

GOVERNMENT OF HIMACHAL PRADESH  
DEPARTMENT OF REVENUE  
DISASTER MANAGEMENT

No. Rev(DMC)-F-11-45/2015-III – GO-NGO

**NOTICE INVITING TENDER**

The Department of Revenue (Disaster Management) intends to conduct a systematic assessment of the organizational capacities of GO-NGOs and Voluntary Organizations working in disaster risk reduction (DRR) and disaster management within the state. The goal is to identify strengths and capabilities of these organizations. This Department intends to hire consultant firms / NGO/ Individual professionals carrying out the following tasks:-

**Scope of Work:**

The assignment will involve the following key tasks:

1. **Prepare a Concept Note**
2. **Develop a Comprehensive Questionnaire**
3. **Collect Data**
4. **Analyze the Collected Data**
5. **Prepare a Report on the Findings**

The bids must reach in Deptt. of Revenue, Disaster Management Cell, Room No. E-G11, Ellerslie Building, Himachal Pradesh Secretariat, Shimla – 2 by 05-04-2025 (5:00PM). The Tender Document and the details of the NIT along with the Scope of Work and Term and Conditions are available on the website of HP State Disaster Management Authority [www.hpsdma.nic.in](http://www.hpsdma.nic.in)

  
**Additional Secretary (Rev-DM) to the  
Government of Himachal Pradesh.**

Dated:-

Additional Secretary (Revenue)  
to the Govt of Himachal Pradesh  
Shimla-2

Endst.No. As above:-

Copy forwarded for information and necessary action to:-

1. The Director, Information & Public Relation Department, Himachal Pradesh, Shimla-2 for wide publicity in two leading newspapers i.e. one in English and one in Hindi.
2. Sh. Alaukik Sharma, ITS, Disaster Management Cell H.P. Secretariat to upload the advertisement on the website of the department.
3. Notice Board.

  
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## **Expression of Interest (EOI)**


Short-term Consultancy for conducting a systematic assessment of the organizational capacities of GO-NGOs and Voluntary Organizations working in disaster risk reduction (DRR) and disaster management within the Himachal Pradesh State.

**EOI No.:** .....



## **DISCLAIMER**

1. While every effort has been made to ensure the accuracy and completeness of this EOI document, Firms/NGOs/Individual professionals are advised to verify its contents independently. Any discrepancies or concerns should be reported to the office (as mentioned below) within three (3) days from the date of issuance. If no such intimation is received within this period, it will be presumed that the document is complete in all respects and accepted as such by the recipient.
2. HPSDMA reserves the right to amend, modify, or update any part of this EOI document before the submission deadline. Any such changes will be communicated to all parties who have obtained this document.
3. HPSDMA reserves the right to reject any or all proposals without providing any reason. No correspondence in this regard will be entertained.

  
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No.

Date:

**INVITATION TO SUBMIT EXPRESSION OF INTEREST**

**Selection of a Firms, NGO, or individual professionals for Conducting a Systematic Assessment of the Organizational Capacities of GO - NGOs and Voluntary Organizations Working in Disaster Risk Reduction (DRR) and Disaster Management in Himachal Pradesh**

**1. INVITATION FOR EXPRESSION OF INTEREST (EOI)**

This Expression of Interest (EOI) document aims to shortlist and select suitably qualified firms for conducting a systematic assessment of the organizational capacities of Government-Non-Governmental Organizations (GO-NGOs) and Voluntary Organizations engaged in disaster risk reduction (DRR) and disaster management within Himachal Pradesh. The assessment will primarily involve:

- **Preparation of a Concept Note**
- **Development of a Comprehensive Questionnaire**
- **Data Collection**
- **Analysis of Collected Data**
- **Preparation of a Report on Findings**

**1.1. Submission of Proposals**

Interested Firms, NGOs, or individual professionals are advised to carefully review this EOI document before submitting their proposals. Submission of a proposal in response to this notice implies a thorough understanding and acceptance of the document's terms, conditions, and implications.

An EOI fee of **₹500/- (Rupees Five Hundred only)** must be submitted in original at the office of the **H.P. State Disaster Management Authority (HPSDMA)** on all working days between **17-03-2025 (10:00 AM) to 05-04-2025 (05:00 PM)**, either by registered post, speed post, or by hand. Proposals without the EOI fee received before **05-04-2025 (05:00 PM)** will not be considered.

The EOI fee should be paid via **Demand Draft/Banker's Cheque** from a **Nationalized / Scheduled Bank** in favor of: **"Director - cum - Spl. Secy. (Rev-DM), Government of Himachal Pradesh, HPSDMA, Himachal"**, payable at **HP Secretariat**, OR through **RTGS/NEFT/IMPS** to the following account:

- **Account Name:** Director-cum-Spl. Secy. (Rev-DM)
- **Account Number:** 435101101078
- **IFSC Code:** HPSC0000435

  
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HPSDMA shall not be responsible for postal delays or non-receipt of the fee.

### **1.2. Proposal Submission Deadline**

The complete proposal must be submitted on or before the due date specified in the Proposal Data Sheet of the EOI document. HPSPDMA is not responsible for any delays in submission and reserves the right to reject any or all proposals without assigning any reason.

### **1.3. Communication and Submission Address**

All communications, including the submission of proposals, should be addressed to:

**Director-cum-Spl. Secy. (Rev-DM)**  
H.P. State Disaster Management Authority,  
Disaster Management Cell, HP Secretariat,  
Shimla – 171002, Himachal Pradesh  
Phone: **0177-2880331, 0177-2880320**  
Email: **sdma-hp@nic.in**

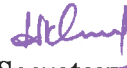
### **1.4. Performance Security**

The selected firm must furnish a **performance security deposit of 10% of the contract value**, valid for **45 days beyond all performance obligations**, in favor of **Director-cum-Spl. Secy. (Rev-DM), HPSPDMA, Himachal**, in the form of a **Bank Guarantee/FDR** only.

### **1.5. Bid Submission Format**

Bidders must submit their proposals in two separate envelopes:

1. **Technical Bid**
2. **Financial Bid** (*to be opened only for firms that qualify in the Technical Bid evaluation*)

  
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No.

Date:


**2. SCHEDULE OF BIDDING PROCESS & DETAILS****Data Sheet**

S. No.	Particulars	Details
i.	<b>Name of the Work</b>	A systematic assessment of the organizational capacities of GO-NGOs and Voluntary Organizations working in disaster risk reduction (DRR) and disaster management within Himachal Pradesh.
ii.	<b>Mode of Submission of Bids</b>	Online or Offline
iii.	<b>EOI Fee (INR)</b>	Cost of EOI Document: Rs. 500/- (Rupees Five Hundred only) (Non-refundable)
iv.	<b>Date of Publication of Tender (Online)</b>	17-03-2025
v.	<b>Last Date/Time for Submission of Online or Offline Bids</b>	05-04-2025 at 5:00 PM
vi.	<b>Last Date for Submission of EOI Fee (Hard Copy)</b>	05-04-2025 at 5:00 PM
vii.	<b>Date of Technical Bid Opening</b>	07-04-2025
viii.	<b>EOI Fee Submission Address</b>	<b>Director-cum-Spl. Secy. (Rev-DM)</b> , H.P. State Disaster Management Authority, Disaster Management Cell, HP Secretariat, Shimla – 171002, Phone - 0177 2880331, 2880320
ix.	<b>Proposal Evaluation</b>	<p><b>Envelope 1 – Pre-Qualification Criteria</b></p> <ol style="list-style-type: none"> <li><b>Annexure 1</b> – Covering Letter</li> <li><b>Annexure 2</b> – Minimum Technical Capabilities</li> <li><b>Annexure 3</b> – CA Certificate for Minimum Financial Capabilities</li> <li><b>Annexure 4</b> – Applicant Details</li> </ol> <p><b>Envelope 2 – Technical Proposal</b> Technical proposals from firms meeting the eligibility criteria will be evaluated further. Minimum qualifying score: <b>70 Marks (out of 100)</b>.</p> <ol style="list-style-type: none"> <li><b>Annexure 5</b> – Experience in Similar Projects (with approvals from competent authorities).</li> <li><b>Annexure 6</b> – Organization Structure / Team Strength</li> <li><b>Annexure 7</b> – Approach, Methodology, and Work Plan.</li> </ol>

  
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		<b>Envelope 3 – Financial Proposal</b>  <i>Financial Bid (to be opened only for firms that qualify in the Technical Bid evaluation)</i>
x.	<b>Selection Criteria</b>	Selection will be based solely on technical qualification
xi.	<b>Proposal Submission</b>	Applicants must submit their proposals per the specified annexure, duly filled, signed, and stamped.
xii.	<b>Contact Numbers</b>	0177 2880331
xiii.	<b>Proposal Validity</b>	180 days from the Proposal Due Date (PDD) or any approved extension.

The detailed schedule and further information regarding the **Expression of Interest (EOI)** are available on the HPSDMA website [hpsdma@nic.in](mailto:hpsdma@nic.in).

  
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**to the Government of Himachal Pradesh**

**Additional Secretary (Revenue)**  
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### **3. INVITATION FOR PROPOSAL**

- 3.1 This Expression of Interest (EOI) document aims to shortlist qualified firms and select suitable Firm(s), NGOs, or individual professionals to conduct a systematic assessment of the organizational capacities of NGOs and Voluntary Organizations engaged in Disaster Risk Reduction (DRR) and disaster management within Himachal Pradesh. The assessment will primarily involve:
- i. Preparing a Concept Note
  - ii. Developing a Comprehensive Questionnaire
  - iii. Collecting Data
  - iv. Analyzing the Collected Data
  - v. Preparing a Report on the Findings
- 3.2 A **Single-Stage** bidding process will be followed to determine eligible applicants for assigning work. Applicants must submit their proposals on or before the Proposal Due Date, as specified in the Data Sheet. The proposals should outline their approach to conducting the systematic assessment of NGOs and Voluntary Organizations involved in DRR and disaster management, in accordance with this EOI document.
- 3.3 This EOI document provides details regarding the bidding process, selection criteria, proposal submission format, qualification requirements, and evaluation procedures.
- 3.4 The selected firms, NGOs, or individual professionals must maintain the level of service specified in this EOI document throughout the empanelment period.
- 3.5 Interested applicants must submit their proposals as per the prescribed format in this EOI document. Submissions will be evaluated for compliance with the outlined requirements, and HPSDMA will assess them based on the specified evaluation criteria.
- 3.6 Selection will be based on the marks obtained during the proposal evaluation. Firms, NGOs, or individual professionals meeting the required score will be engaged by HPSDMA for the assignment.
- 3.7 The complete proposals must be submitted on or before the Proposal Due Date, as mentioned in the Data Sheet. HPSDMA shall not be responsible for any delays in submission and reserves the right to reject any or all proposals without providing any justification.

### **4. DURATION OF THE ASSIGNMENT**

*The assignment will be for a period of two month from the date of awarding the contract.*

### **5. GENERAL SCOPE OF WORK**

The assignment will encompass the following key tasks:

#### **5.1 Preparation of a Concept Note**

- Define the objectives, scope, and importance of the scoping study, with a focus on disaster risk reduction (DRR) and disaster management.

  
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- Outline the methodology for data collection and analysis.
- Identify the expected outcomes and potential impact of the study.

### ***5.2 Development of a Comprehensive Questionnaire***

- Design a structured questionnaire to evaluate various aspects of organizational capacity, including governance, financial management, human resources, program delivery, impact measurement, and specific DRR-related capacities.
- Ensure the questionnaire is designed to elicit clear, detailed, and relevant responses.

### ***5.3 Data Collection***

- Administer the questionnaire to a representative sample of NGOs and voluntary organizations engaged in DRR and disaster management across the state.
- Utilize digital tools for structured and error-free data collection.
- Train data collectors to ensure consistency and accuracy in data gathering.

### ***5.4 Data Analysis***

- Use statistical software for analyzing the collected data.
- Identify trends, strengths, weaknesses, and gaps in organizational capacities, with a focus on DRR and disaster management.
- Summarize key findings in a clear and concise format.

### ***5.5 Preparation of the Final Report***

- Compile the analyzed data into a comprehensive and professionally structured report.
- Ensure the report is well-documented, visually engaging, and ready for dissemination.

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## **6. SCHEDULE OF SELECTION PROCESS & COMMUNICATION**

HPSDMA will endeavor to follow the timeline specified in the Data Sheet.

### ***6.1 Communication***

All proposals and clarifications sought from HPSDMA must be addressed to:

**DM Cell - H.P. State Disaster Management Authority**  
HP Secretariat, Shimla – 171002

Relevant project-related documents, including the EOI, notices, and selection process updates, will be made available on the official website.

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## **7. GENERAL CONDITIONS & EVALUATION CRITERIA**

Firms failing to meet the specified criteria or not providing the required supporting documents may face rejection at the sole discretion of HPSDMA.

### **7.1. Eligibility of Applicants/Firms**

- The applicant must be a single entity; joint ventures are not permitted.

### **7.2. Cost of Proposal**

- The applicant is responsible for all costs incurred in the preparation and submission of their proposal. HPSDMA holds no liability for such costs, irrespective of the outcome.

### **7.3. EOI Document Fee**

Interested firms, NGOs, or individual professionals are advised to thoroughly review this Expression of Interest (EOI) before submitting their proposals. The original EOI document, along with a non-refundable fee of **₹500**, must be submitted to the H.P. State Disaster Management Authority, HP Secretariat, Shimla – 171002, through registered post, speed post, or by hand. Proposals submitted without the required fee will not be considered. The fee must be paid via a Demand Draft issued by a Nationalized/Scheduled Bank in favor of the **State Relief Commissioner cum Additional Chief Secretary (Rev.) to the Government of Himachal Pradesh, Shimla – 171002**.

### **7.4. Acknowledgment by Applicants**

By submitting the proposal, applicants confirm that they have:

1. Thoroughly examined the EOI document.
2. Obtained all necessary clarifications from HPSDMA.
3. Accepted the risks of any inaccuracies or omissions in the information provided.
4. Acknowledged no conflict of interest.
5. Agreed to abide by the terms specified in this EOI.

HPSDMA shall not be responsible for any errors or omissions in the submitted proposals.

### **7.5. Right to Reject Any or All Proposals**

- HPSDMA reserves the right to accept or reject any proposal, annul the selection process, or reject all proposals without any liability or obligation to provide justification.
- A proposal may be rejected if:
  - a. A material misrepresentation is discovered.
  - b. The applicant fails to provide additional information requested by HPSDMA within the specified timeframe.

  
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#### **7.6. Amendment of EOI Document**

- HPSDMA may modify the EOI at any time before the submission deadline. Any amendments will be posted on the website and shall be binding.
- If needed, the proposal due date may be extended, and the revised timeline will be published on <https://hpsdma.nic.in/>.

#### **7.7. Conflict of Interest**

- The applicant must provide impartial and objective services, prioritizing the Authority's interests.
- Any conflict of interest that may impact the selection process will lead to immediate disqualification.

#### **7.8. Language**

- The proposal and all related documents must be submitted in English.
- Any supporting document in another language must be accompanied by a certified English translation.

#### **7.9. Format and Signing of Proposal**

- Proposals must be submitted in the specified format, properly indexed, and numbered.
- The authorized signatory should sign all pages in blue ink.
- If printed documents are submitted, only the cover page must be signed.
- Any corrections must be duly signed.

#### **7.10. Submission of Proposal**

- Proposals can be submitted **online or offline**.
- Submissions should include:
  - Part 1: Proof of Eligibility (Pre-Qualification Criteria)**
  - Part 2: Technical Proposal (Evaluation Criteria)**
  - Part 3: Financial Proposal**

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### **8. EVALUATION PROCESS**

HPSDMA will evaluate proposals in two stages:

#### **8.1. Part 1: Proof of Eligibility**

Applicants must submit the following:

1. **Annexure 1** – Covering Letter
2. **Annexure 2** – Minimum Technical Capabilities

3. **Annexure 3** – CA Certificate for Minimum Financial Capabilities
4. **Annexure 4** – Applicant Details

*\*Only applicants meeting the eligibility criteria will proceed to the technical evaluation stage.*

### **8.2. Part 2: Technical Evaluation**

Applicants must submit:

1. **Annexure 5** – Experience in Similar Projects (with approvals from competent authorities).
2. **Annexure 6** – Organization Structure / Team Strength
3. **Annexure 7** – Approach, Methodology, and Work Plan.

### **8.3. Part 3: Financial Proposal Evaluation**

- **Financial Bid** (to be opened only for firms that qualify in the Technical Bid evaluation)

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## **9. PROPOSAL DUE DATE**

- Proposals must be submitted by the specified deadline in the Data Sheet.
- Any extensions will be published on <https://hpsdma.nic.in/>.

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## **10. LATE SUBMISSIONS**

- Late proposals will not be accepted.
- HPSDMA is not responsible for postal delays.
- For queries, applicants may contact [sdma-hp@nic.in](mailto:sdma-hp@nic.in) or call **0177-2880331, 2880320**.

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## **11. FINAL SELECTION AND EMPANELMENT**

- HPSDMA will examine and evaluate proposals based on the selection criteria outlined in this EOI.
- Only responsive and technically qualified applicants will be considered for empanelment.
- HPSDMA reserves the right to accept or reject any proposal without further discussion.

This document ensures transparency, fairness, and clarity in the selection process. Interested firms are encouraged to adhere strictly to the guidelines for successful participation.

  
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**12. EVALUATION CRITERIA OF THE TECHNICAL PROPOSAL**

The submitted proposals will be evaluated based on the following criteria:

S. No.	Evaluation Criteria	Scoring	Maximum Marks	Required Documentation
1	<b>Experience in Similar Assignments</b>  <i>*Preference will be given to entities with prior experience in the Himalayan region, particularly in disaster management. (Definition of Similar Work: A systematic assessment of organizational capacities.)</i>	5 Marks per project/study	25	As per Annexure 5
2	<b>Team Strength</b>  <i>*Preference will be given to well-equipped and experienced teams.</i>	5 Marks per Expert	30	As per Annexure 6
3	<b>Technical Approach &amp; Methodology</b>	Based on assessment	25	As per Annexure 7
4	<b>Work Plan</b>	Based on assessment	20	As per Annexure 7

**Total Score: 100 | Minimum Qualifying Marks: 70**

**13. PAYMENT TERMS**


	Payment (%)
i. Submission of Inception Report	10%
ii. Submission of the questionnaire for data collection, along with the database, addressing to satisfactory standards to ensure accuracy, reliability, and completeness.	20%
iii. Submission of the Draft Assessment Report must meet satisfactory standards.	20%
iv. Submission of the final Assessment Report after the approval of competent authority	20%
v. Acceptance of the Assessment Report by the competent authority	30%

**Note:** Payments are subject to the approval of the Director-cum-Special Secretary (Revenue-DM), Government of Himachal Pradesh, based on the quality of deliverables.



**14. INSTRUCTIONS TO BIDDERS**

- The proposal must strictly follow the prescribed format in this EOI. Any deviation may result in rejection.
  - Bidders must submit their technical bid per the instructions provided. Any deficiency or deviation in documentation may lead to disqualification.
  - The applicant is responsible for all costs associated with proposal preparation and participation in the selection process.
  - The HPSDMA will not be liable for these costs, regardless of the outcome.
  - Bidders should carefully review all instructions, terms, and requirements before submitting their expression of interest. Submission implies full understanding and acceptance of the EOI conditions.
  - The response must be comprehensive and complete in all respects. Failure to provide the required information or submitting a non-compliant proposal may lead to rejection.
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## **ANNEXURES**

**Covering Letter**

**Date:** [Insert Date]

**To**

The Director-cum-Special Secretary (Rev-DM)  
Himachal Pradesh State Disaster Management Authority  
Disaster Management Cell  
HP Secretariat, Shimla - 171002

**Subject:** Proposal Submission – Assessment of Organizational Capacities of GO-NGOs and Voluntary Organizations in Disaster Risk Reduction (DRR) and Disaster Management in Himachal Pradesh

**Sir,**

With reference to the EOI document for the aforementioned project, I/We, having thoroughly examined all relevant documents and understood their contents, hereby submit our Proposal for selection as a firm to conduct a systematic assessment of the organizational capacities of Government-Non-Governmental Organizations (GO-NGOs) and Voluntary Organizations engaged in disaster risk reduction (DRR) and disaster management within Himachal Pradesh. The Proposal is submitted in an unconditional and unqualified manner.

1. I/We confirm that we have reviewed the terms and conditions outlined in the EOI and are submitting our application accordingly.
2. All information provided in the Proposal is true and accurate, and all accompanying documents are true copies of their respective originals.
3. I/We agree to provide any additional information that HPSDMA may require to supplement or verify the Proposal.
4. I/We acknowledge the right of HPSDMA to reject our application without providing any justification and hereby waive our right to contest such a decision.
5. I/We certify that in the past three years, we have not failed to perform on any contract, been penalized by an arbitral or judicial authority, or had any contract terminated due to breach on our part.
6. I/We declare that:
  - a) We have reviewed and have no reservations regarding the EOI documents, including any addenda issued by HPSDMA.
  - b) We have no conflict of interest in accordance with the provisions of the EOI document.
  - c) We have not, either directly or indirectly, engaged in any corrupt, fraudulent, coercive, or restrictive practices as defined in the EOI document.

7. I/We understand that HPSDMA reserves the right to cancel the selection process at any time and is under no obligation to accept any proposal or select a consultant.
8. I/We certify that, except for matters unrelated to national security and integrity, we have not been convicted, indicted, or subjected to adverse regulatory orders that could impact our ability to undertake the project.
9. I/We further certify that we have not been charge-sheeted by any government agency or convicted by a court of law for any security-related offense.
10. I/We irrevocably waive any right to challenge or question any decision taken by HPSDMA or the Government of India concerning the selection process or project award.
11. I/We acknowledge that our proposal is subject to the provisions of the EOI document and that we shall have no claim or right in case our proposal is not accepted or opened.
12. I/We agree to keep this offer valid for **180 (One Hundred and Eighty) days** from the publication date of the EOI.
13. If selected for empanelment, I/We commit to providing services in accordance with the EOI provisions, with the Team Leader personally overseeing the work.
14. I/We have carefully studied the EOI and all related documents and understand that no claim, right, or entitlement shall arise from any information provided by HPSDMA.
15. Our **Pre-Qualification, Technical, and Financial Proposals** have been submitted in separate envelopes, and their contents shall constitute the Application, which shall be binding upon us.
16. I/We agree to comply with all terms and conditions outlined in the EOI document.

In witness thereof, I/We submit this Proposal in accordance with the terms of the EOI document.

**Yours faithfully,**

[Signature]

[Name]

[Designation of the authorized signatory]

**Annexure – 2**

**Minimum Technical Capabilities**

Applicants must have a minimum of **five (5) years of experience** in the relevant field. Supporting documents verifying the claimed experience must be enclosed.

**Details of Relevant Projects / Studies Undertaken (Last 5 Years)**

S. No.	Name of the Project /Study	Nature of the Project /Study	Name of the Department	Total Project Cost	Date of Commencement	Project Status	Remarks (Completion Certificate/Department Feedback)
1							
2							
3							
...							

*(Attach additional sheets if required.)*

**Note:**

- Only completed or ongoing projects relevant to the scope of this assignment should be included.
- Documentary proof (such as work orders, completion certificates, or letters of appreciation) must be attached for validation.

**Authorized Signatory:**

*(Signature & Seal)*

  
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**Minimum Financial Capabilities**

**FORMAT FOR CA CERTIFICATE**

*(DIN number must be mentioned in all CA-certified documents.)*

We hereby certify that the **average revenue from services** provided to **State/Central Government and Multilateral Organizations** in the last three financial years (**2021-22, 2022-23, and 2023-24**) is as specified below:

S. No.	Financial Year	Turnover (in Lakhs)
1	2021-22	
2	2022-23	
3	2023-24	
<b>Total</b>		

**Yours faithfully,**

For **[Firm Name]**

**[Signature]**

**Chartered Accountants**

**Membership Number:**

**Date:**

**Place:**

## DETAILS OF APPLICANT FIRM

S. No.	Particulars	Details
1	Name of the Bidder	
2	Address of the Bidder	
2(a)	Registered Address	
2(b)	Phone No.	
2(c)	Fax No.	
2(d)	Email	
2(e)	Website	
3	Legal Status of the Bidder <i>(Attach supporting documents)</i>	
3(a)	An Individual	(Yes/No)
3(b)	A Proprietary Firm	(Yes/No)
3(c)	A Partnership Firm	(Yes/No)
3(d)	A Private/Public Limited Company	(Yes/No)
4	Details of the Authorized Signatory for the Bid	
4(a)	Name	
4(b)	Designation	
4(c)	Phone (Landline)	
4(d)	Phone (Mobile)	
4(e)	Fax	
4(f)	Email	
5	Communication Details for Correspondence Related to the Bid	
5(a)	Name	
5(b)	Address	
5(c)	Phone No.	
5(d)	Fax No.	
5(e)	Email	
6	Names of the Current Proprietors/Partners/Board of Directors	

(SIGNATURE OF AUTHORIZED SIGNATORY AND SEAL)

  
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**EXPERIENCE IN ORGANIZATIONAL ASSESSMENT PROJECTS / STUDIES**

<b>S. No.</b>	<b>Project / Study Name</b>	<b>Client/Organization</b>	<b>Scope of Assessment</b>	<b>Key Findings &amp; Outcomes</b>	<b>Supporting Documents Attached (Yes/No)*</b>
1					
2					
3					
4					
5					

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**Note:**

*The claimed experience must be supported by documentary evidence such as a Work Order, Agreement, Completion Report, or any relevant certification.*

**(Signature, Name, and Designation of the Authorized Signatory)**



**ORGANIZATIONAL STRUCTURE / TEAM STRENGTH**

***Details of Team Members***

<b>Sr. No.</b>	<b>Team Member / Expert Details</b>	<b>Brief Summary of Experience (Attach CV)</b>
1.		
2.		
3.		
4.		

*(Additional rows may be added as required.)*

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**(Signature, Name, and Designation of the Authorized Signatory)**  
**(Name and Seal of the Applicant)**

  
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**SUBMISSION OF APPROACH, METHODOLOGY, AND WORK PLAN**

<b>S. No.</b>	<b>Criteria</b>	<b>Detailed Description</b>
1.	<b>Technical Approach and Methodology</b>	Provide a detailed explanation of the approach, framework, and methodologies to be adopted for conducting the assessment. Highlight innovative techniques, tools, and best practices relevant to the assignment.
2.	<b>Work Plan</b>	Outline the proposed work plan, including timelines, key milestones, resource allocation, and execution strategy. Specify the deliverables and their expected completion timelines.

**(Signature, Name, and Designation of the Authorized Signatory)**

**(Name and Seal of the Applicant)**