

## NATIONAL INSTITUTE OF ADVANCED STUDIES

The Institute is an autonomous organization registered under the Karnataka Societies Registration Act, 1960, located on the Indian Institute of Science Campus, Bengaluru 560012.

Enclosure to Tender Notice No.NIAS/FS/001/2016 dated 09 December 2016

The Institute plans to conduct a household-level survey of 57 villages in 23 districts in eight states across the country. We are seeking a survey agency to collect data in one or more districts and provide the collected data in MS Excel. The contractor will be expected to bid for each district separately. Further details and the selected villages, districts and states are outlined in the subsequent sections of this tender document.

### DETAILS OF THE TENDER

#### 1. Scope of the work

- a. The survey will have to be conducted in households in the following villages:

SI No.	State	District	Taluk	Village	Number of Households to be surveyed
1	Bihar	Gaya	Imamganj	Darbhangha	101
2	Bihar	Gaya	Imamganj	Gangti	101
3	Bihar	Gaya	Imamganj	Basura	129
4	Bihar	Gaya	Imamganj	Binayka	119
5	Jharkhand	Bokaro	Peterwar	Gharwatanr Baludih	347
6	Jharkhand	Giridih	Gande	Jodhpur	79
7	Jharkhand	Giridih	Gande	Bhandaridih	110
8	Jharkhand	Giridih	Gande	Paharma	74
9	Jharkhand	Giridih	Gande	Kairadih	88
10	Jharkhand	Hazaribagh	Dadi	Kanki	310
11	Jharkhand	Ramgarh	Gola	Kusumdih Kalyanpur	122
12	Karnataka	Bagalkote	Badami	Govanakoppa	210
13	Karnataka	Bagalkote	Hungund	Hirebadawadgi	190
14	Karnataka	Belgaum	Hukkeri	Bailwad	156
15	Karnataka	Belgaum	Athani	Molwad	244
16	Karnataka	Bijapur	Sindgi	Harnal	184
17	Karnataka	Bijapur	Sindgi	Guthargi	216
18	Karnataka	Chickballapur	Chintamani	Katamachnahalli	107

19	Karnataka	Chickballapur	Chintamani	Gopasandra	125
20	Karnataka	Chickballapur	Sidlaghatta	Thaduru	85
21	Karnataka	Chickballapur	Sidlaghatta	Kachahalli	83
22	Karnataka	Chikmagalur	Narasimharajapura	Kolale	210
23	Karnataka	Chikmagalur	Chikmagalur	Chikkolale	190
24	Karnataka	Dakshina Kannada	Bantwal	Peruvai	200
25	Karnataka	Dakshina Kannada	Sulya	Nalkooru	200
26	Karnataka	Gulbarga	Gulbarga	Naganhalli	138
27	Karnataka	Gulbarga	Sedam	Nrupathanga	262
28	Karnataka	Hassan	Hole Narsipur	Hoovinahalli	82
29	Karnataka	Hassan	Hole Narsipur	Chakenahalli	113
30	Karnataka	Hassan	Arsikere	Huragalavadi	121
31	Karnataka	Hassan	Arsikere	Harlakatta	84
32	Karnataka	Koppal	Yelburga	Arkeri	132
33	Karnataka	Koppal	Gangawati	Ayodhya	268
34	Karnataka	mandya	Mandya	Eachagere	179
35	Karnataka	Mandya	Krishnarajpet	Belathur	105
36	Karnataka	Mandya	Krishnarajpet	Laxmipura	116
37	Karnataka	Raichur	Devdurga	Shavantgal	130
38	Karnataka	Raichur	Devdurga	Akalkumpi	168
39	Karnataka	Udupi	Kundapura	Anagalli	200
40	Karnataka	Udupi	Udupi	Innanje	200
41	Karnataka	Yadgir	Shorapur	Tippanatgi	124
42	Maharashtra	Dhule	Sakri	Jamade	185
43	Maharashtra	Dhule	Sakri	Pargaon	215
44	Rajasthan	Hanumangarh	Nohar	Chak Deidaspora	83
45	Rajasthan	Hanumangarh	Nohar	7 Barani	112
46	Rajasthan	Hanumangarh	Nohar	12 JSN	102
47	Rajasthan	Hanumangarh	Nohar	Asarjana	116
48	Tamil Nadu	Viluppuram	Tirukkoyilur	Veerangipuram	211
49	Tamil Nadu	Viluppuram	Tirukkoyilur	Thurinjipattu	176
50	UttarPradesh	Azamgarh	Lalganj	Ziapur	125
51	UttarPradesh	Azamgarh	Lalganj	Tahirpur	102
52	UttarPradesh	Azamgarh	Lalganj	Oghani	93
53	UttarPradesh	Azamgarh	Lalganj	Mahuwapar	106
54	West Bengal	Bankura	Khatra	Mirgi Pahari	62
55	West Bengal	Bankura	Khatra	Patpur	97
56	West Bengal	Bankura	Khatra	Gorabari	122
57	West Bengal	Bankura	Khatra	Jagannathpur	93
<b>Total</b>	<b>8</b>	<b>23</b>	<b>33</b>	<b>57</b>	<b>8402</b>

- b. The questionnaires printed in the local language and English will be provided by NIAS.
- c. Each questionnaire will take on an average around 15 to 20 minutes to administer. It will be administered to the head of the household and will contain details of the household as a whole as well as of members of the household.
- d. The supervisors of the survey will be trained by NIAS in Bengaluru.
- e. A template of the Excel spreadsheet for data entry will be provided to the survey agency. The agency will, after conducting the survey, enter the data into the Excel spreadsheet.
- f. Contractors will be required to:
  - i. Hire qualified field staff for data collection and bear their entire cost including salaries, per diems and any other expenses that may arise in the conduct of the survey.
  - ii. Bear the cost of the travel to and stay in Bengaluru of the supervisors of the survey for a period of three working days for training. The training should end within 3 (three) months of issuing the work order.
  - iii. Provide data in the prescribed Excel format.
  - iv. Complete the canvassing of questionnaires and the entry of data within a period of three months from the date of completion of training.
- g. Payment terms: 10 percent (10%) of the agreed amount will be paid at the time of signing the contract; 10 percent (10%) upon completion of training; 20 percent (20%) on the commencement of the survey; and the remaining 60 percent (60%) on the receipt of the final data in the prescribed format to the satisfaction of NIAS.

## **2. Other specifications**

- a. Contractor will be required to submit weekly reports on the status of the work.
- b. NIAS retains the right to monitor data collection with or without prior notice.
- c. The schedule of delivery once fixed will not be open to change.
- d. Completed data should be provided as Excel spreadsheets in two forms:
  - i. Email.
  - ii. Duplicate copies in two external hard discs.
- e. All collected data is the property of NIAS. The completed questionnaires have to be returned to NIAS.
- f. The contact person at the survey agency should be easily available via email and/or mobile phone.

## **3. Format of tender bids**

The bids are to be submitted in two parts: a technical bid and a financial bid.

- a. The technical bid should:
  - i. Include proof of technical capacity:
    - 1. The tenderer must indicate capacity, i.e., the presence of appropriately trained personnel and facilities to carry out the required undertaking.

2. Survey agency must have a proven track record of survey data collection in field settings and data entry (proof to be enclosed)
  - ii. State details of timescales, including anticipated dates of commencement and completion of data collection.
  - iii. Provide names and contact information of key people involved, including agency director, supervisor of field data collection, supervisor of data entry, etc.
  - iv. Specify method/channel of communication with the survey agency.
- b. The financial bid should:
  - i. **Be made separately for each district.**
  - ii. Provide a breakup of the bid for each district in two heads:
    1. Manpower costs.
    2. Other costs.
  - iii. Should include all applicable taxes
  - iv. In case of selection, the tenderer is required to furnish the Permanent Account Number (PAN) issued by the Income Tax Department. TDS will be deducted as per the IT rules.

## **TERMS & CONDITIONS**

1. The tender bids must be submitted in separate sealed envelopes addressed to:
 

The Director  
National Institute of Advanced Studies  
Indian Institute of Science Campus  
Bengaluru 560012
2. **Last date and time for the receipt of the completed tender is January 02, 2017, 12 noon.**
3. **Tenders will be opened at 3 p.m. on January 02, 2017.**
4. Tender must be valid for at least **90 days** from deadline.
5. Financial bids will be opened **ONLY** if technical bids meet the required criteria.
6. This tender is not transferable.
7. The payment terms are as follows:
  - a. 10% upon signing of contract
  - b. 10% upon completion of training
  - c. 20% upon commencement of the survey
  - d. 60% upon receipt of final data to the satisfaction of NIAS
8. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.
9. The tender must be completed in easily understandable terms.
10. The tender must be clearly typed.
11. Page numbers must be clearly indicated in the proposal (e.g., Pg. 1 of 12, Pg. 2 of 12).
12. Partial, incomplete, or conditional tenders will not be considered.
13. The tender must be received at the office in hard copy; tenders received via fax, email, etc. will not be considered.

14. NIAS will not be responsible for late submissions due to delivery delays.
15. NIAS will not be responsible for deliveries of tender to any place other than the address stated above.
16. Director reserves the right to reject any or all tenders without assigning any reason.

Sd/-  
Head-Administration  
National Institute of Advanced Studies,  
Indian Institute of Science Campus  
Bengaluru