

# **EXPRESSION OF INTEREST FOR EMPANELMENT OF SERVICE PROVIDERS**



**National Institute for Micro, Small and Medium Enterprises (ni-msme)  
(An Organisation of MoMSME, Govt. of India & An ISO 9001: 2015 Certified)  
Yousufguda, Hyderabad -500045**

## **IMPORTANT DATES**

<b>Sr.No</b>	<b>Activity</b>	<b>Date</b>
1	Date of Issue of Eol	23.04.2021
2	Last date for submission Eol	14.05.2021 up to 17.00 hrs
3	Date of Technical Presentation	17.05.2021 at 11.00 hrs

### **Contact details:**

**Tel: 040-23633242/23633206**

**e-mail: nimsme-admn@nimsme.org**

## Empanelment of Service Providers

National Institute for Micro, Small and Medium Enterprises (**ni-msme**), Yousufguda, Hyderabad- 500045 invites Expression of Interest (Eoi) for Empanelment of Service Providers from the eligible Firms/ Agencies on PAN India basis.

**ni-msme** has immense experience and expertise in the areas of Entrepreneurship Development, Skill Development, Technology Transfer & Management, Research, Education, Consultancy, Extension and Information Services. Over the years, **ni-msme** has evolved to be the best in offering services like research, consultancy, information, training and extension to not only enterprises but also to concerned development agencies.

**ni-msme's** programmes are designed to have relevance to the needs of MSME sector, industry and society. Through customized programmes, **ni-msme** has been successfully training the entrepreneurs to face challenges; help them cope with competition; and gain the much-needed competitive edge in the global scenario.

In pursuit of achieving the above mandate, **ni-msme** works with various Central Government/State Governments/Autonomous Bodies/International Agencies/PSUs/ Statutory Bodies, similar institutes in Public/Private sector and conduct various programmes/ research/ education/ consultancy/ studies/ workshops/ seminars/ trainings through online/ offline/ hybrid mode.

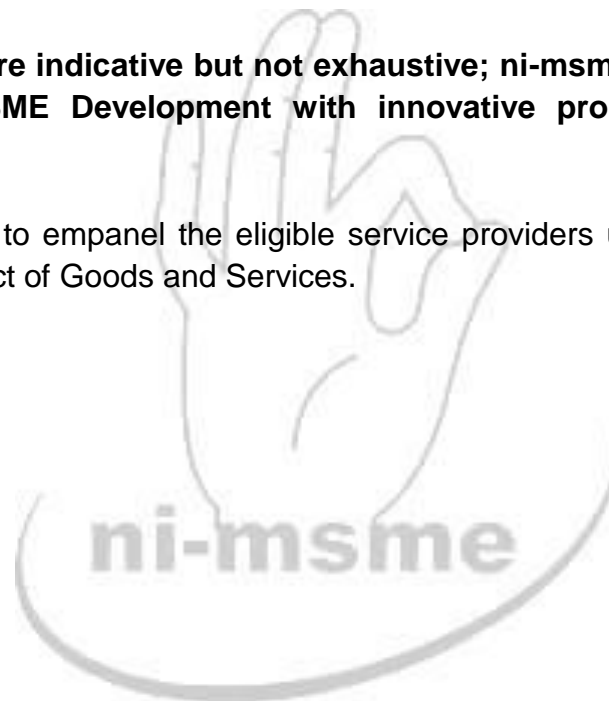
**ni-msme** proposes to engage the Service Providers to work on above objective deliverables. **ni-msme** is intended to work with the service providers in MSME Training, Research, Education and Consultancy with major focus on the following areas:

- Agro & Food Processing
- Cluster Development
- Corporate Social Responsibility
- Digital Marketing
- Digital Transformation of MSMEs
- Electrical & Electronics
- Entrepreneurship Development
- Environment Management & Green Technologies
- Export Facilitation
- GeM, GFR, CPPP & GST
- Handlooms & Textiles
- Health Care & Pharma
- Hospitality & Tourism
- Innovation & Incubation/ Incubator
- Intellectual Property Rights

- International Business
- IT / ITeS Training / Consultancy
- Latest Management Practices
- Logistics & Supply Chain Management
- Packaging
- Rural Development
- Skill Development
- SME Consulting
- SME Financing
- Toys & Handicrafts
- Urban Development
- Vendor Development
- Women Empowerment

**The above areas are indicative but not exhaustive; ni-msme is open to work in new areas of MSME Development with innovative proposal from Service Providers.**

**ni-msme** proposes to empanel the eligible service providers under Limited Tender procedure in respect of Goods and Services.



## GENERAL CONDITIONS FOR THE EMPANELMENT

**ni-msme** invites Expression of Interest through single bid form in sealed cover from the Eligible Agencies / Firms of repute for providing the services on PAN India basis in the activities / programs/projects.

Reputed agencies meeting the Eligibility Criteria as mentioned in the tender document as specified in the General Conditions of Eol / Additional Conditions of Eol / Special conditions of Eol may apply in the prescribed format.

Interested Agencies/Firms may submit their Technical proposals along with a **non-refundable processing fee of Rs. 10,000/- (Rupees Ten Thousand only) in addition to a refundable deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only)**. No proposals shall be accepted without the processing fee. The proof of such payment shall be uploaded along with the Bid documents.

- i) The processing fee can be paid in the form of RTGS/NEFT
- ii) The details of Account for payment through RTGS/NEFT is given below :

- |                           |                                                              |
|---------------------------|--------------------------------------------------------------|
| a) Name of Account        | : National Institute for Micro, Small and Medium Enterprises |
| b) Saving Bank Account No | : 30760656383                                                |
| c) Bank                   | : State Bank of India                                        |
| d) Branch                 | : Balkampet Branch                                           |
| e) IFSC Code              | : SBIN0003607                                                |

Eol forms can be downloaded from the website of **ni-msme** viz. [www.nimsme.org/Tenders](http://www.nimsme.org/Tenders)

Or

from Government e-procurement portal <https://eprocure.gov.in/eprocure/app>

The Eol shall be submitted in the Prescribed Format as mentioned in **Annexure- I**

The Eol shall be unconditional. Conditions of any nature in the Eol make it liable for rejection. The Documents submitted along with the Eol shall be self-attested and the originals shall be produced on demand, failing which the Eol will be liable for rejection.

## PERIOD OF EMPANELMENT:

- The period of empanelment will be **two years** tentatively from 01.06.2021.
- The empaneled list will be active for two years and any further period of extension as determined by **ni-msme** or till the date of next notification whichever is earlier.
- Though the empanelment will be for two years, the contract period may be extended/ renewed every year based on satisfactory performance of the Service Provider and correct compliance of all statutory laws.
- The performance of the service providers will be reviewed annually by **ni-msme** and **ni-msme** has the right to de-list the service provider who fails to meet the targets and specified objectives of the project, as determined by **ni-msme** and the decision of **ni-msme** is final in this matter and binding upon the empaneled service providers.
- **ni-msme** also reserves the right to delist all or any of the service provider at any point of time without assigning any reason.

## ELIGIBILITY FOR EMPANELMENT

The eligibility criteria for the service providers are mentioned below:

1. The Agency shall be Individual/ Sole proprietor Firm, Registered Societies, Partnership Firms/ Limited Liability Partnership Firms/ Registered Companies/ Civil Societies.
2. The Companies should be registered under the Companies Act 2013. In case of partnership firms any one of the active partner should possess such registration; In case of Company any one of the Executive Director should possess such registration.
3. The Agency/Firm shall be in active business for at least five years
4. The Agency/Firm shall have a rich experience of the similar work in the last five years. The Agency/Firm should have completed minimum of **five projects** in the relevant sector successfully preferably **one project in every year**.
5. The Agency/Firm shall have a valid PAN/ GST / TAN Registration
6. The infrastructure facilities specific to projects will be assessed by the **ni-msme** through an Evaluation Committee in the applied areas of project implementation.
7. The Agency shall have average annual turnover of **Rs1.50 Crores** in the last five years.

**Director General  
ni-msme**

## **SCOPE OF WORK**

### **1. Purpose**

ni-msme proposes to empanel qualified and competent Agencies/Firms as Service Providers.

### **2. Scope of work**

The Service Provider is expected to meet the following:

1. Participate in the project conceptualization stage
2. Identification of potential areas / domains / sources for projects/programs
3. Liaison with the parent departments in Central / State Governments and Autonomous / Private Bodies / Institutions / Statutory Bodies for obtaining approvals for the implementation of the project.
4. Facilitating and liaison with various stake holders involved in the project
5. Preparation of comprehensive project plan, schedule including activities, time lines, approval of implementation stages, schemes and methods of monitoring
6. Evaluation of the project deliverables and risk management
7. Partnering in execution of the project as per the Service Level Agreement (SLA)
8. Creation and facilitation of infrastructure for the projects/ programs
9. Adherence to the project methodology as per the SLA
10. Participation in periodical review meetings
11. Regular monitoring and evaluation
12. Submission of progress reports/ review reports
13. Closure of the project with the identified goals and objectives
14. Documentation of the project including detailed audio / video / paper format reports

## APPLICATION FORM FOR EMPANELMENT OF SERVICE PROVIDERS

Sr.No	Particulars	Description	
1	Name of the Firm*		
2	Constitution of Firm		
3	Date of Incorporation		
4	Office Address		
5	Phone LL / Mobile		
6	e-mail		
7	Website		
8	PAN		
9	TAN		
10	GST		
11	Number of Employees		
12	Number of Consultants		
13	Head of Organization		
14	Authorized Signatory for Eol		
15	Single Point Contact		
16	Financials for Last Five Years	Turnover (Rs in Crore)	Income (Rs in Crore)
	2015-16		
	2016-17		
	2017-18		
	2018-19		
	2019-20		

\* Detailed Profile of the Agency/ Firm to be enclosed along with the Eol.

\*\* The financials of 2020-21 may also be submitted if available, in case of projects overlapped from 2019-20 into 2020-21 or new projects in 2020-2021. However the same will be considered and evaluated at the discretion of the Evaluation Committee in view of the Covid-2019 conditions.

## PAST EXPERIENCE #

Sr.No.	Year	Name of the Project / Work	Sponsoring Agency	Project Value (Rs in Crore)	Remarks
1	2020-21*				
2	2019-20				
3	2018-19				
4	2017-18				
5	2016-17				
6	2015-16				



**NOTE:** To justify the above claim, enclose Sanction Order & Completion Certificate

\* The Projects undertaken and completed or projects under progress during the FY 2020-21 may also be submitted if available, in case of projects overlapped from 2019-20 into 2020-21 or new projects taken up in 2020-2021. However the same will be considered and evaluated at the discretion of the Evaluation Committee in view of the Covid-2019 conditions.

# Additional sheets may be used to provide further details, if required.

## AREAS OF EXPERTISE

Please select (√) the relevant areas of expertise in which the Agency/Firm is having relevant experience. Need to produce evidence of sanction order and completion of projects.

Sr. No	Areas of Expertise	Tick (√)
1.	Agro & Food Processing	
2.	Cluster Development	
3.	Corporate Social Responsibility	
4.	Digital Marketing	
5.	Digital Transformation of MSMEs	
6.	Electrical & Electronics	
7.	Entrepreneurship Development	
8.	Environment Management & Green Technologies	
9.	Export Facilitation	
10.	GeM, GFR, CPPP & GST	
11.	Handlooms & Textiles	
12.	Health Care & Pharma	
13.	Hospitality & Tourism	
14.	Innovation & Incubation/ Incubator	
15.	Intellectual Property Rights	
16.	International Business	
17.	IT / ITeS Training / Consultancy	
18.	Latest Management Practices	
19.	Logistics & Supply Chain Management	
20.	Packaging	
21.	Rural Development	
22.	Skill Development	
23.	SME Consulting	
24.	SME Financing	
25.	Toys & Handicrafts	
26.	Urban Development	
27.	Vendor Development	
28.	Woman Empowerment	
29.	Others (Please specify)	

### Declaration:

The Agency/Firm is required to submit a declaration along with the Expression of Interest as mentioned in **Annexure-2**.

To  
The Director General  
**ni-msme**  
Yousufguda-500045  
Hyderabad

Madam

1. I/we am/are a citizen/incorporated/registered in India
2. I/We have not been convicted of any offense and sentenced to a term of imprisonment.
3. I/ We declare that the particulars furnished in the RFP are true to the best of my/our knowledge and belief and any incorrect information furnished may lead to cancellation of my / our application with **ni-msme**
4. I/We understand and accept that empanelment shall be at the discretion of **ni-msme** as per requirement and **ni-msme** has the right to reject our application without assigning any reason.
5. I/We shall submit the reports as per standard formats prescribed by **ni-msme** with correct and full information and without negligence.
6. If my/ our application for empanelment with **ni-msme** is considered favourably, I/We shall abide by all the terms and conditions stated in this EoI as well as other terms and conditions (SLA) prescribed by **ni-msme** from time to time during the period of empanelment.
7. I/We understand that empanelment as such does not guarantee award of assignments by **ni-msme** and I/We shall participate in the due process of award of assignments without fail and will abide by the terms and conditions laid down for every such proposal.
8. I/We understand that **ni-msme** will undertake the review of list of empaneled agencies periodically and the entrustment of assignments will be based on performance and evaluation criteria designed by the Institute for award of assignment.
9. I/We understand that **ni-msme** reserves the right to delete/ cancel the empanelment / stop awarding future assignments without prior notice or assigning any reasons whatsoever.

10. I / We shall maintain the secrecy of the assignment allotted by **ni-msme**
11. I/We shall declare that I/We will not use the **ni-msme** credentials, logo, brand, data and reports for our promotion or share with any third party without the consent from **ni-msme**.
12. I/We undertake that **ni-msme** has the right to de-list, in the event of finding that I/we have concealed the facts/suppressed the information or happenings which would make ineligible for empanelment as service provider.
13. I/We shall strictly observe the laws against fraud and corruption enforce in India namely “ Prevention of Corruption Act 1988”
14. I/We have not been convicted of offense connected with any proceedings under the Income Tax Act 1961; Wealth Tax Act 1957 or Gift Tax Act 1958, GST or other related Tax matters.
15. I/We have not found guilty of misconduct in professional capacity, and not have been blacklisted by Central Government / State Government / Public Sector Undertaking / Statutory Corporations / Autonomous bodies under State or Central Governments as on the date of EoI.
16. I/We are not in litigation with the above mentioned institutions as on the date of EoI.

Date:

Place:

Authorized Signatory

(Seal of the Agency/Firm)

(All the documents/ enclosures/ declarations to be signed by the Authorized signatory of the Agency/Firm to be uploaded in CPP portal and also submit hard copies in sealed cover along with EoI on or before the specified date)