



Government of West Bengal

**OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR  
(Development Section)**

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal

Phone : (03582) 227101 # Fax : (03582) 227000/225000 # e-mail : dm-cbr@nic.in, dmcoochbehar@gmail.com

Memo No.: Dev/1059(5)

Dated: 01/12/2017

**Subject :- Notice inviting expression of interest for preparation of District Human Development Report of Cooch Behar District**

District Magistrate, Cooch Behar is inviting expression of interest for preparation of District Human Development Report of Cooch Behar District from the faculty members of Universities and Colleges, Universities, Research Institutes and other similar Govt. Organizations subject to the followings.

Interested faculty members of Universities and Colleges/Universities/Research institutes etc. Will submit their Detailed Project Report indicating their available infrastructure, previous experience (if any), required time period, requirement of fund etc.alongwith the Expression of Interest by registered post to the Planning Section, Office of the District Magistrate, Cooch Behar, West Bengal, Pin-736101 on or before 31 Dec 2017.

After receiving of the Details Project Report, the same will be scrutinized at district level by the District Human Development Committee and will send to the Department of Planning, Statistics and Programme Monitoring, Govt. Of West Bengal for necessary approval and sanction of necessary fund.

A) Period of the Project: 12 months(01<sup>st</sup> February 2018 to 31 January 2019)

I) Part-I

1.	Pre-Feasibility study and submission of Detailed Project Report (DPR) after studying various requirements for the proposed District Human Development report	On or before 31.12.2017
2.	Opening of Expressions of interest	02.01.2018
3.	Scrutiny of Expressions of Interest	02.01.2018 to 08.01.2018
4.	Declaration of Sort Listed of DPR	11.01.2018
5.	Power Point presentation of the sort listed DPR	19.01.2018
6.	Declaration of selected DPR	24.01.2018

II) Part-II

1.	Preparatory work, Field data collection, Data Compilation, Data Analysis, drawing inferences	First 6 months of the project period
2.	Submission of the first full draft of the report for experts review	4 <sup>th</sup> week of 6 <sup>th</sup> month
3.	Submission of the final full draft for executive review	4 <sup>th</sup> week of 9 <sup>th</sup> month
4.	Establish and print the final report	4 <sup>th</sup> week of 12 <sup>th</sup> month

**B) Submission of EOI**

The Faculty/Organization/Institute/agency shall submit their EOI in sealed cover containing documents. The cover containing the EOI document should be sealed and super scribed as "Expression of Interest for Preparation of DHDR of Cooch Behar District".

i) Expression of Interest in Form-I.

ii) Statement of Applicant in Form-II

iii) Details of similar projects done in Form-III.

iv) Details of educational qualification and experience details of permanent technical personnel in Form-IV

**C) Outcome of the Project:**

i) 12 Blocks to be ranked within the District as per HDI Indices

ii) GPs to be ranked within each Block as per HDI Indices

iii) 128 GPs to be ranked within the district as per HDI Indices.

**D) Area to be covered:**

i) Present status of socio economic features and livelihood pattern both in rural and urban sectors of this district. There must be a clear focus to identify critical disparities across social groups defined by geographical position, religious affiliation, gender and socioeconomic status.

ii) Assessment of inputs, process and outcome indicators in education and health in the district.

iii) Present agricultural situation, irrigation facilities.

iv) Industrial status of the district.

v) Local own resources, their economic status and income, their future development and effective uses.

vi) Critical evaluation of the Govt. Developmental policies on the people of this district after reviewing the previous and current policies.

**E) Terms and Conditions:**

i) Detailed Project Report (DPR) must be submitted by registered post to the address given above by 5.30 PM OF 31.12.2017 positively. No other mode will be accepted. The DPR reached afterward will not consider for selection.

ii) Short listed DPR may be asked to deliver a power point presentation before the District Human Development Committee.

iii) Time schedule to be followed strictly.

iv) One synopsis also to be submitted in one page only with the DPR.

v) The Undersigned reserves the right to accept or reject any DPR without assigning any reason. No application shall be entitled for any compensation whatsoever for rejection of his DPR.



**District Magistrate  
Cooch Behar**

Dated: 01/12/2017 ..

## Form No.-I

### Format for submitting the Expression of Interest

To

The District Magistrate, Cooch Behar  
Sagar Dighi Complex,  
P.O.: Cooch Behar, Dist.: Cooch Behar,  
Pin: 736101, West Bengal

Sir,

Sub: Submission of DPR for preparation of District Human Development Report-reg.

The undersigned Consultants, having read and examined in detail all the EOI documents for selecting Project Management Consultants (PMC) for preparation of District Human Development Report of Cooch Behar District. The details of our firm alongwith the documents forming part of the enclosures are given below:-

1.	Name of the Faculty/Organization/Institute etc.	
2.	Address	
3.	Name & Designation of the contact person to whom all references shall be made regarding this EOI	
4.	Address of the person to whom all references shall be made regarding this EOI	
5.	Telephone (with STD code)	
6.	Mobile No. Of the contact person	
7.	E-mail of the contact person	

I/Wee have enclosed the followings:-

1. Expression of Interest in Form-I
2. Statement of application in Form-II
3. Details of similar projects done in Form-III
4. Details of educational qualification and experience details of permanent technical personnel in Form-IV.

I/We hereby declare that our EOI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Yours faithfully,

(Signature of the Authorised Representative)

Date:-----

Place:-----

(Name)-----

**Form No.-II**  
**Statement of Application**

1.	Name of the applicant	
2.	Address of Head Office :  Telephone No.:  Fax No  E-mail address :	
3.	Branch Office Address (If any)  Telephone No.:  Fax No.  E-mail Address:	
4.	Legal status	
5.	Place & date of establishment	Place  Date
6.	Branch of Specialization: Main line of business	a) .....Since  b).....Since  c).....Since
7.	Name and Address of Lead Member	
8.	Name and address(s) of other constituent members(s)	
9.	Total number and Category of Permanent Employees	
9.1.	Total number of Employees	
9.2.	Total number of Technical Persons	
9.3.	Total number of specialists	

### Form No.-III

#### Details of Experience in the field of implementation of similar projects

Sl. No.	Name of the Project with Project Location	Name & address of the Client	Contact No. & Date*	Date of Completion of the Project	Whether the project		Description of the Project	Any other information
					In Progress	Commissioned		
1.								
2.								
3..								
4.								

(Signature of the Authorised Representative)

## Form No.-IV

### Details of Educational Qualification and Experience of Project Leader & Project-in-Charge

Sl. No.	Name	Date of Birth	Profession	Nationality	No. Of Service Year with the Applicant	Key Qualification	Experience	Any important information

(Signature of applicant)