

F. No. A-12026/01/2020-E.II
(E. File No. 28597)
Government of India
Ministry of Statistics & Programme Implementation
National Statistical Office
(Field Operation Division)

Sankhyiki Bhawan,
GPOA Building, CBD Shahdara,
Near District Court Karkardoom,
Delhi-110032

e- NOTICE INVITING BIDS

On behalf of the President of India, e-Tender is invited through Central Public Procurement Portal (CPPP) www.eprocure.gov.in from reputed, experienced and financially sound Manpower Supplying Agencies.

2. The selected agency is required to provide suitable manpower, for field operations of different surveys of National Statistical Office (NSO) under Ministry of Statistics and Programme Implementation, Government of India on purely contract basis. The tentative requirement of manpower under different categories and other terms & conditions may be seen in the Request for Proposal (RFP) document which is available free of cost on Ministry's website at www.mospi.gov.in as well as on www.eprocure.gov.in.

3. The interested agencies may submit their tender document complete in all respects along with applicable Earnest Money Deposit (EMD). The tender will comprise of simultaneous Technical as well as Financial bids separately. Submission of Bids will be only through www.eprocure.gov.in within specified date indicated in the RFP Document. Manual submission of bids is not acceptable. However, it is the responsibility of the bidder that EMD in original or self-certified copy of exemption certificate/document must reach the office of Deputy Director General, FOD, on the address, subscribing on the envelope "Tender for providing manpower for survey of NSO".

Deputy Director General (Admn.)
National Statistical Office
Field Operation Division (HQ)
Ministry of Statistics and Programme Implementation
Sankhyiki Bhawan, GPOA Building, CBD, Shahdara,
Near District Court Karkardooma, Delhi-110032

4. Any further information related to tender will be issued only through the website of Ministry and CPP portal.

5. NSO reserves the right to cancel the tender at any stage without assigning any reason.


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सत्यमेव जयते

Selection of Agency for Providing Manpower through outsourcing for the Required Augmentation of Available Staff for Surveys of NSO



National Statistical Office
(Field Operations Division)

Ministry of Statistics and Programme Implementation
Government of India
Sankhyiki Bhawan,
GPOA Building, CBD Shahdara,
Delhi-110032

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1. Introduction

The National Statistical Office (NSO) under the Ministry of Statistics and Programme Implementation (MoSPI) is broadly responsible for conduct of large-scale sample surveys throughout India on various socio-economic subjects of interest to Government of India on yearly basis. The organization also conducts surveys on agricultural statistics; Annual Survey of Industries; price collection, etc. The field work of collection of data on sample basis, through scientifically designed structured schedules of inquiries, is done by the Field Operations Division (FOD) of the NSO through its headquarters at Delhi/Faridabad and a network of six Zonal Offices, 53 Regional Offices and 116 Sub-Regional Offices spread throughout the country (**list attached**).

The primary field work relating to collection of data in socio-economic surveys, price collection schemes, urban frame survey, etc. is done by a cadre of officials called Junior Statistical Officers (JSOs), recruited through Staff Selection Commission (SSC). The supervision of the data collected by the primary field staff is done by the supervisory staff of FOD called Senior Statistical Officers (SSOs) a grade of officers promoted from the level of JSO. Together, JSOs and SSOs constitute the SSS (Subordinate Statistical Services) cadre. Apart from the technical work related to the survey, the administrative work of the Division is handled by the clerical/secretarial personnel called Ministerial Staff.

In connection with the field operations of its Surveys (household and enterprise surveys) and data collection work of other surveys/schemes, from time to time, NSO (FOD) requires additional manpower with suitable educational qualification and experience for meeting the manpower requirement of ongoing, additional and ad-hoc surveys as well as for any other work undertaken by NSO (FOD) requiring augmentation of existing manpower. For its surveys/scheme, the collection of data is done by NSO(FOD) from selected households, enterprises, markets etc. in rural and urban areas of the country in Paper Assisted Personal Interviewing (PAPI) Mode or software enabled schedules through hand-held devices viz. tablet for capturing data from the respondents in Computer Assisted Personal Interviewing (CAPI) mode. Part or full field work of the data collection, supervision and administrative support of these surveys are done by outsourced manpower to the required extent, engaged through duly selected Agencies.

2. Overall Objective

The primary objective of this RFP is to solicit proposals from the bidders, for participation in a bid process for selection of agency, to provide required number of suitable manpower through outsourcing for field operations of different surveys being conducted by Regional / Sub-regional Offices in the respective FOD zones.

The selected bidder, henceforth called 'Agency', will be responsible for providing the necessary outsourced manpower as outlined in the **Para 4: scope of work** of this RFP to NSO for period of three (3) years from the award of work order and extendable maximum up to 2 years subject to the satisfactory performance of the work, one year at a time at the option of NSO. The NSO, however, reserves right to terminate/curtail the contract at any time after giving one month's notice to the selected service providing Agency owing to deficiency of service, substandard quality of outsourced manpower deployed, breach of contract and other eventuality etc.

3. Schedules and Critical Dates

The tentative schedules and critical dates are shown below:

RFP Issuing Authority	Field Operations Division, National Statistical Office (NSO), Ministry of Statistics and Programme Implementation (MoSPI), Government of India
Name of the Project Work	Request for Proposal for Selection of Agency to Provide Manpower on outsource Basis for the Required Augmentation of Available Staff for Surveys of NSO (North/South/East/ West/ Central/ North East Zones)
Date of publishing of e-Notice Inviting Tenders (NIT)	11 th May 2020
Tender Reference No	No. A-12026/01/2020-E.II (28597)
Place of availability of Tender Documents (RFPs)	Ministry's website www.mospi.gov.in as well as www.eprocure.gov.in
Place of uploading of bids to Tender	www.eprocure.gov.in
Cost of Tender Documents	Free of Cost
Tender processing fee	Free of Cost
Earnest Money Deposit (EMD)	EMD amount is mentioned in the Para 20 . The EMD will be in the form of Demand Draft/Pay Order from any of the Commercial banks in an acceptable form drawn in favour of Pay and Accounts Officer, MoSPI, New Delhi or hypothecated in favour of PAO, MoSPI, New Delhi. The bids without EMD will not be considered.
Address for sending the EMD	Deputy Director General, National Statistical Office, Field Operation Division (HQ), Ministry of Statistics and Programme Implementation Sankhyiki Bhawan, GPOA Building, CBD, Shahdara, Near District Court Karkardooma, Delhi- 110032
Nature of bid process	Two bid system (simultaneous receipt of separate Technical and Financial bids)
Last Date for Submission of written queries by bidders for clarification on NIT	28 th May 2020 till 15:00 IST.
Date and Time of Pre-bid conference	2 nd June 2020 at 11:00 IST
Venue for Pre-bid meeting	Field Operation Division (HQ), National Statistical Office, Ministry of Statistics and Programme Implementation, Sankhyiki Bhawan, GPOA Building, CBD, Shahdara, Near District Court Karkardooma, Delhi- 110032

Last date and time for submission of e-Tender (only through eprocure.gov.in)	10th June 2020 till 15:30 IST.
Validity of Proposal/Bid	180 Days from the Last Date of Submission of the Bid
Method of Selection	Quality and Cost Based Selection (QCBS)
Date and Time of Opening of Technical bid	12th June 2020 at 15:00 IST.
Date and Time of Opening of Financial Bid	18th June, 2020 at 11:00 AM (Tentative). The actual date of opening of Financial Bids of technically qualified bidders may undergo change and exact date to be notified on Ministry's website and eprocurement portal subsequently.
Address for communication	Deputy Director General, National Statistical Office (Field Operations Division) Ministry of Statistics and Programme Implementation Government of India Sankhyiki Bhawan, GPOA Building, CBD Shahdara, Delhi-110032 (hq.e2-fod@gov.in)

Note: NSO reserves the right to amend the document for RFP, tentative schedule and critical dates. It is the sole responsibility of the prospective bidders to go through MoSPI's website (<https://www.mospi.gov.in>) from time to time for any updated information. No communication in writing or through email or any other mode will be sent by MoSPI in this regard.

4. Scope of Work/ Deliverable

The Scope of Work (SoW) contains the expectations of NSO from the agency with respect to providing the outsourced manpower for the surveys being conducted by NSO (FOD) from time to time through outsourcing. The outsourced manpower will be utilized by NSO(FOD) for the field work related to the surveys including data collection, scrutiny, supervision and administrative support. The persons to be engaged will support NSO(FOD) in the work like data collection, scrutiny, supervision and administrative support. The persons to be engaged, through outsourcing, mainly for data collection would be designated as "Survey Enumerators" and those mainly for supervisory work would be designated as "Survey Supervisors". The staff engaged through outsourcing to perform functions of clerical/secretarial staff would be called "Administrative Support Staff".

The details of the expected routine work of the outsourced staff and obligatory educational qualifications and skills are provided in **Para 6 "Job Description and Required number"**. The outsourced manpower is to be deployed in Regional Offices (ROs), sub-regional offices (SROs) of NSO(FOD) throughout the Zones and Headquarters, NSO (FOD).. The details of the locations where the outsourced manpower would be deployed are provided

in the **Annexure -II**. ROs will utilize the services of outsourced manpower for survey within their administrative jurisdiction (Regional as well as sub-regional offices) as per requirement.

The requirement of contractual outsourced manpower may substantially increase or decrease during the contract period with the increase and decrease in the requirement of the Survey/work, for which the manpower services is intended to be outsourced. the Agency will be required to provide additional manpower as required by NSO(FOD) from time to time for which NSO (FOD) will give requirement at least 20 days in advance. NSO reserves the right to cancel the tender at any stage without assigning any reason.

5. Terms and Conditions

5.1 General

- i. The Agency shall ensure that the individual outsourced manpower deployed in the NSO (FOD) conforms to the technical specifications of age, educational qualifications and experience prescribed at **Para 6 "Job Description and Required number"** of the Tender Document.
- ii. The Agency is required to conduct a test/ aptitude test for a module for the contractual manpower to be deployed which will be provided by NSO (FOD) to filter out non-serious candidates those may be otherwise eligible. Only those candidates clearing the test/ aptitude test shall be deployed for the work defined in the RFP for the field offices.
- iii. The Agency shall furnish the following documents in respect of the individual outsourced manpower who will be deployed at the concerned field offices of FOD before the commencement of work:
 - List of persons deployed;
 - Bio-data of the persons along with copies of the certificates in respect of educational/professional qualifications etc.
 - Attested copy of matriculation certificate containing date of birth.
 - Certificate of verification of antecedents of persons by local police authority.
 - Detailed proof of identity like Aadhaar number, driving licence, bank account details, proof of residence and recent photograph of the person deployed by the agency in NSO(FOD).
 - Certification of Health of the outsourced manpower by Competent Medical Authorities.
- iv. The Agency shall ensure that the contractual outsourced manpower deployed is medically fit during the entire survey period. The Agency shall withdraw such contractual outsourced manpower that is not found medically suitable by the office immediately on receipt of such a request.
- v. The Agency shall provide Photo Identity Cards to all the contractual outsourced manpower with a note in suitable form that the manpower is engaged for data collection/ supervision work for NSO(FOD).
- vi. Agency shall nominate a coordinator for FOD Hqrs./ Zonal Offices and Regional Offices in the Zone, who will be responsible for interacting with concerned offices in all matters related to staff outsourced by respective Agency including submission of bills, submission of certificates related to statutory authorities/ payments, providing replacements on time-bound basis. The Coordinator will also be responsible for ensuring attendance of outsourced staff in concerned Zonal/ Regional/ Sub-Regional Office of NSO(FOD).

5.2 Outsourcing of Manpower and Clauses of Penalty

- i. The Agency shall be responsible for proper conduct of its deployed manpower in NSO(FOD) office premises as well as in field. In case of any loss/ damage, theft, etc. to the property of NSO(FOD) or carrying away of Govt. property viz. schedules manuals, instructions or electronic gadgets provided to the contractual worker deployed by the Agency, the Agency will either be liable to make good the loss on the basis of the value of the property as determined by the NSO(FOD) or the same shall be recovered from the performance guarantee/ monthly payments due to the Agency.
- ii. The Agency's deployed manpower working with NSO (FOD) should be polite, cordial, positive and efficient, while handling the assigned work. In case, the person employed by the Agency commit any act of omission/ commission which amounts to misconduct/ indiscipline/ incompetence, the Agency will be liable to take appropriate disciplinary action against such persons, including their removal from site of work.
- iii. For all intents and purposes, the Agency shall be the "Employer" within the meaning of different Labour Legislations in respect of outsourced manpower so employed and deployed in the NSO (FOD). The persons deployed by the Agency in the NSO (FOD) shall not have claims of any Master and Servant relationship against NSO (FOD).
- iv. The Agency shall be solely responsible for the redressal of grievance/ resolution of disputes for settlement of such issues whatsoever. In case any grievance is received in the NSO (FOD), such grievance shall be forwarded to the agency and it is the sole responsibility of the agency to redress such grievances within the time so specified by NSO (FOD).
- v. The Agency will be responsible for compliance of all statutory provisions in vogue related to minimum wages, Provident Fund, and Employees State Insurance, Service Tax etc. in respect of persons deployed by it in the NSO (FOD).
- vi. NSO (FOD) will not be responsible to meet charges towards transportation, food, medical and any requirements in respect of the persons while travelling to join the concerned offices of NSO (FOD) and liability in this regard.
- vii. The contractual outsourced manpower deputed to NSO (FOD) shall not be changed unilaterally by the Agency in any circumstances unless there is a specific consent/request from the concerned office of the NSO (FOD) in writing.
- viii. The respective Agency shall replace immediately any of its outsourced manpower who are found unacceptable to the NSO (FOD) because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from the concerned office of the NSO (FOD). It will be the responsibility of the Agency to provide a suitable substitute within five working days. **The delay in providing a suitable substitute beyond five working days would attract a penalty @ Rs. 1000/- per day per person on the Agency.**
- ix. The Agency will be responsible to provide a suitable substitute in the event of absence of outsourced manpower due to reasons viz. leave, illness, leaving the job due to his/ her personal reasons etc. The delay in providing a substitute beyond five working days from the date of intimation to the agency would attract **a penalty @ Rs. 1000/- per day per person** on the agency computable from 6th day of the absence of the worker.
- x. However, no payment would be made to the Agency for the days of absence of the outsourced manpower in case the substitute is provided within the time limit of five working days to avoid penalty.

5.3 Payment, legal legislations and others

- i. The Agency shall also be liable for depositing all taxes, levis, cess etc. on account of service rendered by it to NSO(FOD) to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case the Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the NSO (FOD) is put to any loss/ obligation, monetary or otherwise, the NSO (FOD) will deduct the same from the monthly bills and or the Performance Bank Guarantee of the agency, to the extent of the loss or obligation in monetary terms.
- ii. The Agency shall maintain all statutory registers under the Law. The Agency shall produce the same, on demand, to the concerned authority of the NSO (FOD) or any other authority under Law. The Agency shall require to submit such information in respect of out sourced manpower being provided to NSO(FOD) in such format in such a period as may be required by NSO(FOD).
- iii. The Tax deduction at source (T.D.S.) shall be made as per the provisions of Income Tax Department/any other department, as amended from time to time and a certificate to this effect shall be provided to the Agency by the NSO (FOD).
- iv. The Agency shall make regular and full payment of salaries and other payments as due to its outsourced manpower deputed under service contract and furnish necessary proof whenever required. The payment to contractual outsourced manpower by the Agency would be made on or before 10th day of the following month. In case 10th day being a holiday, monthly remuneration should be paid on the preceding working day of the month.
- v. The Agency will ensure the remittance of the salary to the contractual outsourced manpower deployed by them in NSO (FOD) through Bank Account and a copy of the bank statement will be furnished to the office concerned every month along with the bills for the subsequent month.
- vi. The Agency will be responsible to submit the Proof of challan /receipt issued by Regional Provident Fund Commissioner etc. for the payment made towards applicable provident fund, ESI and proof of payment towards other statutory dues (if any) for previous months along with the bills of current month. Otherwise, a certificate from a Registered Chartered Accountant should be furnished monthly basis to the effect that all statutory requirements are complied with in respect of staff outsourced by the Agency to NSO (FOD). In case of any default, NSO (FOD) may deduct the dues and release the balance amount to the Agency, besides initiating other suitable action against the agency.
- vii. The NSO (FOD) shall not be responsible for any financial loss or other injury to any person deployed by Agency in the course of their performing the functions/ duties, or for payment towards any compensation.
- viii. NSO (FOD) will provide the Tablet/ Electronic Gadgets to the field staff (Survey Supervisors, Survey Enumerators) to conduct the data collection and transmission for various FOD surveys. The responsibility of safekeeping of the Tablets/ Electronic Gadgets will rest with the Agency.
- ix. The persons deployed by the Agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees of the NSO (FOD) during the currency and after expiry of the contract.
- x. In case of termination of this contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and will have no claim for any continuation/absorption in the regular/ otherwise capacity in the NSO (FOD).An

undertaking to this effect shall be obtained by the agency from each of the outsourced manpower who are to be deployed for NSO(FOD) prior to engage them for such work and the same shall be submitted to NSO(FOD).

- xi. The Agency will be responsible for managing the leave of the contractual outsourced manpower by providing the substitute. The leave including Maternity leave and related benefits should be managed in such a way that it will not hamper the NSO (FOD)'s ongoing work related to the survey.

6. Job Description and Required Numbers

The selected agency will require to provide suitable manpower on outsource basis under different categories viz. Survey Supervisors/ Survey Enumerators / Administrative Support Staff mentioned in the table below:

Zone Name	Manpower Type and Required Number			
	Survey Enumerator	Survey Supervisor	Administrative Support Staff	Total
West Zone	725	255	52	1032
East Zone	810	261	47	1118
South Zone	1100	432	101	1633
North Zone	801	235	119	1155
Central Zone	762	256	49	1067
North East Zone	550	136	55	741
Grand Total	4748	1575	423	6746

The responsibilities to be owned by the deployed person, Age Criteria, Eligibility/ Essential Qualifications, Desired Qualification and Work Experience required for each category is mentioned in the table below:

Name of the Post	Survey Supervisor (SSs)
Duties	Exclusive supervision of the surveys in Digital mode or conventional paper schedule mode as per requirement, coordinating with Regional Offices/Hqrs., imparting training and technical assistance to field staff and on the spot inspection of survey work. Examination of inspection notes, scrutiny of schedules and handling correspondence with RO/SRO/ Other Departments.
Age Limit	Up to the age of 50 years OR Up to the age of 70 years, provided being medically fit in case of retired Govt Servant.
Eligibility/Essential Qualification	Candidate having Graduate Degree along with at least 2 (two) years of experience in Survey related work in Central Govt./ State Govt/ PSUs/ Bank/ Private Companies and good working knowledge of Computers OR Statistical Officers retired from Group – B (Gazetted) post having Grade Pay of a minimum of Rs.4,600/- under Central Govt./ State Govt. and having good working knowledge of working in computer environment. Retired Statistical Officers who might have drawn equivalent pay from PSU/ Bank could also be considered.
Desirable	Candidate having Graduate Degree in any subject having studied at

Qualification/ Experience	least a paper of Statistics or Economics or Mathematics or Psychology or Social Work at Graduate level and having two years experience of statistical work at supervisory level in Central Govt./ State Govt./ PSU/ Public Limited would be preferred.
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Name of the Post	Survey Enumerators (SEs)
Duties	Collection of data from households/enterprises/ shops/ markets etc. using paper schedule/electronic gadgets through Computer- Assisted Personnel Interviewing (CAPI) on various aspects in selected rural/urban samples through pre- designed schedules of inquiry
Age Limit	Up to the age of 45 years. OR Up to the age of 70 years, provided being medically fit in case of retired Govt Servant.
Eligibility/Essential Qualification	Bachelor's Degree from a recognized university OR 12 th or Higher Secondary Pass with certificate of related technical course / Skill as per Annexure I . AND (a) Knowledge of English and Local language. (b) Knowledge of Computer applications like MS office etc. along with comfort in keying data through hand held devices.
Desirable Qualification/ Experience	Preference will be given to candidates having Bachelor's Degree from a recognized university in any subject having studied at least a paper of Statistics or Economics or Mathematics or Psychology or Social Work at Graduate level and Experience of field job of statistical surveys carried under Government Sector/PSU/ Public Ltd Companies.

Name of the Post	Administrative Support Staff (ASS)
Duties	Administrative work which includes clerical / secretarial work.
Age Limit	Up to the age of 45 years. OR Up to the age of 70 years, provided being medically fit in case of retired Govt Servant.
Eligibility/Essential Qualification	(a) 12 th or Higher Secondary pass with very good proficiency in computer typing AND (b) Knowledge of Computer applications like MS office etc. along with comfort in keying data through hand held devices. OR Officials retired at least at the level of UDC or equivalent under Central Govt./ State Govt./PSU/Bank with good knowledge of working of computers.
Desirable	Bachelor's degree in any discipline from recognized University.

Qualification/ Experience	Candidate having proficiency in typing or stenography would be preferred. OR Officials retired at Assistant /Higher levels would be preferred.
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Note:

- The NSO(FOD) is a Central Government office follows five working days during the week (i.e. Monday to Friday) from 09:30 hrs to 18:00 hrs with a lunch break of ½ hour from 13:30 hrs to 14:00 hrs. for office staff. Besides this, the NSO(FOD) being a Government Office also observes the Gazetted holidays notified by the Government of India from time to time. However, the working hours/days in the field may be rescheduled as per field/office requirement and contractual outsourced manpower shall have to report for work occasionally on weekend or holidays as may be required by NSO(FOD).
- The outsourced contractual manpower so deployed shall have to adhere to the punctuality strictly.
- The Agency will be responsible for managing the leave of the contractual outsourced manpower. The remuneration quoted by the Agency should be taking into account the substitute to be provided by the Agency in lieu of outsourced staff absenting from the duty due to leave on any grounds/ sudden absence from duty/ leaving job etc.

7. Remuneration and Allowances Details

The proposed remuneration and other benefits to be given to the outsourced staff for Survey of NSO engaged through agency are given below:

Name of the post	Monthly Remuneration * (Rs.) (Excluding GST)	Travel Allowance/Daily Allowance
Survey Supervisor (SS)	Market determined (To be decided through Tender)	A.C. Three tier fare by mail/express train or A.C bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and Food entitlement Rs.500/- per day Hotel entitlement Rs.1000/- per day Local travel in field Rs.200/- per day
Survey Enumerators (SEs)	Market determined (To be decided through Tender)	A.C. Three tier fare by mail/express train or A.C bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and Food entitlement Rs.400/- per day Hotel entitlement Rs.750/- per day Local travel in field Rs.150/- per day
Administrative Support Staff	Market determined (To be decided through Tender)	A.C. Three tier fare by mail/express train or A.C bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and Food entitlement Rs.400/- per day Hotel entitlement Rs.750/- per day

		Local travel in field Rs.150/- per day
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Note:

- *Man-Month rate quoted by the Agency must include payments of EPF, ESI and any other statutory obligations. However, GST on the Man-Month rate quoted by the agency would be over and above the quoted rate as per prevailing rate during the currency of the Contract.
- The Travel Allowances/Daily Allowances would be paid by NSO (FOD) directly to the deployed outsource manpower.
- Any increase in the TA/DA being paid, presently for surveys and wages mentioned above would be periodically reviewed and decided solely by the Ministry of Statistics and Programme Implementation only if considered necessary.
- Wages part/ component of remuneration, to be paid to contractual outsourced manpowershould not violet any provisions of The Minimum Wages Act as amended from time to time for the corresponding categories, i.e. Skilled/ Semi Skilled etc. notified by the Central Government or respective State Government whichever is applicable.

8. The Bid Process

Two bid system will be followed with simultaneous receipt of separate technical and financial bids through CPP Portal only. Before submitting the bids, bidders may seek clarification in pre-bid meeting.

8.1 Pre-Bid Conference

- i. NSO (FOD) will host a pre-bid conference on the date mentioned in “Para 3 Schedules and Critical Dates”. If there would be any change in date, time and venue than the same will be updated on the website for information to the bidders. No other communication either in writing or through email or any other mode will be sent by NSO (FOD) for updating the same.
- ii. The bidder or its official representative (on production of authorisation letter) may attend the pre-bid conference. Bidders may confirm their participation one day in advance.
- iii. The purpose of the meeting is to provide bidders with information regarding the RFP and the requirements, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP.
- iv. The response of the pre-bid conference shall be uploaded on the website: www.mospi.gov.in and e-procurement portal.
- v. NSO (FOD) may make modifications to the RFP if necessary, as a result of pre-bid conference. All such modifications made to the RFP will be issued as corrigendum to the RFP which shall be uploaded on the website: www.eprocure.gov.in and www.mospi.gov.in
- vi. NSO (FOD) reserves the right to hold/ postpone or cancel the pre-bid conference without assigning any reason.

8.2 Tender Evaluation Committee

The Tender Technical Evaluation Committee (TTEC) constituted by NSO (FOD) shall evaluate the bid response submitted by the bidders in accordance with the Govt. of India Rules in vogue on the subject. The decision of the Tender Technical Evaluation Committee in

the evaluation of Technical and Financial bids shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the committee.

8.3 Opening of Bids

The Technical Bid, as submitted online through www.eprocure.gov.in shall be opened on-line on the scheduled date and time at the office of (FOD), Hqrs., Delhi, in the presence of representative of the Agencies, if any, who wish to be present at the time of opening the tender.

In the event of the specified date of bid opening being declared a holiday, the bids shall be opened at the same time and location on the next working day.

8.4 Preliminary Examination of Bids

After opening of the bids, preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.

8.5 Clarification on Bids

During the bid evaluation, NSO (FOD) may, at its discretion, ask the bidder for any clarification(s) of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

8.6 Evaluation Process

The Evaluation Committee shall evaluate the responses to the RFP and all supporting documents/ documentary evidence. Inability to submit requisite supporting documents/ documentary evidence by bidders may lead to rejection of their bids. The decision of the Evaluation Committee in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Evaluation Committee may ask for meetings or presentation with the bidders to seek clarifications or confirmations on their bids. The Evaluation Committee reserves the right to reject any or all bids. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.

In case the bidder is participating in the bids for more than one zone, the evaluation done by the Evaluation Committee will be discrete for each zone.

The steps for evaluation are as follows:

8.6.1 Technical Bids Evaluation

- i. The Evaluation Committee will evaluate the Technical Bids of the bidders who clear the preliminary scrutiny.
- ii. The bidders are bound to use the format as included in the RFP document. Tender documents submitted in different formats shall lead to outright rejection of the bid.
- iii. The bidders must furnish the necessary documents to establish their eligibility, for each of the items given in the Eligibility Criteria. Relevant portions in the documents

should be highlighted. The proposals fulfilling the eligibility criteria mentioned in the RFP document will only qualify the Technical Evaluation.

- iv. In the first stage, the Technical Proposal will be evaluated on the basis of Bidder's experience in executing similar contracts, its understanding of TOR, and the experience of providing similar manpower.

Only those bidders whose Technical Proposals get a score of 70 (seventy) marks or more out of 100 (one hundred) shall qualify for further consideration and shall be ranked from highest to the lowest on the basis of their technical score (Tn).

Normalisation of Technical Score of bidders:

The Bidder with highest qualifying Technical bid (H1) will be awarded 100% score.

Technical Score will be normalised for other than H1 Bidder using the following formula:

Normalised Technical Score of a Bidder (Tn) = {(Technical Score of that bidder/Technical score of the H1 Bidder) X 100} (adjusted to 2 decimal points)

The scoring criteria to be used for evaluation shall be as follows.

Sr. No.	Parameter	Supporting Document	Maximum Marks	Marking Criteria
1.	<u>Business Turnover:</u> The Bidder should have had a minimum annual turnover of Rs. 100 Crore during each of the last three years (2016-17, 2017-18 and 2018-19) from exclusive activity of Manpower Providing Services.	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.	15 Marks	Average of Annual turnover for prescribed 3 years will be taken into account and marks will be given as follows: a) 100 - 150 Crore: 10 Marks; b) >150 crores and upto 250 crores: 12.5 Marks; c) >250 crores: 15 Marks
2.	<u>Business Operation:</u> The Bidder must have a minimum of five years' experience in supplying contractual outsourced manpower to reputed Central/ State Govt. Departments/ Public Sector Companies/ Banks.	Details of Contracts relating to supplying of manpower to reputed Central/ State Govt. Departments/ Public Sector Companies/ undertakings in the last three years along with attested copies of the work orders.	10 Marks	a) >5 years to 8 years: 5 Marks; b) >8 years and upto 9 years: 7.5 Marks; c) >9 years: 10 Marks
3.	<u>References:</u> The Bidder must have executed similar three (3) projects in past three years. The Bidder	Client References: - 1. 2.. 3.	15 Marks	a) Similar projects (>3 to 5): 5 Marks; b) Similar projects (> 5 upto 7): 7.5 Marks; c) Similar projects (>7

	should provide client references and contact details (email/ landline/ mobile) of 3 customers for whom similar projects were executed (Start and End Date of the Project to be mentioned)			upto 9): 10 Marks d) Similar projects (10 or more): 15 Marks;
4.	<u>Presence:</u> The bidder should have presence (at least one office) in the jurisdiction of the zone for which they are bidding.	List of Offices, Contact Person & contact details.	15 Marks	a) One office: 5 Marks; b) 2 to 4 offices: 8 Marks; c) 5 to 7 offices: 11 Marks d) more than 7 offices: 15 Marks;
5.	<u>Total no. of Manpower:</u> The Agency should have proven track record of providing average 3000 contractual outsourced manpower per month in minimum of three (3) projects of Central/ State Govt. Departments/ Public Sector Companies/ Banks/ Public Sector company.	Satisfactory documentary proof to be attached	15 Marks	Average manpower 1000 to -1500outsourced manpower per month : 5 marks >1500 upto 2500average outsourced manpower per month : 10 Marks; >2500 upto 3000 average outsourced manpower per month: 12.5 Marks; More than 3000outsourced manpoweraverage per month: 15 Marks
7	Technical Presentation on overall understanding of Scope of Work.		30 Marks	As recommended by the Technical Evaluation Committee as per the Evaluating criteria of areas specified in Scope of Work and Technical Bid

8.6.2 Commercial Bid Evaluation

- i. The Financial Bids of technically qualified Bidders will be opened on the prescribed date in the presence of Bidder representatives.
- ii. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.

[for QCBS evaluation]

The Bidder with lowest qualifying financial bid (L1) will be awarded 100% score (amongst the Bidders which did not get disqualified on the basis of point (ii) above). Financial Scores for other than L1 Bidders will be evaluated using the following formula:

$$\text{Financial Score of a Bidder (Fn)} = \left\{ \left(\frac{\text{Commercial Bid of L1}}{\text{Commercial Bid of the Bidder}} \right) \times 100 \right\} \% \text{ (adjusted to 2 decimal points)}$$

Where,

Fn = Normalized financial score of the Bidder

Combined and Final evaluation is relevant for QCBS bids only.

L1 = Lowest qualifying financial bid

8.6.3 Combined and Final Evaluation

The technical and financial scores secured by each Bidder will be added using weightage of <70%> and <30%> respectively to compute a Composite Bid Score.

The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project. The overall score will be calculated as follows:-

$$\langle B_n = 0.70 * T_n + 0.30 * F_n \rangle$$

Where,

Bn = overall score of Bidder

Tn = Technical score of the Bidder (out of maximum of 100 marks)

Fn = Normalized financial score of the Bidder

In the event the bid composite bid scores are 'tied', the Bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the Project.

Example:

A. Normalisation of technical bids:

Bidders	Technical Score	Calculation	Normalised Technical Score
Bidder - 1	88	$(88/95)*100$	92.63
Bidder -2	90	$(90/95)*100$	94.73
Bidder-3	80	$(80/95)*100$	84.21
Bidder -4	95	$(95/95)*100$	100.00

B. Normalisation of Financial Bids:

Bidders	Financial Quote (total manpower expenditure) in Lakhs upto 2 decimal points	calculation	Normalised Financial Score
Bidder - 1	110	$(110/110)*100$	100.00
Bidder -2	140	$(110/140)*100$	78.57
Bidder-3	160	$(110/160)*100$	68.75
Bidder -4	130	$(110/130)*100$	84.61

C. Final Score calculation through QCBS:

The final score will be calculated through Quality and Cost Selection method based on the following weightage:

Technical : 70%

Financial : 30%

Final score= $(0.70* \text{Normalised Technical Score}) + (0.30* \text{Normalised Financial Score})$

D. Final Score calculation:

Bidders	Normalised Technical Score	Normalised Financial Score	Final Score as per QCBS
Bidder - 1	92.63	100.00	94.84
Bidder -2	94.73	78.57	89.88
Bidder-3	84.21	68.75	79.57
Bidder -4	100.00	84.61	95.38

- i. The bidder with the highest final score shall be treated as the successful bidder. In the above example, Bidder – 4 will be treated as successful bidder.
- ii. In the event the final score are 'tied', the bidder securing the highest technical score will be adjudicated as the Best Value Bidder for award of the contract.

9. Award of Contract

9.1 Notification of Award

- i. Prior to the expiration of the period of proposal validity, NSO (FOD) or its authorized person will notify the successful bidder in writing or by fax or email that the bid has been accepted.
- ii. NSO (FOD) may place the work order on the successful bidder.
- iii. The bidder shall acknowledge in writing to NSO (FOD) the acceptance of the work order within ten (10) days of receipt of the work order.

9.2 Signing of Contract

- i. Within 15 days of receipt of the work order, the Agency shall sign the agreement with prescribed authority at concerned Zonal Centre of NSO (FOD).
- ii. The Agency in addition to signing of Agreement with the prescribed authority at Zonal Centre will sign “Covenant for execution of contract” with Head of each Regional Office within the concerned Zone, NSO (FOD).
- iii. All incidental expenses of execution of the agreement shall be borne by the selected Agency.
- iv. The agreement between NSO (FOD) and the Agency shall cover in detail the aspects/terms of contract such as mentioned in the Para 5 of this RFP “Terms and Conditions of the Contract.”

9.3 Performance Security Deposit

The Agency will have to submit Performance Security Deposit in the form of Bank Guarantee issued by a Commercial bank or Fixed Deposit Receipt (FDR) made in the name of the agency but hypothecated to the Pay and Accounts Officer, MoSPI, New Delhi covering the period of contract. The Performance Bank Guarantee must be valid for a period of sixty days beyond the period of contract. The amount of Performance Bank Guarantee to be submitted for different Zones will be 10% of the Annual value of the contract for respective zone.

9.4 Tenure of Engagement

The contract with the Agency found suitable will initially be for a period of Three (3) years (performance to be reviewed annually by a Committee) from the award of work order or signing of contract whichever is earlier and extendable maximum for another Two (2) years on yearly basis, subject to the satisfactory performance of the work at the same rate of man-month, terms and condition of the contract. The NSO (FOD), however, reserves the right to terminate/curtail the contract at any time after giving one month's notice to the selected service providing Agency owing to deficiency of service, substandard quality of manpower deployed, breach of contract etc.

9.5 Deployment of Manpower

- i. The Agency is liable to depute the outsourced manpower within 30 days and preferably within 20 days of the signing of agreement or receiving additional manpower request.

- ii. The Agency shall bear the cost of transportation, food, medical and any requirements in respect of the persons while travelling to join the concerned offices of NSO (FOD) and will have no liability in this regard.
- iii. For all intents and purposes, the second party shall be the “Employer” within the meaning of different Labour Legislations in respect of outsourced manpower so employed and deployed in the NSO (FOD). The persons deployed by the second party in the NSO (FOD) shall not have claims of Master and Servant relationship against NSO (FOD).
- iv. The Second Party shall be solely responsible for the redressal of grievance/ resolution of disputes for settlement of such issues whatsoever. The Second Party shall also submit a quarterly report to NSO (FOD) containing grievance details and resolve provided by the Agency.
- v. The NSO (FOD) shall not be responsible for any financial loss or other injury to any person deployed by second party in the course of their performing the functions/ duties, or for payment towards any compensation.

9.6 Replacement of contractual outsourced manpower

- i. The second party shall replace immediately any of its contractual outsourced manpower who is found unacceptable to the NSO (FOD) because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from the concerned office of the NSO (FOD). The delay in providing a suitable substitute beyond five working days would attract a penalty @ Rs. 1000/- per day per person on the second party counting from the 6th day of the absence of the outsourced manpower.
- ii. The second party shall immediately provide a suitable substitute in the event of absence of contractual outsourced manpower for more than five working days due to reasons viz. illness, leaving the job due to his/ her personal reasons etc. The delay in providing a substitute beyond five working days from the date of intimation to second party would attract a penalty @ Rs. 1000/- per day per person on the second party counting from the 6th day of the absence of the outsourced manpower.
- iii. The Selected Agency shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement.
- iv. The second party shall immediately provide a suitable substitute in the event of resignation of the deployed resource. The Agency will be liable to pay the per day per person penalty from the 6th day of the absence of the outsourced manpower till the period NSO (FOD) gets the replacement if substitute is not provided within 5 days.

10. Exit Policy and Procedures for the contractual outsourced manpower deployed

- i. At the event of resignation of the contractual outsourced manpower deployed by the second party or expiry of Contract period of the second party, the second party needs to ensure a complete knowledge transfer by their deployed contractual outsourced manpower to the new manpower replacing them.
- ii. The second party will ensure to supply all other information (including but not limited to documents, records and Agreements) relating to the services reasonably necessary

- to enable NSO (FOD), to carry out due diligence in order to transition the provision of the Services to NSO (FOD);
- iii. Second party will ensure that all the hardware (including handheld devices, laptops, printers, pen drives etc if any) which is a property of the NSO (FOD) are handed over to the respective FOD office at the time of the exit of the contractual outsourced manpower.
 - iv. The persons deployed by the second party shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees of the NSO (FOD) during the currency and after expiry of the contract.

11. Terms of Payment

- i. The second party shall submit the monthly bills in triplicate enclosing the certificates as mentioned in succeeding paras which shall be got duly verified by the Office in-charge of the concerned office and the same shall be paid within 10 days thereof after making recovery, if any.
- ii. All payments will be accounted in Indian Rupee and credited through Electronic Clearance System (ECS).
- iii. Penalties, if any, for violating the Service Levels will be computed at the end of each payment cycle. These Penalties would be adjusted in the payment due to the second party in the subsequent month.
- iv. The Tax Deduction at Source (T.D.S) shall be made as per the provisions of Income Tax Department/any other department, as amended from time to time and a certificate to this effect shall be provided to the second party by the concerned Office.
- v. The second party shall make regular payment of salaries ensuring compliance of Minimum Wages for respective categories of outsourced manpower and other payments as due to its contractual outsourced manpower deputed under service contract and furnish necessary proof whenever required. The payment to contractual outsourced manpower by the second party would be made on or before 10th day of the following month. In case 10th day being a holiday, monthly remuneration should be paid on the preceding working day of the month.
- vi. The second party will ensure the remittance of the salary to the contractual outsourced manpower deployed by them in NSO (FOD) through Bank Account and a copy of the bank statement will be furnished to the office concerned every month along with the bills for the subsequent month.
- vii. Proof of challan /receipt issued by Regional Provident Fund Commissioner etc. for the payment made towards applicable provident fund, ESI and proof of payment towards other statutory dues for previous months shall be submitted with the bills. Otherwise, a certificate from a Registered Chartered Accountant should be furnished monthly to the effect that all statutory requirements are complied with in respect of staff outsourced by the second party to NSO (FOD). In case of any default, NSO (FOD) may deduct the dues and release the balance amount to the second party.
- viii. In case NSO (FOD) receives any complaints regarding non-payment of salaries to the contractual outsourced manpower deployed in NSO (FOD) and found true, the amount due to the contractual outsourced manpower may be recoverable from the second party and paid to such outsourced manpower.

12. Service Level Agreement

Second party is expected to meet the following Service Levels in the normal course of carrying out the activities as per the detailed Scope of Work. In case of default on any or all such Service Levels, the NSO (FOD) will reserve the rights to levy penalties on the second party.

S. No.	Service	Expected Service Level	Penalty level in case of default
1	Deployment of contractual outsourced manpower at the location after signing the Contract and intimation by NSO (FOD) or any subsequent requirement from the NSO (FOD) during the Contract period.	Within 30 days of receipt of request from NSO (FOD).	Penalty @ Rs. 1000/- per day per person on the service providing agency for the number of days delayed beyond permissible 30 days for deployment of outsourced manpower.
2	Replacement of contractual outsourced manpower at request of NSO	Within 5 days of receipt of request from NSO (FOD).	Penalty @ Rs. 1000/- per day per person on the service providing agency counting from the 6thday of the absence of the outsourced manpower.
3	Replacement of contractual outsourced manpower at the request of the Selected Agency	Replacement giving substitute on the same day.	Penalty @ Rs. 1000/- per day per person on the service providing agency from the 6thday of the absence of the outsourced manpower.
4	Replacement of contractual outsourced manpower at the request of the contractual outsourced manpower in case of resignation or illness more than 5 days	Replacement giving substitute on the same day.	Penalty @ Rs. 1000/- per day per person on the service providing agency from the 6thday of the absence of the outsourcedmanpower.
5	In case of theft, loss, damage etc. to the Tablet/ handheld device provided by NSO for field work to the outsourced contractual manpower.	Within 5 days of information of damage/ loss etc.	Loss to be made good as per actual invoice price with permissible depreciation in case equipment is more than 1 year old along with imputed cost of data (if any) to be decided by NSO(FOD).

Calculation of Penalties:

- Penalties, if any, for violating the service levels will be computed at the end of each payment cycle. These penalties would be adjusted in the payment due to the second party in the subsequent month. The penalty amount applicable for violation of service levels are specified in the table above.
- In situation, where the second party has incurred a penalty of equal to or more than fifteen (15) % of invoice value for the concerned month for three (3) consecutive months at any time during the contract Period, the NSO (FOD) reserves the right to either invoke the termination clause or terminate the contract altogether. The NSO(FOD) also reserves the right to invoke the forfeiture of Performance Bank Guarantee furnished by the second party at the time of signing the contract with the NSO (FOD).
- Total penalty to be capped subject to 30% of the monthly payments at any time of the contract. in such situation where the total penalty exceeds the above limit of 30% of the monthly payments at any time of the contract, the NSO (FOD) reserves the right to invoke termination clause or terminate the contract altogether.

13. Termination of Contract

- i. The NSO (FOD) NSO (FOD) reserves the right to terminate/curtail the contract at any time after giving one month's notice to the selected service providing Agency Agency owing to deficiency of service, sub-standard quality of manpower, breach of contract etc.
- ii. In case of termination of this contract on its expiry or otherwise, the persons deployed by the Agency shall not be entitled to and will have no claim for any continuation/absorption in the regular/ otherwise capacity in the NSO (FOD).

14. Terms and Conditions

- i. Bidding will be conducted through the competitive bidding procedures (separate submission of technical and financial bid) as laid down in the General Financial Rules 2017, and is open to all eligible Bidders as defined in the RFP.
- ii. The complete details for the RFP can be downloaded from MoSPI's website (<https://www.mospi.gov.in>) and Central Public Procurement Portal of Government of India (<https://eprocure.gov.in/epublish/app>). NSO (FOD) may, for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder(s), modify the RFP document by amendments. Such amendments shall be uploaded on the above-mentioned websites through corrigendum and shall form an integral part of RFP document. The relevant clauses of the RFP document shall be treated as amended accordingly. It shall be the responsibility of the prospective bidder(s) to check these websites from time to time for any amendment in the RFP document. In case of failure to get the amendments, if any, NSO (FOD) shall not be responsible.
- iii. Bids must be uploaded on Central Public Procurement (CPP) Portal of Government of India within specified time. The bids submitted by any other mode viz. telex/telegram/fax/e-mail/post etc. shall not be considered. NSO (FOD) shall not be

- responsible for any non-receipt/non-delivery of the documents due to technical snag whatsoever at Bidder's end. No correspondence will be entertained on these matters.
- iv. NSO (FOD) will host a pre-bid conference on the date mentioned in Para 3 Schedules and Critical Dates. The bidder or its official representative will be invited to attend the pre-bid conference. Purpose of the pre-bid meeting is to provide bidders with information regarding the RFP and the requirements, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP.
 - v. The bidders who do not qualify the eligibility conditions in Technical Bid shall be rejected forthwith and their financial bids shall not be opened.
 - vi. The method of selection is Quality cum Cost Based System (QCBS) as per criteria explained in Para 8.6.
 - vii. The Earnest Money Deposit (EMD) of prescribed value as per Para 16 is to be submitted in the form of Bank Draft/ Pay Order in favour of Pay and Accounts Officer, NSO (FOD) payable at Delhi. The EMD should be submitted in physical form to the Office of Joint Director (Admn.), NSO (FOD), 1stFloor, A Block, Sankhyiki Bhawan, Delhi. It may be noted that bids without valid EMD will not be considered.
 - viii. The bids will remain valid for 180 days from the date of submission.
 - ix. NSO (FOD) reserves the right to solicit any additional relevant information from Bidders individually or collectively.
 - x. NSO (FOD) reserves the right not to accept bid(s) from Agency(ies) resorting to unethical practices or on whom investigation/ enquiry proceedings have been initiated by Government investigating Agencies/ Vigilance Cell.
 - xi. At the time of award of contract, the number of manpower resources and services originally specified in the bidding documents may be increased or decreased. It shall be without any change in the terms and conditions of the Bid and the bidding documents. If the NSO (FOD) does not procure/engage any subject matter of procurement or procures less than the number specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
 - xii. Bidders in joint ventures, consortiums are not eligible to apply.
 - xiii. All information contained in this RFP document, or provided in subsequent discussions or disclosures, corrigendum etc. is proprietary and confidential. No information during the bid process and after selection of Agency throughout the contract period may be shared by the bidders with any other organizations/ agencies. The Agency will also ensure data protection (secrecy) and ensure that no data is leaked to any person not authorised by the NSO (FOD). The Agency and outsourced manpower deployed will be governed by The Collection of Statistics Act 2008 in this regard.
 - xiv. The Agency selected will not use its name, logo or any other information/ publicity on content created under the scope of work.

15. Eligibility Conditions for Participation in the Tender

The bidder should fulfil the following eligibility conditions for participating in the Tender/ Request for Proposal (RFP). The bidders should enclose self-certified documentary evidence for fulfilling the eligibility conditions with undertaking that these documents are authentic. It is the sole responsibility of the bidder for the smooth and timely execution of the assigned

work. The bids are liable to be disqualified and contract if awarded is likely to be discontinued immediately if any, Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

Sr. No.	Broad Criteria	Basic Requirement	Specific Requirement	Documentary Proof to be submitted
1.	Registered in India	Legal Entity	<ul style="list-style-type: none"> a) Agency would have to be either registered as a Company or as a Partnership Firm (including Limited Liability Partnership) under the Companies Act as amended from time to time, or the Partnership Act as the case may be. (Consortium of Companies not Permitted) b) Registered with Service tax authorities, Employees Provident Fund, Employees State Insurance and Contract Labour Acts. c) Should have been operating profitably for the last three (3) years in India. (For the purpose of this criterion, profitability of only the bidding entity will be considered. Profitability of any parent, subsidiary, associated or other related entity will not be considered.) d) Bidder must have its core team of 	<ul style="list-style-type: none"> a) Copy of Certificate of incorporation. b) Copy of Registration certificate for GSTIN, EPF, ESIC, Labour certificates etc. c) Copy of the Audited Balance Sheets for the last 3 years or Certificate of the Chartered Accountant specifying profits for these years. d) Number and positions of the Core team may be furnished on letter head of the Agency signed by Company's Authorized Signatory.

			resource managers	
2.	Black listing/ No conviction	Mandatory Certificates	Bidders should not have been blacklisted by any of the State or Central Government Organisation. Should not have been found guilty of any criminal offence by any Court of Law.	Self-certificate letter undertaking to this effect on Company's letter head signed by Company's Authorized Signatory. Bidder must disclose any blacklisting and nature thereof and must provide black listing revocation letter (if applicable). NSO(FOD) reserves the right to accept or reject the bidder's supporting proof.
3.	Conflict of Interest	Mandatory certification from bidder	Bidder should not have a conflict of interest in the assignment as specified in the bidding document. Comply with the code of integrity as specified in the bidding document.	Duly signed undertaking from the Authorized representative of the Agency on the Agency's letter head signed by Company's Authorized Signatory.
4.	Financial Worth	Turnover	The Bidder should have had a minimum annual turnover of Rs. 100 Crore each year during the three years (2016-17, 2017-18, and 2018-19)	A certificate in this regard may be given by the Chartered Accountant clearly specifying the turnover.
5.	Experience	5 years Experience of working with at least 3 Central Govt./State Govt./Autonomous Bodies/ Banks/PSU clients in deploying 3000 or more similar manpower per month.	The Agency must have at least 3 years' experience of working with at least 3 Central Govt./State Govt./Autonomous Bodies/ Banks/ PSU clients in deploying 3000 or more similar manpower per month.	Work completion certificate as per the issued work order.

6.	Presence	Presence in specific location	The bidder should have presence (at least one office) in the jurisdiction of the zone for which they are bidding.	Proof of existence and presence at that particular zone List of Offices, Contact Person & contact details. Documentary proof of existence of office.
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16. Commercial Conditions

Apart from the above, each bidder is required to fulfil the following terms and conditions:

16.1 Earnest Money & Tender Fee:

Bids not accompanied with EMD shall be rejected summarily. EMD (**for each zone separately**) should be submitted in the form of Demand Draft/ Pay Order, Fixed Deposit receipt or Banker's Cheque from any of the Commercial banks in an acceptable form drawn in favour of Pay and Accounts Officer, MoSPI, New Delhi or hypothecated in Favour of PAO, MoSPI, New Delhi. The EMD should be submitted in physical form to the Deputy Director General (Admn.), Sankhyiki Bhawan, GPOA Building, CBD Shahdara, Delhi, at least one day before opening of technical bids as specified in the critical dates. The EMD amount decided for each zone to be submitted (separately for each zone) along with the bid is as follows:

Sr. No	FOD Zone	EMD* Amount in Rs.	EMD Amount in Words
1	Centre Zone	Rs. 52,00,000/-	Rupees Fifty Two Lakhs only
2	South Zone	Rs. 79,00,000/	Rupees Seventy Nine Lakhs only
3	North Zone	Rs. 56,00,000/	Rupees Fifty Six Lakhs only
4	North East Zone	Rs. 36,00,000/	Rupees Thirty Six Lakhs only
5	East Zone	Rs. 54,00,000/	Rupees Fifty Four Lakhs only
6	West zone	Rs. 50,00,000/	Rupees Fifty Lakhs only

* tentative, may be revised.

EMD Return:The EMD of the unsuccessful bidders would be returned after award of the contract. No interest shall be payable by the NSO for the sum deposited as EMD.

EMD Exemption: EMD is not required to be submitted by those bidders who are registered with the Central Purchase Organization and Micro and Small Enterprises (MSEs), with NSIC as defined in MSEs Procurement Policy issued by Department of MSME as per Rule 170 of GFR-2017, for which they shall submit a valid certificate issued by the appropriate authority in this regard.

16.2 Performance Bank Guarantee

- i. The successful Bidder shall at his own expense deposit with NSO (FOD) within seven (7) working days from the date of Issuance of Letter of Intent (LoI), an unconditional and irrevocable Performance Security Deposit in the form of an Performance Bank Guarantee (PBG) from any scheduled commercial bank to NSO (FOD), payable on demand, for the due performance and fulfilment of the contract by the bidder.
- ii. This Performance Bank Guarantee separately for all Zones will be an amount equivalent to 10% of total contract value for that respective zone. PBG shall be invoked by NSO (FOD) in the event the Bidder:
 - Fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of NSO (FOD).
 - Misrepresentations of facts/information submitted to NSO (FOD).
- iii. The performance bank guarantee shall be valid for 60 days post satisfactory Completion of the overall engagement/work as stipulated in RFP. In the event of any amendments to Agreement, the Bidder shall within 15 days of receipt of such amendment furnish the amendment to the Performance Guarantee as required.
- iv. The performance bank guarantee may be discharged/returned by NSO (FOD) 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.
- v. In the event of the Bidder being unable to service the contract for whatever reason, NSO would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of NSO under the contract in the matter, the proceeds of the PBG shall be payable to NSO as compensation for any loss resulting from the bidder's failure to perform/comply its obligations under the contract. NSO shall notify the bidder in writing of the exercise of its right to receive such compensation within 40 days, indicating the contractual obligation(s) for which the bidder is in default.
- vi. NSO shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement. In case the project is delayed beyond the project schedule as mentioned in this REP, the performance bank guarantee shall be accordingly extended by the Bidder.

16.3. Failure to agree with the Terms & Conditions of the RFP

Without prejudice to above, failure of the successful bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event NSO (FOD) may award the contract to the next eligible lowest bidder or call for new proposals. In such a case, NSO (FOD) shall forfeit the EMD of successful bidder.

16.4 Period of Contract

The contract will be for a period of three (3) years subject to the satisfaction of NSO (FOD)(performance to be reviewed annually) and its field offices where the outsourced manpower is to be deputed. If the performance is satisfactory, NSO (FOD) may extend the contract for another period of One (1) years upto maximum of 2 years, on the existing terms & conditions, subject to review of performance. The contract shall come into effect on the

date of signing of the contract or work order (whichever is earlier) hereinafter referred to as the 'Effective Date'.

16.5 Prices

- i. All prices must be quoted on unit rate basis in Indian Rupees (INR) upto 2 decimal places including all applicable charges i.e. professional fee and applicable taxes, duties, etc. (if any). The GST would be payable over and above the man-month rate quoted by the selected Agency as per rate in vogue.
- ii. The agency has to ensure that the prices / rates quoted are all inclusive including the manpower support required, for the project execution and continuous support during the entire contract period.

17. Amendment of Tender Document

At any time prior to the deadline (or as extended by NSO) for submission of bids, NSO (FOD) for any reason, whether at its own initiative or in response to clarifications requested by prospective bidder may modify the RFP document by issuing amendment(s). All bidders will be notified of such amendment(s) by publishing the same on the website, and these will be binding on all the bidders. NSO (FOD), at its discretion, may extend the deadline for the submission of proposals. NSO (FOD) may change the scope after the submission of technical bids by the Bidders. In this case, NSO (FOD) will release a corrigendum/ clarification and ask the Bidders to resubmit their financial bids only.

18. Conflict of Interest

The Agency is required to provide professional, objective and impartial advice and at all times hold the NSO (FOD)'s interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work.

The Agency, and any of their affiliates, shall not be recruited in case they have a conflict of interest with NSO (FOD). The Agency, and any of their affiliated, shall be considered to have a conflict of interest, under any of the circumstances set forth below:

- **Conflicting Activities:** An Agency or any of its affiliates, selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
- **Conflicting Assignment/job:** An Agency (including its affiliates) shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.
- **Conflicting Relationships:** An Agency that has a business or family relationship with a member of the NSO (FOD) staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the NSO (FOD) throughout the selection process and the execution of the contract.

Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of NSO (FOD), or that may reasonably be perceived as having the effect. Any such disclosure shall be made as per the forms of

technical proposal provided herewith. If the Agency fails to disclose said situations and if the NSO (FOD) comes to know about any such situations at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.

19. Bid Formats

19.1 Technical Bid Format

Name of the Zone for which the Agency is bidding: _____

1	Name of Agency	
2	Profile of the Agency	
3	Name of proprietor/ Director of Agency	
4	Full Address of Registered Office	
	a. Telephone No.	
	b. Fax No.	
	c. E-Mail Address	
5	Full Address of Operating/ Branch Office/ contact person	
	a. Telephone No.	
	b. Fax No.	
	c. E-Mail Address	
6	Banker of Agency with Full Address (certified copy of Account statements for the last three years issued by the Bank)	
	Telephone No. of the Bankers	
7	Whether registered as a Company or as a partnership firm (including Limited Liability Partnership) under the Companies Act, 1956 or partnership Act as the case may be (Attach attested copy of the registration)	
8	Registration and License No. of Agency under Contract Labour (Regulation and Abolition) Act, 1970 (Attach attested copy of the registration)	
9	PAN No. of the Company (Attach attested copy of the PAN Card of the Agency)	Attach copy of PAN Card of the agency attested by **
10	GST Registration No. (Attach Attested copy of the registration Certificate)	**
11	EPF registration No. (Attach attested copy of the registration certificate)	**
12	ESI registration No. (Attach attested copy of the registration certificate)	**
13	The list of Central/ State Government/ PSUs or Public Limited Companies, offices/organizations to which the agency has supplied more than 3000contractual manpowerper month over the period of last 3 (three) years to 3 Central/ State Govt./ Autonomous Bodies/ Banks/ PSU/ Public Limited Company. (Attach documentary proof)	Award letters/ Successful completion letters to be attached.

14. Financial turnover of the Agency for following 3 Financial Years. (Copies of the IT returns filed during three financial years and copies of the turnover statements of the three years duly certified by the Chartered Accountant to be attached)

Financial Year	Amount (Rs. In Crore)	Remarks, if any
2016-17		
2017-18		
2018-19		

(Attached separate sheet if space provided is insufficient)

15. List of cities/stations and States where manpower supplied in the past (attach documentary proof)

16. List of cities/stations and States where the company has the branch offices (attach documentary proof). As per the qualification criteria, the agency must have at least one office in the jurisdiction of the zone for which they are bidding.

17. Number of regular employees of the Agency (Proof thereof may be enclosed)

Financial Year	Number of Employees (category-wise break-up may be provided)

18. Details of major contracts with Central Government/ State Government/ PSUs/ Public limited company handled by the tendering Agency for providing manpower during the last three years in the following format (attested copies of the last three years work award may be enclosed) * Copy of supporting papers along with certificate about the performance of the agency, if any, should be enclosed:

Sl. No.	Details of client along-with address, telephone and FAX numbers	Amount of Contract (Rs. In Lacs)	Duration of Contract		Nature of Contract		Remarks, if any
			From	To	Type of man power provided	No. of persons deployed	
1.							
2.							
3.							

(If space provided is insufficient, a separate sheet may be attached)

19. Number of survey related manpower per month provided to Central Government/ State Government/ Autonomous Bodies/ PSUs/ Public limited company during immediately preceding last 12 months.

20. Details of infrastructure available with the firm/agency along with Regional Centre/offices, if any, for supplying manpower:

(If space provided is insufficient, a separate sheet may be attached)

19.2 Financial Bid Format

The Agency is required to submit a price bid in the following format only:

Name of Zone -	#	No. of manpower required for each category (Zone wise manpower requirement Annexed)	Total monthly value of the contract
(1)	(2)	(3)	(4)= (2) X (3)
Name of the Job services for which required to be hired	Man-Month Rate*		
Survey Supervisors (SS)			
Survey Enumerators (SE)			
Administrative Support Staff			
Total			

Note.*

- The agency is required to quote common Man-month rate per person per month separately for each category of staff within the zone (Col:2). The amount should be a fixed flat rate per outsourced manpower per month in respect of each category and irrespective of the location of deployment within the Zone. The rate should include all charges/ deductions to be made by the agency for its services and other liabilities like service charges, mandatory charges of ESI, EPF, etc., **if applicable, excluding only GST, which would be payable over and above the rates quoted by the Agency as per rates in vogue.**
- # The Name of the zone for which the bidder is quoting.
- Each bidder needs to bid for all categories mentioned above. A separate bid is required to be filed for each Zone for which Agency wishes to bid. For calculation of total monthly expenditure manpower requirement zone-wise is provided in Para 6.
- The financial quote will be taken from Col. 4 of above table shown against total.
- Contract will be awarded on the basis of following: Successful bidder will be decided on the basis of evaluation process mentioned in Para 8 of this RFP.

Authorized Signatory_____

Name_____

Designation_____

Signature of authorized person

Date: _____ Full Name: _____

Seal: _____ Seal: _____

19.2.1 Bid Price

Bidders shall quote for the entire scope of contract on a “overall responsibility” basis such that the total bid price covers Bidder’s all obligations mentioned in or to be reasonably inferred from the bidding documents in respect of providing the services.

Prices quoted by the Bidder shall remain firm during the entire contract period and not subject to variation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and rejected.

20. Declaration

I, _____ Son/ Daughter/Wife of Shri _____
Partner/ Director/ Authorized signatory (Authorisation letter enclosed) of the Agency
M/s....., is
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. It is also certified that the Agency is not Blacklisted by Any entity at any time/ the details of blacklisting is as follows and blacklisting revocation certification is enclosed.

5. It is certified that the Agency is not convicted or facing any criminal case in the Court of Law.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

21. Disqualification

- i. The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:
 - 1) Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
 - 2) During validity of the proposal, or its extended period, if any, the bidder increases its quoted prices.
 - 3) The bidder's proposal is conditional and has deviations from the terms and conditions of RFP.
 - 4) Proposal is received in incomplete form.
 - 5) Proposal is received after due date and time will automatically rejected through portal.
 - 6) Proposal is not accompanied by all the requisite documents.
 - 7) Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
 - 8) If commercial bid disclosed with technical bid.
 - 9) Bidder tries to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
 - 10) In case any one party submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/ bidders are withdrawn upon notice immediately.

21.1 Fraud and Corrupt Practices

- i. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NSO(FOD) shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, NSO (FOD) shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable to for, inter alia, time, cost and effort of, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.
- ii. Without prejudice to the rights of under Clause above and the rights and remedies which may have under the Letter of Intent (LOI) or the Agreement, if a Bidder is found by to have directly or indirectly or through an agent, engaged or indulged in any of the Prohibited Practices during the Selection Process, or after the issue of the LOI or the execution of the Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by NSO (FOD) during a period of 3+1+1 years from the date such Bidder is found by to have directly or through an agent, engaged or indulged in any of the Prohibited Practices, as the case may be.
- iii. For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:

“corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of , shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of in relation to any matter concerning the Project;

“fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

“coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;

“undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by NSO (FOD) with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

“Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

22. Legal

- i. The Agency will be responsible for compliance of all statutory provisions related to minimum wages, Provident Fund, and Employees State Insurance, Service Tax etc. in respect of persons deployed by it in the NSO (FOD).
- ii. The Agency shall also be liable for depositing all taxes, levied, cess etc. on account of service rendered by it to NSO (FOD) to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case the Agency fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof, the NSO (FOD) is put to any loss/ obligation, monetary or otherwise, the NSO(FOD) may deduct the same from the monthly bills and or the Performance Bank Guarantee of the agency, to the extent of the loss or obligation in monetary terms.
- iii. The Agency shall maintain all statutory registers under the Law. The Agency shall produce the same, on demand, to the concerned authority of the NSO (FOD) or any other authority under Law.
- iv. The Tax deduction at source (T.D.S.) shall be made as per the provisions of Income Tax Department/any other department, as amended from time to time and a certificate to this effect shall be provided to the Agency by the NSO (FOD).

23. Dispute Resolution

- i. NSO (FOD) and the Agency shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after 30 days from the commencement of such informal negotiations, NSO (FOD) and the Agency have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.
- ii. The India Arbitration and Conciliation Act, 1996 and revisions, if any, thereof, shall apply to the arbitration proceedings.
- iii. All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to a Tribunal of three (3) Arbitrators. Each party shall appoint one arbitrator, and the two appointed arbitrators shall appoint the third arbitrator who shall act as the presiding arbitrator.
- iv. Any decision or award resulting from arbitration shall be final and binding upon the Parties.
- v. If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the Arbitrator shall be appointed by the High Court of Delhi, India.
- vi. The venue of the arbitration shall be at New Delhi.
- vii. The expenses incurred by each party with the preparation, presentation, etc. of its proceeding as also the fees and expense paid to the appointed arbitrator by such party or on its behalf shall be borne by each party itself.
- viii. Pending the submission of and/or decision on a dispute, difference or claim or until the arbitral award is made; the Parties shall continue to perform all of their obligations under this Contract without prejudice to a final adjustment in accordance with such award.

24. Force Majeure

Notwithstanding the above provisions, the Agency shall not be liable for penalty or termination for default if and to the extents that delay on its part in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the either party to the contract and not involving anyone's fault or negligence and not foreseeable. Such events may include, but are not restricted to, such as a war, strike, riot, crime, or an act of God/Nature (such as hurricane, flooding, earthquake, volcanic eruption, etc.), which prevents one or both parties from fulfilling their obligations under the contract. If a Force Majeure situation arises, the Agency shall promptly notify NSO (FOD) in writing of such condition and the cause thereof. Unless otherwise directed by NSO (FOD) in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the Force Majeure event.

ANNEXURE-I

25. List of recognized Technical/ Skill Courses:

Recognized Technical/ Skill course under Pradhan Mantri Kaushal Vikas Yojana (PMKVY), National Skill Development Corporations (NSDC).

S. No.	S.No of Course	Type (QP-NOS /NOS/Expository)	Sector	Name of the QP	QPref.ID	NSQ F Level	Version No.
1	556	QP-NOS	Banking, Financial Services and Insurance	Financial Inclusion Officer	BSC/Q8405	6	1.0
2	1421	QP-NOS	IT-ITES	Domestic Data entry Operator	SSC/Q2212	4	1.0
3	1713	QP-NOS	Management and Entrepreneurship & Professional	Secretary	MEP/Q0201	4	1.0
4	1714	QP-NOS	Management and Entrepreneurship & Professional	Office Assistant	MEP/Q0202	3	1.0
5	1730	QP-NOS	Management and Entrepreneurship & Professional	Field Executive - Data and Document Collection or Verification	MEP/Q0206	4	1.0
6	1739	QP-NOS	Management and Entrepreneurship & Professional	Field Executive / Survey Enumerator - Data and Document Collection or Verification	MEP/Q0206	4	2.0

7	1740	QP-NOS	Management and Entrepreneurship & Professional	Survey Supervisor	MEP/Q0208	5	1.0
8	1742	QP-NOS	Management and Entrepreneurship & Professional	Investigator	MEP/Q7401	4	1.0
9	2192	QP-NOS	Telecom	Field Sales Executive-Telecom Plan & Services	TEL/Q0200	4	1.0

Or any other relevant technical/ skill course. The decision related to relevance of the course will be taken by NSO (FOD) and shall be final and acceptable to all concerned.

26. Addresses of Headquarter, Zonal, Regional and Sub-Regional Offices

Zone	Office Name	Office Type	Office Address
FOD HQ	FOD HQ Delhi	FOD HQ	Sankhyiki Bhawan, GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi-110032
FOD HQ	FOD HQ Faridabad	FOD HQ	CGO Complex, NH-IV, AS Wing, Faridabad
South Zone	BANGALORE	ZO	2nd Floor, B Wing, Kendriya Sadan,CGO Complex, Koramangala, Bangalore-560034.
South Zone	KADAPA	RO	1/403-3, Near Press Club, Maruthinagar, Kadapa 516001
South Zone	ANANTAPUR	SRO	6-2-11, e-seva Road, Ram Nagar, Anantapur-515004.
South Zone	GUNTUR	SRO	D.No.4-4-109, First Floor, 4th Lane, Ring Road, Chandramouli Nagar, Guntur - 522007.
South Zone	KURNOOL	SRO	H.No.45/142-47-2-C-2-2, III floor Ramaligeshwara nagar, Near SAP Camp Back gate Kurnool - 518003.
South Zone	NELLORE	SRO	D.No.27-2-88, Balaji Nagar, Nellore -524002.
South Zone	HYDERABAD	RO	293/7, 1st Floor, R&B complex, Mahavir marg, A.C. guards, Hyderabad-500004.
South Zone	KARIMNAGAR	SRO	H.No. 2-10-1240, Opp. Radha Nilayam,Mulkaapur Road, Jyothi nagar, Karimnagar-505002.
South Zone	NIZAMABAD	SRO	H.No. 6-1-136, Opp. Zila Parisad Guest - House, Subhash Nagar, Kanteswar Road, Nizamabad-503001.
South Zone	WARRANGAL	SRO	H.No.7-1-40, Srimannarayana Residency, Opp. Diet college, Sai nagar, Balasamudram, asker bazar, Hanamkonda, Warangal-506001.
South Zone	VIJAYAWADA	RO	5th floor, C.G.O. complex, Industrial estate, Autonagar, Vijayawada-520007.

South Zone	KAKINADA	SRO	D.No. 8-22-39/9, 1st Floor, Peddisetty Complex, Pattabhi St, opp. to Gandhinagar market, Kakinada - 533004.
South Zone	VISAKHAPATNAM	SRO	D.No.29-27-3/2/4, Sri Yaduvamsi Complex,Marripalem, N.H-5 Road, Visakhapatnam - 530018.
South Zone	BANGALORE	RO	NSSO(FOD) Regional Office, 5th floor, E&F Wing Kendriya Sadan Koramangala, Bangalore-563004.
South Zone	MANGALORE	SRO	NSSO(FOD), Survey No. 10/88@nd Cross, Abakka Nagar, Kottara, Magaluru-575006.
South Zone	MYSORE	SRO	NSSO(FOD), No. 1241, "Poorna Pragna", 11th Main, Hebbal I Stage, Mysuru-570016
South Zone	SHIMOGA	SRO	NSSO(FOD), Krishna Complex, Jail Road, Opp. Shimoga HP Gas, Shimoga-577201.
South Zone	HUBLI	RO	NSSO(FOD) 2nd Floor, Shrinath Complex, New Cotton Market, Hubli-580029.
South Zone	BELGAUM	SRO	Bellad Building,IIInd floor, CTS No.4855/B-6, Ist Main, Ist Cross, Sadashivnagar, Belgaum-590019.
South Zone	BELLARY	SRO	KSCA & RD Beside DoddaNagouda Rangamandira, Opp. Shadimaha, Bank building TS no 28/1 Ward no. 54 oppsite Bellary-583101.
South Zone	GULBARGA	SRO	Sir Patil's Building, Plot No. 30, CIB Colony, Behind Central bus stand, Gulbarga-585103.
South Zone	PANAJI-(GOA)	RO	Sarvekshana bhavan, 1309/1, Goa Housing board colony, Porvorim, Bardez Goa-403521.
South Zone	KOZHIKODE	RO	NSSO(FOD), Kendriya Bhavan,(4th floor), 'A' block, Kallai P.O. Kozhikode-673003.
South Zone	PALAKKAD	SRO	NSSO (FOD), Aishwarya Arcade, Opp. Mercy college, P.O. Pallipuram, Palakkad - 678006.
South Zone	THRISSUR	SRO	NSSO(FOD), Room No. IX/576/56, IIInd Floor, Sakhtan Arcade, TUDA complex, near Sakhtan Bus stand, Thrissur-680001.

South Zone	KANNUR	SRO	N.S.S.O.(FOD), Door No.TP(S)-4/707, Kumar Building, near LIC Office, Thalapp Civil station, Kannur-670002.
South Zone	THIRUVANANTHAPURM	RO	CGO Complex, Block B, Ground Floor, Poonkulam, Vellayani P.O.Thiruvananthapuram-695522.
South Zone	KOCHI	SRO	CGO Complex, 3rd Floor, C - I Wing, Kendriya bhavan, CSEZ P O, Kakkanad, Kochi-682037.
South Zone	KOLLAM	SRO	St. Mary's building, Ground Floor, Mundakkal west, Mundakkal PO Kollam-691001.
South Zone	KOTTAYAM	SRO	Arattuchirackal building, Ground floor, Star junction, near K.S.R.T.C. bus stand Kottayam-686001.
South Zone	COIMBATORE	RO	43, Sengupta street, Ram nagar, Coimbatore-641009.
South Zone	DHARMAPURI	SRO	4/129, chinnathayammal Street, Dharmapuri-636701.
South Zone	SALEM	SRO	NSSO(FOD) 3B/8, Ram nagar Road, Swarnapuri II gate, Salem-636004.
South Zone	TIRUCHIRAPPALI	SRO	Shrivari complex, IIIrd floor, 36/1 Ramalinga nagar, 1st main road, Woriyur, Tiruchirappalli-620003.
South Zone	CHENNAI	RO	B' Wing, II Floor, III-Block, Shastri bhawan, Haddows road, Nungambakkam, Chennai-600006.
South Zone	CUDDALORE	SRO	No.67, IIrd floor, Subbaraya Chetty street, Thiruppadiripuliyur, Cuddalore-607002.
South Zone	VELLORE	SRO	Tamilnadu Housing Unit, Flat No. C-51 & 52, Poonga nagar, Vallalar, Sathuvachari Post, Vellore-632009.
South Zone	PUDUCHERRY	SRO	Housing Board Commercial Complex, Kombakkam road, Murugakkam, Puducherry-605004
South Zone	MADURAI	RO	NSSO (FOD), R.K. Mahal, IIrd floor, 86, Tamil Sangam road, Madurai-625001.
South Zone	THANJAVUR	SRO	NSSO (FOD), Plot No.60, 5th Cross road, Sundaram nagar, Medical College road, Thanjavur-613004.

South Zone	TIRUNELVELI	SRO	NSSO (FOD), plot No. 1, First Floor, 'B' Extension, NGO 'B' colony, Tirunelveli - 627007.
South Zone	VIRUDHUNAGAR	SRO	NSSO (FOD), Door No.114/3/A4, Katcheri Road, NH-7,4 Way Raod. OPP: T.N.S.T.C. Virudhunagar-626001.
South Zone	PORT BLAIR	RO	2nd Floor, B-Block, Kendriya Sadan, Lamba Line, Junglighat (PO), Port Blair, A&N Islands-744 103
West Zone	NAGPUR	ZO	CGO Complex, A-Block, East Wing, Illrd Floor, Seminary Hills, Nagpur-440006.
West Zone	AHMEDABAD	RO	Near Urban Health Centre, behind Narayanpura Police Station, Purshottam Nagar, Nava Vadaj, Ahmedabad-380013
West Zone	BHAVNAGAR	SRO	302, Shanti Aradhana Complex, Opp. Sahkari Hat, Waghavadi Road, Bhavnagar - 364001.
West Zone	JAMNAGAR	SRO	10/1624, Matru Ashish Panchvati, SaruPara Road, Jamnagar-361002.
West Zone	RAJKOT	SRO	Ravin Chambers, Illrd Floor, 9 Bhakti Nagar, Station Road,Rajkot-360002.
West Zone	SURENDRA NAGAR	SRO	Opp. ITI College, behind Ram bhojnalay, Near. Vadilal Icecream Godown, Ist Floor, Surendrenagar - 363002.
West Zone	VADODARA	RO	NSSO Bhawan, Plot No. 24, Near office of Akota Ward No. 6, Akota, Vadodara-390020.
West Zone	MAHESANA	SRO	Virchand KaramchandWadi, Mahesana-384001.
West Zone	NADIAD	SRO	Manilal Mension, Ist Floor, Room No-5, Dabhan Bhagol, Nadiad-387001.
West Zone	SURAT	SRO	10/499, Shri Atmagyaneshwar complex, BSNL exchange, Teen Batti Gopipura, Near Mahila Vidyalaya, Surat-395001.
West Zone	VALSAD	SRO	C/o Super cycle stores, beside S.T. depot, Bechar road, Valsad-391001.
West Zone	MUMBAI	RO	4th Floor, A-2-3 Wing, Near Konkan bhawan, CGO complex building, CBD Belapur, Navi Mumbai-400614.

West Zone	THANE	SRO	Vardaan Industrial Trade-centre building, F-9 to 11, 1st floor, Wagle state, MIDC, Thane-400604.
West Zone	AURANGABAD	RO	NSSO(FOD) , Hall No. I/II, 1st floor, Central Facility Building, N-7, CIDCO, Aurangabad-431001.
West Zone	JALGAON	SRO	B.C.Jain Muncipal mkt, Opp. Balgandharv Natyagruha, Athawada Bazar, F-Mezzanine hall, Jalgaon-425001.
West Zone	NANDED	SRO	House no.1-12-288, Opp. Hutatma smarak, Gokul Nagar, Nanded-431602.
West Zone	NASHIK	SRO	Hall No.5, Ashwini Sector, Central Facility Bldg, Opp. Ambad Police St., CIDCO, Nasik-422009.
West Zone	NAGPUR	RO	CGO Complex, A-Block, East Wing, IIIrd Floor, Seminary Hills, Nagpur-440006.
West Zone	AKOLA	SRO	Smt.Geetabai Atmaram Surse Raut Wadi, PO Akola, Distt. Akola-444001.
West Zone	AMRAVATI	SRO	Dr. D.P. Goswami 1st floor Joglekar Plot Rukhmini Nagar , Amravati-444606.
West Zone	PUNE	RO	Kendriya Sadan, 2nd Floor, A&B Wing, opp. Akurdi railway station, Pradhikaran, sector No-26, Pune-411044.
West Zone	KOLHAPUR	SRO	249/A-1/55, E Ward, MHADA Complex, 1st Floor, Nagala Park, near Z.P. Office, Kolhapur-416003.
West Zone	SOLAPUR	SRO	Old Sr.No. 102 at SPA-2, Hydrabad Road, Sagar Chowk, Bidi Gharkul Scheme, Solapur-413005.
West Zone	RAIPUR	RO	2nd Floor, Bhakta Mata Karma Commercial Complex, Room No.8-25, New Rajendra Nagar, Raipur-492006
West Zone	AMBIKAPUR	SRO	Near Shiv Mandir, behind High School,Ambikapur - 497001.
West Zone	BILASPUR	SRO	H/O Shri J.P. Prajapati (Deep Shikha Bhawan), H. No. 322 Phase II Rajkishor Nagar, Bilaspur (CG) - 495001.

West Zone	DURG	SRO	Hall No.323, 2nd Floor, MPH Commercial Complex,G.E. Road, Durg - 491001.
North East Zone	GANGTOK	RO	Rinzing Building, Gairigaon, Tadong, Gangtok-737102.
North East Zone	KOHIMA	RO	AG Upland colony, opp. Lerie Baptist Church NH-39 Imphal Road, Kohima-797001.
North East Zone	IMPHAL	RO	Thangmeiband Lourung Pural Lekei, Imaemoinu sana sanglen, P.O., Imphal-795001
North East Zone	SHILLONG	RO	Dutta Kuthir, Oakland road, Shillong-793001.
North East Zone	TURA	SRO	Mankachar road, Hawakahna, P.O. Tura, west Garo Hills-794001.
North East Zone	AGARTALA	RO	Sree Ram villa, near SBI, PO Kunjaban Agartala, Tripura -799006.
North East Zone	DIBRUGARH	RO	DDA, Market cum office complex,top floor, phoolbagan, opposite DTO office, Dibrugarh - 786001
North East Zone	ITANAGAR	RO	*Itanagar RO is currently camped at SRO Tezpur and DDG, RO Itanagar is camped at RO Dibrugarh
North East Zone	JORHAT	SRO	Malow ali Jogen Saikia Path Jorhat-785001.
North East Zone	TEZPUR	SRO	Office of Asstt. Director, NSSO (FOD), Raja Arcade, 3rd floor, N T Road, Kamarchuburi, Tezpur-784001.
East Zone	KOLKATA	ZO	Mahalnobis Bhawan, 6th Floor, 164, G.L.T. Road, Kolkata-700108.
East Zone	MUZAFFARPUR	RO	First Floor, Chankya Place, Aghoria Bazar, Near Zenith Petrol Pump, Ramdayalu Road, Muzaffarpur-842002
East Zone	DARBHANGA	SRO	H/O Rahul Anand, Groung Floor, Bhandar Chowk, Kathalbari, Anand Bhawan, Darbhanga-846004.
East Zone	MOTIHARI	SRO	Choubey Bhawan, Near Rly. Station, Mahabir Mandir, Motihari-845401.
East Zone	PURNIA	SRO	Vikash Bhawan, Distt. Board Campus,Purnia-854301.

East Zone	PATNA	RO	Markanday Complex, 1st Floor, Gayatri Mandir Road, Kankar Bagh, Patna - 800020.
East Zone	BHAGALPUR	SRO	House of Dr. A.K. Singh, Devi Prasad Dhandhaniya Lane, Near - U.B.I., Khalifa Bagh, Bhagalpur-812002.
East Zone	GAYA	SRO	House of Shri Basant Kumar, 2nd Floor, A.P.Colony, Opposite Kaveri Sweets, Gaya- 823001.
East Zone	BURDWAN	RO	Chowdhury Market, 2nd Floor, Badamtala, Kalna Road, P.O- Burdwan, Dist. Burdwan (East), Pin- 713101.
East Zone	BANKURA	SRO	Holding No 80/1/A, 2nd Floor, Natunchati Mahalla, P.O. Nutan Choti, Raghunathpur Main Road, P.O & Distt. -Bankura. Pin- 722101.
East Zone	CHINSURAH	SRO	1st floor, 'Roopmati Mahal', Khadina More, G.T. Road, P.O - Chinsurah, Distt-Hooghly, Pin- 712002.
East Zone	MIDNAPUR	SRO	4th Floor, "Motilal Bhawan", Raja Bazar, P.O: Midnapore, Distt. Midnapore(West), Pin- 721101.
East Zone	KOLKATA	RO	CGO Complex, 2nd Floor, E -wing, Sector-I, Salt Lake City, Kolkata- 700064.
East Zone	HOWRAH	SRO	10, Sitanath Banerjee Lane, P.O.B. Garden, Howrah - 711103.
East Zone	BARASAT	NSRO Kolkata	West Bengal (S) Region NSRO Barasat, Arifbari, Barrackpur Road, Barasat- 700125.
East Zone	MALDA	RO	1/3, Netaji Subhash road, Gangabag, P.O. & Distt. Malda- 732101.
East Zone	BEHRAMPUR	SRO	36, Dr.S.N. Bhattacharjee Road, Near Kalpana Cinema, P.O. Barhampur, Distt -Murshidabad - 742102.
East Zone	SILIGURI	SRO	76, Khudiram Pally road, P.O. Siliguri, H.C. road, Darjeeling - 734401.

East Zone	RANCHI	RO	Atma Ram Bhawan, IIIrd Floor, Bangla School lane, behind Mahabir Temple, Main Road, Ranchi-834001.
East Zone	DUMKA	SRO	NSSO(FOD), 2nd floor, Behind Kalyan medicino, Kumhar Para chowk,Dumka-814101.
East Zone	HAZARIBAGH	SRO	NSSO (FOD), Opp. New BSNL Telephone Exchange, Ranchi Patna Road, Hazaribagh-825301.
East Zone	JAMSHEDPUR	SRO	2nd Floor, DGS&D Building, Opp.NML Co, Burmamines, Jamshedpur-831007.
East Zone	DHANBAD	SRO	Maa Smriti, Main road, Opp. Imma Bhawan, near Black Diamond car showroom, Saraidhela, Dhanbad -828127.
East Zone	DALTON GANJ	SRO	NSSO(FOD) Near Police Line, in front of Tiwari fuel centre, Daltonganj-822101.
East Zone	BHUBANESWAR	RO	NSSO(FOD), Commercial Complex, 1st Floor, Acharya Vihar, Bhubaneswar-751013.
East Zone	BARIPADA	SRO	Govt. of India, Daragadihi chowk, near chungi gate, Baripada, Dist. Mayurbhanj, Orissa-757001.
East Zone	BERHAMPUR	SRO	Ramnagar Court Petta, Berhampur, Dist. Ganjam, Orissa-760004.
East Zone	CUTTACK	SRO	NSSO Bhawan, Sector-6, Avinava Bidanasi, CDA Cuttack -753014.
East Zone	SAMBALPUR	RO	161 Senpark Lane, gole bazar, Nayapara, Sambalpur-768001.
East Zone	BHAWANIPATNA	SRO	College Road, I Floor, Opp. DIC Office, Dist.- Kalahandi, Odisha 760001.
Central Zone	LUCKNOW	ZO	NSSO Bhawan, INS-IV, Sector-11, Vikas Nagar, Ring Road, Lucknow-226022.
Central Zone	DEHRADUN	RO	C-15, Sector-1, Defence Colony, Dehradun-248001.
Central Zone	ALMORA	SRO	Link Road, Talla Joshi Khola, Near Arya Kanya Inter College, Almora-263601.
Central Zone	LUCKNOW	RO	NSSO Bhawan, Sector-11, INS-IV, Vikas Nagar, Ring Road, Lucknow-226022.

Central Zone	FATEHPUR	SRO	H.No.166, A/1 Amarjaee, Fatehpur-212601.
Central Zone	GONDA	SRO	513 Malviya Nagar, opposite Gandhi Park,Gonda-271001.
Central Zone	JHANSI	SRO	376/4, Civil Lines, Chandra Vihar Colony, near BKD Chauraha, Jhansi-284001.
Central Zone	KANPUR	SRO	112/1A, Tara Raju Cottage,Benjhabar, Kanpur-208001.
Central Zone	AGRA	RO	64/4, B-wing, 2nd Floor, CGO Complex, Sanjay Place, Agra-282003.
Central Zone	ALIGARH	SRO	H.NO.1054, Khalil Manzil, Marris Road, Aligarh-202001.
Central Zone	MEERUT	SRO	NSSO Bhawan, 479/1, Mangal Pandey Nagar, Meerut-250004.
Central Zone	PRAYAGRAJ	RO	38/A, Sardar Patel Marg, Civil Lines, Allahabad-211001.
Central Zone	AZAMGARH	SRO	Nehru Bhawan, Collectrate, Azamgarh-276001.
Central Zone	FAIZABAD	SRO	5/11/143, Reidganj, Mukherjee Niwas, Faizabad-224001.
Central Zone	GORAKHPUR	SRO	E Block, GDA, Flat No. 1-4, Awasiya Yojna, Railway Station Road, Gorakhpur-273009.
Central Zone	VARANASI	SRO	P.C.F. Plaza, Hall No. 8-9, IInd Floor, Nadesar, Varanasi-221002.
Central Zone	BAREILLY	RO	B.D.A. Complex, 2nd Floor, Priyadarshini Nagar, Bareilly-243122.
Central Zone	MORADABAD	SRO	Ekta Dwar Complex, Hall No.8, 1st Floor, near Pili kothi, Company Bagh, Civil Line, Moradabad-244001.
Central Zone	SAHARANPUR	SRO	Shiv Vihar,Near Kids School, Rajwahe Ki Patri, Saharanpur 247001.
Central Zone	SITAPUR	SRO	413/82,Kailash Bhawan, Head Post Office Road, Sitapur-261001.
Central Zone	BHOPAL	RO	Vijay Stambh, Hall No. 201 & 205, Block-B, 2nd Floor, M.P. Nagar Zone-I, Bhopal-462011.
Central Zone	CHHINDWARA	SRO	NSSO Bhawan, In-front of SDO(PWD) Office-2, Shiv Nagar Colony, Chhindwara (M.P.) -480001

Central Zone	INDORE	SRO	2nd Floor, C.G.O. Building, opp. White Church, A.B. Road, Indore-452001.
Central Zone	KHANDWA	SRO	61, Punjab colony, near Gurudwara, Khandwa-450001.
Central Zone	GWALIOR	RO	B-Block, 1st Floor, Sanjay Complex, Jayendra Ganj, Lashkar, Gwalior-474009.
Central Zone	RATLAM	SRO	Scheme-71, J-Block, Type-A, Room No A-1, Rajiv Gandhi Civics Centre, First Floor, Ratlam-457001.
Central Zone	SHIVPURI	SRO	MIG 6-7, M.P. Housing Board Colony, Jhansi Road, Deen Dayal Puram, Shivpuri-473551.
Central Zone	UJJAIN	SRO	20-HX, HIG, Laxmi Nagar, Ujjain-456010.
Central Zone	JABALPUR	RO	Jabalpur Devlpment Auth. Building, 1st Floor, Nagpur Road, Madan Mahal, Jabalpur-482001.
Central Zone	REWA	SRO	Sajla Tower, Beside P.K.School, Rewa-486001.
Central Zone	SAGAR	SRO	M.P. Housing Board Building, 1st Floor, Padmakagar, Makronia, Sagar-470002.
North Zone	JAIPUR	ZO	55 Keshav Nagar, Lane no. 3, Hawa Sadak, Jaipur-302019.
North Zone	JAIPUR	RO	70/149-154, Patel Marg, Mansrovar, Jaipur-302020.
North Zone	ALWAR	SRO	House No.8/11, NEB, Rajasthan Housing Board Colony, Alwar-301001.
North Zone	SRIGANGANAGAR	SRO	Opp. Hakam Maaruti Garage, Near Govt. Hospital, Suratgarh Road, N.H.-15, Sriganganagar-335001
North Zone	KOTA	SRO	Plot No. 9-A, Shivshakti Bhavan, Opp Bank of Baroda, New Colony, Gumanpura, Kota, Rajasthan. 324007.
North Zone	JAMMU	RO	Deputy Director General, NSSO(FOD), H. No.-34, Sector -A, Ext. Sainik Colony, Jammu-180011
North Zone	UDHAMPUR	SRO	133, Mukherjee Bazar, Udhampur-180211.
North Zone	SRINAGAR	RO	25 - Shah Asrar Colony Near Bone and Joint Hospital, Barzulla Srinagar, Jammu and Kashmir – 190019

North Zone	ANANTNAG	SRO	F.M.Public School Building, opp. General Bus Stand, Anantnag-192101.
North Zone	BARAMULA	SRO	Mohalla Jadeed, Baramula-193101.
North Zone	SHIMLA RO	RO	BOSE WELL VILLA , NEAR DEEPAK PROJECT SHIMLA- 171005
North Zone	MANDI SRO	SRO	287/1 VYASA-SAW-MILL MANDI - 175001
North Zone	DHARAMSHALA SRO	SRO	Verma Bhawan, Civil Lines, Dharamshala-176215.
North Zone	HAMIRPUR SRO	SRO	1st Floor , Allahabad Bank Office, Ward No - 6 , N.H. 88 New Road HAMIRPUR
North Zone	JALANDHAR	RO	348, Jaswant Nagar, Garha Road, Near Gurudwara, Jalandhar City-144022.
North Zone	AMRITSAR	SRO	4th Floor, SCO-93, Near Passport Office, Ranjit Avenue, Amritsar-143001.
North Zone	HOSHIARPUR	SRO	Court Road, Second Floor, Opp. Green Park View, Near SBI (main branch), Hoshiarpur-146001.
North Zone	MOHALI	RO	Building No. 418 Bulk Material Market, Sector 65, Phase-11, SAS Nagar, Mohali-160065.
North Zone	BHATINDA	SRO	100 Road, T.P. Scheme no. 3, Street part 2, Guru Teg Bahadur Nagar, Bhatinda-151001.
North Zone	FARIDKOT	SRO	VIII A, near street no. 3, Guru Nanak colony, Sadik Road, Faridkot-151203.
North Zone	LUDHIANA	SRO	B-1/971, Rajpura Road, Civil Lines, Ludhiana-141001.
North Zone	CHANDIGARH	RO	NSSO (FOD), 6th Floor, Kendriya Sadan, Sec-9-A, Chandigarh-160017.
North Zone	AMBALA	SRO	250/39, 2nd Floor, Backside Bhagan Filling Station, Preet Nagar, Jagadhari Road, Ambala Cantt. 133001
North Zone	FARIDABAD	SRO	NSSO (SRO) Level-6, CGO Complex, NH-IV, Faridabad-121001.
North Zone	HISAR	SRO	N.S.S.O.(F.O.D), Om Comlex, 2th Floor, 5 K.M. Stone, Tosham Road, Hisar, Haryana-125005

North Zone	KARNAL	SRO	SCF-92, IInd & III rd Floor, Sector 6, Main Market, Near Allahbad Bank, Karnal. 132001.
North Zone	ROHTAK	SRO	SCO No.-1, Sector 14, Rohtak-124001.
North Zone	DELHI	RO	N.S.S.O.(F.O.D), MOSPI, Sankhiyaki Bhawan, 4th floor, CBD, G.P.O.A Building, Near Karkardooma Court, Shahdara, Delhi-110032
North Zone	AJMER	RO	NSSO Bhavan, Haribhau Upadhyay Nagar, Ajmer-305004.
North Zone	JODHPUR	SRO	NSSO Bhavan, Plot No.3, Sector-3, Madhuban Housing Board, Bansi-I, Jodhpur 342005.
North Zone	UDAIPUR	SRO	NSSO Bhavan, Plot No. 1/52, Sector 14, Goverdhan Vilas Scheme, Rajasthan Avasan Mandal colony, Udaipur-313002.