

RFP No.2/10/2013-VS(SRS)

Request for Proposal for appointment of Agency for Providing Manpower for PMU support under Sample Registration System

Office of the Registrar General and Census Commissioner,
Ministry of Home Affairs, Govt. of India,
2/A, Man Singh Road,
New Delhi -110011

GLOSSARY

A glossary of the different acronyms used in the document is given below with the reference of individual acronyms. These are to be used in relation to the interpretation of the acronyms mentioned in the RFP.

S.NO.	ACRONYM	REFERENCE TO
1.	SRS	Sample Registration System
2.	CBR	Crude Birth Rate
3.	CDR	Crude Death Rate
4.	DCO	Directorate of Census Operations
5.	LOI	Letter of Intent
6.	IMR	Infant Mortality Rate
7.	MMR	Maternal Mortality Rate
8.	ORGI	Office of the Registrar General, India
9.	PMU	Project Management Unit
10.	TDS	Tax Deduction at Source
11.	TFR	Total Fertility Rate

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1. INFORMATION TO AGENCIES

1.1. Overview of Sample Registration System (SRS)

The Sample Registration System (SRS) is a large scale continuous demographic survey for providing reliable estimates of crude birth rate, crude death rate and infant mortality rate at the Natural Division level for the rural areas and at the State level for the urban areas. It also provides data for other measures of fertility and mortality including total fertility, infant and child mortality rate at higher geographical levels.

The Scheme of SRS, initiated by the Office of Registrar General, India on a pilot basis in a few selected States in 1964-65, the SRS became fully operational in 1969-70 covering about 3700 sample units. With a view to monitor the changes in vital rates, the SRS sampling frame is revised every ten years, apart from efforts for enhancing its scope and rationalizing the system. The latest replacement is based on the 2001 Census and is effective from 1st January, 2004. The present SRS has 7597 sample units (4,433 rural and 3,164 urban) spread across all States and Union Territories, encompassing about 1.3 million households and nearly 7 million population. The SRS dual record system consists of continuous enumeration of births and deaths by resident Part-Time Enumerators and an independent half yearly survey by Supervisors. The unmatched data from these sources are re-verified in the field. The time lag between the field survey and release of results under SRS has been reduced to less than one year.

The survey work and its monitoring and supervision is undertaken through Directorate of Census Operations (DCOs) located at States / UTs capital. The coordination, monitoring & supervision at all India level is carried out by the ORGI. During the proposed replacement of sample units in 2014, the number of sample units has gone up to 8861 from the present sample of 7,597, showing an increase of 1264 sample units. For effective supervision during the baseline survey and also for regular conduct of subsequent rounds of Half Yearly Surveys (HYSs) in these 1264 additional sample units, about 187 additional manpower would be required at the SRS Division at headquarter & DCOs to manage the additional workload.

It has been decided with the approval of the competent authority to recruit some manpower from the open market through a reputed manpower providing agency for the support of Project Management Unit (PMU), for a minimum period of three years, which may be extendable depending upon the requirement. The manpower is to be deployed at the ORGI's headquarters and in the DCOs located at various States / UTs.

1.2 Purpose / Intent for RFP

The purpose of this RFP is to appoint a 'Manpower Providing Agency (MPA)' (hereafter referred to as 'Agency') for providing requisite manpower to assist ORGI in carrying out field work, effective supervision and monitoring of the survey work under SRS. The

manpower so provided would be posted at ORGI headquarters and the DCOs of the States/UTs. The primary responsibility of these manpower would inter-alia be to undertake strenuous field work, inspections and monitoring etc. as per the norms prescribed by ORGI and also to assist senior officers in the various other project management activities relating to the project. Though the intent of this RFP is to appoint one agency which will supply the entire manpower, however two agencies can also be appointed under extraordinary situations to meet the manpower requirement.

1.3 Key Events and Dates

1	Tender inviting authority Designation / Address	Office of the Registrar General, India & Census Commissioner, M/o Home Affairs, 2/A, Man Singh Road, New Delhi – 110011.
2	Addressee and address at which tenders are to be submitted	Under Secretary (Hqrs.) Office of the Registrar General & Census Commissioner India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi – 110011. Ph. No.: 011-23071520(O)
3	Job requirement	Appointment of Agency for providing manpower in all States/UTs for PMU support under Sample Registration System(SRS)
4.	Issuance of the RFP	18th December, 2013*
5	Cost of RFP	Can be obtained from the Sale Counter of the Office of the Registrar General, India, 2/A Man Singh Road, New Delhi by furnishing the requisite cost of the RFP or Can be downloaded from ***www.censusindia.gov.in*** and the requisite cost of the RFP be furnished along with the filled-in sealed bid and Rs. 1,000/- (Rupees one thousand only) should be furnished towards the cost of RFP by means of Demand Draft / Banker Cheque drawn on any Nationalized Bank / Scheduled Bank payable in favour of the 'Registrar General, India'.
6	Pre-Bid Meeting	1500 hours on 23rd December, 2013* at Vital Statistics Division, Office of the Registrar General, India, West Block-I, R.K.Puram, New Delhi-110066.
7	Last date for receiving queries through email/letter	Upto 1700 hrs on 23rd December, 2013*. No queries post this shall be entertained.
8	Details of the contacts for	Deputy Registrar General (SRS),

	Clarifications and Queries	Vital Statistics Division, Office of the Registrar General, India, West Block-I, R.K.Puram, New Delhi-110066. Telephone- 26100678 (o), Tele-Fax:011-26175746 *Email:- jaspalsingh.rgi@nic.in*
9	Last date for submission of Bids	1400 hrs on January 6, 2014*
10	Earnest Money Deposit amount payable	Rupees 2,00,000/- (Rupees two lakh only) by means of Demand Draft / Banker Cheque/Bank Guarantee
11	Date, time and place of opening of Technical Bids in respect of bidders qualified in pre-qualification round	1500 hours on January 6, 2014* at Conference Room, ORGI, 2/A, Man Singh Road, New Delhi-110011
12	Presentation on Technical Bids from Tenderers	1000 hours on January 14, 2014* at Conference Room, ORGI, 2/A, Man Singh Road, New Delhi-110011
13	Date for opening of Financial/Commercial Bids	To be intimated separately to eligible bidders/ on ORGI's website.

*- Tentative

2 SCOPE OF WORK

2.1 Overview

The Agency will be required to provide a pool of resources comprising of Senior Consultants and Junior Consultants in the form of PMU to be located at the ORGI headquarters and the DCOs of the States / UTs for a minimum period of three years, which may be extendable depending upon the requirement. They would carry out various PMU activities including regular field work, inspections of the survey work in order to secure the quality of data and also assist in smooth conduct of various other activities emanating from the project.

2.2 Resource Categorization and their Qualification & skill sets specifications

The manpower required for the purpose has been categorized into two groups namely Senior Consultants and Junior Consultants. The details about their qualification and skill set specifications are given below:

S.NO.	CATEGORY	QUALIFICATION AND SKILL SETS SPECIFICATIONS
1.	Senior Consultant	• Post Graduate with Statistics / Economics / Mathematics / Social Science / Public Health. • A minimum of 5 years of experience in socio economic surveys. • Should have good command over Hindi, English & local Language. • Preference would be given to candidates who are well conversant with basic computer knowledge and experience in MS-OFFICE / Open Office, statistical tools etc.
2.	Junior Consultant	• Graduate with Statistics / Economics / Mathematics / Social Science / Public Health. • A minimum of 3 years of experience in socio economic surveys. • Should have good command over Hindi, English and Local Language. • Preference would be given to candidates who are well conversant with basic computer knowledge such as MS-OFFICE / Open Office, statistical tools etc.

2.3 Requirement of Manpower (Senior Consultant / Junior Consultant) along with its State-wise Distribution

Based on the current assessment of the manpower required, around one hundred eighty seven (187) resources are required in all to be deployed at the ORGI headquarters and the DCOs located at the States / Uts. The headquarter / state-wise distribution of the same is as under:

S.NO.	STATES		NO. OF PERSONS REQUIRED	
	Office	Address	Senior Consultant	Junior Consultant
ORGI Headquarter				
1.	ORGI Headquarters	Office of the Registrar General, India, Ministry of Home Affairs, 2 / A Mansingh Road, **New Delhi**-110011	4	6
DCO Offices				
2.	A & N Islands	Director of Census Operations 10 Church lane, Goalghar, Haddo P.O., Port blair - 744102	-	2
3.	Andhra Pradesh	Director of Census Operations H.No.4-3-596 / D, IIIrd Floor, Posnett Bhavan, tilak Road Hyderabad-500095	7	17
4.	Arunachal Pradesh	Director of Census Operaqtions Hamsilet Cottage Lummawrie, Laitumkhrah Shillong-793 003	-	1
5.	Assam	Director of Census Operations, G.S. Road, Ulubari, Guwahati - 781007	-	-
6.	Bihar	Directorate of Census Operations, Bihar Rajya State Cooperative Bank Bhawan, 2nd Floor, Ashok Rajpath, Patna-800004	-	-
7.	Chandigarh	Director of Census Operations Plot No.2-B, Sector-19A, Madhya	-	1

S.NO.	STATES		NO. OF PERSONS REQUIRED	
	Office	Address	Senior Consultant	Junior Consultant
		Marg, Chandigarh-160 019		
8.	Chhattisgarh	Directorate of Census Operations Govind Sarang Complex, 3rd floor, New Rajendra Nagar, Raipur-492006	1	3
9.	Delhi	Director of Census Operations C-Wing, Ground Floor, Pushpa Bhawan, Madangir Raod, New Delhi-110 062	-	-
10.	Goa	Director of Census Operations Census House, Plot No.22, E.D.C. Complex, Patto, Panaji-403 001	1	1
11.	Gujarat (including Dadra & Nagar Haveli and Daman & Diu)	Directorate of Census Operations Census Bhawan, Sector-10/A, Gandhinagar-382010	5	13
12.	Haryana	Director of Census Operations Plot No.2-B, Sector-19A, Madhya Marg, Chandigarh-160 019	2	5
13.	Himachal Pradesh	Director of Census Operations C.G.O. Complex, Himadri Block, Longwood, Shimla-171 001	1	2
14.	Jammu & Kashmir	Director of Census Operations Hotel Khayam Building, Bishambar Nagar, Srinagar-190 001	3	8
15.	Jharkhand	Directorate of Census Operations, RIADA, Central Office Building, 2nd Floor, Industrial area, Namkum, Rachi-834010	2	4
16.	Karnataka	Director of Census Operations 7th Floor, E&F Wing, Kendriya	1	3

S.NO.	STATES		NO. OF PERSONS REQUIRED	
	Office	Address	Senior Consultant	Junior Consultant
		Sadan, 17th Main Road, IInd block, Koramangala, Bangalore-560 034		
17.	Kerala	Director of Census Operations C.G.O. Complex, Poonkulam Vellayani P.O., Trivandrum-695 522	1	3
18.	Lakshadweep	Directorate of Census Operations M.G. Road, Kavaratti Island-682 555	-	2
19.	Madhya Pradesh	Joint Director of Census Operations, Janganana Bhawan, Arera Hills, Jail Road, Bhopal-462004	4	11
20.	Maharashtra	Director of Census Operations Exchange Building, 2nd Floor, Sir Shivsagar Ram Gulam Marg, Ballard Estate, Mumbai-400 001	7	16
21.	Manipur	Director of Census Operations Porompat, Imphal-795 005	1	2
22.	Meghalaya	Director of Census Operations Marwein Building, Dhankheti, Shillong-793 003	-	1
23.	Mizoram	Director of Census Operations Hrangbana Building, Chanmari, Aizawl-796 007	-	1
24.	Nagaland	Director of Census Operations Bayavu Hill, High School Road, Kohima-797 001	-	1
25.	Odisha	Director of Census Operations, Janganana Bhawan, Janpath, Unit-IX, Bhubaneswar-751022	-	-
26.	Puducherry	Director of Census Operations	-	1

S.NO.	STATES		NO. OF PERSONS REQUIRED	
	Office	Address	Senior Consultant	Junior Consultant
		250, II Floor, Jawaharlal Nehru Street, Puducherry-605 001		
27.	Punjab	Director of Census Operations Plot No.2-B, Sector 19-A, Madhya Marg, Chandigarh-160019	-	-
28.	Rajasthan	Director of Census Operations, Janganana Bhawan, 6-B, Jhalana Dungri, Jaipur-302004	-	-
29.	Sikkim	Director of Census Operations Near Army Convoy Ground, Tadong, Gangtok-737 102	-	1
30.	Tamil Nadu	Director of Census Operations 'E' Wing, 3rd floor, Rajaji Bhavan, Besant Nagar, Chennai-600 090	3	8
31.	Tripura	Director of Census Operations 210/D, Office Lane, Agartala-799 001	-	1
32.	Uttar Pradesh	Directorate of Census Operations Plot No. CC-1, Sector-G, Aliganj, Lucknow-226024	-	-
33.	Uttarakhand	Director of Census Operations 274 Phase-I, Vasant Vihar, Dehradun-248006.	8	22
34.	West Bengal	Director of Census Operations IB-199, Sector III, Salt Lake City, Kolkata -700 106	-	-
Total manpower required under each category			**51**	**136**
Total manpower required			**187**	

Note:

- *The ORGI may at its sole discretion increase or decrease the number of required resources at any point of time.*
- *Continuance of the manpower hired for the said work is strongly desired in order to ensure effective execution of the project. However, to take care of unavoidable circumstances, the agency should have appropriate clause in their contract agreement to bind the outgoing member for at least one month to ensure proper handover, training and handholding to the newly appointed resource. This should invariably be done with the concurrence of the ORGI. In case of any attrition in the provided manpower, the agency would be required to ensure that the new staff matches the skill sets desirable for that particular category and should appropriately train the manpower on the task already carried out, before putting them to the task.*
- *ORGI will have the sole discretion for seeking replacement of any of the hired manpower subject to their performance by serving one week's notice.*

2.4 Roles and Responsibilities of the Required Manpower

The roles and responsibilities of the manpower required are given below:

S.NO.	CATEGORY	ROLES & RESPONSIBILITIES
1.	Senior Consultant	• Provide assistance in planning and executing of the SRS Surveys and other related activities. • Undertaking intensive enquiry and inspection of SRS fieldwork including original survey (verbal autopsy / baseline / half yearly) work. • Preparation of Agenda Notes, proceedings and consolidation of materials for meetings, workshops, seminars and conferences. • Co-ordinate, monitor and supervise the progress of SRS. • Co-ordinate between Senior Officers and the subordinate staff. • Allocation and supervising the work of subordinate staff. • Imparting training to Enumerators and Supervisors in SRS. • Supervision of fieldwork and providing guidance on Technical matters under SRS. • Supervision of the work relating to maintenance of records during editing, coding and data entry, etc. • Supply of dissemination of SRS data to the concerned Ministries and data users. • Execution and supervision of various stages of undertaking adhoc surveys in SRS. • Undertake analytical studies and preparation of

S.NO.	CATEGORY	ROLES & RESPONSIBILITIES
		draft reports. • Attend all correspondence and supervise the maintenance of files, registers, control charts etc. • Assisting in preparation of material for reply of Parliament Questions. • Other misc. duties assigned from time to time.
2.	Junior Consultant	• Conducing field work of SRS surveys such as baseline survey (preparation of Notional Map, House listing, Household schedule), Half-yearly survey and re-verification work of SRS, submission of reports, etc. • Collection, scrutiny, compilation, copying, editing and computation of SRS data/ HYS results. • Undertaking data entry relating to SRS. • Proof reading and checking of SRS records. • Assist officers in imparting training to enumerators. • Assist officers in scrutiny and mathematical accuracy of statistical tables. • Assist in making arrangement for meetings, workshops, seminars and conferences etc. • Maintenance of SRS records. • Diary, despatch, procuring of stationery items and their distribution. • Other misc. duties assigned from time to time.

2.5 Time period for Resource Requirement from the Agency

The successful bidder or Agency would provide the requisite manpower as indicated in this RFP for a minimum period of three years from the date of signing of the contract. The appointed Agency, however, needs to provide the detailed profile of the manpower (along with the certificates / testimonials) that would be deployed in ORGI / DCOs as per this RFP, within 15 working days from the date of issue of LOI. The manpower whose profiles are found to be in deviation from the requirement described in this RFP will stand summarily rejected.

Note:

- *During the period of appointment/ placement the manpower provided by the appointed Agency will remain in the administrative control of the ORGI and they will work as per the directions of ORGI, including the place of postings, transfers and their duties.*
- *ORGI may at its sole discretion decide whether to renew the contract for further periods or not, based on the overall performance of the manpower provided by the Agency and the performance of the Agency.*

3 PAYMENT DETAILS

i. Bills for providing manpower shall be submitted by the Agency on the 1st day of subsequent month.
ii. The payment for the manpower provided by the agency shall be reimbursed by the 15th of the succeeding month.
iii. For travelling out of station, the following fares will be provided –

Sl. No.	Category	Particulars	Eligibility
1.	Senior Consultant	For travel outside the city (but within the state)	AC(II) train fare or equivalent class in other modes of travel (On actual)
		For travel outside the state	Economy class air fare (On actual)
2.	Junior Consultant	For travel outside city / State	AC(III) train fare or equivalent class in other modes of travel (On actual)

iv. When on tour (outside the city), the cost of food, lodging and travel within the city will be paid on actual as per the norms fixed by ORGI.
v. Payments shall be subject to deductions of any amount for which the Agency is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the income- Tax Act and any other taxes.
vi. Should there be a requirement for extension of services of manpower; payments shall be made as per the terms and conditions of the initial contract.

4 GUIDELINES FOR SUBMITTING PROPOSAL

4.1 Technical Proposal

In preparing the Technical Proposal, Agencies are expected to examine the documents comprising this RFP in detail. The Technical Proposal shall include the following information:

i. Letter of Transmittal (Format 'A'), duly signed by authorized signatory. (In the event of unavailability of the Authorized Signatory, Power of Attorney for the authorized signatory in this connection must be submitted along with the letter of transmittal.)
ii. Outline of relevant experience of the Agency on works of similar nature with details of past experience and current work in hand in the Format marked as 'B'. (To facilitate technical evaluation, relevant experience must be provided separately. Copy of Work Order / Completion Certificate shall be attached for each of the assignments.)

4.2 Financial Proposal

i. The financial quotes should be provided on per man-month basis for the two category of resources as per the format provided in **Annexure 2**.
ii. The cost quoted should be exclusive of all taxes and shall be valid for the entire three year period. Taxes may be indicated separately.

5 EVALUATION OF THE PROPOSAL

An Evaluation Committee formed by ORGI would examine both the technical and financial bids based on the details provided in this RFP.

5.1 Technical Evaluation

The experience, credibility, quality and competence of the Agency would constitute the core parameters for technical evaluation. Technical Evaluation shall be carried out based on the following:

SL. NO.	CRITERIA	MAXIMUM OBTAINABLE MARKS	CRITERIA FOR AWARDED MARKS
Agency Profile----45 marks			
1.	**Average Annual Turnover of the Company/ Partnership Firm/ Autonomous Body/ Society registered under the Society's Registration Act** (Enclose Statutory Audit / Certified financial statements for the last three financial years, 2010-11, 2011-12 and 2012-13). (Note: Minimum turnover for qualifying to apply for RFP is Rs.2 crores)	25	• ≥5 crores = 25 • ≥4 and <5 crores = 20 • ≥3 and <4 crores = 15 • ≥2 and <3 crores = 10
2.	**Years in Business for providing manpower** (Minimum number of years in business 3)	15	• ≥ 5 years = 15 • ≥4 and <5 years = 12 • ≥3 and <4 years = 10

SL. NO.	CRITERIA	MAXIMUM OBTAINABLE MARKS	CRITERIA FOR AWARDED MARKS
3.	**Registered organization** (Minimum number of years in existence is 5 years)	5	• ≥ 7 years =5 • ≥ 6 and <7 years = 4 • ≥5 and <6 years = 3
Agency Credentials & Risk Mitigation----55 marks			
4.	**Experience of providing manpower for government sector in last 5 years. Any work order of providing less than 50 manpower to one organization will not be considered for awarding mark under this heading.** (Copy of Work order/ certificate of completion; along with the details as per the format provided in Format **'B'**)	20	• ≥5 Government clients = 20 • 4 Government clients = 15 • 3 Government client = 10
5.	**Experience of providing manpower to other than government sector** (Copy of Work order/ certificate of completion; along with the details as per the format provided in Format **'B'**)	15	• ≥6 assignments = 15 • ≥4 and <6 assignments = 10 • ≥3 and <4 assignments = 8 • 2 assignments = 5
6.	Practicality of Recruitment Process for ensuring that adequate and quality manpower is supplied to ORGI (as per ORGI specification).	10	Recruitment Approach and methodology for selection of adequate and quality manpower (Details of Agency's process of recruitment of manpower for ORGI. The process should ensure

SL. NO.	CRITERIA	MAXIMUM OBTAINABLE MARKS	CRITERIA FOR AWARDED MARKS
			that suitable candidates are selected through a strict procedure involving interviews, skill- set testing etc.)
7.	Risk assessment and mitigation strategies for ensuring availability of quality manpower (as per ORGI specification) during the contract period	10	Adequate assessment of possible risks and their mitigation plans = 10 Partial assessment of possible risks and their mitigation plans = 5
Grand Total		**100**	

5.2 Financial Evaluation

For Financial Evaluation the average cost of Junior and Senior Consultant will be taken into consideration.

i.e. Ft=(0.25*Fs+0.75*Fj)

Where:

- Ft: Average monthly cost quoted by the agency
- Fs: Man-month rate quoted by the Agency for the Manpower of Senior Consultant category.
- Fj: Man-month rate quoted by the Agency for the Manpower of Junior Consultant category.

5.3 Award of Contract

i. ORGI will not notify the Agency who have not been qualified for technical proposal and simultaneously notify the Agencies who have qualified. (The notification will be placed on website or will be sent by a registered post/ Fax/ email).

ii. The technical proposal should score at least 60% points to qualify for evaluation of financial proposal. Final decision for awarding the assignment shall be on the basis of lowest quoted rates. ORGI may also offer the other bidders to match the rates of L1 vendor. All bidders who match the rates will be empanelled with office of ORGI for the purpose of providing manpower. However L1 will be given preference and only in case L1 is not able to perform other will be considered.

iii. ORGI shall reserve the right to negotiate with the bidder whose proposal has been ranked first by the committee on the basis of Evaluation. If ORGI is unable to finalize a service agreement with the bidder ranked first, ORGI may proceed to the next ranked bidder, and so on until a contract is awarded. ORGI reserves the right to present a contract to the bidder selected for negotiations. A contract will be awarded to the responsible, responsive bidder whose proposal conforms to the RFP and is, in the opinion of the ORGI, the most advantageous and represents the best value, price and other factors considered.

iv. The evaluation committee will determine whether the financial proposal/ information is complete in all respects and the decision of the evaluation committee shall be final.

v. The proposal will be valid for 90 days from the date of submission; ORGI will make its best effort to select the consultant firm with in this period.

vi. Please note that the cost of preparing the proposal and incidental expenses shall not be reimbursable as a cost of assignment.

vii. On completion of the process of selection, the agency selected shall be awarded the contract of consultancy by issuing the letter of intent (LOI). The issue of LOI shall be the deemed date of commencement of the assignment and shall be completed as per the period stipulated in the contract.

viii. The successful firm / organization cannot sublet the assignment to other individual/ firms/ organizations.

ix. The fee will be subject to taxes, cesses, etc. as per the applicable Indian laws.

x. Please furnish the detailed address, telephone number, fax number and electronic mail address for proper and fast communications.

xi. Information/ clarification, if any required, may be obtained from Shri Jaspal Singh, Deputy Director, Office of the Registrar General of India, Vital Statistics Division, West Block–I, R.K.Puram, New Delhi–110066, Tele: 011-26106254, Fax:011-26175746, E-mail: jaspalsingh.rgi.nic.in. The bidder may submit its query either directly at ORGI office or through email, courier etc.

5.4 Submission of Bids

i. The bidder shall submit a sealed cover consisting of two (2) copies of all the bid documents. Both of the copies of the bids (Original and Duplicate) must consist of the following:

   a. Technical proposal super scribing on the right hand side top of the cover as "Technical Bid". The envelop for technical proposal should also contain the envelop of Demand Draft / Banker Cheque/Bank Guarantee for EMD.

   b. Commercial proposal super scribing on the right hand side top of the cover as "Commercial Bid".

   c. The envelopes containing the Technical & Commercial Proposal has to be enclosed in another envelope, clearly super scribing the, original/duplicate copy and contents of the envelope.

ii. All the pages of the Technical / Financial Proposal shall be duly signed by the authorized signatory of the bidder before submission. Wherever there are any corrections the same shall be signed. The Bidder should submit his Bid in the prescribed annexed Performa only. If any Bidder fails to submit his Bid in the prescribed manner, the offer shall be summarily rejected.

6 GENERAL INSTRUCTIONS AND TERMS & CONDITIONS OF RFP

1. The agency responding to the proposal is required to submit a non-refundable Demand Draft of Rs. 1000/- along with the tender documents
2. The proposal along with all the correspondence and documents relating to the RFP exchanged by the Agency and ORGI shall be written in English language.
3. **Amendments to the tender:** ORGI reserves every right to amend any of the tender conditions or a part thereof before the last date for the receipt of the tender, if necessary. Amendments, if any, would be published on www.censusindia.org. The decision of extending the due date and time for the submission of tender documents on account of amendments will be the sole discretion of ORGI. Cost of preparing the proposal and incidental expenses shall be borne by the bidders and the ORGI will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.
4. **Earnest Money deposit**: The bidders should furnish an Earnest Money Deposit of Rs. 2,00,000/-(Rupees Two Lakhs only) by means of Demand Draft / Banker Cheque/Bank guarantee drawn on any Nationalized Bank / Scheduled Bank payable to the Pay & Accounts Officer (Census), New Delhi. The Demand Draft/Banker Cheque/Bank guarantee for the earnest money shall be put in the envelope for the technical Bid. The Tenders received without the Earnest Money Deposit will be summarily rejected. In the case of successful bidders, the Earnest Money Deposit will be adjusted towards the Performance Security to be payable on request. In case of unsuccessful bidders, the Earnest Money Deposit will be refunded within a reasonable time. The amount remitted towards Earnest Money Deposit is liable to be forfeited in the case the bidder resiles from his offer after submission of the tender or after the acceptance of the offer by ORGI or fail to sign the contract or to remit the Security Deposit. No interest will be payable by the ORGI on the Earnest Money Deposited / remitted.
5. **Performance Bank Guarantee (PBG):** The successful bidder shall at his own expense deposit with ORGI, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized / Scheduled bank acceptable to ORGI, payable on demand, for the due performance and fulfillment of the contract by the bidder.

   This Performance Bank Guarantee (PBG) will be for an amount equivalent to 10% of the one month cost of the total consultants to be appointed. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The performance bank guarantee may be discharged/ returned by ORGI upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

6. Tenderers are advised to study the Tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications.
7. Failure to furnish requisite information may result in the rejection of tender.
8. This Tender document is not transferable.
9. The ORGI shall not be responsible for non-receipt/non-delivery of the Bid documents due to any reason whatsoever.
10. Any clarification required may be sought in writing and may be delivered in person or by e-mail or by post 24 hours prior to the date of Pre-Bid meeting or can be asked during the Pre-Bid meeting. The clarification(s) furnished by ORGI shall also be put on the web. No clarifications will be entertained after the Pre-Bid meeting.
11. All the relevant documents should be signed by the person duly authorized by the Agency.
12. No proposal shall be accepted unless it is properly sealed. Agency shall not be allowed to fill in or seal their proposal at the ORGI office. The documents should be sent by speed post / registered post /courier or hand delivered.
13. If the envelope is found to be open and not sealed and marked as instructed above, ORGI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
14. The applicant is advised to attach any additional information he/she thinks would be necessary in regard to establish his/her capabilities. No further information will be entertained after submission of application unless it is required by the ORGI. The ORGI, however, reserves the right to call for additional information and clarification of information submitted by the applicants.
15. Proposals must be received by ORGI, at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of proposal being declared holiday by the ORGI, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
16. **Eligibility:**

    i. Agencies which have Annual Turnover of Rs.2.0 Crore or more and have made profit in the last three financial years i.e. 2012-13. 2011-12 and 2010-11. The firm should be a company registered under Companies Act, 1956/ Society Registration Act, 1860/ Autonomous body/partnership firm in existence for at least 5 years in India and should have a office in Delhi/Noida/Gurgaon.

ii. The agency should have a valid PAN and Service Tax number.
iii. The agency should have carried three such work for the Central/State Govt./PSU/ other Govt. Organisation of providing not less than 50 manpower to one organization(Central/State Govt./PSU/ other Govt. Organisation) in last five financial years starting from 2008-09.
iv. The Agency should not have been blacklisted either by ORGI or any other Central/State Government Department/undertaking.

17. **Opening of tender:** Sealed tenders received up to **14:00 hours on 6th January, 2014** (tentative) will be taken up for opening. Tenders received after specified date and time will not be accepted. ORGI reserves the right to disqualify any of the tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. Any efforts by an agency to influence the ORGI personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agency's proposal and also lead to blacklisting of the organization and shall not be allowed to submit any document to the ORGI.

18. **Documents to be furnished:** Besides the documents mentioned in the technical bid, the following should invariably be enclosed in the tender:
    i. Earnest Money Deposit.
    ii. Attested copy of the firm's Registration Certificate should be attached in technical bid.
    iii. A copy of the audited Profit & Loss statement and Balance Sheet of the last three financial years (2012-13, 2011-12 and 2010-11) should be attached with the technical proposal by the Agency.
    iv. Certified copies of orders of similar works done during last five years.
    v. No conviction Certificate duly signed by the tenderer that the tenderer has not been blacklisted either by ORGI or any other Central/State Government Department/undertaking as per **Format-D**.
    vi. Income Tax Returns for the last three years.
    vii. Copy of PAN card and Service Tax Registration Certificate.

19. Failing to execute the contract Agreement within the said period may result in termination of contract and award of the same to other agency at the risk and cost of the Agency.

20. The person to sign the contract agreement shall be the person duly authorized.

21. The ORGI may seek clarifications/ additional documents from the Agency and the Agency is bound to furnish the same within the prescribed time.

22. The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions/conferences in connection with this document shall be borne by the

applicant and the ORGI in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.

23. It is the sole prerogative of ORGI to award the contract to a single vendor or distribute the work among various vendors.
24. Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent.
25. Human resources related matters shall be governed / resolved as per Govt. of India rules in force. However, nothing in this contract is intended to make nor shall it make ORGI the employer of the manpower agency or any manpower agency's personnel.
26. The bidder has to provide an undertaking that there is no conflict of interest with the Survey Agency(es) appointed for carrying out the SRS Survey as per the format **(Format 'C')** given in the Annexure-1 duly signed by authorized signatory.
27. **Confidentiality:** Except with the prior written consent of the ORGI, the Agency and the Resources hired shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services.
28. **Termination for Insolvency:** The ORGI may at any time terminate the Contract Agreement by giving a written notice to the Agency. Termination of contract will be without compensation to the Agency provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the ORGI.
29. **Jurisdiction**: The contractor will be governed by the laws and procedures established by the Govt. of India. In case of any dispute arising out of the business or in interpretation of any clause of the document, the Courts at Delhi alone shall have the jurisdiction to try and decide.
30. **Liability**: ORGI will not be liable for any loss or damage resulting from personal injury, physical loss, and harassment of employees of contractor, caused by the acts or omissions of the contractor, their agents or their employees.
31. **Force Majeure:** The term "Force Majeure" means act of God, War, Civil riots, fire, floods and Acts and Regulations of Government directly affecting the performance of the contract. Upon occurrence of such an event and upon its termination, the party alleging that it has been rendered unable as aforesaid will, within seventy two hours of the alleged beginning and ending thereof, give full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by Force Majeure conditions lasting for more than two months, ORGI will have the option of terminating the contract in whole or part at its discretion without any liability on its part.

Under Secretary (Hqrs.)
For Registrar General, India & Census Commissioner,
Office of the Registrar General, India,
Ministry of Home Affairs,
2/A Man Singh Road, New Delhi – 110011

ANNEXURES

Annexure 1: Formats for Technical Proposal

Format A: Letter of Transmittal

To
The Under Secretary (Hqrs.)
Office of the Registrar General, India
2A-Mansingh Road
New Delhi – 110 011

Dear Sir/Madam,

We, the undersigned, offer to provide the required manpower in accordance with your Request for Proposal (RFP) dated -------. We hereby submit our Proposal, which includes this Technical Proposal, and a Financial / Commercial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements submitted in this Proposal are true and accept that any misinterpretation contained therein may lead to our disqualification.

The prices quoted in the Financial Proposal are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that ORGI is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the Agency*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Authorized Signature (in full and initials):
Name and Designation of Signatory:
Name of Agency:
Address:

Format B: Outline of Relevant Experience

PROJECT TITLE: **(ATTACH SEPARATE SHEET FOR EACH PROJECT)**	
Country:	State / District:
Name & Address of the Client	Duration of Assignment:
Start Date (month / year):	End Date (month / year):
Narrative Description of Project:	
Description of Actual Services provided by your staff within the assignment:	
Relevance of the assignment	

Authorized Signature (in full and initials):

Name and Designation of Signatory:
Name of Agency:
Address:

*** Please attach copy of work order/ completion certificate for each assignment.**

Format C: Undertaking regarding conflict of interest

To
The Under Secretary (Hqrs.)
Office of the Registrar General, India
2A-Mansingh Road
New Delhi – 110 011

Dear Sir/Madam,

We, the undersigned, hereby declare that our firm, our associate / group firm are not indulged in any such activities which can have conflict of interest with the Survey Agencies appointed for carrying out the Survey under Sample Registration System.

We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the ORGI which shall be binding on us.

Yours faithfully,

Authorized Signature (in full and initials):

Name and Designation of Signatory:
Name of Agency:
Address:

Format D: No Conviction Certificate

[On the letterhead of the Organization]

No-Conviction Certificate

This is to certify that ----------(Name of the organization), having registered office at----------(Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department or Court of law anywhere in the country.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Annexure 2: Format for Financial Proposal

S.N0	RESOURCE CATEGORY	AGENCY CHARGES AT PER MAN-MONTH RATES (IN INR)*	
		IN FIGURES	IN WORDS
1.	Senior Consultant		
2.	Junior Consultant		

* Taxes may be indicated separately.