

F.No. 15-4/2018 (Res.) -PD
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment

Shastri Bhawan, New Delhi
Dated the December 7, 2018

NOTICE INVITING E-TENDER

Online Tender (e-Tender) is invited for conducting an evaluation study on **“Functioning of SC/ST Protection Cells as per the Responsibilities specified under Rule 8 of the PoA Rules”**.

The duration of the study would be 3 months.

2. A demand draft /bank guarantee of ₹ 45000/- (**Rupees Forty Five Thousand only**) as earnest money in favour of DDO, Department of Social Justice & Empowerment is required to be deposited (in original) in the office of Tender Issuing Authority at B-2, Ground Floor, Pt.Deendayal Antyodaya Bhavan, CGO Complex, New Delhi on or before bid submission closing date and time. The envelop should be super scribed as **“EMD for evaluation study on “Functioning of SC / ST Protection Cells as per the Responsibilities specified under Rule 8 of the PoA Rules ”** may be addressed to Under Secretary, D/o Social Justice & Empowerment, B-2, Pandit Deendayal Antyodaya Bhavan, CGO Complex, New Delhi. Scanned copy of the EMD (Earnest Money Deposit) should also be uploaded along with the online bids.

3. The tender document contains the following:-

ANNEXURE 1	TENDER DOCUMENT
ANNEXURE 2	PROGRAMME DETAILS
ANNEXURE 3	TERMS OF REFERENCE
ANNEXURE 4	FORMAT FOR TECHNICAL & FINANCIAL BIDS
ANNEXURE 5	GUIDELINES FOR TECHNICAL BID
ANNEXURE 6	TECHNICAL EVALUATION CRITERIA
ANNEXURE 7	FORMAT FOR PERFORMANCE SECURITY
ANNEXURE 8	INSTRUCTIONS FOR ONLINE BIDS SUBMISSION
ANNEXURE 9	TENDER ACCEPTANCE LETTER

CRITICAL DATE SHEET

Name of Ministry/ Department	Department of Social Justice & Empowerment, Shastri Bhawan, New Delhi
Date and Time for Issue/Publishing of Tender	07.12.2018 at 1500 hrs
Document Download Start Date and Time	08.12.2018 at 1000 hrs
Bid Submission Start Date and Time	08.12.2018 at 1000 hrs
Pre Bid meeting*	13.12.2018 at 1100 hrs Venue: D/o Social Justice & Empowerment, B-2, Ground Floor, Pandit Deendayal Antyodaya Bhavan, CGO Complex, New Delhi-110003
Document Download End Date and Time	26.12.2018 at 1500 hrs
Bid Submission End Date and Time	26.12.2018 at 1500 hrs
Date and Time for Opening of Technical Bids	27.12.2018 at 1500 hrs
Date and Time for Opening the Financial Bids	Will be intimated online after finalization of Technical Bids
Address for Communication	Under Secretary (Plan/Evaluation), D/o Social Justice & Empowerment, B-2, Ground Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003. Website: https://eprocure.gov.in/eprocure/app

*The organisations willing to participate in the Pre Bid meeting may register on e-mail id: manojk.jha@nic.in & vijendra.singh50@nic.in latest by 11.12.2018.

1. The tender form/ bidder documents are available at the Website <http://eprocure.gov.in> and www.socialjustice.nic.in. 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. Information is also available at www.nsfdc.nic.in, nbcfdc.gov.in and nskfdc.nic.in.
2. *Manual bids will not be accepted.*
3. Tenderers / Bidders are requested to visit the website <https://eprocure.gov.in/eprocure/app> / www.socialjustice.nic.in regularly. Any changes / modifications in tender enquiry will be intimated by corrigendum through these websites only.
4. In case, holiday is declared by the Government on the day of opening bids, the bids will be opened on the next working day at the same time. The Department reserves the right to accept or reject any or all the tenders without assigning any reason.



(Manoj Kumar Jha)
Under Secretary to the Government of India

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F.No. 15-4/2018 (Res.)-PD
Government of India
Ministry of Social Justice and Empowerment
 Department of Social Justice and Empowerment
 (Plan Division)

B-2, Ground Floor,
Pt. Deendayal Antyodaya Bhavan
CGO Complex, New Delhi
Dated the December 7, 2018

TENDER DOCUMENT

The Department of Social Justice and Empowerment invites online tender (e-Tender) for conducting an evaluation study on the “**Functioning of SC/ST Protection Cells as per the Responsibilities specified under Rule 8 of the PoA Rules**”.

The study should be completed within 3 months from the date of acceptance of Letter of Award (LoA).

1. ELIGIBILITY

- i. Bids are invited from Organisations having requisite qualifications to undertake such studies. *(As indicated in Annexure 6)*
- ii. Non-Governmental Organisations / Voluntary Organisations receiving grant from Ministry of Social Justice & Empowerment are **not eligible** to apply.
- iii. Blacklisted Organisations are **not eligible** to apply.

2. IMPORTANT DATES

Name of Ministry/ Department	Department of Social Justice & Empowerment, Shastri Bhawan, New Delhi
Date and Time for Issue/Publishing of Tender	07.12.2018 at 1500 hrs
Document Download Start Date and Time	08.12.2018 at 1000 hrs
Bid Submission Start Date and Time	08.12.2018 at 1000 hrs
Pre Bid meeting	13.12.2018 at 1100 hrs Venue: D/o Social Justice & Empowerment, B-2, Ground Floor, Pandit Deendayal Antyodaya Bhavan, CGO Complex, New Delhi-110003
Document Download End Date and Time	26.12.2018 at 1500 hrs
Bid Submission End Date and Time	26.12.2018 at 1500 hrs
Date and Time for Opening of Technical Bids	27.12.2018 at 1500 hrs
Date and Time for Opening the Financial Bids	Will be intimated online after finalization of Technical Bids

3. SUBMISSION PROCESS

Willing and interested Organisations desirous of undertaking the evaluation study may submit their two part bid as technical and financial bids as per extant procedure elaborated in this document. The procedure for online submission of bids may be seen at Annexure 8.

In order to submit the bid, bidders may first register themselves online at <http://eprocure.gov.in> as a one-time activity, in the e-Procurement portal with a valid DSC before they can file their e-Tender. 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. ***The bidders need to submit their technical and financial bids 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. ***No Manual bids will be accepted.***

4. SELECTION PROCESS

D/o Social Justice & Empowerment invites technical and financial bids on open tender basis from qualified organisations under the **two bid system** based on **Least Cost Selection process** as per procedure indicated in Annexure 8. A Technical Evaluation Committee and a Financial Evaluation Committee will 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. Bid openers would download the bids and the reports/statements and sign them for further processing. The Technical Evaluation Committee would shortlist the technically qualified bids. Financial bids of only the technically qualified bids would be opened. The date and time of opening of financial bids would be uploaded on the portal and shortlisted firms would be informed after shortlisting of the technically qualified bidders the parameters for qualifying the technical criterion are given at Annexure 6. Financial bids would be opened 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 the reasonability of the cost. In case the offer is not accepted by organisation ranked L-1, the offer will be given to L-2 and so on.

5. DOCUMENTS TO BE SUBMITTED:

- a) Technical Bids
- b) Format for Technical Qualification (indicating fulfilment of all the indicated criterion)
 - i. Scanned copies of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of the Organisation
 - ii. Scanned copies of Audited Annual Account of last three years
 - iii. Scanned copies of last three (3) years Annual Report

- iv. Proof that the organization has an annual average turnover of not less than ₹ 50 Lakh during the last three years (Financial years 2015-16, 2016-17 & 2017-18 towards establishing which audited financial statements to be submitted. In case of financial statement of FY 2017-18 being under audit, average turnover of the previous three financial years which have been audited i.e. 2014-15, 2015-16 & 2016-17 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2017-18 to establish that annual turnover of said year is also above ₹ 50 Lakh)
 - v. Scanned copy of valid PAN of the Organisation/Tax Account Number (TAN) and Service tax number (STN)/GST Number
 - vi. Executive summary of 3 study reports completed in social sector sponsored by the Central / State Government / Central or State PSU that have also been accepted by the sponsoring organisation during last five years. Documents of acceptance of the Reports by sponsoring authority may be submitted.
 - vii. A declaration that the organization has not been blacklisted from the Authorized Signatory of the Organisation
 - viii. 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
 - ix. Earlier engagements/assignments completed by the Project Director (enclose the copy of certificate / self certified statement)
 - x. Earlier engagements/assignments completed of at least two post graduate research professionals involved in the Project (enclose the copy of certificate)
- c) Financial Bids
 - d) Scanned copy of Earnest Money Deposit (EMD).
 - e) Tender Acceptance Letter

6. EARNEST MONEY DEPOSIT (EMD)

The intending bidders should pay along with bids an Earnest Money Deposit of ₹ 45000/- (**Rupees Forty Five Thousand only**). The EMD shall be paid by Demand Draft/ Bank Guarantee from any of the scheduled Banks. Bank Guarantee from any scheduled bank in favor of **DDO, Department of Social Justice & Empowerment, Shastri Bhavan, New Delhi-110001** 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. Procedure for e-uploading as indicated in Annexure 8 above may be followed. **Government and other organizations exempted from payment of EMD may attach scanned copy of the document as a proof in this regard.**

(A) The EMD submitted by the bidder will be forfeited if:

- If successful bidder fails to accept the Letter of Award (LoA).
- If bidder fails to furnish the required performance security within the specified period.
- The bidder withdraws bid after processing but before acceptance of Letter of Award (LoA).

- The bidder violates any of the provisions of the terms and conditions of the tender document.
- If bidder canvasses in any way for the bid
- If bidder withholds information or submits false information

(B) The EMD will be refunded to:

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

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.

7. PERFORMANCE SECURITY

The successful bidder will be required to submit a Performance Security issued by any scheduled commercial bank @ 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 Performance Security 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 Organization. Format at Annexure-7.

8. PENALTY FOR DELAYED SUBMISSION OF REPORT

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.

9. NON TRANSFERABLE BID

Neither the contract nor any rights granted under the contract may be sold, leased / sublet, assigned, or otherwise transferred, in whole or in part, by the bidder, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the D/o Social Justice & Empowerment.

10. PRE BID MEETING

The interested bidders/authorized signatories may attend the pre-bid meeting, if desired by the bidder(s) as per the schedule mentioned at Para 2 above. The clarification if any, to all queries received from the bidders on or before the pre bid meeting, will be intimated to all bidders / posted on the Department's website: www.socialjustice.nic.in.

11. COMPLETENESS OF BID OFFER

The bidder is expected to examine all instructions, forms, terms & conditions and specifications in the tender document. Failure to furnish all information required in document or submission of offer not substantially responsive in every respect to the tender document will be at the bidder's risk and may result in the rejection of bid offer. The bid offer is liable to be rejected outright without any intimation to the bidder if complete information as called in the tender document is not given therein, or if particulars asked for in the Forms / Proforma in the tender are not fully furnished.

12. TECHNICAL & FINANCIAL OFFER

- (A) The technical offer should comply with all the requisite information. The technical offer should be complete in all respect. The financial offer should give all relevant price information and should not contradict the technical offer in any manner. The prices quoted in the financial bid should be without any conditions. Bidder should quote as per the format specified in Annexure 4. All prices to be quoted in Indian Rupees only. The financial bid in the prescribed format may be scanned and uploaded. These would remain password protected and it would be possible to view them only on the date and time indicated after the short-listing of the technical bids.
- (B) Price quotation accompanied by vague and conditional expressions will be treated as being at variance and shall be liable for rejection. Omissions, errors, misrepresentations or inadequate details in the bidder's financial proposal will be considered as valid ground for rejection of the bidder's proposal.
- (C) Payment with retrospective effect for the work already done before the submission of the proposal will not be permissible.

13. TREATMENT OF DISCREPANCIES

Where there is a discrepancy between amounts in figures and in words, the amount in words will govern. If a Bidder refuses to accept the correction, his Bid will be rejected.

14. CORRUPT AND FRAUDULENT PRACTICES

The Department will reject a proposal for award if it determines that bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The bidder is liable to be blacklisted in such an event.

15. LETTER OF AWARD AND CONTRACT AGREEMENT

The department will issue a Letter of Award (LoA) to the successful bidder in duplicate which will be signed by both the parties across the tables as a token of acceptance and 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. Non execution of the contract agreement by the organization to whom the study is to be

awarded would constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit (EMD).

16. PAYMENT TERMS

Funds will be released by the Ministry in three installments as under:-

1 st installment	:	20% (after receipt of Performance Security)
2 nd installment	:	50% (on acceptance of draft report)
3 rd instalment	:	30% (after acceptance of final report by the Department)

17. OWNERSHIP OF DATA

The organisation 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.

18. SUBCONTRACTING

The bidder shall not subcontract to perform any of the work, service or other performance required under the contract.

19. ARBITRATION

The Department and the Organization to whom the work order has been given 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 there under 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.

20. APPLICABLE LAW AND JURISDICTION OF COURT

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

21. AGREEMENT

- i. The organisation will confirm in writing that the conditions contained in the tender document are acceptable to it as per Tender Acceptance Letter format in Annexure 9. 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 of 15% per annum thereon.
- ii. The Ministry will have 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.
- iii. The evaluating organisation shall not incur any excess expenditure on the research project, 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.
- iv. The Project Director will submit to the Ministry progress report of the project. The organisation would make a presentation before the Ministry at draft stage on its preliminary findings or as and when required by the Ministry.
- v. The organisation should ensure that no durable assets shall be created out of the funds released to it to conduct the evaluation study.
- vi. The Ministry may examine the draft report and in case of any discrepancies observed therein the Project Director may revise the report as per the observations made by the Ministry. The organization will submit 8 copies of the final report as approved and accepted by the Ministry alongwith its Soft copy and 20 copies of the summary reports.
- vii. The project report / evaluation study will be strictly in accordance with the Terms of References of the evaluation study falling which the Ministry reserve the right to withhold the payment of cost of study till the terms are met.
- viii. The Project Director will report to the Ministry changes he makes in the research design, and no major change will be made therein unless the prior approval of the Ministry has been obtained. On a request from the Evaluating organisation, 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 organisation before the project is completed the Ministry may permit, with the consent of both the organisations concerned the transfer of the project to the other organisation.
- ix. If the Ministry is not satisfied with the progress of the project, or if it finds that these rules are being violated, it reserves the right to terminate agreement & initiate necessary action as per terms & conditions of the tender document and extant rule of Govt. of India.

22. DEFAULT

- i. 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 penal interest of 15% per annum thereon.
- ii. In case the selected bidder is found in-breach of any condition of tender/bid evaluation the EMD/ Performance Security shall be forfeited / invoked.
 - iii. Default would entail blacklisting of the Organization by the Department for at least 3 years

23. GENERAL TERMS AND CONDITIONS

- i. Bidders are advised to study the Tender/Bid Document carefully. Submission of the Bid shall be deemed to have been done after carefully studying and examination of all instructions, eligibility criterion, terms and requirement specifications contained in the tender/bid document with full understanding of its implications. Failure to furnish all information required in the Tender/Bid Document or submission of a bid not substantially responsive to the Tender/Bid Document in all respects will be at the bidder's risk and may result in the rejection of the bid.
- ii. Bidders are requested to submit the bids in English language only.
- iii. In case, the day of bid submission is declared Holiday by Govt. of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
- iv. The D/o Social Justice & Empowerment will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the Tender/Bid Document notice or submission of the bids
- v. The offers submitted by telegram/ fax/ E-mail etc. shall not be considered.
- vi. Un-signed, un-stamped and without certificate for authorized person from bidders, bid shall not be accepted.
- vii. Conditional tenders shall not be accepted on any ground and shall be rejected straightway
- viii. Ambiguous bids will be out rightly rejected
- ix. Bids not accompanied by desired documents, would be rejected. Undertaking for subsequent submission of any of the above document will not be entertained.
- x. D/o Social Justice & Empowerment reserves the right to cancel this bid or modify the requirement without assigning any reasons.
- xi. D/o Social Justice & Empowerment also reserves the right to modify / relax any part of the tender/bid prior to the submission data and time. Any such changes will be published on the website as corrigendum and the participant bidders are supposed to take the corrigendum also into account prior to bid submission
- xii. The decision of D/o Social Justice & Empowerment arrived during the various stages of the evaluation of the tender/bid is final & binding on all bidders. Any representation towards these shall not be entertained by D/o Social Justice & Empowerment.
- xiii. In case the selected bidder is found in-breach of any condition of tender/bid evaluation the EMD/ Performance Security shall be forfeited / invoked, besides debarring & Black listing the selected bidder concerned for at least 3 years.
- xiv. Any attempt by bidder to bring pressure towards D/o Social Justice & Empowerment's decision making process, such bidders shall be disqualified for participation in the present tender/bid and those bidders may be liable to be debarred from bidding for D/o Social Justice & Empowerment tenders in future for a period of three years

- xv. Upon verification, evaluation / assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained. Further, EMD/ Performance Security shall also be forfeited/invoked.
- xvi. D/o Social Justice & Empowerment will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to this tender/bid.
- xvii. The bidder shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time.
- xviii. The organization will submit all filled-in schedules / Questionnaires / Photographs (exhibiting conducting the study) alongwith draft report to the Ministry for further scrutiny/check if so required.
- xix. No publicity through media prior to the acceptance of the report by the Ministry may be made.
- xx. The Department has the right to cancel the request for proposal and not to proceed for the sponsoring the evaluation study at any stage without assigning any reason, whatsoever.
- xxi. The Ministry reserves the right to terminate the award of evaluation study to organization at any stage without assigning any reason thereof.



(Manoj Kumar Jha)
Under Secretary to the Government of India

PROGRAMME DETAILS

Functioning of SC / ST Protection Cells as per the Responsibilities specified under Rule 8 of the PoA Rules

Setting up of (a) SC/ST Protection Cells at State Headquarters, and (b) Special Police Stations for SC/ST

Rule 8 of the PoA Rules, requires the State Government to set up a SC/ST Protection Cell at the State headquarters under the charge of a DGP, ADGP/IGP and assign to it the following responsibilities:-

- (i) Conducting survey of identified areas;
- (ii) Maintaining public order and tranquility in the identified areas;
- (iii) Recommending to the State Government for deployment of special police force or establishment of special police post in the identified areas;
- (iv) Making investigating about the probable causes leading to an offences under the Act;
- (v) Restoring feeling of security among the members of SC/ST;
- (vi) Informing the nodal officer and special officer about law and order situation in identified areas;
- (vii) Informing the nodal officer and the concerned District Magistrate about implementation of the rights of victims and witnesses specified under the provisions of Chapter IVA of the PoA Act;
- (viii) Making enquires about the investigation and spot inspections conducted by various officers;
- (ix) Making enquires about the action taken by the superintendent of Police in the cases where an officer in-charge of the Police station has refused to enter an information in a book to be maintained by that police station under sub-rule (3) of rule 5;
- (x) Making enquires about the wilful negligence by a public servant;
- (xi) Reviewing the position of cases registered under the Act; and
- (xii) Submitting a monthly report on or before 20th day of each subsequent month to the State Government/Nodal Officer about action taken/proposed to be taken in respect of the above.

SC/ST Protection Cells have been set up in the States and Union Territories of Andhra Pradesh, Assam, Bihar, Chhattisgarh, Gujarat, Haryana, Himachal Pradesh, Jharkhand, Karnataka, Kerala, Madhya Pradesh, Manipur, Maharashtra, Meghalaya, Nagaland, Odisha, Punjab, Rajasthan, Tamil Nadu, Telangana, Tripura, Uttar Pradesh, Uttarakhand, West Bengal, Andman & Nicobar Islands, Chandigarh, Dadra & Nagar Haveli, Daman & Diu, NCT of Delhi, Lakshadweep and Puducherry.

TERMS OF REFERENCE

(A)

S.No.	COMPONENTS OF STUDY	COVERAGE	Sample Size
1.	Functioning of SC / ST Protection Cells as per the Responsibilities specified under Rule 8 of the PoA Rules	5 States:- Bihar, Madhya Pradesh, Rajasthan, Tamil Nadu and Karnataka Reference year 2017-18.	i. All the SC/ST Protection Cells functioning at State/Regional Level, Special Police Stations / Thanas, Social Justice and Human Right Units at District Hqrs. ii. Opinions of 20 social leaders of SC/ST communities on the functioning of the Cells.

(B)

S.No.	States/ UTs	Sample Size of SC/ST Cell		
		State Level	Special Police Stations / Thanas at District / Regional Level etc.	Total
1	Bihar	1	38	39
2	Madhya Pradesh	1	50	51
3	Rajasthan	1	36	37
4	Tamil Nadu	1	37*	38
5	Karnataka	1	11**	12
Total		5	172	177

* Social Justice and Human Right Units at Districts Headquarters

** Re-designated as Directorate of Civil Rights Enforcement at Regional Office- Mysore, Mangalore, Belgaum, Davanagere, Gulbarga and Bangalore & four units at Kolar, Tumkur, Bagalkot, Bijapur districts.

(C) **Objectives of the Study:-**

1. To study the outcome of the surveys conducting by cell in identified areas pertaining to the various crimes committed against SCs / STs;
2. To examine the type & number of crime committed against SCs /STs during last three years, 2015-16, 2016-17 and 2017-18 under jurisdiction of the cell;

3. To study the measures undertaken by the Cell & their effectiveness to decrease the crime against SCs /STs;
4. To study the action taken by the Superintendent of Police in the cases where an officer in-charge of the police station has refused to enter an information in a book to be maintained by that police station under sub-rule (3) of Rule 5;
5. To study the status of the cell to inform the nodal officer and the concerned District Magistrates about implementation of the rights of victims and witnesses specified under the provisions of Chapter IV A of the PoA Act as amended;
6. To review the total no. of cases registered under the Act; and conviction rate during last three years;
7. To ascertain whether the cell performs its responsibilities as specified under rule 8 of the PoA Rules;
8. Opinions of the social leaders of SC/ST communities on the performance of the SC/ST Cells;
9. Key findings based on the data collected from the field on the objectives of the study.
10. Recommendations/Suggestions for necessary restructuring to be carried out in the scheme for improvement in the functioning of SC/ST protection cells and need for its continuation
11. Ten case studies (2 SC/ST cells from each state).

(D) Duration of Study: - 3 Months

(E) Deliverable:-

1. **Draft Report:-** The draft report shall be submitted within 3 months from the date of acceptance of Letter of Award (LoA).
2. **Final Report:-** The data collected from the field pertaining to the objectives of the study should be presented in tabular form with due analysis and appropriate write up in the report of evaluation study.

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

TECHNICAL BID

I. Institutional 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 the organization has any previous experience in the field mentioned in Annexure-6 , if so, details thereof
13. Whether any of the study conducted during last five years by the organisation has been rejected by the sponsoring authority.

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 for proposed study should be appropriate.

4. Requisite of capability of the organisation who shall undertake the study.
- 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.
 - Enumerators are appropriately trained
5. **Time schedule:** Phase-wise time schedule for completion of the study should be given.

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. The documents listed at Para 5 of the Tender Document should be uploaded with the application form

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 organisation /authorized signatory

(Signature)

Place:

Date:

FINANCIAL BID

The cost of evaluation study on _____
to be completed in _____ months is ₹ _____
(Rupees _____ only). This amount is excluding all the taxes.

To be signed by the
Project Director of the Evaluation Study /
Head of the organisation /authorized signatory

(Signature)

Place:
Date:

GUIDELINES FOR THE FORMULATION OF TECHNICAL BID

A. TECHNICAL BID

Project Directors are requested to furnish a detailed research proposal covering (a) definition of the key concepts, (b) research design including the universe of study, sampling frame, and sampling procedure, (c) tools to be used in data collection, (d) time schedule, (e) staffing pattern.

A research proposal is a sort of a blue-print. Apart from helping the Ministry to process it quickly, a well-conceived proposal will add to the efficiency in its implementation. Every effort made to formulate a proper study proposal will, therefore, pay rich dividends.

To facilitate the task of the Project Director, in formulating a study proposal, a few detailed guidelines are given below:

I. The title of the Project (in capital letters)

II. A brief overview of work already done in the area of the Proposal.

A note summarizing the current status of research in the area including major findings and highlighting research gaps, should be included in the project proposal.

III. Objectives of the project as understood by the bidder

IV. Methodology

In the light of the questions raised or the hypothesis proposed to be tested, full information on 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. Proposals not requiring a sample selection should specify their strategy appropriately and describe the rationale.

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. Approximate time needed for interview.

For the interviews, the following details should be given:

1. How they propose to conduct it?
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.

V. 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.

VI. 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.

VII. Organizational Framework

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

VIII. 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**

The parameters of Technical Criterion for being technically qualified may be kept in mind

CRITERIA FOR TECHNICAL EVALUATION

S. No.	Technical Evaluation Criteria	YES/NO	Page Number of document attached
<u>ORGANIZATION'S CAPACITY AND CAPABILITIES</u>			
1.	The Organization should have five years of experience in the field of research / survey / evaluation in the area of social sector (copy of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of the Organisation to be attached).		
2.	The Organization should have carried out at least 3 studies in social sector sponsored by the Central / State Government / Central or State PSU that have also been accepted by the sponsoring organisation during last five years (executive summary of such report and document of acceptance of the Report by sponsoring authority to be attached).		
3.	The Organization has not been blacklisted by Central/State Government/Public Sector Undertaking (A declaration in this regard from the Authorized Signatory of the organisation to be attached).		
<u>FINANCIAL STRENGTH</u>			
4.	The Organization has an annual average turnover of not less than ₹50 lakh during the last three years (financial years 2015-16, 2016-17 & 2017-18 towards establishing which audited financial statements to be submitted. In case of financial statement of FY 2017-18 being under audit, average turnover of the previous three financial years which have been audited i.e. 2014-15, 2015-16 & 2016-17 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2017-18 to establish that annual turnover of said year is also above ₹50 Lakh) (Audit Report of last three financial years may be attached).		

S. No.	Technical Evaluation Criteria	YES/NO	Page Number of document attached
5.	The Organization has a valid PAN of the Organisation/Tax Account Number (TAN) and Service tax number (STN)/GST Number (copy of same may be attached).		
MANPOWER			
6.	Project Director/Incharge of the Project has the necessary experience in use of statistical tools and experience in the social sector with at least 5 years of research experience (copies of certificates and proofs of engagement may be enclosed).		
7.	At least two post graduate research professionals involved in the Project having experience of minimum 3 years (copy of certificates/ proofs of engagement may be enclosed).		
8.	<p>The approach and methodology to be adopted by the organization for proposed study is appropriate.</p> <ul style="list-style-type: none"> - 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. 		

S. No.	Technical Evaluation Criteria	YES/NO	Page Number of document attached
	<ul style="list-style-type: none"> - 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. - Enumerators are appropriately trained 		

Note: Fulfillment of each of the above criteria is mandatory along with submission of documentary proof as indicated above for qualifying the technical bid.

Performance Security Form

THIS IS BANK GUARANTEE

To:

(Name of Indenter)

WHEREAS (Name of Bidder) hereinafter called the "Bidder" has undertaken contract no.dated to render services hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said contract that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give the Bidder a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of (Amount of the guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limit ofas aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of20.....

Signature and Seal of Guarantors

Date:

Address:

Instructions for Online Bid Submission

The bidders are required to attach soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be deposited in original to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public

keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers
- 8) Upon the successful and timely submission of bids (i.e., after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for the tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Bidder can also get help at +91-7878007972 & +91-7878007973.
- 3) Detailed information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the terms & conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated , then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including forfeiture of the earnest money deposit absolutely and necessary action be initiated as per terms & conditions of the tender document and extant rule of Govt. of India.

Yours Faithfully,

(Signature of the Bidder with Official seal)