



# Census of India

Office of the Registrar General & Census Commissioner, India



सत्यमेव जयते

## Request for Proposal for appointment of Survey Agency(s) for conducting Annual Health Survey in select zones

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

## GLOSSARY

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

S. No.	Acronym	Reference to
1.	ORGI	Office of Registrar General India
2.	AHS	Annual Health Survey
3.	EAG	Empowered Action Group
4.	NRHM	National Rural Health Mission
5.	CBR	Crude Birth Rate
6.	CDR	Crude Death Rate
7.	IMR	Infant Mortality Rate
8.	TFR	Total Fertility Rate
9.	MMR	Maternal Mortality Ratio
10.	DCO	Directorate of Census Operation
11.	SA	Survey Agency
12.	TOR	Terms of Reference
13.	LOI	Letter of Intent
14.	MoHFW	Ministry of Health and Family Welfare
15.	MoSPI	Ministry of Statistics and Programme Implementation
16.	EMD	Earnest Money Deposit
17.	PBG	Performance Bank Guarantee
18.	ITB	In This Bid

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## 1. INFORMATION TO AGENCIES

### 1.1. Purpose / Intent for RFP

The purpose / intent for Request for Proposal (RFP) is to appoint Survey Agency (s) for conducting Annual Health Survey in 6 States for certain specified zone i.e. Assam - zone A1, Bihar - zone B2, Jharkhand - zone J1, Madhya Pradesh-zone M1, Orissa - zone O1 and Uttar Pradesh - zone U2.

### 1.2. Overview of Annual Health Survey (AHS)

The Annual Health Survey (AHS) has been conceived at the behest of the National Commission on Population, PMO and Planning Commission 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 maternal & child care, family planning practices, etc. and changes therein on a year to year basis at appropriate level of aggregations.

AHS STATES		
Assam	Bihar	Chhattisgarh
Jharkhand	Madhya Pradesh	Orissa
Rajasthan	Uttarakhand	Uttar Pradesh

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 every year in 20,252 statistically selected sample units (Census Enumeration Blocks

in case of urban areas and villages or a segment thereof in case of villages with population exceeding 2000 in rural areas) spread across the nine (9) AHS States covering a total Population of about 18.2 million and 3.6 million households. About 70 sample units of approximately 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. The district wise number of sampling units along with its rural-urban breakup were drawn and the sample identification work to uniquely identify the units on ground, firming up its boundaries etc. which is a pre-requisite for the survey have already been completed by ORGI.

For effective implementation of the survey, the 9 AHS states have been categorized into 18 distinct zones. Out of the 18 zones 12 zones have already been allocated to survey agencies through the previous RFP. The details of other six zones - A1, B2, J1, M1, O1 and U2 are provided in **Annexure 1 & Annexure 2**.

The survey is to be carried out by adopting a hybrid model wherein the fieldwork is to be undertaken by the survey agencies having experience of conducting large-scale sample surveys on an outsourced arrangement. For effective & smooth execution of the project, 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 survey agencies would, inter-alia, be responsible for canvassing of the schedules, data entry of the collected data, maintaining the quality of data by undertaking different levels of inspections & scrutiny, validation and finalization of data, submission of canvassed schedules, attending to the queries/clarifications of the ORGI during the field survey and also during data processing stage, preparation of provisional district fact sheets, etc.

The project would involve canvassing of baseline data in the first year using paper schedules with data entry into the AHS application software, which would be made available by ORGI. Subsequent updation surveys would be carried out by revisiting all the houses and households including new ones, if any, in the sample units in subsequent two years using computing devices. These computing devices would be provided by ORGI to the Survey Agencies against appropriate bank guarantee.

### 1.3. Key Events and Dates

1.	Tender Inviting Authority	Office of the Registrar General, India & Census Commissioner, 2/A, Man Singh Road, New Delhi-110011
2.	Job Requirement	Appointment of Survey Agency(s) for conducting Annual Health Survey
3.	Publication of the RFP	29th January, 2010
4.	Cost of Tender Document	Can be downloaded free of cost from <a href="http://www.censusindia.gov.in">www.censusindia.gov.in</a> or Can be obtained in hardcopy for Rs.1000/-, from the Office of the Registrar General, India, 2/A Mansingh Road, New Delhi.
5.	The hardcopy of the RFP can be purchased for Rupees 1000/-	Office of the Registrar General, India & Census Commissioner, 2/A, Man Singh Road, New Delhi-110011
6.	Last date for receiving queries	Upto 17:00 hours on 8th February, 2010. No queries post this shall be entertained. The queries will be responded through email besides posting the clarifications on the website. No Pre Bid meeting will be held.
7.	Last date for submission of Bids	11:00 hours on 15th February, 2010
8.	Earnest Money Deposit amount payable	Rupees 5,00,000/- (Rupees Five Lakhs Only)
9.	Opening of Pre Qualification Bids (The results will be put on the website)	12:00 hours on 15th February, 2010 at Joint Director (Hqrs.), ORGI, 2A-Mansingh Road, New Delhi - 110 011

10.	Opening of Technical Bids only for those who qualify the Pre Qualification Criteria (The results will be put on the website)	12:00 hours on 16th February, 2010 at Joint Director (Hqrs.), ORGI, 2A-Mansingh Road, New Delhi - 110 011
11.	Technical Presentation	16th February, 2010 2.00 pm onwards
12.	Date, Time and Venue for opening of Financial / Commercial Bid for technically qualified bidders shall be put on the website. Date, Time and Venue for Pre-contract / negotiation discussion shall be intimated in the meeting for opening of Financial/ Commercial Bid.	
13.	Other Relevant Information	<ul style="list-style-type: none"> <li>• Survey Agency(s) are allowed to bid for a maximum of three zones.</li> <li>• The selected Survey Agency(s) would be allotted a maximum of three zones that too in different states.</li> <li>• Survey Agencies which have applied for allotment of zones in the previous bid for selection of survey agencies for conducting AHS can also bid for these zones but their combined allotment of zones through this and previous RFP cannot exceed three zones.</li> <li>• <b>Unique teams</b> are required to be proposed for each zone applied for by the Survey Agency .However :-  <u>Case 1:</u> If Survey Agency applies for allocation of only one zone and submits the proposal for more than one zones (not more than 3), than SA may propose only one unique team.  <u>Case 2:</u> If Survey Agency applies for allocation of two zones, and submits the proposal for three zones, at least two unique teams shall be proposed.  <u>Case 3:</u> If Survey Agency applies for allocation of three zones, and submits the proposal for three zones, three unique teams shall be proposed since the maximum numbers of zones that shall be allocated to any one agency are restricted to three.</li> </ul>

## 2. PRE-QUALIFICATION / ELIGIBILITY CRITERIA

The pre-qualification / eligibility criteria for the Survey Agencies have been provided in the table below:

Sl. No.	Pre-Qualification Criteria	Proof Required
1.	The Survey Agency should be a Company registered under Companies Act, 1956/ Society Registration Act, 1860/ Autonomous Body / Partnership Firm in existence for the last 3 years	Copy of Certificate of Incorporation/Registration/MoA as applicable
2.	The Survey Agency should have a valid PAN and Service Tax Registration in India	Copy of PAN card and Service Tax Registration certificate
3.	<ul style="list-style-type: none"> <li>Survey Agency applying for allocation of one zone only should have a minimum average annual turnover of Rs. 2 Crores (Rupees Two Crores) from survey related activities during the last three years (i.e. 2006-07, 2007-08 &amp; 2008-09)</li> <li>Survey Agency applying for allocation of two or more zones - should have a minimum average annual turnover of Rs. 4 Crores (Rupees Four Crores) from survey related activities during the last three years (i.e. 2006-07, 2007-08 &amp; 2008-09)</li> </ul>	Copy of Audited Profit and Loss Statement and Balance sheet
4.	The Survey Agency should have conducted a minimum of 2 large scale surveys in health / demographic sector. The sample size of such surveys should not be less than 5,000 household	Copy of Work order/ certificate of completion; along with the details as per the format provided in Format 'C'
5.	The Survey Agency should not have been blacklisted by central / state Government departments/ undertakings	No Conviction certificate duly signed as per Format 'H'

### 3. SCOPE OF WORK

The survey agency(s) under the AHS project would, inter-alia, be responsible for undertaking various activities as enlisted below:

#### **Earmarking of Team**

- The selected Survey Agency (s) will have to provide the details of their team earmarked for the AHS project, for respective zones in advance. The team for each zone should comprise of core team (1 Team Leader, 2 Trainer-cum-coordinator, 1 Senior Data Analyst, 1 Data Analyst and atleast 2 Data Entry Operators) and field survey team (1 Supervisor for four Survey Teams and a Field Survey Team-comprising of 2 Enumerators of which atleast one should be female).

Each Survey Team would be required to cover not more than 250 households per month and not more than 1,500 households during the entire field work of six months every year. This should be kept into consideration while working out the number of survey teams to be deployed.

(Details of qualification criteria and roles & responsibilities for each Team member is provided in **Annexure 3**)

#### **Training**

- Select members of Survey Agency would be required to attend various kinds of training for AHS project, organized by ORGI. These trainings may be conducted at ORGI Headquarters. New Delhi or at state level. Survey Agency(s) in turn should ensure imparting requisite training to the other team members under the observation of ORGI.

Any other activity(s) which is incidental to the successful completion of the survey would also form responsibility of the Survey Agency.

(Other relevant information on AHS Project is provided in **Annexure 4**)

#### **Canvassing of Schedules**

- For the allotted zones, SA will have to carry out paper based baseline survey and updation survey for the subsequent years using computing devices. The paper schedules & the computing devices would be provided by ORGI for the respective years. The survey should be completed within prescribed time limit as spelt out subsequently by evenly staggering the sample units over the survey period. It would be desirable that the canvassing of schedules within a sample unit is done by one survey team only.
- Distribution of printed schedules to the survey teams present in respective zones will be the sole responsibility of the survey agencies.
- SA will have to chalk out the fieldwork plan for the entire six months period as also the detailed monthly plan which would also include the deployment of survey teams.



- The field work during the baseline survey would involve canvassing of the survey schedules such as Village/Urban Schedule, House Listing Schedule, Household Schedule, Currently Married Women Schedule and Mortality Schedule. During the updation survey in the subsequent years:
  - A revisit for updation of the status of the house and household members will be undertaken.
  - While doing so, the details of new house, if any, shall be included in the house listing schedule. Similarly, the baseline particulars of a new member or a new household will have to be captured in household schedule.
  - Currently Married Women Schedule and Mortality Schedule would be canvassed.
  - Apart from these supplementary schedules (based on requirements) may be added.
- SA would canvas these schedules through canvasser method wherein the investigators would visit each and every household and collect the information retrospectively.
- During the baseline survey, the SA will also be responsible for drawing detailed layout maps depicting all the houses in the sample unit. These maps would be updated during subsequent updation surveys. The notional maps prepared by ORGI for the sample units will be provided to the SA to serve as the reference material for drawing of detailed layout map. The blank layout forms for drawing of the maps will be provided by ORGI.
- SA would take the acknowledgment of the respondents after canvassing of the schedules. The acknowledgement can be in the form of signature / thumb impression of the individual.
- Handing over the surveyed schedules back to DCOs after finalization of data shall also be the responsibility of the survey agencies.

#### **Data Entry**

- SA needs to enter the data collected into the AHS Data Entry Module, during the baseline survey, which would be made available by ORGI.

#### **Quality Control**

- SA would be required to ensure quality of data collected by adhering to the following:
  - The Field Survey Team should ensure complete coverage of the households in sample unit and also the contents of the surveyed schedules by undertaking a thorough checking. Due care should be taken for legibility of writing, clarity of figures, correct transfer entries between schedules, etc. as per the field scrutiny guidelines, to be provided by ORGI.
  - The primary responsibility of the Survey Supervisor would be to supervise the fieldwork of the survey teams allotted to him/her. He/She will carry out

independent inspections in not less than 5% of the households in each of the sample units. Besides, he/she would also carry out a detailed scrutiny of all the surveyed schedules to check for inter and intra consistency of data and also to rule out any other kind of mistakes as per the scrutiny plan, to be provided by ORGI.

- SA will have to rectify errors generated during data entry due to various inbuilt validation checks in the AHS application.
- Regular inspections by ORGI officials will be carried out to secure the overall quality of data. The inspections may be in the form of concurrent or post-survey inspection. If any irregularities are found as a result of these inspections, the SA needs to rectify the same. Survey agency shall be responsible to provide requisite information and facilitate inspection by ORGI officials.
- ORGI may deploy a third-party for auditing the surveyed data to ensure its quality as also to maintain the credibility during baseline survey as well as updation survey. SA shall be required to provide requisite information and facilitate inspection by the third party audit team. The findings of the third party audit team shall be binding on the survey agencies.

#### **Data Finalization & Preparation of Factsheets**

- SA would be responsible for finalization of the data in the AHS application, factoring in the quality checks and observations of ORGI and Third party audit. SA would then prepare the finalized data sets and send a copy of the same to the concerned State Directorate.
- SA would prepare provisional district level fact sheets and submit them to State Directorates.
- SA would be responsible to respond and satisfy any queries raised by ORGI during the finalization of the results.

#### 4. IMPLEMENTATION SCHEDULE

##### 4.1. Implementation Plan: Deliverables / Activities Time Lines

Survey Agencies are required to complete the fieldwork within six months from the date of starting the baseline survey during the first year and within a span of six months in the subsequent two years (for updation survey) by adhering to the time schedule prescribed by ORGI each year.

Since this cycle of survey has to be done for three consecutive years, the agency would be appointed for three years at a stretch subject to its performance.

The services of the survey agency will commence from the date of issue of Letter of Intent (LOI) to the successful bidder. The survey agencies would be required to deliver the following according to timelines given below:

Sl. No.	Deliverables / Activities	Timelines
1.	Earmarking of the required manpower by the survey agencies (SA)	4-6 weeks from the date of issue of the 'Letter of Intent (LOI)'
2.	Imparting training to the team members of Survey Agency by the select trained members of SA	Within 2 weeks from the date of completion of training provided by ORGI to select trained members of SA
3.	Detailed work schedule with resources deployment plan	<ul style="list-style-type: none"> <li>6 months consolidated plan to be submitted before the start of the project</li> <li>Detailed monthly plan containing the details about deployment of field survey team to be submitted to ORGI, 15 days before the start of the following month</li> </ul>
4.	Field scrutiny by the survey team	Within 1 day of survey completion of a sample unit
5.	Detailed scrutiny by the field supervisor	Within 2-3 days of completion of field scrutiny by the survey team
6.	Data entry into the AHS application	Regular and parallel entry of scrutinized data into the AHS application
7.	Completion of fieldwork for baseline survey	Within 6 months from the date of

Sl. No.	Deliverables / Activities	Timelines
		commencement of the survey
8.	Finalization of data sets during baseline survey	Within 1 month from the date of completion of fieldwork for baseline survey
9.	Preparation of District Factsheets / Reports from finalized data sets	Within 1 month from the date of finalization of data sets during baseline survey
10.	Completion of fieldwork during updation survey in subsequent years (Year 2 & 3)	Within 6 months from the date of commencement of updation surveys
11.	Finalization of data sets during updation survey (Year 2 & 3)	Within 1 month from the date of completion of fieldwork during updation surveys
12.	Preparation of district level fact sheets / reports during updation survey (Year 2 & 3)	Within 1 month from the date of finalization of data sets during updation survey

## 5. PAYMENT SCHEDULE

The payment schedule for the AHS Project is provided in the table below:

Sl. No.	Installment	% of Total Fee	Time of Payment
<b>Year 1 (2009-10)</b>			
1.	First Installment	30% of year 1 cost of the project	As a mobilization fee on the deployment of the team for the project. This fee would be provided against a bank guarantee of the equal amount
2.	Second Installment	30% of year 1 cost of the project	On completion of 50% of field work for baseline survey
3.	Third Installment	30% of year 1 cost of the project	On completion of 100% of field work for baseline survey
4.	Fourth Installment	10% of year 1 cost of the project	On finalization of data sets, preparation and submission of district level factsheets/reports
<b>Year 2 (2010-11)</b>			
5.	Fifth Installment	40% of year 2 cost of the project	On completion of 50% of field work for updation survey
6.	Sixth Installment	50% of year 2 cost of the project	On completion of 100% of field work for updation survey
7.	Seventh Installment	10% of year 2 cost of the project	On finalization of data sets, preparation and submission of district level factsheets/reports
<b>Year 3 (2011-12)</b>			
8.	Eighth Installment	40% of year 3 cost of the project	On completion of 50% of field work for updation survey
9.	Ninth Installment	50% of year 3 cost of the project	On completion of 100% of field work for updation survey
10.	Final Installment	10% of year 3 cost of the project	On finalization of data sets, preparation and submission of district level factsheets/reports

## 6. GUIDELINES FOR SUBMITTING PROPOSAL

### 6.1. Technical Proposal

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

(Formats are provided in **Annexure 5**)

- a. Letter of Transmittal (Format 'A'), duly signed by authorized signatory. Please attach the Power of Attorney for the authorized signatory.
- b. Provide the names of the State(s) with the preferred zones that the Agency is proposing to take up for conducting the survey in the Format marked as 'B'.
- c. Outline of relevant experience of the Agency on works of a similar nature with details of past experience and current work in hand in the Format marked as 'C'. To facilitate technical evaluation relevant experience for each of the zones applied for shall be provided separately. Copy of Work Order/ Completion Certificate shall be attached for each of the assignments.
- d. Agency shall provide brief detail of the human resources to be deployed for the proposed study. The following information may be provided:
  - o Qualification and experience of key personnel (Team Leader, Trainer-cum-coordinator, Senior Data Analyst, Data Analyst, Data Entry Operator and Field Supervisor) proposed for this project shall be given in the Format marked as 'D'.
  - o Attach curriculum vitae of the individual Key Staff members (Team Leader, Trainer-cum-coordinator, Senior Data Analyst, Data Analyst, Data Entry Operator and Field Supervisor) to be assigned the work as per the Format marked as 'E'.
- e. A description of the manner in which agency would plan to execute the work. It should include approach, methodology and detailed work plan for carrying out the work in the zones applied for in the Format marked as 'F'.
- f. Any comments or suggestions on the Scope of Work and Implementation Schedule in the Format marked as 'G'

### 6.2. Financial Proposal

- a. The financial quotes should cover the entire cost of household survey, data entry, data cleaning, consolidation, training their survey staff / data entry operators, travels & allowances, all resource cost etc.

- b. The agency has to build in all these costs and provide ORGI with a single cost per household for a particular zone as per the format provided in Annexure 6.
- c. The cost quoted should be inclusive of all taxes.

## 7. EVALUATION OF PROPOSAL

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

### 7.1. Technical Evaluation

Technical Evaluation shall be carried out based on the following:

Sl. No.	Evaluation Item	Marks
1	Organization/ Agency Profile	30
2	Proposed Approach, Methodology and Work Plan	30
3	Team Composition	40
	<b>Total</b>	<b>100</b>

### 7.2. Detailed Evaluation Criteria

The detailed evaluation criteria in respect of the above items are given below.

Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks
<b>A. Organization/Agency Profile</b>			
1	Number of years in business	5	<ul style="list-style-type: none"> <li>• More than 5 years = 5</li> <li>• &gt;3 but &lt;=5 years = 3</li> <li>• 3 years = 2</li> </ul>
2	Financial turnover	5	<ul style="list-style-type: none"> <li>• &gt;7 Crores = 5</li> <li>• &gt;5 but &lt;= 7 Crores = 4</li> <li>• &gt;4 but &lt;= 5 Crores = 3</li> <li>• &gt;3 but &lt;= 4 Crores = 2</li> <li>• &gt;=2 but &lt;= 3 Crores = 1</li> </ul>
3	Experience of conducting surveys on health or demography	10	<ul style="list-style-type: none"> <li>• &gt;10 surveys of size atleast 5000 households = 10</li> <li>• 5-10 surveys of size atleast 5000 households = 7</li> </ul>



Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks
			<ul style="list-style-type: none"> <li>&gt;2 but &lt;=5 surveys of size atleast 5000 households = 4</li> </ul>
			<ul style="list-style-type: none"> <li>2 surveys of size atleast 5000 households = 3</li> </ul>
4	Experience in the region	6	<ul style="list-style-type: none"> <li>More than One survey/project in the region = 6</li> </ul>
			<ul style="list-style-type: none"> <li>One survey/project in the region = 3</li> </ul>
5	Client Profile	4	<ul style="list-style-type: none"> <li>Worked for MoHFW, ICMR, NACO, MoSPI, Planning Commission for conducting surveys = 4</li> </ul>
			<ul style="list-style-type: none"> <li>Worked for other Central / State governments for conducting surveys = 2</li> </ul>
			<ul style="list-style-type: none"> <li>Worked for other organisations for conducting surveys = 1</li> </ul>
	<b>Total</b>	<b>30</b>	
<b>B. Proposed Approach, Methodology &amp; Work Plan</b>			
1	Extent of understanding of the Scope of Work & Implementation Schedule	5	<ul style="list-style-type: none"> <li>Tasks and deliverable fully specified = 5</li> </ul>
			<ul style="list-style-type: none"> <li>Partly specified = 2</li> </ul>
2	Practicality of the proposed Approach & Methodology	8	<ul style="list-style-type: none"> <li>Approach to be adopted = 3</li> </ul>
			<ul style="list-style-type: none"> <li>Methodology proposed = 3</li> </ul>
			<ul style="list-style-type: none"> <li>Project Plan with detailed activity schedule (PERT chart) = 2</li> </ul>

Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks
3	Risk assessment and mitigation strategies	5	<ul style="list-style-type: none"> <li>Adequate assessment of possible risks and their mitigations = 5</li> </ul>
			<ul style="list-style-type: none"> <li>Partial assessment of possible risks and their mitigations = 2</li> </ul>
4	Appropriateness of the implementation schedule to the project timelines	5	<ul style="list-style-type: none"> <li>Adequate cushion for time spill over = 5</li> </ul>
5	Quality assurance measures	7	<ul style="list-style-type: none"> <li>Adequate monitoring and supervision proposed for maintaining the quality of data collected = 7</li> </ul>
<b>Total</b>		<b>30</b>	
<b>C. Team Composition</b>			
<b>Core Team</b>			
1	<b>Team Leader</b> -Doctorate/ Post Graduate in Social Sciences/ MBA/ Public Health with relevant experience of at least 6-7 years in conducting large scale sample surveys preferably in health sector	12	<ul style="list-style-type: none"> <li>PhD with &gt;10 years of relevant experience = 12</li> </ul>
			<ul style="list-style-type: none"> <li>PhD with 6-10 years of relevant experience = 10</li> </ul>
			<ul style="list-style-type: none"> <li>PG with &gt; 10 years of relevant experience = 8</li> </ul>
			<ul style="list-style-type: none"> <li>PG with 6-10 years of relevant experience = 6</li> </ul>
2	<b>Trainer-cum Coordinator:</b> Post Graduate in Statistics/ Economics/ Mathematics with at least 4 years of experience in training of survey methods with expertise of using IT tools	*8	<ul style="list-style-type: none"> <li>with &gt;6 years experience = 8</li> </ul>
			<ul style="list-style-type: none"> <li>with 5 years experience = 6</li> </ul>
			<ul style="list-style-type: none"> <li>with 4 years experience = 4</li> </ul>

Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks
3	<p><b>Senior Data Analyst qualification:</b></p> <p>Post Graduate in Statistics/ Mathematics/ Economics/ IT with at least 4 years of experience in data base administration. With experience of working on open source platform (e.g. Java/ Postgres)</p>	7	<ul style="list-style-type: none"> <li>with &gt;=6 years experience = 7</li> <li>with 5 years experience = 5</li> <li>with 4 years experience = 3</li> </ul>
4	<p><b>Data Analyst- Post Graduate</b> in Statistics/ Mathematics/ Economics with at least 2 years of experience in data analysis work. Should have thorough knowledge of working on spreadsheets and also on statistical application software such as, SPSS etc.</p>	4	<ul style="list-style-type: none"> <li>with &gt;2 years experience = 4</li> <li>with 2 years experience = 2</li> </ul>
5	<p><b>Data-entry Operator-10</b> + 2 undergraduate with knowledge of computer typing along with 6000 key depression per hour and having atleast 1 year experience in data entry work. The resource should be able to read &amp; type in the regional language for the zone he is appointed for and should be able to read &amp; type in English</p>	*3	<ul style="list-style-type: none"> <li>with &gt;1 year experience = 3</li> <li>with 1 year experience = 1</li> </ul>

Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks
<b>Field Survey Team</b>			
6	<p><b>Field Supervisor</b>-Post Graduate in Social Sciences/MBA/Public Health with relevant experience of at least 3 years in conducting large scale sample surveys preferably in health sector.</p> <p>The resource should be able to read &amp; converse in the regional language for the zone he / she is appointed for and should be able to read &amp; write in English</p>	*6	<ul style="list-style-type: none"> <li>• with &gt;6 years experience=6</li> <li>• with 5-6 years experience=4</li> <li>• with 3-4 years experience=2</li> </ul>
	<b>Total</b>	<b>40</b>	
<b>Grand Total</b>		<b>100</b>	

\* For the resources greater than one in the respective category, the indicated criteria for awarding marks would apply for all the individuals under that category. The final score would be derived after averaging the total marks obtained.

### 7.3. Selection Process

Agencies have to submit separate bids for separate zones. The bids would be evaluated zone wise and the evaluation would be based on QCBS (Quality & Cost Based Selection) wherein the technical score would be given a weightage of 60% and financial score of 40%.

A three-stage procedure shall be adopted in evaluating the proposals:

- (I) The pre-qualification bids submitted would be evaluated at first. The bids meeting the pre-qualification / eligibility criteria would be eligible for technical evaluation. Any proposal not complying with the requirements of pre-qualification criteria will not be processed further.
- (II) The technical bids of the bidders meeting the pre-qualification criteria would be evaluated. In order to assist ORGI in evaluation of bids, the bidder will have to make a presentation on the technical bid submitted at ORGI office as per the schedule provided in this RFP. Based on the technical proposal submitted and the presentation on the same made by the bidder, the technical bid would be evaluated out of a total score of 100 points / marks. The technical bids / proposal scoring at least 60 per cent

points/marks would be considered responsive for financial evaluation. A technical proposal failing to achieve 60% of the marks shall be rejected.

- (III) In the third stage, financial proposals of those who have qualified for the Technical proposal would be evaluated. Financial proposals for each of the zones would be ranked on the basis of lowest rates quoted.
- (IV) Points obtained by the Agency for both Technical (60%) as well as Financial (40%) scores would be clubbed for the final selection.

$$\text{Total Score} = 0.60 \times \text{Technical Score} + L1/L \times 40$$

Where, L1 = Lowest Financial Bid,

L = Financial Bid of the Agency

#### 7.4. Award of Contract

- ORGI will not notify the Agencies whose proposal did not meet the minimum requirement of qualifying marks and simultaneously notify the Agencies who have obtained the qualifying mark. The notification will be sent by a registered post/ telex/ Fax/ email.
- ORGI shall reserve the right to negotiate with the bidder (s) whose proposal has been ranked first by the committee on the basis of Joint Technical and Commercial Evaluation. If ORGI is unable to finalize a service agreement with the bidder ranked first, ORGI may proceed to the next ranked bidder, and so on until a contract is awarded. ORGI reserves the right to present a contract to the bidder selected for negotiations. A contract will be awarded to the responsible, responsive bidder whose proposal conforms to the RFP and is, in the opinion of the ORGI, the most advantageous and represents the best value to the AHS project, price and other factors considered.
- The evaluation committee will determine whether the financial proposal/ information is complete in all respects and the decision of the evaluation committee shall be final.
- Also, one Survey Agency would be allocated a maximum of three zones including the zones, if any allocated to them through previous RFP.
- The proposal will be valid for 90 days from the date of submission; ORGI will make its best effort to select the survey agency within this period.
- 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.
- On completion of the process of selection, the agency selected shall be awarded the contract of survey 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. Within 30 days of LOI, the survey agency should execute an agreement with the ORGI.

- The successful survey agency cannot sublet the assignment to other individual/ firms/ organizations.
- The fee will be subject to taxes, cesses, etc. as per the applicable Indian laws.
- Please furnish the detailed address, telephone number, fax number and electronic mail address for proper and fast communications.
- Information/ clarification, if any required, may be obtained from Shri Bhaskar Mishra, Deputy Registrar General, Office of Registrar General of India, West Block - I, R.K.Puram, New Delhi - 110 066, Tele-Fax: 011-26100678, E-mail: [bmishra97.rgi@censusindia.gov.in](mailto:bmishra97.rgi@censusindia.gov.in). The bidder may submit its query either directly at ORGI office or through email, courier etc.

## 8. SUBMISSION OF BIDS

- The bidder shall submit a sealed cover consisting of two (2) copies of all the bid documents. Both of the copies of the bids (Original and Duplicate) must consist of the following:
  - a. Pre-qualification, super scribing on the right hand side top of the cover as Pre-qualification Bid
  - b. Technical proposal, super scribing on the right hand side top of the cover as Technical Bid and the state & the zone id for which this technical bid is being submitted.
  - c. Commercial proposal super scribing on the right hand side top of the cover as Commercial Bid and the state & the zone id for which this commercial bid is being submitted.
  - d. The envelopes containing the Technical & Commercial Proposal for a particular zone has to be enclosed in another envelope, clearly super scribing the, original/duplicate copy, contents of the envelope, the state and the zone id of the enclosed proposals.

Note: However for each zone separate sealed envelopes containing technical and commercial proposal for that respective zone needs to be submitted.
- All the pages of the Financial Proposal shall be duly signed by the authorized signatory of the bidder before submission. Corrections, if any shall be counter signed. The Bidder should submit the Bid in the prescribed annexed Performa only, failing which the offer shall be summarily rejected.

## 9. GENERAL INSTRUCTION AND TERMS & CONDITIONS OF RFP

- a) 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.
- b) **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.
- c) ORGI reserves the right to cancel the RFP at any stage without assigning any reason.
- d) **Earnest Money deposit:** The bidders should furnish an Earnest Money Deposit of Rs. 5,00,000/- (Rupees Five Lakhs only) by means of Demand Draft / Banker Cheque drawn on any Nationalized Bank / Scheduled Bank payable in favour of the “**Registrar General, India**”. The Demand Draft/Banker Cheque for the earnest money shall be put in the envelope for the Prequalification Bid as the technical and Commercial Bid would be opened only in respect of those bidders who qualify the prequalification criteria. The Tenders received without the Earnest Money Deposit will be summarily rejected. In the case of successful bidders, the Earnest Money Deposit will be adjusted towards the Performance Security to be payable on request. In case of unsuccessful bidders, the Earnest Money Deposit will be refunded within a reasonable time. The amount remitted towards Earnest Money Deposit is liable to be forfeited in the case the bidder resiles from his offer after submission of the tender or after the acceptance of the offer by ORGI or fail to sign the contract or to remit the Security Deposit. No interest will be payable by the ORGI on the Earnest Money Deposited / remitted.
- e) **Performance Bank Guarantee (PBG):** The successful bidder shall at his own expense deposit with ORGI, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized / Scheduled bank acceptable to ORGI, payable on demand, for the due performance and fulfillment of the contract by the bidder.

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

- f) No proposal shall be accepted unless it is properly sealed. Agency shall not be allowed to fill in or seal their proposal at the ORGI office. The documents should be sent by speed post / registered post / courier or hand delivered.



- g) If the envelope is found to be open, not sealed and not marked as instructed above, ORGI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
- h) The bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by ORGI. The ORGI, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- i) Proposals must be received by ORGI, at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of proposal being declared holiday by the ORGI, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- j) **Opening of tender:** Sealed tenders received up to **15th February 2010, by 11:00 a.m.** will be taken up for opening. Tenders received after specified date and time will not be accepted. ORGI reserves the right to disqualify any of the tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. Any efforts by an agency to influence the ORGI personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agency's proposal and also lead to blacklisting of the organization.
- k) Failing to execute the contract Agreement within the said period may result in termination of contract and award of the same to other agency/ agencies at the risk and cost of the Agency.
- l) The person to sign the contract agreement shall be duly authorised.
- m) The data, schedules, reports and other material used by the agencies during the conduction of the survey shall remain the property of the ORGI. The Agencies will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by the ORGI.
- n) The RFP shall not bind the ORGI in any way whatsoever to offer any job to the applicant if it is decided to abandon the study.
- o) **Arbitration:** Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent.
- p) **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.
- q) The prospective Survey Agency(s) are allowed to bid for a maximum of three zones. The selected Survey Agency(s) would be allotted a maximum of three zones that too in

different states. The allocation of a maximum of three zones will include allocations through the previous RFP, if any. The survey agency should invariably mention their order of preference for the various zones, they are bidding for. The specified preference would be taken into consideration while allotting the zones to the selected Survey Agency. However the final decision on allotment of a zone to the respective Survey agency remains the sole prerogative of ORGI.

- r) The allotment of maximum three zones would include the allotment already done through the previous RFP "RFP for Appointment of Survey Agency(s) for Annual Health Survey".
- s) In case errors in data are observed beyond the threshold limit during quality checks undertaken by ORGI or the third party audit the Survey Agency would be required to revisit all the households in the sample unit for verification of the information collected as an integral part of the survey.
- t) Failure to comply with the quality control procedure will invite suitable penalties.
- u) Infrastructure support for Data entry shall be the responsibility of the Survey Agency.
- v) For the updation survey suitable computing device would be provided by ORGI to the selected survey agencies against appropriate security deposit in the form of bank guarantee. After completion of the three year contract period, the computing devices shall be returned to the ORGI. The bank guarantee should be 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/ Bank Guarantee etc. drawn from Nationalised/ Scheduled Bank in favour of the "**Registrar General, India**".
- w) Continuance of the Core Team members for the entire project period of three years is strongly desired in order to ensure effective execution of the project. However, to take care of unavoidable circumstances, the Survey agency should have appropriate clause in their contract agreement to bind the outgoing member of the core team 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 survey team, the agency would be required to ensure that the new staff is appropriately trained before putting them to the task. The training and handover is to be monitored by the team leader and the status of completion for the same is to be reported to the ORGI.
- x) Cost of travel and stay of the officials from survey agencies for attending training/meeting in NCR will be reimbursed by ORGI, based on actual expenses incurred by the Survey Agency subject to the norms fixed by ORGI. However, the expenses for attending State level trainings/meetings will have to be borne by the survey agencies themselves.

## ANNEXURES

## Annexure 1: Zone-wise distribution of districts

State	Zones	No. of District	Names of Districts	Total No. of District
Assam	A1	11	Tinsukia, Dibrugarh, Sibsagar, Nagaon, Jorhat, Golaghat, Kabri Anglong, North Cachar Hills, Cachar, Karimganj, Hailakandi	11
Bihar	B2	17	Banka, Munger, Lakhisarai, Sheikhpura, Nalanda, Patna, Bhojpur, Buxar, Kaimur(Bhabua), Rohtas, Jehanabad, Aurangabad, Gaya, Nawada, Jamui, Bhagalpur, Begusarai	17
Jharkhand	J1	10	Garhwa, Palamu, Chatra, Hazaribag, Kodarma, Giridih, Deoghar, Godda, Sahibganj, Pakaur	10
Madhya Pradesh	M1	23	Tikamgarh, Chhatarpur, Panna, Sagar, Damoh, Satna, Rewa, Umaria, Shahdol, Sidhi, Katni, Jabalpur, Narsimhapur, Dindori, Mandla, Chhindwara, Seoni, Balaghat, Hoshangabad, Harda, Betul, Raisen, Vidisha	23
Orissa	O1	14	Bargarh, Jharsuguda, Sambalpur, Debagarh, Sundargarh, Kendujhar, Mayurbhanj, Baleshwar, Bhadrak, Kendrapara, Jajapur, Dhenkanal, Anugul, Balangir	14
Uttar Pradesh	U2	23	Farrukhabad, Etawah, Kheri, Sitapur, Hardoi, Unnao, Lucknow, Rae Bareli, Auraiya, Kanpur Dehat, Kanpur, Nagar, Jalaun, Jhansi, Lalitpur, Hamirpur, Mahoba, Banda, Chitrakoot, Fatehpur, Barabanki, Bahraich, Gonda, Sultanpur	23
<b>Total</b>	<b>6</b>	<b>98</b>		<b>98</b>

Annexure 2: Zone-wise distribution for estimated no. of households

State	Zones	Name of District	Sample Pop.		Sample Pop. Total	Sample Units		Sample Units Total	House Holds		House Holds Total		
			Rural	Urban		Rural	Urban		Rural	Urban			
Assam	A1 (11)	Tinsukia	104,739	25,321	1,30,060	105	39	144	20,948	5,064	26,012		
		Dibrugarh	65,547	15,673	81,220	66	25	91	13,109	3,135	16,244		
		Sibsagar	42,748	4,352	47,100	43	7	50	8,550	870	9,420		
		Nagaon	57,768	7,895	65,662	58	13	71	11,554	1,579	13,132		
		Jorhat	122,565	25,363	147,927	123	40	163	24,513	5,073	29,585		
		Golaghat	60,968	5,718	66,686	61	9	70	12,194	1,144	13,337		
		Karbi Anglong	73,651	9,386	83,036	74	15	89	14,730	1,877	16,607		
		North Cachar Hills	48,680	22,491	71,171	49	35	84	9,736	4,498	14,234		
		Cachar	83,119	13,475	96,594	84	21	105	16,624	2,695	19,319		
		Karimganj	24,744	1,956	26,700	25	4	29	4,949	391	5,340		
		Hailakandi	7,939	694	8,633	8	2	10	1,588	139	1,727		
		<b>Zone Total</b>		<b>692,467</b>	<b>132,324</b>	<b>824,791</b>	<b>696</b>	<b>210</b>	<b>906</b>	<b>138,493</b>	<b>26,465</b>	<b>164,958</b>	
		Bihar	B2 (17)	Banka	62,711	2,889	65,600	63	5	68	12,542	578	13,120
				Munger	53,177	20,614	73,791	54	32	86	10,635	4,123	14,758
				Lakhisarai	67,334	11,582	78,917	68	18	86	13,467	2,316	15,783
				Sheikhpura	48,681	8,912	57,593	49	14	63	9,736	1,782	11,519
				Nalanda	57,231	10,035	67,266	58	16	74	11,446	2,007	13,453
Patna	60,607			43,119	103,725	61	67	128	12,121	8,624	20,745		
Bhojpur	65,557			10,608	76,165	66	17	83	13,111	2,122	15,233		
Buxar	63,416			6,423	69,838	64	10	74	12,683	1,285	13,968		
Kaimur (Bhabua)	53,672			1,798	55,469	54	3	57	10,734	360	11,094		
Rohtas	46,943			7,223	54,166	47	12	59	9,389	1,445	10,833		
Jehanabad	86,321			6,869	93,190	87	11	98	17,264	1,374	18,638		
Aurangabad	50,320			4,643	54,964	51	8	59	10,064	929	10,993		
Gaya	40,277			6,395	46,673	41	10	51	8,055	1,279	9,335		
Nawada	52,641			4,361	57,002	53	7	60	10,528	872	11,400		

RFP for Appointment of Survey Agency(s) for Annual Health Survey in select zones

State	Zones	Name of District	Sample Pop.		Sample Pop. Total	Sample Units		Sample Units Total	House Holds		House Holds Total	
			Rural	Urban		Rural	Urban		Rural	Urban		
Jharkhand	J1 (10)	Jamui	37,339	2,976	40,314	38	5	43	7,468	595	8,063	
		Bhagalpur	38,306	8,794	47,100	39	14	53	7,661	1,759	9,420	
		Begusarai	51,804	2,487	54,291	52	4	56	10,361	497	10,858	
		<b>Zone Total</b>	<b>936,339</b>	<b>159,726</b>	<b>1,096,064</b>	<b>945</b>	<b>253</b>	<b>1,198</b>	<b>187,268</b>	<b>31,945</b>	<b>219,213</b>	
		Carhwa	73,973	3,177	77,150	74	5	79	14,795	635	15,430	
		Palamu	118,719	7,528	126,247	119	12	131	23,744	1,506	25,249	
		Chatra	65,810	3,690	69,500	66	6	72	13,162	738	13,900	
		Hazaribag	66,477	20,116	86,593	67	31	98	13,295	4,023	17,319	
		Kodarma	53,808	11,312	65,120	54	18	72	10,762	2,262	13,024	
		Giridih	100,565	6,905	107,470	101	11	112	20,113	1,381	21,494	
	Deoghar	53,012	8,427	61,439	54	13	67	10,602	1,685	12,288		
	Godda	56,171	2,056	58,227	57	4	61	11,234	411	11,645		
	Sahibganj	228,297	27,003	255,300	229	42	271	45,659	5,401	51,060		
	Pakaur	29,954	1,621	31,575	30	3	33	5,991	324	6,315		
	<b>Zone Total</b>	<b>846,784</b>	<b>91,836</b>	<b>938,620</b>	<b>851</b>	<b>145</b>	<b>996</b>	<b>169,357</b>	<b>18,367</b>	<b>187,724</b>		
	Madhya Pradesh	M1 (23)	Tikamgarh	35,884	7,709	43,593	36	12	48	7,177	1,542	8,719
			Chhatarpur	31,563	8,897	40,460	32	14	46	6,313	1,779	8,092
			Panna	27,472	3,971	31,443	28	7	35	5,494	794	6,289
			Sagar	28,262	11,662	39,923	29	18	47	5,652	2,332	7,985
			Damoh	30,559	7,100	37,659	31	11	42	6,112	1,420	7,532
			Satna	42,188	10,957	53,145	43	17	60	8,438	2,191	10,629
			Rewa	31,717	6,149	37,866	32	10	42	6,343	1,230	7,573
			Umaria	44,326	8,524	52,850	45	14	59	8,865	1,705	10,570
Shahdol			27,403	9,269	36,672	28	15	43	5,481	1,854	7,334	
Sidhi			27,041	4,496	31,537	28	7	35	5,408	899	6,307	
Katni			29,689	7,972	37,661	30	13	43	5,938	1,594	7,532	
Jabalpur			32,112	42,660	74,771	33	66	99	6,422	8,532	14,954	

RFP for Appointment of Survey Agency(s) for Annual Health Survey in select zones

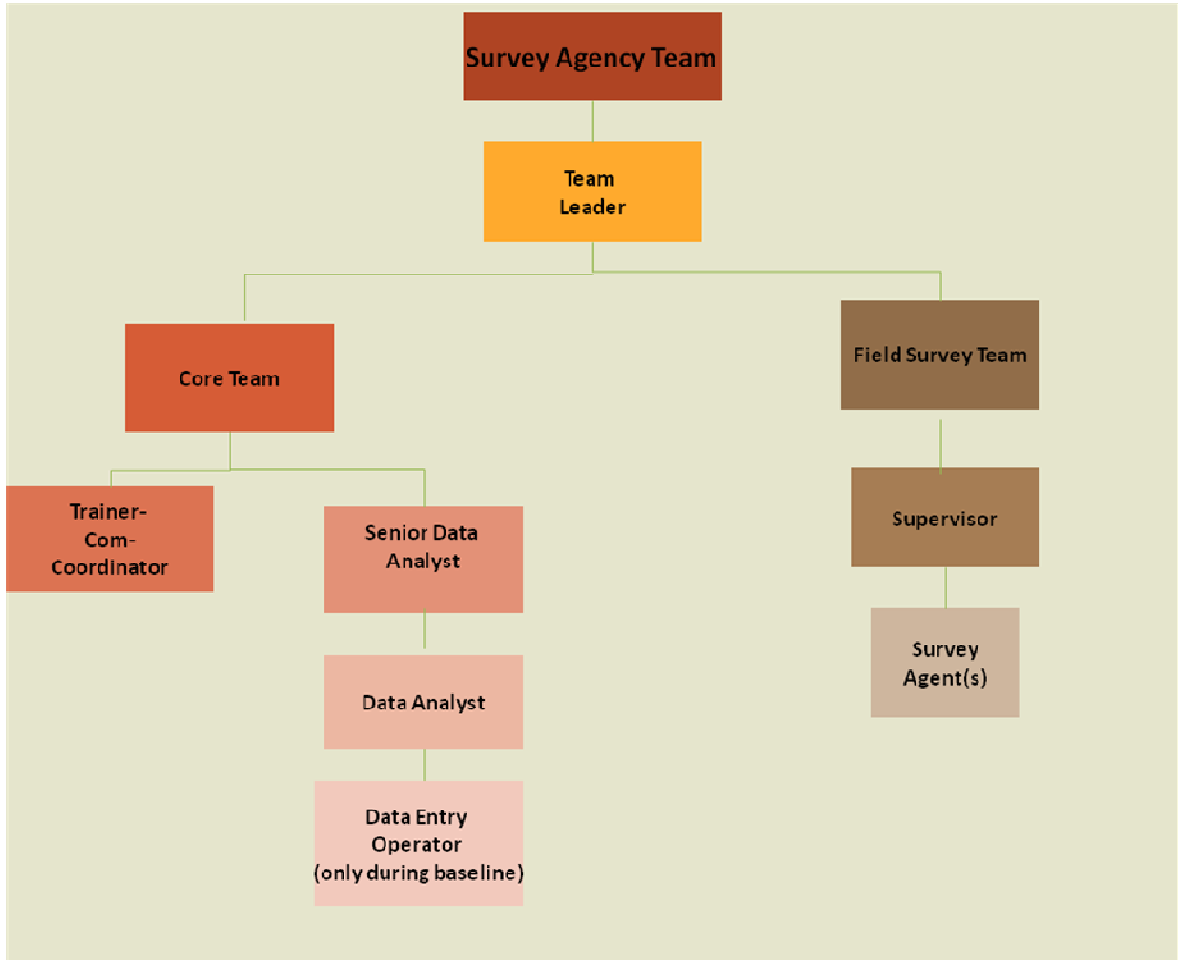
State	Zones	Name of District	Sample Pop.		Sample Pop. Total	Sample Units		House Holds		House Holds Total			
			Rural	Urban		Rural	Urban	Rural	Urban				
Orissa	O1 (14)	Narsimhapur	36,639	6,969	43,608	37	11	48	7,328	1,394	8,722		
		Dindori	40,680	1,974	42,653	41	4	45	8,136	395	8,531		
		Mandla	49,848	5,702	55,550	50	9	59	9,970	1,140	11,110		
		Chhindwara	38,422	12,436	50,858	39	20	59	7,684	2,487	10,172		
		Seoni	35,397	4,084	39,481	36	7	43	7,079	817	7,896		
		Balaghat	55,393	8,241	63,633	56	13	69	11,079	1,648	12,727		
		Hoshangabad	55,472	24,755	80,227	56	39	95	11,094	4,951	16,045		
		Harda	52,328	14,178	66,506	53	22	75	10,466	2,836	13,301		
		Betul	58,220	13,259	71,479	59	21	80	11,644	2,652	14,296		
		Raisen	28,244	6,359	34,603	29	10	39	5,649	1,272	6,921		
		Vidisha	29,057	7,947	37,005	30	13	43	5,811	1,589	7,401		
		<b>Zone Total</b>			<b>867,916</b>	<b>235,268</b>	<b>1,103,184</b>	<b>881</b>	<b>373</b>	<b>1,254</b>	<b>173,583</b>	<b>47,054</b>	<b>220,637</b>
				Bargarh	73,278	6,105	79,383	74	10	84	14,656	1,221	15,877
				Jharsuguda	112,248	64,432	176,680	113	100	213	22,450	12,886	35,336
		Sambalpur	37,978	14,135	52,113	38	22	60	7,596	2,827	10,423		
		Debagarh	45,778	3,622	49,400	46	6	52	9,156	724	9,880		
		Sundargarh	48,949	25,634	74,583	49	40	89	9,790	5,127	14,917		
		Kendujhar	77,415	12,225	89,640	78	19	97	15,483	2,445	17,928		
		Mayurbhanj	60,820	4,580	65,400	61	8	69	12,164	916	13,080		
		Baleshwar	65,037	7,944	72,981	66	13	79	13,007	1,589	14,596		
		Bhadrak	78,782	9,318	88,100	79	15	94	15,756	1,864	17,620		
		Kendrapara	66,605	4,022	70,627	67	7	74	13,321	804	14,125		
		Jajapur	68,629	3,228	71,858	69	5	74	13,726	646	14,372		
		Dhenkanal	48,740	4,650	53,390	49	8	57	9,748	930	10,678		
		Anugul	65,042	10,497	75,538	66	17	83	13,008	2,099	15,108		
		Balangir	49,321	6,435	55,755	50	10	60	9,864	1,287	11,151		
<b>Zone Total</b>			<b>898,622</b>	<b>176,827</b>	<b>1,075,449</b>	<b>905</b>	<b>280</b>	<b>1,185</b>	<b>179,724</b>	<b>35,365</b>	<b>215,090</b>		

RFP for Appointment of Survey Agency(s) for Annual Health Survey in select zones

State	Zones	Name of District	Sample Pop.		Sample Pop. Total	Sample Units		House Holds		House Holds Total
			Rural	Urban		Rural	Urban	Rural	Urban	
Uttar Pradesh	U2 (23)	Farrukhabad	28,312	4,741	33,053	29	8	5,662	948	6,611
		Etawah	44,573	13,415	57,988	45	21	8,915	2,683	11,598
		Kheri	33,695	4,075	37,769	34	7	6,739	815	7,554
		Sitapur	29,178	3,957	33,135	30	7	5,836	791	6,627
		Hardoi	29,090	4,135	33,224	30	7	5,818	827	6,645
		Unnao	45,893	8,261	54,155	46	13	9,179	1,652	10,831
		Lucknow	26,599	46,841	73,440	27	73	5,320	9,368	14,688
		Rae Bareli	43,948	4,658	48,606	44	8	8,790	932	9,721
		Auraiya	70,350	10,880	81,230	71	17	14,070	2,176	16,246
		Kanpur Dehat	33,092	2,516	35,608	34	4	6,618	503	7,122
		Kanpur Nagar	32,590	66,360	98,950	33	103	6,518	13,272	19,790
		Jalaun	35,991	10,696	46,687	36	17	7,198	2,139	9,337
		Jhansi	28,504	19,591	48,096	29	31	5,701	3,918	9,619
		Lalitpur	26,449	4,552	31,001	27	8	5,290	910	6,200
		Hamirpur	40,209	7,793	48,001	41	12	8,042	1,559	9,600
		Mahoba	35,502	9,993	45,495	36	16	7,100	1,999	9,099
		Banda	39,780	4,474	44,254	40	7	7,956	895	8,851
		Chitrakoot	55,084	6,144	61,229	56	10	11,017	1,229	12,246
		Fatehpur	38,309	4,339	42,648	39	7	7,662	868	8,530
		Barabanki	38,298	3,902	42,200	39	7	7,660	780	8,440
Bahraich	64,006	7,105	71,111	65	11	12,801	1,421	14,222		
Gonda	45,846	3,477	49,323	46	6	9,169	695	9,865		
Sultanpur	43,413	2,144	45,557	44	4	8,683	429	9,111		
<b>Zone Total</b>			<b>908,710</b>	<b>254,049</b>	<b>1,162,759</b>	<b>921</b>	<b>404</b>	<b>181,742</b>	<b>50,810</b>	<b>232,552</b>

**Annexure 3: Survey Agency Team Structure**

The Survey Agency would be required to deploy a set of Core Team & Field Survey Team for each zone that they are bidding for. The number of ore team resources would remain the same for all the zones, however the bidder need to take into account the varying number of



Field Survey Team resources depending on the number of households in the zone that they are bidding for.



The type and qualification of resources and their roles & responsibilities, in brief, for both the categories are provided in the table below:

Sl. No.	Resource Type	Number of Resources Required	Qualification	Brief Roles & Responsibilities
<b>CORE TEAM</b>				
1	Team Leader	1 for each zone	Doctorate/ Post Graduate in Social Sciences/ MBA/ Public Health with relevant experience of at least 6-7 years in conducting large scale sample surveys preferably in health sector	<ul style="list-style-type: none"> <li>• Will be overall responsible for success of the project in the respective zone.</li> <li>• Would lead both the core team as well as the field survey team.</li> <li>• Will ensure strict adherence to the deliverables envisaged under the project as per the standards laid down and within the prescribed cycle time.</li> <li>• Will be the single point of contact between the survey agency and ORGI for all the matters relating to the project.</li> </ul>
2	Trainer-cum-Coordinator	2 for each zone	Post Graduate in Statistics/ Mathematics/ Economics with at least 4 years of experience in training of survey methods with expertise of using IT tools	<ul style="list-style-type: none"> <li>• Will assist the team leader in meeting all the training requirements of the survey agency during the baseline and subsequent updation surveys.</li> <li>• Will liaison with ORGI on the behalf of survey agencies for all day-to-day coordination activities relating to districts earmarked to him/her under the</li> </ul>

Sl. No.	Resource Type	Number of Resources Required	Qualification	Brief Roles & Responsibilities
				supervision of the team leader.
3	Senior Data Analyst	1 for each zone	Post Graduate in Statistics/ Mathematics/ Economics/ IT with at least 4 years of experience in data base administration. With experience of working on open source platform (e.g. Java/ Postgres)	<ul style="list-style-type: none"> <li>• Will be responsible for managing all data related activities which inter-alia would include data entry, data validation and its finalization, data analysis and preparation of district factsheets.</li> <li>• Will ensure the quality of data by adhering to the processes &amp; standards prescribed by ORGI.</li> <li>• Will be the nodal point for field testing of the AHS application software and meet the day-to-day requirement relating to installing of system &amp; application software, uploading of baseline data into the computing devices and its subsequent management. The guidelines for deployment would be provided by ORGI. In case any changes in the AHS application are done or new version is developed, the deployment of the same onto the various computing devices of its team members has to be managed by database administrator.</li> </ul>
4	Data Analyst	1 for each	Post Graduate in Statistics/	<ul style="list-style-type: none"> <li>• Will assist Senior Data</li> </ul>

Sl. No.	Resource Type	Number of Resources Required	Qualification	Brief Roles & Responsibilities
		zone	Mathematics/ Economics with at least 2 years of experience in data analysis work. Should have thorough knowledge of working on spreadsheets and also on statistical application software such as, SPSS etc.	<p>Analyst in data validation and its finalization, data analysis, preparation of district factsheets and other related operations.</p> <ul style="list-style-type: none"> <li>Will be responsible for analysing the data for any logical errors and reporting of the same to the Senior Data Analyst and the concerned supervisor besides attending to the queries of ORGI.</li> </ul>
5	Data-entry Operator	<p>Atleast 2 for each zone</p> <p><u>Note:</u></p> <p>These resources would be required only during the Baseline survey period.</p> <p>SA will be required to mandatorily deploy at least 2 Data-entry Operators for each zone. Apart from these two operators, SA can on its assessment of the workload</p>	10 + 2 undergraduate with knowledge of computer typing along with 6000 key depression per hour and having atleast one year experience in data entry work. The resource should be able to read & type in the regional language for the zone he is appointed for and should be able to read & type in English	<ul style="list-style-type: none"> <li>Will enter the survey data captured from the paper schedules into the AHS application.</li> <li>Will notify the senior data analyst and data analyst for any discrepancy / error/missing data in the paper schedules.</li> </ul>

Sl. No.	Resource Type	Number of Resources Required	Qualification	Brief Roles & Responsibilities
		<p>outsource the data entry work and hence can have outsourced data entry operators. However SA must enter into contract with the outsourcing firm, in order to assure that the resources are not changed during the course of the assignment.</p>		
<b>FIELD SURVEY TEAM</b>				
1	Supervisor	1 for 4 survey teams	<p>Post Graduate in Social Sciences/MBA/Public Health with relevant experience of at least 3 years in conducting large scale sample surveys preferably in health sector.</p> <p>The resource should be able to read &amp; converse in the regional language for the zone he / she is appointed for and should be able to read &amp; write in English</p>	<ul style="list-style-type: none"> <li>• Will be overall responsible for smooth conduct of field work.</li> <li>• Will be the single point of contact between the core team and survey team</li> <li>• Will carry out independent inspections in not less than 5% of the households in each of the sample units</li> <li>• Besides ensuring the quality of data being collected from the field, would also undertake detailed scrutiny of the surveyed schedules.</li> </ul>

Sl. No.	Resource Type	Number of Resources Required	Qualification	Brief Roles & Responsibilities
				<ul style="list-style-type: none"> <li>• Will be responsible for checking and certifying data collected &amp; Layout Maps prepared by the survey team and subsequent updation if any.</li> <li>• Will be responsible for taking appropriate action in lieu of the various errors or discrepancies in the collected data, as communicated by the data entry team, Field Quality Auditor, DCO &amp; ORGI.</li> </ul>
2	Survey Agents / Enumerator  Note: Survey Agents should be a team of two people, of which atleast one should be a female	The number of Survey agents required would vary from zones to zones	Graduate in any field.  The resource should be able to read & converse in the regional language for the zone, he / she is appointed for and should be able to read & write in English.  They should be well-conversant with the drawing of notional / layout maps as they will have to prepare detailed layout map of units based on the Identification / boundary maps provided by ORGI.	<ul style="list-style-type: none"> <li>• Both constitute the survey team</li> <li>• Will undertake the baseline survey (Year 1) using the paper schedules and the subsequent updation surveys (Year 2 &amp; 3) using the Computing devices.</li> </ul>

**Note:** Each Survey Team would be required to cover not more than 250 households per month and not more than 1,500 households during the entire field work of six months every

year. This should be kept into consideration while working out the number of survey teams to be deployed.

## Annexure 4: Other Relevant Information on AHS Project

AHS survey being a large scale survey would require a series of activities to be undertaken in a time bound manner. These have been detailed below to provide an overall idea about various activities and manner in which they are to be executed.

### 1. Coverage: Formation of Survey Zones

The 9 AHS states have been categorized into 18 distinct zones for implementation of the survey. The formation of zones has been based on appropriate grouping of contiguous districts to the extent possible. While forming zones, care has been taken to ensure more or less equal number of households between the constituent zones within a state. The approximate number of households to be covered in a zone works out to be about 2 lakh households.

### 2. Paper-based Baseline Survey (Year 1)

#### a. Survey Instrument / Schedules

The field work would involve canvassing of the following core survey schedules:

- **House listing schedule:** This schedule is intended to yield an up to date frame for houses and households within the sample unit by capturing particulars of the house/household along with its current status. In this schedule, various particulars of the head of the household and other details will be collected on a regular basis. During the subsequent surveys, the status of the house as well as the household will also be updated. During the baseline survey, information on amenities available to the household along with the assets possessed by them is also to be collected. Amenities may include data on source of drinking water, type of toilet facility, source of lighting, type of cooking fuel etc. Under assets possessed by the household, data on washing machine, mobile/phone, computer, television, motorcycle etc. will be collected. During the house listing operation, a detailed layout map depicting location of all the houses in the sample unit will be drawn taking notional maps prepared by the ORGI as the reference material. These maps will be updated during subsequent surveys also.
- **Household Schedule:** The particulars of members of the household such as name, age, sex, date of birth, marital status, date at first marriage, educational qualification etc. which would constitute the baseline information are to be captured in this schedule in respect of usual residents. During the subsequent surveys, the information on age, marital status, date at first marriage, educational qualification, migration status etc. will be updated in respect of all the existing members of the household. Besides, baseline information will be collected in respect of new members. During the baseline survey, some additional information on prevalence of some select diseases along with their name and duration, personal habits (smoking, drinking and chewing practice) etc. will also be captured.

- **Currently Married Woman & Children Schedule:** This schedule would primarily focus on capturing information for each Currently Married Women (Age 15-49) in the household. The information to be collected relates to 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), immunization for children, assessment of quality of government health services, awareness about STI, HIV and child diseases(pneumonia and diarrhoea) etc. During the baseline survey, details in respect of all the live births taken place during the last 3 years will be captured. In the subsequent surveys, the particulars of live birth taken place during last one year only will be collected. In addition, information on complete immunization of children upto age two years would also be collected.
- **Mortality schedule:** In this schedule, details of the deceased such as name, sex, date of death, age at death, cause of maternal deaths, cause of infant death and type of medical attention before death etc would be captured.
- **Village/Urban Schedule:** This schedule consists of the urban/village particulars, focusing on the availability and accessibility of various facilities and amenities present therein, especially on accessibility of educational and health facilities. Information about Government run schemes implemented in the Urban/village area will also be collected only during the baseline survey. The respondents will be Gram Pradhan / Sarpanch / any other community leader. This schedule will be canvassed during baseline survey only.

Other than the above mentioned schedules, supplementary schedules (based on requirements) may be added during the updation surveys. However, the overall workload during the subsequent surveys will not exceed that of the baseline survey owing to the following facts:

- Village /Urban schedule would be canvassed during the baseline survey only.
- Some of the additional information captured in House listing and Household schedules during the baseline survey, will not be captured during the subsequent surveys.
- Use of computing device during the subsequent survey would reduce the workload of entering data into AHS application.

### **3. Survey Methodology**

These schedules would be canvassed through canvasser method wherein the field survey team would visit each and every household once in a year and collect the information retrospectively. During the baseline survey the details of outcome of pregnancies during the last three years would be collected, however in subsequent updation surveys outcome of pregnancies during the last one year would only be collected. Since this is a panel survey, all the baseline information will be collected only once i.e. during the first round of survey. In subsequent surveys, particulars of the house and households will be updated by re-visiting all the houses and households in the sample units. Besides, the currently married schedule in respect of all the eligible married females, mortality schedule and two additional schedules would be canvassed.



#### **4. Printing & Distribution of Paper Schedules**

Distribution of printed schedules to the survey teams present in respective zones will be the sole responsibility of the survey agencies. Handing over the surveyed schedules back to DCOs shall also be the responsibility of the survey agencies. The printed paper schedules will be in English.

#### **5. Preparation of detailed notional/ layout maps**

ORGI has already prepared the notional maps for all the 20252 sample units across 9 AHS states wherein physical boundaries of the units have been clearly demarcated along with important landmark details. These Maps would serve as the reference material for commencement of survey and will be provided to the selected survey agencies.

The survey teams will also be required to prepare a detailed layout map (2 copies) of the sample units wherein houses within a sample unit will be mapped. The formats for preparing detailed layout map will be provided by ORGI. The layout maps will be validated by the field supervisor and one copy of the same will be handed over to the ORGI.

#### **6. Data Entry**

The data entry should begin as soon as the first set of schedules is returned from the field. The Data Entry team under the supervision of the Senior Data Analyst will enter the surveyed data from the survey schedules into the AHS application.

After the successful data entry of all the survey schedules for a sample unit, the consolidated data will be sent to the State Directorates. Also, the consolidated hard copies of the survey schedules will be sent to State Directorates by Team Leader of the respective zone.

The State Directorates in turn would send the consolidated data of the state to ORGI.

#### **7. Finalization of Data Sets & Preparation of Fact Sheets**

The finalization of the data in the AHS application, factoring in the quality checks and observations of ORGI and Third party auditor will constitute the responsibility of the survey agency.

The Survey Agency would generate provisional district level fact sheets in the format specified by ORGI and send it to State Directorates along with the consolidated data of the zone. State Directorates in turn would finalize state level fact sheet after consolidating data of all the zones and would send it to ORGI.

#### **8. Computing Device-based Updation Survey (Year 2 and 3)**

##### **a. Provision of computing Device**

For the updation survey suitable computing device would be provided by ORGI to the selected survey agencies against appropriate security deposit in the form of bank guarantee.

##### **b. Data Updation through Computing Device**

The relevant baseline survey data to be updated will be uploaded onto the Computing devices of the survey teams. All the households visited during the baseline survey will be re-visited by the survey teams with their computing devices to undertake updation surveys. In case of any new house or new family member the information will be captured in the respective household/houselisting schedule using computing device only.

The detailed layout maps prepared during the baseline survey needs to be updated during Updation Survey also by including new houses, if any.

After the captured data is corrected in the AHS application by respective zonal data entry team, the data sets are finalized. District factsheets / reports will be generated by the state directorates using the AHS application and sent to ORGI.

**Annexure 5: Formats for Technical Proposal**

**Format A: Letter of Transmittal**

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

**Dear Sir/Madam,**

We, the undersigned, offer to provide the services for conducting Annual Health Survey in 6 mentioned States i.e. Assam - zone A1, Bihar - zone B5, Jharkhand - zone J1, Madhya Pradesh - zone M1, Orissa - zone O1 and Uttar Pradesh - zone U2, in accordance with your Request for Proposal (RFP) dated ----- . We hereby submit our Proposal, which includes the Pre Qualification bid, Technical Proposal and a Financial/ Commercial Proposal sealed under a separate envelope.

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

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

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

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

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

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

**Yours faithfully,**

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

Format B: List of States / Zones proposed by the Agency

Sl. No.	Name of the state	Name of the proposed zone	Order of Preference
1.			
2.			
3.			

Note:

(1) The agency should list a maximum of 3 zones for conducting the survey.

Format C: Outline of Relevant Experience

<b>Project Title:</b> <i>(Attach separate sheet for each project)</i>	
Country: State:	District: Zone ID:
Name & Address of the Client:	Duration of Assignment:
Type of Survey:	Sample Size:
Start Date (month/year):	End Date (month/year):
Use of Portable / Computing devices (Yes / No.):  (If yes provide description for the same)	Use of IT / software application (Yes / No)  (If yes provide description for the same)
<b>Narrative Description of Project:</b>	
<b>Description of Actual Services provided by your staff within the assignment:</b>	
<b>Relevance of the assignment</b>	

\* Please provide relevant experience in the zones separately for each of the zones applied to facilitate technical evaluation.

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



Format E: Detailed CVs of the Key Personnel

<b>Proposed Position:</b>				
<b>Name of Firm:</b>				
<b>Name of Staff:</b>				
<b>Date of Birth:</b>				
<b>Nationality</b>				
<b>Education:</b>				
<b>Trainings Attended:</b>				
<b>Languages:</b> (Good, average, poor)	<b>Language</b>	<b>Speaking</b>	<b>Reading</b>	<b>Writing</b>
<b>Years of Relevant Experience</b>				
<b>Areas of Specialization</b>				
<b>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:</b>				
<b>Staff is resident / native of:</b>				

Format F: Approach, Methodology and Detailed Work Plan

**a. Approach and Methodology - including plan of action, recruitment plan, monitoring plan, quality control, timeline etc.**

**b. Work Plan - including training plan, zone-wise plan of action etc.**

*\* Please attach a separate sheet for work plan if space is not enough*



Format G: Comments and Suggestions on the Scope of Work and Implementation Schedule.

Format H: Draft No-Conviction Certificate

[On the letterhead of the organization]

No-Conviction Certificate

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

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

**Annexure 6: Format for Financial Proposal**

State	Zone Applied For	No. of Districts	No. of Households	Cost/Household (INR) [(inclusive of all taxes)]	
				In Words	In Figures

Date: \_\_\_\_\_ Authorized Signatory \_\_\_\_\_

Place: \_\_\_\_\_ Name: \_\_\_\_\_

Seal of the Organization: \_\_\_\_\_ Designation: \_\_\_\_\_