Tender Document

Post Enumeration Survey
(E-Tendering Mode only)

(Tender No.: SSA/Proc./2013/08 Dated: 30-09-2013)

Note: -

The prospective tenderer have the option to download the tender document from www.ssapunjab.org. OR www.etender.punjabgovt.gov.in, they have to pay fee of Rs. 1000/- (One Thousand Only) and Earnest Money Deposit have to pay of Rs. 20000/- (Four Twenty Thousand only) by online payment, RTGS/NEFT, Debit/Credit card, internet banking and Processing Fees of Rs. 2247/- (Two Thousand Two Hundred Forty Seven only) of Punjab Infotech Ltd., Chandigarh through online. **Payments through Demand Draft are not acceptable.**

Consequent upon issuance of work/supply order to undertake the job in favour of the successful bidder, the concerned bidder shall deposit Performance security @ 10% of total value of work/supply order through Bank Guarantee/FDR/Demand Draft.

If cost of the Tender Document & Earnest Money Deposit are not paid as per above, bid will be rejected out rightly.

Aspiring bidders who have not obtained the User ID and Password for participating in e-tendering may obtain the same by registering in e-procurement portal (http://etender.punjabgovt.gov.in). The bidders once registered can participate in the tender of Post Enumeration Survey.

You may contact for any query/problem relating e-Tendering 0172-3934665,0172-3934667(Tele-Fax), 9257209340, 8054628821.

Principal Secretary-cum-DGSE-cum-SPD,SSA, Punjab

Signature of Bidder with Stamp

EXPRESSION OF INTEREST (EOI)

Last date of receipt of EOI	**21-10-13 upto 11.00 AM**
Date & Time of opening of Technical Bid	**21-10-13 @ 11:30 AM**
Date & Time of opening of Financial Bid	**25-10-13 @ 11:00 AM**

Post Enumeration Survey of around 950 school under Sarva Shiksha Abhiyan Authority, Punjab.

Sarva Shiksha Abhiyan is a comprehensive and integrated flagship programme of Govt. of India to attain Universal Elementary Education in the country in a mission mode. MIS (Management Information System) is a component under SSA which conducts **UDISE** (Unified District Information System for Education) **survey** every year. The unit of data collection under UDISE is school, and district is the main unit of dissemination. The frequency of data collection is once per annum and September 30 each year is the date of reference. All the schools, irrespective of the school management imparting elementary education, are covered under UDISE. The system (UDISE) collects and computerizes detailed data on school location, management, teachers, school buildings and equipment, enrolment by gender and age, incentives and the number of disabled children in various grades.

In order to verify the accuracy of UDISE data, it has been made mandatory by Govt. of India for all the States/UTs to get the UDISE data sample checked by the external agency. In view of this, Sarva Shiksha Abhiyan Authority, Punjab is inviting Expression of Interest from the reputed monitoring agencies/institutes, research organizations etc dealing with such type of works.

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Evaluation of UDISE data on 5% sample checking basis under Sarva Shiksha Abhiyan.

1. You are hereby invited to online submit technical and financial proposals for evaluation of UDISE data on 5% sample checking basis in all 22 districts of Punjab.

2. The Purpose of this evaluation is :
   - ➤ To assess the status of the sample schools as per the UDISE information indicators.
   - ➤ To assess the authenticity of the data collected from the sample schools by the field functionaries of SSAA, Punjab, as compared to the post enumeration survey in the same schools.
   - ➤ To analyze the strengths and weaknesses of the UDISE in the district right from school to district.
   - ➤ To project the authenticity of the data of 5% Post Enumeration Survey to the district and State data.

3. The following documents are enclosed to enable you to submit your proposal:-
   - ➤ Terms of reference (TOR) (**Annexure – "A"**)
   - ➤ Detail regarding number of schools (**Annexure "B"**).
   - ➤ Data Capture Format (DCF) for 5% Post Enumeration Survey (**Annexure "C"**) **(only one copy)**

4. Deputy Manager (MIS) may be contacted at the above given address for clarification regarding the Scope of the work, terms of the reference, contract conditions and any other pertinent information.

5. <u>The submission of the proposals:</u> The proposals should be submitted in two parts viz., **Technical** and **Financial**.

5.1 The Department reserves the right to accept or reject any or all the EOI without assigning any reason. Sarva Shiksha Abhiyan Authority, Punjab

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takes no responsibility/accepted for delay or non-receipt of EOIs in prescribed time and not accepted any letter sent by post either way.

5.2 **Opening of proposal**

The technical proposals will be opened by the Committee of O/o State Project Director, SSA, Punjab or his authorized representative in his office in the presence of agencies authorized representatives. It may please be noted that the financial bid will be opened of those firms, who have been qualified in technical bids.

6. **Award of Contract**

The decision on award of the contract would be as under :-

a. The company whose proposal does not meet the minimum qualifying requirement, the financial proposal of such company will not be opened and the same will remain in the custody of this office. This office will simultaneously notify the companies that have secured the minimum qualifying requirement.

b. The Financial proposals of qualified bidders shall be opened in the presence of the company's representatives.

c. The evaluation committee will determine whether the financial proposals are complete. Incomplete, incorrect and vague financial proposals will be rejected out rightly.

d. State Project Director, SSA, Punjab is not bound to select any of the companies submitting proposals and have all the rights to reject any or all proposals without assigning any reason.

e. Joint ventures between companies on the shortlist are not permitted except with the prior approval of the State Project Director, SSA Punjab. The request for a joint venture should be accompanied with full details of the proposed association.

f. Please note that the payment, which you receive from the contract, will be subject to normal tax liability in India. Kindly contact the concerned tax authorities for further information in this regard if required. It will be the entire responsibility of the company to clear all dues of taxes. The Tax at source as deemed fit will be deducted from the Bill.

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TERMS OF REFERENCE (TOR)

1) BACK GROUND

"UDISE" (Unified District Information System for Education) is a system for scientific collection of data related to schools. Under the process, the districts are selected as nodal point for data collection, computerization, analysis and use of data. The State level MIS wing coordinates the activities of the districts.

The flow of data plays an important role in information system. UDISE is a tool to support the decentralized planning and management of SSA. The basic data collected from the schools are verified by the Block Resource Persons and Cluster Resource Persons for their completeness and delivered to the District MIS in-charges who maintain records of all forms. The data are computerized and analyzed at the district level.

The main contents of UDISE information are related to the following:-

➢ School particulars viz. School name, Rural/Urban, village name/Ward No., Cluster, Block, school establishment, school category, type of school, management of school, medium of instruction, staff category, sanctioned and staff positions in schools.

➢ School building, equipments in schools, facilities, furniture.

➢ Extensive data on teachers, Enrolment, Enrolment by age and grade, Repeaters and readmission, Examination results.

➢ Number of children with disability in the school.

2)   **SCOPE OF WORK**

2.1   Company shall provide methodology to be adopted for monitoring.

2.2   The company is required to summarize their filed observations regarding training of teachers in filling up of DISE formats, infrastructure in the district MIS Unit, feedback to schools in terms of School Report Cards, display of key information on the school display board, availability of UDISE data at all levels, dissemination and awareness about UDISE data, availability of HW and SW and computer professionals for the MIS Unit, etc. They may also provide their suggestions for improving the quality of UDISE data.

2.3   On completion of work, company shall make a detailed report on comparison of 5% sample checking data with UDISE Data.

2.4   Company shall suggest the ways and means for improving the quality of data collected.

2.5   The company shall develop a report on the observations made and submit at least 5 copies of the same to this office.

3)   **REPORT TO**
State Project Director, SSA, Punjab and copy to the MIS branch.

4)   **DATE OF SUBMISSION OF FINAL REPORT**
Detailed report along with suggestions must be submitted in this office within 45 days from the date of award of contract. Sundays and public holidays will not be counted.

5) <u>PAYMENTS</u>

5.1 **Payment Terms & Conditions**

- ➤ Sub standard work shall attract penalties to be determined by the State Project Director, SSAA Punjab office.
- ➤ Failure on the part of the company to submit the report within the stipulated period will render him liable to imposition of penalty as per the following schedule:

  a) for delay 1 to 7 days 2% of the total amount.

  b) for delay between 8 to 10 days 4% of the total amount.

  c) for more than 10 days SPD, SSAA Punjab reserves the right to impose penalty or to cancel the order.

- ➤ 50% payment will be released after the completion of field work (certificate will be submitted by the firm in this regard) and remaining 50% payment will be released after the submission of final report.
- ➤ All disputes regarding the assignment shall be settled in the Chandigarh Jurisdiction.

6) <u>INPUT FROM SSAA, Punjab</u>

6.1 SSAA, Punjab will provide a list of schools selected for 5% sample checking survey.

6.2 SSAA, Punjab will provide filled UDISE booklets for comparison of aforesaid schools after the completion of field work of 5% sample checking by the company.

7) <u>REVIEW COMMITTEE</u>

7.1 The committee will review the detailed progress report, observations and suggestions.

8) DOCUMENTS TO BE FURNISHED FOR THE EOI

The following documents are required to be submitted along with the EOI application. Non-submission of any document or submission of incomplete, misleading or false information may render the applicant liable for cancellation of application.

➢ Documentary evidence indicating the eligibility of Applicant company to participate in this EOI. **Applicant company must have undertaken at least 2 such kind of different assignments (in the field of educational research) (Form-I)**.

➢ Certificate of Registration.

Financial Proposal should include cost of work as per the format given in Form No.-II.

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED

1.   Brief Description of the company:

2.   Outline of recent experience on assignments of similar nature:

Sr. No.	Name of Assignment	Owner or Sponsoring Authority	Cost of Assignment	Date of commencement	Date of completion	Was Assignment satisfactory completed (attach proof)
1.	2.	3.	4.	5.	6.	7.

Stamp & Signature

(Authorized Representative)

Signature of Bidder with Stamp

FORM NO. - II

(Also to be supplied on company's letter head)

SR. NO.	Detail	AMOUNT (In Rs.)	
		IN FIGURE	**IN WORDS**
1.	**Total Cost of the assignment.**		
2.	(**Taxes if any**)		
3.	**Grand Total (including all taxes)**		

If agency does not mention the taxes at Sr. No.-2 above, it will be presumed that the amount mentioned in Grand Total at Sr.No.-3 above includes all taxes.

Stamp & Signature

(Authorized Representative)

Signature of Bidder with Stamp