



DISTRICT MINERAL FOUNDATION, JAJPUR

Email: dmfjajpur@gmail.com, Website - <https://jajpur.odisha.gov.in>



EOI Notice No. 02

Date: 19/06/2026

Letter of Invitation

**Collector-cum-Chairperson and Managing Trustee,
District Mineral Foundation (DMF), Jajpur
Government of Odisha**

Address:

Collector-cum-Chairperson and Managing Trustee,
District Mineral Foundation (DMF), Jajpur,
DMF Cell, First Floor, Collectorate Building,
Jajpur, 755001, Odisha,
Email: dmfjajpur@gmail.com

Subject: Expression of Interest (EOI) for Invitation for Providing Inputs on Selection of an Agency to Conduct Impact Assessment of Projects and Programs Implemented in Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur.

1. The Collector-cum-Chairperson & Managing Trustee, District Mineral Foundation (DMF) Jajpur invites Expression of Interest (EOI) from reputed Organizations for the project titled "**Invitation for Providing Inputs on Selection of an Agency to Conduct Impact Assessment of Projects and Programs Implemented in Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur.**"
2. The proposal must be delivered to the specified address as per the EOI document by Speed Post/Registered Post only. The last date and time for submission of the proposal, complete in all respects, is 20/07/2026 up to 5:00 PM.
3. Interested organizations are requested to download the EOI documents from web site: www.jajpur.odisha.gov.in. Queries pertaining to the EOI document can be communicated to this office via email dmfjajpur@gmail.com.
4. This EOI document includes the following sections:
 - a. Invitation for Expression of Interest
 - b. Key Instructions
 - c. Terms of References (ToR)
 - d. Desired Experience
 - e. Formats for Submission
5. While all information/data provided in this EOI is accurate to the best of the Authority's knowledge and within the scope of the proposed assignment, the Authority does not assume responsibility for its accuracy. It is the responsibility of the applicant to verify the validity of the information/data included in this EOI. The Client reserves the right to accept or reject any or all proposals or to cancel the entire EOI at any stage without assigning any reason thereof.


Collector-cum-Chairperson
& Managing Trustee
DMF, Jajpur

Disclaimer

This Expression of Interest (EoI) for **Invitation for Providing Inputs on Selection of an Agency to Conduct Impact Assessment of Projects and Programs Implemented in Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur.** contains brief information about the scope of work for prospective applicants. The purpose of this EoI is to provide applicants with relevant information to assist in the formulation of their responses.

While all efforts have been made to ensure the accuracy of the information contained in this EoI document, it may not contain all the information required by applicants. Applicants are encouraged to conduct their own independent assessments, investigations, and analyses, and to verify the reliability, accuracy, and completeness of the information provided. Applicants may also seek independent advice from relevant sources, as required, prior to submission of their responses.

District Mineral Foundation (DMF), Jajpur, and any of its officers or consultants shall not be liable under any law, statute, rules, or regulations for the accuracy or completeness of the information contained in this EoI document.

DMF, Jajpur, reserves the right to modify, amend, or update any or all conditions or information contained in this EoI document by issuing appropriate addenda, without assigning any reason thereof.

DMF, Jajpur, further reserves the right to accept or reject any or all applications without assigning any reason.

DMF, Jajpur, shall not be liable to entertain or compensate any applicant for costs or expenses incurred in the preparation and submission of applications in response to this EoI.

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1. Invitation for Expression of Interest (EoI)

The Collector-cum-Chairperson & Managing Trustee, District Mineral Foundation (DMF), Jajpur ("DMF" or "the Authority"), invites non-binding Expression of Interest (EoI) for the project titled: **"Invitation for Providing Inputs on Selection of an Agency to Conduct Impact Assessment of Projects and Programs Implemented in Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur."** ("the Project").

Interested applicants may submit their Expression of Interest in the prescribed formats, duly filled and signed along with the required enclosures, in a sealed envelope superscribed: **"Invitation for Providing Inputs on Selection of an Agency to Conduct Impact Assessment of Projects and Programs Implemented in Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur."**

The completed EoI should be submitted at the address provided in the table below.

2. Key Instructions

Interested applicants should note the following key points:

- ▶ This EoI invitation document is not a Tender or invitation to offer in any form and shall not be binding on DMF, Jajpur in any manner whatsoever. This is merely an outreach to interested parties to gather their input on the scope of work etc, so as to finalize the Invitation to offer /tender for selection of such agency.
- ▶ The purpose of this EoI is to provide interested applicants with the necessary information to enable them to prepare and submit their responses for the services to be rendered under the Project, as a pre-requisite to the RFP stage.
- ▶ DMF, Jajpur reserves the right to cancel the EoI, either in whole or in part, without assigning any reason.
- ▶ Applicants are encouraged to conduct their own independent assessments, investigations, and analyses, and to verify the reliability, accuracy, and completeness of the information at their end. They may also obtain independent advice from relevant sources prior to submission of their response.
- ▶ DMF, Jajpur reserves the right to update, amend, or supplement the information provided in this document at its sole discretion before the last date and time of submission of responses.
- ▶ Applicants must submit their responses in the English language and strictly in accordance with the formats provided in the final section of this document. Submissions that do not conform to the prescribed formats or instructions are liable to be rejected.

The key dates and information for the project are as below

Address for submission of EoI	Collector-cum-Chairperson and Managing Trustee, District Mineral Foundation (DMF), Jajpur, DMF Cell, First Floor, Collectorate Building, Jajpur, 755001, Odisha
Pre-EoI Meeting	To be communicated by e-mail
Last date for submission of EoI	20.07.2026
Contact details for clarification & queries	Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, DMF Cell, First Floor, Collectorate Building, Jajpur, 755001, Odisha, Email: dmfjajpur@gmail.com
Last date of receipt of query	10.07.2026
Last date of reply of query	14.07.2026

3. Terms of References (ToR)

i. Background

The District Mineral Foundation (DMF) was established on 27 March 2015 under Section 9B of the Mines and Minerals (Development and Regulation) Act, 1957, to promote the welfare of persons and areas affected by mining activities. To support this mandate, the Government of India launched the Pradhan Mantri Khanij Kshetra Kalyan Yojana (PMKKKY) in September 2015, aimed at ensuring sustainable and inclusive development in mining-affected regions through targeted interventions across priority sectors such as education, health, welfare of women and children, drinking water, skill development and livelihood generation, as well as other sectors including infrastructure and irrigation.

ii. Need for Impact Assessment

Transparency and accountability are central to DMF governance. As public authorities, DMF Trusts are subject to the **Right to Information Act, 2005**. Section 9 of the PMKKKY Guidelines mandates proactive disclosure of key information, including fund receipts, utilisation details, project lists, progress reports, audit findings, and third-party evaluations.

These provisions aim to ensure that DMF initiatives are transparent, inclusive, and impactful, ultimately improving the quality of life in mining-affected communities and areas.

There is a need to assess whether DMF projects and programmes have achieved their intended objectives and effectively reached target beneficiaries. The assessment will examine programme saturation, overall performance, budget allocation versus utilisation, implementation challenges, and the extent of impact on beneficiaries.

Accordingly, DMF Jajpur proposes to undertake a comprehensive impact assessment to evaluate outcomes, effectiveness, and the future direction of DMF-funded interventions with the following objectives:

iii. Objectives of the Study

- Assess saturation levels in high-priority sectors under DMF Jajpur in alignment with PMKKKY Guidelines and ODMF (Amendment) Rules, 2024, as amended from time to time.
- Evaluate whether projects/programmes have achieved intended outcomes as per approved objectives and guidelines.
- Examine adherence to approved Detailed Project Reports (DPRs) and agreements during implementation.
- Analyse deviations from approved budgets, including justification and utilisation of funds.
- Review issuance and validity of completion certificates, including verification of project documentation and compliance.

- To document best practices, innovations, and lessons learned from DMF-supported interventions for replication and scaling in other mining-affected areas.

iv. Assessment Criteria

The assessment of project performance should place special emphasis on the following criteria:

- **Relevance** – The extent to which project/programme activities are consistent with the needs of the target groups, local conditions, and policies and priorities of DMF, Jajpur.
- **Effectiveness** – The degree to which project/programme interventions have contributed to achieving intended objectives and outcomes, including adherence to project design.
- **Efficiency** – The extent to which project inputs and resources have been converted into results in an economically viable manner, considering implementation delays, technical capacity, operational efficiency, and economic returns.
- **Sustainability** – The extent to which project benefits are likely to continue beyond the project duration, including assessment of risks and long-term outcomes.
- **Impact** – The actual and potential changes (positive or negative, direct or indirect) experienced by mining-affected people and areas as a result of project interventions.

In addition to the above, the impact assessment study should discuss:

- **Innovation:** In what aspects did the project manage to bring innovative solutions to meet the needs of the mining affected people and areas, provide unique methods to overcome challenges, and demonstrate exemplary approaches within the rural development context?
- **Lessons Learned:** What are the key results (both positive and negative), insights, stories, and messages learned from projects/programs worthwhile reporting to improve the design and implementation of the future projects?

v. Scope of Services

- The impact assessment study shall be undertaken based on an appropriate sampling methodology, depending on the size and nature of the projects and programs. The impact assessment study involves a combination of different forms of surveys, including but not limited to the following.
 - Households/Beneficiaries Surveys
 - Key Informant Interviews
 - Focus Group Discussions
 - Establishment Surveys
 - Facility Survey

- The applicants shall be responsible for conducting both qualitative and quantitative surveys, including the design of survey methodology and questionnaires, pilot testing, field planning and visits, inspections, and training.
- The applicants shall also be responsible for data collection, processing, scrutiny, validation, analysis, and report writing. High standards of data quality management and adherence to robust quality assurance mechanisms must be ensured.
- The applicants shall identify project- and programme-specific gaps as well as positive outcomes, in line with the study objectives, and provide recommendations for necessary course correction.
- The selected Third-Party Agency shall propose a realistic and actionable roadmap for future interventions.

4. Desired Experience

For determining the eligibility, the applicant has to fulfil both the technical and financial capability defined hereunder.

A. Technical Capability:

Sl.No.	Criteria	Documents to be submitted
1	The Applicant agency should be registered under: a. Companies Act 2013, b. Societies' Registration Act 1860, c. Indian Trust Act 1882, d. Indian Partnership Act 1932, e. Limited Liability Partnership Act 2008, f. A natural person undertaking business and registered under GST Act 2017.	Copy of Certificate of incorporation/ Registration Certificate/ Partnership Deed/ Certificate along with PAN Card, GST Registration Certificate (Form GST REG-06)
2	Prior experience of conducting Feasibility study, third party assessment, Diagnostic study, Detail Project Report, Impact Study, Evaluation study and Need Assessment Study for Socio-economic Development or any other Projects of similar nature of any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/ INGOs/similar large scale private establishment.	Contracts / Work Orders
3	No Consortium/JVs/ associations/ sub-contracting shall be allowed under this project	Declaration of submitting as single agency without any conflict of interest with any other Applicant, and no resource to subcontracting for undertaking the scope of work if awarded, duly signed by the Authorized Signatory
4	The Agency should not have been blacklisted by any Central / State Government Ministry in India or by any Public Sector Undertakings or any Government Agencies	Undertaking by the Authorized Signatory on the Letter Head

B. Financial Capability:

Sl.No.	Criteria	Documents to be Submitted
1	Average Annual Turnover should be minimum of INR 2.00 crore during the last three financial years (i.e. FY 2022-23, 2023-24 & 2024-25).	Audited Annual Financial Statements, or Income Tax Return form/statement for the three financial years and Certificate from the Statutory Auditor/CA, as applicable

Note: The Applicants will be assessed on both technical and financial capabilities. The Applicants who meet the aforementioned thresholds during the process of assessment, may be called for an in-person technical presentation before the agency on scope of work and proposed approach, methodology and work plan etc, to better understand their submissions.

5. Formats for Submission

Form 1: Cover Letter & Information about the Applicant

**COVERING LETTER
(ON APPLICANT'S LETTER HEAD)**

[Location, Date]

To

**The Collector-cum-Chairperson & Managing Trustee
District Mineral Foundation (DMF)
Jajpur – 755001**

Subject: Invitation for Providing Inputs on Selection of an Agency to Conduct Impact Assessment of Projects and Programs Implemented in Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur.

Dear Sir,

We hereby submit our proposal in response to your Expression of Interest (EoI) No. _____, dated _____, for the project titled "**Invitation for Providing Inputs on Selection of an Agency to Conduct Impact Assessment of Projects and Programs Implemented in Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur.**"

All information and statements made in this proposal are true and correct to the best of our knowledge. We understand that any misrepresentation or misinterpretation may lead to disqualification of our proposal.

We also understand that this EoI document is not a Tender or Request for Proposal (RFP) in any form and shall not be binding on the Authority in any manner whatsoever.

Yours faithfully,

On Behalf of (Name of the Applicant)

Signature of the Authorized Person

Name:

Designation:

A. General Information

Sl. No.	Description	Information Details
	Name of Applicant	
	Address for communication: Tel (with Code): Email Id:	
	Name of the authorized person signing & submitting the application on behalf of the Bidder: Mobile No.: Email id:	
	Type of Organization	
	(Date of incorporation/Registration with documentary evidence or equivalent certificate) Registration No: Date & Year.:	
	Local office in Odisha If yes, please furnish contact details	Yes / No
	Brief description of the entity, organization structure and business	
	PAN	
	Goods and Services Tax Identification Number (GSTIN)	
	Any other information	

On Behalf of (Name of the Applicant)

Signature of the Authorized Person

Name:

Designation:

B. Financial Information

Please provide with financial details about the Applicant along with necessary supporting documents. Annual Accounts/Reports or ITR statement for the last three (3) years must be attached to the response. Along with that please provide financial information in the following format:

Financial Year	Annual Turnover (In INR)
2022-23	
2023-24	
2024-25	
Average Annual Turnover	

On Behalf of (Name of the Applicant)

Signature of the Authorized Person

Name:

Designation:

From 2: Description of Approach, Methodology and Workplan of Assignment (In detail)

[Technical approach, methodology and work plan are key components of the Technical Proposal. In this Section, applicant should explain his understanding of the scope and objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Further, he should highlight the problems being addressed and their importance and explain the technical approach to be adopted to address them. It is suggested to present the required information divided into following four sections]

Understanding the Assignment and its Scope of work

Please explain your understanding of the scope and objectives of the assignment based on the scope of work, the technical approach, and the proposed methodology adopted for implementation of the tasks and activities to deliver the expected output(s), and the degree of detail of such output.

Description of Approach and Methodology:

- Review existing and proposed framework information matrix
- Highlight any challenges anticipated in delivering the expected outputs
- Approaches to overcome the challenges and meet the requirements of the assignment.
- Review Stakeholders Engagement/involvement
- Establishing system for Implementation Effectiveness
- Monitoring & Evaluation mechanism of programs and interventions for better outcomes
- Check Validity and Reliability of results/outcome
- Dissemination of results to Policy Makers and other audiences Any other issues mentioned in the scope of work

Methodology to be adopted

Explaining the proposed methodologies to be adopted highlighting the compatibility of the same with the proposed approach. The selected agency shall adopt a mixed-methods approach combining quantitative and qualitative techniques. The methodology must include study design, sampling strategy, Data Collection methods, Tools of Data Analysis, ethical consideration, etc.

Staffing and Study Management plan:

The bidder should propose and justify the structure and composition of the team and should enlist the main activities under the assignment in respect of the Key Professionals responsible for it. Further, it is necessary to enlist of the activities under the proposed assignment with sub- activities.

On Behalf of (Name of the Applicant)

Signature of the Authorized Person

Name:

Designation:

Form 3: Project Information

[Use separate sheet for each cited Project]

Applicants Name: [insert full name]

Date: [insert day, month, year]

Project No. [insert number]	Information
Project Identification	[insert Project name and number, if applicable]
Employer/ Client's Name:	[insert full name]
Address: Telephone/fax number E-mail:	[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert e-mail address, if available]
Award date	[insert day, month, year, e.g. 15 May 2026]
Date of Commissioning	[insert day, month, year, e.g. 15 May 2026]
Completion date	[insert day, month, year, e.g. 15 May 2026]
Total Project Cost	[insert total Project amount in INR]
Employer/ Client's Name:	[insert full name]
Address: Telephone/fax number E-mail:	[indicate street / number / town or city / country] [insert telephone/fax numbers, including country and city area codes] [insert e-mail address, if available]
Project Scope of work & Role as per Contract	[insert Project details and scope of works]

Note: Applicants should provide information on the following:

1. Contracts executed where the work is completed,
2. Ongoing contracts/current commitments for which a letter of intent or acceptance has been received,
3. Any additional documentary evidence in support of the experience claimed.

Signature of the Authorized Person

Name:

Designation: