

GOVERNMENT OF INDIA

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

Request for Proposal for appointment of an Agency to short list field survey agencies for conduct of Annual Health Survey in EAG States and Assam

Notice No: 14/05/2009 – VS(AHS)

1	Tender inviting authority Designation / Address	Office of the Registrar General, India & Census Commissioner, 2/A, Man Singh Road, New Delhi – 110 011.				
2	Job requirement	Appointment of Agency to short list field survey agencies for conduct of Annual Health Survey in EAG States and Assam				
3	Cost of tender form	Can be downloaded free of cost from http://www.censusindia.gov.in				
4	Last date for receiving queries	1200 hours on August 3, 2009				
5	Clarifications and Queries	Deputy Registrar General(AHS) Office of the Registrar General, India West Block-I R.K.Puram New Delhi-110066 Tele-Fax:011-26100678 Email:- bmishra97.rgi@censusindia.gov.in				
6	Due date for submission of filled-in tender document	1400 hrs on August 5, 2009				
7	Date and time for opening of tender	<table border="1"><thead><tr><th>Date</th><th>Opening Time</th></tr></thead><tbody><tr><td>August 5, 2009</td><td>1500 hours</td></tr></tbody></table>	Date	Opening Time	August 5, 2009	1500 hours
Date	Opening Time					
August 5, 2009	1500 hours					
8	Earnest Money Deposit amount payable	Rupees 20,000/- (Rupees Twenty thousands only)				
9	Tender Calling Authority	Deputy Director (Hqrs.) Ph. No.: 011-23073266(O)				



सत्यमेव जयते

**Government of India
Office of Registrar General, India
Ministry of Home Affairs**

**Request for Proposal for appointment of Agency to short list field survey agencies for conduct of
Annual Health Survey in EAG States and Assam**

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1. Background:

1.1 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.

1.2 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 would be undertaken in 20,252 statistically selected sample units (Census Enumeration Blocks in case of urban areas and villages or a segment thereof in rural areas) spread across the nine (9) AHS States covering a total Population of about 18.2 million and 3.6 million households every year. About 70 sample units of approximately a 1,000 population in case of a village in rural areas and 650 for an enumeration block in urban areas will be covered in each district annually. The state wise details about the number of districts covered, average sample size per district, sample population, number of sample units and number of households are given in **Annexure-I**

1.3 The field work would involve canvassing of a house listing schedule, household schedule, currently married women schedule and death particulars schedule. The household listing schedule, intended to yield an up to date frame for houses and households within the sample unit, will capture particulars of the House/ Household along with its current residential status. The particulars of members of the household such as name, age, sex, date of birth, marital status, age at first marriage, educational qualification etc. would be captured through household schedule. Currently married women (Age 15-49) schedule would primarily focus on capturing for each Currently Married Women in the household the outcome of pregnancy, birth history, type of medical attention at delivery, knowledge and use of family planning methods, details of maternal health care(ante-natal, natal and post natal) and immunization of children. In the death particulars schedule, details of the deceased such as name, sex, date of death, age at death, cause of maternal deaths, type of medical attention before death etc. would be captured. These schedules would be canvassed through canvasser method wherein the investigators would visit each and every household once in a year and collect the information retrospectively during last one year. Since this is a panel survey, all the baseline information will be collected only once i.e. during the first round of survey and in subsequent rounds, particulars of the household shall be updated.

1.4 The field work is to be entrusted to reputed field survey agencies engaged in large scale sample surveys. For effective and smooth execution of the project as also to secure the data quality, the overall

supervision will be done by the dedicated staff posted at various levels in the Directorate of Census Operations (DCOs) in the AHS states and also at the headquarters of ORGI. The field survey agencies would, inter-alia, be responsible for canvassing of the schedules, maintaining the quality of data by undertaking desk scrutiny as well as field scrutiny, submission of canvassed schedules, attending to the queries/clarifications of the ORGI during the field survey and also during data processing stage etc.

2. Purpose / Intent:

2.1 The purpose / intent for Request for Proposals (RFPs) is appointment of an Agency who in turn would assist the ORGI in short listing the field survey agencies for conduct of Annual Health Survey in AHS States. The success of the project would crucially depend on the competence, quality and expertise of the selected field survey agencies. The Agency would assist the ORGI in creating the framework of requisite criteria for empanelment of field agencies to ensure that the best possible partners are selected for the task, and also to select the field agencies which meet the stipulated conditions. Some of the parameters on which the field agencies need to be evaluated are their past credentials, area of work, availability of skilled manpower, experience in conduct of large sample surveys etc.

3. Scope of work:

3.1 The Agency would, inter-alia, assist the ORGI in undertaking the following activities:

- Laying out the Pre-qualification (PQ) criteria for the bidders
- Preparation of Expression of Interest(EOI)/ Request for Proposal(RFP) Document,
- Prepare a comprehensive document detailing terms of reference, roles and responsibilities of the field agencies etc.,
- Bid process management (handling queries, pre-bid meeting, receipt of bids etc.),
- Evaluation of technical bids including presentation from bidders,
- Preparing final technical report,
- Commercial evaluation process,
- Selection of Field Survey Agencies,
- Submission of draft contract,
- Any other related assistance for selecting field agencies.

3.2 The Agency will be required to form a Project Management Unit (PMU) comprising of 1 Senior Consultant (Post Graduate/MBA/Equivalent) and 4 Junior Consultants (Graduate/BBA/Equivalent) to be located at ORGI Headquarters in New Delhi to assist in undertaking various secretarial, administrative and technical works for a period of six months.

4. Deliverables and Timelines:

4.1 The services will commence from the date of issue of Letter of Intent (LOI) to the successful bidder. The entire gamut of activities is to be completed within a maximum period of Seventy Five days (75) as per the timeline indicated below and pictorially depicted at **Annexure-II**. Timely completion of the assignment is central to the overall success of the project. Non-adherence to the time schedule would attract penal provisions to be spelt out in the contract agreement to be signed with the successful bidder.

SI.No.	Deliverables	Timeline (No. of Days)
1.	Laying out Pre-Qualification (PQ) criteria and Preparation of Expression of Interest (EOI) document.	Five(5) Days
2.	Publication of EOI in the print media.	Fifteen(15) Days (EOI will be hosted on the web on the first day itself)
3.	Preparation of Request for Proposal(RFP) document	By the time EOI is published
4.	Receipt of EOI	Twenty One(21) Days from the date of publication of EOI
5.	Evaluation and short listing of EOI	Five (5) Days from the last date of receipt of EOI
6.	Issue of RFP to shortlisted bidders	Three (3) Days
7.	BID Process management (Handling queries, pre-bid meeting, Receipt of bids etc.)	Fifteen(15) Days
8.	Evaluation of Technical BIDs/ Presentation from bidders/ Preparing final technical report	Seven (6) Days
9.	Commercial Evaluation Process/ Selection of field survey agencies and submission of draft contract	Five (5) Days

5. Assumptions and Agreements:

5.1 The Agency will not make any statements or render opinions to third parties regarding the process or content of the project during or following completion of the project without written consent of Registrar General, India. Data pertaining to individuals or groups that provide insight and information during the course of the project will be kept in strict confidence.

6. Invitation for Tender:

- 6.1 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.
- 6.2 Failure to furnish requisite information may result in the rejection of tender.
- 6.3 This Tender document is not transferable.
- 6.4 The ORGI shall not be responsible for non-receipt / non-delivery of the Bid documents due to any reason whatsoever.
- 6.5 Any clarification required may be sought in writing and may be delivered in person, by e-mail or by post 48 hours prior to the due date and time of opening of the tender. The clarification(s) furnished by ORGI shall be put on the web.
- 6.6 All the relevant documents should be signed by the person duly authorized by the Agency.

7. Schedule for Invitation of Tender

- a). Name of issuing office:
Office of the Registrar General, India
- b). Addressee and Address at which Tenders are to be submitted :
Deputy Director (Hqrs.),
Office of the Registrar General, India
2A-Mansingh Road
New Delhi – 110 011
- c). Last date for receipt of Tender:
1400 hours on August 5, 2009
- d). Details of the contact for any clarification / queries:
Deputy Registrar General (AHS),
Office of the Registrar General, India
West Block – I R.K.Puram
New Delhi – 110 066
Tele-Fax: 011-26100678
E-mail: bmishra97.rgi@censusindia.gov.in
- e). Important dates

The following table provides information regarding the important dates of the bid process:

Activity	Date
Last date for receiving queries	1200 hours on August 3, 2009. No queries post this date shall be entertained
Last date for submission of Bids	1400 hours on August 5, 2009.
Date for opening of Technical Bids	1500 hours on August 5, 2009 at the address provided in Clause 7 (b)
Presentation on Technical Bids from Tenderers	1000 hours on August 6, 2009 at Conference

	Room, ORGI, 2/A, Man Singh Road, New Delhi.
Date for opening of Commercial Bids	1600 Hours on August 6, 2009.

8. Submission of the Proposal:

- 8.1 The tender document should be in the prescribed form which can also be downloaded from <http://www.censusindia.gov.in/>.
- 8.2 A Two Cover System should be followed while submitting the proposal wherein the technical bid and the commercial bid should be placed in separate sealed cover with the wordings "Technical Bid" and "Commercial Bid" respectively super-scribed on them. These two bids must be put in a separate envelope (bid cover). The Bid Cover should be super scribed with Tender Number, Due Date and the wordings "**Do not open before 1500 hours on August 5, 2009**" and this envelope should be clearly marked "**Tender for appointment of an Agency for short listing the field survey agencies for conduct of Annual Health Survey in EAG States and Assam.**" It may be noted that prices should only be indicated in the commercial bid not in the technical bid lest the proposal shall be rejected.
- 8.3 The technical proposal shall include the following information:
1. Letter of Transmittal (**Form A**), duly signed by the authorized signatory.
 2. A brief note on the Methodology and Work Plan clearly specifying the understanding of the assignment & expectations from the Agency (not more than one page of A4 size) in the form marked as "**B**".
 3. Requisite details of the agency including outline of recent experience (past 5 years), past performance of the agency on works of similar nature and details of current works in hand in the form marked as "**C**".
 4. Agency shall provide brief details of their human resource, which may include the following information:
 - i. Staff member's educational details along with their domain experience in the form marked as "**D**".
 - ii. One page curriculum-vitae of the individual key Personnel to be assigned to the work and of the team leader who would be the overall in charge of the task in the Form marked as "**E**". Due care may be taken to demonstrate that each areas of expertise required for the assignment is covered by different key professional.
 5. Any comments and suggestions on the scope of work and deliverables should be given in the form marked as "**F**".
 6. The technical proposal should be submitted in two sets clearly indicating one as "Original" and other as "Duplicate".
- 8.4 The financial proposal should contain separate quotes for (i) selecting the field survey agencies, and (ii) for providing the manpower support. The overall financial evaluation would be done on the basis of the combined quotes. Both the assignments shall be entrusted to one Agency on a turn-key basis.

9. Evaluation of the proposal

9.1 The Agency will be shortlisted by an Evaluation Committee by examining the technical and financial parameters. A two stage procedure shall be adopted in evaluating the proposals:

- A technical evaluation, which shall be carried out prior to the opening of financial proposal.
- The technical proposal should score at least 60% points to qualify for final evaluation.
- In the second stage, financial proposals of those who have qualified for the technical proposals will be evaluated.
- Final decision for awarding the assignment shall be on the basis of lowest quoted rates.

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

- a) The experience of the agency in the relevant area as described in the notice of RFP.
- b) The qualification and experience of the personnel of the proposed team.
- c) The personnel should meet out the requirement as spelt out below:
 - Requisite administrative experience of preparing EOI/RFP
 - Rich experience of handling the bidding exercises
 - Competence for preparing contract agreement
 - The maximum number of experts/technical staff proposed for the project shall be more than four in number for the consideration of evaluation.
- d) Elements of comments on Scope of work and deliverables from the Agency.

The points assigned to evaluation criteria are:

Sl.No.	Evaluation Criteria	Points
(i)	Relevant experience for the assignment	35
(ii)	Qualification and experience of the key personnel of the team proposed	35
(iii)	Quality of the methodology and work plan proposed.	20
(iv)	Relevance of comments and suggestions on Scope of Work and deliverables.	10
	Total	100

10. Award of Contract:

10.1 The technical proposal scoring less than 60 % of the total points will not be considered and the corresponding financial proposal will be returned after completion of the selection process. ORGI will not notify the agencies who have failed to qualify at the technical proposal evaluation stage.

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

10.3 The proposal will be valid for 90 days from the date of submission. ORGI will make best effort to select the Agency within this period.

10.4 The successful Agency cannot sub-contract the assignment to other individual / firms / organizations.

10.5 The fee will be subject to taxes, cesses etc. as per the applicable Indian Law prevalent at the time.

10.6 The ORGI may seek clarifications / additional documents from the Agency and the Agency shall be bound to furnish the same within the prescribed time limit.

10.7 On completion of the process of selection, the selected Agency shall be awarded the Contract 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.

10.8 Within one month of LOI, the Agency should execute the Contract Agreement with ORGI failing which may result in termination of the Contract and award the same to other Agency at the risk and cost of the defaulting agency.

10.9 The ORGI shall reimburse the expense incurred on release of advertisement and pre-bid conference arrangement charges at actual in the event of these activities performed by the Agency itself.

11. General Conditions:

11.1 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 put on the web. 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 tenderers and the ORGI

will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.

11.2 Earnest Money deposit: The tenderers should furnish an Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty thousands only) by means of Demand Draft / Banker Cheque drawn on any Nationalised Bank / Scheduled Bank payable to the Pay & Accounts Officer (Census), New Delhi. The Demand Draft/Banker Cheque for the earnest money shall be put in the envelope for the Technical Bid as the Commercial Bid would be opened only in respect of those bidders who qualify in technical bid. The Tenders received without the Earnest Money Deposit will be summarily rejected. In the case of successful tenderers, the Earnest Money Deposit will be adjusted towards the Performance Security to be payable on request. In case of unsuccessful tenderers, 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 tenderer 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.

11.3 Opening of tender: Sealed tenders received up to 1400 Hours on August 5, 2009 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.

11.4 Documents to be furnished: Besides the documents mentioned in the technical bid, the following should invariably be enclosed in the tender:

- Earnest Money Deposit.
- Attested copy of the firms Registration.
- Certified copies of orders of similar works done during last four years.
- Self Certificate duly signed by the tenderer that the tenderer has not been blacklisted either by ORGI or any other Government undertaking.
- Income Tax Returns for the last four years.

11.5 Performance security: The selected agency would be required to submit a performance security for a sum of 10 % of the cost of the project and valid for a period of 60 days beyond the date of completion of all contractual obligations of the project. This security may be in the form of an account payee Demand Draft,

Fixed Deposit receipt, Scheduled Bank or Bank Guarantee etc. in favour of the “Registrar General India, MHA”. The PAN number of the Organization is also to be sent.

11.6 Payment terms:

Installment	Percentage	Milestone
For short listing of field survey agencies:		
First	10 % of the total fee*	On submission of the Acceptance letter and signing the Agreement.
Second	45 % of the total fee*	After completion of technical evaluation of Bids.
Third and final	Remaining 45 % of the total fee*	After completion of the short listing exercise including submission of the Draft Contract Agreement.
The payment for the staff of Project Management Unit shall be reimbursed in the first fortnight of the succeeding month.		
“*”=The total fee includes all applicable taxes.		

11.7 Eligibility: Only those agencies which have Annual Turnover of Rs. 50 Lakhs or more in the last two financial years i.e. 2008-09 and 2009-10 would be eligible for evaluation of technical proposal. A copy of the Balance Sheet of the last two years should be attached with the technical proposal by the Agency.

11.8 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.

11.9 Arbitration: The dispute or difference arising between the ORGI and the Agency relating to any matter arising out of or connected with the assignment under the contract agreement shall be referred to the sole arbitration by an Arbitrator appointed by the Registrar General, India & Census Commissioner or any person nominated by him. The decision of the Arbitrator shall be final and binding on the parties to the contract agreement subject to the proviso that the Arbitrator shall give reasoned award.

**Deputy Director (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

Letter of Transmittal

**To
The Deputy Director (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 short listing the field survey agencies for conduct of Annual Health Survey(AHS) in EAG States and Assam 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:**

A brief note on Methodology & Work Plan for performing tasks of the Assignment

[It should cover the understanding of the assignment, expectations from the Agency with regard to formulating the framework of requisite criteria for empanelment of field survey agencies. It should not exceed 500 words or one page of A4 size]

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

Information about the Agency

Name of the Agency (in full) :.....

Mailing Address :

Telephone No & Fax No.:.....

Name and Designation of the Contact Person:.....

Cell No. & E-mail address:.....

Website (if any):.....

Year of establishment :

Type of Organization:.....

Registration No (Name & Place of Registering Authority):.....

Annual Turnover (for the last 2 financial years) (Indian rupees in millions) with documentary evidence

.....

Total Number of Employees:

- i. Technical professionals
- ii. Planning professionals
- iii. Allied professionals
- iv. Others

For each Assignment undertaken by the Agency in recent past (5 Years) or currently in hand- provide information in the following format:-

1	Title of the Assignment	:
2	Name and Address of the client	:
3	Describe area of participation (Specific Services rendered)	:
4	Period of Services rendered	:
5	Consultancy fees (In Indian rupees)	:
6	Total Cost of the Assignment(In Indian rupees)	:
7	Present Status of the Assignment	:

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

Professional Particulars of the Staff Members

Sl.No	Name	Designation	Educational Qualifications	Experience(years)	Field of Expertise	Remarks

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

Format of Curriculum Vitae (CV) of Key Personnel Proposed for the Assignment

Name:.....

Present Position:.....

Date of Birth:.....

Years with the Agency:.....

Nationality:.....

Area of Specialisation:.....

Key Qualification:

Education:.....

Experience:.....

Languages:.....

Any other relevant information:

Comments and Suggestions on the “Scope of Work and Deliverables”

*[Agency can present and justify here any modifications or improvements to the **Scope of Work and Deliverables** which can facilitate carrying out the assignment in a better way. Such suggestions should be concise, to the point and incorporated in the proposal.]*

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

Annexure- 1

State wise number of districts covered and sample size thereof

State	No. of District	Sample size per district	Sample Population Total	Sample Units Total	No. of Households*
Assam	23	71,216	1,637,967	1,784	327,593
Bihar	37	59,361	2,196,340	2,356	439,268
Jharkhand	18	104,862	1,887,520	2,109	377,504
Madhya Pradesh	45	48,937	2,202,161	2,557	440,432
Chhatisgarh	16	70,371	1,125,940	1,255	225,188
Orissa	30	71,377	2,141,319	2,364	428,264
Rajasthan	32	50,678	1,621,710	1,841	324,342
Uttar Pradesh	70	49,564	3,469,464	3,927	693,893
Uttaranchal	13	141,898	1,844,670	2,059	368,934
Total	284		18,127,089	20,252	3,625,418

Deliverables and Timelines

