



भारत सरकार

GOVERNMENT OF INDIA

केंद्रीय हिंदी निदेशालय

CENTRAL HINDI DIRECTORATE

मानव संसाधन विकास मंत्रालय

(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)

(उच्चतर शिक्षा विभाग)

(DEPARTMENT OF HIGHER EDUCATION)

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दिनांक/DATED :

29/01/2021

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Re-issue of Letter of Invitation

Subject : Re-issue of Notice (3rd time) inviting Bids for Engaging Reputed Agency /Organisation / Institution for Third Party Evaluation of Centrally Sponsored Scheme.

Sir/Madam,

Reference even no. letter of Invitation of Proposal dated 01.09.2020 & 25.09.2020, for undertaking Third Party Evaluation of Centrally Sponsored Scheme (CSS)- from the year 2015-16 as per TOR in ( refer index - 15).

The silent features of the study, eligibility Criteria and instructions on bidding procedure and other details are available in this Re- issued Request for Quotation (RFQ) document which is also uploaded on the website www.chd.mhrd.gov.in.

Interested Agency / Organisation / Institutions are requested to submit their Proposals (Bids - Technical & Financial) in a sealed envelope through Speed Post / Registered Post or deliver by hand super scribing "RFQ for Third Party Evaluation of Centrally Sponsored Schemes" on top of the envelope. The submission must be addressed to :-

**The Director**

Central Hindi Directorate  
Department of Higher Education  
Ministry of Education  
West Block - VII, R.K. Puram  
New Delhi - 110066

Encls :- As Above.

Copy to :-

1. Smt. Suman Dixit, Deputy Secretary (L), Language Division, Department of Higher Education, Ministry of Education w.r.t. IFD note (FTSNO. 3176602) dated 21/01/2021 has requested to upload the draft (RFQ) for notice inviting Bids for Third Party evaluation on the website of the Ministry of Education at the earliest.

✓ 2. Deputy Director (e-Governance & CC) has requested to upload the Re-issue of Letter (3rd Time) of Invitation on the website of the Directorate at the earliest.

*R.K. Pandey*  
(Prof. Ramesh Kumar Pandey)  
Director

*R.K. Pandey*  
(Prof. Ramesh Kumar Pandey)  
Director

**REQUEST FOR QUOTATION (RFQ)**

**THIRD PARTY EVALUATION  
OF THE SCHEMES AND PROGRAMMES PERTAINING TO THE  
DEVELOPMENT, PROMOTION AND ENRICHMENT OF HINDI**

**January, 2021**

**CENTRAL HINDI DIRECTORATE  
GOVERNMENT OF INDIA  
DEPARTMENT OF HIGHER EDUCATION  
MINISTRY OF EDUCATION  
WEST BLOCK-VII , R.K PURAM  
NEW DELHI - 110 066**

F.No 4-2/2020-Coordination (CHD)  
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(Min. of Finance OM No. 66(59) PFC-II/2018-Pt DoE dated 22.5.2019)  
(Office Memorandum F.NO.42 (02) /PF-II/2014 Government of India Ministry of Finance  
Department of Expenditure [ PFC -I Division ] North Block, New Delhi Dated :  
08thDecember, 2020)

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**1. INTRODUCTION - Central Hindi Directorate - At a Glance**

Central Hindi Directorate was established under the Ministry of Education on 1st March, 1960. The raison d'être of Central Hindi Directorate is to implement the following special directions for promotion of Hindi language ordained under article 351 of the constitution of India.

The Direction given under article 351 of the Indian Constitution for the development of Hindi Language is as under -

"It Shall be the duty of the Union to promote the spread of the Hindi language to develop it so that it may serve as medium of expression for all the elements of the composite culture of India and to secure its enrichment by assimilating without interfering with its genius, the forms, style and expressions used in Hindustani and in other languages of India specified in the eighth Schedule, and by drawing, wherever necessary or desirable, for its vocabulary, primarily on Sanskrit and secondary on other languages".

In keeping with above cited constitutional injunction the Central Hindi Directorate was set up way back on 10th March, 1960 as a subordinate office of the then Ministry of Education with a view to speed up the promotion, propagation and development of Hindi as also to strengthen its adoption as a robust medium of instruction of education. The Directorate undertook the task of implementation of several schemes for preparation of dictionaries in Hindi and various Indian and foreign languages. Simultaneously, the Directorate initiated several other extension programmes for the promotion and propagation of Hindi in the non-Hindi speaking states of the country. Ever since its inception the Directorate has passed through many vicissitudes during its long journey till date and also has had to cope with a multiplicity of fundamental changes. There has been exponential growth in the number of its programmes and its functional mechanism has also undergone tremendous changes. The Central Hindi Directorate, at present is executing several important programmes for the purpose of truly expressing all ingredients of the composite culture of India through the development, enrichment and propagation of Hindi. Keeping in mind the Directorate's previous contribution it may be stated that the Directorate is the top most institution in the country associated with the noble cause of development of Hindi.

**2.** The Central Hindi Directorate implementing several important scheme and programmes pertaining to the development, promotion and enrichment of Hindi such as the following ones :

**1. Dictionaries**

- (i) Hindi - Hindi Kosh
- (ii) Bhartiya Bhasha Kosh
- (iii) Videshi Bhasha Kosh

**2. Correspondence Course**

- (i) Hindi Certificate
- (ii) Hindi Diploma
- (iii) Advance Hindi Diploma
- (iv) Civil Service Hindi Course
- (v) Prabodh, Praveen and Pragya
- (vi) Basic Course in Hindi

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**3. Supplementary Education Material**

- (i) Audio - Visual Aids
- (ii) Hindi Primer
- (iii) Devnagri Lipi Abhyas Pustak
- (iv) Swayam Shikshak
- (v) Vartalaap Pustak

**4. Devnagri Script tatha Hindi vartani ka manakikaran**

**5. Financial Assistance to Voluntary Hindi Organisations for the promotion of Hindi**

- (i) Financial Assistance for the promotion of Hindi
- (ii) Financial Assistance for publication in Hindi

**6. Bhasha / Varshiki / Sahityamala**

**7. Extension**

- (i) Hinditarbhashi Hindi Navlekhak Shivir
- (ii) Chhatra Adhyayan Yatra
- (iii) Shodh Chhatra Yatra Anudan
- (iv) Pradhyapak Vyakhyanmala
- (v) Rashtriya Sangoshti
- (vi) Hinditarbhashi Hindi Lekhak Puraskar
- (vii) Shiksha Puraskar

**8. Free distribution of Hindi books**

**9. Book Exhibition and Sale**

**3. Overview of the schemes / programmes:** For detailed information, please see the website of Directorate: [www.chd.mhrd.gov.in](http://www.chd.mhrd.gov.in)

**3.1 Background of the scheme / programmes :** (Brief write up on the scheme including Objectives, Implementation Mechanism, Schemes / Programmes architecture design) For detailed information, please see the website of Directorate: [www.chd.mhrd.gov.in](http://www.chd.mhrd.gov.in)

**DICTIONARIES:** Central Hindi Directorate through Hindi language is trying not only to unite the people but also make Hindi accessible to other language speaking people by preparing Dictionaries, of Indian languages, which evidently shows the Pan-Indian image of Hindi. India, with the help of foreign language dictionaries has been able to fortify relations with its neighbouring and other countries. Further this has enabled successful creation of a language bridge for exchange of ideas between India and other countries.

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**3.1.1 HINDI - HINDI Dictionary (Hindi - Hindi Kosh)**

The objective of preparing Hindi-Hindi Dictionaries is to acquaint and provide detailed information regarding lexicon of Hindi to curious Hindi and non-Hindi speaking people.

**This programme four types of dictionaries are being prepared :-**

1. Short (laghu) Dictionary [pre-middle level (8th Standard)]
2. Abhinav Kosh (Dictionary) [Secondary Level] (A dictionary of Hindi Neologism)
3. Comprehensive Dictionary (Higher Level)
4. Vyutpatti Kosh (Etymology)

**3.1.2 DICTIONARIES OF INDIAN LANGUAGES (Bhartiya Bhasha Kosh)**

Under this programme, Hindi based / other languages based bilingual, trilingual and multilingual dictionaries of various Indian languages are prepared. These dictionaries are compiled with a view to encourage intellectual and cultural exchange between different states and to acquaint the people of the country with immense word-stock of all languages.

**3.1.3 TRILINGUAL DICTIONARIES**

**Trilingual Dictionaries are also Hindi based and other language based dictionaries.**

1. In Hindi based dictionaries first of all fundamental entry of Hindi then grammatical category, Hindi meaning of fundamental entry, concerned other language equivalent / meaning, Devnagri transliteration of equivalents / meanings and in the last English equivalent of fundamental entry is given.
2. In other language dictionaries first of all fundamental entry of other language then grammatical category, Devnagri transliteration, concerned other Indian language equivalent / meaning, Hindi equivalent / meaning and in the last English equivalent of Hindi equivalent are given.

**3.1.4 MULTILINGUAL DICTIONARY**

Multilingual Dictionaries are Hindi based and concerned language equivalents are given in Devnagri.

**3.1.5 TATSAM DICTIONARY**

In Tatsam Dictionary tats am (Sanskrit) words are given as fundamental entry and concerned language equivalents are given in Devnagri.

**3.1.6 FOREIGN LANGUAGE DICTIONARY (Videshi Bhasha Kosh)**

Dictionaries of languages of United Nation / Dictionaries of languages of Neighbouring Countries.

Keeping in view the importance and propagation and dissemination of Hindi at international level the United Nations Language Dictionaries are being prepared. These dictionaries have a great role to play in strengthening good feelings and friendly relations with neighbouring countries and in providing language based bridge between above said countries.

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**3.1.7 Educational Exchange Programme Scheme**

Under educational exchange programme agreement with several European countries has been done for the preparation of dictionaries, conversational guides and grammar. In order to ease the problem of language between India and other countries Hindi based conversational guides and dictionaries are prepared by the Directorate with the help of foreign language experts. The main aim of such agreement with other countries is to guide and assist students, tourists and diplomats through that relation with other countries may become stronger. As per the compilation of such material, selection of experts is same as been followed by other countries.

**3.2 CORRESPONDENCE COURSES**

The Correspondence Courses were started by the Central Hindi Directorate way back in 1968 with the aim of providing facilities for teaching Hindi to the people of non-Hindi speaking states. Indians settled abroad and the foreigners inclined to learn Hindi through correspondence courses as also to promote and develop Hindi at the all - India level and thus strengthen national integration.

**3.2.1 HINDI Certificate Course**

This course is of one year duration. It aims at providing practical knowledge of Hindi to the students. The admission process is open from May to June and its academic session starts from July every year.

**3.2.2 Hindi Diploma Course**

The Directorate conducts this course which is also of one-year duration. Its purpose is to impart knowledge of Hindi to the students. Admissions are open in May - June and its academic sessions starts in July.

**3.2.3 Advance Hindi Diploma Course**

The duration of this course is one year. It aims at imparting knowledge of various aspects of Hindi language and its literature / culture to students. Students are admitted in the course in May - June and the teaching session starts in July every year.

**3.2.4 Civil Service Hindi Course:**

It is a one year duration course. Its purpose is to impart through knowledge of standardized usage, terminology and grammar of Hindi to those students of the North - Eastern States who opt for Hindi as a compulsory question paper in the Administrative Services Examination conducted by the Union Public Service Commission.

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**3.2.5 Prabodh, Praveen and Pragya Course:**

These courses are of one year duration each. They aim at imparting knowledge of Hindi language to Government Servants, teachers of Kendriya and Navodaya Vidyalayay, the employers of public sector undertaking and autonomous bodies etc. to encourage them to do their official work in Hindi. Admission to these courses are open in November - December and the academic sessions starts in January every year.

**3.2.6 Basic Course in Hindi :**

This course is of three months duration and is meant for foreign students residing in India. The academic session for this course is started by the Directorate keeping in view the presence or availability of foreign students. The purpose of this short course is to enable foreigners to understand and speak Hindi as also impart them knowledge of Hindi grammar **within a short span of three months.**

**3.3 SUPPLEMENTARY EDUCATIONAL MATERIAL**

The Central Hindi Directorate has prepared supplementary educational material under the linguistic and academic system the details of which are given as hereunder:-

**3.3.1 AUDIO - VISUAL AIDS**

**a. Audio Cassettes**

- (i) The purpose of these cassettes is to provide to students basic Hindi grammatical material for their curiosity to learn Hindi.
- (ii) Audio material will certainly help students to easily learn correct pronunciation of words, syntax and rules of Hindi grammar.

**3.3.2 HINDI PRIMER (HINDI PRIMER FOR FOREIGNERS)**

- (i) The Hindi Primer has been prepared with a view to provide basic knowledge of Hindi to foreigners.
- (ii) This book includes functional expressions / sentence - constructions in colloquial form in Hindi alongwith Roman transliteration and meanings in English. The primer also explains rules of Hindi grammars, prose, lessons and a brief account of Hindi literature.
- (iii) Its manuscript at the preliminary stage is prepared by the officers of the central Hindi Directorate and subsequently reviewed by subject experts.

**3.3.3 DEVNAGRILIPi ABHAYAS PUSTAK**

- (i) This book aims at enabling the Hindi - learning students to acquaint themselves with the method of Devnagri writing and also practice it through the medium of sketching/ drawing.
- (ii) This book greatly help the students to learn different forms and construction of Hindi letters and words.

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**3.3.4 SWAYAM SHIKSHAK**

- (i) The chief aim of the swayam shikshak is to eliminate the language obstacles encountered by the Indians speaking different languages and also to strengthen emotional integration of India.
- (ii) This book is divided into four parts which cover illustrated introduction, lessons based on grammar, lessons based on different circumstances and practical terminology.
- (iii) This manuscript of this book is first prepared by the officers of the central Hindi Directorate Subsequently it is reviewed by subject experts.
- (iv) The subject matter of this book is based on words / sentences / contexts used in day to day life.

**3.3.5 CONVERSATION GUIDE (Vartalaap Pustak)**

The Central Hindi Directorate has been engaged in the preparation of Vartalaap Pustak (conversation guides) of Indian and foreign languages. The major aim of these books is to meet the language needs of students, tourists experts, diplomats, players professionals etc. This laudable project truly epitomizes the concept of "Vasudhei Kutumbkam" "the integrated one word and inspires feelings of emotional exchange. Not only foreign students but also indigenous students of correspondence course are highly benefited by these guides.

**3.4 STANDARDISATION OF DEVNAGRI SCRIPT AND HINDI VARTANI**  
(Devnagri Script tatha Hindi vartani ka manakikaran)

The attempt to standardize the Hindi Language along with its script and vartani is closely linked up to the modernisation and usage of language, consequent upon Hindi having been declared the official language of the union and also of few states it become all the more necessary to determine and evolve the standard form of Hindi so that uniformity may be achieved in the used of its alphabets and also divergences in the script may not impede the functioning of modern machines such as the type writer keeping. Keeping all these facts in view the Central Hindi Directorate was ultimately able to give a final shape to the standard form of Hindi alphabets and numbers after years of holding discussions and consultations with top most scholars. Hindi alphabets and numbers after of holding discussions and consultations with top most scholars.

**3.5 SCHEME OF FINANCIAL ASSISTANT TO VOLUNTARY ORGANISATIONS FOR THE PROMOTION OF HINDI**

The Central Hindi Directorate provides financial assistance to the Organizations / Educational Institutions to continue and / or to expand their activities or tread fresh ground in the propagation and development of Hindi such activities may relate to anyone or more.

**3.5.1 FINANCIAL ASSISTANT FOR BUILDING CONSTRUCTIONS ACTIVITIES**

Under the scheme grant may also be considered to VHOs for building construction activities such as construction of building(s), expansion of building(s), repair and renovation of building(s) or buying building(s) in rare of exceptional circumstances.

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**3.5.2 SCHEME OF FINANCIAL ASSISTANCE FOR PUBLICATION IN HINDI**

Under this scheme financial assistance equivalent to eighty percent of the total approved expenditure is released for the publication of manuscript of Linguistics, Grammar, Religion, culture etc; Creative Literature and these are not covered by this scheme.

**3.6 BHASHA / VARSHIKI / SAHITYAMALA**

These publications on one side encourage Hindi writers / authors and on other side by publishing works of writers / authors of Indian languages in Hindi, acquaint them with literary activities taking place in Indian languages. This not only enrich Hindi but also increase mutual closeness. Bhasha , Varshiki and Sahityamala are important publications of Central Hindi Directorate which are published in Hindi.

**3.7 EXTENSION**

Extension programmes are related to the propagation and dissemination of Hindi in non-Hindi speaking states. These programmes by co-opting non-Hindi speaking Hindi enthusiasts, scholars, writers, researchers, students, teachers and translators bring closer the various languages speaking people on all India basis. Through these programmes various language speaking people get a platform, where not only they procure latest information regarding Indian languages and then literature through Hindi language, but also through mutual thoughtful discussion they get help in knowing each other. Many extension programmes are being executed which provide practical information with regard to all India nature and character of Hindi language.

**3.7.1 NON-HINDI SPEAKING NEO HINDI WRITER CAMP (Hinditarbhashi Hindi Navlekhak Shivir)**

Under this programme with a view to acquaint the neo-Hindi writers of non-Hindi speaking regions with latest trends in Hindi literature and its various disciplines, every year eight neo-writers camp, each of eight days duration are organised in different states of the country.

**3.7.2 STUDENTS STUDY TOUR (Chhatra Adhyayan Yatra)**

Every year study tours are organised for those students who are studying Hindi language and literature at graduate and postgraduate level in universities / colleges located in Non-Hindi regions. Every students study tour group is taken to university / colleges / voluntary institutions located in Hindi speaking regions in three different places so that they may familiar themselves with spoken Hindi languages style and pronunciation in Hindi region. They are provided with an opportunity to meet Hindi scholars, poets, writers and local students and teachers. At the same time they are taken on tour of important historical, cultural and literary places. This proves very helpful in the study of their subject. The objective of this scheme is to provide first hand and latest information of various aspects of Hindi language and literature.

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**3.7.3 RESEARCH STUDENTS TRAVEL GRANT (Shodh Chhatra Yatra Anudan)**

To promote research work in Hindi language and literature every year twenty students of non-Hindi speaking regions are provided with travel grant to do research work by visiting Hindi speaking region. This helps the researchers in collecting important research related material. At the same time the researchers can talk and chat with the literary people and scholars living in Hindi speaking regions.

**3.7.4 TEACHER LECTURE SERIES (Pradhyapak Vyakhyanmala)**

With a view to remove the practical difficulties in studies / teaching in universities / colleges in Hindi speaking and non-Hindi speaking states by mutual discussion, and to provide a common platform to teachers / students of Hindi and non-Hindi speaking regions eachers lecture tours are organised.

Under this scheme, four teachers each of Hindi and Non-Hindi speaking states are invited to deliver lectures on subject related to various disciplines of Hindi language and literature in universities / colleges located in non-Hindi and Hindi speaking states respectively. In this lecture tour of about fifteen days every teacher delivers maximum nine lectures in self - selected three universities.

**3.7.5 NATIONAL SEMINARS (Rashtriya Sangoshti)**

Every year Central Hindi Directorate with a view to enrich Indian literature organise national seminars on various disciplines of Hindi literature in different parts of the country. Under this programme every year at least two national seminars are organised, out of which one is 'organised in non-Hindi speaking region and one in Hindi speaking region. In every seminar there is a provision of including four scholars each of Hindi-speaking region and non-Hindi speaking region and ten local scholars.

**3.8 SCHEME OF AWARD OF PRIZES TO NON-HINDI SPEAKING HINDI WRITERS (Hinditarbhashi Hindi Lekhak Puraskar)**

With a view to encourage Hindi literary writers of non-Hindi speaking states for Hindi writing, every year on behalf of Central Hindi Directorate 19 prizes each of rupees one lakh are awarded.

**3.9 SHIKSHA PURASKAR (Shiksha Puraskar)**

With a view to encourage education related original writing in Hindi, Directorate is running Shiksha Puraskar Programme. Under this programme five prizes of Rupees one lakh each are awarded every year.

**3.10 FREE DISTRIBUTION OF BOOKS**

The Directorate, with a view to propagate and disseminate Hindi in non-Hindi speaking states, supplies Hindi Books / periodicals free of cost to educational institutes,

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public libraries and voluntary organisations (that are engaged in the cause of Hindi) in these states. For this purpose, the Directorate purchases Hindi books / periodicals every year. The Hindi books based on popular science and composite culture provide knowledge satisfaction and establish national integration while on the other side the original and translated Hindi books relating to critical and creative literature not only help in advancing mutual understanding among various language - speaking people but also play an important role of integrating Indian fraternity.

**3.10.1 DISTRIBUTION**

1. Purchased books / periodical are sent to libraries / institutions as under:

In non-Hindi speaking states

- (a) Libraries of Universities.
- (b) Colleges
- (c) Central Schools, Navodaya Schools & Govt. Schools.
- (d) Important institutions / organisations / public libraries.

2 For distribution of periodicals a mailing list is prepared.

3 From time to time on receipt of letter of request from the said institutions or on the recommendations of officer incharge of Regional Offices of Directorate, they are included in the mailing list.

**3.10.2 BOOK EXHIBITIONS AND SALE**

Central Hindi Directorate with a view to make available its publications at concessional prices to Hindi and non-Hindi speaking states and to acquaint the public with multi purpose development of Hindi take part in book fairs / exhibitions organised on various occasions in whole of the country. The Directorate also organise such exhibitions at Non-Hindi speaking Hindi neo-writers camps and at personal contact programmes organised under correspondence courses. Such type of exhibitions are organised at colleges / universities / voluntary organisations of the country as well as at special occasions in foreign countries. These exhibitions are educative and they have immense effect on the public.

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**4. Purpose of RFQ**

**4.1** The purpose of this RFQ is to select an agency for third party evaluation study. The objective of this document is to provide indicative information about the scope and objectives; payment terms, terms and conditions and parameters for selection of the agency.

**4.2 Critical Information** Applicants are advised to study this RFQ document carefully before submitting their proposals. Submission of a proposal in response to this RFQ shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

**4.3** Applicants eligible as per criteria will be shortlisted based on the information/proofs provided by them. The shortlisted agency (ies) will be invited to make a presentation to the Evaluation Committee. The notice for shortlisting of agencies for presentation will be intimated individually and will be uploaded on the website [www.chd.mhrd.gov.in](http://www.chd.mhrd.gov.in).

**4.4** Proposal must be submitted at the Director, CENTRAL HINDI DIRECTORATE DEPARTMENT OF HIGHER EDUCATION MINISTRY OF EDUCATION, WEST BLOCK-VII, R.K PURAM NEW DELHI - 110 066 in one master sealed envelope marked as "Proposal for Third Party Evaluation" containing the 'Technical Proposal' and 'Financial Proposal' in two separate sub-envelopes. The name and contact details of the agency should be clearly indicated on all these envelopes.

**4.5 Applicants are requested to follow the timelines mentioned below:**

| S No. | Information                                                                          | Details                                                                                                                                                  |
|-------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| i     | RFQ No. and Date                                                                     | F.No. 4-2/2020 Coord. (Chd) dated                                                                                                                        |
| ii    | Last date (deadline) for submission of RFQ Proposal                                  | 10 days from publication of RFQ                                                                                                                          |
| iii   | Addressee and Address at which proposal in response to RFQ notice is to be submitted | The Director, CENTRAL HINDI DIRECTORATE, DIRECTORATE DEPARTMENT OF HIGHER EDUCATION MINISTRY OF EDUCATION, WEST BLOCK-VII, R.K PURAM NEW DELHI - 110 066 |
| iv    | Opening of RFQ Proposal for Technical Presentation                                   | 10 days from publication of RFQ                                                                                                                          |
| v     | Presentation on RFQ Proposal by the agency (ies)                                     | will be intimated & notified at <a href="http://www.chd.mhrd.gov.in">www.chd.mhrd.gov.in</a>                                                             |
| vi    | Selection of agency                                                                  | will be intimated & notified at <a href="http://www.chd.mhrd.gov.in">www.chd.mhrd.gov.in</a>                                                             |

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**5. PAYMENT Schedule**

| Milestone | Deliverable                                                             | % of release                  |
|-----------|-------------------------------------------------------------------------|-------------------------------|
| First     | Submission of raw and validated data and, preliminary presentation made | 40% of total Work Order Value |
| Second    | Acceptance of draft report by CHD                                       | 30% of total Work Order Value |
| Three     | Acceptance of final report by CHD                                       | 30% of total Work Order Value |

**6. Scope of work**

- (i) Conducting consultations with respect to the implementation procedures and timelines, document requirements, bottlenecks, ease of doing business, further suggestions etc.
- (ii) Conducting visit, wherever felt necessary to assess the ground level situation of schemes and programmes.
- (iii) To assess the means of finances adopted by CHD for implementation of the schemes and programmes.
- (iv) To access the issues / constraints faced by Deputy Directors / Assistant Directors in implementation of the Schemes and programmes.
- (v) To assess and comment upon the employment generation, technologies requirements etc.
- (vi) To assess the current implementation mechanism and suggest measures for improvement of existing implementation procedures.
- (vii) To Suggest future roadmap, programmes / schemes / interventions from Government to address the development, promotion and enrichment of Hindi.
- (viii) To Suggest financial implications for the period 2021-22 to 2025-26.
- (ix) Staff requirement for the scheme may be reviewed and indicated in the proposal with annual implications.
- (x) To Suggest & promote cashless and electronic transactions of financial resources in the scheme.

**7. Deliverables and timelines:**

The deliverables from the agency will be following:

- (i) Interim Impact Assessment Report with recommendations and way forward (within 60 days from date of issue of work order)
- (ii) Final Impact Assessment Report to be submitted within 15 days from the date of submission of Interim Report.
- (iii) The agency will be required to make detailed presentation to CHD on Interim as well as on final report.
- (iv) The report will have to be submitted under the seal and signature of the competent authority.

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**8. Earnest Money Deposit (EMD)**

**8.1** Bidders shall submit, along with their Bids, EMD of Rs. 50,000 (Rupees Fifty Thousand Only) either in the form of a Demand Draft issued by any scheduled commercial bank in favour of the Director, Central Hindi Directorate, New Delhi payable at New Delhi, (valid for 3 months from the due date of the tender/ RFQ) or through Bank Guarantee of equivalent amount from any scheduled commercial bank. EMD of all unsuccessful bidders would be refunded by CHD without any interest within 1 month of the final selection. The EMD, for the amount mentioned above, of successful bidder would be retained till the submission of Performance Bank Guarantee.

**8.2** EMD is to be kept in the envelope alongwith the cover letter. Application without EMD will be rejected. EMD shall be returned to unsuccessful applicant after selection process is over except for the selected agency.

**8.3** The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

**8.4** The EMD may be forfeited if a bidder withdraws its bid during the period of bid validity or declines to accept the work order of CHD.

**9. Terms of References**

**9.1** The Quotations should be submitted alongwith the enclosures in the prescribed format and manner only. Technical bids shall be opened first and thereafter financial bids shall be opened only of those firms who are found eligible in their technical bids.

**9.2** Submission of Quotation does not automatically qualify the firm CHD will scrutinize the Profiles and, if necessary, may also visit the firm's premises.

**9.3** The successful firm would be decided on the basis of QCBS (Quality Cost Based Selection) & L1.

**9.4** The CHD may also make a panel for taking into consideration the lowest rates and agreeability of third party evaluation on such rates.

**9.5** The successful agency is required to submit an amount of Rs. 50,000 (Rupees Fifty Thousand Only) as performance Guarantee in the form of Banker's Cheque/DD/Pay Order in favour of the Director, Central Hindi Directorate, payable at New Delhi.

**9.6** The successful firm will have to sign an agreement with the CHD.

**9.7** The contract shall be valid for a period of three months from the date of signing the agreement, which may be extended at the discretion of the CHD in consultation with the firm.

**9.8** All the original material will have to be returned to the CHD alongwith completed job.

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**9.9** The agency shall complete assigned work in all respects within stipulated time period. Failure to abide may attract forfeiture of the Performance Guarantee paid.

**9.10** The CHD reserves the right to refuse to accept unsatisfactory jobs.

**9.11** In case of non-adherence of the said terms and conditions by the agency, the CHD reserves the right to cancel the agreement without assigning any reason.

**9.12** The decision of the Director, CHD is final in all matters. In case of any dispute, the opinion of the Government may be sought for and such decisions will be final.

**9.13** The Director, CHD reserves the right to alter, delete, or amend any conditions of the Tender without assigning any reason.

**9.14** The Quotations may be cancelled without assigning any reason.

**9.15** The jurisdiction of all judicial disputes shall be in Delhi.

**10. RFQ Proposal Preparation costs & Related issues**

The applicants is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal, in providing any additional information required by Central Hindi Directorate to facilitate the evaluation process. CHD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the RFQ process.

**10.1 All materials submitted by the Applicants will become the property of CHD.**

**11. General Conditions of Contract (GCC)**

**11.1 Application**

These general conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them. For interpretation of any clause in the RFQ Document or Contract Agreement, the interpretation of the Central Hindi Directorate shall be final and binding on the Agencies.

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**12. Annexure 1: Covering Letter (on Letterhead of the Agency)**

To,

The Director  
Central Hindi Directorate, Department of Higher Education  
Ministry of Education  
West Block-VII , R.K Puram, New Delhi- 110 066

Sub: Proposal for RFQ No..... third party evaluation of the schemes and programmes pertaining to the development, promotion and enrichment of Hindi .

Sir,

We, the undersigned, offer to provide the services for third party evaluation of the schemes and programmes pertaining to the development, promotion and enrichment of Hindi. Our correspondence details with regard to this RFQ are:

| No. | Information                                                                                            | Details |
|-----|--------------------------------------------------------------------------------------------------------|---------|
| 1   | Name, designation, address of the person to whom, all references shall be made, regarding this RFQ No. |         |
| 2   | Telephone number of the Contact Person.                                                                |         |
| 3   | Mobile number of the Contact Person                                                                    |         |
| 4   | Fax number of the Contact Person                                                                       |         |
| 5   | e-Mail ID of the Contact Person                                                                        |         |
| 6   | URL of Organisation/Agency website                                                                     |         |
| 7   | Validity of Proposal                                                                                   | 90 days |

We are hereby submitting our Proposal for RFQ in both printed format (2 copy) in prescribed format. We understand you are not bound to accept any Proposal you receive.

We also confirm that as on date our agency is not declared ineligible by the Government of India for Corrupt and fraudulent practice or blacklisted.

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process or unduly favours our company in the short listing process, we are liable to be dismissed from the RFQ selection process or termination of the contract during the project.

We agree to abide by the conditions set forth in this RFQ.

We hereby declare that our proposal submitted in response to this RFQ is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

(Authorized Signatory)  
(Full Name & Designation)  
(Agency's seal)

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**13. Annexure 2 : Format for Technical Proposal**

**TENDER FORM - 1**

**Company Profile**

|     |                                                                  |
|-----|------------------------------------------------------------------|
| 1.  | Name of Company                                                  |
| 2.  | Year of establishment                                            |
| 3.  | (a) Address                                                      |
|     | (b) Phone No.                                                    |
|     | (c) Mobile No.                                                   |
|     | (d) E-mail                                                       |
| 4.  | No of branches, if any, and address                              |
| 5   | Technical Facilities available (with details)                    |
| (a) | No. of Computers / laptops                                       |
| (b) | Scanner                                                          |
| (c) | Printer                                                          |
| (d) | UPS                                                              |
| (e) | Internet Connection & speed                                      |
| (f) | Languages Available                                              |
| (g) | Original Software                                                |
| (h) | Font details/Unicode fonts                                       |
| 6.  | Manpower available (with details)                                |
| 7.  | Similar projects undertaken                                      |
| 8.  | List of Important Clients (Govt. & International)                |
| 9.  | Latest financial turnover                                        |
| 10. | Any other relevant information<br>viz. Registration/Pan/GST etc. |

**UNDERTAKING**

I/We have gone through the Terms and Conditions and hereby agree to abide by them and to execute the work on the above rates. I/We also agree that the decision of the director, CHD will be final and binding in all matters pertaining to the Tender and executive of the job.

Signature

(                      Name                      )

**14. Annexure 3: Financial Proposal**

F.No 4-2/2020-Coordination (CHD)  
RFQ: Third Party Evaluation - Central Hindi Directorate

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Date :

Reference No.

To,  
The Director  
Central Hindi Directorate, Department of Higher Education  
Ministry of Education  
West Block-VII , R.K Puram, New Delhi- 110 066

Sub: Financial Proposal for RFQ No..... third party evaluation of the schemes and programmes pertaining to the development, promotion and enrichment of Hindi .

Sir,

Having Examined the RFQ Document, we the undersigned, financial proposal/quote for conducting third party evaluation of the schemes and programmes pertaining to the development, promotion and enrichment of Hindi in full conformity with the said RFQ Document.

We have read the provisions of RFQ Document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

We agree to abide by this proposal, consisting of this letter, the financial proposal, the duly notarized written power of attorney, and all attachments, for a period of 90 days from the date fixed for submission of Proposals as stipulated in the RFQ Document and modifications resulting from contract negotiations, and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.

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

Dated this [            ]

Dated this [date / month / year ]

Authorized Signatory (in full and initials)

Name and title of signatory

Duly authorized to sign this Proposal for and on behalf of [ Name of Respondent]

Name of Firm:

Address:

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|                                                             |                                  |
|-------------------------------------------------------------|----------------------------------|
| Total Cost for the assignment excluding taxes as applicable | In INR (Figure)<br><br>In Words: |
|                                                             |                                  |

Dated this [date / month / year ]

Authorized Signatory (in full and initials)

Name and title of signatory

Duly authorized to sign this Proposal for and on behalf of [ Name of Respondent]

Name of Firm:

Address:

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No. 66(59) PFC-II/2018-Pt  
Government of India Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
22nd May, 2019

**OFFICE MEMORANDUM**

**Sub: Sample TOR of Central Sector Schemes**

Please find enclosed final Standard Terms of Reference (ToR) Template for Central Sector Schemes prepared by NITI Aayog in consultation with Department of Expenditure as communicated vide their OM No. I-19011/33/2019-DME0 dated 16.5.2019. The first part of the template outlines the structure of the report and the second part is the explanatory memorandum. With the issue of this template which is generic in nature, individual vetting of each Central Sector scheme by NITI Aayog will not be required. However, in the opinion of the Ministry/Department, if any particular scheme so demands, the Ministry/Department may like to approach NITI for specific addendum or revision in this template.

2. This issues with the approval of Secretary (Expenditure).

-Sd-  
**Harsha Das**  
**Director (PFC-II)**  
**Tel. No. 23092578**

**Financial Advisors**  
**All Ministries/Departments of Government of India**

**Encl: As above**

Copy to:

DG/DME0 w.r.t. OM Mo.I-19011/33/2019-DME0 dated 16.5.2019

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## RFQ: Third Party Evaluation - Central Hindi Directorate

### Template for Evaluation of Central Sector Scheme: Scheme Name

**Name of Department/Name of Ministry**

#### **1 EXECUTIVE SUMMARY**

#### **2 OVERVIEW OF THE SCHEME**

##### **2.1 Background of the scheme**

- a) Brief write up on the scheme including Objectives, implementation Mechanism, Scheme architecture / design
- b) Name of Sub-schemes / components
- c) Year of commencement of scheme
- d) Present status with coverage of scheme (operational / non-operational)
- e) Sustainable Development Goals (SDG) Served
- f) National Development Plans (NDP) Served

##### **2.2 Budgetary allocation and expenditure pattern of the scheme**

| SUB-SCHEME /COMPONENT | [Year 1] 2015-2016 |    |        | [Year 2] 2016-2017 |    |        |
|-----------------------|--------------------|----|--------|--------------------|----|--------|
|                       | BE                 | RE | Actual | BE                 | RE | Actual |
|                       |                    |    |        |                    |    |        |

| SUB-SCHEME /COMPONENT | [Year 3] 2017-2018 |    |        | [Year 4] 2018-2019 |    |        |
|-----------------------|--------------------|----|--------|--------------------|----|--------|
|                       | BE                 | RE | Actual | BE                 | RE | Actual |
|                       |                    |    |        |                    |    |        |

| SUB-SCHEME /COMPONENT | [Year 5] 2019-2020 |    |        | 2020-2021 |    |        |
|-----------------------|--------------------|----|--------|-----------|----|--------|
|                       | BE                 | RE | Actual | BE        | RE | Actual |
|                       |                    |    |        |           |    |        |

##### **2.3 Summary of past evaluation since inception of scheme**

| Year of Evaluation | Agency hired for Evaluation | Recommendations made and accepted | Recommendations made but not accepted |
|--------------------|-----------------------------|-----------------------------------|---------------------------------------|
|                    |                             |                                   |                                       |

#### **3. METHODOLOGY**

3.1 Approach (Methodology adopted), Division of country into 6 Geographical Regions / Zones (North, South, East, West, North East and Central) as classified by NSSO.

3.2 Sample size and sample selection process, tools used: field study / questionnaire, primary and secondary data.

#### **4. OBJECTIVE OF THE STUDY**

4.1 Performance of the scheme based on the Output / Outcome indicators

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4.2 Additional parameters

a) Coverage of 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) implementation mechanism

c) Training / Capacity building of administrators / facilitators

d) IEC activities

e) Asset / Service creation & its maintenance plan

f) Benefits (individual, community)

g) Convergence with scheme of own Ministry / Department or of other Ministry / Department.

4.3 Gaps in achievement of outcomes

4.4 Key Bottlenecks & Challenges

4.5 Input Use Efficiency

5. OBSERVATIONS AND RECOMMENDATIONS

5.1 Thematic Assessment

5.2 Externalities

6. CONCLUSION

6.1 Issues & challenges

6.2 Vision for the future

6.3 Recommendation for scheme with reasons

7. REFERENCES

8. APPENDICES

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**EXPLANATORY MEMORANDUM**

- 2.1(a)** Latest guidelines of the scheme may also be annexed.
- 2.1(b)** Sub-schemes/ components which have separate budgetary allocations either through budget line or through Detailed Demand for Grants (DDG) may also be listed along with component-wise budget allocation.
- 2.1(d)** Details of number of states/districts / villages where the scheme is functional may be included.
- 2.1 (e) & (f)** May be linked with objective of the scheme.
- 2.2** If DDG makes allocations for certain items which are not shown as sub schemes/components, the same may be separately indicated along with allocation in the table.
- 3.1** Complete list of states as classified by NSSO may be seen on its website.
- 4.1** Output / Outcome indicators as proposed/ prepared by NITI Aayog may be considered. In the absence of these, indicators as spelt out in SFC / EFC memorandum during appraisal of the scheme may be utilized. Output i Outcome indicators ( numbers or percentage) must be compared with base year value at all time points (periodicity) as per monitoring mechanism framework, also defined in SFC/EFC Memorandums.
- 4.2 (a)** Tabulated information up to Tehsil / Block Level and if possible, up to village level may be provided.
- 4.2 (b)** Focus should be on clarity of instructions, availability of scheme or programme guidelines, clear definition of roles and responsibilities of functionaries and the number and nature of clarifications / additional instructions issued w.r.t. scheme guidelines.
- 4.2 (c)** Details about training (PFMS /EAT Module, scheme's portal or any other) with number of interventions and levels at which these interventions were carried out may be included.
- 4.2 (d)** Details about Stakeholders / Beneficiaries, details of campaigns, media, frequency, feedback etc. may be included.
- 4.2 (g)** Details about apparatus-manpower office transport etc. may be included. If there is no convergence, NIL may be recorded.
- 4.3** These gaps could be attributed to absence of interventions/ non-performance of existing interventions.
- 4.4** Focus may be on Financial, Administrative, Project Management and any other Key Bottlenecks & Challenges.

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4.5 Details of (a) requirement of funds as indicated in EFC / SFC in relation to actual allocation of funds including timelines of release (b) requirement and allotment of manpower in implementation of scheme / programme at various levels (PMU / Central / State) (c) involvement of private players, volunteers, non-governmental organizations and local community etc. in the scheme may be provided.

5.1 Thematic assessment should focus on Accountability, Transparency, Employment generation (direct / indirect), Climate change and sustainability, Role of TSP/ SCSP, Use of IT, Behavioural change in stakeholder/beneficiary, R&D, Role, functions, involvement / support of State govts. Cross cutting themes can be assessed both through secondary data as well as primary. While conducting meta-analysis of existing reports, the evaluator should actively review the cross-cutting themes. The primary data for cross cutting themes will be elicited through specific questions and responses during the key informant interviews and beneficiary surveys. For example, use of IT in scheme implementation, fund flow, monitoring and evaluation can be assessed from interaction with concerned ministries/departments as well as states officials. Similarly, gender mainstreaming can be assessed by introducing specific questions on changes in knowledge, attitude and practices pertaining to gender equality, attributable to the CS intervention at hand, through household surveys.

5.2 Details of best practices, innovations or scheme / projects where best practices were replicated may be provided.

6.3 It is essential to highlight the importance of recommendations made for the scheme. The evaluation agency may provide recommendation for the scheme in any of the following categories (a) Continue in existing form (b) Continue with some Modifications (suggest modifications) (c) scale up the scheme ( Financial/ Physical / both) (d) Scale down the scheme (Financial/ Physical/ both) (e) Close (f) Merge with another scheme as sub-scheme/component.

Office Memorandum F.NO.42 (02) /PF-II/2014 Government of India Ministry of Finance Department of Expenditure [ PFC -I Division ] North Block, New Delhi Dated : 08th December, 2020

Note : For the Scheme Which are part of an umbrella scheme the details for both Part A and Part B of the format should be provided . In such cases, Part B should be filled for each scheme separately under the Umbrella.

For Standalone schemes details for Part B is only required.

#### Part A

1. Name of the Umbrella scheme under which scheme is to be continued
2. Total outlay of the Umbrella scheme; Scheme - wise and year - wise (In case of Umbrella CSS , specify the overall Central Govt. and State Govt. shares)
3. In case of centrally sponsored umbrella scheme , specify central components (100% funded for central government ) and state components (shared between centre/state/UTs)

#### Part B

1. Name of the scheme
2. Objectives of the scheme
3. Background of the scheme
4. Whether Central Sector (CS) Scheme/Centrally sponsored scheme
5. Total Proposed Outlay (Component - wise and year - wise)
6. Actual Expenditure of the ongoing scheme year wise and achievements (in a tabular form)
8. Existing and proposed funding pattern (in a tabular form) along with rationale.
9. Major findings of evaluation / outcome review and comments of the Ministry / Department on each observation of the scheme (Attach evaluation report)
10. Major changes / departure proposed from earlier scheme along with justification
11. Major changes in costing norms, if any

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12. Convergence architecture with other central government schemes
13. Rationale for continuation
14. Proposed output/outcomes year - wise
15. Sunset date
16. Details of posts created for the Scheme (Regular/Contractual separately) and the number of persons engaged against them with annual financial implications
17. Any additional posts proposed to be created with annual financial implication.
18. Comments of other stakeholders including Ministries/ Departments /NTI Aayog and response thereon (in a tabular form)

\*\*\*\*\* End of RFQ Document\*\*\*\*\*