

NOTICE INVITING TENDER (NIT)

FOR

**EVALUATION OF “LEGAL AID DEFENSE COUNSEL SYSTEM” (LADCS)
SCHEME**

ISSUED BY:

**DEPARTMENT OF JUSTICE,
JAISALMER HOUSE,
26, MAN SINGH ROAD
NEW DELHI - 110011**

(GeM Bid No. - GEM/2025/B/6510579)

(Dated- 30.07.2025)

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1. Notice Inviting Tender (NIT)

Subject: E-tender for Evaluation of the “Legal Aid Defense Counsel System” (LADCS) Scheme.

Department of Justice (DoJ), Ministry of Law and Justice, invites online tender (e-tender) through Government e-Market (GeM) Portal for evaluation of Legal Aid Defense Counsel System (LADCS) Scheme.

2. The NIT document may be downloaded from the official website of DoJ (www.doj.gov.in) and the GeM Portal (www.gem.gov.in).
3. Objectives, scope of work and instructions for submission of the Bids and other details are available in the NIT document. The responses may be submitted on or before the stipulated date and time as mentioned in the NIT document.
4. Bids after due date will not be considered.
5. Bidders are encouraged to inform themselves fully about the assignment and conduct their own due diligence before submitting their Bid on GeM.

Critical Date Sheet:

S.NO.	EVENTS	DATE
1.	Date for opening of Bids	Available in GeM Bid document.
2.	Pre-Bid Conference date and time	Available in GeM Bid document.
3.	Online Bid Submission start date and time	Available in GeM Bid document.
4.	Online Bid Submission end date and time	Available in GeM Bid document.
5.	Date and time for opening of Technical Bids	*24 hrs after Bid submission end date and time.
6.	Date and time for opening the Financial Bids	As per General Terms and Conditions of sale / purchase of goods and services in GeM.
7.	Address for communication	The Under Secretary (A2J/LAP) Jaisalmer House, 26, Man Singh Road, New Delhi-110011.

**In case, holiday is declared by the Government on the day of opening Bids, the Bids will be opened on the next working day at the same time. The Department reserves the right to accept or reject any or all the Bids without assigning any reason.*

2. Disclaimer

- i. This NIT document is neither an agreement nor an offer by DoJ to the prospective Bidders or any other person. The purpose of this NIT is to provide information to the interested parties that may be useful to them in the preparation of their Bid pursuant to this NIT.

- ii. DoJ will not be liable for loss or damages in any manner whether resulting from negligence or otherwise, however caused, arising from reliance placed by a Bidder upon any statement contained in this NIT.
- iii. The information given is not exhaustive on account of statutory requirements and should not be regarded as complete or authoritative statement of law.
- iv. DoJ reserves the right to change/ modify/ amend/cancel any or all provisions of this NIT document. Such revisions to the NIT /amended NIT will be made available on the website of DoJ and GeM.

3. Introduction to LADCS Scheme

DoJ is implementing a Pan India Central Sector Scheme namely “Legal Aid Defense Counsel System” (LADCS) with a financial outlay of Rs. 998.43 Crore for a period of three years (2023-2026), through State Legal Services Authorities (SLSAs) and District Legal Services Authorities (DLSAs), under the aegis of National Legal Services Authority (NALSA). Under the LADCS Scheme, legal aid is provided w.r.t. criminal cases to the beneficiaries as per eligibility criteria stated under Section 12 of the Legal Services Authorities (LSA) Act, 1987. The Scheme aims to fulfil the Constitutional mandate of “Equal Justice and Free Legal Aid” to the people of India as enunciated under the Preamble and Article 39A of the Constitution of India.

The legal services to accused/convicts in criminal cases provided under the LADCS Scheme covers beneficiaries who fall under the eligibility criteria mentioned in Section 12 of the LSA Act, 1987 as under:

- a. *A member of a Scheduled Caste or Scheduled Tribe;*
- b. *A victim of trafficking in human beings or beggar as referred to in Article 23 of the Constitution;*
- c. *A woman or a child;*
- d. *A mentally ill or otherwise disabled person;*
- e. *A person under circumstances of undeserved want such as being a victim of a mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster; or*
- f. *An industrial workman; or*
- g. *In custody, including custody in a protective home within the meaning of clause (g) of Section 2 of the Immoral Traffic (Prevention) Act, 1956(104 of 1956); or in a juvenile home within the meaning of clause(j) of Section 2 of the Juvenile Justice Act, 1986 (53 of 1986); or in a psychiatric hospital or psychiatric nursing home within the meaning of clause (g) of Section 2 of the Mental Health Act, 1987(14 of 1987);or*
- h. *a person in receipt of annual income less than the amount mentioned in the following schedule (or any other higher amount as may be prescribed by the State Government), if the case is before a Court other than the Supreme Court, and less than Rs 5 Lakh, if the case is before the Supreme Court.*

3.1 Genesis of the Study

The LADCS scheme was recommended by Expenditure Finance Committee (EFC) and approved by Ministry of Finance (MoF) for a period of three years (FY 2023-24 to FY 2025-26). For assessing program effectiveness, identifying course correction or improvement and determining scalability and sustainability post 2026, DoJ intends to get an independent evaluation of the LADCS Scheme. Presently, approval of this scheme is up to 31st March, 2026, which is in alignment with 15th Finance Commission Cycle (2021-2026). Accordingly, it is necessary to conduct the evaluation within the specified timeframe to ensure its timely completion.

4. Terms of Reference (ToR)

The detailed ToR for the evaluation of the LADCS Scheme is at **Annexure I**. It is imperative to point out that the evaluating agency is required to submit its report as per the Standard ToR enclosed as Annexure I of the NIT Document.

5. Scope of Work

The Bidder is expected to undertake a comprehensive evaluation of the LADCS Scheme, covering the following key areas to assess the efficiency, impact, and areas for improvement. The following scope of work is non-exhaustive and may be subject to modification or expansion, if any.

- i. To conduct a comparative analysis of LADCS Scheme and Assigned Panel Counsel System and to evaluate the impact of LADCS Scheme on the beneficiaries.
- ii. To conduct a comparative analysis of the performance of LADC Offices in various DLSAs and highlight best practices, and submit recommendations to enhance the performance of LADCs and improve case workload management.
- iii. To identify the bottlenecks and gaps in the implementation of Schemes, including availability of human resources and infrastructure etc, and suggest recommendations.
- iv. To conduct verification of prison visits undertaken by the Legal Aid Defense Counsels (LADCs) and make recommendations, if any.
- v. To obtain feedback from beneficiaries of the Scheme by using questionnaires or any other appropriate method on the ease of accessing litigation advice from Pre-arrest to Appellate Stage and prison visits.
- vi. To study the role and impact of Monitoring and Mentoring Committee (MMC) constituted under Rule 10 of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010, on improvement of the Scheme.

- vii. To solicit feedback from LADCs for overall improvement of the Scheme and to achieve higher rate of disposal and cost efficiency.
- viii. To analyse the training programs conducted for upskilling of LADCs and suggest recommendations, if any.
- ix. To analyse effective utilization and expenditure of funds released under the LADCS Scheme and reasons for its under-utilization, if any. To suggest measures required to be adopted for the full utilisation of assigned funds under the Scheme.
- x. To analyse the challenges faced by DLSAs in on-boarding of LADCs and suggest recommendations, if any.

6. Instructions to Bidders

6.1 Bid Submission Instructions

a) Language

The Proposal should be filled by the Bidder in English language.

b) Applicable currency for Financial Bid

Prices for services offered shall be quoted in Indian Rupees (INR) only.

c) Submission of Bid

Bidders must upload their Bid on GeM portal before the due date of closing of tender. Technical Bid must be uploaded with all details and the supporting documents as required in this tender document. Providing any financial information in any form in the Technical Bid will render the Bidder disqualified. The Financial Bid must be complete with full price details of the work.

NOTE:

- i. All the pages of the Bid must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.*
- ii. All pages of the Bid must be initialed/stamped/digitally signed by the person or persons who sign the Bid.*
- iii. The Financial Bid should be inclusive of all costs, including all taxes.*

d) Bids after due date

Bids received after due date and specified time for any reason whatsoever, shall not be entertained in any circumstances. The Bids submitted through post/fax/e-mail/hardcopy etc. shall not be considered. No correspondence will be entertained on this matter.

6.2 Minimum Eligibility Criteria

S. No.	Contents	Eligibility
1.	Technical Capacity	<p>i. Bidder should be a Government Organization/ Public Sector Entity/Not-for-Profit Organization registered as a Society or a Trust under the Indian Laws or Academic Institutions or Autonomous body under GOI or a Limited Company / Private Limited Company under the Companies Act, 2013 or a Partnership Firm / a Limited Liability Partnership Company under the Limited Liability Partnership Act, 2008 in India for last five years from the date of NIT. (Certificate of Incorporation/Registration is required to be submitted).</p> <p>ii. Individuals are not eligible to participate.</p> <p>iii. The Bidder should have undertaken/completed at least three eligible assignments during the last five years involving quantitative and/or qualitative data collection granted by Central or State or UT, Government Departments / Undertakings, Regulatory Commissions, Tribunals, Statutory Authorities, Public Sector Entities (PSEs), Research Organizations and other Agencies etc. The format for providing details of eligible assignments is at Annexure II.</p> <p>iv. The Bidder must not have been debarred or blacklisted by the Central or State or UT, Government Departments/ Undertakings, Regulatory Commissions, Tribunals, Statutory Authorities, PSEs, other Agencies etc, from participating in any assignment. The format for declaration for not blacklisted is at Annexure III.</p>
2.	Financial Capacity	<p>i. The Bidder must have an average annual turnover of Rs. 1 (one) Crore or more during the four financial years i.e., FY 2020-21 to 2023-24.</p> <p>ii. The Bidder must submit Financial Statements for FY 2024-25 (if Audited Financial Statement is not available) along with Audited Financial Statements for FY 2020-21 to 2023-24.</p> <p>iii. In case, the Bidder is Not-for-Profit organizations registered as a Society or a Trust under Indian Laws or academic institutions, Grants-in-Aid of last five financial</p>

		years FY i.e., 2020-21 to 2024-25 for professional services will be considered as revenues.
3.	Availability of Key Personnel and conditions for eligibility of the same	<p>Upon engagement, the Bidder shall be required to constitute a survey team consisting of members of following qualification:</p> <ul style="list-style-type: none"> i. Team Leader- Master's degree in Economics/Statistics/Law/Social Science or MBA equivalent, with at least fifteen years of experience, including work in Legal Aid, Access to Justice, or empowerment projects. Proven expertise in stakeholder management, report writing, and delivering actionable recommendations. ii. Project Officer (Law): Master's Degree in Law with at least ten years of experience, including significant exposure to areas such as legal aid, access to justice or court proceedings. Strong understanding of court procedures, proficiency in legal research, legal compliance, government functioning, and administrative processes. iii. Research/Monitoring and Evaluation (M&E) Expert- Master's degree in Economics/Statistics/Law/Social Science, or a related field, with at least five years of experience in Research, Monitoring, and Evaluation, preferably in Legal Aid, Access to Justice, or similar empowerment projects. Expertise in designing M&E frameworks, conducting evaluations, and analyzing data to assess program impact and outcomes. iv. Senior Data Analyst- Master's degree in Statistics/Data Science/Computer Science, or a related field with at least five years of experience in data analysis, focusing on government programs or large-scale initiatives, and expertise in tools like SQL, Python, R, Power BI, STATA, SPSS and Tableau. v. Field Manager- Master's degree in Social Sciences/Management or a related field with at least five years of experience in field operations, team supervision, and managing large-scale social or Government programs. vi. Supervisor- Bachelor's degree in Social Sciences/Management or a related field with at least three years of experience in coordinating field activities, team management, and ensuring adherence to project timelines, preferably, in social or Government programs.

		vii. Enumerator- Minimum qualification of 12 th pass or equivalent, with at least two years of experience in data collection, field surveys, and community engagement, preferably in Government or social sector programs.
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The detailed roles and responsibilities of the survey team are at **Annexure IV** and the Format for Curriculum Vitae (CV) of above-mentioned Key Personnel is at **Annexure V**.

6.3 Eligible Assignment

For the purpose of determining conditions of Eligibility and for evaluating the Bids under this NIT, advisory/ consultancy assignments, for the following projects shall be deemed as Eligible Assignments:

- i. Studies conducted for Central or State or UT, Government Departments / Undertakings, Regulatory Commissions, Tribunals, Statutory Authorities, Public Sector Entities, Research Organizations and other agencies etc. preferably covering a minimum sample size of 250.
- ii. Provided that the Eligible Assignments have been completed in the last five financial years i.e., 2020-21 to 2024-25.
- iii. Provided that the Bidder claiming credit for an Eligible Assignment shall have value of at least Rs. 5 lakhs for such assignment.
- iv. For the Eligible Assignments, the Bidder shall provide requisite supporting documents i.e., copies of Contracts/Agreements/MOA/MOU and Completion Certificate. The value for the assignment should be clearly mentioned in the supporting documents provided. In the absence of supporting documents with requisite details, the assignment will not be considered as an Eligible Assignment.

6.4 Geographical Coverage: Pan India

7. Time, Cost and Payment Schedule

7.1 Time frame for Completion of the Study

S. No.	Activity	Timeline	Deliverables
Inception Report- This report should describe the conceptual framework, methodology and work plan of the evaluation.			
1	Orientation meeting and submission of Inception Report.	Week 1-2	

1.1	Kick-off meeting with DoJ, NALSA and PMU Team	Week 1	Physical interaction at DoJ premises.
1.2	Virtual/physical meeting	Week 1	Virtual/physical meeting with Implementing Agencies/stakeholders of LADCS scheme.
1.3	Submission and presentation of Inception Report	Week 2	Submit and present Inception Report with summary of initial observations on the secondary data provided by DoJ.
2	Data Collection and Analysis	Week 2 - 6	On-ground visits and preparation of Mid Term Progress Report.
Mid Term Progress Report: This report entails the progress made in the evaluation of the project till date and address implementation issues, if any.			
3	Submission of Mid Term Progress Report	Week 7	Submit and present Mid Term Progress Report with summary of field visit observations.
Interim Report: This report should be a comprehensive document that presents the on-ground assessment of the LADCS Scheme. It should duly incorporate revisions made following the discussion of the Mid-Term Progress Report.			
4	Submission of Interim Report	Weeks 8-9	Submission and presentation of Interim Report.
Final Report: This report should present the findings, conclusions and recommendations of the evaluation.			
6	Submission of Final Report	Week 10	Final Report and presentation.
6.1	Key deliverables	Week 10	After approval of the Final Report by DoJ, following deliverables shall be submitted to the DoJ: <ul style="list-style-type: none"> i. Hard and soft copies of Final Report (Ten sets) each in English and Hindi. ii. Data Evaluation Report. iii. Stakeholder Feedback Report. iv. On-ground Assessment Report. v. Raw Data collected from the field.

NOTE:

- i. Time is of the 'essence' for completion of task, hence only those Bidders who have the requisite manpower and other facilities and are willing / confident of completing such study in a set time frame need to apply / submit the Bid.
- ii. A copy of the communications received from the evaluation team regarding the Evaluation of the LADCS Scheme may be shared with the National Legal Services Authority (NALSA).

7.2 Cost of Study/work (Financial Bid)

- i. In the Financial Bid, the Bidder will be required to quote a lump sum amount towards cost of the study. The format of Financial Bid is at **Annexure VI**.
- ii. Total cost of study quoted should be “**all inclusive**” lump sum cost for complete study of the LADCS scheme covered under the scope of this study, as described in the NIT, including all expenses, by whatever name called, like travelling expenses, out of pocket expenses etc., including all duties, taxes, levies, GST etc., costs pertaining to collection, compilation, and analysis of translation, printing, secretarial expenses and so on.

7.3 Payment Schedule

- i. 25% of total cost of study/work as per Award of Contract would be released after submission of Inception Report.
- ii. 15% of total cost of study/work as per Award of Contract would be released after completion of data collection, processing and analysis.
- iii. 10% of total cost of study/work as per Award of Contract would be released after submission of Mid Term Report.
- iv. 20% of total cost of study/work as per Award of Contract would be released on submission of Interim Report.
- v. Balance 30% of total cost of study/work as per Award of Contract would be released on acceptance of Final Report/documents by DoJ and presentation in full compliance of obligations on the part of Bidder under the Terms and Conditions of NIT.

8. Pre-Bid Conference

- i. A Pre-Bid conference will be held with the interested Bidders either through physical /virtual mode for the purpose of addressing the queries, if any, of the interested Bidders regarding Technical Bids.
- ii. The time and venue of Pre-Bid conference is as follows:

Particulars	Date	Venue
Pre-Bid conference	As per GeM Bid document	Conference Hall, Jaisalmer House, 26, Man Singh Road, New Delhi – 110011.

- iii. In the Pre-Bid conference, clarifications pertaining to Technical Bids and other issues regarding the specifications stipulated in the Bid document will be provided to the interested Bidders.
- iv. All the administrative and incidental expenses e.g. travelling, lodging and boarding etc. shall be borne by the Bidders themselves.
- v. A list of clarifications/deviations required to be discussed in the Pre-Bid conference may be intimated/communicated to DoJ over e-mail (nk.tongar@gov.in) as per the NIT document before attending the Pre-Bid conference.
- vi. Based upon the discussion held in the Pre-Bid conference, a Minutes of Meeting (MoM) shall be prepared and if required, a Corrigendum/Addendum may be issued in GeM Portal and it shall be treated as a part of the NIT document.
- vii. The decision of the DoJ in this regard will be final.
- viii. No further Pre-Bid suggestions for clarifications/deviations will be entertained after the conclusion of Pre-Bid conference.

8.1 Bidder Clarifications

- i. The Bidders are required to submit their queries for the Pre-Bid Conference via email to nk.tongar@gov.in at least three days prior to the scheduled date of the Pre- Bid conference.
- ii. No queries will be accepted after this deadline.
- iii. DoJ reserves the right to not respond to any/all queries raised or clarifications sought if, in their opinion, they consider that it would be inappropriate to do so or do not find any merit in it.
- iv. The queries must be submitted as per the following format:

BIDDERS REQUEST FOR CLARIFICATION /PRE-BID QUERIES

Name of the Bidder:			
Mobile number			
Email:			
S. No.	NIT document reference (page number/ sub- heading)	Content of NIT requiring clarification	Points of clarification required
1.			
2.			

9. Method of Selection and Technical Bid Evaluation Criteria

Quality and Cost Based Selection (QCBS) method of evaluation will be adopted for selecting the Bidder. The Technical Bids will be allotted weightage of 70% while the Financial Bids will be allotted weightage of 30%.

9.1 Technical Bid Evaluation Criteria

i. The Technical Bid evaluation criteria would be as follows:

S. no.	Criteria	Max. Marks
1	Past Experiences	50
	i. Completion of studies in the last five years (FY 2020-21 to 2024-25) For 3 studies = 30 marks (1 mark for each additional study subject to a maximum of 5 marks)	35
	ii. Number of studies having worth Rs. 5 lakhs and above, For 1 study = 1 mark, (1 mark for each additional study subject to a maximum of 9 marks)	10
	iii. Number of studies awarded/ being conducted but not completed yet. For 1 study = 1 mark, (1 mark for each of the additional study subject to a maximum of 4 marks)	5
2	Financial Strength of the Bidder	25
	Audited Financial Statements with an average annual turnover of Rs. One (1) Crore for conducting surveys and related activities during the last four financial years (2020-21 to 2023-24) i. Minimum Rs. 1 Crore: 10 marks ii. Rs. 1-5 Crore: 20 marks iii. More than Rs. 5 Crore: 25 marks	25
3	Experience of Key Personnel	25
	Team Leader Minimum 15 years: 6 marks	6
	Project Officer (Law) Minimum 10 years: 5 marks	5
	Research and Monitoring Expert Minimum 5 years: 4 marks	4
	Senior Data Analyst Minimum 5 years: 4 marks	4
	Field Manager Minimum 3 year: 2 marks	2
	Supervisor Minimum 3 years: 2 marks	2
	Enumerator Minimum 2 years: 2 marks	2
	Total	100

- ii. The minimum qualifying marks for technical qualifications will be 75, subject to condition that there are at least 3 technically qualified Bidders who obtain a minimum of 75 marks. (If there are three or more Bidder who obtain 75 or more marks, all will be declared as technically qualified). In case, number of technically qualified Bidder obtaining 75 or more marks is less than three, top three Bidders, who have obtained 50 or more marks, shall be declared as technically qualified Bidders. In the exceptional situation of only one Bidder obtaining 50 or more marks or no Bidder obtaining 50 or more marks in the technical evaluation, the DoJ may in its discretion, consider lowering the minimum qualifying marks to 40 and declare a maximum of top three Bidder obtaining 40 or more marks as technically qualified or decide to cancel/withdraw the NIT. In case only one Bidder obtains 40 or more marks or no Bidder obtains 40 or more marks, no further relaxation shall be done and the DoJ may cancel / withdraw the NIT.
- iii. The eligibility checklist for opening the Technical Bid is at **Annexure VII**. Bidders are requested to submit all the documents listed in the checklist. Bids submitted without the checklist will not be considered for evaluation and may be rejected without assigning any reasons thereof.

9.2 Evaluation of Bids

- i. The Consultancy Evaluation Committee (CEC) will be constituted to evaluate and finalize the Technical Bids received in response to the tender document. The Committee would shortlist the technically qualified Bid on the parameters for qualifying the Minimum Eligibility Criterion as per Clause 6.2 above and accordingly give marks to Bidders. The Bidder shall be required to score marks as per Clause 9.1 (i) and (ii), failing which the Bid will not be considered for Financial Bid Evaluation and the Bid will be rejected.
- ii. The CEC will accept/reject technically qualified Bids on the GeM Portal as per the NIT. A time period of 48 hours will be given to the rejected Bidders to submit representation, if any. The CEC will be required to address the representation of the rejected Bidders and finalize the list of technically qualified Bidders as per the Technical Criteria mentioned in Clause 9.1 (i) and (ii). Subsequently, after submission of the Final Report by CEC, the Financial Bids may be opened on GeM Portal. After evaluation of the Financial Bids, the GeM portal will generate an automated list of the Bidders specifically L1¹, L2, L3 etc., as per NIT. CEC needs to evaluate Financial Bids as per formula of Quality & Cost Based Selection giving 30% weightage to Financial Bids as per NIT.
- iii. CEC will need to submit the Final Evaluation Report declaring the winner with highest combination combining 70% score to Technical Bids and 30% weightage to Financial Bids. GeM will contact the selected Bidder. The Bidder is required to confirm within 72 hours whether the Bidder is willing to execute the Contract. In case the Bidder accepts the offer, an Award of Contract will be issued.

¹Lowest bidder

The formula for evaluation of Bids as per Manual for Procurement of Consultancy and other Services, 2022 is as follows:

$$B = (C \text{ low} \div C) * 30 + (T \div T \text{ high}) * 70$$

Where B = Highest Combination Score

C low = the lowest of all Evaluated Bid Prices among responsive Bids

C = Evaluated Bid Price

30 = 30% weightage to Financial Bids

T high = The Technical Score achieved by the Bid that was scored best among all responsive Bids

T = the total Technical Score awarded to the Bid

70 = 70% weightage to Technical Bids.

- iv. In case the Bidder rejects the offer or does not reply, the CEC will declare the second best Bidder with Highest Combination Score and so on. This process will continue till the selected Bidder confirms the willingness for execution of Contract.

10. General Conditions of Contract (GCC)

10.1 Withdrawal of NIT

DoJ, on its sole discretion, may at any stage of the bidding process withdraw the NIT, without assigning any reasons thereof.

10.2 Earnest Money Deposit (EMD)

- i. **3% of Contract Value** should be submitted as token amount, in the form of Demand Draft/Banker's Cheque or Bank Guarantee acceptable to DoJ, from any of the Commercial /Scheduled Bank only drawn in favour of "DDO, Department of Justice" and payable at New Delhi, must be submitted to "Sh. Narendra Kumar, Under Secretary, DoJ, Jaisalmer House, Man Singh Road, New Delhi" on or before the last date of Bid submission as mentioned in Gem Bid document without which the bids shall be rejected as non-responsive. The validity period of such a Demand Draft/Banker's Cheque or Bank Guarantee shall not be less than 90 (ninety) days from the last date of submission of Bid.
- ii. No interest shall be payable by DoJ for the sum deposited as EMD.
- iii. The EMD of the unsuccessful Bidders would be returned back within one month of signing of the contract with successful bidder.
- iv. The selected Bidder's EMD will be returned, without any interest, upon signing of the Contract and furnishing of the e-Performance Bank Guarantee (e-PBG) Security in accordance with the provisions thereof.
- v. The format of EMD is at **Annexure VIII**.

10.3 e-Performance Bank Guarantee (e-PBG)

- i. The e-PBG will be equal to **5% of the total Contract Value**.
- ii. It should be submitted within five (05) days of intimation about acceptance of their Bid, successful Bidder shall furnish e-PBG from a Commercial/Scheduled Bank.
- iii. e-PBG shall be submitted in the format specified in the **Annexure IX** of this NIT document. It shall be valid till 120 days after completion of services of the Contract.
- iv. In case the selected Bidder fails to submit the e-PBG within the given time, DoJ, at its discretion, may invite next ranked Bidder for Award of Contract and so on.
- v. All incidental charges whatsoever such as premium, commission etc. with respect to the e-PBG shall be borne by the Bidder.
- vi. In the event of the Bidder being unable to service the contract for whatever reason, DoJ would invoke the e-PBG. Notwithstanding and without prejudice to any rights whatsoever of DoJ under the contract in the matter, the proceeds of the e-PBG shall be payable to DoJ as compensation for the Bidder's failure to perform/comply with its obligations under the Contract.
- vii. Before invoking the e-PBG, the successful Bidder will be given an opportunity to represent before DoJ.
- viii. The decision of DoJ on the representation given by the successful Bidder shall be final.

10.4 Liquidated Damages and Penalty

- i. In case of delay/failure in the completion of services, Liquidated Damages not exceeding an amount equal to 0.2% (zero-point two percent) of the contract value per day subject to a maximum of 5% of the contract value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of Bidder, suitable extension of time may be granted, only after the approval from DoJ.
- ii. DoJ shall have the right to appropriate the Performance Security, in whole or in part, without providing notice to the Bidder in the event of breach of agreement or for recovery of Liquidated Damages.

10.5 Termination of Contract

DoJ may terminate the Contract executed with selected Bidder in case of the occurrence of any of the events specified below:

- i. If the selected Bidder becomes insolvent or goes into compulsory liquidation.
- ii. If the selected Bidder, in the judgment of DoJ, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.

- iii. If the selected Bidder submits to DoJ false statement which has a material effect on the rights, obligations or interests of DoJ.
- iv. If the selected Bidder places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to DoJ.
- v. If the selected Bidder fails to provide the quality services as envisaged under this Contract, reasons for the same would be recorded in writing.
- vi. In case of above-mentioned occurrence, DoJ may give a written advance notice of ten days before terminating the Contract of the selected Bidder. The selected Bidder will be required to provide an adequate reply to the said termination within a period of seven days. The DoJ will have the final authority to terminate the selected Bidder post considering their reply.

10.6 Jurisdiction

Any dispute between the parties shall be referred to Arbitration and same will be governed by the Arbitration and Conciliation Act, 1996. The seat of the Arbitration shall be at New Delhi.

10.7 Canvassing/Contracting

Any effort by a Bidder to influence DoJ in its decisions on offer evaluation, offer comparison or Award of Contract may result in the rejection of the Bidder's offer. No Bidder shall contact DoJ on any matter relating to its offer, from the time of opening of Technical Bid to the time the Contract is awarded.

10.8 Intellectual Property Rights of the Study/Data

The Reports and the contents thereof would be the intellectual property of DoJ, and would not be published by the Bidder without prior approval of DoJ. The raw data/processed data/findings should not be disclosed by the Bidder to any third party without prior approval of DoJ. The Bidder shall be required to submit all the raw data to the DoJ in a suitable portable device.

10.9 Force Majeure

The parties shall ensure compliance with the terms of this NIT. However, no party shall be liable for any claim for any loss or damage whatsoever arising out of failure to carry out the terms of the NIT to the extent such a failure is due to force majeure, events such as fire, rebellion, mutiny, civil commotion, riots, strike, lockout, the force of nature, accident, the act of God, or any other reason beyond the control of the concerned party.

Terms of Reference (ToR)

1. EXECUTIVE SUMMARY

The Executive Summary (ES) is meant to be read by a wider audience, thus it must be written with extreme neatness and attention to detail. It should be written with clarity, coherence, and in a crisp manner. The findings of the report should be elaborated with key statistics and recommendations following from findings. The ES should present the triangulated findings succinctly and suggesting feasible policy options. The ES should be forthright in its observations, precise in its deductions, and proactive in its suggestions. ES should ideally be written in short, separate paragraphs that do not exceed more than three pages. The evaluation questions, issues, and problems should not be overemphasized in the ES. It should be briefly presented without detailed elaborations. The ES needs to be sharp and centered on the conclusions and suggestions emerging from the evaluation study.

2. OVERVIEW OF THE SCHEME

2.1. Background of the Scheme

The LADCS adopted by the NALSA, received official approval during the All-India Meet of SLSAs, convened on August 18th and 19th, 2019. This System establishes a specialized panel of Legal Aid Defense Counsels (LADCs) dedicated solely to providing legal services to accused and convicts, who are in custody or otherwise coming within the eligibility criteria mentioned under Section 12 of the Legal Services Authorities Act, 1987. Initially launched as a pilot initiative in 13 districts nationwide for two years, the LADCS underwent a comprehensive evaluation.

Following the success of the pilot, the LADCS was subsequently expanded to various regions across the country. In its inaugural phase in 2022, NALSA implemented the LADCS in 365 districts across 22 States/Union Territories. The LADCS scheme was gradually implemented in the remaining districts. As on 31st March 2025, the LADCS has become functional in 654 Districts nationwide from out of 703 districts.

a) **Brief write up on the scheme including objectives, implementation mechanism, scheme architecture/ design**

The LADCS aims to deliver quality and competent legal services in criminal matters, ensuring access to justice through a professionally managed legal services framework. LADC Offices, established at the district headquarter level, provide comprehensive legal services from the earliest stages of the criminal proceedings such as pre-arrest, arrest, remand stage, throughout the trial till the appellate stage. Moreover, the LADCs interact with prisoners in Prison Legal Aid Clinics (PLAC) established in jails during their regular jail visits. LADCS is currently expanded to 654 districts in 37 SLSA's out of 703 districts.

Key Objectives

- i. To strengthen the legal services provided in criminal case by legal services institutions.
- ii. Ensure effective and quality legal representation to persons who are in custody or otherwise coming within the eligibility criteria spelt out in Section 12 of the LSA Act.
- iii. Provide holistic legal services, including legal advice, drafting of legal documents, representation in court, and follow-up services.
- iv. Establish LADC offices in each district, independent of traditional legal aid panels.

Implementation Mechanism

- i. LADCS Scheme mandates the establishment of LADC offices in the district headquarters. Dedicated Office space has been identified/is being identified by the concerned DLSA to ensure the effective implementation of the LADCS. At present, out of the total 703 identified districts, the LADC offices are functional in 654 districts across the country. While in the remaining 57 districts, the establishment of offices is under process.
- ii. The Selection Committee recruits the Legal Aid Defense Counsels (LADCs) for dealing with legal case work. The LADC office works under the supervision of Secretary of the concerned DLSA.
- iii. Cases are assigned to LADCs by respective Chief LADC under the overall supervision of the Secretary, DLSA.

Monitoring & Evaluation

The Scheme mandates the Secretary, DLSA to monitor the overall work and performance of the concerned LADC office.

- i. The Monitoring and Mentoring Committee (MMC) constituted as per Rule 10 of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010 indicates the monitoring system to be established for the Scheme which includes constitution of monitoring bodies, development of Scheme MIS, and establishing protocol for regular performance reviews.
- ii. Monthly, quarterly and half yearly review meetings are conducted by the concerned DLSA, SLSA and NALSA respectively for the performance evaluation of the LADC Offices.
- iii. Monthly comprehensive reporting of case work is conducted by the LADCs & under supervision of the concerned DLSA. This also enables the assessment of the workload and performance of the LADCs. Comparison of the total casework LADCs for the Financial Years 2023-24 and 2024-25 is as follows:

F.Y.	Total cases assigned to LADCs	Total cases disposed by LADCs	Total No of LACS offices
2023-2024	3,36,830	2,12,505	611
2024-2025	5,32,413	3,72,750	654

Human Resource Structure of LADC Offices at District level

The LADCS Scheme 2022 framed by NALSA provides for the deployment of personnel/human resources for LADCS offices, as detailed under:

S. No.	Designation of LADCs and Staff	Permissible No. of Human Resources
1	Chief Legal Aid Defense Counsel	01
2	Deputy Chief Legal Aid Defense Counsel	01-03
3	Assistant Legal Aid Defense Counsel	02-10
4	Office Assistants	01-03
5	Receptionist-cum-Data Entry Operator (Typist)z	01 (Optional)
6	Office Peon	01 (Optional)

Key Features

- i. Exclusive full-time engagement and availability of defense counsels on contractual basis, unlike case assignment system to the existing pool of panel lawyers.
- ii. Focus on professional independence, with a structured team at the district level.
- iii. Fixed honorarium/remuneration structure of the counsels.
- iv. Effective legal representation to accused and convicts, who are in custody or otherwise coming within the eligibility criteria mentioned under Section 12 of LSA, Act.
- v. Availability of dedicated defense counsels at various stage of criminal proceedings such as pre arrest, arrest, remand, framing of charges, evidence, final arguments etc.
- vi. Focused capacity-building by conducting regular and periodic training programs and performance appraisals as per the mandate of the LADCS Scheme 2022.

Eligibility & Selection

Selection of LADCs is based on merit through a fair, transparent and competitive process adopted by the DLSA under the guidance of SLSA and undertaken by the Selection Committee as per the mandate prescribed under the LADCS Scheme 2022.

Roles and responsibilities of LADCs

Position	Responsibilities
Chief Legal Aid Defense Counsel	<ul style="list-style-type: none">a. Conducts trials, appeals, and bail matters alongside Deputy and Assistant Counsel.b. Assigns duties to Deputy and Assistant Legal Aid Defense Counsels.c. Oversees legal research, defense strategy planning, and case preparation.d. Ensures proper documentation and record-keeping of all legal aid cases.e. Responsible for administration of the Legal Aid Defense Counsel Office.f. Ensures quality legal aid and client communication (case updates, consultations).g. Handles any other duties assigned by the Legal Services Authority.
Deputy Chief Legal Aid Defense Counsel	<ul style="list-style-type: none">a. Handles trials, appeals, remand work, bail applications, and prison visits.b. Files and argues appeals and bail applications in court.c. Maintains complete case files and conducts legal research.d. Guides Assistant Counsel and law students.e. Conducts client interviews at all stages.f. May perform all duties of Chief Counsel as delegated.g. Performs any duty assigned by the Legal Services Authority.
Assistant Legal Aid Defense Counsel	<ul style="list-style-type: none">a. Case Filing and handles Magistrate trials, Remand, Bail, and other tasks.b. Engages in legal research and prison/legal aid clinic visits.c. Provides pre-arrest assistance to suspects.d. Assists in developing defense strategy and conducting investigations.e. Handles client queries, provides case updates, and maintains case files.f. Manages telephone legal queries.g. Supports Chief and Deputy Counsels as required.

Position	Responsibilities
	h. Takes on any legal aid-related duties assigned.
Office Assistant / Clerk	a. Maintains cleanliness and order in the office. b. Serves water, delivers mail, and runs office errands. c. Assists in day-to-day office tasks as assigned.
Receptionist-cum-Data Entry Operator	a. Maintains cleanliness and order in the office. b. Serves water, delivers mail, and runs office errands. c. Assists in day-to-day office tasks as assigned.

Cases assigned and disposed off

The information relating to the number of cases assigned & cases disposed of by the LADCs from 1st April, 2024 to 31st March, 2025 is as follows:

S. No.	Nature of Cases	No. of Cases assigned	No. of Cases disposed off
1.	Sessions Cases	75,904	24,474
2.	Magistrate Court Cases	1,09,208	45,727
3.	Remand	1,72,067	1,40,139
4.	Bail	1,75,234	1,62,410
	Total	5,32,413	3,72,750
Case Disposal Percentage		70.01%	

b) Name of the Sub Scheme /Components- Not applicable

c) Year of commencement of scheme- FY 2023-24

d) Present status with coverage of scheme (operational/ non-operational)

The LADCS Scheme is being implemented as follows:

1. Operational Coverage of the Scheme (as on May 2025):
 - i. The Scheme is operational in 654 Districts out of the 703 DLSAs across 37 States/UTs.
 - ii. These Districts have active LADCs deployed at DLSAs.
2. Planned Coverage of the Scheme (FY 2025–26):
 - i. The Scheme is being expanded to the remaining districts in FY 2025–26.
 - ii. Fund allocation and recruitment processes are underway.

e) Sustainable Development Goals (SDG) Served

India, as a committed signatory to the *2030 Agenda for Sustainable Development*, has embodied the principles of *SDG 16—Peace, Justice, and Strong Institutions* into its legal and constitutional framework. Moreover, it is reflected in the Constitution of India through Article 14 (equality before law), Article 22(1) (rights of the arrested), and Article 39(A) (mandating free legal aid for equal access to justice). DoJ is mandated to provide Access to Justice and Free Legal Aid as enshrined in the Constitution of India. The LADCS Scheme advances *SDG 16* by providing free and quality legal services in criminal matters to eligible persons under Section 12 of the LSA, Act. Through trained defense counsels, structured case management, regular beneficiary engagement, and strong institutional oversight, LADCS Scheme strengthens trust in the justice delivery system, ensures legal due process, and upholds the constitutional promise of equitable justice for all.

f) Alignment with Viksit Bharat 2047 Vision

The LADCS Scheme is a key instrument in achieving the *Viksit Bharat 2047* goal of a just, inclusive, and developed India by ensuring that Access to Justice and Free Legal Aid is not limited by socio-economic barriers. Anchored in the Constitutional principles outlined in the Preamble and Article 39A of the Constitution of India, LADCS guarantees free and dedicated legal services to all, thereby advancing social, economic, and political justice. Institutionalized through the Legal Services Authorities Act, 1987, LADCS leads to greater accountability, efficiency, and uniformity in legal representation. As a pillar of inclusive governance, LADCS Scheme is crucial for building a modern, rights-based justice system aligned with the aspirations of *Viksit Bharat 2047*.

g) Fund Flow mechanism (National and sub-national level)

The LADCS Scheme is a Central Sector Scheme, which is 100% funded by the Central Government through the Department of Justice (Ministry of Law and Justice) for the period of three years (FY 2023-24 to 2025-26). Under the Scheme, the flow of funds is governed by the guidelines laid out in the Public Financial Management System (PFMS) Manual to ensure transparency, efficiency, and accountability.

- i. NALSA allocates funds for the functioning of LADCS, to the respective SLSAs through Treasury Single Account (TSA) model.
- ii. Further, the SLSAs, in turn, allocate fund limit to the DLSAs for real time utilization under TSA Hybrid model.

This structured financial mechanism allows for real-time tracking and streamlined utilization of funds, ensuring timely payments to LADCS personnel and smooth implementation of the scheme at the District level

2.2 Budgetary allocation and expenditure pattern of the scheme

The Budgetary allocation and expenditure pattern of the LADCS Scheme for the last five financial years i.e., 2021-2022 to 2025-26 is as follows:

(Rs. in Crores)

FY 2021-22 ^			FY 2022-23 ^			FY 2023-24			FY 2024-25			FY 2025-26		
BE	RE	Actual	BE	RE	Actual	BE	RE	Actual	BE	RE	Actual*	BE	RE	Actual #
-	-	-	-	-	-	-	200.00	120.73	200.00	147.925	186.55	200.00	-	30.94

^ LADCS Scheme approved from FY 2023-24

*Funds utilized from previous year

As on 30.06.2025

2.3 Summary of past evaluation since inception of scheme Not applicable.

3. METHODOLOGY

3.1. Sample size and sample collection process

a) **Mixed-Method Approach:** The evaluation of the LADCS Scheme follows a mixed-method approach, integrating both quantitative and qualitative data collection and analysis methods. This will be supported by a review of secondary data and meta-analysis. The methodology includes the following components:

- i. Questionnaire- A structured questionnaire circulated to all the LADCS offices operating across 37 States/UTs to be filled by all the LADCs.
- ii. Beneficiary Interviews- Direct interviews are conducted with beneficiaries (Persons entitled to free legal aid under Section 12 of the LSA Act, 1987) who receive legal aid services.
- iii. Key Informant Interviews (KIIs)- In-depth Interviews of the Key Informants conducted at National, State, and District levels to gather qualitative insights on implementation efficiency, operational bottlenecks, awareness among relevant stakeholders, and inter-institutional coordinators. The Key Informants, identified by the Legal Services Authorities, are individuals with substantial experience and in-depth knowledge regarding the functioning and implementation of the LADCS Scheme:
 - a) National Level: NALSA.
 - b) State Level: SLSA Secretaries, LADCS Nodal officers.
 - c) District Level: DLSA Secretaries, LADCs, Public Prosecutor.
- iv. LADC Unit/Office Survey: A selected sample of LADC Offices from sampled districts undergo field-based or virtual evaluation through surveys/observations to assess ground-level implementation.

b) Sampling Strategy

LADCS Scheme is being implemented in 654 districts, categorized into:

- a) Category A: Population more than 10 lakh.
 - b) Category B: Population more than 2 lakh but below 10 lakh.
 - c) Category C: Population below 2 lakh.
- i. Circulation of Questionnaire- Circulated via online mode to all the LADC offices to be duly filled by the human resources personnel.
 - ii. In-Depth Evaluation: KIIs, Beneficiary Interviews, LADC office survey.

Stage 1: State Selection- Purposive selection of 12–15 representative States/UTs from six geographical zones (North, South, Central, East, West, Northeast) as per NSSO. At least two States/UTs to be selected from each zone.

Stage 2: District Selection- From each selected States/UTs, 10% of Districts in each category (A, B, C) are selected for field surveys. This ensures proportional representation from high-population, medium-population, and low-population Districts.

Sample Collection Framework

Component	Sample Coverage
Questionnaire to be circulated in LADC offices	All 654 districts
District field survey	60–80 LADC offices (A/B/C cities)
Beneficiary interviews	3–5 per sampled District
KIIs – National	3-10 stakeholders
KIIs – State/UT	2–3 per State
KIIs – District	3–5 per District

c) Key Informant Interview Plan

Stakeholder	Minimum number
SLSA Member Secretary	1
DLSA Secretary	1
LADCS Staff	2
Public Prosecutor	1

However, it is important to note that these numbers are indicative and the Agency evaluating the scheme can suggest modifications to the methodology best suited to meet the objectives of the evaluation.

3.2. Baseline data on Key Performance Index (KPIs)

Baseline data on selected KPIs central to measure the effectiveness of the scheme in terms of its meeting the scheme objective to be collected: -

KPIs for LADCS Scheme

- i. Number of Districts covered under LADCS Scheme.
- ii. Number of LADCs onboarded.
- iii. Number of cases assigned to the LADCs.
- iv. Number of cases disposed off by the LADCs
- v. Number of prison visits by the LADCs.
- vi. Case Disposal Rate (%)
- vii. Cost per Case (₹)
- viii. Monthly and Quarterly Monitoring and Evaluation Reports submitted by DLSAs to SLSAs and further by SLSAs to NALSA.
- ix. Number of Training Programs conducted for LADCs

3.3 Evaluation Tools used

Various evaluation tools can be used such as Questionnaires, Key Informant Interviews, Field Surveys, Secondary Data Analysis etc., depending on the focus and orientation of the scheme.

3.4 Data Collection Tools

Computer Assisted Personal Interview (CAPI), a tool for the data collection, is to be adopted.

4. OBJECTIVE OF THE STUDY

- i. To assess, evaluate and measure the impact of the LADCS Scheme in providing qualitative and competent legal services in criminal matters.
- ii. To assess the Output- Outcome review of the LADCS Scheme as mentioned under the EFC Memorandum.
- iii. To identify and assess the gaps and implementation challenges under the Scheme, if any, and suggest measures for improvement of the scheme.
- iv. To recommend the continuation of LADCS scheme beyond 31st March, 2026 aligning with SDG 16, Viksit Bharat; and the consideration of relevance, coherence, effectiveness, efficiency impact and sustainability.

4.1. Effectiveness of the scheme in terms of achieving its intended objectives as per the scheme guidelines.

4.2. Additional parameters

- a) Awareness and coverage of scheme- uptake by beneficiaries

State				District			
Urban		Rural		Urban		Rural	
Male	Female	Male	Female	Male	Female	Male	Female
SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST	SC/ST

b) Assessment of Implementation process and fund flow mechanism:

i. Assessment of Implementation process

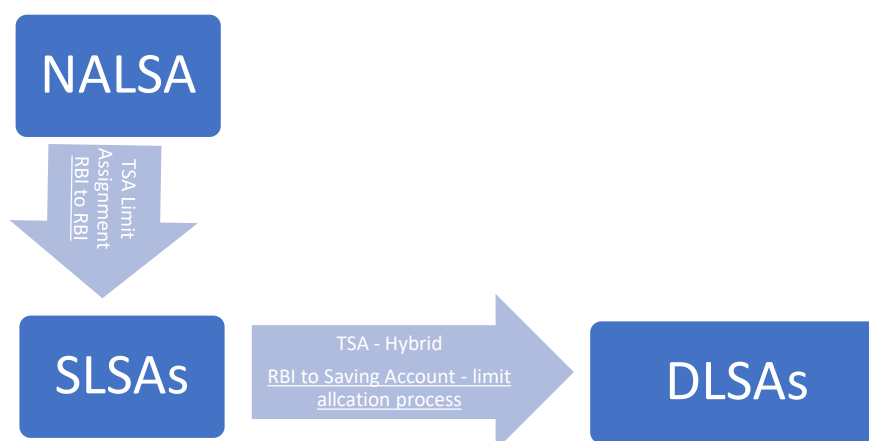
The Assessment of Implementation process is attached to this document as **Annexure A**.

ii. Fund flow mechanism

Implementation of the LADCS through PFMS–TSA Hybrid Model: The scheme is being implemented through the PFMS–TSA Hybrid Model in line with the “*Revised Procedure for Flow of Funds under Central Sector Schemes*” as per the Department of Expenditure's guidelines dated 9th March, 2022.

Under this framework, the DoJ, Ministry of Law and Justice releases funds to a dedicated RBI account operated by NALSA for the implementation of the Scheme. Based on approved fund requirements, NALSA disburses funds to the respective SLSAs. This is done through the TSA-to-TSA assignment release model (RBI to RBI), ensuring direct and traceable transfers.

Each SLISA, in turn, allocates fund limits to the respective DLSAs and LADCs under the Hybrid TSA model, enabling efficient fund utilization. Under this model, funds are maintained in the SLISA’s dedicated RBI account and disbursed to the end-users via digital claim processing mechanisms. The Hybrid TSA model emphasizes real-time fund utilization and explicitly avoids parking of funds in savings accounts, promoting greater transparency and fiscal discipline.



c) Training/Capacity building of administrators/facilitators, IEC activities etc.

The LADCs are routinely trained and undergo refresher's training, under the aegis of Legal Services Authorities. The LADCS Capacity Building and Training Program plays a pivotal role in professionalizing legal services rendered by the LADCS as well as it keeps them updated about the legal developments and relevant welfare schemes for the beneficiaries. It ensures that Defense Counsels not only understand the law but are also compassionate, skilled, and ready to uphold the Constitutional right to legal representation for all, especially the marginalized.

d) Asset/Service creation, if any, assess adequacy and quality and maintenance plan/ recurring expenditure associated with it.

There is no asset creation. However, recurring cost is required to maintain for disbursement of honorarium to LADCs and supporting staff.

e) Benefits (Individual, community)

f) Convergence with scheme of own Ministry/ Department or of other Ministry/ Department and with the scheme of States/UTs.: Not Applicable

4.3. Gaps in achievement of outcomes

4.4 Key Bottlenecks & Challenges

4.5 Best Practices/ Case Studies

4.6 Most Significant Change (due to the scheme/intervention)

5. OBSERVATIONS AND RECOMMENDATIONS

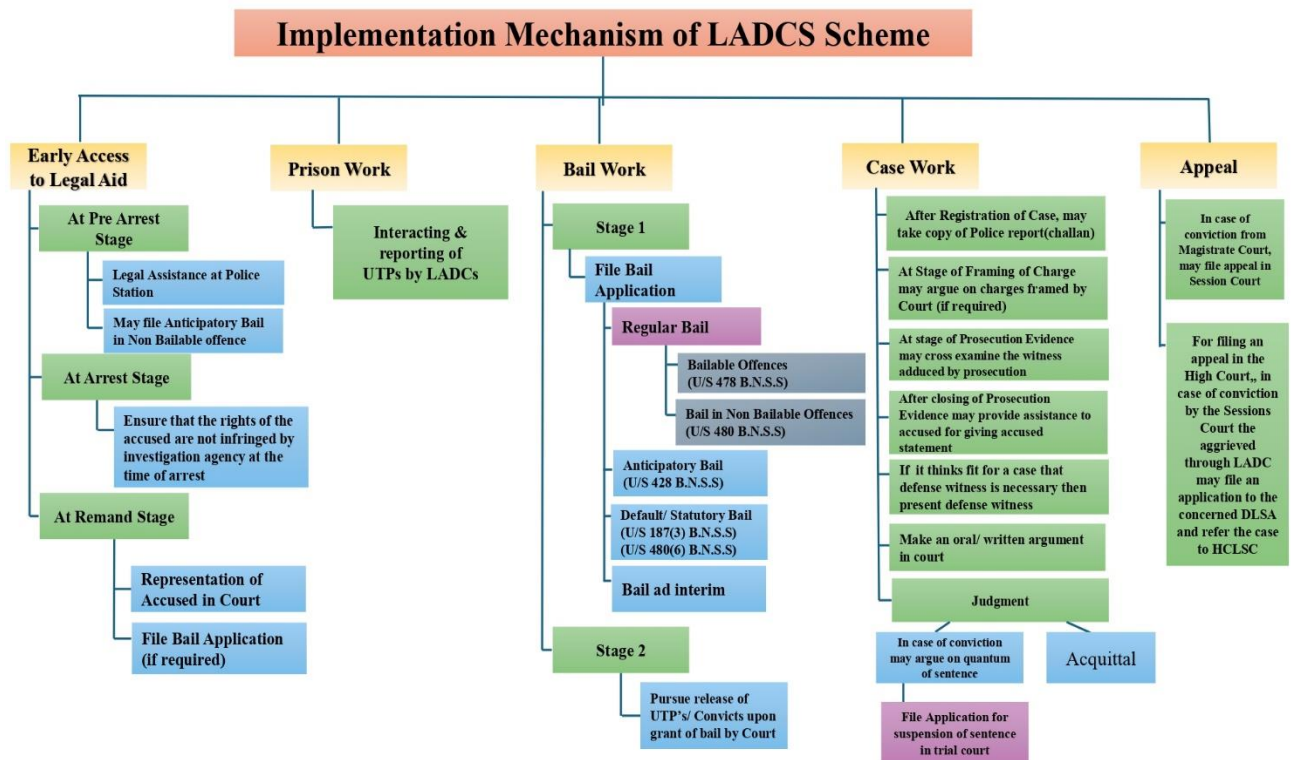
5.1. Thematic Assessment

5.2 Externalities

6. CONCLUSION

6.1.1. Issues & challenges

6.1.2. Vision for the future



Annexure II

List of Eligible Assignments to be provided by Bidder

S. No.	Name of the assignment	Subject of Assignment	Is the research/evaluation study for Central or State or UT, Government Departments / Undertakings, Regulatory Commissions, Tribunals, Statutory Authorities, Public Sector Entities (PSEs), Research Organizations and other Agencies etc. (Kindly specify nature of Organization)	Contract Value of assignment as per the contract/ work order/ MoA/ MoU/ agreement of the Assignment (in Rs.)	Completion Certificate Attached (Yes/No) If yes, kindly specify the page number of Technical Bid.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Note:- The Bidder shall provide requisite supporting documents such copies of Contracts/Agreements/MOA/MOU and Completion Certificate etc. The value for the assignment should be clearly mentioned in the supporting documents provided. In the absence of supporting documents with requisite details, the assignment will not be considered as an Eligible Assignment.

Signature/Digital Signature/Stamp

(_____)

(Full Name, designation, address, mobile no.
Office tele No. and email of the competent authorized person
Submitting the NIT)

Date:

Format of Declaration for not Blacklisted

To
Sh. Narendra Kumar,
Under Secretary (A2J/LAP),
Jaisalmer House,
Department of Justice,
Ministry of Law and Justice,
26- Man Singh Road,
New Delhi-110011.

**Reference: Gem Bid No._____dated_____ for
Evaluation of LADCS Scheme.**

I / We hereby confirm that our firm has not been banned
or blacklisted by any Government (Central/State)/ PSU / Autonomous bodies/Statutory in India
for corrupt, fraudulent or any other unethical business practices or any other reason for last two
years.

Signature of Bidder

Name: _____

Date: _____

**Designation _____
Seal**

Roles and Responsibilities of Key Personnels

I. Team Leader:

1. He/she will lead, co-ordinate and supervise the central and field team for survey and questionnaire design and act as a focal point to the DoJ throughout the duration of the project.
2. Provide overall leadership and strategic direction for the evaluation process.
3. Accountable leadership providing supervision and guidance, problem solving support and leading discussions with senior stakeholders.
4. Project management of the project as per agreed activities, timelines and deliverables.
5. Supervise framing of all activities as per the deliverables and milestones, and ensuring such deliverables and milestones are satisfactorily delivered/met.
6. Communication related activities working with the client project team and stakeholders and act as the primary liaison with the DoJ and LADCS Scheme officials.
7. Sending periodic updates and highlighting challenges in project execution.
8. Develop and oversee the implementation of the evaluation framework and methodology.
9. Ensure adherence to the Terms of Reference and timelines.
10. Lead the preparation and presentation of reports to DoJ.

II. Project Officer (Law)

1. He/she will:
 - i. Provide specialized legal expertise and ensure legal and statutory compliance throughout the evaluation process.
 - ii. Oversee the legal accuracy and relevance of all activities related to evaluation, especially in research methodology, design, data collection, and evaluation frameworks.
 - iii. Conduct in-depth legal research and review documents related to legal aid defense counsel system.
 - iv. Ensure that all evaluation procedures adhere to prevailing legal and regulatory standards, including data privacy and confidentiality.

- v. Offer guidance to the team on matters of legal compliance and ethical considerations.
- vi. Act as the primary point of contact for legal issues pertaining to the evaluation process, with the Department of Justice, NALSA and other relevant authorities.
- vii. Draft, review, and vet documents, data and evaluation reports as required.
- viii. Support the team in understanding the legal framework, court procedures, government functioning and administrative procedures as required.
- ix. Contribute to capacity building by training central and field teams on relevant legal aspects.
- x. Provide legal perspectives during the development and implementation of evaluation frameworks.
- xi. Assist in resolving any legal challenges and uphold the integrity and credibility of the project's outputs.
- xii. Ensure all project outputs comply with the Terms of Reference and applicable laws.
- xiii. Combine expertise in law with project management and administrative experience to support a smooth evaluation process.

III. Research/ Monitoring and Evaluation (M&E) Expert

1. He/she will be responsible for:
 - i. Designing data collection tools, sampling frameworks, and evaluation methodologies.
 - ii. Designing of quantitative/qualitative tools like discussion guides for focus group discussions, agenda for in-depth interviews and household level survey questionnaires etc.
 - a. Sampling framework.
 - b. Training materials.
 - c. Data management.
 - d. Implementation of the survey.
 - e. Conduct qualitative and quantitative data analysis to assess program outcomes and impact.
 - f. Develop comprehensive reports, highlighting key findings and actionable recommendations.
2. He/she will define the detailed work plan, and manage the performance of central and field team against the work plan and will supervise data scrutiny and ensure high data quality standards.

IV. Senior Data Analyst

1. The Senior Data Analyst will provide support in developing the data collection tools and survey design and sampling plan.
2. He/she will be responsible for developing the data analysis plan and shall provide support in development of training material.
3. He/she will ensure timely data upload, resolve data gaps, maintain accuracy and relevance of data used for the project.
4. He/she will analyse and shape the data to develop logical and conceptual data flow in support of the project.
5. He/she will provide insights and inputs on primary data, ensure data quality checks are taken up at regular intervals.
6. He/she will ensure the quality of the primary data collected and utilize statistical tools, along with the latest analytical and data visualization platforms such as R, Python, Power BI, or Tableau, for both qualitative and quantitative data analysis.
7. He/she will develop dashboards and reports to track program efficiency and effectiveness
8. He/she will also be responsible for providing database support, standardization etc., Reviewing and assessing application of IT for project implementation, M&E, etc., Ensuring IT-based primary data collection, surveys, etc. and providing analysis, insights and inputs from the survey.

V. Field Manager

1. The Field Manager shall help design and refine qualitative and quantitative primary data collection tools like discussion guides for focus group discussions, agenda for in-depth interviews and household-level survey questionnaires.
2. He/she will coordinate and supervise field operations, including data collection and logistics.
3. He/she will organize and oversee the data collection and use of qualitative and quantitative survey techniques.
4. He/she will train and guide Enumerators to ensure high-quality data collection.
5. He/she will monitor field activities to ensure compliance with evaluation protocols.
6. He/she will support documentation; and assist in various aspects of survey design, such as the sampling plan and field protocols.

7. He/she will train survey teams on proper sampling and interviewing techniques; and provide as needed technical assistance; and provide quality control and technical support.
8. He/she will finalize contractual and logistical arrangements with local survey institution (s), if any.
9. He/she shall ensure the households, establishments, facilities and other survey respondents are selected properly and represent the sample.
10. He/she will assist Research/M&E Expert in drafting of work plan, thereby providing requisite inputs for field survey schedule.
11. He/she will also conduct Key Informant Interviews (KII) at national/international level.
12. He/she will not indulge either in unethical or malpractices or use field visits for personal gain/advantages during data collection.
13. He/she will address on-ground challenges and ensure smooth execution of surveys and interviews.

VI. Supervisor

1. The supervisor will supervise, monitor, and coordinate the day to-day operations and work of field team responsible for the survey.
2. He/she will review and validate collected data for accuracy and completeness.
3. He/she will also conduct KIIs at State/ District level.
4. He/she will report the day-to-day operations of the field team responsible for the survey to the Field Manager/Central evaluation team of the survey.
5. He/she will conduct quality checks of conducted surveys, field inspections and compile the recorded surveys in the district and reports to the central team.
6. He/she will prepare daily progress reports for submission to the Field Manager
7. He/she will ensure that the data is uploaded at the backend post collection and is available to the Authority in real time.
8. He/she will not indulge either in unethical or mal practices or use field visits for personal gain/advantages during data collection.

VII. Enumerator

1. She/he will be responsible for collecting the data.
2. She/he will conduct interviews, surveys, and focus group discussions with stakeholders and beneficiaries.
3. She/he will accurately record responses and observations using data collection tools.
4. She/he will ensure ethical practices during interactions and maintain respondent confidentiality.
5. The field investigator shall coordinate with the respondents of households / facilities / establishments and collect the requisite data, in accordance with instructions and guidelines outlined in the project.
6. He/she will ensure data is collected from the eligible respondents and is in the required format.
7. He/she will compile the data collected and report the same to the supervisor.
8. He/she will help identify and resolve inconsistencies in interviewees' responses by means of appropriate questioning and/or explanation.
9. He/she will ensure data collection as per the specified time schedule.
10. He/she shall identify and report to supervisors, problems in obtaining valid data.
11. He/she will report daily to supervisors and address any issues encountered during data collection
12. He/she will assist field supervisor on any other tasks assigned by the supervisor.
13. He/she will not indulge either in unethical or mal practices or use field visits for personal gain/advantages during data collection.

Format for Curriculum Vitae (CV) of Key Personnels

A) Details of Key Personnel:

S. No.	Particulars	Details to be furnished
1	Designation of the Key Personnel	
2	Name of the Key Personnel	
3	Contact Information: i. Phone: ii. Email Id:	
3	Date of Birth	
4	Nationality	
5	Educational Qualification i. Degree(s) (e.g., Master's, Bachelor's) with Specialization ii. University/Institution Name iii. Year of Passing	

Certifications: (if applicable)

- i. Relevant certifications (e.g., M&E tools, data analytics software, project management)
- ii. Issuing Authority and validity (if applicable)

B) Overall Professional Experience:

(Starting with present position, list in reverse order every employment held):

S. No.	Name of Institution	Designation	Duration		Responsibilities/Key Contributions
			Start Date	End Date	
1					
2					

C) Details of Relevant Experience:

Sl. No.	Name of Institution	Designation	Years of experience	Work Description (100 word)
1				
2				

Technical Skills: (if applicable)

- i. Tools/Software: Proficiency in software or tools relevant to the role (e.g., SPSS, R, Tableau, Python, Power BI)
- ii. Research Skills: Familiarity with qualitative and quantitative methodologies
- iii. Other Competencies: Project management tools, statistical modelling, GIS mapping, etc.

Undertaking:

- i. I am willing to work on the project and I will be available for entire duration of the Project assignment as required.
- ii. I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications and my experience.

Place.....

Date.....

(Signature and name of the Key Personnel)

Format for Financial Bid

To:

Sh. Narendra Kumar, Under Secretary (A2J/LAP),
Jaisalmer House, Department of Justice, Ministry of Law and Justice,
26- Man Singh Road, New Delhi-110011.

Subject: “Financial Bid” for conducting evaluation of the LADCS Scheme.

Sir,

With reference to the GEM e-tender numbered _____ issued by DoJ and the Technical Bid submitted for the said tender, we hereby submit our Financial Bid, which is as under:

Total cost of study (Lump sum amount under the scope of this study)	Rs. (in figures)	
	Rs. (in words)	

THE BREAKUP OF THE LUMP SUM COST		
S. No.	Particulars	Total Cost (in Rs.)
A.	Honorarium of key professionals for contract period	
	i. Team Leader	
	ii. Project Officer (Law)	
	iii. Research and Monitoring Expert	
	iv. Senior Data Analyst	
	v. Field Manager	
	vi. Supervisor	
	vii. Investigator	
B.	Expenses on undertaking field visits in the identified locations of the Scheme.	
C.	Documentation and Report Preparation (Lump sum)	
D.	Miscellaneous Expenses related to Assignment such as office expenses, training, data entry, data analysis etc.	
E.	Any other Cost	
F.	Service charge, GST @18%, any other Tax	
GRAND TOTAL (A+B+C+D+E+F)		

Yours sincerely,

Signature/Digital Signature/Stamp

(_____)

(Full Name, designation, address, mobile no.
Office tele No. and email of the competent authorized person
submitting the NIT)

Date:

Checklist of Eligibility for Opening Technical Bid

S. No.	Particulars	Attachment (Y/N)
1	Certificate of Incorporation/Registration/MoU as applicable (Having minimum five years of operational experience)	
2	Copy of PAN Card, TAN and GST Registration Certificate	
3.i	Audited Financial Statements with an average annual turnover of Rs. One (1) Crore for conducting surveys and related activities during the last four financial years. (FY 2020-21 to 2023-24) and Financial Statements for FY 2024-25 (if Audited Financial Statement is not available).	
3.ii.	In case, the Bidder is Not-for-Profit organizations registered as a Society or a Trust under Indian Laws or academic institutions, Grants-in-Aid of last five financial years FY i.e., 2020-21 to 2024-25 for professional services will be considered as revenues.	
4	For proof of experience of conducting large scale survey in Law and Justice Sector/Citizen Centric Sector. Copy of the work order/Contract/Agreement/MoA/MoU and Certificate of Completion.	
5	Declaration for not blacklisted [format given in Annexure -II]	
6	CV of Key Personnel [format given in Annexure- V]	
7	EMD [format given in Annexure - VIII]	

Signature

(_____)

(Full Name, designation, address, mobile no.
Office Tele No. and email of the competent authorized person
Submitting the NIT)

Format of Bid Security (EMD)

To:

Sh. Narendra Kumar,
Under Secretary (A2J),
Jaisalmer House,
Department of Justice,
Ministry of Law and Justice,
26- Mansingh Road,
New Delhi-110011.

**Reference: Gem Bid No._____dated_____ for
evaluation of LADCS Scheme.**

I/We,.....irrevocably declare as under:

I/We understand that, as per EMD Clause of Tender document, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit.

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of Two years from the date of disqualification as may be notified by you (without prejudice to DoJ's rights to claim damages or any other legal recourse) if,

- i. I am/We are in a breach of any of the obligations under the bid conditions,
- ii. I/We have withdrawn or unilaterally modified/amended/revised, my/our Bid during the bid validity period specified in the form of Bid or extended period, if any.
- iii. On acceptance of our bid by DoJ, I/We failed to deposit the prescribed e-PBG or fails to execute the agreement or fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

Signature

(_____)

(Full Name, designation, address, mobile no.

Office Tele No. and email of the competent authorized person
submitting the NIT)

Format for e-Performance Bank Guarantee (e-PBG)

From

Bank:

To:

Sh. Narendra Kumar, Under Secretary (A2J),
Jaisalmer House, Department of Justice,
Ministry of Law and Justice, 26- Man Singh Road,
New Delhi-110011.

Bank Guarantee No.....Dated

Bank Guarantee Amount.....

Dear Sir,

1. Whereas, the DoJ has entered into a Contract No._____ dated_____ (hereinafter referred to as the “said Contract”) with M/s_____ (hereinafter referred to as the “BIDDER”) for rendering Services as defined in the said Contract and whereas the BIDDER has undertaken to produce a bank guarantee for 5% of total contract value amounting to _____ (amount of the guarantee in figures and words) to secure its obligations to the DoJ in accordance with the said Contract.

2. We _____ (the Bank) hereby expressly, irrevocably and unreservedly undertake and guarantee as principal guarantor on behalf of the BIDDER that, we will pay you on your demand declaring the BIDDER to be in default under the said Contract, without demur or contest, all and any sum up to a maximum of Rupees _____ only. Your written demand shall be conclusive evidence to us that such repayment is due under the terms of the said Contract.

3. We undertake to effect payment upon receipt of such written demand, notwithstanding any dispute or disputes raised by the BIDDER in any suit pending before any Court, Tribunal, Arbitrator or any other authority, our liability under this present being absolute and unequivocal.

4. We shall not be discharged or released from this undertaking and guarantee by any arrangements or variations made between you and the BIDDER, indulgence to the BIDDER by you or by any alterations in the obligation of the BIDDER or by any forbearance whether as to payment, time, performance or otherwise.

5. In no case shall the amount of this guarantee be increased.

6. This guarantee shall remain in full force and effect until 120 days beyond the warranty period as specified in the contract i.e. up to _____ (expiry date) *[or until the DoJ has signed the Final Acceptance Certificate (FAC) and has received the contractually agreed Warranty Bond as per the said Contract]*. In case of delay in fulfillment of obligations by the BIDDER, the expiry date shall be extended by us as per intimation from the BIDDER.

7. Unless a demand or claim under this guarantee is made to us in writing on or before the aforesaid expiry date or extended expiry date, all your rights under this guarantee shall be forfeited and we shall be discharged from the liabilities hereunder.

8. This guarantee shall be continuing guarantee and shall not be discharged by any change in the constitution of the Bank or in the constitution of the BIDDER.

9. We lastly undertake not to revoke this guarantee during its currency except with the previous consent of the DoJ in writing.

Yours faithfully,

For _____ Bank
(Authorised Signatory)

Place: _____

Date: _____

Seal of the Bank

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	11-08-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	11-08-2025 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Law And Justice
विभाग का नाम / Department Name	Department Of Justice
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	Department Of Justice, 26, Mansingh Road
वस्तु श्रेणी / Item Category	Survey or Market Research Services/ Program evaluation or assessment survey services/Feedback Survey - Social inclusion, law& order, justice delivery; Quantitative & Qualitative
अनुबंध अवधि / Contract Period	2 Month(s) 15 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	100 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	4000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	120000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	10

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Section Officer (Cash)

Department Of Justice, 26, Mansingh Road, Department of Justice, Ministry of Law and Justice
(Ddo)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1753795304.pdf](#)

Format to be uploaded by buyer for the breakup of components on cost/price offered by Service Provider in the Bid:[1753795464.pdf](#)

Payment Terms:[1753795586.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Past Experience	50	20	View File
Financial Strength of the bidder	25	10	View File
Experience of Key Personnel	25	10	View File

Total Minimum Qualifying Marks for Technical Score: 40

QCBS Weightage(Technical:Financial):70:30

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
05-08-2025 12:00:00	Conference Hall, Department of Justice, Jaisalmer House, 26 Man Singh Road, New Delhi-110011

Survey Or Market Research Services/ Program Evaluation Or Assessment Survey Services/Feedback Survey - Social Inclusion, Law& Order, Justice Delivery; Quantitative & Qualitative (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Survey domain	Social inclusion, law& order, justice delivery
Type of survey	Quantitative & Qualitative
Scope of work	Pre Survey Work and Data Collection
Activities under pre survey work	Questionnaire preparation , Sampling strategy/sampling plan , Secondary research/desk review , Pilot survey , Field Manuals/Guides , Project plan
Geographic Coverage	Pan-India
Mode of data collection	Email based , Field visit/in-person & app-based questionnaire administration , Field visit/in-person & OMR-based questionnaire administration , Focussed Group Discussions -In Person , Focussed Group Discussions -Virtual , In-depth interviews-In Person , In-depth interviews-Virtual , Participant/non-participant observations , Participatory Rural Appraisal methods , Semi-structured/structured in-person interview schedule , Telephonic interviews , Web based
Sub-activities required under Data collection	Device for data collection , Recording of FGDs/interviews , Technology tools/software for data collection , Training of enumerators/investigators , Transcripts of FGDs/in-depth interviews
Unit of survey	Groups/organization – head of organization/single representative , Groups/organization – multiple representatives , Individual level
Technical manpower required to be deployed on the project	Field Supervisor , IT expert , Monitoring & Evaluation Expert , Program Manager /Team Leader , Research Analyst , State coordinator , Statistician , Subject matter expert
Minimum number of enumerators required	As per requirement
Qualification of field enumerators	12th pass or equivalent with at least 2 years of experience in data collection in field surveys and community engagement preferably in government or social sector project fields
Other Support Activities Required	Data Analysis, Hard copies of deliverables, AV module or nay other multimedia content from filed, report writing, transcription/translation work
एडऑन /Addon(s)	

विवरण/ Specification	मूल्य/ Values
अतिरिक्त विवरण /Additional Details	
Provide number and other details of sample size for quantitative survey	As per requirement
In case of qualitative survey, provide number and details of in-depth interviews(Please clarify if number specified is unique number of interviews or multiple interviews are expected)	As per requirement
In case of qualitative survey, specify number and other details of focussed group discussions (FGD) required(Please clarify if number specified is unique number of interviews or multiple interviews are expected)	As per requirement

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Quantity set to 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Sanjay Kumar	110011,Department of Justice, 26, Mansingh Road, Jaisalmer House, New Delhi-110011	1	N/A

क्रयता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

DDO, Department of Justice

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

6. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or

bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---