

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**HIRING OF AGENCY FOR TAKING FEEDBACK FROM BENEFICIARIES UNDER THE PROGRAM  
"EMPOWERING WOMEN THROUGH ENTREPRENEURSHIP" CONDUCTED BY THE  
COMMISSION IN COLLABORATION WITH INDIAN INSTITUTE OF MANAGEMENT,  
BANGALORE (IIM-B) AND ANALYSIS OF DATA AND SUBMISSION OF REPORT ON IMPACT  
OF TRAINING**



**NATIONAL COMMISSION FOR WOMEN  
PLOT NO: 21, JASOLA INSTITUTIONAL AREA, NEW DELHI-110025**

**PLACE OF OPENING OF BIDS:** NATIONAL COMMISSION FOR WOMEN  
PLOT NO: 21, JASOLA INSTITUTIONAL AREA, NEW  
DELHI-110025  
Phone No.011-26944803  
Email: [pradeep.kr67@nic.in](mailto:pradeep.kr67@nic.in)

**ADDRESS FOR COMMUNICATION:** NATIONAL COMMISSION FOR WOMEN  
PLOT NO: 21, JASOLA INSTITUTIONAL AREA, NEW  
DELHI-110025  
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**-TENDER NOTICE-**

**REQUEST FOR PROPOSAL (RFP)**

**FOR**

**HIRING OF AGENCY FOR TAKING FEEDBACK FROM BENEFICIARIES UNDER THE PROGRAM “EMPOWERING WOMEN THROUGH ENTREPRENEURSHIP” CONDUCTED BY THE COMMISSION IN COLLABORATION OF INDIAN INSTITUTE OF MANAGEMENT, BANGALORE (IIM-B), ANALYSIS OF DATA AND SUBMISSION OF REPORT ON IMPACT OF TRAINING.**

**National Commission for Women  
Plot No 21, Jasola Institutional Area,  
Delhi: 110025.**

**E-mail: [pradeep.kr67@nic.in](mailto:pradeep.kr67@nic.in)**

**Phone: 011-26944805; Website: <http://ncw.nic.in>**

F.No. 5-02/2/2020-NCW(CBC)

Date: 20/04/2022

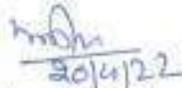
1. National Commission for Women invites Technical and Financial Proposals from eligible Agencies for hiring of Agency taking feedback from beneficiaries under the Program “Empowering Women Through Entrepreneurship” conducted by the Commission in collaboration of Indian Institute of Management, Bangalore (IIM-B), Analysis of Data and submission of Report on impact of training.
2. Participating Agencies must fulfil the following pre-requisites
  - i. The Applicant shall be an educational institute of repute either (1) listed as Institute of National Importance on website of Department of Higher Education, Government of India OR (2) Teaching Institute having A++/A+ accreditation by NAAC (National Assessment and Accreditation Council) OR (3) Administrative Training Institute of State Government or Government of India having prior experience of conducting survey research OR (4) College/University recognized by University Grants Commission
  - ii. The Applicant should have experience of conducting survey research and at least two survey researches should have been completed to the satisfaction of the Commissioning Agency and published. Reports should be available in public domain or copy should have been submitted to Government/ International Agency.
  - iii. The Educational Institute should be in existence and functional for at least 5 (five) years at the time of submitting the proposal. In case of teaching Institutes having NACC A++/A+ accreditation, the accreditation should be valid in current year, as available on NAAC website. Incorporation/ registration/accreditation certificate should be furnished in all three cases mentioned at 2(i).
  - iv. The Applicant should have PAN under Income Tax Act and GST Number under Goods and Service Tax Act.
  - v. The Applicant should not have been blacklisted by any State government, central government or any other public sector undertaking or a corporation as on the date of RFP. The Applicants that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process. An undertaking to this effect should be submitted.
  - vi. Proposals without these documents will be treated as ineligible.
3. Interested Agencies may download the complete Request for Proposal (RFP) document from the website [ncw.nic.in](http://ncw.nic.in). The eligible applicants may submit their proposals online at website [ncw.nic.in](http://ncw.nic.in). or email it to [pradeep.kr67@nic.in](mailto:pradeep.kr67@nic.in)

Table No-1 Key information/ dates/ address:

S. No.	Description	Important Information
1.	Date of online publication	21.04.2022
2.	Starting of downloading of e- tender documents	22.04.2022 9:00 a.m. onwards

3.	Last date of seeking clarification of RFP	Up to 02.05.2022 at 3:00 p.m. by sending email to <a href="mailto:pradeep.kr67@nic.in">pradeep.kr67@nic.in</a>
4.	Date, Time and venue of pre-proposal submission meeting	06.05.2022 at 11:00 a.m. at conference hall, National Commission for Women. People interested in attending the pre-proposal meeting through video conference must send request to attend VC by 3 PM of the previous day to <a href="mailto:pradeep.kr67@nic.in">pradeep.kr67@nic.in</a>
5.	Proposal submission -Start date /time	06.05.2022 at 3:00 p.m.
6.	Proposal submission -End date /time	23.05.2022 at 6:00 p.m.
7.	Date /Time of opening of Technical proposal	25.05.2022 at 11:00 p.m. (if possible)
8.	Date of public opening of Financial proposal	Will be intimated to the qualified applicants separately.

- The Applicant shall deploy requisite number of experts of specified qualification and experience/eligibility for conducting the survey for the impact Assessment.
- The validity of the RFP will be for one year from the date of publication.
- All amendments, time extension, clarifications etc. will be uploaded on the website only and will not be published in newspaper. The Applicant agency should regularly visit the website [ncw.nic.in](http://ncw.nic.in) to keep them updated.
- The Applicant shall pay a non-refundable application fee of Rs.100/- in the form of Demand Draft drawn in favour of "Pay & Accounts Officer, National Commission for Women", payable at New Delhi.

  
(Pradeep Kumar)  
Deputy Secretary,  
National Commission for Women,  
Phone No.011-26944803  
Email: [pradeep.kr67@nic.in](mailto:pradeep.kr67@nic.in)

## **1. BACKGROUND**

- 1.1.** The Indian government has consistently been working towards a more inclusive and gender responsive society. In terms of political empowerment for women, India ranks 18 in the Global Gender Gap Report 2020 which is much better than many developed countries. To promote women led development, participation of women in every sphere of women is necessitated. Realizing that the economic landscape in India can be transformed by empowering women in entrepreneurship and improving their skills to expand their abilities.
- 1.2.** The National Commission for Women (NCW) and Indian Institute of Management, Bangalore (IIM-B) envisioned a collaborative project “Empowering Women through Entrepreneurship Program” to support digital learning for women entrepreneurs. A six week Massive Open Online Courses (MOOC) Program with 3-4 hours of lessons per week, was designed based on the appropriate requirements of the target audience to enable them to capitalize on this opportunity and learn from eminent faculty of IIM Bangalore. The course can be attended from any location at a convenient time.
- 1.3.** NCW also associated with India SME forum, (a not for profit organization) as knowledge and mentoring partner and MyGov as a digital partner, wherein applications were invited for registration of the online course. The cost of the training Programs were borne by NCW.
- 1.4.** Under the Empowering Women through Entrepreneurship Program, 1859 women in two batches have been trained. The first batch was conducted during the period from April 2021 to May/June 2021 and the second batch was conducted during the period from July 2021 to September 2021. Total 1859 women were trained consisting 1299 in the first batch and 560 in the second batch. Out of total 1859 trained women Entrepreneurs, 385 were mentored by India SME Forum.

## **2. OBJECTIVES OF THE PROGRAM TO BE EVALUATED**

### **2.1. AIMS AND OBJECTIVES**

National Commission for Women sponsors IIM Bangalore’s course “Do Your Venture” with the following objectives:

- i. To enhance the knowledge of aspiring or prospective women entrepreneurs, who want to start up their venture and test their business ideas;
- ii. To facilitate acceleration and scale up of enterprise by women entrepreneurs, who are already running an enterprise and wish to improve the output of their ventures; and
- iii. Empower the learners to analyze their businesses ideas better and to acquire a deeper understanding of their plans for improving their business productivity.

### **2.2. ABOUT THE COURSE- DO YOUR VENTURE**

- i. This is a hands-on, action-oriented business and management course that introduces participants to a systematic, scientific and an easy process of

testing your ideas and opportunities. Selected participants will learn the “Do your Venture” ideology, which will teach them common paths entrepreneurs take when launching their own venture. They will also learn the tools and techniques for generating ideas and then test their ideas in the field and gather feedback.

- ii. The Course was sponsored by National Commission for Women for all selected participants and delivered by IIM-B. The Course is designed to enable aspiring women entrepreneurs to capitalize on this opportunity and learn from eminent faculty of IIM-B. The course can be attended from any location at a convenient time. During the course, participants were also encouraged to leverage on the peer network through discussion forum and other online tools at their disposal.
- iii. **Length** of the Course- 6 Weeks (Integrated with field work)
- iv. **Effort** - 3-4 hours per week
- v. **Language of delivery** - English
- vi. **Level** - Introductory
- vii. **The course enable learners to:**
  - a. Develop a strong understanding of how ventures compete by learning about important analytical approaches that help business strategy development.
  - b. Evaluate business performance and help them identify the areas for improvement.
  - c. Create awareness and support in strategic implementation.
  - d. Engage and foster critical thinking among women entrepreneurs as decision makers.
  - e. Equip the learners with key business essentials and competencies to help them take informed business decisions.

### 2.3. ABOUT THE MENTORING PROGRAM

The objective of 'Empowering Women through Entrepreneurship' initiative by National Commission for Women, MyGov, IIM Bangalore and India SME Forum is to provide training, skills and growth opportunities for enabling aspiring women entrepreneurs across India to start and accelerate their businesses. The initiative aims at helping women in India to become economically independent through entrepreneurship.

India SME Forum the knowledge and mentoring partner in the initiative provided Mentorship/training to the selected participants for incubation and business acceleration of their ideas/start-ups. The entire training/mentor-ship is being offered to the aspirants free of cost. India SME Forum had shortlisted 385 (230 in first batch and 155 in second batch) women entrepreneurs on the basis of their evaluation with IIM Bangalore and personal interviews conducted by India SME Forum for the first and second cohort of mentees respectively. Each woman entrepreneur undergoes 6 hours of mentoring (4 hrs for group mentoring and 2 hours for 1 on 1 mentoring) in 4 group sessions and two 1 on 1 mentoring sessions for each women entrepreneur with existing & successful entrepreneurs from

respective industry sectors, followed by regular assignments and feedback. During these mentoring program each woman entrepreneur Mentee, is supported to realize the potential of their business, errors in their business model and overcoming challenges. This program aims to continue support them in their endeavour, creating an enabling support system for women entrepreneurs when they need it most.

**2.4. OBJECTIVE OF THE EVALUATION**

The objective of this Evaluation is to ascertain, whether the objective of the Program, as detailed at para 2:-

- i. Has been achieved;
- ii. If yes, to what extent;
- iii. Is there any scope for improvement in program? If so, how it can be improved; and
- iv. Whether women felt empowered after the training?

**2.5. SCOPE OF WORK**

- 2.5.1. The Agency/University/College shall have to contact with the all 1859 Trainees over phone, who enrolled for “Do Your Venture” Program described in para 2.2, fill data sheet given at Annexure D and shall take feedback/ comments on a designed questionnaire, enclosed at Annexure A and Annexure B.
- 2.5.2. The Agency/University/College have to contact with the 385 Trainees over phone, who were mentored by India SME Forum and shall take feedback/ comments on a designed questionnaire having 5 questions, enclosed at Annexure C.
- 2.5.3. The Agency/University/College shall submit recordings of all the telephonic conversations and its transcription in English language.
- 2.5.4. The Agency shall submit the feedback, recording and transcription in English, of all 1859 trained participants and 385 mentored participants. In case of non-responding of the call by any of the participant, the Applicant Agency/ University/College shall make at least three attempts for taking feedback.
- 2.5.5. The Agency/University/College shall analyze the data and submit Draft Report on impact of training to enable NCW.
- 2.5.6. After getting approval to the draft Report, the Agency/University/College shall submit final Report on impact of training to NCW in soft as well as hard copy, with analysis.

**3. DELIVERABLES, PAYMENTS, MILESTONES AND TIMELINE:**

The output will have to be delivered by the Agency as per the time frame indicated in below table.

Sr No	Deliverables for Milestone	Payment	Timeline
1	On Completion of	The agency will	Within 15 days of

Sr No	Deliverables for Milestone	Payment	Timeline
	Agreement with Agency	receive 20% of the total contract value upon placement of work order.	placement of work order
2	Completion of Data Collection and submission of recordings of all the telephonic conversations with Data Sheets and its transcription by the Agency	The agency will receive 30% of the total contract value.	Within 60 days from the date of placement of work order or receiving of 1 <sup>st</sup> instalment
3	Submission of Draft/ Interim Report by the Agency	The agency will receive 25% of the total contract value.	Within 75 days from the date of placement of work order or receiving of 1 <sup>st</sup> instalment
4	Final report in soft and hard copy with Analysis	The agency will receive 25% of the total contract value.	Within 90 days from the date of placement of work order or receiving of 1 <sup>st</sup> instalment

#### 4. EVALUATION OF PROPOSAL

##### 4.1. Evaluation of Technical Proposals

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

SI No	Evaluation Criteria
1	<p>The Institute should have experience of conducting survey research. It should have completed &amp; published at least two such survey research completed to the satisfaction of the Commissioning Agency: Maximum Marks 30</p> <p>a) Two Survey Report published with large sample size: Maximum Marks 15</p> <p>b) For Reports published in peer reviewed journal or book form or used in making public policy Maximum Marks 15</p>
	<p>Details of the Project team: Maximum Marks 20</p> <p>a) CV of the team leader: having experience of conducting survey research for more than 10 years and published 1 survey research report value to be given to publication in peer reviewed journal or papers used in public policy: Maximum Marks 15</p> <p>b) Experience of team in survey research: Maximum Marks 5</p>

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#### **4.2. Evaluation of Technical Proposals through QCBS**

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

#### **4.3. Evaluation Committee By NCW**

- 4.3.1. The National Commission for Women will constitute an Evaluation Committee for evaluation of Proposal received. The evaluation committee shall evaluate the Technical Proposals on the basis of Proposal's responsiveness to the TOR using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria. A Technical Proposal may not be considered for evaluation in any of the following cases: (1) The Applicant agency that submitted the Proposal was found not to be legally incorporated or established in India; or (2) the Technical Proposal was submitted offline or in the wrong format.
- 4.3.2. After the technical evaluation is completed, Competent Authority of NCW shall notify the Applicant Agencies whose Proposals did not meet the minimum qualifying technical eligibility criteria or Agencies whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals shall not be downloaded. The Competent Authority, NCW shall simultaneously notify, in writing to the Applicant Agency whose Technical Proposals qualified minimum qualifying technical eligibility criteria, indicating the date, time, and location for opening of Financial Proposals. (Applicant Agency/representative's attendance at the opening of Financial Proposals is optional).

#### **4.4. Public Opening and Evaluation of Financial Proposal**

- 4.4.1. At the public opening of Financial Proposals, Agency representatives who choose to attend will sign an Attendance Sheet.
- 4.4.2. The Competent Authority representative will download the financial proposal of each of only qualified technical Proposal. Such representative will read out aloud the name of the Agency and the total price shown in the Agencies Financial Proposal. This information will be recorded in writing by the applicants' representative.
- 4.4.3. Evaluation of Financial Proposals: The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of competent authority, NCW involved in the evaluation process, will not be permitted to seek clarification or additional information from any Agency, who has submitted a Financial

Proposal. Financial Proposals will be reviewed to ensure (1) these are complete; (2) to see if all items of the corresponding Financial Proposal are priced, and (3) If there are computational errors then these will be corrected. Applicant Agencies’ attendance at the opening of Financial Proposals is optional. The financial score will be calculated as follows:

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

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

**Sample worked out**

Proposals	Technical Score (out of 50)	Financial proposal in lakh	Financial score	50% of Financial Score	Total weightage
P1	45	5	80	40	43
P2	40	4	100	50	44
P3	42.5	4.5	89	44.5	43.3
P4	47.5	5.5	73	36.5	43.1

**5. THE LIST OF DOCUMENTS TO BE UPLOADED ALONG WITH TECHNICAL PROPOSAL**

- i. Letter of Invitation
- ii. Copy of documents regarding A++/A+ accreditation/recognition as Institute of National Importance/incorporation as State Administrative Training Institute or Govt of India Training Institute
- iii. Reports of two survey research published in public domain or submitted to Government/International Agency. In case published in journal or book form or used in public policy, may provide proof.
- iv. Undertaking that the agency is not blacklisted by any authority (State /Central Govt. or Public Sector undertaking), and not in litigation with any authority (State / Central Govt. or Public Sector undertaking).If JV, then required all parties in the JV
- v. Copy of PAN and GST registration certificate
- vi. Performa conforming to Form-I & Form-II, duly filled-in.
- vii. Applicant profile including previous experience of conducting survey research published in public domain.
- viii. Acceptance of Tender Terms and Conditions by the Applicant.
- ix. Scanned Copy of Demand Draft as Application Fee.
- x. Other required documents as mentioned in Form-I & Form-II

**Note: Please note that while all the information and data regarding this RFP is, to the best of the Client’s knowledge, accurate within the considerations of scoping the proposed agreement, the Client holds no responsibility for the**

**accuracy of this information and it is the responsibility of the Agency to check the validity of data included in this document.**

**6. VERIFICATION AND DISQUALIFICATION**

The NCW reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFP and the Applicant shall, when so required by the NCW, make available all such information, evidence and documents as may be necessary for such verification. NCW reserves the right to reject any Proposal if at any time, a material misrepresentation is made or uncovered, or the Applicant does not provide, within the time specified by the NCW, the supplemental information sought by the NCW for evaluation of the Proposal

**7. APPLICATION FEE**

The applicants shall also furnish processing fees of Rs. 100.00(Rupees One Hundred Only) in the form of Demand Draft/ Pay Order, issued by a Scheduled Bank in India drawn in favour of “Pay & Accounts Officer, National Commission for Women” payable at “New Delhi”. The DD may be sent to National Commission for Women by post and scanned copy of DD may be attached with RFP.

**8. AWARD OF SERVICES**

The Competent Authority of NCW will issue Letter of Intent (LoI) in favour of applicant who has scored highest composite score. A Letter of Award (the “LoA”) shall be issued, in duplicate, by Competent Authority NCW to the selected applicant/agency and the selected Agency shall, within 7 (seven) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof.

**9. EXECUTION OF AGREEMENT**

After acknowledgement of the LoA as aforesaid by the selected Agency, it shall execute the Agreement within the period of 7 days from the date of issuance of LoA.

**10. INTELLECTUAL PROPERTY RIGHTS(IPR) CLAUSE**

NCW reserves the IPR rights of the Research survey. All documents and other information collected shall remain or become the property of National Commission for Women (NCW). All information collected, analyzed, processed or in whatever manner provided by the agency in relation to the services provided shall be the property of NCW. If the Agency wants to use the data collected, proper acknowledgement to NCW shall be made, wherever the data is used by mentioning that the “This Data is collected by NCW for the Impact Assessment of a NCW Sponsored Program”. Data must be used after due use of anonymity. No personal details of trainees may be published.

**11. ETHICAL CONSIDERATIONS**

The study will be conducted in accordance with ethical principles. If there is Independent Ethics Committee (IEC), clearance of that Committee must be taken.

**12. DISCLAIMER**

### 13. FORCE MAJEURE

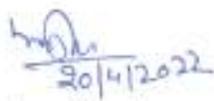
The selected Agency shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purpose of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Client in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the supplier shall promptly notify the NCW in writing of such conditions and the cause thereof. Unless otherwise directed by the Office of NCW in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

### 14. SETTLEMENT OF DISPUTES

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

15. The place of Arbitration shall be at Delhi only.

  
20/4/2022  
(Pradeep Kumar)  
Deputy Secretary  
National Commission for Women

**ANNEXURE A**

**QUESTIONNAIRE**  
**IMPACT ASSESSMENT**  
**NCW COLLABORATIVE PROGRAMME "EMPOWERING WOMEN THROUGH**  
**ENTREPRENEURSHIP"**  
**"DO YOUR VENTURE COURSE" RUN BY IIM BANGALORE**  
**(FOR ASPIRING WOMEN ENTERPRENEURS)**

**DATE OF INTERVIEW :**  
**TIME OF INTERVIEW :**  
**TOTAL TIME TAKEN :**  
**RECORDED IN MINUTES:**  
**NAME OF ENUMERATOR:**

**Basic Details**

1. Individual Name :  
(If the name has been changed earlier to, if so why)

2. Age :  
A. 18-23   
B. 24-40   
C. 41-50   
D. 51-60

3. Contact Number :

4. Email Id :

5. Educational Qualification:

Code for qualification  
A. 10<sup>th</sup> Pass   
B. 12<sup>th</sup> Pass   
C. Graduate :   
D. Science   
E. Commerce   
F. Arts   
G. Engineering   
H. Post Graduate

6. Marital Status : Yes

No

For not married

A. Widowed   
B. Separated   
C. Divorcee   
D. Single

7. Place of Residence :

State :

District:

City :

Address :

8. No. of Children :

Sex of Children : Female   
Male

Age of Children :

9. Place of Business :

10. Type of Business :

- A. Interior Designer
- B. Virtual Assistant
- C. Tailoring
- D. Beauty Parlour
- E. Courier Service
- F. Online Tutor
- G. Event Planner
- H. Makeup Artist
- I. Online Bakery
- J. Web Designer
- K. Graphic Designer
- L. Tiffin Service
- M. Custom T-Shirt Seller
- N. Any other (Please mention)

11. Income from Business:

- A. Below 5 Lakhs per annum
- B. 5-10 Lakhs per annum
- C. Above 10 Lakhs per annum

### Questionnaire

Q1. Do you feel benefitted from the course? If yes, please explain how you benefitted from the course?

- 1. YES
- 2. NO

Q2. Are you satisfied with the -  
(A) Course content and

- 1. YES
- 2. NO

(B) Teaching methodology

- 1. YES
- 2. NO

Q3. Do you feel empowered after doing this course?

- 1. YES
- 2. NO

Q4. Were you able to implement your business idea as a result of training?

- 1. YES
- 2. NO

Q5. Could you suggest how the programme can be improved?

- 1. With improvising contents
- 2. More teaching methodology
- 3. Any other

**ANNEXURE B**

**QUESTIONNAIRE**

**IMPACT ASSESSMENT**

**NCW COLLABORATIVE PROGRAM "EMPOWERING WOMEN THROUGH ENTREPRENEURSHIP"**

**"DO YOUR VENTURE COURSE" RUN BY IIM BANGALORE  
(FOR ESTABLISHED WOMEN ENTREPRENEURS)**

**DATE OF INTERVIEW :**

**TIME OF INTERVIEW :**

**TOTAL TIME TAKEN :**

**RECORDED IN MINUTES:**

**NAME OF ENUMERATOR:**

**Basic Details**

1. Individual Name :

(If the name has been changed earlier to, if so why)

2. Age :

- A. 18-23
- B. 24-40
- C. 41-50
- D. 51-60

3. Contact Number :

4. Email Id :

5. Educational Qualification:

Code for qualification

- A. 10<sup>th</sup> Pass
- B. 12<sup>th</sup> Pass
- C. Graduate :
- D. Science
- E. Commerce
- F. Arts
- G. Engineering
- H. Post Graduate

6. Marital Status : Yes

No

For not married

- A. Widowed
- B. Separated
- C. Divorcee

- D. Single
7. Place of Residence :
- State :
- District:
- City :
- Address :
8. No. of Children :
- Sex of Children : Female
- Male
- Age of Children :
9. Place of Business :
10. Type of Business :
- A. Interior Designer
  - B. Virtual Assistant
  - C. Tailoring
  - D. Beauty Parlor
  - E. Courier Service
  - F. Online Tutor
  - G. Event Planner
  - H. Makeup Artist
  - I. Online Bakery
  - J. Web Designer
  - K. Graphic Designer
  - L. Tiffin Service
  - M. Custom T-Shirt Seller
  - N. Any other (Please mention)
11. Income from Business:
- A. Below 5 Lakhs per annum
  - B. 5-10 Lakhs per annum
  - C. Above 10 Lakhs per annum

**Questionnaire**

Q1. Do you feel benefitted from the course Do Your Venture?

- 1. YES
- 2. NO

If yes, please explain how you benefitted from the Course?

Q2. Are you satisfied with the course content?

- 1. YES
- 2. NO

Q3. Are you satisfied with the teaching methodology?

- 1. YES
- 2. NO

Q4. Were you able to improve your enterprise in any way?

- 1. YES
- 2. NO


Q5. Could you suggest how the Program can be improved?

- 1. With improving contents
- 2. More teaching methodology
- 3. Any Other


**ANNEXURE C**

**QUESTIONNAIRE**

**IMPACT ASSESSMENT OF NCW's COLLABORATIVE PROGRAM "EMPOWERING WOMEN THROUGH ENTREPRENEURSHIP" "DO YOUR VENTURE COURSE" RUN BY IIM BANGALORE (FOR 385 PARTICIPANTS UNDERGONE MENTORSHIP PROGRAM)**

**DATE OF INTERVIEW :**  
**TIME OF INTERVIEW :**  
**TOTAL TIME TAKEN :**  
**RECORDED IN MINUTES:**  
**NAME OF ENUMERATOR:**

**Basic Details**

1. Individual Name :  
(If the name has been changed earlier to, if so why)

2. Age :  
A. 18-23   
B. 24-40   
C. 41-50   
D. 51-60

3. Contact Number :

4. Email Id :

5. Educational Qualification:

Code for qualification

A. 10<sup>th</sup> Pass   
B. 12<sup>th</sup> Pass   
C. Graduate :   
D. Science   
E. Commerce   
F. Arts   
G. Engineering   
H. Post Graduate

6. Marital Status : Yes   
No

For not married

A. Widowed   
B. Separated   
C. Divorcee   
D. Single

7. Place of Residence :

- State :  
District:  
City :  
Address :  
8. No. of Children :  
Sex of Children : Female   
Male   
Age of Children :  
9. Place of Business :  
10. Type of Business :  
A. Interior Designer  
B. Virtual Assistant  
C. Tailoring  
D. Beauty Parlour  
E. Courier Service  
F. Online Tutor  
G. Event Planner  
H. Makeup Artist  
I. Online Bakery  
J. Web Designer  
K. Graphic Designer  
L. Tiffin Service  
M. Custom T-Shirt Seller  
N. (Please mention)  
11. Income from Business:  
A. Below 5 Lakhs per annum   
B. 5-10 Lakhs per annum   
C. Above 10 Lakhs per annum

Questionnaire

Q1. Do you feel benefitted from the Mentoring?

1. YES   
2. NO

If yes, please explain how you benefitted?

Q2. Are you satisfied with the content of mentorship?

1. YES   
2. NO

Q3. Were you able to implement your business idea or improve your enterprise as a result of Mentorship?

1. YES   
2. NO

Q4. Do you feel empowered as a result of mentorship?

1. YES   
2. NO

Q5. Could you suggest how the Program can be improved?

1. With improving contents
2. More teaching methodology
3. Any Other


<b>Annexure D: Data Sheet</b>	
1.	Name of the Client: National Commission for Women
2.	Method of selection: Quality cum Cost Based Selection (QCBS) method
3.	Financial Proposal and Technical Proposal are to be uploaded only :Yes Title of Service is: Hiring of Agency for taking feedback from beneficiaries under the Program “Empowering Women Through Entrepreneurship” sponsored by NCW
4.	Client Representative: Joint Secretary, NCW
5.	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
6.	The Agency is required to include with its Proposal written confirmation of authorization to sign on behalf of the Agency : <u>Yes</u>
7.	<p>Applicants Eligibility Criteria: Applicable</p> <p>1. The Applicant shall be an educational institute of repute either (1) listed as Institute of National Importance on website of Department of Higher Education, Government of India OR (2) Teaching institute having A++/A+ accreditation by NAAC (National Assessment and Accreditation Council) OR (3) Administrative Training Institute of State Government or Government of India having prior experience of conducting survey research OR (3) College/University recognized by University Grants Commission</p> <p>2. The Applicant should have experience of conducting survey research and at least two survey researches should have been completed to the satisfaction of the Commissioning Agency and published. Reports should be available in public domain or copy should have been submitted to Government/International Agency.</p> <p>3. The educational institute should be in existence and functional for at least 5 (five) years at the time of submitting the proposal. In case of teaching institutes having NAAC A++/A+ accreditation, the accreditation should be valid in current year, as available on NAAC website. Incorporation/ registration/ accreditation certificate should be furnished in all three cases mentioned at 2(i).</p> <p>4. The Agency must be registered under Income Tax/ Goods and Service Tax Act.</p> <p>The agency should not have been blacklisted by any State government, central government or any other public sector undertaking or a corporation as on the date of RFP. The agencies that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process. An undertaking to this effect should be submitted.</p> <p>Proposals without these documents will be treated as ineligible.</p>
8.	Currency for Proposals is: Indian Rupee
9.	Address for communication/ submission of Proposals: Joint Secretary, National Commission For Women Plot No21, Jasola Institutional Area, New Delhi 110025.
10.	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified applicants separately]
11.	Expected date for commencement of services: May, 2022.

12.	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.
13.	Last date of receipt of queries (request for clarification –as per Table No-1 of this document )
14.	Date and venue of Pre-Proposal meeting – as per Table No-1 of this document
15.	Date of replying the queries/ request for clarification – as per Table No-1 of this document

### **ANNEXURE E -Instructions to Applicants**

1. **Introduction:** The Agencies are invited to submit a Technical Proposal as specified in the Data Sheet. The Agency shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation. The Client is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract without thereby incurring any liability to the Agency.
2. **Eligibility Criteria:** The applicants should satisfy the following minimum eligibility and those as specified in the Data Sheet. Only those who satisfy these criteria should submit the proposal with necessary supporting documents. An Agency declared ineligible by the Government of India or any State Government shall be ineligible to provide services under the project.
3. **Number of Proposals:** An Agency can submit only one proposal .
4. **Clarifications of RFP Documents:** Agency may request clarification on any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. A request for clarification must be sent in writing, including by standard electronic means, to the Client’s Representative whose address/email ID is provided in the Data Sheet. The Client will respond by standard electronic means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Agencies who have formally indicated that they intend to submit a Proposal. At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing/ on [eprocure.gov.in](http://eprocure.gov.in), including by standard electronic means.
5. **Preparations of Proposals:** The Proposal and all related correspondence exchanged between the Agency and the Client shall be written in the English language. Supporting documents and printed literature that are part of the Proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern. The Agency shall bear all costs associated with the preparation and submission of its Proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the proposal scruti process.
6. **Instructions for Submission of Proposal:** These instructions should be read in conjunction with information specific to the Agency services contained in the Covering Letter, Data Sheet and accompanying documents. Proposals must be received before the deadline specified in the Data Sheet to tender. Proposals must be submitted online & requisite documents uploaded in the portal and the evidence of payment of Tender fee and EMD must be submitted online on or before the time specified in the Data Sheet.
7. **Proposal Validity:** Proposals shall remain valid for the period specified in the Data Sheet commencing with the deadline for submission of Proposal as prescribed by the Client. A Proposal valid for a shorter period shall be considered non-responsive and will be rejected by the Client. In exceptional circumstances, prior to the expiration of the

proposal validity period, the Client may request Agency to extend the period of validity of their Proposals. The request and the responses shall be made in writing. Agency may refuse the request. Agency granting the request shall not be required or permitted to modify its Proposal.

8. **Format and signing of proposals:** Scanned copies of the documents shall be uploaded on the portal.
  - 8.1. Technical Proposal shall be uploaded on the portal. Financial Proposal (BOQ) to be uploaded online as per Format-5.
  - 8.2. The Proposal shall be signed by a person duly authorized to sign on behalf of the Agency. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be given below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.
  - 8.3. Withdrawal/Amendment to RFP: The Client may, at its discretion, extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the Client and agency subject to the previous deadline shall thereafter be subject to the deadline as extended. At any stage the client reserves the right to cancel the process without assigning any reasons whatsoever.
9. NCW reserves the right to withdraw the RFP at any stage without any liability or any obligation for such withdrawal without assigning any reasons.
10. The NCW reserves the right to withdraw the RFP for conducting impact assessment study of the trainings conducted under “Empowering Women through Entrepreneurship” program.
11. The NCW reserves the right:
  - 11.1. To reject any/all applications without assigning any reasons thereof.
  - 11.2. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NCW and the objective of the scheme without assigning any reasons thereof.
  - 11.3. To include any other item in the Scope of Work at any time after consultation.
12. **Clarifications:** Clarification if any may be sought from NCW Office in writing only.
13. **Conflict of interest:** The applicants shall not have a conflict of interest. The applicant found to have a conflict of interest as mentioned below are liable to be disqualified. The selected applicant shall not engage in activities that conflict with the interest of the NCW under the contract and shall be excluded from the continuation of the services under the contract.

14. **Validity of applications:** The Application shall be valid for a period of 120 days from the last date of submission of applications. NCW retains the right that in exceptional circumstances at its own discretion it may ask the applicants to extend the validity of their application for a specified period. The Applicant not submitting the letter of extension of the validity period at that time shall not be further considered.
15. **Disclaimer:** NCW shall not be responsible for late receipt of application for any reason whatsoever. The applications received late will not be considered and will be returned unopened to the applicant.
16. **Other Important Information:** Period of validity of the Tender is 120 days from the closing date of the proposals. The National Commission for Women is however not bound to accept any tender or to assign any reason for non-acceptance. The National Commission for Women reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.
17. The National Commission for Women reserves its right to summarily reject offer received from any Agency on national security considerations, without any intimation to the bidder.
18. The National Commission for Women reserves the right to place an order for the full or part quantities under any items of work under scope of work.
19. Agencies submitting proposals will not be permitted to alter or modify their proposals after expiry of the deadline for receipt of proposals.
20. The National Commission for Women reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/enquiry proceedings has been initiated by Government Investigating Agencies/Vigilance Cell.
21. **Penalty Clause:** Any delays from the time schedule to be stipulated by the National Commission for Women for items of work listed in the Scope of work, would invite a penalty of 1% of the annual cost of assignment per week, subject to a ceiling of 10% of the cost of assignment, besides other action for underperformance/undue delays, including blacklisting of the Agency as may be deemed fit by the National Commission for Women.
22. **Termination:** National Commission for Women may terminate the Contract of the Agency in case of the occurrence of any of the events specified below:
  - 22.1. If the Agency becomes insolvent or goes into compulsory liquidation.
  - 22.2. If the Agency, in the judgment of National Commission for Women, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
  - 22.3. If the Agency submits to National Commission for Women a false statement which has a material effect on the rights, obligations or interests of National Commission for Women.

- 22.4. If the Agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to National Commission for Women.
- 22.5. If the Agency fails to provide the quality services as envisaged under this contract, reasons for the same would be recorded in writing. In such an occurrence National Commission for Women shall give a written advance notice before terminating the Contract of the Agency.

**Technical Proposal Submission Forms**

**Format 1: Covering Letter**

To

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

Dear Sir,

We, the undersigned, are interested in conducting Survey Research for Impact Assessment in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal.

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

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

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

Yours faithfully,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm:

Address:

**Format 2: Organization /College/Institution Details**

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

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

Name:

Designation:

(Authorized Representative and Signatory)

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



**Format 4: Curriculum Vitae (CV) of Principal Investigator**

Position.....

NAME:

DATE OF BIRTH:

NATIONALITY:

EDUCATION: [year] [name of institution and degree]:

Please mention if Ph D, Post Graduate/ Graduate and subjects clearly

MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS:

COUNTRIES OF WORK EXPERIENCE: LANGUAGES:

PROFESSIONAL BACKGROUND:

[Description] EMPLOYMENT RECORD:

[Year starting with present position][employer]

RESEARCH EXPERIENCE in conducting survey research involving large sample size

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

(i) This CV correctly describes my qualifications and experience;

[Signature of expert or authorized representative]

\_\_\_\_\_ [Name of Expert/Authorized signatory].

**Annexure G: Financial Proposal (Format-5)**

To,

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

Subject: Hiring of Agency for conducting Impact Assessment

Dear Sir,

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

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 120 days from the last date notified for submission of the proposal.

Yours faithfully,

Signature: Full Name: Designation: Address: Tel.: Nos. (O) (R)

(M)

E-mail:

Fax No

**Format 5A: Financial Proposal**

<b>Item Rate BOQ</b>					
<b>Sr. No</b>	<b>Item</b>	<b>Unit</b>	<b>Quantity (Units)</b>	<b>Rate Quoted per number(in INR) all inclusive, but excluding GST</b>	<b>Total (in INR) all inclusive, but excluding GST.</b>
1	Principal Investigator				
2	Calling Attendant / Survey and data collection	Per questionnaire			
3	Typist				
4	Selection and training of research/ calling attendant	Man days			
5	Data compilation				
6	Institution Overheads				
<b>Total in figures:</b>					
<b>Quoted rate in words:</b>					