

Request for Proposal for appointment of Agency for providing manpower under Sample Registration System through e-Tendering process

RFP No. 02/10/2013-VS(SRS)-Part-1

New Delhi, Dated:22/11/2021

Office of the Registrar General & Census Commissioner, India (ORGI), Ministry of Home Affairs invites e-Tender for “Appointment of Agency for providing manpower under Sample Registration System through e-Tendering Process” as detailed in Tender document.

The document can be downloaded from NIC’s e-procurement portal (CPP Portal): i.e. <https://eprocure.gov.in/eprocure/app>. Response to this Tender shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses and the overall eligibility criteria for the parties.



Deputy Registrar General
Office of the Registrar General, India
West Block 1, R.K. Puram,
New Delhi-110066

DISCLAIMER

The information contained in the Request for Proposal (RFP) document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Office of the Registrar General & Census Commissioner, India (hereafter referred as 'ORGI'), Ministry of Home Affairs, is provided to Bidders on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

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सत्यमेव जयते

RFP No 2/10/2013-VS(SRS)-Part(1)

**Request for Proposal for appointment of Agency for
providing manpower under Sample Registration
System through e-Tendering Process**

Office of the Registrar General and Census Commissioner, India
Ministry of Home Affairs, Govt. of India
NDCC Building-II, Jai Singh Road,

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 Ratio
8.	ORGI	Office of the Registrar General, India
9.	TDS	Tax Deduction at Source
10.	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, 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 2011 Census and is effective from 1st January, 2014. The present SRS has 8861 sample units spread across all States and Union Territories. 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 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. For effective supervision and regular conduct of subsequent rounds of Half Yearly Surveys (HYSs) in these 8861 sample units, about 224 manpower would be required at the SRS Division at headquarter & DCOs to manage the additional workload.

It has been decided to hire manpower from the market through a reputed manpower providing agency for a minimum period of one year, which may be extended 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 224 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 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 & Census Commissioner, India M/o Home Affairs, NDCC Building-II, Jai Singh Road, New Delhi-110001.
2	Mode of submission of tender	Open electronic tenders on e-Tendering portal www.eprocure.gov.in . RFP can be downloaded from URL https://www.censusindia.gov.in .
3	Tender inviting authority	Smt. Sandhya Singh, Deputy Registrar General Vital Statistics Division, Office of the Registrar General, India, M/o Home Affairs Telephone- 26100678 (Off) Email: - sandhya.singh@nic.in
4	Job requirement	Appointment of Agency for providing manpower in all States/UTs for Sample Registration System (SRS)
5	Issuance of the RFP	RFP can be downloaded from 22/11/2021 onwards from e- Tendering portal www.eprocure.gov.in which can be also be downloaded from URL https://www.censusindia.gov.in .
6	Pre-Bid Meeting	On 01/12/2021 at 3:00 PM at the Vital Statistics Division, Office of the Registrar General, India, West Block-I, R.K. Puram, New Delhi-110066.
7	Last date & Time for receiving queries online or through email /letter	03/12/2021 (up to 3.00 PM) No queries post this date shall be entertained.
8	Details of the contacts for Clarifications and Queries	Smt. Sandhya Singh, Deputy Registrar General, Vital Statistics Division, Office of the Registrar General, India, M/o Home Affairs West Block-I, R.K. Puram, NewDelhi-110066. Telephone- 26100678 (Off) Email: - sandhya.singh@nic.in



9	Last date& Time for submission of Bids online	13/12/2021 (up to 2.00PM)
10	Date, time and place of Public Online Technical Opening Event	Online Opening of Technical Bid shall commence at office of the Registrar General India, M/o Home Affairs, NDCC Building-II, Jai Singh Road, New Delhi-110001 on 14/12/2021 at 3:00 PM . If the scheduled Tender Opening date becomes a holiday, then the Tenders will be opened on the same time and venue on the next working day.
11	Date for opening of Financial/Commercial Bids	To be intimated separately to eligible bidders on e-tender portal: www.eprocure.gov.in . Eligible bidder can be present at the time of opening of financial bid.



2 SCOPE OF WORK

2.1 Overview

The Agency will be required to provide a pool of resources in terms of Statistical Consultants to be located at the ORGI headquarters and the DCOs of the States/UTs for a minimum period of **one year**, which may be extendable depending upon the requirement. They would carry out various 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 Required and their Qualification & skill sets specifications

The manpower required for the purpose has been categorized as Statistical Consultant. The details about their qualification and skill set specifications are given below:

S.NO.	CATEGORY	QUALIFICATION AND SKILL SETS SPECIFICATIONS
1.	Statistical Consultant	<p>Essential</p> <ul style="list-style-type: none"> Graduate from any recognized university. Basic computer knowledge such as MS-OFFICE <p>Desirable</p> <ul style="list-style-type: none"> Should have good command over Hindi, English and Local Language. One of the subjects in graduation is Mathematics/Statistics/Economics

2.3 Requirement of Manpower along with its State-wise Distribution

Based on the current assessment of the manpower required, two hundred and twenty-four (224) 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	
ORGI Headquarter			
1.	ORGI Headquarters	Office of the Registrar General, India, Ministry of Home Affairs, Vital Statistics Division, West Block-1, R.K. Puram, New Delhi-110066	6
DCO Offices			
2.	A & N Islands	Director of Census Operations 10 Church lane, Goal ghar, Haddo P.O., Port Blair - 744102	4

S.NO.	STATES		NO. OF PERSONS REQUIRED
	Office	Address	
3.	Andhra Pradesh & Telangana	Director of Census Operations Room No. 165, 1 st Floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad-500095 Telengana State	21
4.	Arunachal Pradesh	Director of Census Operations Hamsilet Cottage Lummawrie, Laitumkhrach Shillong-793 003	1
5.	Assam	Director of Census Operations, Achyut Plaza, Behind Hub Complex, G.S. Road, Bhangagarh, Guwahati -781005	5
6.	Bihar	Directorate of Census Operations, Bihar Rajya State Cooperative Bank Bhawan, 2nd Floor, Ashok Rajpath, Patna-800004	1
7.	Chandigarh	Director of Census Operations Plot No.2-B, Sector-19A, Madhya Marg, Chandigarh-160 019	1
8.	Chhattisgarh	Directorate of Census Operations Govind Sarang Complex, 3rd floor, New Rajendra Nagar, Raipur-492006	1
9.	Delhi	Director of Census Operations C-Wing, Ground Floor, PushpaBhawan, MadangirRaod, New Delhi-110 062	6
10.	Goa	Director of Census Operations Census House, Plot No.22, E.D.C. Complex, Patto, Panaji-403 001	5
11.	Gujarat (including Dadra & Nagar Haveli and Daman & Diu)	Directorate of Census Operations Census Bhawan, Sector-10/A, Gandhinagar-382043	18
12.	Haryana	Director of Census Operations Plot No.2-B, Sector-19A, Madhya Marg, Chandigarh-160 019	8
13.	Himachal Pradesh	Director of Census Operations C.G.O. Complex, Himadri Block, Longwood,	8

S.NO.	STATES		NO. OF PERSONS REQUIRED
	Office	Address	
		Shimla-171 001	
14.	Jammu & Kashmir	Director of Census Operations Hotel Khayam Building, Bishambar Nagar, Srinagar-190 001	12
15.	Jharkhand	Directorate of Census Operations, RIADA, Central Office Building, 2nd Floor, Industrial area, Namkum, Ranchi-834010	2
16.	Karnataka	Director of Census Operations 7th Floor, E&F Wing, Kendriya Sadan, 17th Main Road, II nd block, Koramangala, Bangalore-560 034	10
17.	Kerala	Director of Census Operations C.G.O. Complex, Poonkulam Vellayani P.O., Trivandrum-695 522	1
18.	Lakshadweep	Directorate of Census Operations Baithul Haram Building, Churiyanoda, Near Light House, M. G. Road Kavaratti Island-682 555	4
19.	Madhya Pradesh	Joint Director of Census Operations, Janganana Bhawan, Arera Hills, Jail Road, Bhopal-462004	6
20.	Maharashtra	Director of Census Operations Exchange Building, 2nd Floor, Sir Shivsagar Ram Gulam Marg, Ballard Estate, Mumbai-400 001	24
21.	Manipur	Director of Census Operations Porompat, Imphal-795 005	6
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

S.NO.	STATES		NO. OF PERSONS REQUIRED
	Office	Address	
25.	Odisha	Director of Census Operations, Janganana Bhawan, Janpath, Unit- IX, Bhubaneswar-751022	1
26.	Puducherry	Director of Census Operations 250, II Floor, Jawaharlal Nehru Street, Puducherry-605 001	2
27.	Punjab	Director of Census Operations Plot No.2-B, Sector 19-A, Madhya Marg, Chandigarh-160019	7
28.	Rajasthan	Director of Census Operations, Janganana Bhawan, 6-B, Jhalana Dungri, Jaipur-302004	6
29.	Sikkim	Director of Census Operations Near Tourism and Civil Aviation Secretariate, 5 th Mile, Tadong P. O. Gangtok-737 102	2
30.	Tamil Nadu	Director of Census Operations 'E' Wing, 3rd floor, Rajaji Bhavan, Besant Nagar, Chennai-600 090	17
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, Ali ganj, Lucknow-226024	2
33.	Uttarakhand	Director of Census Operations LD Tower-3, Saharanpur Road, Near Matawala Bagh, Dehradun - 248001	17
34.	West Bengal	Director of Census Operations IB-199, Sector III, Salt Lake City, Kolkata -700 106	16
Total manpower required			224

Note:

- The ORGI may at its sole discretion increase or decrease the number of required resources at any point of time. The manpower among DCOs can also be redistributed by ORGI as and when required.

- *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:

- Provide assistance in planning and executing of the SRS Surveys and other related activities.
- Conducting field work of SRS surveys and re-verification work of SRS, submission of reports, etc.
- Co-ordinate, monitor and supervise the progress of SRS.
- Supply and dissemination of SRS data to the concerned Ministries and data users.
- Undertake analytical studies and preparation of draft reports.
- 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.
- Other misc. duties assigned from time to time

3. Eligibility Criteria for Bidder:

1. The Bidder should be a Public Sector Undertaking (PSU).
2. The Bidder (PSU) should have a turnover of minimum INR 50 crore for last two financial years.
3. The agency should have a valid PAN and GST number.
4. a) The agency should have carried at least one such work for the Central/State Govt./PSU/ other Govt. Organization of providing not less than 200 manpower to one organization (Central/State Govt./PSU/ other Govt. Organization) in last three financial years.

OR

- b) The agency should have carried at least two such work for the Central/State Govt./PSU/ other Govt. Organization of providing not less than 150 manpower to one organization (Central/State Govt./PSU/ other Govt. Organization) in last three financial years.

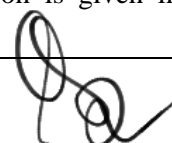
OR



- c) The agency should have carried at least three such work for the Central/State Govt./PSU/ other Govt. Organization of providing not less than 100 manpower to one organization (Central/State Govt./PSU/ other Govt. Organization) in last three financial years .
5. The Agency should not have been blacklisted either by ORGI or any other Central/State Government Department/undertaking. Undertaking to be submitted by Agency in the format given in Annexure -1: **Format E**

4. INSTRUCTIONS TO THE BIDDERS

- 4.1 Bidding Process:** Agencies are advised to study the Bid Document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirements of specifications in the tender document with full understanding of its implications. Failure to furnish all information required in the tender document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder's risk and may result in rejection of the Bid.
- 4.2 Bid Submission:**
The complete bidding document shall be placed on the e- procurement portal. The Bid Submission will be only online through single E-Procurement portal <https://eprocure.gov.in/eprocure/app> only.
- 4.3 Late Submission:**
No bid will be allowed to be uploaded or modified on the portal by the system after deadline of submission of bid. However, Bidder may modify his bid any number of times before deadline. Only the last modified bid will be taken into consideration for the purpose of evaluation.
- 4.4 Bid Validity:**
All the bids must be valid for a period of 90 days from the last date of submission of Bid.
- 4.5 Bid Security Declaration:**
Bidders to sign a Bid security declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the RFP document, they will be suspended for the period of two years from being eligible to submit Bids for contracts with the ORGI and its allied offices. Format of Bid security declaration is given in **Annexure -1:**



Format F.**4.6 Guidelines for submitting proposal****4.6.1 Technical proposal**

- i. In preparing the technical proposal, Agencies are expected to examine the documents required in the RFP in detail. The Agencies are required to completely fill the document for technical evaluation i.e. Annexure 1: Format G and attach all the relevant documents.
- ii. The Technical Proposal shall include all that is provided at Annexure 1 which includes the documents listed below:
 - a) Letter of Transmittal (Format 'A'), duly signed by authorized signatory. (In the event of non-availability of the authorized signatory in this connection power of attorney must be submitted along with the letter of transmittal).
 - b) Registration Certificate under Company Act for the proof of being PSU company.
 - c) Outline of relevant experience of the Agency on the works of similar nature with the details of past experience 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 assignment).
 - d) Annual turnover during last two financial years must be given in the format attached in Annexure 1: Format 'C'
 - e) Format 'D' for undertaking regarding conflict of interest.
 - f) Format 'E' regarding no blacklisting.
 - g) Format 'F' regarding Bid security declaration
 - h) Copy of PAN & GST Registration Certificate
 - i) Certificate from bank that account is operational for last three financial years starting from 2018-19
 - j) Power of Attorney in the name of authorized signatory, if any.

4.6.2 Financial proposal

- i. The Financial quotes should be provided as per the format provided in Annexure 2
- ii. The cost quoted/service charges should be inclusive of all taxes and shall be valid for entire period of contract.



4.7 Evaluation of bids:

The evaluation of the bid is a two-stage process in which first technical bids will be opened and evaluated. Financial bids will be opened only for those bids which qualified technically in technical evaluation. The bids which do not qualify technically in the technical evaluation their financial bid will not be opened for further evaluation.

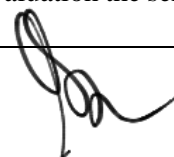
- a. When deemed necessary, ORGI may seek clarifications from the Bidders on any aspect of the bid. However, that would not entitle the Bidder to change or cause any change in the substance of the technical bid submitted or price quoted. This would also not mean that their quote has been accepted.
- b. Any effort by the bidder to influence ORGI's bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.
- c. ORGI reserves the right to accept or reject any bid, cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder(s), of any obligation to inform the affected Bidder of the grounds for ORGI's action without assigning any reason.

4.8 Technical Evaluation:

Bidders will be technically evaluated by the committee based on their quality offers assessing each of the bidder's submitted documents under eligibility criteria under which the requirements have been set forth in the bid document. The bidder needs to completely fill the form given in Annexure1:Format G and attach all the documents in respective formats for technical evaluation. The information furnished by the bidders in the technical bid shall be the basis for this evaluation. In case any of the information/document as required in this RFP for evaluation of technical bid is not made available against the technical bid, the Technical Evaluation Committee will not consider the bid. Formats of submitting the experience and other details for technical evaluation are attached at **Annexure 1**.

4.9 Financial Evaluation:

The Financial proposal should be provided as per the format given at **Annexure 2**. The Statistical Consultants are to be paid fix salary of Rs.27,000/- per month (inclusive of employee's statutory contribution towards PF, ESI etc.) plus TA/DA (Travelling Allowance/Daily Allowance) as per the norms fixed by ORGI, if the Statistical Consultant proceeds on tour as per DCO approval. The service charge, **in percentage up to one decimal point**, of the agency may be indicated separately per Statistical Consultant basis, including taxes. The service charge will be over and above fixed salary and applicable TA/DA of the Statistical Consultant. For Financial Evaluation the service charge will only



be taken into consideration. The bid will be awarded to the agency which has quoted the minimum service charge. If a firm quotes 'Nil' charges/consideration, the bid shall be treated as unresponsive and will be rejected.

4.10 Award of Contract

- I. On written communication from ORGI, contract shall be awarded to the selected Bidder. The selected Bidder shall submit security deposit as per attached proforma in **Annexure - 3 for the value of 3% of the total bid value** in the form of Performance Bank Guarantee (PBG) from a scheduled commercial bank valid for 120 days beyond the duration of the project period, which would be one year from the date of commencement of the project. **Total bid value = 224 x (27,000 + service charge including GST) x 12.** It should be submitted within 14 days from the issue of Letter of Intent (LOI) by ORGI. The work order / award of contract may be issued by ORGI within two weeks of the receipt of the Performance Bank Guarantee from the successful bidder.
- II. 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).
- III. Please note that the cost of preparing the proposal and incidental expenses shall not be reimbursable as a cost of assignment.
- IV. The successful firm / organization cannot sublet the assignment to other individual/ firms/ organizations.
- V. Please furnish the detailed address, telephone number, fax number and electronic mail address for proper and fast communications.
- VI. Information/ clarification, if any required, may be obtained from Dy. Registrar General, VS Division, Office of the Registrar General of India, M/o Home affairs, West Block-I, R.K. Puram, New Delhi-110066, Tele: 011-26100678, E-mail: sandhya.singh@nic.in The bidder may submit its query either directly at ORGI office or through email, courier etc.

4.11 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 **one year** from the date of signing of the contract. The pointed 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 work order. 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.*

5. PAYMENT DETAILS

- i. The payments to Statistical Consultants (monthly remuneration & TA/DA) will be made by Agency, which will be reimbursed to the agency by ORGI.
- ii. Reimbursement for monthly remuneration and TA/DA will be made on to the selected Bidder on back to back basis, on monthly basis as per deployment of manpower after submission of all desired report (Salary bills, salary calculation sheet, duly stamped and signed bank statement) in specified format and satisfactorily verified and accepted by the ORGI. The payment will be reimbursed on actual number of man days deployed during the month.
- iii. Bills for providing manpower shall be submitted by the Agency by the 10th day of subsequent month. Separate bills are to be provided for reimbursement of remuneration and TA/DA.
- iv. Keeping in view the minimum wage rate for 'Graduate and above' as well as statutory wage limit for contribution towards EPF and ESIC, the statistical consultants are to be paid fixed monthly remuneration of Rs. 27,000/- (inclusive of employee's statutory contribution towards PF, ESI etc.).
- v. For tour within the city, the Statistical Consultant will be paid lump sum Rs. 150/-per day. While on tour outside the city, the Statistical Consultants will be paid non-AC sleeper class rail fare or bus fare by ordinary public bus on actual basis or its equivalent and Rs. 950/-per day composite tour allowance for accommodation and food if there is a night stay. For tour, 50% amount will be paid to the Statistical Consultants in advance by the manpower providing agency.
- vi. All payments made by the ORGI/DCO shall be after deductions of TDS (Tax deduction at Source) wherever applicable as per the provisions of the Income- Tax Act and any other taxes.
- vii. 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.



6. General instructions and Terms & Conditions of RFP

6.1 The selected Bidder shall not, without ORGI's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of ORGI in connection therewith, to any person other than a person employed by the Bidder in the Performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

6.2 ORGI may by written notice sent to the selected Bidder, terminate the work order/PO and/or the Contract, in whole or in part at any time of its convenience. The notice of termination shall specify that termination is for ORGI's convenience, the extent to which performance of work under the work order and /or the contract is terminated, and the date upon which such termination becomes effective. ORGI reserves the right to cancel the remaining part and pay to the selected Bidder an agreed amount for partially completed Services.

6.3 Validity of the Contract: The contract will be valid for a period of **one year** from the date of signing of the contract and extendable on yearly basis depending upon requirement.

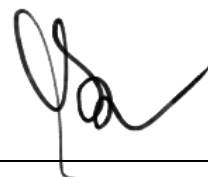
6.4 Termination for Insolvency

ORGI may at any time terminate the work order / contract by giving written notice of four weeks to the Bidder, without any compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent.

6.5 Termination for default

a. Default is said to have occurred

- i. If the Bidder fails to deliver any or all of the services within the time period(s) specified in the work order or any extension thereof granted by ORGI.
- ii. If the Bidder fails to perform any other obligation(s) under the contract / work order.
- iii. If the Bidder, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from ORGI (or takes longer period in spite of what ORGI may authorize in writing), ORGI may terminate the contract / work order in whole or in part. In addition to above, ORGI may at its discretion also take the following actions.



ORGI may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other Bidder and the defaulting Bidder shall be liable to compensate ORGI for any extra expenditure involved towards support service to complete the scope of work totally and forfeiture of the PBG.

6.6 Force Majeure

a. Force majeure clause shall mean and be limited to the following in the execution of the contract / purchase orders placed by ORGI: -

- i. War/hostilities.
- ii. Riot or Civil commotion.
- iii. Earthquake, flood, tempest, lightning or other natural physical disaster, pandemic or Quarantine.
- iv. Restriction imposed by the Government or other statutory bodies, which is beyond the control of the Agency, which prevent or delay the execution of the order by the Bidder.

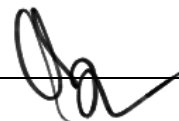
The Bidder shall advise ORGI in writing the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than 90 days, if arising out of clauses of force majeure, ORGI reserve the right to cancel the order without any obligation to compensate the Bidder in any manner for what so ever reason.

6.7 Applicable law:

The work order shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time for commercial dealings/processing.

6.8 Arbitration:

In the case of dispute arising upon or in relation to or in connection with the contract between ORGI and the Agency which has not been settled amicably, such dispute shall be taken up by either party for resolution through Administrative Mechanism of Resolution of Commercial Disputes (AMRCD) as mentioned in DPE OM No.



4(1)/2013-DPE(GM)/FTS_1835 dated 22.05.2018 and amended subsequently on dated 20.02. 2020.

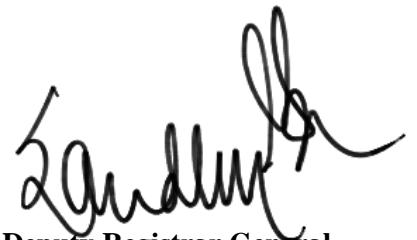
6.9 Other terms and conditions

- i. 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.
- ii. **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, and the synopsis of the discussions in the pre-bid meeting would be published on www.censusindia.gov.in. 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.
- iii. All the relevant documents should be signed by the person duly authorized by the Agency and the same to be up-loaded on the e-Tendering portal.
- iv. **Online Opening of tender:** e-tenders received in time will only be accepted in the 'https://eprocure.gov.in/eprocure/app' and 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.
- v. 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.
- vi. The person to sign the contract agreement shall be the person duly authorized.
- vii. The ORGI may seek clarifications/ additional documents from the Agency and the Agency is bound to furnish the same within the prescribed time.



- viii. 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.
- ix. **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.
- x. **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.

Place: New Delhi



Deputy Registrar General
Vital Statistics Division, Sample Registration System
Office of the Registrar General, India,
M/o Home Affairs,
West Block-I, R.K. Puram,
NewDelhi-110066

Annexure -1: Format of Technical Proposal**Format A : Letter of Transmittal**

To
Deputy Registrar General,
Vital Statistics Division, Sample Registration System,
Office of the Registrar General, India
West Block-1, R.K. Puram,
New Delhi-11006

Dear Sir/Madam,

We, the undersigned, offer to provide the required manpower in accordance with your Request for proposal (RFP) No.2/10/2013-VS (SRS) dated We hereby submit our Proposal, which includes this Technical Proposal, and a Financial/Commercial Proposal.

We hereby declare that our company is a PSU (Public sector undertaking) as required under RFP and any misinterpretation in this regard may lead to our disqualification.

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:

Date:



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):

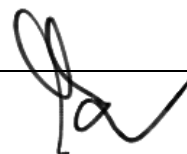
Name and Designation of Signatory:

Name of Agency:

Address:

Date:

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



Format C : Format For Financial Turnover**Financial Information (as per Audited Balance Sheets)**

	2019-20	2020-21
Annual Sales Turnover (in Crores)		
Net worth (in Crores)		
Other relevant information		

The copies of respective balance sheets are enclosed.

*It is confirmed that I am/we are the statutory auditors / Company Secretary of M/s

< Statutory Auditor/ Company Secretary's Name with seal >



Format D: Undertaking regarding conflict of interest

To
Deputy Registrar General
Vital Statistics Division, Sample Registration System,
Office of the Registrar General, India
West Block-1, R.K. Puram,
New Delhi-110066

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 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:

Date:



Format E: Format to indicate no Blacklisting**(To be given on Company Letterhead)**

In response to the e-Tender Id_____dated_____for appointment of agency to supply Man Power under Sample Registration System in Office of Registrar General of India, I/We hereby declare that presently our Company/ Firm _____is having unblemished record.

I/We further declare that presently our Company/ firm___is not blacklisted and not declared ineligible for reasons of corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, our Bid to the extent accepted (if any) may be cancelled.

(Signature of Authorized Signatory)

Bidder's Name with seal



Format F: Format for Bid Security Declaration

(To be given on Company Letterhead)

In response to the e-Tender Id__dated_____for appointment of Agency for providing manpower under Sample Registration System in ORGI, wedeclare that if we withdraw or modify our bids during the period of validity, or if we are awarded the contract and we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids/request for proposals document, we will be suspended for the period of two years for bids/request for proposals document from being eligible to submit Bids/Proposals for contracts with the Office of Registrar General of India & its allied offices.

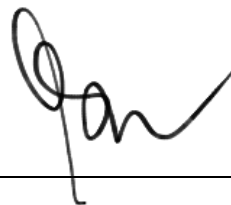
(Signature of Authorized Representative)

Bidder's Name with seal

A handwritten signature in black ink, appearing to be 'Dan' or similar, written in a cursive style.

Format G: Format of technical evaluation- Evaluation Criteria

Sl. No.	Technical-qualification condition	Documents required	Whether enclosed (Yes/No) Page No.
a.	The Agency is Public Sector Undertaking (PSU)	Registration Certificate under Company Act/Relevant Document	
b.	Annual Sales Turnover during each of the last two financial years (as per the last published Balance sheets), should be at least Rs. 50 Crores. (Information to be in provided in Format C)	Certificate from the statutory auditor or Certificate signed by the Company Secretary, along with the Balance Sheets with P&L accounts of the last three financial years which are available publicly	
c.	Must have successfully completed one of the following covering the Man Power supply for Government or PSU sector in last three financial years: i. One Project suppling not less than 200 man. ii. Two Projects each supplying not less than 150 man. iii. Three Projects each supplying not less than 100 man.	Copy of work order and completion certificate from client. or Certification by the Company Secretary of having delivered the project(s) and the project(s) having completed successfully.	
d.	No conflict of Interest	Duly filled undertaking regarding conflict of interest as given in Annexure 1: Format D	



e.	The Bidder should not be blacklisted by Central / State Government or any undertaking/institution under government control in India.	Undertaking from an authorized signatory of the firm to this effect as per format placed at Annexure 1 : Format E	
f.	Bid Security Declaration	Duly filled Bid security declaration form as in Annexure 1:Format F	
g.	Permanent Account Number GST Number	Copy of the PAN & GST reg certificate	
h.	Operational account in any commercial bank	Certificate from bank that account is operational for last three Financial Years	
i.	Power of Attorney in the name of the Authorized Signatory is required		



Annexure 2: Format for Financial Proposal

Sr. No	RESOURCE CATEGORY	COMPONENT	AGENCY CHARGES AT PER PERSON RATES (IN INR) *	
			IN FIGURES	IN WORDS
1.	Statistical Consultant	Fixed Salary (inclusive of Employee's statutory contribution towards PF, ESI etc.)	27,000/-	Rupees twenty-seven thousand only
		TA/DA; if Statistical consultant proceed on tour as per DCO approval	As per ORGI norms mentioned at Para 5 : 'Payment Details'.	
		Service Charge including GST(in percentage, up to one decimal point; over and above fixed salary and TA/DA) #		

Note:

- (If the Vendor quote A % as Service charges including GST, the amount of payment admissible per person will be (Rs 27000 + 27000 x A/100 only). Similarly, service charge including GST will be paid on TA/DA.)
- #If a firm quotes 'Nil' charges/consideration, the bid shall be treated as unresponsive and will not be considered
- Total bid value will be calculated as indicated in 'Para 4.10: Award of Contract'

Annexure -3: Format for Performance bank guarantee (PBG)

BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamp Act)

Ref No.

Bank Guarantee No.....

Date.....

To

The PAO (Census)
New Delhi

Dear Sir,

In consideration of the Office Of Registrar General & Chief Census Commissioner Of India (hereinafter referred to as the 'ORGI', which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s _____ (Consultant/Bidder's Name) with its Registered/Head Office at _____ (hereinafter referred to as the Consultant/bidder, which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract, by issue of ORGI's Letter of Award No. _____ dated _____ and the same having been unequivocally accepted by the Consultant/Bidder, resulting into a Contract valued at Rs. _____ for _____ (Scope of Contract) _____ and the Consultant/Bidder having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to 3% (three percent) of the total bid value of the Contract to the ORGI.

We _____ (Name & Address of the Bank), having its Head Office at _____ (hereinafter referred to as the 'Bank', which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the ORGI, on demand any and all money payable by the Consultant/Bidder to the extent of _____ as aforesaid at any time up to _____ @ _____ (days/month/year) _____ without any demur, reservation, contest, recourse or protest and/or without any reference to the Consultant/Bidder. Any such demand made by the ORGI



on the Bank shall be conclusive and binding notwithstanding any difference between the ORGI and the Consultant/Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the ORGI and further agrees that the guarantee herein contained shall continue to be enforceable till the ORGI discharges this guarantee.

The ORGI shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the Contract by the Consultant/Bidder. The ORGI shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Consultant/Bidder, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the ORGI and the Consultant/Bidder or any other course or remedy or security available to the ORGI. The Bank shall not be relieved of its obligations under these presents by any exercise by the ORGI of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the ORGI or any other indulgence shown by the ORGI or by any other matters or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.

The Bank also agrees that the ORGI at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Consultant/Bidder and notwithstanding any security or other guarantee that the ORGI may have in relation to the Consultant's/ Bidder's liabilities.

Notwithstanding anything contained hereinabove our liability under this guarantee is restricted to _____ and it shall remain in force up to and including _____* _____ and shall be extended from time to time for such period (not exceeding one year), as may be desired by M/s _____ (Consultant/Bidder Name) on whose behalf this guarantee has been given.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on this _____ day of _____ 201____ at _____

Witness :



(Signature)

(Signature)

(Name)

(Name)

(Official address)

(Designation with Bank stamp)

(Attorney as per Power of Attorney

No. _____ Dated _____)

NOTE: 1. PBG shall be three percent (3%) of the total bid value i.e. 3% of 224 x (27,000 + Service charge including GST) x 12 . @The date will be 4(four) months beyond the completion date of the assignment.

2. The Stamp Paper of appropriate value shall be purchased in the name of guarantee issuing Bank or the Party on whose behalf the BG is being issued. The Bank Guarantee shall be issued on a stamp paper of value as applicable in the State of India from where BG is issued or NCT of Delhi, whichever is higher.



Annexure-4: Special instructions to Bidders for e-Tendering

All interested bidders are requested to register themselves with the portal www.eprocure.gov.in and enroll their digital certificate with the user id for participation in the tender.

2. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

3. How to submit On-line Bids / Offers electronically against e-Tendering?

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

i) Late and delayed Bids / Offers after due date and time shall not be permitted in e-Tendering system. No bid can be submitted after the last date and time of submission is over. (However, if bidder intends to revise the bid already submitted, they may change and revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.

ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.

iii) No bid can be modified after the dead line for submission of bids.

4. What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allots on a regular basis Digital Signature Certificates.

5. Documents which are signed digitally are legally valid documents as per Indian IT Act (2000).

6. Why is a Digital Signature required?

In order to bid for ORGI e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificates is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor/ Bidder can submit their Bids /Offers on-line only after digitally signing the bid /documents with the above allotted Digital Signatures.

7. Bidders have to procure Digital Signature Certificate (Class 3 or 2 with signing key uses) from any of the certifying Authorities in India.



8. Submission of Documents:

- i) Bidders must submit online offers by the date and time mentioned in the RFP at the website address stated therein.
- ii) Each E-Tender will provide access to Commercial as well as Price part of tender. Along with the Commercial part, Bidders can attach the required documents with the bid in line with the Tender.
- iii) The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps.
- iv) Price Bid shall contain only price as per Financial proposal (in form of an excel sheet) without any condition. The lump sum rate along with tax and other components shall be filled up in figures and the total amount shall be automatically calculated and rounded off to the nearest rupee. It is to be noted that the Price Bid shall contain only PRICES and no conditions whatsoever.
- v) The bid shall be uploaded through Digital signatures by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, power of Attorney in favor of the person who is authorized to enter into commitments on behalf of the Bidder.
- vi) It is advised that the bidder upload small sized documents (preferably up to 5 MB) at a time to facilitate in easy uploading into e-tendering site. ORGI does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

9. Submission and Opening of Bids

- i) Bid along with all the copies of documents should be submitted in the electronic form only through CPP portal. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000.
- ii) The bid shall be opened on-line on the date & time mentioned in the RFP.
- iii) The Price Bids of only those bidders shall be considered for electronic opening & evaluation whose bid is determined to be technically and commercially acceptable to ORGI.

10. Last Date for Submission of Bids

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid.

11. The tender shall be submitted in major parts, namely "Technical Bid and Price Bid (BOQ).

