



Annual Health Survey

Office of the Registrar General & Census Commissioner, India



सत्यमेव जयते

RFP for Appointment of Third Party Audit Agency(s) for undertaking post survey audit of data under Annual Health Survey

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.	TPAA	Third Party Audit Agency
12.	SA	Survey Agency
13.	TOR	Terms of Reference
14.	LOI	Letter of Intent
15.	MoHFW	Ministry of Health and Family Welfare
16.	MoSPI	Ministry of Statistics and Programme Implementation
17.	EMD	Earnest Money Deposit
18.	PBG	Performance Bank Guarantee
19.	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 Third Party Audit Agencies (TPAA) for undertaking post survey audit of data under Annual Health Survey.

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 is being 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. were completed by ORGI in 2008.

The survey is being carried out by adopting a hybrid model wherein the fieldwork has been entrusted to the survey agencies selected for the purpose. In all seven agencies have been selected for the 9 AHS states which have been categorized into 18 distinct zones in order to ensure effective & smooth execution of the project. One survey agency has been allotted a maximum of 3 zones spread across 3 different states. These agencies shall function under the overall supervision of the respective Directorate of Census Operations (DCOs) in the AHS states as well as the ORGI Headquarters. The officers/officials posted at the DCOs and the ORGI Headquarters under the project shall also conduct periodic inspections both concurrent as well as post survey inspections in randomly selected sample units and

households thereof. The post survey audit by the third party audit agencies shall cover 20 sample units in each district by covering every 4th household of the selected sample unit. This works out to be approx 7% of the total households and will be carried out in units not covered by the ORGI's staff in order to widen the base of sample units being inspected as also to avoid duplication of efforts. For effective execution of the post survey audit work, these zones have been divided into two Groups by clubbing the contiguous states in each group.

During the first year of the survey paper schedules will be used for canvassing of baseline data and computing devices shall be used during subsequent updation surveys which would be carried out by revisiting all the houses and households including new ones, if any, in the sample units during next two years.

1.3. Overview of Third Party Audit Agency's role

The Third party audit agency (TPAA) shall be responsible for carrying out the post survey audit in 20 sample units in each district by covering every 4th household of the selected sample unit. These sample units shall have due representation of both rural as well as urban sample units based on their proportionate number. The third party post survey audit is intended to provide unbiased and objective feedback about the coverage of households and canvassing of different schedules thereof particularly the woman schedule, an assessment on the content of these schedules and their quality, an objective independent opinion about the quality of field staff and details about the events missed. The post survey audit shall be done by collecting information for some critical fields/ parameters/ questions using audit questionnaires specially designed for the purpose. These tools shall be developed by the Agency in consultation and guidance of ORGI. The ultimate objective of the Third Party Audit is to give an independent perspective about the quality of data ensuring its adherence to the benchmarks laid down for the purpose.

1.4. Key Events and Dates

a.	Tender Inviting Authority	Office of the Registrar General, India & Census Commissioner, 2/A, Man Singh Road, New Delhi-110011
b.	Purpose of the RFP	Appointment of Third Party Audit Agency(s) for auditing surveyed data under Annual Health Survey
c.	Publication of the RFP	3rd June 2010
d.	Cost of Tender Document	Can be obtained from the Sale Counter of the Office of the Registrar General, India, 2/A Mansingh Road, New Delhi by furnishing the requisite cost of the RFP

		<p>or</p> <p>Can be downloaded from www.censusindia.gov.in and the requisite cost of the RFP be furnished along with the filled-in sealed bid</p> <p>The bidders should furnish Rs.1,000/- (Rupees One thousand only) towards the cost of RFP by means of Demand Draft / Banker Cheque drawn on any Nationalized Bank / Scheduled Bank payable in favour of the “Registrar General, India”.</p>
e.	Last date for receiving queries	Upto 17:00 hours on 10th June, 2010. No queries post this shall be entertained.
f.	Pre-bid meeting and Issue of pre-bid clarifications	16:00 hours on 16th June, 2010
g.	Last date for submission of Bids	11:00 hours on 24th June, 2010
h.	Earnest Money Deposit amount payable	Rupees 5,00,000/- (Rupees Five Lakhs Only)
i.	Opening of Technical Bids	15:00 hours on 24th June, 2010 at Joint Director (Hqrs.), ORGI, 2A-Mansingh Road, New Delhi - 110 011
j.	Technical Presentation	28th June, 2010 10 a.m. onwards.
k.	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.	
l.	Other Relevant Information	<ul style="list-style-type: none"> ➤ The Third Party Audit Agency(s) are allowed to bid for one or both the Groups (i.e., Group A or Group B), but shall be allotted only one Group (Ref: ITB clause 9.r) ➤ Agencies which have been selected for conducting Annual Health Survey cannot apply for Third Party Audit.

2. SCOPE OF WORK

In order to effectively manage the workload and also to adhere to the timelines, it has been decided that the Third Party Audit shall be carried out by two different agencies to be selected for the purpose. The Third Party Audit Agency(s) (TPAA) would, inter-alia, be responsible for undertaking various activities as enlisted below:

Objective

- The third party post survey audit is intended to
 - provide unbiased and objective feedback about the coverage of households and canvassing of different schedules thereof particularly the woman schedule,
 - an assessment on the content of these schedules and their quality,
 - an objective opinion about the quality of field staff deployed by survey agencies, and
 - provide information on events which might have been missed or incorrectly captured.

Coverage

- The third party post survey audit shall be carried out in 20 sample units in each district by covering every 4th household of the selected sample unit. This comes out to be approx 7% of the total sample households to be covered under the survey every year. While selecting the sample units, due representation to rural and urban sample units are to be ensured based on their proportionate strength. The zone-wise distribution of districts is given in Annexure 1. The district-wise estimated number of population and households along with their rural/urban break up are given at Annexure 2. The estimated number of households to be covered for post survey audit under each zone is given at Annexure 3.
- Selection of sample units within a district shall be done by ORGI in order to ensure that units earmarked for inspection or inspected by ORGI staff are not included for the third party post survey audit.

Audit Process

- The post survey audit shall be done by collecting information for some critical fields/ parameters/ questions using audit questionnaires specially designed for the purpose. These critical fields/ parameters/ questions shall be decided by ORGI.
- ORGI shall provide House listing schedule/extract thereof and Layout maps of the earmarked sample units to assist the TPAA in auditing.
- Based on inputs provided by ORGI, TPAA will be required to design audit tools including the format of the questionnaire for carrying out the audit. TPAA should ensure that the Audit tools so designed are comprehensive enough to yield necessary information in order to arrive at a definite conclusion about the quality of surveyed data.

The findings of the audit shall also be in the form of a comparative analysis vis-à-vis the surveyed data. TPAA shall get the Audit tools approved from ORGI.

- Printing of the audit Questionnaire shall be done by ORGI. However, TPAA shall be responsible for collecting the printed questionnaires from respective DCOs and dispatch the same to the respective teams' locations in various zones.
- Undertake the post survey audit by visiting every 4th household within the sample unit and seeking confirmation of the various details with respect to different schedules canvassed by collecting the information afresh. Besides, additional information on events such as birth, deaths, etc. should also be captured. Any other information which may of relevance in supporting their finding should also be collected. Acknowledgement of the respondent may also be obtained and it can be in the form of signature / thumb impression of the individual.
- The notional maps prepared by Survey Agency shall also be reviewed by TPAA for its completeness and correctness.
- The sample unit wise report containing the findings/observations on the points mentioned above shall be communicated to ORGI. The format of the report shall be finalized with the approval of ORGI. Other reports such as zone wise reports, state wise reports shall be consolidated by TPAA as and when required by ORGI.
- TPAA shall be required to provide information so collected in any other format so desired by ORGI.

Earmarking of Team

- The TPAA will be required to deploy the right mix of resources to ensure quality audit.
- The selected TPAA will have to provide the details of their team earmarked for the AHS project, for respective Groups and zones in advance. The team should comprise of - 1 Team Leader for the entire Group, 1 State Coordinator for each state, 1 Survey Auditor for each zone and Field Survey Audit team (1 Supervisor for four Survey Audit Teams) and a Field Survey Team - comprising of 2 Enumerators of which atleast one should be female.
- One Field Survey Team would be required to cover not more than 500 households per month. 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 4**)

Training

- Select key members of TPAA i.e. Team leader, State co-ordinator and Survey Auditor would be required to attend a trainers training to be organized by ORGI at New Delhi. Third Party Audit Agency in turn should ensure imparting requisite training to the field survey team under the observation of ORGI.

Others

- The review should be completed within prescribed time limit.
- The entire work of auditing is to be completed within four months by uniformly staggering 1/4th of samples every month.
- TPAA will have to provide the fieldwork plan for the entire four months period and also the comprehensive monthly plan which would also include the deployment of audit teams.

Quality Control

- The Third Party Audit Agency should maintain utmost honesty and integrity while carrying out the audit activities. In cases where ORGI finds discrepancies beyond the threshold limit, suitable penalty shall be imposed by ORGI. Similarly, non-adherence to the time line beyond a point will attract appropriate penalty. The details about these penalties will be spelt out in the contract agreement.

3. IMPLEMENTATION SCHEDULE

Implementation Plan: Deliverables / Activities Time Lines

The Third Party Audit Agencies are required to complete the Field Survey Audit within timelines prescribed by ORGI.

Since the survey has to be done for three consecutive years, the TPAA would be appointed for three consecutive years subject to its performance to be reviewed every year.

The services of the Third party audit agency will commence from the date of signing of the contract. The Third party audit 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 TPAA	2 weeks from the date of signing of the contract
2.	Imparting training to the field survey teams by the trained trainers of TPAA	Within 1 week from the date of completion of trainers training programme by ORGI.

Sl. No.	Deliverables / Activities	Timelines
3.	Detailed work schedule with resources deployment plan	<ul style="list-style-type: none"> 4 months consolidated plan to be submitted before the start of the project Detailed monthly plan containing the details about deployment of field survey audit team to be submitted to ORGI, 15 days before the start of the following month
4.	Detailed scrutiny by the field supervisor	Within 2-3 days of completion of field audit by the survey team
5.	Sample wise Report	Sample wise Report to be submitted to ORGI
6.	Other Reports (agency wise report, sample wise report, other consolidated reports etc.)	Within 15 days of the submission of monthly report.

4. ELIGIBILITY CRITERIA

The eligibility criteria for The Third Party Audit Agency(s) have been provided in the table below:

Sl. No.	Eligibility Criteria	Proof Required
1	The Third Party Audit 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 Third Party Audit Agency should have a valid PAN and Service Tax Registration in India	Copy of PAN card and Service Tax Registration certificate
3	The Third Party Audit Agency should have a minimum average annual turnover of Rs. 2 Crores (Rupees Two Crore) from social audit and survey related activities during the last three years (i.e. 2006-07, 2007-08 & 2008-09)	Copy of Audited Profit and Loss Statement and Balance sheet

Sl. No.	Eligibility Criteria	Proof Required
4	The Third Party Audit Agency should have conducted should have conducted atleast two survey audits or social audits of similar nature or 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 Third Party Audit Agency should not have been blacklisted by central / state Government departments/ undertakings	No Conviction certificate duly signed as per Format 'H'

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
Year 1 (2010-11)			
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 audit coverage
3.	Third Installment	30% of year 1 cost of the project	On completion of 100% of audit coverage
4.	Fourth Installment	10% of year 1 cost of the project	On submission of final reports
Year 2 (2011-12)			
5.	Fifth Installment	40% of year 2 cost of the project	On completion of 50% of field work for updation survey audit
6.	Sixth Installment	50% of year 2 cost of the project	On completion of 100% of field work for updation survey audit
7.	Seventh Installment	10% of year 2 cost of the project	On submission of final reports
Year 3 (2012-13)			
8.	Eighth Installment	40% of year 3 cost of the project	On completion of 50% of field work for updation survey audit
9.	Ninth Installment	50% of year 3 cost of the project	On completion of 100% of field work for updation survey audit
10.	Final Installment	10% of year 3 cost of the project	On submission of final reports

6. GUIDELINES FOR SUBMITTING PROPOSAL

6.1. Technical Proposal

In preparing the Technical Proposal, The Third Party Audit Agency(s) 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 **Group of Zones** that the TPAA is proposing to take up for conducting the survey Audit in the Format marked as 'B'.
- c. Outline of relevant experience of the TPAA 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 the **Group of Zones** applied shall be provided separately. Copy of Work Order/ Completion Certificate shall be attached for each of the assignments.
- d. TPAA shall provide brief detail of the human resources to be deployed for the proposed Audit. The following information may be provided:
 - o Qualification and experience of key personnel - **Team Leader, State Coordinator, Survey Auditor and Field Supervisor shall** be given in the Format marked as 'D'.
 - o Attach curriculum vitae of the individual Key Staff members - **Team Leader, State Coordinator, Survey Auditor and Field Supervisor shall** be given in the Format marked as per the Format marked as 'E'.
- e. A description of the manner in which TPAA would plan to execute the work. It should include approach, methodology and detailed work plan for carrying out the work in the Group of 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 auditing survey data, travels & allowances, all resource cost etc.
- b. The TPAA has to build in all these costs and provide ORGI with a single cost per household for a particular Group of zone as per the format provided in Annexure 6.
- c. The cost per household provided by the agency in the Annexure 6 shall be applicable for all the three years of audit.

d. 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/TPAAs Profile	30
2	Proposed Approach, Methodology and Work Plan	40
3	Team Composition	30
	Total	100

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
A. Organization/TPAAs Profile			
1	Number of years in business	5	<ul style="list-style-type: none"> • More than 5 years = 5 • >3 but <=5 years = 3 • 3 years = 2
2	Financial turnover	5	<ul style="list-style-type: none"> • More than 5 Crores = 5 • >4 but <= 5 Crores = 3 • >3 but <= 4 Crores= 2 • >=2 but <= 3 Crores = 1
3	Experience of conducting survey audits or any other social audits of	10	<ul style="list-style-type: none"> • >10 survey audits or audits of similar nature = 10

Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks
	similar nature		<ul style="list-style-type: none"> >5 but <=10 survey audits or audits of similar nature = 8 >2 but <=5 survey audits or audits of similar nature = 6 2 survey audits or audits of similar nature = 4
4	Experience of conducting surveys on health or demography	5	<ul style="list-style-type: none"> >10 surveys of size atleast 5000 households = 5 >5 but <=10 surveys of size atleast 5000 households = 4 >2 but <= 5 surveys of size atleast 5000 households = 3 2 surveys of size atleast 5000 households = 2
5	Client Profile	5	<ul style="list-style-type: none"> Worked for MoHFW, ICMR, NACO, MoSPI, Planning Commission for conducting surveys = 5 Worked for other Central / State governments for conducting surveys = 2 Worked for other organisations for conducting surveys = 1
	Total	30	
B. Proposed Approach, Methodology & Work Plan			
1	Extent of understanding of the Scope of Work & Implementation Schedule	5	<ul style="list-style-type: none"> Tasks and deliverable fully specified = 5 Partly specified = 2

Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks
2	Practicality of the proposed Approach & Methodology	8	• Approach to be adopted = 3
			• Methodology proposed = 3
			• Project Plan with detailed activity schedule (PERT chart) = 2
3	Appropriateness of proposed audit tools	10	• Adequate appropriateness of audit tools = 10
			• Partial appropriateness of audit tools = 5
4	Risk assessment and mitigation strategies	5	• Adequate assessment of possible risks and their mitigations = 5
			• Partial assessment of possible risks and their mitigations = 2
5	Appropriateness of the implementation schedule to the project timelines	5	• Adequate cushion for time spill over = 5
6	Quality assurance measures	7	• Adequate monitoring and supervision proposed for maintaining the quality of data collected = 7
Total		40	
C. Team Composition			
1	Team Leader -Doctorate/ Post Graduate in Social Sciences/ MBA/ Public Health with relevant experience of at least 6 years in conducting large scale sample surveys preferably in health	12	• PhD with >10 years of relevant experience = 12
			• PhD with 6-10 years of relevant experience = 10
			• PG with > 10 years of relevant experience = 8

Sl. No.	Criteria	Marks obtainable	Criteria for awarding marks
	sector		<ul style="list-style-type: none"> PG with 6-10 years of relevant experience = 6
2	State Coordinator- Post Graduate in Statistics/ Economics/ Mathematics with at least 5 years of experience in conducting large scale sample surveys preferably in health sector.	8	<ul style="list-style-type: none"> with >8 years experience = 8
<ul style="list-style-type: none"> with >=7 but <= 8 years experience = 6 			
<ul style="list-style-type: none"> with 6 years experience = 5 			
<ul style="list-style-type: none"> with 5 years experience = 4 			
3	Field Survey Auditor- Post Graduate in Statistics/ Economics/ Mathematics/ Statistics with at least 4 years of experience in conducting and auditing of survey audits	6	<ul style="list-style-type: none"> With >10 years experience = 6
<ul style="list-style-type: none"> with >= 6 but <= 10 years experience = 5 			
<ul style="list-style-type: none"> with 5 years experience = 4 			
<ul style="list-style-type: none"> with 4 years experience = 3 			
4	Field Supervisor- 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. 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	4	<ul style="list-style-type: none"> with >6 years experience=4
<ul style="list-style-type: none"> with 5-6 years experience = 3 			
<ul style="list-style-type: none"> with 3-4 years experience = 2 			
	Total	30	
	Grand Total	100	

7.3. Selection Process

TPAAs have to submit separate bids for separate Groups of Zones. The bids would be evaluated Group 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 two-stage procedure shall be adopted in evaluating the proposals:

- (I) In the first stage, the technical bids of the bidders would be evaluated. The eligibility criteria would be evaluated at first. Any proposal not meeting the eligibility criteria will not be processed further. 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.
- (II) In the second stage, financial proposals of those who have qualified for the Technical proposal would be evaluated. Financial proposals for each of the Group would be ranked on the basis of lowest rates quoted.
 - Points obtained by the Agency for both Technical (60%) as well as Financial (40%) scores would be clubbed for the final selection.
Total Score = $0.60 \times \text{Technical Score} + L1/L \times 40$
Where, L1 = Lowest Financial Bid,
L = Financial Bid of the TPAA

7.4. Award of Contract

- ORGI will not notify the bidders whose proposal did not meet the minimum requirement of qualifying marks and simultaneously notify the TPAA 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.

- The proposal will be valid for 90 days from the date of submission; ORGI will make its best effort to select The Third Party Audit 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 TPAA selected shall be awarded the contract of survey auditing 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 third party audit agency should execute an agreement with the ORGI.
- The successful third party audit 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. 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. Technical proposal, super scribing on the right hand side top of the cover as Technical Bid and the Group id for which this technical bid is being submitted. The documents regarding eligibility criteria shall be provided for in a separate envelope, super scribing on the right hand side top of the cover as Eligibility criteria. The bidder should ensure that all documents provided in the envelope relating to the eligibility criteria are complete in all respects failing which the bid shall not be considered for technical evaluation.
 - b. Commercial proposal super scribing on the right hand side top of the cover as Commercial Bid & the Group id for which this commercial bid is being submitted.
 - c. The envelopes containing the Eligibility criteria, Technical & Commercial Proposal for a particular Group has to be enclosed in another envelope, clearly super scribing the, original/duplicate copy, contents of the envelope, the Group id of the enclosed proposals.
- 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 TPAA 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 technical Bid. The Tenders received without the Earnest Money Deposit will be summarily rejected. In the case of successful bidders, the Earnest Money Deposit will be adjusted towards the Performance Security to be payable on request. In case of unsuccessful bidders, the Earnest Money Deposit will be refunded within a reasonable time. The amount remitted towards Earnest Money Deposit is liable to be forfeited in the case the bidder resiles from his offer after submission of the tender or after the acceptance of the offer by ORGI or fail to sign the contract or to remit the Security Deposit. No interest will be payable by the ORGI on the Earnest Money Deposited / remitted.
- 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. TPAA 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 to 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 **24th June 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 a bidder 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 TPAA 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 authorized.
- m) The data, schedules, reports and other material used by the TPAA's during the conduction of the survey audit shall remain the property of the ORGI. The TPAA's 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) Nothing in this RFP intends to make nor shall it make ORGI the employer of the TPAA or any of the TPAA's Personnel.
- p) **Arbitration:** Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent.
- q) **Termination for Insolvency:** The ORGI may at any time terminate the Contract Agreement by giving a written notice to the TPAA. Termination of contract will be without compensation to the TPAA 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.

- r) The prospective Third party Audit agency(s) are allowed to bid for both Groups (i.e. Group A or Group B) but shall be allotted only one. The third party audit should invariably mention their order of preference for the Group, they are bidding for. The specified preference would be taken into consideration while allotting the Group to the selected third party audit Agency. However the final decision on allotment of a group to the respective third party audit agency remains the sole prerogative of ORGI.
- s) To ensure the quality of work carried out by TPAA, ORGI might use mobile technology wherein the TPAA will be required to collect few critical information and send the same through SMS on a real time basis.
- t) Failure to comply with the quality audit control procedure will invite suitable penalties.
- u) The number of households provided in the annexure is an estimated number and the actual number of households may vary. However, the payment to the TPAA shall be made on the basis of actual number of households covered under the post survey audit.
- v) Continuance of the 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 third party audit agency should have appropriate clause in their contract agreement to bind the outgoing members of the 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, the TPAA 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.
- w) The entire audit work is expected to be completed within four months. However, there may be slight spill over due to certain uncontrollable factors.
- x) Cost of travel and stay of the officials from TPAA's for attending training/meeting in NCR will be reimbursed by ORGI, based on actual expenses incurred by the third party audit Agency subject to the norms fixed by ORGI. However, the expenses for attending State level trainings/meetings will have to be borne by the third party audit agencies themselves.
- y) The invitation to submit the proposal is given to:

To,
M/s.....
.....
.....

Yours Faithfully
Officer Incharge, / Designated
Office of Registrar General of India

ANNEXURES

Annexure 1: Zone-wise distribution of districts

Group	State	Zones	No. of District	Names of Districts	Total No. of District
Group A	Assam	A1	11	Tinsukia, Dibrugarh, Sibsagar, Nagaon, Jorhat, Golaghat, Kabri Anglong, North Cachar Hills, Cachar, Karimganj, Hailakandi	23
		A2	12	Dhubri, Kokrajhar, Bongaigaon, Barpeta, Goalpara, Nalbari, Darrang, Kamrup, Sonitpur, Marigaon, Lakhimpur, Dhemaji	
	Bihar	B1	20	Pashchim Champaran, Purba Champaran, Sheohar, <u>Sitamarhi</u> , Madhubani, Supaul, Araria, Kishanganj, Purnia, Katihar, Madhepura, Saharsa, Darbhanga, Muzaffarpur, Gopalganj, Siwan, Saran, Vaishali, Samastipur, <u>Khagaria</u>	37
		B2	17	Banka, Munger, <u>Lakhisarai</u> , Sheikhpura, Nalanda, Patna, Bhojpur, Buxar, Kaimur(Bhabua), Rohtas, Jehanabad, Aurangabad, Gaya, Nawada, Jamui, Bhagalpur, Begusarai	
	Chhattisgarh	C1	16	Dantewada, Bastar, Kanker, Rajnandgaon, Durg, Dhamtari, Raipur, Mahasamund, Kawardha, Bilaspur, Korba, Janjgir Champa, Raigarh, Jashpur, Surguja, Koriya	16
	Jharkhand	J1	10	Garhwa, Palamu, Chatra, Hazaribag, Kodarma, Giridih, Deoghar, Godda, Sahibganj, Pakaur	18
		J2	8	Dhanbad, Dumka, Bokaro, Ranchi, Lohardaga, Gumla, Pashchimi Singhbhum, Purbi Singhbhum	
	Orissa	O1	14	Bargarh, Jharsuguda, Sambalpur, Debagarh, Sundargarh, Kendujhar, Mayurbhanj, Baleshwar, Bhadrak, Kendrapara, Jajapur, Dhenkanal, Anugul, Balangir	30
		O2	16	Jagatsinghapur, Cuttack, Nayagarh, Khordha, Puri, Ganjam, Gajapati, Kandhamal, Baudh, Sonapur, Nuapada, Kalahandi, Rayagada, Nabarangapur, Koraput, Malkangiri	

RFP for Appointment of Third Party Audit Agency(s) for undertaking post survey audit of data under Annual Health Survey

Group	State	Zones	No. of District	Names of Districts	Total No. of District
Group B	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	45
		M2	22	Bhind, Gwalior, Datia, Neemuch, Mandsaur, Ratlam, Ujjain, Shajapur, Dewas, Jhabua, Dhar, Indore, West Nimar, Rajgarh, Bhopal, Sehore, Sheopur, Morena, Shivpuri, Guna, Barwani, East Nimar	
	Rajasthan	R1	14	Ganganagar, Hanumangarh, Bikaner, Churu, Jhunjhunun, Alwar, Bharatpur, Dausa, Jaipur, Sikar, Nagaur, Jodhpur, Jaisalmer, Ajmer	32
		R2	18	Sawai Madhopur, Barmer, Jalor, Sirohi, Pali, Tonk, Bundi, Bhilwara, Rajsamand, Udaipur, Dungarpur, Banswara, Chittaurgarh, Kota, Baran, Jhalawar, <u>Dhaulpur</u> , Karauli	
	Uttar Pradesh	U1	23	Saharanpur, Muzaffarnagar, Bijnor, Moradabad, Rampur, Jyotiba Phule Nagar, Meerut, Baghpat, Ghaziabad, Gautam Buddha Nagar, Bulandshahar, Aligarh, Hathras, Mathura, Agra, Firozabad, Etah, Mainpuri, Buaun, Bareilly, Pilibhit, Shahjahanpur, Kannauj	70
		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	
		U3	24	Shrawasti, Pratapgarh, Kaushambi, Allahabad, Faizabad, Ambedkar Nagar, Balrampur, Siddharthnagar, Basti, Sant Kabir Nagar, Maharajganj, Gorakhpur, Kushinagar, Deoria, Azamgarh, Mau, Ballia, Jaunpur, Ghazipur, Chandauli, Varanasi, Sant Ravidas Nagar Bhadohi, Mirzapur, Sonbhadra	
	Uttaranchal	Ut1	5	Dehradun, Uttarkashi, Hardwar, Tehri Garhwal, Garhwal	13
		Ut2	8	Almora, Bageshwar, Chamoli, Pithoragarh, Udham Singh Nagar, Champawat, Nainital, Rudraprayag	
	Total (A+B)		18	284	

Annexure 2: District-wise estimated number of population and households

Group A

State	Zones	Name of District	Sample Pop. Rural	Sample Pop. Urban	Sample Pop. Total	Sample Units Rural	Sample Units Urban	Sample Units Total	House Holds Rural	House Holds Urban	House Holds Total
Assam	A1 (11)	Tinsukia	104,739	25,321	130,060	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
	Zone Total	692,467	132,324	824,791	696	210	906	138,493	26,465	164,958	
	A2 (12)	Dhubri	34,128	4,544	38,671	35	7	42	6,826	909	7,734
		Kokrajhar	21,682	1,647	23,329	22	3	25	4,336	329	4,666
		Bongaigaon	72,670	10,050	82,720	73	16	89	14,534	2,010	16,544
		Barpeta	46,493	3,880	50,373	47	6	53	9,299	776	10,075
		Goalpara	55,423	4,920	60,343	56	8	64	11,085	984	12,069
		Nalbari	31,822	1,415	33,237	20	2	22	6,364	283	6,647
		Darrang	23,499	1,230	24,729	24	2	26	4,700	246	4,946
		Kamrup	79,960	45,867	125,828	80	71	151	15,992	9,173	25,166
Sonitpur		116,585	13,587	130,171	117	21	138	23,317	2,717	26,034	
Marigaon	105,885	5,448	111,333	106	9	115	21,177	1,090	22,267		

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		Lakhimpur	27,038	2,142	29,180	28	4	32	5,408	428	5,836	
		Dhemaji	107,908	7,892	115,800	108	13	121	21,582	1,578	23,160	
		Zone Total	723,091	102,623	825,714	716	162	878	144,618	20,525	165,143	
Bihar	B1 (20)	Pashchim Champaran	28,988	3,282	32,270	29	6	35	5,798	656	6,454	
		Purba Champaran	41,042	2,794	43,835	42	5	47	8,208	559	8,767	
		Sheohar	37,590	1,616	39,206	38	3	41	7,518	323	7,841	
		Sitamarhi	43,389	2,630	46,019	44	5	49	8,678	526	9,204	
		Madhubani	76,471	2,760	79,231	77	5	82	15,294	552	15,846	
		Supaul	58,800	3,159	61,958	59	5	64	11,760	632	12,392	
		Araria	42,934	2,804	45,738	43	5	48	8,587	561	9,148	
		Kishanganj	31,740	3,508	35,248	32	6	38	6,348	702	7,050	
		Purnia	30,741	2,945	33,686	31	5	36	6,148	589	6,737	
		Katihar	45,312	4,549	49,861	46	7	53	9,062	910	9,972	
		Madhepura	45,252	2,108	47,360	46	4	50	9,050	422	9,472	
		Saharsa	36,473	3,301	39,774	37	6	43	7,295	660	7,955	
		Darbhanga	47,995	4,237	52,232	48	7	55	9,599	847	10,446	
		Muzaffarpur	61,329	6,287	67,615	62	10	72	12,266	1,257	13,523	
		Gopalganj	64,840	4,188	69,027	65	7	72	12,968	838	13,805	
		Siwan	91,793	5,350	97,143	92	9	101	18,359	1,070	19,429	
		Saran	55,606	5,629	61,235	56	9	65	11,121	1,126	12,247	
		Vaishali	60,351	4,449	64,800	61	7	68	12,070	890	12,960	
		Samastipur	60,534	2,284	62,819	61	4	65	12,107	457	12,564	
		Khagaria	66,972	4,246	71,217	67	7	74	13,394	849	14,243	
			Zone Total	1,028,151	72,125	1,100,275	1,036	122	1,158	205,630	14,425	220,055
		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	

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		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
		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
		Zone Total	936,339	159,726	1,096,064	945	253	1,198	187,268	31,945	219,213
Jharkhand	J1 (10)	Garhwa	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
		Zone Total	846,784	91,836	938,620	851	145	996	169,357	18,367	187,724
	J2 (8)	Dhanbad	44,651	49,094	93,745	45	76	121	8,930	9,819	18,749
		Dumka	74,272	5,189	79,462	75	8	83	14,854	1,038	15,892
		Bokaro	46,144	38,160	84,304	47	59	106	9,229	7,632	16,861
		Ranchi	74,239	40,167	114,406	75	62	137	14,848	8,033	22,881
		Lohardaga	86,716	12,584	99,300	87	20	107	17,343	2,517	19,860
		Gumla	140,634	8,146	148,780	141	13	154	28,127	1,629	29,756
		Pashchimi Singhbhum	95,226	19,294	114,520	96	30	126	19,045	3,859	22,904
		Purbi Singhbhum	96,412	117,971	214,383	97	182	279	19,282	23,594	42,877
Zone Total	658,293	290,607	948,899	663	450	1,113	131,659	58,121	189,780		

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Chhattisgarh	C1 (16)	Koriya	36,568	15,514	52,082	37	24	61	7,314	3,103	10,416
		Surguja	58,553	4,376	62,929	59	7	66	11,711	875	12,586
		Jashpur	49,599	2,392	51,992	50	4	54	9,920	478	10,398
		Raigarh	72,596	11,224	83,820	73	18	91	14,519	2,245	16,764
		Korba	61,985	35,275	97,260	62	55	117	12,397	7,055	19,452
		Janjgir-Champa	63,132	7,830	70,962	64	13	77	12,626	1,566	14,192
		Bilaspur	59,813	19,219	79,032	60	30	90	11,963	3,844	15,806
		Kawardha	26,188	2,178	28,367	27	4	31	5,238	436	5,673
		Rajnandgaon	46,693	10,269	56,962	47	16	63	9,339	2,054	11,392
		Durg	60,099	37,077	97,177	61	58	119	12,020	7,415	19,435
		Raipur	68,260	29,859	98,118	69	46	115	13,652	5,972	19,624
		Mahasamund	51,566	6,452	58,018	52	10	62	10,313	1,290	11,604
		Dhamtari	77,014	11,770	88,783	78	19	97	15,403	2,354	17,757
		Kanker	55,394	2,806	58,200	56	5	61	11,079	561	11,640
		Bastar	58,830	6,501	65,331	59	11	70	11,766	1,300	13,066
		Dantewada	71,347	5,560	76,908	72	9	81	14,269	1,112	15,382
Zone Total		917,638	208,302	1,125,940	926	329	1,255	183,528	41,660	225,188	
Orissa	O1 (14)	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

RFP for Appointment of Third Party Audit Agency(s) for undertaking post survey audit of data under Annual Health Survey

		Zone Total	898,622	176,827	1,075,449	905	280	1,185	179,724	35,365	215,090
O2 (16)	Jagatsinghapur	65,471	7,174	72,645	66	12	78	13,094	1,435	14,529	
	Cuttack	71,433	26,941	98,374	72	42	114	14,287	5,388	19,675	
	Nayagarh	69,962	3,134	73,096	70	5	75	13,992	627	14,619	
	Khordha	104,610	78,647	183,257	105	121	226	20,922	15,729	36,651	
	Puri	72,823	11,441	84,264	73	18	91	14,565	2,288	16,853	
	Ganjam	49,449	10,564	60,013	50	17	67	9,890	2,113	12,003	
	Gajapati	54,508	6,187	60,695	55	10	65	10,902	1,237	12,139	
	Kandhamal	53,788	3,926	57,714	54	7	61	10,758	785	11,543	
	Baudh	41,222	2,091	43,313	42	4	46	8,244	418	8,663	
	Sonapur	64,680	5,165	69,845	65	8	73	12,936	1,033	13,969	
	Nuapada	34,388	2,063	36,451	35	4	39	6,878	413	7,290	
	Kalahandi	39,980	3,244	43,224	40	5	45	7,996	649	8,645	
	Rayagada	42,236	6,811	49,047	43	11	54	8,447	1,362	9,809	
	Nabarangapur	34,175	2,096	36,271	35	4	39	6,835	419	7,254	
	Koraput	33,643	6,798	40,441	34	11	45	6,729	1,360	8,088	
	Malkangiri	53,292	3,928	57,220	54	7	61	10,658	786	11,444	
Zone Total		885,661	180,209	1,065,870	893	286	1,179	177,132	36,042	213,174	

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Group B

State	Zones	Name of District	Sample Pop. Rural	Sample Pop. Urban	Sample Pop. Total	Sample Units Rural	Sample Units Urban	Sample Units Total	House Holds Rural	House Holds Urban	House Holds Total
Uttar Pradesh	U1 (23)	Saharanpur	33,159	11,515	44,674	34	18	52	6,632	2,303	8,935
		Muzaffarnagar	42,925	14,782	57,708	43	23	66	8,585	2,956	11,542
		Bijnor	30,832	9,724	40,556	31	15	46	6,166	1,945	8,111
		Moradabad	33,821	14,614	48,435	34	23	57	6,764	2,923	9,687
		Rampur	34,570	11,519	46,089	35	18	53	6,914	2,304	9,218
		Jyotiba Phule Nagar	23,075	6,967	30,042	24	11	35	4,615	1,393	6,008
		Meerut	27,663	25,958	53,621	28	40	68	5,533	5,192	10,724
		Baghpat	51,873	12,927	64,800	52	20	72	10,375	2,585	12,960
		Ghaziabad	33,293	41,110	74,403	34	64	98	6,659	8,222	14,881
		Gautam Buddha Nagar	45,385	27,596	72,981	46	43	89	9,077	5,519	14,596
		Bulandshahr	29,779	8,907	38,686	30	14	44	5,956	1,781	7,737
		Aligarh	27,265	11,064	38,329	28	18	46	5,453	2,213	7,666
		Hathras	30,825	7,705	38,530	31	12	43	6,165	1,541	7,706
		Mathura	29,024	11,364	40,388	30	18	48	5,805	2,273	8,078
		Agra	43,220	33,242	76,463	44	52	96	8,644	6,648	15,293
		Firozabad	28,902	12,603	41,505	29	20	49	5,780	2,521	8,301
		Etah	33,769	7,091	40,860	34	11	45	6,754	1,418	8,172
		Mainpuri	42,636	7,350	49,986	43	12	55	8,527	1,470	9,997
		Budaun	28,512	6,354	34,866	29	10	39	5,702	1,271	6,973
Bareilly	37,881	18,613	56,494	38	29	67	7,576	3,723	11,299		

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		Pilibhit	26,666	5,630	32,296	27	9	36	5,333	1,126	6,459
		Shahjahanpur	31,419	8,217	39,636	32	13	45	6,284	1,643	7,927
		Kannauj	94,480	19,170	113,650	95	30	125	18,896	3,834	22,730
		Zone Total	840,973	334,024	1,174,997	851	523	1,374	168,195	66,805	234,999
	U2 (23)	Farrukhabad	28,312	4,741	33,053	29	8	37	5,662	948	6,611
		Etawah	44,573	13,415	57,988	45	21	66	8,915	2,683	11,598
		Kheri	33,695	4,075	37,769	34	7	41	6,739	815	7,554
		Sitapur	29,178	3,957	33,135	30	7	37	5,836	791	6,627
		Hardoi	29,090	4,135	33,224	30	7	37	5,818	827	6,645
		Unnao	45,893	8,261	54,155	46	13	59	9,179	1,652	10,831
		Lucknow	26,599	46,841	73,440	27	73	100	5,320	9,368	14,688
		Rae Bareli	43,948	4,658	48,606	44	8	52	8,790	932	9,721
		Auraiya	70,350	10,880	81,230	71	17	88	14,070	2,176	16,246
		Kanpur Dehat	33,092	2,516	35,608	34	4	38	6,618	503	7,122
		Kanpur Nagar	32,590	66,360	98,950	33	103	136	6,518	13,272	19,790
		Jalaun	35,991	10,696	46,687	36	17	53	7,198	2,139	9,337
		Jhansi	28,504	19,591	48,096	29	31	60	5,701	3,918	9,619
		Lalitpur	26,449	4,552	31,001	27	8	35	5,290	910	6,200
		Hamirpur	40,209	7,793	48,001	41	12	53	8,042	1,559	9,600
		Mahoba	35,502	9,993	45,495	36	16	52	7,100	1,999	9,099
		Banda	39,780	4,474	44,254	40	7	47	7,956	895	8,851
		Chitrakoot	55,084	6,144	61,229	56	10	66	11,017	1,229	12,246
		Fatehpur	38,309	4,339	42,648	39	7	46	7,662	868	8,530
		Barabanki	38,298	3,902	42,200	39	7	46	7,660	780	8,440
		Bahraich	64,006	7,105	71,111	65	11	76	12,801	1,421	14,222
	Gonda	45,846	3,477	49,323	46	6	52	9,169	695	9,865	
	Sultanpur	43,413	2,144	45,557	44	4	48	8,683	429	9,111	
		Zone Total	908,710	254,049	1,162,759	921	404	1,325	181,742	50,810	232,552
	U3 (24)	Shrawasti	56,806	1,227	58,033	25	2	27	11,361	245	11,607

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		Pratapgarh	62,171	3,720	65,890	63	6	69	12,434	744	13,178
		Kaushambi	42,600	3,255	45,856	43	6	49	8,520	651	9,171
		Allahabad	35,337	11,378	46,716	36	18	54	7,067	2,276	9,343
		Faizabad	39,633	6,176	45,809	40	10	50	7,927	1,235	9,162
		Ambedkar Nagar	30,852	3,010	33,863	31	5	36	6,170	602	6,773
		Balrampur	27,526	2,378	29,904	28	4	32	5,505	476	5,981
		Siddharthnagar	53,730	2,130	55,860	54	4	58	10,746	426	11,172
		Basti	49,257	2,903	52,160	50	5	55	9,851	581	10,432
		Sant Kabir Nagar	38,700	2,966	41,667	39	5	44	7,740	593	8,333
		Maharajganj	39,796	2,136	41,931	40	4	44	7,959	427	8,386
		Gorakhpur	53,986	13,343	67,330	54	21	75	10,797	2,669	13,466
		Kushinagar	28,697	1,391	30,088	29	3	32	5,739	278	6,018
		Deoria	51,589	5,126	56,715	52	8	60	10,318	1,025	11,343
		Azamgarh	72,349	5,909	78,258	73	10	83	14,470	1,182	15,652
		Mau	45,648	11,027	56,675	46	17	63	9,130	2,205	11,335
		Ballia	46,167	5,221	51,388	47	9	56	9,233	1,044	10,278
		Jaunpur	36,153	2,871	39,024	37	5	42	7,231	574	7,805
		Ghazipur	40,220	3,338	43,559	41	6	47	8,044	668	8,712
		Chandauli	58,138	6,862	65,000	59	11	70	11,628	1,372	13,000
		Varanasi	34,602	23,078	57,679	35	36	71	6,920	4,616	11,536
		Sant Ravidas Nagar Bhadohi	34,253	5,035	39,288	35	8	43	6,851	1,007	7,858
		Mirzapur	29,480	3,926	33,406	30	7	37	5,896	785	6,681
		Sonbhadra	22,721	4,981	27,703	23	8	31	4,544	996	5,541
		Zone Total	1,030,411	133,389	1,163,800	1,010	218	1,228	206,082	26,678	232,760
Uttaranchal	Utl (5)	Dehradun	157,827	176,039	333,867	158	271	429	31,565	35,208	66,773
		Uttarkashi	67,899	5,701	73,600	68	9	77	13,580	1,140	14,720
		Hardwar	39,957	17,765	57,722	40	28	68	7,991	3,553	11,544

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Ut2 (8)	Tehri Garhwal	196,603	21,547	218,150	197	34	231	39,321	4,309	43,630	
	Garhwal	213,682	31,218	244,900	214	49	263	42,736	6,244	48,980	
	Zone Total	675,969	252,269	928,239	677	391	1,068	135,194	50,454	185,648	
	Almora	125,134	11,795	136,929	126	19	145	25,027	2,359	27,386	
	Bageshwar	107,219	3,447	110,667	108	6	114	21,444	689	22,133	
	Chamoli	160,235	25,790	186,025	161	40	201	32,047	5,158	37,205	
	Pithoragarh	111,179	16,246	127,425	112	25	137	22,236	3,249	25,485	
	Udham Singh Nagar	55,750	27,184	82,934	56	42	98	11,150	5,437	16,587	
	Champawat	27,820	4,918	32,738	28	8	36	5,564	984	6,548	
	Nainital	58,860	33,053	91,913	59	51	110	11,772	6,611	18,383	
	Rudraprayag	146,040	1,760	147,800	147	3	150	29,208	352	29,560	
	Zone Total	792,238	124,193	916,431	797	194	991	158,448	24,839	183,286	
	R1 (14)	Ganganagar	56,049	19,916	75,964	57	31	88	11,210	3,983	15,193
		Hanumangarh	41,247	10,309	51,556	42	16	58	8,249	2,062	10,311
Bikaner		30,045	16,623	46,668	31	26	57	6,009	3,325	9,334	
Churu		31,311	12,099	43,410	32	19	51	6,262	2,420	8,682	
Jhunjhunun		59,191	15,396	74,587	60	24	84	11,838	3,079	14,917	
Alwar		47,217	8,035	55,252	48	13	61	9,443	1,607	11,050	
Bharatpur		54,491	13,153	67,644	55	21	76	10,898	2,631	13,529	
Dausa		37,009	4,248	41,257	38	7	45	7,402	850	8,251	
Jaipur		32,682	31,834	64,516	33	49	82	6,536	6,367	12,903	
Sikar		57,427	14,939	72,365	58	23	81	11,485	2,988	14,473	
Nagaur		49,868	10,356	60,225	50	16	66	9,974	2,071	12,045	
Jodhpur		36,281	18,550	54,831	37	29	66	7,256	3,710	10,966	
Jaisalmer		36,873	6,523	43,396	37	11	48	7,375	1,305	8,679	
Ajmer		33,915	22,697	56,613	34	35	69	6,783	4,539	11,323	
Zone Total	603,607	204,678	808,285	612	320	932	120,721	40,936	161,657		

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	R2 (18)	Sawai									
		Madhopur	24,722	5,811	30,533	25	9	34	4,944	1,162	6,107
		Barmer	49,037	3,919	52,956	50	7	57	9,807	784	10,591
		Jalor	48,459	3,995	52,454	49	7	56	9,692	799	10,491
		Sirohi	38,122	8,215	46,336	39	13	52	7,624	1,643	9,267
		Pali	44,850	12,244	57,094	45	19	64	8,970	2,449	11,419
		Tonk	38,235	10,084	48,319	39	16	55	7,647	2,017	9,664
		Bundi	40,774	9,350	50,124	41	15	56	8,155	1,870	10,025
		Bhilwara	28,824	7,462	36,286	29	12	41	5,765	1,492	7,257
		Rajsamand	30,432	4,547	34,978	31	7	38	6,086	909	6,996
		Udaipur	30,403	6,956	37,359	31	11	42	6,081	1,391	7,472
		Dungarpur	56,434	4,441	60,876	57	7	64	11,287	888	12,175
		Banswara	38,371	2,955	41,325	39	5	44	7,674	591	8,265
		Chittaurgarh	42,137	8,065	50,202	43	13	56	8,427	1,613	10,040
		Kota	24,089	27,674	51,764	25	43	68	4,818	5,535	10,353
		Baran	38,895	7,867	46,762	39	13	52	7,779	1,573	9,352
		Jhalawar	43,075	7,151	50,226	44	12	56	8,615	1,430	10,045
		Dhaulpur	30,996	6,787	37,782	31	11	42	6,199	1,357	7,556
Karauli	24,051	3,998	28,049	25	7	32	4,810	800	5,610		
		Zone Total	671,905	141,520	813,425	682	227	909	134,381	28,304	162,685
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

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M2 (22)	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
	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
	Zone Total	867,916	235,268	1,103,184	881	373	1,254	173,583	47,054	220,637
	Bhind	62,023	19,293	81,315	63	30	93	12,405	3,859	16,263
	Gwalior	19,135	28,978	48,114	20	45	65	3,827	5,796	9,623
	Datia	27,695	7,755	35,450	28	12	40	5,539	1,551	7,090
	Neemuch	37,046	14,361	51,407	38	23	61	7,409	2,872	10,281
	Mandsaur	47,259	10,821	58,080	48	17	65	9,452	2,164	11,616
	Ratlam	28,759	12,511	41,270	29	20	49	5,752	2,502	8,254
	Ujjain	22,273	14,074	36,347	23	22	45	4,455	2,815	7,269
	Shajapur	42,688	9,712	52,400	43	15	58	8,538	1,942	10,480
	Dewas	46,046	17,371	63,417	47	27	74	9,209	3,474	12,683
	Jhabua	36,901	3,507	40,408	37	6	43	7,380	701	8,082
	Dhar	30,814	6,124	36,938	31	10	41	6,163	1,225	7,388
	Indore	22,977	54,059	77,036	23	84	107	4,595	10,812	15,407
West Nimar	77,662	14,130	91,793	78	22	100	15,532	2,826	18,359	
Rajgarh	34,188	7,166	41,355	35	12	47	6,838	1,433	8,271	
Bhopal	15,015	61,707	76,722	16	95	111	3,003	12,341	15,344	
Sehore	23,075	5,051	28,126	24	8	32	4,615	1,010	5,625	
Sheopur	31,367	5,900	37,267	32	10	42	6,273	1,180	7,453	

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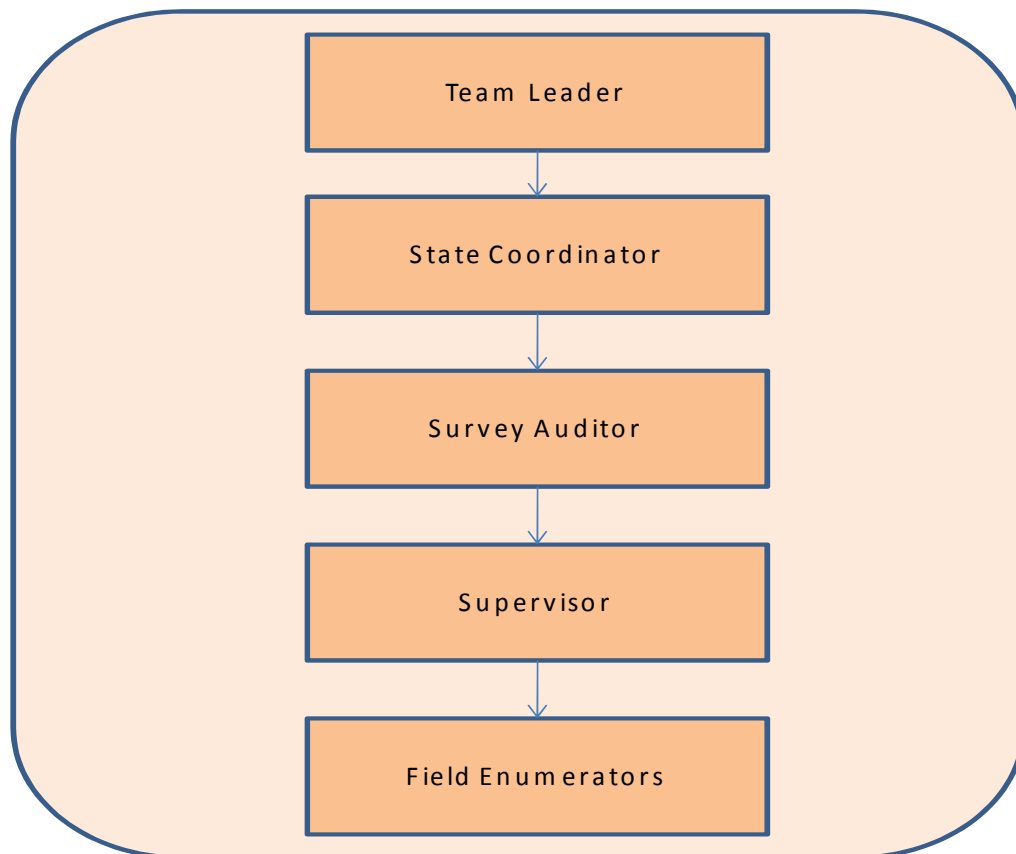
	Morena	29,191	8,021	37,212	30	13	43	5,838	1,604	7,442
	Shivpuri	30,461	6,048	36,509	31	10	41	6,092	1,210	7,302
	Guna	22,681	6,134	28,815	23	10	33	4,536	1,227	5,763
	Barwani	42,017	7,192	49,209	43	12	55	8,403	1,438	9,842
	East Nimar	36,418	13,371	49,789	37	21	58	7,284	2,674	9,958
	Zone Total	765,691	333,286	1,098,977	779	524	1,303	153,138	66,657	219,795

Annexure3: Zone wise estimated number of households to be covered for post survey audit

Group	State	Zones	Total No. of District	Sample units per district	Sample Units to be covered in these zones	Approx households in these sample units	Approx number of households taking 1 out of every 4
Group A	Assam	A1	11	20	220	40,056	10,014
		A2	12	20	240	45,142	11,285
	Bihar	B1	20	20	400	76,012	19,003
		B2	17	20	340	62,214	15,554
	Chhattisgarh	C1	16	20	320	57,418	14,355
	Jharkhand	J1	10	20	200	37,696	9,424
		J2	8	20	160	27,282	6,820
	Orissa	O1	14	20	280	50,823	12,706
O2		16	20	320	57,859	14,465	
	Sub - Total		124	180	2480	454502	113625
Group B	Uttar Pradesh	U2	23	20	460	80,735	20,184
		U1	23	20	460	78,675	19,669
		U3	24	20	480	90,981	22,745
	Uttaranchal	Ut 1	5	20	100	17,383	4,346
		Ut 2	8	20	160	29,592	7,398
	Rajasthan	R1	14	20	280	48,566	12,142
		R2	18	20	360	64,430	16,107
	Madhya Pradesh	M1	23	20	460	80,935	20,234
M2		22	20	440	74,221	18,555	
	Sub - Total		160	180	3200	565519	141380
Total	9 States	18 Zones	284	360	5,680	1,020,020	255,005

Annexure4: Field Survey Audit Team Structure

The Third Party Audit Agency would be required to deploy the following team for each zone of the Group that they are bidding for. The number of core team resources would remain the same for all the zones, however the bidder need to take into account the varying number of Field Survey Audit 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
1	Team Leader	1 for each Group	Doctorate/ Post Graduate in Social Sciences/ MBA/ Public Health with relevant experience of at least 6 years in conducting large scale	<ul style="list-style-type: none"> • Will be overall responsible for success of the project in the respective Group. • Will ensure strict

Sl. No.	Resource Type	Number of Resources Required	Qualification	Brief Roles & Responsibilities
			sample surveys preferably in health sector	<p>adherence to the deliverables envisaged under the project as per the standards laid down and within the prescribed cycle time.</p> <ul style="list-style-type: none"> • Will be the single point of contact between the third party audit agency and ORGI for all the matters relating to the survey audit.
2	State Coordinator	1 for each state	Post Graduate in Statistics/ Economics/ Mathematics with at least 5 years of experience in conducting large scale sample surveys preferably in health sector.	<ul style="list-style-type: none"> • Will be responsible for one entire state. • Will be responsible for managing all survey audit related activities • Will ensure strict adherence to the deliverables envisaged under the project • Will have all the survey auditors reporting to him. Will review zone wise reports received from the Survey auditor and consolidate them into state wise reports.
3	Survey Auditor	1 for each zone	<p>Post Graduate in Statistics/ Economics/ Mathematics/ Statistics with at least 4 years of experience in conducting and auditing of survey audits</p> <p>The resource should be able to read & converse in the</p>	<ul style="list-style-type: none"> • Will be responsible for managing all survey audit related activities which inter-alia would include validation of surveyed audit data and its compilation. • Will ensure the quality of

Sl. No.	Resource Type	Number of Resources Required	Qualification	Brief Roles & Responsibilities
			<p>regional language for the zone he / she is appointed for and should be able to read & write in English</p>	<p>Survey Audit by adhering to the processes & standards prescribed by ORGI.</p> <ul style="list-style-type: none"> • Will compile the errors reported by the Enumerators and prepare Error Log report and other reports as required by the ORGI. Will generate zone wise error reports
4	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 & converse in the regional language for the zone he / she is appointed for and should be able to read & write in English</p>	<ul style="list-style-type: none"> • Will be overall responsible for smooth conduct of field work. • Will supervise the fieldwork of the survey Audit teams allotted to him/her. • Will coordinate collection of audit Questionnaires. • Besides ensuring the quality of data being collected from the field, would also undertake detailed scrutiny of the surveyed audit questionnaires. • Will be responsible for analyzing the data for any logical errors and reporting of the same to the Team Leader besides attending to the queries of ORGI. • Will be responsible for

Sl. No.	Resource Type	Number of Resources Required	Qualification	Brief Roles & Responsibilities
				<p>taking appropriate action in lieu of the various errors or discrepancies in the collected data, as communicated by the DCO & ORGI.</p>
5	<p>Survey Enumerator</p> <p>Note: Field survey audit team should be a of two people, of which atleast one should be a female</p>	<p>The number of survey audit teams required would vary from zones to zones</p>	<p>Graduate in any field.</p> <p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> Collect the data from the selected households using audit questionnaires.

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 Third Party Audit of Annual Health Survey for the Group __ in accordance with your Request for Proposal (RFP) dated -----. We hereby submit our Proposal, which includes the 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: Group proposed by the Agency

Sl. No.	Name of the Group	Order of Preference
1.		
2.		

Note:

(1) The agency will be allotted a maximum of one Group.

Format C: Outline of Relevant Experience

Project Title: <i>(Attach separate sheet for each project)</i>	
Country: State:	District: Group 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)
Narrative Description of Project:	
Description of Actual Services provided by your staff within the assignment:	
Relevance of the assignment	

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

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

Format E: Detailed CVs of the Key Personnel

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

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.

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

Group Applied For	Cost/Household (INR) [(inclusive of all taxes)]	
	In Words	In Figures

Date: _____ Authorized Signatory _____

Place: _____ Name: _____

Seal of the Organization: _____ Designation: _____