1. Scope of Work:

**TRAINING MODULE ON PROCEDURES LAID DOWN IN JUVENILE JUSTICE (CARE AND PROTECTION) ACT 2015 AND ITS RULES**

The Union Territory Child Protection Society intends to prepare one documentary of 25-30 minutes in High Definition Format to serve as a training and capacity building module on procedures and guidelines of children covered under the Juvenile Justice (Care and Protection of Children) Act 2015 and its rules. This will encompass all children mentioned in the Act including procedures on Non Institutional Care services such as adoption, foster care, sponsorship, etc.

The core module of the film “Training Module On Procedures Laid Down In Juvenile Justice (Care and Protection) Act 2015 And its Rules” will be targeting primary stakeholders and duty bearers like Police, Child Welfare Committee, Juvenile Justice Board, Child Care Institutions, Medical Officers, Child Welfare Officers, Counselors, District Child Protection Unit and relevant others viz-a-viz the existing structures in Chandigarh. Its main objective will be to delineate the Child Protection mandate and the specific rules, regulations and protocols it entails and set out the roles and tasks of personnel as it relates to child protection, situational awareness, and child protection considerations in operations, responses and appropriate actions when encountering/dealing with children at risk and scenario discussion. The 10 minute duration film will be for target groups who are laypersons, like community, parents, students of schools, colleges, universities, legal aid volunteers emphasizing on their roles, duties and about the guiding principles towards child protection and also giving an overview of the roles of primary duty bearers.

It aims to be a comprehensive reference guide for those working in a range of professions or agencies towards children in conflict with law and children in need of care and protection framework and is intended to help them effectively teach the principles and enable successful implementation. The main script should be in Hindi with subtitle in English and dubbed in Punjabi and English video should be presentable at National level as well.

The script contents should be factually and legally correct as per the provisions of the Juvenile Justice (Care and Protection of Children) Act 2015. The documentaries should be informative and so designed as to serve as audio visual training module and guides for relevant stakeholders as specified above and include standard operating procedures, specific mandates and useful techniques for facilitation on identification, response and safeguarding children from abuse, exploitation, violence and neglect. The outlines of the procedure for a general overview for the bidders are annexed in the document as “ANNEXURE-I FLOWCHARTS”

2. Who can apply?

Bids are invited from an individual/firm/company/Consortium who is directly associated in the field of film making as well as social work. In case of consortium, there can be a maximum of 3 (three) members in a consortium. The technical and financial capabilities of members in the consortium as a whole will be considered for evaluation. The bidder if it is consortium will have to submit along with tender Memorandum of Agreement indicating inter alia therein a lead member and extent of participation by each member, on Non-Judicial paper, signed by all the consortium members and duly notarized. The lead Member should be an expert in film making. All the members of the consortium shall be liable jointly and severally for the execution of the assignment in accordance with the terms and conditions of the contract and any other matter as required under the contract. The bidder shall also fulfill the eligibility criteria.

3. Eligibility Criteria

3.1(i). The bidder should have minimum average annual financial turnover of Rs 3 lacs (Rupees three lacs) during the last three years ending 31st March 2016 (i.e. 2013-14 and 2014-15, 2015-16).

3.1(ii) During last 7 years (i.e. as on 31st May 2016) the bidder should have already produced/handled at least two similar documentaries of 15-30 minutes, under their own banner costing each not less than the amount equal to 50% of the estimated cost of 8.50 lacs.

3.1. (iii). The bidder should have latest technology, cinematography for video creativity, background music and video should be presentable at national Level.
3.2:- **Criteria of Technical Evaluation:** The evaluation matrix along with the maximum marks that can be scored is given below:

<table>
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<tr>
<th>Sr. No.</th>
<th>Details required/parameters on which bidder will be scored.</th>
<th>Maximum Marks</th>
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<tr>
<td>(a)</td>
<td>The bidders must showcase two of the films/documentaries of at least 15 minutes already executed/handled by the bidders to evaluate the quality of the project</td>
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<td>(b)</td>
<td>To assess the technical skills, the bidders will be asked to critically evaluate a movie shown to him and give his comments on what was good about it and how he would re-do it in the given budget.</td>
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<td>(c)</td>
<td>Key personnel capacity - Experience/CV (2-3 persons)</td>
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<td>(d)</td>
<td>Concept/Draft Script on how the Bidder will make a Film on the theme he intends to make (2000 Words)</td>
<td>30</td>
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3.3:- At the time of opening of technical bid, the bidder shall make a detailed presentation to the committee as may be constituted by the Chairperson, Union Territory Child Protection Society. The bidder himself/herself along with his/her technical person shall make the presentation and also in order to assess technical expertise. The bidder will have to secure minimum 70 marks as per QCBS to be technically qualified.

4. **Guidelines for Submission of Technical and Financial Bid:**

4.1. Sealed technical and financial bids in separated envelopes are required to be submitted, super scribing the “bid for documentary on training module on procedures laid down in Juvenile Justice (Care and Protection) Act 2015 and its Rules” on the envelop well before the due date and time as stipulated in the advertisement. Bidders may note that conditional bids are not allowed and shall be liable for rejection summarily, without assigning any reason.

4.2 **Cover I: Technical Bid:** Super scribe “Technical Bid for documentary on training module on procedures laid down in juvenile justice (care and protection) act 2015 and its rules and to include the following document:

a) The details of short films made by the Agency/organization/individuals along with copies of the video films in DVD format.

b) The Bidder shall be required to submit the filled copies of income-tax returns of last three years with TAN/PAN number. The bidder should also submit, duly verified by a Chartered Accountant (indicating membership no of Chartered Accountant in his seal), balance sheets and profit and loss accounts of his firm/company for the preceding three years and a Self Attested copy of Service Tax Registration Certificate.

(c) Bid-data of the key persons of his/her creative team. Composition of creative team to be submitted along with bio-data of at least Director, Cinematographer Script Writer & Music Director, work done by the members of the creative team as well as the bidder, may be stated along with the documentary proof. The bidder will also submit documentary proof of ownership/retainer-ship of production facilities, if any.

d) The Bidder will submit a certificate to the effect that the information submitted by him/her is correct. Anyone found guilty of furnishing false information shall be disqualified directly.
e) The bidder or his/her duly authorized representative may be required to make presentation before the Technical Committee of the Union Territory Child Protection Society under the aegis of Department of Social Welfare Woman and Child Development, Chandigarh at his/her own cost.

f) The Bidder shall submit an affidavit that they have not been at any time individually or collectively blacklisted or banned or delisted for any government or Quasi Government of Agencies or PSUs.

g) Earnest money deposit(EMD) of Rs.50,000/- (Rs Fifty thousand Only) should be submitted in the form of demand draft, fixed deposit receipt, bank guarantee from any of the commercial banks in favor of Union Territory Child Protection Society, Chandigarh. EMD will be returned to the unsuccessful bidders after the final selection.

h) For the selected bidder, EMD amount would be retained as performance security valid up to 60 days beyond the date of completion of work. The performance security shall be subject to forfeiture in case of unsatisfactory/sub standard quality of film, in addition to other punitive action as the Chairperson, UTCPS or Member Secretary, UTCPS-Cum-Director Social Welfare Department, UT may deem fit.

i) The bidder will also have to submit a show-reel of his production work undertaken in the last 7 years.

j) The bidder will be required to display capability for multilingual translation.

4.2. Cover 2: Super scribe the “Financial Bid for documentary on training module on procedures laid down in juvenile justice (care and protection) act 2015 and its rules” duly dated and to include the following documents/details:

The maximum ceiling of financial bid on the One documentary on Training module has been worked out and fixed at Rs. 8.50 lacs at DAVP rates (plus tax extra and less deductions if any) for production of training module for 25-30 minutes but the bidder is to quote discount percentage on maximum ceiling. No other payment will be made. Therefore, while quoting the discount percentage; the bidders should take into account all aspects. However, in case re-voiceover, re-shooting and re-editing additional payment amount to Rs 12,000, Rs. 30,000 and Rs. 18,000 respectively will be payable.

4.3 Outer cover: - The outer sealed cover containing Cover 1 and cover 2 as indicated above should be super scribed with “technical and financial Bid for documentary on training module on procedures laid down in juvenile justice (care and protection) act 2015 and its rules” and should have the full name, Postal address, fax, email and telephone numbers of the bidder in the prescribed Application Form as Annexure-II and should be submitted to the Member Secretary, Union Territory Child Protection Society-cum-Director Social Welfare Woman Child Development, Sector 19B, Chandigarh, near Vatika School, Tel no 0172-2548000.

5. Bid Rejection Criteria:

5.1. Bids shall be categorically rejected if the bids received after Tender closing date and time.

5.2. Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period.

5.3. Bidders who have quoted more than the estimate budget will be rejected.

5.1. Bids with technical requirements and/or terms not acceptable to Union Territory Child Protection Society.

6. Schedule of Payment:

6.1 An advance of 25% (of L-1 amount) will be given along with final concept and script as approved by the Chairperson UTCPS. The Department shall ask for Bank Guarantee equal to 110% of advance amount valid for 60 days beyond the date of completion all contract obligations from the Agency in order to safeguard the interest of the Government.

6.2 Any other advance payment may be made to the Agency as decided by the Chairperson, Union Territory Child Protection Society. But the advance payment shall not be more than 40% (of L-1 amount) including the amount released as per the clause 6.1. The Department may ask for Bank Guarantee from the Agency in order to safeguard the interest of the Government.
6.2. Balance payment will be released only after final version of film complete in all respects is received and approved by the Chairperson, Union Territory Child Protection Society, Chandigarh Administration. (DVD format). The main script should be in Hindi with subtitle in English and dubbed in Punjabi and English.

7. General terms and conditions:

7.1. Period of validity of the Tender is 90 days from the closing date of the bids.
7.2. The bidders, whose technical bids are found as qualified by the technical committee as per QCBS, shall be shortlisted for financial evaluation.
7.3. The marks awarded to the bidders in the technical evaluation will be given a weight age of 70 percent. Similarly, the financial bids of the bidders will be given a weight age of 30 percent. The combined score of technical and financial score with weight age 70:30 will determine the top scorer who will be awarded the contract. In case two or more bidders obtain equal combined score then the bidder obtaining highest score in technical bid will be considered L-1 and contract shall be awarded to him/her.
7.4. The successful bidder will have to sign an agreement with Union Territory Child Protection Society which will include general term & conditions, penalty clause, bank guarantee, time frame and others. After signing the agreement, the successful bidder will complete the contract within 70 days.
7.5. The successful bidder will submit final script within 10 days of signing the agreement.
7.6. All necessary permissions for the film shoot will be obtained by the bidder. The bidder is required to complete the shoot within 30 days from the date of finalization of script and submit a rough cut of the film for preview and approval.
7.7. Within 15 days the rough cut of training module will be incorporated in training sessions for feedback from stakeholders. On the basis of feedback, UTCPS may ask the agency to make changes which shall be incorporated in the documentary by the bidder.
7.8. The bidder will submit the final version within 15 days, incorporating voice over, music track, etc. for final review and approval.
7.9. The ownership of the documentary both the unmixed & mixed versions will at all times rests with Union Territory Child Protection Society, Chandigarh and the agency will have no proprietary or other rights in respect to the same and will not use the material in any way.
7.10. In case any need arises after completion of work for the addition, editing etc in the training module, theme, content of script the same shall be done within 4 months from the date of completion of work with mutual consent of UTCPS and the agency at the cost not more than 20 % of the total cost of the contract.
7.11. The decision of the Competent Authority of this society/ authorities/authorized officer regarding approval of rates will be final. No complaints in this regard will be entertained.
7.12. During the course of technical evaluation if found necessary, UTCPS and the Department Social Welfare, Women and Child Development may seek supplementary details and the same be submitted within the stipulated time and non submission of such details in time may render such bids for disqualification for further evaluations.
7.13. All the technically shortlisted bidders shall be separately notified in writing or through e-mail.
7.14. In case of a successful bidder is a consortium, no member of the consortium shall leave after assigning the work order. In such case, the Chairperson UTCPS shall have the rights to cancel the order placed thereof.
7.15. Bidder must state categorically whether or not his offer conforms to all the tender terms and conditions.
7.16. The Member Secretary Union Territory Child Protection Society has right to extend the period of Job based on genuine reasons, if necessary.
7.17. Penalty will be imposed at the rate of 0.01% per day of the total cost of contract. If the delivery of the final product is delayed beyond the agreed schedule of the delivery.
7.18. The bidder should have the necessary infrastructure like High resolution camera with camera men, Pota Lights, Sound recorder with camera or mic, VO Studio, Music, Post – Production, Graphics etc. script writer, Director, Voice Over Artist, Cameramen, post-production team, expertise of dubbing voice in Hindi, English and Punjabi languages – spoken and written.
7.19. All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc and providing any additional information required by the Union Territory Child Protection Society, Chandigarh will be borne entirely and exclusively by the Bidders.
7.20 No bidder will be eligible to have empanelment in more than one name (either in his own name or in the name of his/her close relative). Employees and close relatives of employees of Union Territory Child Protection Society and of Department of Social Welfare Woman and Child Development, other units of the department and its Media units/autonomous organizations will not be entitled to entrust the work. (Close relative means spouse, dependent children/parents/brothers/sisters and other dependents).

7.21 The Union Territory Child Protection Society, Chandigarh reserves the right to reject the applications without assigning any reason and also reserves the right to deduct full cost or apart thereof from the bill, in case work undertaken by the Agency/Producer is found sub-standard or unsatisfactory or not as per the specifications. All disputes will be settled under the jurisdiction of Chandigarh.
Who is Juvenile in Conflict with Law??

- **Petty offences** (including the offences for which the maximum punishment under the IPC or any other law for the time being is imprisonment up to 3 years, e.g., theft)

- **Serious offences** including the offences for which the maximum punishment under the IPC for any other law for the time being is imprisonment up to 7 years

- **Heinous offence** (including the offences for which the maximum punishment under the IPC or any other law for the time being is imprisonment up to 7 years)

A person is alleged or found to committed an *offence* and who has not completed 18 years of age on the date of commission of such offence.

The case will be immediately handed over to Special Juvenile Police Officer (SJPO)

SPJO within 24 hours will produce child in front of (Juvenile Justice Board)*

A child in conflict with law may be produce before individual member when the board is not sitting

SJPO will immediately inform parents/Guardians of the child and Probation officer for the enquiry of the offence

SJPU will ensure that police during apprehension is not in uniform.

Who will apprehend Juvenile In conflict with law??

- Police officer/Special Juvenile Police Unit As per JJ Act the case will be immediately handed over to Special Juvenile Police Officer (SJPU means a police officer designated as SJPU in each Police Station)

A child alleged to be in conflict shall not in lock up. After Apprehension Child under goes medical examination.

After apprehension Police shall inform to District Child Protection Unit/DLSA/SLSA for free legal Aid of the Child in conflict with Law
Role of Juvenile Justice Board in Juvenile in conflict with Law

(JJB is a statutory body consisting Principal Magistrate and two Social workers including on female member with having Psychology and Sociology background)

1. Ensure Child Rights throughout the procedure the process of apprehension of child enquiry and rehabilitation process.
2. Ensure Legal Aid for Child.
3. Directing the PO for Social Investigation report within the period of 15 days.
4. Depending on offence, the JJB can either grant bail or order for the child to be placed in observation Home.

Orders regarding JCL
1. Petty offence /Serious offences (Theft, snatching)-
   a) Child can go to home after being advised by JJB
   b) Direct the child to participate in group counseling
   c) Order the child to perform community services.
   d) Order the child to pay fine.
   e) Direct the child to be release on probation of good conduct and under the care of guardians/parents/fit person.

Heinous Offence (Murder, Rape etc)
   a) Child to be sent to place of safety
   b) Direct the Child to participate in group counseling
   c) Sent a Child in (*observation home) for ensuring protection of the Child.

Life imprisonment and death Orders cannot pass against JCL irrespective of type of offence.

Juvenile Justice Board can order to attend school, vocational training, attend therapeutic centers and also direct the Child to participate in group counseling.

Heinous Offence (Murder, Rape etc)
   a) Child to be sent to place of safety
   b) direct the Child to participate in group counseling
ROLE OF OBSERVATION HOME/ SPECIAL HOME/ PLACE OF SAFETY

1. **OBSERVATION HOME** is a temporary reception centre for juvenile in conflict with law pending inquiry or bail.

2. **SPECIAL HOME** is for rehabilitation of those children in conflict with law who are found to have committed an offence.

3. **PLACE OF SAFETY** means any place or institution, not being a police lockup or jail, established separately or attached to an observation home or a special home, as the case may be, the person in-charge of which is willing to receive and take care of the children alleged or found to be in conflict with law, by an order of the Board or the Children’s Court, both during inquiry and ongoing rehabilitation after having been found guilty for a period and purpose as specified in the order;

Under Heinous Offence (Murder, Rape etc)
- a) Child to be sent to place of safety
- b) Direct the Child to participate in group counseling
- c) Provide the Child Basic needs
- d) Vocational Training Program

Observation home/Special Home will focus on providing the child basic needs including food, shelter and also education, vocational training and extracurricular activities etc.

Child segregated on the basis of age, nature of offence, child’s mental and physical status.
REHABILITATION PROCESS FOR THE JUVENILE IN CONFLICT WITH LAW

Institutional care under observation/Special Home

1. Educational Services
2. Vocational Training Program
3. Counseling

Post Restoration

1. Regular Follow up by Probation Officer/DCPU.
2. Linkages with Educational and Jobs
3. Aftercare
4. Sponsorship

2) In petty offences under section 24, records shall be destroyed by the police or by the children court, in case of heinous offences relevant records of conviction shall be retained by the children court.
CHILDREN IN NEED OF CARE AND PROTECTION

RESCE
ORDERS OF CHILD WELFARE COMMITTEE (CWC)

(ENSURING SAFETY & ASSESSMENT)

Police/ Help lines Temporary Shelter Assessment
SIPU Childline-1098 Child safe & Safety & Inquiry
WCHL-181
(Anyone with information of CNCP Child can contact agencies Above or directly contact CWC)

Shelter Home/ Foster Parents Submission of Inquiry
Children Home within 15 Days

Educational Medico Psychological
Services Legal Aid Support/ Individual care

(RESTORATION & REHABILITATION)

DCPU/CWO/NGO Restoration Options for Child Ensuring Rehab Plan for child

DCPU/CWO/NGO

Real Parents Foster Parents

Institutional care Foster Parents

Adoptive Parents Fr Person /Fr Guardian

Plan made for every child

WCHL-WOMEN AND CHILD HELPLINE (181)
SIPU-SPECIAL JUVENILE POLICE UNIT
CWC-CHILD WELFARE COMMITTEE
DCPU-DISTRICT CHILD PROTECTION UNIT
CWO-CHILD WELFARE OFFICE
# Procedure of Children in Need of Care & Protection

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<th><strong>IDENTIFICATION</strong></th>
<th><strong>RELEVANT LEGISLATIONS</strong></th>
<th><strong>AGENCIES FOR RESCUE (STEP 1)</strong></th>
<th><strong>REPORTING OF CASE (STEP 2)</strong></th>
<th><strong>ROLE OF CHILD WELFARE COMMITTEE (CWC) CASE OUTCOMES (ORDERS REGARDING CNCP)</strong></th>
<th><strong>INSTITUTIONAL CARE / NON INSTITUTIONAL CARE</strong></th>
<th><strong>POST RESTORATION OF CHILD TO FAMILY/ NON INSTITUTIONAL CARE</strong></th>
<th><strong>REMARKS</strong></th>
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</thead>
<tbody>
<tr>
<td>1. Child found begging</td>
<td>JJ ACT 2015 Mandatory Reporting of cases to in case of Child found separated from Guardian (Abandoned/Lost/Orphan/children) To Agencies such as ; 1) CHILDLINE (1098)) 2) Police (100) 3) The District Child Protection Unit-0172-2548000. 4) Child Welfare Committee</td>
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<td>*The Child welfare Committee is a statutory body under JJ Act means to address cases of children in need of care and protection. The Child welfare committee can be contacted 24x7</td>
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<td>2. Child engaged in labour in contravention of labour laws</td>
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<td>3. Children at risk of being sexually abused</td>
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<td>4. Missing or found child.</td>
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<td>5. Child at risk of child marriage</td>
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<td>6. Street Child</td>
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<td>7. Child in risk of being abused, neglected or exploited</td>
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<td>8. Child with mental illness</td>
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<td>9. Child with special needs</td>
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<td>10. Child suffering from incurable or terminal disease.</td>
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<td>11. Children at risk of using drugs/dependence</td>
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<td>12. Children at risk of being trafficked</td>
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<td>1) Regular Follow up maintained by CWC by Child welfare officers 2) Linkages with Educational /vocational/other services</td>
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<tr>
<td><strong>INSTITUTIONAL CARE / NON INSTITUTIONAL CARE</strong></td>
<td>Child placed in institutional care for short term or long term placement as per case or pending inquiry Efforts made for Restoration and reintegration of child back to family care and other options Child can be immediately linked with non-institutional care options like sponsorship /Foster parents. /Aftercare services Child can also be gradually moved from institutional care to Non institutional care</td>
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<td><strong>POST RESTORATION OF CHILD TO FAMILY/ NON INSTITUTIONAL CARE</strong></td>
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<td><strong>REMARKS</strong></td>
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<td>Mandatory reporting in case of child found separated from Guardian. Information of any CNCP child should reach CWC within 24 hours Anyone can directly bring CNCP child to CWC or refer to any agency. Its mandatory to have one female member in CWC Child cannot be kept at Police station.</td>
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Rehabilitation of children without Parental/Adult Care Flow Chart on Procedure of Adoption

**Reporting Agencies**
- Police
- Childline
- WCHL
- SAA/CCI
- DCP
- SJPU

**Parents approaches CWC for surrendering the child**
1. CWC refers the parent for counselling.
2. Parents give surrender deed to CWC (60 days reconsideration period)

**Abandoned child**

Mandatory reporting to CWC within 24 hours (excluding journey time)

1. CWC passes Safe Custody Orders/fit institutions
2. Marks Social Inquiry to Child Welfare Officer

**Parents**

SAA enter the details of child at CARINGS within 72 hours from the time of receiving the child

Advertisement of child in the newspaper within 72 hours from the time of receiving the child by DCPU

1. DCPU submits report to CWC on efforts made to trace out biological parents/legal guardian within 30 days from the date of CWC orders
2. SAA submits report to CWC regarding efforts made by them
3. Police submits Non-Traceability certificate to CWC

CWC declares child legally free for adoption after completion of 60 days of reconsideration period

**Procedure for Prospective Adoptive Parents (PAPs) for adopting a child (in-country adoption only)**

- PAPs may register online at CARINGS for adoption (www.cara.nic.in)
- HSR will be conducted by SAA of concerned jurisdiction
SAA enters MER and CSR of the child within 10 days of being declared as legally free for adoption

Prospective Adoptive Parents shall be referred up to 3 children and they have to reserve one child within 48 hours for possible adoption from the date of referral

Matching of child with Prospective Adoptive Parents registered at CARINGS

Selection of a child by PAPs within 15 days from the date of reserving the child. The compatibility is checked by Adoption Committee for acceptance of the child by the PAPs

- Prospective Adoptive Parents may take child in pre-adoptive foster care within 10 days from the date of acceptance
- Post placement follow ups by SAA for 2 years from the date of pre-adoptive foster care placement with the Prospective Adoptive Parents (every after 6 months)

SAA files adoption petition in the court within 7 days from the date of receipt of acceptance of the child

Disposal of adoption petition by the Court within 2 months from the date of filing petition

SAA obtains certified copy of adoption orders from the Court within 7 days from the adoption order

SAA obtains DOB Certificate from the issuing authority and post it in CARINGS/forward to PAPs
# CHECK LIST- TECHNICAL BID

Name of the Bidder: - 

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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Is the bid submitted in two bid system</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2.</td>
<td>Has the bidder furnished bidder's/partner's particulars</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3.</td>
<td>Has the bidder submitted the copies of Income Tax returns of last three financial years duly certified by a Chartered Accountant showing minimum average annual financial turnover of Rs. 3 Lacs.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4.</td>
<td>Has the bidder furnished (earnest money) as per tender document?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5.</td>
<td>Is the bidder fully complying with all the required qualifications as required in the tender document?</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6.</td>
<td>Has the bidder enclosed self attested copy of TAN/PAN Number</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7.</td>
<td>Has the bidder enclosed self attested copy of Service Tax Registration Certificate with Balance Sheets verified by Chartered Accountant for preceding 3 years</td>
<td>Yes/No</td>
</tr>
<tr>
<td>8.</td>
<td>Has the bidder enclosed an undertaking regarding non-blacklisting etc. in the shape of required affidavit</td>
<td>Yes/No</td>
</tr>
<tr>
<td>9.</td>
<td>Has the bidder submitted the requisite work orders/work done as proof etc. as per bid requirement i.e. Video films in DVD format.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>10.</td>
<td>Has the bidder undertaken/ handled two similar short films of 15 under their own</td>
<td></td>
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<tr>
<td>11.</td>
<td>Has the bidder submit a certificate to the effect that the information submitted by him/her is correct.</td>
<td></td>
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<tr>
<td>12.</td>
<td>Has the bidder signed each document with seal of the firm attached with the bid</td>
<td></td>
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<tr>
<td>13.</td>
<td>Has the bidder state categorically whether or not his/her offer conforms to all the tender terms and conditions</td>
<td></td>
</tr>
</tbody>
</table>
APPLICATION FORMAT FOR THE SUBMISSION OF TECHNICAL BID

Bidder Information

I/We wish to apply for the documentary on TRAINING MODULE ON PROCEDURES LAID DOWN IN JUVENILE JUSTICE (CARE AND PROTECTION) ACT 2015 AND ITS RULES.

<table>
<thead>
<tr>
<th>S.no</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Bidder</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Name of the individual/firm/company/Consortium</td>
<td></td>
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<tr>
<td>3.</td>
<td>Complete Address for Communication</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>(i) Phone /Mobile Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) E-Mail Id</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>(i) PAN/TAN Number</td>
<td>(i)</td>
</tr>
<tr>
<td></td>
<td>(ii) Service Tax number</td>
<td>(ii)</td>
</tr>
<tr>
<td></td>
<td>(iii) Average annual financial turnover of Rs 3 lacs (Rupees three lacs) during the</td>
<td>(iii)</td>
</tr>
</tbody>
</table>
last three years ending 31\textsuperscript{st} March 2016 (i.e. 2013-14 and 2014-15, 2015-16).

6. **Brief description of the bidder already produced/handled at least two similar documentaries of 15-30 minutes, under their own banner.**

7. **Bid-data of the key persons of his/her creative team along with bio-data of at least Director, Cinematographer Script Writer & Music Director, work done by the members of the creative team as well as the bidder, may be stated along with the documentary proof attached.**

8. **Number of years experience in film making (attached work orders of earlier works with other government/Department/autonomous bodies/PSU,s and others.**

9. **Has the agency/firm/Individual/company/ Consortium have ever been blacklisted/defaulter by any organization**

10. **Has the bidder agency/firm/Individual/company/ Consortium have latest**
technology, cinematography for video creativity, background music and video should be presentable at national Level.

11. Enclosed DD/Bank order for Rs. 51,000/- being EMD for the application

Rupees_________________
DDNo__________________dated__________drawn on
Bank____________________

DECLARATION

1. I/We____________________authorized signatory for the proposer solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above is found false, I may liable to be suspended.

2. I permit Union Territory Child Protection Society to cross check the above facts from any other source.

3. I hereby declare that I/We shall adhere to the terms and conditions mentioned in tender.

Signature with Stamp

Full name

Date.