

GOVERNMENT OF MEGHALAYA
DIRECTORATE OF PROGRAMME IMPLEMENTATION & EVALUATION
MEGHALAYA 3RD SECRETARIAT (NOKREK BUILDING), TOP FLOOR
LOWER LACHUMIERE:SHILLONG-793001
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NOTICE INVITING EXPRESSION OF INTEREST FOR EVALUATION STUDIES OF
GOVERNMENT PROGRAMMES

No.PIE.22/2007/139

Dated Shillong, the 10th May, 2011

The Directorate of Programme Implementation and Evaluation, Government of Meghalaya invites sealed Expression of Interest (EOI) duly affixing Court Fee Stamps of Rs.100.00 (Rupees one hundred) only (Non-Refundable) from Academic Institutions/Universities/Government or Semi-Government or Private Organisations of repute for undertaking Evaluation Studies on each of the following Schemes/Programmes in the State of Meghalaya, as per the Terms of Reference which shall be collected from the Office of the undersigned or downloaded from the website <http://www.megpiet.gov.in>

<u>Sl.No</u>	<u>Name of Scheme for Evaluation Study</u>	<u>Estimated Amount on Study</u>
1.	Pradhan Mantri Gram Sadak Yojana (PMGSY)	Rs.6.00 lakh
2.	Indira Awas Yojana (IAY)	Rs.6.00 lakh
3.	Public Distribution System (PDS)	Rs.6.00 lakh

The Expression of Interest (EOI) will be received by the **undersigned up-to 2.00 P.M. on 10th June 2011** and will be opened on the same date and time in the presence of the Bidders or their authorized representatives if they so desired.

Terms and Conditions

- Bidders should submit a detailed statement of at least 5(five) Evaluation Studies undertaken by them during the last 5(five) years. Names, Full addresses, Fax No. of the customers and Name (s) of contact person (s) along with both hard copies and soft copies of the work done should also be submitted.
- Details of proofs of technical capability, qualifications, skills and experience of the bidders and their teams of assistants should be furnished.
- Expression of Interest or Technical Bid and Financial Offer should be submitted in separate envelopes for each Study.
- The undersigned does not bind himself to assign any reasons for accepting or rejecting any tender. The envelope containing the Quotation should be superscribed "EXPRESSION OF INTEREST (EOI) FOR UNDERTAKING EVALUATION STUDY ON _____ (Name of the Study to be specified)".

Sd/-S.Lyngdoh
Joint Director
Programme Implementation & Evaluation.
Meghalaya, Shillong.

Memo No.PIE.22 /2007/139-A,

Dated Shillong, the 10th May, 2011

Copy forward to :

- The Director of Information and Public Relations for printing in at least one or two English Dailies urgently.
- The State Information Officer, National Informatics Centre, Meghalaya State Unit for favour of posting the Tender Notice in the Programme Implementation & Evaluation Department Web site i.e. megpiet.gov.in
- The Director of Printing and Stationery (Meghalaya Gazette) Shillong for printing in the next issue of the Meghalaya Gazette.

Sd/-S.Lyngdoh
Joint Director
Programme Implementation & Evaluation,
Meghalaya, Shillong.

TERMS OF REFERENCE

1. INTRODUCTION:

Evaluation plays a vital role in providing feedback information to the policy makers and planners in the State on the actual performance and impact of the different developmental Schemes/ Programmes/ Projects being implemented by various departments throughout the State. Keeping in view its importance and to enable the Government to know the extent of success and failure of the schemes vis-à-vis stated objectives and also to help in formulation of better development plans in future, the Government has decided that the reach and efficacy of the Programme and Evaluation Department be increased by involving independent, external agencies of repute in the evaluation and monitoring process. Their services would be paid for by the Programme Implementation & Evaluation Department who would lay down norms for them, provide handholding support and work with them towards achieving the desired objectives. The Department would thereafter monitor and track follow up action as well as liaise with the departments/ line agencies concerned.

2. EVALUATION STUDY TO BE OUTSOURCED

1. Pradhan Mantri Gram Sadak Yojana (PMGSY)

2. Indira Awas Yojana (IAY)

3. Public Distribution System (PDS)

3. DESIGNING OF EVALUATION STUDY:

The Evaluation Study should be designed to assess inter-alia, the performance, processes of implementation, quality of work (s), effectiveness of the delivery systems at different **stages/levels of implementation and the impacts of programme/ Scheme**. The study is to be diagnostic in nature and aimed at identifying the factors contributing to successes and/or failures of the programme and thus help in deriving lessons for improving the performance of existing scheme (s) through mid-course corrections and better designs for future programmes. Therefore, the proposed structure of the Study Schemes should be furnished in the Technical Bid. Designing of schedules-cum-questionnaires are to be carried out in consultation with the State Programme Implementation and Evaluation Organisation.

4. PROCEDURES OF EVALUATION:

- Evaluation should be carried out in a professional, realistic, diplomatic and ethical manner and supported by specific data.
- The Report should pinpoint the success and failure of the Scheme (s) and also contain specific recommendations on how to redress the problems/ drawbacks/ shortcomings/ infirmities, if any.

5. REFERENCE PERIOD:

The Study should cover a period of last 5 years, i.e from 2006-07 to 2010-11

6. COVERAGE

- Evaluation Study should cover all the 7 (seven) Districts of the State;
- 4 (four) Blocks each from East Khasi and West Garo Hills Districts;
- 3 (three) Blocks each from East Garo Hills, West khasi Hills and Jaintia Hills Districts.
- 2 (two) Blocks each from South Garo Hills and Ri-Bhoi Districts.
- The total number of beneficiaries proposed to be covered for each Scheme should be specified in the Technical Bid.

7. TIME LIMIT:

The entire evaluation process including submission of reports should be completed within 6 months from the date of award of the work. In no case extension of time will be granted except for circumstances beyond the control of the bidders, for which extension, at the discretion of the Government will be granted without any financial repercussions. However, such disruptive circumstances should be brought to the notice of the Government for its intervention.

8. EVALUATION REPORT:

The Evaluation Report should contain an Executive Summary which will provide a bird's eye view of the substantive elements of the report. The Evaluation Report is expected in two stages, viz. (i) Draft Report and (ii) Final Report. **The draft report should be presented before the State Evaluation Committee for approval and circulated to all concerned for clarifications, if any, on the major findings, after which 25 (twenty five) hard copies of the final report should be submitted to the Government along with one soft copy preferably on compact disc.**

9. TERMS OF PAYMENT:

(i) Taxes and Duties: The applicable rate of taxes and duties shall be clearly mentioned in the Financial Bid. In case nothing is mentioned, then it shall be presumed that the rates quoted are inclusive of all taxes and duties.

(ii). Tax deduction at source: The Department shall be entitled to make all deductions towards taxes from the payments to be made to the Bidder as may be mandatory as per the relevant statutes and rules. However, the Bidder shall be given a statement in respect of such deductions.

(iii) Payment of Fees: The payment to the bidder will be made as under:

- (a) The fees quoted by the bidders shall be inclusive of all expenses and no request for escalation or revision would be entertained under any circumstances.
- (b) 50% payment would be made on acceptance by the bidders of their selection to undertake the specified study and after signing of the **Agreement**. The balance 50% will be paid on receipt of the approved final Report.

10. SIGNING OF AGREEMENT:

The successful bidder (s) will have to sign an Agreement with the State Government which will include all conditions pertaining to the Study allotted to him/her/them.

11. TERMINATION OF AGREEMENT:

(i) The Agreement can be terminated by the Government if the bidder(s) fail (s) to fulfill the terms and conditions of the Contract and Agreement and in the event of such termination due to the lapses of the bidder(s), the Government will not be responsible for any financial loss to the bidder(s).

(ii) The Agreement can also be terminated by the bidder(s) due to any reason/reasons which should be clearly stated but full refund of all amounts paid/released with interest @18 per cent per annum should be made within 15 (fifteen) days of the termination of the Agreement. The Government also reserves the right to blacklist such bidder(s) by not entertaining any future bid(s) from him/her/them for undertaking evaluation studies.

(iii) Bidders are requested to submit their quotations, which should include "**Expression of Interest or Technical Bid and Financial Offer**" strictly in accordance with the Terms of Reference and not to stipulate any pre-conditions. Should it, however, become unavoidable, the right to evaluate the bids containing comments/conditions having financial implications after adding the cost arising out of such comments/conditions lies with the Government.
