



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No : 5163- MDC/1Q-16

Dated: .28.11.2024

## Inviting EOI for impact assessment Survey on Aikyashree Scholarship Scheme - 1 of 2024-25.

WBMDFC invites e -EOI for the work as detailed below:

SL.NO.	Name of the work	Time of Completion	Name of the Authority
1.	Expression of Interest (EOI) for Conduct an impact assessment Survey of Urdu Medium Schools implementing the Aikyashree Scholarship Scheme offered to Minorities in West Bengal by WBMDFC <u>during the period from 2019-20 to 2021-2022 &amp; 2022 -2023</u>	Work will have to be executed on and from 24.12.2024 to 28.02.2025.	West Bengal Minorities' Development & Finance Corporation.

### Eligibility Criteria of the Agency:-

- Valid Trade license
- Firm/Company registration certificate
- PAN Card & ITR.
- GST Registration certificate.
- The agency must not have been blacklisted by any court or Govt./Central/state Autonomous bodies/PSU. In this regard, an undertaking will be submitted on their own letter head.
- Credentials for similar nature of work to be executed under any Government organization /Public Sector during last three years period prior to the date of issue of this EOI documents to be submitted.
- The **local office of agency/ bidder** should be situated within the Municipal limits of Kolkata/Bidhannagar/Newtown.

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Successful tenderer will have to produce all original documents like GST Registration, and PAN Card etc. (as applicable) for verification prior to issuance of Work Order.

**BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS:** The bidder must submit his e-bid in two parts as mentioned below: **Part 1 :- Called "Technical Bid" & Part 2 "Financial Bid" as per schedule**

Documents establishing Bidders eligibility (Technical Bid)

The following documents should first be self-attested by the authorized signatory of the bidder and then should be scanned and uploaded while submitting the E- tender as mentioned below:

## Background:

The State Govt. Sponsored scheme Aikyashree was launched in Academic year 2019. The objective of Aikyashree is to enhance access and improve quality of education to the minority students. The scheme envisages enhancing the enrolment of minority students at all level improving quality of education imparted to students and prevent dropout in general. This study aims to assess the outcome of the Aikyashree Scheme whether the desired objective have been achieved. It will also take into factors which might have affected the desired outcome adversely like unavailability of teachers, deficiency in basic infrastructure and teaching materials etc. The social and educational impact will also be covered in the study.

## Aims & Objectives:

The objective of the impact assessment survey is to seek professional opinion on the effectiveness of the scheme, both in terms of financial and physical progress, in meeting its objectives and to suggest measures for system improvement and better utilization of resources.

## Validity of Offer:

The offer for EOI as per this document shall be valid for a period of two (2) months initially which may be extended further if required by WBMDFC.

## TERMS OF REFERENCE

The detailed terms of reference are enclosed at **Annexure-I**.

## Additional Qualification Criteria:

Following will be the pre-qualification criteria.

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S.L No.	Pre-qualification Criteria	Supporting Compliance document
1	The applicant shall be a firm/ company /partnership/ Professional/Technical institute firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932/affiliated to any University/ Board and who have their registered offices in India and must have an Office in Kolkata.	Copy of Certificate of incorporation and Partnership Deed, if any.
2	The firm should be in the business of providing similar consultancy services.	Certificate by Company Secretary of the Bidder's organization
3	The Bidder shall have experience of providing: (i). Three(3) similar completed consultancy services to Central Govt./State Govt./PSUs/ Govt. bodies in India costing not less than Rs. 5 Lakh each or (ii). Two(2) similar completed services costing not less than Rs.10 Lakh each or (iii). One(1) similar completed services costing not less than Rs. 15 Lakh.	Copy of Work Order / Contract and Completion Certificate.
4	The Bidder shall have experience of conducting: Impact study/consultancy services/survey provided to reputed private companies (studies with minimum 2000 data size will be preferred)	
5	The Bidder shall have experience of conducting: Impact study/consultancy services/survey provided to Govt. or private bodies in West Bengal (Minimum 2000 sample size will be preferred)	
6	The bidder shall have a minimum 3 to a maximum of 20 staff on pay role.	
7	The consultancy firm should have at least 03 full time qualified consultants in its pay role.	Certificate by Statutory Auditor or Company Secretary of the Bidder's organization
8	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Authorized signatory
9	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed.
10	Preference will be given to agency/organization having prior experience in Review/Appraisal of State Govt. Sponsored Scheme for any Central / State Govt. / Govt. Autonomous Bodies.	
11	A Presentation on plan, methodology and timeline for impact study is to be given in the pre -bid meeting.	

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## Intending Bidders should upload following documents:

- EOI
- Form-1,2,3 and Form-4 (enclosed with this EOI) on company's letter head must properly fill up, scanned and up- loaded.
- Other details of documents to be submitted as mentioned.

## Important information's: DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1.	Date of uploading of EOI. Documents	29.11.2024 at 5.00pm
2.	Start of Documents downloading.	29.11.2024 at 5.30pm
3.	Start of Bid submission.	29.11.2024 at 5.30pm
4.	Last date of Documents downloading	10.12.2024 at 3.30pm
5.	Last date of Bid submission.	10.12.2024 at 4.00pm
6.	Date of opening of technical Bid.	12.12.2024 at 4.00pm
7.	Date and time of uploading list of Technically qualified Bidders (on line)	Will be notified latter on
8.	Date of publication of list for technically qualified Bidders.	Will be notified latter on

## LOCATION OF CRITICAL EVENT.

<b>PRE-BID MEETING</b>	<b>On 04.12.2024 at 3.30PM</b> at the Office of the Managing Director, West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27E, Sect-I, Salt Lake City, Kolkata-700064.
<b>BID OPENING</b>	At the Office of the Managing Director, West Bengal Minorities' Development & Finance Corporation, "AMBER" DD-27E, Sect-I, Salt Lake City, Kolkata-700064.

Conditional/Incomplete e-EOI will not be accepted.

During scrutiny, if it comes to the notice of the Tender inviting authority that the credentials or any other documents are incorrect/manufactured/fabricated or incomplete in any respect then the Tenderer will be out rightly rejected without any prejudice.

Before issuance of the WORK ORDER, the tender inviting authority may verify the original credential and other documents of the **lowest / selected** tenderer if found necessary. In case, if it is found that the documents submitted by the lowest tenderer is either manufactured or false; the work order shall automatically stand cancelled and legal action as per prevailing rules shall be taken.

  
Managing Director

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## Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief on the Aikyshree Scheme. The agencies may be required to make a presentation, if required, to a selection committee show-casing their proposals.
- d. WBMDFC will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience from WBMDFC.

## Response:

Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.

## Conflict of Interest:

- Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform WBMDFC, detailing the conflict in writing as an attachment to this Bid.
- WBMDFC will be the final arbiter in cases of potential conflicts of interest. Failure to notify WBMDFC of any potential conflict of interest will invalidate any verbal or written agreement.
- A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

## Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. WBMDFC reserves the right to withdraw EOI and or vary any part thereof at any stage. WBMDFC further reserves the right to disqualify any bidder, should it be so necessary at any stage.

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## **GENERAL TERMS & CONDITION**

1. The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.
2. Agency shall take every precaution to protect the object of the Corporation and if such happened that will be borne by the contractor.
3. All quantity of the items are approximate/variable. No claim of the Agency will be entertained if any one item or more than one item is not executed as per site condition or as per decision of the Corporation.
4. Photographs & all other items related to the Impact **assessment Survey** are to be submitted to the Appropriate authority of the WBMDFC and also to be submitted with the bills.
5. Security deposit of 3% will be deducted from the bill and will be refund within 3 months from the date of satisfactory completion of the Job.
6. The bid shall remain valid for a period not less than 45 days (Forty-five days) from the last date of submission of financial bid/sealed bid. If the bidder withdraws the bid during this period of bid validity, his earnest money deposit will be forfeited.
7. If the last date falls on holidays or on bundh day or on natural calamity, the date shall automatically defer to the next working day.
8. The accepting authority of WBMDFC reserves the right to reject any or all the tender without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tender.

Work Schedule attached:

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### **Copy forwarded for information and circulation to the :**

1. Director, Directorate of Madrasah Education, Govt. of West Bengal
2. Spl. Commissioner, MA & ME Department, Govt. of West Bengal
3. Secretary Urdu Academy
4. CEO, Board of Auqaf
5. Departmental website

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### **Copy forwarded for kind information to the:**

1. Spl. Commissioner, MA & ME Department, Govt. of West Bengal
2. General Manager (Admn), WBMDFC
3. General Manager (Scholarship), WBMDFC
4. Chief Accounts Officer, WBMDFC
5. PA to the Chairman, WBMDFC

  
Managing Director

Dated: .28.11.2024

  
Managing Director

Dated: 28.11.2024

  
Managing Director



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## FORMAT - 1

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932/Professional and Technical Institutes affiliated to University/ Board	
4.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous?If yes, details thereof.	
5.	Address of registered office with telephone no. & fax	
6.	Address of offices in Kolkata	
7.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant's Full name of the applicant Stamp & Date



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## FORMAT - 2

<b>Experience in Related Fields</b>					
Overview of the past experience of the Organization in all aspects related to Brand Building related					
<b>S. No</b>	<b>Items</b>	<b>Number of Assignments during last 5 years</b>	<b>Order Value of each assignment in Lakhs of Rs. (Enclose copy of each order)</b>	<b>Mention the name of Client/ Organization (Enclosed completion certificates)</b>	
<b>1</b>	Experience of assignments of similar nature of work.				
<b>1.1</b>	Experience in carrying out similar assignments in Government sector.				
<b>1.2</b>	Experience in carrying out Similar assignments in Public sector.				
Decision of Evaluating Committee in ascertaining "similar nature" and "similarassignment" will be final.					
Signature of the applicant Full name of applicant Stamp & Date					





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## FORMAT -3

### Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake an impact assessment survey of Institutions Implementing the Aikyashree Scholarship Scheme and survey of infrastructure at Govt. and Govt aided Madrasahs. All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.



## ANNEXURE-I

**Impact assessment survey of Institutions Implementing the Aikyashree Scholarship Scheme and survey of infrastructure at Govt. and Govt aided Madrasahs.**

### TERMS OF REFERENCE

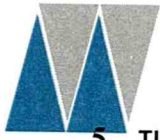
1. **Back Ground.** The State Govt. Sponsored scheme Aikyashree was launched in Academic year 2019. The objective of Aikyashree is to enhance access and improve quality of education to the minority students. The scheme envisages enhancing the enrolment of minority students at all level improving quality of education imparted at students in term of results, drop out etc, deficiency in basic infrastructure of the institutions etc, which might have adversely affected the social & educational impact of Aikyashree scheme
2. **Objective.** The objective of the impact assessment survey is to seek professional opinion on the effectiveness of the scheme in drawing minority students to institutions and in generating interest among students to pursue higher studies.
3. **TERMS OF REFERENCE**

The terms of reference of the study are:-

- (a) To analyze the major output of the scheme since its inception vis-à-vis the desired outputs.
- (b) To analyze the impact of the scheme on minority students studying in minority institutions like Govt. and Govt. aided madrasahs.
- (c) To analyze/assess major outcome of the scheme vis-à-vis desired outcome with analysis of parameters such as Gross Enrolment Ratio, Drop-out rate, Gender gap, learning outcomes, quality of education, equity aspects, deficiency in basic infrastructure which might have adversely affected the social & educational impact of Aikyashree scheme.
- (d) To analyze the impact of the Scheme on quality of education due to intervention such as teachers' recruitment, teachers' training, Curriculum revision, Physical infrastructure, other activities like use of Science kit, Maths Kit, Promotion of Yoga, Project on enhancement of learning.
- (e) To justify/recommend about the continuation of the scheme or otherwise.
- (f) To suggest measures for improvement of implementation and monitoring mechanism for the scheme

### 4. METHODOLOGY

- (1) A field sample survey of 20% Institutes from all Districts of the states to be chosen in consultation with WBMDFC will be conducted. During the visit the team will interact with officials at State & District levels and also visit schools. Atleast 10 District will be selected randomly for field visit. Also, in each selected district, the team will visit at least 6 schools including rural schools and schools in educationally Backward Blocks.
- (2) Review of the various data sources for educational indicators to assess the progress over the years.



## 5. TIME SCHEDULE

A draft appraisal report would be submitted within 1 month of the date of signing of agreement. The major findings of the draft report should be shared with the District Authority. Feedback from the Districts should be taken into account by the Consultant in the final report in a substantive manner and for the record. Districts will be required to provide written response within 15 days of receipt of draft report. The consultant will submit the final report within 2 months of the date of signing of agreement, after taking into account the comments of the WBMDFC on the draft report. Four hard copies along with soft copy of the Final Review Report shall be submitted to WBMDFC within a period of four months from the date of signing of agreement.

## 6. INPUTS TO BE PROVIDED BY WBMDFC

WBMDFC will facilitate interaction of agency/individuals/consultants with the Districts as well as their visits to the selected districts and sub-district level units. A representative of WBMDFC would accompany the team during the State visit. It will also provide copies of (i) Framework for Implementation of Aikyashree Scholarship Scheme (ii) Comprehensive report on implementation of Aikyashree at minority institutions.

## 7. DELIVERABLES

The Consultant shall submit a detailed report indicating the following:

- (i) Status of implementation of the scheme.
- (ii) Status of achievement of desired output and outcome under the scheme.
- (iii) Recommendations on further improvement of scheme with objective of meeting its targets.
- (iv) Recommendations on better use of available data managed through UDISE, NAS, PMS reports of monitoring institutions for scheme monitoring and control.
- (v) Recommendations on improvement of quality of education with special attention to Girls, other backward castes minority students factoring in the educational qualification of teachers and trainings provided to the teachers.
- (vi) Recommendations on improvement in infrastructure facilities in schools
- (vii) Recommendations on the systems at the field level for ensuring the efficient procurement of requisite/approved works/goods/services and the methodology to be used for the purpose. Also innovative efficient method may be suggested as against the existing practice.

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