

REQUEST FOR PROPOSAL (RFP)

for

**Impact Assessment of 73rd and 74th Amendments in Indian Constitution: Assessing the
Role of Women Representatives in PRIs and ULBs**



**National Commission for Women Plot No 21, Jasola Institutional Area, New Delhi
110025, India**

Date: 02.09.2024

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-Tender Notice-

**REQUEST FOR PROPOSAL (RFP) FOR ENGAGING
INSTITUTE FOR conducting Impact Assessment of 73rd and 74th Amendments in
Indian Constitution: Assessing the Role of Women Representatives in PRIs and ULBs**

**Office of the Joint Secretary,
National Commission for Women
Plot No 21, Jasola Institutional Area, Delhi: 110025
E-mail: jsncw-wcd@nic.in
Phone: 011-26944805; Website: <http://ncw.nic.in>**

F.No.16-1601/2/2024-PMR Cell (NCW)

Date: 02.09.2024

1. Joint Secretary, NCW invites technical and financial proposals from eligible Institutes for conducting Impact Assessment of 73rd and 74th Amendments in Indian Constitution: Assessing the Role of Women Representatives in PRIs and ULBs.
2. Participating Institutes must fulfill the following pre-requisites:
 - i. The Applicant shall be an institute of repute either (1) listed as Institute of National Importance on website of Department of Higher Education, Government of India **OR** (2) National Law University (3) Teaching institute having B+ and above accreditation by NAAC (National Assessment and Accreditation Council) **OR** (4) Training Institute of State Government or Government of India having prior experience of conducting survey research **OR** (5) Research Institutes of Indian Council of Social Science Research (ICSSR)/ Government Research and Development (R&D) Institutes **OR** (6) Autonomous Bodies and Registered Societies that have previous experience of survey research/social audits and that have completed at least two such survey projects to the satisfaction of commissioning agency in the past five years.
 - ii. The applicant should have experience of conducting at least two research projects involving large sample size with published reports. Reports should be available in public domain or copy should have been submitted to Government/International Agency. Preference will be given to applicants having prior research experience on Panchayati Raj Institutions (PRIs) or Urban Local Bodies (ULBs).
 - iii. The applicant organization should have been in existence and functional for at least 5 (five) years at the time of submitting the proposal. In case of teaching institutes having NAAC B+ and above accreditation, the accreditation should be valid in current year. Incorporation/ registration/ accreditation certificate

should be furnished in all **six** cases mentioned at 2(i).

- iv. The Institute must be registered under Income Tax/ Goods and Service Tax Act and other applicable tax laws, wherever applicable.
 - v. The Institute should not have been blacklisted by any State/Central Government or any other Public Sector Undertaking or a Corporation as on the date of RFP. The Institutes that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process. An undertaking to this effect should be submitted.
 - vi. Proposals without these documents to prove their credentials as mentioned above will be treated as ineligible and are liable to be rejected.
3. Interested Institutes may download the complete Request for Proposal (RFP) document from the website <http://eprocure.gov.in> or <http://ncw.nic.in>. The eligible applicants may submit their proposals online at website <http://eprocure.gov.in>.
 4. Non refundable processing fees for Rs 1000/-(one thousand only) in the form of a demand draft or a pay order drawn in favor of PAO, National Commission for Women payable at New Delhi has to be submitted along with the RFP response. Bids received without or with inadequate RFP processing fees shall be liable to be rejected.

Table No-1 Key information/ dates/ address:

Sl No	Description	Important Information
1	Date of online publication of RFP	03.09.2024
2	Starting of downloading of e-tender document	03.09.2024
3	Last date of seeking clarification on RFP	Up to 5:00 pm on 05.09.2024 by sending email to sro-ncw@nic.in
4	Time and venue of pre-proposal submission meeting	06.09.2024 at 11:00 AM at Conference Hall, National Commission for Women. People interested in attending the pre-proposal meeting through video conference must send request to attend VC by 3 PM of the previous day to jsncw-wcd@nic.in
5	Proposal submission- Start date /time	06.09.2024

Sl No	Description	Important Information
6	Proposal submission- End date /time	18.09.2024 at 05:00 PM
7	Date /Time of opening of Technical proposal	20.09.2024
8	Date of public opening of Financial proposal	Will be intimated to the qualified applicants separately.

- The Institute shall deploy requisite number of experts of specified qualification and experience/ eligibility for conducting such Research Study.
- All amendments, time extension, clarifications etc. will be uploaded on the website <http://eprocure.gov.in> only and will not be published in newspaper. The applicant organization should regularly visit the website <http://ncw.nic.in> or <http://eprocure.gov.in> to keep themselves updated.



(A Asholi Chalai)

Joint Secretary

National Commission for Women,
Plot No 21, Jasola Institutional Area,

New Delhi: 110025

ए. अशोली चलाई / A. ASHOLI CHALAI
संयुक्त सचिव / Joint Secretary
भारत सरकार / Government of India
राष्ट्रीय महिला आयोग/National Commission For Women
प्लॉट सं 21 जसोला संस्थानिक क्षेत्र, नई दिल्ली-110025
Plot No. 21, Jasola Institutional Area, New Delhi-110025

- Detailed RFP Document -

Request for Proposal for engaging Institute for conducting Impact Assessment of 73rd and 74th Amendments in Indian Constitution: Assessing the Role of Women Representatives in PRIs and ULBs

1. **Introduction:** The Competent Authority, National Commission for Women invites technical and financial proposals from eligible Institutes for conducting ‘Impact Assessment of 73rd and 74th Amendments in Indian Constitution: Assessing the Role of Women Representatives in PRIs and ULBs’ for National Commission for Women. The RFP includes the following documents:

1.1. Letter of Invitation

1.2. Zone-wise distribution of Study Area Annexure-A

1.3. Data Sheet Annexure-B

1.4. Technical Proposal, for Standard Forms, see Annexure-C

1.5. Financial Proposal, for Standard Forms, see Annexure-D

2. **Validity of Proposal:** The Proposal shall be valid for a period of 1 year from the last date of submission of proposals. NCW retains the right that in exceptional circumstances at its own discretion it may ask the applicants to extend the validity of their proposals for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.

3. **Background**

3.1. **Introduction & Rationale:** The implementation of reservations for women in Panchayati Raj Institutions (PRIs) has been perceived as a strategy to enhance women's empowerment by fostering greater political consciousness, self-assurance, and engagement in the developmental and societal issues of their regions. The enactment of the 73rd and 74th Constitutional Amendment Act in 1992 served as a catalyst, resulting in the elevation of over 15 lakh women to leadership roles within India's local governance structures. These amendments, among other provisions, allocated one-third of seats and key positions within the panchayats to women, thereby decentralizing power to the grassroots level. Participation in local-level politics, particularly through Panchayati Raj Institutions, has emerged as a crucial avenue for women to engage in public affairs and decision-making processes, significantly enhancing their empowerment and confidence. However, an alternative perspective suggests that despite increased political representation, true empowerment remains elusive in many cases. Thus, achieving political empowerment for women requires more than merely placing them in positions of power; it necessitates creating an environment where they can effectively collaborate and build networks with others.

3.2. **Purpose & Objectives:** As we commemorate the 31st anniversary of the 73rd and 74th Amendment to the Indian Constitution in 2024, it is imperative to assess the impact of this landmark legislation. While extensive research has been conducted on Panchayati Raj Institutions (PRIs), there remains a notable gap in understanding the experiences and contributions of women representatives within PRIs and Urban Local Bodies (ULBs). Recognizing this research gap, the **National Commission for Women is aiming at conducting an in-depth assessment and comprehensive coverage of Women** representatives at various levels of governance, including district, block, gram panchayat (GP), and ULBs. This assessment should cover the following:

- i. Identifying and understanding the barriers and challenges that impede the mobility and participation of women within the political hierarchy.
- ii. Exploring the nuanced dynamics of women representation in diverse settings, encompassing both urban and rural settings.
- iii. Examining & determining women's agency and autonomy indicators (decision-making, negotiation dynamics and tactics, achieving work-life balance and so on) and the impact it has in functioning at different PRI & ULB levels.
- iv. Understanding the pivotal role of women in urban & rural governance structures by addressing existing distributional gaps and other inter-sectionalities.
- v. Showcasing grassroots-level women role models through in-depth narratives across different states, illuminating exemplary leadership and community engagement.
- vi. Examining unique challenges such as the phenomenon of 'Sarpanch Pathi' or 'Panchpathi', etc. shedding light on its implication and ramifications.
- vii. Exploring intersection of technology and governance, and examining how women navigate these complexities across diverse regions and levels of governance.
- viii. Evaluating the basic functioning and assessing the physical infrastructure in ULB and Panchayat offices, including provisions such as crèches, toilets, and public transport, to facilitate smoother participation for women.
- ix. Assessing the impact of women's reservation on various development outcomes, (such as infrastructure development e.g., roads, drinking water, healthcare, and the reporting of crimes or violence against women) and aligning them with Sustainable Development Goals (SDGs).

3.3. Methodological Approach

3.3.1. **Design:** We invite proposals that are based on a comprehensive research design, utilizing a mixed-method approach that seamlessly integrates both qualitative and quantitative research tools for robust data collection and analysis. The methodology should include diverse techniques, like face-to-face field surveys involving questionnaires and/or Interview Schedules, as well as In-Depth Interviews (IDIs), case studies, and Focus Group Discussions (FGDs). These

methodologies will be strategically employed to delve into the various facets outlined in section 3.2 (i to ix) or any other additional aspect so as to ensure a nuanced exploration of the subject matter.

3.3.2. **Research Setting:** In this Pan-India study, the research setting is organized into **12** distinct Regional Zones:

- i. **Northern Zone 1** (Jammu and Kashmir, Ladakh, Himachal Pradesh and Uttarakhand)
- ii. **Northern Zone 2** (Chandigarh, Punjab, Delhi and Haryana,)
- iii. **Northern Zone 3** (Uttar Pradesh)
- iv. **Central Zone** (Madhya Pradesh and Chhattisgarh)
- v. **Eastern Zone 1** (Bihar and Jharkhand)
- vi. **Eastern Zone 2** (West Bengal and Odisha)
- vii. **Western Zone 1** (Gujarat and Rajasthan)
- viii. **Western Zone 2** (Dadra and Nagar Haveli Daman and Diu, Maharashtra, and Goa)
- ix. **Southern Zone 1** (Andhra Pradesh and Telangana)
- x. **Southern Zone 2** (Karnataka, Kerala, Lakshwadeep, Tamil Nadu, Puducherry, Andaman and Nicobar Island)
- xi. **North-Eastern Zone 1** (Arunachal Pradesh and Assam)
- xii. **North-Eastern Zone 2** (Manipur, Mizoram, Nagaland, Tripura, Sikkim and Meghalaya)

3.3.3. **Sampling:** ‘Stratified Random Sampling’ methodology may be employed, necessitating the creation of distinct strata to ensure methodological rigor. This approach mandates the attainment of the following components on which strata maybe composed: the attainment of a representative sample; comprehensive coverage of socio-demographic variables (Age, Caste, Religion, Education, Marital Status, Economic and social determinants and so on) accompanied by a cogent rationale; and the deliberate inclusion of areas designated under Schedule VI and districts governed by the Panchayat Extension to Scheduled Areas (PESA) Act. The applicants should submit the sample size based on the number of PRIs and ULBs respectively in the concerned zones.

3.3.4. **Selection of states and districts:** Selection of states and districts demands meticulous attention, with a stipulation that the number of sampled districts within each state must not fall below 50% of the total districts, encompassing 25% of blocks/municipality within each district, with 5% representation of Gram Panchayats/Town Municipality within each block. The investigators tasked with district selection must furnish a detailed justification and rationale for their chosen districts. The delineation of State-wise distribution of GPs and ULBs is provided in Annexure-A. The data provided in ‘Annexure-A’ serves

as a reference and may be subject to change. Therefore, it is suggested to verify data from respective state websites or other reliable secondary sources when determining sample size. The samples chosen from the local bodies at village, block and district levels should be representatives both in terms of numbers and related intersectionality should cover all stakeholders (including former and current representatives), officials and public.

3.3.5. Target population: The target population encompasses diverse strata, prominently featuring Women Representatives at district, block, Gram Panchayat, and ULB levels, alongside the residential population comprising both genders. Moreover, inclusion extends to various stakeholders at both district and block levels, encompassing a network of partner institutions and Community-Based Organizations (CBOs) operating within the specified domain.

3.3.6. Ethical Consideration: All surveys should follow research ethics. Those surveyed must be clearly informed about the nature of research study that it would be recorded and consent should be sought.

4. Consult all stakeholders and maintain documentation of the same and use the inputs for developing a work plan. The survey work will be carried out after approval of the work plan by NCW.
5. The Institute must enter data on real time basis in the mobile application developed by NCW through third party. This mobile application will be developed to incorporate all queries in the questionnaire.

6. Deliverables and Payment Mechanisms:

6.1. Deliverables and Payment Milestones: The output will have to be delivered by the selected applicant/ Institute as per the time frame indicated

Sno.	Deliverables for Milestone	Payment	Timeline
	1	2	3
1	Completed Agreement with Institute	The Institute will receive 10% of the total contract value upon placement of work order.	Within 15 days of placement of work order

Sno.	Deliverables for Milestone	Payment	Timeline
2	Pre- Survey Activities: a) Review of Literature and collection of secondary data to list down research gaps and build rationale b) Identification of sample c) Preparation of Research Tools (Both Quantitative and Qualitative) in English and the local regional language where it would be utilized d) Recruitment of Survey Enumerators	The Institute will receive 30% of the total contract value. Upon completion of pre survey activities and submission of documentation as listed in column 1.	Within 90 days from the date of placement of work order. The Research Tool (Including Survey Questionnaire, IDI Schedule, FGDs- Checklist) should be submitted within 45 days of placement of work order*
3	Data Collection: a) Data is to be collected in mobile application developed by NCW through third party.	The Institute will receive 30% of the total contract value upon completion of data collection in mobile application and	Within 270 days from the date of placement of work order.

***All the Institutes would be expected to share research tools prepared for respondents and stakeholders (separate tools for collecting field data at the district level, block level, gram panchayat level & ULB Level) earlier so that a Common Research Tool may thereafter be prepared and used across different regional zones.**

7. Eligibility Conditions: Participating Institutes must fulfill the following pre-requisites:

- 7.1. The Applicant shall be an institute of repute either (1) listed as Institute of National Importance on website of Department of Higher Education, Government of India **OR** (2) National Law University (3) Teaching institute having B+ and above accreditation by NAAC (National Assessment and Accreditation Council) **OR** (4) Training Institute of State Government or Government of India having prior experience of conducting survey research **OR** (5) Research Institutes of Indian Council of Social Science Research (ICSSR)/ Government Research and Development (R&D) Institutes **OR** (6) Autonomous Bodies and Registered Societies that have previous experience of survey research/social audits and that have completed at least two such survey projects to the satisfaction of commissioning agency in the past five years.

- 7.2. The applicant should have experience of conducting at least two research projects involving large sample size with published reports. Reports should be available in public domain or copy should have been submitted to Government/International Agency. Preference will be given to applicants having prior research experience on Panchayati Raj Institutions (PRIs) or Urban Local Bodies (ULBs).
- 7.3. The applicant organization should have been in existence and functional for at least 5 (five) years at the time of submitting the proposal. In case of teaching institutes having NAAC B+ and above accreditation, the accreditation should be valid in current year. Incorporation/ registration/ accreditation certificate should be furnished in all six cases mentioned at 7.1.
- 7.4. The Institute must be registered under Income Tax/ Goods and Service Tax Act and applicable tax laws wherever applicable.
- 7.5. The Institute should not have been blacklisted by the Central Government, any State government, central government or any other Public Sector Undertaking or a corporation as on the date of RFP. The Institute that is in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process. An undertaking to this effect should be submitted.
- 7.6. Proposals without the documents to prove their credentials as mentioned above will be treated as ineligible and are liable to be rejected.
- 7.7. The applicants should satisfy the minimum eligibility as specified in the conditions. Only those who satisfy these criteria should submit the proposal with necessary supporting documents. An Institute declared ineligible by the Government of India or any State Government shall be ineligible to provide services under the project.

8. Evaluation of Technical Proposals:

- 8.1. **Evaluation of Technical Proposals:** Applicant shall be selected under Quality cum Cost Based Selection (QCBS) method and as per the procedure described in this RFP. Criteria for evaluation of Technical Proposals are as follows:

Sl No	Evaluation Criteria
1	<p>Research Experience: The institute should have experience of conducting research involving large sample size. It should have completed & published at least two researches to satisfaction of the Commissioning Institute.</p> <p>Weightage would be given for the reports based on research themes of '<i>Panchayati Raj Institutions (PRIs) or Urban Local Bodies (ULBs)</i>' which have been used in public policy or have been published in refereed journal.</p> <p>Maximum Marks 30</p>
2	<p>Details of Research Team: Research teams may comprise an implementation support team and a monitoring team (qualitative and quantitative research teams). Summarize and justify the composition of the research team based on the expertise of the individual team members in designing and implementing the project (Not more than 500 words). Also, highlight the skill set and expertise the members shall bring to the research team for developing the final protocol and research project implementation. One-page CV of the Principal Investigator and other key investigators in a single pdf. Please provide a one-page CV of the PI and key investigators from each identified area (Details of at least 3 team members are to be enclosed). Each CV should include:</p> <ol style="list-style-type: none"> a. Academic and professional qualifications b. Current position and affiliation c. Up to five most relevant previous research grants d. Up to five most relevant previous publications (Related to the Research Theme) <p>CV of the team leader/Principal Investigator: having experience of conducting survey research for more than 10 years and published 1 survey research report (10 Marks); CV of other (At least two) key investigators (15 Marks); Overall Team Composition (5 Marks).</p> <p>Maximum Marks 30</p>
3	<p>Methodological Approach:</p> <ul style="list-style-type: none"> • Rationale for the study and Research Setting/site; • Objectives & Research Questions of Questions of Study; Conceptual or Theoretical Framework; Defining Relevant Concepts to be used in the study/Operational Definitions (10 Marks) • Sampling Technique (Quantitative sampling & Qualitative Sampling) and determining sample size (10 Marks) • Research Tools and Techniques for Data Collection- Qualitative tools and Quantitative Tools separately for different research participants/stakeholders (10 Marks)

SI No	Evaluation Criteria
	<ul style="list-style-type: none"> • Research Analysis (Both Quantitative and Qualitative methods/tools that would be used to be analysed) (10 Marks) <p>The institute will need to make the presentation to the evaluation committee constituted by NCW for the purpose.</p> <p>Maximum Marks : 40</p>

8.2. The eligibility criteria will be first evaluated as defined in this Request for Proposals for each applicant. Detailed technical evaluation will be taken up in respect of only those applicants/agencies, who meet with the prescribed minimum qualifying eligibility criteria. The applicants securing minimum 50% marks in technical evaluation shall be considered for opening of financial proposals.

8.3. Evaluation Committee by NCW: The National Commission for Women will constitute an Evaluation Committee for evaluation of Proposal received. The evaluation committee shall evaluate the Technical Proposals on the basis of Proposal's responsiveness to the RFP using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria without assigning any reasons. A Technical Proposal may not be considered for evaluation in any of the following cases: (1) The applicant that submitted the Proposal was found not to be legally incorporated or established in India; or (2) the Technical Proposal was submitted offline or in the wrong format; or (3) Incomplete documentation.

8.4. After the technical evaluation is completed, Competent Authority of NCW shall notify the applicant whose Proposals did not meet the minimum qualifying technical eligibility criteria or applicant whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals shall not be downloaded. The Competent Authority, NCW shall simultaneously notify, in writing to the applicant whose Technical Proposals qualified minimum qualifying technical eligibility criteria, indicating the date, time, and location for opening of Financial Proposals. (Applicant/representative's attendance at the opening of Financial Proposals is optional).

9. Evaluation of Financial Proposals

9.1. The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of competent authority, NCW involved in the evaluation process, will not be permitted to seek clarification or additional information from any Institute, who has submitted a

Financial Proposal. Financial Proposals will be reviewed to ensure (1) these are complete; (2) to see if all items of the corresponding Financial Proposal are priced, and (3) If there are computational errors then these will be corrected.

9.2. The Competent Authority representative will download the financial proposal of applicant whose technical Proposal are found to be acceptable. Such representative will read out aloud the name of the applicant and the total price shown in the applicants Financial Proposal. This information will be recorded in writing by the applicants' representative.

9.3. **Evaluation and public opening of Financial Proposals:** At the public opening of Financial Proposals, applicant's representatives who choose to attend will sign an Attendance Sheet. Agencies' attendance at the opening of Financial Proposals is optional. The financial score will be calculated as follows

Financial Score of the applicant = (lowest quoted rate among all the applicants ÷ rate quoted by the applicant) x 100.

The composite score for the applicant Institute will be calculated with the weightage in the ratio technical: financial as 60:40. That is Composite score = (technical score x 0.6) + (financial score x 0.4)

Sample worked out

Proposals	Technical score	Financial proposal in lakh	Financial score	60:40
P1	90	50	80	86
P2	80	40	100	88
P3	85	45	89	86.6
P4	95	55	73	86.2

Institute with the highest composite score for a Zone will be awarded the work for that Zone

10. Instructions To Applicant: Instructions to Applicants for submitting proposal are as follows:

10.1. The Institutes are invited to submit a Technical Proposal as specified in the Data Sheet (Annexure B). The Institute shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation. The National Commission for Women is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract at its own discretion without thereby incurring any liability or claim by the applicant/ Institute.

- 10.2. Scanned copy of the Demand Draft/Pay Order is to be uploaded on Central Public Procurement (CPP) Portal and the physical copy to be sent to Joint Secretary, National Commission for Women Plot No21, Jasola Institutional Area, New Delhi 110025.
- 10.3. An applicant can submit proposal for any number of Zones but work will be awarded for maximum of three zones (including earlier studies considered if any) on the subject. Proposals for each zone should be submitted separately.
- 10.4. All applicants applying for more than one zone must indicate order of priority of zone in each application in case they are found L1 in more than one.
- 10.5. Applicants submitting proposals will not be permitted to alter or modify their proposals after expiry of the deadline for receipt of proposals.
- 10.6. Two or more institutes individually eligible to apply for RFP may collaborate to submit a proposal for a zone but all communications to NCW or from NCW will be with the Principal Institute in case of collaboration. All payments will also be made to the Principal Institute in this case. Hence the technical and financial proposal must clearly identify the Principal Institute.
- 10.7. **Checklist of Documents to be uploaded along with Technical Proposal in Annexure C: -**

1.	Copy of documents regarding NAAC accreditation / recognition as Institute of National Importance / National Law Universities / incorporation as State Administrative Training Institute or Govt of India Training Institute / Research Institutes of Indian Council of Social Science Research (ICSSR) OR Autonomous Bodies, Registered Societies other than Educational Institutes and Government recognized. Training Institutes that have previous experience of survey research/social audits and that have completed at least two such survey projects to the satisfaction of commissioning agency in the past five years
2.	Scanned Copy of Demand Draft/Pay order (Refer point 10.2)
3.	Reports of two research reports involving large sample size published in public domain or submitted to Government/International Agency and additional reports
4.	Undertaking that the Institute is not blacklisted by any authority (State / Central Govt. or Public Sector undertaking), and not in litigation with any authority (State / Central Govt. or Public Sector undertaking).
5.	Copy of PAN and GST registration certificate.
6.	Covering letter (use format 1)
7.	CVs of the project team showing relevant qualification and experience

	(Refer point 8, <i>para</i> 8.1, Sno.2 of the table)
8.	Methodological Approach including sample size, indicative research tools and work plan(Refer point 3.3 and Refer point 8, <i>para</i> 8.1, Sno.3 of the table)
9.	Priority listing of zones for applicants applying for more than one zone.

- 10.8. Format and signing of proposals: Scanned copies of the documents shall be uploaded on the portal. The Proposal shall be signed by the Head of Institute or a person duly authorized to sign on behalf of the Institute. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be given below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.
- 10.9. Financial Proposal: See (Annexure D): The Financial Proposal shall be uploaded only, strictly as per Format 4 and 4A given in Annexure.
- 10.10. Clarifications of RFP Documents: Applicant may request clarification on any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. A request for clarification must be sent in writing, including by standard electronic means, to the NCW's Representative whose address/email ID is provided in the Data Sheet. NCW will respond by standard electronic means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Agencies who have formally indicated that they intend to submit a Proposal. At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing/ on eprocure.gov.in, including by standard electronic means.
- 10.11. Please note that while all the information and data regarding this RFP is, to the best of the Client's knowledge, accurate within the considerations of scoping the proposed agreement, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Institute to check the validity of data included in this document.

11. Withdrawal/Amendment to RFP

- 11.1. NCW, at its discretion may extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the NCW and applicant subject to the previous deadline shall thereafter be subject to the deadline as extended. At any stage the NCW reserves the right to cancel the process and amend any of the terms as per the RFP without assigning any reasons whatsoever.

- 11.2. NCW reserves the right to withdraw the RFP for one or all zones at any stage without any liability or any obligation for such withdrawal without assigning any reasons.
 - 11.3. The NCW reserves the right to withdraw this RFP in case suitable responses have not been received while finalizing for other cities.
 - 11.4. The NCW reserves the right to reject any/all applications without assigning any reasons thereof.
 - 11.5. The NCW reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NCW and the objective of the scheme without assigning any reasons thereof.
 - 11.6. The NCW reserves the right to include any other item in the Scope of Work at any time after consultation.
 - 11.7. The National Commission for Women reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/enquiry proceedings has been initiated by Government Investigating Agencies / Vigilance Cell.
 - 11.8. The National Commission for Women reserves the right to place an order for the full or part quantities under any items of work under scope of work.
12. **Conflict of interest:** The applicants shall not have a conflict of interest. The applicant found to have a conflict of interest is liable to be disqualified. The selected applicant shall not engage in activities that conflict with the interest of the NCW under the contract and shall be excluded from the continuation of the services under the contract.
13. **Award of Services:** The Competent Authority NCW will issue Letter of Intent (LoI) in favour of applicant who has scored highest composite score. A Letter of Award (the “LoA”) shall be issued, in duplicate, by Competent Authority NCW to the selected applicant and the selected Institute shall, within 7 (seven) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof.
14. **Intellectual Property rights:** All documents and other information collected in pursuance of work order allotted under this RFP shall remain or become the property of NCW. All information collected, analyzed, processed or in whatever manner provided by the Institute to NCW in relation to the services provided shall be the property of NCW. Implementing Institute may utilize the data collected during the survey for publishing articles / reports / books and other academic reports but while doing so NCW funding should be given due acknowledgement.

15. **Force Majeure:** The selected Institute shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the Institute and not involving the Institute's fault or negligence and unforeseeable. Such events may include, but are not restricted to, acts of NCW in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Institute shall promptly notify the Joint Secretary, NCW in writing of such conditions and the cause thereof. The work under the contract shall be resumed as soon as practicable after such Force Majeure event has come to an end or has ceased to exist.

16. Settlement of Disputes:

16.1. **Amicable Settlement:** The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.

16.2. **Arbitration clause:** Any dispute arising during execution of the project will be referred to the Arbitrator duly appointed by the NCW and whose decision will be final and acceptable to all Parties. The place of Arbitration shall be at Delhi only.

16.3. **Dispute Settlement:** Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, the Civil Court, Delhi, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.



(A Asholi Chalai)

Joint Secretary

National Commission for Women

ए. अशोली चलाई / A. ASHOLI CHALAI
संयुक्त सचिव / Joint Secretary
भारत सरकार / Government of India
राष्ट्रीय महिला आयोग/National Commission For Women
प्लॉट सं 21 जसोला संस्थानिक क्षेत्र, नई दिल्ली-110025
Plot No. 21, Jasola Institutional Area, New Delhi-110025

Annexure A

Zone-wise distribution of Study Area

S. No	Name of State	Total Number of			
		Districts	ULBs*	Blocks	GPs
North Zone 1					
1	Jammu and Kashmir	20	1124	287	4291
2	Ladakh	2	26	16	193
3	Himachal Pradesh	12	560	90	3615
4	Uttarakhand	13	1146	95	7795
Total		47	2856	488	15894
North Zone 2					
5	Delhi	11	273	0	0
6	Punjab	23	3163	153	13241
7	Haryana	22	1702	143	6225
8	Chandigarh	1	35	0	0
Total		57	5173	296	19466
North Zone 3					
9	Uttar Pradesh	75	12904	785	57691
Central Zone					
10	Chhattisgarh	33	3249	145	11641
11	Madhya Pradesh	55	7682	308	23011
Total		88	10931	453	34652
Eastern Zone 1					
12	Bihar	38	2618	534	8054
13	Jharkhand	24	1050	264	4345
Total		62	3668	798	12399
Eastern Zone 2					
14	Odisha	30	2094	305	6794
15	West Bengal	23	2940	345	3339
Total		53	5034	650	10133
Western Zone 1					
16	Gujarat	33	1375	250	14621
17	Rajasthan	50	8225	361	11208
Total		83	9600	611	25829
Western Zone 2					
18	Dadra and Nagar Haveli Daman and Diu	3	43	3	38
19	Goa	2	226	0	191
20	Maharashtra	36	1692	352	27901

S. No	Name of State	Total Number of			
		Districts	ULBs*	Blocks	GPs
Total		41	1961	355	28130
Southern Zone 1					
21	Andhra Pradesh	26	3923	668	13326
22	Telangana	33	3588	594	12771
Total		59	7511	1262	26097
Southern Zone 2					
23	Kerala	14	3529	152	941
24	Lakshadweep	1	0	0	10
25	Karnataka	31	7140	237	5952
26	Pondicherry	4	116	6	108
27	Tamil Nadu	38	12729	388	12525
28	Andaman and Nicobar Islands	3	24	9	70
Total		150	23538	2054	19606
North Eastern Zone 1					
29.	Assam	35	930	230	2662
30.	Arunachal Pradesh	25	75	129	2108
Total		60	1005	359	4770
North Eastern Zone 2					
31.	Manipur	16	306	66	3812
32.	Meghalaya	12	164	54	7091
33.	Mizoram	11	242	28	842
34.	Nagaland	16	377	64	1294
35.	Sikkim	6	51	34	199
36.	Tripura	8	325	58	1176
Total		69	1465	304	14414
Grand Total		785	85646	7153	269081

* Data on ULB includes Municipal Corporations, Municipalities and Town Panchayats

Source: Ministry of Panchayati Raj Local Government Directory, Data accessed on 07-05-2024 Data for ULBs:

https://lgdirectory.gov.in/getStateWiseUrbanLB.do?OWASP_CSRFTOKEN=EHVG-JSQM-6U8O-X34470ZY-L3K5-MAVA-ICRK

And for Gram Panchayat:

https://lgdirectory.gov.in/reportonStatewiseEntityDetails.do?OWASP_CSRFTOKEN=E89A-RDDM-3ZVN-52B1-0JXV-P4B4-BVMT-SXT5

<https://pdi.gov.in/demo/MDV//Public/State-wise-Summary.aspx>

Note: The data obtained from the provided links serves as a reference (Data access on 07-05-2024) but may be subject to change depending on methodology and secondary sources.

Annexure B

Data Sheet

1.	Name of the Client: NCW and its authorized officials
2.	Method of selection: Quality cum Cost Based Selection (QCBS) method
3.	Financial Proposal and Technical Proposal are to be uploaded only: Yes Title of Service is: Impact Assessment of 73 rd and 74 th Amendments in Indian Constitution: Assessing the Role of Women Representatives in PRIs and ULBs
4.	Client Representative: NCW and its authorized officials
5.	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
6.	The Institute is required to include with its Proposal written confirmation of authorization to sign on behalf of the Institute: <u>Yes</u>
7.	Applicants Eligibility Criteria: as mentioned in para 7 of RFP
8.	Currency for Proposals is: Indian Rupee
9. A	Communication regarding proposals Senior Research Officer, (sro-ncw@nic.in) National Commission for Women Plot No21, Jasola Institutional Area, New Delhi 110025.
9. B	Submission: Online on the CPP Portal
10.	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified applicants separately]
11.	Expected date for commencement of services: October, 2024.
12.	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.
13.	Last date of receipt of queries (request for clarification – as per Table No-1 of this document)
14.	Date and venue of Pre-Proposal meeting – as per Table No-1 of this document
15.	Date of replying the queries/ request for clarification – as per Table No-1 of this document

Technical Proposal Submission Forms

Format 1: Covering Letter

[Location, Date]

To:

Joint Secretary
National Commission for Women,
Plot No 21, Jasola Institutional Area, New Delhi

Dear Sir,

We, the undersigned, are interested in conducting Impact Assessment of 73rd and 74th Amendments in Indian Constitution: Assessing the Role of Women Representatives in PRIs and ULBs _____ Zone in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal.

We hereby declare that we have read the RFP, and abide by the same. [In case of any declaration, reference to concerned document attached must be made]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate Services related to the assignment not later than the date indicated in the Data Sheet.

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

Yours faithfully,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Institute:

Address:

Format 2: Organization /College/Institution Details

Organization/ College/ Institution Name:	
1. Status / Constitution of the Organization:	
2. Type of Affiliation / Declared by Act of Parliament:	
3. Accreditation Grade by NACC	
4. Accreditation valid upto	

For and on behalf of: (Organization College/Institution)

Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration/ incorporation certificate from the appropriate Registering Authority.

Format 3: Research detail sheet

**Details of the Research Report involving large sample size (undertaken by the Institute)
-Please fill separate sheet report wise**

	Detail
Name of Research Report	
Sample size	
Name(s) of the client for whom the research conducted	
Research period/	
Start date (month/year):	
Completion date (month/year):	
Whether report has been accepted by the commissioning agency (letter/certificate needed)	
Date of publication/ Submission	
Project value	
(Brief Description/Abstract of the Research report- that should include- Methodological approach; Studysite covered; target population and major 2-3 crucial findings that were the highlights of the study)	
Whether the report has been utilized in public policy formation. If so, provide details:	
Whether report published in refereed Journals? If so, provide details	
Please attach copy of the Executive summary OR share the link (if available online):	

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Annexure D:

Financial Proposal (Format-4)

To,

Joint Secretary
National Commission for Women,
Plot No 21, Jasola Institutional Area, New Delhi

Dear Sir,

Subject: Hiring of Institute for conducting Impact Assessment of 73rd and 74th Amendments in Indian Constitution: Assessing the Role of Women Representatives in PRIs and ULBs in _____ Zone.

I/We _____ applicant herewith upload the Financial Proposal for selection of my/our Institute as applicant for the subject mentioned above.

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. 1 year from the last date notified for submission of the proposal.

Yours faithfully,

Signature: Full Name:

Designation:

Address:

Tel.: Nos. (O)

(R)

(M)

E-mail:

Fax

Format 4A: Financial Proposal

(Not to be included in Technical Bid, upload separately as BoQ in .xls format only)

Sl No	Item	Unit	Quantity (Units)	Rate Quoted per number (in INR) All inclusive, but excluding GST	Total (inINR) all inclusive, but excluding GST.
1	Principal Investigator / Co PI				
2	Research Officer/ Statistician				
3	Remuneration of contractual project staff / Field Investigator				
4	Selection and training of research / data collection assistants (Man days)				
5	Stakeholder Meetings				
6	Survey and data collection including TA (No of Sampling units)				
7	Data compilation including report writing	1.0			
8	Institution Overheads	1.0			
Total in figures:					
Quoted rate in words:					

Note : At least 80% of the quoted rate should be on items under Sr. No. 2 to 7.