



GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)

Montfort Building, 2nd Floor, Dhankheti, Shillong-793001

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Meghalaya State Rural Livelihoods Society (MSRLS)

Government of India

Montfort Building, 2nd Floor, Dhankheti,
Shillong-793001, Meghalaya

Web: msrls.nic.in

Reference No: MSRLS/SMMU/STUDIES/N.F/2207/25-26

Request for Proposal
For
Conducting Midline Survey on Impact and Challenges of the
PMFME Scheme on Strengthening Rural Food Processing Enterprises in Meghalaya
For
Meghalaya State Rural Livelihood Society (MSRLS)

Montfort Building, 2nd Floor, Dhankheti, Shillong-793001, Meghalaya

Tel: 0364-2502130, *Web:* msrls.nic.in



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**Meghalaya State Rural Livelihoods Society,
Under Community & Rural Development Department,
Meghalaya**

Address: Montfort Building, 2nd Floor, Dhankheti, Shillong-793001, Meghalaya

Web: msrls.nic.in

RFP No.: MSRLS/SMMU/STUDIES/N.F/2207/25-26

Dated, Shillong the 10th October, 2025

Subject: Request for Proposal for hiring Agencies for Conducting Midline Survey on Impact and Challenges of the PMFME Scheme on Strengthening Rural Food Processing Enterprises in Meghalaya under Meghalaya State Rural Livelihoods Society.

The Chief Executive Officer (CEO) of Meghalaya State Rural Livelihoods Society (MSRLS) invites Bids under two bid basis i.e. Technical Bid and Financial Bid from reputed and experienced agencies for conducting midline Study on PM Formalization of Micro Food Processing Enterprises (PMFME) scheme in Meghalaya

*The interested bidders should submit their bids by an email (msrlsmne@gmail.com / msrls2011@gmail.com) for attention of the Chief Executive Officer, Meghalaya State Rural Livelihoods Society on or before **30th October, 2025 at 11:00 AM***

The CEO, Meghalaya State Rural Livelihoods Society (MSRLS) reserves the right to cancel the bid at any time or amend / withdraw any of the terms and conditions contained in the Bid Document without assigning any reason thereof.

Yours Faithfully,

Chief Executive Officer, MSRLS
Montfort Building, 2nd Floor, Dhankheti, Shillong-793001,
Meghalaya



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II. INSTRUCTION TO BIDDERS

1. **Cost of Bid:** The bidder shall bear all costs associated with the preparation and submission of bid and Meghalaya State Rural Livelihoods Society (MSRLS) in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
2. The bidder is expected to examine all instructions, forms, terms and conditions in the RFP document. Failure to furnish all information required by the RFP document or submission of a tender not substantially responsive to the RFP document in every respect will be at the bidder's risk and may result in rejection of the bid.
3. The bidder shall not make or cause to be made by any alternation, erasure or obliteration to the text of the RFP document.
4. **The bidder shall be a Single Entity**
5. **Preparation of Bids**
 - 5.1 **Language:** Bids and all accompanying document shall be in English language. In case any accompanying documents are in other languages, it shall be accompanied by an English Translation. The English version shall prevail in matters of interpretation.
 - 5.2 **Form of Bid:** The form of bid shall be completed in all respects and duly signed and stamped by an authorized representative of the Bidder. Relevant power of attorney for signing the bid should be attached.
 - 5.3 **Currencies of Bid and Payment:** The bidder shall submit his financial bid in Indian Rupees and payment under this contract will be made in Indian Rupees.
6. **Clarifications by Bidders.**
 - 6.1. Bidders requiring any clarification on the RFP document may contact Procurement Division of the Meghalaya State Rural Livelihoods Society (MSRLS) in writing by e-mail/ post/ courier within such date as specified in the Schedule of Bidding Process set out in Clause 16- Schedule of Bidding Process.
 - 6.2. All correspondence for clarifications should be submitted as per the format attached at 'Annexure-A' by email: msrls2011@gmail.com/msrlsmne@gmail.com



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- 6.3. Meghalaya State Rural Livelihoods Society (MSRLS) shall endeavour to respond to the queries raised or clarifications sought by the Bidders. However, Meghalaya State Rural Livelihoods Society (MSRLS) reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring Meghalaya State Rural Livelihoods Society (MSRLS) to respond to any query or to provide any clarification.
- 6.4. At any time prior to the Bid Due Date, Meghalaya State Rural Livelihoods Society (MSRLS) may, for any reason, whether at its own initiative or in response to clarifications requested by Bidder(s), modify the RFP document by way of issue of Addendum/Corrigendum/Clarifications. Any Addendum/ Corrigendum/Clarifications thus issued shall be shared with all bidders by email and shall be binding on Bidders and shall form part of the RFP document.

7. Pre-Proposal Meeting

- 7.1 To clarify and discuss issues with respect to the Project and the RFP Document, a Pre-Proposal meeting ("Pre- Proposal Meeting") will be held as per the details provided in Clause 16- Schedule of Bidding Process. **This will be via a VC, details of which would be shared nearer the time of the VC.**
- 7.2 Prior to the Pre-Proposal meeting, the Bidders may submit a list of queries and proposed suggestions in the word format as per 'Annexure-A', if any, to the RFP requirements.
- 7.3 Bidders may note that Meghalaya State Rural Livelihoods Society (MSRLS) will not entertain any deviations to the RFP Document at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders will be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the RFP Document with all its contents. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.
- 7.4 Bidders' representatives attending the Proposal opening shall bring an authorization letter from the Bidder.
- 7.5 In case of any change in the schedule of Pre-Proposal Meeting, the same will be communicated to Bidders through email and/or by posting on the websites: **msrls.nic.in**
- 7.6 Attendance of the Bidders at the Pre-Proposal Meeting is not mandatory. Meghalaya State Rural Livelihoods Society (MSRLS) will endeavour to respond to all queries received by the scheduled date as per clause 16 from all Bidders, irrespective of attendance of the Bidder in the Pre-Proposal Meeting.
- 7.7 No interpretation, revision, or other communication from Meghalaya State Rural Livelihoods Society (MSRLS) regarding this solicitation is valid unless in writing. Meghalaya State Rural Livelihoods Society (MSRLS) may choose to send to all Bidders whose Proposals are under consideration, in writing or by any standard electronic means such as Mail or by uploading on website(s) of responses, including a description of the enquiry but without identifying its source to all the Bidders.



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8. Format and Signing of Bid

- 8.1 The documents comprising the bid shall be typed and all pages of the bid shall be signed by a person duly authorised to sign on behalf of the bidder.
- 8.2 The bid shall contain no alternations, omissions or additions except those to comply with instruction issued by Meghalaya State Rural Livelihoods Society (MSRLS) or are necessary to correct errors made by the bidder, in which case such corrections shall be initialled/singed by the person signing the bid.
- 8.3 The bids should be properly typed, numbered, signed and scanned so that they are clear. **Any unclear/illegible pages/evidences if found would not be considered or scored.**

9. Submission of Bids

- 9.1 The bidder shall submit their offer under two bid basis i.e. Technical and Financial Bid, complete in all respect, by an email
- 9.2 The Technical Bid should be clearly named as '**Technical Proposal {Name of Bidder}**' and should not contain any financial information. **If any financial information is found in the Technical Proposal, the bidder would be disqualified.**
- 9.3 The Financial Bid should be clearly named as '**Financial Proposal {Name of Bidder}**' and should be password protected. **If the file is not password protected, the bidder would be disqualified.**
- 9.4 The outer envelope and inner envelops should be properly sealed. If any envelops are found to be unsealed, the proposals will be disqualified
- 9.5 **Validity of Bid:** The bid must remain valid and open for acceptance for a period of **120 days** from the date of opening of Bid.

10. Late and Delayed Bids:

- 10.1 Bids must be received not later than the date and time stipulated in the RFP document. Meghalaya State Rural Livelihoods Society (MSRLS) may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of Meghalaya State Rural Livelihoods Society (MSRLS) and the bidder will be the same
- 10.2 **Proposals not received by the deadline will be disqualified and will not be considered for evaluations.**

11. Opening and Evaluation of Technical Bid

- 11.1 Technical Bids will be opened in the presence of the bidders' representatives, **via a VC or in person, who choose to attend at the appointed place and time.**



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- 11.2 The Technical Bid of the bidder would be evaluated as per the eligibility criteria set out in the RFP document. Bids will be evaluated based on the information submitted by the bidders. However, Meghalaya State Rural Livelihoods Society (MSRLS) reserves the right to seek clarification/documents from the bidders, if Meghalaya State Rural Livelihoods Society (MSRLS) considers it necessary for proper assessment of the bid.
- 11.3 The Technical Bids will be evaluated based on eligibility criteria and only those Bidders whose Technical Proposals get a score of **75 (seventy-five) marks** or more out of **100 (one hundred)** shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (St).

12. Opening of Financial Bid and Final Evaluation

- 12.1 The Financial Bids of the technically qualified bidders shall be opened in the presence of such bidders' representatives who choose to attend via VC/ or in person.
- 12.2 **The bidders will be asked to share the password for their financial bid document over the VC (or by email if they are unable to attend) on the day of the public opening.**
- 12.3 The selection of the bidder shall be based on QCBS method in which weightage of Technical score shall be 75% and weightage of Financial score shall be 25%.
- 12.4 The lowest quoted Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The financial scores of other Proposals will be computed as follows:
$$Sf = 100 \times Fm/F$$

(F = amount of Financial Proposal)
- 12.5 Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores as follows:
$$S = St \times 75\% + Sf \times 25\%.$$
- 12.6 The Bidder having the highest combined score shall be the successful Bidders

13. Right to accept any Bid and to reject any or all Bids

- 13.1 Meghalaya State Rural Livelihoods Society (MSRLS) is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing terminate the tendering process.
- 13.2 Meghalaya State Rural Livelihoods Society (MSRLS) may terminate the contract/cancel the LOA if it is found that the bidder is blacklisted on previous occasions by any of the central/state government ministry/department/institutions/local bodies/municipalities/PSUs, etc.
- 13.3 Meghalaya State Rural Livelihoods Society (MSRLS) may also terminate the contract/cancel the LOA in the event the Successful Bidder fails to furnish the performance security or fails to execute the agreement.



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14. Award of Contract

- 14.1 Meghalaya State Rural Livelihoods Society (MSRLS) will award the contract to the Successful Bidder to perform the contract satisfactorily as per the terms and conditions incorporated in the RFP document.
- 14.2 Meghalaya State Rural Livelihoods Society (MSRLS) will communicate the Successful Bidder by Mail confirmed by letter transmitted by registered/speed post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Award") shall prescribe the amount which Meghalaya State Rural Livelihoods Society (MSRLS) will pay to the Successful Bidder in consideration of the execution of work/services by them as prescribed in the contract.
- 14.3 The Successful Bidder will be required to commence the assignment at the earliest as communicated by Meghalaya State Rural Livelihoods Society (MSRLS) in this regard.
- 14.4 The Successful Bidder will be required to execute the contract for the services within a period of fifteen (15) days from the date of issue of Letter of Award.

15. Earnest Money Deposit and Performance Security (Not Required)

16. Schedule of Bidding Process

Meghalaya State Rural Livelihoods Society (MSRLS) would endeavour to adhere to the following schedule:

SN	Activity Description	Date
1.	Issue of RFP	10 th October 2025
2.	Last date for submission of queries	13 th October 2025 5:00 PM
3.	Pre-proposal meeting via VC/ face to face	14 th October 2025
4.	Meghalaya State Rural Livelihoods Society (MSRLS)'s response to queries	16 th October 2025
5.	Last Date for Submission of Bids	30 th October 2025 5:00 PM
6.	Date for Opening of Technical Bids	31 st October 2025 5:00 PM
7.	Date for Opening of Financial Bids	To be informed later.

***Venue of the Pre-Proposal Meeting – Through Virtual Call/Conferencing**



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III. EVALUATION CRITERIA

SN	Criteria	Marks	Supporting Documents Required
1	<p>Experience of proposed Key Professionals*:</p> <ul style="list-style-type: none">Team Leader (1)..... 35 MarksResearcher (1)..... 25 MarksField Manager 15 Marks <p>Scoring Methodology:</p> <ul style="list-style-type: none">50% marks will be awarded on meeting the minimum educational requirements.25% marks will be awarded for meeting the relevant experience requirement.25% marks will be awarded for relevant experience exceeding the minimum relevant experience requirement.Refer to page 18 (last para of TORs for requirements)	75	CVs as per template attached- CVs need to be customized to highlight educational and relevant experience requirements of the RFP. Generic CVs or CVs not clearly indicating the relevant educational and relevant experience will be marked low or not scored.
2	<p>Approach and Methodology</p> <p>{Understanding of TORs, role of proposed team in the assignment, work plan and deliverables, etc.}</p> <p>Limited Understanding–upto10marks</p>	25	Documented format and Presentation to Committee
	Total	100	
Firms/agencies with minimum qualifying marks of 75 will be short listed for Financial Opening.			



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IV. TERMS OF REFERENCE: MIDLINE STUDY

1. Terms of Reference for Midline Study of the PM Formalization of Micro Food Processing Enterprises (PMFME) scheme under Meghalaya State Rural Livelihoods Society (MSRLS)

A. Background:

Deendayal Antyodaya Yojana — National Rural Livelihoods Mission (DAY-NRLM), is a centrally sponsored flagship programme of the Ministry of Rural Development, Government of India. It aims at eliminating rural poverty through the promotion of multiple livelihoods for each rural poor household. The program aims to reach out to around 10 crore poor households by way of mobilizing rural women into community institutions such as Self -Help Groups (SHGs) and their federations namely Village Organizations (VOs), Cluster Level Federations (CLFs), and higher-order collectives such as Producer Groups (PGs), Farmer Producer Organizations (FPOs), etc.. In Meghalaya the DAY-NRLM has been implemented by Meghalaya State Rural Livelihoods Society.

B. About Meghalaya State Rural Livelihoods Society:

Meghalaya State Rural Livelihoods Society (MSRLS) is registered under the Society Act, 1983. MSRLS was promoted by Government of Meghalaya under the Community and Rural Development Department. MSRLS is the nodal agency for implementing NRLM within the state. Meghalaya State Rural Livelihoods Society (MSRLS) serves as a vision to “Redressing poverty in the rural areas by identifying the poor and vulnerable, empowering them and providing them livelihoods opportunity”.

The objective of MSRLS:

- Facilitate and empower active and affinity based groups of the rural poor.
- Enhance their capability, understanding and provide opportunities for the rural poor, to work for their development.
- Strengthen the institutions of the Poor (SHGs, VOs, CLFs, etc.) to become a responsive, inclusive, accountable, social and sustainable body; representing and assisting the poor.
- Facilitate and open new avenues for taking up various livelihood activities.

As per NRLM strategy, implementation of the program is in a phase manner, and as such, MSRLS rolled-out the NRLM Program in November'2014 in 3 Districts viz: West Khasi Hills, West Garo Hills and South West Khasi Hills Districts covering 4 Blocks under (Resource Block Strategy). MSRLS is now operating in all **12 Districts** and **55 Blocks**. It has been able to mobilise **53,497 SHGs**, which is impacting **5.37 lakhs households**. MSRLS has federated these SHGs into **5673 Village Organisation** and now these Village Organisations is federated into **378 Cluster Level Federation (CLFs)**



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C. Role of PMFME Programme:

The Ministry of Food Processing Industries (MoFPI), under the PM Formalisation of Micro Food Processing Enterprises (PMFME) scheme, has supported the promotion and strengthening of individual and group-based food processing units. In Meghalaya, the scheme is implemented through the Meghalaya State Rural Livelihoods Society (MSRLS) under the NRLM framework.

Through targeted interventions like credit-linked support, capacity building, seed capital, and training, the scheme has aimed to empower SHG members to establish and scale up micro food processing enterprises. As the scheme reaches a critical mid-term point, it is essential to assess its implementation status, identify outcomes, and recognize challenges.

D. Objectives of the study:

- To assess the implementation status, performance, and effectiveness of the PMFME scheme among SHG enterprises in Meghalaya.
- To evaluate the reach and utilization of financial, technical, and capacity-building support provided under the scheme from SNA.
- To identify implementation gaps, challenges.
- Identify best practices or model in facilitating micro food processing enterprises within SHG communities.
- To gather feedback from stakeholders including SHG members, CRPs, and field-level functionaries to inform improvements.
- To ensure alignment of scheme implementation with intended goals of income generation, employment creation, and local value addition.
- To assess the sustainability and scalability of SHG enterprises beyond the support period.
- To evaluate gender, youth, and inclusivity aspects among enterprise beneficiaries.

E. Scope of the Study

The midline study will focus on both individual and group enterprises supported under PMFME, with attention to:

- First-time and continuing SHG entrepreneurs,
- Different types of financial support availed (Seed Capital, Credit-linked loans, etc.),
- Implementation and impact of capacity-building efforts and infrastructure development
- Mapping of forward and backward linkages established under the scheme.
- Coverage of different processing sectors (e.g., fruits, spices, bakery, etc.).

The study will also explore gaps in training, marketing, product development, and compliance (FSSAI, GST), while providing inputs for scaling successful interventions.



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F. Geographic Coverage and Sampling

SN	District	Block	No. of CLFs	No. of VOs	No. of PMFME SHG Enterprises
1	East Jaintia Hills	Wapung	1	12	10
2	East Khasi Hills	Pynursla	2	22	16
3	Ri Bhoi	Umling	2	18	14
4	South West Garo Hills	Betasing	1	10	8
5	West Jaintia Hills	Laskein	1	10	8
6	West Garo Hills	Dalu	1	17	11
TOTAL			8	89	67

G. Approach and Methodology:

To enhance accuracy and efficiency, the study will utilize digital data collection tools such as KoboToolbox or ODK. Enumerators will be trained on using mobile-based forms to ensure real-time data validation and quality assurance. Geo-tagging and media uploads (photos, signatures) will also be included where relevant.

A mixed-method approach will be used:

Quantitative:

- Structured interviews with SHG entrepreneurs
- Financial tracking of loans, seed capital, and subsidy utilization
- Enterprise performance indicators (profitability, jobs created, assets acquired)

Qualitative:

- Focus Group Discussions (FGDs) with SHG members, CRP-EPs, CLFs
- Key Informant Interviews (KIIs) with:
 - Food Processing Unit heads
 - Trainers and service providers
 - Case studies of successful or failing enterprise



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H. Key Evaluation Areas

Area	Indicators/Parameters
Financial Support	Loan access, seed capital usage, subsidy receipt, credit linkage bottlenecks
Training & Capacity Building	Participation, usefulness, follow-up, gaps
Market Access Indicators	Evaluation of market connectivity, sales growth, and value-chain integration.
Sustainability Index	Assessment of enterprise continuity beyond project support, financial self-reliance, and local resource use.
Infrastructure & Assets	Equipment/machinery received, common facilities accessed, FSSAI compliance
Income and Livelihood Impact	Change in earnings, local job creation, diversification of income sources
Challenges	Delays, coordination issues, repayment burdens, compliance problems
Support Ecosystem	Role of CRP-EPs, CLFs, MSRLS convergence with banks
Best Practices	Enterprise success stories, models of effective market linkage, branding, and packaging

I. Expected Outcomes

- A clear understanding of the current progress and effectiveness of the PMFME scheme in the state.
- Identification of key constraints and actionable recommendations for mid-course corrections.
- Evidence-based inputs to strengthen future planning, support mechanisms, and resource allocation
- Enhanced policy and programmatic strategies to improve outreach and impact among SHG enterprises.
- Strengthening of institutional mechanisms and convergence efforts for better delivery of the scheme in the remaining period.
- Policy recommendations to be submitted to both MSRLS and DOFP, for further submission to MoRD and MoFPI.
- Inputs to refine institutional frameworks and improve scalability of micro food enterprises.

J. Evaluation Team

1. Responsibility of the agency:

The responsibilities of the agency would include, but are not limited to:

- Hiring, training and deployment of field surveyors, supervisors, monitors and field executives for the survey.
- Optimizing survey team structure to ensure highest quality data collection within budget
- Provide an inception report detailing the implementation plan for the study
- Develop, pre-test, finalize research tools in consultation with SRLM



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- Translate research tools in to local languages
- Provide oversight and management control to ensure adherence to protocols and excellent data quality.
- Provide a mechanism for regular relay of field data transfer, including reports commenting on data quality.
- Develop codebooks for the dataset.
- Prepare data tables as per approved analysis plan
- Present top line findings highlighting key findings
- Prepare report as per approved chapterization plan
- Submit a final detailed report and presentation with findings and outlining the survey process, relevant survey statistics, and a section commenting on the quality of the data
- To ensure full cooperation from relevant agencies/ bodies in undertaking the survey.

2. Team Profile

S. No	Name & Designation	Educational Requirements	Relevant Experience Requirement
1	Team Leader (1)	Master's in Rural Management / Development Studies / Economics / Food Technology / Agribusiness Management / Social Work or any other relevant field	<ol style="list-style-type: none">1. Minimum 10 years of experience in livelihoods, enterprise development, rural economy, and food processing sectors.2. Proven record in managing large-scale evaluation studies/surveys (CAPI-based) for government programs.3. Strong understanding of PMFME / NRLM / SHG-based enterprise promotion and market linkages.4. Experience in leading multidisciplinary teams and delivering evidence-based reports.
2	Researcher	Master's in Economics / Statistics / Rural Development / Agribusiness / Food Processing / Social Work / Data Science	<ol style="list-style-type: none">1. 5–7 years' experience in quantitative and qualitative research on livelihoods, micro-enterprises, or food processing value chains.2. Proficiency in statistical analysis (SPSS/Stata/R) and qualitative tools.3. Experience in analyzing data related to enterprise performance (profitability, jobs created, sustainability).4. Experience with studies related to FPOs, SHGs, and market access preferred.



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MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY

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 Montfort Building, 2nd Floor, Dhankheti, Shillong-793001

✉: msrls2011@gmail.com

💻: msrls.nic.in

☎: 0364-2502130

3	Field Manager (2)	Graduate in any discipline	1. 5 years of experience in managing the field.
---	-------------------	----------------------------	---

3. SRLM Team

The Monitoring and Evaluation - State Mission Manager will be nodal at the State level and District Mission Manager will be nodal at the District level and the Block Project Manager will be the Nodal at the Block Level. The SMM will support the third-party agency in coordinating with the district and block personnel (Cluster Coordinator) and help in problem-solving. The Block Project Manager will appoint one person who will handhold the entire data collection process of the investigation team, such as guiding them to the place of investigation and preparing a route plan/ micro plan, etc

K. Timelines of the study:

Each phase of the study (i.e., Midline) shall be completed within 3 months from the date of the contract. The final report, along with the complete dataset for each phase, must be submitted within the stipulated 3-month period.

Responsibility Matrix:

State Rural Livelihood Missions	Survey Agency
<ul style="list-style-type: none"> Sub-scheme documents, guidelines, program data and reports, sampling frame. Coordination with selected District/Block and agency about the study 	<ul style="list-style-type: none"> Submission of the Inception report Preparation, pretesting, and finalization of study instruments. Translation of instruments Final sampling of study respondents Training the field investigators Data collection in the field Supervision and monitoring of field teams Visit to the field by Professionals of the Agency Data analysis Report writing Submission of key deliverables as mentioned in the ToR



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L. Key deliverables& Payment Milestones

The agency will deliver the following as per the specified timelines:

S. No.	Deliverable	Timelines
1	Research methods with required sampling size and analysis plan	Within 5 days of Contract Signing
2	Submit the study instruments (the basic instruments will be provided- the agency needs to fine tune the instruments and undertake the translation and back translation)	Within 10 days of Contract Signing
3	Submit data collection micro plan	Within 10 days of Contract Signing
4	Digitization of study instruments	Within 15 days of Contract Signing
5	Train Survey enumerators	Within 30 days of Contract Signing
6	Complete data collection	Within 60 days of Contract Signing
7	Present the first draft report and presentation	Within 70 days of Contract Signing
8	Present the final report and presentation	Within 80 days of Contract Signing
9	Submit the Final report and presentation	Within 90 days of Contract Signing

The terms of payment for each round may be as follows:

S. No.	Milestones	Payment Milestones	Payment breakup
1	Inception report	Within 5 days of Contract Signing	10%
2	Study instruments	Within 10 days of Contract Signing	20%
3	Draft report and presentation	Within 70 days of Contract Signing	40%
4	Final report and presentation	Within 90 days of Contract Signing	30%



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M. Support to be provided by the SRLMs

The state Mission would continuously supervise the assignment and facilitate conduct of the studies/ surveys. The Mission would facilitate sharing of information by SMMU, DMMU, and BMMUs with the survey agencies. The Mission would also ensure provision of logistic support for smooth conduct of field surveys. All relevant Mission documents, including DFS-IT, which are not in the nature of classified documents, will be made available to the survey agency on request. The Mission M&E team will also facilitate interviews with the key staff, on prior appointment. However, the survey agency will be responsible for all study related travel including field travel and food and accommodation for the field staff throughout the contract. The survey agency should also provide regular feedback about progress and status of survey issues therein and inputs on the basis of field assessment, as and when available.

N. Ownership of data and reports

The state Mission shall be the owner of the outputs and other deliverables of the survey agency. The survey agency will have no right of claim to the assignment or its outputs. Any report/document/material produced as part of these assignments shall be deemed to be the property of the state Mission funding the assignment and the survey agency will not have any claim over such outputs and will not use or reproduce the contents of the documents without the explicit written permission of the state Mission

Process to apply

The agency is expected to respond to SRLMs RFP call and submit proposal as per RFP conditions

The Technical Proposal should include the following sections :

1. Introduction (1 page)
2. Objective , methodology and sampling design (6-8 pages)
3. Project Deliverables (1-2 pages)
4. Project Management Approach including quality management of field data collection and other stages in the evaluation (2-3 pages)
5. Work plan and activity-wise time line (1-2 pages)
6. Broad structure of Analyses
7. Appendix: Project Team Staffing (CVs of key personnel to be deployed)
8. Appendix: Company / Organization Overview with details of similar project done in last 3-5 years (4-5 pages)
9. Detailed and Itemized Pricing

The Technical and Financial Proposal should be submitted as per RFPs Conditions within the time specified in the RFP



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Annexure-I

V. TENDER SUBMISSION LETTER

To: The Chief Executive Officer,
Meghalaya State Rural Livelihoods Society
2nd Floor Montfort Building,
Dhankheti, Shillong-793001

Sub: Request for Proposal for hiring Agencies for Conducting Midline Survey on Impact and Challenges of the PMFME Scheme on Strengthening Rural Food Processing Enterprises in Meghalaya under Meghalaya State Rural Livelihoods Society.

Ref: MSRLS/SMMU/STUDIES/N.F/2207/25-26

I/ We, the undersigned, offer to provide above services to Meghalaya State Rural Livelihoods Society (MSRLS) . We are hereby submitting our bid, in a sealed envelope.

I/We, hereby declare that:

- (a) We are enclosing and submitting herewith our Bid, with the details as per the requirements of the tender, for your evaluation and consideration.
- (b) I/We have read carefully the terms and conditions of tender document attached hereto and hereby agree to abide by the said terms and conditions.
- (c) The bid is unconditional.
- (d) I/We undertake that documents submitted are genuine/authentic and nothing material has been concealed. I/We understand that the contract is liable to be cancelled, if it is found to be having obtained, through fraudulent means/concealment of information.
- (e) We shall make available to the Meghalaya State Rural Livelihoods Society any additional information it may find necessary or require to clarify, supplement or authenticate the Bid.
- (f) Until a formal agreement is prepared and executed, acceptance of this tender document shall constitute a binding contract between Meghalaya State Rural Livelihoods Society and us subject to the modifications, as may be mutually agreed to, between Meghalaya State Rural Livelihoods Society and us.
- (g) We agree to keep this bid valid for acceptance for a period of one hundred twenty (120) days from the date of opening the bid.
- (h) We confirm that the field team proposed for this assignment is or will be not engaged in any other SRLMs creating any conflict or delays in this assignment.
- (i) We are currently engaged with _____ SRLMs for the same study however confirm that there is enough capacity/resources available with us to undertake this assignment without compromising on quality or delivery etc.

Yours faithfully,

Authorised Signatory

(with Name, Designation, Contact no. and Seal)Note: On the Letterhead of the Bidder



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Annexure-II

VI. BIDDER'S AUTHORIZATION CERTIFICATE

To: The Chief Operating Officer,
Meghalaya State Rural Livelihoods Society
2nd Floor Montfort Building,
Dhankheti, Shillong-793001

Sub: Request for Proposal for hiring Agencies for Conducting Midline Survey on Impact and Challenges of the PMFME Scheme on Strengthening Rural Food Processing Enterprises in Meghalaya under Meghalaya State Rural Livelihoods Society.

Ref: MSRLS/SMMU/STUDIES/N.F/2207/25-26

Dear Sir/Madam,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorised to sign relevant documents on behalf of the company/ firm in dealing with tender No. {Insert RFP reference no: dated _____}. He/ She is also authorised to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Verified Signature:- Seal of the Organisation:-

Date:-

Place:-

Note: Please attach the valid power of attorney in favour of person signing this authorisation letter.



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Annexure-III

VII. PERFORMA FOR AFFIDAVIT

(on non-judicial stamp paper of Rs. 100/-)

I _____ Proprietor/Director/Partner of the firm M/s. _____ do hereby solemnly affirm that our firm M/s. _____ has never been blacklisted/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last three years reckoned from the date of invitation of Bid.

.....

Name of the Bidder

.....

Signature of the Authorised Signatory

.....

Name of the Authorised Signatory

Place:

Date:



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Annexure-IV

VIII. INFORMATION ON BIDDER'S ORGANISATION

S.No.	Particulars	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Incorporation status of the Bidder (Company or Firm) (Relevant Certificate to be submitted in Technical Bid)	
4.	Year of Establishment	
5.	Valid GST registration No. (Copy of certificate to be submitted)	
6.	Permanent Account No. (PAN) (Copy of PAN Card to be submitted)	
7.	Name and Designation of the contact person to whom all references shall be made regarding this Bid	
8.	Telephone No. (with STD Code)	
9.	E-mail id of the Contact Person	
10.	Fax No. (with STD Code)	
11.	Website (if any)	

.....

Name of the Bidder

.....

Signature of the Authorised Signatory

.....

Name of the Authorised Signatory

Place:

Date:



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Annexure-V

IX. CORE TEAM'S QUALIFICATIONS AND EXPERIENCE:

S. No	Name & Designation	Educational Requirements	Relevant Experience Requirement	CV attached meets minimum Educational and Work Experience requirement
1	Team Leader (1)	Master's in Rural Management / Development Studies / Economics / Food Technology / Agribusiness Management / Social Work or any other relevant field	<ol style="list-style-type: none"> 1. Minimum 10 years of experience in livelihoods, enterprise development, rural economy, and food processing sectors. 2. Proven record in managing large-scale evaluation studies/surveys (CAPI-based) for government programs. 3. Strong understanding of PMFME / NRLM / SHG-based enterprise promotion and market linkages. 4. Experience in leading multidisciplinary teams and delivering evidence-based reports. 	
2	Researcher	Master's in Economics / Statistics / Rural Development / Agribusiness / Food Processing / Social Work / Data Science	<ol style="list-style-type: none"> 1. 5–7 years' experience in quantitative and qualitative research on livelihoods, micro-enterprises, or food processing value chains. 2. Proficiency in statistical analysis (SPSS/Stata/R) and qualitative tools. 3. Experience in analyzing data related to enterprise performance (profitability, jobs created, sustainability). 4. Experience with studies related to FPOs, SHGs, and market access preferred. 	
3	Field Manager (2)	Graduate in any discipline	<ol style="list-style-type: none"> 1. 5 years of experience in managing the field. 	



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CURRICULUM VITAE (CV)

Position Title and No.	{e.g., TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references.}

Past employment that is not relevant to the assignment does not need to be included.

Period	Employing organisation and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
{e.g., May 2005-present}	{e.g., Ministry of, advisor/consultant to... For references: Tel.../e-mail.....; Mr. Hbbbbb, deputy minister}		Insert only relevant activities based on role and TORs of this assignment.

Language Skills (indicate only languages in which you can work): _____

Experts' contact information: (e-mail....., phone.....)

Certification:



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I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert

Signature

Date

{day/month/year}

Name of authorized.
Representative of the Consultant
(the same who signs the Proposal)

Signature

Date

.....
Name of the Bidder.....

Signature of the authorised signatory:

Name of the Authorised Signatory:

Date: _____

Place: _____



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Annexure-VI

X. FINANCIAL INFORMATION OF BIDDER'S ORGANISATION

Not Require



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Annexure-VII

XI. FORMAT OF FINANCIAL BID LETTER

To: The Chief Operating Officer,
Meghalaya State Rural Livelihoods Society
2nd Floor Montfort Building,
Dhankheti, Shillong-793001

Sub: **Request for Proposal for hiring Agencies for Conducting Midline Survey on Impact and Challenges of the PMFME Scheme on Strengthening Rural Food Processing Enterprises in Meghalaya under Meghalaya State Rural Livelihoods Society.**

Ref: MSRLS/SMMU/STUDIES/N.F/2207/25-26

Dear ,

Having examined the Bidding Document placed along with tender, we, the undersigned, offer to provide the above services in conformity with the said RFP document and we herewith submit our Financial Bid.

1. We offer to provide the Services for a total fee of Rs. _____ [Excluding GST and INR Rs. _____ [Including GST] (for the baseline Study including all cost whatsoever).
2. All reimbursable cost would be payable on actual (if applicable)
3. All taxes would be extra as per prevailing Government rates.

We agree to abide by the Bid and the rates quoted therein for the orders awarded by Meghalaya State Rural Livelihoods Society (MSRLS) up to the period prescribed in the Bid which shall remain binding upon us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above Contract, we will strictly observe the laws against fraud and corruption in force in India.

We have complied with all the terms and conditions of the RFP. We understand and accept that you are not bound to accept the lowest or any Bid you may receive.

Dated this Day of 2023.

.....
Name of the Bidder

.....
Signature of the Authorised Signatory

.....
Name of the Authorised Signatory



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Place: _____

SUMMARY OF COSTS:

SNo	Details	Amount in INR
1.	Total Fee	
2.	Reimbursable Cost (Travel, communication Cost, documentation, etc.)	
3.	Any Other Cost	
	Sub Total in INR	
	Total GST %18%	
	Grand Total including GST	

- I. I/We accept all the terms and conditions of your Bidding document referred to above.
- II. GST at applicable rates will be paid extra.
- III. I/ We understand you are not bound to accept any proposal you receive.

Name of the Bidder

Signature of the Authorised Signatory

Name of the Authorised Signatory

Place: _____



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Break-down of summary cost

SNo	Details	Unit Cost	Estimated Man days	Total Amount In INR
i.	Team Leader			
ii.	{add experts as per requirement}			
iii.	{add experts as per requirement}			
iv.	...			
v.	..			
1	Total Fee			
i.	Airfare			
ii.	Local Travel			
iii.	Documentation			
iv.	...			
v.	...			
vi.	...			
2.	Reimbursable Cost			
i.			
3.	Any Other Cost			
	Grand Total in INR			



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Annexure-A

XII. FORMAT OF PRE-PROPOSAL QUERIES

To: The Chief Operating Officer,
Meghalaya State Rural Livelihoods Society
2nd Floor Montfort Building,
Dhankheti, Shillong-793001

Sub: Request for Proposal for hiring Agencies for Conducting Midline Survey on Impact and Challenges of the PMFME Scheme on Strengthening Rural Food Processing Enterprises in Meghalaya under Meghalaya State Rural Livelihoods Society.

Ref: MSRLS/SMMU/STUDIES/N.F/2207/25-26

Dear ...

Following are the Clarifications and Comments from the Terms and Conditions and Scope of Work for the subject RFP. These Clarifications are exhaustive.

S No	Clause No. and Page reference	RFP text	Query
1			
2			
...			

Yours faithfully,

Authorized Signatory

(with Name, Designation, Contact no. and Seal)

Note:

On the Letterhead of the Bidder.



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