

EVALUATION & OUTCOME BASED MONITORING PROGRAMME

(2017)



**GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT
DEPARTMENT OF SOCIAL JUSTICE & EMPOWERMENT
(PLAN DIVISION)
B-2, GROUND FLOOR,
PANDIT DEENDAYAL ANTYODAYA BHAVAN
CGO COMPLEX, NEW DELHI-110003**

EVALUATION & OUTCOME BASED MONITORING PROGRAMME (2017)

1. SCOPE

1.01. The evaluation studies sponsored by the Department of Social Justice & Empowerment will pertain to schemes relating to Scheduled Castes, Other Backward Classes, Denotified Tribes, Nomadic and Semi- nomadic Tribes, senior citizens, victims of drug abuse and Beggary or any other target group.

1.02. The scheme details are as follows:-

2. ELIGIBILITY

2.01. E-Bids would be invited from Organisations having requisite qualifications to undertake evaluation studies of programmes and schemes of the Department of Social Justice & Empowerment. Non-Governmental Organisations/Voluntary Organisations, Blacklisted Organisations are not eligible to apply.

3. PROCEDURE

3.01. D/o Social Justice & Empowerment may from time to time invite technical and financial bids on open tender basis from qualified Organizations under the **two bid system** based on **Least Cost Selection process** for conducting evaluation studies of its schemes and programmes. As per extant policy, the bidders need to submit their technical and financial bids online (*Guidelines at Annexure 1*) as per prescribed format (*Annexure 2 & 3*). No Manual bids will be accepted. In order to submit the bid, bidders may register themselves online at **<http://eprocure.gov.in>** as a one-time activity, in the e-Procurement portal with a valid DSC. The registration should be in the name of the bidder, whereas DSC holder may be either the bidder himself or a duly authorised person. The bidders will have to accept, unconditionally, the online user portal agreement which contains all the terms and conditions of Notice Inviting Tender (NIT) including commercial and general terms and conditions and other conditions, if any, along with an online undertaking in support of the authenticity of the declarations regarding facts, figures, information and documents furnished by the bidder online. Online bids complete in all respects should be submitted through CPP Portal **<https://eprocure.gov.in/eprocure/app>** only on or before the last date and time.

3.02. A Technical Evaluation Committee and a Financial Evaluation Committee would be constituted to evaluate and finalise the technical and financial proposals received in response to the Tender Notice. Both the technical and financial bids would be opened online by the Bid Opening Committee constituted by the Department. The Technical Evaluation Committee would shortlist the technically qualified bids. The parameters for qualifying the technical criterion would be indicated in the Tender document. Financial bids would be opened online, for only technically eligible and responsive offers and ranked. L-1 offer out of the responsive offers would be selected on price criteria alone, subject to reasonability of the quote.

3.03. Depending on need, limited tendering or selection on nomination basis may also be considered by the Department.

4.0 SUBMISSION OF PROPOSAL

4.01. The proposal for evaluation study should be submitted by the Project Director/ In-charge of the Project. Project Director/In-charge of the Project should have the necessary experience in use of statistical tools and experience in the social sector with at least 5 years experience of evaluation of studies on social sector (copies of certificates and proofs of earlier engagement may be enclosed). The Project Director should submit the proposal through the head of the Organization where he is working. In case of a University, the project should be submitted by the Registrar of the University. The head of Organization/Registrar of the University shall inform the particulars of the person whose name has been given as Project Director of the proposed study and whether he/she is currently engaged or is likely to be engaged in the near future.

4.02. Documents to be submitted with the bid are as follows:

- a) Scanned copy of Earnest Money Deposit (EMD).
- b) Scanned copies of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of existence of the Organisation
- c) Scanned copies of Audited Annual Accounts along with Audit Report of last three financial years
- d) Annual Report Account of last three years
- e) Scanned copy of valid PAN of the Organisation/Tax Account Number (TAN) and Service tax number (STN)/GST Number
- f) Executive summary of 3 study reports completed during last 5 years and documents of acceptance of the Reports by sponsoring authority.

- g) An authorization letter from the firm certifying that the person who signed the bid is an authorized person to sign on behalf of the firm
- h) A declaration that the organization has not been blacklisted from the Authorized Signatory of the Organisation
- i) Copies of certificates and proofs of previous engagements of the Project Director
- j) Copies of certificates/ proofs of previous engagements of at least two post graduate professionals involved in the Project
- k) Technical Bid
- l) Financial Bid
- m) Technical Evaluation Format
- n) Tender Acceptance Letter

5. EARNEST MONEY DEPOSIT

5.01. The intending bidders should pay along with bids an Earnest Money Deposit as specified in the Tender document. The EMD shall be paid by Demand Draft / Bank Guarantee from any of the scheduled Banks in favor of **DDO, Department of Social Justice & Empowerment, Shastri Bhavan, New Delhi-110001** and is required to be deposited (in original) addressed to Under Secretary (Plan/Evaluation), D/o Social Justice & Empowerment, B-2, Pandit Deendayal Antyodaya Bhavan, CGO Complex, New Delhi. The EMD will not carry any interest. **Organisation exempted from payment of EMD should upload the Proof of exemption.** The EMD submitted by the bidder will be forfeited if:

- If successful bidder fails to accept the Letter of Invitation (LOI).
- If bidder fails to furnish the required performance security within the specified period.
- The bidder withdraws bid after processing but before acceptance of award of contract issued by the Department.
- The bidder violates any of the provisions of the terms and conditions of the tender specifications.
- If bidder canvasses in any way for the bid
- If bidder withholds information or submits false information

5.02. The EMD will be refunded to:

- The successful bidder, subject to submission of Performance Security.
- The unsuccessful bidders, within 30 days of acceptance of award of contract by the selected bidder or in case of cancellation of Tender.

5.03. The Earnest Money Deposit will be refunded without any interest under all conditions. Offers received without EMD will be summarily rejected (*other than those exempted*). The EMD will remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them latest on or before the 30th day after the award of the contract.

6. PERFORMANCE SECURITY

6.01. The successful bidder will be required to submit a Performance Bank Guarantee issued by any scheduled commercial bank for 8% of the contract value. Performance Security may be furnished in the form of an Account Payee Demand Draft or Bank Guarantee from a Commercial bank. Performance Security would remain valid for a period of sixty days beyond the date of completion of the contract. The Bank Guarantee may be invoked by the Department in case of failure of bidder to adhere to the terms & conditions of the contract. In case of delays in execution of project, the Department may seek extension of the Performance Security which will require to be acceded to by the evaluating organization.

7. PENALTY FOR DELAYED SUBMISSION OF REPORT

7.01. In case of any delay in submission of report by due date, a penalty @ 0.5% of the cost of study per week will be levied.

8. LIMITS TO THE NUMBER OF EVALUATION STUDIES TO BE SANCTIONED

8.01. The decision as to the number of evaluation studies that could be awarded to any organization simultaneously before completion of the previously awarded study/studies will depend upon the strength and quality of staff, facilities available, past performance and the status of projects already in hand with the Organization. The discretion in this regard will remain totally with the D/o Social Justice & Empowerment.

9. LETTER OF AWARD AND CONTRACT AGREEMENT

9.01. The Department will issue a Letter of Award (LoA) to the successful bidder in duplicate mentioning in brief rates, terms & conditions. The acceptance and return of one copy of the LoA duly signed as token of acceptance will be construed as entry into the contract by both parties. The duly signed LoA along with a contract bond and Performance security would need to be submitted to the Department within the stipulated time indicated in the LoA, as failing which the Department reserves the right to take appropriate decision.

10. SANCTION

- i. The Ministry will issue a sanction letter in respect of every approved project. The letter will be accompanied by a copy of the project as approved by the Ministry.
- ii. The funds of the Ministry will be given for projects covering a specified period. In exceptional cases the period may be extended, subject to justification and with the approval of Competent Authority.

11. AGREEMENT

- (i) The Organization will confirm in writing that the conditions contained in the tender document are acceptable to it. The selected bidder will also execute a bond in favour of the President of India to the effect that it will abide by the terms and conditions attached to the funds and that in case it fails to abide by the same, it will refund to the Government the total funds sanctioned to it for the purpose with penal interest @15% per annum thereon.
- (ii) The Organization will maintain separate accounts in respect of this fund. The accounts will remain open to inspection to the representatives of the Government of India, including the Comptroller and Auditor General of India. At the end of the period, the Organization will have the accounts of this fund audited by a Government Auditor or a Chartered Accountant, and supply a copy of the audited accounts, together with a utilization certificate as prescribed in GFR 2017, to this Ministry within six months after completion of the project. If regular process of audit takes more time, the accounts may be got audited by a Chartered Accountant and the audit fee may be charged under sub-head "Contingency" of the project. Any unspent balance out of this fund will be refunded by the Organization within 30 days from the date of completion of the Project

failing which such unspent balance will attract penal interest of 15% per annum for the period from date of completion of the project to the date of refund of unspent balance.

- (iii) The Ministry will accept no responsibility for any financial expenditure or liability arising out of the project except what has been specifically approved by it and conveyed to the selected bidder through the sanction letter.
- (iv) The Ministry will sanction finances for each sub-head and the Ministry's Sanction order will clearly satisfy the sanctioned amount for each sub-head for the total financial assistance given for evaluation study. The evaluation Organization without the prior written approval of the Ministry will have no right of re-appropriation of amount from one sub-head to another.
- (v) The evaluation Organization shall not incur any excess expenditure on the study, under any circumstances, over and above the sanctioned amount, without prior written approval of the Ministry. Ordinarily such request will not be entertained by the Ministry.
- (vi) The Project Director will submit to the Ministry progress reports of the project along with certified statement of the expenditure actually incurred and estimate of expenditure for the remaining period of the study. ***A monthly review of the progress of the study would be undertaken by the Ministry. The organization would also make a presentation before the Ministry at draft report stage on its preliminary findings.***
- (vii) The Project Director will report to the Ministry the changes he makes in the design of the study, and no major change will be made therein unless the prior approval of the Ministry has been obtained. On a request from the Evaluating Organization, the Ministry may in exceptional cases, permit the appointment of another Project Director. When the Director of a project takes up an appointment at another Organization before the project is completed the Ministry may permit, with the consent of both the Organizations concerned to transfer of the project to the other Organization.
- (viii) If the Ministry is not satisfied with the progress of the project, or if it finds that these rules are being seriously violated, it reserves the right to terminate agreement & initiate necessary action as per terms &

conditions of the tender document and extant rule of Government of India.

12. INSTALLMENTS

12.01. The installments will be released as under:-

1st installment	:	20% (after receipt of Performance Security)
2nd installment	:	50% (on submission and presentation of draft report)
3 rd instalment	:	30% (After acceptance of Report by the Department with submission of <u>8 copies of the final report and 20 copies of summary Report</u> alongwith its soft version and audited Statement of Accounts and Utilization Certificate)

12.02. A presentation of the draft report would require to be made before the Ministry.

12.03. The Organization will not be eligible for any payment in excess of the sanctioned amount, unless a specific prior approval of the Ministry to that effect has been applied for and obtained. Full justification has to be provided in such a case.

12.04. The Ministry will accept no responsibility for any financial expenditure or liability arising out of the project except what has been specifically approved by it and conveyed to the Organization or university through the sanction letter.

12.05. The Ministry will sanction the funds for each sub-head and the Ministry's Sanction order will clearly satisfy the sanctioned amount for each sub-head as given for evaluation study. The organisation without the prior written approval of the Ministry will have no right of re-appropriation of amount from one sub-head to another.

13. ITEMS COVERED

13.01. The following items are covered under the payment:

- i. Salaries and allowances of the project staff of the study and honorarium for the Project Director. (N.B.: The salary of peons will not be sanctioned

as a part of expenditure on the study. Any expenditure on this account may, however, be met out of the overhead charges mentioned under item (vii) below).

- ii. Travel undertaken in relation to the project.
- iii. Consultancy charges.
- iv. Printing.
- v. Equipment and books.
- vi. Computer and tabulation costs.
- vii. Contingency and Overhead charges.

14. OWNERSHIP OF DATA

14.01. The Organization receiving funds for a project shall make suitable arrangements for the preservation of data collected during the study, such as filled in schedules, tabulation or working sheets, reports, photographs etc, relating to the Project, in electronic form and this shall be shared with the Ministry at the time of submission of Final Report. The ownership of all such data shall remain with the D/o Social Justice & Empowerment. All raw data compiled during the study shall be transferred to the Ministry. No data collected in context of the study may be destroyed or otherwise disposed off or given to any other organization/individual, unless so approved by the Ministry.

15. SUBCONTRACTING

15.01. The bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the bidder under the contract without the prior written consent of the Department.

16. DEFAULT

16.01. The selected bidder shall execute a bond in favour of the President of India to the effect that it would abide by the terms and conditions attached to the study and that in case it fails to abide by the same, it will refund to the Government the total funds sanctioned to it for the purpose with 15% penal interest thereon.

16.02. In case, the selected bidder is found in-breach of any condition of tender/bid evaluation the EMD/Performance Security shall be forfeited / invoked.

16.03. Default would entail blacklisting of the Organisation by the Department for at least 3 years.

16.04. If the Ministry is not satisfied with the progress of the project, or if it finds that these rules are being seriously violated, it reserves the right to terminate its contract.

17. ARBITRATION

17.01. The Department and selected Bidder will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the special conditions, such dispute will be referred to arbitrator, to be appointed by the competent authority appointed by this Ministry and will be final and binding on both the parties. Such arbitration will be governed in all respect by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules thereunder and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held in New Delhi only, wherein appropriate Appellate Authority shall also be the Hon'ble High Court of Delhi at New Delhi

17.02. The contract with the selected bidder shall be governed in accordance with the Laws of India and will be subject to the exclusive jurisdiction of Courts at Delhi.

18. DRAFT/FINAL REPORT:

18.01. Draft report of the project will be submitted by the Project Director to the Ministry immediately on the completion of the project **and the same will be examined by the department. In case of any discrepancy, the project director will be asked to revise the report. After the acceptance of the report, he will submit eight copies of the final report along with 20 copies of summary report alongwith a soft copy of the report to the Ministry along with all raw data collected for the project. This final report, which will be comprehensive enough to serve as a definite record, is expected to cover the following points.**

I. The methodology and procedure followed includes the following points:

- (a) The design of evaluation study;

- (b) The selection of the universe and the units for study: considerations that governed the selection of the universe, size of the sample and the procedure for sample draw.
 - (c) Tools used: detailed account of the exercise of tool construction, special contribution made by the project in devising new tools or sharpening existing ones;
 - (d) Field work: The manner in which field work was conducted including division of labour among the project staff, problems encountered;
 - (e) Photographs of field surveys may be included.
 - (f) The schedule of inquiry to conduct field survey is to be enclosed with the report (It should be got approved by the Ministry before the start of study).
- II. The report should be presented in various chapters wherein each objective of the study should be treated as title of the chapter.
- III. Presentation of data in tabular form with due analysis and appropriate write up.
- IV. Findings and conclusion;
- (a) Summary of findings;
 - (b) Outcomes of the scheme
 - (c) Conclusions;
 - (d) Recommendations for further improvement in the scheme under study.

18.02. The Ministry may, after scrutiny of the final report, request the Project Director to revise it. If so requested, it will be the responsibility of the Project Director to revise the report on the broad lines indicated and to resubmit it. No further fund will, however, be given for this purpose over and above the sanctioned funds.

19. CONDITIONS

- i. When the project is completed the Organization will submit an audited statement of accounts with a **Utilization Certificate as per GFR-2017** for all expenditure incurred, audited by a Government Auditor or a Chartered Accountant within six months of the date of acceptance/clearance of the project report or termination of the project.
- ii. The Organization will also submit to the Ministry a statement showing the equipment purchased out of the funds, with its price, along with the audited statement of accounts.
- iii. For the purpose of this rule, equipment will mean articles costing **Rs.500/-** or more.

- iv. Equipment purchased out of the funds will be the property of the Ministry, which will decide about its disposal on the completion of the project. The Organization may submit a proposal in this regard before the completion of the project. The Ministry may agree to its transfer and permit the Organization to utilize the equipment, provided the equipment is used for teaching and the Organization gives an undertaking for its proper care and maintenance.
- v. All books and periodicals etc. purchased out of the Ministry's fund shall after written approval from the Ministry be transferred to the library of the research Organization on completion of project unless the Ministry decides to call for any / all books / periodicals for its own use and record, at any point of time. The organisation once being permitted by the Ministry to retain these documents in its own library, shall furnish a certificate to the Ministry that these documents have been transferred to the library of the research Organization and would be used by research staff of the research Organization.
- vi. The Ministry may, at any time, depute any of its officers to inspect the accounts and other papers relevant to the funds and working of the project and direct him / her to submit report to the Ministry on such points as may be specified.
- vii. The financial accounts of the study being financed by the Ministry, shall also remain open for periodical inspection by the officers in the office of the Accountant General, Central Revenue, and or Directorate of Audit of Central Revenue.
- viii. The organization which is recipient of funds from the Ministry for the evaluation study, will be individually responsible for preserving the data, working sheets, tabulation sheets, manuscripts, report etc. relating to the study. Any documents/ information in any form related to the project cannot be divulged to any other person/ Organization without the written approval of the Ministry. Any document concerning the project cannot be destroyed without prior written approval of the Ministry.
- ix. The organization being financed by the Ministry for a study will not publish the report in any form or pass it on any of its part or any information in any form concerning the study, to any individual, Organization, press department, university etc. without the prior written approval of Ministry. The organization will submit the report to the Ministry only and it shall be the property of the Ministry. If the Ministry do not consider worth while to publish such report, it shall not be published.

- x. The Ministry reserves all rights to direct the organization obtaining funds for a study to produce any documents, books / periodicals etc. which in the opinion of the Ministry are necessary to examine and decide proper utilization of the funds sanctioned by the Ministry.
- xi. The head of the organization while furnishing the proposal to the Ministry, will invariably furnish in duplicate, an undertaking that the organization will abide by all the contents contained in the this scheme' and also any other conditions decided by the Ministry from time to time and will execute a bond on the stamp paper to this effect.
- xii. The organization will be fully responsible for adhering to these conditions.
- xiii. The Ministry in case of knowledge of any violation of the contents contained in the scheme reserves all rights to call for full facts from the organization and/or direct appointment of an Enquiry Committee consisting of official members to be decided by the Ministry alone: to look into the whole matter, and the remedial measures, to the Government of India within one month form the date of appointment of such an enquiry committee.
- xiv. In case of any legal proceeding arising out of the matters relating to the project financed to the organization the Delhi Courts only, shall have the legal jurisdiction to entertain any suit/proceeding.
- xv. Depending upon merits of the case, the Ministry alone shall have the authority to delete or modify any of the conditions laid down in this scheme or impose such additional conditions as it may deem them expedient.
- xvi. Organizations will be required to ensure the security and confidentiality of all statistical records in their possession during the execution and after the cessation of the project. They may be required not to disclose or use any information or record that has been in their knowledge in the performance of the project.
- xvii. Organization will require not to undertake any non-statistical activities like data base marketing involving data about individuals which could be used for direct marketing and promotional activities.
- xviii. Organization shall ensure that statistical personnel engaged in data collection be made aware of their obligations not to access, use, disclose or retain personal information except in performing their duties of employment and are informed that failure to comply would render themselves liable to legal (civil and criminal) consequences.

- xix. Informants' identities must not without their written consent be revealed to anyone not directly involved in the project or used for any non-statistical purpose.
- xx. Persons engaged for data collection shall avoid interviewing informants at inappropriate or inconvenient times. They should also avoid the use of unnecessarily long interviews.
- xxi. It is advisable to avoid data collection in places where persons other than the informant or his family members have free access and where an informant could reasonably expect to be observed and/or overheard by other people present. In case of collecting sensitive information and any other information which an informant could reasonably feel inconvenience to furnish even in the presence of his family members, the data shall not be collected in a manner that the informant could not be observed/or overhead by the family members.
- xxii. The arrangement of audit of the accounts of the project shall be the same as officially applicable in the Organization and/or audit shall be done by an approved Chartered Accountant. The amount of audit fee paid if any will be charged from overhead – 'Charges' subhead only. Pending submission of audited statement of accounts, a statement of accounts and utilization certificate duly certified by the Finance Officer of the Organization should immediately be furnished to the Ministry.

20. MISCELLANEOUS

20.01. Funds under the scheme may also be utilized with the approval of competent authority for:

- i. Functions/workshops/seminars etc organized by the Department
- ii. Monitoring/Inspection related activity
- iii. Hiring of consultants
- iv. Administrative expenditure in scheme related activity
- v. Any miscellaneous expenditure in related areas

20.02. D/o Social Justice & Empowerment reserves the right to cancel its Notice Inviting Tender (NIT) or modify the requirement without assigning any reasons. The Department has the right to cancel the NIT and not to proceed for the sponsoring evaluation study at any stage without assigning any reason whatsoever.

GUIDELINES FOR THE FORMULATION OF TECHNICAL & FINANCIAL BIDS

A. TECHNICAL BIDS

Project Directors are requested to furnish a detailed proposal covering the proposed design of the study including the universe of study, sampling frame, and sampling procedure, tools to be used in data collection, time schedule and staffing pattern.

To facilitate the task of the Project Director, in formulating the proposal, a few guiding principles are given below:

- I. The title of the Project (in capital letters)
- II. Objectives of the study as understood by the bidder
- III. Methodology

The following points should be given:

1. Universe of study
2. Sampling frame
3. Sampling procedure
4. Units of observation and sample-size.

An explanation of the determination of size and type of sample will also be necessary.

The different types of data that are proposed to be gathered should be specifically mentioned.

The sources for each type of data and the tools and techniques that will be used for collecting different types of data should be specified.

For questionnaire or schedule to be used, the following should be indicated:

1. Distribution of the questionnaire or schedule in different sections, e.g., identification particular, socio-economic data, questions on various sub-themes, etc.
2. Approximate number of questions to be asked from each respondent
3. Any scaling techniques proposed to be included in the instrument.
4. Approximate time needed for interview.
5. Coding plan

For the interviews, the following details should be given:

1. How are they to be conducted?
2. Particular characteristics that interviews must have:

For the use of observation techniques, describe:

1. The type of observation; participant, quasi-participant, non-participant.
2. Units of observation;
3. Whether this will be the only technique or other techniques will also be employed.

IV. Data processing

The manner in which the different types of data will be processed, the tabulation plan, and the type of data that will be processed through the computer, should be explained in details.

V. Time budgeting

The project should be broken up in suitable stages and the time required for completion of each stage of work should be specified, for instance, such stages may cover:

1. Preparatory work, including selection and appointment of staff and their training.
2. Drawing of sample.
3. Tool construction (including their pre-testing and printing)
4. Data collection
5. Data processing (which should include coding, editing, punching, verification, sorting, computer analysis)
6. Data analysis.
7. Report writing.

VI. Organizational Framework

An organizational chart indicating the positions tasks and number of persons required to fill the different positions should be given.

The following issues need to be borne in mind:

The approach and methodology to be adopted by the organization for proposed study is appropriate.

- The Project team has necessary skills in statistical tools of analysis and sampling methodologies.

- Details of statistical tools and applications to be used are indicated in the proposal
- The primary data to be collected on the objectively verifiable indicators and factual information
- Organisation will use experts /manpower in all regional language /local language as and when required.
- Organisation has demonstrated capacity to carry out structured evaluations
- Organisation has capacity to collect and analyze data from variety of sources at disaggregated level.
- Organisation has capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.
- Organisation has capacity to structure data, create electronic databases, and develop output results in appropriate formats.
- Organisation has willingness to undertake the assignment in the given timeframe.
- Organisation has sufficient infrastructure facilities including office and modern office equipment.
- Organisation has ability to develop and prepare all the data collection instruments including questionnaires, checklist for stakeholders, structured Focus Group Discussion format, tabulation plans etc.
- Organisation has ability to undertake survey work in all sample districts.
- Organisation has ability to cross/back check of primary data.
- Data collection is application based and not manual
- Enumerators are appropriately trained
- **Adequate photographs may be taken during the Interaction/Interview/ Survey/primary data collection process**

B. FINANCIAL BID

The following items are covered under the funds:

- i. Salaries and allowances of the project staff of the study and honorarium for the Project Director. (N.B.: The salary of peons will not be sanctioned as a part of expenditure on the study. Any expenditure on this account may, however, be met out of the overhead charges mentioned under item (vii) below).
- ii. Travel undertaken in relation to the project.
- iii. Consultancy charges.
- iv. Printing.
- v. Equipment and books.
- vi. Computer and tabulation costs.
- vii. Contingency and Overhead charges.

The Ministry will accept no responsibility for any financial expenditure or liability arising out of the project except what has been specifically approved by it and conveyed to the Organization or university through the sanction letter.

GOVERNMENT OF INDIA
MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT
(PLAN DIVISION)

TECHNICAL BID

I. Organizational Particulars

1. Name of the bidder (in Block letters) _____
2. Address _____
3. EMD (DD No., Date & Name of Bank) _____
4. Name of the representative of bidder _____
5. Telephone No. / Mobile No. _____
6. PAN of Organisation _____
7. TAN/STN/GST Number/Title of the project _____
8.
 - a. In case the organization is established under the Act of Parliament / State Legislature, the name of the Statute, No. of Act and Year
 - b. In case the organization is established under the societies Registration Act, the Place, registration number and Date of registration.
9. If Semi- Government Organization, the name of the Government Department to which it is attached (with complete address).
10.
 - a. Whether organization has a source of income
 - b. If yes then how much per annum and from which source -give details
 - c. Whether it runs on no-profit no-loss basis
11. Brief history of the organization, its objectives and activities.
12. Whether Organization has five years of experience in the field of research / survey / evaluation in the area of social sector, if so, details thereof

II. PROJECT Outline

1. Objectives
2. Justification for taking up the study.
3. Approach and Methodology

The approach and methodology to be adopted by the organization/Organization for proposed study should be appropriate. The following should be borne in mind

- The Project team has necessary skills in statistical tools of analysis and sampling methodologies.

- Details of statistical tools and applications to be used are indicated in the proposal
 - The primary data to be collected on the objectively verifiable indicators and factual information
 - Organisation will use experts /manpower in all regional language /local language as and when required.
 - Organisation has demonstrated capacity to carry out structured evaluations
 - Organisation has capacity to collect and analyze data from variety of sources at disaggregated level.
 - Organisation has capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.
 - Organisation has capacity to structure data, create electronic databases, and develop output results in appropriate formats.
 - Organisation has willingness to undertake the assignment in the given timeframe.
 - Organisation has sufficient infrastructure facilities including office and modern office equipment.
 - Organisation has ability to develop and prepare all the data collection instruments including questionnaires, checklist for stakeholders, structured Focus Group Discussion format, tabulation plans etc.
 - Organisation has ability to undertake survey work in all sample districts.
 - Organisation has ability to cross/back check of primary data.
 - Data collection is application based and not manual
 - Enumerators are appropriately trained
4. **Time schedule:** Estimated time in which project will be completed (total project duration along with phase-wise details)

III. Staffing Pattern

1. Name of the Project Director along with his/ her bio-data

IV. List of documents (copies) to be uploaded with application form

1. Scanned copy of Earnest Money Deposit (EMD).
2. Scanned copies of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of existence of the Organisation
3. Scanned copies of Audited Annual Accounts along with Audit Report of last three financial years
4. Annual Report of last three years
5. Scanned copy of valid PAN of the Organisation / Tax Account Number (TAN) and Service Tax Number (STN) / GST Number
6. Executive summary of 3 study reports completed during last 5 years and documents of acceptance of the Reports by sponsoring authority.

7. An authorization letter from the firm certifying that the person who signed the bid is an authorized person to sign on behalf of the firm
8. A declaration that the organization has not been blacklisted from the Authorized Signatory of the Organisation
9. Copies of certificates and proofs of previous engagements of the Project Director
10. Copies of certificates/ proofs of previous engagements of at least two post graduate professionals involved in the Project
11. Technical Bid
12. Financial Bid
13. Technical Evaluation Format
14. Tender Acceptance Letter

I hereby declare and affirm that I have read and understood the terms and conditions of the contract as stipulated in the tender document.

To be signed by
Project Director of the evaluation study
Head of the Organization /authorized signatory

(Signature)

Place:

Date:

FINANCIAL BID

Budget Estimate

The cost of the project estimated in terms of total man-months and the facilities needed are calculated as under:

1. Personnel

Position/Designation	No. of persons	Salary (fixed consolidated)	Duration	Amount required
1	2	3	4	5
Total				

2. Travel
3. Printing
4. Equipment and books
5. Computer and machine tabulation costs
6. Contingency
7. Overhead charges (upto 5 % of items 1 to 6)

Grand total (excluding taxes)

To be signed by the
Project Director of the evaluation study/
Head of the Organization / authorized signatory

(Signature)

Place:

Date: