

**Manpower for Periodic Labour Force Survey (PLFS) on
contract basis through Agency**

Request for Proposal(RFP)

**National Sample Survey Office
(Field Operations Division)**

Ministry of Statistics and Programme Implementation
East Block – 6, Level : 4 to 7,
R. K. Puram, New Delhi - 110066



**MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION
NATIONAL SAMPLE SURVEY OFFICE
(FIELD OPERATIONS DIVISION)**

**EAST BLOCK-6, LEVEL- 4 to 7,
R. K. PURAM,
NEW DELHI-110066**

e-TENDER DOCUMENT

**Manpower for Periodic Labour Force Survey(PLFS)
on contract basis through Agency**

Date of issue of Tender	:	04.11.2016
Last Date & time for submission of Tender	:	24.11.2016, 18:00 Hrs.
Date & Time for opening of Tender		
(i) Technical Bid	:	25.11.2016, 15:00 Hrs.
(ii) Financial Bid of technically qualified tenderers	:	30.11.2016, 15:00 Hrs.

CONTENTS OF TENDER DOCUMENT

S. No.	Description of contents	Page Number
1.	e- Notice inviting Tender (NIT)	4-5
2.	Section-1 : Scope of Work and General Instructions for Bidders	6-8
3.	Section-2 : Technical Qualification Criteria	9
4.	Section-3 : Job Description and Requirements for the Manpower to be Deployed	10-13
5.	Section-4 : Criteria for Evaluation of Tender	14
6.	Section-5 : Proforma for Technical Bid	15-19
7.	Section-6 : Proforma for Financial Bid	20
8.	Section-7 : Terms and Conditions	21-25
9.	Section-8 : Documents to be Submitted along with the Technical Bid	26
10.	Section-9 : Documents to be Submitted by the Successful Agency Before Deployment of Manpower	27

No. M-12011/13/PLFS/MS-2016
Government of India
Ministry of Statistics and Programme Implementation
National Sample Survey Office
(Field Operations Division)

East Block-6, Level- 4 to 7,
R. K. Puram, New Delhi-110066

e- NOTICE INVITING TENDER

On behalf of President of India E- Tenders are invited through Central Public Procurement Portal (CPPP) www.eprocure.gov.in in 'Two-bid' system with technical and Financial bids separately from reputed, experienced and financially sound Manpower Supplying Agencies, engaged to provide manpower to National Sample Survey Office (NSSO) under Ministry of Statistics and Programme Implementation, Government of India on purely contract basis for Periodic Labour Force Survey (PLFS) being conducted on an all India basis to generate the annual estimates of different Labour force indicators both in rural and urban areas. The survey is proposed to commence w.e.f. **1st January, 2017** throughout the country. The tentative requirement of manpower, under different categories, is:

(1) Field Investigators (FIs): 612, (2) Field Officers (FOs) : 45, (3)Administrative Staff : 58,

2. The field work of the survey will be operated from Regional/Sub-Regional offices of NSSO throughout the country. The list of offices where contractual Personnel are required for each category of Field Personnel and Administrative Staff may be seen at **ANNEXURE – I & II** respectively on Ministry's website at www.mospi.gov.in as well as www.eprocure.gov.in. Interested agencies capable of supplying required personnel may submit their tenders complete in all respect along with supporting documents in respect of their proven experience in supply of personnel to Government / Semi-Government / Public limited company.

3. The contract with the Agency found suitable will initially be for a period of one year from the award of work order and extendable maximum up to 5 (five) years subject to the satisfactory performance of the work at the same rate. The requirement of manpower may increase or decrease during the period of contract depending upon the need of the Survey.

4. Estimated cost of the work is Rs.15,00,00,000/- (Rupees Fifteen Crore) only.

5. The interested agencies may submit their tender document complete in all respects along with Earnest Money Deposit (EMD), except those who are registered with the Central Purchase Organisation , National Small Industries Corporation (NSIC) or Ministry of Statistics and Programme Implementation, of Rs. 30, 00, 000.00 (Rupees Thirty Lakh Only) refundable without interest, in the form of Demand Draft/Pay Order ,Fixed Deposit Receipt , banker's cheque or bank Guarantee 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.

6. The tender will comprise Technical as well as Financial bids separately. Tender and relevant document may be seen on the Ministry's website www.mospi.gov.in, as well as www.eprocure.gov.in. **Submission of Bid will be only through www.eprocure.gov.in within specified date indicated in the details available on the website. Manual submission is not acceptable.** However, it is the responsibility of bidder to ensure 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 PLFS":

Field Operations Division (HQs)
National Sample Survey Office
Ministry of Statistics and Programme Implementation
East Block-6, Level- 4 to 7,
R. K. Puram, New Delhi-110066

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

8. NSSO reserves the right to cancel the tender at any stage without assigning any reason.



(Vidya Prakash)

Deputy Director General

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Email Id:e.tender.plfs@gmail.com

SECTION- 1: SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR THE BIDDERS

1. The National Sample Survey Office (NSSO) under the Ministry of Statistics and Programme Implementation is broadly responsible for conduct of large scale sample surveys throughout India on various socio-economic subjects of interest to Government on yearly basis. The organization also conducts surveys on agricultural statistics; Annual Survey of Industries; price collection, etc.
2. The field work of collection of data on sample basis, through scientifically designed structured schedules of inquiries, in scientifically selected samples, is done by the Field Operations Division (FOD) of the NSSO through its network of offices located throughout the length and breadth of the country. The FOD has its Headquarters located at New Delhi and Faridabad; 6 Zonal Offices; 49 Regional Offices, and; 118 Sub-Regional Offices spread throughout the country.
3. 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 officers called Junior Statistical Officers (JSOs), recruited through Staff Selection Commission (SSC), a Government Organisation responsible for recruitment to subordinate posts in Government of India. The supervision of the data collected by the primary field staff is done by the supervisory staff of FOD called Senior Statistical Officers (SSOs) consisting of officers promoted from the level of JSO. JSOs and SSOs together constitute the SSS (Subordinate Statistical Services) cadre. Apart from the technical work related to the survey, the administrative work of the Division is done by the clerical/secretarial personnel called Ministerial Staff.
4. Periodic Labour Force Survey (PLFS) is going to start throughout the country from 1st October, 2016. It is a household sample survey involving data collection from selected households in rural and urban areas of the country using hand-held device viz. tablets (**to be supplied by NSSO**) for capturing the data from respondents. The field work of data collection, supervision and administrative support of this survey is planned to be done by engaging contractual staff viz. Field Investigator, Field Officer and Administrative Staff. The NSSO wishes to engage personnel with requisite qualifications, age, etc., on purely contract basis for a specific period so as to do the Field Work of data collection/data supervision/administrative assistance as per time schedule. The persons engaged on contract in place of JSOs/primary workers are designated as “Field Investigators” and those in place of supervisory staff are designated as “Field Officers”. The staff engaged on contract basis to perform functions of clerical/secretarial staff shall be called “Administrative Staff.”
5. PLFS is an all India survey. Manpower would be provided to Regional Offices (ROs) of NSSO as per the list of RO at Annex-1. ROs will utilize the service of provided manpower for PLFS within their administrative jurisdiction (Regional as well as sub-regional offices).
6. The contract with the Agency found suitable will initially be for a period of one year from the award of work order and extendable maximum up to 5 (five) years subject to the satisfactory performance of the work at the same rate and is likely to commence from 1st January, 2016. The NSSO, 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 manpower deployed, breach of contract etc.
7. The NSSO has initial requirement of personnel as detailed in Section 3 “TECHNICAL REQUIREMENT FOR MANPOWER TO BE DEPLOYED” which may increase or decrease during the contract period depending upon the requirement of the survey.

8. The interested agencies may submit their tender document complete in all respects along with Earnest Money Deposit (EMD), except those who are registered with the Central PURCHASE Organisation, National small industries corporation (NSIC) or Ministry of Statistics and Programme implementation, of Rs. 30, 00, 000.00 (Rupees thirty Lakh Only) refundable without interest, in the form of Demand Draft/Pay Order, Fixed Deposit receipt, banker's cheque or bank Guarantee 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.

9. The tender will comprise Technical as well as Financial bids separately. Tender and relevant document may be seen on the Ministry's website www.mospi.gov.in as well as www.eprocure.gov.in. **Submission of Bid will be only through www.eprocure.gov.in within specified date indicated in the details available on the website. Manual submission is not acceptable.** However, it is the responsibility of bidder to ensure 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 PLFS :

Field Operations Division(HQs)
National Sample Survey Office
Ministry of Statistics and Programme Implementation
East Block-6, Level- 4 to 7,
R. K. Puram, New Delhi-110066

10. The various crucial dates relating to 'Tender for Supplying Personnel for Periodic Labour Force Survey' are as under:

a	Date of publishing of e-Notice inviting Tender (NIT)	04.11.2016
b	Pre-bid conference :date, time and venue	16.11.2016, 15:00 Hrs to 17:00 Hrs, Committee Room, Level – 5, NSSO (FOD) Hqrs, East Block – 6, R. K. Puram, New Delhi - 110066
c	Last date for clarification on NIT	18.11.2016
d	Last date and time for submission of e-Tender (only through eprocure.gov.in)	24.11.2016, 18:00 Hrs.
e	Date and Time for opening of	
	Technical Bid	25.11.2016, 15:00 Hrs.
	Financial Bid	30.11.2016, 15:00 Hrs.

11. The successful bidder will have to deposit performance security deposit of Rs.1,00,00,000 (Rupees one crore Only) 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 security must be valid for a period of sixty days beyond the initial period of contract.

12. The tendering agencies are required to enclose duly attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/outrightly rejected and will not be considered any further.

a	Registration Certificate under Companies Act/ Partnership Act;
b	Registration Certificate under Contract Labour (Regulation and Abolition) Act ,1972
c	Copy of PAN card of the Agency (not of the individual);
d	Copy of the IT return filed for the last three financial years by the agency (not by the individual)
e	Copy of the EPF Registration Certificate
f	Copy of the ESI Registration Certificate
g	Copy of the Service Tax Registration Certificate
h	Copies of contracts awarded by the Central Govt./State Govt./PSUs during last three years.
i	Certified copy of bank account for the last three years issued by the bank
j	Copy of the turn over statements of last three years duly certified by Chartered Accountant
k	Attested Copies of the Registration Certificate of branch offices.
l	Copy of Certificate about performance, if any, given by the organization/firm mentioned at (h) above.
m	Annual report of the agency containing the annual accounts, if any.

13. Conditional bids shall not be considered and will be outrightly rejected in very first instance.

14. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid application must be attested by the person authorized to sign the tender bids.

15. It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.

16. Each page of the tender should be signed by the bidder or by his authorized signatories with seal of the agency.

17. The Technical Bid, as submitted online through www.eprocure.gov.in shall be opened on-line on the scheduled date and time (at 15:00 Hrs. on 25.11.2016) in the Conference Room of the office of NSSO (FOD), Hqrs., New Delhi, in the presence of representative of the Agencies, if any, who wish to be present at the time of opening the tender.

18. The Financial Bid of only technically qualified bidders will be opened.

19. NSSO reserves the right to cancel the tender at any stage without assigning any reason.

SECTION – 2 : TECHNICAL QUALIFICATION CRITERIA

The tendering manpower Agency must fulfill the following technical specifications in order

- (a) The Manpower Agency must have a minimum of three years' experience in supplying personnel to reputed Central/State Govt. Departments/ Public Sector Companies/Banks. Details of the 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 shall be enclosed.
- (b) The Manpower Agency should have had a minimum annual turnover of Rs.15Crore during the last three years. A copy of the turnover statement duly certified by the Chartered Accountant must be enclosed with the tender document.
- (c) Agency would have to be either registered as a Company or as a Partnership Firm (including Limited Liability Partnership) under the Companies Act, 1956 or the Partnership Act as the case may be.
- (d) The Agency should have proven track record on providing a minimum of 150 fulltime personnel over the period of last three years to Central/State Govt. Departments/ Public Sector Companies/Banks/Public limited company.
- (e) The Agency should have its own Bank Account. Certified copy of the account statements for the last three years issued by the bank shall be enclosed.
- (f) The Agency (not individual) should have a PAN number. Certified copy of the PAN card shall be attached with the bid document.
- (g) The Agency (not individual) should be registered with Service Tax department. Certified copy of the Registration shall be attached with the bid document.
- (h) The Agency should be registered with the appropriate authorities under Employees Provident Fund and Employees State Insurance Acts. Certified copies of the Registration with EPF and ESIC shall be attached with the bid document.
- (i) The Agency must be registered under Contract Labour (Regulation and Abolition) Act, 1972. Registration and License No. of the Agency must be submitted with the document.
- (j) The tenders not accompanied with the EMD, unless exempted, as prescribed in the NIT would not be considered for technical evaluation.

SECTION –3 : JOB DESCRIPTION AND REQUIREMENTS FOR THE MANPOWER TO BE DEPLOYED

Selected agency will have to provide manpower under different categories as per the duties, age criteria, eligibility/essential qualifications, desirable qualification and work experience required for personnel viz. Field Investigators/Field officers/Administrative Staff and the deployed manpower under different categories would be paid monthly remuneration by the agency as indicated in TABLE – A and TABLE – B respectively ,while **Travel Allowances/Daily Allowances would be paid by NSSO directly to the deployed manpower as prescribed in Table-B :**

TABLE - A

Name of the Post	Duties	Age Limit	Eligibility/Essential qualification	Desirable qualification/ Experience
(1)	(2)	(3)	(4)	(5)
Field Investigators	Field job of collection of data from households/enterprises using electronic gadgets through Computer-Assisted Personal Interviewing (CAPI) on various aspects in selected rural/urban samples through pre-designed schedules of inquiry.	Not exceeding 30 years as on 1 st October 2016. However, the upper age limit is relaxable by number of years served in NSSO Surveys as contractual investigator	(a) Bachelor's Degree from a recognized university with Statistics/Economics/Mathematics as one of the papers at Degree level or Or Bachelor's degree in any subject with 60% marks in Mathematics at 12 th standard level. And (b) Knowledge of English and Local language (c) Knowledge of Computer applications like MS office etc. alongwith comfort in keying data through hand held devices.	Preference will be given to candidates having experience of field job of statistical surveys carried under Government Sector/PSU.

Field Officers	<p>Exclusive supervision of the survey, Coordinating with Regional Offices/Hqrs., imparting training and technical assistance to field staff and on the spot inspection of survey work.</p> <p>Examination of inspection notes, scrutiny of schedules and handling correspondence with RO/SRO/ Other Departments.</p>	<p>Upto the age of 40 years as on 1st October, 2016.</p> <p>OR</p> <p>Upto the age of 65 years as on 1st October, 2016.</p>	<p>Candidate having Graduate Degree in any subject having studied atleast a paper of Statistics at Graduate level 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.</p> <p>OR</p> <p>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 computer. Retired Statistical Officers who might have drawn equivalent pay from PSU/Bank could also be considered.</p>	<p>Candidates having experience of statistical work at supervisory level in Central Govt./State Govt./PSU would be preferred</p> <p>OR</p> <p>Candidates having experience of data collection /supervision of statistical field surveys would be preferred</p>
Administrative Staff	Administrative work relating to the Division	<p>Upto the age of 40 years as on 1st October, 2016.</p> <p>OR</p>	<p>12th or Higher Secondary pass with very good proficiency in typing/stenography (40 wpm for typing / 80 wpm for stenography)</p> <p>OR</p>	<p>Bachelor Degree in any discipline from recognized University. Candidate having proficiency in typing and stenography both would be preferred.</p> <p>OR</p>

		Upto the age of 65 years as on 1 st October, 2016	Officials retired at the level of UDC (Grade Pay of Rs.2,400/-) or equivalent under Central Govt./ State Govt./PSU/Bank with god knowledge of working of computers	Officials retired at Assistant /Higher levels would be preferred
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TABLE – B

Name of the Post	Monthly Remuneration* (Rs.)	Travel Allowances/Daily Allowances
Field Investigator	16,500/-	(a) Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and (b) Daily allowance of Rs.150/- (ordinary) per day and Rs.350/-(hotel stay).
Field Officers	17,600/-	(a) Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and (b) Daily allowance of Rs.250/- (ordinary) per day and Rs.500/-(hotel stay).

Administrative Staff	12,100/-	(a) Sleeper class fare by ordinary/express train or bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and (b) Daily allowance of Rs.150/- (ordinary) per day and Rs.350/-(hotel stay).
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(*) The monthly remuneration includes employer's share of EPF and ESIC. The remuneration may be revised, if felt required by the Competent Authority.

SECTION – 4 : CRITERIA FOR EVALUATION OF TENDER

1. The financial bids of technically qualified bids will be opened.
2. The final evaluation for determining the agency would be done by the **Tender Technical Evaluation Committee (TAEC)** in accordance with the Govt. of India Rules in vogue on the subject.
3. Lowest bidder will be decided on the basis of col.3 “**Service charge of the Agency per person per month**”, as quoted in the **Financial bid document (ref SECTION - 6: PROFORMA FOR FINANCIAL BID)**.

SECTION -5 : PRORFORMA FOR TECHNICAL BID

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	
	a. Telephone No. b. Fax No. c. E-Mail Address	
6	Banker of Agency with Full Address (Attach 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, 1972 (Attach attested copy of the registration)	
9	PAN No. of the Company (Attach attested copy of the PAN Card of the Agency)	
10	Service Tax 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 150 full	

	time manpower over the last 3 (three) years. (Attach documentary proof)	
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* Copy of supporting papers alongwith certificate about the performance of the agency, if any, should be enclosed.

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

Financial Year	Amount (Rs. In Crore)	Remarks, if any
2013-14		
2014-15		
2015-16		

(Attached separate sheet if space provided is insufficient)

15	List of cities/stations and States where manpower supplied in the past (attach documentary proof)	
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16. Number of employees of the Agency (Proof thereof may be enclosed)

Financial Year	Number of Employees (category-wise break-up may be provided)
2013-14	
2014-15	
2015-16	
2016-17 (as on 1 July 2016)	

17. 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):

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.							
4.							
5.							

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

18. Details of infrastructure available with the firm/agency alongwith Regional Centre/offices, if any, for supplying manpower on All-India basis:

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

Signature of authorized person

Date:

Name:

Place:

Seal:

DECLARATION

1. I,.....Son/ Daughter/Wife of
Shri.....Partner/ Director/ Authorized signatory 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.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

Certificate of Non-forfeiture of EMD /Performance Security

I, _____ certify that neither EMD nor Performance Guarantee has been forfeited of my agency M/s _____ while participating or executing any work order from any office of Central/State Government or /PSU in the past.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

SECTION - 6: PROFORMA FOR FINANCIAL BID

NSSO has worked out and fixed the rate for personnel to be deployed against the various positions which the Agency is required to pay on a monthly basis to each of the personnel deployed in NSSO during the contract period. The Agency is required to submit a price bid in the following format only:

Sl. No.	Category of Personnel/ Number	Service charge of the Agency per person per month*	Remarks
1	2	3	4
1.	Field Investigator : 612 Field Officer : 45 Administrative Staff : 58		

*** The agency is required to quote only outsourcing management rate which represents administrative/ management charges/overheads/ other costs. The amount should include all applicable taxes that are required to be paid by the agency. The outsourcing management rate is the additional amount over and above the monthly remuneration to be met by the NSSO which includes employer's share of EPF and ESIC as separately described in Section-3 of the tender document. The amount should be a fixed flat rate per personnel per month irrespective of the location of deployment and category of personnel.**

Signature of authorized person

Name_____

Designation_____

Date:

Full Name of Agency:

Seal:

Section – 7: TERMS AND CONDITIONS

General

1. The contract will be initially for a period of one year and is likely to commence from October, 2016. The contract would be considered for renewal based on the performance of the agency. The NSSO (first party), however, reserves the right to terminate/curtail the contract at any time after giving one month's notice to the selected service providing Agency (second party) owing to deficiency of service, sub-standard quality of manpower, breach of contract etc.
2. The contracting agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of the NSSO.
3. The NSSO, at present, has requirement of manpower as described in detail in Annexure – I & II. Estimation of manpower is tentative and for the purpose of Evaluation of this bid. However, the actual requirement may vary and decrease or increase at different points of time based on functional requirement of the survey.
4. The bidder will be bound by the details furnished by him / her to the NSSO while submitting the tender or at subsequent stage. In case, any such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.

Liabilities, Control etc. of the persons deployed

5. The second party shall ensure that the individual personnel deployed in the NSSO conforms to the technical specifications of age, educational qualifications and experience prescribed at Section- 3 of the Tender Document.
6. The NSSO is a Central Government office and 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. Besides this, the NSSO also observes the Gazetted holidays notified by the Government of India from time to time. However, the working hours in the field may be rescheduled as per field requirement and personnel may have to report for work occasionally on weekend or holidays. No compensatory leave or allowance will be paid for these occasional duties.
7. The second party shall furnish the following documents in respect of the individual personnel who will be deployed at the concerned field offices of FOD before the commencement of work:

- a) List of persons deployed;
 - b) Bio-data of the persons along with the certificates in respect of educational/professional qualifications etc.
 - c) Attested copy of matriculation certificate containing date of birth.
 - d) Certificate of verification of antecedents of persons by local police authority.
 - e) Detailed proof of identity like Aadhaar number, driving licence, bank account details, proof of residence and recent photograph of the personal deployed by the agency in NSSO.
 - f) Certification of Health of the personnel by Competent Medical Authorities.
8. The second party shall ensure that the personal deployed are medically fit. The Agency shall withdraw such employees who are not found medically suitable by the office immediately on receipt of such a request.
 9. The second party shall provide Photo Identity Cards to all the outsourced employees.
 10. The second party shall be responsible for proper conduct of its personnel in NSSO office premises. In case of any loss/ damage, theft etc. to the property of NSSO which is caused by the personnel deployed by the second party, the second party will either be liable to make good the loss on the basis of the value of the property as determined by the NSSO or the same shall be recovered from the performance guarantee/ monthly payments due to the Agency.
 11. The second party's personnel working with NSSO should be polite, cordial, positive and efficient, while handling the assigned work. In case, the person employed by the second party commit any act of omission/ commission which amounts to misconduct/ indiscipline/ incompetence, the second party will be liable to take appropriate disciplinary action against such persons, including their removal from site of work, if required by the NSSO.
 12. The second party shall replace immediately any of its personnel who is found unacceptable to the NSSO because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from the concerned office of the NSSO. The delay in providing a suitable substitute beyond five working days would attract a penalty @ Rs. 1000/- per day per worker on the second party.
 13. The personnel deputed to NSSO shall not be changed unilaterally by the second party in any circumstances unless there is a specific consent/request from the concerned office of the NSSO in writing.
 14. The second party shall nominate a Coordinator for FOD Hqrs., NSSO and for concerned State Capital Regional Offices, who will be responsible for interacting with NSSO in all matters related to staff outsourced by second party 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 FOD Hqrs, NSSO and in concerned states through State Capital Regional Offices.
 15. The second party shall immediately provide a suitable substitute in the event of absence of personnel 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 worker on the service providing agency.

16. It will be the responsibility of the second party to meet transportation, food, medical and any requirements in respect of the persons while travelling to join the concerned offices of NSSO and NSSO will have no liability in this regard.
17. For all intents and purposes, the second party shall be the “Employer” within the meaning of different Labour Legislations in respect of manpower so employed and deployed in the NSSO. The persons deployed by the second party in the NSSO shall not have claims of any Master and Servant relationship against NSSO.
18. The second party shall be solely responsible for the redressal of grievance/ resolution of disputes for settlement of such issues whatsoever.
19. The NSSO 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.
20. 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 NSSO during the currency and after expiry of the contract.
21. In case of termination of this contract on its expiry or otherwise, the persons deployed by the second party shall not be entitled to and will have no claim for any continuation/absorption in the regular/ otherwise capacity in the NSSO.
22. Leave Facilities: Leave facilities to contractual staff as per Government rules in vogue.

Legal

23. The second party 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 NSSO.
24. The second party shall also be liable for depositing all taxes, levis, cess etc. on account of service rendered by it to NSSO to concerned tax collection authorities from time to time as per extant rules and regulations on the matter. In case the second party fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof the NSSO is put to any loss/ obligation, monetary or otherwise, the NSSO will deduct the same from the monthly bills and or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
25. The second party shall maintain all statutory registers under the Law. The second party shall produce the same, on demand, to the concerned authority of the NSSO or any other authority under Law.

26. 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 NSSO.
27. Dispute, if any, between first party and second party would be subject to jurisdiction of Delhi courts only.

Financial

28. The interested agencies may submit their tender document complete in all respects along with Earnest Money Deposit (EMD),except those who are registered with the Central PURCHASE Organisation , National small industries corporation(NSIC) or Ministry of Statistics and Programme implementation, of Rs 30, 00, 000.00 (Rupees thirty Lakh Only) refundable without interest, in the form of Demand Draft/Pay Order ,Fixed Deposit receipt , banker's cheque or bank Guarantee 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 failing which the tender shall be rejected outrightly.
29. The EMD in respect of the agencies which do not qualify the Technical Bid (First Stage)/ Financial Bid (Second competitive stage) shall be returned to them without any interest on EMD within 30 days of opening of the financial bid.
30. The second party will be required to execute an agreement with NSSO within the period specified in the letter awarding contract. In case the second party fails to enter into the agreement with the first party within the specified date mentioned in the award letter, the EMD deposited by such Agency shall stand forfeited without giving any further notice.
31. The successful bidder will have to deposit performance security deposit of Rs.100, 00, 000 (Rupees One Crore Only) 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 security must be valid for a period of sixty days beyond the initial period of contract.
32. The bank guarantee can be forfeited by order of the competent authority of the first party in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance or for non- acceptance of the work order etc. of the second party.

Terms of payment

33. 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 15 days thereof after making recovery, if any.

34. 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.
35. The second party shall make regular and full payment of salaries and other payments as due to its personnel deputed under service contract and furnish necessary proof whenever required. The payment to personnel by the second party would be made on or before 15th day of the following month. In case 15th day being a holiday, monthly remuneration should be paid on the preceding working day of the month.
36. The second party will ensure the remittance of the salary to the personnel deployed by them in NSSO 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.
37. 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 quarterly to the effect that all statutory requirements are complied with in respect of staff outsourced by the second party to NSSO. In case of any default, NSSO will deduct the dues and release the balance amount to the second party.
38. In case NSSO receives any complaints regarding non-payment of salaries to the personnel deployed in NSSO and found true, the amount due to the employee will be recoverable from the second party and paid to such personnel.

**SECTION-8: DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL
BID**

a	Registration Certificate under Companies Act/Partnership Act
b	Registration Certificate under Contract Labour (Regulation and Abolition) Act ,1972
c	Copy of PAN card of the Agency (not of the individual)
d	Copy of the IT return filed for the last three financial years by the agency (not by the individual)
e	Copy of the EPF Registration Certificates
f	Copy of the ESI Registration Certificates
g	Copy of the Service Tax Registration Certificates
h	Copies of contracts awarded by the Central Govt./State Govt./PSUs/Bank/reputed Private Firms
i	Certified copy of bank account for the last three years issued by the bank
j	Copy of the turn over statements of last three years duly certified by Chartered Accountant
k	Documentary proof of supplying manpower in cities/stations across the country.
l	Copy of Certificate about performance, if any, given by the organization/firm mentioned at (h) above.
m	Annual report of the agency containing the annual accounts, if any.

**SECTION- 9 : DOCUMENTS TO BE SUBMITTED BY THE SUCCESSFUL AGENCY
BEFORE DEPLOYMENT OF MANPOWER**

1. List of category-wise personnel recommended by agency for verification/deployment in NSSO containing full details i.e date of birth, marital status, Address etc.
2. Bio-Data of all persons along with the supporting documents in respect of age/educational/professional qualifications etc.
3. Certificate of verification of antecedents of all persons by local police authorities.
4. Detailed proof of identity like Aadhar Card, Driving License, Bank Account details, proof of residence and recent photograph of the personnel recommended by the agency to NSSO.
5. Certification of Health of the personnel by Competent Medical Authorities.
6. Letter indicating the name, designation, telephone number and email id of the coordinator(s) nominated by the agency.

Offices where contractual Personnel (Field Investigator and Field Officer) are required

Sl. No.	Regional Office	No. of Personnel Required	
		FI	FO
1	Jammu	9	1
2	Srinagar	12	1
3	Shimla	10	1
4	Jalandhar	11	0
5	Mohali	10	1
6	Chandigarh	19	1
7	Dehradun	11	1
8	Delhi	9	0
9	Ajmer	10	1
10	Jaipur	15	1
11	Agra	11	1
12	Allahabad	17	1
13	Bareilly	10	1
14	Lucknow	12	1
15	Muzaffarpur	14	1
16	Patna	10	1
17	Gangtok	3	1
18	Kohima	6	0
19	Shillong	7	1
20	Dibrugarh	8	0
21	Guwahati	10	1
22	Burdwan	14	1
23	Kolkata	15	1
24	Malda	10	1
25	Ranchi	16	1
26	Bhubaneswar	12	1
27	Sambalpur	8	1
28	Raipur	13	1
29	Bhopal	9	1
30	Gwalior	10	1

Sl. No.	Regional Office	No. of Personnel Required	
		FI	FO
31	Jabalpur	9	1
32	Ahmedabad	11	1
33	Baroda	12	1
34	Aurangabad	12	1
35	Mumbai	14	1
36	Nagpur	11	1
37	Pune	14	1
38	Cuddapah	12	1
39	Hyderabad	19	1
40	Vijayawada	11	0
41	Bangalore	14	1
42	Hubli	12	1
43	Goa	4	1
44	Thiruvananthapuram	14	1
45	Kozhikode	14	1
46	Chennai	18	1
47	Coimbatore	15	1
48	Madurai	15	1
49	Port Blair	4	1
Manpower requirement in States with no FOD Regional Offices but controlled by other Regional Offices of FOD			
	Arunachal Pradesh	9	1
	Manipur	16	0
	Mizoram	11	0
	Tripura	10	0
	TOTAL	612	45

Offices where contractual Administrative Staff are required

Sl. No.	Regional Office / FOD Hqrs.	No. of Personnel Required
1	Jammu	1
2	Srinagar	1
3	Shimla	1
4	Jalandhar	1
5	Mohali	1
6	Chandigarh	1
7	Dehradun	1
8	Delhi	1
9	Ajmer	1
10	Jaipur	1
11	Agra	1
12	Allahabad	1
13	Bareilly	1
14	Lucknow	1
15	Muzaffarpur	1
16	Patna	1
17	Gangtok	1
18	Kohima	1
19	Shillong	1
20	Dibrugarh	1
21	Guwahati	1
22	Burdwan	1
23	Kolkata	1
24	Malda	1

Sl. No.	Regional Office / FOD Hqrs.	No. of Personnel Required
25	Ranchi	1
26	Bhubaneswar	1
27	Sambalpur	1
28	Raipur	1
29	Bhopal	1
30	Gwalior	1
31	Jabalpur	1
32	Ahemdabad	1
33	Baroda	1
34	Aurangabad	1
35	Mumbai	1
36	Nagpur	1
37	Pune	1
38	Cuddapah	1
39	Hyderabad	1
40	Vijayawada	1
41	Bangalore	1
42	Hubli	1
43	Goa	1
44	Thiruvananthapuram	1
45	Kozhikode	1
46	Chennai	1
47	Coimbatore	1
48	Madurai	1
49	Port Blair	1
50	FOD Hqrs, New Delhi	9
TOTAL		58