analysis possibilities, and relevance of methodology in NBCFDC's context.
- 3.** Timelines: The proposed implementation plan with clearly mentioned outputs, activities, and sub activities. This should be accompanied by a tentative timeline.
- 4.** Team: The proposed team with their roles, responsibilities, and their CVs (Max 2 pages for each team member). The CVs are to be attached as an annexure.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference NO. _____

Name of Tender/Work:

Sir/Madam,

I/We have obtained the tender document(s) for the above mentioned “Tender/Work from the Website(s) namely:

as per advertisement, given in the above-mentioned website(s).

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from _____ Page No. _____ to _____

_____ (including all documents like annexure(s), scheduled etc.), which form part of the contract agreement, and I/We shall abide hereby by the terms/conditions contained therein.

The Corrigendum (s), if any, issued from time to time by your office (NBCFDC) have also been taken into consideration, while submitting this acceptance letter.

I/We hereby unconditionally accept the terms & conditions of above-mentioned tender document(s)/Corrigendum(s) in its totality/entirely.

In case any provisions of this tender are found violated, NBCFDC shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including forfeiture of the earnest money deposit absolutely and necessary action be initiated as per terms & conditions of the tender document.

Yours faithfully,

(Signature of the Bidder with Official seal)

Performance Security Form

THIS IS BANK GUARANTEE

To

(Name of Intender)

WHEREAS _____ (Name of Bidder) hereinafter called the “ Bidder” has undertaken contract no. _____ and _____ to render services hereinafter called “the Contract”.

AND WHEREAS it has been stipulated by you in the said contract that the Bidder shall furnish you with Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Bidder’s performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give Bidder a guarantee:

THEREFORE: We hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, _____ up _____ to _____ a _____ total _____ of _____ (Amount of the guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limit of _____ as aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20_____.

Signature and seal of Guarantors

Date:

Address:

ANNEXURE-6

Format for submitting documents for Eligibility Criterion

| S.No. | Eligibility Criteria as per tender terms & conditions | Documented and declaration to be submitted (all the documents as well as declarations must be signed by the Authorised Signatory) | Page No. |
|--------------|--|---|-----------------|
| 1 | Non-Governmental Organizations/Voluntary Organizations receiving grant from any department of Govt. of India are not eligible to apply. | Requisite document and declaration is required. | |
| 2 | The agency/Firm/Organization/Institution should be a registered legal entity and non-political in nature and should not be blacklisted by the central/State government department/PSU/Agency. | Copies of Registration Certificate/Memorandum & Articles of Association and any other documents to certify the nature of the organization. | |
| 3 | It should be a legal entity to enter into an agreement/contract with NBCFDC to undertake work of impact study. | Requisite document and declaration | |
| 4 | The agency should have a minimum of 05 years of experience of providing similar services in the context of monitoring and evaluation of programmes/ Government sponsored schemes and should possess thorough experience in designing and undertaking large scale research, field surveys, data compilation, analysis, documentation, reporting and related works and have at least five (5) Field Manager/ Investigator on regular roll. | Requisite document regarding Experience and Declaration regarding at least (5) Field Manager/Investigator on regular roll | |
| 5 | It should have successfully carried out at least four (4) evaluation studies/assessment at national/state level in Social Sector sponsored by Central/State Government/Central or State PSU, out of which at least one study should have coverage of at least three (3) States/UTs/ and one (1) study should have been conducted on similar issues during last five years | Executive Summary of four (04) study reports along with documents of acceptance of the Reports by sponsoring authority and copies of work orders. | |
| 6 | If it is a for-profit entity, it should be a profit-making entity during each of the last three financial years i.e 2021-22, 2022-23 & 2023-24 and with average annual turnover of at least Rs.1 Crore from consultancy services related to Studies/Survey-based assessment works. | Proof that the organization has an annual average turnover of not less than Rs.1 Crore during the last three years (Financial Years 2021-22, 2022-23 & 2023-24*). Audited Financial Statements. *In case of financial statement of FY 2023-24 being under audit, average turnover of the previous three financial years, which have been audited i..e 2020-21, 2021-22 & 2022-23 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2023-24 to establish that annual turnover of said year is also above Rs.1 crore. | |
| 7 | An authorization letter from the firm certifying that the person, who signed the bid is an authorized person to sign on behalf of the firm. Each page of the bid must be signed, stamped by the | Requisite document and declaration | |

| | | | |
|-----|--|---|--|
| | Authorized person himself. Bid must be submitted in English Language only | | |
| 8 | Copy of valid PAN of the Organization/ Tax Account Number (TAN) and Service Tax Number (STN)/GST Number | | |
| 9 | Tender Acceptance Letter | As per format at Annexure - 4 | |
| 10 | Financial Bid | As per format at Annexure-7 | |
| 11 | Proof of Earnest Money Deposit (EMD) Amount | If exempted, submit the relevant document | |
| 12 | Qualification and experience of Team members | Brief 1 page CV of proposed of Team Leader, Project Manager/Coordinator (03), data analysis (04), Field Managers/ Investigators (8) including the earlier engagements/assignments completed. Copies of certificate of concerned educational qualifications e.g. Ph.D, Post Graduates and Graduates of all team members | |
| 13 | The Agency must be registered with PF/EPF, etc. and other statutory bodies as required under various labour laws. | Requisite document copies | |
| 14 | Self-attested copies of all relevant certificates and documents supporting the information must be furnished with the application along with an affidavit certifying the authenticity of these documents and facts provided. | Requisite Document and Declaration | |
| 15. | Bank Account details of agency/Bidder | As per format at Annexure-8 | |
| 16. | Contents are given as per minimum/Desirable norms are true and factually correct. | Requisite Certificate as per Annexure-9 | |

Impact Study of Lending Schemes/Credit Based Schemes of NBCFDCPrescribed Format for Financial Bid

(A)

| S. No. | State/UT | Total beneficiaries to be Inspected (Numbers) | Cost per beneficiary (in Rupees) | Total Cost # (in Rupees) | Taxes (if any) | Total Cost (in Rupees) |
|--------|----------|---|----------------------------------|--------------------------|----------------|------------------------|
| (A) | (B) | (C) | (D) | (E = C x D) | (F) | (G = E + F) |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| 11. | | | | | | |
| | TOTAL | | | | | |

Total cost (in words): Rupees _____ only

Indicate the total costs including all applicable Taxes, if any, to be paid by the NBCFDC towards carrying out Impact Study of its Lending Schemes/ Credit Based Schemes for each State.

Note:

The income tax shall be deducted as per statutory guidelines of Govt. of India and Department of Income Tax. In case of Income Tax exemption by the Income Tax Department, kindly enclose valid document. GST 18%, if applicable shall be paid, subject to submission of GST Invoice with GST No. GST TDS 2% will also be deducted.

**Signature with
Organizational Seal**

Place:

Format for submitting Bank Account Details

| | |
|------------------------|--|
| Name of Account Holder | |
| Bank Name | |
| Branch Name | |
| IFSC Code | |
| Bank Account Type | |
| Bank Account No. | |
| MICR Code | |
| Income Tax Pan No. | |

CERTIFICATE

I _____ the Chairperson/President/Chief Executive Officer/Authorized Signatory of the (Name of Organization) hereby certify that the contents of the enclosed minimum/Desirable norms compliance form are true and factually correct.

**Signature with
Organizational Seal**

Place:

Date: