



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5482660  
Dated/दिनांक : 08-10-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	30-10-2024 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	30-10-2024 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Panchayati Raj
Department Name/विभाग का नाम	Ministry Of Panchayati Raj
Organisation Name/संगठन का नाम	Ministry Of Panchayati Raj
Office Name/कार्यालय का नाम	Mopr Jeevan Bharati Building Tower li New Delhi
Item Category/मद केटेगरी	Custom Bid for Services - Impact Evaluation Study
Similar Category/समान श्रेणी	<ul style="list-style-type: none"><li>• Empanelment of Consultants/Service Providers</li><li>• Survey or Market Research Services/ Program evaluation or assessment survey services/Feedback Survey</li></ul>
Contract Period/अनुबंध अवधि	6 Month(s) 2 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes

<b>Bid Details/बिड विवरण</b>	
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	7500000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

#### **EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	375000

#### **ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	8

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### **Beneficiary/लाभार्थी :**

DDO  
MoPR Jeevan Bharati Building Tower II New Delhi  
(Ram Babu Jangir)

#### **MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :**

Financial Break-up - [1728379979.xlsx](#)

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Instruction To Bidder:**[1728371689.pdf](#)

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1728371698.pdf](#)

**Pre Qualification Criteria ( PQC ) etc if any required:**[1728371711.pdf](#)

**Scope of Work:**[1728371729.pdf](#)

**Payment Terms:**[1728371737.pdf](#)

**GEM Availability Report ( GAR):**[1728371748.pdf](#)

**Quantifiable Specification / Standards of The Service/ BOQ:**[1728371750.pdf](#)

**Project Experience and Qualifying Criteria Requirement:**[1728371751.pdf](#)

**Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:**[1728371773.pdf](#)

**Penalties:**[1728379285.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1728379302.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
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Team Composition, Experience, Approach and Methodology, Plan	100	75	<a href="#">View File</a>
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**Total Minimum Qualifying Marks for Technical Score: 75**

**QCBS Weightage(Technical:Financial):70:30**

**Presentation Venue:**If required the agencies will be called for presentation before the CEC at Conference Room, 9th Floor, Jeevan Bharati Building, Connaught Circle, New Delhi

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
15-10-2024 15:00:00	Conference Room, 9th Floor, Jeevan Bharati Building, Connaught Circle, New Delhi

**Custom Bid For Services - Impact Evaluation Study ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Impact Evaluation Study
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Santosh Kumar Sinha	110001,Jeevan Bharati Building, Tower-II, 9th Floor, Connaught Place, New Delhi-110001	1	N/A

## Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

## Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद

पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

**M-11015/192/2023-Governance**  
**Government of India**  
**Ministry of Panchayati Raj**

*Tower II, 9<sup>th</sup> Floor, JeevanBharati Building,  
Sansad Marg, Connaught Place, New Delhi – 01.  
Dated the 8<sup>th</sup> Oct, 2024.*

***e-Tender Notice***

**Subject: Open e-tender inviting bids for conducting a study on “Impact Evaluation of SVAMITVA (Survey of Villages and Mapping with Improvised Technology in Village Areas) Scheme across States / UTs”.**

The e-tender (through two bids Open Tender Enquiry) is being invited from nationally reputed and well established Government and Non-Government agencies, institutes, academic institutions etc. for conducting a study on “*Impact Evaluation of SVAMITVA (Survey of Villages and Mapping with Improvised Technology in Village Areas) Scheme across States / UTs*”. **The interested organizations are advised to submit their bids “on-line” by visiting the Government e-Marketplace (GeM) Portal i.e. <http://gem.gov.in>. The bids will be accepted through GeM portal only i.e. tenders will submit their bids online on the GeM portal.** Technical and Financial bids to be submitted separately. *The detailed Terms of Reference (ToRs) and other terms and conditions are mentioned below.* The tender value is estimated to be Rs. 75,00,000/- (Rupees Seventy-Five Lakh only).

2. Schedule of Bid Process

<b>Sl. No.</b>	<b>Particular</b>	<b>Details</b>
a	Reference Number	M-11015/192/2023-Governance
b	Name of the Organization	Ministry of Panchayati Raj
c	Date of Publishing online on the GeM Portal	08/10/2024
d	Last date for submission of Bid Documents (Technical and Financial Proposals/Bids)	30/10/2024
e	Date and time for Opening of Technical Bids in the Ministry	05/11/2024 at 3:30 PM
g	Declaration of Successful Bidder	Through GeM portal
h	Award of Contract	Through GeM portal

**Request for Proposal (RFP) cum Terms of Reference (ToRs) for conducting a study on  
“Impact Evaluation of SVAMITVA (Survey of Villages and Mapping with Improvised  
Technology in Village Areas) Scheme across States / UTs”**

**1. Background and context:**

SVAMITVA (*Survey of Villages and Mapping with Improvised Technology in Village Areas*) is a *Central Sector Scheme* launched by the Hon'ble Prime Minister on 24<sup>th</sup> April 2020, the National Panchayati Raj Day. The scheme aims to provide the 'Record of Rights' to village household owners possessing houses in inhabited rural areas in villages with the issuance of property cards to the property owners. This would facilitate the monetization of rural residential assets for credit and other financial services. Improved property records also help the local government bodies help systematize the property tax collection and also help improve village development planning.

The following stakeholders are involved in carrying out the scheme:

- i. Nodal Ministry (Ministry of Panchayati Raj), Govt. of India
- ii. State Revenue Department
- iii. State Panchayati Raj Department
- iv. Local District Authorities.
- v. Survey of India (Technology Implementation Agency)
- vi. National Informatics Centre (NIC) – GIS Division
- vii. Gram Panchayat (GP).
- viii. Property Card Owner
- ix. Other Line Departments having assets in Rural inhabited areas (if any) for preparing comprehensive database.

**a) Objectives of SVAMITVA:**

The broad objectives/outputs of the scheme include

- i. Bring financial stability to the citizens in rural India by enabling them to use their property as a financial asset for taking loans and other financial benefits.
- ii. Creation of accurate land records for rural planning.
- iii. Determination of property tax, which would accrue the Gram Panchayats directly in states where it is devolved or else, add to the State exchequer.
- iv. Creation of survey infrastructure and GIS maps that can be leveraged by any department for their use.
- v. Support in preparation of better-quality Gram Panchayat Development Plans by making use of GIS maps.
- vi. Reduction in property-related disputes and legal cases.

Paving the way for Inclusive Society, Reformed Land Governance, Sustainable Habitats, and Economic Growth in rural India are envisaged as broad Outcomes of the Scheme.

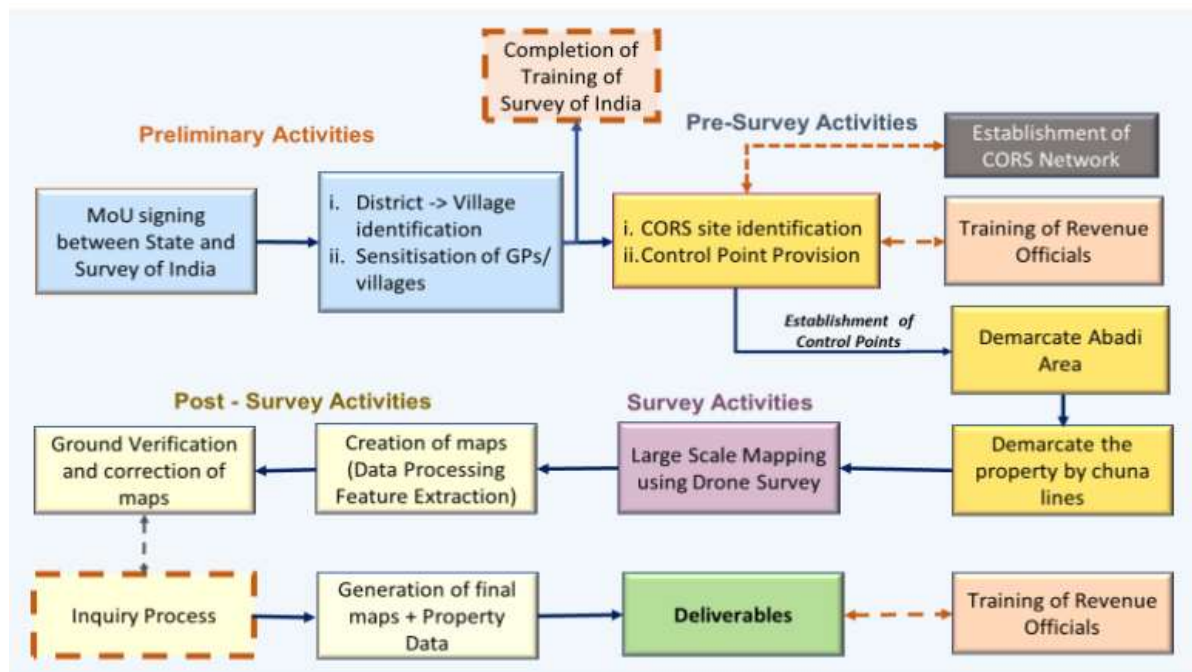
**b) Coverage:**

- i. The Scheme aims to cover all inhabited villages of the country for surveying rural inhabited areas.
- ii. The entire work is likely to be spread over a period of five years (FY2020- 2025).



- iii. Pilot Phase of Scheme (FY 2020-2021) covered nine pilot States (Haryana, Karnataka, Madhya Pradesh, Maharashtra, Uttar Pradesh, Uttarakhand, Punjab, Rajasthan and Andhra Pradesh) and establishment of CORS network in Punjab, Rajasthan, Madhya Pradesh and Haryana.
- iv. Scale-up phase (FY 2021 -2025) covers 31 states and UTs where MoU is signed. List attached at **Annexure-I**

c) **Process Flow** - Implementation of the Scheme



A logical framework to understand how the scheme translates inputs to outputs, outcome and impact is presented below for understanding the processes.

Inputs	Activities	Outputs	Outcome	Impact
<ul style="list-style-type: none"> <li>• Training of Revenue Officials</li> <li>• MoU with States</li> <li>• Amendment in existing legislation</li> <li>• Procurement of Drones, CORS for survey</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of Continuously Operating Reference Stations (CORS)</li> <li>• Large scale mapping using drone including procurement of drones, securing permissions for fly etc.</li> <li>• Set-up of NPMU and SPMU to oversee the implementation of the scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• No. of CORS stations installed and functional</li> <li>• No. of villages with Ground Control Points</li> <li>• No. of villages where drone flying is complete</li> </ul>	<ul style="list-style-type: none"> <li>• No. of property cards issued.</li> <li>• No. of villages with complete properties/land parcels digitalized</li> </ul>	<ul style="list-style-type: none"> <li>• Improved credit access</li> <li>• Reduction in property disputes</li> <li>• Streamlined property tax collection</li> </ul>

		<ul style="list-style-type: none"> <li>• No. of villages where ground truthing is complete</li> <li>• No. of villages for which final maps generated</li> </ul>		
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d) **Scheme Components:**

S. No	Scheme Component	Brief Description
1.	Establishment of CORS network	Continuously Operating Reference Stations (CORS) is a network of reference stations that provide a virtual base station that allows access long-range high accuracy Network RTK corrections. The CORS Network supports in establishing Ground Control Points, which is an important activity for accurate Georeferencing, ground truthing and demarcation of Lands
2.	Large Scale Mapping (LSM) using Drone	Rural inhabited (abadi) area would be mapped by Survey of India using drone Survey. It would generate high resolution and accurate maps to confer ownership property rights. Based on these maps or data, property cards would be issued to the rural household owners
3.	IEC Activities	Awareness program to sensitize the rural population about the surveying methodology and its benefits
4.	Enhancement of Spatial Planning Application "Gram Manchitra"	The digital spatial data/maps created under drone survey shall be leveraged for creation of spatial analytical tools to support preparation of GPDP
5.	Online Monitoring System	Online Monitoring and reporting dashboard would monitor the progress of activities
6.	Program Management Unit i. National Programme Management Unit (NPMU) ii. State Programme Management Unit (SPMU)	The scheme will be implemented through the regular departmental mechanisms, which will be assisted by Programme Management Units at the National and State level
7.	Documentation support / workshops / Exposure visits	Organisation of National/Regional level workshops and exposure visit

## 2. Objectives of the Study

The study is aimed at understanding:

- (i) Physical and socio-economic status of targeted areas and households.
- (ii) The extent to which the objectives of the scheme have been met.
- (iii) The extent to which the scheme has progressed and the processes devised for the purpose of meeting scheme objectives are proving successful in realization of the scheme outcomes.
- (iv) Following this understanding, it is expected that the impact evaluation review will identify good practice in the implementation and collection of information from the Gram Panchayats on how the scheme has benefitted them in development planning and property tax accrual.
- (v) Assess beneficiaries' experience and their perception of the scheme.
- (vi) Recommendations for future course of action.

## 3. Scope of Work:

- i. Conduct the impact evaluation of the SVAMITVA Scheme:
  - a. To assess the impact on beneficiaries across various States/UTs qualitatively and quantitatively.
  - b. To review the implementation of the SVAMITVA scheme in States/UTs with regard to the processes and objectives.
  - c. Evaluate good practices from various States/UTs and suggest ways to upscale them.
- ii. Advise the Ministry of Panchayati Raj for future course of action for scaling up the realization of scheme objectives.
- iii. Selected Agency shall appoint a nodal person for facilitating day-to-day interactions.
- iv. States selected for the study will appoint a nodal officer to assist the nominated agency. Agency to liaise with the state nodal officers for the implementation of the study.
- v. Fortnightly review meeting to be held to assess the progress towards various milestones.

## 4. Roles & Responsibilities of the Selected Agency:

### a) Proposed methodology

Preparation of detailed proposal on impact evaluation (qualitative & quantitative) of the scheme with timeline, manpower, methodology etc. in consultation with Ministry of Panchayati Raj

#### a. Desk-work

- i. Develop an understanding of key Scheme processes, framework & guidelines, technology used, outputs, outcomes.
- ii. Develop an understanding of Scheme implementation processes of various states, amendments to the State Acts, etc.
- iii. Finalization of key parameters to be measured to assess the impact of the Scheme.
- iv. Preparation of State-wise Questionnaire for the field survey.
- v. Sampling of villages and households covering socio- economic, demographical, cultural, religious, and geographical diversity.

*b. Field-work*

- i. Training and deployment of personnel for conducting field survey
- ii. Ensuring travel, stay and other miscellaneous costs for survey activities
- iii. Administration of household survey in States

*Broad activities may include: -*

- (a) *Sample based household survey* to gauge people's perceptions about their satisfaction with respect to scheme's outputs and ability to meet objectives.
- (b) Documentation of characteristics of households surveyed.
- (c) Information from the Gram Panchayats on how the scheme has benefitted their functions relating to development planning and property tax systems.
- (d) *Focus Group Discussions (FGDs) / Key Informant Interviews (KIIs)* with relevant stakeholders at State/District/Gram Panchayat level to assess various aspects of on-ground implementation of the scheme. The structured interview questionnaire is to be finalized in consultation with the Ministry and to be submitted as part of the inception report.
- (e) To delineate the impact of the scheme evaluation methodology like propensity score matching, coarsened score matching etc. may be incorporated.
- (f) The stakeholders for the study may include the following:
  - Revenue Department functionaries at State/ District/ Tehsil level
  - Officials of State/ District/ Block unit of Panchayati Raj Department
  - Survey of India officials at the State level
  - District Collector/ District Magistrate
  - Elected Representatives of the PRIs
  - Panchayat Functionaries

*c. Data & Report*

- i. Data, textual or non-textual to be shared with the Ministry of Panchayati Raj in a secure format
- ii. Ensuring safety and quality control of data/questionnaire
- iii. Data processing, qualitative and quantitative analysis and tabulation
- iv. Data pertaining to villages should be LGD (Local Government Directory) seeded
- v. Preparation of a White Paper on findings of the impact evaluation in consultation with the Ministry of Panchayati Raj

**b) Suggested areas of the study- Tentative ToRs**

S.N.	Suggested areas of the Study
a.	Stakeholder Analysis

1.	Analysis of stakeholders involved viz Revenue Department, PR Deptt-District, Block and GP, SoI, Regional offices of GDC, District & Tehsil level revenue officials etc. and development of a matrix in terms of involvement and strategic importance
<b>b.</b>	<b>Pre-Survey and Survey Activities</b>
1.	Amendments made in State Revenue/ Panchayat acts for drone survey in abadi areas
2.	Process of Finalisation/creation of Property Card/ title deed formats, Issue of schedule and communicating to all concerned
3.	Rules pertaining to inheritance
4.	Role of GPs in amicable dispute resolution- IEC activities and initiatives undertaken to generate awareness
5.	Formation of State, District and Panchayat level monitoring committee and their efficacy
6.	Convergence of resources
<b>c.</b>	<b>Attributes Captured</b>
1.	Details of attributes being collected
2.	Details of owners/co-owners captured in property cards- gender wise data on property cards
<b>d.</b>	<b>Bankability</b>
1.	Interaction with SLBC for property card acceptability by banks
2.	Systems put in place for determining the land valuation of abadi area
3.	Provisions made for the registration of the property
4.	Provisions made for the transfer of lease hold land to the owners for monetizing the property
<b>e.</b>	<b>Post-Survey</b>
1.	Maintenance and updation of gram panchayat property register
2.	Use of SVAMITVA Maps for village planning and development
3.	Dispute/Conflict resolution mechanism- Process of inviting objections- 1st Notification, 2nd Notification etc., Timeline for generation for final Land Parcel Maps
4.	Documentation of best practices
5.	Use of technology for monitoring and timely implementation etc.

6.	Coverage of Abadi land area unlocked
7.	Valuation of Abadi land area covered
8.	Number of households covered with property cards viz. a viz. total households
9.	Adult population benefited
f.	<b>Data Updation/Integration</b>
1.	Data integration with revenue records and registration system
2.	Systems for storage and updation of Abadi records
3.	Future course of data ownership and updation
g.	<b>Property Tax</b>
1.	Methodology for valuation of property tax (Relevant Act under which provisioned)
2.	Increase in property tax reported after SVAMITVA
3.	Benefits to the GP accrued
h.	<b>Spatial Planning</b>
1.	Use of SVAMITVA Data for preparing Spatial/Master Plans for the Rural Areas by various states/UTs
2.	Need of Statutory Backing for Spatial/Master Plan preparation and implementation in the Rural Areas (Model Rural Transformation Act)
3.	Need for empowering State PRIs with Rural Transformation Agency with Rural Planners and Rural Designers for preparation and implementation of Spatial/Master Plans
4.	Need for establishing Central Rural Transformation Organization for monitoring the State Rural Transformation Agency and Spatial/Master Plan preparation and implementation in the Rural Areas
5.	Need for Capacity Building for the State PRIs to understand the Master/Spatial Plans prepared for implementation
6.	Need for Central Sector Scheme for incentivizing the Master/Spatial Plan preparation (by using SVAMITVA Scheme Data) of the Rural Areas across India

**c) Coverage for the study**

S.N.	Sample Place	Sample Units	Remarks
1.	State	24*	
2.	District	1-3 per State	The sample of Districts/GPs/Villages must be from the
3.	Gram Panchayats	3-5 per District	

			various socio-economic, and demographic profile <ul style="list-style-type: none"> <li>• Aspirational Districts</li> <li>• PESA districts</li> <li>• Drone Flying completed</li> <li>• PC distribution completed</li> <li>• Different geographies- Hilly, Plain and coastal regions etc.</li> <li>• GP/Village with women Sarpanch</li> </ul>
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*\*All states where MoU is signed excluding Sikkim, Jharkhand, Tamil Nadu, Tripura, Telangana, Goa and Andaman & Nicobar Islands*

**d) Structured Interview with key stakeholders**

Level	Data Collection Tool	Respondents	Sample	Issues to be discussed
State	Key informant interviews (KII)	State PR, State Revenue and Sol	2-3 per state	Project management, monitoring, technological readiness, convergence
District	Key informant interviews (KII)	District PR, District Revenue, Sol	2-3 per state	Project management, monitoring, technical capacities, coordination
GP	Key informant interviews (KII)/Focus Group Discussion (FGD)	GP functionaries/Property Owners	2-3 per GP	Sensitization, IEC initiatives, dispute resolution, use of digitized property records (outcomes), etc.
Household	Survey Questionnaire	Property Owner	4-5 per GP	HH characteristics, engagement with the scheme, immediate

				outcomes/benefits, intended and unintended effects, etc.
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**e) Sampling Framework for Impact Assessment**

Unit Type	Size	Remarks
States	24	
District	40	2-3 per state
GP	200	4-5 per district
HH	2000	10 per GP

*\*Sample size may vary from state to state*

However, the Sampling methodology to be adopted may include states based on a combination of stratification variables such as NSS region, No. of villages where abadis are to be digitalized and geo-referenced. Districts and villages needed to be selected using probability proportional to size (PPS) technique with more districts/villages from larger states compared to smaller states.

**5. Roles & Responsibilities of Ministry of Panchayati Raj:**

- (a) Provide state-wise contact of nodal officers for facilitating the conduct of the study.
- (b) Fortnightly review of the study for addressing any issues.
- (c) Facilitate preparation of interim and final reports on the findings of the impact evaluation.

**6. Key Deliverables**

S.N.	Deliverables	Timeline (in Months)
i	Development of a detailed proposal for impact evaluation of the Scheme with formats of requisite questionnaires etc.	T+1
ii	Interim report of the evaluation	T+4
iii	Development of a final report on the findings	T+ 6

**7. Tenure**

The ToR is effective as of November, 2024 by and between the Ministry of Panchayati Raj and the Selected Agency and will remain valid for a period of 6 months.

**8. Confidentiality**

Neither Party shall disclose or release any confidential or commercially sensitive information of the other Party or knowledge acquired in the course of executing the terms of



reference to any other person or agency without the prior written consent of the other Party.

#### **9. Exclusivity**

Neither Ministry of Panchayati Raj nor the Selected Agency shall assign any of their activities defined under this ToR to any other person or institution (except its Affiliates) without prior approval of other parties.

#### **10. Intellectual Property Rights**

It is hereby agreed and acknowledged that the Ministry of Panchayati Raj owns and will continue to own all rights in the deliverables during and after the expiration of the Term. It is also agreed that both the parties shall not use the name or any other trade name, trademark, service mark, logo, symbol or other intellectual property of the other Party or of its affiliated entities as contemplated in this ToR without the prior approval of the other Party in writing.

#### **11. Eligibility Norms**

The agency must have the following qualifications and experience to be eligible to apply and the same must be uploaded with the technical bid. It is the responsibility of the interested agencies / institutes to submit the following documents or they will be disqualified at the time of opening of the Technical Bids.

- i. The organization must be a legal entity to enter into an agreement / contract with the Ministry to undertake work contract in India.
- ii. The agency should be registered in the NITI Aayog's Portal NGO darpan. Registration details to be furnished.
- iii. The applicant agency should have minimum 5 years' experience in undertaking similar assignment on impact evaluation of programs / schemes of State / Union Government or other National / International agencies.
- iv. It should have professionals with expertise in conducting studies related to rural social sector schemes, project management, capacity building, impact assessment, evaluation & review of project & institutional development, etc.
- v. Scanned copy of certified copies of similar work experience done in last three years.
- vi. The agency should cover all the States as stated in *para 4(e)* above.
- vii. An undertaking that the agency is not blacklisted by any Central / State Departments.
- viii. The organization must be registered on or before 1<sup>st</sup> January, 2013. Scanned copy of the registration certificate to be attached.
- ix. The organization must provide audited statement of accounts for the years 2021-22, 2022-23 and 2023-24.
- x. Annual Report for the years 2021-22, 2022-23 and 2023-24 to be attached.
- xi. The organization must demonstrate the availability of at least five experts capable of undertaking the impact evaluation study.
- xii. Scanned EMD Copy of the Demand Draft / Bank Guarantee / Insurance Surety Bond of Rs. 3.75 lakh or EMD exemption certificate.
- xiii. The technical and financial bids are submitted separately.
- xiv. Each page of the document to be signed by the authorized signatory of the bidder before uploading.

#### **12. Selection Process**

After the preliminary scrutiny by the Tender Opening Committee (TOC), the proposals (bids) would be placed before a Consultancy Evaluation Committee (CEC) constituted in the Ministry for further evaluation. The selection of agency will be made by a duly constituted

selection committee i.e. Consultancy Evaluation Committee (CEC). The Consultancy Evaluation Committee shall follow the below mentioned evaluation criteria. *It will be the responsibility of the interested agencies to submit all the supporting document in their technical bid:*

<b>S.N.</b>	<b>Evaluation Parameter</b>	<b>Marks</b>	<b>Weightage</b>
<b>A</b>	<b>Technical Evaluation</b>	<b>100</b>	<b>70%</b>
<b>(i)</b>	<b>Team Composition and Expertise</b>	<b>50</b>	
	<p>1. Qualification and expertise of team leader including previous studies conducted and report published (Doctorate with minimum 15 years of research experience in rural domain, experience of working with multi-lateral agencies and government stakeholders Expertise in community development and governance, monitoring and evaluation, rural governance) Note: The agency should clearly specify the qualification, years of work experience, number of studies conducted, number of reports published along with supporting document</p>	20	
	<p>2. Qualification and expertise of two senior members (other than team leader) of the research team  (Minimum Post Graduate with at least 10 years of research experience in rural domain, experience of working with multi-lateral agencies and government stakeholders, Expertise in community development and governance, monitoring and evaluation, rural governance. Expertise in microfinance, development finance, financial inclusion, rural economics,) Note: The agency should clearly specify the qualification, years of work experience, number of studies conducted, number of reports published along with supporting document</p>	20	
	<p>3. Number of experts in rural land governance domain 1-2 = 5 marks 2-4 = 10 marks</p>	10	
<b>(ii)</b>	<b>Past Experience of the Firm</b>	<b>20</b>	

	1. Organization experience in similar assignments	10	
	2. Number of studies undertaken related to rural land governance	10	
<b>(iii)</b>	<b>Approach &amp; Methodology</b>	<b>20</b>	
	1. Whether in consonance with the objectives of ToR and includes all aspects mentioned in ToR	10	
	2. Quality of research design & strategy	10	
<b>(iv)</b>	<b>Plan to organize the study</b>	<b>10</b>	
	Whether appropriate timeline and manpower for various steps have been indicated	10	
<b>B.</b>	<b>Financial Evaluation(*)</b>	<b>100</b>	<b>30%</b>
	Total Project cost with financial breakup		
	Professional fees, operational expenses, including applicable taxes etc are shown		

*(\*) Not to be included in the technical bid documents. Submitting financial bid along with technical bid documents will result in disqualification of bid.*

Note:

- (a) Minimum qualifying score in technical evaluation will be 75 out of 100.
- (b) If required, the Consultancy Evaluation Committee (CEC) may invite all or technically qualified agencies to present their proposed methodology before financial bids are opened.
- (c) The financial bids will be opened only of those agencies, which meet minimum requirements as mentioned in eligibility norms & fulfils the minimum technical evaluation parameters mentioned above.
- (d) Financial evaluation marks will be calculated in proportion to lowest bid (for instance lowest financial bid will get 30 marks).
- (e) The agency that gets highest mark based on above evaluation criteria and as recommended by the Consultancy Evaluation Committee (CEC) will be awarded with the work of evaluation.

### 13. Payment to the Agency

The payment of the sanctioned amount will be made in two instalments of 30:70. The first instalment of 30% will be released after the agency submits the requisite bond, a Performance Security in the form of a bank guarantee, detailed study design, including methodology and size, etc., details of the project team, timelines of various stages of preparation of the report. The study design and methodology to be adopted should be presented and got approved by MoPR before starting the process.

The final instalment of 70% will be released subject to the Final report (i) A presentation is made on the final Report; (ii) Assessment and acceptance of the report by MoPR and (iii)

Furnishing of Utilization Certificate and Statement of Accounts for the amount actually utilized (10 hard copies along with a soft copy in a pen drive) incorporating the suggestions of MoPR after making the final presentation is submitted by the institution/organization along with Utilization Certificate & Statement of Accounts certified by a Chartered Accountant.

Final payment will be released within 30 days of the assessment and acceptance of the final report. Payments to be made to the Selected Agency shall be in accordance with the payment schedule and as per GFR 2017 rules. Ministry of Panchayati Raj shall have the right to withhold any payment due to the Selected Agency in case of delays or defaults in the work undertaken.

#### 14. Other Term & Conditions of the Contract

Interested agencies may submit their detailed information & bids latest by end date of the bid through GeM portal (i.e. 30/10/2024) for engagement of agency for conducting the study on "Impact Evaluation of SVAMITVA (Survey of Villages and Mapping with Improved Technology in Village Areas) Scheme across States / UTs". Bidders should upload their bids in PDF format in the proforma given at *ANNEXURE – II* and *ANNEXURE III*.

- (a) Ministry reserves the right to reject any bid proposal without assigning any reasons if bid does not fulfil the criteria mentioned in this document.
- (b) Bids will not be received / accepted in any form after the last date (and beyond the time) mentioned in the tender document.
- (c) The bidder shall submit an Earnest Money Deposit (EMD) in form of Demand Draft (DD) / Bank Guarantee (BG) / Insurance Surety Bond (ISB) of **Rs. 3.75 Lakh (Rupees Three Lakh and Seventy-Five Thousand only)** in favour of "Section Officer (Cash), Ministry of Panchayati Raj" payable at New Delhi. However, those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department that wish to apply for this assignment are not required to submit EMD (should submit copies of relevant orders / documents / certificates regarding such exemption along with the technical bid). Final decision about whether the bidding organization falls in the above mentioned list shall rest with the MoPR. Bids submitted without EMD or EMD exemption certificate will be summarily rejected.
- (d) The EMD shall be valid for a period of 45 days after the bid validity period. The bids should remain valid for 90 days from the last date of submission of the tender document. An unsuccessful bidder's EMD amount will be discharged / returned after expiry of the final bid validity and latest on or before the 30<sup>th</sup> days after the award of contract to the successful bidder. The refund of the EMD amount shall not carry any interest and will be returned in-original as submitted. The successful bidder's EMD will be refunded (in-original without any interest) on receipt of Performance Security. Performance Security (Guarantee) will be 5% of the value of the contract and should be valid for a period of 60 days beyond the date of completion of all contractual obligations. Performance Guarantee will be returned after 90 days on completion of project and all other contractual obligations.
- (e) The EMD in original of **Rs. 3.75 lakh (Rupees Three Lakh and Seventy Five Thousand only)** in the form of DD / BG / ISB must be deposited in the Ministry on or before the last date of bid submission. No other form will be accepted. The scanned copy of the DD/BG of Rs. 3.75 lakh as EMD must be uploaded with the Technical Bid.
- (f) As the duration of the study is short, the agency must have skill base of large, expert manpower (permanent as well as temporarily hired) for conducting and coordinating data collection, data scrutiny, data filtering and data analysis simultaneously from the different States concerned. No requirement of manpower will be met by the Ministry of Panchayati

Raj. There shall not be any further subcontract/delegation of the job work awarded to the tender to the other firms / agencies. Consortium is also not allowed.

- (g) An undertaking to be provided whether the firm is under sole proprietorship or in partnership.
- (h) No conditional bids will be accepted and such bids are liable to be summarily rejected by the Competent Authority at its discretion. If any of the bidders have objection with regard to the terms and conditions of the tender, the same may be pointed out within the representation window available on GeM. The quoted tender rates shall be kept open for acceptance by the Ministry for 90 days from the last date of submitting of the tender document.
- (i) The data generated from the study would be the sole property of the Ministry of Panchayati Raj. However, the evaluator may be allowed to use the data specifically for research / analysis with the prior permission of the Ministry of Panchayati Raj.
- (j) Neither any capital cost would be incurred under the fee money for the evaluation nor would any liability be created for the Ministry of Panchayati Raj, beyond the original fee sanctioned to conduct the evaluation by the agency.
- (k) Ministry of Panchayati Raj reserves the right to terminate the Agency contract at any point of time without assigning any reasons. In such eventuality, the agency shall have to refund the amount released by the Government together with the penal interest of 10% per annum. Any dispute in this regard would be subject to jurisdiction of courts in Delhi.
- (l) *The firm should have valid PAN No., GST No., copies of which are to be enclosed with the quotation.*
- (m) The GST, as applicable should be quoted separately in their financial bid, in absence of which it will be presumed that they are included in the rates and MoPR shall have no liability to pay these charges.
- (n) The decision of the Secretary of the Ministry of Panchayati Raj shall be final and binding and no representation against it shall be entertained, so far as awarding the contract is concerned.
- (o) The bid shall be accompanied with the experience details and other relevant information which the bidder may like to bring to the notice of the Ministry.
- (p) The agency, who found to be technically qualified, will only be considered for financial bids.
- (q) The procedure for selection of agency will be as per the Quality and Cost Based Selection (QCBS) of GFR i.e. the quality of technical proposals is scored as per the criteria mentioned at para 12 above. Only those responsive proposals that have achieved minimum specified qualifying score (i.e. 75) in quality of technical proposal will be considered further. After opening and scoring, the financial proposals of responsive technically qualified bidders, a final combined score will be arrived at by giving predefined relative weightages for the score of quality of the technical proposal and the score of financial proposal. The proposal with the highest weighted combined score (quality and cost) will be selected.
- (r) The Ministry reserves its rights to reject or accept any bids.
- (s) The Ministry of Panchayati Raj also reserves its right to terminate the awarded contract at any time without assigning any reason and no representation of tenderer against termination shall be entertained.
- (t) If the successful bidder fails to furnish a Performance Guarantee / Security Deposit, on terms and conditions laid down by the MoPR, the Earnest Money shall be forfeited by MoPR.
- (u) Bid validity will be 75 days from the last date of submitting of the tender document.
- (v) Integrity Code shall strictly be complied with, and everyone associated with the tendering process shall observe the highest standards of ethical conduct and integrity, honesty and fairness, and shall work to the best of their professional judgements. Further, bidders should not be having any conflict of interest with other bidders.
- (w) As per Code of Integrity, any person participating in a procurement process shall (a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in

exchange for an unfair advantage in procurement process or to otherwise influence the procurement process; (b) Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation; (c) Not indulge in any collusion, Bid rigging or anticompetitive behaviour to impair the transparency, fairness and progress of the procurement process; (d) Not misuse any information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process; (e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process; (f) Not obstruct any investigation or audit of a procurement process; (g) Disclose conflict of interest, if any; and (h) Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

- (x) In case dispute arising between the Ministry and the Agency, which has not been settled amicably, such dispute shall be referred to the Sole Arbitrator of the nominee of the Ministry and not employee of the Ministry and the award made in pursuance thereof shall be binding on both the parties. The party agrees and undertakes that it shall not challenge the award made in pursuance of the aforesaid arbitration clause of the contract. The arbitrators with the consent of parties may modify the timeframe for making and publishing the award. Such arbitration shall be governed in all respects by the provision of the Indian Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment. Arbitration proceedings will be held in India at Delhi and the language of the arbitration proceeding and that all documents and communications between the parties shall be in English. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of all arbitrators as determined by the arbitrators shall be shared equally by RFR for selection of the agency – the Ministry and the Agencies. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
- (y) Notwithstanding anything contained in the tender document, the Agencies shall not be liable for liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure. For purposes of this clause "Force Majeure" means an event beyond the control of the Agencies and not involving the Agency's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. The decision of the Ministry regarding Force Majeure shall be final and binding on the Agencies. If a Force Majeure situation arises, the Agencies shall promptly notify to the Ministry in writing of such conditions and the cause thereof. Unless otherwise directed by the Ministry in writing, the Agencies shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract.
- (z) The Competent Authority in the Ministry of Panchayati Raj may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:- If the agency being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act or (i) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on

behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager; (ii) If the contractor commits any breach of this contract not herein specifically proved for: provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the Ministry of Panchayati Raj and provided also that the contractor shall be liable to pay the Ministry of Panchayati Raj for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

- (aa) No correspondence, persuasion, telephonic / personal follow-up and canvassing (in any form) regarding this work will be entertained.
- (bb) The Secretary, Ministry of Panchayati Raj shall be the final Authority for settlement of any dispute and his interpretation of any clause / term / condition(s) of this document shall be final and binding and the jurisdiction for Court of Law shall be Delhi / New Delhi.
15. Any further query in this regard can be had personally from the concerned officer in this Ministry on Tel.: 011-23725308 (during office hours).
16. In case of any discrepancy between the English and Hindi version of this document, the English version shall be considered as final.
17. This issues with the concurrence of IFD vide Dy. No. 166/IFD/MoPR dated 01/10/2024.

Copy to:-

1. *CPP Portal*
2. *NIC MoPR with request for immediate display on the Ministry website and also to depute one person during the opening of the technical and financial bids.*

**Annexure-I****List of States/UTs where MoU is signed**

<b>S.N.</b>	<b>States</b>
1.	Andaman & Nicobar
2.	Andhra Pradesh
3.	Arunachal Pradesh
4.	Assam
5.	Chhattisgarh
6.	Daman & Diu and Dadra & Nagar Haveli
7.	Gujarat
8.	Haryana
9.	Himachal Pradesh
10.	Jammu & Kashmir
11.	Jharkhand
12.	Karnataka
13.	Kerala
14.	Ladakh
15.	Lakshadweep
16.	Madhya Pradesh
17.	Maharashtra
18.	Manipur
19.	Mizoram
20.	Odisha
21.	Puducherry
22.	Punjab
23.	Rajasthan
24.	Tripura
25.	Uttar Pradesh
26.	Uttarakhand
27.	Sikkim
28.	Goa
29.	Tamil Nadu
30.	Telangana
31.	Delhi



**Annexure – II**

To

**The Deputy Director (AR&RS)**  
Ministry of Panchayati Raj  
Tower II, 9<sup>th</sup> Floor, JeevanBharati Building,  
Sansad Marg, Connaught Place, New Delhi – 110001.

Sub: Open e-Tender for awarding Study on “Impact Evaluation of SVAMITVA (Survey of Villages and Mapping with Improvised technology in Village Areas) Scheme across States / UTs” – invitation Bids – regarding.

Sir,

I/we intend to submit the bids on the above mentioned subject and hereby consent to agree / accept all the terms and conditions stipulated in Ministry of Panchayati Raj's Tender Enquiry No. M-11015/192/2023-Governance dated \_\_ Sept, 2024. The rates quoted are exclusive of all taxes and as indicated below:-

Sl. No.	Item	Unit	Rate in Rupees (in figures and words)
1			
2			
3			
4			
5			
	TOTAL		

(Please mention that the prevailing GST rate will be applicable and charged extra)

(In case of any discrepancy in rates mentioned in figures and words, the rates in words would be taken as final)

(Signature of Authorized Signatory with stamp)



Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
Email ID: \_\_\_\_\_