

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**Ref. No.: IITBBS/SRIC/SHSSM/DBS/EOI/01****Date: 29.05 2025****INVITATION OF EXPRESSION OF INTEREST (EOI)**

School of Humanities, Social Sciences and Management, Indian Institute of Technology Bhubaneswar invites EOI for selecting a reputed consultancy firm for providing services to undertake large-scale surveys, monitoring of effective implementation and evaluation of various programs/schemes across multiple States.

TIME SCHEDULE

Date of Publishing on IIT BBS website	29 th May 2025, 5.00 PM
Date & time of meeting for Clarification at SHSSM, IIT Bhubaneswar	06 th June 2025, 5.00 PM
EoI Application Submission End Date & Time	20 th June 2025, 5.00 PM
Address for Communication	Dr. Dukhabandhu Sahoo, Associate Professor, School of Humanities, Social Sciences & Management IIT Bhubaneswar, Arugul, Jatni, Khurda, Odisha - 752050, E-mail: dsahoo@iitbbs.ac.in

**EXPRESSION OF INTEREST (EOI)
FOR
SELECTION OF CONSULTANCY FIRM FOR PROVIDING SERVICES TO UNDERTAKE
LARGE-SCALE SURVEYS, MONITORING OF EFFECTIVE IMPLEMENTATION AND
EVALUATION OF VARIOUS PROGRAMS / SCHEMES ACROSS MULTIPLE STATES**

Information to Applicants (ITA)

- 1) Dr. Dukhabandhu Sahoo, Associate Professor, School of Humanities, Social Sciences and Management, Indian Institute of Technology, Bhubaneswar (SHSSM) as prospective Principal Investigator intends to select a reputed consultancy firm partner for providing services to undertake large-scale surveys, monitoring of effective implementation and evaluation of various programs / schemes across multiple states.
- 2) **DEFINITIONS:** Unless context or consistency demands, the following terms shall have the meaning assigned to them as given below. However, in case any doubt arises the decision of Institute shall be final and binding on all the parties.
 - **‘Owner’/ ‘Institute’** shall mean **Indian Institute of Technology Bhubaneswar** and shall include their legal representative, successor and permitted assigns, for example Dr Dukhabandhu Sahoo, Associate Professor, School of Humanities, Social Sciences and Management, Indian Institute of Technology, Bhubaneswar (SHSSM) as prospective Principal Investigator.
 - **'Authorized Representative'** shall mean the representative of Consultancy Firm to be selected.
 - **“SHSSM”** means School of Humanities, Social Sciences and Management
 - **“IITB”** means Indian Institute of Technology Bhubaneswar.
 - **“LLP”** means Limited Liability Partnership.
 - **“PSU”** means Public Sector Undertakings.
 - **“PI”** means Principal Investigator in SHSSM, IITB
 - **“CRT”** means Client Representative Team.
 - **“PMC”** means Project Management Consultancy.
 - **“PMU”** means Programme/Project Management Unit.
 - **“PMS”** means Project Management Support.
 - **“ISO”** means International Organization for Standardization.
 - **“Applicant/ Bidder/Tenderer”** can be used interchangeably and shall have the same meaning. Similarly, Application / Tender/ Bid also shall have same meaning.

3) ELIGIBILITY CRITERIA:

The Applicants who fulfil the following minimum eligibility requirements shall be eligible to apply. Ineligible applications shall be rejected outright and no further action/technical consideration shall be given to such applicants:

- i. **Registered Company/Firm:** The Applicant should be a Company/ Firm/ LLP / PSU registered in India with a track record of providing consulting/ advisory services for at least 5 years as on March 31, 2025. Proof of incorporation shall be submitted.

- ii. **Non- Blacklisting:** The Applicant should not have ever been blacklisted by Government i.e., Central Govt./State Govt./PSU/Governmental Agency/Govt. Department. Applicant must submit an affidavit in this regard.
- iii. **Financial Capacity:** The Applicant should have an average annual turnover of more than INR 10 (ten) crores from consulting/advisory services in the financial years (2021-22, 2022-23 and 2023-24).
- iv. **Similar Experience:** The Applicant must have experience in roles such as CRT/PMC/PMU/PMS, or similar advisory/consulting services, and should have undertaken large-scale surveys, monitoring of effective implementation and evaluation of programs / schemes/ project (s) of Central and / or State government projects (ongoing/completed) with a minimum project value of **₹500 Crores (Rupees Five Hundred Crores only)** within the last 10 years.
- v. **Key Expert required:** No. of experts 2 (two)
 - **Senior Expert 1:** With 30+ years of relevant expertise. Experience in supervising national-level surveys/ evaluation in any national organisation of the Government of India. Experience of working in any Ministry / Department of the Central Government/ State Government at Additional Secretary equivalent level (Govt of India AS or equivalent pay scale) or above for execution of schemes. Govt of India experience in Health / Education / Nutrition / Agriculture / Infrastructure / Finance / Cooperatives sector at JS level or above shall be an added advantage.
 - **Senior Expert 2:** With 30+ years of relevant expertise. Experience of working for execution of schemes in any Ministry / Department of the Central Government/ State Government at Joint Secretary equivalent level (Govt of India JS or equivalent pay scale) or above. Govt of India experience in Health / Education / Nutrition / Agriculture / Infrastructure / Finance / Cooperatives sector at JS level or above shall be an added advantage.
- vi. **Pan India Presence:** The Applicant should have a Pan India presence, in at least 5 to 6 States. Each of these offices must be established a minimum of 1 year prior to the EOI advertisement. (Attach copy of rent agreement/ electricity bill/ telephone bill)
- vii. The Applicant should have demonstrated experience in conducting surveys in multiple states and districts. (Copy of work order/Client agreement should be submitted as proof)
- viii. The Applicant must have ISO Certifications, with registration minimum 1 year prior to EoI publication date (copy of certifications should be attached):
 - IS/ISO 9001:2015
 - ISO 31000:2018
 - ISO 26000:2010

4) WORK DURATION

The selected Consulting Firm shall initially be expected to extend services for a period of Three (03) years, and, may be extended by further periods of one (01) year at a time, subject to a maximum of five (05) years. The performance of the Consultancy Firm Partner will be reviewed periodically by SHSSM IITB.

5) WORK BRIEF

IIT Bhubaneswar undertakes high-quality research and is endowed with high calibre teaching professionals. The SHSSM IITB aims to expand its activities to cover various schemes and

projects across the country and, therefore, requires the services of a consultancy firm capable of undertaking large-scale surveys, monitoring of effective implementation and evaluation of various programs/schemes/project (s) across multiple States etc., so as to expand the knowledge base, deepen research and teaching activities of SHSSM.

Such initiatives necessitate deployment of framework strategies including robust design and execution tools for large-scale surveys, monitoring of effective implementation, evaluation of various programs / schemes/ projects across multiple States / UTs and comprehensive assessments of schemes / project components across diverse geographies and across sectors and subjects such as:

- Economic Sector
- Social Sector
- Infrastructure Sector
- Sustainability Sector
- Financial Sector
- Environment Sector
- New and emerging areas

The selected consultancy firm partner will be expected to conduct pre- and post-intervention analyses, field assessments, and data validation exercises, enabling evidence-based policy formulation and implementation plan.

6) SCOPE OF WORK

The selected Consulting Firm along with its third-party partners if needed by the selected Consulting Firm, will provide services and carry out key responsibilities which include, but not limited to:

i. Survey and Field Assessment

- Designing and executing large-scale surveys across identified geographies.
- Develop sampling frameworks and survey tools to capture.
- Ensure rigorous field team training, ethical compliance, and quality assurance protocols.

ii. Monitoring of Effective Implementation

- Establish comprehensive monitoring frameworks to track the implementation of Programs/ Schemes / Project components.
- Monitor critical indicators.
- Assess the coverage and consumption.
- Track improvements.
- Conduct pre- and post-intervention impact assessments and recommend improvements.

iii. Data Management and Analytics

- Collect, validate, and analyse multi-source data to evaluate program/scheme performance and impact.
- Develop dashboards and analytical reports to support real-time decision-making.

iv. Policy Formulation and Reporting Support

- Generate evidence-based reports, policy briefs, and recommendations.
- Generate actionable insights to inform departmental strategies and future interventions.

v. Stakeholder Engagement and Capacity Building

- Engage with government departments, implementing agencies, and donors.
- Conduct training sessions and workshops on monitoring tools and best practices.

vi. Formulation of Implementation Plans

- Conduct stakeholder focused engagements
- Alignment with national and state priorities and policies

7) GENERAL INFORMATION

- a) The submission of an application, even if all eligibility criteria are met, does not guarantee selection. The final selection will be based on a detailed evaluation of the application, the firm's capabilities, and their strategic fit with PI's proposal objectives.
- b) PI in SHSSM reserves the right to cancel the EOI at its sole discretion.
- c) PI in SHSSM reserves the right to summarily reject the Applications at its sole discretion without assigning any reason.
- d) Application may be rejected for any of the reasons (i) not submitted in the prescribed format or (ii) do not meet any of the eligibility criteria or (iii) not accompanied with requisite documents/information or (iv) incomplete in any respect.
- e) PI in SHSSM reserves the right to verify/cross check the information furnished/ submitted by the applicant.
- f) Mere selection of the Consulting Firm does not guarantee any award of work/assignment by PI in SHSSM.
- g) Any change which is material to the selection criteria, shall be immediately informed to Dr. Dukhabandhu Sahoo, Assoc Professor, SHSSM (Principal Investigator) and PI in SHSSM reserves the right to review any selected Consulting Firm subsequently in case any Managing Partner/associated firm moves/ leaves/withdraws association with the selected firm.
- h) Within the tenure of work, if the selected Consulting Firm is found to be blacklisted by any other Central / State government organization where it was assigned work or empanelled, it would be deemed to be blacklisted from that moment and would not be considered for fresh work by PI in SHSSM.

8) HOW TO APPLY

Interested and eligible Consultancy Firms may submit their applications as per Application Form format annexed to this EoI advertisement, for selection by PI in SHSSM, subscribing on envelope as "Expression of Interest for Selection as **"Consultancy Firm"** for undertaking large-scale surveys, monitoring of effective implementation, evaluation of various programs/schemes across multiple states".

- Submit the duly filled forms to the address mentioned below, by post/courier latest by **hh:mm PM on 00th mmm 2025**. The application form and all the enclosures should be substantiated with relevant documents and must be signed and sealed by an authorized person of the firm.
- The copy of the same must be submitted through email to dsahoo@iitbbs.ac.in subject as "Expression of Interest for Selection of 'Consultancy Firm' for undertaking large-scale surveys, monitoring of effective implementation, evaluation of various programs/schemes across multiple states".
- The document must be accompanied by a non-refundable Processing Fees of INR Rs.10000/- (Ten Thousand only) submitted by means of Demand Draft from any Nationalised / Scheduled Bank drawn in favour of "IIT Bhubaneswar"

Note:

- a) The PI in School of Humanities, Social Sciences and Management, IIT Bhubaneswar will not be held responsible for any delay in postal/courier service, and you are requested to take care of the acknowledgement receipt.
- b) The Consultancy Firm has to ensure that it abides by and meets all the above criteria and minimum qualifying requirements. The Consultancy Firm should ensure and confirm that it has not been blacklisted by any of the IITs or any other Institutions due to deficiency of services.

The application is liable to be rejected if:

- a) The proposal is not submitted as per the requirements indicated in the EOI.
- b) Not in the prescribed format/ tampering with the format.
- c) Not properly signed and sealed as per requirements.
- d) Received after the expiry of due date and time.
- e) All relevant supporting documents are not furnished.
- f) Any misrepresentation, misleading, false, incorrect and/or insufficient information furnished.

9) INTELLECTUAL PROPERTY

All the learning content (slides, documents, problems, training sessions, solutions and other content) created for the programme will be the intellectual property exclusively of School of Humanities, Social Sciences and Management, IIT Bhubaneswar and the programme coordinator/s as per the approved policy of the Institute. Any platform/tool created specifically for the particular programme will be the intellectual property of the School of Humanities, Social Sciences and Management, IIT Bhubaneswar.

10) FEES OF SELECTED CONSULTANCY FIRM

Fees payable to the selected Consultancy Firms shall depend on the scope of work assigned under specific projects by the PI in School of Humanities, Social Sciences and Management, IIT Bhubaneswar.

APPLICATION SUBMISSION**APPLICATION SUBMISSION REQUIREMENTS**

The hardcopy of the Application for Selection (complete in all respects) ...

Envelope - (Following documents to be provided as a single PDF file)		
Sl. No.	Content	File type
1.	Annexure-I: Letter of Transmittal	.PDF
2.	Annexure-II: Application Form for Selection of Consultancy Firm Partner	.PDF
3.	Annexure-III: Details of Personnel	.PDF
4.	Annexure-IV: Details of works/Projects Executed in the last ten years	.PDF
5.	Annexure-V: Affidavit for Non-blacklist	.PDF
6.	List of Enclosures in reference to Annexure- III (Application Form)	.PDF

ANNEXURE-I

LETTER OF TRANSMITTAL

From:
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To,
Dr. Dukhabandhu Sahoo, Associate Professor,
School of Humanities, Social Sciences and Management
IIT Bhubaneswar, Arugul,
Jatni Dist. – Khurda,
Odisha – 752050.

Sub: EOI FOR SELECTION OF CONSULTANCY FIRM PARTNER FOR UNDERTAKING LARGE-SCALE SURVEYS, MONITORING OF EFFECTIVE IMPLEMENTATION AND EVALUATION OF VARIOUS PROGRAMS/SCHEMES ACROSS MULTIPLE STATES

Sir,

Having examined the details given in EoI advertisement document for the above work, I / We hereby submit the application. I/We hereby agree with the terms & conditions mentioned in the EoI document.

Yours faithfully,
(Signature, Name and Designation
of authorized person with complete address of Applicant)

(Please affix seal)

ANNEXURE-II

APPLICATION FORM FOR SELECTION OF CONSULTANCY FIRM

(Please write NA which is not applicable)

1.	a. Name of the Organization			
	b. Registered Office Address			
	c. Details of PAN India Branch Offices			
	d. Address for Communication			
	e. Contact Details i. Phone No. ii. Mobile No. iii. E-mail Id iv. Key Contact Person			
2.	Year of Establishment			
3.	Constitution of Firm/ Organization	Sole Proprietorship/ Partnership /Private Ltd./ Public Ltd./ Any other		
4.	Name of the Proprietor/ Partners/ Directors of the Organization / Firm			
5.	Details of Registration with Registrar of Companies/ Registrar of Firms in India			
6.	Organizational Structure of Company/ Firm			
7.	Registration with Government Authorities: a. Income Tax (PAN) No. b. Goods & Service Tax (GST) No.			
8.	Yearly Turnover and Net Profit of the organization during the last 3 years (year wise)	FY	Total Turnover (₹)	Net Profit (₹)
		2021-22		
		2022-23		
		2023-24		
9.	ISO Certification, with registration minimum 1 year prior to tender date: • IS/ISO 9001:2015 • ISO 31000:2018 • ISO 26000:2010			
10.	Antecedent: Whether the company has been blacklisted by any IITs/ IIM's/Central Govt./ State Govt./ PSU/Govt. Bodies thereof.			
11.	Whether the company is under litigation/ arbitration cases during the last 3 years; if yes furnish details			
12.	Mention list valid work / empanelment with other government departments			

Note: Attach attested copies (authorized signatory) of all the documents in support of above-mentioned points.

- It is hereby certified that ----- (The Applicant) has never been black-listed by IIT Bhubaneswar/ Other IITs/Central/ State Governments/ PSUs.
- It is hereby submitted that all the terms and conditions of this EoI are acceptable to the Applicant.

Declaration

I hereby certify that the above-mentioned particulars are true and correct. If any fact/information is found incorrect/misleading, the Application shall be rejected, and the Applicant is liable for legal action.

(Signature of Authorized Signatory.

Name of Authorized Signatory)

(Organisation Stamp)

Annexure-III**Details of Key Experts**

(Signature of Authorized Signatory.
Name of Authorized Signatory)
(Organisation Stamp)

DETAILS OF WORKS / PROJECTS EXECUTED DURING LAST TEN YEARS

[illegible]

Annexure - V

AFFIDAVIT FOR NON-BLACKLISTING

(To be submitted in Stamp Paper of Rs100)

I/We undertake and confirm that I/We/ our firm/ company/ JV have not been barred or blacklisted by any of the central/ state government departments, Undertakings, Autonomous bodies, Institutions, Applicant, Societies, Enterprises and Companies. Further that, if such information comes to the notice of the institute I/we shall be debarred for selection or empanelment at IIT Bhubaneswar in future. Also, if such information comes to the notice of institute on any day before start/or during the work, the PI in School of Humanities, Social Sciences and Management, IIT Bhubaneswar shall be free to cancel the selection.

(Notarized affidavit to be furnished at the time of submission of application)

NOTE: Affidavit to be furnished on a 'Non-judicial' stamp paper of Rs100.

Signature of applicant(s) or
an authorized officer of the firm with stamp

Signature of Notary with Seal

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List of Enclosures in reference to Annexure- III (Application Form)

Description		Checkbox	
1.	Address Proof	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Copy of Certificate of Incorporation and Partnership Deed, if any.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Certified Documents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Copy of PAN No. and GST No.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Audited Balance Sheet for financial 3 years (2021-22, 2022-23 and 2023-24). CA certified document with name of CA Registration Number, Signature and Stamp.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Undertaking by the authorized signatory of the company on the organization's letter head	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Documents in support of statements	Yes <input type="checkbox"/>	No <input type="checkbox"/>

VENDOR MASTER FORM

(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/ INTRA BANK Transfer- One time information required on Bidder's letter head)

SI No.	Information required	Data furnished
1	Name of the supplier company /firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID (for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers (if applicable)	

I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reason of incomplete or incorrect information, the Indian Institute of Technology, Bhubaneswar will not be responsible.

Authorised signatory with date and seal

END OF THE DOCUMENT