

**F. No. Q-17015/1/2009- AI (RD)**  
**Government of India**  
**Ministry of Rural Development**  
**Economic and Monitoring Wing**

**Krishi Bhawan, New Delhi.**

**Dated 21/01/2010**

**Subject: CONCURRENT EVALUATION OF INDIRA GANDHI NATIONAL OLD AGE PENSION SCHEME (IGNOAPS)**

The detailed Terms of Reference (TOR) for the above proposed study are enclosed at Annexure-I.

Institutions/Organisations, wishing to undertake the above evaluation work as **Evaluating Agency and Nodal Agency** are required to submit technical and financial bids in separate sealed envelopes, in the prescribed format at Annexure-II and III. **An institution/organization can apply for only one Region.** After appointment of Evaluating Agencies, the interested Evaluating Agency will be requested to submit Financial Bid to act as Nodal Agency. One of the Evaluating Agencies will be appointed as Nodal Agency on the basis of technical and financial bids.

The technical and financial bids should be in separate sealed envelopes super-scribing "Technical Bid (TB)" or "Financial Bid (FB)", both sealed envelopes (containing technical and financial bids) submitted to Ministry in a common sealed envelope clearly superscripted "Bid for conducting CONCURRENT EVALUATION OF INDIRA GANDHI NATIONAL OLD AGE PENSION SCHEME (IGNOAPS)- Name of the Region.....", and bearing the name and address of the bidder organization. The bids shall be received by **Shri S. K. Thakurela, Assistant Director (Mon.), Ministry of Rural Development, Government of India, Krishi Bhawan, Room No.473, G-Wing, New Delhi-110001**, on or before **15<sup>th</sup> February, 2010 (5.00 PM)**. Bids received after this time or not received in prescribed format, would not be entertained.

The Bids must be accompanied by Earnest Money Deposit (EMD) of Rs. 10,000 (Rupees ten thousand) in the form of Demand Draft drawn on any Nationalized Bank and drawn in favour of DDO, Ministry of Rural Development, Krishi Bhawan, New Delhi. In case where a bidder fails to accept the study awarded to him, the earnest money shall be forfeited. The EMD will be refunded on finalization of the contract, without interest.

The technical and financial bids shall be opened and would thereafter be evaluated by a committee constituted for the purpose by adopting Combined Quality cum Cost Based System (CQCCBS). The tender process would give 70% weightage to TBs and 30% weightage to FBs. The technical bids would be evaluated on the basis of: (a) Relevant experience- 60 marks, (b) human resource- 30 marks, and (c) suggestions on the methodology and organization of the study- 10 marks. If the Committee so feels, the Agency/Organization may be requested to make a presentation. Finally, the study will be awarded to the agency/organization that is selected by the Committee on the basis of both the Technical and Financial bid following due procedure.

The selected Institution/Organization has to start the study immediately after its award, and each of the deliverables would be completed as per the time frame in the TOR. In case the selected

Institute/Organization declines to take up the study after a notice of award has been issued, it would be barred from applying for any study, evaluation or assistance of any kind from Ministry of Rural Development, Government of India for a period of 3 years from the date of award.

The decision of the Bids Evaluation Committee shall be final, and no enquiries, or application for review, shall be entertained.

Enclosure: Annexure-I, II, III & IV.



(Dr. N.K. Sahu)

Director (Mon.)

Telefax: 011- 23383006

**MINISTRY OF RURAL DEVELOPMENT  
DEPARTMENT OF RURAL DEVELOPMENT  
(ECONOMIC AND MONITORING WING)**

**CONCURRENT EVALUATION OF INDIRA GANDHI NATIONAL OLD AGE PENSION  
SCHEME (IGNOAPS)**

**TERMS OF REFERENCE (TOR)**

**1. Background**

**1.1 Social Assistance & Security**

The National Social Assistance Programme (NSAP) came into effect from August 15, 1995 a concrete and significant step towards the fulfillment of the Directive Principles in Article 41 and Article 42 of the constitution. It introduces a National Policy for Social Assistance benefit to poor households in the case of old age, death of primary bread-winner and maternity. The programme initially had three components which was launched through the Ministry of Rural Development, GoI, a 100% centrally sponsored scheme.

- National Old Age Pension Scheme (NOAPS)
- National Family Benefit Scheme (NFBS)
- National Maternity Benefit Scheme (NMBS)

The above schemes were partially modified in 1998 based on the suggestions received from various corners and also on the basis of the feedback from the State Governments. NMBS was transferred to Department of Family Welfare w.e.f. 2000-01 on the recommendation of the group of Ministers and a new Scheme called Annapurna was launched on 1.4.2000 in the Ministry of Rural Development. Again, as a result of the review of the Centrally Sponsored Schemes by the Planning Commission in consultation with the MoRD, it was decided to transfer NSAP and Annapurna to the State Plans from the year 2002-03.

With this change, the funds for the operation of these schemes are now being released as Additional Central Assistance (ACA) to the States by the Ministry of Finance. The ACA to be provided to the States / UTs for the NSAP and Annapurna Scheme is decided by the Planning Commission, while the State-wise allocation of ACA is made by the Ministry of Rural Development and Planning Commission. The ACA provided to the States / UTs under NSAP and Annapurna are to be utilized by the States / UTs as Welfare Schemes of NOAPS, NFBS or

free food grains to the aged by taking one or two or all of the three schemes or in any another combination in accordance with their own priorities and needs. The Additional Central Assistance to the States constitute a General additionally over and above the normal allocation of the States for such welfare schemes as reflected in the States Budget, both under Plan and Non-Plan. The States have to therefore, provide the Mandatory Minimum Provision (MMP) for these schemes under their own budget. The MoRD has a role in monitoring the expenditure against the ACA and the MMP.

The schemes are executed through the State machinery and as per the guidelines a Nodal Officer of the state level is responsible for the scheme. At district level there are District Level Committees on NSAP & Annapurna who are responsible for processing the application, sanctioning and ensuring smooth disbursement of the benefits to the beneficiaries. The Gram Panchayat/ Municipalities play an active role in the identification of the beneficiaries under the schemes.

## **1.2 Old Age Pension**

National Old Age Pension Scheme: Central assistance is made available to the States and UTs with assistance from the Panchayat and Municipal functionaries. Assistance is available to the aged who fulfill the following criterions:

- Age of the applicant (male or female) is 65 years or more
- The applicant is a destitute' in the sense of having little or no regular means of subsistence from his/her own sources of income or through financial support from family members or other sources.
- The amount of old age pension is Rs. 75 per month for the purpose of claiming Central Assistance .

The Finance Minister in his budget speech for the year 2006-07 had announced substantial hike in the pension amount with a special request to the states to contribute an equal amount from their state budget. The pension amount is increased from Rs. 75.00 to 200.00 per month, with a request to State Governments to make on equal contribution from their own resources so that a destitute pensioner gets at-least Rs. 400.00 per month. The Ministry also proposes to work with the Department of Post and the banks to establish within two years, a system under which the pension will be credited directly to the account of the beneficiary in post office or a bank. States like Tamil Nadu, Uttrakhand, West Bengal, Rajasthan, NCT of Delhi, UT of Andaman & Nicobar Islands and Pondicherry have already started disbursing Rs. 400.00 per month or above for pensioners under NOAPS.

## **1.3 Indira Gandhi National Old Age Pension Scheme (IGNOAPS)**

Indira Gandhi National Old Age Pension Scheme (IGNOAPS) was formally launched on 19<sup>th</sup> November 2007 at the hands of Hon'ble Prime Minister. Old Age Pension were earlier provided under National Old Age Pension Scheme (NOAPS) to persons who were 65 years or higher and 'destitute'. As per the modified eligibility criteria old age pension under IGNOAPS old age pension is now being granted to all persons who are 65 years or higher and belonging to a household below the poverty line according to the criteria prescribed by the Government of India. The numbers of additional beneficiaries furnished by the 31 States / UTs have been found to be acceptable. The additional numbers have been accepted keeping in view (i) the number of beneficiaries covered during 2006-07, (ii) estimated number of beneficiaries based on the projected population of the State as on 1.3.2006 and 2004-05 poverty ratio of the State and (iii) estimated number of beneficiaries based on the permissible numbers of BPL families for inclusion in 'BPL List 2002. Accordingly the coverage has increased from 87 lakh during 2006-07 to 124 lakh in 2007-08, 151 lakh in 2008-09 and 156 lakh during 2009-10. Out of this, last two years are under IGNOAPS.

Old Age Pension was enhanced from Rs.75 to Rs.200 per month w.e.f. 1.4.2006 & States / UTs were urged to contribute equally. By October 2009, 17 States/ UTs were providing pension more than Rs.400. they are Delhi, Goa(Rs.1000), Chandigarh, Haryana(Rs.700) Puducherry (Rs.600), A&N, D&N Haveli, Maharashtra(Rs. 500), Punjab (Rs.450), Gujarat, Jharkhand, Karnataka, Rajasthan, Sikkim, Tamil Nadu, Uttrakhand, WB(Rs.400). 11 States/ UTs are providing pension of more than Rs.200 but less than Rs.400 pm. They are Himachal Pradesh (Rs.330), J&K(Rs.325),Chhattisgarh, Tripura, Lakshadweep, UP (Rs.300), MP (Rs.275), Assam, Kerala, Meghalaya, Mizoram (Rs.250). 7 States are providing pension of Rs.200 pm only. They are Andhra Pr., Bihar, Orissa, Arunachal Pr., Manipur, Nagaland, D& Diu.

States are required to disburse pension through Bank/Post Office account where feasible under IGNOAPS. States like Bihar, Goa, J&K, Jharkhand, Madhya Pradesh, Maharashtra, UP, Uttrakhand, Meghalaya, Tripura, A&N Islands, D&N Haveli, Daman & Diu, and Delhi were disbursing pension through Post Office / Bank accounts (October 2009 status). States have also been asked to disburse pension monthly and not quarterly / half-yearly (Delhi, HP, Sikkim, UP, Uttrakhand are not disbursing monthly).

## **2. Need for the Evaluation of IGNOAPS**

Though the funds for the operation of NSAP including IGNOAP scheme are now being released as Additional Central Assistance (ACA) to the States by the Ministry of Finance, the Ministry of Rural Development regularly monitors the programmes through the progress reports (Physical & Financial) received from the states on quarterly basis. The government is spending Rs. 5200 crore in 2009-10 and the benefits of such expenditure need to be measured and the

implementation problems need to be identified for undertaking mid-course corrections. Now that the IGNOAPS is two years old, it is the right time to conduct concurrent evaluation.

### **3. Objectives of the evaluation**

The broad objective of the study is to evaluate the extent to which the programme has achieved its objective and find out the factor responsible in its progress and suggest remedial measures that need to be employed to overcome the difficulties. The specific objectives are:

- 1) Document the extent/amount/type of benefits received by the BPL families from various social security schemes being implemented by the government (Government of India/State Governments- Ministry/Department);
- 2) Evaluate the implementation of IGNOAPS in the States with a view to ascertaining the progress made by them vis-à-vis target and objectives;
- 3) Evaluate the selection procedure adopted to identify the beneficiaries including the use of the Below Poverty Line (BPL) list and the problems encountered while selecting beneficiaries;
- 4) Assess the benefit delivery mechanism and timely receipt of the benefit and reasons for delay;
- 5) Assess the level of awareness and clarity about the scheme amongst the stakeholders;
- 6) Assess the existing monitoring and supervision mechanism and its effectiveness at various levels;
- 7) Assess the public grievance redress system in vogue at various levels and its effectiveness/usefulness;
- 8) Impact of the pension scheme and the amount (central assistance plus state contribution), including the pattern of utilization on the beneficiary and the family in poverty alleviation and wellbeing;
- 9) To diagnose the gender sensitiveness in the scheme and its execution.

### **4. Targeted Stakeholders**

- Ministry of Rural Development – specific program division
- Nodal department at State level for NSAP/IGNOAPS
- Secretary & Officials of the Nodal department – State/District/Blocklevel
- District level Committee members & Chairman
- Gram Panchayat members
- Beneficiaries & General public
- Non beneficiaries of the scheme who are eligible.

### **5. Reference Period**

The reference period for the study will be FY 2008-09 and 2009-10, however background data to be generated from secondary sources on the previous scheme (s) to the extent possible may be gathered for analysis.

## 6. Sampling procedure

The evaluation would cover 30 States including Puducherry and Delhi. The number of sample districts in each States would be in proportion to the incidence poverty of various States (2004-05). Samples from both rural and urban areas of the sample districts would be taken. In each district maximum of 4 sample blocks and from each sample block a maximum of 10 Gram Panchayats would be selected. 10 beneficiaries and 2 non-beneficiaries from each sample GPs would be selected for survey. 20% of the total beneficiaries and non beneficiary samples should be from urban areas of the sample districts. The blocks to be selected based on stratified random sampling technique giving preference to remote and less developed blocks. The GPs, Beneficiaries and Non-Beneficiaries to be selected based on random sampling technique.

### 6.1 Sample Size

1. Region	2. Sl. No.	3. States	4. No. of Sample Districts	5. No. of Sample Blocks	6. No. of Sample GPs	7. No. of Sample Beneficiaries	8. No. of Non- Beneficiaries	9. No. of Total Sample in Rural areas	10. No. of Total Sample in Urban areas	11. Urban)No. of Total Sample (Rural +	
1. North	1	Haryana	2	4	40	400	80	480	120	600	
	2	Himachal Pr.	2	4	40	400	80	480	120	600	
	3	J & K	2	4	40	400	80	480	120	600	
	4	Punjab	2	4	40	400	80	480	120	600	
	5	Uttarakhand	2	4	40	400	80	480	120	600	
	6	NCT Delhi	2	4	40	400	80	480	120	600	
	<b>Total North Region</b>			<b>12</b>	<b>24</b>	<b>240</b>	<b>2400</b>	<b>480</b>	<b>2880</b>	<b>720</b>	<b>3600</b>
3.2. UP	1	Uttar Pradesh	12	48	480	4800	960	5760	1440	7200	
	<b>Total Uttar Pradesh Region</b>			<b>12</b>	<b>48</b>	<b>480</b>	<b>4800</b>	<b>960</b>	<b>5760</b>	<b>1440</b>	<b>7200</b>
	1	Chhattisgarh	2	8	80	800	160	960	240	1200	

Central	2	Madhya Pr.	5	20	200	2000	400	2400	600	3000
	3	Rajasthan	3	12	120	1200	240	1440	360	1800
	<b>Total Central Region</b>		<b>10</b>	<b>40</b>	<b>400</b>	<b>4000</b>	<b>800</b>	<b>4800</b>	<b>1200</b>	<b>6000</b>
4. West	1	Goa	2	4	40	400	80	480	120	600
	2	Gujarat	2	8	80	800	160	960	240	1200
	3	Maharashtra	6	24	240	2400	480	2880	720	3600
	<b>Total West Region</b>		<b>10</b>	<b>36</b>	<b>360</b>	<b>3600</b>	<b>720</b>	<b>4320</b>	<b>1080</b>	<b>5400</b>
5. South	1	Andhra Pr.	3	12	120	1200	240	1440	360	1800
	2	Karnataka	3	12	120	1200	240	1440	360	1800
	3	Kerala	2	4	40	400	80	480	120	600
	4	Tamilnadu	3	12	120	1200	240	1440	360	1800
	5	Puducherry	2	4	40	400	80	480	120	600
	<b>Total South Region</b>		<b>13</b>	<b>44</b>	<b>440</b>	<b>4400</b>	<b>880</b>	<b>5280</b>	<b>1320</b>	<b>6600</b>
Central6. East-	1	Bihar	7	28	280	2800	560	3360	840	4200
	2	Jharkhand	2	8	80	800	160	960	240	1200
	<b>Total East-Central Region</b>		<b>9</b>	<b>36</b>	<b>360</b>	<b>3600</b>	<b>720</b>	<b>4320</b>	<b>1080</b>	<b>5400</b>
7. East	1	Orissa	4	16	160	1600	320	1920	480	2400
	2	West Bengal	4	16	160	1600	320	1920	480	2400
	<b>Total East Region</b>		<b>8</b>	<b>32</b>	<b>320</b>	<b>3200</b>	<b>640</b>	<b>3840</b>	<b>960</b>	<b>4800</b>
8. NE-I	1	Arunachal Pr.	2	4	40	400	80	480	120	600
	2	Assam	2	4	40	400	80	480	120	600
	3	Meghalaya	2	4	40	400	80	480	120	600
	4	Sikkim	2	4	40	400	80	480	120	600
	<b>Total NE-I Region</b>		<b>8</b>	<b>16</b>	<b>160</b>	<b>1600</b>	<b>320</b>	<b>1920</b>	<b>480</b>	<b>2400</b>
9. NE-II	1	Manipur	2	4	40	400	80	480	120	600
	2	Mizoram	2	4	40	400	80	480	120	600
	3	Nagaland	2	4	40	400	80	480	120	600
	4	Tripura	2	4	40	400	80	480	120	600
	<b>Total NE-II Region</b>		<b>8</b>	<b>16</b>	<b>160</b>	<b>1600</b>	<b>320</b>	<b>1920</b>	<b>480</b>	<b>2400</b>
<b>All-India</b>		<b>90</b>	<b>292</b>	<b>2920</b>	<b>29200</b>	<b>5840</b>	<b>35040</b>	<b>8760</b>	<b>43800</b>	

**Col. 4 & 5:** In those States where no district found place while distributing 10% of total districts of the country , two districts are selected but, in each district 2 Blocks would be taken as sample

**Col. 5:** Normally 4 Blocks per District

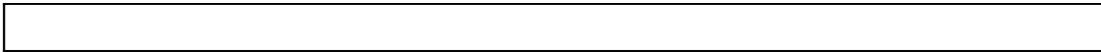
**Col. 6:** 10 GPs per Block

**Col. 7 & 8:** 10 Beneficiaries and 2 Non-Beneficiaries per GP

**Col. 10:** 20% of Total Sample

**NOTE:** 292 Beneficiary Group Discussion for peer review in GPs and 89 Beneficiary

Group Discussion for peer review in Urban (one in each District) areas would be conducted.



## 7. Study Tools

The study will explore both Secondary and Primary data sources.

**Secondary Data Sources:** Policy documents on the scheme – State level

Records at State Level – Physical & Financial  
Nodal departments' proceedings  
District Level Committee proceedings  
District Level records – Physical & Financial  
Allocation systems & procedures  
Monitoring & Supervision – records & proofs.

**Primary Data Sources:** Questionnaire Survey

In-depth Interview

Beneficiary Group Discussion (BGD) for peer

review

## 8. Organization of the Evaluation (Survey, Analysis & Report writing)

The survey and analysis work will be done by engaging separate agencies for nine regions of states. These **Evaluating Agencies (EAs)** would be selected through the process of Tender (Technical & Financial Bids). There will be a **Nodal Agency (NA)** for the study and same will be selected through the process of Tender (Financial Bids alone) from amongst the EAs. For selecting the NA and the EAs, their financial status, proven track record, past experience, technical competence and other factors will be the main criteria of selection.

### 8.1. Nodal Agency (NA) would perform following functions (deliverables):

1. Develop and prepare all the Data Collection Instruments (including questionnaires and structured BGD format, tabulation plan, and finalise it in consultation with Ministry and make them available to the EAs;
2. Finalize the Chapterisation-plan and make them available to the EAs;
3. Draw the samples till GP and Urban center level as per sampling plan/method with substitutes and make them available to the EAs;
4. Cross/back check of the work done by EA in order to ensure that data collection is truthful and verifiable. It should be based on random selection of 3% of the sample on 8 to 10 quantifiable questions administered to the same sample. Before start of the field survey, an agreed mechanism is to be finalized in consultation with the Ministry and EAs;
5. The Nodal Agency will be required to develop a Data Entry and Analysis Software and

make it available to the EAs. The Software shall have the following deliverables:

- (i) The software will be developed using 'Microsoft Visual Basic 6.0' as front end and 'MS-Access 2007' as the database.
  - (ii) The software shall have provision for Reports to be created in the Tabulation Plan approved by the Ministry and tables shall be generated in 'MS-Excel 2007' format.
  - (iii) The Software shall have provision for entry of data for all the schedules finalized for the study.
  - (iv) The Data Entry application shall have all the necessary validations so as to ensure that only valid responses are entered and minimal data cleaning is required by the field agencies.
  - (v) The Software shall have feature for entry from multiple computers and provision to merge multiple database files and create a consolidated database for report generation.
  - (vi) The Software will be delivered in a CD format and the Nodal Agency will have to prepare required number of copies of the software for all the field agencies.
  - (vii) The Nodal agency shall also be required to prepare a detailed user manual clearly explaining the process of installation, data entry and report generation.
6. Organize at least three workshops and/or meetings in convenient location in the country, in consultation with the Ministry, for the EAs (20 participants, two participants for each EA) & the Ministry officials (5 participants) at their own expenses;
  7. Create and manage an idea exchange discussion group on the internet and invite Evaluating Agencies to become members of the group and participate actively in the group. Load all materials/instructions and any other material as directed by the Ministry;
  8. Coordinate and guide the Evaluating agencies to prepare individual 'State Report' and give suggestions to the EAs on the draft reports of each states;
  9. Submit a preliminary All India report based on a numbers of State Reports, even without all the sample states covered. The Ministry would intimate the timing of such report in consultation with the NA and the EAs;
  10. Prepare All India (Country) reports (state specific report will be prepared by individual Evaluating Agencies) on the basis of individual State reports;
  11. The authorship of the All-India report would rest with the NA, but, names of all the EAs would be printed in the cover of the All-India report.
  12. Submit 100 hard copies of the final report and 5 Compact Disks.

## **8.2. Evaluating Agencies (EAs) would perform following functions (deliverables):**

1. Extend cooperation to the Nodal Agency so that it can perform the assigned duties;
2. Undertake survey works in the allotted States, Districts, GPs and Urban areas as per the methods, sampling and other evaluation requirements. The samples till GP and Urban center level as per sampling plan/method with substitutes would be made available by the NA;

3. Pre-test the Data Collection Instruments as per a plan of action approved by the Ministry and give feed back to the NA before finalization of the Data Collection;
4. Attend and participate in at least three workshops and/or meetings of the EAs & the Ministry on their own expenses (travel, boarding and lodging);
5. Make available a list of the sample beneficiaries and non-beneficiaries within one month of start of the field survey to the NA so that the later perform cross/back check as per Para 8.1.4 of the TOR. On the basis of cross/back check, with the advice of the Ministry, the EAs would take necessary actions (including re-survey) to improve the quality of data with their own cost.
6. Utilize the standard data management software to process the survey data to generate reports, etc.;
7. Become a member of an idea exchange discussion group created by the NA in the internet and besides exchanging ideas, would also load all required materials;
8. Prepare evaluation report(s) for each state, whose basic framework/chapter-plan/core tables and structured FGD format would be made available by the NA;
9. Submit 20 hard copies of the final report and 5 Compact Disks for each state

## 9. Time frame for the study

The fieldwork of the study and report submission would have to be **completed within six months from the date of release of 1<sup>st</sup> installment for the Study**. For the EAs, the total time allotted is five months, but the survey and report writing/submitting is to be done within three months from the date of dispatch of instructions and materials by the NA. The detail time frame of the study is given below.

	ACTIVITIES	Duty	Month Ist		Month IInd		Month IIIrd		Month IVth		Month Vth		Month VIth	
			1	2	1	2	1	2	1	2	1	2	1	2
1	Develop and prepare all the Data Collection Instruments (including questionnaires and structured BGD format, tabulation plan, Chapterisation-plan and finalise it in consultation with Ministry	Nodal Agency (NA)												
2	Organize workshop-1 & 2													
3	Make available all instructions and materials to EAs													
4	Cross/back check the work done by EA													
5	Field survey	Evaluating Agencies (EAs)												
6	State Report writing and submission of draft to NA													
7	Final Report submission to Ministry													



(a)	Ist installment of 10%of the total amount	On submission of the acceptance letter, bond, pre-receipt, and performance security, etc.
(b)	IInd installment of 40% of the total amount	On completion of field survey and computerization of all types of data. A certificate is to be given by the EA to the Ministry
(c)	IIIrd installment of 30% of total amount	Acceptance of Ist draft of the Report by the Ministry
(d)	IVth & final installment of 20% of the total amount or the balance amount	On acceptance of the Final Evaluation Reports and Recommendations to the satisfaction of the Ministry.

3. The data generated from the study would be the sole property of the Ministry of Rural Development. However, the evaluator may be allowed to use the data specifically for research/analysis with the prior permission of the Ministry.
4. Neither any capital cost would be incurred under the fee money for the Evaluation nor would any liability be created for the Ministry, Government of India, beyond the original fee sanctioned for the job.
5. The Evaluating Agency(s) would enter in to an agreement with the Government and write a bond on Non-judicial Stamp Paper of Rs.100/- (format in Annexure IV) and submit Pre-receipt of the amount due for installment (s).
6. The Ministry reserves the right to terminate the Evaluating Agency's contract at any point of time without assigning any reasons. In such eventuality, the agency shall have to refund the amount released by the government together with a penal interest of 12% per annum.

#### **14. Arbitration Clause**

- (a) In the event of any question, dispute or difference arising under or out of or in connection with the conditions mentioned in TOR and sanction letter, the same shall be referred for the Sole Arbitration of any person appointed by the Secretary to the government of India in the Department of Rural Development. There shall be no objection if the person so appointed is a Government Servant.
- (b) In the event of the Arbitrator dying, neglecting or refusing to act or resigning or being unable to act for any reason or his award being set aside by the Court for any reason,

it shall be lawful for the said Secretary to appoint an Arbitrator in the place of the outgoing Arbitrator in the manner aforesaid and the persons so appointed will proceed with the references from the stage at which it was left by his predecessor. It is also a term of this contract that no persons, other than a person appointed by the Secretary in the Ministry as aforesaid shall act as Arbitrator and if for any reason that is not possible the matter shall not be referred to arbitration at all.

- (c) Subject as aforesaid the Arbitration and Conciliation Act, 1996 and the Rules there under any statutory modification thereof for the time being in force shall apply to the arbitration proceedings under this clause.
- (d) Upon every and any reference as aforesaid the assessment of costs of the incidental to the reference and award respectively shall be in discretion of the Sole Arbitrator.
- (e) The venue of the arbitration proceedings will be premises of the Government of India, Ministry of Rural Development, New Delhi or such other place as the Sole Arbitrator may decide.
- (f) If no request in writing for arbitration is made the Evaluator(s) within a period of one year from the date of completion of job, all claims of the agency shall be deemed to be waived and absolutely barred, the President of India shall be discharged and released of all the liabilities under the subject contract.

To

Shri S. K. Thakurela,  
 Assistant Director (Mon.)  
 Ministry of Rural Development  
 Government of India,  
 Krishi Bhawan, Room No.473, G-Wing,  
 New Delhi-110001.

### TECHNICAL BID

#### Concurrent Evaluation of Indira Gandhi National Old Age Pension Scheme (IGNOAPS)

Region ....., States in the Region:.....

#### A: ORGANISATIONAL PROFILE

1	Name of organization	
2	Name and Designation of Contact Person	
3	Postal Address of the Organization (with PIN CODE)	
4	Physical Address, if different from postal address (With PIN CODE)	
5	Telephone with STD Code	
6	FAX No. with STD Code	
7	Mobile No. of Contact Person	
8	E-mail Address of Contact Person	
9	Name and Designation of . Head of the Organization responsible for the Study Contract	
10	Establishment Details	
a.	Year Established	
b.	Type of Organization (Tick One)	Educational & Research Institution/ Consulting Organization/ Any Other (give details)
c.	Regd. No. ; Name and Place of Registering Authority	(Attach attested photocopy of Registration Certificate)

## B. EXPERIENCE

Experience in conducting research studies in the field of rural & social development/welfare programmes/schemes/projects by the organization/agency in the past years (2006 to 2009 calendar years) that are relevant for demonstrating its expertise in the area of proposed study:

### B.1: Completed research project (s)

(Extra-sheet may be used if activities are more than 5 in number)

Sl. No.	Title of the research project	Name & Address of Client	Completion time/date (Month & Year)	Duration of the project completion (in Months)		Value (Rs. Lakh)	Name of Sample State (s)
				As per TOR/Agreements	Actual		
1	2	4	5	6	7	8	9
(i)							
(ii)							
(iii)							

### B.2: On-going research projects

Sl. No.	Title of the research project	Name & Address of Client	Project starting date/time (Month & Year)	Project completion time as per ToR/Agreement (in Months)	Value (Rs. Lakh)	Name of Sample State (s)
1	2	4	5	6	7	8
(i)						
(ii)						
(iii)						

## C: HUMAN RESOURCE

### C. 1 Human Resources of the organization: (Do not attach CVs)

Sl. No.	Official Station (name of place)	Professional/Technical (numbers)		Supporting Staff (numbers)	
		Full-time	Part-time	Full-time	Part-time
1					

2					
3					
4					
5					
	<b>All</b>				

**C2: To be deployed for the proposed study/project**

**(a)- KEY PROFESSIONALS \*\*(Do not attach CVs)**

Sl. No.	Name	Area of key expertise	Highest academic/ professional qualification in the area of key expertise	Length of experience (years) in the area of key expertise	No. of man-months deployed for this study
1	2	3	4	5	7
1	(Team Leader)				
2					
3					
4					
5					

\*\* Note: Care may be taken to demonstrate that each area of expertise required for the study is covered by different key professionals in above table.

**(b)- SUPPORT AND FIELD STAFF**

Sl. No.	Job profile (e.g. field investigator, data entry operator, analyst, etc.)	No. of personnel	Total number of man-months to be deployed.
1	2	3	4
1			
2			

**D: Reasons for applying for this Region:**

Give in detail the capability of the organization/agency and the experience etc. to support the claim

**E: Methodology and Organization of Study:**

The sample procedure, sample size and study tools are given in Para 6, 7 and in other portions of the TOR. Please suggest:

- (i) sample selections in detail;
- (ii) study tools refinements;
- (iii) how you would complete the study in time? and
- (iv) how to achieve quality?

**F: Do you wish to act as the Nodal Agency for this study- Yes/ No** (if 'yes', give the following details)

F.1: Name of the research projects where your organization have performed NA's duty/role or similar duty/role.

F.2: Capability of the organization to perform the function mentioned in Para 8.1.5 (i to vii) of the TOR.

F.3: Suggestions on 'cross/back check' mentioned in the Para 8.1.4 of the TOR and the capability to perform the function.

**G: ANY OTHER DETAIL WHICH IS RELEVANT TO THE BID**

### **CERTIFICATE**

It is certified that:

1. The information given above is TRUE to the best of my knowledge. The organization shall stand liable for any information given above which is later found to be FALSE, including the forfeiture of any payment due to it.
2. The information given above is COMPLETE to the best of my knowledge and I have not willingly suppressed any material information that might lead to misjudgments while evaluating this Technical Bid.
3. The professionals, staff, equipment and all requisite infrastructural facilities mentioned in this bid shall be made available for this study in due time.
4. Our agency/organization/institution is interested to undertake the proposed evaluation.
5. I am competent to sign this Certificate.

Date:

Place:

Seal of the Organization:

Authorized Signatory

Name:

Designation:

To

Shri S. K. Thakurela,  
 Assistant Director (Mon.), Ministry of Rural Development  
 Government of India,  
 Krishi Bhawan, Room No.473, G-Wing,  
 New Delhi-110001

**Concurrent Evaluation of Indira Gandhi National Old Age Pension Scheme (IGNOAPS) Region  
 ..... States in Region:.....**

Name of Bidder Agency/Organisation with address: \_\_\_\_\_

**FINANCIAL BID**

Sl. No.	Head	Total Cost (Rs.)
1	Salary of key professionals	
2	Salary of field staff and support staff	
3	Travel for key person	
4	Travel for Field & Secretariat staff	
5	Contingent expenses	
6	Office expenses**	
7	Total (1+2+3+4+5+6)	
8	Institutional Overheads if any, and basis of charge	
9	Service Tax, if any to be charged	
10	Grand Total (7+8+9)	
(In words _____ )		
** Office expenses: Include expenses for required numbers of final report and 5 Compact Disks.		

Date:

Authorized Signatory \_\_\_\_\_

Place:

Name: \_\_\_\_\_

Seal of the Organization:

Designation: \_\_\_\_\_

**DRAFT FORMAT OF THE BOND (to be submitted after the job is assigned)**

KNOW ALL MEN BY THESE PRESENTS THAT , We .....an agency registered under (Act under which the agency is registered) and having its office at ..... in the State of .....(hereinafter called sureties jointly and severally bond ) and our respective heirs executors administrators legal the obliger ..... hereinafter called representatives and assignees by these presents, are held and firmly bound to the President of India (hereinafter called the Government) a sum of Rs. ....together with all other sums (including interests thereon) due and payable to the Government.

And whereas the obliger is an implementing Agency for the programme/project of rural development as approved by the Government and described in the letter No. .... of the Government, subject to the Terms and conditions contained therein (hereinafter collectively referred to as "Sanction Letter")

And whereas the Government, for the due implementation of the said approved programme/ project, has agreed to extend to the obliger as such implementing Agency as aforesaid financial assistance by way of fee of the order of Rs. .... out of which of Rs .... have already been said to the obliger (the receipt where of the obliger does hereby admit and acknowledge) upon the obliger irrevocably promising to and assuring the Government that the said Sum of Rs. .... shall be utilized solely and exclusively for the purpose of implementation for the said approved programme/ project and for no other purpose in strict compliance of the stipulations and reservations contained in the sanction letter including executions of the Bond by the obliger and sureties which/who shall always remain bound to the Government for due fulfillment of the terms and conditions in the sanction letter. Now condition of the above written obligation is such that if the obliger shall duly implement the said approved programme in compliance of all the conditions, stipulations and reservations in the sanction letter, then the above written Bond obligation shall be void and of no effect but otherwise it shall remain fully enforceable, effective and operative against the obliger and the sureties and their respective assignees by these presents, against each of them.

These presents further witness that

- (a) The decision of the Secretary to the Government of India, Ministry of Rural Development or the Administrative Head of the Ministry or Department of the Government of India administratively concerned with the matter of the questions whether has been breach or violation on the part of the obliger of any of the terms conditions mentioned in the letter of sanction shall be final and binding on the obliger.
- (b) The Obliger shall in the event of breach or violation of any of terms and conditions mentioned in the letter of sanction refund to the Government of its own or on demand and without demur the entire amount of ..... of ..... or such part thereof as the Government alongwith the borrowing rate interest of Government of India (interest therein at the rate of 12% (Twelve percent) per annum from the date of receipt of said amount by the obliger up to the date of refund thereof to the Government failing which the impugned amount would be recoverable as arrears of land revenue.
- (c) The obliger or the Sureties shall, in the event of breach or violation of any of the terms and conditions contained in the letter of sanction, refund to the Government on demand and without demur the entire amount of Rs. .... of such part thereof as may be mentioned in the

notice of demand issued by the Government alongwith the interest thereon at the prevailing borrowing rate of the Government of India from the date of receipt of the said amount by the obliger/sureties till the date of payment therefore is received by the Government.

- (d) Without prejudice to (c) above, the Government shall have the right, without any demur on the part of the obliger or the Sureties, to revoke the said financial grant wholly or partially and/ or to take over such assets or to call upon and complete the obliger to transfer all such assets to a State Government, Panchayati Raj Institution or any other institutions associations, if the obliger commits any breach of the conditions and stipulations contained in the sanction letter.

IN WISTNESS WHEREOF THESE presents have been executed on behalf of the obliger and the sureties the day and the year herein above written and accepted for and on behalf of Government by Dr. N. K. Sahu, Director (M), Ministry of Rural Development Government of India (name and designation) on the day year appearing against his/her signature.

Signature (for and on behalf of obliger)

( The Obliger)  
Sureties

- (i)  
(ii)

Signature and Name in Block Letters, Designation and Office Seal of the Organisation/ Institution.

In the presence of Witness.

(1) Name and address:

(2) Name and address:

Bond accepted for and on behalf of the President of India.