

No. Research Study/109/2024-NCM  
National Commission for Minorities  
Government of India

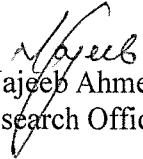
1<sup>st</sup> Floor, Block No. 14, CGO Complex,  
Lodhi Road, New Delhi  
Dated 30.08.2024

**TENDER NOTICE**

**Subject: Invitation of Tender for selection of an agency for conducting Study for National Commission for Minorities- regarding.**

The National Commission for Minorities, a statutory body under the Ministry of Minority Affairs is inviting sealed bids from interested agencies for conducting a Study on the topic 'Outreach to the Sikh Community'. The Request for Proposal (RFP) is **attached**.

2. Eligible bidders are requested to submit their proposal as per details mentioned in RFP to this Commission latest by 3:00 P.M. on 27.09.2024 positively.

  
(S. Najeeb Ahmed)  
Research Officer

सैयद नजीब अहमद  
Syed Najeeb Ahmad  
अनुसंधान अधिकारी/R.O., NCM  
भारत सरकार/Govt. of India  
ब्लॉक-14, सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड  
CGO Complex, Lodhi Road  
नई दिल्ली/New Delhi-110003

**File No. Research Study/109/2024-NCM**

**Request for Proposal (RFP)**

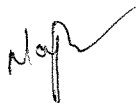
**For selection of an agency for conducting a Study on the topic  
'Outreach to the Sikh Community'**

**National Commission for Minorities  
1<sup>st</sup> Floor, 14<sup>th</sup> Block  
CGO Complex, Lodhi Road,  
New Delhi -110003**

A handwritten signature in black ink, appearing to be 'N. P.' or similar, located below the address block.

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## Invitation of RFP

### 1. Introduction:

The National Commission for Minorities (NCM) was established as a statutory body with the enactment of the National Commission for Minorities Act, 1992 by the Parliament. This Act came into force with effect from 17<sup>th</sup> May, 1993. The Commission consists of a Chairperson, a Vice Chairperson and five Members, out of which five Members including the Chairperson, are required to be from amongst the notified religious minority communities.

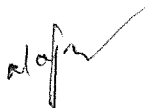
### 2. Definition of Minority:

As per Section 2(c) of the NCM Act, 1992, 'Minority', for the purposes of this Act, means a community notified as such by the Central Government. At present, there are six notified religious minority communities namely, Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis) and Jains.

### 3. Functions of NCM:

The functions and responsibilities of NCM are related to the six notified minority communities. As provided in the aforesaid Act, NCM has been mandated to perform the following functions:-

- (a) evaluate the progress of the development of Minorities under the Union and the States;
- (b) monitor the working of the safeguards for Minorities provided in the Constitution and in laws enacted by Parliament and the State Legislatures;
- (c) make recommendations for the effective implementation of safeguards for protection of the interests of Minorities by the Central Government or the State Governments;
- (d) look into specific complaints regarding deprivation of rights and safeguards of the Minorities and take up such matters with the appropriate authorities;
- (e) cause studies to be undertaken into the problems arising out of any discrimination against Minorities and recommend measures for their removal;
- (f) conduct studies, research and analysis on the issues relating to socio-economic and educational development of Minorities;
- (g) suggest appropriate measures in respect of any Minority to be undertaken by the Central Government or the State Government;
- (h) make periodical or special reports to the Central Government on any matter pertaining to Minorities and in particular difficulties confronted by them; and
- (i) any other matter which may be referred to it by the Central Government .



4. **Scope of Work:**

(i) NCM intends to engage an agency for conducting a Study on the topic ‘**Outreach to the Sikh Community**’. In this context, RFP is invited from reputed agencies.

(ii) **Objective and Terms of References:**

The main purpose of the Study is comprehensive analysis of the issues related to the Sikh community with a view to have better understanding of the community.

5. **Schedule and Critical Dates:**

(i) The tentative schedule and critical dates are shown below:

S. No.	Event	Date
1.	Uploading of RFP on official website (Tender Section)	30.08.2024
2.	Last date of submission of bid	3:00 PM on 27.09.2024
3.	Opening of Technical Bids	3:30 PM on 27.09.2024
4.	Presentation by shortlisted bidders	To be announced on NCM website
5.	Opening of Financial Bids (in respect of technically qualified bidders)	To be announced on NCM website

(ii) NCM reserves the right to amend the tentative schedule and critical dates. It is the sole responsibility of prospective bidders to go through the NCM website (Tender Section) from time to time for any updated information.

6. **Procedure, Terms and Conditions :**

- (i) The proposal has to be submitted on two bid basis i.e. Technical Bid and Financial Bid.
- (ii) It is the responsibility of the Bidders to ensure that the bids are up submitted on or before the prescribed date and time for submission of bids.
- (iii) All bids must remain valid for 90 days from the last date of submission of bids.
- (iv) NCM reserves the right to solicit additional information from Bidders. Additional information may include, but is not limited to, past performance records, lists of available items of work, etc.
- (v) NCM reserves the right to accept the whole, or part or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the NCM.
- (vi) NCM reserves the right to negotiate with the bidders placed as H1/L1 bidder in the interest of the Government.
- (vii) NCM reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NCM.

Not

- (viii) NCM reserves the right to include any other items in the Scope of Work at any time as deemed necessary in the best interest of the NCM.
- (ix) NCM reserves the right not to accept bid(s) from agency(ies) resorting to unethical practices or on whom investigation/ enquiry proceedings have been initiated by Government investigating Agency/ Vigilance Cell.

**7. Eligibility Conditions:**

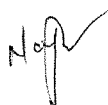
- (i) The agency should be well experienced in conducting such kind of studies and well versed with the subject.
- (ii) The agency should have a minimum three years' experience in conducting such evaluations/ studies at various levels – National/ State/ District Levels.
- (iii) The agency should have executed at least one similar project for Central/ State Govt. departments/ organizations.
- (iv) The agency should have a minimum average annual turnover of Rs.30.00 Lakhs (Rupees Thirty Lakhs) during the last three financial years (2020-21, 2021-22 & 2022-23) to be supported by audited Balance Sheets, P/L A/c, Receipt and Payment A/c.
- (v) The agency should have adequate technically and managerially qualified and well experienced in-house resource base and a strong creative team for designing and implementing the studies.
- (vi) The agency should have the ability to collect relevant data/information required for the purpose without imposing any responsibility on NCM.
- (vii) The agency must have G.S.T. registration and should be income tax assessee.
- (viii) The agency should furnish an undertaking to the effect that it has not been blacklisted in India or abroad by any Government department/agency.

**8. Amendment of Tender Document:**

At any time before the submission of bids, NCM may amend the tender document by issuing an addendum/corrigendum in writing or by announcing it through its website. The addendum/corrigendum shall be binding on all the Agencies. To give the Agency reasonable time in which to take an amendment into account in their bids, the NCM may, if the amendment is substantial, extend the deadline for the submission of bid

**9. Earnest Money Deposit:**

- (i) The bidder is required to submit Rs.10,000/- (Rupees ten thousand only) as Earnest Money Deposit (EMD) by Demand Draft of any Nationalised/ Scheduled Commercial Bank drawn in favour of "DDO, National Commission for Minorities" payable at New Delhi. EMD should be submitted along with Technical Bid.
- (ii) Technical Bid not accompanied with EMD shall be summarily rejected.



- (iii) No interest shall be payable by NCM for the sum deposited as EMD.
- (iv) The EMD shall be forfeited if a bidder withdraws its bid during the period of bid validity.
- (v) The EMD of the unsuccessful bidders would be returned after finalization of the proposal received against this RFP. However, the EMD of the successful bidder shall be adjusted against performance security.

**10. Performance Security:**

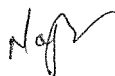
- (i) Selected bidder will have to submit a Performance Security equivalent to 3% of the total contract value in the form of the bank draft/ demand draft or Bank Guarantee (BG) from a scheduled commercial bank in favour of “DDO, National Commission for Minorities” New Delhi, within 10 days of issue of letter of acceptance of proposal.
- (ii) Performance Security would be returned only after successful completion of work assigned and after adjusting/ recovering any dues recoverable/ payable from/ by the Agency on any account under the contract

**11. Submission of Bid:**

- (i) The sealed envelope containing Technical Bid and Financial Bid in **two separate sealed envelopes**, addressed to Under Secretary, National Commission for Minorities (NCM), 1<sup>st</sup> Floor, Block-14, CGO Complex, New Delhi-110003, should be sent by either by Speed Post or dropped into the Letter Box kept in the Reception Area at Ground Floor, Block-14, CGO Complex, so as to reach by 3.00 P.M. on or before 27.09.2024.
- (ii) The envelope must be superscribed as “**Bid for conducting study for National Commission for Minorities**”.
- (iii) All bid documents should be signed by the authorized signatory of the Agency.
- (iv) The bids received after the given time shall not be considered.

**12. Bid Opening:**

- (i) Out of the bids received by 3:00 P.M. on or before 27.09.2024, the technical bids would be opened in the presence of bidders’ representatives, if available, at 3:30 P.M. on 27.09.2024.
- (ii) Thereafter, the Technical bids shall be evaluated by the Tender Evaluation Committee constituted for the purpose. Technical bids of only those bidders will be evaluated whose EMD and supporting documents (any if required) are found to be in order.
- (iii) **All the bidders would be required to make a detailed presentation** with regard to their qualifications, experience, concept and plan for the proposed study, in National Commission for Minorities, as per date announced on NCM website. **Absentees will not be considered for further processes.**



**13. Documents to accompany tender documents :**

The bid shall be submitted alongwith the following documents:-

- (i) Tender Bid Covering Letter (Form - I) along with EMD
- (ii) Technical Bid, as per the format given in Form - II, with all supporting documents
- (iii) Financial bid, as per format given in Form - III, with all supporting documents.
- (iv) Integrity Certificate, as per format given in Form - IV
- (v) Photocopy of PAN/TAN Card
- (vi) G.S.T. Document

**14. Method of Evaluation:**

The procedure of evaluation of the applications is given as under-

**(i) Evaluation of Technical Bid:**

(a) The technical bid will carry maximum marks of 50. The maximum mark for each activity of technical bid is as under:

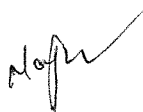
A	Proposed Methodology for the Study		
	S.No.	Parameter (Based on Presentation)	Marks
	1.	Understanding of the subject	10
	2.	Approach & methodology	20
	3.	Work Plan (Time Line)	10

B	Quality and Experience of manpower		
	S.No.	Parameter	Marks
	1.	Educational Qualification of Core Team Members	5
	2.	Relevant Experience	5

**A + B = 50 marks**

(b) The financial bid of only those agencies will be opened who score minimum of 25 marks in the technical bids. 50% weightage of technical evaluation shall be given in financial bid and final selection shall be based on the formula as mentioned below.

(c) Only those bids which obtain at least 50% score in technical evaluation (i.e. 25 Points) would be carried forward for financial evaluation in the second stage. The score obtained by an agency at this stage may be denoted as 'T<sub>A</sub>'.





**(ii) Evaluation of Financial Bid:**

The methodology of financial evaluation will be as follows:

- (a) The lowest price quoted in all the financial bids would be denoted as  $L_1$  and would be given the score as '50 points'
- (b) The price quoted by firm 'A' would be termed as ' $L_A$ ' and the score obtained would be  $\text{Score} = (L_1/L_A) * 50 \text{ Points}$
- (c) The score obtained by a firm A would be denoted by ' $F_A$ '
- (d) Final Evaluation

Total score of firm A ( $H_A$ ) after technical and financial evaluation will be calculated as follows:

$$H_A = T_A + F_A$$

- (e) Scores obtained by all firms would be arranged in decreasing order and the contract would be awarded to the firm obtaining the highest total overall score ( denoted by  $H_1$ )

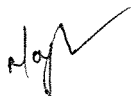
**15. Time Period, Monitoring & Report:**

- (i) The entire Study should be completed within **Four Months** from the date of assigning the work. A **penalty of 1%** will be imposed on each week's delay in completion of work.
- (ii) Successful bidder shall submit monthly report to NCM indicating the progress of study and problems/ difficulties if any faced during the course of the Study.
- (iii) Successful bidder shall submit to the satisfaction of NCM a comprehensive report, both in physical and electronic form, within four months as per the 'Scope of the Study' illustrated in **Para-4** of RFP. The Report shall be to the satisfaction of the NCM.
- (iv) The successful bidder shall have to make presentations to NCM on key findings of their study /suggestions/recommendations/analysis of data.

**16. Payment:**

The payment shall be released as per the following schedule:

- (i) 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, Sample size, Sources of data collection, Deliverables, Questionnaire etc.
- (ii) 30% of the total amount will be paid at the time of submission of Interim Report.
- (iii) 40% of the total amount will be paid after submission of the Final Report.
- (iv) 20% of the total amount will be paid after acceptance of the Final Report.



**17. Disclaimer:**

The NCM shall not be responsible for any late receipt for any reasons whatsoever. The Bid received late will not be considered and will be returned unopened to the bidder.

**18. Rejection of Bid:**

The Bid for conducting study is liable to be rejected if:

- (i) It is not covered in proper sealed cover with superscription as indicated in Para- 11 above.
- (ii) Not strictly in prescribed form and not containing all required details/ documents.
- (iii) Not properly signed.
- (iv) Received after the expiry of due date and time.
- (v) Offer is received by telex, fax, telegram or e-mail.

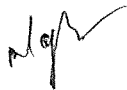
**19. Applicable Law and Jurisdiction:**

This RFP, including all matters connected with this RFP, shall be governed by the Indian laws, both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Delhi Court, if required.

**20. General Instructions:**

- (i) For any clarifications, G&R Section of NCM may be contacted by email to [us.ncm@gov.in](mailto:us.ncm@gov.in) prior to three working days of last date of submission of bids.
- (ii) Bids once submitted cannot be amended.
- (iii) Any Bid which does not quote for all items will be considered to be non- responsive and shall be rejected.
- (iv) The Agency shall not assign or sublet the contract or any substantial part thereof to any other agency, without written consent of the NCM.

\*\*\*\*\*



**TENDER BID – COVERING LETTER PROFORMA**

To

Under Secretary,  
National Commission for Minorities  
Government of India  
1<sup>st</sup> Floor, Block No.14,  
CGO Complex, Lodhi Road,  
New Delhi – 110003

**Subject: Notice inviting tender for selection of an agency for conducting study for National Commission for Minorities**

Sir,

The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for conducting studies for National Commission for Minorities (NCM), do hereby express the interest to do the work as specified in the scope of work.

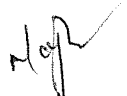
**1. Correspondence details:**

1	Name of the Applicant/applicant Company	
2	Address, Telephone/Fax (with STD code), E-mail details, etc.	
3	Details of Income Tax Registration, G.S.T. Registration, etc. (enclose evidence)	
4	Name, designation and address of the contact person to whom all references shall be made	
5	Telephone/Fax (with STD code), Mobile no., E-mail of the contact person	
6	Branches, if any, with details of addresses, telephone, etc	
7	Any other information	

**2. Documents forming part of the bid process.**

We have enclosed the followings:

- (i) Demand Draft for the EMD amount.
- (ii) Technical bid as per Form-II
- (iii) Financial bid as per Form –III.



(iv) Integrity Certificate as per Form- IV.

3. I/ We hereby declare that my/ our bid is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,

(Place & Date)

Not

(Name & Signature)  
Official Seal of the agency

**FORMAT FOR SUBMISSION OF TECHNICAL BID**

To

Under Secretary,  
National Commission for Minorities  
Government of India  
1<sup>st</sup> Floor, Block No.14, CGO Complex,  
Lodhi Road, New Delhi – 110003

**Subject: Notice inviting tender for selection of an agency for conducting study for National Commission for Minorities**

Sir,

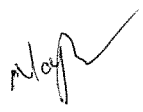
The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for conducting studies for National Commission for Minorities (NCM), do hereby submit the Technical details as under –

**1. Profile of the Agency**

1. Name of the Agency
2. Name and Designation of Head of the Firm responsible for the project
3. Establishment Details
  - a Year Established
  - b. Type of Organization (Tick One) Company/Registered Firm/NGO/Any Other
  - c. Regd. No.; Name and Place Registering Authority Certificate (Attach attested photocopy of Registration Certificate)
  - d. No. of full time employees
  - e. No. of part time employees.

**II. Details of Key Professionals of the Agency proposed to be engaged for the Studies.**

S. No.	Name	Area of key expertise	Highest academic professional qualifications	Length of experience (years) in the area of key expertise	Position in the Firm	No. of man months proposed to be deployed for this Study



**III. Details of the experience in successfully conducting studies in past 3 years.**

S. No.	Type of Activity	Title of the Study	Name & Address of the Client	Duration of Project (in months) & Year of Start & Completion	Details of Study

**IV. Details of the experience of conducting studies for Central Government Ministries in past 3 years.**

S. No.	Type of Activity	Title of the Study	Name & Address of the Client	Duration of Project (in months) & Year of Start & Completion	Details of Study

**V. Detailed Proposed Methodology for the Study including write up on the subject of the study including hypothesis, literature reviews, the sampling plan and time frame proposed by the Agency.**

**VI. Experience of the Agency**

S. No	Parameters	Nos.
1	No. of evaluation studies conducted in the Past 3 years	
2	Years of existence in Business	

**2. Financial status of the applicant**

The last three years financial status to be supported by audited Balance Sheets, P/L A/c, Receipt and Payment A/c duly certified by Chartered Accountant in accordance with 3(d) above.

(in Rs. Lacs)

	2019-20	2021-22	2022-23
Turnover			
Net Profit			

*Handwritten signature*

## CERTIFICATE

**It is certified that:**

1. The information given above is TRUE to the best of my knowledge. The organization shall stand liable for any information given above which is later found to be FALSE, including the forfeiture of any payment due to it.
2. The professionals, staff, equipment and all requisite infrastructural facilities mentioned in this bid shall be made available for this study in due time.
3. I am competent to sign this Certificate.

**(Place & Date)**

**(Name & Signature)  
Official Seal of the agency**

**Note: All the relevant certificates and documents including the resumes of the Consultant should be attached with the bid documents, failing which, will result in disqualification.**

*Hay*

**FORMAT FOR SUBMISSION OF FINANCIAL BID**

To

Under Secretary,  
National Commission for Minorities  
Government of India  
1<sup>st</sup> Floor, Block No.14, CGO Complex,  
Lodhi Road, New Delhi – 110003

**Subject: Notice inviting tender for selection of an agency for conducting study for National Commission for Minorities**

Sir,

The undersigned having read and examined in detail all the terms and conditions of documents pertaining to the proposals for conducting studies National Commission for Minorities (NCM), do hereby quote the following rates, inclusive of all taxes.

	<b>STUDY NAME</b>	<b>RATE (Rs.)</b>

**TOTAL (INCLUSIVE OF ALL TAXES)**

**(Place & Date)**

*May 2*

**(Name & Signature)  
Official Seal of the agency**



INTEGRITY CERTIFICATE

To

Under Secretary,  
National Commission for Minorities  
Government of India  
1<sup>st</sup> Floor, Block No.14, CGO Complex,  
Lodhi Road, New Delhi – 110003

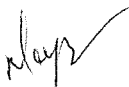
**Subject: - Notice inviting tender for selection of an agency for conducting study for National Commission for Minorities**

Sir,

In response to your call for submission of bids, I/We hereby declare that I/we:

- (i) are not bankrupt or being wound up, or are having our affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matter, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (ii) have not been convicted of an offence concerning our professional conduct by judgment which has the force of res judicata;
- (iii) have never been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (iv) have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interests;
- (v) Will inform NCM immediately if there is any change in the above circumstances at any stage during the tender procedure or during the implementation of the project;
- (vi) Fully recognize and accept that any inaccurate or incomplete information deliberately provided in this tender may result in my/our exclusion from this or other contracts funded by NCM

(Place & Date)



(Name & Signature)  
Official Seal of the agency