

Office of the Project Administrator, ITDA, Th.Rampur at Bhawanipatna.

Letter No: 214 / Date: 29-01-2026

The Project Administrator, ITDA, Thuamul Rampur at Bhawanipatna invites Expression of Interest (Eoi) for GIS based Baseline Survey and preparation of the village Development Plan (VDP) for mining affected areas of Kalahandi district. The detail of terms and conditions and other necessary documents can be seen in the website www.kalahandi.nic.in.

1. Proposal submission due date: 09.02.2026 (by 05.00 PM).
2. Technical presentation: 10.02.2026 (at 11.00 AM)
3. Eoi submission address: The Project Administrator, ITDA, Th.Rampur, At/PO. Bhawanipatna, Dist. Kalahandi - 766001


29/1/26
Project Administrator,
ITDA, Th. Rampur,
Bhawanipatna.

Memo No. 215 /ITDA Dated. 29-01-2026

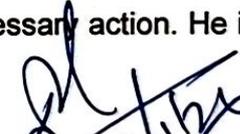
Copy to I. & P.R. Department, Government of Odisha, Bhubaneswar with request to take necessary steps for wide publication in local highly circulated news paper in Two Odia daily in Kalahandi on or before 30.01.2026 and to submit bills thereof to the undersigned for payment.


29/1/26
Project Administrator,
ITDA, Th. Rampur,
Bhawanipatna.

Memo No. 216 /ITDA 2

Dated. 29-01-2026

Copy to District Informatics Officer, Kalahandi for information and necessary action. He is requested to upload the same at an early date for wide publication.


29/1/26
Project Administrator,
ITDA, Th. Rampur,
Bhawanipatna.



ସମନ୍ୱିତ ଆଦିବାସୀ ଉନ୍ନୟନ ସମ୍ମା, ଥୁ.ରାମପୁର, ଭବାନୀପାଟଣା

ITDA, TH. RAMPUR, BHAWANIPATNA, KALAHANDI

E-mail: itdathr@nic.in & paitdathrampur@gmail.com

No. 212 /ITDA

Dated. 29 / 01 / 2026

Expression of Interest (EoI)

An Expression of Interest (EoI) invited for Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for mining affected three blocks of Kalahandi district from the interested agency/organization for the execution of the assignment and as per terms and conditions mentioned in this EoI.

1. The Project Administrator, ITDA Thuamul Rampur, Kalahandi, Govt. of Odisha (The Client) on behalf of District Mineral Foundation, Kalahandi invites proposals from the interested agency/organization under the process for "Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for mining affected three blocks of Kalahandi District". More details on the proposed study are provided at Annexure 1 of this EoI document.
2. The proposal must be complete in all aspects as specified in Section-2 of this EoI document, the proposal must be accompanied by evidence documents specified in Section-3, failing to which the proposal will be rejected.
3. The submission of proposal must be followed by the information given in table below:
- 4.

Sl. No.	Particulars	Details
1	Proposal Submission Due Date	09/02/2026 (by 05.00 PM)
2	Technical Presentation	10/02/2026 (at 11.00 AM)
3	EoI Submission Address	The Project Administrator (PA), ITDA Thuamul Rampur, Office at Bhawanipatna, Kalahandi-766001
4	Mode of Submission of EoI	Speed post/ Registered Post only, proposal through any other mode will be rejected.

5. This EoI includes the following sections:
 - a) Terms of Reference [Section - 1]
 - b) Proposal Submission Format [Section - 2]
 - c) Documents/Evidence to be submitted [Section - 3]
6. The technical stage selection will be based on the presentation of the agency on the understanding of the assignment and relevant past experience with regards to the execution of similar nature of projects.
7. The final selection of agency (L1) among the selected agencies after Technical Presentation, will be done based on the budget submitted by the agency/organization as per Format-7
8. The final selected agency/organization shall be awarded the work order for the execution of the project, with agreed terms and conditions.
9. While all information/data given in the EoI are accurate within the consideration of the scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for the accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this EoI. The Client reserves the right to accept / reject any/ all proposals / cancel the entire selection process at any stage without assigning any reason thereof.


Project Administrator
ITDA, Th. Rampur
Bhawanipatna

Annexure 1:

SECTION - 1 Terms of Reference (ToR)

1. Background

District Minerals Foundation (DMF), Kalahandi, established under the Mines and Minerals (Development and Regulation) Act, 1957, seeks to mitigate the adverse impacts of mining on local communities. As part of its mission, District Mineral Foundation, Kalahandi aims to enhance the quality of life, ensure socio-economic stability, and promote sustainable development in **mining affected three blocks** in Kalahandi district. Project Administrator (PA), ITDA Thuamul Rampur requires a comprehensive baseline survey and needs assessment to develop a village development plan.

2. Objectives

The objectives of the baseline survey and village development plan are to:

1. Provide a comprehensive socio-economic profile of **mining affected three blocks**, focusing on aspects like demographics, livelihood, health, nutrition, education, infrastructure, water, sanitation, social welfare, governance and other aspects of human development.
2. To create a Power BI Dashboard of socio-economic profile.
3. Identify and priorities key needs and gaps in the community's access to basic services, including health, education, water and sanitation, infrastructure, and economic opportunities.
4. Develop a village development plan for future development interventions by District Mineral Foundation, Kalahandi, ensuring alignment with community aspirations, sustainable development goals and Gram Panchayat Village Development Plan (GPVDP) by the Ministry of Panchayatiraj and Rural Development.

3. Scope of Work

3.1. Geographical location

The study will encompass all the households in the Three Mining Affected blocks of Kalahandi District as follows:

Sl. No	District	Name of the Block	No. of Villages
1	KALAHANDI	TH. RAMPUR	181
2	KALAHANDI	JAIPATNA	61
3	KALAHANDI	KALAMPUR	16
TOTAL			258

3.2 Baseline Survey

- Data Collection: Gather quantitative and qualitative data on socio-economic indicators, including:

- Population demographics (age, gender, income levels, occupation, etc.)
- Health status and access to healthcare services
- Education levels and access to educational facilities
- Livelihood sources and income patterns
- Access to basic amenities (water, sanitation, electricity, transportation)
- Housing conditions and other common infrastructure

3.3 Need Assessment

- Stakeholder Consultations: Engage with local stakeholders, including community members, village panchayats, local leaders, and government officials, to understand their needs and development priorities.

- Identification of Gaps: Assess gaps in essential services such as healthcare, education, infrastructure, water and sanitation, and livelihoods.

- Prioritization of Needs: Based on data and consultations, develop a prioritized list of needs in sectors most relevant to the community, with a focus on sustainable and long-term impact.

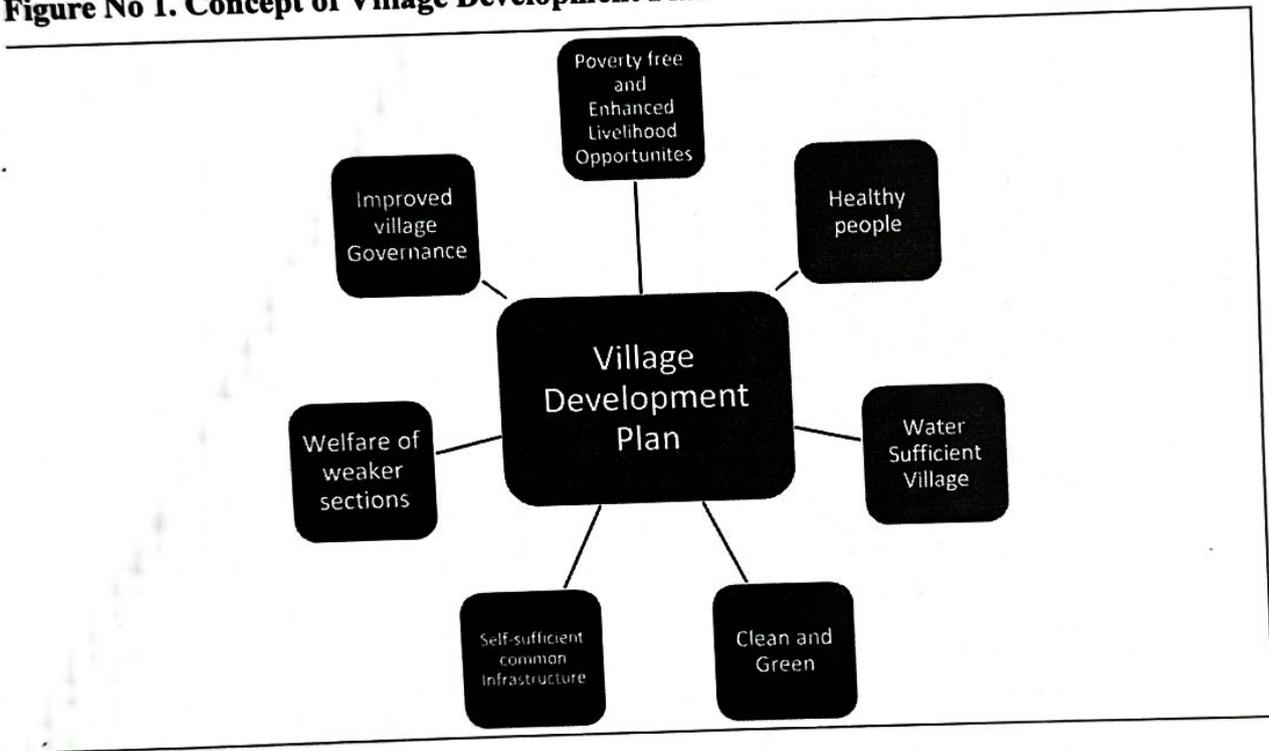
4. Methodology

The methodology involves for both the conceptualization of village development plan and the data collection, analysis and presentation for baseline survey.

4.1. Village Development Plan

India lives in its village with around 70 per cent to the people live in rural areas. Therefore, development of village is paramount for the development of the country. According to the Gram Panchayat Development Plan by the Ministry of Panchayat Raj and Rural Development, an Ideal village should have self-sufficient infrastructure, clean and green, poverty free and having enhanced livelihood opportunities, child friendly, socially just and secured, water sufficient, healthy, good governance and women friendly. However, considering all the aspects of Ministry of Panchayat Raj and Rural Development, we re-conceptualize the village development plan with seven broader themes namely, poverty and livelihoods, health & nutrition, safe water, sanitation, common infrastructure, welfare of weaker sections and governance (Figure 1).

Figure No 1. Concept of Village Development Plan



4.2. Defining the parameters of a Village Development Plan

Based on the concept of village development plan, thematic targets are poverty free, and enhanced livelihood opportunities, healthy people comprising the sector of health & nutrition, sufficient safe drinking water, clean village composing the aspects of sanitation, self-sufficient village common infrastructure, welfare of weaker sections and the improved village governance. The following figure illustrates the parameters of village development plan based on the broader theme contributing to village development:

Figure No 2: Parameters of Village Development Plan

Sl. No.	Objective	Target	Household-level Parameters	Village-level Parameters	Panchayat-level Parameters
1	To make the village poverty free with self-sustainable livelihood opportunities	Poverty free and Livelihood Enhanced Village	<p>Connecting 100% eligible beneficiaries with social security schemes</p> <p>To provide job cards to 100% eligible applicants under</p> <p>To get 100% families enrolled under PDS and to ensure availability of entitled based ration cards</p> <p>Ensure coverage of 100% eligible citizens under Ayusman Bharat Card Scheme</p> <p>Ensure coverage of 100% eligible citizens under Subhadra Scheme</p> <p>Maximum utilization of land for livelihood opportunities</p> <p>Registration of skill workers</p> <p>Linking the workers with the</p>		

		<p>District Skill Centre Linking farmers with District Agriculture Office for high yielding Linking farmers with District Animal Husbandry for information and enhancing livestock 100% pregnant women to be registered at the Anganwadi center in the first trimester pregnancy 100% enrolment of 2-5-year-old children Construction and use of toilets in 100% eligible households Ensure 100% institutional deliveries 100% full immunization of children 100% access to nutritional diet to pregnant women and children from 6 months to 6 years 100% conception and birth registration in Anganwadi 100% vaccination to children 100% Aadhar Enrolment to children 100% enrolment of children in Anganwadi</p>	<p>To attain 100% achievement in health, nutrition and welfare programmes for child and women To make the village healthy</p>	
			Anganwadi and school with water	

		and sanitation facilities	
	100% enrolment in primary education	Safe drinking water and hand washing in school	Anganwadi
	Ensuring 100% VHND in village	Sufficient water for consumption	
3	To make the village self-sufficient in water	Ensuring safe drinking water through pipes to households	100% Availability of toilets in public institutions in Anganwadi, Schools
4	To improve the sanitation in the villages	100% collection of dry waste & processing of aggregation	100% Availability of dustbins in Anganwadi and Schools
5	To make the village self-sufficient with common infrastructure	Ensure pucca houses to 100% eligible families	Quality pucca roads and streetlights in 100% wards
	To make the village self-sufficient with infrastructure		Maintenance of GP Bhawan
			100% Computer and Internet facilities in GP Bhawan
			Proper drainage at 100% location
			Proper building in Anganwadi and Schools
			Infrastructure for village haat
			Village playgrounds
			Community library
			Community Hall

				Youth club Renovation of village pond with steps Infrastructure for cremation ground	
6	To promote the welfare of weaker sections	To make the village secure and friendly for weaker sections	Ensuring 100% old age, disable and widow pension to eligible persons	100% achievement of convening Gram Sabhas 100% achievement in setting up a public information board for important information on funds and activities	100% achievement of Palli Sabha 100% achievement in setting up a public information board important for information on funds and activities
7	To improve the village governance	To make the village with good governance			

4.3. Identification of baseline data for village development plan

The following figure depicts the reference points for the intervention parameters and baseline data to be collected:

Figure No. 4: Parameters of intervention and baseline survey

Sl. No	Objective	Target	Household-level Target	HH Data Requirement	Village-level Target	Village level Data Requirement	Panchayat-level Target	Panchayat level Data Requirement
1	To make the village poverty free with self-sustainable livelihood opportunities	Poverty free and Livelihood Enhanced Villages	<p>Connecting 100% eligible beneficiaries with social security schemes</p> <p>To provide job cards to 100% eligible applicants</p> <p>To get 100% families enrolled under PDS and to ensure availability of entitlement based ration cards</p> <p>Ensure coverage of 100% eligible citizens under Ayushman Bharat Card Scheme</p> <p>Ensure coverage of 100% eligible citizens under Subhadra Scheme</p> <p>Maximum utilization of land for livelihood opportunities</p>	<p>Identify the deprived households</p> <p>Identify the deprived households</p> <p>Identify the deprived households</p> <p>Identify the deprived households</p> <p>Identify the deprived women</p> <p>Identify land ownership, type of land and total land in acres</p>				

	Registration of skill workers	Identify the skilled and unskilled workers	
	Linking with the District Skill Centre	Number of working days in a year	
		Identify the types of engaged livelihood activities	
	Linking with District Agriculture Office for high yielding	Identify crop and harvesting of households	
	Linking with District Animal Husbandry for information and enhancing livestock	Identify household livestock situation	
	100% pregnant women to be registered at the Anganwadi center in the first trimester pregnancy	Identify pregnant women and registration with Anganwadi	
	100% enrolment of 2 - 5-year-old children	Identify children and registration	
	To attain 100% achievement in health, nutrition and welfare programmes for children and women in	To make the village healthy	
	2		

village

Construction and use of toilets in 100% eligible households	Identify household toilets
Ensure 100% institutional deliveries	Identify pregnant women and institutional delivery
100% immunization of children	Identify children and vaccine immunization
100% access to nutritional diet to pregnant women and children from 6 months to 6 years	Identify children having meal in Anganwadi center
100% conception and birth registration in Anganwadi	Identify children having birth registration
100% vaccination	Identify children with full vaccination
100% Aadhar Enrolment	Identify children with Adhar

4	To improve the sanitation in the villages	To make the village cleanly	Availability of toilets in 100% public institutions in Anganwadi, Schools	Availability of dustbins in Anganwadi and Schools	100% Availability of toilets in Panchayat Office	Identify toilets with connection with the Panchayat Office
5	To make the village self-sufficient with common infrastructure	To make the village with self-sufficient infrastructure	Availability of housing to 100% eligible families	Identify houses with BPL, APL and pucca houses	100% Availability of dustbins in panchayat office	Identify dustbins in the panchayat office
			Quality pucca roads and streetlights in 100% wards	Identify cc road to all hamlets and streetlights to the main village road	Maintenance of GP Bhawan	Identify the condition of GP building
			Proper drainage at 100% location	Identify drainage on both side of the hamlet road	100% Computer and Internet facilities in GP Bhawan	Identify Computer and internet facilities in GP office
			Proper building in Anganwadi and Schools	Identify the building in AWC	Infrastructure for village haat	Identify sitting areas for vendor
			Village playgrounds	Identify playgrounds in the village		
			Community library	Identify community library		
			Community Hall	Identify community hall		
			Youth club	Identify youth club in the village		

6	To promote the welfare of weaker sections	To make the village secure and friendly for weaker sections	Ensuring 100% old age, disabled and widow pension to eligible persons	Identify old age, disabled, and widow with pension benefits	Renovation of village pond with steps Infrastructure for cremation ground	Identify the dike and steps in the village pond Identify sitting area and cc place for cremation		
7	To improve the village governance	To make the village with good governance			100% achievement of convening Gram Sabhas 100% achievement in setting up a public information board for important information on funds and activities	Identify the convening of Palli Sabha Identify the public information board in the village	100% achievement of Palli Sabha 100% achievement in setting up a public information board for important information on funds and activities	Identify the convening of Palli Sabha Identify the public information board in panchayat office

4.4. Data collection:

The data will be collected using survey method of data collection that includes desk research and field-based survey. It will also use some qualitative methods like FGD and PRA for community aspirations and need assessment.

4.5. Data Reliability:

The data should ensure reliability, accuracy, and relevance to the objectives of the study.

4.6. Process of Data Collection

- The data will be collected through household and village survey using questionnaire.
- The common physical infrastructure of the village will be mapped with longitudinal and latitudinal coordination using software like GIS, SW Maps etc.
- Qualitative data will be collected through Focus Group Discussion and Participatory Rural Appraisal.

4.7. Data Analysis and Report writing

Develop a comprehensive socio-economic, environmental profile, Power BI Dashboard of data and physical infrastructure using GIS based survey of **mining affected three blocks** by processing and analyzing data at village, panchayat, and block levels.

Report Preparation: Prepare a comprehensive report and Power BI Dashboard that includes:

- Baseline socio-economic data and environmental indicators.
- Mapping of physical infrastructure with GIS tagging.
- Identified needs and critical gaps, with a focus on high-priority areas.
- Strategic recommendations for DMF, Kalahandi's development interventions.
- A proposed framework for monitoring and evaluation, based on baseline data.

Presentation of Findings: Present key findings and recommendations to DMF, Kalahandi and with household, village, panchayat and block wise analysis with respect to **mining affected three blocks** using GIS tagging of public infrastructure and Power BI Dashboard

5. Outcome of the Survey

The outcome of the survey is the following:

- i. Village-wise Socio-economic profiling and GIS mapping of common infrastructures in **mining affected three blocks**.
- ii. Village and Sector-wise Power BI Dashboard of the socio-economic and infrastructure profile
- iii. Development Plan for each village in **mining affected three blocks**.

6. Confidentiality and Data Protection

- The consultancy/agency is required to maintain confidentiality of all collected data and findings. All data, reports, and related materials including photos and interviews produced as part of this assignment shall remain the property of DMF, Kalahandi.
- The consultancy/agency cannot use the data in any form without the prior written permission from the District Mineral Foundation, Kalahandi.

7. Duration of the Assignment

The assignment is expected to be completed within 3 months from the date of contract signing, as per the agreed timeline with PA ITDA, Thuamul Rampur, Kalahandi.

8. Technical Requirement for the selection of agency/organization:

The agency/organisation should be:

- a) State Govt. Organisation/ Central Govt. Organisation/ Public Sector Undertaking subject to undergone annual audit by CAG of India.
- b) The Agency should have been in operation for the past 5 (five) years as on 30.10.2025 and filed ITRs for the last three FYs (i.e., 2022-23, 2023-24 & 2024-25).
- c) The Agency should have an average annual turnover from similar assignments (in conducting Baseline Survey, Need Assessment Study and Skill Gap Study or providing similar services) should be of **Rs.5.00 Crore** (Rupees Five Crore) for the last three FYs (i.e., 2022-23, 2023-24 & 2024-25)
- d) The agency must have experience in GIS based Baseline Survey and Need Assessment Study for Socio-economic Development/ Projects of similar nature in any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/ INGOs.
- e) The Firm/ Agency should have minimum 50 numbers of experienced professionals on its payrolls as employees.

9. Budget

The budget should cover all costs associated with household survey, preparation of five year prospective plan breaked into year wise plan for five year, including personnel, field travel, data collection materials, stakeholder engagement activities and other logistic incurred in the field during the survey. The budget should be calculated as per the cost of a survey of individual household, not exceeding Rs.200/- per Household.

10. Payment Terms

The payment shall be made as per the rates accepted by PA, ITDA Thuamul Rampur Kalahandi. In case of any extension of the time period originally assigned, no extra payment will be

entertained for the additional days.

Payments will be disbursed in instalments based on deliverables, as follows:

1. **Submission of Research Methodology, Tools and implementation Workplan:** [50 % of total budget/Fees]
2. **Submission of Preliminary GIS Baseline Data and Validation of data along with Dashboard (Confirmation through Block Development officer):** [30 % of total budget/Fees].
3. **Final Report Submission (GIS Baseline Data, Dashboard and Village Development Plan):** [20 % of total budget/Fees upon acceptance of final report]

11. Selection Process (1st Stage):

Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Criteria, sub-criteria, and points system for the Evaluation of Technical Proposals:

Sl. No.	Evaluation Criteria	Max. Score	Remark
1	<p>The Firm/Agency should have audited Annual Average Turnover of Rs.5.00 Crore (Rupees Five Crore) more, in the last three financial years FY (i.e., 2022-23, 2023-24 & 2024-25)</p> <ul style="list-style-type: none">• Turnover above Rs.5 crore and upto Rs.10 crore: 10 marks• Turnover above Rs.10 crore: Every one crore shall carry 2 marks <p>(Maximum up to 20 Marks)</p>	20	

2	<p>The Firm/ agency within last 5 years of the date of Bid submission, must have successfully undertaken projects of conducting Need Assessment Study for Socio-economic Development and Skill Gap Study or any other Projects of similar nature in Central/ State Government/ Public Sector Undertaking/ Reputed NGOs/INGOs:</p> <ul style="list-style-type: none"> • Each assignment /work shall carry 5 marks (Maximum up to 20 marks) • Both ongoing / completed assignments will be considered 	20	
3	<p>The Firm/ agency within last 5 years of the date of Bid submission, must have successfully undertaken projects of conducting GIS Based Baseline Survey in DMF Blocks:</p> <ul style="list-style-type: none"> • Each assignment /work shall carry 5 marks (Maximum up to 10 marks) • Both ongoing / completed assignments will be considered 	10	
4	<p>The Firm/ Agency must have experienced professionals in its payrolls as employees:</p> <ul style="list-style-type: none"> • Minimum 50 and up to 70 professionals: 5 Marks • Each additional 10 nos. of professionals over 70: 1 mark (Maximum up to 10 Marks) 	10	
5	<p>a. Understanding of Scope, Objectives and Completeness of response: (10 Marks), b. Description of Approach and Methodology: (10 Marks) c. Methodology to be adopted (10 Marks) & d. Staffing and Study Management Plan: (10 Marks)</p>	40	
Total Marks (1+2+3+4+5)		100 Marks	
<p>The minimum qualifying mark is: 70 Copies of work orders / original experience certificates from the clients / MoU / agreements etc. must be submitted as proof for each assignment. Ongoing assignments will be considered for evaluation.</p>			

FINANCIAL EVALUATION (2nd Stage):

Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain a minimum 70% marks in Technical Evaluation) shall be opened at this stage in the presence of the bidder's representative who wishes to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.

Evaluation Process:

1. QCBS method will be followed during the overall selection process. The financial bids of technically qualified bidders will be opened on the prescribed date in the presence of bidder's representatives.

2. Financial Proposals of only those applicant Agencies who are technically qualified (i.e., obtain minimum 70 marks in Technical Evaluation) shall be opened.
3. The financial bid will be opened only of the shortlisted/qualified bidders. Accordingly, the financial score (F) for each of these shortlisted/qualified bidders will be calculated. The lowest bidder would be awarded a financial score of 100. The Cumulative score (C) will be evaluated based on the following ratio 80 (T): 20 (F).

Financial score (F)	:	(Lowest price quote/Price quote of the bidder) * 100
Cumulative score (C)	:	{80*(T) + 20*(F)}/100

4. The agency getting highest Cumulative score (C) based on technical and financial evaluation will be awarded the contract.
5. For the purpose of evaluation, the total evaluated cost shall be exclusive of all taxes & duties for which the client shall make payment to the agency including overhead expenses.

SECTION - 2

Proposal Submission Formats

FORMAT-1

COVERING LETTER (On Agency Letter Head)

[Location, Date]

To,
The Project Administrator (PA), ITDA
Thuamul Rampur, Kalahandi – 758001

Subject: Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for mining affected three blocks of Kalahandi district

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Expression of Interest Letter No. _____, Dated: _____. I hereby submit the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Expression of Interest (EoI) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case, any provisions

of this EoI/ ToR including of our technical proposal is found to be deviated, then your department shall have rights to reject our proposal. I confirm that, I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

FORMAT -2

Agency/Organization (General Details)
(On Agency Letter Head)

Sl. No.	Description	Full Details
1	Name of the Agency/Organisation	
2	Address for communication: Tel: Fax: Email Id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If yes, please furnish contact details	Yes / No
6	PAN Number	
7	Goods and Services Tax Identification Number (GSTIN)	
8	Willing to carry out project as per the scope of work of the EoI	YES
9	Willing to accept all the terms and conditions as specified in the EoI	YES
10	Have been blacklisted by any Central/ State Government Ministry in India or Public Sector Undertakings or any Government Agencies	YES/NO (If yes site the reason with present status as on date of proposal submission)

Authorized Signatory with Date and Seal:

Name and Designation: _____

FORMAT - 3

(On the CA letter Head)
Bidder Organization (Financial Details)

Financial Information in INR				
Details	FY_____	FY_____	FY_____	Average
Turnover (in Rs.)				

Supporting Documents:

Audited certified financial statements for the last <Nos> FYs (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected.

Signature and Seal of the Company Auditor with Date

Authorized Signatory [In full initials with Date and Seal]: _____

FORMAT-4

(BIDDER'S PAST EXPERIENCE DETAILS)

(List of completed/ongoing project only of similar nature during last 5 years)

Sl. No.	Assignment Name	Name of the Client (Central Govt / State Govt/ PSUs/CSR)	Duration of Assignment (In months)	Narrative Description of Assignment (in 100 words):	Nature of supporting document provided (Work Order/ MoU/MoA/SLA)
A	B	C	D	E	F
1					
2					

3					
4					
5					

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FORMAT-5

(On Agency Letter Head)

List of Employee/Professionals on the payroll of the agency

Sl. No	Name of the Employee	Designation	Employee ID	Date of Joining

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

FORMAT - 6

DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN TO UNDERTAKE THE ASSIGNMENT

A. Understanding of Scope, Objectives and Completeness of response

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output. *Please do not repeat/copy the ToR here.*

B. Description of Approach and Methodology:

- Review existing and proposed framework information matrix

- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programs and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences Any other issues mentioned in the ToR.

C. Methodology to be adopted:

Explaining of the proposed methodologies to be adopted highlighting of the compatibility of the same with the proposed approach.

D. Staffing and Study Management Plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub- activities.

FORMAT – 7
To be submitted in a separate envelope with the technical proposal
Covering Letter (Financial Quotation)

(On Agency Letter Head)

[Location, Date]

To,

The Project Administrator (PA), ITDA

Thuamul Rampur, Kalahandi – 766001

Sub: Submission of Financial Quotation

Dear Madam/Sir,

We, the undersigned, offer to provide services for the assignment '**Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for mining affected three blocks of Kalahandi District**' in accordance with your Expression of Interest (EoI) dated _____ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for '**Selection of an agency for GIS based Baseline Survey and Preparation of the Village Development Plan (VDP) for mining affected three blocks of Kalahandi District**' in accordance with your Expression of Interest No..... Dated..... our financial quote is Rs..... per household [Insert amount(s) in words *].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the EoI document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the EoI and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____
Name of the Agency with full Address: _____

SECTION - 3

Documents/Formats needs to be submitted for Expression of Interest (EoI):

The Agency/Organisation has to furnish the following documents duly signed for their Proposal Submission in a closed envelope:

1. Covering letter (Format- 1) on agency/organisation letterhead requesting to participate in the selection process.
2. Copy of Certificate of Incorporation/ Registration
3. Copy of PAN.
4. Copy of Goods and Services Tax Identification Number (GSTIN)
5. General Details of the Bidder (Format - 2) Proof of documents as applicable.
6. Copies of Audited financial statements by the CA for the last three financial Years FY (i.e., 2022-23, 2023-24 & 2024-25) (Format-3)
7. Bidder's Past Experience Details (Format-4) with documentary evidence (Work order/ MoA/MoU/SLA/Completion Certificate if any)
8. List of Employee/Professionals on the payroll of the agency (Format-5)
9. Approach, Methodology and Work Plan (Format-6)
10. Financial Quotation (Format-6) enclosed in a separate envelope labelled as -Financial Quotation. (Format-7)

-----END OF THE DOCUMENT-----