

**Engagement of an Agency for providing services of
Field Investigators on Contract Basis
From 15-12-2012 to 15-01-2014**

**Request for Proposals
(RFP)**

**National Sample Survey Office
(Field Operations Division)
Ministry of Statistics and Programme Implementation
Karnataka (South) Region,
'E' Wing, 5th Floor, Kendriya Sadan,
Koramangala, Bangalore-560034**

Section-1: Information to Consultants

The National Sample Survey Office (NSSO) under the Union Ministry of Statistics and Programme Implementation is broadly responsible for conduct of large scale sample surveys throughout India on various socio-economic subjects of interest to Government on yearly basis. The organization also conducts surveys on agricultural statistics; annual survey of industries; price collection, etc

2. The field work of collection of data on sample basis, through scientifically designed structured schedules of inquiries, in a scientifically selected sample, is done by the Field Operations Division (FOD) of the NSSO through its network of offices located throughout the length and breadth of the country. The FOD has its Headquarters located at New Delhi and Faridabad; 6 Zonal Offices; 49 Regional Offices, and; 116 Sub-Regional Offices spread throughout the country and has staff strength of about 4200.
3. The Primary Field Worker for carrying out the field job of collection of data in socio-economic surveys; price collection; urban frame survey; etc is done by a cadre of officers called Assistant Superintending Officers (ASOs), which are recruited through Staff Selection Commission (SSC), a Government Organisation responsible for recruitment to subordinate posts in Government of India.
4. In view of large number of vacancies at the level of ASOs in the Field Operations Division, the Field Operations Division (herein after called "Client") wish to engage an Agency / Consulting Firm / Placement Firm (herein after called "Consultant"), which can provide requisite number of personnel with requisite qualifications, age, etc., on purely Contract Basis for a specific period so as to do the Field Work of collection of data as per time schedule. The personnel provided by the Consultant shall remain on the rolls of the "Consultant" but do the field job as provided by the Client. The Contract persons engaged would be designated as "Field Investigators".
5. At present, there are about **79** vacancies in cadre of ASOs in the State of Karnataka. The vacancies keep on changing depending upon the work load of the Regional or Sub-regional offices as also due to joining of regular officers from SSC, the regular Government channel. Following table gives the location-wise vacancies of ASOs in the State of Karnataka:

State	Regional Office	Sub-Regional Office [Districts Covered]	Tentative No. of vacancies of ASOs	
(1)	(2)	(3)	(4)	
KARNATKA STATE	1. Karnataka (South) Region	(a) Bangalore Regional Office i) Tumkur ii) Kolar iii) Bangalore iv) Bangalore (Rural) v) Ramanagara vi) Chikkaballapur	24	
		(b) Mysore Sub Regional Office i) Mandya ii) Mysore iii) Chamarajanagar	6	
		(c) Shimoga Sub Regional Office i) Shimoga ii) Chikmagalur	3	
		(d) Mangalore Sub Regional Office i) Udupi ii) Hassan iii) Dakshina Kannada iv) Kodagu	8	
	2. Karnataka (North) Region	(a) Hubli Regional Office i) Gadag ii) Dharwad iii) Uttara Kannada iv) Haveri v) Davangere	13	
		(b) Belgaum Sub Regional Office i) Belgaum ii) Bagalkot iii) Bijapur	9	
		(c) Bellary Sub Regional Office i) Bellary ii) Raichur iii) Koppal iv) Bellary v) Chitradurg	9	
		(d) Gulbarga Sub Regional Office i) Gulbarga ii) Yadgir iii) Bidar	7	
	TOTAL Districts			79

6. **Eligibility Criteria:** It is proposed to engage a Consultancy / Placement Firm / Organisation (called Consultant herein after), having at least three years' experience in recruitment and providing personnel for Government / Semi-government / Private organizations, which can provide qualified candidates for taking the assignment of Field Investigators in the FOD of NSSO on purely contract basis for a maximum period of 13 months w.e.f. 15.12.2012. The number of personnel provided by the Consultant to Client shall be around the vacancies of ASOs, as shown in table in para-5 above. However, the number may vary depending upon the work load of client and joining of candidates from regular Government Source.

7. The Field Investigators provided by the Consultant for engagement by FOD of NSSO on contract basis should meet the following conditions:

- A. **Educational Qualification:** Bachelors Degree with Statistics as one of the main subjects or Bachelors Degree with Economics (with Statistics as a paper studied during the degree programme) as one of the main subjects or Bachelors Degree with Mathematics (with Statistics as a paper studied during the degree programme) as one of the main subjects or Bachelors Degree with Commerce (with Statistics as a paper studied during the degree programme) as one of the main subjects
- B. **Age Limit:** not exceeding 30 years as on 1st January 2013 (relaxation to candidates belonging to SC / ST / OBC and Physically Handicapped as per the Government Rules. Relaxation also to those having experience of conducting field survey in Government for the period served in Government, whether on regular or contract basis)
- C. **Experience:** Preference shall be given to candidates having earlier experience of carrying out field job of statistical surveys carried out by the Government, its agencies or by the private sector.

8. The Consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first-hand information on the assignment, Consultants may visit the Client, if felt necessary, before submitting a proposal. The officials to be contacted for the purpose and their addresses are:

- Shri Ahamed Ayub B,, Deputy Director General, National Sample Survey Office (Field Operations Division), Karnataka (South) Region Wing, 5th Floor, Kendriya Sadan, Koramangala, Bangalore-560034.
Tel. No. 080-25538167; e-mail id: fod.robangalore@gmail.com
- Shri G.Mohan Rao, Deputy Director General, National Sample Survey Office (Field Operations Division), Karnataka (North) Region, NSSO (FOD), 2nd Floor, Shrinath Complex, New Cotton Market, Hubli-580029.
Tel. No. 0836-2357048; e-mail id: fodro.hbl@gmail.com

9. The Client will provide the inputs as necessary, and make available relevant information.
10. Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment, and (ii) the Client is not bound to accept any of the proposals submitted.
11. The Consultant is required to provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
12. Consultants must observe the highest standards of ethics during the selection and execution of contract. The Client may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare a firm ineligible, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
13. **CLARIFICATION AND AMENDMENT OF RFP DOCUMENT:** Consultants may request a clarification on any aspect of the RFP document before the proposal submission date. At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification asked for by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda/ corrigendum. The same will also be uploaded on the website of the Ministry under the link RFPs and Tenders. The Client may at its discretion extend the deadline for the submission of proposals.
14. **PREPARATION OF PROPOSAL:** Consultants are requested to submit a Technical proposal and a Financial Proposal as specified in the RFP. Proposals must remain valid for at least 90 days after the last date of submission.
15. **TECHNICAL PROPOSAL:** The Consultants are expected to provide the Technical Proposal as specified in the RFP. Material deficiencies in providing the information requested may result in rejection of a proposal.

16. While preparing the Technical Proposal, Consultants must give particular attention to the following:
- (i) It is desirable that the majority of the key professional staff involved in selection of Field Investigators for the Client is either the employees of the Firm or have an extended and stable working relationship with the Consultant.
 - (ii) The professional staff involved in selection of candidates for the Client must, at a minimum, must have the experience of 5 years for handling various aspects of the assignment.
 - (iii) A very crucial aspect for the assignment is that the candidates should positively be made available to Client by 15th of December 2012. Any delay may result in penalty in the form of reduction in professional charges, as indicated in Section-2: Terms of Reference.
 - (iv) If any candidate provided by the Consultant leaves during the project period 15-12-2012 to 15-01-2014 or if any candidate is removed by the Client for some reason, it shall be the responsibility of the Consultant to provide a suitable substitute immediately but in any case not later than 7 days of earlier candidate leaving the service of Client.
17. The Technical Proposal shall provide the following information using the formats given in attached Standard Forms (Section 3):
- (i) A brief description of the firm's organization and an outline of recent experience on assignments (Section 3B) of a similar nature.
 - (ii) Any comments or suggestions on the Terms of Reference (Section 3C).
 - (iii) A description of the methodology and work plan for performing the assignment (Section 3D).
 - (iv) A list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member (Section 3E).
 - (v) Activity scheduling giving details of commencement and completion of different activities (Section 3F).
18. The Technical Proposal shall not include any financial information.

19. **FINANCIAL PROPOSAL:** In preparing the Financial Proposal, Consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal with appropriate breakups of costs for different activities may be provided. Once the decision about award of assignment is finalized, the payment amount and terms of payment will be as per the contract, and will remain valid for the duration of the Project.
20. The Financial Proposal should clearly estimate, as a separate amount, the local taxes and other charges imposed under the applicable law.
21. **SUBMISSION, RECEIPT, AND OPENING OF PROPOSALS:** The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals.
22. An authorized representative of the firm should authenticate all pages of the proposal.
23. The Technical Proposal should be placed in a sealed envelope clearly marked '**Technical Proposal for Providing the Services of Field Investigators**'. Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked '**Financial Proposal for Providing the Services of Field Investigators**'.
24. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and be super scribed '**Proposal for Providing the Services of Field Investigators**'.
25. The completed Technical and Financial Proposals must be delivered not later than **3 PM on 26th of October, 2012. Any proposal received after the closing time for submission of proposals shall be returned unopened.** Technical proposals would be opened on **29th of October, 2012 at 11.30 AM** in the Chamber of Deputy Director General (South Zone), NSSO (FOD) B wing, 2nd Floor, Kendriya Sadan, Koramangala, Bangalore-560034, in the presence of representatives of applicant firms, who wish to be present.
26. The Financial Proposals shall remain sealed and will be opened in respect of the firms, which qualify in the Technical evaluation. Financial Proposals would be opened in the presence of representatives of the firms which qualify in the technical evaluation. The date and time of opening of Financial Proposals would be communicated by the FOD of NSSO, Regional Office, Bangalore, to those firms.



27. The Field Operations Division of NSSO, Regional Office, Bangalore, may reject any proposals without assigning any reason.

28. **GENERAL:** From the time the bids are opened, to the time the contract is awarded, if any Consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Consultant's proposal.

29. The Field Operations Division of NSSO will select a firm from those which respond to the Letter of Invitation, in accordance with the **Combined Quality cum Cost Based System (CQCCBS)**.

30. **EVALUATION OF TECHNICAL PROPOSALS:** The proposals would be evaluated on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and according to the point system specified. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated.

CRITERIA FOR TECHNICAL EVALUATION:

(I)	Experience of the firm in recruitment of personnel and providing Services of personnel to Govt / Semi-Govt / Pvt Orgns.	35
(II)	Methodology, Work Plan and understanding of TOR	50
(a)	Understanding of TOR.	15
(b)	Details of proposed methodology and work plan to meet the target date	35
(III)	Qualifications and competence of the key staff for the Assignment	15
Total Points		100

A minimum score of 60% in each of the criteria mentioned at I, II and III above is required for qualifying in the technical bid.

A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated.

31. **EVALUATION OF FINANCIAL PROPOSALS, RANKING:** After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process.
32. The Client will determine whether the Financial Proposals are complete, and correct any computational errors, if any.
33. In case of CQCCBS, the lowest Financial Price (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as follows:-
- $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.*
34. The proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores, giving **50% weightage to the Technical Score and 50% weightage to the Financial Score.**
35. **PERIOD OF PROJECT:** The Period of the Project will commence from the date of acceptance and communication of approval to the Firm / Consultant. **The Firms / Consultant would be given a time period of maximum 40 days to complete the process of selection, and make available the requisite number of candidates (Field Investigators) to the Client. The project would be considered as complete on 15-01-2014, the date upto which the Field Investigators shall be required by the Client.**
36. **DELIVERABLES:** The Consultant / Firm will make available the services of requisite number of Field Investigators on 15-12-2012 and also submit 2 copies of the Names, addresses, e-mail ids, telephone numbers of the candidates to the Client by the stipulated date of 15-12-2012. The Project will start from the date of communication of acceptance of the proposal is issued to Consultant / Firm by e-mail or by Speed Post or by Spl. Messenger. The Applications / Bio-data of the candidates selected and provided to the Client. Further, on the first day of every month, the Consultant shall submit a "Bill" to the Client giving details of payments for the previous month as per the Terms and Conditions indicated in Section-2 of the this RFP document.

Section-2: Terms of Reference

The Terms of Reference (TOR) of the Project are as follows:

1. The **Consultancy / Placement Firm / Organisation** (called **Consultant** herein after) shall provide services of requisite number of candidates (Field Investigators) to be engaged on contract basis, to the Client (Field Operations Division of National Sample Survey Office, Regional Office Bangalore) for a period from about 15.12.2012 to 15.01.2014 as per the requirements subject to the provisions herein contained below.
2. The engagement of "Consultant" is purely on short term contract basis for providing the services of Contract Field Investigators for a limited period as specified above, for carrying out field job of various Surveys of NSSO, and the "Consultant" or the personnel recommended by it would not be entitled to any claims, rights, interests or further benefits in terms of regularization or consideration of further engagement to any post, including any claims for any casual, ad-hoc, temporary or regular service in the Government.
3. The Field Investigators, provided by the "Consultant" for engagement on contract basis should meet the following requirements:
 - A. **Educational Qualification:** Bachelors Degree with Statistics as one of the main subjects or Bachelors Degree with Economics (with Statistics as a paper studied in one year/two years/all three years as the case may be) as one of the main subjects or Bachelors Degree with Mathematics (with Statistics as a paper studied in one year/two years/all three years as the case may be) as one of the main subjects or Bachelors Degree with Commerce (with Statistics as a paper studied in one year/two years/all three years as the case may be) as one of the main subjects;
 - B. **Age Limit:** Not exceeding 30 years as on 1st January 2013 (relaxation to candidates belonging to SC / ST / OBC and Physically Handicapped as per the Government Rules. Relaxation also to those having experience of conducting field survey in Government for the period served in Government, whether on regular or contract basis)
 - C. **Experience:** Preference should be given to candidates having earlier experience of carrying out field job of statistical surveys carried out by the Government, its agencies or by the private sector.



4. A statement giving the Regional Office wise vacancies of number of Asstt. Superintending Officers (ASOs) and requirement of Field Investigators in the State along with jurisdiction is given in paras 5 and 6 of Section-1. This number is, however, tentative and may be modified by the Client depending upon availability of additional manpower through Government Sources, and depending upon the work load and new surveys taken-up during the year.
5. The Panel of Field Investigators along with details as indicated in Section-1, should be provided by the Consultant to the Client by **10th of December 2012**. Any delay in providing the panel would result in penalty as follows:

(i)	Delay of 1-5 Days	:	Deduction of 10% of Consultancy Fee
(ii)	Delay of 6-10 Days	:	Deduction of 15% of Consultancy Fee
(iii)	Delay of 11-20 Days	:	Deduction of 25% of Consultancy Fee
(iv)	Delay of more than 20 days	:	Deduction of 50% of Consultancy Fee beside blacklisting of Consultant
6. The "Client" would have the discretion to accept or reject any Field Investigator provided by the Consultant, and in that case "Consultant" would have the obligation to provide additional names to "Client" to meet its full requirements.
7. The Field Investigators provided by the "Consultant" and those accepted by the "Client" will be required to carry out the field work/data collection and other related works in respect of survey specified by the "Client";
8. The Field Investigators provided by the "Consultant" and those who are actually engaged by the "Client" shall complete the assigned work in specified time frame. On completion of the work, the Field Investigators shall submit all the filled-in schedules and documents to the officer nominated by the "Client", before proceeding for the next assignment.
9. The payment of remunerations etc. to the Consultant for services rendered and for further payment to the Field Investigators shall be subject to the performance of survey work as per the satisfaction of the Client. The Client may exercise such checks as would be necessary on the quality of work of Field Investigators provided by the Consultant, and the Consultant as also the personnel (Field Investigators) provided by it are required to follow the guidelines provided by the Supervisory Officers appointed by the Client.



10. The Field Investigators provided by the Consultant, and those finally engaged by the Client shall have to do the field work in the rural/urban areas in the State of Karnataka.
11. The Field Investigators provided by the Consultant and those finally engaged shall be required to attend the training programme as and when organized by the Client, which includes field training.
12. Services of Field Investigators provided by the Consultant and those finally engaged by the Client, can be discontinued by giving a 15 days written notice by either side. The Client would not be required to assign any reasons for such discontinuation.
13. During the period of contract, the Field Investigators provided by the Second Party and those finally engaged by the Client will be entitled for a consolidated amount Rs.15,000/- per month towards remuneration, and when on tour, as approved by the supervisory officers, the Field Investigators provided shall also be eligible for:-
 - (a) Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and
 - (b) Rs.150/- (ordinary) per day and Rs.350/-(hotel stay) per day daily allowance.
14. The payments to the Field Investigators for a month shall be released by the Consultant in their Bank Accounts by 7th day of the subsequent month. No payment should be made by the Consultant to Field Investigators in cash in any circumstances.
15. The Consultant shall raise a Field Investigator wise monthly bill for a month on the first day of the subsequent month, which shall be examined / scrutinized by the Client before releasing the payment. The amount will become payable only after submission of filled-in schedules for the month by the Field Investigators. The Consultant or Field Investigators will not be paid any advance for taking up survey work. The Bill shall include the service charges of the Consultant beside the remunerations of the Field Investigators as indicated before in para-13.
16. The Field Investigators provided by the Consultant as per the panel and those who are finally engaged, will be given one weekly off.

17. The Field Investigators provided by the Consultant as per the panel and those finally engaged by the Client shall **not** be entitled to any kind of absence beyond authorized leave. If he/she remains absent with permission without leave at his/her credit or if he/she remains on unauthorized absence, proportionate amount from his/her monthly consolidated remuneration shall be deducted by the Client. Unauthorized absence for a continuous period of fifteen days or more will automatically result in termination of his/her engagement.
18. In the event of any misconduct by the Field Investigators provided by the Consultant, and those finally engaged by the Client, he/she shall be liable for immediate disengagement by the Client. The expression misconduct for purpose of this agreement would mean improper or unprofessional behavior or misdemeanor or misbehavior. Whether an act (of the Field Investigators) is misconduct or not, would be as construed by the Client at his discretion.
19. During the contract period, the Field Investigators provided by the Consultant and those finally engaged by the Client will not be entitled to any kind of medical facilities, overtime allowance, ad-hoc bonus, pension or any other payments, other than what is indicated in para-13 above.
20. In the event of any Field Investigator leaving the organization for any reason or his/her services are dispensed by the Client for any reason, it shall be the responsibility of the Consultant to provide a suitable substitute, as per the demand of the Client, immediately but in any case within 7 days of earlier candidate leaving. Failure to do so shall invite penalty of deduction of 10% of Consultancy Fee which shall be deducted from the Bill raised by the Consultant.
21. The Consultant would provide the services of Field Investigators on purely contract basis in the manner as would be required by the Client, for performing the duties assigned to him / her by the Client. The services of any Field Investigators can be disengaged by the Client even during the operation of the agreement, without notice or without assigning any reason in the vent of misconduct on the part of Field Investigator



Section-3: Technical Proposal

- 3A. Technical Proposal Submission Form
- 3B. Firm's / Consultant's References
- 3C. Comments and Suggestions of the Consultant on the Terms of Reference
- 3D. Description of the methodology and work plan for performing the assignment
- 3E. Team Composition and Task Assignments
- 3F. Activity Schedule



3A. Technical Proposal Submission Form

[Location, Date]

From:

[Name of the Firm / Consultant]

To:

Shri Ahamed Ayub B
Dy. Director General
National Sample Survey Office,
(Field Operations Division),
E Wing, 5th Floor, Kendriya Sadan,
Koramangala, Bangalore-560034

Subject: Hiring of "Consultant" for providing Services of Field Investigators on Contract Basis for undertaking field work of National Sample Survey Office in its offices in the State of Karnataka

Sir,

We, the undersigned, offer to provide our Services for making available the services of requisite number of Field Investigators for taking-up field work of conduct of sample surveys in the State of Karnataka, in accordance with your Request for Proposal dated ----- [Date]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under separate envelopes.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

Authorized Signature:

Name & Title of the Signatory:

Name of Firm:

Address:



3B. Firm's / Consultant's Brief Description and References

Relevant Services Carried Out in the Last Five Years that Best Illustrate Qualifications and the Assignment

1. Brief Description of Firm / Consultant:
2. Using the format below, provide information on each reference assignment

Assignment Name:		Country:
Location within Country:		Professional Staff involved by Your Firm/entity(profiles):
Name of Client:		
Address:		Duration of assignment: Number of candidates provided: Type of candidates recommended:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Rs lakhs):
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		



3C. Comments and Suggestions of the Consultant on the Terms of Reference

1.

2.

3.

4.

5.



3D. Description of the methodology and work plan for performing the assignment

Please provide the following details:

- (i) Approach (Like giving an advertisement in the Newspapers; calling for applications from eligible candidates; scrutiny of applications; calling eligible candidates for written examination or interview or both or any other mode, etc. for finally selecting the candidates and providing their services to Client);
- (ii) Selection procedure;
- (iii) Approach for shortlisting of candidates, if required, from those who apply against the advertisement etc. for taking written examination or interview etc., for final selection;
- (iv) Application format in which bio-data of candidates to be called;
- (v) Format of advertisement inviting applications (if this mode is as per the approach followed by Consultant);
- (vi) Method of interview etc. (Time duration, type of questions, weightage to different aspects during interview like to aptitude for field work, earlier experience, etc.);
- (vii) Team of Personnel to be involved in the Interview Process
- (viii) Work Plan / Schedule;
- (ix) Deliverables;
- (x) Any other methodological or other details which the Agency / Consultant considers imperative for any technical aspect of the assignment.

Note:

1. The above guidelines are indicative and may be modified or broadened, if required, by covering additional points; and
2. The Approach / Methodology and Work Plan should be prepared keeping the important condition of time frame of making available the services of Candidates to Client **by 15th of December 2012.**

3E. Team Composition and Task Assignments

1. Technical/Managerial Staff

Sl. No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			

2. Support Staff

Sl. No.	Name	Position	Task
1.			
2.			
3.			
4.			
..			
..			



3F. Activity Schedule

Please provide clearly the activity schedule for all the activities / sub-activities of the assignment, like:

Activity	Time Period
1. Giving Advertisement in the Newspapers calling for applications from eligible candidates in the prescribed form	Within --- days of receipt of offer from Client, accepting the bid
2. Period within which the applications are to be submitted by candidates (as indicated in advertisement)	--- Days
3. Time period within which applications received are to be scrutinized and shortlisted for next stage of selection	--- Days
4.	
5.	
6.	
7. Submission of requisite number of Names with Addresses and e-mail ids of recommended candidates in the order of merit to Client, and making available their services.	--- Dec. 2012

Note:

1. The above list is only indicative, and actual activity schedule will depend upon the Approach / Methodology proposed by the Consultant in Section 3D.
2. **Consultants are advised to draft Activity Schedule keeping in view the last date given by Client for submission of list of candidates and making available their services, which is a crucial aspect of the assignment.**



Section-4: Financial Proposal

- 4A. Financial Proposal Submission Form
- 4B. Break-up of the Consultancy Cost



4A. Financial Proposal Submission Form

[Location, Date]

To

Shri Ahamed Ayub B
Dy. Director General
National Sample Survey Office,
(Field Operations Division)
E Wing, 5th Floor, Kendriya Sadan,
Koramangala, Bangalore-560034

Subject: Hiring of "Consultant" for providing the services of Field Investigators on Contract Basis for undertaking field work of National Sample Survey Office in its offices in the State of Karnataka - **FINANCIAL PROPOSAL**

Sir / Madam,

We, the undersigned, offer to provide our services for Making Available the services of requisite number Candidates for undertaking the Field Work of National Sample Survey Office in the State of Karnataka (*Name of State*), in accordance with your Request for Proposal (RFP) dated [*Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of Rs..... [*Amount in words and figures*]. This amount is exclusive of the local taxes, which we have estimated at Rs..... [*Amount in words and figures*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

Authorized Signature:
Name & Title of the Signatory:
Name of Firm / Consultant:
Address:



4B. Break-up of Consultancy Cost

Please provide appropriate detailed cost break-ups for different activities and sub-activities of the assignment. The standard formats for financial proposal include:

(i) A summary sheet of the cost estimate to be quoted by the consultant.

(ii) Remuneration payable

(iii) Reimbursable

(iv) Taxes & other charges

..

..

..

Total



Section-5: Procedure proposed to be followed for mid-term review of progress

1. A Committee of Officers, formed by the Client, shall review the progress of work with Consultant after 15 days of offer letter delivered to the Consultant. It would be obligatory on the part of Consultant to attend the meeting at a place and time convenient to Committee, and apprise the Committee of the progress of work and steps taken by it to complete the assignment by the Activity Schedule and as per the methodology etc. given in the Technical Proposals;
2. If it is found during the first review that assignment is behind schedule, or the Consultant is not following the methodology etc. given in the Technical Proposals, the Committee formed by the Client shall carry out another review at the time and place convenient to it with the objective of ensuring that the assignment is completed within the time frame and as per the technical proposal submitted by the Consultant.
3. The Committee of Officers formed by the Client shall also review the arrangements on quarterly basis, including provision of timely and competent substitutes by the Consultant in case of originally provided candidate (s) leaving. The Consultant shall be under obligation to accept the advice of the Client during Review.

