

**Tender Fee Rs. 100/-**

**TENDER DOCUMENT FOR  
EVALUATION/IMPACT STUDY**

**UNDER**

**NATIONAL RURAL EMPLOYMENT GUARANTEE  
SCHEME RAJASTHAN**

For District.....

# **Technical Bid**

Office of the Commissioner, Employment Guarantee Scheme,  
Secretariat, Jaipur.

GOVERNMENT OF RAJASTHAN  
RURAL DEVELOPMENT & PANCHAYATI RAJ DEPTT.  
(GROUP-3.NREGA)

NO.F 4 (29)RDD/NREGS/GR.3/2009-10 Jaipur, Dated 6-11-09

TENDER NOTICE

Department of Rural Dev. & Panchayati Raj (NREGA), Secretariat, Jaipur invites sealed tenders into two envelope system (I<sup>st</sup> Technical & II<sup>nd</sup> Financial) for " **To conduct a Evaluation/ Impact study under NREGS Rajasthan in scientific manner for each District**" from Govt./ Semi Govt. Institutions, Non Govt. Organization & Institutions having depth knowledge and proven track record. The details of tender fee, EM, study duration last date & time of submission of tender & opening date of Tender are as under:

Tender fee per District (non refundable)	Earnest Money per District	Time allowed for study	Last Date & Time of receipt of Tender Document.	Date of opening of Tender & Time
Rs.100/-	2000/-	3 month	Nov 27,2009 up to 3 p.m.	Nov 27, 2009 up to 3.30 p.m.

Tender documents and other detailed information may be downloaded from the Department's Website [www.rdprd.gov.in](http://www.rdprd.gov.in) only after 5 Nov.2009.

Commissioner, EGS is not bound to accept the lowest tender and may be reject any tender or any part of the tender without assigning any reason thereof tenders received after the prescribed time and date shall be rejected.

Commissioner, EGS

TEL- 0141- 5116614

From :

Name of the Firm with address

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**TENDER FORM**  
**(To be kept in the Envelop of Technical Bid)**

To

The Commissioner,  
Employment Guarantee Scheme,  
Secretariat, Rajasthan Jaipur.

Sub: **Submission of Tender for the Evaluation/ Impact Study under National Rural Employment Guarantee Scheme, Rajasthan for District.....**

Dear Sir,

With reference to your tender inviting notice No. F-4 (29) RDD/Gr. 3/NREGS/Study/2009-10 dated ..... We hereby offer to undertake the job specified in the Terms & Conditions of the Tenders with its annexure (s) at the rates/ Amount mentioned in the Financial Tender Form (**Schedule B**). **WE FURTHER SUMBIT THAT:**

1. The Cost of the Tender Document (Rs. 100/-) and Amount of Earnest money Rs 2000/-, Total 2100/- (in words Rupees two thousand one hundred only) is being deposited vide enclosed DD/.....Banker's Cheque No. ....dated..... in favour of the CEO, RAJ. GRAMIN ROJGAR GURARANTEE PARISHAD, Jaipur. The DD/Banker's cheque is payable at par at Jaipur and placed in Envelope No.1
2. I/We agrees to abide by the process to be evolved by the RD Deptt. (NREGA) For evaluating the Technical and Financial Bids.
3. Should this tender be accepted, I/We hereby agree to abide by Terms & Conditions (Schedule-C) along with its annexure (s) attached here to duly signed by me/us. It is certified that **I/We have not added any additional condition or had made any kind of changes / alteration in tender document proposed in Deptt.**
4. All the schedules and documents necessary in this connection are enclosed hereto. All the documents/photocopies of the documents have been self-attested by me/us and the RDD, NREGA is free to prosecute me/us in a competent court of law if any of the documents/photocopies of the documents is/are found to be false or forged.
5. The amount quoted in the financial bid will be valid for 90 days from the date of received of tenders. Earnest money may be forfeited if we/I desires to change bid offer within this period.
6. Other necessary details about us are given in the Technical Tender form (Schedule-A) and Bio-data of the Bidder (Annexure-I) enclosed herewith.
7. List of the documents being submitted by me/us in support of my/our technical bid is as under:-

S. No	Particulars of the Documents enclosed	Total Number of Pages
<b>Envelop No. 1 Technical Bid</b>		
a	Tender Form in the format of an application to be submitted by the bidder to the Commissioner EGS, Rural Development Department(NREGA), Govt. of Rajasthan, Jaipur.	
b	Schedule-A 'Technical Tender Form'.	
c	Terms of Reference	
d	Annexure-1 'Bio-Data of the Bidder'.	
e	Annexure-2-Containing the details of procedure to be adopted for Evaluation/ Impact study duly signed by the bidder.	
f	Annexure-3 'Action Plan' for the study duly prepared and signed on each page.	
g	Annexure-4 'Self Appraisal (Competency Statement) duly prepared and signed on each page (category wise details i.e. details of technical/non-technical person to be engaged with minimum qualification for field observations similarly and details of expert with minimum qualification for compilation of field data to prepare reports)	
h	Annexure-5 "Deployment Plan" of team provided for field observation.	
i	A self attested copy of the constitution of the Agency.	
j	Other Documents, In bid's support	
	a.	
	b.	
	c.	
	d.	
k	Schedule -C Terms and Conditions of the Tender	
<b>Envelope No. 2 Financial Bid</b>		
i.	Schedule- B Financial Tender Document	
All these sealed envelopes No. 1, No. 2, are placed in third envelop on which <b>"Tender for Evaluation /Impact Study under NREGA for district -----"</b> along with the name of Agency/Firm" is written.		
Signature of the Tenderer		
Name of Signatory:		
Status / Post of the Signatory:		
Name of the Company / Agency:		
Address		
Ph. No.		
E-Mail		
Date:		

## Schedule-A 'Technical Tender Form'

1	Department Inviting the Tender	COMMISSIONER EGS	
2	Reference of NIT:	No. F.4 (29) RD/ Gr.- 3/NREGAS/Study/2009-10 Dated -----	
3	Work or Services to be outsourced under Tender:	To conduct Evaluation/Impact study under National Rural Employment Guarantee Scheme Rajasthan in Scientific manner and submitting the complete detailed study report for ..... <b>District.</b>	
4	Officer inviting the tender:	Commissioner, EGS, RD&PRD, Jaipur.	
6	Last Date, time and place for receiving the sealed tenders:	27-11-2009 upto 3pm, Project Director. EGS Room No. 8004, North-West Building Secretariat, Jaipur.	
7	Date, time and place for opening of technical bids.	27-11-2009, at 3.30 pm Project Director, EGS, Room No. 8004 North-West building Secretariat, Jaipur.	
8	Date, time and place for opening of financial bids.	27-11-2009 at 3.00 pm Project Director, EGS, Room No. 8004 North-West building Secretariat, Jaipur. (information would be given be email to Only Successful Bidders in Technical Bid)	
9.	Name of the Bidder with Particulars:	Name:	
		Address:	
		Tel. No. With STD code: Mobile No :	
		Fax No.:	
		E-mail Id :	
		Website :	
13.	Tender from cost Rs. 100/- deposited vide: Earnest Money Rs. 2000/- (Rs. TWO Thousand one hundred only) deposited.	DD/ Cash Receipt No. ----- Date----- for Rs----- Payable at ----- (Original DD/Bankers cheque enclosed herewith)	
15.	Registration Particulars of the Bidder:	Status (Company/Institute/Firm/ Corporate Body etc.)	
		Registration No. & date	
		Office where Registered	
		Law under which registered	
		Validity Period of Registration, up till date	
16.	Business Turnover of the bidder during last 3 Financial years (Enclosed Balance Sheet duly audited by CA).		
	Financial year:	Annual Business Turnover (in Rs. Lacs)	Documentary Proof as annexure number

	2006-07		Annexure-----, page -----
	2007-08		Annexure-----, page -----
	2008-09		Annexure-----, page -----
17.	Sales Tax/VAT Regn. No. of Ct.applicant:		Annexure-----, page -----
18.	Service Tax Regn. No.:		Annexure-----, page -----
19.	PAN No.:		
20.	Details of Bidders Bankers are as under: -		
	1		
	2		
	3		
21.	Name and Designation of the Authorized Signatory: -		
	(i) Name and Designation:		
	(ii) Address:		
	(iii) Contact Nos.		
22.	Bio-Data of the Bidder (Annexure-01 to Terms & Conditions) duly filled is enclosed or not (YES/NO)		Annexure-----, page -----
23.	Detailed of Evaluation Impact Study duly signed by he bidder (Amexture-2)		Annexure-----, page -----
24.	Detailed Action Plan (Annexture-3)		Annexure-----, page -----
25.	Self Appraisal (competency Statement) (Annexure-4)		Annexure-----, page -----
26.	Deployment Plan (Annexure-5)		Annexure-----, page -----
	Signature of the Bidder		
	Date		
	Name of the bidder Company		
	Status or Post held by the person signing and submitting this bid		
	Contact phone number with STD Code		
	Contact Mobile Number if any		

**Annexure-01 Bio-Data of the Bidder**  
**Bio-Data of the Bidder**

'Tender for the work of under taking Evaluation/ Impact Study under National Rural Employment Guarantee Scheme, Rajasthan for ----- District.

**Bio-Data of the Bidder**

1	Name of the Company/Agency/NGO	
2	Registered Office Address	
	Telephone No./ Mobile No.	
	Fax No.	
	E-mail Id	
	Website	
3	<b>Name of the Promoters of the Company</b>	
4	Is the Company/Agency is Registered (Yes/No)	<b>Yes/No</b>
4.1	If Yes, Give details under what Act/Rules	
4.2	Registering Authority, with Full Address	
4.3	Registration Number	
4.4	Registration is valid up till date	

5	Name and Address of the Directors/Office bearers of the Company/Agency					
	<b>S.No.</b>	<b>Name</b>	<b>Qualifications</b>	<b>Post</b>	<b>Address</b>	<b>Telephone Nos.</b>
	1					
	2					

	3					
	4					
	5					
<b>Note: - Annex a separate list if space provided is not sufficient.</b>						
6	Authorized office bearer for dealing with the Government Secretariat, Jaipur in relation with this tender					
	<b>S.No.</b>	<b>Name</b>	<b>Qualifications</b>	<b>Post</b>	<b>Address</b>	<b>Telephone Nos.</b>
	1					
	2					
7	Local (JAIPUR) Address of the Company/Agency					
7.1	Contact person(s) with full address and telephone numbers at JAIPUR					
	<b>S.No.</b>	<b>Name</b>	<b>Qualifications</b>	<b>Post</b>	<b>Address</b>	<b>Telephone Nos.</b>
	1					
	2					

8. Does a Chartered Accountant audit the Company for every Financial Year?  
(YES/NO)
- 8.1 If Yes, enclose audited as on 31-03-2007 Annexure No.\_\_\_\_at  
Balance sheets of the page\_\_\_\_  
bidder for the agency as on 31-03-2008 Annexure No.\_\_\_\_at  
preceding years page\_\_\_\_  
(Please enclose and as on 31-03-2009 Annexure No.\_\_\_\_at  
mention the enclosure page\_\_\_\_  
number)
10. PAN/TIN numbers of the company (bidder)
- 11.1 If yes please give registration number.
- 11.2 Please enclose the registration Certificate Annexure  
(Please mention the enclosure number) No.\_\_\_\_at  
page\_\_\_\_
12. Is the Company agency (bidder) have been YES / NO  
black listed any time in past
- 12.1 If No, A self attested certificate is to be Annexure  
submitted on letter pad) No.\_\_\_\_at

- 13 Does the Company agency (bidder) have records that prove that only qualified personnel are performing work in the Company? page\_\_\_\_ (YES/NO)
- 13.1 If yes, provide a copy of the records. (Please mention the enclosure number) Annexure No.\_\_\_\_at page\_\_\_\_
14. Is the agency/Company (bidder) is/has undertaken such/similar studies. (Yes/ No)
- 14.1 If Yes, furnish information in the following format about 5 organizations.

S. No.	Name of the Organization with Address & Contact Number	From- To	Total cost of study	Enclose of documentary proof with marked annexure number Annexure No.____at page____ Annexure No.____at page____ Annexure No.____at page____
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Signature of the Tenderer	
Name of Signatory	
Status/Post of the Signatory	
Name of the Company/Agency	
Date	

**The details of procedure to be adopted for Evaluation Impact Study as per "TOR for study"**

**"Action Plan for the Study" (Soft copy in CD is also to be enclosed).**

**Self Appraisal (competency statement).**

## **Deployment Plan.**

**Annexure- 5**

**Schedule-B 'Terms & Conditions of the Tender'**

**TENDER FOR EVALUTION/IMPACT STUDY UNDER NATIONAL  
RURAL EMPLOYMENT GUARANTEE SCHEME RAJASTHAN FOR -  
DISTRICT**

**Definitions and Explanations : -**

1. Unless the context requires otherwise, with reference to this Tender and all other documents in pursuant to this tender process: -
  - (a) "Agency" shall mean the Company/Agency/Firm/Institution/ whose tender have been approved for the Scientific Study and it includes its legal heirs, representatives, administrators, successors and permitted assigns.
  - (b) "Agreement" shall mean the Agreement to be signed by and between the Commissioner, EGS, RD Deptt. Secretariat and the Agency for providing Services in pursuant to this tender process.
  - (c) "Bidder" shall mean company/agency/firm/institution who submits its bids for Evaluation/ Impact Study under NREGS Rajasthan.
  - (d) "Effective Date" shall mean the date from which the Agreement in pursuant to this tender process comes into force.
  - (e) "Party" shall mean any party to the Agreement under this tender process and "Parties" shall mean both the parties to the Agreement.
  - (f) "Commissioner" shall mean Commissioner EGS to Government of Rajasthan.
2. If there is any dispute between the parties about interpretation of any term, any clause or any other issue regarding this tender or Agreement in pursuant to this tender process, the matter will be referred to the Commissioner EGS, and the decision given by the Principal Secretary, RD & PRD, GOR, would be binding on both the parties.

**Basic Qualifications for the Bidder/ Agency:**

3.
  - (i) The Bidder (hereinafter referred to as the Agency) submitting the tender for Evaluation /Impact Study under NREGS Rajasthan.
  - (ii) The Agency should have "Registration."
  - (iii) Preference will be given who has an experience of similar nature of work.
  - (iv) Agency should have sufficient permanent staff.
  - (v) Agency should have minimum Five years experience of preparation of detailed project reports for performing studies of events for State Government, Central Government or Autonomous bodies.
4.
  - (i) The agency should have a minimum annual turn over of Rs. 15 lacs in any one year form the last three consecutive financial year.
  - (ii) The Agency should have Income Tax and other applicable Clearance Certificate, if available.

5. Agency without above-mentioned requisite qualification will not be considered for technical and financial evaluation.

### **Bio-Data of the Bidders:**

6. Information required in Annexure-1, attached with this document, under the title, "**Bio-Data of the Bidder**" and also basic qualifications as in Para 1 and 2 above, would serve as technical parameters for evaluation of technical bids. However, it is clarified that standards and particulars mentioned by the bidder in this Annexure-1 at the time of submitting the bid could only be replaced, during the agreement period, with same standards and particulars and for it prior consent of the Commissioner EGS, RD would be must.

### **Deployment of FMS Terms & Action Plan:**

7. The Agency, along with the technical bid, will submit a detailed deployment plan (Annexure-5) for dedicated team members on behalf of the Agency to be deployed to execute day-to-day Services according to terms and conditions of this Tender.
8. Like wise, the agency will also submit an action plan (Annexure-3) for day-to-day work, undertaken.
9. This deployment plan of manpower and action plan for terms one of the parameters for evaluation of the technical bid and in case the bid is accepted, also for performance evaluation of the services provided by the Agency.

### **Details of Tender documents:**

10. The bidder will submit the offer in sealed envelop marked as "**Tender for Evaluation/ Impact Study under NREGS Rajasthan for .....District**" in which another three sealed envelopes - Envelope No. 1 for "**Technical Bid**", **Tender cost and EMD.** Envelope No. 2 for "**Financial Bid**" and Envelope No. 3 containing the envelope 1 and 2. Envelope No. 1 marked as "Technical Bid" should contain following documents, annexure, schedule etc.
  - (a) The tender form in application format from bidder to the Commissioner EGS, RD regarding submission of tender for Evaluation/ Impact Study under NREGS.
  - (b) Schedule-A "Technical Tender Form" duly filled in and signed by the tenderer.
  - (c) Terms of reference.
  - (d) Annexure-1 "Bio-Data of the Bidder" duly signed by the bidder.
  - (e) Annexure-2 containing the details of procedure to be adopted for Evaluation/Impact Study duly signed by the bidder.
  - (f) Annexure-3 "Proposed Action for the Study" prepared by the bidder, as required vide Para 36 of this document.
  - (g) Annexure-4 Self Appraisal (Competency Statement ) duly prepared and signed on each page (category wise details i.e. details of technical/ non-technical person to be engaged with minimum qualification for field observations and details of expert with minimum qualification for compilation of field data to prepare reports) by the bidder."
  - (h) Annexure-5 "Deployment Plan."
  - (i) Self attested copies of all the documents & Certificates required vide technical tender form (Schedule-A)

- (j) Self attested copies of all the documents & Certificates required vide Bio-Data of the bidder (Annexure-1)
  - (k) The bidder shall also submit a self-attested copy of its constitution.
  - (l) Any other document, which the bidder wishes to enclose in support of its bid.
  - (j) DD of Rs 2100/- AS EM & cost of tender document.
11. The second envelope will also be sealed and marked as "**Financial Bid**" which will contain ONLY and ONLY **Schedule-B "Financial Tender Form'** and Schedule-C "Terms & Conditions of the Tender" duly filled in and signed by the tenderer. NO OTHER DOCUMENT would be placed in this envelope.
  12. These sealed envelopes Envelope No. 1 (Technical Bid and cost of tender document, EMD), Envelope No. 2 (Financial Bid) and be placed in a one big envelop Envelope No. 3, which may be called the container envelope, will also be sealed and marked as "**Tenders for Work, Evaluation / Impact Study under NREGS For District.....**". And addressed to the Commissioner EGS, Jaipur to be reached on due time / date
  13. The big one envelope (container envelop) containing both the envelopes of technical bids and financial bid will be opened on the date & at the time and place mentioned in the notice inviting tender. Willing bidders may also be present at the time of opening this container envelops as well as the time of opening technical bids.
  14. After opening the big one or the container envelop, two envelops of technical bid and financial bid will be taken out and the members of tender committee will sign both these sealed envelopes. After verifying the earnest money, Envelop No. 1, scrutiny of Technical Bid will be processed
  15. The technical bids will be opened at the same time and place in presence of the Bidder and all the documents/schedules/ annexure(s) will be taken out and signed by the members of the tender committee.
  16. Envelops of Financial bids will be kept intact and safe for opening after evaluation of technical bids.
  17. First of all, eligibility qualifications of the bidders will be examined on the basis of basic qualification as per Para 1 and 2 above, and technical bids of only those bidders will be evaluated who fulfills the requisite qualification criterion Technical bids of the bidders who do not fulfill the requisite qualification as laid down in Para 1 and 2 above, will not be considered for evaluation.
  18. Thereafter, technical bids of qualified bidders will be evaluated.
  19. The evaluation of the technical bids may take some days. The financial bids of only those bidders will be opened who are found technically eligible in evaluation of technical bids.
  20. If required, the bidder fulfilling the basic qualification as per Para 1 and 2 above, and who has deposited the required cost of the tender form and Earnest money, may be asked to make a presentation regarding following:-
    - (a) The details of procedure to be adopted for Evaluation/Impact study.
    - (b) "Action Plan" for the study.
    - (c) "Deployment Plan" of team to be provided for the field observation.
 This presentation of the Proposed Action Plan will be a part of technical evaluation & if in case the Committee, after seeing the presentation does not find the presentation up to the mark the Financial Bid of such bidder shall not be considered.

### **Cost of Tender form, Earnest Money and Security Deposit:**

21. As notified in the NIT, Rs. 2000/- as earnest money and 100/= as tender fee (Non refundable) , total 2100/= will be deposited with the technical bid in the form of demand draft payable at Jaipur in favor of CEO, Rajasthan Grameen Rojgaar Guarantee Parishad, Jaipur. No tender without this Money would be considered for further consideration and would be treated as invalid proposal.
- 21 (a) If any bidder wants to submit application for more than 1 distt, It can be done but the bidder have to pay a separate DD/bankers cheque of Rs 2100/ for each district application. and proposal is to be submitted separately for each district.
22. After approval/ acceptance of the bid of a particular bidder, a letter of award would be issued by EGS to the approved bidder. The approved bidder would be required to deposit 5% of the approved bid amount as security deposit in the form of Bank Guarantee duly discharged in favour of CEO, Rajasthan Grameen Roajgar Guarantee Parishad, Jaipur.
- (a) The amount of earnest money Rs 2000/- deposited by the bidder with its technical bid would be adjusted against this security deposit amount.
- (b) If Security Deposit amount is deposited in the form of Bank Guarantee for the entire required amount, then Earnest Money amount would be returned to the bidder without interest.
- (c) Earnest Money amount of unsuccessful bidders will also be returned without interest.
- (d) Additional Earnest money as per actual bid value will have to be provided by the bidder before award of work order.  
If the approved bidder fails to deposit the required security deposit within stipulated period, the bid may be cancelled and the amount of earnest money may be forfeited.
- (e) The bidder shall provide a bank guarantee for advance amount given by deptt. for study.

### **Agreement between the Parties:**

23. An agreement on non-judicial stamp paper for Rs. 100/- is to be signed by and between the Commissioner, EGS and the approved bidder for the work under this tender process.

### **Validity of Bid/Mode of Payment:**

24. After opening of technical bids, the validity of bids the validity of bids will be 90 days, from the date of receiving of tenders within which a decision is to be taken on financial bids, Earnest money will be forfeited if he desires to change his bid offer within this period.
- (a) Letter of award will be issued to successful bidder and bidder has to submit Bank Guarantee 5% of Bid Value with in 7 days of date of issue Letter of ward.
- (b). After submitting the /Bank Guarantee the work will start on the stipulated date..
- (c) Compensation for delay:- Compensation for the delay may be imposed @ 5% calculated on the bid value for delay up to 45 days, @ 10% for the delay up to 90 days , thereafter, for delay more than 90 days work

remaining work will be carried out on the risk and cost of the bidder along with 10% compensation.

- (d) Bidders have to submit Draft Report in three sets ( 3 hard copies along with 3 soft copy in CD) and Final Report in 7 sets( 7 hard copies along with soft copy in CD).
- (e). Payment will be released in three installments i.e. first installment @ 40% of bid value after the submission of Draft Report (this would be final report for the agency), second installment @40% of bid value after submission of final report and third & final installment @ 20% of the bid value on acceptance of the final report.

### **Force Majuire and other Imp points:**

- 25. **Delay in performance or non-performance of any obligation contained here in, shall be excused to the extent such failure or non-performance is caused by Force Majuire.**
- 26. For purposes of this tender and agreement to be signed in pursuant to this tender process "Force Majuire" shall mean any cause or agency preventing performance of an obligation under this tender or Agreement under this tender, which is beyond the reasonable control of either party hereto, and which by the exercise of due diligence, could not have been avoided or overcome, including fire, flood, sabotage, shipwreck, embargo, explosion, terrorist attack, labour trouble, accident, riot, acts of governmental authority (including acts based on laws or regulations now in existence as well as those enacted in the future), acts of God. It is expressly agreed that Suppliers ability to provide Services to a third party at a more advantageous price or Supplier's economic hardship shall not constitute a force Maguire event.
- 27. The approved bidder/supplier will not sub-let the services or a part thereof to any other party.
- 28. The Agency shall issue letters of appointment indicating period of contract and nature of engagement to its employees. It shall also maintain full and complete attendance records and all other registers under various labour laws in force and applicable.
- 29. The Supplier shall furnish proof of payment of wages, PF, and ESI contributions in respect of its employees deployed to discharge its obligations under this Agreement along with relevant returns and proof of having filed relevant individual forms for employees deputed for the Services.
- 30. If it appears to the EGS that the bidder has not made payment in respect of wages, PF, or ESI contributions, the EGS shall have the right to deduct from the amounts payable to bidder/ Supplier an amount equal to the wages, PF and/or ESI contribution payable by bidder/ Supplier. In addition to it a penalty of Rs.1000/- per incidence would also be imposed by Commissioner EGS on the bidder for such a default.,
- 31. The bidder shall be responsible for implementation of provisions of all statutory requirements relating to license under the Contract Labour

- (Regulation and Abolition) Act 1970, and shall also comply with all the requirements under said Act and the rules framed there under.
32. Ignorance of law would not be an excuse for non-compliance.
  33. The bidder shall allow the RD's officials to verify its books insofar as they relate to compliance with the enactments and provide on demand by the RD, such documentary proofs as may be required by the RD. It shall be the responsibility of the bidder/Supplier to pay its employees for their services, at all times and comply with the requirements related to Income Tax and other statutory laws, if any, as applicable.
  34. The bidder should submit action plan in hard and soft (one soft copy in CD) in which manner he will conduct study i.e. the system adopted and format used for observation and any others means likely to be used. The Commissioner EGS, reserve right to change/alter the proposed action plan formats / means and bidder have to conduct study as per formats/procedure and means finalize by Commissioner EGS, Jaipur.
  35. While submitting bill for a particular bidder, the agency will also submit the details of GPF/EPF, Insurance amount deposited for the previous Month along with copy of challan and the list of workers/ employees for which such GPF, PF, ESI contribution amount has been deposited. Until such document is submitted; the bill shall not be paid.
  36. Wages to the bidder's personnel are to be paid by the bidder by seventh day of the succeeding months.
  37. If non-compliance of labor laws in force is found on behalf of the Bidder, the contract may be terminated without prior information and without any liability or compensation to the bidder/supplier. In such case, the Commissioner EGS, RDD would be free to get the services from another source on the risk and cost or Bidder.
  38. The Bidder will have to ensure that no worker/employee deputed on the Services under this tender is below the age of 18 years. If any worker/employee is found to be below the age of 18 years, the bidder will be held responsible for it.
  - 39.. The Commissioner EGS, or the Government of Rajasthan will not be responsible for any accident with any personnel of the Bidder while on study work. The Bidder itself would be responsible for such accident and also for any kind of compensation to any worker/employee for such accident. The Bidder is advised to have its personnel insured under suitable Insurance Schemes, on its own cost.
  40. It is clarified that Bidders personnel engaged for the Services under this tender will be employees of the bidder, and there will be no relation between the Bidder's personnel and the Rural Development Department. This point has to be clarified by the bidder to its personnel, and an undertaking will be given in written by the bidder to this effect.
  41. A list of personnel engaged or to be engaged by the Bidder for the Services under this tender will be provided by the Bidder to the Commissioner EGS, along with their credentials verified through the Police Department.
  42. Any type of statutory taxes applicable on services under this tender process (either in force at present or may be applicable in future by a competent

order/notification) will be borne by the bidder and the Rural Development Department or Government of Rajasthan would make no extra payment on account of it.

### **Other Important Terms & Conditions**

43. The bidder shall carry out evaluation /Impact study under National Rural Employment Guarantee Scheme, Rajasthan, in selected 4 blocks of each dist. In each blocks, total 20 works in 8 Gram Panchayats will be selected by the DPC. The selection of blocks, GP and works should be done in such a manner that the proper representations of entire distt (blocks of distt, and GP in that block) and all the works permitted under NREGS are fairly covered. The sample should cover all categories of completed/ ongoing works so as to ensure at least 90% reliability of representation.
44. The Bidder has to observe outcome of the work in scientific way as per actual and analysis made at the time of proposal. For this purpose, a format would be developed by bidder and submit to the deptt. Comm EGS would finalize the formats and after finalizing the formats, study would be done in this format.
45. The Evaluation/ Impact Study will conducted in the selected Gram Panchayats on the works as well as Households and outcome on the Gram Panchayat as whole. During the study CEO, Zila Parishad will deploy a Nodal Officer for Coordination/ Assistance, to conduct the study. The Bidder should have to provide all the information about field observation to the RDD/DPC/CEO, Zila Parishad.
46. It is clarified that the Commissioner EGS is free to reject any tender or a part or it (including the lowest one) without assigning reasons for it.
47. Any change in the constitution will be notified by the Agency in writing to the Commissioner EGS and such changes shall not discharge former office bearer/member(s) of the agency from any liability under the agreement.
48. Any tender received after the stipulated date/time shall not be considered. If any bidder chooses to send the tender by post or courier and it does not reach in time, the Commissioner EGS shall not be responsible for it.
49. The Tender form(s) and Annexure(s) to it must be filled in by ink/typed and they must be legible.
50. If some of the document/annexure(s) is/are missing, the EGS has the right to reject the tender as INVALID Tender.
51. The Earnest Money of the successful/unsuccessful bidder(s) will be returned without interest, whenever it is due for return.
52. No additional condition(s) from the bidder would be accepted.
53. COMMISSIONER EGS, without mentioning any reason may terminate the agreement at any time by giving one months notice.
54. On breach of any of the condition of contract, Terms of Reference, the Commissioner EGS, reserves the right to take action to the extent of 60 % of the bid value. Termination of contract and financial punishment as penalty as per provisions of GF & AR.
55. The TOR for impact evaluation of NREGS in Rajasthan is also with be the part of this tender document.

- 56- Additional TOR, Conditions/Reference etc may be added to ensure desired output of nregs study. Nothing additional Amount would be paid by the department.
57. The data generated from the study would be the sole property of the Deptt..

Dispute/Litigation/Jurisdiction:

- 58 In the event of any disputes or differences arising between the parties, the same shall be discussed by the representative of the Bidder and RDD. If the dispute is not settled amicably, it shall be exclusively referred to arbitration under the Arbitration and Conciliation Act, 1996 (including any subsequent related amendments thereto). The Commissioner EGS shall nominate the arbitrator and arbitration proceedings shall be at JAIPUR. The decision of the arbitrator on the dispute shall be final and binding on the parties.
59. The courts at Jaipur shall have all exclusive jurisdictions over all matters arising out of this tender process or out of Agreement in pursuant to it or out of any arbitration hereunder.

**PROJECT DIRECTOR (EGS)**

**I DO AGREE TO FOLLOW AND FULFILL ALL CONDITIONS MENTIONED ABOVE. It is certified that no changes in the above conditions have been done at our level.**

**Signature**  
and  
Seal of Tenderer

## **Terms of Reference**

### **Impact Evaluation of NREGS in Rajasthan**

#### **Introduction**

The **National Rural Employment Guarantee Act (NREGA)** was drafted and formally launched in February 2006 in 200 districts across the country. In accordance with the NREGA, the State Government has also formulated its own scheme called the National Rural Employment Guarantee scheme, Rajasthan (NREGSR). NREGSR was, initially, launched in 6 districts only. However, with effect from 01.04.2008, it has been extended to the entire State covering all its 33 districts.

The Act guarantees 100 days of employment in a financial year to any rural household whose adult members are willing to do unskilled manual work. Thus, employment has been conceived as a right and that is guaranteed under the NREGA. The Scheme has great potential for ensuring income security, poverty reduction and development of the backward rural areas, which will then help in addressing issues of migration, unemployment and food security. This work guarantee can also serve other objectives, such as: (i) generating productive assets; (ii) protecting the environment; (iii) empowering rural women; (iv) reducing rural-urban migration; and (v) fostering social equity.

As per the guidelines of the scheme, regular evaluation and sample surveys of specific works are to be conducted so as to maintain the quality of the works, establish their usefulness with desired outcomes, assess the impact on the targeted beneficiaries and plan future strategies for the better implementation of RREGS in the State. Accordingly, the Department of Rural Development & Panchayati Raj, Government of Rajasthan has decided to conduct the "Evaluation/Impact study of the National Rural Employment Guarantee Scheme (NREGS)" in all the districts of the State.

#### **Objectives**

- (i) To measure the impact that the completed works under the NREGSR have made on the income of the beneficiary families
- (ii) To measure the impact that the completed works under the NREGSR have made on the employment opportunities created in the rural areas of the district.
- (iii) To analyze actual impact of the scheme on the lives of the rural poor especially, SC/ST, SM Farmers and Landless Agricultural Laborers
- (iv) To assess the extent to which migration of labourers has been reduced
- (v) To assess community's perception of the usefulness of the assets created under the scheme
- (vi) To identify the bottlenecks in the effective implementation of the scheme and suggestions to overcome the same.

#### **Time Frame**

Study shall be completed in three months time and the draft report shall be presented to the expert committee. Final report, incorporating the suggestions of the expert committee, shall be submitted within the next one month's time. The successful

bidder may be asked to give a presentation of the finding, study system and other imp information to the concerning distt authorities.

## Selection Procedure

The selection of the agency will be made through a 2-stage process:

- (i) Technical Bids
- (ii) Financial Bids

At the outset, only the firms having a minimum of 5 years experience in conducting evaluation studies and having completed at least 5 evaluation studies in the Rural Development Programme will be eligible to submit their tender. The Technical proposals will be evaluated by the committee appointed by the client and the financial proposals of the agencies securing a minimum of 75 points will only be opened.

The participating consulting agencies will be evaluated on the following parameters -

### Parameters for Technical Evaluation

S.No.	Parameter (S)	Total Marks
<b>1.</b>	<b>How old is the Registration of the Agency</b>	<b>10</b>
1.1	More than 5 and up to 10 Years	2
1.2	More than 10 years and up to 15 Years	5
1.3	More than 15 years	10
<b>2.</b>	<b>Experience of the Agency in conducting Impact / Evaluation Studies in the Social Sector</b>	<b>20</b>
2.1	More than 5 and up to 10 Years	5
2.2	More than 10 years and up to 15 Years	10
2.3	More than 15 years	20
<b>3.</b>	<b>Annual Turnover of the Agency during last 3 financial years</b>	<b>10</b>
3.1	More than Rs. 50 lacs and up to Rs. 1 crore	3
3.2	More than Rs. 1 crore and up to Rs. 5 crore	7
3.3	More than Rs. 5 crore	10
<b>4.</b>	<b>No. of Evaluation Studies conducted for the Rural Development Programme</b>	<b>20</b>
4.1	At least 5 studies	10
4.2	> 10 studies	20
<b>5.</b>	<b>If Agency is providing/has provided Research &amp; Consulting Services in Government Departments/Organizations during the last 5 years</b>	<b>10</b>
5.1	5 Departments/Organizations	5
5.2	> 5 Departments/Organizations	10
<b>6.</b>	<b>No. of studies conducted for NREGS</b>	<b>20</b>
6.1	Only 1 study	5
6.2	2-5 studies	10
6.3	> 5 studies	20
<b>7.</b>	<b>General assessment on the basis of all other points</b>	<b>10</b>

**mentioned in Technical Bid and Bio-Data of the Bidder (Score will be given on the overall information given by the bidder in the Technical Bid, Bio-Data & Parameter's mentioned above)**

**Total Marks**

**100**

**Monitoring / Supervision of the fieldwork and the study**

**The Monitoring & Supervision of the field work & study would be done by concerning agency.**

The survey and the data collection work may be supervised by the officials of the department as well as the concerned district level authorities. The Agency will provide the details of Surveyors/Investigators and their field visit programme to the Collector and Head quarter in well advance. .

\*\*\*\*\*

There are thirty three (33) district in the Rajasthan state as flows:-  
The study would be carried out in each district separately.

<b>S.No.</b>	<b>District</b>
1	Ajmer
2	Alwar
3	Banswara
4	Baran
5	Barmer
6	Bharatpur
7	Bhilwara
8	Bikaner
9	Bundi
10	Chittorgarh
11	Churu
12	Dausa
13	Dholpur
14	Dungarpur
15	Ganganagar
16	Hanumangarh
17	Jaipur
18	Jaisalmer
19	Jalore
20	Jhalawar
21	Jhunjhunu
22	Jodhpur
23	Karoli
24	Kota
25	Nagore
26	Pali
27	Pratapgarh
28	Rajsmand
29	S.Madhopur
30	Sikar
31	Sirohi
32	Tonk
33	Udaipur

**TENDER DOCUMENT FOR**  
**EVALUATION/ IMPACT STUDY**

UNDER

NATIONAL RURAL EMPLOYMENT GUARANTEE  
SCHEME RAJASTHAN

For District.....

**Financial Bid**

### Schedule -C Financial Tender Form

#### TENDER FOR EVALUTION/ IMPACT STUDY UNDER RAJ. RURAL EMPLOYMENT GURANTEE SCHEME

- |    |  |   |
|----|--|---|
| 1. | Reference of NIT   | No F. 4 (29)RDD/ Gr-3/NREGS/ study/<br>2009-10 Jaipur, Dated  |
| 2. | Work under Tender  | TENDER FOR EVALUATION /<br>IMPACT STUDY UNDER RAJ. RURAL<br>EMPLOYMENT GUARANTEE<br>SCHEME FOR THE <b>DISTRICT.....</b> |
| 3. | Name of the Bidder                                       |   |
| 4. | Registered Office  | Address<br>Telephone Nos.<br>Fax Nos.<br>E-mail Id<br>Website   |
| 5. | Amount of Bid for the Work<br>mentioned at Point-2 above | Rs.....(in words)<br>Rupees.....<br>.....   |

**N.B.-** Amount of Bid quoted above is inclusive of all Statutory taxes, levies, charges, amount for contribution towards Employees PF, ESI etc. and it also includes any other legal liabilities which may be in force at present or may arise in future etc. Nothing will be extra paid by the Comm., EGS, in addition to the above quoted bid amount. If deduction at source is mandatory on account of any statutory tax, levy, vat, cuss, fee etc, it will be deducted from the bill amount of the Bidder by the payment authority.

- 7 Neither any additional condition(s) nor any kind of change in tender document from the our(bidder) side have been done.

Signature of the Authorized  
Person  
Name of the Signatory  
Status/Post of the Signatory  
Name of the bidder  
Company/Agency/Firm/Institution  
Date