

SARVA SHIKSHA ABHIYAN – KARNATAKA

**E-PROCUREMENT TENDER NOTIFICATION
FOR RESEARCH AND VALIDATION STUDIES
SARVA SHIKSHANA ABHIYANA MISSION 2012-13**



TENDER DOCUMENT

(to be used for furnishing bids by the eligible firms)

++++++

Address for communication:

**O/o the State Project Director, New Public Offices Annex Building,
N.T. Road, Bangalore – 560 001 Telephones: 22483580 / 22483041 Fax: 22126718 e-mail
: sarvashiksha@yahoo.co.in / ssarems@yahoo.co.in**

CONTENTS OF BID DOCUMENT

SECTION	DESCRIPTION	PAGE NO
I	BID INVITATION	3
II	INSTRUCTIONS TO AGENCIES/ORGANISATIONS/INSTITUTIONS/UNIVERSITIES	4
III	DESCRIPTION AND SCOPE OF THE CONTRACT	15

II LIST OF DOCUMENTS TO BE SUBMITTED IN FIRST ENVELOPE (Except table II B and III)

TABLE	DESCRIPTION	PAGE NO
I	BID FORM	17
II	PERFORMANCE SECURITY DEPOSIT BANK GUARANTEE FORM	18
III	MEMORANDUM OF UNDERSTANDING (MOU)	19
IV	STATEMENT OF PAST PERFORMANCE DURING LAST 3 YEARS	20
V	FORMAT OF ACCEPTANCE OF IMPLEMENTATION SCHEDULE	21
VI	UNDERTAKING	22
VII	PARTICULARS OF SUPPLIERS	23
VIII	CHECK LIST OF DOCUMENTS TO BE SUBMITTED IN FIRST ENVELOPE	24

III LIST OF DOCUMENTS TO BE SUBMITTED IN SECOND ENVELOPE

TABLE	DESCRIPTION	PAGE NO
IX	PRICE SCHEDULE	25

**O/o the State Project Director, New Public Offices Annex Building, N.T. Road,
Bangalore – 560 001**

Telephones: 22483580 / 22483041 Fax: 22126718

E-mail : sarvashiksha@yahoo.co.in / ssarems@yahoo.co.in

SECTION -I

INVITATION FOR e-procurement Bid

FOR RESEARCH VALIDATION FOR RESEARCH AND VALIDATION STUDIES SARVA SHIKSHANA ABHIYANA MISSION

Sarva Shiksha Abhiyan Samithi-Karnataka are hereby invites Technical & Commercial bids from Agencies/Organisations/Institutions/Universities for Research and Validation Studies to State Project Office, Bangalore.

1.	Tender Reference	No:ssa/REMS/R&E/8/2012-13 dated: 01-08-2012
2.	Date of commencement of issue of issue Of Tender documents	Dt 14-08-2012 10.30 hrs IST
3.	Date & time of Pre Bid Meeting	Dt:21 -08-2012 15.00 hrs IST
4.	Last date & Time for submission Technical & Commercial Bids	Dt :14-09-2012 13.00 hrs IST
5.	Date & Time of opening of first Cover (Technical Bid)	DT: 19-09-2012 13.00 hrs IST
6.	Bid Security : E.M.D.	Rs 16,000/- (Rs. Sixteen thousand only per study)
7.	Venue of pre bid meeting & opening of tenders & address for communication	O/o the State Project Director, New Public Offices Annex Building, N.T. Road, Bangalore – 560 001 Telephones: 22483580 / 22483041 Fax: 22126718 E-mail : sarvashiksha@yahoo.co.in / ssarems@yahoo.co.in

Interested and eligible Agencies/Organisations/Institutions/Universities can submit the application through E-Tendering process.

SECTION-II

INSTRUCTIONS TO BIDDERS

A. Introduction

Sarva Shiksha Abhiyan proposes to conduct Research and Validation Studies during the year 2012-13. Technical & Commercial Bids are hereby invited from Agencies/Organisations/Institutions/Universities can submit the application through E-Tendering process. as per the particulars given in the tender document..

1. Eligible Bidders

1.1 Minimum eligibility criteria for participation in the bids:-

1.1.1. Receipts and Payments of latest available 3 years balance sheet of audit reports

	Yes	No
1.1.2 Experience in the field of Research in State.		
< 1 year	<input type="checkbox"/>	<input type="checkbox"/>
< 2 year	<input type="checkbox"/>	<input type="checkbox"/>
= 3 and > 3	<input type="checkbox"/>	<input type="checkbox"/>
1.1.3 Support staff		
Clerk cum DEO	<input type="checkbox"/>	<input type="checkbox"/>
Accounts	<input type="checkbox"/>	<input type="checkbox"/>
Managerial staff	<input type="checkbox"/>	<input type="checkbox"/>
1.1.4 Office Infrastructure		
Building	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle	<input type="checkbox"/>	<input type="checkbox"/>
E-mail/fax facilities	<input type="checkbox"/>	<input type="checkbox"/>
Computers	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>
1.1.5 Experience in the field of education		
< 3 years	<input type="checkbox"/>	<input type="checkbox"/>
2 to 6 years	<input type="checkbox"/>	<input type="checkbox"/>
>6 years	<input type="checkbox"/>	<input type="checkbox"/>
1.1.6 Experience in project area, Education related programmes in Karnataka		
< 1 year	<input type="checkbox"/>	<input type="checkbox"/>
< 2 years	<input type="checkbox"/>	<input type="checkbox"/>
>2 years	<input type="checkbox"/>	<input type="checkbox"/>
1.1.7 Key professional staff		
1.1.8 Studies in Elementary education(Mention titles)		
1.1.9 Other assignments/projects(Mention briefly)		
1.1.10 If NGO Registered or not		
Duration of registration.		

1. The Agencies/Organisations/Institutions/Universities Experience in the field of Research in State.
2. The Agencies/Organisations/Institutions/Universities should have Support staff.
3. The Agencies/Organisations/Institutions/Universities should have Sufficient Office infrastructure
4. Agencies/Organisations/Institutions/Universities should have minimum of 10 years of experience in the field of education.
5. A minimum of 5 years of experience in Project area, education related programmes in Karnataka.
6. Interested and eligible Agencies/Organisations/Institutions/Universities may furnish the Technical and Commercial Bids to conduct Research and Validation Studies through E-procurement.
 - a. All bids must be accompanied by Bid security as specified in section 1 and submitted on or before the prescribed date, at place and time given in section 1 of this document. Bids submitted without Bid security / EMD will be summarily rejected
 - b. The SSA Samithi intends to follow a single stage, electronic process developed and maintained by the Centre for e governance, DPAR (AR), Government of Karnataka, for selection of the Successful Agency for the Project. Bidders would need to submit the following documents through the electronic mode as part of their Proposal:
 - c. The document is available on the internet in the website <http://www.eproc.karnataka.gov.in>. The same can be downloaded from the internet.
 - d. It may be noted that all subsequent notifications, changes and amendments on the project/document would be posted only on the following website: <http://www.eproc.karnataka.gov.in>.
 - e. The bidders will be required to register themselves with the centre for e governance to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website <http://www.eproc.karnataka.gov.in>. Necessary training and hands on experience in handling e procurement system could be obtained from the centre for e governance. Necessary details could also be obtained over telephone at 08022485867.
 - f. Interested and eligible Agencies/Organisations/Institutions/Universities may obtain further information or clarification either in person or through phone during office hours from the office of the State Project Director, Sarva Shiksha

Abhiyan, New Public Offices Annex Building, N.T. Road, Bangalore – 560 001 . *Phone* : 22483580/22483041 *fax* : 22126718 upto 15.00 hours of 22-05-2012.

2. Cost of bidding

2.1 The Agencies/Organisations/Institutions/Universities shall bear all costs associated with the preparation and submission of its bid, and the State Project Director, Sarva Shiksha Abhiyan, Bangalore, herein after referred to as “ the SSA” will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

B. Tender Document -

3. Content of bidding documents

3.1 The Bidding documents to conduct Research and Validation Studies

1. Invitation for Bids – Section I
2. Instructions to Bidders– Section II
3. Description and scope of the contract – Section III
4. Bid Form. As per Table I
5. Performance security form. As per Table II
6. Memorandum of Understanding Table III
7. Statement of past performance as per Table IV
8. Acceptance of Implementation schedule as per Table V
11. Undertaking as per Table VI
12. Details of the Organization as per Table VII
13. Check list of documents to be submitted in First Envelope (Technical Bid) as per Table VIII
15. Price schedule (Commercial Bid) to be submitted as per Table IX.

3.2 The Agency is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect or incomplete bid document will be at the Bidder's risk and may result in rejection of its Bid.

4. Pre Bid Meeting

- 4.1 The Agencies/Organisations/Institutions/Universities official representative is invited to attend a pre Bid meeting which will take place at Conference Hall, Office of the State Project Director, Sarva Shiksha Abhiyan, New Public Offices Annex Building, N.T. Road, Bangalore-560001 on dt: **21-08-2012 at.15:00.hrs IST**
- 4.2 The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at this stage by the Agency or his representative.
- 4.3 Minutes of the meeting including the text of the questions raised (without identifying the source of enquiry) and the responses given will be transmitted without delay to all purchasers of the bidding documents. Any modification of the bidding documents listed in sub Clause 6.1 which may become necessary as a result of the pre bid meeting shall be made by the SSA exclusively by issuing an Addendum pursuant to Clause 6 and not through the minutes of the pre bid meeting.
- 4.4 Non attendance at the pre bid meeting will not be a cause for disqualification of a bidder.

5. Amendment of Bidding Documents

- 5.1 At any time prior to the deadline for submission of Bids, the SSA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment.
- 5.2 The amendment will be notified on the website <http://www.eproc.karnataka.gov.in>
- 5.3 In order to allow prospective Agency reasonable time in which to take the amendment into account in preparing their bid, the SSA may, at its discretion, extend the deadline for the submission of bids.

C. Preparation of Tender

6. Language of Bid

The Bid prepared by the Agency and all correspondence and documents relating to the bid exchanged by the Agency and the SSA, shall be written in the English language.

7. Documents Comprising the Bid

The Bid prepared by the Agency shall be submitted in ‘Two covers’ comprising the following components:

7.1 Technical Proposal Under following headings and sub headings shall contain:

a. Skeleton of the Study Proposal

- i. Needs of the Study
- ii. Objectives of the Study
- iii. Design of the Study
 - Variables
 - Research Questions
 - Tools
 - Design of the Field Work
 - Planning for Analysis of data
- iv. Reports: Plan of Reporting

b. Delineation of the Perception of the problem

- including reference to earlier studies. If any,

c. Design of Fieldwork showing distribution of sample schools across the state reflecting there in Regional disparities, Rural & Urban disparities & LPS/HPS coverage.

d. Plan of Field Work

(Including Man Power: No.& Quality for data collection, Supervision & Monitoring quality of data.)

e. Analysis of Data

Suitability of technique of analysis to type of Variables and Sub variables and Knowledge of school related records.

f. Language of the Proposal

Clarity, Simplicity & Consistency

6. Agency may submit research proposal on any number of studies. However a maximum of two proposal one each under research and validation Categories shall be considered for grants for qualifying agencies.

7. The list of Research and validation studies are as follows.

Sl. No	Category	Study Name	TOR at annexure
1.	Validation	QMT Validation Study	V1
2.	Validation	An Evaluation of the CWSN activities in Karnataka State	V2
3.	Validation	DISE Validation Study	V3
4.	Research	A study of Drop-out phenomenon among children of Marginalised Communities	RS1
5.	Research	A Study of Planning Process for Sarva Shiksha Abhiyan (SSA) in Karnataka State	RS2
6.	Research	An Evaluation of the Computer Assisted Learning Centres [CALC] in Karnataka	RS3
7.	Research	A Study of Classroom Practices of Teachers from RTE perspective	RS4

7.2 Financial bid shall contain:

The rate quoted for conducting each Research and Validation Studies.

The rate quoted for conducting Research and Validation Studies should be mentioned clearly both in words & figures.

Time frame

1. Issue of work order	
2. Acceptance letter	Within 2 days – After the issue of work order
3. Signing of MOU	Within 7 days of signing MOU
4. inception Report	within 15 days of signing MOU
5. Interim Report	Within 45 days after approving Interim Report.
6. Draft Report	Within 4 months of signing MOU

7.3 Price Schedule

The Agency shall complete the price schedule as per table IX furnished in the Bidding Documents, indicating the cost towards conducting Research and Validation Studies mentioned in the section V. This office will not pay any extra charges over and above rate quoted by the Bidder.

7.4 Fixed price:

Prices quoted by the Agency shall be fixed during the Agency performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected

The Agency must submit all the documents listed under clause 7.1 along with the Bid form, in order to qualify for consideration in the opening of the Second Envelope containing the PRICE SCHEDULE as per Table IX.

8. The Agency must submit all the documents listed under clause 7.1 along with the Bid form, bid security as per Table I in the Technical bid, in order to qualify for consideration in the opening of the financial bid containing the PRICE SCHEDULE as per Table IX.
9. Any Bid not in accordance with clause 10 and 11 will be rejected.

10. Bid Security (Earnest Money Deposit)

Agency may submit research proposals on any number of studies. However, a maximum of two proposals one each under categories 1 and 2 shall be considered for grants for qualifying agencies. Each study proposal should carry an EMD of Rs.16,000/-

10.1 The Bid Security shall be credited to the account of Centre for e governance.

- a. through credit card
- b. internet banking
- c. National Electronic Fund Transfer
- d. Remittance over the counter in all the branches of Axis Bank in Bangalore The supplier/contractor's bid will be evaluated only on confirmation of receipt of the payment (EMD) in the GoK's central pooling a/c held at Axis Bank

EMD amount will have to be submitted by the supplier/contractor taking into account the following conditions:

- a. EMD will be accepted only in the form of electronic cash (and not through Demand Draft) and will be maintained in the Govt.'s central pooling account at Axis Bank until the contract is closed.
- b. The entire EMD amount for a particular tender has to be paid in a single transaction

10.2 The Bid Security shall be returned to the unsuccessful Bidders within a period of eight (8) weeks from the date of announcement of the Successful Bidder. The Bid Security submitted by the Successful Agency shall be released upon furnishing of the Performance Security in the form and manner as stipulated in the Agreement.

10.3 Any Bid security not secured in accordance with Clause 11 above will be rejected by the SSA as non-responsive.

10.4 Unsuccessful Bidder's bid security will be discharged/returned as promptly within 30 days of opening the financial bid.

10.5 Any Interlineations, erasures or overwriting or cancellation shall be valid only if they are initialed by the person or persons signing the Bid along with the initials and seal of bidder.

10.6 The successful Bidder's Bid security may be adjusted towards performance security to be furnished by the Agency before signing the contract agreement

10.7 The Bid security will be forfeited:

(a) If a Agency withdraws his Bid during the period of Bid validity specified by the Agency on the Bid Form; or

(b) In case of a successful Bidder, if the Agency fails,

(i) To sign the MOU with in the stipulated time

or

(ii) To furnish performance security.

11. Period of Validity of Bids

11.1 Bids shall remain valid for 90 days after the date of opening of Second Envelope. A Bid valid for a shorter period shall be rejected by the SSA as non-responsive.

11.2 In exceptional circumstances, the SSA may solicit the Bidder's consent to an extension of the period of validity. The bid security provided under clause 12 shall also be suitably extended. A Agency may refuse the request without forfeiting its bid security. A Agency granting the request will not be required nor permitted to modify its bid. The Bid security in respect of the Agency who has refused to extend the validity of Bids can not be forfeited by the purchaser.

12. Format and Signing of Bid

12.1 The Agency shall submit all the documents which are up-loaded through e procurement.

12.2 In the price schedule mentioned at Annexure IX the Agency should quote the rates for the complete Research study and validation study.

Mode of submission of bids.

13.1 The Bids could be submitted through E-Procurement process.

13.2 Bids sent by any other mode like in person, post, Telex or Fax or E-mail will be rejected.

13. Deadline for Submission of Bids

13.1 Bids must be received by the SSA through E-procurement process not later than the time and date specified in the invitation for Bids (section I).

- 13.2 The SSA may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents in which case all rights and obligations of the SSA and Agency previously subject to the deadline will thereafter be subject to the deadline as extended.

14. Late Bids

2. Any Bid received by the SSA after the deadline for submission of bids prescribed by the SSA pursuant to clause 16, will be rejected.

D. Tender Opening and Evaluation of Tenders

15. Opening of Bids by the purchaser.

The SSA will open the FIRST ENVELOPE of the Bidder, through e-Procurement process on 17-09-2012 at 13.00 hours IST.

- 15.1 The date on which SECOND ENVELOPE would be opened will be intimated to the qualified bidders by the SSA through Telephone/Fax/Post/Telegram/Phonogram/ Courier or E-mail.
- 15.2 The Bidders Names, Bid Modifications, or Withdrawals, Bid prices, Discounts and the presence or absence of the requisite Bid security and such other details as the Purchaser, at its discretion, may consider appropriate will be announced at the time of opening. No Bid shall be rejected at bid opening.
- 15.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will not be opened.
- 15.4 The SSA will prepare minutes of the Bid opening and will circulate them to all the bidders.

16. Clarification of Bids

During evaluation of bids, the SSA may, at its discretion, ask the Agency for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substances of the Bid shall be sought, offered or permitted.

17. Preliminary Examination

The SSA will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail and the bid shall stand corrected to that effect. If the supplier does not accept the correction of errors, its bid will be rejected. The SSA may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any bidder. If there is a discrepancy between words and figures, the lowest of the two shall prevail.

Prior to the detailed evaluation, pursuant to Clause 23, the SSA will determine the substantial responsiveness of each bid to the Bidding Documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bidding Documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Performance Security, Applicable Law and taxes and duties will be deemed to be a material deviation. The purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a bid is not substantially responsive, it will be rejected by the SSA and may not subsequently be made responsive by the Agency by correction of the non-conformity.

18. Evaluation and Comparison of Bids

The SSA shall engage in a technical evaluation of the proposal and shall shortlist eligible agencies. This list will be notified on our website.

Within two days of notification of agencies on eligibility, the financial bids will be opened. Depending upon the financial estimates, the first four among the eligible agencies will be sanctioned for a presentation of their technical proposal before a committee of SSA.

Chair person	SPD
Members	Director (programmes) Joint Director (Admin/Quality/Programmes) SPO and PO of respective programmes Senior consultant, SSA PO (REMS)

The collective assessment of this committee on the quality of presentation will be used for selection of agencies under QCBS procedures.

An Agency which qualifies for more than one project, will be made presentation on the same days of all their proposal. Award will be subject to condition on procurement.

19. ACCEPTANCE OR REJECTION OF BIDS:

The State Project Director, Sarva Shiksha Abhiyan, Bangalore reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability or any obligation to inform the affected Agency of the grounds for the said action.

Any Bid with incomplete information is liable for rejection.

For each category of pre qualification criteria, the documentary evidence is to be produced duly attested by the contractor, serially numbered and enclosed with the bids. If the documentary proof is not enclosed for any/all criteria the Bid is liable for rejection.

If any information given by the contractor is found to be false / fictitious, the contractor will be debarred for 3 years from participating in any other tenders of Govt of Karnataka and will be black listed.

Mode of payment:

20% percent of the total sanctioned amount will be released after submission of Inception Report

The rest of the 40% will be released after receiving the Interim Report

40% will be released after submitting the Final Report

Utilisation Certificate should be given along with the bill for the Final payment.

Penalty for delay in submission of reports:

Draft Report is expected 15 days before the final date. This will be examined and feedback will be given within a week. Final Report has to be submitted within 15 days of feedback from SSA. Delays will be penalised at the rate of 01% per week will be charged.

SECTION – III

DESCRIPTION AND SCOPE OF THE CONTRACT

The bidder, herein after called “the bidder” are required to conduct Research and validation studies and submit the final report to the State Project Office, Bangalore, herein after called “the Contract” for which Bids are invited.

All the data collected for the Projects sponsored by SSA will remain as property of SSA. they should not be used for any other purpose before the sponsored study report is accepted by SSA.

Agency needs to obtain written permission of SPD to use the data after acceptance of report for other purposes.

Publication of Report:

Publication of accepted report is the privilege of SSA. It may Publish and publicise the report on its own or do it with the collaboration of the bidder.

The Final Report will be presented to variety of stakeholders identified by SSA as a dissemination workshop before it is formally accepted by SSA.

Feedback from dissemination workshops will be considered by the Agency for revisions, if necessary.

20. Force Majeure

Delays will be condemned under Force Majeure contracts. Study/field condition beyond the central of the bidder.

24. Settlement of Disputes

24.1 The SSA and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

24.2 If, after thirty (30) days, the parties have failed to resolve their dispute by such mutual consultation, then either the SSA or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

24.2.1 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the goods under. The contract.

24.2.2 Arbitration proceeding shall be conducted in accordance with the rules of procedure specified in the SCC.

24.3 Notwithstanding any reference to arbitration herein,

- a) The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) The SSA shall pay the Agency any monies due the suppliers

26. Governing Language

26.1 The contract shall be written in English language. Subject to GCC Clause 30, English language version of the contract shall govern Its interpretation. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in the same language.

27. Applicable Language

27.1 The contract shall be interpreted in accordance with the laws of the Union of India

28. Notices

28.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party in writing or by cable, telex or facsimile and confirmed in writing to the other party's address specified in SCC. .

28.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

29. Taxes and Duties

29.1 Suppliers shall be entirely responsible for all taxes, duties, license fees, road permits etc, incurred until delivery of the contracted goods to the purchaser.

30. AGREEMENT:

- a) The successful Bidder(s) shall execute an agreement for the fulfillment of the contract on Rs. **100/-** non-judicial stamp paper in the prescribed format provided, within three days from the date of acceptance of the Bid and intimation of the award of contract vide 1.a.
- b) The incidental expenses of execution of agreement shall be borne by the successful Agency {s). Hereafter the successful Agency shall be referred to as "Contractor".
- c) The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions in full or in part will entail termination of the contract without prejudice to the rights of Government of Karnataka / Purchase and recovery of any consequential loss from the contractor.

4.4 IMPLEMENTATION SCHEDULE:

The work relating to conducting research and validation work should be implemented by the contractor as per the following implementation schedule :-

1. Issue of work order	
2. Acceptance letter	Within 2 days – After the issue of work order
3. Signing of MOU	Within 7 days of signing MOU
4. inception Report	within 15 days of signing MOU
5. Interim Report	Within 45 days after approving Interim Report.
6. Draft Report	Within 4 months of signing MOU

TABLE-I
Bid form

Ref No:

TO:

State Project Director,

Sarva Shiksha Abhiyan,

New Public Offices Annex Building,

Nrupatunga Road,

Bangalore-560001

Date:

Sir/Madam,

Having examined the Bidding Documents including Addenda No.s_____ the receipt of which is hereby duly acknowledged, we, the undersigned, conduct Research and Validation to the State Project Office, Bangalore for which necessary Bid security amounting to Rupees 20,000/- (Twenty thousand only) at the prescribed rate is paid to the Centre for e governance.

Conditions :-

1. We undertake, if our Bid is accepted, to conduct Research and Validation studies to the State in accordance with the terms and conditions in the Bidding document.
2. If our bid is accepted we will obtain the guarantee of a bank in a sum equivalent to 5 % of the Total Contract Price for the due performance of the Contract, in the form prescribed by the purchaser.
3. We agree to abide by this bid for a period of 90 days after the date fixed for bid opening of Second Envelope under Clause 19 of the Instruction to Bidders and shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that in competing for (and if the award is made to us, in executing the above contract,) we will strictly observe the laws against fraud and corruption in force in India namely Prevention of Corruption Act 1988 ".
5. We understand that you are not bound to accept the lowest or any bid you may receive.
6. We confirm that we comply with the eligibility requirements as per ITT Clause-1 of the Tender document.

Dated this _____ day of _____ 2012

Signature: _____

(in the Capacity of): _____

Duly Authorized to sign bid for and on behalf of

Place:

Address:

TABLE-II

PERFORMANCE SECURITY FORM

(Bank guarantee to be executed on Rs. 100 Stamp paper)

To
State Project Director,
Sarva Shiksha Abhiyan,
New Public Offices Annex Building,
Nrupatunga Road, Bangalore-560001

Sir

WHEREAS (Name of the Contractor) hereinafter called "the Contractor" has undertaken, in pursuance of Contract No dated to conduct Research and Validation studies to State Project Office, Bangalore, and related services hereinafter called." the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee equivalent to 5% of the total amount of the contract by a Nationalized Bank for the sum specified therein as security for compliance with the Contractors performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of (Amount of the Guarantee in Words and (Figures) and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limit of(Amount of Guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand for the sum specified therein.

This guarantee is valid until the day of.....

Authorized signatory's Signature and Seal of Guarantors Bank

.....
.....

Date

Address.....

Place

.....

TABLE-III

Memorandum of Understanding (MOU)

The Memorandum of Understanding made and executed at Bangalore on this the

BETWEEN

The State Project Office, Sarva Shiksha Abhiyan, Karnataka, represented by Director (Programmes), here in after called the First Party

AND

Selected bidder, herein after called the Second Party.

The MOU is as follows:

Agency has submitted a Research Study Proposal for conducting Research and Evaluation study and Rupees _____ as proposed by the institution vide letter dt., has been sanctioned for the Study Both the parties have accepted to take up the study according to the following conditions.

1. The ceiling limit for the study is Rs./- only
2. The study should be carried out as per the TOR enclosed.
3. The duration of the study is maximum 4 months from the date of signing MOU, as desired by bidder. Hence the final report should be submitted at the earliest but not later than
4. The final report should be submitted in 3 hard copies along with the Executive Summary and a soft copy.
5. The data collected for this study should not be used for other purposes with out the prior approval of SSA.
6. **The fund will be released as follows:**
 - i. 40% will be released after submission of inception report.
 - ii. Another 30% will be released as soon as interim report of initiating fieldwork is submitted to the State Project Office, SSA.
 - iii. The rest of the 30% will be released after receiving the final report.
7. Utilization Certificate should be given along with the Bill for the final payment.
8. Results of the study should be presented at a sharing meeting with officers of DOE / SSA before it is finalized. Study should not be published without permission of SSA.

If the Study cannot be completed and the report is not submitted, the Agency refund the amount released to them.

Signed by:

Director (Programmes)
SSA, Bangalore.

.....
Selected Agency

TABLE-IV

STATEMENT OF PAST PERFORMANCE
(Proforma for performance statement (for a period of last Three years from
2007-08, 2008-09 & 2009-10) relating to
Research and validation studies.

Name of the Firm _____

Name of the Agencies/ Organisations/Institutions/Universities address to which service was provided	Contract No. & date of the agreement for said organisation	Description of the contract	Total Value of Contract	Period of contract (Mentioned the date)	If there is delay, in performance reasons for the same	Has the work entrusted completed satisfactorily (Attach certificate From an Officer who entrusted the work)

Signature and seal of the Agency / Authorised Representative

Place:

Date:

TABLE - V

IMPLEMENTATION SCHEDULE

To

State Project Director,
Sarva Shiksha Abhiyan,
New Public Offices Annex Building,
Nrupatunga Road, Bangalore-560001

Sir,

We M/s.....(Name of the bidder) here in after Called “the Contractor” have furnished the bid for conducting Research and Validation studies to State Project Office, Bangalore do here by agree to the implementation schedule of the said project. Failing which the state project Director, Sarva Shikshana Abhiyan will have discretion to either reject or cancel the contract agreement.

Yours faithfully,

Place:
Date:

Signature
Seal:

TABLE-VI
UNDERTAKING

To

State Project Director,
Sarva Shiksha Abhiyan,
New Public Offices Annex Building,
Nrupatunga Road, Bangalore-560001

Sir,

We M/s.....(Name of the bidder) here in after
Called “the Contractor” do hereby affirm and undertake to abide by all the terms, conditions
and specifications given in the bidding document for conducting Research and Validation
studies to the State Project Office, Bangalore with in stipulated time.

Yours faithfully,

Place:

Date:

Signature

Seal:

TABLE VII

**PARICULARS OF AGENCIES/ORGANISATIONS/INSTITUTION/UNIVERSITIES
TOBE SUBMITTED IN THE TECHNICAL BID**

1	Agencies/Organisations/Institutions/Universities	
2	Year of starting the organization & registration number (photo copy of registration certificate to be enclosed)	
3	Address of the Agencies/Organisations/Institutions/Universities	
4	Status of Agencies/Organisations/Institutions/Universities	Own/ Partnership
5	Audit reports for the last 3 years (Certified copy of Chartered Account' report in P&L account to be enclosed)	
6	Experience of Agencies/Organisations/Institutions/Universities in Research and Validation work. (supporting certificates to be Enclosed)	
7	Particulars of E.M.D. a) Name of the Bank b) No.& date c) Amount	
8	Particulars of Physical Infrastructure available in the organization relating toResearch and Validation work.	
9	Remarks	

Table:VIII

CHECK LIST OF DOCUMENT TO BE SUBMITTED IN THE FIRST ENVELOPE

Sl.No.	Description	Whether the Document is enclosed or not	Page No. From and To
1	Bid form as per Table 1	YES/NO	
2	BID SECURITY as per table IIA	YES/NO	
3	Statement of past performance as per table IV	YES/NO	
4	Format of acceptance of implementation schedule as per Table V	YES/NO	
5	UNDERTAKING as per Table VI	YES/NO	
6	Details of organization as per table VII	YES/NO	
7	Attested copies of audited financial statements for the last 3 years i.e, 2007-08, 2008-09 and 2009-10	YES/NO	

PLACE:

DATE:

SIGNATURE OF THE BIDDER

Table-IX
Price Schedule

PARTICULARS TO BE SUBMITTED IN THE COMMERCIAL BID/SECOND COVER PRICE SCHEDULE FOR CONDUCTING RESEARCH AND VALIDATION STUDIES

Rates quoted by the bidder:

- The rate quoted by the Agency for conducting Research and Validation studies per Research study and Validation studies to the State Project Office, Bangalore
- The rates should be mentioned clearly both in words and figures

Sl.No	Name of the Study	Amount quoted	In words
1.	QMT Validation Study		
2.	An Evaluation of the CWSN activities in Karnataka State		
3.	DISE Validation Study		
4.	A study of Drop-out phenomenon among children of Marginalised Communities		
5.	A Study of Planning Process for Sarva Shiksha Abhiyan (SSA) in Karnataka State		
6.	An Evaluation of the Computer Assisted Learning Centres [CALC] in Karnataka		
7.	A Study of Classroom Practices of Teachers from RTE perspective		

CONDITIONS

1. If our tender is accepted, we here by undertake to abide as per the stipulated Term and Conditions, for conducting Research and Validation studies per Research study and Validation studies to the State Project Office, Bangalore
2. If our tender is accepted we will obtain the Guarantee or Demand Draft from a Nationalized Bank for sum of equivalent to 5 percent of the total cost of the contract entrusted to us.
3. We agree to abide by this Tender for bid validity of 90 days after the date fixed for opening of Second Envelope under clause 13.1 of this Tender document and shall remain binding upon us and may be accepted at any time before then expiry of the period.
4. We agree to abide by this tender for and if the award is made to us, in executing the above contract we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of corruption act 1988".
5. We understand that you are not bound to accept a lowest offer that you may receive after Tender validity.

Dated this. day of. 2012

Signature

(Name and Address of the Tender with seal)

(In the capacity of Duly authorized to sign the Tender for and on behalf of)

TERMS of REFERENCE

V1. QMT VALIDATION STUDY

1. The study should be carried out as per objectives set out in the approved Technical Proposal (Enclosed).
2. The Agency has to draw a sample in at least four districts for random checking of data. Within each sample district 6 percent schools from each block required to be selected..
3. Before starting the field survey Agency should give to SSA office the list of sample schools selected for the study. The Agency should stick to this sample for field study. In case, any change in choice of school is necessitated, the Agency should inform SSA in advance.
4. The districts selected for the sample study are, Bidar (Gulbarga Division), Mandya (Mysore Division), Uttar Kannada (Belgaum Division) and Shivmogga (Bangalore Division). These districts are selected on the criteria for representation of the entire population i.e., the State, Special focus districts, all 4 divisions, bifurcated districts etc.
5. Actual sample of schools will be drawn by the Agency to which the task of data checking is entrusted. While drawing school sample, it should be ensured that schools located both in rural and urban areas are selected as well as the sample drawn should also include all types of schools across Government school managements. Due consideration should also be given to schools predominantly located in SC, ST and minority areas. (Only Govt. Schools)
6. Due representation needs to be given to LPS, 1 to 7/8 HPS, High Schools and composite Schools.
7. The Agency to take-up a systematic pilot study of 5 schools to get a feel of the data given by the SSA State office.
8. The filled-in school formats of QMT survey will be provided to the Agency only after completion of fieldwork.
9. At the time of survey include Programmer & DEOs in study tools, as they enter the manual data in the system and generate the report. Prepare the questionnaire for them relating to their job chart.
10. The Agency that is entrusted the task of sample checking of data would be required to submit detailed report, which should be discussed with the State Project Office. They should also give the rationale on the coverage of schools in the district.
11. Agency needs to share the
 - a. Structure and content of tools.
 - b. Plan of analysis and
 - c. Draft report with the SSA officers before finalizing the report.

12. The Agency that is entrusted with the task of sample checking of data is also required to summarize their field observations regarding training of Head Masters / CRCs / BRCs / DIET nodal officers in filling- up of QMT formats, infrastructure in the district MIS unit, feedback to schools in terms of School Report Cards, display of key information on the school display board, availability of QMT data at all levels, dissemination and awareness about QMT data, use of QMT data in planning, evidence of sharing workshops at all levels, data feeding arrangements at the district level, availability of Hardware and Software and computer professionals for the MIS unit, etc. They may also provide their suggestions for improving the quality of QMT data.
13. The prescribed Data Capture Formats shall be used in collecting the required data.
14. Analysis should be made sub variables wise. For every item side by side data must be given ie. SSA's data set V/s bidder's data set. Data should be given sub variables-wise by percentages and variables / consolidated variables etc. Deviations if any, should be calculated accordingly.
15. The Agency shall submit the report in both hard and soft versions within the time fixed for the study.
16. Agency needs to share the findings at a high-level meeting of SSA officers before finalizing the validation report.
17. SSA will keep the copyright on the collected data. Agency needs to obtain permission from SPD, SSA for publication of the report.
18. Agency agreed to start the field survey after school resumes, before that all other preparatory work would be finalized.
19. The appointed field staff must have their photo identity.
20. SSA office will inform the concerned districts to co-operate for the study.
21. The Agency shall check on the veracity of data by examining records in schools and observations.
22. SSA will provide QMT formats. QMT formats have been revised for 2012-13
Sample : 04 Districts / 04 Divisions
08 Blocks / 16 clusters / 300 Schools.

TERMS of REFERENCE

V2. An Evaluation of the CWSN activities in Karnataka State

Context: -

Universalisation of elementary Education is one of the objectives of SSA. In this context address issues of discrimination against marginalized groups for CWSN. Like all districts in the state SSA initiated the CWSN activities in Chamarajanagar, Koppal, Chikkaballapura & Bijapur Districts also. These activities operated in all the Government schools. Every Block has a resource center to strengthen CWSN activities. IERTs and DIERTs facilitate the activities at the Block and District levels.

This Programme began in the state in 2004 – 05 and expanded progressively over the years.

Following is a note on CWSN activities.

1. Assessment and Measurement Camps at Block level.
2. Provision of Aids and Appliances for Needy CWSNs.
3. Upgrading Resource Rooms as RCI Centers
4. Escort Facility at the rate Rs. 200/- for Sever Disabled Children to attend the Resource Center.
5. Corrective Surgery for Needy CWSN.
6. CWSN Survey.
7. Ramps Construction.
8. Supply of Braille Kit with White Cane for Totally blind Children.
9. Supply of HBE Kit for Home Based Education Volunteers.
10. Documentation of CWSN activities.
11. 90 days foundation Training course for teachers
12. Remuneration for Home Based Education Volunteers.
13. 10 days or 05 days training for Home Based Education Voluteers.
14. Short term training for teachers-
15. Work performance of DIERTs, IERTs and Special Resource Teachers.
16. Community Awareness training Programme.
17. Organization of World Disabled day.
18. Exposure Visit for CWSN with normal Children.

- ◆ Head teachers, teachers, IERTs, DIERTs Special Resource Teachers, Home Based Education Volunteers, Parents of CWSNs, CRCs, BRCs, BEOs, DYPCs, DDPIs and other educational officers are provided capacity building exposures for conducting the activities in Inclusive Education intervention. The training and Guideline modules are.....

1. Samanvitha,
2. Sparsha.
3. Drusti Doashavulla Makkala Samanvaya Shikshakara Kaipidi 2009-10.
4. Samanvaya Shikshana Bhodakara Kaipidi.
5. Year - wise guideline Broachers for implementing activities in Inclusive Education for CWSN.

Objectives of the study: -

- A. Examine the nature of activities, efficiency of performance of HBE volunteers.
- B. Examine the performance of IERT's at various levels – their job chart.
- C. Examine the quality of environment building efforts by IERT's and community involvement therein.
- D. Review the nature of counseling provided to parents, in the awareness camps.
- E. Examine the medical assessment camps.
- F. Examine the quality of aids and appliances provided.
- G. To examine the nature of co – curricular activities like sports, games – extent of participation, innovativeness in activities, community involvement.
- H. Examine case studies – HBE.
- I. To know the impact of long term and short term training on Inclusive Education for Teachers and IERTs.
- J. To examine the accuracy in identification of CWSN in household child census and its harmonious follow - up by IERTs,
- K. To examine Creating Barrier free environment in Govt. Schools.
- L. To Examine the Quality and accuracy in Supply of Braille and Home Based Education Kit.
- M. To Know the Outcome of Educational Impact of Exposure visit for CWSNs with Normal Children.
- N. To compare the quality of attention given to CWSN with normal children in Schools.

- O. To know whether the remuneration reaching in time every month for HBE Volunteers and Special Resource Teachers.

Methodology: -

Documentary, Descriptive and Case-study techniques may be adopted. Survey and observational techniques can be used under the descriptive method. Case-study technique would be used after the first round of analysis of Descriptive / Documentary Sources of data.

Sampling: -

All Schools, HBE Centers, Inclusive Education Resource Centers, Total Number of CWSN identified, Number of CWSN enrolled in Home Based Education, Number of Resource Centers, Number of IERTs working, Number of Special Resource Teachers working, Number of Home Based Education Resource Volunteers recruited, Number of CWSN provided Aids and Appliances, Number of CWSN participated in Exposure Visit, Teachers trained for 90 days foundation training. may be considered for Evaluation in Gowribidanur taluk of Chikkaballapura district,Indi taluk of Bijapur district,Gundlupete taluk of Chamarajanagar district and Gangavathi block of Koppal Districts.

Plan of analysis: -

Analysis shall be both qualitative and quantitative for above mentioned blocks of Chamarajanagar, Koppal, Chikkaballapura & Bijapur Districts. Qualitative analysis will include constraints, performance and other concern of CWSN.

A report on various parameters of performance may be developed and submit a report block-wise for the CWSN activities implemented thereon.

District may be analyzed on various parameters and a summary percent may be arrived at every activity. District-wise analysis may be arrived at on the basis of block reports.

Reporting:-

An inception report needs to be submitted. A final (draft) may be submitted for review and feedback. There will be a departmental review and a peer review of the draft report. After this process is through, a final report may be submitted.

TERMS of REFERENCE

V3. DISE Validation Study

1. The study should be carried out as per objectives set out in the approved Technical Proposal (Enclosed).
2. The Agency has to draw a sample in at least four districts for random checking of data. Within each sample district 6 percent schools from each block required to be selected..
3. Before starting the field survey Agency should give to SSA office the list of sample schools selected for the study. The Agency should stick to this sample for field study. In case, any change in choice of school is necessitated, the Agency should inform SSA in advance.

Suppose in the selected district, required no of schools are not available then the schools can be selected from neighboring blocks.
4. The districts selected for the sample study are, **Gulbarga (Gulbarga Division), Dakshina Kannada (Mysore Division), Gadag (Belgaum Division) and Ramanagar (Bangalore Division)**. These districts are selected on the criteria for representation of the entire population i.e., the State, Special focus districts, all 4 divisions, bifurcated districts etc.
5. The districts which had been studied during the previous validation surveys; that is, 2007-08, 2008-09, 2009-10, 2010-11 & 2011-12 districts have been avoided.
6. Actual sample of schools will be drawn by the Agency to which the task of data checking is entrusted. While drawing school sample, it should be ensured that schools located both in rural and urban areas are selected as well as the sample drawn should also include all types of schools across school managements like Government and Private Aided schools. Due consideration should also be given to schools predominantly located in SC, ST and minority areas. (**500 schools** across 28 blocks of 4 districts.)
7. Due representation needs to be given to LPS, 1 to 7/8 HPS, High Schools and composite Schools.
8. The Agency to take-up a systematic pilot study of 5 schools to get a feel of the data given by the SSA State office.
9. The filled-in school formats of DISE survey will be provided to the Agency only after completion of fieldwork.
10. At the time of survey include Programmer & DEOs in study tools, as they enter the manual data in the system and generate the report. Prepare the questionnaire for them relating to their job chart.

11. The Agency that is entrusted the task of sample checking of data would be required to submit detailed report, which should be discussed with the State Project Office. They should also give the rationale on the coverage of schools in the district.
12. Agency needs to share the
 - a. Structure and content of tools.
 - b. Plan of analysis and
 - c. Draft report with the SSA officers before finalizing the report.
13. The Agency that is entrusted with the task of sample checking of data is also required to summarize their field observations regarding training of Head Masters in filling- up of DISE formats, infrastructure in the district MIS unit, feedback to schools in terms of School Report Cards, display of key information on the school display board, availability of DISE data at all levels, dissemination and awareness about DISE data, use of DISE data in planning, evidence of sharing workshops at all levels, data feeding arrangements at the district level, availability of Hardware and Software and computer professionals for the MIS unit, etc. They may also provide their suggestions for improving the quality of DISE data.
14. The prescribed Data Capture Formats shall be used in collecting the required data.
15. Analysis should be made sub variables wise. For every item side by side data must be given ie. SSA's data set V/s bidder's data set. Data should be given sub variables/% of variables/consolidated variables etc. Deviations if any, should be calculated accordingly.
16. The Agency shall submit the report in both hard and soft versions within the time fixed for the study.
17. Agency needs to share the findings at a high-level meeting of SSA officers before finalizing the validation report.
18. SSA will keep the copyright on the collected data. Agency needs to obtain permission from SPD, SSA for publication of the report.
19. Agency agreed to start the field survey after school resumes, before that all other preparatory work would be finalized.
20. The appointed field staff must have their photo identity.
21. SSA office will inform the concerned districts to co-operate for the study.

TERMS of REFERENCE

RS1. A study of Drop-out phenomenon among children of Marginalised Communities

Perspective :-

The Right to Education Act, 2010, is a Constitutional mandate for Universalization of Elementary Education. It has a variety of far-reaching implications for the management of education in such ways that all children of 6 to 14 years have access to schooling as per set criteria, get enrolled to schools, march progressively and effectively with the passage of time on a learning ladder, complete grades and complete 08 years of elementary education. Education has to be inclusive in all senses of the term and follow the ‘unto the last’ principle. It is in this context that dropping out of children from schools, from marginalised communities assumes significance.

There may be several reasons for drop-out of children from schools. They may be classified under both systemic and societal categories. Poverty, parental indifference, need of children for family / paid labour, migration of parents may be illustrative societal reasons. Schools which are not child-friendly, learning losses due to absenteeism, cumulative learning deficits, absence of special coaching facility in schools, differentials between languages of home and school, differentials in medium of instruction from a lower to a higher stage are illustrative systemic reasons.

There is a need to address both the societal and systemic reasons so as to arrest drop-out phenomenon and transition losses while ensuring completion of 08 years of elementary education by children, specifically, marginalised communities. It is in this context that a study on drop-out phenomenon among marginalised communities is proposed by SSA.

‘Marginalised Community’ is a generic phrase. It can carry diverse connotations. For this study, the operational definition can comprise of SCs / STs and Muslim children.

Objectives of the Study :-

The chief objective of the study is to explore the dynamics of school participation of children from marginalised communities. Specific objectives are as follows :

- a. To study the social, economic and demographic characteristics of families where children drop-out. Main characteristics to be considered are education, occupation and

income of parents, education of other members in the family, size of the family, spacing of children, health status of parents.

- b. To study the whereabouts of children who drop-out of schools. Main aspects to be covered are : duties of drop-outs at home, outside the home, drop-outs in paid-work with all details, attendance behaviour and learning levels of children at the time of dropping out ;
- c. To examine the flow of students from LPS 5th to HPS 6th grade of schools and HPS 7th to high schools from 8th grade. Transition behaviour and Transition losses from sample schools need to be studied as a trend from 2007-08 to 2011-12 [05 years period]. Specifically, access to HPS and high schools with the same medium of instruction as was available in the previous school, adjustment of children to a new medium in the transit-schools, availability of subject teachers in transit schools for children from marginalised communities, library / laboratory / computer laboratory facilities in schools receiving children from a lower to a higher stage, availability of private schools with Kannada / Urdu / English medium in the vicinity of government schools where transition losses happen, natural barriers to access, if any, for children of marginalised communities need special attention.
- d. To engage in case studies of a few typical cases of schools / stages from which heavy drop-outs are being observed among marginalised communities.

Methodology :-

Secondary analysis of data in the districts / blocks, Descriptive surveys in schools / habitations of selected schools, Documentary analysis in schools and case study techniques be adopted.

Study should be set in schools with heavy drop-outs of SC / STs / Muslims. There can be 05 schools in each category of a backward block of a backward district in each division. Together, there will be 60 schools. Further, there should be 05 slum schools in district headquarters of the selected districts in each division. In all, there will be 80 schools.

Purposive sampling may be adopted. Secondary data of the selected block may be supplemented with field perceptions of APC / DyPC / BEO of the respective taluks for selection of schools.

Tools :-

The tools for the study would include Data-sheets, Questionnaires / Interview Schedules for schools / teachers / parents and children. FGD sheets for SDMC, FGD for District level / Block level officers.

Analysis :-

Analysis should be both quantitative and qualitative. They should address all questions related to objectives. An objective – data base – data gathering instruments – analysis plan – findings – conclusions grid can be planned so that all concerns are addressed. This should be supplemented with case study insights. Findings of the main study need to be corroborated with case study insights.

Reporting :-

The Agency has to submit the following reports.

- A. inception Report → Plan of study
- B. Interim Report → Highlights of Field perceptions based on Field Studies → Flashes of findings.
- C. Draft Report → Findings along with case study insights.
- D. Final Report → after presentation at a meeting of Departmental SSA officers.

TERMS of REFERENCE

RS2. A Study of Planning Process for Sarva Shiksha Abhiyan (SSA) in Karnataka State

1.1 Context :- Sarva Shiksha Abhiyan (SSA) is a flagship programme of the GoI for which responsibility is concurrently shared by the GoI and the GoK, since 2001-02. Being a project, it is programme-led, target-driven, time-bound and formula-funded. The objectives of SSA are :

- Universalization of 'ACCESS' to elementary education from 1 to 8 standards to all children up to the age of 14 years, by the year 2007.
- Universalization of enrollments and retention in elementary education and completion of 8th standard by all children before the year 2010: universalization means age-specific enrollment and full retention of all enrolled children.
- Provision of education of a satisfactory quality with emphasis on life-skills and meaningful schooling.
- Complete attention to equity by sex and across social groups and parity across regions in educational development.
- Total involvement of communities upto the village level and especially local government institutions in management of schools and movement towards the goal of 'Self-Managing schools'.

1.2 Initially, the SSA had to terminate as a project by 2010-11. However, as the pre-set objectives are not completely realised, anywhere in the country, the project has been extended by a few more years. Sarva Shiksha Abhiyan has its own governance structure right from State upto the school-level. Incidentally, this structure is in perfect harmony with the governance structure of the State as all the personnel are drawn from the State government, with insignificant exceptions of contract-personnel. The DDPIs in the districts are empowered to govern the project under the surveillance of the Zilla Panchayaths. The District-in-charge Minister will be ex-officio chairman of the District Implementation Committee.

Needs based planning approach had been adopted for Sarva Shiksha Abhiyan since beginning. After the adoption of the RTE A in 2010, there is a shift from

needs based to rights-based planning. The Sarva Shiksha Abhiyan revised norms and framework of implementation (2010 C) may be consulted for additional details (vide www.ssa.nic.in)

- 1.3 It is to be noted that Sarva Shiksha Abhiyan adopts a **‘Top-Down’** and **‘Bottom-up’** approach for planning. While guidelines, capacity-building and sensitisation programmes are top-down, the actual exercises of planning are highly decentralised, bottom-up from habitation-level through cluster, block and district to the State level. Dimensions of needs are addressed right from habitations and up to the district and State-levels.
- 1.4 Variety of interventions / programmes are operated every year to realise the objectives / goals of Sarva Shiksha Abhiyan. Experience all over the country, including Karnataka, reveals that performance falls short of planning wherein field-level constraints are observed specifically in regard to a few programmes such as OOSC, Teacher Training and Community Mobilisation. Though target for civil works, CALC are met, there is an observed time-lag and gestation. The delays in achievements of targets and sub-optimal performance in certain sectors of activity may be either due to unrealistic planning or constraints in implementation. Quality and efficiency of implementation are not addressed in this study. Realism in planning processes, time and financial planning for the given physical components of the plan, quality of formal and non-formal data-base utilised for planning, mechanisms for level-wise consolidation and validation of plans, periodical review exercises of performance in the context of plan-targets, and feedback and corrective measures adopted in the system based on such reviews are significant concerns that merit attention in this study.

2.0 objectives of the Study :-The study is set with the following objectives :

- a. to examine the data-base used for planning right from habitation level upwards,
- b. to examine the planning processes adopted from habitation level upwards along with quality of documentation, consolidation, verification and certification,
- c. to examine the quality of people’s participation in planning processes at various levels,

- d. to study the review mechanisms of plans at various levels,
- e. to engage in case-studies of a few Sarva Shiksha Abhiyan programmes in which gaps are observed between plan and performance, and,
- f. to suggest ways and means by which planning processes in the State can be improved.

Methodology:- Documentary Analysis is the main technique to be adopted. This is to be supplemented with Descriptive / Qualitative techniques such as semi-structured interviews and Focus Group Discussions. Case-study of one district which reveals the largest gap between planning and performance may be completed.

Sampling:- Eight districts in four divisions with lowest and highest performance [financial performance] levels may be considered. All blocks in these districts will be considered. 160 clusters across the blocks wherein there will be 120 rural and 40 urban clusters will be considered. Habitation plans of one LPS village, one HPS village and nodal cluster village may be studied. As such sampling design will be :

Divisions	:	04	Clusters :	160 → 120 Rural ,
Districts :	08	}		40 urban
Blocks	:		All	Habitations :

Plus case study of a district with the same matrix as above →

1 District in State; 3 Blocks ; 09 Clusters [06+03] ; 27 Habitations [choice of case-study habitations to study constraints will be exercised in consultation with the DyPC / APC / BRC / CRC of the district].

Techniques and Tools :- Techniques will be as per suggested methodology. Checklists semi-structured Interview – schedules, FGD schedules, case-study Data Sheets will be developed and used.

Reporting :-

The Agency has to submit the following reports.

- E. Inception Report → Plan of study
- F. Interim Report → Highlights of Field perceptions based on Field Studies → Flashes of findings.
- G. Draft Report → Findings along with case study insights.
- H. Final Report → after presentation at a meeting of Departmental SSA officers.

TERMS of REFERENCE

RS3. An Evaluation of the Computer Assisted Learning Centres [CALC] in Karnataka

Context :-

It is high time for anybody to sing about the values of computer literacy, Computer Assisted Instruction (CAI), computers in school education, computer knowledge for career opportunities, career choices and for a comfortable life. Such insights are taken for granted. Information and Communication Technology (ICT) in school education has arrived. Questions for the current times need to be concerned about the 'efficiency' of organisation and management of CAI in schools. Questions of 'effective' utilisation of computers are also significant. [However, outcomes of learning because of CAI is a distinct sector for research. It will not be included herein.]

The Sarva Shiksha Abhiyan has been promoting CAI through the setting up of CALCs. Beginning from 2001-02 and by the year 2011-12, 3699 HPS have been supplied with Computer Laboratories. Different agencies qualified themselves to supply computers to schools during various years. APF, SOGO, WIPRO, HCL, BEL, ACER and HCL are the agencies who have supplied the systems. Detailed, bidder-wise, district-wise supply is attached to the ToR. UPS have also been supplied to schools along with the computer units from diverse agencies across the years. AMC is alive with the agencies who have supplied UPS since 2009-10. DVDs have also been supplied to schools. The soft-ware on learning units on school subjects have been developed by agencies such as APF / EDC / INTEL / MICROSOFT apart from the DSERT. List of lessons incorporated in the DVDs is attached to this ToR.

Every DIET has an Educational Technology wing. Faculty of DIETs have been sensitised to implement the CALC programme. In addition, through the DIETs, State Project office also provided MRP training during 2010-11. At an average of two teachers in every HPS with computer laboratories teachers have been trained in computer mediated pedagogy. A training module, developed by the State SSA Mission, known as 'SUDEEPTHI' is being used for training programmes.

Objectives of the Study :-

Study of efficiency in implementation of CALC plans across the years, efficient functioning of computer laboratories in the CALC schools of the State, adequacy and quality of DVDs in relation to the curricular needs across subjects, utilisation levels of computers and commitment of trained teachers in CALC schools to facilitate computer-mediated pedagogy, functioning of UPS and AMC arrangements in CALC schools, computer assisted assignments and projects by students, adequacy and quality of training given to teachers / Head Teachers by DIETs, competence of Master Trainers for CALC training in DIETs, Monitoring of CALC schools by BRCs / DIETs, field-level problems in CALC schools along with provision and functioning of grievance redressal mechanisms, review of training module in light of CALC expectations.

Model used: Desktop and Thin client – Comfortability in managing and usage.

Operating System Used: Windows and Linux - Comfortability in managing and usage.

and finally prospects for development of a road-map for setting up of meaningful, efficient and effective CALCs in HPS schools in future.

Methodology :-

Documentary Analysis of data at State offices – SSA / DSERT, District / Block offices – DIETs / BRCs, in schools ; Observation of CALC laboratories in schools / DIETs ; observation of students engaged in Computer Assisted Learning in schools ; Desk-Analysis of DVDs and Training Manual ; Interviews with HTs / Teachers / CRCs / BRCs / DyPC / APC / DIET faculty / BEO / DIET Principal / DDPI (Administration) / offices at SSA / DSERT ; FGD with Block / District officers along with a few teachers / HTs ; Interviews with selected supplier agencies of systems / UPS / AMC ; Case-studies of well-performing and poorly performing CALC schools. Appropriate tools may be developed for the purpose.

SAMPLING :-

There are 3609 CALC HPS in State from 2003-04 to 2011-12. Quota sampling may be adopted to include 05 percent of CALC schools across every year of implementation from 2003-04 onwards. As such, there will be 185 CALC schools in the sample. They may be spread across the 04 divisions with a coverage of 25 percent districts in each division. Within the Districts, a purposive sample may be drawn to represent well performing, average and

poorly performing CALC schools. This can be done through a consultative process with DIETs / BRCs / DyPC / APC.

FGDs will be in only one district in each division. Case studies will confine to 12 schools at 03 schools per division, that includes 03 categories.

Analysis :-

Analysis has to be both quantitative and qualitative. There is no testing of learning levels in any CALC school. Computer Literacy and Computer Assisted Learning practices among 10 percent of students of the 12 case studying schools, will also be subjected to Analysis. Comparative profiles of well perform, average and poorly performing schools will be developed. bidder-wise (who have supplied across years) quality of supply and services as reflected in filed-level efficiency of CALC labs in schools, problems in maintenance and AMC services will also be part of analysis apart from all other documentary / interview-based data analysis.

Reporting :-

The Agency has to submit the following reports.

- I. inception Report → Plan of study
- J. Interim Report → Highlights of Field perceptions based on Field Studies → Flashes of findings.
- K. Draft Report → Findings along with case study insights.
- L. Final Report → after presentation at a meeting of Departmental SSA officers.

TERMS of REFERENCE

RS4. “A Study of Classroom Practices of Teachers from RTE perspective.”

Introduction :- This ToR is designed as follows. Initially, the significance of classroom processes in the system of schooling is highlighted, in brief. It is followed by a summary statement of teacher-behaviours and classroom transactions as per the spirit of RTE. Stage-wise – that is (i) Nali-Kali at 1,2,3 standards, (ii) 4 and 5 standards at LPS stage and (iii) 6,7/8 standards at HPs stage – transactional practices of teachers are identified. Further, Assessment and Evaluation practices adopted (to be adopted) by teachers is identified. Together, they constitute the sum and substance of the context of this evaluation study. This is followed by the regular statement of objectives, methodology, analysis and reporting. Evaluation study should be within this framework of ToR.

Context of the Study :- Classrooms are the ultimate delivery points of a huge and complex system of education. They are the final outposts where all the variety of inputs get processed. The quality of schooling as reflected in the scholastic attributes of children need to be traced back to the classroom processes. Alternatively, current practices get fed into attainments and attributes in future. It is from this perspective that the classroom is referred to as the ‘Black Box’ of the system of education. [cf: (1) James N. Jhonstone : “Indicators of Educational Systems” (2) Roy Carr Hill and Olive magnussen : “Performance of Educational Systems”].

The RTE has highlighted the significance of classroom processes under sections 24 and 29 of the Act. These sections refer to duties of teachers as well as curriculum and evaluation procedures, with implied reference to classroom processes.

Spirit of RTE :- The spirit of the RTE Act as they are relevant to classroom practices of teachers can be indicated as follows. Teachers need to treat children with dignity, maintain and promote a classroom milieu which develop a sense of freedom in children, build their confidence levels, facilitate them for self-expression, facilitate them to acquire knowledge through discovery, exploration and activities, enable them to develop their talents and realize potentials, grow up as integrated personalities, get engaged in evaluation practices which serve as tools of learning, apply knowledge in real life contexts, respect each other as equals, develop qualities of sharing knowledge and skills, develop empathy for slow-learners and

children with learning disorders, organize classrooms in democratic and activity-friendly ways, accord individual, attention to every child, act as a leader-a first among equals, guide children through positive reinforcements for good work as well as polished, polite and courteous rebuffs when children commit errors, counsel children with aggressive and withdrawal behaviours, projection and rationalization tendencies, get the assistance of women teachers (in case men are teachers) to counsel girl students whenever it is needed, clarify knowledge related doubts of children on demand or take time and do so, eschew comparison of children across each other, render the class as much participative as possible by distributing exploratory, recall, comprehension, reasoning, problem-solving and summary assessment questions to children, elicit responses from them with patience, assist them to offer correct responses and promote inclusiveness therein, be friendly with children without allowing them to take undue advantage in regard to studies-related concerns, provide home-assignments, check and correct them either independently or with the assistance of peers, assess the learning ability of each child and accordingly supplement additional / special coaching, do not engage in gossips and loose comments about other teachers, head teacher, community members, caste / sub-caste / community / religious / language groups, exhibit a sense of patriotism and be role-model to children in all behaviours that are expected of them as per our Constitution and heritage.

Practices of Teachers for Classroom and Learning Organization :-

There are three stages in classroom organization and learning activities : 1 to 3 standards - Nali-Kali ; 4 and 5 standards classroom learning along with project mode of learning ; 6 to 7/8 standards – classroom learning, projects and relatively more reliance on laboratory work (in classroom or in school). Hence, observation of classroom processes also varies accordingly.

Nali-Kali mode has its own nuances. Mixed grouping of children, use of work books, use of kit and cards, maintenance of individual profiles of pace of learning [on a learning chart], movement from one group to another group along with progress and steps / milestones, self-evaluation practices, teacher support for partial / total dependence groups, teacher reinforcements, equity concerns in grouping of children, balanced attention to school subjects and integration thereon, field-visits for children-guidance during field-based learning, assessments of learning in children by teachers.

In classes beyond 4th standard teachers normally engage in one of the following 05 types of activities:

- Introduction, development and presentation of concepts by teachers.
- Understanding concepts as well as, practice of skills, in an interactive way, jointly by students and teacher.
- Project work by students – Individual and group projects, [Activity-based Learning]
- Demonstration of experiments, discussion of specimens, reading of maps, reading of charts etc ; by teacher alone or along with students.
- Field-visits organized by teachers.

Quality of organization of each one of these activities on certain summative parameters have to be identified. Balance of attention to the various techniques depending upon relevance of content need observation. Facilities available in schools and in larger environment needs examination.

Assessment and Evaluation Practices :-

Classroom practices includes assessment techniques adopted by teachers. RTE advocates exclusive reliance on continuous and comprehensive evaluation. Evaluation as a formative tool for learning and personality development distinguishes CCE from traditional evaluation. Assessment of comprehensive and learning levels of children as well as their periodical evaluation techniques may be examined.

Spirit of RTE as discussed herein with regard to teacher behaviours, teaching and evaluation techniques is not comprehensive. It is only illustrative.

Objectives of the Study :-

The study is set with the following objectives.

- a) To examine teachers' behaviours in classroom contexts w s r t democratic behaviours, inclusiveness, and participation of children and confidence building,
- b) To examine equity concerns in teachers' behaviours w.s.r.t girls, SC / ST, Minorities, CWSN, Others,
- c) To examine quality and relevance of classroom learning strategies adopted by teachers, w.s.r.t NCF 2005/SCF 2009 expectations.
- d) To examine the assessment and evaluation practices adopted by teachers in classroom contexts, and finally,

- e) To examine methods adopted by classroom teachers for improving upon their own classroom performance.

Methodology :-

Classroom observation is the chief and only methodology. It needs trained and specialist observers who have D.Ed / B.Ed / M.Ed, [preferably M.Ed degree] with experience in teaching. This is followed by FGD with CRP / BRPs.

Tools :-

Observation checklist and FGD schedules are to be used.

Analysis :-

Both Qualitative and Quantitative Qualitative analysis is needed for understanding degree of incidence of each [RTE / Quality framework] behaviour.

Report :-Report is to be both qualitative and quantitative.
