

F. No. 39/studies/4/10-NCM
Government of India
National Commission for Minorities

Subject: NOTICE INVITING PROPOSALS FOR RESEARCH STUDY

Sealed offers are invited for carrying out a research study on "The socio-economic conditions of Dakhini Sikhs in particular and Minority Sikh communities settled in South & North East India", by the NCM from reputed Institutes/Organisations/ Agencies having expertise in conducting "Studies" on subjects relating to Minorities. A detailed proposal indicating the terms of reference, methodology to be adopted, time frame for completion of study and the cost involved as per Standard Operating Procedures (SOP) for undertaking the study for NCM may be submitted to the Secretary, NCM, Lok Nayak Bhavan, New Delhi by 9.10.2010. Details of the SOP can be viewed at our Web link www.ncm.nic.in.

SOP for engaging Institutes/Organisations-----
/Agencies for
conducting "Studies" on various subjects relating to Minorities.

Background

1. National Commission for Minorities (NCM) is a body constituted under "National Commission for Minorities Act, 1992" to safeguard the constitutional/legal rights of Minorities. Sub-paras (e) and (f) of sub-section (i) of section 9 of Chapter III on, "Functions of the Commission" provide for the following:-
 - “(a) cause Studies to be undertaken into problems arising out of any discrimination of Minorities and recommend measures for their removal.
 - (b) conduct Studies, research and analysis on the issues relating to socio-economic educational development of Minorities”.
2. National Commission for Minorities receives a number of requests, representations and complaints regarding deprivation of rights and safeguards of the Minorities from individuals, groups, religious/caste associations, communities of Minorities, educational institutions established and administered by Minorities for re-dressal of their grievances. To address these issues it becomes necessary to undertake in-depth "Studies" so as to have a realistic assessment of the ground situation.

Need for an SOP

3. (a) Rules 163-177 of General Financial Rules (GFRs) are to be applied while processing proposals for award of Studies to outside agencies.
- (b) Where the estimated cost of “Studies” is upto Rs. 25 lakh, a Limited Tender Enquiry (LTE) is to be floated and other tendering procedures/ formalities prescribed in the GFRs completed.
- (c) Where the estimated cost does not exceed Rs. 10 lakh, the method of selection by direct negotiations/ nomination provided in GFR 176 could be adopted where adequate justification is available for such single source selection. Full justification for single source selection is to be recorded and approval of the Competent Authority obtained before resorting to such single source selection.

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- (d) In terms of GFR 164 there is a need to issue detailed instructions and lay down a transparent mechanism in the form of a Standard Operating Procedure (SOP) to process proposals for “Studies” on specified issues relating to Minorities. Accordingly this SOP has been formulated to process proposals for award of “Studies” on issues related to Minorities.
- (e) National Commission for Minorities has been delegated financial powers for sanction of “Studies” upto Rs. 50,000/- (Rupees fifty thousand only) in each case. Proposals for award of “Studies” beyond this financial limit are required to be submitted to the Ministry for approval.

Formation of Technical groups to identify potential areas for Study Research

4. In order to plan in a systematic manner the studies to be awarded, it will be necessary to first of all identify potential areas of Study / Research. A technical group, headed by Vice Chairperson / Members, with outside experts whenever necessary, will be set up to finalize the areas of Study / Research to be taken up by the NCM. This will also enable NCM to seek necessary budgetary provisions from Government on an annual basis.

Organisations eligible for award of “Studies”

5. Organisation that will conduct “Studies” on behalf of the Commission will be as under:-
 - (i) Central Government organisations/ agencies/ autonomous bodies etc.
 - (ii) State Government organisations/agencies/ autonomous bodies etc.
 - (iii) Premier Academic Institutes/Agencies.

- (iv) National/State level NGOs/ Associations/ Federations that have expertise and experience in the specified area of Study.
6. In order to attract the best possible expertise in the country in the specific areas of Study / Research, NCM will invite offers by putting up on the NCM Website a brief outline of the studies proposed. NCM can also

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write to leading academic institutions / public bodies, inviting offers for the proposed studies. This action will be also satisfy the requirements of the GF & AR in ensuring necessary transparency and avoiding single offers or a regular basis.

Formulation of the Proposal

7. The proposal for award of Study must provide all relevant details of the organisation to which the Study is to be awarded including Objectives of the Study, Scope, Approach and Methodology, etc. In order to ensure that the Commission's proposal is complete in all respects, the proposal is to be processed as per formats at **Annexures "A" and "B"**. Every column is to be filled in with as much details as required. One line answers to columns is to be avoided. In case, information cannot be provided for any column, reasons for the same should be indicated.

Time Schedule

6. Broad timeframe required for completion of Study is to be indicated including time required for submission of reports during the various stages of the Study such as Inception Report, Draft/Interim Report, Final Report etc.

Payment Schedule

7. (i) Schedule of payments will be clearly spelt out linking the same with well defined milestones of the Study. Payment schedule will be as given under:-
- (a) 10% of the total amount will be paid after submission of inception report. Inception report will contain Background, Scope and Objectives of the Study, Approach and Methodology, Staffing, Sources of data collection, Deliverables etc.,
 - (b) 30% of the total amount will be paid at the time of submission of Interim Report.
 - (c) 40% of the total amount will be paid after submission of the Final Report.

- (d) 20% of the total amount will be paid after acceptance of the Final Report.

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- (ii) If the Study is of a long duration and advance payment is to be released, Bank Guarantee for release of advance payment will be required to be obtained from the organisation. Copy of Bank Guarantee as extracted from the "Manual on Policies and Procedures for Purchase of Goods" issued by the Ministry of Finance in August 2006 is enclosed as **Annexure "C"**.

Monitoring Mechanism

8. National Commission for Minorities will set up a Committee headed by concerned Member of the Commission (in-charge of the subject of Study) who will review the progress of Study every month to ensure that the Study is conducted in line with the Terms of Reference given to the organisation and the time schedule prescribed at each stage. The organisation will submit monthly reports to the Monitoring Committee indicating the progress of Study and problems/difficulties if any, faced by them.
9. The Study will be awarded to the chosen organisation formally as per the order at **Annexure "D"**.

Annexure “A”

Information to be submitted by the organisation chosen for award of Study.

- (i) Name of the organisation
- (ii) Details of registered address, telephone numbers, fax, e-mail ID etc.
- (iii) Status of the organisation – whether it is a Central/State Government organisation or a body registered under Societies Act (details of registration to be submitted).
- (iv) Financial status of the organisation (during the last three years).
- (v) Detailed justification, circumstances leading to selection of a particular organisation and special interest or purpose it shall serve for proposing/recommending a particular organisation to carry out the Study.
- (vi) Past experience of the selected organisation in the field of Study (documentary evidence in the form of Study reports submitted - to be attached).
- (vii) Names of Ministries/Departments, State Governments and other stakeholders for which the organisation has carried out “Studies” in the past three years.
- (viii) Any other additional information relating to the concerned organisation.

Annexure “B”

List of details required in connection with the formulation of the proposal for award of Study.

1. Statement of proposal for entrusting the Study.

- (i) Title of the Study
- (ii) Objectives of the Study indicating the need, benefits likely to accrue, likely beneficiaries, linkages with laid down policies etc.
- (iii) Terms of Reference of the Study.
- (iv) Approach and methodology to be adopted for conducting the Study.
- (v) Demographical and geographical area of the Study.
- (vi) Field visits required for the Study.
- (vii) Sources of data collection for Study.
- (viii) Details of investigation proposed to be undertaken (in case the Study requires investigation).
- (ix) Whether any “Studies” have been undertaken in the past and how will the present Study will serve the purpose of Minorities.
- (x) In case Study is to be awarded to a single organisation under GFR 176 information on the following may be given:-
 - (a) Detailed justification, circumstances leading to selection of one specific organisation and special interest or purpose it shall serve for proposing/recommending a particular organisation to carry out the Study; and
 - (b) Whether the organisation possesses the requisite expertise and experience (at least for three years) to carry out such a Study; (documentary evidence in the form of Study reports etc., to be attached).
- (xi) Follow-up action expected to be taken after Study report is available.

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2. Timeframe in which the Study will be executed.

- (i) Broad timeframe required for completion of the Study.

- (ii) Timeframe/completion schedule required for each of the physical milestone.

3. Financial implication of the proposal

- (i) Estimated expenditure
- (ii) Availability of budget provision in the current Financial Year.

4. Payment Schedule

- (a) 10% of the total amount will be paid after submission of inception report. Inception report will contain Background, Scope and Objectives of the “Studies”, Approach and Methodology, Staffing, Sources of data collection, Deliverables etc.,
- (b) 30% of the total amount will be paid at the time of submission of Interim Report.
- (c) 40% of the total amount will be paid after submission of the Final Report.
- (d) 20% of the total amount will be paid after acceptance of the Final Report.

5. Reporting Mechanism

The formats of Monthly Reports and Final Report to be decided prior to award of Study.

6. Supplementary information if any.

WHEREAS.....
(name and address of the Agency / Organisation) (hereinafter called “the organisation) has undertaken, in pursuance of order no.....dated.....to conduct “Study” (description of the subject matter of “Study”) (herein after called “the order”).

AND WHEREAS it has been stipulated by you in the said order that the organisation shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the order;

AND WHEREAS we have agreed to give the organisation such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of organisation, up to a total of.....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the organisation to be in default under the order and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the organisation before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the order to be carried out thereunder or of any of the order which may be made between you and the organisation shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of.....20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

Annexure “D”



F.No.....

Government of India
National Commission for Minorities

New Delhi dated.....

To

Sub: Study of problem of ----- award of -----

Sir,

I am directed to refer to your letter dtd ----- indicating your willingness to undertake Study on ----- and to convey the approval of the Competent Authority to award the Study on the subject matter stated above subject to the following terms and conditions:-

(i) Date of commencement of Study

You will undertake the Study immediately on receipt of this letter.

(ii) Duration of Study

The Study will be completed within a period of ----- months from the date of commencement and on completion you will submit a Final Report to the Commission. No extension of time will be granted.

(iii) Output of Study

(iv) Cost of Study

The total cost of the Study will not exceed Rs. ----- lakh. No amount exceeding Rs..... lakh will be granted for the Study.

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(v) Payment Schedule

- (a) 10% of the total amount will be paid after submission of inception report. Inception report will contain Background, Scope and Objectives of the "Studies", Approach and Methodology, Staffing, Sources of data collection, Deliverables etc.,
- (b) 30% of the total amount will be paid at the time of submission of Interim Report.
- (c) 40% of the total amount will be paid after submission of the Final Report.
- (d) 20% of the total amount will be paid after acceptance of the Final Report.

If you require the Commission to make advance payment before undertaking the Study, you have to submit a bank guarantee for an equal amount before release of advance amount.

(vi) Utilisation Certificate

You will furnish Utilisation certificates for the full amount released for completion of the Study, at the time of submission of Final Report of the Study.

(vii) Monitoring Mechanism

You will submit Monthly Report to the National Commission for Minorities indicating the progress of Study and problems/difficulties if any, faced during the course of the Study. Member of the Commission in-charge of the subject matter of Study will review the progress of Study every month to ensure that Study is conducted in line with the Terms of Reference given to you and the Time Schedule prescribed at each stage.

2. I am directed to request that a copy of the letter duly signed by you in token of acceptance of the terms and conditions listed above may be sent to the Commission before undertaking the Study.

Yours faithfully,

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Under Secretary
National Commission for Minorities

Copy to:

1. -----
2. ----
3. ----