



CENTRE FOR RESEARCH AND INDUSTRIAL STAFF PERFORMANCE (CRISP), BHOPAL

EoI No: CRISP/EOI/GEO-TAGGING/2023-24/575

Dated: 25<sup>th</sup> July, 2023

**Invites**  
**Expression of Interest (Eoi)**  
**for empanelment of competent agencies**  
**for Geo-tagging, GIS, Remote Sensing, DGPS**  
**Surveys and Assessment & Estimation of**  
**Repair Works in**  
**Schools/Toilets/Houses/Govt. Assets in**  
**different States.**

## **Background**

The Centre for Research and Industrial Staff Performance (CRISP) is an ISO 9001:2015, CMMI Level5 autonomous organization of the Dept. of Technical Education & Skill Development, Govt. of Madhya Pradesh established in the year 1997 under the Indo-German Technical Cooperation Agreement.

## **Brief About Empanelment of Consultancy Firms**

In order to implement and manage various projects of Govt. of India & State Governments related to Geo-tagging, GIS, Remote Sensing, DGPS Surveys and Assessment & Estimation of Repair Works in Schools/Toilets/Houses/Govt. Assets in different States, CRISP propose to empanel reputed consultancy firms having relevant experience of providing consultancy services in related areas.

Applicant firm/organization must have sufficient capacity, capability and proven experience in undertaking similar assignments. The firm/organization should have the capacity to deploy the field staff immediately and complete the task within stipulated time, with daily reporting.

Shortlisted firms shall be provided with necessary RFP document for submitting their techno-commercial offer subsequently. The empaneled bidders would be expected to provide services for the ongoing/new projects in various states.

The empanelment will be initially for a period of two years, which can be extended/renewed through mutual consent for a further period.

The response to this EoI by bidder needs to be supported by adequate documentary credentials. The selection of bidder for empanelment shall depend on the credentials provided by them with respect to organization capacity, presence and strength of resources, etc.

The responses received pursuant to this EoI will be evaluated as per the criteria specified in this document and the nature quantum and Scope of work for specific projects will evolved pending upon the requirements of State Governments Departments and Agencies.

Firms possessing the requisite eligibility (pre-qualification criteria), experience and expertise in related areas with requisite financial strength, may submit their Expression of Interest (Eoi), in the Prescribed Formats only, with relevant information/supporting documents.

**Key Information:**

Sl.	Description	Important Information
1.	Eoi - Advertisement	<b>25<sup>th</sup> July, 2023</b>
2.	Submission of Eoi	<b>2<sup>nd</sup> August, 2023</b>
3.	Mode of Submission of Eoi	<b>Email at: <a href="mailto:procurement@crispindia.com">procurement@crispindia.com</a></b>
4.	Empanelment Fee	<b>Rs. 2,500/- (Non-refundable)</b>
5.	Mode of Depositing Empanelment Fee	<b>Empanelment Fee to be deposited in online mode in following Bank Account: Name of Bank: ICICI, Bank Branch Name: ICICI Bank Limited, M.P. Nagar Branch Address: Plot No. 2, Alankar Palace, Zone-2, M.P. Nagar, Bhopal Nature / Type of Account: SAVING BANK ACCOUNT Account No: 005501026617 MICR No: 462229002 IFSC Code: ICIC0000055</b>

**Note: Eois received after the due date shall not be considered.**

Interested Firms may submit their Expressions of Interest (Eoi) through email including the firm's profile, demonstrated capacity to provide the required expertise. The deadline for submission of the Eoi email at: [procurement@crispindia.com](mailto:procurement@crispindia.com) is latest by 2<sup>nd</sup> August, 2023 along with Empanelment Fee (Non-refundable) of Rs. 2,500/- (Two Thousand Five Hundred Only).

The applicant would be required to satisfy the following eligibility criteria as pre-qualification criteria for submitting their EOI. The EOI of the Firms not meeting the minimum criteria will not be evaluated. Therefore, The Firms not meeting these

minimum criteria need not apply.

**Eligibility (pre-qualification criteria)**

**Technical**

- ❖ Minimum 2 years of working experience in India in providing similar services.
- ❖ The firm must have successfully completed/ongoing at least two assignments of similar nature (submit copy of work order/completion certificates).
- ❖ The firm must have sufficient full-time human resource for executing projects of similar nature.
- ❖ The respondent firm must not be blacklisted for fraudulent and corrupt practices. A declaration to this effect signed by head of the applicant organization in Original must be submitted with the EOI.

**Financial.**

- ❖ The applicant organization must be net worth positive having a minimum annual average turnover of INR 10 (Ten) Lacs in the last 1 year.  
Auditors certificate supported with Income Tax returns for last year must be attached with the EOI.
- ❖ The firm should be registered under GST. Copy of GST certificate to be submitted along with the EOI.

## Submission of Expression of Interest (EoI)

The EoI is to be submitted as per details given below:

### **Part I: Covering letter, processing fee**

- a) Covering letter as per format **(Form I)** provided.
- b) A non-refundable processing fee of INR 2,500/- (Rupees two thousand five only).
- c) Authorization letter to sign/submit the EoI on behalf of the respondent firm.

### **Part II: Details of the Firm**

- a) Details of the Firm as per the format **(Form II)** provided in the EoI. Supporting documents are mandatory (Registration Certificate, PAN, GST Certificate, etc.).
- b) Resource strength (Manpower) at least four **(Form III)**
- c) List of similar projects executed with documentary proof (work order/ completion certificate) **(Form IV)**
- d) Financial details of the Firm as per the format **(Form V)** enclosed. Supporting documents are mandatory (Auditor's certificate, copies of balance sheet, IT return, etc.).

### **Documents required in support of Eligibility (Pre-Qualification)**

1. Auditor certified turnover statement for the last 2 years along with auditor certified Balance Sheet.
2. Registration certificate of the firm.
3. Copy of PAN card and IT return for last financial year.
4. Copy of GST registration.
5. Authorization for signing and submission of the proposal.
6. Declaration against fraudulent practices/blacklisting. **(Form VI)**

## **Evaluation and Shortlisting Methodology**

Examination of documents in support of Minimum Eligibility Criteria as listed under Prequalification Requirement for the Proposal. Eols not meeting Minimum Eligibility Criteria (both technical and financial) shall not be taken into consideration.

Detailed Technical and Financial Proposals (RFP) shall be invited from shortlisted firms for submitting their techno-commercial offer subsequently.

## **General Instructions**

- The applicant organization shall bear all costs associated with the preparation and submission of its Eol and CRISP will in no case be responsible or liable for these costs, whether the proposal is finally accepted or not.
- Eol with documents arranged systematically in prescribed format is to be submitted through mail addressed to: [procurement@crispindia.com](mailto:procurement@crispindia.com).
- Last date for receiving the Eol is: 2<sup>nd</sup> August, 2023 after which no Eols would be accepted.
- Incomplete, illegible Eols will be summarily rejected.
- Language of Eol should be English.
- CRISP, Bhopal reserves the right to accept or reject any Eol/all the Eols, without assigning any reason thereof.
- An authorized representative of the bidder should sign on all the pages of the Proposal.
- Bidder may regularly visit CRISP website for any information / clarification / addendum / corrigendum etc. related to this EOI, processing of Eols received, award of job, etc. CRISP shall not be liable to send any individual information or publish a public notice for any further information regarding this EOI.

**Prescribed Response Formats**

**(Form I)**

[On Firm's Letterhead]

**To**  
**The Director,**  
**Centre for Research and Industrial Staff Performance (CRISP),**  
**Shyamla Hills, Opposite Manas Bhavan,**  
**Bhopal – 462002**

**Sub: Application for empanelment for Geo-tagging, GIS, Remote Sensing, DGPS Surveys and Assessment & Estimation of Repair Works in Schools/Toilets/Houses/ Govt. Assets in different States.**

**Reference: Your Eoi notice dated \_\_\_\_\_**

**Dear Sir,**

Having examined the Expression of Interest (EOI) notice, the receipt of which is hereby duly acknowledged, I/we the undersigned, intend to submit our Eoi for shortlisting of our firm, for providing services related to Geo-tagging, GIS, Remote Sensing, DGPS Surveys and Assessment & Estimation of Repair Works in Schools/Toilets/ Houses/Govt. Assets, in different States.

We attach the response as required in Eoi, which constitutes our proposal.

We confirm that the information contained in this response or any part thereof, including its exhibits and other supporting documents & instruments delivered or to be delivered to the CRISP, Bhopal is true, accurate, verifiable, and complete. This response includes all the information necessary to ensure that the statements therein do not in whole or in part mislead CRISP in its shortlisting process.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading this shortlisting process, we are liable to be

dismissed from the selection process or termination of the contract during the Project, if awarded to do so, for providing the said Services to the Project. We agree to unconditional acceptance of all the terms & conditions set out in the EoI document.

It is hereby confirmed that I/We are entitled to act on behalf of our organisation and are authorized to sign this document as well as such other documents, which may be required in this connection.

Dated this day of \_\_\_\_\_ Month, 2023

(Authorized Representative and Signatory)

Signature:

Name:

Designation:

Date:

Place:



(Form II)  
**Applicant Details**  
[On Firm's Letterhead]

S. No	Description	Details
1.	Name of Legal Constitution of Applicant	
2.	Legal Status / Constitution of the Firm	
3.	Registration Number	
4.	Date of Incorporation/year of Establishment	
5.	Place of Registration	
6.	Address of Registered Office	
7.	Phone No	
8.	Email	
9.	Website	
10.	Name, contact no and Email of Head of organization	
11.	Name, contact no and Email of Contact Person for the EOI	
12.	PAN Details	
13.	GST Number	

(Authorized Representative and Signatory)

Signature:

Name:

Designation:

Date:

Place:

**Form III:**

**Resource Strength**

Sl.	Name of the Resource person	Qualification	Proficiency	Years of Experience
1.				
2.				
3.				
4.				

(Authorized Representative and Signatory)

Signature:

Name:

Designation:

Date:

Place:

(Form IV)

**Experience**

**List of Similar Projects :**

<b>S. No.</b>	<b>Year</b>	<b>Client Name</b>	<b>Project Title</b>	<b>Project Description</b>	<b>Work order Date</b>	<b>Order Value</b>
1.						
2.						
3.						
4.						
5.						

(Authorized Representative and Signatory)

Signature:

Name:

Designation:

Date:

Place:

(Form V)  
**Financial Details**

[On Firm's Letterhead]

**To Whomsoever It May Concern**

On the basis of audited financial statements, we hereby certify that (Name of Firm) having registered office at (Office address) has an average annual turnover of Rs..... Lakhs or more in the last two financial years. The details of annual turnover are mentioned below:

S. No.	Financial Year	Annual Turnover in Rs.	Net Worth in Rs.
1.	2021 - 22		
2.	2022 - 23		
3.	<b>Average</b>		

**Note:1)** Audited financial statements for the past two years (2021-22, 2022-23) should be submitted by the Applicant. For the year 2022-23 unaudited financial statements can be submitted if the audit is not completed.

(Authorized Representative and Signatory)

Signature:

Name:

Designation:

Date:

Place:

(Form VI)

**Affidavit for not being blacklisted**

[On Firm's Letterhead]

**AFFIDAVIT**

We, <<M/s Firm's name>>, having its registered office at <<Office address>>, do hereby declare that the <<M/s Firm's name>> has not been blacklisted/debarred by any donor Agency/State Government/ Central Government authority for breach on our part.

(Authorized Representative and Signatory)

Signature:

Name:

Designation:

Date:

Place: