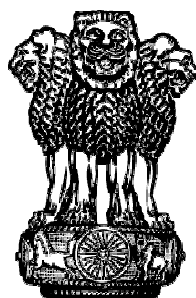




Census of India

Office of the Registrar General & Census Commissioner, India



सत्यमेव जयते

REQUEST FOR PROPOSAL FOR PACKAGING AND DELIVERY OF SCHEDULES/MANUALS FOR THE ANNUAL HEALTH SURVEY (AHS)

**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
2/A MAN SINGH ROAD, NEW DELHI**

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**Request for Proposal for packaging and delivery of Schedules/Manuals for the
Annual Health Survey (AHS)**

Notice No: **14/05/2009 - VS (AHS)**

1.	Tender inviting authority Designation / Address	US (Hqrs.), ORGI, 2A-Mansingh Road, New Delhi - 110 011 Ph. No. -
2.	Job requirement	Packaging and delivery of printed Schedules/Manuals for the Annual Health Survey (AHS).
3.	Date of Publication / Issue of the RFP	19 th March 2010
4.	Clarifications and Queries	Any queries related to the RFP can be addressed to the Deputy Registrar General(AHS), Office of the Registrar General, Delhi, India on phone or bmishra97.rgi@censusindia.gov.in . The queries would entertained only till 20 th March 2010 upto 17:00 hours.
5.	Last Date for submission of the Proposal	11:00 hours on 23 rd March 2010
6.	Date and Time of Opening of the bids	17:00 hours on 23 rd March 2010 at ORGI, 2A-Mansingh Road, New Delhi - 110 011

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1. BACKGROUND

The Annual Health Survey (AHS) has been conceived at the behest of the National Population Commission, PMO and Planning Commission as an annual survey to yield benchmarks of core vital and health indicators at the district level and to map its rate of change on a continual basis to assess the efficacy of various health interventions including those under National Rural Health Mission (NRHM). The AHS would, inter-alia, generate indicators such as Crude Birth Rate (CBR), Crude Death Rate (CDR), Infant Mortality Rate (IMR), Total Fertility Rate (TFR), Maternal Mortality Ratio (MMR), Sex Ratio at Birth & host of other indicators on family planning practices, maternal & child care and changes therein on a year to year basis at appropriate level of aggregations.

The AHS will be implemented in all the 284 districts of the Empowered Action Group (EAG) States (Bihar, Jharkhand, Madhya Pradesh, Chhattisgarh, Orissa, Rajasthan, Uttar Pradesh, and Uttarakhand) and Assam (henceforth referred as AHS States) during the mission period 2007-2012 starting from 2009-2010.

The survey tools for the 2009-2010 baseline survey will comprise of the following paper schedules such as:

- House listing schedule
- Household schedule
- Ever Married Woman Schedule
- Mortality schedule

An Instruction Manual (AHS Manual) containing the guidelines for canvassing the above schedules have also been prepared.

The above mentioned paper schedules and manuals will be printed, packed and delivered to the respective State DCOs of the 9 AHS States for the timely commencement of the Survey.

2. PURPOSE/INTENT OF RFP

This request for proposal is for packaging and delivery of the above mentioned printed schedules and manuals to the respective state DCO offices of the 9 AHS states.

3. SCOPE OF WORK

The Office of Registrar General, India (ORGI) has assigned printing of schedules and manuals to the printing agencies already empanelled with ORGI as per the approved rates. These printed schedules and manuals along with corrugated boxes would be the inputs for the work to be carried out as per this RFP.

In lieu of the above the entire scope of work, as per this RFP, would cover the following broad components / activities:

3.1. Preparation of A4 size printed sheets

- a. This would involve the conversion of A1 size (61 X 86 cms) of printed sheets (schedules/manuals) of paper into A4 size (21 X 29.7 cms) sheets of paper.

3.2. Preparation of sets of Schedules and binding of Instruction Manuals

- a. The Household schedule, House listing Schedule and Mortality Schedules are single page schedules whereas the Ever Married Women Schedule would comprise of approximately 8-10 sheets of paper. Hence the Ever Married Women Schedule needs to be arranged and stapled in the form of a booklet.
- b. The Instruction Manual would comprise of approximately 100 sheets of paper (B/W) and a cover and back page. The manuals are required to be bound using 'Perfect Binding'.

3.3. Procurement and printing of paper for cover and back page of AHS Manual

- a. The successful bidder will be required to procure 170 GSM art paper for the cover and back page of the AHS manuals.
- b. The successful bidder will be required to print the cover and back page in two colors.

Note: There are approximately 14000 Instruction Manuals for which these cover page and back pages need to be procured and printed.

3.4. Packaging and Labelling

- a. The packaging will be done in corrugated boxes (to be provided by ORGI), in lots of 2000 printed A4 size sheets per box. The schedules and manuals will be packed as mentioned below:
 - The Household, House Listing and Mortality Schedules (single sheet schedules) would be packed in lots of 2000 schedules per box.
 - The Ever Married Women Schedules would be packed in lots of 200 booklets per box.
 - The Instruction Manuals would be packed in lots of 20 manuals per box.
- b. It must be noted that same schedules would be packed together into a box and likewise manuals would be packed together in a box. In case the box is not full to its capacity, the empty space in the box should be suitably filled up with paper cuttings to avoid collapsing of the box during transportation.

- c. The boxes packed will have to be strapped (two straps breadth wise and two straps length wise) to ensure intactness of the contents. Before placing the schedules / manuals inside the box, these need to be properly wrapped in water proofing material. The packed boxes should be appropriately labeled, clearly specifying the following:
- Address of the DCO office of the respective state
 - Return address of the Printing Agency
 - Details of the contents: This should provide the name of the State, Zone, District, Content and numbers. These details need to follow a standard such as State/Zone/District/Contents/Numbers/ Date_of_Delivery.
For example Assam/A1/ Dhubri/Schedule-Mortality/22-03-2010

3.5. Dispatch of Schedules / Manuals

- a. The boxes containing the schedules / manuals are to be dispatched to the specified State DCO offices.
- b. The dispatch would encompass all the activities as mentioned below:
- Loading of packed boxes on Transport Corporation of India (TCI) trucks for dispatch to the respective state DCO offices.
 - Obtaining the receipt from TCI for having loaded the material / packed boxes for dispatch to respective State DCO office.
 - Sending / mailing the receipt (as stated above) to the respective state DCO offices for enabling them to take the possession of the dispatched material from TCI goddowns in their respective state.

Note: For transportation of schedules and manuals, the services of TCI (Transport Corporation of India) are to be used. The cost for the same would be reimbursed based on actuals.

4. SUBMISSION OF PROPOSAL

The proposal will be submitted in the following format:

- Forwarding Letter, as given in Appendix-1
- Financial Quote, as per the format provided in Appendix-2

APPENDIX -1: FORWARDING LETTER

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 services for packaging and delivery of schedules and Instruction /AHS Manuals for Annual Health Survey, in accordance with your Request for Proposal (RFP) dated ----- . We hereby submit our Proposal enclosed in this 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 Quote 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 at independently and 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:

APPENDIX 2: FORMAT FOR FINANCIAL PROPOSAL

SNo.	Description	Financial Quote (in INR)	
		In Numbers	In Words
1.	Cost of cutting A4 size sheet of paper from A1 size of printed sheet of paper, packaging and labeling, per 1000 sheets.		
2.	Cost of making a staple bound booklet of Ever Married Women Schedule. (8-10 sheets)		
3.	Cost of Perfect Binding of instruction manual (80-100 sheets) on per manual basis.		
4.	Cost of loading of packed material on TCI truck per 100 boxes.		
5.	Cost of paper (Art paper, 170 GSM) and printing (in two colour) of cover page of the instruction manual on per cover page basis.		
Note: The cost / quotes provided above are inclusive of all taxes			

Date:

Authorized Signatory _____

Place:

Name:

Seal of the Organization:

Designation: