Tender Document

Post Enumeration Survey of UDISE Data 2014-15
(E-Tendering Mode only)

(Tender No.: SSA/Proc./2014/09 Dated: 24-09-2014)

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.

State Project Director
Sarva Shiksha Abhiyan Authority
Punjab, SAS Nagar

Signature of Bidder with stamp

EXPRESSION OF INTEREST (EOI)

Date of sale of EOI	**24-09-14 at 11:00 AM**
Last date of receipt of EOI	**15-10-14 upto 11.00 AM**
Date & Time of opening of Technical Bid	**15-10-14 @ 11:30 AM**
Date & Time of opening of Financial Bid	**15-10-14 @ 01:00 PM**

Post Enumeration Survey of around 900 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 December 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.

Signature of Bidder with stamp

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 uploaded 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 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.

Signature of Bidder with stamp

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.

   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.

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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) VALIDITY OF TENDER

Validity of the tender will be upto 90 days.

6) AMENDMENT IN THE TENDER

The amendment will be notified by general advertisement, or website "www.ssapunjab.org" and "http//e-tender.punjabgovt.gov.in"

7) PAYMENTS

7.1 **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, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator i.e. Secretary, School Education, Punjab. The award of the sole arbitrator shall be final and binding on both the parties under the provisions of the Arbitration and Conciliation Act, 1996 or by statutory modification reenactment thereof for the time being in force. Such arbitration shall be held at SAS Nagar.

➢ In all matters and disputes arising hereunder the appropriate Court at SAS Nagar shall have jurisdiction to entertain and try them.

8) INPUT FROM SSAA, Punjab

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

8.2 SSAA, Punjab will provide soft copy of UDISE Data (in CD-Rom) for comparison of aforesaid schools after the completion of field work of 5% sample checking by the company.

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9)   <u>**REVIEW COMMITTEE**</u>

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

10)   <u>**DOCUMENTS TO BE FURNISHED FOR THE EOI**</u>

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 must be uploaded.

➢ Copy of Pan Card must be uploaded.

➢ The bidder must be upload copies of audited P&L accounts and balance sheets for the last three years financial session.

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

Signature of Bidder with stamp

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.

Note: Do not fill in this form. Please fill in Excel sheet only of technical bid.

Signature of Bidder with stamp

FORM NO. - II

SR. NO.	Detail	AMOUNT (In Rs.)	
		IN FIGURE	IN WORDS
1.	**Total Cost of the assignment.**	Do not quote in this page.	Do not quote in this page.
2.	(**Taxes if any**)	Do not quote in this page.	Do not quote in this page.
3.	**Grand Total (including all taxes)**	Do not quote in this page.	Do not quote in this page.

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.

Note: Do not fill in this form. Please quote the rates in excel sheet of financial bid only. If any bidder will be quote the rates with technical bid. They will out rightly rejected in technical bid.

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900 Schools selected for 5% Sample Checking Survey, 2014-15

Sr. No.	District	No. of Schools
1	Amritsar	45
2	Barnala	15
3	Bathinda	24
4	Faridkot	18
5	Fatehgarh Sahib	31
6	Ferozepur	30
7	Fazilka	39
8	Gurdaspur	46
9	Hoshiarpur	76
10	Jalandhar	66
11	Kapurthala	37
12	Ludhiana	70
13	Mansa	25
14	Mohali	32
15	Moga	32
16	Muktsar	28
17	Nawanshahr	33
18	Pathankot	49
19	Patiala	65
20	Ropar	45
21	Sangrur	52
22	Tarn Taran	42
	TOTAL	**900**

Signature of Bidder with stamp

National University of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi – 110016

SAMPLE CHECKING OF DISE 2014-15

Please follow the instructions given below:

• It is mandatory for all the States and UTs to check the DISE data on random sample basis each year.

• Each state has to draw a sample from 10 per cent of Districts with a minimum of at least 2 districts for random checking of data. Within each sample district, 5 percent schools from each block are required to be selected.

• The State Project Director will draw a sample of districts. The districts may be selected in such a fashion so that they represent the entire population of the State. Special focus districts, districts having literacy rate below and above the state level may be the possible criteria to draw sample. Districts selected in the previous year, need not be selected in the current year.

• It is mandatory for states to engage independent agencies such as monitoring institutions identified for state in sample checking of data. Sample reports are available at www.dise.in.

• Actual sample of schools will be drawn by the agency entrusted the task of data checking. While drawing school sample, ensure that schools located both in the rural and urban areas are selected, as well as, schools from all types of managements and categories (including Secondary and Higher Secondary) are also represented. Due consideration should also be given to schools pre-dominantly located in SC, ST and minority areas.

• It is advisable that filled-in school formats should be provided to agency only after completion of field work.

• The district and states are not required to modify the filled-in formats on the basis of the outcome of the sample checking of the data.

• The office of the SPD will make all necessary arrangement for smooth conduct of the sample checking of data.

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- The agency entrusted the task of sample checking of data would be required to submit a detailed report which should be discussed with the State. They should also comment on the coverage of the schools in the district under DISE.

- The agency entrusted the task of sample checking of data is required to summarise filed observations regarding training of Head Master in filling- up of DISE DCF, 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 DISE data at all levels, dissemination and awareness about DISE data, use of DISE data in planning, evidence of sharing workshops at all levels, data feeding arrangements at the district level, availability of hardware and software and computer professionals at the MIS Unit, etc. They may also provide their suggestions for improving the quality of DISE data.

- It is mandatory for State to submit the final report of the sample checking of data (both soft and hard copies) to the national   level authorities as well as State Project Director.

- CD containing DISE 2014-15 data without detailed report of the sample checking of data will be returned.

- It is suggested that the sample checking of data be undertaken sometime in the month of October or immediately after the completion of DISE data collection.

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District Information System for Education (DISE)
Five Percent Sample Check: Special DCF for Post Enumeration Survey

Date of visit to School: ..../...../........   Academic Year: ..../........
Name of the Person conducting the survey: ....
Name of the organization conducting the survey:...
....
....
....
State: District: Pin Code:.

A. School location Particulars

1. Village name (Rural Area) /Ward No. (Urban Area)_____

2. School - Rural=*1* or Urban =*2*   ☐

3. Block/Municipal name _____

4. DISE Code:☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

B. School Particulars

1. Name of the School: _____

2. Name of the Principal/Head Teacher, Educational Qualification and Experience as Principal/Head
Teacher: (Please Note: Write the details of each one if Principal/Head Teacher is different for
Elementary/secondary/Higher secondary)
Ms. /Mr. _____

   Ms. /Mr. _____

   Ms. /Mr. _____

3.   Lowest class in the school ☐ ☐   16. Highest Class in the school   ☐ ☐

4.   Type of school [Boys = 1, Girls = 2, Co-educational = 3]   ☐

5.   Managed by (School Management)   ☐
        [Department of Education = 1, Tribal/Social Welfare Department = 2, Local body = 3, Pvt.
        Aided = 4, Pvt. Unaided = 5, others = 6, Central Govt. = 7, Unrecognised = 8, Madarsa
        recognized (by Wakf board/Madarsa Board) =97, Madarsa unrecognized= 98]

6. Year of establishment of school: ☐☐☐☐

7. Year of recognition of school:

Elementary Stage ☐☐☐☐ Secondary Stage ☐☐☐☐ Hr. Secondary Stage ☐☐☐☐

8. Is the school a shift school [Yes=1, No=2] ☐

9. Is the school residential [Yes=1, No=2]

10.   Affiliation Board: [CBSE=1, State Board=2, ICSE=3, International Board=4, Others=5]

For Secondary sections   ☐   For Higher Secondary sections   ☐

11.   Pre-primary section (other than Anganwadi) attached to school [Yes = 1, No = 2] ☐

If yes, a) Total students   ☐☐☐☐ b) Total teachers   ☐☐☐

12. Is CCE being implemented in school at elementary level? [Not Applicable=0, Yes=1, No=2] ☐

13. Results of the Class X Examination for the previous academic year

Category	Number of Students Appeared			Number of Students Passed/Qualified		
	Boys	Girls	Total	Boys	Girls	Total
Total						

14. Results of the Class XII Examination for the previous academic year

Category	Number of Students Appeared			Number of Students Passed/Qualified		
	Boys	Girls	Total	Boys	Girls	Total
Total						

C. Staff details

1.   Staff category

	No. of sanctioned posts (if applicable)					Number in-position				
	For Primary	For Upper Primary	For Secondary	For Hr. Secondary	Total	For Primary	For Upper Primary	For Secondary	For Hr. Secondary	Total
a. Teaching Staff (Regular Teachers)										
b. Contract Teachers										
c. Part-time instructor positioned as per RTE										

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D. Facilities in school

1. Status of the school Building? ☐
[Private =1, Rented=2, Government=3, Government school in a rent free building=4, No Building=5, Dilapidated=6, Under Construction=7]

2. Details of classrooms and availability of furniture

a)	Class/Grade	Total Classrooms used for instructional purposes	No. of classrooms under construction	Availability of Furniture (desk/table) for Students [All=1, Some = 2, None=3]
i	for Elementary section (classes 1 to 8)			☐
ii	IX			☐
iii	X			☐
iv	XI			☐
v	XII			☐

3. Classrooms by condition

		Type of building block	No. of classrooms by condition		
			Good condition	Need minor repair	Need major repair
Elementary Sections	a	Pucca			
	b	Partially pucca			
	c	Kuchcha			
	d	Tent			
For secondary classes					
For Hr. Sec. classes					

4. Land available for Additional Classrooms [Yes=1, No=2] ☐

5. Separate room for Head Teacher/ Principal available [Yes = 1, No = 2] ☐

6. No. of functional Toilet seats   Boys only   ☐ ☐   Girls only ☐ ☐

7. Main source of drinking water facility
   [Hand pumps =1, Well =2, Tap water =3, others =4, none =5]   ☐

8. Electricity connection available in the school [Yes = 1, No = 2, Yes but not functional =3] ☐

9. Type of Boundary wall ☐
   [Pucca=1, Pucca but broken=2, barbed wire fencing=3, Hedges=4, No boundary wall=5, others=6, Partial=7, Under Construction= 8]

10.   Does school has Library facility/Book Bank/Reading Corner? [Yes=1, No=2]   ☐

11.   Does the school subscribe for news paper/magazine? [Yes=1, No=2]   ☐

12.   Playground [Yes=1, No=2]   ☐

13.   Total number of computers that are Functional   ☐ ☐ ☐

14.   Whether Medical check-up of students conducted last year (Yes = 1 / No = 2)   ☐

15. Whether ramp for disabled children needed to access classrooms [Yes = 1, No = 2]   ☐

     a. If yes, whether ramp(s) is/are available [Yes=1, No=2]   ☐

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E. Enrolment in current academic session

Classes →	Pre-Primary		I		II		III		IV		V		VI		VII		VIII		IX		X		XI		XII	
Sections																										
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
A - General																										
B - SC																										
C - ST																										
D - OBC																										
E- Total																										
Muslim																										
Out of Total enrolment provide details of enrolment belonging to following Minority groups as below*																										
Muslims																										
Christians																										
Sikhs																										
Buddhist																										
Parsi																										
Jain																										
Others																										

* Minority as nationally defined.

Signature of Bidder with stamp

Investigator Feedback Schedule

1. Name of the Person conducting the survey :

2. U-DISE School Code :

3. Date of visit of the School : ..../......./......

4. Was the School open on the first day of the visit: (Yes = 1/ No = 2) ☐

5. If no when was the School visited second time (Date) : ..../......./......

6. Was the school open on the second visit: (Yes = 1/ No = 2) : ☐

7. Number of visits made to the school to get information:
(In case the school was closed on both the days, contact the BRC/CRC Coordinators for replacement of the school to be surveyed. Replacement should be resorted only in exceptional cases.)

Attributes pertaining to the Principal /Head Teacher towards the investigation:

Attribute	Category of Response from the School				
	Very Good	Good	Average	Poor	Very Poor
Initial reaction of the Principal/Head Teacher					
Response of the Principal/Head Teacher to provide information					
Availability of Records					

1. Was the Principal /Head Teacher able to provide the information pertaining to enrolment and details of pass percentage easily? (Yes = 1/ No = 2): ☐

2. Was the Principal able to give the enrolment and other details from a single Register? (Yes = 1/ No = 2): ☐

3. Do the teachers in the school fill-up the attendance register properly?
(Yes = 1/ No = 2): ☐

4. Does the principal have the year end summery details of Children for all grades available with him? (Yes = 1/ No = 2): ☐

5. Was the School Report Card available in the School? (Yes = 1/ No = 2): ☐

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6. Are the attendance registers properly maintained and kept in the Almirahs?
(Yes = 1/ No = 2): ☐

7. Do the Teachers in the school come on time? (Yes = 1/ No = 2): ☐

8. Was the School having a photo copy of filled in U-DISE DCF? (Yes = 1/ No = 2): ☐

9. Did the investigator face any problem in getting the required information from the
School? (Yes = 1/ No = 2): ☐

If yes, briefly mention the kind of problem faced by the investigator in eliciting the
information from the school
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....
(Please use a separate paper if the space provided is not sufficient)-
10. Does the school have a Display Board? (Yes = 1/ No = 2): ☐

11. Is there a provision of Mid-day meal in the School? (Yes = 1/ No = 2): ☐

12. How is the quality of food being served to the children in the Mid-Day Meal Scheme?
(Please write your comments below)
....
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13. How is the seating arrangement made for children in the school?
(Please write your comments below)
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