

**NATIONAL PRODUCTIVITY COUNCIL**  
**(Under Ministry of Commerce & Industry, Govt. of India)**  
**Utpadakta Bhavan, 5-6 Institutional Area,**  
**Lodhi Road, New Delhi-110003**

**CORRIGENDUM**

**Reference No.: IE/JAN/01/24-25-Corr-01 Date: January 27, 2025**

**Subject:** Comprehensive Modifications to Request for Proposal (RFP) for Engagement of Survey Agency for Concurrent Evaluation and Monitoring of National Food Security Act (NFSA) 2013

This corrigendum is being issued to introduce significant modifications to the original RFP document published on January 2, 2025. All prospective bidders are requested to take note of these changes which shall form an integral part of the RFP document.

**1. CHANGES IN BID SUBMISSION PROCESS**

- i. **Mode of Submission:** The bid submission process has been changed from online (GeM Portal) to offline/physical mode. Bidders must submit physical copies of their bids in sealed envelopes.
- ii. **Submission Address:** The Group Head (IE), National Productivity Council, 5-6 Institutional Area, Lodhi Road New Delhi - 110003
- iii. **Packaging and Sealing Requirements:**
  - Separate sealed envelopes for Technical and Financial bids for each zone
  - Each envelope must be clearly marked with:
    - Zone Name
    - "Technical Bid" or "Financial Bid"
    - RFP Reference Number
    - Bidder's Name and Contact Details
  - Multiple zone bids must be packaged separately

**2. ZONE-WISE BIDDING SYSTEM**

- i. Separate complete proposals (Technical and Financial) required for each zone of interest
- ii. Maximum two (2) zones can be awarded to single bidder
- iii. If a bidder emerges as H1 (highest scorer) in more than two zones:
  - a) They will be awarded their top two preferred zones based on Zone Preference Form (Annexure-VII)
  - b) The bidder will become ineligible for all remaining zones
  - c) The remaining zones will be offered to the eligible H1 bidder for that zone.
- iv. Mandatory submission of zone preferences as per new Annexure-VII.

- v. Each zone bid must be submitted in separate sealed envelopes clearly marked with zone name.
- vi. The sequence of bid opening would be followed as per the sample
- vii. If there is a tie between bidder (s) on Total Score, the Bidder having highest score in the Technical Bid would be given preference.

### **3. REVISED CLAUSES/ANNEXURES**

Various modifications have been made to the sample distribution, eligibility criteria, evaluation framework and bid formats. The revised clauses/annexures are attached herewith and replace the corresponding sections in the original RFP:

1. Revised Eligibility Criteria (replaces Section 10.0)
2. Modified Evaluation Framework (replaces Section 11.0)
3. Modified Schedule of Payment (replaces Section 14.0)
4. Sample Distribution of Final Study (Annexure-I)
5. Zone-specific Financial Bid Format (Annexure-III)
6. Format for Technical Bid (Annexure-V)
7. New Annexure-VII: Zone Preference Declaration Form

**Important Note:** It is clarified that ISO certification (mentioned in Annexure-V, Section 1.0) is desirable but not mandatory for bid eligibility. Agencies having valid ISO certifications may submit self-attested copies with their technical bid.

### **4. IMPORTANT DATES**

- Last Date for Bid Submission: February 12, 2025, 15:00 hrs
- Technical Bid Opening: February 12, 2025, 16:30 hrs
- Technical Presentation: To be communicated to qualified bidders
- Financial Bid Opening: To be communicated to technically qualified bidders

### **5. CLARIFICATIONS**

All other terms and conditions of the original RFP remain unchanged unless specifically modified through this corrigendum. Bidders are advised to submit their proposals strictly as per the revised requirements.

For any clarifications, please contact: Phone: 011-24607377.

**Group Head (IE)**

**For National Productivity Council**

## 10.0 Eligibility Criteria:

Each eligible applicant should qualify against the following pre-qualification/eligibility criteria:

Sl. No.	Basic Requirement	Specific Requirement	Documentary Proof to be submitted
1	Work Experience in field Village Survey	<ul style="list-style-type: none"><li>• The survey agency must have an average annual turnover of Rs <b>3 crore</b> or more for the past 3 years</li><li>• The survey agency must be in existence in executing survey/ enumeration/ registration/ door to door activities/ household survey using survey mobile app for a minimum period of 5 years as on 31.03.2024 in pan India basis.</li><li>• The agency must have undertaken minimum 2 survey projects more than 50 lakhs each in pan India basis during last 3 years.</li><li>• Must have covered at least average annual coverage of 50,000 sample households/ units/ beneficiaries during last three years.</li><li>• Must have covered survey beneficiaries across at least 15 number of States/ UTs in a single work order/ contract.</li><li>• Must have carried out at least 2 number of surveys with coverage of at least 3 number of states in the zone the bidder is applying for during last 3 years.</li><li>• The bidder must have an office in the zone they are applying for.</li></ul>	<ol style="list-style-type: none"><li>1. Copies of the work orders</li><li>2. Completion Certificates from the clients OR final payment receipt.</li></ol>

## 11.0 Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

Sl. No.	CRITERIA	DETAIL	MARKS
<b>A</b>	<b>PREVIOUS RELEVANT EXPERIENCE IN CONDUCTING LARGE &amp; MEDIUM SCALE SURVEYS IN LAST THREE YEARS</b>		<b>Total 25 Marks</b>
<b>A1</b>	Average Annual Coverage of total sample households/ units/beneficiaries in the last three years.	>1,00,000	15 Marks
		80,000-1,00,000	10 Marks
		60,000-80,000	8 Marks
		50,000-60,000	5 Marks
<b>A2</b>	No. of States/ UTs in which organization has work experience	>=25 States/UTs	10 Marks
		20-25 States/UTs	7 Marks
		15-20 States/UTs	4 Marks
		Less than 15 states/UTs	0 Marks
<b>B</b>	<b>MANPOWER CAPABILITY</b>		<b>Total 25 Marks</b>
<b>B1</b>	Offices of the bidder in States/ UTs in the zone concerned with existence of at least 2 Years.	More than 5 State/UTs	15 Marks
		4-5 States/UTs	10 Marks
		2-3 States/UTs	5 Marks
		1 States/UTs	0 Marks
<b>B2</b>	Full time Staff (Research & Analysis) must with three years of relevant experience and knowledge of Statistical tools & techniques)	>=200	10 Marks
		Between >=150 & <200	8 Marks
		Between >=100 & <150	6 Marks
		Between >=50 & <100	4 Marks
	Full time Surveyors/ field Staff (field staff must be Graduate & above)	Between >=25 & <50	2 Marks
		<25	0 Marks
<b>C</b>	<b>FINANCIAL CAPABILITY</b>		<b>Total 20 Marks</b>
<b>C1</b>	Average Annual turnover of last three years (Rs crore)	>= Rs 6 crore	20 Marks
		Between >= 4 & <6 crore	15 Marks
		Between >= 3 & <4 crore	10 Marks
<b>D</b>	<b>UNDERSTANDING OF SURVEY METHODOLOGY</b>		<b>Total 30 Marks</b>
<b>D1</b>	Understanding of the project and its deliverables		15 Marks
<b>D2</b>	Approach for Execution		10 Marks
<b>D3</b>	Innovative/ unique idea for smooth execution		5 Marks

**14.0 Schedule of Payment:**

<b>Sl.No.</b>	<b>Deliverable</b>	<b>Payment</b>
<b>1</b>	Inception Report (Outlining the survey methodology and timelines)	5% of the cost + GST as applicable will be payable along with work order for the study
<b>2</b>	Finalization of the study team and deployment of resources and their training	15% of the cost + GST as applicable
<b>3</b>	Completion of Survey Field study and collection of data	20% of the cost + GST as applicable
<b>4</b>	Data Validation & submission of report	20% of the cost + GST as applicable
<b>5</b>	Acceptance and finalization of the report	25% of the cost + GST as applicable
<b>6</b>	Closure of the project by Ministry	15% of the cost + GST as applicable

**Annexure I (revised)**

<b>Zone</b>	<b>States/UTs</b>	<b>Sample size</b>	<b>Coverage sample districts</b>	<b>FPS</b>	<b>Vigilance Committee</b>
East	Bihar	11357	8	926	185
	Jharkhand		5		
	Chhattisgarh		7		
	Odisha		6		
	Sikkim		1		
	Tripura		2		
	West Bengal		5		
North	Delhi	12528	2	1016	203
	Madhya Pradesh		11		
	Haryana		4		
	Himachal Pradesh		2		
	Punjab		5		
	Chandigarh (DBT)		1		
	Jammu and Kashmir		4		
	Ladakh		1		
	Uttar Pradesh		15		
	Uttarakhand		3		
North East	Arunachal Pradesh	1667	5	36	7
	Assam		7		
	Manipur		3		
	Meghalaya		2		
	Mizoram		2		
	Nagaland		3		
South	Andhra Pradesh	6999	5	619	124
	Telangana		7		
	Karnataka		6		
	Kerala		3		
	Tamil Nadu		8		
	Andaman And Nicobar		1		
	Lakshadweep		1		
	Puducherry (DBT)		1		
West	Goa	7449	1	617	123
	Maharashtra		7		
	Gujarat		7		
	The Dadra And Nagar Haveli And Daman and Diu		1		
	Rajasthan		10		
<b>Total</b>		<b>40000</b>	<b>162</b>	<b>3214</b>	<b>643</b>

- For each zone, 80-90% of the total samples indicated in the above table will be covered by the selected agency, with the remaining to be done by NPC officials.

**Annexure- III**

**FORMAT FOR FINANCIAL BID**  
(Name of the Zone: \_\_\_\_\_)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Cost (in INR) without GST</b>
1.0	Cost for survey, field study and data validation as per the scope detailed in the RFP	
2.0	GST (as applicable)	
Total inclusive of GST (in Figures)		
Total inclusive of GST (in Words)		
<b>Remark</b>	*The cost is to be arrived at by considering Remuneration of key personnel, surveyors, expenses on transportation, accommodation, TA/DA, local transportation, online methods, training & analysis tools/software application etc. Also include, miscellaneous Expenses related to assignment such as office expenses, documentation, communication, data entry, data analysis etc. salary, TA/DA, Also consider applicable taxes	

M/s..... hereby submits the Financial Bid to undertake the activities mentioned in the RFP No..... dated.....at the Total Amount of Rs.....

**Date:**

**Place:**

**SIGNATURE**

**Full name and designation:**  
(Seal of organisation)

**Annexure -V**

**FORMAT FOR TECHNICAL BID**

**AGENCY PROFILE - TECHNICAL COMPETENCE**

1.0 Agency has/has not valid ISO 9001, ISO 27001 and/or ISO 20000 Certificate and the validity of the certificates is for the period of one year since the date of submission of this BID. (Kindly enclose the self-attested copies of the same)

2.0 If the Agency/Firm has an operational dedicated state offices in all states including Delhi NCR: Yes/No

If yes, please provide details of the State offices.

Agency Address:

E-mail:

GST No:

PAN: Name of the top executive with designation:

Telephone No: Mobile: Email:

3.0 Whether any Legal Arbitration/proceeding is instituted against the Agency or any of its directors have been convicted by any court of law or blacklisted by either any Government concern or any criminal case be pending against such concern by any government: Yes/No

Authorized Signature [In full and Initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Documents in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

4.0 Contract/Work/Engagement orders, indicating the details of assignment, client, value of assignment, date of award, satisfactory job completion certificate etc for projects in last 5 years

Please specify five Survey projects completed during LAST 5 YEARS. Information may be submitted in the following format. Please attach separate sheet for each survey projects and submit unambiguous work orders & satisfactory completion certificates from the clients.



Sl. No.	Description	Details
1	Name of the Client with phone number and address	
2	Particulars of the project/ Name of the Project:	
3	Brief Summary/ description relevant to Scope	
4	Project Duration	
5	Work Order No. & Date	
6	Month and Year of Work Completion	
7	Work Order Value (in Rs. Lakhs)	
8	Survey Mobile app with details	
9	No. of households/ Beneficiaries covered	
10	Name of states covered	

Note: Attach LOI/Work Order/ Contract copy (Mandatory)

Authorized Signature [In full and Initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Supporting documents (Work order and Completion certificate, Client certificate to be enclosed) in support of the above may be furnished with page numbers indicated in the index. Please use separate sheets wherever necessary.

**Annexure-VII**

**Preference for Zone:**

<b>Sl.No.</b>	<b>Zone Name</b>	<b>Applied (Yes/No)</b>	<b>If yes Preference Order (1 to 5)*</b>
1	North Zone		
2	South Zone		
3	East Zone		
4	West Zone		
5	North-East Zone		

\*1 = Highest preference, 5 = Lowest preference