OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi-110011

No. 2/10/2013-VS (SRS) **dated: 20.07.2016**

Tender Notice

Subject: Request for proposal for appointment of agency for providing manpower under Sample Registration system through e-tendering process.

Key events	**Information**
Earnest money Deposit to be submitted	Rs. 2,00,000/- (Rupees two lacs only)
Tender fee	Rs. 1,000/- (Rupees one thousand only)
Date of issue/ publishing	20.07.2016
Start date of downloading of documents	21.07.2016 (10.00 AM)
Start date for seeking clarification	21.07.2016 (10.30 AM)
Last date for seeking clarification	28.07.2016 (3.30 PM)
Start date of Bid submission	21.07.2016 (11.30 AM)
Closing date for Bid submission	12.08.2016 (2.00 PM)
Date, time and venue of pre-bid meeting	29.07.2016 (3.00 PM) at Vital statistics Division, Office of the Registrar General, India, West Block-1, R.K. Puram, New Delhi-110066
Date, time and venue of opening of technical bids	12.08.2016 (3.30 PM) at Conference Room, ORGI, 2/A, Man Singh Road, New Delhi-110011
Date, Time and Venue of presentation on Technical bids from tenderers	22.08.2016 (3.30 PM) at Conference Room, ORGI, 2/A, Man Singh Road, New Delhi-110011
Date, time and venue of opening of financial bids	To be intimated separately to eligible bidders

Interested firms may view and download the tender document containing the detailed terms and conditions from the website http://eprocure.gov.in/eprocure/app.

Note: Go to advance search option and choose organization name as Ministry of Home Affairs (Office of the Registrar General, India).

(Rajesh N. Malvia)
Deputy Director (GS)

सत्यमेव जयते

RFP No.2/10/2013-VS (SRS)

Request for Proposal for appointment of Agency for Providing Manpower under Sample Registration System through e-Tendering Process

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

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.	SRS	Sample Registration System
2.	CBR	Crude Birth Rate
3.	CDR	Crude Death Rate
4.	DCO	Directorate of Census Operations
5.	LOI	Letter of Intent
6.	IMR	Infant Mortality Rate
7.	MMR	Maternal Mortality Ratio
8.	ORGI	Office of the Registrar General, India
9.	TDS	Tax Deduction at Source
10.	TFR	Total Fertility Rate

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1. INFORMATION TO AGENCIES

1.1. Overview of Sample Registration System (SRS)

The Sample Registration System (SRS) is a large scale continuous demographic survey for providing reliable estimates of crude birth rate, crude death rate and infant mortality rate at the Natural Division level for the rural areas and at the State level for the urban areas. It also provides data for other measures of fertility and mortality including total fertility, infant and child mortality rate at higher geographical levels.

The Scheme of SRS, initiated by the Office of Registrar General, India on a pilot basis in a few selected States in 1964-65, the SRS became fully operational in 1969-70 covering about 3700 sample units. With a view to monitor the changes in vital rates, the SRS sampling frame is revised every ten years, apart from efforts for enhancing its scope and rationalizing the system. The latest replacement is based on the 2011 Census and is effective from 1st January, 2014. The present SRS has 8861 sample units spread across all States and Union Territories, encompassing about 1.6 million households and nearly 7 million population. The SRS dual record system consists of continuous enumeration of births and deaths by resident Part-Time Enumerators and an independent half yearly survey by Supervisors. The unmatched data from these sources are re-verified in the field.

The survey work and its monitoring and supervision is undertaken through Directorate of Census Operations (DCOs) located at States/UTs capital. The coordination, monitoring & supervision at all India level is carried out by the ORGI. For effective supervision and regular conduct of subsequent rounds of Half Yearly Surveys (HYSs) in these 8861 sample units, about 187 manpower would be required at the SRS Division at headquarter & DCOs to manage the additional workload.

It has been decided to hire manpower from the open market through a reputed manpower providing agency for a minimum period of one year, which may be extendable depending upon the requirement. The manpower is to be deployed at the ORGI's headquarters and in the DCOs located at various States/UTs.

1.2 Purpose / Intent for RFP

The purpose of this RFP is to appoint a 'Manpower Providing Agency (MPA)' (hereafter referred to as 'Agency') for providing requisite manpower to assist ORGI in carrying out field work, effective supervision and monitoring of the survey work under SRS. The manpower so provided would be posted at ORGI headquarters and the DCOs of the States/UTs. The primary responsibility of these manpower would inter-alia be to undertake strenuous field work, inspections and monitoring etc. as per the norms

prescribed by ORGI and also to assist senior officers in the various other project management activities relating to the project. Though the intent of this RFP is to appoint one agency which will supply the entire manpower, however two agencies can also be appointed under extraordinary situations to meet the manpower requirement.

1.3 Key Events and Dates

1	Tender inviting authority Designation / Address	Office of the Registrar General & Census Commissioner, India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi – 110011.
2	Mode of submission of tender	Electronic Tenders are to be submitted on e-Tendering portal www.eprocure.gov.in which can be accessed using URL *https://www.censusindia.gov.in*.
3	Addressee and address at which documents are to be submitted in hard copy	Sh. Rajesh N Malvia Deputy Director (General Section) Office of the Registrar General & Census Commissioner India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi – 110011. Ph. No.: 011-23071520(Off)
4	Job requirement	Appointment of Agency for providing manpower in all States/UTs for Sample Registration System(SRS)
5	Issuance of the RFP	RFP can be downloaded from 21.07.2016 to 11.08.2016 from e-Tendering portal www.eprocure.gov.in
6	Cost of RFP	Cost of the RFP i.e. Rs.1,000/- is to be submitted in a sealed envelope before last date and time of submission of online bid to Deputy Director (General Section), Office of the Registrar General & Census Commissioner India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi – 110011. The cost of RFP can be submitted by means of Demand Draft / Banker's Cheque drawn on any Nationalized Bank / Scheduled Bank payable to the 'Pay and Accounts Officer (Census), New Delhi'.
7	Pre-Bid Meeting	On 29.07.2016 at 3.00 p.m. at the Vital Statistics Division, Office of the Registrar General, India, West Block-I, R. K. Puram, New Delhi-110066.
8	Last date & Time for receiving queries online or through email /letter	Up to 28.07.2016, 03:30 p.m. No queries post this date shall be entertained.

9	Details of the contacts for Clarifications and Queries	Sh. Subhash Dasgupta, Deputy Director Vital Statistics (SRS) Division, Office of the Registrar General, India, West Block-I, R.K.Puram, New Delhi-110066. Telephone : 011- 26100678 (Off), Tele-Fax:011-26175746 *Email:- dasguptas.rgi@censusindia.gov.in*
10	Last date & Time for submission of Bids online	12.08.2016 till 2:00 PM
11	Earnest Money Deposit amount payable	Rupees 2,00,000/- (Rupees two lakh) only by means of Demand Draft drawn on any Nationalized Bank / Scheduled Bank payable to the 'Pay and Accounts Officer (Census), New Delhi' the same is to be submitted in a sealed envelope before last date and time of submission of online bid to Deputy Director (General Section), Office of the Registrar General & Census Commissioner India, M/o Home Affairs, 2/A, Man Singh Road, New Delhi – 110011.
12	Date, time and place of Public Online Technical Opening Event	Online Public Opening of Technical Bid shall commence at 3:30 P.M. on 12.08.2016 through online portal in the presence of bidders. Interested representative of bidders not more than 1 per bidder may present themselves at Conference Room, ORGI, 2/A, Man Singh Road, New Delhi-110011 or may participate from their respective offices. If the scheduled Tender Opening date becomes a holiday then the Tenders will be opened on the same time and venue in the next working day.
13	Presentation on Technical Bids from Tenderers	22.08.2016 at 3:30 PM at Conference Room, ORGI, 2/A, Man Singh Road, New Delhi-110011
14	Date for opening of Financial/Commercial Bids	To be intimated separately to eligible bidders.

SCOPE OF WORK

2.1 Overview

The Agency will be required to provide a pool of resources in terms of consultants to be located at the ORGI headquarters and the DCOs of the States/UTs for a minimum period of one Year, which may be extendable depending upon the requirement. They would carry out various activities including regular field work, inspections of the survey work in order to secure the quality of data and also assist in smooth conduct of various other activities emanating from the project.

2.2 Resource Required and their Qualification & skill sets specifications

The manpower required for the purpose has been categorized as Consultants. The details about their qualification and skill set specifications are given below:

S.NO.	CATEGORY	QUALIFICATION AND SKILL SETS SPECIFICATIONS
1.	Consultant	**Essential** • Graduate from any recognized university. • Basic computer knowledge such as MS-OFFICE **Desirable** • Should have good command over Hindi, English and Local Language. • One of the subjects in graduation is Mathematics/Statistics/Economics

2.3 Requirement of Manpower along with its State-wise Distribution

Based on the current assessment of the manpower required, around one hundred eighty seven (187) resources are required in all to be deployed at the ORGI headquarters and the DCOs located at the States/UTs. The headquarter/state-wise distribution of the same is as under:

S.NO.	STATES		NO. OF PERSONS REQUIRED
	Office	Address	
ORGI Headquarter			
1.	ORGI Headquarters	Vital Statistics Division, Office of the Registrar General, India,	7

S.NO.	STATES		NO. OF PERSONS REQUIRED
	Office	Address	
		Ministry of Home Affairs, West Block - 1, R. K. Puram, New **Delhi**-110066	
DCO Offices			
2.	A & N Islands	Director of Census Operations 10 Church lane, Goalghar, Haddo P.O., Port Blair - 744102	3
3.	Andhra Pradesh & Telangana	Director of Census Operations Room No. 165, 1st Floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad-500095 Telengana State	13
4.	Arunachal Pradesh	Director of Census Operaqtions Hamsilet Cottage Lummawrie, Laitumkhrah Shillong-793 003	2
5.	Assam	Director of Census Operations, Achyut Plaza, Behind Hub Complex, G.S. Road, Bhangagarh, Guwahati -781005	6
6.	Bihar	Directorate of Census Operations, Bihar Rajya State Cooperative Bank Bhawan, 2nd Floor, Ashok Rajpath, Patna-800004	4
7.	Chandigarh	Director of Census Operations Plot No.2-B, Sector-19A, Madhya Marg, Chandigarh-160 019	1
8.	Chhattisgarh	Directorate of Census Operations Govind Sarang Complex, 3rd floor, New Rajendra Nagar, Raipur-492006	5
9.	Delhi	Director of Census Operations C-Wing, Ground Floor, Pushpa Bhawan, Madangir Raod, New Delhi-110 062	4

S.NO.	STATES		NO. OF PERSONS REQUIRED
	Office	Address	
10.	Goa	Director of Census Operations Census House, Plot No.22, E.D.C. Complex, Patto, Panaji-403 001	3
11.	Gujarat (including Dadra & Nagar Haveli and Daman & Diu)	Directorate of Census Operations Census Bhawan, Sector-10/A, Gandhinagar-382043	16
12.	Haryana	Director of Census Operations Plot No.2-B, Sector-19A, Madhya Marg, Chandigarh-160 019	6
13.	Himachal Pradesh	Director of Census Operations C.G.O. Complex, Himadri Block, Longwood, Shimla-171 001	3
14.	Jammu & Kashmir	Director of Census Operations Hotel Khayam Building, Bishambar Nagar, Srinagar-190 001	9
15.	Jharkhand	Directorate of Census Operations, RIADA, Central Office Building, 2nd Floor, Industrial area, Namkum, Rachi-834010	6
16.	Karnataka	Director of Census Operations 7th Floor, E&F Wing, Kendriya Sadan, 17th Main Road, IInd block, Koramangala, Bangalore-560 034	4
17.	Kerala	Director of Census Operations C.G.O. Complex, Poonkulam Vellayani P.O., Trivandrum-695 522	5
18.	Lakshadweep	Directorate of Census Operations Baithul Haram Building, Churiyanoda, Near Light House, M. G. Road Kavaratti Island-682	2

S.NO.	STATES		NO. OF PERSONS REQUIRED
	Office	Address	
		555	
19.	Madhya Pradesh	Joint Director of Census Operations, Janganana Bhawan, Arera Hills, Jail Road, Bhopal-462004	14
20.	Maharashtra	Director of Census Operations Exchange Building, 2nd Floor, Sir Shivsagar Ram Gulam Marg, Ballard Estate, Mumbai-400 001	14
21.	Manipur	Director of Census Operations Porompat, Imphal-795 005	3
22.	Meghalaya	Director of Census Operations Marwein Building, Dhankheti, Shillong-793 003	3
23.	Mizoram	Director of Census Operations Hrangbana Building, Chanmari, Aizawl-796 007	3
24.	Nagaland	Director of Census Operations Bayavu Hill, High School Road, Kohima-797 001	1
25.	Odisha	Director of Census Operations, Janganana Bhawan, Janpath, Unit-IX, Bhubaneswar-751022	3
26.	Puducherry	Director of Census Operations 250, II Floor, Jawaharlal Nehru Street, Puducherry-605 001	1
27.	Punjab	Director of Census Operations Plot No.2-B, Sector 19-A, Madhya Marg, Chandigarh-160019	3
28.	Rajasthan	Director of Census Operations, Janganana Bhawan, 6-B, Jhalana Dungri, Jaipur-302004	3

S.NO.	STATES		NO. OF PERSONS REQUIRED
	Office	Address	
29.	Sikkim	Director of Census Operations Near Tourism and Civil Aviation Secretariate, 5th Mile, Tadong P. O. Gangtok-737 102	1
30.	Tamil Nadu	Director of Census Operations 'E' Wing, 3rd floor, Rajaji Bhavan, Besant Nagar, Chennai-600 090	11
31.	Tripura	Director of Census Operations 210/D, Office Lane, Agartala-799 001	2
32.	Uttar Pradesh	Directorate of Census Operations Plot No. CC-1, Sector-G, Aliganj, Lucknow-226024	3
33.	Uttarakhand	Director of Census Operations LD Tower-3, Saharanpur Road, Near Matawala Bagh, Dehradun - 248001	16
34.	West Bengal	Director of Census Operations IB-199, Sector III, Salt Lake City, Kolkata -700 106	7
Total manpower required			187

Note:

- *The ORGI may at its sole discretion increase or decrease the number of required resources at any point of time.*
- *Continuance of the manpower hired for the said work is strongly desired in order to ensure effective execution of the project. However, to take care of unavoidable circumstances, the agency should have appropriate clause in their contract agreement to bind the outgoing member for at least one month to ensure proper handover, training and handholding to the newly appointed resource. This should invariably be done with the concurrence of the ORGI. In case of any attrition in the provided manpower, the agency would be required to ensure that the new staff matches the skill sets desirable for that particular category and should appropriately train the manpower on the task already carried out, before putting them to the task.*

- *ORGI will have the sole discretion for seeking replacement of any of the hired manpower subject to their performance by serving one week's notice.*

2.4 Roles and Responsibilities of the Required Manpower

The roles and responsibilities of the manpower required are given below:

Consultant	• Provide assistance in planning and executing of the SRS Surveys and other related activities. • Conducting Field work of SRS surveys such as Baseline survey (Preparation of Notional Map, House listing, Household schedule), Half-yearly surveys and re-verification work of SRS, submission of reports, etc. • Co-ordinate, monitor and supervise the progress of SRS. • Supply and dissemination of SRS data to the concerned Ministries and data users. • Undertake analytical studies and preparation of draft reports. • Collection, scrutiny, compilation, copying, editing and computation of SRS data/HYS results. • Undertaking data entry relating to SRS. • Proof reading and checking of SRS records. • Other misc. duties assigned from time to time

2.5 Time period for Resource Requirement from the Agency

The successful bidder or Agency would provide the requisite manpower as indicated in this RFP for a minimum period of one year from the date of signing of the contract. The appointed Agency, however, needs to provide the detailed profile of the manpower (along with the certificates / testimonials) that would be deployed in ORGI / 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.

Note:

- *During the period of appointment/ placement the manpower provided by the appointed Agency will remain in the administrative control of the ORGI and they will work as per the directions of ORGI, including the place of postings, transfers and their duties.*
- *ORGI 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 and the performance of the Agency.*

3 PAYMENT DETAILS

i. Bills for providing manpower shall be submitted by the Agency by the 10th day of subsequent month. Separate Bills are to be provided for reimbursement of Remuneration and Travelling Allowance.

ii. The payment for the manpower provided by the agency shall be reimbursed by the 25th of the succeeding month.

iii. For travelling out of station, the following fares will be provided –

Sl. No.	Category	Particulars	Eligibility
1	Consultant	For travel outside city/State	AC(III) train fare or equivalent class in other modes of travel (On actual basis)

iv. When on tour (outside the city), the cost of food, lodging and travel within the city will be paid on actual as per the norms fixed by ORGI.

v. Payments shall be subject to deductions of any amount for which the Agency is liable under the agreement against this contract. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the income- Tax Act and any other taxes.

vi. 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.

4 GUIDELINES FOR SUBMITTING PROPOSAL

4.1 Technical Proposal

i. In preparing the Technical Proposal, Agencies are expected to examine the documents comprising this RFP in detail. The Technical Proposal shall include the following information: Letter of Transmittal (Format 'A'), duly signed by authorized signatory. (In the event of unavailability of the Authorized Signatory, Power of Attorney for the authorized signatory in this connection must be submitted along with the letter of transmittal.)

ii. Outline of relevant experience of the Agency on works of similar nature with details of past experience and current work in hand in the Format marked as 'B'. (To facilitate technical evaluation, relevant experience must be provided separately. Copy of Work Order/ Completion Certificate shall be attached for each of the assignments.)

4.2 Financial Proposal

i. The financial quotes should be provided as per the format provided in **Annexure 2.**

ii. The cost quoted should be exclusive of all taxes and shall be valid for the entire year period. Taxes may be indicated separately.

5 EVALUATION OF THE PROPOSAL

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

5.1 Technical Evaluation

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----45 marks			
1.	**Average Annual Turnover of the Company/ Partnership Firm/ Autonomous Body/ Society registered under the Society's Registration Act** (Enclose Statutory Audit / Certified financial statements for the last three financial years, 2012-13, 2013-14 and 2014-15). (Note: Minimum turnover for qualifying to apply for RFP is Rs.2 crores)	25	• ≥5 crores = 25 • ≥4 and <5 crores = 20 • ≥3 and <4 crores = 15 • ≥2 and <3 crores = 10
2.	**Years in Business for providing manpower** (Minimum number of years in business 3)	15	• ≥ 5 years = 15 • ≥4 and <5 years = 12 • ≥3 and <4 years = 10
3.	**Registered organization** (Minimum number of years in existence is 5 years)	5	• ≥ 7 years =5 • ≥ 6 and <7 years = 4 • ≥5 and <6 years = 3

SL. NO.	CRITERIA	MAXIMUM OBTAINABLE MARKS	CRITERIA FOR AWARDED MARKS
Agency Credentials & Risk Mitigation----55 marks			
4.	**Experience of providing manpower for government sector in last 5 years. Any work order of providing less than 50 manpower to one organization will not be considered for awarding mark under this heading.** (Copy of Work order/ certificate of completion; along with the details as per the format provided in Format **'B'**)	20	• ≥5 Government clients = 20 • 4 Government clients = 15 • 3 Government client = 10
5.	**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'**)	15	• ≥6 assignments = 15 • ≥4 and <6 assignments = 10 • ≥3 and <4 assignments = 8 • 2 assignments = 5
6.	Practicality of Recruitment Process for ensuring that adequate and quality manpower is supplied to ORGI (as per ORGI specification).	10	Recruitment Approach and methodology for selection of adequate and quality manpower (Details of Agency's process of recruitment of manpower for ORGI. The process should ensure that suitable candidates are selected through a strict procedure involving interviews, skill- set testing etc.)

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

5.2 Financial Evaluation

The Financial proposal should have two components as per Annexure-2. The consultants are to be provided a fix salary of Rs 15000 per month (inclusive of employee's statutory contribution towards PF, ESI etc.). The service charge of the agency may be indicated separately per consultant basis. For Financial Evaluation the service charge will only be taken into consideration. The bid will be awarded to the agency which has quoted the minimum service charge. The taxes may be indicated separately but same will not be considered for determining the lowest bidder. If a firm quotes 'Nil' charges/consideration, the bid shall be treated as unresponsive and will not be considered.

5.3 Award of Contract

i. ORGI will not notify the Agency who have not been qualified for technical proposal and simultaneously notify the Agencies who have qualified. (The notification will be placed on website or will be sent by a registered post/ Fax/ email).

ii. The technical proposal should score at least 60% points to qualify for evaluation of financial proposal. Final decision for awarding the assignment shall be on the basis of lowest quoted rates. ORGI may also offer the other bidders to match the rates of L1 vendor. All bidders who match the rates will be empanelled with office of ORGI for the purpose of providing manpower. However L1 will be given preference and only in case L1 is not able to perform other will be considered.

iii. ORGI shall reserve the right to negotiate with the bidder whose proposal has been ranked first by the committee on the basis of Evaluation. If ORGI is unable to finalize a service agreement with the bidder ranked first, ORGI may proceed to the next ranked bidder who has matched the quote of L1 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, price and other factors considered.

iv. 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.

v. The proposal will be valid for 90 days from the date of submission; ORGI will make its best effort to select the consultant firm with in this period.

vi. Please note that the cost of preparing the proposal and incidental expenses shall not be reimbursable as a cost of assignment.

vii. On completion of the process of selection, the agency selected shall be awarded the contract of consultancy 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.

viii. The successful firm / organization cannot sublet the assignment to other individual/ firms/ organizations.

ix. The fee will be subject to taxes, cesses, etc. as per the applicable Indian laws.

x. Please furnish the detailed address, telephone number, fax number and electronic mail address for proper and fast communications.

xi. Information/ clarification, if any required, may be obtained from the Deputy Director VS(SRS) Division, Office of the Registrar General of India, West Block–I, R.K.Puram, New Delhi–110066, Tele: 011-26100678, Fax:011-26175746, E-mail: dasguptas.rgi@censusindia.gov.in. The bidder may submit its query either directly at ORGI office or through email, courier etc.

5.4 Submission of Bids

The bidder shall submit technical and financial bid on Central Public Procurement Portal (CPPP Portal) www.eprocure.gov.in which can be accessed through ORGI website *www.censusindia.gov.in*

6 GENERAL INSTRUCTIONS AND TERMS & CONDITIONS OF RFP

1. The agency responding to the proposal is required to submit a non-refundable Demand Draft of Rs. 1000/- along with the other documents to be submitted in hardcopy.
2. The proposal along with all the correspondence and documents relating to the RFP exchanged by the Agency and ORGI shall be written in English language.
3. **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 and the synopsis of the discussions in the pre-bid meeting would be published on *www.censusindia.gov.in*. The decision of extending the due date and time for the submission of tender documents on account of amendments will be the sole discretion of ORGI. Cost of preparing the proposal and incidental expenses shall be borne by the bidders and the ORGI will in no case be responsible or liable for these expenses regardless of the conduct or outcome of the tenders.
4. **Earnest Money deposit**: The bidders should furnish an Earnest Money Deposit of Rs. 2,00,000/-(Rupees Two Lakhs only) by means of Demand Draft / Banker's Cheque drawn on any Nationalized Bank / Scheduled Bank payable to the 'Pay & Accounts Officer (Census), New Delhi'. The Demand Draft/Banker's 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 does not honour its 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.
5. **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 3 (Three) Months cost for the total consultants to be appointed. 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.

6. Tenderers are advised to study the Tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the Tender document with full understanding of its implications. Incomplete Tenders will be summarily rejected.
7. Failure to furnish requisite information may result in the rejection of tender.
8. This Tender document is not transferable.
9. The ORGI shall not be responsible for non-receipt of the online Bid and documents to be submitted in hardcopy due to any reason whatsoever.
10. All the relevant documents should be signed by the person duly authorized by the Agency and the same to be up-loaded on the e-Tendering portal and similarly documents to be submitted in hardcopy

11. **Eligibility:**
    i. Agencies which have Annual Turnover of Rs.2.0 Crore or more and have made profit in the last three financial years i.e. 2014-15. 2013-14 and 2012-13. The firm should be registered under Companies Act, 1956/ Society Registration Act, 1860/ Autonomous body/partnership firm in existence for at least 5 years in India and should have a office in Delhi/NOIDA/Gurgaon.
    ii. The agency should have a valid PAN and Service Tax number.
    iii. The agency should have carried three such work for the Central/State Govt./PSU/ other Govt. Organisation of providing not less than 50 manpower to one organization (Central/State Govt./PSU/ other Govt. Organisation) in last five financial years starting from 2010-11.
    iv. The Agency should not have been blacklisted either by ORGI or any other Central/State Government Department/undertaking.
12. **Online Opening of tender:** Sealed e-tenders received up to **2 p.m. of 12.08.2016** will only be accepted in the ORGI e-Tendering Portal and Tenders received after specified date and time will not be accepted. ORGI reserves the right to disqualify any of the tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. Any efforts by an agency to influence the ORGI personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agency's proposal and also lead to blacklisting of the organization and shall not be allowed to submit any document to the ORGI.
13. **Documents to be furnished:** Besides the documents mentioned in the technical bid, the following should invariably be enclosed in the tender:

Submission in hardcopy

i. Earnest Money Deposit.
ii. Attested copy of the firm's Registration Certificate should be attached in technical bid.
iii. A copy of the audited Profit & Loss statement and Balance Sheet of the last three financial years (2014-15. 2013-14 and 2012-13) should be attached with the technical proposal by the Agency.
iv. Certified copies of orders of similar works done during last five years.
v. No conviction Certificate duly signed by the tenderer that the tenderer has not been blacklisted either by ORGI or any other Central/State Government Department/undertaking as per **Format-D**.
vi. Income Tax Returns for the last three years.
vii. Copy of PAN card and Service Tax Registration Certificate.
viii. Copy of PF and ESI Registration Certificate.
ix. Pass-Phrase for both parts (Technical & Financial) in separate sealed envelopes.

Online Submission

Scanned copy of above mentioned documents at Serial No. i, ii, v, vi vii and viii above may also be submitted online by the bidders in the Technical Main Bid.

14. 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.
15. The person to sign the contract agreement shall be the person duly authorized.
16. The ORGI may seek clarifications/ additional documents from the Agency and the Agency is bound to furnish the same within the prescribed time.
17. 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 ORGI in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.
18. It is the sole prerogative of ORGI to award the contract to a single vendor or distribute the work among various vendors.
19. Should any dispute arise, Additional Secretary and RGI or his nominated representative should be the sole arbitrator.
20. Human resources related matters shall be governed / resolved as per Govt. of India rules in force. However, nothing in this contract is intended to make nor shall it make ORGI the employer of the manpower agency or any manpower agency's personnel.

21. **Confidentiality:** Except with the prior written consent of the ORGI, the Agency and the Resources hired shall not at any time communicate to any person or entity any **confidential** information acquired in the course of the Services.

22. **Termination for Insolvency:** The ORGI may at any time terminate the Contract Agreement by giving a written notice to the Agency. Termination of contract will be without compensation to the Agency provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the ORGI.

23. **Jurisdiction**: The contractor will be governed by the laws and procedures established by the Govt. of India. In case of any dispute arising out of the business or in interpretation of any clause of the document, the Courts at Delhi alone shall have the jurisdiction to try and decide.

24. **Liability**: ORGI will not be liable for any loss or damage resulting from personal injury, physical loss, and harassment of employees of contractor, caused by the acts or omissions of the contractor, their agents or their employees.

25. **Force Majeure:** The term "Force Majeure" means act of God, War, Civil riots, fire, floods and Acts and Regulations of Government directly affecting the performance of the contract. Upon occurrence of such an event and upon its termination, the party alleging that it has been rendered unable as aforesaid will, within seventy two hours of the alleged beginning and ending thereof, give full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by Force Majeure conditions lasting for more than two months, ORGI will have the option of terminating the contract in whole or part at its discretion without any liability on its part.

Deputy Director (General Section)
For Registrar General & Census Commissioner, India
Office of the Registrar General, India,
Ministry of Home Affairs,
2/A Man Singh Road, New Delhi - 110011

ANNEXURES

Annexure 1: Formats for Technical Proposal

Format A: Letter of Transmittal

To
The Deputy Director (General Section)
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) No. 2/10/2013-VS (SRS) dated -------. We hereby submit our Proposal, which includes this Technical Proposal, and a Financial/ Commercial Proposal sealed under a separate envelope.

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

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

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

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

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

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

Yours faithfully,

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

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	

Authorized 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.**

Format C: Undertaking regarding conflict of interest

To
The Deputy Director (General Section)
Office of the Registrar General, India
2A-Mansingh Road
New Delhi – 110 011

Dear Sir/Madam,

We, the undersigned, hereby declare that our firm, our associate / group firm are not indulged in any such activities which can have conflict of interest with Survey under Sample Registration System.

We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the ORGI which shall be binding on us.

Yours faithfully,

Authorized Signature (in full and initials):

Name and Designation of Signatory:
Name of Agency:
Address:

Format D: 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 2: Format for Financial Proposal

Sl.No	RESOURCE CATEGORY	COMPONENT	AGENCY CHARGES AT PER PERSON RATES (IN INR)*	
			IN FIGURES	IN WORDS
1.	Consultant	Fixed Salary (inclusive of Employee's statutory contribution towards PF, ESI etc.)	15,000	Fifteen Thousand Only/-
		Service Charge**		

* Taxes may be indicated separately

**If a firm quotes 'Nil' charges/consideration, the bid shall be treated as unresponsive and will not be considered

Special instructions to Bidders for e-Tendering

I. All interested bidders are requested to register themselves with the portal http//:www.eprocure.gov.in and enroll their digital certificate with the user id for participation in the tender.

2. Bidders are requested to read following conditions in conjunction with various conditions, wherever applicable appearing with this bid invitation for e-Tendering. The conditions mentioned here in under shall supersede and shall prevail over the conditions enumerated elsewhere in the tender document.

3. How to submit On-line Bids / Offers electronically against e-Tendering?

Vendors / Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet:

i) Late and delayed Bids / Offers after due date and time shall not be permitted in e-Tendering system. No bid can be submitted after the last date and time of submission is over. (However if bidder intends to revise the bid already submitted, they may change and revise the same on or before the last date and time of submission of bid). The system time (IST) that will be displayed on e-tendering web page shall be the time and no other time shall be taken into cognizance.

ii) Bidders are advised in their own interest to ensure that bids are uploaded in e-tendering system well before the closing date and time of bid.

iii) No bid can be modified after the dead line for submission of bids.

iv) No manual bids / offers along with electronic bids/ offers shall be permitted.

4. What is a Digital Signature?

This is a unique digital code which can be transmitted electronically and primarily identifies a unique sender. The objective of digital signature is to guarantee that the individual sending the message is who he or she really claims to be just like the written signature. The Controller of Certifying Authorities of India (CCA) has authorized certain trusted Certifying Authorities (CA) who in turn allots on a regular basis Digital Signature Certificates.

5. Documents which are signed digitally are legally valid documents as per Indian IT Act (2000).

6. Why is a Digital Signature required?

In order to bid for ORGI e-tenders all the vendors are required to obtain a legally valid Digital Certificate as per Indian IT Act from the licensed Certifying Authorities (CA) operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India. The Digital Certificates is issued by CA in the name of a person authorized for filing Bids / Offers on behalf of his Company. A Vendor/ Bidder can submit their Bids /Offers on-line only after digitally signing the bid /documents with the above allotted Digital Signatures.

7. Bidders have to procure Digital Signature Certificate (Class 3 or 2 with signing key uses) from any of the certifying Authorities in India.

8. Submission of Documents :

i) Bidders must submit on line offers by the date and time mentioned in the Notice Inviting Tender (NIT) at the website address stated therein.

ii) Each E-Tender will provide access to Commercial as well as Price part of tender. Along with the Commercial part, Bidders can attach the required documents with the bid in line with the Tender.

iii) The successful bid submission can be ascertained once acknowledgement is given by the system through bid submission number after completing all the process and steps.

iv) The bid have to be submitted online only. However, documents which necessarily have to be submitted in originals like EMD if applicable and any other documents mentioned in the tender documents have to be submitted offline. Prices should not be submitted in a sealed envelope. ORGI shall not be responsible in any way for failure on the part of the bidder to follow the instructions. Physical Bids will not be accepted. All such physical Bids shall be considered as invalid offers and shall be rejected summarily without any consideration.

v) Price Bid shall contain only price as per Schedule of Rates (in form of an excel sheet) without any condition. The lump sum rate along with tax and other components shall be filled up in figures and the total amount shall be automatically calculated and rounded off to the nearest rupee. It is to be noted that the Price Bid shall contain only PRICES and no conditions whatsoever.

vi) The bid shall be uploaded through Digital signatures by someone legally authorized to enter into commitment on behalf of the Bidder. Bidder shall upload among other documents, power of Attorney in favour of the person who is authorized to enter into commitments on behalf of the Bidder.

vii) It is advised that the bidder upload small sized documents (preferably upto 5 MB) at a time to facilitate in easy uploading into e-tendering site. ORGI does not take any responsibility in case of failure of the bidder to upload the documents within specified time of tender submission.

9. Submission and Opening of Bids

i) Bid along with all the copies of documents should be submitted in the electronic form only through ORGI e- tendering system. Before the bid is uploaded, the bid comprising of all attached documents should be digitally signed using digital signatures issued by an acceptable Certifying Authority (CA) in accordance with the Indian IT Act 2000.

ii) The bid shall be opened on-line on the date & time mentioned in the NIT.

iii) The Price Bids of only those bidders shall be considered for electronic opening & evaluation whose bid is determined to be technically and commercially acceptable to ORGI.

10. Last Date for Submission of Bids

Bidders are advised in their own interest to ensure that bids are uploaded in e-Procurement system well before the closing date and time of bid. Vendors / Bidders must use any computer having Windows 2000 or Windows XP versions or higher of Window operating system and an internet web browser (internet explorer v 8.0 or higher recommended).

11. The tender shall be submitted in major parts, namely 'Technical Bid (Format 'A') & (Format 'B') and Price Bid (BOQ).

12. As a part of software requirement for the tender, the main features are:

i) The price bid formats are same for global and Indian vendors. Bidders are requested to follow the instructions mentioned in the bid format.

ii) Vendors interested in the tender may submit scanned copy of EMD as stated in document in this e- tender and submit the original EMD physically along with the proof of tender fee within the closing time & date as mentioned.

13. Earnest Money Deposit & Tender Fee:

The EMD and tender fee (non-refundable) instrument in original has to be submitted by dropping it in the tender box (as per instruction) and copy of the same needs to be **uploaded before the due date** and time of tender submission failing which the bid shall be summarily rejected. A scanned copy of the instrument DD/BC/PO or exemption certificate in case of NSIC or exempted category has to be uploaded along with clear scanned copies of required documents to substantiate the claim towards their credentials along with the tender documents in the appropriate space. It is mandatory for every Tenderer to fill all the documents as set out in the tender document irrespective of their earlier association with ORGI. Any conditional / incomplete offer or failure to follow above instructions shall lead disqualification even at the time of opening of bids.

(Rajesh N. Malvia)
Deputy Director (GS)
Date: 20.07.2016