

Expression of Interest (EOI) Invited for Engaging

**Institution for conducting Micro Enterprise Development Programs
[MEDPs] and Employability & Soft Skills Development Programs [ESDPs]**



**राष्ट्रीय महिला आयोग
National Commission for Women**

**Office of the Joint Secretary,
National Commission for Women
Plot No 21, Jasola Institutional Area, Delhi: 110025**

I N D E X

S.No.	CONTENTS	Page No.
	Invitation For Expression of Interest	3
	Letter of Invitation	4
1.	Introduction	5
2.	Purpose & Objective of Expression of Interest (EOI)	5
3.	EOI Processing Fees	5
4.	Venue & Deadline for Submission of Proposal	5-6
5.	Validity of Offer	6
6.	Term of Reference	6-7
7.	Instructions to Bidders	7
8.	Qualification Criteria	7-8
9.	Evaluation Criteria & Method of Evaluation	8-11
10.	Response	11
11.	Conflict of Interest	11
12.	Condition under which EOI is issued	11
13.	Last Date of submission of EOI	11
14.	Deliverables	12
15.	FORMATS	
i)	Format - 1	13
ii)	Format – 2	14
iii)	Format - 3	15
iv)	Format - 4	16
v)	Format - 5	17
vi)	Format - 6	18

**NATIONAL COMMISSION FOR WOMEN
PLOT 21, JASOLA INSTITUTIONAL AREA
NEW DELHI-110025**

INVITATION FOR EXPRESSION OF INTEREST

The National Commission for Women invites sealed Expression of Interest (EOI) from Institution for conducting Micro Enterprise Development Programs [MEDPs] and Employability & Soft Skills Development Programs [ESDPs].

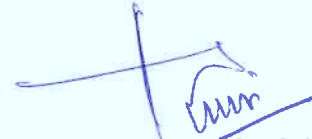
The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website <http://ncw.nic.in>

Further details, if any, may be obtained from Deputy Secretary, National Commission for Women, Plot no. 21, Jasola Institutional Area, New Delhi-110025 (shivani.dey@gov.in / anasuya.ncw@nic.in 011-26944886) during working hours.

Last date for submission of EOI is 30th June, 2023 upto 17:00 hrs. Sealed envelope, containing EOI and non-refundable fee of Rs 1000 by way of DD/Pay Order in favour of "PAO, National Commission for Women addressed to:

Ms Shivani Dey
Deputy Secretary
National Commission for Women,
Plot no 21, Jasola Institutional Area,
New Delhi, 110025

Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of the NCW.



A. Asholi Chalai
Joint Secretary
National Commission for Women
Plot 21, Jasola Institutional Area
New Delhi 110025

Note: The National Commission for Women or any of its designates reserves the right to cancel this request for EoI and/or invite afresh with or without amendments, without liability or any obligation for such request for EoI and without assigning any reason. Information provided at this stage is indicative and NCW reserves the right to amend/add further details in the EoI.

**NATIONAL COMMISSION FOR WOMEN
PLOT 21, JASOLA INSTITUTIONAL AREA
NEW DELHI-110025**

No. 08-34/2/2023-C&ICell(NCW)

Dated: 01.06.2023

Dear Sir/Madam,

The National Commission for Women invites sealed Expression of Interest (EOI) from Indian agencies (as defined in para 8(1) of the document) for undertaking Micro Enterprise Development Programs (MEDPs) and Employability and Soft Skill Development Programs (ESDPs).

The EOI Document containing the details of qualification criteria, submission requirement, brief objective and scope of work and method of evaluation etc. is enclosed.

The EOI Document is also available on the NCW website <http://ncw.nic.in>.

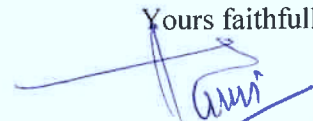
You may submit your responses in sealed envelopes in the prescribed format latest by 30.06.2023 up to 17.00 hrs addressed to:

Deputy Secretary
National Commission for Women,
Plot No. 21, Jasola Institutional Area
New Delhi- 110025.

Queries if any may be referred in writing to the Deputy Secretary, NCW at the above mentioned address or telephone No. 011-26944886 or on E-mail: shivani.dey@gov.in / anasuya.ncw@nic.in

S. No.	Critical Dates	Date	Time
1.	Publishing Date	01.06.2023	17:00 hrs
2.	Document Download Start Date	01.06.2023	17:00 hrs
3.	Document Download End Date	30.06.2023	12:00 hrs
4.	Bid Submission Start Date	02.06.2023	10:00 hrs
5.	Bid Submission End Date	30.06.2023	17:00 hrs
6.	Bid Opening Date	03.07.2023	10:00 hrs

Yours faithfully,



Joint Secretary (NCW)

Encl.: EOI Document.

1. Introduction

Women Economic Empowerment (WEE) is one of the most important steps to bring lasting socio-economic change at the societal level. Despite several attempts in the recent past, there is still a wide gender gap in terms of job-market participation and enterprise ownership in our country. Some specific steps are also suggested by the government and different institutions working in the domain of economic empowerment of women but the result is still far from satisfactory.

In case of disadvantaged group of women, who face social marginalization and economic disadvantages, there is a need to understand their issues and design programmes to build their capacity and training programmes suited to their needs. A large number of women are engaged in tedious labor work. With proper policy intervention and capacity-building they can start their own micro-enterprise/skill-based businesses and join the mainstream economy. There is a need to provide an enabling ecosystem to such women so as to enable them to easily access the existing governmental schemes, policies and participate in the economic process without any hindrances. Moreover, adolescent girls from disadvantaged social and economic backgrounds are left out in the latter part of life due to lack of proper exposure and sensitization.

2. Purpose and Objective of Expression of Interest (EOI)

The National Commission for Women (NCW) is seeking to economically empower women across all strata. NCW seeks to promote different income generating activities particularly promoting self owned micro-enterprises through skill and entrepreneurship development training.

These interventions will be aimed to enhance their capacity and help them financially to strengthen their enterprises. The entire approach to strengthen the ecosystem will be proposed for long-term sustainability of the intervention. The employability and soft-skill development intervention will be aimed to make the target group market-ready.

3. EOI Processing Fees

A non-refundable processing fee for Rs. 1,000/- (One Thousand Rupees only) in the form of a Demand Draft or a Pay Order drawn in favour of “**PAO, National Commission for Women**” Payable at **New Delhi** has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees shall be liable to get rejected.

4. Venue and Deadline for Submission of Proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to the NCW at the address specified herein earlier. In exceptional circumstances and at its

discretion, the NCW may extend the deadline for submission of proposals by issuing an amendment to be made available on the NCW website, in which case all rights and obligations of the NCW and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

5. Validity of Offer:

The offer for EOI as per this document shall be valid for a period of three (3) months initially, which may be extended further, if required by the NCW.

6. Terms of Reference

a. Scope of Work

- i. Selection of Beneficiaries based on the following parameters**
 - 1. Age Group [18 to 45 Years]**
 - 2. Education Qualification [Intermediate or equivalent]**
 - 3. Engaged in any informal employment or self-employed**

- ii. Conducting Non-Residential Micro Enterprise Development Programs [MEDPs]**
 - 1. Entrepreneurship Development Programmes of Two Weeks (10 Days)**
 - 2. Giving Training and Mentoring to set up Enterprises**
 - 3. Providing handholding support to Emerging Enterprises for at least one year to ensure their sustainability**

- iii. Conducting Non-Residential Employability & Soft Skills Development Programs [ESDPs] (3 Days) with the following objectives:**
 - 1. To provide set of soft skills and business skills to the participants to become successful entrepreneurs**
 - 2. Address issues and challenges faced by women to enter the economic mainstream by empowering them through these skill training**
 - 3. Promoting efficiency and developing quality assurance of their enterprises/self-entrepreneurship opportunities**
 - 4. Readiness to access different government schemes**

- iv. Training of 900 Women under MEDPs and 900 under ESDPs **yearly** with a batch size of 25-30 participants.**

- v. Ensuring that at least 40% trained beneficiaries (a) Create New Enterprises; or (b) Grow their existing Enterprises, in terms of achieving more sales and creating new jobs etc.

b. Location of the Work

- i. Across the country, covering at least 25 States/UTs
- ii. Both urban and rural areas

7. Instruction to Bidders

- a. The expression of interest is to be submitted in a two bid system. The technical and financial bids should be sealed in separate envelopes superscribed ‘Technical Bid’ and ‘Financial Bid’, respectively. Both the sealed envelopes containing technical and financial bid should be sealed in a single envelope superscribed **“EOI for engaging Institutions for conducting Micro Enterprise Development Programs (MEDPs) and Employability & Soft Skills Development Programs (ESDPs)”**.
- b. The technical bid shall contain the following documents:
 - ❖ Applicant’s Expression of Interest as per Format-1.
 - ❖ Organizational Contact Details as per Format-2.
 - ❖ Experience of the organization as per Format-3.
 - ❖ List of team members (at least 2) as per Format-4.
 - ❖ Financial strength of the company as per Format-5.
 - ❖ Declaration as per Format-6.
- c. EOI documents will be hosted on the website <http://ncw.nic.in> and maybe downloaded from the website. The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder’s risk and may result in rejection of the proposal.

8. Qualification Criteria: An EOI must meet the specific requirements for all the criteria listed below in order to be shortlisted:

S. No.	Qualifying Criteria	Supporting Document(s)
1	The Agency must be an entity incorporated and registered in India under the Indian Companies Act 1956/ LLP Act 2008/ Partnership Act 1932/Societies Registration Act 1960/ Indian Trust Act/ Cooperative	Certificate of Incorporation/ Copy of Registration Certificate (s)

	Societies Act 1912 and should have been operating for the last 10 years as on the date of publishing of Expression of Interest (EOI) (including name change/impact of mergers or acquisitions).	
2	The Agency must have a minimum annual turnover of 10 Crores during every financial year of FY 2019-20, 2020-21 and 2021-22.	Certificate from CA firm/ P&L statement and Balance Sheet approved by the auditor
3	The Agency should have experience of conducting at least two national-level/multi-state training projects in last 3 years.	Work order with order value detailing the scope.
4	The Agency must be registered under Income Tax/ Goods and Service Tax Act and other applicable tax laws, as the case may be.	Certificates/Orders issued by competent Authority.
5	The Agency has experience in engaging with women for awareness creation/training or for capacity-building initiatives or livelihood promotion and skill development activities on behalf of Govt of India OR State governments during the last three years.	Work order with order value detailing the scope.
6	The Agency should not have been blacklisted by any State Government or any other Public Sector Undertaking or a Corporation as on the date of submission of EOI. The Agency that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process.	Self-certification from the authorized signatory of the agency.

9. EOI Evaluation:

a. Technical Proposal

S. No.	Technical Criteria	Evaluation Criteria	Max. Marks
1	Proposed Strategy for Beneficiary Selection, Capacity Building, Establishment of Enterprises, Linkages and Sustainability	For highlighting the key components of the proposal including but not limited to <ul style="list-style-type: none"> Understanding and appreciation of the project Scoping of Opportunities and their mapping Beneficiary Selection Mechanism 	30

S. No.	Technical Criteria	Evaluation Criteria	Max. Marks
		<ul style="list-style-type: none"> • Capacity Building and Enterprise Creation Process • Approach for Mentoring, and handholding for Enterprise Sustainability • Detailed Execution / Implementation Plan • Tentative Deliverables and Outcome • Management capability of the Agency Support: Proposal document describing the desired details and presentation.	
		Implementing Agency for National Level Programme/ Nodal Institution for Multi-State Project for capacity-building in enterprise promotion/ livelihood promotion for women from marginalized sections of society with the minimum project cost of Rs. 50 Lakh for State / Central Government in India.	
2	Experience on similar assignments done in past three years for Central Govt./ State Govt. Departments	<p>Evaluation Criteria: “Project Experience Score”</p> <p>i. If the value of project > 1 Crore then 10 marks for each project, subject to maximum 20.</p> <p>ii. If the value of project > 50 Lakh and <= 1 Crore then 5 marks for each project, subject to maximum 20.</p> <p>Supporting Documents: Agreement copy defining the scope and value. Also, provide a department reference detailing the address.</p>	20
		<p>The score for Relevant Experience of the Agency in conducting training programmes for women beneficiary of any government schemes/ livelihood promotion projects supported by any reputed agency/ enterprise creation schemes of state or central government in last three years</p> <p>Evaluation criteria:</p> <p>Number of average participants attained such trainings in one year -</p> <p>500- 1,000---5 Marks</p> <p>1,001- 1,500 ---10 Marks</p> <p>1,501- 2,000 --- 20 Marks</p>	

S. No.	Technical Criteria	Evaluation Criteria	Max. Marks
		More than 2,000 --- 25 Marks Supporting Documents: Agreement copy defining the scope & value. Also, provide Department reference detailing and address.	
3	Financial Stability	Average Turnover of Agency engaged in Entrepreneurship, Livelihood Promotion and Skill Development interventions during the last three financial years, FY 2019-20, 2020-21 and 2021-22. Evaluation Criteria: “Financial Stability Score” i. Average Turnover Rs. 25 Crore and above 15 marks ii. Average Turnover Less than Rs 25 Crore – 15 Crore or more 10 marks iii. Average turnover – Less than Rs. 15 Crore- 5 marks Supporting Documents: Auditor / CA certified document	15
4	Team	Evaluation will be based on team profiles meeting the Project requirements Supporting Documents: CVs of Team Members citing their experiences.	10
		TOTAL MARKS	100

b. The financial proposal of only technically qualified bidders will be opened. A bidder who scores 50 or more in technical bid will be considered as a qualified bidder.

c. Financial Proposal

S.No.	Details of Activities	Cost of Activities as per Scope of Work mentioned in Terms of Reference	(in Rs. Lakh) [inclusive of all taxes]
1.	Micro Enterprise Development Programs [MEDPs]	Average Cost Per Participant	
2.	Employability & Soft Skills Development Programs [ESDPs]	Average Cost Per Participant	

d. Evaluation of Proposal

The proposal will be evaluated on the QCBS pattern with the weight age of 60-40 to technical and financial bid respectively.

Financial score of the applicant = (lowest quoted rate among all the technically qualified applicants / rate quoted by the applicant) x 100

The composite score of the applicant= 0.6 x Technical Score + 0.4 x Financial Score

The person with the highest composite score will be considered L1 bidder.

10. Response

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

Application in sealed cover superscribed, as “**EOI for Engagement of Institution for conducting Micro Enterprise Development Programs [MEDPs] and Employability & Soft Skills Development Programs [ESDPs]**” should reach office by 31.06.2023.

11. Conflict of Interest:

Where there is any indication that a conflict of interest* exists or may arise, it shall be the responsibility of the Bidder to inform the NCW, detailing the conflict in writing as an attachment to this Bid. The NCW will be the final arbiter in cases of potential conflicts of interest. Failure to notify NCW of any potential conflict of interest will invalidate any verbal or written agreement.

*Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

12. Condition under which EOI is issued

The EOI is not an offer and is issued with no commitment. The NCW reserves the right to withdraw EOI and or vary any part thereof at any stage. The NCW further reserves the right to disqualify any bidder, should it be so necessary at any stage.

13. Last Date of Submission of EOI

The last date of submission of EOI is 30.06.2023 at 17:00hrs.
Bid Opening Date & Time is 03.07.2023 at 10:00 hrs.

14. DELIVERABLES

S.No.	Deliverables	% of Sanctioned Amount	Time Frame
First Instalment	Signing of MoU between National Commission for Women and successful bidder	10%	Within 10 days of award of work
Second Instalment	On completion of 15 programs and receiving of Progress Report along with Bills/Vouchers and Duly attested Utilization Certificate	30%	Within 2 months of award of work
Third Instalment	On completion of 30 programs receiving of Progress Report along with Bills/Vouchers and Duly attested Utilization Certificate	30%	Within 4 months of award of work
Full and Final Payment	Submission of the impact study along with Bills/Vouchers and Duly attested Utilization Certificate	30%	Within 18 months of award of work

15. FORMATS FOR SUBMISSION

FORMAT – 1 APPLICANT'S EXPRESSION OF INTEREST

To,

**Deputy Secretary,
Plot No. 21, Jasola Institutional Area,
National Commission for Women,
New Delhi -110025**

Sub: Submission of Expression of Interest to conduct Micro Enterprise Development Programs [MEDPs] and Employability & Soft Skills Development Programs [ESDPs].

Dear,

In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes:

1. Organizational Details (Format-2)
2. Experience of the organization (Format-3)
3. List of team members (at least 2) (Format-4)
4. Financial strength of the organization (Format-5)
5. Declaration (Format-6)
6. Presentation on the proposed strategy for beneficiary selection, capacity building, establishment of enterprises, linkages and sustainability.
7. Any other additional information

Encl.: As above.

Sincerely Yours,

Signature of The applicant
[Full name of applicant]
Stamp.....
Date:.....

Note: This is to be furnished on the letter head of the organization

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Institution	
4.	Whether The firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous?If yes, details Thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience of the Organization

Year	Number of Assignments	Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclose completion certificate)
2019-20			
2020-21			
2021-22			

FORMAT – 4

List of Team Members (at least 2)				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Note: Please submit detailed CV along with it.

Signature of the Applicant

Full name of Applicant

Stamp & Date

FORMAT – 5

Financial Strength of the Organization

S. No	Financial Year	Whether profitable Yes/NO	Annual net profit (in Lakhs of Rs.)	Overall annual turnover (in Lakhs of Rs.)
1	2018-19			
2	2019-20			
3	2020-21			
4	2021-22			

Note: Please enclose auditor’s certificate in support of your claim. The highest turnover Of past three years will be considered out of the above mentioned financial years.

Signature of the Applicant

Full name of Applicant

Stamp & Date

FORMAT -6

Declaration

We hereby confirm that we are interested in competing for conducting Micro Enterprise Development Programs [MEDPs] and Employability & Soft Skills Development Programs [ESDPs].

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.