



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

विकास और प्रभाव के लिए कार्यक्रम के अंतर्गत
प्रभाव आकलन / मूल्यांकन सेवाओं हेतु एजेंसियों को सूचीबद्ध करने हेतु अभिरुचि की
अभिव्यक्ति

Expressions of Interest (EoI) For Empanelment of agencies for Impact Assessment/ Evaluation Services under Programmes for Development and Impact

Tender No	SIDBI/REOI/68279
Tender Issue date	13/02/2026
Pre EoI meeting with Agencies (date and Time)	25/02/2026
Last date for submission of EoI	06/03/2026

जारीकर्ता	Issued By
भारतीय लघु उद्योग विकास बैंक विकास और प्रभाव कार्यक्रम सिडबी टावर, 15 अशोक मार्ग, लखनऊ - 226001 वेबसाइट http://www.sidbi.in/	Small Industries Development Bank of India Programmes for Development and Impact Vertical SIDBI Tower, 15 Ashok Marg, Lucknow 226001 Website http://www.sidbi.in/

इस निविदा दस्तावेज़ के प्रत्युत्तर में बोलीकर्ता से प्राप्त सूचनाएं सिडबी की संपत्ति बन जाएगी और वापस नहीं की जाएगी। इस निविदा दस्तावेज़ में संशोधन करने, रद्द करने, या पुनः जारी करने का अधिकार सिडबी के पास सुरक्षित रहेगा सभी संशोधन प्रतिसादकर्ताओं को सूचित किए जाएंगे और ऐसे संशोधन बोलीकर्ता के लिए बाध्यकारी होंगे।

(इस दस्तावेज़ का पुनः उपयोग, प्रतिलिपि बनाना या आंशिक अथवा पूर्ण रूप से किसी भी रूप में उपयोग करना प्रतिबंधित है।)

THE INFORMATION PROVIDED BY THE RESPONDENTS IN RESPONSE TO THIS TENDER DOCUMENT WILL BECOME THE PROPERTY OF SIDBI AND WILL NOT BE RETURNED. SIDBI RESERVES THE RIGHT TO AMEND, RESCIND OR REISSUE THIS TENDER DOCUMENT AND ALL AMENDMENTS WILL BE ADVISED TO THE RESPONDENTS AND SUCH AMENDMENTS WILL BE BINDING ON THEM.

(THIS DOCUMENT SHOULD NOT BE REUSED OR COPIED OR USED EITHER PARTIALLY OR FULLY IN ANY FORM)

Important Instructions

1. SIDBI reserves the sole right for carrying out any amendments/ modifications / changes including any addendum to this EoI. Such amendments / modifications / changes including any addendum to this EoI shall be notified on SIDBI's website <https://www.sidbi.in/en/tenders/> <https://eprocure.gov.in/epublish/app> and these will be binding on the Respondents.
2. Respondents are advised to study the tender document carefully. Submission of responses shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
3. Clarifications to any queries from the Respondent or any change in requirement will be posted **on** <https://www.sidbi.in/en/tenders/> <https://eprocure.gov.in/epublish/app>. Hence, before submitting responses, the Respondent must verify that such clarifications / changes have been considered by them. SIDBI will not have any responsibility in case of any omission by any Respondent.
4. In case of any clarification(s) is/are required by SIDBI to assist in the examination, evaluation and comparison of responses, SIDBI may, at its discretion, ask the Respondent for such clarification(s). The response(s) / clarification(s) shall be in writing and no material change in substance of the responses shall be sought, offered or permitted.
5. Please note that all the information required as per the documents required for responding to EOI needs to be provided. Incomplete information in these areas may lead to non-selection.
6. **Modification And/ Or Withdrawal of documents:**
Documents once submitted will be treated as final and no further correspondence will be entertained. No document shall be modified after the deadline for submission of documents in response to the EOI. Also, no Respondent shall be allowed to withdraw any document, if the Respondent happens to be a successful Respondent.
7. SIDBI has the right to reject any or all documents received without assigning any reason whatsoever.

NOTE:

SIDBI SHALL NOT BE RESPONSIBLE FOR NON-RECEIPT / NON-DELIVERY OF THE DOCUMENTS DUE TO ANY REASON, WHATSOEVER.

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Critical Information/ महत्वपूर्ण जानकारी

कार्यक्रम/Events	विवरण/Particular, दिनांक और समय/ Date and Time
टेंडर संख्या /Tender No	SIDBI/REOI/68279
टेंडर जारी करने की तिथि/ Tender Issue Date	13/02/2026
बोली पूर्व बैठक में स्पष्टीकरण जानने की अंतिम तिथि /Last date for seeking Clarification on EOI document	20/02/2026 All queries relating to the EoI must be in writing only and to be sent via email on. pdi@sidbi.in and mayankp@sidbi.in
स्पष्टीकरण बैठक /Pre EOI meeting	25/02/2026 The meeting shall be virtual / online over MS Teams Call. Meeting Link will be shared separately to all the bidder
बोली जमा करने की अंतिम तिथि / Last date for submission of EoI	06/03/2026 Bids to submitted through email only at: pdi@sidbi.in and mayankp@sidbi.in
स्वतंत्र बाह्य मॉनिटर/Independent External Monitor	Shri Sanjay Kumar Srivastava, IAS (Retd.), Apartment T-6 B, Windsor Court, DLF Phase-IV Gurgaon-122009 Mobile No-9910059472 E-mail: sksrivastava7854@rediffmail.com Dr. Parvez Hayat, IPS (Retd.), B-4/69- A, Safdarjung Enclave New Delhi-110029 Mobile-9810134469 E-Mail: phayatips@gmail.com
सिडबी अधिकारियों का संपर्क विवरण/ Contact details of SIDBI officials	
श्री मोहम्मद आदिल एहसान सहायक महाप्रबंधक विकास और प्रभाव के लिए कार्यक्रम [पीडीआई] सिडबी टावर, 15, अशोक मार्ग, लखनऊ - 226001 Shri Mohammed Adil Ahsan Asst. General Manager, Programmes for Development & Impact [PDI] SIDBI Tower, 15, Ashok Marg, Lucknow - 226001 Ph: 0522-4261631 Email: mdadil@sidbi.in	श्री मयंक प्रकाश थीम लीडर - निगरानी एवं मूल्यांकन विकास और प्रभाव के लिए कार्यक्रम [पीडीआई] सिडबी टावर, 15, अशोक मार्ग, लखनऊ - 226001 Shri Mayank Prakash Theme Leader – Monitoring & Evaluation Programmes for Development & Impact [PDI] SIDBI Tower, 15, Ashok Marg, Lucknow – 226001 Ph: 0522 - 4259 626 Email mayankp@sidbi.in

Information and Disclaimer

1.1. This Request for Expression of Interest (EoI) document has been prepared solely for the purpose of informing potential bidders and to solicit proposals for empanelment for Impact Assessment/Evaluation services.

1.2. **Information Provided:**

- a) The EoI document has been prepared in good faith and contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with Bank in relation to the provision of services. Neither Bank nor any of its directors, officers, employees, agents, representatives, contractors, or advisors give any representation or warranty (whether oral or written), express or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this EoI document. Neither Bank nor any of its Directors, Officers, Employees, Agents, Representative, Contractors, or Advisors has carried out or will carry out an Independent Audit or verification or investigation or due diligence exercise in relation to the contents of any part of the EoI document.
- b) The EoI document is not a recommendation, offer or invitation to enter a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between SIDBI and any successful Respondent as identified by SIDBI, after completion of the selection process as detailed in this document

1.3. **Use of Contract Documents and Information:**

- a) The Agency shall not, without the Bank's prior written consent, disclose the Contract, or any provision thereof, or any specifications, sample or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the agency in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for the purposes of such performance.
- b) The Agency will treat as confidential all data and information about the Bank, obtained in the execution of its responsibilities in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.

1.4. **Cost of Bid Document:**

All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, presentations etc. and providing any additional information required by SIDBI, will be borne entirely and exclusively by the Respondent. In the event of Bid getting cancelled, the Cost towards preparation of Bid, etc. will not be refunded.

1.5. Public Procurement Policy for Micro & Small Enterprises (MSEs) & Startups:

Procurement through MSEs will be done as per the policy guidelines issued by the Ministry of Micro, Small & Medium Enterprises vide Gazette notification No. D.L33004/99 dated March 23, 2012, and as amended from time to time.

Ministry of MSME vide the Notification Dated 26th June 2020 has started Udyam Registration portal w.e.f. 1st July 2020. Micro and Small Enterprises (MSEs) registered under Udyam Registration are eligible for benefits as notified under Procurement Policy for Micro and Small Enterprises 2012 (amended 2018 and 2021).

Purchase preference to MSEs will be given as defined in Public Procurement Policy for Micro and Small Enterprises order, 2012 dated 23.03.2012 and modifications thereof, issued by Ministry of Micro, Small and Medium Enterprises and its subsequent orders / notifications issued by concerned Ministry, if the Respondent wants to avail the purchase preference, the Respondent must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small enterprises.

1.6. Recipient Obligation to Inform Itself:

The Bidder(s) must apply its own care and conduct its own investigation and analysis regarding any information contained in the EoI document and the meaning and impact to that information.

1.7. No Legal Relationship:

No binding legal relationship will exist between any of the Recipients / Respondents and SIDBI until the execution of a contractual agreement.

1.8. Errors and Omissions:

SIDBI may be notified of any omission / discrepancy in the EoI before the closure of proposal. If required, SIDBI may thereafter modify the EoI. The modified EoI would be hosted on SIDBI's website / CPPP.

1.9. Acceptance of Terms and Selection Process:

- a) A Recipient will, by responding to the Bank for EoI, be deemed to have accepted the terms of this EoI.
- b) Each Recipient / Respondent having responded to this EOI acknowledges to have read, understood and accepts the selection & evaluation process mentioned in this EOI document. The Recipient / Respondent ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this EOI.
- c) All claims for functional / technical delivery made by the bidders in their responses to the EOI shall be assumed as deliverable, within the quoted financials.

1.10. Right to Reject, Amendments, Reissue or Cancel:

- a) SIDBI reserves the right to reject any or all proposals without assigning any reasons thereof without thereby incurring any liability to the Agency / Consultant / bidder or any

obligation to inform the affected Agency / Consultant / bidder on the grounds for SIDBI's action or without assigning any reasons, whatsoever. The decision of SIDBI shall be final, conclusive and binding on all the Bidders/parties directly or indirectly connected with the proposed process and the same shall not be questioned / challenged.

- b) SIDBI also reserves the sole right for carrying out any amendments/ modifications / changes including any addendum to this EOI. Such amendments / modifications / changes including any addendum to this EoI shall be notified on CPPP/ SIDBI's website and these will be binding on the bidders.
- c) SIDBI reserves the sole right to cancel or reissue the EoI at any stage without assigning any reason.

2.1 OTHER

- (a). This document constitutes no form of commitment on the part of SIDBI. Each Agency / Consultant / Bidder acknowledges and accepts that SIDBI may, in its sole and absolute discretion, apply whatever criteria it deems appropriate in the selection of agency / consultant, not limited to those selection criteria set out in this EoI document.
- (b). The issuance of EoI document is merely an invitation to offer and must not be construed as any agreement or contract or arrangement nor would it be construed as material for any investigation or review to be carried out by the bidder(s).
- (c). The Agency / Consultant / Bidder unconditionally acknowledge by submitting their response to this EoI document that they have not relied on any idea, information, statement, representation or warrant given in this EoI document.
- (d). Before submitting the Proposal, the bidders are requested to carefully examine the Proposal Documents, Terms & Conditions of EoI, Specifications and if there is or appears to be any ambiguity therein; they should immediately refer the matter to SIDBI, for clarification.
- (e). All submissions, including any accompanying documents, will become the property of SIDBI. The bidder shall be deemed to have licensed, and granted all rights to SIDBI to reproduce the whole or any portion of their submission for evaluation, to disclose the contents of the submission to other bidders and to disclose and/or use the contents of the submission as the basis for any resulting EoI process, notwithstanding any copyright or other intellectual property right of the recipient / bidder in the submission or accompanying documents.
- (f). In submitting a proposal, bidder understands that SIDBI will determine at its sole discretion which proposal, if any, is accepted. Bidder waives any right to claim damages of any nature whatsoever based on the selection process, final selection, and any communications associated with the selection. SIDBI reserves the right to engage any bidder whose proposal is deemed to be advantageous in meeting the specifications of the EoI.

2.2 Non-Transferable Offer:

This EoI is not transferable. Only the bidder who has submitted the bid will be eligible for participation in the evaluation process.

2.3 Notification:

All Notification/communications will happen through the SIDBI website/ CPPP. SIDBI is not obliged to provide any reasons for any such acceptance or rejection.

2.4 Clarification of Bids:

To assist in the scrutiny, evaluation and comparison of offers/ bids, the Bank may, at its sole discretion, ask some or all bidders for clarification of their offer/ bid through email. The request for such clarifications and the response will necessarily be in writing and no change in the price or substance of the bid shall be sought, offered or permitted. Any decision of the Bank in this regard shall be final, conclusive and binding on the bidder.

2.5 Communication on the EoI:

All queries relating to the EoI, technical or otherwise, must be sent to pdi@sidbi.in and mayankp@sidbi.in as per the timeline stipulated in “Critical Information “section above.

2.6 Contacting the Bank:

Bidder shall NOT contact the Bank on any matter relating to its Bid, from the time of opening of Bid to the time a communication in writing about its qualification or otherwise received from the Bank. Any effort by the Bidder to influence the bank in its decisions on Bid evaluation, bid comparison may result in the rejection of the Bidder's Bid.

No Commitment to Accept Any Response(s)

2.7 Restriction on Procurement due to National Security

Any Respondent from a country sharing a land border with India will be eligible to respond to this EOI only if the Respondent is registered with the Department for Promotion of Industry and Internal Trade (DPIIT, Government of India). A copy of the valid Certificate as per the **Annexure – VI** given in EoI to be attached with the documents vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

2.8 Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated **at Lucknow** only

2.9 Disclaimer:

Subject to any law to the contrary, and to the maximum extent permitted by law, Bank and its Directors, Officers, Employees, Contractors, Representatives, Agents, and Advisors Disclaim all liability from any loss, claim, expense (including, without limitation, any Legal Fees, Costs, Charges, Demands, Actions, Liabilities, Expenses or Disbursements incurred therein or incidental thereto) or damage, (whether foreseeable or not) (“Losses”) suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the Losses arise in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, falsification or misrepresentation on the part of Bank or any of its directors, officers, employees, contractors, representatives, agents, or advisors.

Term of Reference

1. Background

Small Industries Development Bank of India (SIDBI), set up on April 2, 1990 under an Act of Indian Parliament, acts as the Principal Financial Institution for the Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector and for Co-ordination of the functions of the institutions engaged in similar activities. Financial support to MSMEs is provided by way of (a) indirect finance / refinance to eligible Primary Lending Institutions (PLIs), such as, banks, State Financial Corporations (SFCs), etc. for onward lending to MSMEs and (b) direct assistance in the niche areas with thrust on MSEs. SIDBI is working towards strengthening and deepening the MSME sector and making it a strong foundation for the economy. The strategic initiatives by SIDBI aim at accelerating efforts to serve MSE domain by transforming its current role to that of an All-India Financial Institution that can create an integrated credit and development support ecosystem for Indian MSEs, thus promoting their inclusive growth. The initiatives are dedicated to meeting both credit and non-credit needs of MSEs, enabling them to be globally competitive. In the context of the evolving economic landscape, the role of SIDBI has been realigned and it aims at innovation for wider impact and to benefit MSEs in both “setting up” and “stepping up”, thereby leading to economic growth of the country.

Promotional and Development initiatives are the sacrosanct mandate of SIDBI and the Programmes for Development & Impact [PDI] vertical of SIDBI plays a proactive role to actualize this mandate through its various inclusive, innovative, and impact-oriented interventions. PDI emphasizes inducing entrepreneurship culture and supporting various livelihood and entrepreneurship programmes aligned with the Mission and Vision of the Government of India (GoI), particularly towards an Entrepreneurial 'Atma Nirbhar Bharat' and Viksit Bharat @2047'. PDI strives to cultivate a robust demand-side pool, strategically complementing the supply side (including credit connect) and driving sustainable economic upliftment across India. PDI has prioritized its attention towards a cluster-based model within identified MSME clusters, Aspirational Districts, and backward districts with a focused approach. PDI interventions aim to provide comprehensive handholding to aspiring entrepreneurs, ensuring credit linkages, market access, and digital connectivity. Each intervention/engagement is/shall have baseline tracked up to outcomes and impact woven around Theory of change.

PDI vertical of SIDBI has taken various initiatives for kindling entrepreneurship as also the MSME eco system like cluster centric engagement through hard and soft interventions, Development of Industry Association, MSME Samvaad, Micro Enterprise Promotion Programme (MEPP), Comprehensive livelihood enhancement through set up/strengthening Farmer Producer

Organization, Women Entrepreneurship-Livelihood Enhancement and Development (WE-LEAD), Skill to Enterprise Module (STEM) with educational institutes for entrepreneurship courses, interventions on Training cum Production Centers/Common Facility Centers etc. The duration of development projects generally spans between 6 and 60 months. Currently, 50+ projects are under implementation.

A brief of a few of the ongoing development initiatives is being appended as **Annexure I**.

2. Objective of the empanelment

The objective of this empanelment is to establish a roster of qualified agencies experienced in impact assessments to support the long-term evaluation of projects funded by SIDBI. The selected agencies will be responsible for conducting comprehensive baseline, mid-line, and endline assessments. Assignments can be standalone for baseline or endline or it can be for tracking the entire evaluation cycle i.e. baseline to endline. The agency shall carry responsibility of:

1. Positioning experienced team/experts to execute the assignment including submission of inception report (outlining the strategy, sampling model, tools to be deployed, overall implementation plan etc.), conduct primary and/or secondary data collection, stakeholder interviews with beneficiaries, program staff, and relevant authorities.
2. Conduct comprehensive training for field teams prior to the roll out of data collection.
3. Executing the assignment in line with deliverable of each project for which separate bid would be invited.

3. Process of Awarding the Assignment

1. After empanelment, agencies would be invited to bid for specific/ need based assignments along with their financial bids.
2. Assignments will be awarded based on the evaluation methodology specified for each case, such as Quality and Cost Based Selection (QCBS), Least-Cost Selection, or any other approach deemed appropriate by SIDBI
3. If required, SIDBI may ask for technical proposals also as per the specific requirement of the projects.
4. All the empanelled agencies may be required to get registered on Government e Marketplace (GeM), if not registered already as SIDBI may invite bids through GeM portal.

4. Scope of Work

The empaneled agencies are expected to undertake the following tasks for the designated projects allotted to them (For each assignment separate bid would be called for):

- i. Develop a comprehensive understanding of the project(s) and design a Theory of Change and Logical Framework.
- ii. Design an evaluation framework including impact indicators, data collection techniques, sampling plan (with social inclusion and geographic coverage), instruments, and data management protocols.
- iii. Translate survey instruments into local languages and transcribe qualitative data into English where required.
- iv. Conduct robust data quality assessment during the fieldwork phase.
- v. Analyze data using appropriate tools and provide evidence-based recommendations for program improvement.
- vi. Prepare quality evaluation reports with executive summaries, photographs, presentations, and learning notes.
- vii. Draft agreed-upon success stories, testimonials (including audio/ video) etc. in consultation with SIDBI.
- viii. Any other assignment related to M&E, impact assessment, preparation of development/impact reports (in line with global practices such as GRI), research/diagnostic study, policy paper related to MSMEs and surveys related to MSMEs etc.

The scope of services described above is general and not exhaustive i.e. does not necessarily mention all the incidental services required to be carried out for complete execution of the work. SIDBI is not obliged to release bids covering all the above indicated activities. SIDBI has the discretion to change the scope of activities with the emerging need of the projects. The activities to be engaged shall be based on SIDBI's discretion, which will be communicated to empanelled agencies before commercial bidding to prepare their financial bidding.

5. Data, Services and Facilities to be provided by SIDBI

Post empanelment and assignment of work to successful bidder, SIDBI, through its designated representative, shall:

- i. Brief the Agency about its project/s for impact assessment per the requirement.
- ii. Share available documents and other relevant materials pertaining to the project.

- iii. Assist the agency in coordination with the implementing/partner agencies etc.
- iv. Help identify contacts in the project areas and facilitate consultation with the intervention beneficiaries and others.

The Agency shall be responsible for contacting the individuals/partners identified, collecting the required data from the sampled respondents as per the data collection protocol and analyzing the collected data by using statistical software.

6. Duration of empanelment:

The duration of the empanelment is 36 months, which may be extended based on prevalent policies, requirement and the satisfactory performance during the period of empanelment.

7. Minimum Eligibility Criteria (MEC) For the Agency:

The interested agencies are required to furnish applications as per **Annexure II** and MEC as per format in **Annexure III**

8. Evaluation of proposals of Agency:

The Screening Committee constituted for the purpose shall evaluate the capabilities of the potential agencies/ based on their profile and the criteria mentioned below. Proposal submitted by all the interested agencies would be evaluated for eligibility as mentioned in the **Annexure III**. Agencies not complying with any of the eligibility criteria are liable to be rejected and will not be considered for further evaluation. Agencies must submit proof of all the credentials as required for evaluation of eligibility criteria. Claims from the agency/agencies without verifiable facts won't be considered as credentials towards satisfying eligibility criteria.

SIDBI may seek specific clarifications from any or all agencies at the evaluation stage. All the clarifications received within the stipulated time shall be considered for evaluation. In case satisfactory clarifications are not received from the bidders within the stipulated time, the respective parameters would be treated as non-compliant and accordingly, SIDBI shall take the decision for qualification of the bidder.

Proposals received for empanelment would be evaluated on the parameters as under

	Information	Scores	Supporting documents to be furnished										
Evaluation Criteria (100 marks)													
1	Understanding note/write up on scope of work / Competency and expertise Knowledge of MSMEs ecosystem/ policies/ practice (type of projects implemented in Development/ Social Sector related to income generation, micro-enterprise / livelihood promotion, Development of MSMEs etc. (Not more than 500 words)	10	Write up										
2	Completed projects / assignments related to M&E, impact assessment for Development sector specific to micro enterprise/ livelihood and MSMEs carried out for Government / semi-government/ autonomous bodies/ multilateral organizations/Large corporates in last 5 years. (2-5 assignment – 10 marks, 6-9 assignment – 15 marks, 10-14 assignment – 20 marks 15+ assignment- 30) Completed longitudinal End to End Assignment (Baseline or midline to endline) for Development sector, specific to micro enterprise/ livelihood and MSMEs - maximum 10 marks (1 assignment- 3 marks 2 assignment- 6 marks 3+ assignment- 10)	40	As per Format II and III										
3	Demonstrated experience in bringing out sustainability/ developmental report in last 5 years of value more than ₹10 lakh. (1-3 reports – 8 marks, 4-7 reports– 14marks, 8 + reports– 20 marks) Reports for DFIs or multilateral organizations would be given additional two marks for each such study, maximum 10 marks	30	As per Format IV										
4	Region/s where the organization has its own physical offices as per below classification	10	As per Format V										
	<table><tr><th>Region</th><th>State/UT</th></tr><tr><td>North-east</td><td>Assam, Sikkim, Nagaland, Meghalaya, Manipur, Mizoram, Tripura and Arunachal Pradesh</td></tr><tr><td>North</td><td>Himachal Pradesh, Punjab, Uttarakhand , Uttar Pradesh, Madhya Pradesh, Chhattisgarh, Haryana, Delhi, Jammu & Kashmir, Ladakh, and Chandigarh</td></tr><tr><td>East</td><td>Bihar, Orissa, Jharkhand, and West Bengal.</td></tr><tr><td>West</td><td>Rajasthan , Gujarat, Goa Maharashtra, Dadra and Nagar Haveli and Daman and Diu</td></tr></table>			Region	State/UT	North-east	Assam, Sikkim, Nagaland, Meghalaya, Manipur, Mizoram, Tripura and Arunachal Pradesh	North	Himachal Pradesh, Punjab, Uttarakhand , Uttar Pradesh, Madhya Pradesh, Chhattisgarh, Haryana, Delhi, Jammu & Kashmir, Ladakh, and Chandigarh	East	Bihar, Orissa, Jharkhand, and West Bengal.	West	Rajasthan , Gujarat, Goa Maharashtra, Dadra and Nagar Haveli and Daman and Diu
	Region			State/UT									
	North-east			Assam, Sikkim, Nagaland, Meghalaya, Manipur, Mizoram, Tripura and Arunachal Pradesh									
	North			Himachal Pradesh, Punjab, Uttarakhand , Uttar Pradesh, Madhya Pradesh, Chhattisgarh, Haryana, Delhi, Jammu & Kashmir, Ladakh, and Chandigarh									
	East			Bihar, Orissa, Jharkhand, and West Bengal.									
West	Rajasthan , Gujarat, Goa Maharashtra, Dadra and Nagar Haveli and Daman and Diu												

	South	Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Lakshadweep, Puducherry and Andaman and Nicobar Islands		
	For each region two marks would be given.			
5	Presentation by Agency on understanding of scope of work & MSME ecosystem, Experience of M&E, sustainability/developmental reporting, Team capability, & Field presence)		10	Microsoft PowerPoint

SIDBI will notify all shortlisted agencies of the scheduled date, time, and mode of the presentation well in advance. The communication will be sent to the email address provided in the proposal. The virtual meeting link or access details (as applicable) will also be shared as part of this communication. Shortlisted agencies are expected to acknowledge receipt and ensure timely participation

SIDBI at its discretion may reject the proposal of any agency, without giving any reason whatsoever, if SIDBI feels that the agency has not adequately addressed the requirement of the empanelment as described in the document.

During evaluation of the proposals, SIDBI, at its discretion, may ask the interested agencies for clarification in respect of its proposal. The request for clarification and the response shall be in writing, and no change in the substance of the proposal shall be sought, offered, or permitted.

The decision of the SIDBI shall be final and binding on all the agencies and SIDBI will not entertain any correspondence in this regard.

Note:

- i. Documentary evidence must be submitted for each criterion and undertaking, or declaration made by the service provider must be on the company letterhead of the company and is to be signed by an authorized signatory.
- ii. Completion Letter / Reference Letter from relevant Senior Executive of the Service Provider to be attached for each engagement reference mentioned.
- iii. During evaluation, if required, SIDBI may seek supplementary details and the same be submitted within the stipulated time. Non- submission of such details in time may render such applications disqualification from further evaluations.
- iv. Based on the aggregate score, agencies will be ranked according to their scores and the agency having the highest score will be followed by the respective agencies in descending order.

9. Final Empanelment of The Eligible Agencies

Agencies securing a minimum score of 60% in the technical evaluation shall qualify for empanelment. However, SIDBI may enlist only top 10 scoring agencies, or such number as may be decided by SIDBI, will be empanelled. Also, SIDBI reserves the right, at its sole discretion, to relax the minimum technical scoring criteria. The decision of SIDBI in this regard shall be final and binding on all participating agencies.

Empanelment with SIDBI shall not, under any circumstances, be construed as a commitment or assurance for the award of any assignment. SIDBI reserves the right to prescribe and apply separate technical evaluation criteria for the award of work, which may vary on a case-to-case basis depending on the specific requirements of each assignment.

10. Pre-EoI Meeting

For the purpose of clarification of doubts of the interested agencies on issues related to this EoI, SIDBI intends to hold a virtual Pre-EoI meeting over **Microsoft Teams** on the date and time as indicated in “Critical Information” section above. Agencies are advised to submit the details (Name, Official Email ID, Mobile number) of their nodal official to participate in the Pre-EoI meeting. Only the authorized nodal person/official of the agency will be allowed to attend the Pre-EoI meeting. The bank shall send the meeting invite only to the person/official whose details have been shared with the bank. The queries of the agency, in writing, should reach by e-mail, two days before pre EoI meeting scheduled. While sending the clarification/queries to SIDBI, agencies can indicate the details of the nodal officer in the same mail also. It may be noted that post Pre EoI meeting no queries of any agency shall be entertained.

11. Submission of Expression of Interest

Expression of Interest in written form to be submitted by e-mail on or before as per timelines mentioned below in the table. Agency should prepare a zip file with all the required documents and clearly mark “**Expression of Interest – Empanelment of agencies for Impact Assessment/ Monitoring & Evaluation**”. In case the size of the zip file is large, and agency faces any challenge in sending the file as attachment in the email, agency may also opt for providing the “**One Drive**” downloadable link (without any restriction/authorisation required).

All costs and expenses associated with submission of EOI shall be borne by the applicants submitting the EOI and the Bank shall have no liability in any manner in this regard or if it decides to terminate the process of empanelment for any reason whatsoever.

ANNEXURE

Annexure – I

Detail for some of the development projects of SIDBI (the list is only indicative and not comprehensive):

S. No.	Name of the Initiative	States/UT	Brief Description
1.	SIDBI Cluster Development Fund (SCDF)	PAN India	<p>SIDBI extends support to State Governments to create infrastructure towards development of MSME clusters. The support is extended in the form of loan to State Governments for development of both greenfield (induced clusters) and brownfield (existing cluster) MSME Clusters. Know more about SCFD here</p> <p>https://www.sidbi.in/en/msme-cluster-development-initiatives</p>
2.	Micro Enterprise Development Programme	PAN India	<p>MEPP is a SIDBI-supported initiative aimed at promoting micro-enterprises to create local employment and sustainable livelihoods. It focuses on identifying and motivating entrepreneurs, linking them with credit institutions, and ensuring that each enterprise becomes formally registered (Udyam, PAN, bank account) with a minimum investment of ₹50,000. The programme provides business development services such as skill training, technology support, market linkages, and continuous handholding over a typical 5-year period.</p> <p>Currently, 15 MEPPs are running across India covering districts across various states viz., Andhra Pradesh (2), Arunachal Pradesh (1) Maharashtra (2), Jharkhand (1), Madhya Pradesh (1), Rajasthan (3), Mizoram (1),</p>

			Meghalaya (1) Sikkim (1) and Assam (2)
3.	Development of Industry Association	PAN India	To strengthen India's MSME ecosystem through proactive engagement with Industry Associations (IAs), SIDBI has launched SIDBI launched DIA programme. It aims to enhance IA's institutional capacity, foster sustainable and inclusive growth for MSMEs. Pan India, more than 100 Industry Associations (IA) have joined DIA programme. SIDBI has also introduced a dedicated portal for Industry Associations for information dissemination and networking (https://dia-msme.in/).
4.	MSME Samavad	PAN India	An upcoming 30-minute fortnightly television program on Doordarshan National and regional channels to raise awareness and educate the masses on MSME promotion, emerging trends, risks and opportunities, and solutions to entrepreneurial challenges. Designed to inspire and inform, the program aims to foster a culture of entrepreneurship among aspiring youth.

5.	Skill to Enterprise Model(STEM)	8 states- Meghalaya, Chhattisgarh, Jammu & Kashmir, Andhra Pradesh, Chandigarh, Maharashtra, Haryana and Telangana	Skill to Enterprise Model” acts as nursery of aspiring entrepreneurs with educational institutions like IIM Raipur, IIM Visakhapatnam, Symbiosis Skills & Professional University, etc. Under the project, cohort of 30 eligible candidates are identified through a selection process who have an idea and zeal to become Entrepreneur, and these candidates undergo customized academic courses on entrepreneurship through classroom training as well as exposure visits, workshop visits, etc. coupled with rigorous mentoring & hand-holding support. The final goal is to set up enterprises of these beneficiaries.
6.	Women Entrepreneurship- Livelihood Enhancement and Development (WE-LEAD)	6 Odisha, West Bengal, Gujarat, Tamil Nadu, Jharkhand, Kerala	A microenterprise development program incorporating capacity building, affordable and timely accessible credit facilities, and market linkage support to 47000+ women entrepreneurs selected from SHG/JLG across six states. WE-LEAD envisages to create entrepreneurship ecosystem in rural areas mainly unserved/underserved geography
7.	REVIVAL	Tamil Nadu	The project aims to enhance the livelihood opportunities for 500+ farmers engaged in Rice cultivation and revival of the declining traditional Rice varieties such as Black Rice, Red Rice, Mapillai Samba Rice etc through set-up of a Common Facility Center for processing and development of Rice and various value-added products.
8.	SPICE	Tamil Nadu	A comprehensive cluster development program through

			value addition, capacity building, branding of Virudhunagar Samba Vathal (Chilli) as a premium product to and operationalization of a Common Facility Centre (CFC) benefitting 3000+ farmers
9.	Certified Credit Counsellor (CCC)	PAN India	CCC is an individual or a representative of a Credit Counselling Institution acting as a credit counsellor to advise MSME entrepreneurs on financial planning and credit options, assist in preparing business proposals, requisite statutory documents and financial statements. Debt counselling and guidance on suitable credit instruments available in the banking sector. CCC act as a facilitator for MSMEs and/or potential entrepreneurs in the MSME sector to access the formal financial system in India with greater ease and flexibility.

Annexure - II

**Expression of Interest – Empanelment of agencies for Impact
Assessment/Evaluation**

(to be submitted on Agency letter head)

Date:

The General Manager
Small Industries Development Bank of India
Programmes for Development and Impact Vertical
15 Ashok Marg, Lucknow – 226001
Uttar Pradesh

We hereby offer to submit our request for empanelment for Impact Assessment Services for SIDBI as per EoI dated -----. We have read and understood the content of EoI and further state that we unconditionally accept and abide by the terms & conditions specified therein.

Brief Profile of our agency is as under:

S. N.	Description	Details to be filled by Agency
A	Particulars	
1	Name of the Agency	
2	Address of the Agency (Details of all offices to be provided)	
3	Date of Incorporation/ Constitution	
4	Contact person name with designation	
5	Contact phone no.	
6	Contact person email id	
7	No of years which agency has been engaged in impact assessment/evaluation	
	Documents to be submitted: Copy of article of incorporation or registration certificate; in case of partnership firm – Deed of Partnership; in case of Company – Notarized and certified copy of its Registration; and in case of Society – its Byelaws and registration certificate of firm.	
B	Taxation	
8	PAN	

9	GSTIN	
10	We solemnly declare that our GST rating on the GST portal/ Govt. official website is not negative/ blacklisted.	
	Documents to be submitted: Copies of PAN card and GSTIN Registration.	
C	Authorized Representative	
11	Name	
12	Designation	
	Documents to be submitted: Power of attorney on Official letter head/Board Resolution certificate as proof for authorized representative	
D	MSME status	
13	Whether registered as Micro and Small Enterprises (MSEs)	Yes/NO
14	If yes, MSME (Udyam) registration no.	
15	If yes, whether owned by SC/ ST	
16	If yes, whether owned by women	
	Documents to be submitted: Copy of MSME (Udyam) registration certificate.	
E	Start-up status	
17	Whether agency recognized as Start-up by Department for Promotion of Industry and Internal Trade (DPIIT)	
	Documents to be submitted: Copy of start-up certificate.	
18	Is the agency registered on Government e-Marketplace (GeM)?	Yes/NO
18.1	If yes, GeM Seller id	

19	Turn over Details for last 3 FY (Format I)	(Rs. in Lakh)
	Year	Gross Turnover
	Copies of Audited Balance Sheet, Profit & Loss a/c with Auditors Report to be enclosed for last three years.	
20	Declaration: Self declarations on the firm / Company's Letter head that there are no outstanding income tax / sales tax dues/other statutory dues.	
F	Completed projects / assignments related to M&E, impact assessment for Development sector specific to micro enterprise/ livelihood and MSMEs carried out for Government / semi-government/ autonomous bodies/ multilateral organizations/Large corporates in last 5 years. (As per Format II)	
	Completed Projects/Assignments	
21	With Government/ Semi Government/ /Autonomous bodies	
22	Multilateral Organizations	
23	With Corporate	
24	Total number of studies	
25	Completed longitudinal End to End Assignment (Baseline or midline to endline) for Development sector, specific to micro enterprise/livelihood and MSMEs (As per Format III)	
26	Number of Sustainability/Development Report produced in last 5 years of value more than ₹10 lakh As per Format IV)	
27	Number of States where organizations have outreach in respect of own offices (As per Format V)	

28	Have you served for SIDBI in last 5 years. Please attach suitable proof. Format VI)	
29	Two references from reputed / organizations / institutions	

I/We here by certify that all particulars given above are correct and true to the best of my / our knowledge.

In case at any stage, it is found that the information given by me/us is false/incorrect, SIDBI shall have the absolute right to take any action as deemed fit, (including termination of contract and/or blacklist and debar), without any prior intimation to me/us.

Date:

Signature of authorized person for and on behalf

Designation/Seal of Agency

Annexure – III

MINIMUM ELIGIBILITY CRITERIA – FOR EMPANELMENT OF AGENCIES FOR IMPACT ASSESSMENT/ MONITORING & EVALUATION/MSME RELATED ASSIGNMENTS

SN	Eligibility Criteria	Supporting documents to be furnished for compliance
1	The Agency should have been in existence in India since April 01, 2020, or earlier. The Service Provider should be a Partnership Firm/Private Limited Company/ Limited Liability Partnership Firm/MNC (Multinational Company) / Registered Societies / Trusts / Section 8 companies / Public Limited Company registered or incorporated in India and involved in research/ monitoring & evaluation/ operations for a minimum of 5 years, as on 1st April, 2025. It should not be an Individual / Proprietary Concern / HUF etc.	Certificate of Incorporation/ Registered Partnership Deed, PAN, TAN, GSTIN Certificate
2	<p>Applicants must have annual revenue of ₹300 lakh and above in the last three financial years (2022-23, 2023-2024, 2024-2025).</p> <p>At least ₹150 lakh of the total revenue during each of these financial years must be derived from Monitoring & Evaluation (M&E) and Impact Assessment services.</p> <p>Start-ups registered under start-up India, GoI shall be considered as per extant guidelines (proof of being a start-up required).</p>	<p>Audited financial statements and certificate from Chartered Accountant</p> <p>indicating the average revenue of the applicant in the last three financial years 2022-23, 2023-2024 and 2024-25 along with duly filled Format I</p>
3	The agency should have knowledge of MSMEs ecosystem/ policies/ practice, SDGs/ESG. It should have experience of designing and carrying out impact assessment studies using both quantitative and qualitative methodologies, monitoring projects in Development sector with government/multi-lateral organization/corporate etc. in the last five years.	Details of projects activities undertaken in MSME ecosystem with mention of all impact assessment/ evaluation studies undertaken on the topics related to MSME sector. Relevant credential letters / contract order of value not less than Rs.10 lakhs and supporting documents to be submitted. Key client references to be furnished for each service providing details such as name, address, e- mail address, phone no.

4	The agency should not have been penalized or found guilty in any court of law and the agency shall not have been blacklisted / debarred by any Central Government Ministry/ State Government/ Public Sector Undertaking/ Bank/ RBI/ IBA/ any regulatory authority and not involved in any major litigation that may have impact or compromise the delivery of services required.	Self-certification by the service provider on Company's letter head to be provided. However, SIDBI shall have the right to independently verify the same. (Annexure IV)
5	The agency should not be owned or controlled by any director/officer/employee of SIDBI or their relatives.	Self-certified letter on letterhead of agency (Annexure V).

Note:

- Documentary evidence must be submitted for each criterion.
- Completion Letter/ Reference Letter (Format given) from relevant Senior Executive of the client to be attached for each engagement reference mentioned.
- SIDBI reserves the right to ask for additional / alternate documents from the agencies.
- The service provider's meeting the eligibility criteria as laid out above will be taken forward to the next stage of technical evaluation.
- Non-submission of any of the specified documents by the agency would result in rejection of proposal.

Apart from the above minimum criteria, the Agency is also required to give the following information:

Sr No	Document Required
2 (a)	Ownership and nature of entity (public, partnership, subsidiary, etc.).
2 (b)	Tax income returns for past three years.
2(c)	Board resolution authorizing the authorized signatory to sign on behalf of the agency.
2(d)	Proof of address of registered office & Branch offices.
2(e)	GST Registration Certificate, if applicable

Annexure – IV

Not penalized or Found Guilty in any Court of Law
(On letterhead of the Agency duly stamped and signed)

Date: _____

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that neither our agency nor the employee of agency has/have been censured/ blacklisted / banned / barred /disqualified /prohibited by Govt. of India or State Government or any Bank / RBI/ IBA / SEBI/ any regulatory authority or any court of law including NCLT / NCLAT or any quasi-judicial authority or any other statutory authority.

Further, this is to certify that _____ does not have any legal, civil, criminal, taxation and other cases pending against our Agency or against the employees of the Agency that may have any impact affecting or compromising the delivery of services required for SIDBI.

Authorized Signature:

Name and Title of Signatory:

Name of Firm and Address:

Annexure V

No Ownership or Control of SIDBI Directors/ Employees (or relatives)
(On letterhead of the Agency duly stamped and signed)

Date: _____

DECLARATION-CUM-CERTIFICATE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that _____ (Name of the Agency) is not a related party to SIDBI as per the provisions of Companies Act 2013, as amended from time to time.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm and Address:

Annexure VI

Land Border Sharing Declaration

To:

The General Manager
Small Industries Development Bank of India
Programmes for Development and Impact Vertical
15 Ashok Marg, Lucknow – 226001
Uttar Pradesh

Sub: Expression of Interest for empanelment of Impact Assessment/ Evaluation Services under Programmes for Development and Impact vertical

“I/ we have read the clauses pertaining to Department of Expenditure’s (DoE) Public Procurement Division Order (Public procurement no 1, 2 & 3 vide ref. F. No. 6/18/2019-PPD dated 23.07.2020 & 24.7.2020) regarding restrictions on procurement from a bidder of a country which shares a land border with India. I/We hereby certify that I/ we the bidder < name of the bidder.....> is / are

a) Not from such a country and eligible to be considered for this tender.

OR

b) From such country, has been registered with the competent authority and eligible to be considered for this tender. (Evidence of valid registration by the competent authority shall be attached)

For and behalf of _____ (Name of the bidder)

Signature of the Authorized Signatory

Name:

Designation:

Date:

Seal of Bidder:

FORMAT

Format I

FORMAT OF FINANCIAL INFORMATION (TURNOVER / PROFIT & LOSS, ETC.)
DURING LAST THREE YEARS)

S. No.	Financial Year	Annual Turnover (in Rs. lakh)	Profit / Loss (in Rs. lakh)	Net Worth (in Rs. lakh)	Revenue from Monitoring & Evaluation (M&E) and Impact Assessment service
1	2022-23				
2	2023-24				
3	2024-25				

Note

This format should be duly certified by a Chartered Accountant (CA). A copy of the audited Profit & Loss Account and Balance Sheet must also be enclosed

Format-II
PARTICULARS IN RESPECT TO COMPLETED PROJECTS/ASSIGNMENTS SPECIFIC TO MSME/DEVELOPMENT SECTOR CARRIED OUT FOR GOVT/ SEMI GOVT/ AUTONOMOUS BODIES/MULTILATERAL/LARGE CORPORATE IN THE LAST FIVE YEARS

Sr. No.	Name and address of the client with contact numbers	Type of Client	Name of the Assignment	Period of Contract	
		1.Government/Semi Government/ Autonomous Bodies 2.Multilateral Organization 3.Corporate		Start Date	End date

Please enclose the copies of work order / agreement and completion certificate from the client for each of the assignment.

In the proposal document, present all Work Orders/ Agreements/ and Completion Certificate in the same serial order as listed in the prescribed format. Each document must be clearly labelled and cross-referenced to ensure easy verification during the evaluation

Format-III

PARTICULARS IN RESPECT TO COMPLETED LONGITUDINAL END TO END ASSIGNMENT (BASELINE OR MIDLINE TO ENDLINE) SPECIFIC TO DEVELOPMENT SECTOR INCLUDING MICRO ENTERPRISE/ LIVELIHOOD AND MSMES

Sr. No.	Name and address of the client with contact numbers	Type of Client	Name of Assignment	Type of Assignment	Period of contract	
		1.Government/Semi Government/ Autonomous Bodies 2.Multilateral Organization 3.Corporate		1. Baseline, Midline Endline 2. Midline and Endline	Start Date	End date

Please enclose the copies of work order / agreement and completion certificate from the client for each of the assignments.

In the proposal document, present all Work Orders/ Agreements/ and Completion Certificate in the same serial order as listed in the prescribed format. Each document must be clearly labelled and cross-referenced to ensure easy verification during the evaluation

Format-IV

EXPERIENCE IN BRINGING OUT SUSTAINABILITY/ DEVELOPMENTAL REPORT IN LAST 5 YEARS OF VALUE MORE THAN ₹10 LAKH

S. No.	Name and address of the client with contact numbers	Name of the Report	Contract Value	Period of contract	
				Start	End

Please enclose the copies of work order / agreement and completion certificate from the client for each of the assignments.

In the proposal document, present all Work Orders/ Agreements/ and Completion Certificate in the same serial order as listed in the prescribed format. Each document must be clearly labelled and cross-referenced to ensure easy verification during the evaluation

Format-V**STATES WHERE ORGANIZATION HAS OUTREACH IN RESPECT OF OWN OFFICES**

S. No.	Region	State/UT	Address of the Office

Please enclose proof of address of all the offices

In the proposal document, present all documents in the same serial order as listed in the prescribed format. Each document must be clearly labelled and cross-referenced to ensure easy verification during the evaluation.

Format-VI**SERVICES PROVIDED TO SIDBI IN LAST FIVE YEARS**

SN No	Name of the assignmet	SIDBI Office issuing the Contract	Contract period	
			Start	End

Please enclose the copies of LOI and completion certificate for each of the assignments.

In the proposal document, present all documents in the same serial order as listed in the prescribed format. Each document must be clearly labelled and cross-referenced to ensure easy verification during the evaluation
