GOVERNMENT OF ASSAM

REQUEST FOR QUOTATION (RFQ)

Consulting services for design & development of data collection tools, data collection, data analysis of 800 Government schools in Assam on the implementation of the Right of Children to Free and Compulsory Education (RTE) Act, 2009

RFQ No. ASCPCR/RFQ/41/2026-27

Dt.24-11-2026

Published by: ASSAM STATE COMMISSION FOR PROTECTION OF CHILD RIGHTS (ASCPCR)

Notice Inviting Tender (NIT)

The Secretary, ASCPCR, on behalf of the Governor of Assam, invites sealed bids in two envelopes (Technical Bid and Financial Bid) from eligible registered Civil Society Organizations, Academic Institutions Start up consulting firms (DIPP recognised) based registered and based in Assam for conducting a sample survey of 800 Government schools across all districts of Assam, analysing the data, and preparing, printing and presenting the study report.

The procurement is governed by the Assam Public Procurement Act, 2017, the Assam Public Procurement Rules, 2020 and the Assam Financial Rules, as applicable. Selection will be by Quality and Cost Based Selection (QCBS), with 70% weightage to the technical score and 30% to the financial score. Only bidders scoring at least 70 out of 100 in the technical evaluation will have their Financial Bids opened.

Sl no	**Description**	**Details**
1	Name of work	Consulting services for design & development of data collection tools , data collection, data analysis and report preparation for a sample survey of 800 Government schools in Assam on the implementation of the Right of Children to Free and Compulsory Education (RTE) Act, 2009
2	RFQ No.	ASCPCR/RFQ/41/2026-27
3	RFQ publishing portal and publishing date	www.ascpcr.org Date: 24/11/2026
4	Last date and time of submission	08 / 12 / 2026, up to 4:00 PM
5	Opening of Technical Bids	09/ 12 / 2026, 4:30 PM, at the office of ASCPCR, in the presence of bidders who choose to attend. Financial Bids of technically qualified bidders will be opened on a date notified to them.
6	Estimated value	Apprx. Rs.15,00,000/- (apprx. Fifteen lakh only)

Sl no	Description	Details
7	Tender fee	₹ 2,000/- (non-refundable) by Demand Draft in favour of "Assam State Commission for Protection of Child Rights", drawn on any nationalised/scheduled bank
8	Earnest Money Deposit (EMD)	₹ 25,000/-by Demand Draft in favour of "Assam State Commission for Protection of Child Rights", drawn on any nationalized/scheduled bank, enclosed in the Technical Bid
9	Purchase of bid document	Offline, from the ASCPCR office on payment of the tender fee, up to 7 days before the last date of submission
10	Address for purchase, submission and queries	Assam State Commission for Protection of Child Rights, House No.3, 1st Bylane, Samannay Path, Survey, Beltola, Guwahati-781028 Contact Person: Mrs. Papori Sharma , Technical Consultant E-mail: ascpcr@rediffmail.com | Website: www.ascpcr.org
11	Bid validity	90 days from the last date of submission
12	Submission of Bid	Hard copy of the bid in Original to submitted to Assam State Commission for Protection of Child Rights, House No. 3, 1st Bylane, Samannay Path, Survey, Beltola, Guwahati-781028. The bidder has to submit the tender documents dully signed as a acceptance of the terms& conditions of the tender. Tehnical bid should not contain any commercials information.
13	Mode of selection	QCBS: 70% technical score + 30% financial score; minimum technical score of 70 out of 100 to qualify
14	Time of Completion	3 months

Sl no	Description	Details
15	Power of Attorney	**Authorized Signatory & Power of Attorney** The Bid must be signed by a person duly authorized to legally bind the Bidder to a contract. If the Bid is signed by anyone other than the Sole Proprietor, Managing Partner, or Managing Director, the Bidder must submit a valid **Power of Attorney (POA)** or **Board Resolution** (as applicable, in case of Company POA or Borad resolution, in case of Society and NGO in Authorization from Governing or Executive Body) authorizing the signatory to sign and submit the Bid, respond to clarifications, and execute the resulting contract on behalf of the Bidder.

Section I: Instructions to Bidders

1. Background. The Commission is constituted under the Commissions for Protection of Child Rights Act, 2005. Under Section 31 of the RTE Act, 2009, it examines and reviews the safeguards for rights under the Act and recommends measures for their effective implementation. For this purpose, the Commission proposes an independent, evidence-based study of 800 Government schools.

2. Two-envelope submission. Bids shall be submitted offline in two separately sealed envelopes placed inside one outer envelope:

- **Envelope A – "Technical Bid":** tender fee, EMD, eligibility documents, Forms T-1 to T-5 and the Technical Proposal (not more than 10 pages, covering understanding of the work, sampling and field plan, quality control and data protection, analysis and reporting plan, work plan, and team). The Technical Proposal and CVs are scored as per Section V.
- **Envelope B – "Financial Bid":** Form F-1 (Price Schedule) only.
- **Outer envelope** to be super scribed: "Sample Survey of 800 Government Schools under RTE Act, 2009 – RFQ No. ASCPCR/RFQ/41/2026-27 – Do not open before the Technical Bid opening date", with the bidder's name and address.
- A Financial Bid must be submitted in a separate Envelop and under no circumstances it should be submitted along with the Technical Bid.

3. Format. Bids shall be in English, with all pages numbered, signed and stamped by the authorized signatory, and indexed against the checklist at the end of Section VII.

4. Queries. Pre-bid queries may be e-mailed to ascpcr@rediffmail.com up to 7 days before the last date of submission. Clarifications and corrigenda will be posted on the Commission's website and form part of the tender.

5. EMD. Bids without EMD will be rejected. EMD of unsuccessful bidders will be returned without interest after award of contract; that of the successful bidder will be returned on receipt of Performance Security. EMD will be forfeited if a bidder withdraws its bid during validity, or fails to sign the contract or furnish Performance Security.

6. Joint bidding and sub-contracting. Joint bidding by not more than two parties with complementary strengths is allowed, with a signed statement of intent naming the lead bidder. Sub-contracting is allowed only with the Commission's prior written consent; printing may be outsourced with prior intimation.

7. Conflict of Interest

7.1 Disclosure. A bidder shall disclose in writing, at the time of submitting its bid, if it or any of its affiliates (including subsidiaries, associates, partners, directors or key personnel):

(a) manages any school that is likely to be sampled for the study; or

(b) is engaged by the Education Department (Samagra Shiksha, Assam) to monitor the same schools during the study period.

7.2 Non-disclosure. If the bidder fails to disclose a conflict of interest, or gives false or misleading information about it, the Commission may reject the bid or terminate the contract. It may also forfeit the bid or performance security and bar the bidder from future engagements with the Commission, without prejudice to any other remedy available to it.

8. Rejection.

The authority reserve the right to the cancel the bid process at any point of time during the bid process without assigning any reasons thereof.

It may be noted that bidder/s bid may be rejected in case of the following

1. Submission of the bid later than the time and date mentioned in the bid documents/ or subsequent corrigendum/ notice etc.
2. Non submission of all statutory documents, tender fees, EMD, power of attorney, ineligible documents, other documents stipulated in the tender.
3. Submission of technical bid & financial bid in the same envelop.
4. Bids submitted by through fax or e-mail, and
5. Any other conditions not permitted in the tender condition will be summarily rejected.

   The Commission may seek clarification or missing non-substantive documents, but no change in price or substance of a bid will be allowed.

9. Fraud. A bidder using fraudulent or corrupt practice, or false documents, will be disqualified. Further, EMD of such bidders shall be forfeited and also shall be debarred from future procurement process of the Government of Assam.

Section II: Eligibility Criteria

A bidder must meet every criterion below. “Last five financial years” means FY 2021-22 to FY 2025-26.

Sl no	Criterion	Requirement	Documentary proof
E-1	Legal status and age	Society, Trust or Section 8 Company; or an Academic Institution (University, College, Research Institute) established or registered by the Government of Assam, UGC or a statutory body. Registered and functioning for at least 5 years on the last date of submission or Start up consulting firm (DPIIT recognized) based in Assam with minimum 2 years of existence	• Certificate of Incorporation/ Registration certificate, bye-laws/MoA • PAN card • GST registration in Assam • Registered office address • Website & email id • Contact person • Valid Trade Lincense for Assam
E-2	• NGO Darpan • Start up firms	• Valid Unique ID on the NITI Aayog NGO Darpan portal (not applicable to Academic Institutions). • Vaild DPIIT certificate	Darpan ID print-out Udyam (MSME) Registration DPIIT Start Up registration Certificate

Sl no	Criterion	Requirement	Documentary proof
E-3	Similar experience	The bidder must have undertaken at least one similar govt assignment (completed or ongoing) during the last three financial years. The "Similar Assignment" means assignments undertaken in the State of Assam involving Project Management Unit (PMU) services or consultancy services in the fields of education, rural development, health, tribal development or socio-economic development, including Social Impact Assessments, Evaluation Studies, Baseline and End line Surveys, or Field Research involving data collection, analysis and preparation and submission/publication of reports. The minimum value of the assignment shall not be less than ₹10.00 lakh.. Necessary documentary evidence to be submitted in support of each qualifying assignment, including a copy of the Purchase Order (PO), Work Order or Contract, along with a Completion Certificate, wherever applicable. In the case of ongoing assignments, a certificate from the client indicating the status of the assignment and the value of work executed, wherever applicable, shall be submitted.	Work orders/ completion certificates/acceptance letters; cover page and executive summary of reports (Form T-3) Contract Copy

Sl no	Criterion	Requirement	Documentary proof
E-4	Financial standing	• Average annual turnover/receipts of at least ₹10 lakh for last two years (FY 2024-25 to 2025-26) • The north of the bidder must be positive • The bidder must must	Audited financial statement of the last two years CA certificate with UDIN no- certifying turn over, net worth, and profit for last two years i,e 2024-25, 2025-26
E-5	Local presence	Registered office or functional branch in Assam for at least 2 years, with field operations in Assam.	Registration showing Assam address, or rent deed/utility bill/trade license
E-6	Statutory registration	Valid PAN; GST registration (if liable); IT returns for the last three assessment years.	Copies of certificates and ITR acknowledgements
E-7	Key personnel	At least the minimum team in Section III, clause 6, with signed CVs and consent letters.	Form T-4
E-8	Declarations	Not blacklisted or debarred by any Government/PSU/donor agency; no criminal case relating to children pending against the organisation or its office bearers; no conflict of interest; a Child Safeguarding Policy in place or an undertaking to adopt one before field work, with verification of all field staff.	Affidavit on non-judicial stamp paper (Form T-5)
E-9	Tender fee and EMD	Paid as per the NIT.	Tender Fees and EMD to be drawn in favour of

Work done for the bidder's own organization or its sister concerns is not counted as experience. Experience as an implementing partner under a lead agency is accepted if certified by the client or lead agency.

Section III: Scope of Work

The selected agency will survey 800 identified Government schools after approval data collection format, building necessary tools for data collection & preparing data sets , make the necessary analysis and deliver a printed and presented report with district-level findings.

1. Scope of Works under this assignment :

- Assess enrolment and dropout trends in Lower Primary (Class I–V) and Upper Primary (Class VI–VIII) for 2022, 2023 and 2024, by gender, along with the reported reasons for dropout.
- Assess the response of Head Masters, teachers and School Management and Development Committees (SMDCs) to prolonged absence, including reporting to the Nodal Officer under Rule 2B of the Child and Adolescent Labour (Prohibition and Regulation) Rules, 1988.
- Assess school safety and student-welfare provisions (transport, CCTV, electrical safety, fire extinguishers, counsellor, sports teacher, first aid), the functioning of the Prahari Club, Anti-Bullying Committee and Environmental Club, and awareness programmes (child sexual abuse, POCSO/RTE/JJ Acts, cyber crime, child marriage, government schemes, life skills).
- Record good and bad practices and give actionable recommendations to the Commission and the Education Department.

2. Data collection

- **Sample:** 800 Government schools (Lower Primary, Upper Primary and composite, including provincialised and tea-garden schools) covering all districts, drawn from the latest UDISE+ list provided by the Commission.
- **Design:** stratified random sampling by district and rural/urban location; allocation proportional to the number of Government schools per district, with a minimum of 10 schools per district; adequate representation of backward blocks, tea-garden, char/riverine and hill areas. A 10% reserve list per district may be used only with the Commission's written approval.
- **Tool:** the Commission's questionnaire (Annexure A) in English digital form capturing GPS location, date-time stamp and photographs, with a short field manual of definitions (as per UDISE+). The tool shall be pre-tested in at least 10 non-sample schools in two districts.
- **Enumeration:** interview the Head Master/Principal and verify data against school registers; no item left blank; signed and sealed hard copy with scan for every school, and a photograph of the sitting with the school authority.

- **Team:** trained graduate enumerators fluent in the local language, one supervisor per 5 enumerators, and at least one day of training that includes a Commission session on child rights and data confidentiality. Enumerators carry the Commission's authorization letter.
- **Quality control:** back-check of at least 10% of schools by supervisors and 5% spot-check by the Team Leader; Commission officials may join any field visit. Data found fabricated or materially incorrect shall be re-collected at the agency's cost.
- **Ethics and data protection:** comply with the Digital Personal Data Protection Act, 2023. Children shall not be contacted, photographed or interviewed without the Commission's approval and parental consent. Personal data (names, ages, addresses of dropout students) shall be stored encrypted, accessible only to named personnel, and handed over or destroyed on completion.

3. Data processing and analysis

- Data cleaning with consistency and range checks, duplicate removal, reconciliation of digital and hard-copy records, and cross-check of enrolment against UDISE+.
- Cleaned master dataset in SPSS (.sav) and Excel/CSV with codebook; an anonymised dataset; and a separate confidential register of dropout students.
- Analysis using SPSS, Stata, R, Python or equivalent: enrolment and dropout rates by year, level, gender and district (2022–2024); frequency and ranking of dropout reasons; cross-tabulations with chi-square tests; School Safety, Child Protection Committee and Awareness Programme indices with district rankings; and coverage of Rule 2B reporting and SMDC follow-up.

4. Reporting, printing and presentation

- Inception Report (sampling plan, school list and reserve list, final tools, work plan); Field Completion and Data Quality Note; Draft Report; and Final Report incorporating the Commission's comments.
- The Report shall contain an executive summary, methodology, findings by theme, district-wise findings, case studies of good and bad practice, recommendations, and a statistical annexure.
- Printing: 10 hard-bound copies of the Final Report (colour, A4) and 10 copies of the Executive Summary (English), plus soft copies in Word, PDF and source files.
- Presentations to the Commission: draft findings and final report, with the PowerPoint deck.

5. Role of the Commission

The Commission will provide the UDISE+ school list and authorization letters, request the Education Department to cooperate, and review each deliverable within 7 working days of submission.

6. Minimum key personnel

Position	No.	Minimum qualification	Minimum experience
Team Leader	1	Master degree in Sociology, Education, Economics , Development Studies, Management, Psychology or in related field with demonstrated experience of good know how of education domain of the State	Overall 15 years of experience including at least 2 large scale project execution experience in the remote areas/ or at villages level in the State of Assam Experience of consulting /executing project in the Assam Education Sector will be preferred.
Data Analyst	1	Master's in Statistics, Economics, Computer Science/Data Science with proficiency in data analytic tool such as SPSS/R/Python /KNIME etc	Minimum 5 years of experience in data analytics
Supervisor/Coordinators	4 nos	Graduate, fluent in Assamese or in local language , English etc.	2 years in project management with experience of handling field survey management, data cleaning etc.

Key personnel may be replaced only with the Commission's written approval, by persons of equal or better qualification.

Section IV: Deliverables, Timeline and Payment

The assignment shall be completed within **90 days** of the Work Order (D = date of Work Order). Payment will be released in four instalments on the Commission's acceptance of each milestone, after deduction of applicable TDS, GST-TDS and any penalty.

Milestone	Deliverable	Due by	Payment (% of contract value)
M1	Inception Report: sampling plan, school list and reserve list, final bilingual tools, work plan	D + 15	20%
M2	Field work completed in all 800 schools; raw data, signed scanned questionnaires, photographs; Field Completion and Data Quality Note	D + 55	30%
M3	Cleaned datasets (SPSS + Excel), codebook, statistical tables, Draft Report; presentation of draft findings	D + 75	25%
M4	Final Report, Executive Summary, printed copies, all soft/source files, final presentation; confidential dropout register handed over	D + 90	25%

The Commission may extend timelines in writing for reasons beyond the agency's control.

Section V: Evaluation (Quality and Cost Based Selection – QCBS)

Selection will be by QCBS, with **70% weightage to the technical score and 30% to the financial score**. A Tender Evaluation Committee constituted by the Commission will evaluate bids in three steps.

Step 1 – Eligibility check (Envelope A). Bids are checked for the tender fee, EMD and eligibility criteria E-1 to E-9 in Section II. A bid failing any criterion is rejected and not scored.

Step 2 – Technical scoring (Envelope A). Eligible bids are scored out of 100 as below. Bids scoring less than **70** are technically disqualified and their Financial Bids are returned unopened.

SL:	Criterion	Max marks	Basis of scoring
1	Relevant experience	15	. Project Size : 1000 – 1500 Sample Size : 5 Marks , 1500-2000: 10 Marks , more than 2000 : 15 Marks
2	Approach and methodology	25	• Understanding of the work and objectives (5) • sampling design and district allocation (10) • field deployment, supervision and quality control (10); • data analysis methodology and tools etc. (5); • reporting plan (5).
3	Work plan and deployment	20	Realistic 90-day work plan (Gantt chart) with milestones, district-wise schedule and team deployment.
4	Key personnel	40	Team Leader (20), Statistician/Data Analyst (15), Field Coordinators (5): qualification and relevant experience over the minimum in Section III, clause 6, as per signed CVs.
	Total	**100**	

Step 3 – Financial scoring and final ranking (Envelope B).

- The list of technically qualified bidders with their technical scores, and reasons for disqualification of others, will be intimated to all bidders and displayed on the Commission's website/notice board. Financial Bids of qualified bidders will then be opened on the notified date, in the presence of bidders who choose to attend.

- The evaluated price is the Grand Total in Form F-1, inclusive of GST and all other taxes. Arithmetical errors will be corrected: the unit rate prevails over the amount, and words prevail over figures.
- The bidder with the lowest evaluated price gets a financial score of 100; others get 100 × (lowest price ÷ their price).
- **Final score = 0.70 × Technical score + 0.30 × Financial score.** The bidder with the highest final score is ranked H1 and recommended for award. In case of a tie, the bidder with the higher technical score is preferred.
- Negotiation, if any, is only with H1 and only as permitted by the Assam Public Procurement Rules, 2020. A conditional Financial Bid will be rejected. A bidder quoting an abnormally low price may be asked to justify its rates and may be rejected if the justification is unsatisfactory.

Section VI: Conditions of Contract

- **Award and agreement.** The successful bidder shall accept the Letter of Award within 7 days and sign the agreement on non-judicial stamp paper within 15 days.
- **Performance Security.** 3% of the contract value (or as per prevailing Government of Assam norms) by Bank Guarantee/FDR, valid for 60 days beyond completion, furnished before signing the agreement.
- **Price.** Rates are firm for the contract period and inclusive of all costs (travel, honorarium, training, devices, printing, overheads). GST shall be shown separately in Form F-1.
- **Variation.** The Commission may vary the number of schools by up to ±20% at the quoted per-school rate in Form F-1, with proportionate change in timelines.
- **Ownership and confidentiality.** All data, questionnaires, photographs, reports and intellectual property vest in ASCPCR. The agency shall not publish or use any data or finding without the Commission's written consent.
- **Data protection and conduct.** The agency is responsible for any breach of children's personal data, which shall be reported to the Commission within 24 hours and may lead to termination and forfeiture of Performance Security. Field staff shall not disrupt teaching, accept gifts or hospitality from schools, and shall follow the Child Safeguarding Policy.
- **Liquidated damages.** For delay attributable to the agency: 0.5% of the contract value per week, capped at 5%.

- **Quality penalty.** For data found fabricated or incorrect: re-survey at the agency's cost plus a penalty of twice the per-school rate for each such school. More than 5% such schools may lead to termination.
- **Termination.** The Commission may terminate on 15 days' written notice for breach, insolvency, fraud or persistent non-performance, and complete the work at the agency's risk and cost. It may terminate for convenience on 30 days' notice, paying for work accepted until then.
- **Force majeure.** Neither party is liable for delay caused by floods, natural calamity, epidemic, law-and-order disruption or Government orders, if notice is given within 7 days; timelines will be extended accordingly.
- **Disputes and governing law.** Disputes shall first be settled amicably, failing which they go to a sole arbitrator appointed by the Chairperson, ASCPCR, under the Arbitration and Conciliation Act, 1996. The seat of arbitration is Guwahati, and the courts at Guwahati have exclusive jurisdiction. The contract is governed by the laws of India.

Section VII: Bid Forms

Form T-1: Covering Letter (on bidder's letterhead)

To, The Secretary, Assam State Commission for Protection of Child Rights, House No. 3, 1st Bylane, Samannay Path, Survey, Beltola, Guwahati-781028

Sub: Bid for Sample Survey of 800 Government Schools under RTE Act, 2009 – RFQ No. ASCPCR/RFQ/41/2026-27

Sir/Madam,

We have examined the tender document including corrigenda (if any), we offer to carry out the work in conformity with it. We enclose our Technical Bid and Financial Bid in separate sealed envelopes. Our bid is valid for 90 days. We confirm that the information given is true and accept all terms and conditions of the tender without deviation.

Signature, Name, Designation, Seal, Date: _____

Form T-2: Bidder Information and Financial Details

Name of organization	
Legal status, registration no. and date	

NGO Darpan ID (if applicable) DPIIT Start Up registration Certificate	
Registered office address	
Office address in Assam and year established	
PAN No	
GST No	
Authorized signatory, phone, e-mail	
Turnover FY 2024-25 / 2025-26 (₹)	
Average annual turnover (₹), certified by CA with UDIN no	
Name and Contact details of the Key Officer	

Form T-3: Similar Assignments (last five financial years)

Sl	Name of study	Client	Area covered	Sample size and unit	Contract value (₹)	Dates; proof page no.
1						
2						
3						

Form T-4: Key Personnel

Position	Name	Qualification	Total experience (years)	Relevant assignments; software known
Team Leader				
Statistician / Data Analyst				
Field Coordinators				

Signed CV and consent letter of each person, signed by the person and the authorized signatory, to be attached.

Form T-5: Affidavit and Undertaking (on non-judicial stamp paper)

The bidder affirms that: (a) it is not blacklisted or debarred by any Government/PSU/donor agency; (b) no criminal case relating to children is pending against it or its office bearers; (c) all documents submitted are genuine; (d) it has no conflict of interest in this assignment; and (e) it has, or will adopt before field work, a written Child Safeguarding Policy and will verify all field personnel before deployment.

Form F-1: Financial Bid / Price Schedule (Envelope B only)

To, The Secretary, ASCPCR –

Sub: Financial Bid for Sample Survey of 800 Government Schools under RTE Act, 2009 – RFQ No. ASCPCR/RFQ/41/2026-27. We quote the following prices for the work as per the tender.

Sl	Component	Unit	Qty	Rate (₹)	Amount (₹)
A	Data collection: sampling, tool finalization, digital data capture, training, pilot, enumeration and quality control	Per school	800		
B	Data processing: entry, cleaning, datasets, tabulation and statistical analysis	Lump sum	1		
C	Reporting and presentations: draft and final report, executive summary, presentations, printing of 10 reports and 10 executive summaries	Lump sum	1		
	Sub-total				
	GST @ ____%				
	Grand Total (in figures and words)				

The per-school rate in item A applies to any variation under Section VI.

Signature, Name, Designation, Seal, Date: _____