

**F. No. J-40015/3/2023-Statistics Division  
Government of India  
Ministry of Social Justice & Empowerment  
Department of Social Justice & Empowerment**

B-2, Ground Floor,  
Pt. Deendayal Antyodaya Bhavan  
CGO Complex, New Delhi

Dated the 06<sup>th</sup> September, 2023

**NOTICE INVITING E-TENDER (NIT)**

Online Tender (e-Tender) is invited for conducting an Impact assessment of schemes “**Top Class Education for SCs**”, “**National Overseas Scholarship for SCs**” and “**Dr.Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs**”.

The duration of the study would be two months.

2. The intending bidders should pay along with bids an Earnest Money Deposit of **Rs.1,00,000/- (Rupees One 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 favour of **DDO, Department of Social Justice & Empowerment, Shastri Bhavan, New Delhi-110001** is required to be deposited (in original) addressed to **Deputy Secretary (Statistics), D/o Social Justice & Empowerment, B-2, Pandit Deendayal Antyodaya Bhavan, CGO Complex, New Delhi**. The EMD will not carry any interest. Government and other organizations exempted from payment of EMD may attach copy of the document as a proof in this regard.

2. The tender document contains the following:-

S. No.	ITEM	PAGE No.
1	ANNEXURE 1- TENDER DOCUMENT	3-12
2	ANNEXURE 2 - PROGRAMME DETAILS	13
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6	ANNEXURE 6 - TEMPLATE FOR EVALUATION OF CENTRAL SECTOR SCHEME	20-23

### **CRITICAL DATE SHEET**

Name of Ministry/ Department	Department of Social Justice & Empowerment, Shastri Bhawan, New Delhi
Date for Issue of Tender Notice	<b>06.09.2023 at 1000 hrs</b>
Pre Bid meeting	<b>20.09.2023 at 1000 hrs</b> Venue: D/o Social Justice & Empowerment, B-2, Ground Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003
Online Bid Submission Start Date and Time	<b>06.09.2023 at 1000 hrs</b>
Online Bid Submission End Date and Time	<b>06.10.2023 at 1700 hrs</b>
Date and Time for Opening of Technical Bids	<b>11.10.2023 at 1500 hrs</b>
Date and Time for Opening the Financial Bids	Will be intimated after finalization of Technical Bids
Address for Communication	<b>Deputy Secretary(Statistics), D/o Social Justice &amp; Empowerment, B-2, Ground Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, New Delhi-110003.</b> Website: <a href="https://socialjustice.gov.in/">https://socialjustice.gov.in/</a>

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.

  
(Vinesh Pachnanda)

Deputy Secretary to the Government of India

**Annexure- 1**

**F.No. J-40015/3/2023-Statistics Division  
Government of India  
Ministry of Social Justice and Empowerment  
Department of Social Justice and Empowerment  
(Statistics Division)**

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**B-2, Ground Floor,  
Pt. Deendayal Antyodaya Bhavan  
CGO Complex, New Delhi**

**Dated the 06<sup>th</sup> September, 2023**

**TENDER DOCUMENT**

The Department of Social Justice and Empowerment (DSJE) invites online tender (e-Tender) for conducting an Impact assessment of schemes **"Top Class Education for SCs", "National Overseas Scholarship for SCs" and "Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs"**.

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

2 More information on Impact assessment of schemes **"Top Class Education for SCs", "National Overseas Scholarship for SCs" and "Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs"** is at **Annexure-2**. The Terms of Reference (ToR) for the evaluation study are available at **Annexure-3**. The Tender Acceptance Letter at **Annexure-4** with the Tender Document.

3 The Tender Document and Terms of Reference (ToR) with Annexures can be downloaded from the website <https://socialjustice.gov.in/> and <https://gem.gov.in/>

**4 ELIGIBILITY CRITERIA - WHO CAN SUBMIT TENDER DOCUMENT**

Department of Social Justice & Empowerment (DSJE) seeks tender document from Organizations/Institutions/Agencies fulfilling the following mandatory eligibility requirements:

- i. Bids are invited from Organisations having requisite qualifications to undertake such studies. *(As per Para 5)*
- 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.
- iv. The Agency/ Firm/ Organization/institution should be registered and non-political in nature and should not be blacklisted by any central/ State government department/PSU/Agency.
- v. It should be a legal entity eligible to enter into an agreement/contract with DSJE to undertake work contract in India.
- vi. The agency should have a **minimum of 05 years of experience** of providing similar services in the context of monitoring and evaluation of programmes of Government sponsored schemes and should possess thorough experience in designing and undertaking

large scale research, field surveys, data compilation, analysis, documentation, reporting and related works and have **at least five (5) Field Manager/Investigator on regular roll.**

- vii. It should have successfully carried out at least four (4) evaluation studies / assessments at the national / state level, out of which at least one (1) study should have coverage of at least three (3) States/ UTs and one (1) study should have conducted on issue related to Scholarships.
- viii. If it is a for-profit entity, it should be a profit-making entity during each of the last three financial years i.e. 2020-21, 2021-22 and 2022-23 and with average annual turnover of at least **Rs.1 crore** from consultancy services related to studies / survey-based assessment works.

## 5 CRITERIA FOR SHORT LISTING OF AGENCIES

The Department would evaluate the tender document of only those agencies that fulfill the mandatory eligibility requirements as per **para 4** above. The tender document proposals would be evaluated on the following criteria having marks as mentioned against each:

### Phase -1

The tender document proposals of agencies would be evaluated based on following criteria:

Criteria for selection	Marks
Organization's Capacity and Capabilities	60
Qualification and experience of Team Members	25
Financial Strength of the Agency	15

The agency securing a minimum of **75 (Seventy five) marks** will be short listed for next phase.

S.No.	Criteria	Sub -Criteria	Max Marks	Evidence to be submitted
1	<b>Organization's Capacity and Capabilities</b>	Number of years' experience of Agency in consultancy/research/analytics (Since the year of successful completion of first assignment) - 20 marks  (i) > 5 and ≤ 8 years – 15 marks (ii) > 8 and ≤ 10 years – 17 marks (iii) More than 10 years- 20 marks	<b>60</b>	Copy of work order, payment proof etc.
		Number of studies/ assessments carried out at National and State level of Government sponsored schemes/ programs - 20 marks  (i) 4 to 5 studies – 15 marks (ii) 6 to 7 studies – 17 marks (iii) More than 7 studies- 20 marks		

S.No.	Criteria	Sub -Criteria				Max Marks	Evidenceto be submitted
		Number of studies/ assessments carried out for Scholarships at National and State level - 20 marks  (i) 1 to 2 studies – 15 marks (ii) 3to 5 studies – 17 marks (iii) More than 5 studies- 20 marks					
2	<b>Qualification and experience of Team Members</b>	<b>Team Leader (01)</b>	<b>Experts - Project Manager/ Coordinator (03)</b>	<b>Experts-Data Analysis (04)</b>	<b>Field Managers / Investigator (08)</b>		Brief 1 page CV of proposed Team Members and Project Manager
	<b>Education</b>	a) Ph.D.- 3 marks b) P.G.-1.5 mark	a) P.G.- 1 marks b) Graduate- 0.5 marks	a) P.G.- 0.5 marks b) Graduate- 0.25 mark	a) Graduate and above- 0.5 marks	<b>12</b>	
	<b>Work Experience</b>	Experience in Scheduled Caste Sector  a) More than 15 yrs - 2 marks b) 10-15 yrs-1 mark	Experience in Scheduled Caste Sector  a) More than 10 yrs - 1 marks b) 5-10 year- 0.5mark	Experience in data & statistical analysis  a) More than 8 yrs -1 marks b) 5-8 years- 0.5 mark	Experience in conducting field survey  a) More than 5 yrs- 0.5 marks b) 2-5 years -0.25 mark	<b>13</b>	
3	<b>Financial Strength of the Agency</b>	<b>Turnover/ Income for last three years (2020-21, 2021-22 &amp; 2022-23): 15 marks</b> (i) Annual average between ₹1Cr. and ₹1.5Cr. - 05 marks (ii) Annual average between > ₹1.5Cr. And ≤ ₹3 Cr.-10marks (iii) Annual average more than ₹ 3 Cr.-15 marks				<b>15</b>	Audited statements

## Phase -2

Financial bids of only technically qualified bids would be opened by the Financial Evaluation Committee (FEC).

## 6 SELECTION PROCESS

D/o Social Justice & Empowerment invites under the **Two-stage system i.e Technical & Financial Bids** based on **Quality cum Cost Based Selection (QCBS) process as per GFR 2017**. The Technical Evaluation Committee (TEC) will be constituted to evaluate and finalizethe Technical proposal received in response to the Tender Document notice. The Technical Evaluation Committee would shortlist the technically qualified bid on the parameters for qualifying the technical criterion as per given at **Para 5**. Financial bids of only technically qualified bids would be opened by the Financial Evaluation Committee (FEC). The minimum norms for weightage under different segments of Evaluation

Criteria may be fixed as per QCBS. Relative weightage depend on quality vis-à-vis cost is to be kept as 70:30. The date & time of opening of Financial Bids would be uploaded on the portal and shortlisted firms would be intimated.

## 7 DOCUMENTS TO BE SUBMITTED

- a. Technical Bids
- b. Format for Technical Qualification (indicating fulfilment of all the indicated criterion)
  - i. Copies of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of the Organisation
  - ii. Copies of Audited Annual Account of last three years
  - iii. Proof that the organization has an annual average turnover of not less than **Rs.1 crore** during the last three years (Financial years 2020-21, 2021-22 and 2022-23) the audited financial statements is to be submitted. In case of financial statement of FY 2022-23 being under audit, average turnover of the previous three financial years, which have been audited i.e. 2019-20, 2020-21 & 2021-22, will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2022-23 to establish that annual turnover of said year is also above **Rs.1 crore**.
  - iv. Copy of valid PAN of the Organisation/ Tax Account Number (TAN) and Service tax number (STN)/GST Number.
  - v. Executive summary of four (4) 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.
  - vi. A declaration that the organization has not been blacklisted from the Authorized Signatory of the Organisation.
  - vii. 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.
  - viii. Earlier engagements/assignments completed by the Team Leader (enclose the copy of certificate / self-certified statement).
  - ix. Earlier engagements/assignments completed of at least two Project Manager involved in the Project (enclose the copy of certificate).
  - x. List of field Manager/Investigator as regular payroll (at least 5) with their qualifications and relevant experience.
- c. Financial Bid
- d. Earnest Money Deposit (EMD).
- e. Tender Acceptance Letter

## 8 EARNEST MONEY DEPOSIT (EMD)

The intending bidders should pay along with bids an Earnest Money Deposit of **Rs.1,00,000/- (Rupees One 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 favour of **DDO, Department of Social Justice & Empowerment, Shastri Bhavan, New Delhi-110001** is required to be deposited (in original) addressed to Deputy Director (Statistics/Evaluation), D/o Social Justice & Empowerment, B-2, Pandit Deendayal Antyodaya Bhavan, CGO Complex, New Delhi. The EMD will not carry any interest. *Government and other organizations exempted from payment of EMD may attach 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 tenderdocument.
- 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 selectedbidder or in case of cancellation of Tender Document.

The Earnest Money Deposit will be refunded without any interest under all conditions. Offers received without EMD will be summarily rejected (*other than thoseexempted*). The EMD will remain valid for a period of forty-five days beyond the final bid validity period. As per revised Rule 170(i) of GFR, 2017, EMD 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.

## **9 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 beyondthe 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 5**.

## **10 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.

## **11 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.

## **12 PRE BID MEETING**

The interested bidders/authorized signatories may attend the pre-bid meeting, if desiredby the bidder(s) as per the schedule mentioned **critical date sheet**.

## **13 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 willbe 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 Document are not fully furnished.

#### 14 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.

#### 15 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.

#### 16 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).

#### 17 PAYMENT TERMS

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

1 <sup>st</sup> Instalment:	20% (Letter of Award) + (Letter of acceptance) + (Performance Security)
2 <sup>nd</sup> Instalment:	50% (Draft report submission)
3 <sup>rd</sup> Instalment:	30% (on submission and acceptance of final report by D/o SJ&E)

As per Tender Document, the time-line for receipt of draft report from the Vendor is 2 months. Subsequent to that further time-lines are as under:

<i>Situation/Possibility</i>	<i>Time-line</i>
Examination of draft report by Statistics Division to ensure compliance as per 'Terms of Reference' and if any deficiency noticed, revert to the Vendor	<u>Within 1 week</u>
If Draft Report found in order, refer to the concerned Division for perusal and acceptance	<u>Within 1 week</u>
If certain discrepancy noticed or clarifications required from Vendor by concerned Division, revert to Vendor	<u>Within 2 week</u>
As and when report is accepted by the concerned Division and communicated to Statistics Division, the Vendor to be informed.	<u>Within 1 week</u>

#### 18 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 of or given to any other organization/individual, unless so approved by the Ministry.

## **19 SUBCONTRACTING**

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

## **20 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.

## **21 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.

## **22 AGREEMENT**

- i. The organization will confirm in writing that the conditions contained in the Tender document are acceptable to it as per Tender Acceptance Letter format in Annexure 4. 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 organization 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, as mentioned in the Tender Document, 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.

## **23 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.

## **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 tender document shall not be accepted on any ground and shall be rejected straightway
- viii. Ambiguous bids will be outrightly 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 tender document 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) along with 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.

## 25 How to apply/ Application process

Department of Social Justice & Empowerment (DSJE) invites Tender Document for Impact assessment of schemes **"Top Class Education for SCs", "National Overseas Scholarship for SCs" and "Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs"**

The Tender Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria etc. can be downloaded from the website <https://socialjustice.gov.in/> and <https://gem.gov.in/> .

Willing and interested Organizations 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.

- i. The tender document with all relevant up information and document must be submitted online at GeM portal <https://gem.gov.in/> on or before the last date of submission of the tender document indicated on GeM portal.
- ii. Bidder should be responsible for registering themselves at GeM Portal for uploading of their proposal and ensure that the proposals are uploaded in time on GeM portal on or before the date prescribed above.
- iii. **No Manual bids will be accepted**

## CONTACT DETAILS

Further details, if any, may be obtained by writing to the above-mentioned address or at e- mail:  
**vinesh.pachnanda@nic.in** and **shukla.archna20@mospi.gov.in** or at Telephone No. 011-  
24369837-40.



**(Vinesh Pachnanda)**

Deputy Secretary to the Government of India  
Email: vinesh.pachnanda@nic.in

**Note:** Department of Social Justice & Empowerment (DSJE) or any of its designates reserves the right to cancel this request for tender document and/or invite afresh with or without amendments, without liability or any obligation for such request for tender document and without assigning any reason. Information provided at this stage is indicative and DSJE reserves the right to amend/add further details in the Tender Document.

## PROGRAMME DETAILS

**Impact assessment of schemes "Top Class Education for SCs", "National Overseas Scholarship for SCs" and "Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs".**

**Further detail of Schemes may be seen at the link given below:-**



### **Top Class Scholarship for SC Students**

**<https://socialjustice.gov.in/public/ckeditor/upload/68791669186412.pdf>**

### **National Overseas Scholarship for SC etc. Candidates**

**<https://socialjustice.gov.in/writereaddata/UploadFile/21601675663366.pdf>**

### **Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs**

**[https://socialjustice.gov.in/writereaddata/UploadFile/Guidelines%20ISEL%20Scheme%20\(wef%2001%20Oct%202017\).pdf](https://socialjustice.gov.in/writereaddata/UploadFile/Guidelines%20ISEL%20Scheme%20(wef%2001%20Oct%202017).pdf)**

## TERMS OF REFERENCE

(A)

S. No.	COMPONENTS OF STUDY	COVERAGE	Sample Size
1.	Impact assessment of "Top Class Education for SCs", "National Overseas Scholarship for SCs" and "Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs"	<p>To carry out survey at Grassroots level, college/ institutions/ University level.</p> <p>Study may be done in All States</p> <p>Reference period 2010-11 to 2018-19 for "Top Class Education for SCs"</p> <p>And</p> <p>Reference period 2014-15 to 2018-19 for "National Overseas Scholarship for SCs" &amp; "Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs"</p>	<p>(i) Sample size all States will be about <b>2000</b> beneficiaries (Table-1) for <b>Top Class Scholarship</b>, <b>300</b> beneficiaries for <b>National Overseas Scholarship</b> and <b>100</b> beneficiaries for <b>Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs</b></p> <p>(ii) Respondents may include parents, students, teachers, other functionaries of college / institutions / Universities etc.</p> <p>(iii) All the interview schedules should contain both quantitative and qualitative data. Types of Schedules are Institute level, Beneficiaries level, and Focus Group Discussion.</p>

(B)

Table-1

**Year-wise details of beneficiaries during 2010-11 to 2018-19 under the Scheme of Top Class for SC Students:**

Financial Year	No. of beneficiaries
2010-11	1036
2011-12	1259
2012-13	1306
2013-14	1574
2014-15	1568
2015-16	1911
2016-17	2033
2017-18	1883
2018-19	1385
<b>Total</b>	<b>13955</b>
<b>Sample Size (approximately 15% of Total)</b>	<b>2,000 (rounded off)</b>

**Sample size for National Overseas Scholarship: 300 (reference period from 2014-15 to 2018-19)**

**Sample size for Dr. Ambedkar Scheme of Interest Subsidy on Educational loans for overseas studies for OBCs/EBCs: 100 (reference period from 2014-15 to 2018-19)**

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

- (i) To make an assessment of the extent up to which the scheme has been successful in delivering the desired benefits to SC/OBC/EBC students;
- (ii) To analyse efficacy and effectiveness of the scheme from the perspective of successful completion of courses by beneficiaries of the scheme within time and gainful utilization of acquired professional and other expertise by way of employment or entrepreneurship;
- (iii) To assess the socio economic background of the beneficiaries;
- (iv) To evaluate effectiveness of the scheme towards obtaining higher education in abroad or in India by the selected candidates;
- (v) To ascertain role of the scheme in changing social status of the family after completion of the course by the awardee;
- (vi) To make comparison of the scheme with the similar schemes implemented by the State Governments/other Central Government Departments;
- (vii) To ascertain the number of students admitted in each discipline (e.g. Engineering / Medicine/ Dentistry, Law, Management and other specialized streams) under the scheme during the reference period;
- (viii) To obtain feedback from admitted students about quality education being provided by the identified institutions;
- (ix) To examine the problems, challenges and constraints in implementation of scheme and suggesting policy measures for effective implementation of the scheme;
- (x) To examine the overall impact the scheme has had on SC/OBC/EBC students and the reasons for varied rate of success across different states/UTs;
- (xi) To examine about the grievance redressal mechanism at the Institute level;
- (xii) To conduct the Strengths, Weaknesses, Opportunities and Threats analysis (SWOT analysis) of the scheme;
- (xiii) Recommendations/suggestions from beneficiaries for necessary restructuring to be carried in the scheme to achieve desired results and need for its continuation;
- (xiv) How increased awareness among the targeted people/families living in remote areas of States has prompted the prospective beneficiaries to avail the benefits of various welfare schemes meant for them? ;
- (xv) Improvement in application procedure, selection process and disbursement of Scholarships/subsidies to eligible Students in the reference period of 2010-11 to 2018-19;

- (xvi) Constraints in obtaining scholarships/subsidies under the scheme in the reference period 2010-11 to 2018-19 from the perspective of Beneficiaries and reasons thereof;
- (xvii) Impact assessment if the name of any particular scheme of Central/State Government has discouraged them from applying under current scheme;
- (xviii) Examining the effectiveness of the scheme in bridging the educational gap and promoting social inclusion among disadvantaged communities;
- (xix) Assessing the impact of the scheme on gender equality in education, particularly in terms of increased enrolment and retention rates for girls;
- (xx) Analysing the role of the scheme in promoting skill development and vocational training among beneficiaries;
- (xxi) Analysing the long-term outcomes of the scheme, such as improved employability, higher income levels, and enhanced quality of life for the beneficiaries;
- (xxii) To assess the robustness of procedures for selection of students for various courses and fixation of fee;
- (xxiii) Any other improvements or additions to the scheme that can make it more effective and meet its objective in the present scenario;
- (xxiv) Key findings based on the data collected from the field on the objectives of the study;
- (xxv) Shortcomings identified in the design of the existing scheme if any; and
- (xxvi) Recommendations / suggestions for necessary restructuring to be carried in the scheme to achieve desired results and need for its continuation;

(D) **Duration of Study:** -The study is to be completed on or before \_\_\_\_\_, 2023

(E) **Deliverable:-**

1. **Draft Report:** - The draft report shall be submitted on or before \_\_\_\_\_, 2023. The report should contain Executive Summary and the data collected from the field based on the objectives of the study which should be presented in tabular form with due analysis and appropriate write up in the report.
2. **Submission of Final Report:** - The organization will submit 8 copies of the final report as approved and accepted by the Ministry along with its Soft copy and 20 copies of the summary reports.

(F) **PAYMENT TERMS:-**

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

1 <sup>st</sup> Instalment:	20% (Letter of Award) + (Letter of acceptance) + (Performance Security)
2 <sup>nd</sup> Instalment:	50% (Draft report submission)
3 <sup>rd</sup> Instalment:	30% (on submission and acceptance of final report by D/o SJ&E)

As per Tender Document, the time-line for receipt of draft report from the Vendor is 2 months. Subsequent to that further time-lines are as under:

<i><u>Situation/Possibility</u></i>	<i><u>Time-line</u></i>
Examination of draft report by Statistics Division to ensure compliance as per 'Terms of Reference' and if any deficiency noticed, revert to the Vendor	<u>Within 1 week</u>
If Draft Report found in order, refer to the concerned Division for perusal and acceptance	<u>Within 1 week</u>
If certain discrepancy noticed or clarifications required from Vendor by concerned Division, revert to Vendor	<u>Within 2 week</u>
As and when report is accepted by the concerned Division and communicated to Statistics Division, the Vendor to be informed.	<u>Within 1 week</u>

**(G)** The Organization is required to conduct this study and submit the report keeping in view of the Template for Evaluation as at **Annexure – 6**.

**ANNEXURE - 4**

**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 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 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/ organization 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)

**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 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 .....20.....

Signature and Seal of Guarantors

Date:

Address:

## **TEMPLATE FOR EVALUATION**

### **1. EXECUTIVE SUMMARY**

### **2. OVERVIEW OF THE SCHEME**

#### **2.1 Background of the scheme**

- a) Brief write up on the scheme including Objectives, Implementation Mechanism Scheme architecture/ design
- b) Name of Sub-schemes / components
- c) Year of commencement of scheme
- d) Present status with coverage of scheme (operational / non-operational)
- e) Sustainable Development Goals (SDG) Served
- f) National Development Plans (NDP) Served

#### **2.2 Budgetary allocation and expenditure pattern of the scheme**

Sub-Scheme	[Year 1]			[Year 2]			[Year 3]			[Year 4]			[Year 5]		
	B E	R E	Actu al	B E	R E	Actu al	B E	R E	Actu al	B E	R E	Actu al	B E	R E	Actu al

#### **2.3 Summary of past evaluation since inception of scheme**

Year of Evaluation	Agency hired for Evaluation	Recommendations made and accepted	Recommendations made but not accepted
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### **3. METHODOLOGY**

- 3.1 Approach (Methodology adopted), Division of country into 6 Geographical Regions / Zones (North, South, East, West, North East and Central) as classified by NSSO
- 3.2 Sample size and sample selection process, tools used: field study / questionnaire, primary and secondary data.

### **4. OBJECTIVE OF THE STUDY**

- 4.1 Performance of the scheme based on the Output / Outcome indicators
- 4.2 Additional parameters

- a) Coverage of beneficiaries

State				District			
Urban		Rural		Urban		Rural	
Male	Female	Male	Female	Male	Female	Male	Female

- b) Implementation mechanism
- c) Training / Capacity building of administrators / facilitators
- d) IEC activities
- e) Asset / Service creation & its maintenance plan
- f) Benefits (Individual, community)
- g) Convergence with scheme of own Ministry / Department or of other Ministry / Department.

#### **4.3 Gaps in achievement of outcomes**

#### **4.4 Key Bottlenecks & Challenges**

#### **4.5 Input Use Efficiency**

### **5. OBSERVATIONS AND RECOMMENDATIONS**

#### **5.1 Thematic Assessment**

#### **5.2 Externalities**

### **6. CONCLUSION**

#### **6.1 Issues & challenges**

#### **6.2 Vision for the future**

#### **6.3 Recommendation for scheme with reasons**

### **7. REFERENCES**

### **8. APPENDICES**

## **EXPLANATORY MEMORANDUM**

**2.1 (a)** Latest guidelines of the scheme may also be annexed.

**2.1 (b)** Sub-schemes / components which have separate budgetary allocations either through budget line or through Detailed Demand for Grants(DDG) may also be listed along with component-wise budget allocation.

**2.1 (d)** Details of number of states / districts / villages where the scheme is functional may be included.

**2.1 (e) & (f)** May be linked with objective of the scheme.

**2.2** If DDG makes allocations for certain items which are not shown as sub schemes/components, the same may be separately indicated along with allocation in the table.

**3.1** Complete list of states as classified by NSSO may be seen on its website.

**4.1** Output / Outcome Indicators as proposed / prepared by NITI Aayog may be considered. In the absence of these, indicators as spelt out in SFC / EFC memorandum during appraisal of the scheme may be utilized.

Output / Outcome Indicators (numbers or percentage) must be compared with base year value at all time points (periodicity) as per monitoring mechanism framework, also defined in SFC / EFC Memorandums.

**4.2 (a)** Tabulated information up to Tehsil / Block Level and if possible, up to village level may be provided.

**4.2 (b)** Focus should be on clarity of instructions, availability of scheme or programme guidelines, clear definition of roles and responsibilities of functionaries and the number and nature of clarifications / additional instructions issued w.r.t. scheme guidelines.

**4.2 (c)** Details about training (PFMS / EAT Module, scheme's portal or any other) with number of interventions and levels at which these interventions were carried out may be included.

**4.2 (d)** Details about Stakeholders / Beneficiaries, details of campaigns, media, frequency, feedback etc. may be included.

**4.2 (g)** Details about apparatus-manpower office transport etc. may be included. If there is no convergence, NIL may be recorded.

**4.3** These gaps could be attributed to absence of interventions / Non-performance of existing interventions.

**4.4** Focus may be on Financial, Administrative, Project Management and any other Key Bottlenecks & Challenges.

**4.5** Details of (a) requirement of funds as indicated in EFC / SFC in relation to actual allocation of funds including timelines of release (b) requirement and allotment of manpower in implementation of scheme / programme at various levels (PMU / Central / State) (c) Involvement of private players, volunteers, non-governmental organizations and local community etc. in the scheme may be

provided.

**5.1** Thematic assessment should focus on Accountability, Transparency, Employment generation (direct / indirect), Climate change and sustainability, Role of TSP / SCSP, Use of IT, Behavioural change in stakeholder/beneficiary, R&D, Role, functions, involvement / support of State Govts.

Cross cutting themes can be assessed both through secondary data as well as primary. While conducting meta-analysis of existing reports, the evaluator should actively review the cross-cutting themes. The primary data for cross cutting themes will be elicited through specific questions and responses during the key informant interviews and beneficiary surveys. For example, use of IT in scheme implementation, fund flow, monitoring and evaluation can be assessed from interaction with concerned ministries / departments as well as states officials. Similarly, gender mainstreaming can be assessed by introducing specific questions on changes in knowledge, attitude and practices pertaining to gender equality, attributable to the CS intervention at hand, through household surveys.

**5.2** Details of best practices, innovations or scheme / projects where best practices were replicated may be provided.

**5.3** It is essential to highlight the importance of recommendations made for the scheme. The evaluation agency may provide recommendation for the scheme in any of the, following categories (a) Continue in existing form (b) Continue with some Modifications (suggest modifications) (c) scale up the scheme (Financial / Physical / both) (d) Scale down the scheme (Financial / Physical / both) (e) Close (f) Merge with another scheme as sub-scheme/component.