



Government of West Bengal  
**Paschim Banga Samagra Shiksha Mission**  
**Cooch Behar**

Jnanakur Bhawan (2<sup>nd</sup> Floor), Harendra Narayan Road, Cooch Behar-736101, West Bengal  
Ph: 03582-224521, email- ssmcoob@gmail.com

NIT No.: 232/SSM/CoB/19-20

Date : 16.08.2019

2<sup>nd</sup> Call

**Expression of Interest (EOI) for providing with different services like Therapeutic support/Orientation of sign language/Hearing impairment support/Minor repairing of hearing aids etc. for children with special need (CWSN) under Paschim Banga Samagra Shiksha Mission, Cooch Behar**

Expression of Interest (EOI) are invited by the District Education Officer (DEO), Paschim Banga Samagra Shiksha Mission, Cooch Behar, West Bengal (erstwhile DPO, SSM, Cooch Behar) from the bona fide Non Govt. Organisations with sound pre-requisite eligibility criteria and Qualification of Rehab/Medical/Technical/Professional attached to the NGOs in providing with different services like Therapeutic support/Orientation of sign language/Hearing impairment support/Minor repairing of hearing aids etc. in the Government Department/ Government Undertaking/ Semi-Government Organisation under two bid system ( Technical Bid & Financial Bid).

◆ **PLEASE EXAMINE EACH AND EVERY CONDITION CAREFULLY** ◆

**Eligibility criteria for selection of NGOs:**

1. Firstly, the concerned NGOs should have certain **pre-requisites** to become eligible to apply who have:
  - (i) Registration as per Indian Societies Registration Act, 1961.
  - (ii) Working experience at least five years in disability field.
  - (iii) Registration of the organization as per PWD Act, 1995.
2. Secondly, NGO(S) should have qualified Rehab Professionals like different Therapists, Psychologists, Audiologists, Optometrists, Sign language interpreter, Ear mould technician as per prescribed qualification of Rehabilitation Council of India of MSJ& E, Gol for the same or they may hire their services to deploy for the purpose and befitted qualification of medical practitioners as has been prescribed by Medical Council of India.
3. The authority in the District Project Office (DPO) in the Paschim Banga Samagra Shiksha Mission is the District Project Director, SSM, Cooch Behar.
4. **The District Project Office (DPO) is not bound to accept always the lowest offered rate(s) and reserves the right to accept or reject any or all the proposals without assigning any reason whatsoever. The authority also reserves the right to split the jobs amongst the NGOs, if deems fit and expedient without assigning any reason, whatsoever.**
5. Rates should be quoted by the intending NGOs in both figures and words and in accordance with the above criteria, mentioning the completion time. Detail break up of rates) is required to be mentioned in the offer.
6. Corrections, if any, in the offer should be initialed and dated by the NGOs before submission of offer. Each page of the offer documents must be signed by the authorized signatory of the concerned NGO.
7. **Estimated Work Value is Rs. 400000/- (INR four lakh only). An amount of Rs.8000/- (INR Eight thousand only) need to be deposited in favour of the District Education Officer, Paschim Banga Samagra Shiksha Mission, Cooch Behar during submission of proposal as Earnest Money in the form of Demand Draft. Earnest money will be subsequently converted into security deposit in case of successful bidders. Security deposit will be 8% of the work value.**
8. Canvassing in any form or for any pecuniary interest is strictly prohibited and the rate submitted by an NGO, who resorts to canvassing shall be summarily rejected without any further correspondence.
9. **The Final approval of the selected NGOs will be given by the State Authority. The recommendation of the District Committee on the engagement of NGOs to be placed to State Authority for final approval.**
10. Successful NGOs shall allow the authorized representatives of the DEO to visit his office, as and when necessary.

11. The Authority reserves the right to review the performance of NGOs periodically through its authorized representatives having experience and expertise in the field. If on review, performance of any NGO is found to have been dissatisfactory, the authority shall reserve the right to cancel the agreement with the concerned NGO and decision thereon of the authority shall be final and binding upon that NGO.
12. Incomplete applications or application received without the desired documents shall be summarily rejected, without making any further reference/ correspondence.
13. For any kind of dispute – Kolkata High Court will be the legal jurisdiction of the agreement.
14. Applications must be submitted in the official pad of the NGO duly addressed to the District Education Officer, Paschim Banga Samagra Shiksha Mission (PBSSM) Cooch Behar District signed by the authorized signatory mentioning clearly his contact no., exact postal address of the NGO and Email address, if any, etc.
15. Last date for submission of Application is within 16.09.2019 up to 3.00 p.m. The applications will be opened for enlisting at 4.00 p.m. on the same day. Only authorized representatives of participating NGOs may remain present during enlisting of applications.
16. For any further clarification applicant may contact the office of DEO, PBSSM, Cooch Behar on any working day in between 11.00 a.m. to 3.00 p.m. at the telephone no. 03582-224521 / 9474011938.
17. **Scope of the work:** Services to be provided by the NGOs and Day's involvement thereof:

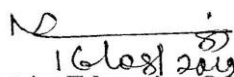
Sl. No.	Name of the activities	Proposed area of intervention / support services is expected from the experienced agencies	Maximum cost involvement reference against the activities
1.	Extension of Therapeutic support services through the existing resource room MRCs for CWSN at CLRC / CRC jurisdiction as the ease may be	<ol style="list-style-type: none"> <li>1) Therapeutic support services need to be extended to each CWSN (who are in need of that) from the Resource Rooms located either at CLRC / CRC level / Multipurpose Rehabilitation Center (MRCs)</li> <li>2) Feasibility of extending such therapy services need to be explored initially covering at least in one Resource Room / MRC per Block Municipality.</li> <li>3) At resource rooms / MRCs services of physiotherapist, Speech therapist and Rehabilitation psychologist are to be provided by the agencies.</li> <li>4) The resource support may have to be provided thrice in a week, each therapist would remain present in a MRC / Resource Room for providing support in a specified date as would be chalked out by the districts.</li> </ol>	Monthly 4 seating at each CLRC for 6 months @Rs.500/- for 26 CLRCs.
2.	Extension of Micro interventional support service to the children with hearing impairment including minor repairing of hearing aids.	<ol style="list-style-type: none"> <li>1) Participation in Assessment camps (Considering the Camps would be organized by the respective offices of DEO, PBSSM at District / Sub district level either at Block / CLRC level to be decided by the district authority) and performing Audio logical assessment and generation of audiometric report.</li> <li>2) Ear mould fabrication : For selected CWSN only, who would be identified and recommended to provide hearing aids. <ol style="list-style-type: none"> <li>a. Hard mould (UV Technology) for BW Hearing aid.</li> <li>b. Hard mould (UV Technology) for BTE Hearing Aid.</li> </ol> </li> <li>3) Minor repairing of hearing aids (need based) at CLRC, where repairable hearing aids would be collected and delivered. <ol style="list-style-type: none"> <li>a. Servicing of BTE hearing aids.</li> <li>b. Servicing of BW hearing aid.</li> <li>c. Checking of electro acoustic property of hearing aid.</li> <li>d. Selection and fitting of digital hearing aid.</li> </ol> </li> </ol>	<ol style="list-style-type: none"> <li>1) 6 camps @ 4900/- /- (Sub-division wise camp)</li> <li>2) (a) @200/- (b) @225/-</li> <li>3) (a) @100/- (b) @80/- (c) @100/- (d) @150/-</li> </ol>
3.	Orientation of teachers on sign language	Considering orientation programme of the teacher would be organized by the district authorities as per need a district / sub district level and technical expertise for the purpose to be provided by the agencies by deputing Resource Persons in the orientation programme.	2-Days Training covering 90 participants in 2 batches @45 each @1000/- for maximum 2 Resource Person

18. The same will also be available at the website : [www.coochbehar.gov.in](http://www.coochbehar.gov.in)

**Application format:**

**Proposals (along with physical & financial involvement and target date) should be submitted in official pad supporting the documents required for the points mentioned below to the District Education Officer, PBSSM, Cooch Behar District within 16.09.2019 other terms & conditions as has finalized and mentioned above:**

1. Name & Complete address of the organization.
2. Date of establishment of the organization.
3. Nature of the organization (types of services rendered).
4. Brief history of the organization and of its objects & activities.
5. Registration No. of the NGO registered under Societies Registration Act 1961. (copy of Registration to be enclosed).
6. Registration No. of the NGO registered under PWD Act (Persons with disabilities Act). 1995 (copy of valid Registration of the NGO as per PWD Act. 1995 to be enclosed).
7. Details about working experience in disability field (copy of supportive document showing working experience in disability field at least for five years in disability field to be enclosed).
8. Details about working experience with SSA Activities (if any, documents to be attached).
9. Whether the organization runs in its own / rented building.
10. Whether the organization conducting training programme for manpower development (if so, details to be attached).
11. Details of staff working mentioning professional qualification & experience against each.
12. Documents :
  - a. Annual report including audited accounts for last 3 years.
  - b. Constitution / by-laws of the organization.
  - c. Constitution of the Board Management and the particulars of each member.
  - d. Copy of PAN Card of the organization.
13. Tenure of involvement: Initially NGOs will be selected for one year. NGOs having satisfactory performance may be continued for the next financial year or fresh proposal may also be invited to select new NGOs. This involvement of NGOs/Resources will be purely temporary and the payment may be made on session / assignment basis.
14. Bid should be submitted in two different envelopes i.e. Technical bid (based on Pre-requisite criteria and application) and Financial bid (rate to be offered)

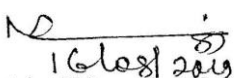
  
16.08.2019  
**District Education Officer**  
Paschim Banga Samagra Shiksha Mission,  
Cooch Behar

Memo No.: 232/1(8)/SSM/CoB/19-20 ..

Date : 16.08.2019 ..

Copy forwarded for kind information and wide circulation through the office notice board of the respective offices to:

1. The State Project Director, PBSSM, Bikash Bhawan (2<sup>nd</sup> floor), Salt Lake City, Kolkata-91.
2. The Sabhadhipati, Coochbehar Zilla Parisad , Coochbehar
3. The District Magistrate, Coochbehar
4. The Additional District Magistrate (General & SSM), Coochbehar
5. The Chairperson, DPSC, Cooch Behar.
6. The District Inspector of Schools (P.E & S.E)
7. The District Information & Cultural Officer, Coochbehar
8. This Office's notice board

  
16.08.2019  
**District Education Officer**  
Paschim Banga Samagra Shiksha Mission,  
Cooch Behar