

Expression of Interest (EOI)

For

**Engagement of Consultants/Consultancy Firms/ Consortium for conducting
Impact Assessment Study of Various Schemes (Sector Wise):**

Implemented By

Jammu & Kashmir Entrepreneurship Development Institute

Jammu & Kashmir Entrepreneurship Development Institute

1. Introduction

Jammu & Kashmir Entrepreneurship Development Institute invites Expression of Interest (EOI) from eligible Consultants/Consultancy Firms/Consortium (termed as “Consultant”) hereafter with proven relevant track record for conducting **“Impact Assessment Study of Various Schemes (Sector Wise) under implementation through Jammu & Kashmir Entrepreneurship Development Institute** as per the given terms and conditions. Interested Consultants/ Consultancy Firms / Consortiums may submit their offer as per the details and terms & conditions given in EOI Document which can be obtained from the office of Estates Department, Jammu & Kashmir Entrepreneurship Development Institute (JKEDI), Sempora, Pampore/Industrial Estates, Baribrahmana, Jammu on payment of INR 1000/- (Indian Rupees One Thousand only) during office times 10.00 a.m to 4.30 p.m from **21.01.2019** on any working day. The payment on account of cost of EOI will be accepted in the form of demand draft in favor of “Director JKEDI” drawn on any scheduled bank, payable at Srinagar. The EOI document can also be downloaded from JKEDI website <http://www.jkedi.org> under “Tenders” option in which case the EOI fee of INR 1000/- (non-refundable) as stated above, must be submitted with the EOI offer through Demand Draft.

EOI sealed in an outer big envelope containing **Cover letter, Technical Proposal and Financial Proposal** along with all relevant documents in a separate sealed envelopes therein with “DO NOT OPEN” written on top of the envelope, should reach the office of **Director JKEDI, Administrative Building Industrial Area, Baribrahmana, Jammu** during office hours (**10.00 a.m to 4.30 p.m**) by or before **09-02-2019** upto **4:30 pm** through post or courier or in person quoting the subject as

EOI FOR

“Engagement of Consultants/Consultancy Firms/ Consortiums for conducting Impact Assessment Study of Various Schemes (Sector Wise) under implementation through Jammu & Kashmir Entrepreneurship Development Institute”.

Copies of the proposals through email or fax will not be accepted.

Last Date & Time of Submission of EOI (Hard Copy of EOI along with all the prescribed documents)	09.02.2019 up to 4:30 P.M
Cost of EOI Document (DD)	Rs 1000/- (non-refundable in the shape of DD)
Performance Security	10 % of the bid amount in the shape of Bank Guarantee

The Director JKEDI reserves the right to accept or reject any / all EOI offers at any stage without assigning any reason whatsoever.

Further information regarding extension of date of opening, amendments, etc thereof shall be posted on Institutes website <http://www.jkedi.org>

Agencies including reputed Consultancies, Consortiums, Firms, Public and Pvt. Limited Companies, Societies, Institutions and Organisations having experience in the field of consultancy services and related works, should send proposals with **Annexure A, Concept Note, Action Plan, Timeline and Detailed Budget (Annexure B).**

The Consultancy/Consortium/Firm/Company/Society/Organisation/Institution etc has to demonstrate capacity to take up the responsibility for conducting the Impact Assessment Study of Various Schemes (Sector Wise) under implementation through Jammu & Kashmir Entrepreneurship Development Institute.

Preference will be given to the organisations having experience in providing consultancy services in conducting such extensive impact assessment studies. However, if such choice is not available, other individuals or consultants shall be eligible based on the assessment of the designated committee.

This EOI is not an offer by **Jammu & Kashmir Entrepreneurship Institute** but an invitation for Bidder response. No contractual obligation of whatsoever nature shall ever arise from the EOI process unless and until a formal contract is signed and executed by the duly authorized signatories representing **JKEDI** and the Bidder.

Responses submitted after the stipulated date and time will not be entertained.

The financial bid will also be reduced to score points in accordance with the established procedure by assigning the relevant score to the bidders as is prevalent in such kind of bidding process.

Jammu & Kashmir Entrepreneurship Development Institute reserves the right to amend, modify, add, delete, in part or in full any conditions or specifications without assigning any reason thereof during the entire process. The Bidders shall be entirely responsible for their own costs and expenses that are incurred while participating in the EOI, subsequent presentations and contract negotiation process.

Consultancies/Consortiums/Firms/Companies etc should include **Annexure-A** as part of the EOI which will be the basis of short listing.

The proposal can be drafted in any format that is precise, includes all necessary details and explains logical flow of tasks that will lead to the completion of the task. The Technical Bid and the Financial Bid submitted must be as per the given format as Annexure-A and Annexure-B.

2. Terms of Reference

A. Background:

The growth of any state can be measured on the basis of extent of employment generation opportunities available and the income generated by the people of that state especially the educated unemployed youth. The state of Jammu & Kashmir is young state in terms of its population with almost 65 percent of the population under the age of 35 years. The state has been facing many challenges and unemployment is one of the major challenges acting as a roadblock in the overall development of the state. The Jammu and Kashmir Entrepreneurship Development Institute (JKEDI) is the premier entrepreneurship development Institute of the State dealing with the burgeoning issue of unemployment in the state. The Institute since its inception has played a major role in providing employment opportunities to educated unemployed youth of the state and is the main implementing agency for various Central and State sponsored employment generation schemes in the state. The Institute has an overall objective of fostering an inclusive culture of entrepreneurship at grass root level. The aim of the Institute is to cover broader contours & action plan for futuristic point of view in terms of development of a robust entrepreneurial ecosystem as well as generation of decent Startup activity within the State of Jammu & Kashmir.

B. A brief about Schemes:

The Institute so far has been implementing three major employment generation schemes namely **Seed Capital Fund Scheme (SCFS)**, **Youth Startup Loan Scheme (YLS)** and **Term Loan Scheme of National Minority Development Fund Corporation (NMDFC)** besides **Educational Loan Scheme of National Minority Development Fund Corporation (NMDFC)**. All these schemes are implemented with a holistic approach towards sustainable employment generation and eradication of poverty in the state through creation of self-employment opportunities for educated unemployed youth of the state. This objective is achieved through providing a comprehensive package consisting of training and development services, business development support services followed by hassle free access to finance for successful enterprise creation. The Institute has been successfully implementing these schemes since 2010 with more than 13,000 enterprises (approx) established under different schemes in major sectors like Agriculture, Manufacturing, Services and Trading etc.

All the schemes implemented by the Institute aims at fostering an inclusive culture of entrepreneurship in the state infested with a massive problem of unemployment and ensuring a successful transition towards sustainable livelihood opportunities to the youth of J&K. This objective is achieved through the process of community mobilization, training and capacity building, and provision of income generating assets. The schemes aim at establishing a large number of micro, small and medium enterprises in both urban as well as rural

areas, based upon the financial feasibility and viability of the projects in the respective areas.

With almost a decade of implementation of schemes in the state, comprehensive impact assessment of all the schemes and their overall performance in respective sectors to assess the overall efficiency and effectiveness in achievement of the scheme objectives is envisaged.

It is in this backdrop, the Institute is keen to hire the services of an agency for Impact Assessment Study of Employment Generation Schemes (Sector Wise) implemented by the Institute in the state of Jammu & Kashmir.

C. Scope and Objective of the Impact Assessment Study:

The evaluation study would be aimed at comprehensive and in-depth Impact Assessment of the above mentioned schemes implemented by the Institute.

Evaluation must bring out the results in quantitative and qualitative terms of schemes separately, in terms of geographical coverage, institutional coverage (rural and urban), sectoral performance (Agriculture/Agro-allied, Manufacturing/Industries, Services and Trading etc) and the socio-economic indicators of the beneficiaries covered.

The evaluation agency will be required to cover the following objectives:

- i. To assess the coverage of all the schemes in all districts covering rural, urban and remote areas of the state (both physical and financial).
- ii. To examine the implementation process including availability, adequacy and timelines of funds earmarked under various schemes.
- iii. To examine the capability of the Institute including its district offices in providing the services to clientele and how far they have taken care and succeeded in making suitable arrangements for delivering a comprehensive package of services under various schemes.
- iv. To examine how far the main objective of the schemes has been achieved in assisting the educated unemployed youth of the state in providing them a reasonable platform for self employment and promoting the culture of entrepreneurship in the state.
- v. To examine linkage of the schemes with other financial institutions like J&K Bank Ltd and other allied departments and suggest strategies to further strengthening of the linkages.
- vi. To assess sector wise targeting, coverage and performance of the schemes.
- vii. To assess responsiveness, participation, transparency, and accountability in delivery of the schemes.

- viii. To assess the impact of training and capacity building including the business development support services provided by the Institute.
 - ix. To assess the performance of the bank and other support institutions/departments and suggest the areas and strategy for improvement to increase the effectiveness of schemes in the state.
 - x. To independently assess the status of enterprises/units established under various schemes; estimate total and functional enterprises/units operating in the state in respective sectors along with their financial health status.
 - xi. To estimate diverted and Non-Functional enterprises/units sponsored by the Institute in respective sectors along with the reason thereof for their diversion and non-functionality.
 - xii. To estimate the total number of Non-Traceable enterprises/units in respective sectors sponsored by the Institute under various schemes.
 - xiii. To assess the socio-economic impacts of all schemes with regard to employment generation, income generation, asset creation and improvement in overall quality of life of the beneficiaries in general and the state economy (SGDP) in particular.
 - xiv. To delineate lessons learnt supported by success stories/case studies from implementation and recommend strategic actions for enhancing effectiveness of the schemes.
 - xv. To estimate the success of all the schemes in J&K vis-a-vis other similar states at National level and other neighbouring states.
 - xvi. To examine the present system of monitoring the implementation of the scheme and suggest suitable improvements.
 - xvii. To find out the bottlenecks of the schemes, if any, and to suggest remedial measures for improvement.
- The evaluation agency, as part of the evaluation study will also be required to cover at least the following points:-
- i. To document the specific objectives/deliverables of the scheme and comments to the extent of their clarity.
 - ii. To list methodology used for evaluation of the schemes.
 - iii. To highlight and document weakness and suggest steps to improve effectiveness for implementation of the schemes.
 - iv. Executive summary of the evaluation study.
 - v. To document any other specific section which they think is required to comment during the course of the study.

D. Scope of Work:

- i. The consulting agency shall be responsible for developing an evaluation framework and methodology incorporating a judicious mix of quantitative and qualitative components for comprehensive assessment of all the schemes.
- ii. The consulting agency shall be responsible for conducting the impact evaluation study of all the schemes with respect to the performance under different sectors like Agriculture/Agro-Allied Sector, Manufacturing/Industries Sector, Services Sector and Trading etc.
- iii. The consulting agency must have a sound understanding of state of art evaluation methodologies.
- iv. The consulting agency must have experience of conducting large scale evaluations employing mixed methods.
- v. The consulting agency must have demonstrated capabilities of rigorous statistical analysis.
- vi. The consulting agency must have thorough understanding of unemployment and livelihood issues prevailing in the state of J&K and relevant experience in evaluation of employment generation programmes and livelihood projects.
- vii. The consulting agency shall have to identify data sources, both primary and secondary.
- viii. The consulting agency shall have to develop sampling protocols for primary data collection including statistically robust sample size and sample distribution.
- ix. The consulting agency shall have to develop appropriate research instruments for primary data collection.
- x. The consulting agency shall have to develop analysis protocols with considerations of comprehensive impact assessment, estimation and disaggregation for schemes.
- xi. The consulting agency shall have to conduct survey for collecting primary data using the finalized research instruments and collect secondary data from the identified sources.
- xii. The consulting agency shall have to edit and collate data for analysis.
- xiii. The consulting agency shall have to develop indicators defining socio-economic outcomes of the schemes for the beneficiaries covered.
- xiv. The consulting agency shall have to analyse data and interpret analysis for developing a comprehensive impact assessment report.
- xv. The consulting agency must have strong analytical and report writing skills.
- xvi. The consulting agency shall have to maintain, monitor and measure the study outcomes keeping in view the overall objectives that need to be achieved.
- xvii. The consulting agency shall keep the JKEDI authorities informed at all times. Track study impact, maintain standards and operational compliance.
- xviii. The consulting agency must participate in meetings as assigned.
- xix. The consulting agency must stay abreast to any developments and needs as and when arise during the course of the study.
- xx. The consulting agency shall be responsible for providing written and oral translation and report writing for JKEDI, as and when necessary.
- xxi. The consulting agency shall be responsible for arranging the boarding/lodging and transportation facilities themselves, as and when necessary.
- xxii. The consulting agency shall conduct both professionally and personally in such a manner as to bring credit to JKEDI and to not jeopardize its overall developmental mission.
- xxiii. Other duties as assigned.

E. Target Area & Schemes:

The study has to be conducted across 22 districts in three regions of Jammu, Kashmir and Ladakh (2 Divisions) and is to be completed within a period of five months. The impact assessment study has to be conducted for the enterprises/business units established/sponsored under different schemes (Seed Capital Fund Scheme - SCFS, Youth Start-up Loan Scheme - YSLs, Term Loan Scheme of National Minority Development Fund Corporation - NMDFC) as well as for the Educational Loan Scheme under NMDFC implemented by the Institute; The approximate number of enterprises/units created is 13,385 (Till 31st Dec 2018) spread across all the 22 districts of the state.

The division wise (Jammu & Kashmir) details of the sponsored/established units and the educational loans provided to beneficiaries are as under:

S.No	Scheme	Number of Units Established in each Administrative Division	Total Number of Units/Enterprises Established
1.	Seed Capital Fund Scheme (SCFS) (J&K Govt)	Jammu = 2413	6364
		Kashmir* = 3951	
2.	Youth Start-up Loan Scheme (YSLs) (J&K Govt)	Jammu = 816	1300
		Kashmir* = 484	
3.	Term Loan (NMDFC) (MoMA, GoI)	Jammu = 1367	5387
		Kashmir* = 4020	
4.	Educational Loan (NMDFC) (MoMA, GoI)	Jammu = 13	334
		Kashmir* = 321	
TOTAL			13385

*The Administrative Division of Kashmir includes Ladakh.

F. Duration:

The assignment would be of 5 months (150 days) excluding gazetted holidays.

G. Deliverables/Timeline :

S.No	Key Tasks	Timeline
1.	Submission of Draft Report for Kashmir Division	60 days from the start of the assignment
2.	Submission of Draft Report for Jammu Division	60 days from the start of the assignment
3.	Submission of Final Report (3 hard copies and one soft copy and all original data sets preferably in SPSS)	150 days from the start of the assignment

- i. The successful bidder that shall be awarded the final EOI will have to strictly adhere to the given timelines. In case the event of the successful bidder failing, declining, neglecting or delaying the submission of the final study/report or in the event of any damage occurring or being caused by the successful bidder by not conforming to specified Terms of Reference (ToR), the Institute shall without prejudice to any other remedy available to it under law for the time being in force in J&K State take recourse to all or any of the following penal action against defaulted agency/firm/consultancy/consortium.
- ii. The Institute shall recover the amount of the loss caused by the damage, failure or default (including the consequential damages) as may be determined by the Institute and/or
- iii. Terminate the contract after serving 15 days notice period or black list the successful bidder.
- iv. In case of any dispute, the decision of the Director, JKEDI shall be final and binding on both the parties.

H. Performance Security:

The successful agency/consultancy/consortium/firm/organization on receipt of EOI/award notification shall furnish a Performance Guarantee not less than 10 per cent of the bid amount in the shape of Bank Guarantee with a claim period of four months beyond contract period of two months.

I. Payment Term/Schedule:

Payment shall be released on production of proper invoices/bills in GST format. In case of any discrepancy found at the time of submission of the final copy of the study along with the data sets, the payment shall be withheld or partly released by the Institute till the discrepancy is rectified by the concerned agency. The agency shall submit bills/invoice in triplicate favouring Director JKEDI giving EOI No, date, mode of dispatch on each invoice/ bill.

S.No	Key Tasks	Payment Schedule
1.	On submission of Draft Report for Kashmir Division	10 per cent
2.	On submission of Draft Report for Jammu Division	10 per cent
3.	On submission of Final Report (3 hard copies and one soft copy and all original data sets preferably in SPSS)	50 per cent
4.	On acceptance of final report by JKEDI	30 per cent

Taxes as applicable under rules shall be deducted at source by JKEDI.

J. Mode of Payment:

Cheque or Wire Transfer deposited in favour of the agency/firm/consultancy.

3. Selection Process:

A two-phase selection process has been put in place for this purpose which is as follows:

- a. Receiving the EOI which include Proposal, Action Plan, Time Line and Budget within the time frame.
- b. Verifying the shortlisted agencies/firms/institutions/organizations based on the documentation. Only shortlisted organisation's/agency's verification will be carried out by the selection committee followed by a detailed Power Point Presentation (PPT) to be given by the shortlisted agencies/firms/institutions/organizations.

4. Eligibility Criteria :

The bidder should fulfil following criteria:

- i. The EOI will be evaluated based on the above broad criteria. Only the EOI's of Consultancies/Consortiums/Firms/Companies/Societies/Organizations/Institutions submitting details as per Annexure-A will be considered.
- ii. The bidder should have Permanent Account Number (PAN) issued by the Income Tax Department, Govt. of India.
- iii. The bidder should have GST No.
- iv. The bidder should have carried out at least two similar impact assessment studies for reputed organizations at national or international level, and shall produce a proof thereof.

- v. The bidder should not have been blacklisted / banned by any Government organization / University / educational institute/ or any reputed organization.
- vi. The EOI document should be accompanied with the cost of EOI document of Rs. 1000/- (non- refundable) in the form of Demand Draft favoring Director, JKEDI Sempora, Pampore.

5. Evaluation Criteria:

S. No.	Particulars	Applicability
1.	Minimum Requirements <ul style="list-style-type: none"> • Organisation Registration Certificate issued by the competent authority • PAN Number • Tax Exemption Certificate obtained from IRO or Latest Tax Clearance certificate. • ITR Renewal Certificate • Audit Reports (Last 3 Fiscal Years) 	Yes/No <hr/> Yes/No Yes/No Yes/No Yes/No
2.	Organisational Experience Number of projects undertaken, Years of experience, Geographical Coverage within state/district, working experience with State and Central Government.	Score Level 25
3.	Relevant working experience in the field of evaluation studies and impact assessment.	30
4.	Organisational Profile Composition of Executive Committee, Existing human resource, number of staff members working in the relevant field.	15
5.	Power Point Presentation of the Project Proposal with Action Plan to be presented before the designated committee for conducting the Impact Assessment Study of Employment Generation Schemes (Sector Wise) implemented by the Institute for which project proposal is part of the tender document.	30

First three bidders shall be shortlisted on the basis of the highest technical score grading for evaluation of financial quotes submitted by the bidders.

Example: If there are six bidders and technical score acquired by these bidders in the descending order viz 80, 70, 60, 50, 40, 30. Financial quotes of bidders with score 80, 70 and 60 shall only be considered for overall evaluation and further consideration.

Procedure for evaluation of financial quotes to be converted into score points. Total manpower in each category along with respective rates quoted in each category for study duration (5 Months). The total amount quoted in financial quote shall be calculated and reduced to score point as follows:

Qualified Technical Bidders score.

Highest (1): 80 points

Highest (2): 70 points

Highest (3): 60 points

Financial Quotes Score.

(Illustration)

Bidders	Total Rates Quoted (5 Months)
A (L3)	Rs. 34,00,000
B (L2)	Rs. 29,00,000
C (L1)	Rs. 22,00,000

Financial Score:

$$F1 = L1/L3 \times 100 : 22/34 \times 100 = 64.7$$

$$F2 = L1/L2 \times 100 : 22/29 \times 100 = 75.8$$

$$F3 = L1/L1 \times 100 : 22/22 \times 100 = 100$$

Total Score (Aggregate):

$$H1 + F1: 80 + 64.7 = 144.7$$

$$H2 + F2: 70 + 75.8 = 145.8$$

H3 + F3: 60 + 100 = 160

Hence, H3 will emerge as the successful bidder.

Annexure A
Organizational Profile

S. No.	Particulars	Detailed Information
1	Name of the Organisation	
2	Type of Organisation	
3	Organisational Goal and Objectives	Goal: Objectives:
4	Contact Address and Contact Person	Physical Address: Name of the Contact Person: Position: Phone Number: Email:
5	Date of Establishment	
6	Registration number, date of registration and relevant registration authority.	
7	Affiliation Number and Date (if any)	
8	Date of latest renewal	
9	PAN registration number	
10	Number of professionals, (Fulltime Staff) (Core and Project)	
11	Main areas of Specialisation	
12	Geographical Coverage/District and Working District	
13	Working Sector/Area of service provided in previous assignments	
14	List of Policies and Procedures of the Organisation	

***Note: Please submit necessary documents as proof wherever required.**

Annexure B
Format for Financial Bid

The bidders shall quote the wages as per J&K State and central minimum wages, as per the following format:

S. No.	Staff Category	Quantity	Per Head Amount Quoted*	Cost Per Month *	Total* (5 Months)
1.	Study Director				
2.	Study Coordinators (Division Wise)				
3.	Consultants				
4.	Subject Matter Experts (SMEs)				
5.	Field Supervisors				
6.	Team Leaders				
7.	Research Associates				
8.	Content Writers/Editors				
9.	Data Analysts				
10.	Surveyors				
Admin & Utility Expenses					
11.	Administrative/Utility / Management Expenses				
TOTAL					

Note: Wages quoted can be increased at the time of entering into an agreement on mutually agreed terms as deemed fit by a committee designated by competent authority for such purpose.

*Note: The rates quoted should be written both in Figures as well as in Words.

Date

Place

Stamp & Sign.

Signature

6. Declaration of Eligibility

I/We, the undersigned (Name and address of the Firm)

(Name and address of company)

Declare that the following conditions are applicable to us;

- ❖ We are registered.
- ❖ We are not bankrupt or in the process of going bankrupt.
- ❖ We have not been convicted for an offense concerning professional conduct.
- ❖ We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- ❖ We have not been blacklisted /banned by any Government organization / University /Educational Institute.
- ❖ We have fulfilled obligations related to payment of taxes.
- ❖ We are not guilty of serious misinterpretation in providing requisite information.
- ❖ We are not in situation of conflict of interest (with prior relationship to organization or family or business relationship to members of designated committee).
- ❖ We have never been declared at serious fault of implementation owing to a breach of the contractual obligations.
- ❖ We do not employ personnel below the legal working age.
- ❖ We provide basic social rights and fair working conditions to our employees.

WITNESSES

DECLARANT
