



DISTRICT PROJECT OFFICE
SARVA SHIKSHA MISSION, ALIPURDUAR
Ph No: 03564-255304, Email: dmapd.ssm@gmail.com

Memo. No.: 483/XIX-SSM/18/IED-NGO-82

Date: 18.07.2019

NOTICE INVITING EXPRESSION OF INTEREST

Expression of Interest (EOI) are hereby invited from the bonafide resourceful Non-Governmental Organisation (NGO) for providing support and services to child with special need (CWSN) like, therapeutic support, orientation of sign language, identification and assessment camp of low vision not yet identified, extending corrective surgery, supply of low vision aids & appliances, hearing impairment support, minor repairing of hearing aids, etc. Organisation having experience in these fields may apply in two bid system within 18/08/2019 upto 3.00 p.m. to the office of the undersigned.

District Project Office, Samagra Shiksha Aviyan, Alipurduar (**DPO, SSA, Alipurduar**) is under Department of School Education, Govt. of West Bengal who reserves the right to accept or reject any of all the offers at any stage of the proves without assigning any reasons thereof and no claim/dispute on this aspect shall be entertained .

1.1 Approach for Selection of suitable NGOs for providing support to CWSN Students

The selected NGO/(s) shall provide all kind of support such as Extension Therapeutic Support Services, Identification and assessment of children with visual impairment (through Camps), extension of Micro interventional support service to children with hearing impairment including minor repairing of hearing aids, orientation of teachers on sign language etc.

Apart from the above, it shall also include additional activities which are co-related with main activities and time to time by the undersigned.

1.2 SELECTION METHOD:

Stage I: Expression of Interest (EOI)

1. The DPO, SSA, Alipurduar needs a experienced & competent Non Government Organisation having expertise and good track record in the field of disability area, particularly and specifically on dealing children with visual impairment, corrective surgery, hearing impairment, hearing aid repairing, ear mould fabrication, sign language training, extension of therapy support and also expected to be tapped and utilized at grass root level. (Details enclosed separately)
2. The DPO, SSA, Alipurduar shall short-list only those organizations who fulfill the following criteria:

- i. The applicant shall be a Registered Society under Societies Registration Act 1961 (Copy of valid registration certificate to be enclosed)
- ii. Registration no of the NGO registered under PWD Act (Person with disabilities Act) 1995 (Copy of valid registration certificate to be enclosed)
- iii. Details about working experience in disability field (Copy of Supportive documents showing working experience in disability field at least for five years in disability field to be enclosed)
- iv. Details about working experience with SSA activities (if any, documents to be attached).
- v. Whether the organisation runs in its own/rented building.
- vi. Details of staff working mentioning professional qualification and experience against each.
- vii. Documents –
 - a) Annual report including audited accounts for last three years.
 - b) Constitution/By – laws of the organization.
 - c) Constitution of Board Management and the particulars of each member.
 - d) Copy of PAN Card of the organisation.
 - e) GSTIN No.

Stage II: Request for Proposal (RFP)

1. The intending organization shall submit a detailed Technical and Financial Proposal as per format (RFP).
2. The technical proposals submitted by the Consultancy Organization shall include all details as per Format for evaluation.
3. Financial bid will be opened for those who qualify in technical bid.
4. DPO SSA, however, reserves the right to reject any or all the EOIs without assigning any reason.

2. Scope of Work:

1. Extension of Therapeutic support services through the existing resource rooms / multipurpose resource centre (MRC) for CWSN at CLRCs / CRCs jurisdiction as the case may be.
2. Identification and Assessment of Children with Visual Impairment (Through Camps) yet not identified and extending corrective surgery as per need and supply of low vision related Aids and Appliances as per actual requirement.
3. Extension of micro interventional support service to the children with hearing impairment including minor repairing of hearing aids.
4. Orientation of teachers on sign language
5. Such other matters as may be prescribed.

3. Instruction to interested organisations

3.1 Sealing of Envelopes & Submission

- a) The Expression of Interest along with Demand Draft in sealed envelope super scribing "**Expression of Interest – Involvement of NGO to undertake Selected IE related work**".

- b) Bid should be submitted in two different envelopes i.e. Technical Bid (Documents on eligibility criteria and Form I) and Financial Bid (rate to be offered in Form II) stating name & address of the organisation. Both these envelopes are to be put in a single envelope for submission.
- c) This outer envelope shall be addressed to The District Project Officer, SSA, Room No. 320, 3rd Floor, Doorskanya, Alipurduar, West Bengal, PIN - 736122 and submitted on or before **18 / 08 /2019 by 3.00 pm.**
- d) The Expression of Interests will be opened on **18 /08 /2019 at 4.00 pm.** in presence of the bidders who may wish to be present.
- e) DPO, SSA, Alipurduar reserves the right to reject any or all the EOIs without assigning any reasons.

3.2 Services to be Provided by selected NGO:

Sl. No.	Name of the activity	Proposed area of intervention/support services is expected from the experienced agencies
1	Extension of Therapeutic support Services through the existing Resource Rooms/MRCs for CWSN at CLRC/CRC Jurisdiction as the case may be.	<p>1)Therapeutic support services need to be extended to the CWSN (who are in need of that) from the Resource Rooms located either at CLRC/CRC Level/Multipurpose Rehabilitation Centers (MRCs)</p> <p>2) Feasibility of extending such therapy services need to be explored initially covering at least in one Resource Room/MRC per Block/Municipality (ULRC for Kolkata).</p> <p>3) At resource rooms/MRCs services of physiotherapist, Speech therapist and Rehabilitation Psychologist are to be Provided by the agencies.</p> <p>4) The Resource support may have to be provided thrice in a week, each therapist would remain present in a MRC/Resource Room for providing support in a specified date as would be chalked out by the districts.</p>
2	Identification and assessment of children with visual impairment (through camps) yet not identified and extending corrective surgery as per need and supply of low vision related aids and appliances as per actual requirement.	<p>1)Participation of professionals in Assessment camps (Considering the Camps would be organized by the respective offices of DPOs ,SSM at District/sub district level either at Block/CLRC level to be decided by the district authority).</p> <p>2) Extension of need based Corrective Surgery for identified selected CWSN.</p> <p>3) Supplying need based aids and appliances for the children would be identified with low-vision.</p>

3	Extension of Micro interventional support service to the children with hearing impairment including minor repairing of hearing aids.	<p>1) Participation in Assessment camps (considering the Camps would be organized by the respective offices of DPOs, SSM at District/sub district level either at Block/CLRC level to be decided by the district authority) and performing Audio logical assessment and generation of audiometric report.</p> <p>2) Ear mould fabrication: for select CWSN only. Who would be identified and recommended to provide hearing aids.</p> <p style="padding-left: 40px;">a. Hard mould (UV Technology) for BW Hearing aid.</p> <p style="padding-left: 40px;">b. Hard mould (UV Technology) for BTE Hearing aid.</p> <p>3) Minor repairing of hearing aids (need based a) at CLRC, where reparable hearing aids would be collected and delivered.</p> <p style="padding-left: 40px;">a. Servicing of BTE hearing aids.</p> <p style="padding-left: 40px;">b. Servicing of BW hearing aids.</p> <p style="padding-left: 40px;">c. Checking of electro acoustic property of hearing aid.</p> <p style="padding-left: 40px;">d. Selection and fitting of digital hearing aid.</p>
4	Orientation of teachers on sign language	Considering orientation programme of the teachers would be organized by the district authorities as per need at district/sub district level and technical expertise for the purpose to be provided by the agencies by deputing resource Persons in the orientation Programme

3.3. Terms & Conditions for selection of NGO:

The applications shall be complete with the following documents and information:

1. The Authority in the District Project Office (DPO) in the Samagra Shiksha Abhiyan is the District Project Director, SSA, Alipurduar.
2. The District Project Director (DPD) is not bound to accept always the lowest offered rate(s) and reserves the right to accept or reject any or all the proposals without assigning any reason whatsoever. The Authority also reserves the right to split the jobs amongst the NGOs, if deems fit and expedient without assigning any reason, whatsoever.
3. Correction, if any, in the offer should be initiated and dated by the NGOs before submission of offer. Each page of the offer documents must be signed by the authorized signatory of the concerned NGO.
4. An amount of Rs.25,000 (Rupees twenty five thousand only) need to be deposited in favour of District Project Officer, SSM, Alipurduar during submission of proposal as Earnest Money. Earnest Money will be subsequently converted into security deposit in case of successful bidder. Security deposit will be 2% of the work value.

5. Canvassing in any form or for any pecuniary interest is strictly prohibited and the rate submitted by an NGO, who resorts to canvassing shall be summarily rejected without any further correspondence.
6. The final approval of selected NGO(s) will be given by the State Authority.
7. The successful NGOs shall allow the authorized representatives of the DPO to visit its office, as and when necessary.
8. The authority reserves the right to review the performance of NGOs periodically through its authorized representatives having experience and expertise in the field. If on review, performance of any NGO is found to have been dissatisfactory, the authority shall reserve the right to cancel the agreement with the concerned NGO and decision thereon of the authority shall be final and binding upon that NGO.
9. Incomplete applications or applications received without the desired documents shall be summarily rejected, without making any further reference/correspondence.
10. For any kind of dispute – Kolkata High Court will be the legal jurisdiction of the agreement.
11. Applications must be submitted in the official pad of the NGO duly addressed to the District Project Officer, Samagra Shiksha Abhiyan (SSA), Room No. 320, 3rd Floor, Doorskanya, Alipurduar, West Bengal, PIN - 736122 signed by the authorized signatory, mentioning clearly his contact no., exact postal address of the NGO and E-mail address, etc.
12. Preference may be given to NGOs working within the district.
13. The recommendation of the district committee on the engagement of NGOs to be placed to state authority for final approval.
14. The engagement of the NGOs will be made purely on contract basis initially for a period of one year and the renewal of the contract will depend on the satisfactory performance of the NGOs.

3.4 Rejection of EOI

The application is liable to be rejected if:

- a) The application is not covered in proper sealed cover with superscription as indicated in Section 3.2 above.
- b) Not in prescribed forms and not containing all required details.
- c) Not properly seal and signed as per requirements.
- d) Received after the expiry of due date and time.
- e) Offer is received by fax, telegram or e-mail.
- f) Missing of any supporting document(s) with the EOI.

3.5 Disclaimer

- a. The DPO, SSA, Alipurduar shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.
- b. The DPO, SSA, Alipurduar reserves the right

- To reject any/all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the DPO, SSA, Alipurduar without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with selected organisation or otherwise.

For any further clarification applicant may contact the office of DPO, SSA, Alipurduar on any working day in between 11 AM. to 3 PM.

4. Eligibility Criteria and supporting documents required for Submission of Expression of Interest:

S.No	Eligibility Criteria	Supporting Document Required	Yes / No and Deviation, if any
1	The applicant shall be a Registered Society under Societies Registration Act 1961 (Copy of valid registration certificate to be enclosed)	Valid Registration Certificate under Societies Registration Act 1961	
2	Registration no of the NGO registered under PWD Act (Person with disabilities Act 1995)	Duly signed copy of Registration certificate Under PWD Act 1995.	
3	Details about working experience in disability field (Copy of Supportive documents showing working experience in disability field at least for five years in disability field to be enclosed)	Authentic Supporting documents from various Govt./ Semi Govt./ international authorities and organizations	
4.	Whether organization is having qualified Rehab Professionals (like different therapists, psychologists, audiologists, optometrists, sign-language interpreter, ear mould technician, etc. as per prescribed qualification of Rehabilitation Council of India of MSJ&E, GOI) or they may hire services to deploy for the purpose	List of professionals with befitting qualification duly authenticated by the authorized signatory.	

Sd/-
District Education Officer
SSM, Alipurduar

**EOI Letter Performa
FORM I**

To
The District Project Officer,
Samagra Shiksha Abhiyan
Room No. 320, 3rd Floor, Doorskanya
Alipurduar.

Sub: Expression of Interest for short-listing of NGO for IE related Activities

Sir,

The undersigned having read and examined in detail all the EOI documents pertaining to your assignment do hereby express the interest to do the work as specified in the scope of work.

S.No	Description	Response	
1.	Name of the Consultancy Organization		
2.	Address		
3.	Name, designation & address of the person to whom all references shall be made		
4.	Telephone (with STD code)		
5.	Mobile No. of the contact person		
6.	E-mail of the contact person		
7.	Fax No. (with STD code)		
8.	Further information and documents required:		
	Criteria	Supporting Document Required	Yes / No and Deviation, if any
a.	Whether the organization runs in its own/rented building	Supporting Documents of Building such as Tax receipt etc./ Rent Receipt	
b.	Details of staff working mentioning professional qualification and experience against each	Staff Details with Valid identifications of each staff	
c.	Earnest Money for Rs.25,000/-	Demand draft drawn in favor of the District Project Officer, SSM, Jalpaiguri , Payable at Jalpaiguri	
d.	Documents Mandatory	1) Annual Report including audited Accounts for last three years 2) Constitution /by laws 3) Board member each details 4) Copy of PAN	

We have enclosed the following documents:

1. Form I submitted on the NGO's letter head duly seal and signed by the authorized person alongwith supporting documents.
2. Eligibility criteria Form with supporting documents.
3. Form II with Self Attested copies of Supporting Documents.

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

Thanking you,

Yours faithfully,

(Signature of the Applicant)

Name:

Designation:

Seal:

Date: _____ Place _____

Form II
(TO BE SUBMITTED IN SEPARATE SHEET)

1. Name of organization:
2. Nature of the organization (types of services rendered):
3. Brief history of the organization and of its objects and activities:
4. Details about working experience in disability field (copy of supportive document showing working experience in disability field at least for five years in disability field to be enclosed):
5. Details about working experience with SSA Activities (if any, documents tyo be attached):
6. Whether the organization conducting training programme for manpower development (if so, details to be attached):

Signature of the Applicant)

Name:

Designation:

Seal:

Date: _____ Place _____

Form III (Financial Bid)

SL	NAME OF ACTIVITY	PORPOSED AREA OF INTERVENTION/SUPPORT SERVICE IS EXPECTED FROM THE EXPERIENCE AGENCIES	EXPERTIZE SUPPORT	REQUISITION
1	Extension of Therapeutic support services through the existing resource rooms/multipurpose resource centre (MRC) for CWSN at CLRCs/CRCs jurisdiction as the case may be	<p>Therapeutic support services need to extended to the CWSN (who are in need of that) from the Resource Room located either at CLRCs/CRCs level/MRC</p> <p>Feasibility of the extending such Therapy service need to be explored initially covering at least in one resource room/MRC per block/MN</p> <p>At resource room / MRC services of Physiotherapist, Speech therapist and Rehabilitation Psychologist are to be provide by the Agencies,</p> <p>The resource support may have to be provided thrice in a week, each therapist would remain present in a MRC / Resource Room for providing support in specified date as would be chalked-out by the District.</p>	i) Physiotherapist per day per head	
			ii) Speech therapist per day per head	
			iii) Rehabilitation Psychologist per day per head	
2	Identification and Assessment of Children with Visual Impairment (Through Camps) yet not identified and extending corrective surgery as per need and supply of low vision related Ads and Appliances as per actual requirement.	1. Participation professionals in assessment camps (considering the camps would be organized by the respective offices of DPO,SSA at Dist Level/ Sub-District Level either at Block/CLRC Level to be decided by the District Authority).	One Doctor with all support system /camp	
			Two ophthalmologist with all support system /camp	
		2. Extension of need based corrective surgery for identified selected CWSN	As per approved rate of West Bengal health scheme	
		3. Supplying need based aid and appliance for the children would be identified with low vision	a. Rate of spectacles per piece	
b. Rate of Bar magnifier per piece				

			c. Rate of Handed Magnifier per piece	
	Extension of micro interventional support service to the children with hearing impairment including minor repairing of hearing aids.	1.Participation of assessment camps (considering the camps would be organized by the respective offices of DPO,SSA at District Level /Sub-District Level either at Block /CLRC Level to be decided by the District Authority) & performing Audio-logical Assessment and Generation of Audiometric report.	1)One Audiologist with all support system per camp	
		2. Ear-mould fabrication - for selected CWSN only, who would be identified and recommended to provide hearing aids. A) Hard mould (UV technology) for BW hearing aid.	2A)Rate for Hard mould (UV technology) for BW hearing aid.	
		B) Hard mould (UV technology) for BTE hearing aid	2B) Rate for Hard mould (UV technology) for BTE hearing aid	
		3. Minor repairing of hearing aids (need based) at CLRC, where repairable hearing aids would be collected and delivered. A) Servicing of BTE hearing aid. B) Servicing of BW hearing aid C) Checking of Electro Acoustic property of hearing aids D) Selection and Fitting of digital hearing aid.	3A) Rate for servicing of BTE hearing aid per piece. B) Rate for servicing of BW hearing aid per piecec. C) Rate for Checking of Electro Acoustic property of hearing aids per piece. D) Rate for Selection and Fitting of digital hearing aid.	
4	Orientation of teachers on sign language	Considering orientation programme of teachers would be organized by the District Authorities as per need at District / Sub-District level and Technical Experts for the purpose to be provided by the Agencies by deputing resource person in the orientation programme.	Rate of resource person /day	

Signature with seal of the bidder: