



Odisha Livelihoods Mission

Department of Mission Shakti, Government of Odisha
SIRD & PR Campus, Unit-VIII, Bhubaneswar-751012, Odisha
Tel: (0674) 2560166/2560126, E-mail: smmu.olm@gmail.com



EOI No: OLM/NRETP/EOI/21-22/01

Date:13.07.2021

Request for Expression of Interest

“Hiring the services of Technical Support Agency (TSA) to provide advisory and management support for implementation of appropriate digital/ alternate channels for effective Financial Inclusion of beneficiary households under OLM.”

1. The Government of India has availed a credit from International Development Association (IDA), towards the National Rural Livelihoods Project which aims to support the National Rural Livelihoods Mission under the Ministry of Rural Development, Government of India and intends to apply part of the loan proceeds to make payments under the contract.
2. The Odisha Livelihoods Mission (OLM) now invites eligible agency to indicate their interest in providing the Services. Interested agencies should provide information demonstrating that they have the required eligibility and relevant experience to perform the Services in the prescribed format at Annexure-A.
3. Firm will be selected in accordance with the **Quality Cost Based Selection method(QCBS)** method set out in the Consultant Guidelines (NRETP Procurement Manual).
4. Further information can be obtained at the address below during office hours i.e. 10.00 to 17.30 hours and the **details ToR** and NRLM Procurement Manual can be seen and downloaded in OLM website www.olm.nic.in.
5. In case of any Addendum / Clarification / Corrigendum / Extension regarding this EOI, the same will be published in the above websites only.
6. Expression of interest in sealed envelope must be delivered in a written to State Mission Director-cum-CEO, Odisha Livelihoods Mission (OLM), SIRD & PR Campus, Unit-8, Bhubaneswar-751012, Odisha (by post / courier) latest by **dt 29.07.2021, 3.30 PM**.
7. Authority reserves the right to accept or reject any proposal, and to cancel the procurement process and reject all proposals, at any time prior to the award of contract, without assignment any reason thereof.

Contact Person- Durga Prasad Panda, Project Executive, Procurement
Contact No-9861442151


State Mission Director

Terms of Reference

“Hiring the services of Technical Support Agency (TSA) to provide advisory and management support for implementation of appropriate digital/ alternate channels for effective Financial Inclusion of beneficiary households under OLM.”

1. Introduction of the OLM:

Odisha Livelihoods Mission (OLM) is an autonomous society under the aegis of Department of Panchayati Raj and Drinking water, Government of Odisha. OLM is the nodal agency for the implementation of National Rural Livelihoods Mission Programme in the state. OLM has put in place a dedicated and sensitive support structure, to take the rural poor households out of poverty line through capacity building, financial assistance and self-reliant institutions. Through Self Help Groups, their Federation and value chain institutions like Producer Groups and Producers Company, OLM is creating a sustainable Livelihoods eco-system across the state. OLM has reached out to 30 districts in Odisha through both intensive and non-intensive modes. Herein after will be referred to as Client for convenience.

Odisha Livelihoods Mission Aims at:

- Mobilizing all the poor households into functionally effective SHGs and their federations.
- Enhancing their access to bank credit and other financial, technical and marketing services.
- Building their capacities and skills for gainful and sustainable livelihoods development.
- Converging various schemes for efficient delivery of social and economic support services to poor with optimal results.
- More than 44 lakhs households across the state of Odisha have been mobilized by Odisha Livelihoods Mission through SHGs.
- More than 4.17 lakh SHGs formed.
- More than 29,819 Cluster Level Forums and 3839 Gram Panchayat Level Federations formed.
- 254 blocks made intensive out of total 314 blocks.
- Resource pool of more than 25132 community professionals and community resource persons created.

2. Background of the Project NRETP:

The Ministry of Rural Development with support of the World Bank has proposed “National Rural Economic Transformation Project (NRETP)” with a total outlay of USD 500 million for a period of 5 years. It is the next phase of the National Rural Livelihoods Project (NRLP) which was implemented from July 2011 to June 2018 in 13 high poverty states.

NRETP proposes to implement higher order economic activities which are cross cutting in nature, for instance, the project design envisages that there will be an organic link between the model Cluster Level Federation (CLFs) and financial inclusion strategies, insurance and

pension schemes, producer groups and organizations, product marketing and enterprise development. The financial inclusion strategy will also have a key role in financing of farm and non-farm enterprises.

3. Objectives of the Assignment :

In order to successfully implement the Business Correspondence (BC) model and other appropriate digital financial technologies for achieving financial inclusion of the ultimate beneficiaries, the Mission seeks to engage the services of technically qualified consulting firms to provide technical advice and management support to the OLM in implementation of the BC Sakhi approach and other models of digital financial models. The selected agency is also expected to provide support to the State Mission Management Unit (SMMU) under OLM in other models of digital financial technology which will lead to improved financial inclusion in terms of:

- i. Increased number of BC access points managed by women SHG members
- ii. Increased access to banking and allied services (Insurance and pension etc) by SHG and their members in terms of frequency of access and diversity of services accessed;
- iii. Increased number of SHG (including federations of SHGs) transaction routed through digital channels;
- iv. Creation of transaction records/ trail for SHG (including federations of SHGs) and individual members on formal banking system
- v. Reduced time needed by members to access financial services and minimizing transactional costs
- vi. Increase in digital payments at retail rural access points and in less cash P2P payments

4. Main components of this assignment would be:

- a. Position a dedicated team of professionals for providing technical and managerial support to SRLM in accelerating the implementation of the BC Sakhi approach.
- b. Identify and guide SRLMs on selection of appropriate Digital Technologies for –
 - i. Enable easy access to various financial products from formal financial institutions covering payments, credit, insurance and pension etc.
 - ii. Enhance efficiency in access to financial services in terms of customer friendly processes, reduced time and transaction cost
 - iii. Creation of financial transaction record/ trail for community institutions and individual customers.
- c. Conceptualize and prepare detailed implementation plan for introduction of appropriate digital financial technologies among the beneficiaries under SRLM under DAY-NRLM
- d. Identify key stakeholders like banks/ other financial service providers, Technology & Payment Service Providers, Corporate BC, Certification agencies like IIBF, CSC including RSETIs, regulators and other knowledge/technology partners in the ecosystem; prepare mutually agreed Terms of partnership and facilitate linkages with appropriate partners.
- e. Implement identified digital financial technologies in select geographies as 'Proof of Concept' in coordination with DMMUs and BMMUs.

- f. Develop manuals; guidelines; good practice notes; knowledge materials or modify such material provided by SRLM to suite the requirements of State Mission staff in the roll out of the model.
- g. Develop and institutionalize required arrangements to monitor the progress of the intervention along agreed parameters; identify critical gaps and devise appropriate strategies to address the same;
- h. Work closely with the State Mission Management Unit in upscaling of the proven model across states.

5. Scope of Work:

As part of the assignment, the consultant is required to explore various digital technologies and players to determine which offers the highest benefits in terms of technical feasibility; ease of adoption and use by members of Self Help Groups, catering to range of products and security. While doing this exercise priority to be given to formal banking system which provide credit to SHGs. Some of the key activities, but not limited to, that are expected to be undertaken by the consultant are listed below.

a) Submission of Action Plan for upscaling of BC Sakhi Approach:

Based on this TOR the consultant will make an assessment of the BC Sakhi approach being implemented across states, identify gaps in intervention and draw up a Plan of Action for up-scaling of the model. The Plan of Action will include the proposed approach engagement of all stakeholders for digital finance initiatives in state. methodology, a broad time frame and budget. It will also explain how the involvement of Mission Staff and stakeholders will be ensured.

b) Identification of appropriate digital financial technologies

Based on the desk review of secondary data and consultation with various stakeholders viz., Financial Institutions, Fintech firms, Technology service providers, telecom operators, PPI providers etc the consultant is required to come up with a list of appropriate plan of action that can be deployed either standalone or in combination to serve the following purpose –

- i. Enable easy access to various financial products from formal financial institutions
- ii. Enhance efficiency in access to financial services in terms of customer friendly processes, reduced time and transaction cost
- iii. Creation of financial transaction record/ trail for community institutions and individual SHG member customers through respective bank accounts

c) Design strategy for upscaling Digital Financial Inclusion

The Technical Agency will work closely with SRLM to come up with a detailed strategy to facilitate adoption and upscaling of the digital finance initiatives. This will include:

i. Preparation of feasibility report

The consultant is also required to prepare a feasibility report of the digital finance intervention keeping in view the following aspects:

- Customer segment under SRLM/DAY-NRLM and adaptability of said technology within the said group
- Assessment of market each technology can cater – no of beneficiaries; no of transactions etc
- Availability of enabling environment eg: policies and processes, investment required etc
- Market players/ actors involved

- Cost of service
- ii. Mapping of potential financial service provider and technology partner/s in the proposed initiative in light of existing banking partners under bank linkage to make comparative assessment
- iii. Intensive promotion, awareness and capacity building on the initiative through various means

d) Preparation of detailed implementation plan for digital financial initiatives in SHG ecosystem

In consultation with SRLM, the consultant will conceptualize interventions and prepare detailed implementation plans to bridge existing gaps in access, efficacy and creation of digital records with support of the identified digital technologies in the SHG eco-system. The consultant will lead the implementation of each of the identified dual authentication technologies of banks for SHG Group transactions in at least at 2 location as 'Proof of Concept' sites for each bank/other institutional partner with focus on knowledge transfer to CBO and in building their capacities to manage the BC Sakhi network.

Here, it is to mention that all 18 Public Sector Banks and 16 Regional Rural banks have introduced the technical solution to enable SHG group transactions at Business Correspondent/CSP points.

e) Technical Assistance and Handholding support to SRLMs

The Consultant is required to provide higher order Technical Assistance to the State Mission Units for rollout of intervention on digital finance. This will include development of processes and guidelines including SoPs, manual, process management and supervision tools, risk management tools etc covering entire life cycle management of agent and customer on boarding and servicing. Emphasis will be building capacities of Community Based Organisations (CBOs) for end to end management and supervision of Agent channel- network management.

f) Training and Capacity Building

The consultant is required to develop necessary capacity building curriculum, tools, session plans etc., to train personnel at various State Mission Units and Community Institutions for rollout of digital finance interventions. If the Technical Support Agency have any readymade tools, such tools shall be used after necessary customisation wherever necessary. The TSA is required to prepare a detailed roll out plan for capacity building of various stakeholder involved in consultation with SRLM and in tandem with on going/proposed BC agent training plus financial literacy initiatives at SRLMs for demand side to synthesise the same into one comprehensive package TSA should be able to develop a pool of Master Trainers within the SRLM who can in turn further train field staff , community cadres, community institutions, and BC agents , as required.

g) Instituting MIS Systems and ICT applications

The consultant is required to provide handholding support to SRLM as required in the development, testing and establishing a standard MIS protocol for the intervention. The consultant will also assist state mission in M&E frame work and in using appropriate MIS reports for monitoring of intervention progress and improving performance. The consultant will assist SRLM in preparing necessary analytical reports as may be required for advocating enabling policies for the sector. The consultant is also expected to support SRLMs in developing suitable IT applications (android, web) for digitizing various process in the life cycle of agent management. This will require engaging with the IT team of SRLM in preparing FRS, SRS for development of solution by SRLM inhouse or through IT agencies hired for the purpose.

h) Document approach and lessons:

The consultant is required to prepare high quality comprehensive reports on the status of roll out of the intervention, various analytics and policy briefs, BC point insurance, Cash in transit insurance as required from time to time. Occasional knowledge management work will also be required in the form of case studies, brochures, blogs etc.

i) Identification & technical assistance to CSP agents/BMMU Units:

Additional support provide to DMMU/BMMU officials for timely selection of BC agents as per demand of Banks or other institutions. Also provide technical assistance for early installation of Bank software for timely opening of BC points. Provide technical hand holding support to existing agents for increase their business or SHG txns. Implementation of dual authentication process at all BC points.

6. Key Eligibility, Evaluation & Selection Criteria:

Eligibility Criteria:

Firms which do not meet the following qualifying criteria will be rejected at the first stage:

Sl. No.	Eligibility Criteria	Supporting Documents
1.	The Bidder must be a company incorporated under the Companies Act or a limited liability Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership Act registered under relevant law	Certificate of Incorporation / Partnership Deed/ Firm registration Certificate along with PAN, GST registration certificate
2.	The average annual turnover of the Applicant in India in the last three financial years ending 31 March 2019 shall be minimum INR 2.00 Crores or above. (FY 2016-17, 2017-18, 2018-19)	Financial Details of the bidder along with copies of the audited balance sheet for three years.
3.	The Bidder should have experience of successful completion of at least two (2) in the Digital Financial Inclusion space including DBT in partnership with commercial banks; Corporate BCs; Development Finance Institutions like SIDBI, NABARD; state & Central Government departments etc. in last 3 Financial years from the proposal due date where the single contract value is not less than INR 50 lakh. (FY 2016-17, 2017-18, 2018-19)	Copy of Work Oder/MoU/Completion Certificate.
4.	The Agency/Firm have at least One (1) prior Project experience working in Digital Financial Inclusion space including DBT in partnership with commercial banks; Corporate BCs; Development Finance Institutions like SIDBI, NABARD; State & Central Government department.	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience.

Sl. No.	Eligibility Criteria	Supporting Documents
5.	The Agency/Firm should have at least 12 or more technically qualified personnel -as per Terms of Reference (ToR)	List of Team Members along with their qualification and experience responding to Terms of Reference (ToR) to be attached as per the format
6.	The Agency/ Firm should have experience of developing and successful implementation of at least 1proprietary Fintech applications for advancing Digital Financial Inclusion.	Experience/ Work completion certificate from Clients/ Work Orders/ Any other document certifying the experience.
7.	The agency should not be black listed by any Government or any organization in respect of any assignment or behavior.	Undertaking in this regard must be provided.

Evaluation Criteria:

On the basis below mentioned eligibility criteria all the Eols shall be evaluated and shortlisted:

Sl. No.	Parameters	Total / Maximum Marks
1	Financial Capacity of the Bidder	15
	<p>Bidder's average annual turnover of the Applicant in India in the last three financial years ending 31 March 2019 shall be minimum INR 2.00 Crores or above.</p> <ul style="list-style-type: none"> • For Turnover of INR >2- 5 Crores – 5 Marks • For Turnover of INR >6- 10 Crores –10 Marks • For Turnover above INR 10 Crores - 15 Marks 	
2	Proof of Experience in the last 3 years from the proposal due date.	30
	<p>The Bidder should have experience of successful completion of at least two (2) in the Digital Financial Inclusion space including DBT in partnership with commercial banks; Corporate BCs; Development Finance Institutions like SIDBI, NABARD; state & Central Government departments etc. in last 3 Financial years from the proposal due date where the single contract value is not less than INR 50 lakh.</p>	

	<ul style="list-style-type: none"> • 2 projects 10 marks • 3-5 projects 20 marks • More than 5 projects 30 marks <p>Project will be considered for evaluation only if it is accompanied with Supporting documents like MoU/WO/Agreement Copy</p>	
3	<p>The Agency/Firm have at least One (1) prior Project experience working in Digital Financial Inclusion space including DBT in partnership with commercial banks; Corporate BCs; Development Finance Institutions like SIDBI, NABARD; State & Central Government department.</p> <ul style="list-style-type: none"> • 1 project..... 5 marks. • More than 1 Project 10 marks. 	10
4	<p>Availability of dedicated team with Agency as per ToR:</p> <ul style="list-style-type: none"> • Upto12 professionally qualified personnel5 marks • 13 to 20 professionally qualified personnel7 marks • >20 professionally qualified personnel10 marks 	10
5	<p>The Agency/ Firm should have experience of developing and successful implementation of at least 1proprietary Fintech applications for advancing Digital Financial Inclusion.</p> <ul style="list-style-type: none"> • 1-2 application.....5 marks • More than 2 application 10 marks 	10
	Total	75
Qualifying mark for shortlisting is “30”		
RFP shall be issued to top 6 agencies.		

Selection:

After evaluation of the Eols, top six scoring firm shall be issued RFP (Request For Proposal) Again RFP will be evaluated (Technical & Financial) on the basis of evaluation criteria which will be mentioned in the RFP. **Quality Cost Based Selection method(QCBS)** shall be followed to complete the selection process.

7. Proposed Team:

The consultant is required to deploy following key professionals for undertaking the assignment. The team should have following key skills and competencies

- i. Thorough understanding and command over the subject; abreast with latest developments in the sector
- ii. Problem solver, Analytical skills
- iii. Result Orientation, Task Orientation, self-starter, thought clarity
- iv. Experience of working with low-income groups

- v. Well versed with MS office with excellent command over MS-Excel and Power point
- vi. Should be able to prepare documents and write well in English(necessary for team leader)
- vii. Should be able to travel extensively within the district and state, as required

Education qualification and experience required for each position is outlined below.

Key Professionals

Team Leader Digital Financial Services - Alternate Channels

Eligibility: Post Graduate Degree/ Diploma in Marketing/Banking/Rural Management/ Rural Development with minimum 8 years of experience in rural financial service distribution business with at least 2 years of supervisory experience digital financial service delivery focusing on micro credit/enterprise financing stream. Relevant experience of merchant acquiring business would be an added advantage. Team leader will provide strategic direction to the project, manage the district team and coordinate the project with OLM SMMU and DMMU staff.

Digital Finance Experts: District level

Eligibility: Post Graduate Degree/ Diploma in Marketing/Banking/Rural Management/ Rural Development. A team of 11 technical staff who can work at district level to support DMMU/BMMU level teams in implementation of Bank Sakhi programme. Should have work experience of minimum 4 years in agent banking model with operational supervisory experience. Candidate should also have experience working with banking institutions or corporates engaged in implementation and management of agent banking model preferably in rural areas, preferably with experience of micro lending through the agency channel.

1. Provide Technical Assistance to the all-district, and block level team on regular basis.
2. Conduct need based training to OLM staff, cadre and CBOs on DFS related topics and provide handholding support in conducting process monitoring of Bank Sakhi outlets, model CBOs for cashless transactions within CBOs etc.

SRLMs may decide to change the composition of resource persons required to add/remove resource profile as required. Adding additional resource person requirement at select district (covering model CLFs) may also be evaluated as per specific needs

8. **Period:** Services of TSA will be hired initially for a period of one year which may be extended on the basis of annual review of performance and need of the OLM. In case of termination of contract, 30 days' written notice will be served by any of the party to the other party.

9. Payment Terms:

Payment to the consultant will be made based on the time input of the consultants and on submission of time sheet of consultants deployed by the agency. Further, the consulting firms is required to submit a monthly report highlighting progress based on the action plan and deliverables assigned. The Management cost to the agency shall be maximum up to 5 % on the total cost of the staff remuneration. Reimbursable shall be reimbursed on submission of actual bill in accordance with OLM norms. The agency will be asked to submit their cost of remuneration and management cost in latter stages of RFP.

10. Key Deliverables and Duration:

1. During the period of engagement, the TSA team is required to deliver the following:

SI No	DFS Expert Team	Indicative Deliverables of year one
1.	11 District DFS Expert	<p>District wise:</p> <ul style="list-style-type: none"> • Inception report with detailed action plan for upscaling of BC Sakhi model • Initiation of pilot intervention on digital technologies for SHG Group transaction, insurance coverage and/or micro credit linkages, as per requirement • Brief monthly status report on BC Sakhi model as may be required by different agencies • Start capacity building and training programmes for SRLMs and other actors • Baseline report based on Monitoring and Evaluation Frame work developed by the team • Technical assistance to CSP agents, first level complaint resolution etc • Prepare recurring MIS for BC Sakhi Model, merchant payments etc • Brief quarterly status report on BC Sakhi model • All banks Dual Auth facility for SHG Group transaction tested and activated in each bank
2.	Team Leader-DFS	<ul style="list-style-type: none"> • Develop long term (2-3 year) strategy paper with annual action plan(AAP) and quarterly work plan on roll out of DFS services through multiple alternate channel with its outcome and impact indicators. • Develop SoPs, process notes, guidelines etc for different products and services to be delivered. • Develop M&E frame work for baselines, mid line/endline of BC sakhi and other allied intervention • Identify and map suitable partner banks and corporate BC for varied products and service delivery including micro credit and insurance etc • Lead and drive innovations and pilots on Digital financial services using alternate channels including BC based services • Develop work plans and trackers for roll out and project management of atleast two/three pilots focusing on “merchant payments” covering value chains and micro enterprises supported by OLM , micro enterprise credit delivery and insurance service delivery and its claim management process. • Consolidate MIS received from various district and block teams into one dashboard and MIS framework • Coordinate routine work of all district level consultant and guide, track and monitor their progress. • Responsible for driving and coordinating consultations/workshops with relevant stakeholders. • Prepare occasional knowledge briefs, blogs etc

At the end of first year, deliverables for next year will be worked out and agreed.

11. Review Committee to Monitor Consultant’s Work:

A committee will be constituted under the chairmanship of SMD-cum-CEO by taking all Additional CEO, DY CEO (CF) and SPM (FI) to review the work of the TSA on a quarterly basis. The committee also monitor the progress of the agencies from time to time and provide necessary advice. The review/steering committee may also seek comments and inputs on the consultant’s work from MORD and other experts as appropriate. The review committee may

decide on continuation of service of Technical Agency depending their performance after Year one or in between depending deliverables. Based on recommendation of the committee, the payment shall be released on quarterly basis.

12. Services to be provided by the Client:

The Consultant would be provided access to MIS data, internal advisories, project communications, correspondence, study reports, manuals, handbooks, policy note and such other material which are not in the nature of classified documents.

13. Ownership:

All information collected by consultant will be used only for the purpose of delivering the scope specified in the TOR. No part of the information shall be used for any other purpose without the prior explicit consent of the client. All data collected and materials developed as a part of this assignment shall be the property of the OLM. IPR of all SOPs, Training Modules, data analysis, and technology introduced, if any will be with Odisha SRLM.

14. Reporting:

The agency will report to State Mission Director-cum-CEO – Odisha Livelihoods Mission. All reports (including the Inception Report, monthly progress reports, quarterly report, annual report, mid-cycle project assessment report, and final report) are to be submitted by the TSA to State Mission Director/CEO.

15. Dispute:

In case any dispute will arise between the parties touching to this agreement/complaint the same shall be decided mutually and if the dispute further arises the same shall be referred to the Commissioner-cum-Secretary, P.R. & D.W. Department whose decision will be treated as final and binding as the parties which cannot be challenged in any court of Law.

FORMATS FOR FOI RESPONSE

FORM I: COVERING LETTER

(Company letterhead) [Date]

To,

The State Mission Director cum Chief Executive Officer, Odisha Livelihoods Mission (OLM),

SIRD & PR Campus, Unit-VIII, Bhubaneswar, Odisha

Sub: "Hiring the services of Technical Support Agency (TSA) for provide advisory and management support for implementation of appropriate digital/ alternate channels for effective Financial Inclusion of beneficiary households under OLM"

Dear Sir/Madam

Having examined the Request for Expression of Interest (EOI), we, the undersigned, hereby submit our response for selection of Agency to provide above services to OLM. We attach hereto the response as required by the EOI.

We confirm that the information contained in this response or any part thereof, including its exhibits and other documents and instruments delivered or to be delivered to OLM is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its short-listing process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading during the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so.

We agree for unconditional acceptance of all the terms and conditions set out in the EOI document.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

(Signature) (Name)

Duly authorized to sign the Response for and on behalf of:

(Name and Address of Company/Organization) Seal/Stamp of Consulting Firm Witness
Signature:

Encl: EOI along with enclosures (Forms from II to VII) duly filled in

FORM II: Organization Profile

1. ORGANIZATION PROFILE

a) Name _____

b) Regd. Address _____

c) Address of Office at Bhubaneswar if any

d) Number of Branches in Odisha if any (Please mention place & locations)

e) Name of authorized signatory (in block letters) :

f) Specimen signature of authorized signatory: -

g) Telephone/Mobile No. of authorized signatory of Firm:

h) Email Address of
firm: _____

i) Contact Person's
i) Name & Design. _____
ii) Tel No. Landline _____ Mobile _____
iii) Email ID _____

2. Type of Firm : Private Ltd./Public Ltd:

3. Registration no. of the Firm/Company: _____

(Please enclose self-attested photocopy)

4. Date of Incorporation/ Registration.: _____

(Please enclose self-attested photocopy)

5. Date of Commencement of Business/ Work _____

(Please enclose self attested photocopy)

6. PAN No. : _____

(Please enclose self attested photocopy)

7. GST Regn. No.: _____

(Please enclose self attested photocopy)

8. Annual Turnover for the last 3 financial years:

In Indian Rupees.

2016-17 _____

2017-18 _____

2018-19 _____

(Please enclose copies of audited balance sheet and P&L A/c of last three financial year, i.e till 31st March 2019)

9. Copy of latest GST return attached(Yes/No)

(Please enclose self attested photocopy)

10. Whether all documents submitted signed by the authorized signatory of the firm/agency (Yes/ No):

I / we hereby certify that the terms and conditions given with the tender call notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement at any stage, my/our Firm/Agency will be blacklisted by your office and will not have any dealing with your office in future.

Signatures of authorized signatory

Name _____

Designation _____

Seal:

FORM III: Eligibility criteria checklist

Sl. No.	Eligibility Criteria	Yes/No	Document attached at Page no
8.	The Bidder must be a company incorporated under the Companies Act or a limited liability Partnership Firm registered under Limited Liability Partnership Act 2008/ Partnership Act registered under relevant law		
9.	The average annual turnover of the Applicant in India in the last three financial years ending 31 March 2019 shall be minimum INR 2.00 Crores or above. (FY 2016-17, 2017-18, 2018-19)		
10.	The Bidder should have experience of successful completion of at least two (2) in the Digital Financial Inclusion space including DBT in partnership with commercial banks; Corporate BCs; Development Finance Institutions like SIDBI, NABARD; state & Central Government departments etc. in last 3 Financial years from the proposal due date where the single contract value is not less than INR 20 lakh. (FY 2016-17, 2017-18, 2018-19)		
11.	The Agency/Firm have at least One (1) prior Project experience working in Digital Financial Inclusion space including DBT in partnership with commercial banks; Corporate BCs; Development Finance Institutions like SIDBI, NABARD; State & Central Government department etc.		
12.	The Agency/Firm should have at least 12 or more technically qualified personnel -as per Terms of Reference (ToR)		
13.	The Agency/ Firm should have experience of developing and successful implementation of at least 1proprietary Fintech applications for advancing Digital Financial Inclusion.		
14.	The agency should not black listed by any Government or any organization in respect of any assignment or behavior.		

Date:

Signature: (Name with Company Seal)

FORM IV: Experience of the agency as per ToR point no 6 and sub point no 3 in eligibility criteria.

The Bidder should have experience of successful completion of at least two (2) in the Digital Financial Inclusion space including DBT in partnership with commercial banks; Corporate BCs; Development Finance Institutions like SIDBI, NABARD; state & Central Government departments etc. in last 3 Financial years from the proposal due date where the single contract value is not less than INR 50 lakh.

(FY 2016-17, 2017-18, 2018-19)

Sl No	Name of the assignments	Name & Address of the client	Period of the assignment	Contract Value	Role of the assignment	Supporting document like work order/ contract copy attached at page no
1						
2						
N--						

[Only Projects with different titles and objectives will be counted as separate projects; Extension of the same project will be counted as one]

Date:

Signature: (Name with Company Seal)

FORM V: Experience of the agency as per ToR point no 6 and sub point no 4 in eligibility criteria.

The Agency/Firm have at least One (1) prior Project experience working in Digital Financial Inclusion space including DBT in partnership with commercial banks; Corporate BCs; Development Finance Institutions like SIDBI, NABARD; State & Central Government department etc.

Sl No	Name of the assignments	Name & Address of the client	Period of the assignment	Contract Value	Role of the assignment	Supporting document like work order/ contract copy attached at page no
1						
2						
N--						

[Only Projects with different titles and objectives will be counted as separate projects; Extension of the same project will be counted as one]

Date:

Signature: (Name with Company Seal)

FORM VI: Experience of the agency as per ToR point no 6 and sub point no 6 in eligibility criteria.

The Agency/ Firm should have experience of developing and successful implementation of at least 1proprietary Fintech applications for advancing Digital Financial Inclusion.

Sl No	Name of the assignments	Name & Address of the client	Period of the assignment	Contract Value	Role of the assignment	Supporting document like work order/ contract copy attached at page no
1						
2						
N--						

[Only Projects with different titles and objectives will be counted as separate projects; Extension of the same project will be counted as one]

Date:

Signature: (Name with Company Seal)

criteria.

The Agency/Firm should have at least 12 or more technically qualified personnel - as per Terms of Reference (ToR)

SI No	Name of the available Key person	Qualification required	Experience required

(Additional rows may be added if required)

Date:

Signature: (Name with Company Seal)

FORM VII: Declaration for not blacklisted by any Govt Agencies.

Undertaking Format

(Original Signed copy with seal on firm letter head)

Letter No:

Date:

To,

The State Mission Director cum Chief Executive Officer, Odisha Livelihoods Mission (OLM),

SIRD & PR Campus, Unit-VIII, Bhubaneswar, Odisha

Sub: Declaration for not blacklisted by any government organizations.

Sir,

This is to notify that our firm _____ (Insert your name of the firm) intends to submit of proposal in response to EoI for _____ in OLM, we also declare that our firm or any partner of the firm has not been blacklisted by any government or any other organization in respect of any assignment or behavior.

Sincerely,

(Signature of the authorized person)

Name:

Designation:

Name of the Firm:

Date:

Place: