Expression of Interest (EOI) for
Empanelment of NGOs to conduct House Hold Survey in Urban Area

Cost of Bidding Document: Rs. 500/- (Rupees Five hundred) only

Address for Communication

Office of the Mission Director,
Assam Sarba Siksha Abhiyan Mission,
Kahilipara, Guwahati -19
Phone No. – 0361 2380481, 2383803
Fax : 0361-2380134
e-mail : ssaassam@rediffmail.com
INVITATION OF EXPRESSION OF INTEREST (EOI)
TO CARRY OUT HOUSE HOLD SURVEY FOR CHILD TRACKING SYSTEM IN URBAN AREA

The Mission Director, Assam Sarba Siksha Abhiyan Mission, Kahilipara, Guwahati-19 invites Expression of Interest (EOI) from reputed NGOs/Organizations to carry out the House to House survey, having atleast 3 years of experience in conducting field survey through volunteer/ enumerator across the state of Assam with a proven track record in the similar field.

The EOI contains the Application format, Eligibility criteria, Technical Bid Criteria, Financial Bid Criteria, Evaluation and Award of work criteria which are available in the SSA portal (www.ssaassam.gov.in) or may be obtained from the office of the undersigned. The bidding document may be purchased by an interested eligible bidder on submission of written application along with payment of non-refundable fee of Rs. 500/- (Rupees Five hundred) only in cash or by Demand Draft in favour of Mission Director, Axom Sarba Siksha Abhiyan Mission, Kahilipara, Guwahati -19.

Original technical and financial Bid documents should be submitted by eligible parties to the Mission Director, Assam Sarba Siksa Abhiyan Mission, Kahilipara, Guwahati-19 Assam from 20th October, 2012 to 31.10.2012 upto 1400 hours and last date of submission is 31.10.2012 at 1600 hours.

The Mission Director, Assam Sarba Siksha Abhiyan Mission, Kahilipara, Guwahati-19 reserves the right to reject any or all the proposals without assigning any reason thereof.

Mission Director
Assam Sarba Siksha Abhiyan Mission,
Kahilipara, Guwahati-19
INTRODUCTION

SSA, Assam has planned to conduct Child Tracking System to identify all children in the age group of 0-18 years including children of the categories specified below:

i. Child labour (Domestic, Daily wage, Salaried, etc.)

ii. Children without adult protection

iii. Street children

iv. Children in brothel

v. Working children etc.

This exercise is to be carried out through House to House survey. All reachable areas including pocket areas will have to be covered for the survey. The area like Hotels, Garage, Workshop, Railway Platform, Basti, etc. should be covered during the survey. The data will be collected through an ICR format by competent local educated people and after collection of every day it should be deposited to the State Mission Office
Invitation for Expression of Interest (EOI)

1. Interested NGO’s/Organizations may obtain information from the office of the Mission Director, Assam Sarba Siksha Abhiyan Mission, Kahilipara, Guwahati – 19, Assam, Phone No. – 0361-2380481, 2383803 Fax : 0361-2380134, E-mail – ssaassam@rediffmail.com.

2. A complete set of documents may be purchased by interested eligible NGOs/Organizations through submission of a written application to the aforementioned address and payment of a non-refundable fee as cost of bidding document of Rs. 500/- (Rupees Five hundred) only in cash or by Demand Draft in favour of Mission Director, Sarba Siksha Abhiyan, Assam.

3. No EOI will be issued without payment of the fee of Rs.500/-


5. Place of submission of Proposal : Office of the Mission Director, Assam Sarba Siksha Abhiyan Mission, Kahilipara, Guwahati - 19

6. The schedule may be disclosed in terms of invitation of EOI in the table below:

<table>
<thead>
<tr>
<th></th>
<th>Date of invitation of EOI</th>
<th>20th October,2012 from 10.00 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Last date of submission of EOI</td>
<td>31st October,2012 by 2.00 PM</td>
</tr>
<tr>
<td>3</td>
<td>Date of opening of EOI</td>
<td>31st October,2012 at 4.00 PM</td>
</tr>
</tbody>
</table>

7. The Mission Director, Sarba Siksha Abhiyan Mission, Assam reserves the right to accept or reject any bid and to call-off the EOI process and reject all proposals at any time, without assigning any reason thereof.

Mission Director
Assam Sarba Siksha Abhiyan Mission,
Kahilipara, Guwahati-19
Instruction to Bidders

1. Eligibility Criteria:
   1.1 This invitation for Expression of Interest (EOI) is open only to reputed NGOs/Organizations to carry out the programme called “Siksha Sambad” through Siksha Doot (Volunteers), having Must have minimum 3 years' experience in conducting field level survey across the state of Assam with a proven track record in the similar field.

   1.2 The bidder’s minimum annual turnover should be at least Rs. 5.0 (Five only) lakhs in each financial year of last 3 consecutive years i.e. 2009-10, 2010-11 & 2011-12 will be eligible. For the purpose of annual turnover of financial year 2011-12, the Bidder can submit CA certificate for 2011-12, if the audited reports are not ready.

   1.3 All proposals must be accompanied by required documents and submitted on the prescribed date, at a place and time given in this document. Proposals submitted without documents will be summarily rejected.

2. Qualification Criteria:
   2.1 The Expression of Interest (EOI) is open to only reputed NGO’s/Organizations.

   2.2 The bidders should have atleast 3 (Three) years of experience in conducting house to house survey across the state of Assam with a proven track record in the similar field.

   2.3 The prospective NGOs/Organizations must have formal registration under Society Registration Act 1860 and its office/branch office in the district(s) concerned where it prefers to work under this programme.

   2.4 The Bidder must have experience of similar works in any Govt. departments/reputed organizations, who has executed similar works of order value of minimum Rs. 5.00 (Rupees Five Lakhs) in each financial year (2009-10, 2010-11 and 2011-12) of last three years, will be eligible.

   2.5 The bidder should furnish the information on all past works and satisfactory performance certificate of works from the concerned authority.

   2.6 Must have adequate manpower with experience and expertise having good command over local languages.

2.7 The following information/documents required to be submitted with EOI

   I. Copies of original documents defining the constitution or legal status related to registration and principal place of business of the NGO’s/Organizations.

   II. The Bidder should furnish a brief write-up along with adequate data/information explaining capacity and experiences of the organization.

   III. The Bidder should clearly confirm and produce concerning documents related to manpower exists to execute such type of work.
IV. Reports on financial standing of the Bidder such as profit and loss statements, balance sheets and auditor’s report for the last three years.

V. Self affidavit specifically certifying by the bidder that the bidder has the capability to execute the order of requirement in schedule.

VI. The bidders should produce the Bar Chart for executing the works.

3. **Cost of bidding document**:
The bidding document may be purchased by an interested eligible bidder on submission of written application along with payment of non-refundable fee of Rs. 500/- (Rupees Five hundred) only in cash or by Demand Draft in favour of Mission Director, Axom Sarba Siksha Abhiyan Mission, Kahlipara, Guwahati -19.

4. **Financial Bid**

   (i) Rates should be quoted district-wise limiting the rates within the norms of SSA, Assam.

5. **Execution of Works & Payment Terms**
The payment terms will be mentioned in the “Terms of Agreement”. In case of the NGOs/Organizations failure/delay to provide requisite services, proportionate deduction shall be made from the payment that deems appropriate by the Mission Director, Axom Sarba Siksha Abhiyan Mission, Kahlipara, Guwahati-19.

6. **Performance security deposit (PSD)**
The successful bidder shall have to deposit 5% of the contract value as performance security within 10 days from the day of award of contract to the Mission Director, Axom Sarba Siksha Abhiyan Mission in the form of DD or Bank Guarantee valid till the validity of contract. During the contract period, the NGO’s/Organizations have to ensure the successful performance of their services.

7. **Scope of work**:

   * **The key objectives of the survey are:**

   - To identify/assess accurate data regarding number of different categories of children specified above in the age group of 0-18 years.
   - To identify caste wise, gender wise, religion wise number of children (both school going and out of school).
   - To identify Out of School Children (with category wise- child labour, street children, children without adult protection, working children etc).
   - To identify the chunk of migrated children (both school going and out of school).
**Areas of the survey:** The survey will be conducted in the following areas:

Kamrup (Metro), Tinsukia Urban (under Tinsukia urban block), Nagaon Urban (under Nagaon urban block), Bongaigaon urban (under Bongaigaon block) and Silchar (under urban block, Cachar).

<table>
<thead>
<tr>
<th>Sl No</th>
<th>District</th>
<th>House hold number (With 10% Increase on 2001 census)</th>
<th>Minimum Number of Enumerator is to be engaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kamrup Metro</td>
<td>201529</td>
<td>269</td>
</tr>
<tr>
<td>2</td>
<td>Bongaigaon Urban</td>
<td>15349</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Cachar (Silchar Urban)</td>
<td>43305</td>
<td>58</td>
</tr>
<tr>
<td>4</td>
<td>Nagaon (Nagaon Urban)</td>
<td>58849</td>
<td>78</td>
</tr>
<tr>
<td>5</td>
<td>Tinsukia (Tinsukia Urban)</td>
<td>49497</td>
<td>66</td>
</tr>
</tbody>
</table>

However, the number of household may change as per actual survey.

**Time frame:** The survey must be completed within a time period of **30 (Thirty) days** only.

**Terms and Conditions:**

The assigned task will include only orientation of Enumerators, field level collection of data and submission of the collected data to the Mission Director, SSA, Assam. SSA, Assam will provide ICR format and other stationary items for the enumerators which have to return along with filled-in format.

One organisation/ NGO will be assigned for one area only after selection through due procedure.

8. The bidders shall seal the Technical and Financial Bid in **separate envelopes**, duly marking the envelopes as “Technical Bid” and “Financial Bid”. The bidder then place all the inner envelopes in an outer envelopes mentioning the followings:

The Mission Director,  
Assam Sarba Siksha Abhiyan Mission,  
Kahilipara, Guwahati -19; Phone No. – 0361 2380481, 2383803  
Fax : 0361-2380134, e-mail : ssaassam@rediffmail.com

The outer envelope should bear the name, the invitation of EOI reference. Interested organisation/ NGO may submit detailed proposal for one or more than one area to the **Mission Director, Axom Sarba Siksha Abhijan Mission, Kahilipara, Guwahati-781019**, Assam in a sealed envelope super scribing “**Proposal for conducting House to House Survey in........................................... (name of area)” by 31st October, 2012.**
However, in case of submission of proposals for more than one area, proposals must be submitted separately.

9. **Notification of Award**
Prior to the expiry of the period of bid validity, the Purchaser will notify the successful Bidder(s) in writing by letter or fax or over phone that its bid has been accepted.

10. **Reporting**:
The selected bidders should attach the “Bar Chart” for execution of the works depending upon monthly time schedule and physical target. Reporting to SSA, Assam by the prospective NGO/Organization will be governed by the “Terms of Agreement”.

Performa for Performance Statement (for a period of last three years)

Name of the NGO: ________________________________

<table>
<thead>
<tr>
<th>Order placed by (Full address of purchaser)</th>
<th>Order No. and Date</th>
<th>Description of works</th>
<th>Value of work</th>
<th>Target date</th>
<th>Date of completion</th>
<th>Remarks indicating reasons for late services, if any</th>
<th>Whether work is satisfactory or not? (Attach certificate of competent authority)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>7</td>
<td>8</td>
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<td>6</td>
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<td>8</td>
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Signature and Seal of the bidder

__________________________________________

__________________________________________

Page 9 of 13
CAPABILITY STATEMENT (CS)
(All the information desired below is compulsory)

1. Name & Address of the Bidder : 
   Phone/Fax/e-mail : 

2. Classification:
   (a) NGO
   (b) Organization
   (c) Others (Please specify)

3. Capacity of the bidder:

<table>
<thead>
<tr>
<th>Types of Survey Programme</th>
<th>Strategy adopted</th>
<th>Capacity per day</th>
<th>Number of similar orders in hand [specify the volume of works]</th>
</tr>
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<tbody>
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</table>

5. Whether the organization/NGO has its own manpower for executing the programme. Information may furnish at annexure –A.

6. Details of other facilities available with the organization.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

7. Details of personnel/organization structure
   Give organization chart for following indicating clearly the No. of employee at various levels.
   (a) Quality assurance
   (b) Awareness/Publicity
   (c) Service
   (d) Administrative
   (e) Others (if any, specify)

   Signature of the Bidder : ______________________________
   Business Address : ______________________________
BIDDER INFORMATION FORM
(All the information desired below is compulsory)

1. Name & Address of the Bidder: ______________________________
   ______________________________
   ______________________________

2. Telephone Number: ______________________________

3. Fax Number: ______________________________

4. Email Address: ______________________________

5. Sales Tax Registration No/ TIN/ GRN No.: ______________________________

6. Service Tax Registration No: ______________________________

7. Income Tax PAN No: ______________________________

8. Validity Offered for: ______________________________days.

We agree with all the terms and conditions prescribed in the Document.

Signature of the Bidder : ______________________________
Date : ______________________________
Statement showing financial bid

1. Name & Address of the Bidder : 
   Phone/Fax/e-mail : 

2. Classification : (a) NGO 
   (b) Organization 
   (c) Others (Please specify) 

3. District preferred: 

4. Total amount of fund required to conduct the entire programme: 

<table>
<thead>
<tr>
<th>Sl No</th>
<th>District Name</th>
<th>Number of Household</th>
<th>Amount on Rs. per Household (Unit Cost) with all tax</th>
<th>Total Amount (Total amount will be derived by multiplying the amount per household and Total number of Household) with all tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>District Name</td>
<td>(As provided in Scope of Work)</td>
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</tbody>
</table>

Total Amount in Words 

5. Additional information, if any: 

   Signature of the Bidder : ______________________________ 
   Business Address : ______________________________
**Annexure - A**

**Statement showing manpower**

<table>
<thead>
<tr>
<th>SI No</th>
<th>Name</th>
<th>Designation</th>
<th>Educational &amp; professional qualifications</th>
<th>Nature of work</th>
<th>Period of working</th>
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Signature of the Bidder.
Date:__________________