



Census of India, 2011
Office of the Registrar General & Census
Commissioner, India



Proposal for appointment of Agency/Agencies for Providing Manpower Support

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

GLOSSARY

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

S.NO.	ACRONYM	REFERENCE TO
1.	ORG&CCI	Office of the Registrar General& Census Commissioner, India
2.	DCO	Directorate of Census Operations
3.	EDP	Electronic Data Processing
4.	TDS	Tax Deducted at source
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

TABLE OF CONTENTS

<u>1. INFORMATION TO AGENCIES</u>	4
<u>1.1. Overview of ORG&CCI and Census of India</u>	4
<u>1.2. Purpose/Intent for RFP</u>	5
<u>1.3. Key Events and Dates</u>	5
<u>2. SCOPE OF WORK</u>	6
<u>2.1. Overview</u>	6
<u>2.2. Manpower Categorization and their Qualifications & Experience</u>	6
<u>2.3. Requirement of Manpower (Senior Consultant/Junior Consultant) along with its State-wise Distribution</u>	7
<u>2.4. Roles and Responsibilities of the Required Manpower</u>	7-8
<u>2.5. Time period for Resource Requirement from the Agency</u>	8-9
<u>3. PAYMENT DETAILS</u>	15
<u>4. GUIDELINES FOR SUBMITTING PROPOSAL</u>	
<u>4.1. Technical Proposal</u>	9
<u>4.2. Financial Proposal</u>	10-11
<u>5. EVALUATION OF THE PROPOSAL</u>	11-13
<u>5.1. Technical Evaluation</u>	11-13
<u>5.2. Financial Evaluation</u>	13
<u>5.3. Award of Contract</u>	13-15
<u>5.4. Submission of Bids</u>	9
<u>6. GENERAL INSTRUCTION AND TERMS & CONDITIONS OF RFP</u>	10
<u>ANNEXURES</u>	15
<u>Annex. 1:Qualifications and Eperience of manpower</u>	16-17
<u>Annex. 2: Addresses of Headquarter & DCOs in States/UTs</u>	18-__
<u>Annex. 3: Headquater/State-wise distribution of manpower</u>	24
<u>Format A: Letter of Transmittal</u>	22
<u>Format B: Outline of Relevant Experience</u>	23
<u>Annex. 2: Format for Financial Proposal</u>	24

INFORMATION TO AGENCIES

1.1. Overview in respect of Office of Registrar General & Census Commissioner, India and Census of India

The Office of Registrar General & Census Commissioner, India (ORG&CCI) is an attached office of the Ministry of Home Affairs and currently has 35 offices all over the country. Besides the Head Office at New Delhi and the Language Division at Kolkata, 33 offices are located in States/UTs (in State/UT capitals only) and are known as Directorate of Census Operations (DCOs). One of the main responsibilities of ORG&CCI is to conduct decennial Census of India.

Conduct of the Census is a role assigned to Government of India, under the Constitution. The Indian Census has a rich tradition and enjoys the reputation of being one of the best in the world. The first Census in India was conducted in the year 1872. This was conducted at different points of time in different parts of the country. In 1881 a Census was taken for the entire country simultaneously. Since then, Census has been conducted every ten years, without a break in spite of several adversities like wars, epidemics, natural calamities, political unrest, etc. This mammoth administrative exercise of collection of micro level data for the entire country, requiring huge commitment of manpower and material resources, is conducted by the Government of India every ten years with the active support of States/UTs. Census, 2011, conducted recently, is the fifteenth in this unbroken series since 1872 and the seventh after independence.

Census, 2011 was conducted in two phases, namely: -

- i) House listing and Housing Census – April to September, 2010. During this phase, the buildings, houses and households are identified and systematically listed. Apart from listing of houses, data on the nature of housing stock, amenities available to the households and certain assets possessed by the households were collected.

- ii) Population Enumeration – 9th February to 5th March 2011. During this phase each person was enumerated and her/his individual particulars were collected. Individual particulars include details on age, sex, educational status, religion, mother tongue, languages known, disability, social status (whether SC/ST), occupation, migration and fertility.

The post Census activities includes scanning of schedules, coding of certain entries, quality checking etc. The results are then tabulated, published and disseminated. The Houselisting and Housing Census Data 2011 has already been released. The Data Processing work relating to Population Enumeration is currently ongoing. Besides Census, the ORGI is currently implementing the flagship scheme of the Government for preparation of National Population Register (NPR). The objective of the scheme is to create comprehensive identity database of every usual resident in the country. The database would contain demographic as well as biometric particulars. The demographic particulars for this purpose have already been collected in 2010. Data entry of the NPR schedules and collection of biometric particulars are in progress.

1.2. Purpose / Intent for RFP

The purpose of this RFP is to appoint 'Manpower Providing Agency/Agencies (MPA/MPAs)' (hereafter referred to as 'Agency') for providing requisite manpower to assist ORG&CCI in carrying out post Census, 2011 activities as well as activities relating to other schemes/ projects being implemented by the office. The manpower so provided would be posted at ORGI Headquarters and its Directorates located in all states except Jammu & Kashmir, North Eastern States, Andaman & Nicobar Islands and Lakshadweep. Though the intent of this RFP is to appoint one agency, however, in order to meet the entire manpower requirement, two or more agencies can also be appointed if the situation so demands.

1.3. Key Events and Dates

ACTIVITY	DATE
Issuance of the RFP	4 th September 2012
Cost of the RFP	Can be obtained from the Sales Counter of the Office of the Registrar General, India, 2/A Man Singh Road, New Delhi by furnishing the cost of the RFP, i.e. Rs. 1,000/- (Rupees one thousand). or Can be downloaded from www.censusindia.gov.in . In that case, the cost of the RFP as mentioned above must be furnished along with the duly filled-in sealed bid, by means of Demand Draft or Banker's Cheque drawn on any Nationalized Bank/Scheduled Bank in favour of the Pay & Accounts Officer (Census), New Delhi payable at New Delhi.
Last date for receiving queries through E-Mail	Up to 17:00 hours on 13 th September 2012. No queries post this shall be entertained
Response to the Queries	18 th September 2012
Last date for submission of Bids	15:00 hours on 24 th September 2012
Opening of Technical Bids	15:00 hours on 24 th September 2012 in the conference room of the Headquarters of ORG&CCI, 2A-Mansingh Road, New Delhi – 110 011
Technical Presentation	27 th September 2012 at 10 am in the conference room of the Headquarters of ORGI&CC.

ACTIVITY	DATE
Earnest Money Deposit	Rs. 6,00,000 (Rupees six lakhs only) by means of Demand Draft/Banker Cheque drawn through any Nationalised/Scheduled Bank in India, in favour of Pay & Accounts Office, Officer of Registrar General & Census Commissioner, India, New Delhi, payable at New Delhi
<p>NOTE:</p> <p>(1) Date, Time and Venue for opening of Financial/Commercial Bid for technically qualified bidders shall be intimated on the website.</p> <p>(2) Date, Time and Venue for Pre-contract/negotiation discussion shall be intimated in the meeting for opening of Financial/Commercial Bid.</p>	

2. SCOPE OF WORK

2.1. Overview

The Agency/Agencies will be required to provide manpower viz. Senior Consultants and Junior Consultants to be located at the ORG&CCI headquarters, New Delhi and the DCOs located in the states of Delhi, Andhra Pradesh, Bihar, Chandigarh, Delhi, Goa, Gujarat, Haryana, Himachal Pradesh, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Pondicherry, Punjab, Rajasthan, Tamil Nadu, Uttar Pradesh, West Bengal, Language Division (Kolkatta), Chattisgarh, Jharkhand, Uttarakhand for a minimum period upto 31-March-2013, which may be extended depending upon the requirement. For the purpose of inviting bids DCOs have been divided into two Groups:

Group-I: Consists of ORGI (Hq) at New Delhi, Language Division (Kolkatta) and 11 (Eleven) DCO located in the State Capitals of Bihar, Chandigarh, Delhi, Haryana, Himachal Pradesh, Punjab, Rajasthan, Uttar Pradesh, Jharkhand, Uttarakhand & West Bengal.

Group-II: Consist of 11(Eleven) DCOs located in the State/UT capitals of Andhra Pradesh, Goa, Karnataka, Kerala, Orissa, Pondicherry, Tamil Nadu, Madhya Pradesh, Chattisgarh, Maharashtra, & Gujarat.

The bidding agency/agencies may submit the bids in respect of all the DCOs and ORGI in a combined bid or for one of the above Groups or separately for both the above groups. They would carry out various activities relating to Census of India including regular inspections of the field work in order to ensure the quality of data and also assist in smooth conduct of various other activities relating to the Census.

2.2. Manpower Categorization and their Qualifications & Experience

The manpower required for the purpose has been categorized into two categories, namely:- Senior Consultants and Junior Consultants. The details regarding their qualifications and experience are at **Annex. 1.**

2.3. Requirement of Manpower (Senior Consultant / Junior Consultant) and its State-wise Distribution

Based on the current assessment of the manpower required, around seven hundred and nineteen (719) consultants are required to be deployed at the ORG&CCI Headquarters and various DCOs in the States/UTs mentioned above. The addresses of ORG&CCI Headquarters and various DCOs in the States/UTs are indicated at Annex. 2. The Headquarter/State/UT-wise distribution of the required manpower is at Annex. 3.

2.4 Category-wise distribution of manpower:

Category	Census	Steno	Map	Printing	Ministerial	A/c	Hin	SS	Lang	Lib.	Total
Senior Consultant	98	-	6	-	13	-	5	-	-	-	122
Junior Consultant	380	10	105	23	54	8	9	1	6	1	597

Note:

- *The ORG&CCI may at its sole discretion increase or decrease the number of required manpower at any point of time.*
- *During the period of appointment/ placement the manpower provided by the appointed Agency/Agencies will remain in the administrative control of the ORG&CCI and they will work as per the directions of ORG&CCI.*

2.5 Roles and Responsibilities of the Required Manpower

An illustrative list of responsibilities to be discharged by the manpower to be provided by the Agency is given below:

S.NO.	CATEGORY	ROLES & RESPONSIBILITIES
1.	Senior Consultant	<ul style="list-style-type: none"> • To work under the guidance and supervision of ORG&CCI HQ/State DCO Offices as the case may be. • To coordinate with ORG&CCI HQ, State DCO Offices, State/UT Departments and other field survey personnel appointed by Census Functionaries in various matters relating to the Census, 2011. • To monitor the activities of all concerned/assigned Survey personnel/Agencies. • To undertake regular inspections for ensuring quality of data. These inspections may be in the form of Concurrent & Post Survey visits and would require extensive field visits. • To analyze data and draft reports (as required by ORG&CCI/DCOs) • To undertake report writing as well as preparation of drafts related to various activities of duties assigned. • To update ORG&CCI/DCOs regarding their work status in the format and with the periodicity as prescribed. • To provide a list of deliverables to ORG&CCI/DCOs,

S.NO.	CATEGORY	ROLES & RESPONSIBILITIES
		<p>emanating as a consequence of their assigned responsibilities.</p> <ul style="list-style-type: none"> • To aid and assist in carrying out the post census activities. • To carry out various other tasks including administrative & secretarial work, or any other work as assigned by the ORGI/DCO
2.	Junior Consultant	<ul style="list-style-type: none"> • To work under the guidance and supervision of ORG&CCI HQ/State DCO Offices as the case may be. • To coordinate with ORG&CCI HQ, State DCO Offices, State/UT Departments and personnel appointed by Census Functionaries' in various matters relating to the Census, 2011. • To undertake regular inspections for ensuring quality of data. These inspections may be in the form of Concurrent & Post Survey visits and would require extensive field visits. • To update ORG&CCI/DCOs regarding their work status by providing regular reports. • To provide deliverables to ORG&CCI/DCOs, emanating as a consequence of their assigned responsibilities. • To undertake the primary field duties , • To carry out various tasks as instructed by ORG&CCI/DCOs, including administrative and secretarial work and any other incidental to it. • To carry out any other work assigned by the ORG&CCI/DCOs.

2.6 Time period for which Manpower required from the Agency

The successful bidder/bidders or Agency/Agencies would provide the requisite manpower as indicated in this RFP for a minimum period till 31-March-2013 from the date of signing of the contract.

Note:

- *The Agency will be liable to ensure continuance of the manpower hired for the said work for effective execution of the Census. For exceptional cases where attrition of any person engaged by the Agency is inevitable, the Agency must stipulate an appropriate clause in the contract agreement for the notice period of at least three month and provide replacement well within this period, so as to ensure proper handover, training and handholding to the newly appointed successor. The agency would be required to ensure that the person replacing the outgoing staff matches the skill sets desirable for that particular category and that he is appropriately trained for undertaking the task being carried out, before he is put to the task. The replacement, if any, should invariably be done with the concurrence of the ORG&CCI.*

- *ORG&CCI will have the sole discretion for seeking replacement of any of the hired manpower by serving one week's notice, if their performance is not found satisfactory.*
- *ORG&CCI may at its sole discretion decide whether to renew the contract for further periods or not, based on the overall performance of the manpower provided by the Agency/Agencies and the performance of the Agency/Agencies.*

3. Submission of Bids

- I. The bidder is required to submit two (2) copies (Original and Duplicate) each of the Technical and Financial bid in the prescribed formats, complete in all respects and duly supported by all the bid documents/enclosures, in separate sealed covers, in respect of the DCOs located in one group of states or for both the groups of states either separately or combined together.
- II. The sealed cover/envelope containing two copies of the Technical proposal must be superscribed on the right hand side top of the cover as "Technical Bid".
- III. The sealed cover/envelope containing two copies of the financial proposal must be superscribed on the right hand side top of the cover as "Commercial Bid".
- IV. Both the sealed covers containing Technical & Commercial Proposals shall be put in another envelope, clearly superscribing "RFP for selection of manpower providing Agency in response to ORGI&CC's Tender Notice No. _____ dtd. _____"
- V. No proposal shall be accepted unless it is properly sealed. If the envelope is found to be open or unsealed or not marked as instructed above, ORG&CCI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this lapse shall be rejected.

3.1 Technical proposal:

The Technical Proposal must include the following documents/information:

- i. Form 'A' (Letter of Transmittal) duly signed by authorized Signatory. In the event of unavailability of the Authorized Signatory he may authorize some other responsible official of the Agency to sign the Letter of Transmittal by giving him the 'Power of Attorney'. In such cases, the 'Power of Attorney' must be submitted along with the letter of transmittal.
- ii. Form 'B' - Outline of relevant experience of the Agency on works of similar nature with details of past experience and current work in hand. To facilitate technical evaluation, relevant experience must be provided separately. Copy of Work Order/ Completion Certificate for each of the assignments shown in Form 'B'
- iii. A non-refundable Demand Draft/Banker Cheque for Rs. 1000/- towards cost of the RFP document, in case bid formats are downloaded from the website of the ORGI.
- iv. A Demand Draft/Banker Cheque of Rs. 6,00,000(Rupees six lakhs only) as **Earnest Money Deposit (EMD)**

3.2 Financial Proposal

- I. The financial proposal must be submitted in the prescribed format as at **Annex. 4**.
- II. The financial quotes shall be on per man-month basis for the two categories of manpower.
- III. The cost quoted must be inclusive of all taxes and shall be valid for the entire period of the proposal.

3.3 GENERAL INSTRUCTIONS AND TERMS & CONDITIONS FOR SUBMISSION OF BIDS

- i. The bids shall be submitted in “Type written form” in the prescribed formats. Handwritten bids or bids with corrections made therein shall be summarily rejected.
- ii. The proposals and all related correspondence/documents exchanged between the Agency and ORG&CCI shall be either in Hindi or in English language only.
- iii. All the pages of the Technical/Financial Proposal shall be duly signed by the authorized signatory of the bidder before submission.
- iv. The Bidder should submit his Bid in the prescribed Forms and in the prescribed manner only. Bids not submitted in the prescribed forms or submitted without the EMD or without cost of RFP or submitted without requisite documents shall be summarily rejected.
- v. The applicant is advised to attach any additional information he/she thinks fit as supporting document to establish his/her capabilities. Once the proposal is submitted, no further information will be entertained from the applicant in this regard. The ORG&CCI, however, reserves the right to call for any additional information and/or clarification from the applicants after opening of the bids.
- vi. Cost of preparing the proposal and incidental expenses shall be borne by the bidders and the ORG&CCI will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.
- vii. The firm/organization shall furnish detailed address, telephone number, fax number and e-mail address for proper and fast communication.
- viii. The documents should be sent by speed post / registered post/courier or hand delivered at the following address:
The Under Secretary (Hqrs)
Office of the Registrar General of India,
2A, Man Singh Road, New Delhi – 110 011.
- ix. Information/ clarification, if any required, may be obtained from Sh. Purnendu Kant, Under Secretary, Hqrs. (Tel: 011-23071520) and Sh. Pankaj Kumar Devrani, Under Secretary, (Tel: 011-23070271) in the Office of the Registrar General of India, 2A, Man Singh Road, New Delhi – 110 011.
- x. Proposals must be received by ORG&CCI, at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified last date for submission of the bids happens to be a holiday declared by the Government, the bids will be received upto the same specified time on the next working day. Bids received after the specified time and date will automatically be rejected.

3.4 Amendments to the tender notice:

ORG&CCI 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 published on www.censusindia.org. 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 ORG&CCI.

4. Opening of tender:

- (i) Sealed tenders received up to 11:00 hours on 24th Sept 2012 only will be taken up for opening.
- (ii) ORG&CCI reserves the right to disqualify any of the tenders in case it is not satisfied with the documents furnished by the agency, or otherwise, without assigning any reasons therefor.
- (iii) Any efforts by an agency to influence the ORG&CCI personnel or representative on matters relating to the proposals under process of examination, clarification, evaluation or comparison and in decision concerning award of contract, shall result in rejection of the Agency's proposal and may also lead to blacklisting of the Agency by the ORG&CCI.

5. EVALUATION OF THE PROPOSAL

- (i) An Evaluation Committee formed by ORG&CCI would examine both the technical and financial bids based on the details provided in the RFP and the technical presentation to be made by the applicant Agencies on the specified time and date.
- (ii) The evaluation committee will determine whether the proposal is complete in all respects and the decision of the evaluation committee shall be final in this regard.
- (iii) **Technical Evaluation:** The Evaluation Committee will first evaluate the technical bid submitted by the applicant Agencies. The experience, credibility, quality and competence of the Agency would constitute the core parameters for technical evaluation. Technical Evaluation shall be carried out based on the following:

SL. NO.	CRITERIA	MAXIMUM OBTAINABLE MARKS	CRITERIA FOR AWARDED MARKS
Agency Profile----40 marks			
1.	Average Annual Turnover of the Company/ Partnership Firm/ Autonomous Body/ Society registered under the Societies Registration Act (Enclose Statutory Audit/	25	<ul style="list-style-type: none">• ≥ 5 crores = 25• ≥ 4 and < 5 crores = 20• ≥ 3 and < 4 crores = 15• ≥ 2 and < 3 crores = 10

SL. NO.	CRITERIA	MAXIMUM OBTAINABLE MARKS	CRITERIA FOR AWARDED MARKS
	Certified financial statements for the last three financial years, 2007-08, 2008-09, and 2009-10). (Note: Minimum turnover for qualifying to apply for RFP is Rs 2 crores)		
2.	Years in Business for providing manpower (Minimum number of years in business 2)	15	<ul style="list-style-type: none"> • ≥ 5 years = 15 • ≥ 4 and < 5 years = 12 • ≥ 3 and < 4 years = 10 • ≥ 2 and < 3 years = 5
Agency Credentials & Risk Mitigation----60marks			
3.	Experience of providing manpower for government sector (Copy of Work order/ certificate of completion; along with the details as per the format provided in Format 'B')	20	<ul style="list-style-type: none"> • > 2 Government clients = 20 • 2 Government clients = 15 • 1 Government client = 10
4.	Experience of providing manpower to other than government sector (Copy of Work order/ certificate of completion; along with the details as per the format provided in Format 'B')	20	<ul style="list-style-type: none"> • ≥ 6 assignments = 20 • ≥ 4 and < 6 assignments = 15 • ≥ 3 and < 4 assignments = 10 • 2 assignments = 5
5.	Practicality of Recruitment Process for ensuring that adequate and quality manpower is supplied to ORG&CCI (as per ORG&CCI specification).	10	Recruitment Approach and methodology for selection of adequate and quality manpower (Details of Agency's process of recruitment of manpower for ORG&CCI. The process should ensure that suitable candidates are selected through a strict procedure involving interviews, skill-set testing etc.)
6.	Risk assessment and mitigation	10	Adequate assessment of

SL. NO.	CRITERIA	MAXIMUM OBTAINABLE MARKS	CRITERIA FOR AWARDED MARKS
	strategies for ensuring availability of quality manpower (as per ORG&CCI specification) during the contract period		possible risks and their mitigation plans = 10 Partial assessment of possible risks and their mitigation plans = 5
Grand Total		100	

- (iv) Only such Agencies, as are able to secure a minimum of 60 marks as per the above criteria, will qualify for competing in the financial bid.
- (v) Financial bid of only those Agencies that secure the minimum qualifying marks, will be opened on the specified date and time, which shall be communicated to such Agencies through Registered or Speed post/Fax/ email. The communication will also be displayed on the web-site of ORGI & CC.

5.1 Financial Evaluation

For Financial Evaluation the average cost of Junior and Senior Consultant will be taken into consideration as per the following formula:-

$$F_t = (0.2 * F_s + 0.8 * F_c)$$

Where:

- Ft: Average monthly cost quoted by the Agency
- Fs: Man-month rate quoted by the Agency for the Manpower of Senior Consultant category.
- Fc: Man-month rate quoted by the Agency for the Manpower of Junior Consultant category.

6. Award of Contract and its Execution:

Award of contract and its execution will be as per/ subject to the following provisions and stipulations:

- i. Selection of Agency/Agencies will be within a timeframe of 90 days from the last date of submission.
- ii. Decision for awarding the assignment shall be on the basis of lowest quoted rates in the opened financial bid and the conformity of the proposal with the requirements of the RFP.
- iii. ORG&CCI shall reserve the right to negotiate with the bidder whose proposal has been ranked first by the committee on the basis of Evaluation. If ORG&CCI is unable to finalize a service agreement with the bidder ranked first, it may proceed to the next ranked bidder, and so on until a contract is awarded. ORG&CCI reserves the right to present a contract to the bidder selected for negotiations.

- iv. The ORG&CCI may seek clarifications/additional documents from the Agency and the Agency is bound to furnish the same within the specified time limit. The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions/conferences in connection with this document shall be borne by the applicant and the ORG&CCI in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.
- v. It is the sole prerogative of ORG&CCI to award the contract to a single vendor or distribute the work among various vendors. The ORGI reserves the right to accept any bid and to annul the Tender process at any time prior to award of the contract or reject any or all bids without assigning any reason there for and without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders.
- vi. On completion of the selection process and the relevant procedural formalities, the selected agency shall be awarded the contract of consultancy by issuing a 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.
- vii. The person to sign the contract agreement shall be the person duly authorized.
- viii. **Performance Bank Guarantee (PBG):** The successful bidder(s) shall at his own expense deposit with ORG&CCI, 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) equivalent to 10% of the initial order of contract rounded up to nearest hundred, from a Nationalized/ Scheduled bank payable on demand for the due performance and fulfillment of the contract by the bidder. All incidental charges whatsoever such as premium; commission etc. with respect to the PBG shall be borne by the bidder. PBG may be discharged/returned by ORGI on satisfactory completion of the contract period. However, no interest shall be payable on the PBG.
- ix. The appointed Agency/Agencies shall provide the detailed profile of the manpower (along with the certificates/testimonials) that would be deployed in ORG&CCI/DCOs as per this RFP, within 15 working days from the date of issue of LOI. The manpower whose profiles are found to be in deviation from the requirement described in this RFP will stand summarily rejected.
- x. Nothing in this contract is intended to make nor shall it make ORG&CCI the employer of the Agency or the personnel to be provided by the Agency. The consultants provided by the selected Agency/Agencies will work under the administrative control of ORG&CCI as employees of the Agency and they shall have no claim, whatsoever, on the ORG&CCI for the services rendered as part of the contract with the selected Agency. The selected Agency/Agencies shall be the employer of the manpower provided and only it/they shall be responsible for the payment of consultancy amount or providing risk cover etc. to the personnel provided by them. The ORG&CCI will not be liable for any compensation or grant, whatsoever, even if any untoward incident etc. occurs during the period of contract.
- xi. Failing to execute the contract Agreement within the said period may result in termination of contract and award of the same to other agency at the risk and cost of the Agency.

- xii. The successful firm/organization shall not further outsource the assignment to other individual/firms/organizations and if found so, the contract shall be deemed to be cancelled and the PBG shall be forfeited. This will also lead to blacklisting of the Agency.
- xiii. Should any dispute arise, it may be referred to a sole arbitrator appointed on mutual consent. **Any unresolved dispute shall be referred to the court within Delhi jurisdiction.**
- xiv. **Confidentiality:** The Agency and the manpower hired shall not at any time, communicate to any person or entity any confidential information acquired in the course of the Services except when specifically so directed by ORG&CCI.
- xv. **Termination for Insolvency:** The ORG&CCI 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 ORG&CCI.

7. PAYMENT DETAILS

- Bills for providing manpower shall be submitted by the Agency/Agencies on the 1st day of subsequent month.
- The payment for the manpower provided by the Agency/Agencies shall be reimbursed by the 15th of the succeeding month Payments shall be subject to deductions of any amount for which the Agency is liable under the agreement against this contract.
- Payments shall be inclusive of all taxes and Cess as applicable under the Indian Law.
- The agency shall specify bifurcation of payments separately for the agency services and to the consultants.
- The Senior Consultant/Junior Consultant will be entitled to only one days leave per month of contract.
- For travelling /journeys out of station to the Consultants provided by the Agency the fare and daily allowances shall be payable as under:

Sl. No.	Category	Entitlement
1.	Senior Consultant	As applicable to the Government officers drawing the Grade Pay of Rs 5400 in PB-3
2.	Junior Consultant	As applicable to the Government official drawing Grade Pay of Rs 4200 in PB-2

- Should there be a requirement for extension of services of manpower; payments shall be made as per the terms and conditions of the initial contract.

(Purnendu Kant)
Under Secretary to the Government of India

ANNEXURES

Annex. I – Qualifications and Experience of Manpower to be provided

S.NO.	CATEGORY	QUALIFICATIONS AND EXPERIENCE
1.	Senior Consultant (Census)	<ul style="list-style-type: none">• Masters' degree from a recognized University in Statistics/ Mathematics/Economics/ Commerce/ Anthropology/ Sociology.• Three years' experience in Tabulation/Analysis/ Collection of Statistical data.
2.	Junior Consultant (Census)	<ul style="list-style-type: none">• Bachelor's Degree in Statistics or Mathematics (with Statistics) or Economics (with Statistics) or Commerce (with Statistics) from a recognized University.• One year's experience in collection, tabulation, analysis and interpretation of Statistical data.
3.	Senior Consultant (Ministerial)	<ul style="list-style-type: none">• Bachelor's Degree from a recognized University.• Three years' experience of Administration, Accounts and Budget work.
4.	Junior Consultant (Ministerial)	<ul style="list-style-type: none">• Bachelor's Degree from a recognized University.• Two years' experience of Administration work.
5.	Junior Consultant (Steno)	<ul style="list-style-type: none">• 12th class pass or equivalent from a recognized board or University.• Computer Proficiency Test.• Typing @ 30 w.p.m. & dictation 80 w.p.m.
6.	Senior Consultant (Hindi)	<ul style="list-style-type: none">• Master's Degree of a recognized university in Hindi or English, with English or Hindi as a compulsory or elective subject at the Graduate level.• Recognized Diploma or certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa
7.	Junior Consultant (Hindi)	<ul style="list-style-type: none">• Degree of a recognized university in Hindi or English with English or Hindi as a compulsory or elective subject at the graduate level.• Recognized Diploma or certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa
8.	Junior Consultant (Accounts)	<ul style="list-style-type: none">• Degree from a recognized university in Commerce or equivalent.• Two years' experience in Cash, Accounts and Budget work.
9.	Senior Consultant	<ul style="list-style-type: none">• Master's Degree in Geography from a recognized

S.NO.	CATEGORY	QUALIFICATIONS AND EXPERIENCE
	(Map)	<p>University.</p> <ul style="list-style-type: none"> • Two years' experience in the field of Cartography preferably with Economic Geography or Population Geography in a recognized Institute/ Organization.
10.	Junior Consultant (Map)	<ul style="list-style-type: none"> • Bachelor's Degree in Geography from a recognized University. • Three years' experience in the field of Geography or Cartography in representation of economic data on maps and of drafting reports.
11.	Junior Consultant (Printing)	<ul style="list-style-type: none"> • Bachelor's Degree from a recognized University. • One year's experience in printing work including proof reading and technical marking. • Sound knowledge of Desk Top Publishing.
12.	Junior Consultant (Social Studies)	<ul style="list-style-type: none"> • Master's Degree from a recognised university in Anthropology or Sociology • One year's experience in Village or Community study preferably with special reference to the Scheduled Castes or the Scheduled Tribes
13.	Junior Consultant (Language)	<ul style="list-style-type: none"> • Master's Degree in Linguistics from a recognized University. • Experiences in Research work in Linguistics/Scrutiny and Compilation of Language Data of Census including investigation and preparation of reports on Languages/Dialects/Mother Tongues will be preferred.
14.	Junior Consultant (Library)	<ul style="list-style-type: none"> • Degree from a recognised university and Degree or Diploma in Library Science • Experience in handling library

Annex. 2: Addresses of ORG&CCI Headquarters and various DCOs in the States/UTs

S. No.	Name of Office	Address
1	ORGI (Hq)	ORGI - Registrar General & Census Commissioner India 2A, Man Singh Road, New Delhi -110011 Contact No(s): 11-23070629,23381623,23381917,23384816 Fax No(s):11-23383145
2	Andhra Pradesh	Directorate of Census Operations Andhra Pradesh H.No,4-3-596/D, 3rd Floor, Posnett Bhavan, Tilak Road, Ram Kote, Hyderabad - 500 001 Contact No(s): 040-24750151 Fax No(s): 040-24751552, 040- 24751533
3	Bihar	Directorate of Census Operations Bihar State Co-operative Bank Bhavan 2nd Floor, Ashok Rajpath, Patna – 800 004 Contact No(s): 0612-2224967, 2675049 Fax No(s):0612-2532479
4	Chandigarh	Directorate of Census Operations Chandigarh "Janganana Bhawan" Plot No.2B, Sector 19A, Chandigarh -160019 Contact No(s): 0172-2770572 Fax No(s):0172-2781547
5	Delhi	Directorate of Census Operations Delhi C Wing, Ground Floor, Pushpa Bhawan, Madangir Road, Delhi - 110 062 Contact No(s): Fax No(s):011-29966177
6	Goa	Directorate of Census Operations Goa 'Census House' Plot No. : 22, EDC Complex, Patto Plaza, Panaji, Goa – 403 001 Contact No(s): 0832-2438613, 2438615 Fax No(s):0832-2438613
7	Gujarat	Directorate of Census Operations Gujarat Census Bhawan, Sector 10-A, Gandhi Nagar-382043 Contact No(s): (079)23238067, 23231156 Fax No(s):079-23237160
8	Haryana	Directorate of Census Operations Haryana Janganana Bhawan Plot No. 2-B, Sector -19A, Madhya Marg, Chandigarh – 160 019 Contact No(s): 0172-2542106, 2780408 Fax No(s):0172-2542106
9	Himachal Pradesh	Directorate of Census Operations Himachal Pradesh CGO Complex, B-Block "HIMADRI", Longwood Shimla– 171 001. Contact No(s): 0177-2651482 Fax No(s):0177-2651419
10	Karnataka	Directorate of Census Operations Karnataka 7th floor, E & F Wing, Kendriya Sadan, 17th Main Road, II Block, Koramangal, Bangalore 560 034 Contact No(s): 080- 2552 0352 Fax No(s):080-25538973
11	Kerala	Directorate of Census Operations Kerala C.G.O. Complex Poomkulam, Vellayani P.O. , Thiruvananthapuram- 695522 Contact No(s): 0471-2481859, 2481861, 2482005 Fax No(s):0471- 2481860

12	Madhya Pradesh	Directorate of Census Operations Madhya Pradesh Janganana Bhawan, Area Hills, Jail Road, Bhopal – 462004 Contact No(s): 91-0755-2555795 Fax No(s):91-0755-2555771
13	Maharashtra	Directorate of Census Operations Maharashtra Exchange Building, 2nd Floor, Sir Shivsagar Ramgulam Marg, Ballard Estate, Mumbai-400 001 Contact No(s): 22615494, 22691266 Fax No(s):22691266
14	Orissa	Directorate of Census Operations Odisha Janpath, Unit-IX P.O. Bhoi Nagar, Bhubaneshwar – 751 007 Contact No(s): 0674-2542774, 2543075 Fax No(s):0674-2543492
15	Pondicherry	Directorate of Census Operations Puducherry 250, II Floor, Jawaharlal Nehru Street, Puducherry-605 001 Contact No(s): 0413-2334514, Fax No(s):0413-2334514
16	Punjab	Directorate of Census Operations Punjab Janganana Bhawan, Plot No. 2-B, Sector 19-A, Madhya Marg, Chandigarh-160019 Contact No(s): 0172-2781803 Fax No(s):0172-2784994
17	Rajasthan	Directorate of Census Operations Rajasthan Janganana Bhawan, 6-B, Jhalana Doongri, Jaipur-302 004 Contact No(s): 0141-2708078 Fax No(s):0141-2707090
18	Tamil Nadu	Directorate of Census Operations Tamil Nadu 'E' Wing, 3rd Floor Rajaji Bhawan, Basant Nagar, Chennai-600 090 Contact No(s): 044-24911992, 24912993, 24460910 Fax No(s):044-24911992
19	Uttar Pradesh	Directorate of Census Operations Uttar Pradesh Lekhraj Market-III, Indira Nagar, Lucknow – 226 016. Contact No(s): 0522-2355211,2343673,2341102 Fax No(s):0522-2311442
20	West Bengal	Directorate of Census Operations West Bengal 20-B,10th Floor, Abdul Hamid Street, Kolkata-700069 Contact No(s): 033-2335-9273/3029 Fax No(s):033-2335-9238
21	Language Division	ORGI - Language Division, Kolkata Kolkata Nizam Palace, 17th Floor, 234/4, A.J.C. Bose Road, Kolkata-700020 Contact No(s): 033-22870909 Fax No(s):22879926
22	Chhattisgarh	Directorate of Census Operations Chhattisgarh M 13, Anupam Nagar, Raipur - 492 007, Contact No(s): 0771-2285352 Fax No(s):2285353
23	Jharkhand	Directorate of Census Operations Jharkhand RIADA Central Office Building, 2nd Floor, Industrial Area, Namkum Ranchi-834010 Contact No(s): 0651-2460383, 2460410 Fax No(s):0651-2460170
24	Uttarakhand	Directorate of Census Operations Uttarakhand 16, Rajpur Road, Dehradun - 248 001 Contact No(s): 0135-2760068 Fax No(s):0135-2760085

Annex. 3: Headquarter/State/UT-wise distribution of the manpower

S. No.	Name of Office	Senior Consultant									
		Cen-sus	Min-istry	Steno	Hindi	Accts	Map	Ptg	Social Studies	Lang-uage	Libr-ary
1	ORGI (Hq)	20	3	-	-	-	-	-	-	-	-
2	Andhra Pradesh	4	1	-	-	-	1	-	-	-	-
3	Bihar	3	-	-	-	-	1	-	-	-	-
4	Chandigarh	5	-	-	-	-	-	-	-	-	-
5	Delhi	5	-	-	-	-	-	-	-	-	-
6	Goa	4	1	-	-	-	-	-	-	-	-
7	Gujarat	7	1	-	-	-	-	-	-	-	-
8	Haryana	3	1	-	-	-	-	-	-	-	-
9	Himachal Pr	6	-	-	-	-	-	-	-	-	-
10	Karnataka	2	-	-	1	-	1	-	-	-	-
11	Kerala	6	-	-	1	-	1	-	-	-	-
12	Madhya Pradesh	1	1	-	1	-	-	-	-	-	-
13	Maharashtra	6	-	-	-	-	-	-	-	-	-
14	Orissa	1	1	-	-	-	1	-	-	-	-
15	Pondicherry	-	-	-	-	-	-	-	-	-	-
16	Punjab	4	-	-	-	-	-	-	-	-	-
17	Rajasthan	3	1	-	1	-	-	-	-	-	-
18	Tamilnadu	-	-	-	-	-	1	-	-	-	-
19	Uttar Pradesh	4	-	-	-	-	-	-	-	-	-
20	West Bengal	5	-	-	1	-	-	-	-	-	-
21	Language Div	1	-	-	-	-	-	-	-	-	-
22	Chhattisgarh	2	1	-	-	-	-	-	-	-	-
23	Jharkhand	2	1	-	-	-	-	-	-	-	-
24	Uttarakhand	4	1	-	-	-	-	-	-	-	-
	Total	98	13	-	5	-	6	-	-	-	-

S. No.	Name of Office	Junior Consultant									
		Cen-sus	Min-istry	Steno	Hindi	Accts	Map	Ptg	Social Studies	Lang-uage	Libr-ary
1	ORGI (Hq)	37	-	-	-	-	18	3	1	-	1
2	Andhra Pradesh	16	-	3	-	1	5	2	-	-	-
3	Bihar	19	7	-	1	1	3	2	-	-	-
4	Chandigarh	6	1	1	-	-	1	1	-	-	-
5	Delhi	10	3	-	-	-	4	1	-	-	-
6	Goa	7	2	-	-	1	2	-	-	-	-
7	Gujarat	7	2	-	1	-	6	-	-	-	-
8	Haryana	11	-	-	-	1	3	1	-	-	-
9	Himachal Pr	17	-	-	1	-	3	-	-	-	-
10	Karnataka	12	-	-	-	-	6	2	-	-	-
11	Kerala	12	2	-	-	-	4	1	-	-	-
12	Madhya Pradesh	12	5	-	-	1	3	1	-	-	-
13	Maharashtra	9	3	-	-	1	6	-	-	-	-
14	Orissa	12	1	1	1	-	3	1	-	-	-
15	Pondicherry	3	1	-	-	1	2	-	-	-	-
16	Punjab	17	-	-	-	-	6	-	-	-	-
17	Rajasthan	21	-	-	-	-	6	1	-	-	-
18	Tamilnadu	17	4	1	-	-	5	1	-	-	-
19	Uttar Pradesh	55	6	3	1	1	6	2	-	-	-
20	West Bengal	28	5	-	-	-	5	1	-	-	-
21	Language Div	4	1	-	1	-	-	-	-	6	-
22	Chhattisgarh	18	4	-	1	-	2	1	-	-	-
23	Jharkhand	14	3	1	1	-	3	1	-	-	-
24	Uttarakhand	16	4	-	1	-	3	1	-	-	-
	Total	380	54	10	9	8	105	23	1	6	1

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 required manpower in accordance with your Request for Proposal (RFP) dated ----- . We hereby submit our Proposal, which includes this Technical Proposal and a Financial/Commercial Proposal both sealed in separate envelopes.

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 ORG&CCI 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,

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

Format B: Outline of Relevant Experience

PROJECT TITLE: (ATTACH SEPARATE SHEET FOR EACH PROJECT)	
Country:	State / District:
Name & Address of the Client	Duration of Assignment:
Start Date (month/year):	End Date (month/year):
Narrative Description of Project:	
Description of Actual Services provided by your staff within the assignment:	
Relevance of the assignment	

Signature (in full and initials):

Name and Designation of Signatory:

Name of Agency:

Address:

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

Annex. 4: Format for Financial Proposal

S.No.	RESOURCE CATEGORY		AGENCY CHARGES AT PER MAN-MONTH RATES (IN INR)*		CHARGES FOR CONSULTANTS AT PER MAN-MONTH RATES (IN INR)*	
			IN FIGURES	IN WORDS	IN FIGURES	IN WORDS
1.	Group – I States	Senior Consultant				
2.		Junior Consultant				
1.	Group – II States	Senior Consultant				
2.		Junior Consultant				
1.	Group I & II together	Senior Consultant				
2.		Junior Consultant				

* Inclusive of all applicable tax

(Purnendu Kant)
Under Secretary to the Government of India