

**F. No. Study/145/2021-NCM
National Commission for Minorities
Government of India
Ground & 3rd Floor, Block No. 3,
CGO Complex, Lodhi Road,
New Delhi – 110003**

**Notice Inviting Tender (NIT) for conducting studies for National
Commission for Minorities**

The National Commission for Minorities (NCM), a statutory body of the Ministry of Minority Affairs (MoMA) invites bids from interested agencies for conducting studies mentioned at Para 2 of EOI.

2. The NIT should accompany, a refundable bid security of Rs. 10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn in favour of "National Commission for Minorities", payable at New Delhi. The NCM reserves the right to reject any/all applications without assigning any reasons thereof.

3. The NIT document can be downloaded from our website: www.ncm.nic.in.

4. The proposals/NITs addressed to Under Secretary (G&R), National Commission for Minorities (NCM), Ground Floor, Block-3, CGO Complex, New Delhi – 110003 should reach by 3.00 p.m. on or before **21.02.2022**. Out of the bids received up to 3.00 p.m. on **21.02.2022**, the technical bids would be opened on the same day in the presence of bidders at 3.30 p.m.



(A. Sengupta)

Under Secretary to the Government of India
Email: a.sengupta@nic.in

Notice Inviting Tender (NIT) for conducting studies for National Commission for Minorities (NCM)

1. National Commission for Minorities

The National Commission for Minorities was set up as a statutory body with the enactment of the National Commission for Minorities Act, 1992 by the Parliament. NCM Act, 1992 extends to the whole of India. The Act was enforced with effect from 17.5.1993 and amended on 8.9.1995 to provide for a Vice Chairperson in the Commission. As the Act stands after the amendment in 1995, the Commission now consists of a Chairperson, a Vice Chairperson and five Members, out of which 5 Members including the Chairperson shall be from amongst the notified religious minority communities.

2. Definition of Minority

As per Section 2(c) of the NCM Act, 1992, 'Minority', for the purposes of the NCM Act, means a community notified as such by the Central Government. The functions and responsibilities of the Commission are thus related to the six notified minority communities based on religion namely, Muslims, Christians, Sikhs, Buddhists, Parsis and Jains.

3. Functions of NCM

As per Section 9(1) of the NCM Act, 1992, the Commission is required to perform following functions:-

- (a) evaluation of the progress of the development of minorities under the Union and States;
- (b) monitoring of the working of the safeguards for minorities provided in the Constitution and in laws enacted by Parliament and the State Legislatures;
- (c) making recommendations for the effective implementation of safeguards for the protection of the interests of minorities by the Central Government or the State Governments;
- (d) looking into specific complaints regarding deprivation of rights and safeguards of minorities and taking up such matters with the appropriate authorities;

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- (e) getting studies to be undertaken into the problems arising out of any discrimination against minorities and recommending measures for their removal;
- (f) conducting studies, research and analysis on the issues relating to socio-economic and educational development of minorities;
- (g) suggesting appropriate measures in respect of any minority to be undertaken by the Central Government or the State Governments;
- (h) making periodical or special reports to the Central Government or any matter pertaining to minorities and in particular the difficulties confronted by them; and
- (i) any other matter, which may be referred to it by the Central Government.

4. Scope of Work

4.1 NCM intends to engage the agencies for conducting the following studies:

- (i) "Comparison of Welfare Schemes of Ministry of Minority Affairs and Ministry of Social Justice & Empowerment"
- (ii) "Educational Development of Minorities"

4.2 Objective and Terms of References

The Objective and Terms of References for the studies mentioned above are as per Annexure I.

5. Eligibility of the Agency

- (a) The agencies should be well experienced in conducting such kind of studies and well versed with the subject.
- (b) The agency should have a minimum three years' experience in conducting such evaluations/ studies at various levels – National/ State/ District Levels.
- (c) The agency should have executed at least one similar project for Central/State Govt. departments/organizations.
- (d) Should have a minimum average annual turnover of Rs. 30.00 Lakhs (Rupees Thirty Lakhs) during the last **three years**, to be supported by audited Balance Sheets, P/L A/c, Receipt and Payment A/c.

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(e) Should have adequate technically and managerially qualified and well experienced in-house resource base and a strong creative team for designing and implementing the studies.

(f) The agency should have the ability to collect relevant data/information required for the purpose without imposing any responsibility on NCM.

(g) The applicant must have G.S.T. registration and should be income tax assessee.

(h) The applicant should furnish an undertaking to the effect that the firm has not been black listed in India or abroad by any Government department/agency.

6. EMD & Submission of Bids

6.1 The applicants **must** submit their NIT in a Two Bid System along with a refundable bid security of Rs. 10,000/- (Rupees Ten Thousand only) in the form of demand draft drawn in favour of "National Commission for Minorities", payable at New Delhi.

6.2 The Sealed envelope containing Technical Bid and Financial Bid in **separate sealed envelopes** must be sent by Speed Post or handed over at the reception addressed to **Shri A.Sengupta, Under Secretary**, National Commission for Minorities (NCM), Ground & 3rd Floor, Block-CGO Complex, New Delhi-110003, so as to reach by 3.00 p.m. on or before **21.02.2022**. The envelopes must be superscribed as "**NIT for conducting studies for National Commission for Minorities (NCM) -----Name of the Study.....**". The bids received after the given time shall not be considered.

6.3 Out of the bids received up to 3.00 p.m. on or before **21.02.2022**, the technical bids would be opened on the same day in the presence of bidders at 3.30 p.m. Thereafter, the Technical bids shall be evaluated by a Technical Evaluation Committee constituted for the purpose. All the bidders would be required to make a detailed presentation with regard to their qualifications, experience and Concept & Plan for the proposed study, before the Commission on _____ at _____ in National Commission for Minorities, Conference Hall, New Delhi-110003.

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7. Documents to accompany tender documents.

The applications shall be sent with the following documents:-

- i. Tender Bid Covering Letter (Form -I) along with EMD
- ii. Technical bid, as per the format given in Form-II.
- iii. Financial bid, as per format given in Form-III.
- iv. Integrity Certificate, as per format given in Form-IV
- v. PAN/TAN Card photocopy
- vi. G.S.T.

8. Evaluation

The procedure of evaluation of the applications is given as under-

- (1) The technical bid will carry maximum marks of 50. The maximum mark for each activity of technical bid is as under:

A	Proposed Methodology for the Study		
	S.No.	Parameter	Marks
	1.	Understanding of the subject	10
	2.	Approach & methodology	20
	3.	Work Plan (Time Line)	10

B	Quality and Experience of manpower		
	S.No.	Parameter	Marks
	1.	Educational Qualification of Core Team Members	5
	2.	Relevant Experience	5

A + B = 50 marks

- (2) The financial bids of only those Consulting agencies will be opened who score minimum of 25 marks in the technical bids. 50% weightage of technical evaluation shall be given in financial bid and final selection shall be based on the formula as mentioned below.

- (3) Only those bids which obtain at least 50% score in technical evaluation (i.e. 25 Points) would be carried forward for financial evaluation in the second stage. The score obtained by an agency at this stage may be denoted as 'TA'.

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Stage II : Evaluation of Financial Bid

The methodology of financial evaluation will be as follows:

- (a) The lowest price quoted in all the financial bids would be denoted as L_1 and would be given the score as '50 points'
- (b) The price quoted by firm 'A' would be termed as ' L_A ' and the score obtained would be $\text{Score} = (L_1/L_A) * 50 \text{ Points}$
- (c) The score obtained by a firm A would be denoted by ' F_A '

Final Evaluation

Total score of firm A (H_A) after technical and financial evaluation will be calculated as follows:

$$H_A = T_A + F_A$$

Scores obtained by all firms would be arranged in decreasing order and the contract would be awarded to the firm obtaining the highest total overall score (denoted by H_1)

9. Time Period and Payments

9.1 The entire work planning should be completed within the stipulated time period from the date of assigning the work. A **penalty of 1%** will be imposed on each week's delay in work.

9.2 Payment shall be released as per the following schedule

- (a) 10% of the total amount will be paid after submission of inception report. Inception report will contain Background, Scope and Objectives of the "Studies", Approach and Methodology, Staffing, Sample size, Sources of data collection, Deliverables, Questionnaire etc.
- (b) 30% of the total amount will be paid at the time of submission of Interim Report.
- (c) 40% of the total amount will be paid after submission of the Final Report.
- (d) 20% of the total amount will be paid after acceptance of the Final Report.

10. Technical Presentation

10.1 The agencies are required to make a presentation before the Committee on **28.02.2022** at 11.00 A.M so constituted for the purpose.

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11. Amendment to NIT

11.1 At any time prior to the last date of receipt of bids, the NCM, may for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the NIT document by an amendment. In order to provide prospective bidder reasonable time to take the amendment into account in preparing their bids, the NCM may at its discretion, extend the last date for receipt of bids and/or make other changes in the requirements set out in the NIT

12. The schedule for opening & closure of NIT is as follows:

Availability of NIT document from website <u>www.ncm.nic.in</u>	Latest by _____ on _____
Last date/time for submission of NIT Bid	21.02.2022 (3.00 pm)
Opening of the technical bids	21.02.2022 (3.30 pm)
Presentation	28.02.2022 (11.00 am)
Opening of the financial bids	Date will be given separately to the bidder who qualify the technical bids as per the parameters mentioned at Para 8

13. Disclaimer

13.1 The NCM shall not be responsible for any late receipt for any reasons whatsoever. The applications received late will not be considered and will be returned unopened to the applicant.

14. The NCM reserves the right

- (a) To reject any/all application without assigning any reasons thereof
- (b) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NCM
- (c) To include any other items in the Scope of Work at any time as deemed necessary in the best interest of the NCM

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15. Rejection of NIT

The application for conducting studies is liable to be rejected if:

- a) The application is not covered in proper sealed cover with superscription as indicated above.
- b) Not **strictly** in prescribed form and not containing all required details.
- c) Not properly signed.
- d) Received after the expiry of due date and time.
- e) Offer is received by telex, fax, telegram or e-mail.
- f) Bid received without cost of EOI document if downloaded from NCM's website.
- g) If separate bid document are not submitted for each study.

16. Clarification

Clarification, if any, may be sought from Shri. A.Sengupta, Under Secretary, NCM, Government of India, Ground & 3rd Floor, Block No. 3, C.G.O Complex, Lodhi Road, New Delhi-110003.

A. Sengupta

TENDER BID – COVERING LETTER PROFORMA

To

National Commission for Minorities
Government of India
Ground & 3rd Floor, Block No.3,
CGO Complex, Lodhi Road,
New Delhi – 110003

Subject: - Notice Inviting Tender (NIT) for conducting study for National Commission for Minorities (NCM).

Sir,

The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for conducting studies for National Commission for Minorities (NCM), do hereby express the interest to do the work as specified in the scope of work.

1. Correspondence details:

1	Name of the Applicant/applicant Company	
2	Address, Telephone/Fax (with STD code), E-mail details, etc.	
3	Details of Income Tax Registration, G.S.T. Registration, etc. (enclose evidence)	
4	Name, designation and address of the contact person to whom all references shall be made	
5	Telephone/Fax (with STD code), Mobile no., E-mail of the contact person	
6	Branches, if any, with details of addresses, telephone, etc	
7	Any other information	

2. Documents forming part of the bid process.

We have enclosed the followings:

- (i) Draft/Pay order for the EMD amount.
- (ii) Technical bid as per Form-II
- (iii) Financial bid as per Form –III.
- (iv) Integrity Certificate as per Form- IV.

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3. I/ We hereby declare that my/ our bid is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully,
(Signature of the Applicant)

Name:

Designation:

Seal:

Date:

Place:

Witness:

Signature _____

Name _____

Address _____

Date _____

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FORMAT FOR SUBMISSION OF TECHNICAL BID

To

National Commission for Minorities
Government of India
Ground & 3rd Floor, Block No.3,
CGO Complex, Lodhi Road,
New Delhi – 110003

Subject: - Notice Inviting Tender (NIT) for conducting study for National Commission for Minorities (NCM).

Sir,

The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for conducting studies for National Commission for Minorities (NCM), do hereby submit the Technical details as under –

1. Profile of the Agency

1. Name of the Agency
2. Name and Designation of Head of the Firm responsible for the project
3. Establishment Details
 - a. Year Established
 - b. Type of Organization (Tick One) Company/Registered Firm/NGO/Any Other
 - c. Regd. No.; Name and Place Registering Authority Certificate (Attach attested photocopy of Registration Certificate)
 - d. No. of full time employees
 - e. No. of part time employees.

II. Details of Key Professionals of the Agency proposed to be engaged for the Studies.

S. No.	Name	Area of key expertise	Highest academic professional qualifications	Length of experience (years) in the area of key expertise	Position in the Firm	No. of man months proposed to be deployed for this Study

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III. Details of the experience in successfully conducting studies in past 3 years.

S. No.	Type of Activity	Title of the Study	Name & Address of the Client	Duration of Project (in months) & Year of Start & Completion	Details of Study

IV. Details of the experience of conducting studies for Central Government Ministries in past 3 years.

S. No.	Type of Activity	Title of the Study	Name & Address of the Client	Duration of Project (in months) & Year of Start & Completion	Details of Study

V. Detailed Proposed Methodology for the Study including write up on the subject of the study including hypothesis, literature reviews, the sampling plan and time frame proposed by the Agency.

VI. Experience of the Agency

S. No	Parameters	Nos.
1	No. of evaluation studies conducted in the Past 3 years	
2	Years of Existence in Business	

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2. Financial status of the applicant

The last three years financial status to be supported by audited Balance Sheets, P/L A/c, Receipt and Payment A/c duly certified by Chartered Accountant in accordance with 3(d) above.

(in Rs. Lacs)

	2018-19	2019-20	2020-21
Turnover			
Net Profit			

CERTIFICATE

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The organization shall stand liable for any information given above which is later found to be FALSE, including the forfeiture of any payment due to it.
2. The professionals, staff, equipment and all requisite infrastructural facilities mentioned in this bid shall be made available for this study in due time.
3. I am competent to sign this Certificate.

(Place & Date)

(Name & Signature)

Official Seal of the agency

Note: All the relevant certificates and documents including the resumes of the Consultant should be attached with the bid documents, failing which will result in disqualification.

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FORMAT FOR SUBMISSION OF FINANCIAL BID

To

National Commission for Minorities
Government of India
Ground & 3rd Floor, Block No.3,
CGO Complex, Lodhi Road,
New Delhi – 110003

Subject: - Notice Inviting Tender (NIT) for conducting study for National Commission for Minorities (NCM).

Sir,

The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for conducting studies National Commission for Minorities (NCM), do hereby quote the following rates, inclusive of all taxes.

	STUDY NAME	RATE (Rs.)

TOTAL (INCLUSIVE OF ALL TAXES)

(Place & Date)

(Name & Signature)
Official Seal of the agency



INTEGRITY CERTIFICATE

National Commission for Minorities
Government of India
Ground & 3rd Floor, Block No.3,
CGO Complex, Lodhi Road,
New Delhi – 110003

Subject: - Notice Inviting Tender (NIT) for conducting study for National Commission for Minorities (NCM).

In response to your call for submission of bids, I/We hereby declare that I/we:

- ☐ are not bankrupt or being wound up, or are having our affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- ☐ have not been convicted of an offence concerning our professional conduct by judgment which has the force of res judicata;
- ☐ have never been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- ☐ have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
- ☐ Will inform NCM immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;
- ☐ Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other contracts funded by NCM

(Place & Date)

(Name & Signature)

Official Seal of the agency

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Study : “ Comparison of Welfare Schemes of Ministry of Minority Affairs and Ministry of Social Justice & Empowerment”

Objectives and Terms Reference:

The main purpose of the study is to analyse different welfare schemes of Minority Affairs and Ministry of Social Justice & Empowerment and compare their utility and reach to the beneficiaries. It is the interest of this research to compare various schemes of the two Ministries to:

- i) Understand the need of our schemes of both the Ministries.
- ii) Understand the easy of implementing each schemes so that maximum number of beneficiaries can reached.
- iii) Identify the areas which needs to be improved for the schemes of Ministry of Minority Affairs.
- iv) Recommend modification of those schemes so that maximum minorities can avail the benefits.
- v) Identify the constraints in implementing schemes, if any.

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Study :“ Educational Development of Minorities”

Objectives and Terms Reference:

The main purpose of the study is to analyse the effect of various schemes and policies regarding educational development of minorities in the country and the need, if any, to modify the existing schemes. Further, it is interest of this research to :

- i) Analyse the census data with respect of status of education of minorities at different levels like primary, secondary, higher secondary and graduate & above.
- ii) Analyse the effect of education on the socio economic status of the minorities over the last ten years.
- iii) Analyse and find out the effect of different schemes for the development of education of minorities.
- iv) Find out the change or modification required to improve the development of education in minorities.

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