



Appendix of State Deployment Guidelines for ABFs

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, MALDA
(Planning Section)
E-mail id: dplo2014@gmail.com

Memo. No. : 1406/Plan

Date : 30/09/2026

Expression of Interest (EOI)

Notice Inviting e Tender No- 02-e/2026-27/Plan Dated: -30/09/2026 (2nd Call)

A. Foreword:

Selection and Empanelment of Reputed Institutions/Agencies for Recruitment and Deployment of Aspirational Block Fellows (ABFs) under the Aspirational Blocks Programme (ABP), NITI Aayog.

The Office of the District Magistrate, Malda , Tender Inviting Authority (TIA) invites Expression of Interest (EOI) from reputed Academic Institutions, Universities, Government Institutions, Development Organizations, Bona-fide and financially sound Professional Recruitment Agencies and other eligible organizations having proven expertise in human resource management, recruitment, capacity building and developmental programmes for empanelment of Outsourcing Agencies in connection with recruitment and deployment of Aspirational Block Fellows (ABFs) under the Aspirational Blocks Programme (ABP) of NITI Aayog.

Sl No	Name of the work	Service charges. (Including 18% GST) (Rs.)	Earnest Money Deposit (Rs.)	Period of Completion
1	Deployment of Aspirational Blocks Fellows in 03 (three) Blocks {Chanchal-I, Habibpur & Harishchandrapur-II}, Malda.	% of Service Charge in figures & Words to be entered by the bidder up to 5%. <i>The Agency shall only quote their Service Charges in percentage (%).</i> <i>The Service Charges will be paid on the Gross Salary of the deployed Fellows @per fellow per month including GST & Other Taxes, if any.</i>	Rs. 55,000/-	Purely temporary. Initially the span of 1 (one) year with a scope for a one-year extension of the fellowship, contingent upon satisfactory performance

If any intending bidder quoted the Service Charge as zero value or negative value, his bid shall be treated as cancelled by the Tender Inviting Authority (TIA). Joint Venture/MoU will not be allowed. No Price preference and other concession will be allowed as per Order No. 8648-F(T) dated 12.10.12. Other relevant terms & Conditions shall be fixed by the TIA according to the extant rules by the FD in this regard.

B. Objective

The selected Institution/Agency shall undertake the process of sourcing, screening, evaluation, preparation of panel and facilitation of engagement of suitable candidates for deployment as **Aspirational Block Fellows** in the identified Aspirational Blocks of Malda District.

C. Number of Positions

Three (03) Aspirational Block Fellows are to be engaged for the following Aspirational Blocks:

1. Chanchal-I
2. Habibpur
3. Harishchandrapur-II

D. DATE AND TIME SCHEDULE (CRITICAL DATES):-

Sl. No.	Particulars	Date & Time
1	Date of uploading of NleT Documents (Online) (PUBLISHING DATE)	01/10/2026 [from 18:00 P.M.]
2	Documents download start date (Online)	01/10/2026 [from 18:00 P.M.]
3	Bid proposal submission start date (Online)	01/10/2026 [from 18:00 P.M.]
4	Documents download end date (Online)	07/10/2026 [from 11:00 A.M.]
5	Bid proposal Submission end date (Online)	07/10/2026 [from 11:00 A.M.]
6	Date and time of opening of Technical Proposals (online).	09/10/2026 [from 10:00 A.M.]
7	Date of uploading list for Technically Qualified Bidder (Online)	After Opening of Technical Bid
8	Date & Place for opening of Financial Proposal (Online)	After Technical Evaluation
9	Date of uploading of list of bidders along with their rates through (Online), also if necessary for further negotiation through offline for final rate.	After Technical Evaluation

E. Terms and Conditions:

I.	Tenure	Purely temporary. Initially the span of 1 (one) year with a scope for a one-year extension of the fellowship, contingent upon satisfactory performance
II.	Stipend including Travel Allowances for each fellow	Rs. 55,000/- (Fifty five thousand) per month per fellow payable through Outsourced Agency.
III.	Number of Position to be filled up	Three (03) Blocks across the Districts.
IV.	Reservation	Not Applicable, (WB SC & ST Reservation of Vacancies Posts And Posts Amendment Act, 2005, read with DoPT Memorandum No. 36036/3/2018-Estt.(Res) dated 15.05.2018) as deployment (not appointment) shall be for single position of each Block against monthly stipend.
V.	Essential Qualifications	Post Graduate in any discipline from a reputed institution (UGC/ AICTE Approved)
VI.	Desirable Qualifications	1) Should possess data analysis and presentation skills 2) Should be conversant with use of social media 3) Should possess Project Management Skills 4) Experience of working/internship with a Development organization preferably in Government and PSU Sector 5) Self-driven with good communication skills. 6) Knowing the local language of the respective Aspirational Block is a requirement for all Aspirational Block Programme Fellows. 7) Preference will be given to candidates who have completed their higher education in the development/rural stream.
VII.	Age	Should not be more than 45 years as on 01/01/2026 (in the tune of Notification No. 1707-F (P2) dated 16.05.2026)
VIII.	Selection of Outsourced	District Magistrate (DM) shall publish an e-Tender inviting

	Agency (OA)	Expression of Interest (EoI) from reputed institutions for engagement of OA. Standardized draft for inviting Expression of Interest (EoI) from OA annexed herewith. The entire process starting from publication of e-tender till the selection of OA through awarding order to be completed within 15th September, 2026, observing extant rules. The abridged Advertisement for selection of OA to be published in 1 well circulated English & 1 Bengali News Paper daily. Detailed advertisement is to be uploaded in the District Website simultaneously.
IX.	Manner of Wide Publicity by the OA for deployment of candidates	The abridged Advertisement for deployment of ABP Fellows also to be published in 1 well circulated English & 1 Bengali News Paper daily and detailed advertisement is to be uploaded in the District Website.
X.	Last Date of Submission of LoI by the Candidates	Shall be within 2 weeks from the date of advertisement published by OA
XI.	Screening Method	On receipt of letter of intent (LoI) from the candidates, the outsourced agency, shall primarily scrutinize the academic qualification framework and prefer to send admit cards to the shortlisted candidates in 1:20 Ratio maximum (Max 20 candidates for 1 position). The Candidates shall be ranked according to marks obtained as per following process: A) Postgraduate (50 Marks) (Total score Obtained in Post Graduate * 50/Full Marks) B) Graduate (30 Marks) (Total score Obtained in Graduate * 30/Full Marks) C) 10+2 Standard (20 Marks) ((Total score Obtained in 10+2 * 20/Full Marks)
XII.	Composition Of District Level Committee (DLC)	The District Level Committee (DLC) for monitoring, supervision and facilitation of the deployment process of Aspirational Block Programme Fellows for each Block by the Outsourced Agency, shall be formed as per following: District Magistrate- Chairman Additional District Magistrate- Vice Chairman District Planning Officers (DPLOs)- Member Secretary District Informatics Officer, NIC- Member District Statistical Officer, BAE&S- Member The chairman of the committee may co-opt any member in the committee, as felt necessary.
XIII.	Venue and Date of appearance by the shortlisted candidates received Admit Cards	To be finalized in consultation with District Level Committee (DLC) by the outsourced agency.
XIV.	Format of Letter of Intent (LoI) by the Candidates	Annexed
XV.	Role and Responsibilities of	1. Publication of Advertisement in consultation with District Level Committee (DLC)

	outsourced agency (OA)	- Shortlisting of Candidates as per Screening Method - Endorsement of shortlisted candidates before DLC for their monitoring, supervision and facilitation of the deployment process. - Conducting the deployment process in turn key method. - Issuing Letter of Deployment to the selected ABP Fellows. - Raising invoice before concerned District Magistrate for Disbursement of stipend per month per fellow @ Rs. 55,000/- and admissible service charges and GST at the time of billing period.
XVI.	Scheme of Selection by the outsourced agency (OA) observing examination process	- Method of Selection: Presentation & Communication Skills (30 Marks): A brief Power Point Presentation not more than 10 slides on the following topics: - Health & Nutrition - Education - Agriculture & Allied Service - Basic Infrastructure - Social Development Data Analysis using Excel Data provided by the appropriate authority (30 Marks): - Pivot Table - Vlook up - If then and other conditional functions - Creating of Graphs/Charts Social Media Acquaintance (10 Marks): Preparation of contents within 50 words and 1 pictograph only and live sharing on social media platforms like Facebook, Twitter/X-handle, Instagram etc. Project Management Skills & Experience of working/internship with a Development organization (20 Marks): Experience Certificate within last 5 years on relevant defined topics from Govt./PSU Sector Personality Test/ Viva-Voce (10 Marks) Total Marks-100 - To maintain a pool of successful candidate in 1:3 Ratio, i.e., 3 candidates for 1 position according to merit. - The 2nd and 3rd Position holders shall be kept in waiting list for 1 year as a valid panel for placement in unforeseen situations, as expressed unwillingness/ resignation/ prolonged unauthorised absence/ conviction by the appropriate court of law or authority (illustrative only).
XVII.	Compensation	- Stipend including Travel Allowance- Rs. 55000/- to each ABF per month - Service Charges to the outsourcing agency - Admissible GST as per prevalent Rates at the time of raising invoices per month to the DM

F. Roles and Responsibilities of Aspirational Block Fellows

The selected Fellows shall work under the overall supervision of the respective Block Development Officer and shall broadly be responsible for:

1. Collaboration with Block level Officials to design and execute development strategies aligned with ABP thematic areas.
2. Conducting regular field visits to assess project implementation, address challenges and collect ground level insights.
3. Analyzing data and providing evidence-based recommendations to BLOs, District level Officials to optimize developmental initiatives.
4. Organizing workshops, awareness campaigns and skill building programmes to empower the local community.
5. Keeping office of the BDO abreast with issues, challenges and need for support.
6. Help in the documentation of good governance practices.
7. Use of ABP portal to assess the performance of the Block and communicate to all the Block Level Officials.
8. To attend Training programmes conducted by NITI Aayog, State or District.
9. To send report at regular intervals to the NITI Aayog, State or District.
10. To work under the overall guidance of the BDO and report to BDO for their everyday functioning
11. Any other work assigned under the Aspirational Blocks Programme by the appropriate authority.

G. Eligibility of Participating Institutions/Agencies

The Institution/Agency should preferably possess:

1. Registration under applicable laws.
2. Experience in recruitment, HR management, developmental projects or capacity building.
3. Experience in Government assignments.
4. Adequate professional manpower.
5. Experience in conducting transparent recruitment processes.
6. Financial and organizational capability.
7. Good reputation with no record of blacklisting.

Preference shall be given to organizations having experience in rural development, governance, public policy, research, monitoring & evaluation and Government consultancy assignments.

H. Documents to be Submitted

Interested Institutions/Agencies shall submit:

1. Letter of Expression of Interest.
2. Organizational Profile.
3. Registration Certificates.
4. PAN, GST and other statutory documents.
5. Audited Financial Statements for the last three years.
6. Experience Certificates.
7. Details of similar assignments completed.
8. Details of technical manpower.
9. Proposed financial quotation
10. Confirmation with declaration regarding no-debarment from any award giving authority for similar type of work.

I. Evaluation of EOI

The EOIs shall be evaluated by a Committee constituted by the District Magistrate based on:

1. **Organizational profile**
2. **Experience in Government assignments**
3. **Similar assignments completed.**
4. **Technical capability.**
5. **Professional manpower.**
6. **Past performance.**
7. **Recognition of excellence (State/Central/International)**

The decision of the District Magistrate shall be final and binding.

J. General Terms & Conditions

1. Empanelment shall not confer any right to claim award of work.
2. The District Magistrate reserves the right to accept or reject any or all EOIs without assigning any reason.
3. The District Administration may cancel or modify the recruitment process at any stage.
4. The selected Institution/Agency shall strictly maintain confidentiality.
5. The recruitment process shall be conducted in a transparent, fair and merit-based manner.
6. Any deviation from NITI Aayog Guidelines may lead to cancellation of empanelment.
7. The Institution/Agency shall not claim any employment relationship with the selected Fellows.
8. The engagement of Fellows shall remain purely contractual and governed by NITI Aayog Guidelines and orders of the District Administration. The tenure of Aspirational Block Fellows will initially span 01 (one) Year. Recognizing the potential for sustained impact, the programme allows for a One-Year extension of the fellowship, contingent upon the fellow's satisfactory performance.

K. Important Note

The selected Institution/Agency shall only conduct the recruitment process and prepare a merit panel in accordance with the Guidelines of NITI Aayog.

Final approval of the panel, engagement of Fellows and deployment shall rest exclusively with the District Magistrate, Malda.

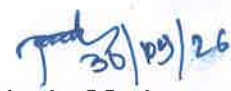

Additional District Magistrate (Z.P.)
Malda

Memo No – 1406/1(29)/Plan.

Date: 30/09/2026

Copy forwarded for his kind information & necessary action to –

1. The Senior Special Secretary & state Nodal office, NITI Aayog, Dept. Planning, Statistics and Programme Monitoring, Kolkata.
2. The Additional District Magistrate (Development), Malda.
3. The Sub-Divisional Officer, Sadar, Malda.
4. The Sub-Divisional Officer, Chanchal, Malda.
- 5.-19. The Block Development Officer (All), Malda.
20. The DIO, NIC, Malda with a request to publish the e-tender notice in District web-site.
21. The DICO, Malda with a request to publish the notice in the two daily News Papers.
22. CA to The District Magistrate, Malda.
- 23.-27. CA to The ADM (Gen), ADM (LR), ADM (Dev), ADM (Try), ADM (Edu), Malda.
28. Office Notice Board.
29. Office Copy.


Additional District Magistrate (Z.P.)
Malda