MP State Cooperative Union Ltd
E 8 /77, Shahpura , Bhopal (MP) 462039
Email- rajyasanghbpl@yahoo.co.in

Expression of Interest (EOI)

M.P. State Cooperative Union Ltd. Bhopal Invites EOI for

1- Empanelment of Manpower Outsourcing Agencies.
2- Empanelment of consulting agencies for various projects relating to capacity buildings, studies, research, program implementation policy advocacy in different sectors for the benefit of cooperative sector in particular and other sectors in general. The detailed terms and conditions of the EOI are given on our **website www.mpscu.in.**

The interested agencies may apply as per the directives mentioned in the EOI document on or before **27/11/2026 by 5:00 PM** in the office of undersigned. The Managing Director reserves the right to cancel this EOI without assigning any reason.

Managing Director

मध्यप्रदेश राज्य सहकारी संघ मर्यादित, भोपाल (म.प्र.)

ई–8/77, शाहपुरा, त्रिलंगा,भोपाल–462039
फोन: 0755–4034839, 4077365

प्रपत्र–1

विशेषज्ञ संस्थाओं एजेंसी हेतु जारी सामान्य शर्तें

1. EOI फार्म राज्य सहकारी संघ के मुख्यालय से कार्यालयीन समय पर **दिनांक 16-11-2026 से** प्राप्त किया जा सकता है तथा **दिनांक 27-11-2026** समय सायं 5.00 बजे तक कार्यालय में जमा/पहुॅचना अनिवार्य है।

2. **EOI फार्म का मूल्य रू. 10,000/– है,** जिसे राज्य सहकारी संघ में जमा कर प्राप्त किया जा सकता है परन्तु जो प्रतिभागी राज्य सहकारी संघ की बेवसाईट से EOI डाऊनलोड कर प्रस्तुत करेगें उन्हें फार्म के साथ रू. 10,000/– का डी.डी. पृथक लिफाफे में फार्म मूल्य अंकित करते हुए जमा करना होगा। उक्त लिफाफे के अभाव में उनके फार्म पर विचार नहीं किया जावेगा। फार्म का मूल्य वापिसी योग्य नहीं है।

3. प्रत्येक सेक्टर के लिए पृथक–पृथक **राशि रू. 10,000/– + GST** का डी.डी. फार्म के साथ संलग्न करना आवश्यक है। डी.डी. के अभाव में आवेदन पर विचार नही किया जावेगा।

4. EOI फार्म भरते समय पूरी सावधानी बरती जावे। फार्म के साथ संलग्न मूल्यांकन पत्रक का अवलोकन गंभीरता से कर स्वयं अपने अंकों का निर्धारण मापदण्ड अनुसार कर लें। यदि कुल **प्राप्तांक 70 से अधिक हैं तो ही फार्म को भरें।** अन्यथा फार्म के मूल्य का नुकसान होगा।

5. एजेंसी से संबंधित आवश्यक दस्तावेज (दुकान एवं स्थापना अधिनियम 1958 में रजिस्ट्रेशन पेन एवं जी.एस.टी., कर्मचारी **बीमा निगम, कर्मचारी भविष्य निधि, लेबर वेलफेयर, आयकर क्लियरेंस प्रमाण** पत्र इत्यादि) सभी संबंधित दस्तावेजों की प्रमाणित प्रति अनिवार्य रूप से प्रस्तुत किया जावे।

6. चयनित आवेदक संस्था को 15 दिवस के अंदर म.प्र. राज्य सहकारी संघ के साथ MOU निष्पादित करना आवश्यक है। निर्धारित अवधि में MOU नहीं करने की दशा में उसका आवेदन निरस्त किया जा सकता है।

7. विवाद होने पर प्रकरण सक्षम सहकारी न्यायालय भोपाल के समक्ष प्रस्तुत किया जा सकेगा।

8. राज्य सहकारी संघ को यह अधिकार होगा कि बिना कोई कारण दर्शाये एक माह की लिखित सूचना देकर किसी चयनित संस्था का दावा निरस्त किया जा सकता है।

9. सशर्त आवेदन स्वीकार नहीं होगा।

10. किसी भी समय मांग किये जाने पर आवेदन के साथ **प्रस्तुत दस्तावेजों की मूल प्रति कार्यालय में** दिखाना अनिवार्य होगा।

11. प्राप्त EOI में से किसी एक को अथवा समस्त आवेदनों को बिना किसी कारण दर्शाये अस्वीकार करने का अधिकार प्रबंध संचालक, म.प्र. राज्य सहकारी संघ को होगा।

12. उपरोक्त के अतिरिक्त अन्य शर्तों का विवरण MOU में दिया जावेगा।

13. निर्धारित तिथि एवं समय के पूर्व सीलबंद लिफाफे में EOI राज्य सहकारी संघ कार्यालय में जमा होना आवश्यक है। **समयावधि के बाद प्राप्त EOI पर विचार नहीं किया जावेगा।**

14. EOI के संबंध में प्रबंध संचालक, म.प्र. राज्य सहकारी संघ का निर्णय अंतिम होगा जो व्दितीय पक्षकार को स्वीकार होगा।

15. संस्था को किसी शासकीय विभाग या अर्द्धशासकीय विभाग में विगत पांच वर्षो में किसी भी संस्था द्वारा डिफाल्टर (ब्लेक लिस्टेड) घोषित न किया गया हो ।

16. आवेदक संस्था द्वारा **फार्म 03 (EVALUATION SHEET)** का स्व–मूल्यांकन कर यह सुनिश्चित कर ले की 70 प्रतिशत अंक प्राप्त किये गये है या नहीं। तत्पश्चात ही फार्म भरा जाना सुनिश्चित करें एवं आपके द्वारा भरा गया फार्म–03 भी संलग्न करना अनिवार्य होगा।

17. किसी भी समय संस्था द्वारा प्रस्तुत दस्तावेज एवं जानकारी के विरूद्ध कोई तथ्य संज्ञान में आता है तो संस्था को ब्लैक लिस्टेड करने के साथ ही सुरक्षा निधि जब्त की जा सकती है साथ ही आपराधिक प्रकरण भी दर्ज कराया जा सकता है।

18. राज्य सहकारी संघ एवं चयनित आवेदक संस्था के मध्य निष्पादित MOU तीन वर्षों हेतु वैध होगा।

उपरोक्त समस्त शर्ते स्वीकार है।

हस्ताक्षर
सील/मुद्रा

Form-2

Expression of Interest

for

Empanelment of consultancy agencies already empanelled with the departments / corporations / societies / institutions of Government of India/ Government of M.P.

Name & Address of Applicant Agency –

Area/sector of proposed empanelment –

Submitted to

M.P. State Cooperative Union Ltd

E-8/77 Shahpura, Bhopal- 462039

Letter No. Date:

To

The ……
……
……

Sub: Expression of Interest for Empanelment of consultants.

Sir,

MP State Cooperative Union Limited Bhopal is an apex cooperative institution registered under MP Cooperative Societies Act 1960 with a mandate of providing training, education and capacity building to its member institutions. It is also mandated it wishes to empanel consulting agencies for various projects relating to capacity buildings, studies, research, program implementation, policy advocacy etc. for the benefit of cooperative sector in particular and other sectors in general.The detailed terms and conditions of EOI are mentioned on our website **http://www.mpscu.in**which can be download by the interested agencies or can be procured from the office.

The important documents include -

a. News Paper advertisement inviting EOI.
b. General information of applicant
c. Evaluation method – score sheet
d. Other terms and conditions
e. Formats of application
f. Documents to be enclosed.

The interested agencies may apply as per the instructions given in the EOI document on or before **27. 11. 2026 at 5.00 PM** in the office of under signed. The Managing Director reserves the right to cancel this EOI without assigning any reason.

Managing Director

(On letter head)

Letter No

Date:

To

The Managing Director,

MP State Cooperative Union Ltd,

E 8 /77, Shahpura,

Bhopal – 462039 (MP)

Sub: Expression of Interest for Empanelment of Consultants.

Sir,

With reference to your EOI published on …… in …… (name of the newspaper)…., we have procured the EOI document from your website / office. We have read and understood all the terms and conditions mentioned therein,

we hereby submit our proposal along with all the relevant requisite documents for your kind consideration.

Yours sincerely,

(Authorised signatory)

General Information

Sn	Particulars	Details
1	Nature of Work	Empanelment of Agencies for It wishes to empanel consulting agencies for various projects relating to capacity buildings, studies, research, program implementation, policy advocacy etc. for the benefit of cooperative sector in particular and other sectors in general.
2	Proposals Invited by	MP State Cooperative Union Ltd E 8 /77, Shahpura,Trilanga Road Bhopal (MP) 462039
3	Contact person	Mr. Sanjay Singh Mobile no. +919826821281 Phone No. - 0755- 2926160, 2926159
5	Date of issue of Expression of interest	
6	Last date and time of submission of proposal	
7	Place of submission	MP State Cooperative Union Ltd E 8 /77, Shahpura ,Trilanga Road Bhopal (MP) 462039
8	Date of opening of proposals	In one Month.
9	Details of Application fee	Demand Draft No. ---------- Demand draft date ---------- Amount ---------- Name of the scheduled Bank ----------
10	Validity of proposal	3 Years

Other terms and Conditions:

1	Scope of work of consultant	The Consultant shall identify various areas of development interventions and prepare fund based projects accordingly in consultation with Apex union. The execution of the approved project / assignments would be the sole responsibility of the consultant.
2	Scope of work of Apex Union	Apex union, if convinced, with the submitted project, shall approve, supervise and monitor the projectfor a fees of no less than 10% of the project cost or as per MOU Agreement.
3	Validity of Empanelment	Two years from the date of signing of the MOU
4	General Eligibility criteria:	a. Should be a Society / NGO/ Partnership / firm / Pvt Ltd / Corporation / Public limited company/ Cooperatives b. Should already be empanelled with Government of India or Govt of MP's Departments / Corporations / Societies/ Institutes/Projects. c. The applicant should have minimum 3 years experience in relevant sector.
5	Technical Criteria	Should have executed at least one similar project of a. Capacity buliding of minimum 100 participants b. Project worth Rs 10 lacs or above
6	Financial Criteria	a. The average annual turnover of last 3 financial years should not be less than Rs 25 lacs. b. The net worth should be positive.
7	Sectors for empanelment	a. Cooperation b. Agriculture and Allied Sectors c. Rural Development d. Minor forest Produce/ Forestry e. Entrepreneurship development f. Evaluation / Assessment / Research studies g. Human Resource Development h. Project Preparation i. Banking & Finance j. Natural Resource management/Environment k. Programme Implementation. l. Skill Development

		m. Advertisement & Information, Education, Communication (IEC) n. Communication o. IT Sector p. Any other relevant sector
8.	Proposal evaluation Criteria	a. The Proposal shall be evaluated by an evaluation committee as per the enclosed evaluation sheet. b. Agency scoring below 70 marks out of 100 is not eligible for empanelment. c. However the committee reserves the right to empanel any agency having exceptional know how/ expertise.
9.	Processing Fees	The applicant will have to deposit Rs 5000 as processing fees for each sector in form of demand draft drawn in favor of MP State Cooperative Union Ltd, Bhopal of any Scheduled bank, payable at Bhopal. Application without processing fees shall be rejected.
10	Signing of the document	Each page of the whole document is to be signed by the authorized signatory along with the seal.
11	Other	Applications must be submitted as per the given guidelines / formats.

Formats Enclosed

Profile of the organization	Format 1
Area of expertise	Format 2
Infrastructure details	
Details of training centers	Format 3
Details of Manpower	Format 4
Work Experience	
Details of Last 3 years project consultancy experience	Format 5
Details of training conducted in 5 years	Format 6

Format I –

PROFILE OF THE ORGANISATION

1. Name of Organisation		
2. Nature of Organisation **(Please tick the appropriate sector)**	Society / NGO/ Partnership/ firm/ Pvt Ltd / Corporation / Public limited company/ Cooperatives	
3. Registered Address		
4. Address for Communication, if **different from above.**		
5. Telephone No.		
6. E-mail ID		
7. Key Contact Person & Mobile No.		
8. Registration No.		
9. PAN/TAN/GSTIN		
10. Turnover (Last three financial years) (Rs. In lakhs) **(Audited balance sheets along with annexures and schedules is to be enclosed)**		
Year	**Total Turnover**	**Turnover from Training/ Consultancy**
2025-26		
2024-25		
2023-24		

Format 2 :AREA FOR EXPERTISE

Please tick mark as applicable

ACTIVITY	SECTORS
Training and capacity building	
Project preparation	
Studies / Evaluation / survey / Research	
Project Consultancy	
Programme Implementation.	
Any Others (Please Specify)	

Format 3 :INFRASTRUCTURE DETAILS

Details of Training infrastructure

Sn.	Location & Address of Centres/ Offices/ Branches	Own/ Rented	Training/ Other Facilities available	Training Capacity (Candidates Seating Capacity)	Name & Contact Person at the Centre

Format 4 :DETAILS OF MANPOWER

Sn	Name of Employee	Designation	Age	Qualification	Experience in years	Area of Experience
a. No. of full time Employees of the Organisation:						
b. No. of part time Employees of the Organisation:						

Format 5 :WORK EXPERIENCE

A. DETAILS OF LAST 3 YEARS TRAININGS CONDUCTED

S.n.	Financial Years	Name of Project	No. of Candidates trained	No. of candidates placed/ Self employed	Value of the Project	Client Name

B. DETAILS OF LAST 3 YEARPROJECT CONSULTANCY EXPERIENCE

(OTHER THAN TRAINING)

Sn	Financial Year	Name of Project	Client	Value of the project	Nature of Work/ Project

Documents Required: Please provide self certified copies of the following documents:

Sn.	Description	Documents enclosed	Page No.
1	Copy of Registration	Yes/No	
2	Copy of PAN/TAN/ GSTIN	Yes/No	
3	C.V. of Professional Staffs duly signed	Yes/No	
4	Copy of Work Orders	Yes/No	
5	Copy of Annual Reports of last three financial years	Yes/No	
6	Photographs of infrastructure such as training hall, library, etc.	Yes/No	
7	Articles and Memorandum of Asssociation/ Societies by laws / partnership deeds	Yes/No	
8	Details of Promoters/ Directors/ Governing Body Members		
9	Letters of appreciation for past work done, if any	Yes/No	
10	Details of trained candidates placed/ self employed, if any	Yes/No	

Managing Director

Form -3

EVALUATION SHEET

FOR EVALUATION FOR EMPANELMENT OF AGENCIES

M. P. State Cooperative Union Ltd., Bhopal

Name of the Agency :----------

Instructions:

1. An applicant agency would be evaluated on the basis of Total 100 marks (Common Criteria - Maximum- 40 marks as well as Specific Criteria maximum - 60 marks).
2. An agency would only be declared qualified for empanelment if it secures a minimum of 70 marks .

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1. Common Criteria (Maximum- 40 marks)

Criteria	Maximum-Marks	Marks	Marks obtained
No. of Years of the registration of the agency	12	Less than 3 years -0 Mark Total 3 Years - 5 Marks For every one extra year-1 Marks	
Average annual Turnover of last 3 years	12	Less than 25 lakhs -0 Mark Rs. 25lakhs -5 Marks For every 5 lakh beyond 25 lakhs-1 Mark	
No. of Staff	10	Less than 5 staff -0 Mark 5 staff -5 Marks For Every 2 Nos. Beyond 5 Nos.-1 Mark	
Geographical Location of Office	06	Anywhere - 4 Marks In MP-2 Marks	
Total	40		

2. Specific Criteria (Max- 60 marks)

2(a). Training Empanelment:

Criteria	Maximum-Marks	Marks	Marks obtained
No. of years of Experience in Training Sector.	10	Less than 3 years - 0 Mark 3 years- - 5 Marks For every one extra year- 1 Mark	
Work Orders (last 3 years)	15	worth Less than 10 lakh - 0 Mark worth 10lakh- 5 Marks Work order above 10 lakh for each work order worth 5 lakh - 1 Mark	
No. of Candidates Trained (in last 3 years)	15	Less than 100 – 0 Mark Above 100 &upto 500 – 5 Marks Above 500 For every 100 trained - 1 Mark	
Familiarity with Madhya Pradesh in execution of training assignments	10	training - 0 Mark 1 training - 5 Marks Above 1 training For every 1 training - 1 Mark	
Training Infrastructure (No. of Training Centres, own or rented)	10	Less than 1 Centre - 0 Mark 1 Centre – 5 Marks For each additional centre - 1 Mark	
Total	60		

2(b). Consultancy Empanelment (other than training)

Criteria	Maximum-Marks	Marks	Marks obtained
No. of years of Experience in Specific Sector.(Name the Sector)	10	Less than 3 years- 0 Mark 3 years- 5 Marks For every one extra year - 1 Mark	
CV of Professionals in specific domains of expertise	20	Less than 3 CV – 0 Mark 3 CVs - 5 Marks For each CV above 3-1 Mark	
Work Orders (last 3 years)	20	worth Less than 10 lakh - 0 Mark worth 10 lakh - 5 Marks Work order above 10 lakh for each work order worth 5 lakh -1 Mark	
Familiarity with Madhya Pradesh in execution of assignments	10	Less than 1 assignment in MP – 0 Mark 1 assignment in MP –5 Mark For every 1 additional assignment - 1 Mark	
Total	60		

Signatures of the members of the evaluation committee

1.

2.

3.