

**19012/9/2012-Education  
Government of India  
Ministry of Tribal Affairs  
Education Section**

Shasti Bhavan, New Delhi.  
Dated 3<sup>rd</sup> August, 2012

**Subject: Request for Expression of Interest (EoI) to conduct quick evaluation on any or all of the following schemes of Ministry of Tribal Affairs:**

It is proposed to hire the services of research institutes for undertaking the evaluation studies on the following schemes of Ministry of Tribal Affairs:-

- (i) Post Matric Scholarship for ST students**
- (ii) National Overseas Scholarship for ST candidates**
- (iii) Top Class Education for ST students**
- (iv) Rajiv Gandhi National Fellowship for ST students**

In case your institute is inlisted to take up the evaluation study, application may be submitted in the prescribed format latest by 24.8.2012 (before 5.00 P.M.) to the undersigned by registered post at the following address:-

Director (Education),  
Ministry of Tribal Affairs,  
Government of India,  
Room No. 412 (B-wing),  
Shastri Bhavan,  
New Delhi-110001.

The detailed Terms of Reference (TOR) for the above proposed evaluation studies are enclosed at **Annex-I**.

2. Institutions/Organizations, willing to undertake evaluation study either one of them or a few of them or all of the schemes mentioned above are required to submit technical and financial bids separately in sealed envelopes clearly super scribing them as technical/financial bids for evaluation study in double cover in the prescribed format at **Annex-II and III**. A checklist of bid documents is enclosed at **Annex IV** and the terms and conditions at **Annex-V**. **The financial bidding should be separate for each scheme. The institution/Organization which are empanelled with Planning Commission for outsourcing PEO evolution study are only eligible to apply for this evaluation study.**

3. The technical bids shall be opened by a Committee constituted for this purpose. The criteria for evaluation study is laid down at para 4 of **Annex I**. If the Committee so feels, the Agency/Organization may be requested to make a presentation.

4. Financial bids of only those Institutions/Organizations who are short-listed by the Committee on the basis of the technical bid will be considered. The study/studies will be awarded to the Agency/Organization selected by the Committee on the basis of both the technical and financial bid following the prescribed procedure.

5. The study will be completed within the stipulated time as per the schedule given. The Head of the applicant Institution/Organization would submit, along with technical and financial bids, an undertaking to make the proposed team of experts/staff available for the study.

**Schedule for evaluation study:**

Call for Expression of Interest(EOI) from Independent Agencies	<b>3<sup>rd</sup> August</b>
Last date of receipt of EOI from Independent Agencies	<b>24<sup>th</sup> August</b>
Finalization of agency and commissioning of evaluation studies	<b>29<sup>th</sup> August</b>
Submission of the Preliminary Report by the Agency, followed by presentation, if necessary	<b>5<sup>th</sup> October</b>
Submission of Final Report by the Agency	<b>12<sup>th</sup> October</b>

6. The selected Institution/Organization have to start study immediately after its award and each of the deliverable would be completed as per the time frame in TOR. In case the selected Institute/Organization declines to take up the assignment after a notice of award has been issued, it would be barred from applying for any study, evaluation or assistance of any kind from the Ministry of Tribal Affairs, Government of India, for a period of 3 years from the date of award.

7. The Agency may also send their comments on the objectives and scope of the work/services projected in the enclosed documents.

8. The decision of Secretary (TA) shall be final and no enquiry or application for review shall be entertained.

Enclosures: **Annex (I to V)**

**(Asit Gopal)**  
Director  
Tel./Fax- 011-23385770.

**Terms of Reference (TOR)****Name of the Schemes of Ministry of Tribal Affairs:**

- (i) **Post Matric Scholarship for ST students**
- (ii) **National Overseas Scholarship for ST candidates**
- (iii) **Top Class Education for ST students**
- (iv) **Rajiv Gandhi National Fellowship for ST students**

**1. Background, objectives and features of schemes****(i) Post Matric Scholarship for ST students**

The objective of the scheme is to provide financial assistance to students belonging to Scheduled Tribes pursuing Post-Matriculation recognized courses in recognized institutions. The scheme covers professional, technical as well as non-professional and non-technical courses at various levels and the scheme also includes correspondence courses including distance and continuing education. The scheme is implemented by the State Government and UT Administrations, which receive 100% Central Assistance over and above the committed liability which is required to be borne by them from their own budgetary provisions. The committed liability is equal to the expenditure reached in the last year of the Plan period. Accordingly, the expenditure incurred in the last year of the 10<sup>th</sup> plan period, i.e. 2006-2007, had become the committed liability of State/UTs, which was required to be borne by them during each year of the 11th Five Year Plan period. The requirement of committed liability of North Eastern States has been dispensed with from 1997-98. The Scheme is in operation since 1944-45.

The value of the existing scholarship includes maintenance allowance, reader charges of blind students, study tour charges, thesis typing/printing charges, book allowance to students pursuing correspondence course and compulsory non-refundable fees charges by the educational institutions. The maintenance allowance for hostlers is between Rs. 380/- p.m. to 1200/- and for day scholars from Rs. 230/- p.m. to Rs. 500/- p.m., depending upon the level of courses. The prescribed annual income ceiling of both the parents/guardians, under the scheme is up to Rs. 2.00 lakh, as applicable w.e.f. 1-7-2010. The income ceiling has been linked with the consumer price index for industrial workers.

**The BE, RE and Expenditure during the 11<sup>th</sup> Plan is as under:-**

(Rs. in Crore)

2007-08			2008-09			2009-10			2010-11			2011-12		
BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.
201.24	200.09	200.03	248.00	248.00	225.86	270.95	270.87	270.867	556.03	556.03	556.03	677.50	865.68	865.65

The State-wise grant-in-aid released since 2008-9 to 2011-12 along with number of beneficiaries is as under:-

(Rs. in lakh)									
	NAME OF STATE/UT	2008-09		2009-10		2010-11		2011-12	
		Amt.	Bene.	Amt.	Bene.	Amt.	Bene.	Amt.	Ant. Bene.
1	Andhra Pradesh	1662.13	183974	2919.27	213620	20036.25	147976	16697.74	205776
2	Arunachal Pradesh	0.00	0	0.00000	0	23.53	1	0.00	0.00
3	Assam	1696.18	64952	2510.12	70149	2881.26	78505	4210.81	82876
4	Bihar	170.00	4550	0.00	0	0	2285	298.42	3635
5	Chattishgarh	160.28	72160	375.95	82995	1253.96	98602	4034.11	108462
6	Goa	18.96	595	54.26	654	29.11	257	26.77	1332
7	Gujarat	387.36	122843	3046.63	134911	5116.09	125260	8482.59	129368
8	Himachal Pradesh	10.00	2271	0.00	2368	113.99	1263	1141.84	4688
9	Jammu & Kashmir	0.00	10077	0.00	10182	0.00	8338	733.48	11405
10	Jharkhand	1058.48	25163	1267.00	27712	1855.54	39647	3374.06	52612
11	Karnataka	1053.97	69152	1863.63	76069	3163.59	87136	6149.11	102820
12	Kerala	298.03	9173	284.40	10636	457.08	11823	957.08	12953
13	Madhya Pradesh	1228.18	89223	3236.50	105369	2026.23	130364	4591.67	142203
14	Maharastra	2500.00	129384	1250.00	134875	6629.51	123307	8820.42	157427
15	Manipur	1912.68	39123	2163.28	42381	2460.01	49842	4742.29	54826
16	Meghalaya	1342.12	52985	1006.57	58283	2717.23	64110	2752.38	70521
17	Mizoram	1421.18	33758	1571.26	37873	1633.93	38706	3732.93	44878
18	Nagaland	1467.27	35606	1866.77	39878	1908.44	37880	2813.71	39745
19	Orissa	461.75	48802	566.79	52706	1104.03	60476	1809.47	65177
20	Rajasthan	4654.00	176194	1661.31	193813	800.00	161730	6031.54	251079
21	Sikkim	25.13	1819	37.88	2001	56.41	2206	198.00	2429
22	Tamil Nadu	2.50	4241	72.34	4241	112.71	4334	78.91	4769
23	Tripura	433.19	14892	538.26	17828	380.40	16744	1358.95	18584
24	Uttar Pradesh	0.00	8144	0.00	4990	0.00	7125	755.72	7848
25	Uttrakhand	230.52	15127	188.98	16639	531.69	16513	702.78	18164
26	West Bengal	389.28	42524	603.80	33425	302.00	59510	2045.22	55564
27	A.& N. Islands	3.00	441	0.00	559	9.15	658	10.00	28
28	Daman & Diu	0.14	164	1.73	197	0.85	169	14.76	203
	<b>Total</b>	<b>22586.31</b>	<b>1257337</b>	<b>27086.73</b>	<b>1374354</b>	<b>55602.99</b>	<b>1374767</b>	<b>86564.76</b>	<b>1649372</b>

**The proposed study/evaluation in respect of scheme of Post Matric Scholarship for ST students should cover the following:-**

1. Whether the scheme is benefiting the target groups.
2. Whether the scheme is supporting ST students to continue their studies.
3. Whether transparency is being ensured in disbursement of scholarship.
4. Whether the scholarship is being paid in bank accounts of students.
5. Impact Assessment.

**The proposed study is required in following 4 States:-**

- (i) Chhattisgarh (ii) Madhya Pradesh (iii) Maharashtra (iv) Orissa

**(ii) National Overseas Scholarship for ST candidates:**

The Scheme provides financial assistance to meritorious students belonging to STs for pursuing higher studies abroad in specified fields of Master level courses, Ph.D. and Post-Doctoral research programmes, in the field of Engineering, Technology and Science. The selected candidates are given cost of tuition and other educational fees charged by the foreign university etc., maintenance and other grants along with travel expenses. In addition passage grants are also available to candidates belonging to ST who are in receipt of merit scholarship for postgraduate studies, research or training abroad (excluding attending seminars, workshops, conferences) from a foreign government/organization or under any other scheme where cost of passage is not provided. Scheme of NOS has been revised in 2007-08 as Plan scheme. 13 awards may be sanctioned to ST students and 2 PTG students per year. Some salient features of the scheme are as under:-

- (i) The scheme is implemented by Ministry itself and applications are called for from eligible candidates by publishing the scheme in leading news papers.
- (ii) Scholarship is provided for higher studies in 35 specific subjects.
- (iii) The minimum percentage of marks is 60% in feeder degree i.e. for Post Doctoral in Ph.D., for Ph.D. in Master's degree and for Master's degree in Bachelor's degree.
- (iv) Maximum age upto 35 years.
- (v) The total income from all source of the employed candidates or his/her parents/guardians should not exceed Rs. 25,000/- per month.
- (vi) One Child in a family and one time award.
- (vii) Candidates are selected by Selection Committee and constitution of Selection Committee is decided by Govt. of India.
- (viii) After selection of candidates a provisional award is provided to candidates. From the date of issue of provisional award, time limit of 3 years is provided to candidate to join the foreign university/institution.

**BE, RE and Expenditure during the 11<sup>th</sup> Plan is as under:-**

(Rs. in crore)

2007-08			2008-09			2009-10			2010-11			2011-12		
BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.
1.00	0.23	0.14	2.00	0.15	0.01	0.50	0.31	0.31	1.00	0.50	0.30	1.00	1.00	0.78

The number of ST students selected and sent abroad during the 11<sup>th</sup> Plan is as under:-

2007-08		2008-09		2009-10		2010-11		2011-12	
No. of candidate selected	Sent abroad	No. of candidate selected	Sent abroad	No. of candidate selected	Sent abroad	No. of candidate selected	Sent abroad	No. of candidate selected	Sent abroad
7	6	2	-	8	3	10	2	Section procedure is under process	

**The proposed study/evaluation in respect of scheme of National Overseas Scholarship for ST candidates should cover the following:-**

- (i) The reasons for not achieving the targets of 15 students every year.
- (ii) Whether ST students are facing any problems in getting the admission in foreign accredited Universities/Institutions.
- (iii) What is the reason that ST students are joining late in foreign accredited Universities after issuance of provisional awards?
- (iv) Suggest measures to make the scheme more effective/accessible.

**(iii) Top Class Education for ST students:-**

The Central Sector Scholarship Scheme of Top Class Education for ST Students has been started from the academic year 2007-08 with the objective of encouraging meritorious ST students for pursuing studies at degree and post degree level in any of the identified institutes. There were 125 institutes identified under the scheme in both the Government and private sectors covering the field of management, medicine, engineering, law and commercial courses and each institute had allocated 5 awards. From the year 2012-13 coverage of institutes have been increased and now total 213 institutes have been identified and awards have been reallocated from 2 to 5 in each institutes with the ceiling of total of 625 awards per year. The family income of the ST students from all the sources shall not exceed Rs. 2.00 lakh per annum.

The ST students will be awarded scholarship covering full tuition fee and other non-refundable dues in respect of Government/Government-funded institutions. However, there will be a ceiling of Rs. 2.00 lakh per annum per student for private sector institutions and Rs. 3.72 lakh per annum per student for the private sector flying clubs for Commercial Pilot Training. In addition to the above, the scholarship also provides for (i) living expenses @ Rs. 2200/- per month per student subject to actuals, (ii) books and stationery @ Rs. 3000/- per annum per student and (iii) cost of a latest computer system along with its accessories limited to Rs.45000/- as one time assistance during the course.

**The BE, RE and Expenditure during the 11<sup>th</sup> Plan is as under:-**

(Rs. in crore)														
2007-08			2008-09			2009-10			2010-11			2011-12		
BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.
10.00	1.50	1.05	10.00	2.50	1.22	4.00	1.75	1.75	2.50	5.00	5.00	5.00	7.00	6.97

**The number of institutes and number of beneficiaries covered during the 11<sup>th</sup> Plan**

Sl. No.	Year	Amount Released	No. of Institute	(Rs. in lakh)
				No. of Beneficiaries
1	2007-08	104.90	22	78
2	2008-09	121.61	19	*58
3	2009-10	175.00	14	*88
4.	2010-11	500.00	42	*261
5.	2011-12	697.00	48	*425

\*including renewal of scholarship

Out of 125 identified institutes since the inception of the scheme, only 60 institutes have availed the benefits of the scheme.

**The proposed study/evaluation in respect of scheme of Top Class Education for ST students cover the following:-**

(i). Reasons that all the identified institutes are not availing the benefits of the scheme.

**(iv) Rajiv Gandhi National Fellowship for ST students**

This Scheme was introduced in the year 2005-06. Under the Scheme, fellowship is provided to ST students for pursuing higher studies such as M.Phil. and Ph. D. The maximum duration of a fellowship is 5 years. Every year 667 fellowships are to be provided to ST students. The scheme is being implemented by University Grant Commission (UGC) on behalf of the Ministry of Tribal Affairs. Any ST student who has passed post-graduation from a UGC recognized University can apply under the scheme.

**Amount of Scholarship per student:-**

Sl. No.	Item	Amount in Rupees
1.	Fellowship	@ Rs. 16000/- p.m. for initial two years (JRF) @Rs. 18000/- p.m. for remaining tenure (SRF)
2	Contingency for Humanities and Social Sciences	@ Rs. 10000/- p.a. for initial two years @ Rs. 20500/- p.a. for remaining tenure.
3	Contingency for Sciences	@ Rs. 12000/- p.a. for initial two years @ Rs. 25000/- p.a. for remaining tenure
4.	Departmental assistance	@ Rs. 3000/- p.a. per student to the host institution for providing infrastructure.
5.	Escorts/Reader Assistance	@ Rs. 1000/- p.a. in case of physically and visually handicapped candidates.
6.	House Rent Allowance	As per the UGC pattern.

### **Selection Procedure:-**

The University Grant Commission (UGC) invites the applications of eligible candidates through publishing the advertisement in news papers. The selection of 667 ST students every year is made by UGC itself.

### **The BE, RE and Expenditure during the 11<sup>th</sup> Plan is as under:-**

**(Rs. in crore)**

2007-08			2008-09			2009-10			2010-11			2011-12		
BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.	BE	RE	Exp.
26.00	26.00	26.00	32.00	32.00	31.03	45.00	30.00	30.00	75.00	60.69	60.69	62.00	84.93	84.93

The number of students benefited during the 11<sup>th</sup> Five Year Plan is as under:-

Sl. No.	Year	New Fellowship	Renewal of fellowship	Total beneficiaries
1	2007-08	667	776	1443
2	2008-09	667	1443	2110
3	2009-10	667	2110	2777
4	2010-11	667	2398	3065
5.	2011-12	667	2668	3335

### **The proposed study/evaluation in respect of scheme of Rajiv Gandhi National Fellowship for ST students:-**

- (i) Whether there is need to increase the number of fellowship.
2. **Expected outcome of the study**
- (i) Design of programme, whether it is appropriate to meet the objectives.
  - (ii) Specific deliverables of programme, whether they constitute felt needs of the community.
  - (iii) Changes if required in concept and implementation.
  - (iv) Is there any overlap of this scheme with any other operating in the field.
  - (v) Actual outreach of benefits as per indicators from each programme may be verified and report.
  - (vi) Bottlenecks if any, in proper implementation of the scheme and reasons of under achievement in comparison to the projected outcome (wherever applicable).
  - (vii) Whether there is need to continue these schemes for the 12<sup>th</sup> Five Year Plan.
  - (viii) Whether these schemes are augmenting the Education among STs and support in their education.
  - (ix) Whether there is any impact of these schemes in decreasing the drop out rates of STs and to support to continue their studies.



**3. Selection of Agency: Technical evaluation criteria for short listing of Agencies:**

Agencies would be evaluated, on a scale of 50 points (As given below), based on certain parameters including, inter-alia, experience in conducting similar studies, experience of project professionals in evaluation studies/surveys etc.

<b>S.No</b>	<b>Parameters</b>	<b>Percentage</b>
<b>1</b>	<b>Experience in conducting similar study in recent past</b>	<b>15</b>
	Less than 2 number of studies	00
	2 – 5 number of studies	10
	Above 5 number of studies	15
<b>2</b>	<b>Quality of manpower, number of persons to be deployed etc.</b>	<b>15</b>
2.1	Experience of project professionals in research, evaluation and survey of projects with similar description	15
	Less than 3 years	5
	4 to 7 years	10
	Above 7 years	15
2.2	Qualification and relevant experience of project leader in Central Government/ body for undertaking similar studies on social sector programmes/schemes	10
<b>3.</b>	<b>Methodology of the study</b>	<b>20</b>
	<b>Total (1 + 2+3)</b>	<b>50</b>

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**Annex- II**

**Bids for scrutinizing Expression of Interest (EoI) to conduct quick evaluation studies on any of the following schemes of Ministry of Tribal Affairs:**

- (i) Post Matric Scholarship for ST students**
- (ii) National Overseas Scholarship for ST candidates**
- (iii) Top Class Education for ST students**
- (iv) Rajiv Gandhi National Fellowship for ST students**

**TECHNICAL BID**

**A. ORGANISATIONAL PROFILE**

- 1 Name of organization :
- 2 Name and Designation of Contact person :
- 3 Postal Address of the Organization (with PIN CODE) :
- 4 Physical Address, if different from postal address (with PIN CODE) :
- 5 Telephone with STD Code :
- 6 Fax No. with STD Code :
- 7 Mobile No. of Contact Person :
- 8 E-mail Address of Contact Person :
- 9 Name and designation of Head of the Organization responsible for the Assigned Work :
- 10 Establishment Details :

A	Year Established	
B	Type Organization (Tick one)	Educational & Research Institution/Consulting Organization. Any Other (give details)
C	Regd. No.; Name and Place of Registering Authority	(Attach attested photocopy of Registration Certificate)
D	Whether registered with CAPART. If so, the registration no.	
E	Whether receiving foreign funds. If so, the FCRA no.	
F	No. of full time employees	Professional <input type="text"/> Support Staff <input type="text"/>
G	No. of part time employees	Professional <input type="text"/> Support Staff <input type="text"/>

11. Experience in conducting similar evaluation studies on social sector schemes/ programmes during the past 3 (three) years that are relevant for demonstrating its expertise in the area of proposed study:

(Extra-sheet may be used if activities are more than 5 in number)

S.No.	Type of activity (technical consultancy/ research study etc.)	Name and address of Client	Duration (from-To)	Cost (Rs,lakh)	Location	Sector, Sub-Sector And Main Outputs
1	2	3	4	5	6	7
(i)						
(ii)						
(iii)						
(iv)						
(v)						

12. Methodology of study: Details to be given by the Agency including design of study areas to be covered sample with design/size, areas/beneficiaries to be covered etc., sources of data etc.

**B. HUMAN RESOURCE TO BE DEPLOYED FOR THE PROPOSED STUDY**

(i) KEY PROFESSIONALS \*\*

S.No.	Name	Area of key expertise	Highest Academic/ professional Qualifications in the Area of key expertise	Length of experience (years) in the area of key expertise	Position in the organization	No. of man Months Proposed to be utilized for this Work
1	2	3	4	5	6	7
1	(Team Leader)					
2						
3						
4						
5						

\*\* Note 1: Attach one page CV of each key professional.

Note 2: Care may be taken to demonstrate that each area of expertise required for the assignment is covered by different key professionals in above table.

(ii) SUPPORTING STAFF

S.No.	Job profile	Area of work	Average Qualifications	No. of Personnel	No. of man Months Proposed to be utilized for this Work
1	2	3	4	5	6
1					
2					
3					
4					
5					
6.					
7.					
8.					

C. METHODOLOGY OF THE STUDY

D. ANY OTHER DETAIL WHICH IS RELEVANT TO THE BID.

Date.....

Place.....

Signature (Team Leader).....

Name.....

Designation.....

Seal of the Organisation

**CERTIFICATE**

It is certified that:

1. The professionals, staffs, equipment and all requisite infrastructural facilities mentioned in the bids are already available/shall be made available (*please delete whichever is not applicable*) for the assigned work. I agree to physical verification of my Agency (professionals, staffs, office premises, equipments etc.) by the Ministry of Tribal Affairs at any point of time of the contract period.
2. I am competent to sign this Certificate.
3. The information given above is TRUE to the best of my knowledge. In case any information given above is found to be false or misleading, the Agency shall be liable for any action against it, including refund of the amount already received with penal interest @ 12% p.a. and forfeiture of any payment due.

Date:

Place:

Seal of Organization

Authorized Signatory

Name

Designation

**Annex III(A)**

To  
The Director,  
Education Division,  
Ministry of Tribal Affairs,  
Government of India,  
Room No. 412 (B-Wing),  
Shastri Bhavan,  
**New Delhi-110001.**

**Subject: Expression of Interest (EoI) to conduct quick evaluation study on a Centrally Sponsored Scheme of Ministry of Tribal Affairs - “Post Matric Scholarship for ST students”.**

Name of Bidder Agency/Organization with Address-----

**FINANCIAL BID**

S.No.	Head	Total Cost (Rs)
1	Fee of key professionals	
2	Fee of the support field staff	
3	Contingent expenses*	
4	Total(1+2+3)	
5	Institutional Overheads if any, and basis of charge	
6.	Travel expenses for key professionals	
7.	Travel expenses for field staff	
8.	Cost of printing and Data processing	
9	Service Tax/Other taxes, if any, to be charged	
10	Total (5+6+7+8+9)	
11.	Grand Total (4+10)	
In words -----		
*	Contingent expenses: Includes expenses for making the required number of reports.	

Date  
signatory.....  
Place

Seal of the Organization

Authorized

Name.....

Designation.....

To

The Director,  
Education Division,  
Ministry of Tribal Affairs,  
Government of India,  
Room No. 412 (B-Wing),  
Shastri Bhavan,  
New Delhi-110001.

**Subject: Expression of Interest (EoI) to conduct quick evaluation study on a Central Sector Scheme of Ministry of Tribal Affairs - “National Overseas Scholarship for ST candidates.”**

Name of Bidder Agency/Organization with Address-----

FINANCIAL BID

S.No.	Head	Total Cost (Rs)
1	Fee of key professionals	
2	Fee of the support field staff	
3	Contingent expenses*	
4	Total(1+2+3)	
5	Institutional Overheads if any, and basis of charge	
6.	Travel expenses for key professionals	
7.	Travel expenses for field staff	
8.	Cost of printing and Data processing	
9	Service Tax/Other taxes, if any, to be charged	
10	Total (5+6+7+8+9)	
11.	Grand Total (4+10)	
In words -----		
*	Contingent expenses: Includes expenses for making the required number of reports.	

Date  
signatory.....  
Place

Authorized

Seal of the Organization

Name.....

Designation.....

To

The Director,  
Education Division,  
Ministry of Tribal Affairs,  
Government of India,  
Room No. 412 (B-wing),  
Shastri Bhavan,  
**New Delhi-110001.**

**Subject: Expression of Interest (EoI) to conduct quick evaluation study on a Central Sector Scheme of Ministry of Tribal Affairs - “Top Class Education for ST students”.**

Name of Bidder Agency/Organization with Address-----

**FINANCIAL BID**

S.No.	Head	Total Cost (Rs)
1	Fee of key professionals	
2	Fee of the support field staff	
3	Contingent expenses*	
4	Total(1+2+3)	
5	Institutional Overheads if any, and basis of charge	
6.	Travel expenses for key professionals	
7.	Travel expenses for field staff	
8.	Cost of printing and Data processing	
9	Service Tax/Other taxes, if any, to be charged	
10	Total (5+6+7+8+9)	
11.	Grand Total (4+10)	
In words -----		
*	Contingent expenses: Includes expenses for making the required number of reports.	

Date  
signatory.....  
Place

Seal of the Organization

Authorized  
  
Name.....  
Designation.....

To

The Director,  
Education Division,  
Ministry of Tribal Affairs,  
Government of India,  
Room No. 412 (B-wing),  
Shastri Bhavan,  
**New Delhi-110001.**

**Subject: Expression of Interest (EoI) to conduct quick evaluation study on a Central Sector Scheme of Ministry of Tribal Affairs - “Rajiv Gandhi National Fellowship for ST students”.**

Name of Bidder Agency/Organization with Address-----

**FINANCIAL BID**

S.No.	Head	Total Cost (Rs)
1	Fee of key professionals	
2	Fee of the support field staff	
3	Contingent expenses*	
4	Total(1+2+3)	
5	Institutional Overheads if any, and basis of charge	
6.	Travel expenses for key professionals	
7.	Travel expenses for field staff	
8.	Cost of printing and Data processing	
9	Service Tax/Other taxes, if any, to be charged	
10	Total (5+6+7+8+9)	
11.	Grand Total (4+10)	
In words -----		
*	Contingent expenses: Includes expenses for making the required number of reports.	

Date  
signatory.....  
Place

Seal of the Organization

Authorized  
  
Name.....  
Designation.....



**Subject: Expression of Interest (EoI) to conduct quick evaluation studies.**

**CHECK LIST**

1. “TECHNICAL BID” AND “FINANCIAL BID” IN SEPARATE SEALED ENVELOPES with “**TECHNICAL BID**” AND “**FINANCIAL BID**” SUPERSCRIBED AS PER PROVISIONS DETAILED IN THE ANNEXS.
  
2. BOTH SEALED ENVELOPES (CONTAINING TECHNICAL AND FINANCIAL BIDS) SUBMITTED TO MINISTRY IN A COMMON SEALED ENVELOPE CLEARLY SUPERSCRIBED **Expression of Interest (EoI) to conduct quick evaluation studies on any or all of the following schemes of Ministry of Tribal Affairs:**  
  
BEARING THE NAME AND ADDRESS OF THE BIDDER ORGANISATION.   
  
EACH PAGE LEGIBLY PRINTED, NUMBERED, SIGNED, DATED AND STAMPED   
  
ATTESTED PHOTOCOPY OF REGISTRATION CERTIFICATE OF THE ORGANISATION ENCLOSED.   
  
CV OF KEY PROFESSIONALS IN STANDARD FORMAT ENCLOSED.   
  
CERTIFICATE SIGNED AND STAMPED BY HEAD OF ORGANISATION INDICATING THAT “KEY PROFESSIONALS AND SUPPORT STAFF AND EQUIPMENT/FACILITIES AS MENTIONED IN TECHNICAL BID (IS/SHALL BE MADE) AVAILABLE FOR THIS ASSIGNMENT”.   
  
ACCEPTANCE OF THE TERMS AND CONDITIONS (ANNEX –V)

Date.....  
Signature.....  
Place.....  
Name.....

Seal of Organisation.....  
Designation.....

**TERMS AND CONDITIONS**

1. The organization which intends to undertake the job for the proposed study should fulfill the eligibility criteria as specified in the documents.
2. The service charges/cost cannot be claimed as a matter of right. The release of the same will depend on the satisfactory completion of the study and at the sole discretion of the Government of India.
3. The organization will confirm in writing to the effect that the terms and conditions contained in this document are acceptable to it.
4. The organization has to enter into a contract specifying the terms and conditions with the Ministry before the work order issued by the later.
5. An Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand Only) is to be deposited along with the bid document in the form of an Account Payee Bank Demand Draft drawn on any nationalized bank in favour of the Pay and Accounts Officer, Ministry of Tribal Affairs, New Delhi payable at Delhi/New Delhi. The EMD will be returned to both successful and unsuccessful bidder without any interest on the EMD after the final decision is taken by the Ministry regarding selection of the organization and award of contract.
6. 5% of value of contract on account of Performance Security is to be deposited by the success bidder before contract is signed, and it shall remain in full force and in effect during the period that will be taken for satisfactory performance and fulfillment in all respects of the contract i.e. till receipt of the report. If the organization fails to deliver the services to the satisfaction of this Ministry, the Security Deposit shall be encashed by this Ministry on expiry of agreed delivery period as per contract.
7. Before the work order to the selected organization is issued, a security deposit amounting to five per cent of the total cost projected in the bid and duly accepted by the Ministry is to be deposited with the Ministry in the manner prescribed as against point 5 above.
8. The organization will not obtain any grant/fees for the same purpose/project from any other source, including the Government. In case, it wishes to receive grant for the same project from any other sources, the Ministry of Tribal Affairs will be intimated immediately explaining the reason. The Ministry reserves the right to impose conditions thereon if there is any apprehension of double funding.
9. If the government is not satisfied with the progress of the study or considers that, the terms and conditions etc. are being violated, it reserves the right to terminate the contract

with immediate effect and also take such other action as it deems fit with prior notice and the Organisation shall be liable to refund the amount already sanctioned with penal interest. The Organisation shall also be black listed and debarred from undertaking any project from the Ministry of Tribal Affairs for the next three years.

10. The organization shall not charge any fee from the beneficiaries.
11. The organization shall not profess or promote any religious/communal/fundamentalist/divisive beliefs or doctrines during the course of study.
12. In the event of a Court case, the organization shall not be entitled to any payment of cost till the matter is pending in the Court of Law. The Ministry shall not be responsible for any legal/intellectual/contractual disputes between the organization and a third party.
13. For all disputes involving Ministry of Tribal Affairs with regard to release of grants, the jurisdiction of the Courts will be Delhi.
14. The organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.
15. The study must be completed within the time stipulated in the proposal/sanction. Any extension proposals must be duly justified but not presumed to be automatic.
16. The Ministry may call upon the organization to supply any information or produce any document or book which, in its opinion, are necessary to justify proper study. It may also request the organization specifically appointed for the purpose, to hold any enquiry into specific matter/matters and submit the report to the Ministry.
17. The organization shall make suitable arrangements for the preservation of the data, such as filled in schedule tabulation or working sheets, manuscript reports etc. relating to the project in digital format, and make it available to Ministry only if required. The data can be destroyed only with approval of the Ministry.
18. Five copies of the final Project/Study Report have to be supplied to the Ministry alongwith a soft copy in CD. After three months of submission of the final report, the executive summary and recommendations of the study should be put up on the organisation's website.

19. The project report in any form can be published after three months of the final submission to the Ministry with due acknowledgement that the study has been funded by the Ministry of Tribal Affairs, Government India.
20. Depending on the merits of the case, the Ministry shall have the authority to impose such additional conditions as it may deem expedient, explaining the reasons for doing so.
21. The final report must mention, at the preface, the support received from the Ministry but the report is the finding of the Organisation and does not necessarily reflect the views of the Ministry.
22. Payment of the cost for study will only be made as per the following schedule: 50 % on awarding of contract, 25 % on submission of the preliminary report and the remaining 25% after submission of the final report.

Date  
Place

Signature of President/Secretary  
Full Name  
Designation  
Official Seal

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