

**F.No.15-6/2017 (Res.)-PD**  
**Government of India**  
**Ministry of Social Justice & Empowerment**  
Department of Social Justice & Empowerment

Shastri Bhawan, New Delhi  
Dated the September 19, 2017

**NOTICE INVITING E-TENDER**

**Online Tender** (e-Tender) is invited for conducting an evaluation study on "**Outcome Based Evaluation of Pre Matric Scholarship Schemes for Scheduled Castes (SCs) and Other Backward Classes (OBCs)**".

The duration of the study would be 4 months

2. A demand draft /bank guarantee of **Rs. 5,00,000/- (Rupee Five lakh 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 Outcome Based Evaluation of Pre Matric Scholarship Schemes for Scheduled Castes (SCs) and Other Backward Classes (OBCs)**" 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 & FINANCIAL BIDS
ANNEXURE 6	TECHNICAL EVALUATION FORMAT
ANNEXURE 7	FORMAT FOR PERFORMANCE SECURITY
ANNEXURE 8	INSTRUCTIONS FOR ONLINE BIDS SUBMISSION
ANNEXURE 9	TENDER ACCEPTANCE LETTER

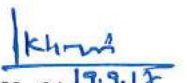
## CRITICAL DATE SHEET

Name of Ministry/ Department	Department of Social Justice & Empowerment, Shastri Bhawan, New Delhi
Date and Time for Issue/Publishing of Tender	19.09.2017 at 1500 hrs
Document Download Start Date and Time	20.09.2017 at 1000 hrs
Pre Bid meeting*	03.10.2017 at 1100 hrs Venue: D/o Social Justice & Empowerment, Conference Room No 603, 6 <sup>th</sup> Floor, A-Wing, Shastri Bhawan, New Delhi-110001
Document Download End Date and Time	10.10.2017 at 1500 hrs
Bid Submission Start Date and Time	20.09.2017 at 1000 hrs
Bid Submission End Date and Time	10.10.2017 at 1500 hrs
Date and Time for Opening of Technical Bids	11.10.2017 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 Bhavan, CGO Complex, New Delhi-110003. Website: <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>

\*The organisations willing to participate in the Pre Bid meeting may register on e-mail id: [cs.verma70@gov.in](mailto:cs.verma70@gov.in) & [pk.singh71@nic.in](mailto:pk.singh71@nic.in) latest by 29.09.2017.

1. The tender form/ bidder documents are available at the Website <http://eprocure.gov.in> and [www.socialjustice.nic.in](http://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](http://www.nsfdc.nic.in), [nbcfdc.gov.in](http://nbcfdc.gov.in) and [nskfdc.nic.in](http://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](http://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.
5. **The Organisations are required to upload the following documents along with bid:**
  - 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 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 research professionals involved in the Project
- k) Technical Bid
- l) Financial Bid
- m) Technical Evaluation Format
- n) Tender Acceptance Letter

  
(P.K. Singh)

Under Secretary to Government of India

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**F.No.15-6/2017 (Res.)-PD**  
**Government of India**  
**Ministry of Social Justice and Empowerment**  
 Department of Social Justice and Empowerment  
 (Plan Division)

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**B-2, Ground Floor,**  
**Pt. Deendayal Antyodaya Bhavan**  
**CGO Complex, New Delhi**  
**Dated the September 19, 2017**

**TENDER DOCUMENT**

The Department of Social Justice and Empowerment invites online tender (e-Tender) for conducting an evaluation study on "**Outcome Based Evaluation of Pre Matric Scholarship Schemes for Scheduled Castes (SCs) and Other Backward Classes (OBCs)**".

**The study should be completed in 4 months.**

**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 whether registered/not registered on DARPAN portal of NITI 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	19.09.2017 at 1500 hrs
Document Download Start Date and Time	20.09.2017 at 1000 hrs
Pre Bid meeting*	03.10.2017 at 1100 hrs Venue: D/o Social Justice & Empowerment, Conference Room No 603, 6 <sup>th</sup> Floor, A-Wing, Shastri Bhavan, New Delhi-110001
Document Download End Date and Time	10.10.2017 at 1500 hrs
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Date and Time for Opening of Technical Bids	11.10.2017 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 Note 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.

### 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 Audit 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 **Rs. 1 crore** during the last three years (Financial years 2014-15, 2015-16 & 2016-17 towards establishing which audited financial statements to be submitted. In case of financial statement of FY 2016-17 being under audit, average turnover of the

previous three financial years which have been audited i.e. 2013-14, 2014-15 & 2015-16 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2016-17 to establish that annual turnover of said year is also above **Rs. 1 crore.**)

- 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. Copies of proofs of earlier engagements/assignments completed by the Project Director
  - ix. Copies of proofs of earlier engagements/assignments completed of at least two post graduate research professionals involved in the Project
- 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 **Rs. 5,00,000/- (Rupees Five lakh 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 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

(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 bid security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them latest on or before the 30<sup>th</sup> 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 Organisation. 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 3 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](http://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. The price schedule must be filled in completely, without any error, erasures or alterations. 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. It is the responsibility of the bidder to clearly identify all costs and complete all parts of the financial proposal in a clear and accurate manner. 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. Costs that are not clearly identified will be borne by the bidder. The following items are covered:
- i. Salaries and allowances of the project staff and honorarium for the Project Director. (N.B.: The salary of peons will not be sanctioned as a part of expenditure on evaluation 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.

(NOTE: The above may be kept in mind while preparing the cost estimates. Payment with retrospective effect for the work already done before the submission of the proposal will not be permissible. Please see Annexure 5).

## **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 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.

## 16. PAYMENT TERMS

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

1st installment	:	20% (after receipt of Performance Security)
2nd installment	:	50% (on submission and presentation of draft report)
3 <sup>rd</sup> 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.)

## 17. OWNERSHIP OF DATA

The organisation receiving grant-in-aid 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 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.

## 19. ARBITRATION

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 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 bidder 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 selected bidder 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 grant 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 grantee organisation will maintain separate accounts in respect of this grant. 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 Organisation will have the accounts of this grant 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 grant 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 of 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 study. The evaluation organisation 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 organisation shall not incur any excess expenditure on the evaluation 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. The organisation would make a presentation before the Ministry at draft stage on its preliminary findings.

- (vii) The Project Director will report to the Ministry changes he makes in the 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.
- (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 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. LIMITS TO THE NUMBER OF EVALUATION STUDIES TO BE SANCTIONED**

**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.**

## **24. 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, for further dealing with D/o Social Justice & Empowerment
- 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 Department has the right to cancel the request for proposal and not to proceed for the sponsoring evaluation study at any stage without assigning any reason, whatsoever.

  
(P.K. Singh)

Under Secretary to Government of India

## PROGRAMME DETAILS

### 1. PRE-MATRIC SCHOLARSHIPS FOR SC STUDENTS STUDYING IN CLASSES IX & X

#### Objectives:

Pre-Matric Scholarship to the SC Students studying in classes IX & X is a Centrally Sponsored Scheme implemented through State Government and UT Administration. The objectives of the scheme are:

- i. To support parents of SC children for education of their wards studying in classes IX and X so that the incidence of drop-out, especially in the transition from the elementary to the secondary stage is minimized, and
- ii. To improve participation of SC children in classes IX and X of the pre-matric stage, so that they perform better and have a better chance of progressing to the post-matric stage of education.

The Scheme is available for studies in India only and is awarded by the Government of the State/ Union Territory to which the applicant belongs i.e. where he is domiciled.

#### Conditions of eligibility:

- i. Student should belong to Scheduled Caste.
- ii. His/ her Parent/Guardian's income should not exceed Rs. 2 lakh per annum.
- iii. She / he should not be getting any other Centrally-funded Pre-Matric Scholarship.
- iv. She/ he should be a regular, full time student studying in a Government School or in a School recognized by Government. or a Central/State Board of Secondary Education.
- v. Scholarship for studying in any class will be available for only one year. If a student has to repeat a class, she / he would not get scholarship for that class for a second (or subsequent) year.

#### Income Ceiling:

Scholarships will be paid to the students whose parents/guardians' income from all sources does not exceed Rs. 2,00,000/- (Rupees two lakh only) per annum.

#### How to apply:

The Scheme will be implemented through State Governments/U.T. Administrations. All the State Governments/UT Administrations will, at the appropriate time, suitably publicise the Scheme and invite applications by issuing an advertisement in local language, in the leading newspapers of the State and through their respective websites and other media outfits. The applicant should submit the completed

application to the designated authority, as mentioned below before the last date prescribed for receipt of applications.

State Government would prescribe a suitable application form in the local language and place it on its websites. School authorities will get these forms filled by the eligible students and send them to Block/District level authorities. State Governments/UT Administrations will delegate powers to sanction scholarships under the scheme to appropriate District/Block level authorities/ Heads of Institution, as appropriate.

## 2. PRE-MATRIC SCHOLARSHIPS FOR OTHER BACKWARD CLASSES STUDENTS

- a. Under this scheme, day scholar students are covered from Class I to X. The rates of scholarship are as under:
- b. Class I to V Rs. 25/- per month for 10 months
- c. Class VI to VIII Rs. 40/- per month for 10 months
- d. Class IX to X Rs. 50/- per month for 10 months
- e. The students from class III to X are covered as Hostellers, the rates of scholarship are as under:
- f. Class III to VIII Rs. 200/- per month for 10 months
- g. Class IX to X Rs. 250/- per month for 10 months
- h. In addition to ad-hoc grant of Rs. 500/- per student per annum to all students i.e. hostlers as well as day scholars is also given.

The State Government is provided 50 per cent central assistance. The scholarship is given to the selected students by the State Government/UT Administration to which they belong in accordance with the procedure laid down by the State Government / UT Administration. Remaining 50 per cent and additional demand, if any, is borne by the State Government. The confirmed budget availability towards State Government share of assistance is shown by concerned State Government while sending proposal for the central assistance under the scheme. In case of UTs, 100 per cent central assistance is provided. It is a 'fund -limited scheme'.

### **Procedure to release the funds**

In this Scheme, the Department of Social Justice and Empowerment releases Central Assistance (CA) to the State / UTs on the basis of their complete proposal for further disbursement to the beneficiaries.

50 per cent of the admissible demand is paid as CA to the States / UTs over and above their committed liability. In Pre-Matric OBC, there is no committed liability for the North-East States.

### **Procedure to obtain benefits under the schemes by the beneficiaries.**

All the eligible students who desire to avail the scholarship under the above scheme should submit their scholarship applications to the school authorities for availing the Pre Matric Scholarship.

### **Procedure to obtain benefits under the schemes by the beneficiaries**

All the eligible students who desire to avail the scholarship under the above scheme should submit their scholarship applications to the school authorities or as decided by the State Government for availing the benefits.

*Details of Pre Matric Scholarship schemes for SCs/OBCs and detailed Guidelines may be seen at [www.socialjustice.nic.in](http://www.socialjustice.nic.in)*



## TERMS OF REFERENCE

S.No.	COMPONENTS OF STUDY	COVERAGE	Sample Size
1.	<b>Outcome Based Evaluation of Pre Matric Scholarship Schemes for Scheduled Castes (SCs) and Other Backward Classes (OBCs)".</b>	<b>Five States:-</b> Punjab, Rajasthan, Madhya Pradesh, West Bengal and Karnataka	<p>i. Sample size will be about 50000 (Table 1)</p> <p>ii. Respondents may include students, their parents (in case of beneficiary being in very junior classes), teachers, other functionaries of schools, state functionaries etc.</p>
<b>DURATION : THE DRAFT REPORT MAY BE SUBMITTED WITHIN 4 MONTHS FROM DATE OF ACCEPTANCE OF AWARD</b>			

Table 1

S.No.		SC Universe	SC Sample	BC universe	BC sample	Total Sample
1	Punjab	125161	4500	768000	2500	7000
2	Rajasthan	19942	1500	456000	1500	3000
3	Madhya Pradesh	347356	13000	585000	2000	15000
4	West Bengal	349674	13000	353000	1000	14000
5	Karnataka	221674	8000	1086000	3000	11000
	<b>Total</b>	<b>1063807</b>	<b>40000</b>	<b>3248000</b>	<b>10000</b>	<b>50000</b>

**OBJECTIVES OF THE STUDY:-**

1. Mode of disbursement of funds – whether the scholarship amount goes into the account of Principal of the School, teacher/guardian or the minor or joint account held by the student. Is the student able to access scholarship amounts credited into his / parent's/guardian's account.
2. Profile of institute which gives Pre Matric Scholarship – government, aided, private, schools run by NGOs. The spread of institutions – urban and rural areas.
3. Is the maintenance allowance reaching the intended beneficiaries and is it adequate
4. To gauge the effectiveness of parental income.
5. Whether the scholarship has enabled the child to remain in school after Class-VIII and how it has restricted dropout rates.
6. Support provided to the child / his parents for applying for the scholarship – whether online applications are accepted especially in rural areas – if access to computer and

internet is required, whether they are provided by the schools to encourage and assist children in enrolling for the scholarship.

7. Key findings
8. Problems in scheme design if any
9. Outcomes of the programme
10. Recommendations/Suggestions for improvement of the scheme and need for its continuation.

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

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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

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. 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

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

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

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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 research 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 organisation /authorized signatory

(Signature)

Place:

Date:

## FINANCIAL BID

### Budget Estimate

Please give details of the budget estimates i.e. the total amount to be charged. The break-up of the total expenses may be shown e.g. salary, travel, publication, computer facility, stationery, postage etc. as per prescribed norms indicated in following format

2. The cost of the project is to be estimated in terms of total man-months and the facilities needed and calculated under following headings:

(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 per cent of items 1 to 6)

Grand total (excluding 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 & 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**

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

## **B. FINANCIAL BID**

The following explanations are given in respect of the above items to serve as guidelines in the preparation of financial estimates of the evaluation study.

Items covered under the grants: The following items are covered under the grants:

- i. Salaries and allowances of the project staff and honorarium for the Project Director. (N.B.: The salary of peons will not be sanctioned as a part of expenditure on evaluation 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 following may be noted:

- a) Payment with retrospective effect for the work already done before the submission of the proposal will not be permissible
- b) The Project Director shall not be entitled to any salary or allowances (other than TA / DA) from the project funds. He may, however, be paid an honorarium provided the project is completed within the sanctioned/approved time limit and submission of a satisfactory report. The honorarium will be limited to 5% of the total approved cost of the project. Honorarium as originally sanctioned will be paid after the acceptance of the report and the accounts.
- c) The remuneration, mode of recruitment and conditions of services of the staff employed in the project, shall be the same as those of the organisation to which the evaluation study is sanctioned.
- d) The staff appointed for the evaluation study should be professionally qualified and conform to the standards laid down by the organisation for similar positions and such model qualifications as the Ministry may lay down.
- e) The organisation will inform the Ministry within 15 days from the date of commencement of the study, of all appointments made for the project the expenditure on which is to be met from the grant of the Ministry.
- f) All persons appointed to work on the project and paid from the project funds will be the employees of the organisation concerned.
- g) All employees appointed under the project will be full time and used exclusively for the project work. If any part-time employees are intended, this should be indicated in the proposal submitted for sanction.
- h) The rates of TA/DA for the purpose of the project shall be fixed by organisation.
- i) The project Director will specify in the proposal the type and cost of consultancy that will be needed. He will also indicate in the proposal, if honorarium or fees is to be

- paid to a specialist for contributing a paper for the project. No employee of the study will be eligible for a consultancy fee for any work done for the project.
- j) Estimated cost of printing of forms etc. will be furnished.
  - k) Normally, the equipment required for the project is expected to be provided by the organisation. However, in exceptional cases where full Justification is given, purchase/hire of equipment can be done. No foreign exchange should be involved. The grantee organisation shall refund in full if the scheme is abandoned by it during the period of sanction or if the scheme had not stated after the purchase of the stores.
  - l) Estimated cost of books and journals required for project work will be indicated.
  - m) The stores purchased out of the grant given by the Ministry shall be entered in stock registers and presented to the auditors for checking.
  - n) The Project Director shall give a rough estimate of expenditure on different items of tabulation exercise such as data entry, verifying, programming, computer work, etc.
  - o) Contingency means the expenditure incurred on postage, stationery, telephone charges and other unforeseen items of expenditure and overhead charges includes expenditure incurred by the organisation on general services, including accommodation, furniture and managerial services. Not exceeding 5% of the total expenditure by the organisation will be permissible as contingency and overhead charges.
  - p) The grantee organisation will confirm in writing that the conditions contained in the tender document are acceptable to it. It 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 grant and that in case it fails to abide by the same, it will refund to the Government the total grant-in-aid sanctioned to it for the purpose with 15% per annum penal interest thereon.
  - q) The grantee organisation will maintain separate accounts in respect of this grant. 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 organisation will have the accounts of this grant 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 grant 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% of the period from date of completion of the project to the date of refund of unspent balance.
  - r) 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 organisation or university through the sanction letter.

**CRITERIA FOR TECHNICAL EVALUATION**

S. No.	Technical Evaluation Criteria	YES/NO	Page Number of document attached
<b><u>ORGANIZATION'S CAPACITY AND CAPABILITIES</u></b>			
1.	The Organization has 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.	a. The Organization has 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 ). b. 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 <i>(A declaration in this regard from the Authorized Signatory of the organisation to be attached).</i>		
<b><u>FINANCIAL STRENGTH</u></b>			
4.	The Organization has an annual average turnover of not less than <b>Rs. 1 Crore</b> during the last three years  (financial years 2014-15, 2015-16 & 2016-17 towards establishing which audited financial statements to be submitted. In case of financial statement of FY 2016-17 being under audit, average turnover of the previous three financial years which have been audited i.e. 2013-14, 2014-15 & 2015-16 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2016-17 to establish that annual turnover of said year is also above <b>Rs. 1 Crore.</b> )  <u>(Audit Report of last three financial years may be attached).</u>		

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).		
6.	The Organization had a positive net worth in the preceding year.		
<b>MANPOWER</b>			
7.	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).		
8.	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).		
9.	<p>The approach and methodology to be adopted by the organization for proposed study is appropriate.</p> <ul style="list-style-type: none"> <li>- The Project team has necessary skills in statistical tools of analysis and sampling methodologies.</li> <li>- Details of statistical tools and applications to be used are indicated in the proposal</li> <li>- The primary data to be collected on the objectively verifiable indicators and factual information</li> <li>- Organisation will use experts /manpower in all regional language /local language as and when required.</li> <li>- Organisation has demonstrated capacity to carry out structured evaluations</li> <li>- Organisation has capacity to collect and analyze data from variety of sources at disaggregated level.</li> <li>- Organisation has capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.</li> <li>- Organisation has capacity to structure data, create electronic databases, and develop output results in appropriate formats.</li> </ul>		

S. No.	Technical Evaluation Criteria	YES/NO	Page Number of document attached
	<ul style="list-style-type: none"> <li>- Organisation has willingness to undertake the assignment in the given timeframe.</li> <li>- Organisation has sufficient infrastructure facilities including office and modern office equipment.</li> <li>- 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.</li> <li>- Organisation has ability to undertake survey work in all sample districts.</li> <li>- Organisation has ability to cross/back check of primary data.</li> <li>- Data collection is application based and not manual</li> <li>- Enumerators are appropriately trained</li> </ul>		

**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 .....2017 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 of .....as 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 the .....day of .....2017

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 in person 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,

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Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

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Dear Sir,

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

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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)