

**M-12011/13/PLFS/MS-2016**  
**Government of India**  
**Ministry of Statistics & Programme Implementation**  
**National Sample Survey Office**  
**(Field Operations Division)**

East Block-6, Level 4-7,  
R. K. Puram, New Delhi-110 066.

Date: 18.11.2016

**CORRIGENDUM**

1. In Section 1, page 6, point no.6, a typographical error has occurred. Instead of 1<sup>st</sup> January, 2017, it was inadvertently mentioned as 1<sup>st</sup> January, 2016.
2. In Section 7, page 21, point no. 1, a typographical error has occurred. Instead of "January, 2017" it was inadvertently mentioned "October, 2016".
3. The component of service tax, which is included in the fixed flat rate quoted by the agency in Column 3 (service charge of the agency per person per month) in Proforma for Financial Bid under section 6, **should be mentioned in remarks column of the same Proforma**. For example: if an agency quote Rs.115/- under column 3 (including Rs.15 as service tax), then the agency should categorically mention Rs.15/- as service tax in the remarks column i.e. column no. 4.
4. All the bidding agencies have to submit an undertaking that they would provide the required manpower in various categories in all field offices of NSSO (FOD) throughout the country (Regional/Sub-Regional Offices) as per **enclosed Proforma**.



**(Vidya Prakash)**  
**Dy. Director General (MS)**

**UNDERTAKING BY THE AGENCY**

I, \_\_\_\_\_ undertake that my agency M/s \_\_\_\_\_  
will provide manpower in all field offices of NSSO (FOD) throughout the country (Regional  
Offices/Sub-Regional Offices) within the quoted rate as mentioned in the financial bid.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

*Aravesh*

**Summary Records of the Pre-Bid Meeting on Request for Proposal (RFP) for Periodic Labour Force Survey (PLFS) held on 16.11.2016 in the Committee Room, NSSO (FOD) Hqrs, Level -5, East Block – 6, R. K. Puram, New Delhi**

A pre-bid conference on Request for Proposal (RFP) for Periodic Labour Force Survey (PLFS) was convened on 16.11.2016 in the Committee Room, NSSO (FOD) Hqrs., Level – 5, East Block - 6, R. K. Puram, New Delhi.

2. The following issues were discussed :

(i) The Bank Guarantee format was not enclosed with the RFP. On this, it was clarified that standard format of Bank Guarantee available with the concerned bank may be utilised for this purpose.

(ii) The representatives of many agencies highlighted that uploading of bank statement for the past three years on the CPP Portal is voluminous. It would be very difficult to upload on CPP Portal so it was decided in the conference that first and last page of bank statement pertaining to every month for the last three years duly certified by the bank need to be uploaded in the CPP Portal. However, hard copy of the entire bank statement for the last three years or soft copy of the same in a CD needs to be submitted along with Earnest Money Deposit (EMD) at NSSO (FOD) Hqrs.

(iii) It was informed to the agencies that after generation of bills to the concerned Regional Office for a particular month, the concerned Regional Office would release the amount due to the Agency for the particular month. The agency thereby transfers the requisite remuneration to the contractual staff. The entire activities are expected to be completed by 15<sup>th</sup> of the subsequent month. It was also informed that bills need to be generated separately for each Regional Office where contractual staff would be engaged.

(iv) In the RFP it was mentioned that an agency has to submit the Registration Certificate under Contract Labour (Regulation and Abolition Act), 1972 while submitting the technical bid. On the same, one of the agency raised the issue that license under the Act is issued by the Labour Department only after the award of the Tender to the Agency. It was clarified that any Registration Certificate from any previous contract within the last three years may be submitted with the Technical Bid.

(v) Under Section: 6 (Proforma for Financial Bid) of the RFP, the agency was instructed to quote the service charge per person per month including all applicable taxes which are to be paid by the agency. The representatives of the agencies emphasised that service tax may be excluded from the said quote as service tax is even throughout the country and changes from time to time as per Government regulations. The point was agreed and it has been decided that component of service tax which is included in the fixed flat rate quoted by the agency in Column 3 should be mentioned in remarks column.

(vi) The representatives of the agency highlighted the issue of salary to be paid to the Administrative Staff which is less than the minimum wages as per latest order issued by Delhi Govt. It was informed to the representatives that NSSO being a Government organisation would certainly abide the rules and regulations of the Government. Necessary action would be taken by NSSO that payment of



remuneration is aligned with the minimum wages to avoid violation of Minimum Wages Act wherever occurs.

vii) The representative of one of the agency enquired whether evaluation of performance of work will be carried out by the respective agency or NSSO (FOD). In this regard, it was informed that evaluation of work would be carried out by the officers at different level in NSSO (FOD). Any lack in performance of any contractual staff would be intimated to the agency in writing by the head of the concerned Regional Office with the request to substitute the same within 5 working days. However, the job being highly technical in nature, frequent substitution of contractual staff need to be avoided as far as possible.

(viii) In point no. 15 of Section: 7 (Terms and Condition), it was mentioned that delay in providing substitute beyond 5 working days from the date of intimation to the second party would attract penalty @ Rs.1000/- per day per worker on the service providing agency. The representatives of the various agencies requested that instead of 5 working days the condition may be changed to two weeks keeping in view the lack of suitable manpower available especially in North Eastern States, J&K, Andaman & Nicobar etc. In this regard it was informed that no relaxation would be provided as any delay in providing substitute of the manpower beyond 5 days would hamper the survey work. However, Competent Authority of NSSO may consider the matter on case to case basis subject to any specific instructions in this regard by Government of India.

(ix) In Section 1, page 6, point no.6, a typographical error has occurred. Instead of 1<sup>st</sup> January, 2017, it was inadvertently mentioned as 1<sup>st</sup> January, 2016. The same would be rectified through a corrigendum.

(x) In Section 7, page 21, point no. 1, a typographical error has occurred. Instead of "January, 2017" it was inadvertently mentioned as "October, 2016". The same would be rectified through a corrigendum.

(xi) The representatives sought clarifications on point no. 22 of Section 7 with respect to leave facilities available to Contractual Staff. In this regard it was clarified that leave facilities to Contractual Staff will be applicable as per Government of India instructions in vogue in this regard.

(xii) One of the representative enquired whether there is any need to provide documentary proof of supplying manpower to all the cities/stations and states where the manpower has been supplied in the past by the agency as mentioned in point no. 15 of Section: 5. The representative also informed that some certificates do not mention the entire cities/stations covered but only the state is mentioned. In this regard it was informed that any documentary proof stating the names of cities/states where manpower has been supplied in the past would suffice.

(xiii) The issue of depositing the performance security deposit on monthly basis was discussed. It was informed that Rs. 1 Crore should be deposited in a single-go in the form of Bank Guarantee issued by a commercial bank or Fixed Deposit Receipt (FDR) made in the name of agency but hypothecated to the Pay and Accounts Officer, MOSPI, New Delhi covering the period of contract.

*W. S. S. S.*