Anusandhan National Research Foundation (ANRF)

Notice Inviting Expression of Interest (EOI)

For Grant Management of "International Travel Scheme (ITS) and Financial Assistance to Professional Bodies & Seminar/Symposia (SSY)" through a Project Management Unit (PMU)

EOI Reference No: ANRF/PMU/ITS-SSY/2026

Date of Issue: 6th October 2026

Last Date for Submission: 30th November 2026, 5:00 PM (extended from 27th October 2026)

1. Background

The Anusandhan National Research Foundation (ANRF), established through the ANRF Act, 2023, is the apex body providing strategic direction for research, innovation and entrepreneurship in India. ANRF intends to engage a suitable organization to set up and operate a Project Management Unit (PMU) for end-to-end grant management of two of its core capacity building schemes:

- International Travel Scheme (ITS): financial assistance to Indian researchers for presenting papers, chairing sessions or delivering keynote addresses at international scientific events, and support to young scientists for workshops and training programs abroad.
- Financial Assistance to Professional Bodies & Seminar/Symposia (SSY): Partial financial support for organizing national and international scientific conferences, workshops and related events.

Both schemes are high volume, application driven programs requiring rigorous screening, expert committee coordination, and disbursement through the Public Financial Management System (PFMS) / TSA Hybrid model.

2. Objective of this EOI

This EOI is the first stage of a two-stage selection process. Its objective is to identify and shortlist organizations that meet the minimum eligibility criteria set out below. Only organizations shortlisted at this stage will subsequently be invited to submit a detailed Request for Proposal (RFP) comprising technical and financial bids, to be evaluated through the Quality and Cost Based Selection (QCBS) method.

This document seeks only preliminary information for pre-qualification. Detailed scope of work, deliverables, evaluation criteria and contract terms will be provided in the RFP stage to shortlisted respondents.

3. Indicative Scope of the Assignment

The selected PMU will be responsible for the end-to-end lifecycle of both schemes, including but not limited to:

- Application receipt, screening and eligibility verification through the ANRF online portal
- Coordination of expert committee meetings, and preparation of agenda, minutes and recommendations
- Processing of claims, utilization certificates and statements of expenditure
- Disbursement support through PFMS / TSA Hybrid system
- Applicant support, query handling and grievance redressal
- Maintenance of audit ready records, and periodic and annual reporting to ANRF

A detailed scope of work for each scheme will form part of the RFP document issued to shortlisted respondents.

4. Eligibility Criteria for this EOI Stage

Interested organizations must meet the following minimum criteria. Supporting documents must be enclosed as indicated.

S. No.	Criteria	Supporting Document
1	The organization should have a minimum of 5 years of experience in providing Grant Management or Project Management Unit (PMU) services for government funded programs in India, with demonstrated administrative and financial management of grants.	Organizational profile and relevant experience summary

2	The organization should have experience in disbursing funds through the Government of India's Public Financial Management System (PFMS) and through TSA Hybrid system during the last 3 years.	Self-declaration with brief details
3	The organization should have at least 2 personnel with practical experience of working on PFMS / TSA Hybrid systems and grant disbursement processes.	Brief profile of personnel
4	The average annual turnover or the annual budget outlay of the Bidder during the last three (3) financial years ending 31st March 2026 should not be less than Rs. 3 Crores (Rupees Three Crores only).	Audited financial statements / CA certificate
5	The organization should not currently be blacklisted or debarred by any Central or State Government Ministry, Department, PSU or autonomous body.	Self-declaration on organization letterhead
6	Academic and R&D institutions, being the primary beneficiaries of the ITS and SSY schemes, may not be considered for engagement as the PMU in view of the applicable Code of Conduct and Conflict of Interest provisions.	Self-declaration on organization letterhead
7	Registration certificate of the organization (Company / Society / Trust / LLP, as applicable).	Copy of registration certificate

Organizations with more extensive experience, or prior engagements specifically in travel grant or conference/seminar support programs, may be given additional consideration at the subsequent RFP stage. This EOI stage sets out only the minimum threshold for participation.

5. Documents to be Submitted

1. Covering letter on organization letterhead
2. Organizational profile and details, along with supporting documents against each eligibility criterion
3. Copy of registration certificate and Memorandum / Articles of Association or Bye Laws, as applicable
4. Self-declaration regarding non-blacklisting / non-debarment
5. Audited financial statements for the last 3 financial years
6. Brief profile of key personnel with relevant experience

6. Submission of EOI

- EOI responses must be submitted online through the CPP Portal (Central Public Procurement Portal) or to the dedicated email of ANRF on or before the last date prescribed for submission of this EOI.
- Responses received after the last date and time will not be considered.
- This EOI is also available on the ANRF and Department of Science & Technology (DST) website for reference.

7. Process Following this EOI

Based on the responses received, ANRF will shortlist organizations meeting the eligibility criteria above. Only shortlisted organizations will be issued the detailed RFP document containing the full scope of work, deliverables, contract terms, and evaluation methodology (QCBS), along with the timeline for submission of technical and financial bids.

This EOI stage does not constitute a financial commitment or an offer of contract. ANRF reserves the right to accept or reject any response, or to cancel this EOI process at any stage, without assigning any reason.

8. Contact for Queries

Mr. Saurabh Wadhwa, Under Secretary (Admn)
Anusandhan National Research Foundation (ANRF)
3rd & 4th Floor, Block II, Technology Bhawan, New Mehrauli Road, New Delhi 110016
Email: anrf-us@anrf.gov.in Phone: 011-26511100

All communication to ANRF will be through email only and only to the dedicated email address mentioned above. Any clarification or corrigendum to this EOI will be published on the CPP Portal and the ANRF website.