

SHORT TENDER NOTICE
FOR
HIRING OF AGENCY FOR CONDUCTING A BASELINE STUDY ON
THE SOCIO-ECONOMIC CONDITIONS OF THE SCHEDULED
CASTE (SC) POPULATION IN MANIPUR

Tender No: 3/SC-ECO/OBC&SC/2023-24 / 397

Dated: 19.08.2024

Tender published by:

Directorate for Welfare of OBC and SC, Manipur

1st Floor, South Block, Secured Office Complex

A.T. Lines, Imphal-795001

SHORT TENDER NOTICE FOR HIRING OF AGENCY FOR CONDUCTING A BASELINE STUDY ON THE SOCIO-ECONOMIC CONDITIONS OF THE SCHEDULED CASTE (SC) YOUTH POPULATION IN MANIPUR

Schedule for Invitation of bids

Tender ID NO	3/SC-ECO/OBC&SC/2023-24/397 dated 19.08.2024
Tender on	<p><u>SHORT TENDER NOTICE FOR HIRING OF AGENCY FOR CONDUCTING A BASELINE STUDY ON THE SOCIO-ECONOMIC CONDITIONS OF THE SCHEDULED CASTE (SC) YOUTH POPULATION IN MANIPUR</u></p> <p>Contents</p> <p>Section 1: Minimum Eligibility & Shortlisting Criteria..... 4</p> <p>Section 2: Instructions to Bidders..... 6</p> <p>Section 3: Full Technical Proposal (FTP) Standard Forms..... 11</p> <p>Form TECH -1 11</p> <p>Form TECH-2 12</p> <p>Form TECH-3 14</p> <p>Form TECH-4 15</p> <p>Form TECH-5 16</p> <p>Section 4: Financial Proposal - Standard Forms 18</p> <p>Form FIN-1 18</p> <p>Form FIN-2 19</p> <p>Section 5: Terms of Reference (ToR)..... 20</p> <p>Terms of Reference..... 20</p> <p>ABOUT THE DIRECTORATE..... 20</p> <p>SPECIFIC INFORMATION REGARDING THE ASSIGNMENT 20</p>
Issued by	Directorate for Welfare of OBC & SC, Manipur
Issue Date	19.08.2024
Submission Last Date	09.09.2024 up to 03:00 pm
Selection Method	Least-Cost Selection (LCS)
Availability of Tender	Notice Inviting Tender (NIT) & Bid Document can be downloaded from <u>www.manipurobcsc.mn.gov.in</u>

Cost of tender document (Non-Refundable)	Rs 2,000/- in the form of Demand Draft in favour of "OBC & SC DDO, Directorate for Welfare of OBC & SC, Manipur payable at Imphal"
Correspondence office address and contact details	Directorate for Welfare of OBC & SC, Manipur 1st Floor, South Block, Secured Office Complex A.T. Lines, Imphal-795001
Last date for Submission	Hard copy (Technical bid and financial bid) to be submitted at the Directorate's office on or before 09.09.2024 up to 03:00 pm
Opening of Technical Bid	11.09.2024, 11:30 am
Opening of Financial Bid	11.09.2024, 01:30 pm

Key Points

1. Directorate for Welfare of OBC and SC, Manipur may update, amend, or supplement information in this tender document without assigning any reasons. Corrigendum/Addendum, if any, shall be uploaded on official the website i.e., www.manipurobcsc.mn.gov.in only.
2. In case any bidder fails to submit the original demand drafts, its bid / proposal shall not be opened.


(Ng. Bhogendra Meitei)
 Director (OBC & SC),
 Manipur

GOVERNMENT OF MANIPUR
DIRECTORATE FOR WELFARE OF OBC & SC
1st Floor, South Block, Secured Office Complex, A.T. Lines, Imphal

NOTICE INVITING TENDER


Imphal, the 19th August, 2024.

(Tender in sealed envelope are invited from eligible Agency/Firm for conducting a Baseline Study on the Socio-economic Conditions of Scheduled Caste (SC) Youth Population in Manipur)

No. 3/SC-ECO/OBC&SC/2023-24: 1397 It is, hereby, notified for information that short tender are invited for conducting a Baseline Study on the Socio-economic Conditions of Scheduled Caste (SC) Population in Manipur. Conditions for eligibility of Agency/firm are provided in the tender document.

2. Sealed and super-scribed quotations in the prescribed format with Tender Name and Addressed to the Undersigned should be submitted by **09.09.2024 up to 03:00 pm** and will be opened on **11.09.2024, 11:30 am** in the presence of the bidder(s) or their authorized representative(s), who are to be present at the scheduled date and time.

3. Tender Notice, document, service required, other terms and conditions can be downloaded from the official website of the Directorate i.e., www.manipurobcsc.mn.gov.in . Corrigendum/Addendum, if any, will be uploaded in the above website only.


(Ng. Bhogendra Meitei)
Director (OBC & SC),
Manipur

Copy to (for kind information):

1. Commissioner (OBC & SC), Govt. of Manipur.
2. Director (IPR), Manipur with a request to publish the Tender Notice as advertisement for 1 (one) day only. Bill, therefore, may be submitted to OBC & SC DDO, Directorate for Welfare of OBC & SC, Manipur for payment.
3. Web Manager (DIT), Manipur with a request to upload the Tender Notice and document on Manipur Government website.
4. Field Inspector (MA), Manipur to upload the Tender Notice and document on official website.
5. File Concerned.
6. Notice Board.

TENDER DOCUMENT

Section 1: Minimum Eligibility & Shortlisting Criteria

Agency should provide information demonstrating that they have the required qualifications and relevant experience to perform the above-mentioned Service. The shortlisting criteria and supporting documents to be submitted along with bid response documents are as follows:

Sl. No.	Criteria	Documentary evidence
1	Should be registered as a Partnership firm / LLP / Private Limited Company / Society / Trust in India	Registration Certificate / Incorporation Certificate
2	Existence for at-least 5 years	Proof of Registration / Incorporation
3	Presence in North East with either registered or branch office	Proof of Address
4	Past experience in conducting similar study	
	a. Base line Study / Skill Gap Assessment study / Impact Assessment study / Primary Survey with any Central Ministry / State Govt. Department in anywhere in India	Work Order / MoU / Client Certificate
	b. Base line Study / Skill Gap Assessment study / Impact Assessment study / Primary Survey in North East	Work Order / MoU / Client Certificate
5	Experience of working in Manipur with Govt. Department	Work Order / MoU / Client Certificate

Section 2: Instructions to Bidders

1. SUBMISSION OF TENDER FEE

- a. The non-refundable tender fees of **Rs.2,000/- (Rupees Two Thousand only)** and Earnest Money Deposit (EMD) of **Rs. 20,000/- (Rupees Twenty Thousand only)** must be submitted in the form of Demand Draft drawn in favour of **"OBC & SC DDO, Directorate for Welfare of OBC & SC, Manipur"** payable at Imphal may be placed in an envelope. The envelope should be sealed and superscripted **"Tender fee for Hiring of an agency to conduct a Baseline Study on the Socio-economic Conditions of the Scheduled Caste (SC) Youth Population in Manipur"**. The envelope should be addressed to the Director, Directorate for Welfare of OBC & SC, Manipur, 1st Floor, South Block, Secured Office Complex: A.T. Lines, Imphal and submitted at the office before the due date and time specified in this document. In case of MSME certificate holder exemption will be given in the EMD fees.
- b. The successful bidder will have to submit a performance security (PS) in the form of **DD** pledged to Directorate for Welfare of OBC & SC, Manipur for an amount equivalent to 5% of the total cost of the assignment. PS should be valid for a period of 6 months beyond the date of completion of the project.

2. PRE-BID MEETING

There will be no pre-bid meeting. However, any query related to the tender document, bidder may kindly visit Directorate's office located at 1st Floor, South Block, Secured Office Complex, AT Lines, Imphal on or before 7 days after the publishing of the tender document.

3. GUIDELINES FOR SUBMISSION OF BIDS

Interested agencies with requisite experience, may submit required documents as per following:

Technical Proposals (Envelope-1) shall contain:

- **Power of attorney** to sign and negotiate the contract in Rs.100 Non-Judicial Stamp Paper
- **Non-Blacklisted** declaration in Agency Letter Head
- **Tech-1** (Technical Proposal Submission Form)
- **Tech-2** (Bidder's Organisation and Experience)
- **Tech-3** (Methodology and Workplan responding to ToR)
- **Tech-4** (Work Schedule and planning for deliverables)
- **Tech-5** (Team compositions, Assignment and key experts time input)
- **Resumes** of key-experts with supporting documents

- **Demand Draft** Transaction details of Tender fees

Financial Proposals (Envelope-2) which shall contain:

- **Fin-1** (Total quoted amount including tax)
- **Fin-2** (Summary Cost)

The agency needs to submit technical proposal & Financial proposal in separate envelope and both the envelope will be submitted in big envelope addressed to the Director, Directorate for Welfare of OBC & SC, Manipur, 1st Floor, South Block, Secured Office Complex: A.T. Lines, Imphal

4. BID VALIDITY

The bid must be valid for the period of **90 days** from the date of tender opening for placing in the work order.

5. PROPOSAL EVALUATION & SELECTION OF BIDDER

- Technical proposal shall be evaluated first for those agencies who fulfil the Minimum eligibility criteria as per ToR.
- The Technical proposal shall be evaluated and marking shall be awarded based on criteria/Sub-criteria given below:

Sl. No.	Parameter	Scoring
A. Bidder's Technical Competencies		
1	Presence in North East with either registered or branch office	05
2	Past experience in conducting similar study	
	1. Baseline Study / Skill Gap Assessment study / Impact Assessment study / Primary Survey with any Central Ministry / State Govt. Department in anywhere in India	15
	2. Skill Gap Assessment study / Impact Assessment study / Primary Survey in North East	15
3	Experience of working in Manipur with any Govt. Department / Agency	05
Sub-Total (A)		40
B. Approach & Methodology		
1	Approach & Methodology	25
2	Work Plan	15
Sub-Total (B)		40
C. Project Team		
1	CVs of core project team	
	1. Team Leader -01 nos.	10
	2. Research Analyst -01 nos.	05
	3. Social Development Expert -01 nos.	05
Sub-Total (C)		20
Grand Total (A+B+C)		100

- The Financial Proposal shall be opened for all the bidders who have qualified the Technical bid with a minimum of 50 marks.
- The Directorate will select the Bidder with the lowest evaluated total price among those bidders that qualified the technical evaluation, and invite such bidder to negotiate the Contract.

6. SELECTED BIDDER

The selected bidder shall perform the assignments and carry out their obligation with due diligence and efficiency, in accordance with generally accepted techniques and practice used in the industry. It shall employ appropriate advanced technology and safe and effective equipment, machineries, materials and methods. The Directorate reserves the right to inspect the performance of the bidder prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. The Directorate reserves the right to cancel the work order issued to the bidder at any time including the time after the completion of the assigned work without assigning any reason. In case the work order is cancelled than the cost incurred will be borne by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from the Directorate.

7. RIGHT TO VARY SCOPE OF WORK AT THE TIME OF AWARD

The Authority may at any time, by a written order given to the Bidder, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within 15 days from the date of the Bidder's receipt of the Authority's changed order.

8. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Authority reserves the right to accept any bid, and to annul the tendering process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for the Authority's action.

9. NOTIFICATION OF AWARD

Prior to the expiration of the period of bid validity, the Authority will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

10. PENALTY CLAUSE

- i. The successful bidder shall not refuse to accept the work order under any pretext. The work order can be collected from the Directorate's office or if

convenient to the bidder, it can be mailed to them. The bidder shall start the work within 7 days of the date of the work order.

- ii. For three recurrences of default in the discharge of service obligation, the Directorate would be free to forfeit the defaulting bidder's security deposit, revocation of bank guarantees and/or termination of the contract for default.
- iii. If at any time during performance of the work order, the bidders encounter condition impeding timely performance of the ordered service, the bidder shall promptly notify the Directorate in writing of the fact of the delay, its likely duration and its cause(s).

11. ARBITRATION

Directorate for Welfare of OBC & SC, Manipur and bidder will make every effort to resolve amicably, by direct negotiation, if any disagreement or dispute arises between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these expect as to any matter the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to two arbitrators, one appointed by each party and the third to be appointed by the **Director, Directorate for Welfare of OBC & SC, Manipur** and the awards of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the empire as the case may be, with the consent of parties may modify the time frame for making and publishing the award. Such arbitration will be governed in all respect by the provision of Arbitration and Conciliation Act, 1996 and rules there under and any statutory modification or re-enactment or amendments, thereof. The arbitration proceeding will be held in Imphal. If any matter which is not resolved by arbitration will be subjected to the jurisdiction of High Court of Manipur only.

12. FORCE MAJEURE

If the performance of any obligation of any of the parties is prevented or restricted or interfered with by reason of fire, explosion, strike, casualty, riots, sabotage, accident, lack or failure of transportation facilities, flood, war, civil commotion, terror attack, lightning, acts of God, any law, order or decree of any government or subdivision thereof or any other cause similar to those above enumerated, beyond the reasonable control of the party, the party so affected shall, upon the giving of prompt notice to the other parties, be excused from performance hereunder to the extent and for the duration of such prevention, restriction or interference.

13. GOVERNING LAW

This Agreement and the obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the internal laws of India, without giving effect to the conflict of laws / principles thereof. Any legal dispute arising out of this contract will be subject to the jurisdiction of the High Court of Manipur.

14. INDEMNITY

The Service Provider shall keep the Directorate for Welfare of OBC & SC, Manipur fully indemnified against all actions, claims, proceedings, costs, damages and all legal costs or other expenses and losses incurred or suffered by the Customer arising directly or indirectly out of or in relation to:

- a. any breach of any terms of this Agreement (including but not limited to any claim or action by a third-party alleging infringement of any intellectual property rights of such third party); or
- b. any claim by third party (including without limitation claims by any employee or agent of the Service Provider or the general public) for any damage, injury, loss or accident sustained in relation to the Service Provider's performance of the Contract, provided such damage, injury, loss or accident is not caused by the gross negligence or wilful default of the Service Provider.

15. REJECTION OF TENDER

Tender will be automatically stood cancelled if any undue influence or canvassing for selection is made by the bidder.

Section 3: Full Technical Proposal (FTP) Standard Forms

Form TECH -1 **TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To:

The Director,
Directorate for Welfare of OBC & SC,
Manipur.
1st Floor, South Block, Secured Office Complex
A.T. Lines, Imphal-795001.

Dear Sir,

We, the undersigned, offer to act as Agency for Conducting a Baseline Study on the Socio-Economic Conditions of the Scheduled Caste (SC) Youth Population in Manipur in accordance with your Notice inviting bid dated 19.08.2024. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Document.
- (c) We meet the eligibility requirements as stated in bid document
- (d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- (e) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date if indicated in the Bid Document.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Name of Consultant:

In the capacity of:

Address:

Contact information (phone and e-mail):

Form TECH-2
BIDDER'S ORGANISATION AND EXPERIENCE

A brief description of the Bidder's organization and an outline of the recent experience of the Bidder that is most relevant to the assignment. For each assignment, the outline should indicate the names of the Bidder's Key Experts who participated, the duration of the assignment, the contract amount, and the Consultant's role/involvement.

A -Bidder's Organization

1. Provide here a brief description of the background and organization of your company.
2. Include an organizational chart, a list of Board of Directors, and beneficial ownership¹

B - Bidder's Experience

1. List only previous similar assignments successfully completed in the last [insert number of years] years.
2. List only those assignments for which the Bidder was legally contracted by the Client as a company. Assignments completed by the Bidder's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or Sub- Bidders, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by the Client.

¹ Beneficial ownership shows all owners and major shareholders of the company, including any person or entity who enjoys the benefit of ownership including, but not limited to power of control and influence of the business transactions, receiving dividends or profit share. This includes direct or indirect ownership of the company (e.g. ownership by close relatives).

Duration	Assignment name and brief description of main deliverables or outputs	Name of Client and Country of Assignment	Approximate Contract value (in INR)/ Amount Paid to Your Firm	Role on the Assignment
Example 1: January 2009– April 2010	Improvement quality of.....”: designed master plan for rationalization of	Ministry of, [insert country]		Lead partner in a JV A&B&C
Example 2: January May 2008}	Support to sub-national government: drafted secondary level regulations on.....	Municipality of., [insert country]		Consultant

Form TECH-3
(FOR FULL TECHNICAL PROPOSAL ONLY)
DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN
RESPONDING TO THE TERMS OF REFERENCE

Form TECH-3 is a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

The suggested structure of the Technical Proposal (in FTP format) is as follows:

i. Technical Approach and Methodology

Explain understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology that would be adopted for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Do not repeat the TOR here.

ii. Work Plan

Outline the plan for the implementation of the main activities or tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.

Form TECH-4
WORK SCHEDULE AND PLANNING FOR DELIVERABLES

#	Deliverables ² (D-..)	Days ³											
		1	2	3	4	5	6	7	8	9	n	TOTAL
D-1	(e.g., Deliverable #1: Report A												
	1. Data Collection												
	2. Drafting												
	3. Inception Report												
	4. Incorporating Comments												
	5.												
												
	6. Delivery of Final Report to Client)												
D-2	(e.g., Deliverable #2:.....)												
n													

² List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

³ Duration of activities shall be indicated in a form of a bar chart. Include a legend, if necessary, to help read the chart.

Form TECH-5
CURRICULUM VITAE (CVs OVERALL PAGE LIMIT- 5 PER CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position.	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to...]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

1. Name of assignment or project:	
Year:	
Location:	
Client:	

Main project features:	
Position/s held:	
Activities performed:	
2. Name of assignment or project:	
Year:	
Location:	
Client:	
Main project features:	
Position/s held:	
Activities performed:	

Expert's contact information: (e-mail....., phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

		{day/month/year}
Name of the Expert	Signature	Date

		{day/month/year}
Name of the authorized Representative of the Bidder (Same who signs the Proposal)	Signature	Date

Section 4: Financial Proposal - Standard Forms

Form FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

The Director,
Directorate for Welfare of OBC & SC,
Manipur
1st Floor, South Block, Secured Office Complex
A.T. Lines, Imphal-795001

Dear Sir,

We, the undersigned, offer to act as Agency for conducting a Baseline Study on the Socio-economic Conditions of the Scheduled Caste (SC) Youth Population in Manipur in accordance with your Notice inviting bid dated 19.08.2024.

We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s)}

{Insert amount(s) in words and figures}, including all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., before the date indicated in the Bid Document. No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail:

Form FIN-2
Summary of Costs (in INR only)

Item	Cost		
	Consultant must state the proposed costs in accordance with the Bid Document.		
	Total Man-Months	Remuneration per Man-Months	Total Remuneration/Reimbursable Expenses
Competitive Components			
Remuneration of Key Experts and Total man-months			
Remuneration of Non-Key Experts and Total man-months			
Reimbursable Expenses	-	-	
Total Cost of the Financial Proposal⁴			

⁴ Should match the amount in Form FIN-1.

Section 5: Terms of Reference (ToR)

Terms of Reference

ABOUT THE DIRECTORATE

The Directorate for Welfare of OBC & SC, Manipur plays a crucial role in the formulation and implementation of policies and programs aimed at the welfare and development of Other Backward Classes and Scheduled Castes in the state.

The general functions include:

Policy Formulation: Develop and recommend policies and programs for the upliftment and empowerment of Other Backward Classes (OBCs) and Scheduled Castes (SCs) based on the socio-economic and educational needs of these communities.

Implementation of Welfare Schemes: Execute and monitor various welfare schemes and initiatives designed to address the economic, educational, and social disparities faced by OBCs and SCs.

Educational Empowerment: Implement schemes to enhance educational opportunities for OBC and SC students, including scholarships, special coaching programs, and other initiatives to improve educational outcomes.

Economic Development: Facilitate economic development initiatives for OBC and SC communities, such as skill development programs, financial assistance, and support for entrepreneurship.

Social Inclusion: Work towards promoting social inclusion by addressing issues related to discrimination, providing legal support, and creating awareness about the rights of OBCs and SCs.

Data Collection and Analysis: Collect and analyze data related to the socio-economic conditions of OBC and SC populations to inform policymaking and assess the impact of implemented programs.

Coordination with Other Departments: Collaborate with various government departments, NGOs, and other stakeholders to ensure a coordinated approach in addressing the needs of OBC and SC.

SPECIFIC INFORMATION REGARDING THE ASSIGNMENT

1. Introduction

The Directorate for Welfare of OBC & SC, Manipur, invites qualified and experienced agencies to submit proposals for conducting a Baseline Study on the Socio-economic Conditions of the Scheduled Caste (SC) Youth Population in Manipur. The study aims to provide a comprehensive understanding of the current situation, challenges, and opportunities faced by the SC communities, guiding future policies and interventions for their holistic development.

2. Background

Manipur, a state in the north-eastern region of India, is home to diverse communities, each with its own unique cultural and social identity. Among the various communities, the Scheduled Caste (SC) population plays a significant role in the social fabric of the state. However, disparities and challenges persist, hindering the full realization of their potential and well-being.

As per 2011 population census, the total SC population stood at 97,328 in Manipur, of which 48,863 are Male and 48,465 are Female. The Directorate wishes to hire the services of an agency to conduct the baseline study as given in **Annexure-I**

Total Population	SC Population	% Share SC	
		From NER	From All India
28,55,794	97,328	3.41	0.05

District -Wise Scheduled Castes Population by Sex in Manipur, 2011 Census

District		Scheduled Castes				
		Male	Female	Total	%	% to Total Population
(1)		(2)	(3)	(4)	(5)	(6)
1	Senapati*	536	464	1000	1.03	0.21
2	Tamenglong*	17	5	22	0.02	0.02
3	Churachandpur*	244	199	443	0.46	0.16
4	Chandel	321	219	540	0.56	0.55
5	Ukhrul*	160	88	248	0.26	0.25
6	Imphal East	8055	7784	15839	16.27	3.47
7	Imphal West*	8308	8222	16530	16.98	3.19
8	Bishnupur	11085	11028	22113	22.72	9.31
9	Thoubal*	20137	20456	40593	41.71	9.62
	Manipur	48863	48465	97328	100.00	3.41

*Senapati has been bifurcated to Senapati and Kangpokpi Districts

*Tamenglong has been bifurcated to Tamenglong and Noney Districts

*Churachandpur has been bifurcated to Churachandpur and Pherzawl Districts

*Ukhrul has been bifurcated to Ukhrul and Kamjong Districts

*Thoubal has been bifurcated to Thoubal and Kakching Districts

*Imphal West has been bifurcated to Imphal West and Jiribam Districts

The need for a comprehensive Baseline Study on the socioeconomic conditions of the SC youth population in Manipur arises from a recognition of the importance of understanding the existing challenges and opportunities. This study aims to provide a thorough analysis of the current situation, identifying

key areas that require attention and intervention. The ultimate goal is to inform and guide policies and programs that will contribute to the holistic development and empowerment of the SC community.

3. Objectives

The primary objectives of the Baseline Study are:

- To assess the economic conditions of the SC youth population in Manipur.
- To evaluate existing interventions in improving the livelihoods of the SC community.
- To analyze the state of education among the SC youth population and identify challenges.
- To assess ongoing skill development initiatives and propose strategies for enhancement.
- To identify and address overall infrastructure deficits affecting the SC communities in Manipur.

4. Experience, Resources and Delivery Capacity Required

The Agency will be selected following the Least Cost Selection (LCS) method in accordance with the procedures set in this bid document. The bids received will be evaluated based on the complete information provided in the prescribed Templates. The firm should include all relevant information as asked in the Notice inviting bid.

5. Scope of Work

The scope of work for the Baseline Study is designed to provide a comprehensive understanding of the socioeconomic conditions of the Scheduled Caste youth population in Manipur. The study will cover various key components, including economic conditions, education, skill development, and overall infrastructure, to facilitate evidence-based policymaking and targeted interventions.

Economic Condition and Livelihood Interventions:

- Conduct an assessment of the current economic status of the SC youth population in Manipur, including income levels, employment patterns, and sources of livelihood.
- Identify and analyze existing economic development interventions and programs targeting SC communities.
- Evaluate the effectiveness of current interventions in improving economic conditions within the SC youth population.
- Propose strategies and interventions for enhancing economic opportunities and livelihoods.
-

Education Sector:

- Examine the state of education among the SC youth population, including enrolment rates, dropout rates, and educational attainment levels.
- Analyze the impact of existing educational interventions and programs targeted at SC communities.
- Identify barriers and challenges hindering access to quality education for the SC youth population.
- Recommend strategies to enhance educational opportunities and outcomes for the SC community.

Skill Development and Interventions:

- Assess the current status of skill development initiatives for the SC youth population, including participation rates and outcomes.
- Identify gaps and challenges in existing skill development programs and interventions.
- Evaluate the relevance and effectiveness of skill development initiatives in promoting employability within the SC community.
- Propose strategies for enhancing skill development opportunities and addressing identified gaps.

Overall Infrastructure Deficit:

- Identify and assess the overall infrastructure deficit affecting the SC youth population in Manipur, including access to basic amenities, healthcare facilities, and transportation.
- Analyze the gaps in infrastructure development that disproportionately impact the SC communities.
- Propose interventions to address infrastructure deficiencies and promote equitable development across regions inhabited by the SC youth population.

6. Sample size determination

The minimum sample size has been indicated by the Directorate as given below and the Directorate expects the bidders to submit their bid response in accordance to the sample size indicated below:

#	District	Blocks to be covered	Sample size to be covered
1	Bishnupur	Nambol	100
		Moirang	100
2	Imphal East	Keirao-Bitra	100
3	Imphal West	Haorangsabal	100
4	Jiribam	Borobekra	50
5	Kakching	Thoubal	75
6	Thoubal	Kakching	75
Total			600

7. Methodology

- Develop a mixed-method research approach, combining quantitative and qualitative methods such as surveys, interviews, focus group discussions, and secondary data analysis.
- Ensure representative sampling to capture the diversity of the SC youth population in different geographic and demographic contexts within Manipur.
- Conduct field visits to interact directly with community members, local authorities, and relevant stakeholders to gather first-hand information.

8. Deliverables

- Inception Report: Detailing the methodology, research design, and work plan.
- Draft Report: Providing preliminary findings and analysis for review and feedback.
- Final Comprehensive Baseline Study Report: Presenting detailed insights, recommendations, and a comprehensive analysis of the socioeconomic conditions of the SC youth population in Manipur.

9. Timeline

The total engagement duration is 60 working days from the date of receiving work order. However, the Department has kept a provision of extension by another 15 working days keeping in consideration in any unwanted delay during execution period. A detailed timeline outlining the various stages of the study, from inception to the final report, with milestones and deadlines for each deliverable is given below:

#	Deliverable	Timeline	Remarks
1	Inception Report	T1: T+7 days	The Inception report should consist of proposed methodology, research design, and work plan.
2	Draft Report	T2: T1+30 days	The Draft Report should consist of preliminary findings and analysis for review and feedback.
3	Final Comprehensive Report	T3: T2+8 days	The Final Comprehensive Report should consist of detailed insights, recommendations, and a comprehensive analysis of the socioeconomic conditions of the SC youth population in Manipur.

10. Pay-out

The pay-out to the agency will be made in three tranches and upon completion of milestones confirmed by the Directorate for Welfare of OBC & SC, Manipur.

#	Tranche	Amount	Criteria
1	1 st tranche	30% of the total work order value	Upon issuing Work Order
2	2 nd tranche	30% of the total work order value	Upon submission of Inception Report
3	3 rd tranche	40% of the work order value	Upon submission and acceptance of Final Comprehensive Report

11. Project Team

The agency will deploy a qualified and experienced team for the baseline study. The field team details are indicated as follows:

#	Designation	Area of Expertise Required	Minimum Qualifications & Professional Experience desired
Key Expert (CV to be submitted along with bid)			
K-1	Team Leader -01	Monitoring and evaluation of rural development projects, poverty studies	Ph.D./P.G. in Economics/Rural Management / Social Science with over 10 years of experiencing in conducting M&E studies, poverty studies, field surveys, research, action research etc. Persons with Ph.D. qualification are desirable and would be given weight in technical evaluation
K-2	Research Associate / Data Analyst -01	Statistics, sampling theory, Developing/customizing data entry software such as CS Pro, development of data entry forms / management of database / analysis of data using SPSS / STATA and generation of tables and graphics	Ph.D./M.Sc./M.A. in Statistics/Mathematics / Rural Management / Econometrics with 5 years of experience in providing technical advice on sampling, estimation, design of surveys etc. Persons with Ph.D. qualification are desirable and would be given weight in technical evaluation.
K-3	Social Development Expert -01	Design of surveys, design of survey and qualitative tools, management and implementation of large	P.G. in Rural Management/Economics/Social Work/Other Social Sciences with at least 10 years of experience

#	Designation	Area of Expertise Required	Minimum Qualifications & Professional Experience desired
		surveys, data management and analysis, preparation of reports	
Non-Key Experts (CV not to be submitted along with bid)			
1	Field Enumerators-04	Data collection, Community management	Graduate in any stream with at least 2 years of field experience of working with communities in Manipur
2	IT analyst-01	Handle large scale datasheet, IT Tools	BCA / B. Tech in any stream with at least 2 years of experience of data handling and IT application management

Annexure-I

District	SC Population (As per 2011 Population census)	Block	Target Population for the Baseline study			Areas to be covered
			SC Population	SC Male	SC Female	
Imphal East	8468	Keirao-Bitra	7632	3785	3847	Andro (NP)
Imphal West	16530	Imphal West I Haorangsabal	12337	6161	6176	Phayeng, Sekmai Bazar (NP), Sekmai Part, Khurkhul, Imphal (MCI + OG)
Jiribam	7425	Borobekra	2719	1405	1314	Jarukadhor Part I, Latingkhal
Bishnupur	22113	Nambol	2020	999	1021	Leimaram
		Moirang	19619	9850	9769	Kha Thingungei, Thanga
Thoubal	1242	Thoubal	1242	615	627	Thoubal (MCI), Yaithibi Khunou
Kakching	39351	Kakching	35521	17604	17917	Kakching (MCI), Kakching Khunou (NP)
	95129		81090	40419	40671	