



## DISTRICT MINERAL FOUNDATION, JAJPUR

Email: [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com), Website – <https://jajpur.odisha.gov.in>



EOI Notice No. 01

Date: 10/06/2026

### 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](mailto:dmfjajpur@gmail.com)

**Subject:** Expression of Interest (EOI) for Invitation for Providing Inputs on Selection of an Agency to prepare Five Year Perspective Plan for 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 prepare Five Year Perspective Plan for Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur.**"
2. The proposal must be delivered to the specified address mentioned in the EOI document by Speed Post/Registered Post only. The last date and time for submission of the proposal, complete in all respects, is 07/07/2026 up to 5:00 PM.
3. Interested organizations are requested to download the EOI documents from website: [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in). Queries pertaining to the EOI document can be communicated to this office via email- [dmfjajpur@gmail.com](mailto:dmfjajpur@gmail.com).
4. This EOI document includes the following sections:
  - a. Invitation for Expression of Interest
  - b. Key Instructions
  - c. Terms of Reference (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**

**EXPRESSION OF INTEREST  
FOR  
INVITATION FOR PROVIDING INPUTS ON SELECTION OF AN AGENCY TO PREPARE  
FIVE YEAR PERSPECTIVE PLAN FOR SUKINDA, DANAGADI AND DHARAMSHALA  
BLOCK UNDER THE DISTRICT MINERAL FOUNDATION (DMF) JAJPUR.**



*Issued by:*  
*Collector-cum-Chairperson & Managing Trustee,*  
*District Mineral Foundation, Jajpur*  
DMF Cell, First Floor, Collectorate Building,  
Jajpur, 755001, Odisha

### Disclaimer

This Expression of Interest (EoI) for **“Invitation for Providing Inputs on Selection of an Agency to prepare Five Year Perspective Plan for 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 not binding Expression of Interest (EoI) for the project titled: **“Invitation for Providing Inputs on Selection of an Agency to prepare Five Year Perspective Plan for 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 prepare Five Year Perspective Plan for 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:

- i. 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.
- ii. 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.
- iii. DMF, Jajpur reserves the right to cancel the EoI, either in whole or in part, without assigning any reason.
- iv. 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.
- v. 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.
- vi. 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

<b>Address for submission of EoI</b>	Collector-cum-Chairperson and Managing Trustee, District Mineral Foundation (DMF), Jajpur, DMF Cell, First Floor, Collectorate Building, Jajpur, 755001, Odisha
<b>Pre EoI Meeting</b>	To be communicated by e-mail
<b>Last date for submission of EoI</b>	07.07.2026
<b>Contact details for clarification &amp; queries</b>	Collector and Managing Trustee, District Mineral Foundation (DMF), Jajpur, DMF Cell, First Floor, Collectorate Building, Jajpur, 755001, Odisha Email: <a href="mailto:dmfjajpur@gmail.com">dmfjajpur@gmail.com</a>
<b>Last date of receipt of query</b>	25.06.2026
<b>Last date of reply of query</b>	29.06.2026

### **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 critical sectors. Further, as per the PMKKKY Revised Guidelines, 2024 (Section 5) and the Odisha District Mineral Foundation (Amendment) Rules, 2024 (Section 6(4)), every district is required to undertake a baseline survey and prepare a Five-Year Perspective Plan for systematic and need-based development planning.

#### **ii. Description of the Formulation of GIS-based Five-year Perspective Plan for Sukinda, Danagadi and Dharamshala Block:**

- a. To ensure systematic and time-bound coverage of all mining-affected areas and efficient utilization of DMF funds, a long-term, evidence-based planning approach is essential.
- b. The agency will utilize the baseline survey data undertaken by DMF Jajpur, supported by need assessments from Gram Sabhas and local bodies, to identify sectoral gaps and development priorities. Based on these findings, the agency will prepare a GIS-based Five-Year Perspective Plan, along with an appropriate implementation strategy, disaggregated into year-wise Annual Action Plans (AAPs).
- c. The Five-Year Perspective Plan will include sector-wise strategies covering priority sectors such as drinking water, health, education, women and child welfare, housing, electricity, animal husbandry, and mobile connectivity, along with other sectors including roads, irrigation, and related infrastructure.
- d. The Five-Year Perspective Plan will be aligned with the vision, policies, and developmental priorities of DMF Jajpur, with a strong focus on the demographic, spatial, socio-economic, and environmental development of mining-affected areas. It will provide clear, actionable, and implementable recommendations to achieve the objectives of DMF.

#### **iii. Aim and Objectives**

The agency is required to study and analysis the existing baseline survey data (both households and village level data) and its findings will be used to prepare the perspective plan.

- a. Analyse baseline survey data (household and village level) to understand the current socio-

economic, infrastructure, and environmental conditions in mining-affected areas.

- b. Identify sector-wise gaps, needs, and development priorities across both high-priority and other sectors.
- c. Develop a GIS-based database and analytical framework integrating spatial, demographic, and socio-economic information for informed planning.
- d. Formulate sectoral development plans for priority sectors (health, education, drinking water, livelihood, women and child welfare) and other sectors (infrastructure, irrigation, etc.).
- e. Undertake visioning and strategic planning exercises, including SWOT analysis, aligned with national and state development goals.
- f. Prepare a Five-Year Perspective Plan, including year-wise Annual Action Plans (AAPs), based on available resources and projected DMF accruals.
- g. Provide actionable and implementable recommendations to guide DMF investments and improve development outcomes in mining-affected regions.

#### **iv. Scope of Work and Methodology**

- a. DMF Jajpur has already undertaken a GIS-based baseline survey covering all households and villages located in the mining-affected areas of Sukinda and Danagadi Blocks, encompassing **approximately 74,898 households across 213 villages**. The findings and recommendations of this baseline study shall serve as a core analytical input for the formulation of the Five-Year Perspective Plan, in accordance with the provisions of the Odisha District Mineral Foundation (ODMF) Rules, 2015, as amended in 2024.
- b. The major components for formulating the GIS-based Five-year Perspective Plan for Sukinda, Danagadi and Dharamsala Block are bifurcated, but not limited to, the following:

##### **Stage I – Creation of Power BI Database and GIS based Map:**

The Agency shall create a comprehensive GIS-enabled database and Power BI dashboard for the mining affected area through primary household and village-level surveys, supplemented with credible secondary sources including government and international reports. The database shall capture demographic, spatial, socio-cultural, economic and environmental baseline information for Sukinda, Danagadi and Dharamshala Blocks. Data verification shall be undertaken through field validation and liaison with concerned departments, as required.

##### **Stage II – Existing Situation and Gap Analysis Report:**

Following ground verification, the database shall serve as the foundation for assessing existing development conditions of the Planning Area. The Agency shall analyse the spatial, socio-economic, cultural, infrastructure and environmental baseline to identify development trends, gaps and challenges,

which shall inform the vision, sectoral priorities and five-year perspective plan.

### **Stage III – Stakeholder Consultations, Visioning and Strategy Formulation**

This stage shall establish the long-term development vision for Sukinda, Danagadi and Dharamshala Blocks, aligned with PMKKKY and ODMF objectives. Based on analysis of current development trends and opportunities, the Agency shall formulate strategies for future DMF interventions. Structured stakeholder consultations shall ensure the vision reflects collective aspirations and leads to actionable outcomes.

### **Stage IV – Preparation and Approval of Draft Five-year Perspective Plan:**

Based on the collected data, gap analysis, vision and strategies, the Agency shall prepare the Draft GIS-Based Five-Year Perspective Plan for the mining affected areas. The draft shall provide a strategic roadmap for mitigating mining-related impacts, ensuring long-term welfare and promoting sustainable livelihoods. Separate sector-wise chapters shall be prepared for all priority sectors and other sectors, with proposals disaggregated into year-wise Annual Action Plans.

### **Stage V – Handholding Support:**

The Agency shall conduct workshops, presentations and facilitate discussions with DMF Jajpur, line departments and stakeholders to facilitate understanding and operationalisation of the Perspective Plan. All feedback and directions of the Client shall be duly incorporated.

### **Stage VI – Submission and Approval of Five-year Perspective Plan:**

The Final GIS-Based Five-Year Perspective Plan shall be submitted to the Collector-cum-Chairperson and Managing Trustee, DMF Jajpur, after incorporating stakeholder and authority feedback. Approval of the final document shall conclude the assignment.

### **Inception Report**

Prior to commencement of the assignment, the Agency shall submit an Inception Report outlining its understanding of the assignment, detailed methodology, work plan, timelines, manpower deployment, and key deliverables. Approval of the Inception Report shall be mandatory before initiation of subsequent activities.

#### 4. Desired Experience

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

##### Technical capability:

Sr. 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	Must have experience in GIS based Baseline Survey and Need Assessment Study for Socio-economic Development/ Projects of similar nature in any Central/ State Government/ Public Sector Undertakings/ Reputed NGOs/ INGOs.	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

##### Financial capability:

Sr. 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/Certified 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 & Managing Trustee,  
DMF, Jajpur – 755001**

**Subject: “Invitation for Providing Inputs on Selection of an Agency to prepare Five Year Perspective Plan for Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur.”**

**Dear Sir,**

We hereby submit the proposal with respect to your Expression of Interest (EoI) No. \_\_\_\_\_, dated: \_\_\_\_\_ for the proposed project **“Invitation for Providing Inputs on Selection of an Agency to prepare Five Year Perspective Plan for Sukinda, Danagadi, and Dharamshala block under the District Mineral Foundation (DMF), Jajpur.”**

All the information and statements made in this proposal are true and correct and we accept that any misinterpretation contained in it may lead to disqualification of our proposal.

We understand that, this EoI invitation document is not a Tender or Request for Proposal in any form and would 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:

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

On Behalf of (Name of the Applicant)

\_\_\_\_\_  
Signature of the Authorized Person

Name:

Designation:

**Form 2: Description of Approach, Methodology and Workplan of the 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]*

**i. 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.

**ii. Description of Approach and Methodology:**

- a. Data consolidation: Integrate baseline, field-verified, and secondary data into GIS and Power BI systems.
- b. Situation analysis: Assess current socio-economic, infrastructure, and environmental conditions.
- c. Gap identification: Detect sectoral and spatial gaps and review scheme alignment.
- d. Stakeholder consultation: Engage communities and institutions to define vision and priorities.
- e. Plan formulation: Prepare GIS-based Five-Year Perspective Plan with sectoral strategies and AAPs.
- f. Finalization & support: Provide capacity building, incorporate feedback, and deliver final outputs.

**iii. Methodology to be adopted**

Explaining of the proposed methodologies to be adopted highlighting of 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.

**iv. Staffing and Study Management plan:**

The bidder should propose and justify the structure and composition of the team & timeline 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:	[indicate street / number / town or city / country]
Telephone/fax number	[insert telephone/fax numbers, including country and city area codes]
E-mail:	[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:	[indicate street / number / town or city / country]
Telephone/fax number	[insert telephone/fax numbers, including country and city area codes]
E-mail:	[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: