

FORMATS FOR SUBMISSION

FORMAT-1

APPLICANT'S EXPRESSION OF INTEREST

Dated: the, 2025

To,

**Director
Economics & Statistics,
Government of Meghalaya
Lower Lachumiere,
Shillong – 793001**

Subject: Invitation for Expression of Interest (EOI) from well-established reputed firms/ agencies/ organizations/ institutes etc., for the “Consultancy services for carrying out studies to improve the Estimation of State Domestic Product”.

Dear ...,

In response to the invitation for Expression of Interest (EOI)'s No., dated.....for the above purpose, we express interest to carry out the above proposed task for the following studies:

- (i)
- (ii)

As instructed, we attach 2 sets of the following documents in separately sealed envelopes and one soft copy (in MS Word format):

1. Organizational Details (Format-2)
2. Experience in consultancy for preparation of Reports (Format-3)
3. List of experts/consultants for conducting studies/ consultancies on payroll of the organization/ firm/ agency (Format-4)
4. Financial strength of the organization/ firm/ agency/ institute for the last three years (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Encl: as above

Yours faithfully,

Signature of the applicant
[Full name of applicant]
Stamp/ Seal.....
Date:.....

Note: This page is to be furnished on the letter head of the organization.

FORMAT-2
Organizational Details

Sl. No.	Particulars	Details
1	Name of Organization (URL of the website of the organizations may also be mentioned, if any)	
2	Year of establishment/ registered	
3	Main areas of business/ activity	
4	Name of the Head of the organization and other functionaries (incl Board Members)	
5	Type of Organization Firm/company/partnership firm registered under the Indian Companies Act, 1956/the Partnership Act, 1932 (State the Act under which established, registered and registration date)	
6	Whether the firm has been blacklisted by any Central Govt./State Govt./PSU/ Govt. Bodies/Autonomous Organisations? If yes, details thereof	
7	Address of registered office with telephone no., fax and email	
8	Address of office located in the North Eastern States, if any	
9	Contact Person with telephone no., fax no. & email ID	
10	Area of operation (Pan India/ Regional/ State)	
11	Indicate if empanelled with any Government Departments/ Agencies	
12	Name, designation and contact details of the authorized nodal person who would be the leader of the team for the proposed study(ies)	

Enclosures:

1. Copy of Certificate of Incorporation/ Registration
2. Copy of Article of Association in respect of Sl. No 5 above.
3. Undertaking in respect of Sl. No. 6 above.
4. Certificate/ Letter of empanelment issued by the Government agency in respect of Sl. No. 11 above.

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-3

Experience in consultancy for preparation of Reports

Overview of the past experience of the Organization/ Institution/ Agency in carrying out studies/ preparation of reports, etc:

Sl. No.	Item	Number of assignments during last 3 years	Name of such studies/ consultancies	Order Value (in Lakhs of Rs.) of each assignment (Enclose copy of each work order)	Mention the name of Client/ Organization (Enclose completion certificates)
1	Studies/ Consultancies carried out				
2	Experience in carrying out Studies/ Consultancies for the Central Govt Ministries and State Govt Departments and schemes				
3	Experience in carrying out Studies/ Consultancies for institutions other than Government				
4	Whether Studies/ Consultancies for similar study as proposed in the EoI has ever been carried out (if so, a copy of the report may be furnished)				

Signature of the applicant

Stamp/ Seal:

Date:

FORMAT-4

List of experts/consultants for conducting studies/ consultancies on payroll of the
organization/ firm/ agency

Sl. No	Name	Designation	Educational Qualification	Papers published, if any	Relevant Experience	Sectors	Years of experience as a consultant/ expert
1.							
2.							
3.							

Note: The list should include only those experts/ consultants who are directly associated with the preparation of consultancy studies/ reports mentioned in Format – 3.

Signature of the applicant

Stamp/ Seal:

Date:

FORMAT-5

Financial strength of the organization/ firm/ agency/ institute for the last three years

Sl. No.	Financial Year	Whether profitable (Yes/No)	Overall Annual Turnover (in Rs. lakh)	Annual Turnover from conducting of studies/ consultancies conducted in India (in Rs. lakh)
1.	2022-23			
2.	2023-24			
3.	2024-25			

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-6

Additional Information

1. List all enclosures related to the previous sections.

Sl. No	Description	No. of pages

2. Additional information to support the eligibility of the organization/ firm/ agency.
(Not more than 2 pages).

Signature of the applicant:

Stamp/ Seal:

Date:

FORMAT-7

Declaration

We would like to state that the information provided by us is true to the best of our knowledge and belief and we understand that we are liable for action under the law for any false information or document furnished by us.

We also understand that Government of Meghalaya shall be free to investigate on its own into the correctness of information furnished by us in this application and/or call for any further information in this regard from us, if so required.

We hereby confirm that we are interested in competing for carrying out the selected study(ies) on “Consultancy services for carrying out studies to improve the Estimation of State Domestic Product”.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: This declaration is to be furnished on the letter head of the organization and should be sealed and signed by an authorized signatory of the organisation.