

**GOVERNMENT OF INDIA  
MINISTRY OF HOUSING AND URBAN POVERTY  
ALLEVIATION  
NIRMAN BHAWAN, NEW DELHI-110011**

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**EXPRESSION OF INTEREST (EoI)**

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Expression of Interest (EoI) for shortlisting agencies for  
**Operating a National Mission Management Unit  
(NMMU) for  
National Urban Livelihoods Mission (NULM) of  
The Ministry of Housing and Urban Poverty Alleviation  
(Mo HUPA)**

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**EXPRESSION OF INTEREST (EoI)**

**Notice Inviting Expression of Interest (EoI) for shortlisting agencies for setting up and operating a National Mission Management Unit (NMMU) for National Urban Livelihoods Mission (NULM) of The Ministry of Housing and Urban Poverty Alleviation**

**1.0 BACKGROUND**

The Ministry of Housing and Urban Poverty Alleviation (Mo HUPA) intends to set up a National Mission Management Unit (NMMU) to provide focused support for the implementation of its scheme – National Urban Livelihoods Mission (NULM). The objective is to efficiently and effectively manage, coordinate, and monitor the implementation of NULM by providing programmatic support to the Ministry of Housing and Urban Poverty Alleviation (Mo HUPA). The NMMU would operate under the overall supervision and guidance of the Mission Director of NULM. The NMMU would be positioned in Ministry of Housing and Urban Poverty Alleviation Office, Nirman Bhawan.

**2.0 ABOUT NATIONAL URBAN LIVELIHOODS MISSION (NULM)**

The mission of National Urban Livelihood Mission (NULM), a flagship programme of the Ministry of Housing and Urban Poverty Alleviation, is to reduce poverty and vulnerability of the urban poor households by enabling them to access gainful self-employment and skilled wage employment opportunities, resulting in an appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots level institutions of the poor. The important strategies followed by NULM are:

- i. Building skills to enable access to growing market-based job opportunities offered by emerging urban economies;
- ii. Training for and support for the establishment of micro-enterprises by the urban poor – self and group;
- iii. Building capacity of the urban poor, their institutions and the machinery involved in the implementation of livelihoods development and poverty alleviation programmes.
- iv. Ensure availability and access of the urban homeless population to permanent 24-hour shelters
- v. Support to Urban Street Vendors

The National Urban Livelihoods Mission (NULM) will have a three-tier interdependent structure for implementation of the programme. NULM will be headed by a Mission Director at the national level; State Urban Livelihoods Mission (SULM) will be headed by a State Mission Director at the state level; and a City Project officer (CPO) will be headed by at the city level. These tiers of NULM will be closely interlinked and guided by the common objective of promoting sustainable livelihoods of the poor and work with the goal of eradication of urban poverty and empowerment of the urban poor.

For the purpose, NULM lays emphasis on promotion of professionally competent and dedicated implementation team structures at national, state and city levels viz., National Mission Management Unit (NMMU), State Mission Management Unit (SMMU) and City Mission Management Unit (CMMU) respectively for managing and supporting all mission activities.

### **3.0 ABOUT NATIONAL MISSION MANAGEMENT UNIT (NMMU)**

National Mission Management Unit (NMMU), a dedicated support team at national level, will be established to support Mission Director in implementation and monitoring of the NULM. NMMU will be staffed with 10 technical specialists having expertise in various fields like Social Mobilisation and Institution Development, Social Infrastructure, Skills and Livelihoods, Financial Inclusion & Micro Enterprises, Housing for Homeless, Finance, MIS, Monitoring and Evaluation, HR, Communications and Knowledge Management. The NMMU will ensure effective coordination with states/UTs and will provide directions and hand holding support to them.

The key functions of NMMU will include, but not limited to, the following:

- Implementation and monitoring of NULM
- To facilitate establishment of SMMUs by the state governments;
- To support preparation of State Urban Poverty Reduction Strategy and Livelihood Development Plan and other pro poor programmes;
- To provide professional and technical inputs on specific components of NULM
- To liaise with other Missions/ Ministries/Departments/ Industry Associations to explore areas for convergent action
- To facilitate linkages between NULM and State Urban Livelihoods Missions
- To undertake/commission studies on urban poverty issues and disseminate the findings
- To study best practices across the country and support their replication in other parts;
- To support the development of capacity building and training modules

- To promote comprehensive monitoring and learning systems at the state and city level;
- To act as a national resource pool which provides information on best practices, statistics on urban poverty, slums and livelihoods etc.,
- To work closely with a national network of resource centres/institutes to provide capacity building support to states/cities.
- Organise capacity building of key government staff involved in implementation of NULM as well as technical experts at SMMU, CMMU etc.,

#### 4.0 SCOPE OF WORK

NULM will hire the services of agency that will perform the role of the NMMU at National level. The selected agency will accordingly place the technical experts at NMMU level to support the Mission. This NMMU will be housed in M/o HUPA.

- 4.1 The selected agency will be responsible for deploying technical experts required at National level. NMMU will be staffed with 10 technical specialists as per list given below.

S.N	Particulars	No. of positions
1	National Mission Manager - Social Mobilisation and Institution Development	3
2	National Mission Manager - Skills and Livelihoods	3
3	National Mission Manager – Financial Inclusion & Micro Enterprises	1
4	National Mission Manager – HR & Capacity Building	1
5	National Mission Manager – MIS & ME	1
6	National Mission Manager - Communications and Knowledge Management	1
	<b>Total</b>	<b>10</b>

- 4.2 Terms of Reference (ToR) for each technical expert position at NMMU including qualification and experience is provided in **Annexure B**. However, the job description provided is indicative in nature and may change as per the requirement of the NULM.
- 4.3 The technical experts deployed by the selected agency for the NMMU will be dedicated full time staff and will be stationed at M/o HUPA. The day to day work of the technical experts will be assigned by Mission Director, NULM or any other officer designated by him for this purpose. All the monitoring and reporting aspects of the technical experts will be under the control and supervision of Mission Director, NULM.
- 4.4 The selected agency will provide the services of only those experts who fulfil the eligibility criteria prescribed. M/o HUPA will conduct one to one discussions with the

experts provided by the selected agency to ensure suitability of the technical experts. M/O HUPA has right to reject the list of experts provided by the agency in case they are not found suitable as per criteria.

## **5.0 PAYMENT AND WORKING ARRANGEMENTS TO TECHNICAL EXPERTS**

### **5.1 Remuneration**

- i. The agency will be paid maximum of Rs. 1,00,000 per month for the services of each technical expert. In addition, agency will be paid TA and DA for technical experts as per the norms to be fixed by M/O HUPA.
- ii. The rates of remuneration paid to technical experts may be reviewed, if necessary, after two years and suitably modified as per the market conditions prevailing at that point of time subject to maximum of 10% of the salary paid.
- iii. No additional payment for insurance cover, EPF etc will be paid to the agency.
- iv. No separate management fee will be provided to the agency

### **5.2 Working time**

Working hours (5 days a week, 9:00 hrs – 5:30 hrs) with lunch break 30 min (1:00 – 1:30 hrs)

## **6.0 DELIVERABLES BY THE AGENCY**

The agency is responsible for the following deliverables apart from the job descriptions mentioned:

- i. Provide technical experts upto 31<sup>st</sup> March 2017 as per the ToR given in the EoI.
- ii. To keep the technical experts in position by the date mentioned in the RfP.
- iii. To provide suitable replacement within 30 days, in case any of the technical experts leaves the job. Beyond that period, the agency will be charged a fine which may be up to a maximum of Rs. 4,000 per day.

## **7.0 MINIMUM ELIGIBILITY/QUALIFYING CRITERIA FOR THE SUBMISSION OF EOI BY THE AGENCIES**

Following are the essential qualifying criteria for agency to qualify for the assignment

1. The agency should be registered since 3 years. Incorporation certificate should be furnished.
2. Agency should have minimum turnover of Rs. 5Cr (for similar activities carried out) Audited balance sheet and profit & loss a/c should be furnished along with proposal.
3. The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of EoI. An undertaking to this effect should be submitted.

## 8.0 EVALUATION CRITERIA FOR THE EOIS

The criteria for evaluation for the proposals received in response to Expression of Interest (EOI) are as follows:

S.N	Criteria	Weightage (marks)	Evaluation Criteria
<b>I. Past Experience of agency</b>			
1	Number of years in existence	20	>3&<= 5 Years - 05 Marks >5&<= 10 Years -10 Marks >10 Years -20 Marks
2	Past experience of the agency handling Programme Management Units of Government of India/ State Governments of India in the past	30	>3&<= 4 Years - 10 Marks >4&<= 7 Years - 20 Marks >7 Years - 30 Marks
3	Past experience of the agency handling Programme Management Units other than Government of India/States in the past	20	>3&<= 4 Years - 05 Marks >4&<= 7 Years - 10 Marks >7 Years - 20 Marks
<b>II. Experience of Senior Management (maximum of 5 members)</b>			
4	Relevant experience of Senior Management (5 members) of agency	15	>10&<=15 Years - 05 Marks >16&<=20 Years - 10 Marks >20 Years - 15 Marks
<b>III. Financial Performance of agency</b>			
5	Latest audited turnover	15	>=5&<7 Crore - 05Marks >7&<10 Crore - 10 Marks >10 Crore - 15 Marks
	<b>Total weightage</b>	<b>100</b>	

Only those agencies that score minimum 50% marks on the criteria will be shortlisted. All the successfully shortlisted agencies will be issued RfP containing both technical and financial components.

## 9.0 DOCUMENTS TO BE SUBMITTED AS PART OF EOI

1. Covering letter on agency letter head
2. Copy of certificate of incorporation
3. Memorandum and Articles of association of the agency

4. Profile of the organisation - scope of work, type of services, key achievements, details of Awards or recognition won etc if any
5. Curriculum Vitae (CV) of Senior Management (Maximum of 5 members)
6. Latest audited financial statements (Balance Sheet and P&L account)
7. Declaration statement by the agency on letter head (about not blacklisting by government agencies)
8. Copy of a minimum 10 work orders undertaken by the agency

## **10.0 TERMS AND CONDITIONS**

### **10.1 Amendments to the EoI**

M/o HUPA may amend the EoI documents at any time prior to the deadline for submission of EoI, by issuing suitable corrigendum. Any corrigendum issued in this regard shall be uploaded on M/o HUPA website. To give reasonable time to the agencies, so that they can take corrigendum in to account in preparing their EoI, M/o HUPA shall extend, if necessary, the deadline for submission of proposal.

### **10.2 Language of EoI**

The EoI, and all correspondence and documents related to EoI exchanged by the agency should be in English.

### **10.3 Disqualification of EOIs**

The EoI submitted by agency is liable to be disqualified if

- i. Not submitted in accordance with the EoI document
- ii. EoI received in incomplete form
- iii. EoI received after due date and time
- iv. EoI not accompanied by all requisite documents

### **10.4 Ministry reserve the right to the following**

- i. Reject any or all proposals received in response to the EoI without giving any reason whatsoever
- ii. Extend the time for submission of EoI
- iii. Modify the EoI document, by an amendment that would be published on the website



## 11.0 SUBMISSION OF EOI

The EOI may be submitted in a sealed envelope through Speed Post/Registered Post or delivered by hand super scribing “National Mission Management Unit- NULM-EOI proposal” on top of the envelope to the following address. The last date for submission is 25<sup>th</sup> June, 2014.

**Address:**

**Under Secretary (Urban Poverty Alleviation)  
Ministry of Housing and Urban Poverty Alleviation,  
Room No. 215, B - Wing, Nirman Bhawan,  
Maulana Azad Road, New Delhi 110011  
Telefax 91-11-23061185**

## ANNEXURE A - PROPOSAL FORMAT

The EoI should be submitted in the format and should be signed by the authorized signatory with seal of the company

### **Part A**

#### **1. Check for the list of documents to be attached**

S.N	Name of the document	Attached (Yes/No)
1	Covering letter on agency letter head	
2	Copy of certificate of incorporation	
3	Memorandum and Articles of association of the agency	
4	Profile of the organisation - scope of work, type of services, key achievements, details of Awards or recognition won etc if any	
5	Curriculum Vitae (CV) of Senior Management (Maximum of 5 members)	
6	Latest audited financial statements (Balance Sheet and P&L account)	
7	Declaration statement by the agency on letter head (about not blacklisting by government agencies)	
8	Copy of a minimum 10 work orders undertaken by the agency	

#### **2. Basic information of the agency**

S.N	Particulars	Details	Page no. (for attachment, if any)
1	Name of the agency		
2	Year of Incorporation		
3	Legal Status		
4	Address for communication		

5	Name of the Contact person				
	Designation				
	Email id				
	Mobile				
	Land line				
	Fax				
6	Details the Senior Management (mention a maximum of 5 members only)				
	<b>S.N</b>	<b>Name</b>	<b>Highest Educational Qualification</b>	<b>Total experience (in years)</b>	
	1				
	2				
	3				
	4				
	5				

**3. Details of the projects undertaken by the agency**

<b>S.N</b>	<b>Name of the project</b>	<b>Client name and address</b>	<b>Project location</b>	<b>Project period as per contract</b>	<b>No. of team members positioned</b>	<b>Project value</b>	<b>Start and end date</b>	<b>Brief description of project</b>

**Part B**

<b>S.N</b>	<b>Particulars</b>	<b>Details</b>	<b>Page no (for attachment, if any)</b>	<b>Score (not to be filled by agency)</b>
1	Number of years in existence			
2	Past experience of the agency handling Programme Management Units of Government of India/ State Governments of India in the past			

3	Past experience of the agency handling Programme Management Units other than Government of India/States in the past			
4	Relevant experience of Senior Management (5 members)			
5	Latest audited turnover (Rs. Cr)			

I / we certify that I / we have read the terms of condition of Expression of Interest for shortlisting of agency in -----as amended up to date and shall abide by us.

I / We certify that the information given above is true to the best of our knowledge. I / We also understand that if any of the information is found false, I am / we are liable to debarred from empanelment process.

Name and Signature of agency's AUTHORISED REPRESENTATIVE

Date & place:

SEAL OF AGENCY

## **ANNEXURE B- DETAILED TERMS OF REFERENCE FOR NMMU POSITIONS**

### **(a) Scope of work**

The person selected for the above positions will assist the Mission Director, NULM in conceptualizing and operationalizing the respective components of NULM. The position is a contractual engagement, initially for two years. Renewal of contract is done every two years based on performance appraisal. The incumbent will directly report to the Mission Director, NULM. S/he will work closely with and support the teams at the state level responsible for respective component of NULM. The person will need to travel extensively to the states implementing NULM. The person should have good command on writing and speaking both English and Hindi languages. Knowing any other regional language will be considered positively.

**(b) Educational Qualifications, Experience and Competencies**

S.N	Position	Educational Qualifications	Experience Particulars	Competencies
1	National Mission Manager - Social Mobilisation and Institution Development	Two year full time Post graduate diploma in Management/ MBA or Masters in any other discipline relevant to the roles and responsibilities of the job from government recognised institutes	At least 10 years of experience in Social Development work with poverty reduction programmes of considerable size and scale	The person should be Proficient with MS office; should have acknowledged capabilities in partnership management; strong analytical, conceptual and strategic thinking skills; ability to handle large scale planning; handling MIS etc. Experience of working with government institutions will be given preference.
2	National Mission Manager - Skills and Livelihoods		At least 10 years of experience in implementation of skill training and placement programmes with considerable size and scale	
3	National Mission Manager – Financial Inclusion & Micro Enterprises		At least 10 years of experience in dealing with credit linkages, social security and/or micro enterprises promotion in poverty reduction programmes/ financial institutions	
4	National Mission Manager – HR & Capacity Building		At least 10 years of experience in staff recruitment, training and capacity building work with national/ state level projects	
5	National Mission Manager – MIS & ME	Two year full time Post Graduate diploma / Masters in Computer Science, M.Sc. (computer science), B.Tech (computer science) or MCA from government recognized institute/ university	At least 10 years of experience in designing and implementation of MIS and ME for large development projects, preferably poverty reduction project and full understanding of Data Analysis Technique	The person should have, in addition to the above mentioned competencies, very good documentation skills and should be very good at preparation of reports; Proficient with Project Management software; Database Management systems; website development and management.
6	National Mission Manager - Communications and Knowledge Management	Two year full time Post graduate diploma or Masters in communications/ Journalism/ development communications or any other discipline relevant to the roles and responsibilities of the job from government recognized institutes	At least 10 years of experience development of communications and knowledge management for national/ state level projects	The person should have, in addition to the above mentioned competencies, acknowledged publishing skills. Persons who had published articles in national and international magazines will be given preference.

## **I. Key Responsibility Areas**

### **a) National Mission Manager – Social Mobilisation and Institution Development**

Ensure that the guidelines for Social mobilisation and institution development component; shelters and social infrastructure aspects of NULM are prepared and made available for the states

- Develop overall action work plan for implementation of Social mobilisation component and shelters and social infrastructure aspects of NULM
- Facilitate states in implementation of the guidelines prescribed by NULM
- Support and guide team responsible for the SM&ID component of NULM at the state/UT level in achieving their targets with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Urban street vendors and shelters for urban homes components etc.,
- Facilitate state team responsible for identification and empanelment of Resource Organisations (ROs) for promotion of SHGs; identification of facilitation organisations for promotion of CLCs, Vendor Markets and Shelters for Urban homeless under NULM
- Support state team to ensure the SHGs, ALF and CLF structures are established across all states.
- Participate (when needed) as resource person in the capacity building programmes conducted for SMMU and CMMU staff.
- Support the resource agencies in capacity building/ sensitization of SMMU/CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to social mobilisation, social infrastructure etc., as and when required.
- Periodically monitor the quality of trainings conducted on SM&ID component, CLCs, urban street vendors, shelters for urban homeless of NULM
- Responsible for providing need based Technical Assistance to the State Mission Management Units.
- Arranging for appropriate linkages with relevant agencies/departments and integrate Social mobilisation and social infrastructure agendas in implementing of NULM.
- Ensure reporting of the Social mobilisation and institution Development component, shelters and social infrastructure by SULMs
- Work closely with other national Mission Managers at the national level for successful implementation of NULM
- Travel to states for monitoring the implementation of NULM and provide key observations
- Report on Social mobilisation component to Mission Director
- Perform any other related tasks assigned by the Mission Director, NULM.

### **b) National Mission Manager – Skills and Livelihoods**

Ensure that the guidelines for EST & P component of NULM are prepared and made available for the states

- Develop overall action work plan for implementation of EST & P component of NULM.
- Facilitate states in implementation of the guidelines prescribed by NULM
- Support and guide team responsible for EST& P component of NULM at the state/UT level in achieving their targets with respect to Identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification etc.,
- Participate (when needed) as resource person in the capacity building programmes conducted for SMMU and CMMU staff
- To periodically monitor the quality of trainings conducted on EST&P component of NULM
- Responsible for providing need based Technical assistance to the State Mission Management Units.
- Support the resource agencies in capacity building/ sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to EST&P as and when required.

- Arranging for appropriate linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies and integrate EST&P agenda in implementing of NULM
- Ensure reporting of EST &P component by SLMUs
- Work closely with other National Mission Managers at the national level for successful implementation of NULM
- Travel to states for monitoring the implementation of NULM and provide key observations
- Report on EST&P component to Mission Director, NULM
- Perform any other related tasks assigned by the Mission Director, NULM.

**c) National Mission Manager – Financial Inclusion and Micro Enterprises**

- Ensure that the guidelines for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) are prepared and made available for the states
- Develop overall action plan for implementation of Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) of NULM
- Facilitate states in implementation of the guidelines prescribed by NULM
- Support and guide team responsible for Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) of NULM at the state/UT level in achieving their targets with respect to bank linkages for SHGs and its members and the micro enterprises set up by the urban poor.
- Participate (when needed) as resource person in the capacity building programmes conducted for SMMU and CMMU staff.
- To periodically monitor the quality of trainings conducted on Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) of NULM
- Responsible for providing need based Technical Assistance to the State Mission Management Units.
- Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to imparting financial literacy to urban poor and other KRAs as and when required.
- Arranging for appropriate linkages with relevant agencies/departments and integrate Universal Financial Inclusion and Self-employment programme agenda in implementing of NULM.
- Ensure reporting of Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) by SLMUs
- Work closely with other National Mission Managers at the national level for successful implementation of NULM
- Report on Universal Financial Inclusion (UFI) and Self Employment Programme (SEP) to Mission Director, NULM
- Perform any other related tasks assigned by the Mission Director, NULM.

**d) National Mission Manager – MIS & ME**

- Ensure MIS & ME frameworks are made available to the states implementing NULM
- Develop overall action plan for implementation of MIS & ME components of NULM
- Facilitate states and ensure proper implementation of MIS at the state level, compilation of information across the cities and submission of the same to the national level
- Undertake field visits to states for real time monitoring of the scheme
- Participate (when needed) as resource person in the capacity building programmes conducted for SMMU and CMMU staff
- Responsible for providing need based Technical Assistance to the State Mission Management Units.
- Support capacity building of SMMU/ CMMUs in implementation of MIS and M&E. S/he will also oversee the development of capacity building modules related to MIS etc.



- Facilitate states to ensure entire gamut of information and reporting systems like baseline study, MPRs, Process documentation etc.,
- Work closely with other National Mission Managers at the national level for successful implementation of NULM
- Report on MIS & ME components to Mission Director, NULM
- Perform any other related tasks assigned by the Mission Director, NULM.

**e) National Mission Manager – HR & Capacity Building**

- Ensure that the guidelines for HR and CB&T component of NULM are prepared and made available for the states.
- Develop overall action plan for implementation of HR and CB & T component of NULM
- Ensure SMMU structures are established across all states
- Facilitate states in implementation of the guidelines prescribed by NULM
- support and guide teams responsible for CB&T component of NULM at the state/UT level with respect to trainings, recruitment etc.,
- Participate (when needed) as resource person in the capacity building programmes conducted for SMMU and CMMU staff
- Support the resource agencies in capacity building/ sensitization of SMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops
- Responsible for providing need based Technical Assistance to the State Mission Management Units.
- Arranging for appropriate linkages with relevant agencies/departments in order to strengthen the capacities of the staff and other stakeholders of NULM.
- Ensure reporting on CB&T component by SLMUs
- Work closely with other national Mission Managers at the national level for successful implementation of NULM
- Travel to states for monitoring the implementation of NULM and provide key observations
- Report on CB&T component to Mission Director, NULM
- Perform any other related tasks assigned by the Mission Director, NULM.

**f) National Mission Manager – Communications and Knowledge Management**

- Design and operationalize the framework for communication and knowledge management in NULM
- Develop overall strategy for documentation of best practices at national level
- Develop repository of information, case studies, research publications, best practices (domestic and international) etc on urban poverty, livelihoods promotion, skill enhancement and various other themes related to NULM
- Support and guide teams responsible for knowledge management of NULM and reporting at the state/UT level
- Participate (when needed) as resource person in the capacity building programmes conducted for SMMU and CMMU staff
- Responsible for providing need based Technical Assistance to the State Mission Management Units.
- Work closely with other national Mission Managers at the national level for successful implementation of NULM
- Travel to states of NULM and provide key observations
- Report on communications and knowledge management initiatives to Mission Director, NULM

Perform any other related tasks assigned by the Mission Director, NULM.

**APPENDIX-I: COVERING LETTER ON AGENCY LETTERHEAD**

*(The agencies are required to submit the covering letter in the Form (sample). This form should be in the letter head of the agencies, who are submitting the proposal.)*

Date -----

To  
**Joint Secretary (UPA)**  
**Ministry of Housing and Urban Poverty Alleviation,**  
**Room No. 301 C Wing,**  
**Nirman Bhawan,**  
**Maulana Azad Road,**  
**New Delhi 110001**

**Subject: National Mission Management Unit-NULM -EOI proposal**

Dear Sir,

Having examined the EOI, the undersigned, offer to be shortlisted for 'NMMU - NULM' in full conformity with the said EOI. I have read the provisions of EOI and confirm that these are acceptable to us.

I hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of shortlisting and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the shortlisting process may be terminated without assigning any reason and without any liability to agencies, whatsoever, it may be.

Signature

Duly authorized to sign proposal for and on behalf of

Date:

Place:

Postal Address:

Telephone Number:

Mobile:

Email Id:

## **APPENDIX-II: DECLARATION STATEMENT ON LETTER HEAD**

### **To whomsoever it may concerned**

This is to certify that ----- (full name of the agency, with address particulars) has not been blacklisted by a government/ semi government organisation for unsatisfactory performance or financial conduct in the last five years

Signature [In full]:

Name and Title of Signatory: Name of Agency / Organization: (Company /Organization Seal)

## **APPENDIX-III -STANDARD FORMATS OF CURRICULUM VITAE (CV) FOR SENIOR MANAGEMENT**

- i. Name:
- ii. Designation:
- iii. Years with agency:
- iv. Membership in professional societies:
- v. Professional Experience:  
[Reverse order every employment held. List all positions held giving dates, names of employing organizations, titles of positions held, and locations of assignments.]
- vi. Educational Qualifications:  
[Summarize college / university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.]
- vii. Languages:  
[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]
- viii. Date of Birth:

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