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**Request for proposal for Engagement of survey agency  
for conducting survey  
Concurrent evaluation and monitoring of National Food  
Security Act (NFSA) 2013**

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**2<sup>nd</sup> January 2025**



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

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## **1.0 Introduction:**

The National Productivity Council (NPC), under the Ministry of Commerce and Industry, Government of India, invites proposals from qualified and experienced survey agencies for the concurrent evaluation and monitoring of the implementation of the National Food Security Act (NFSA) 2013. The evaluation will involve conducting comprehensive surveys across all states and union territories, covering the specified sample size and distribution mentioned in this RFP.

## **2.0 Objectives of the RFP:**

The objective of this RFP is to engage a competent survey agency to conduct field surveys for:

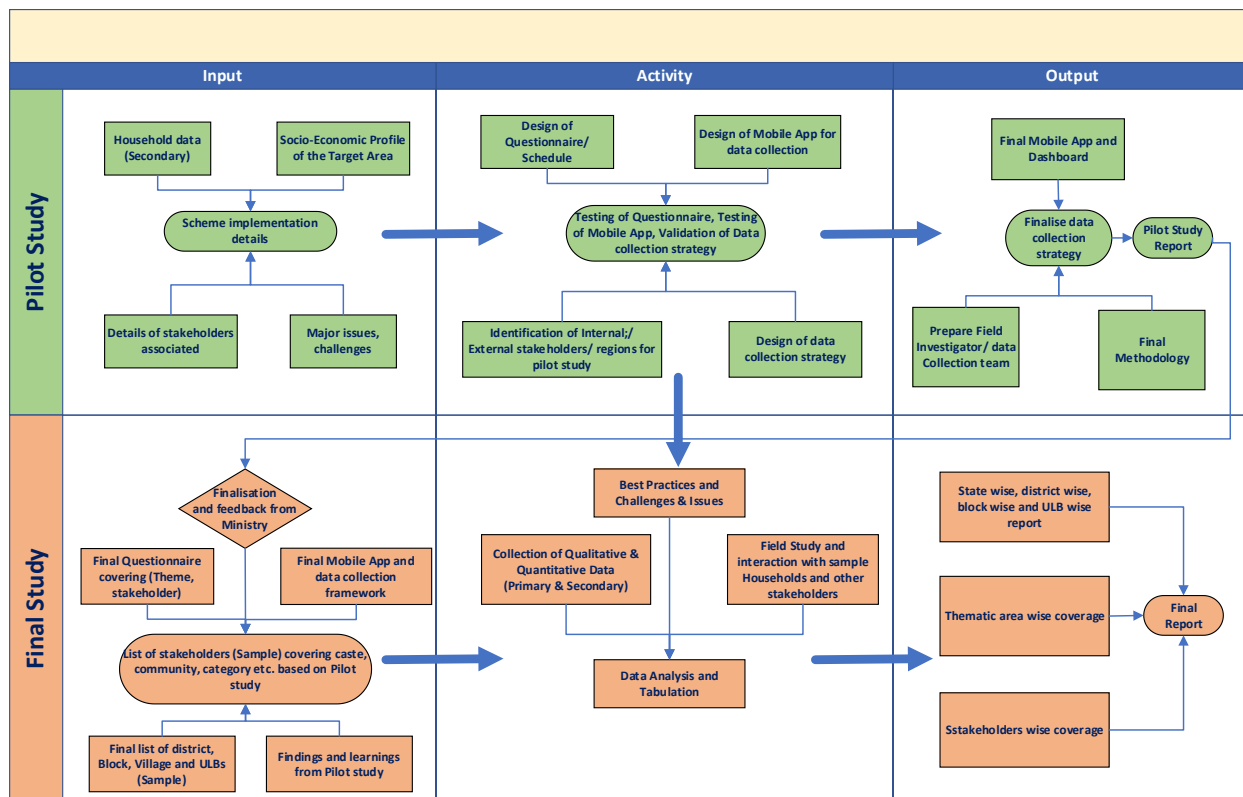
- Concurrent monitoring of the distribution of food grains under NFSA, including Public Distribution System (PDS) performance.
- Assessing the level of satisfaction among beneficiaries and the efficiency of Fair Price Shops (FPS), storage facilities, and distribution channels.
- Evaluating the effectiveness of NFSA in improving food security across rural and urban populations.
- Identifying gaps in the current system and providing recommendations for improvements.

## **3.0 Scope of Work:**

The selected agency will be responsible for:

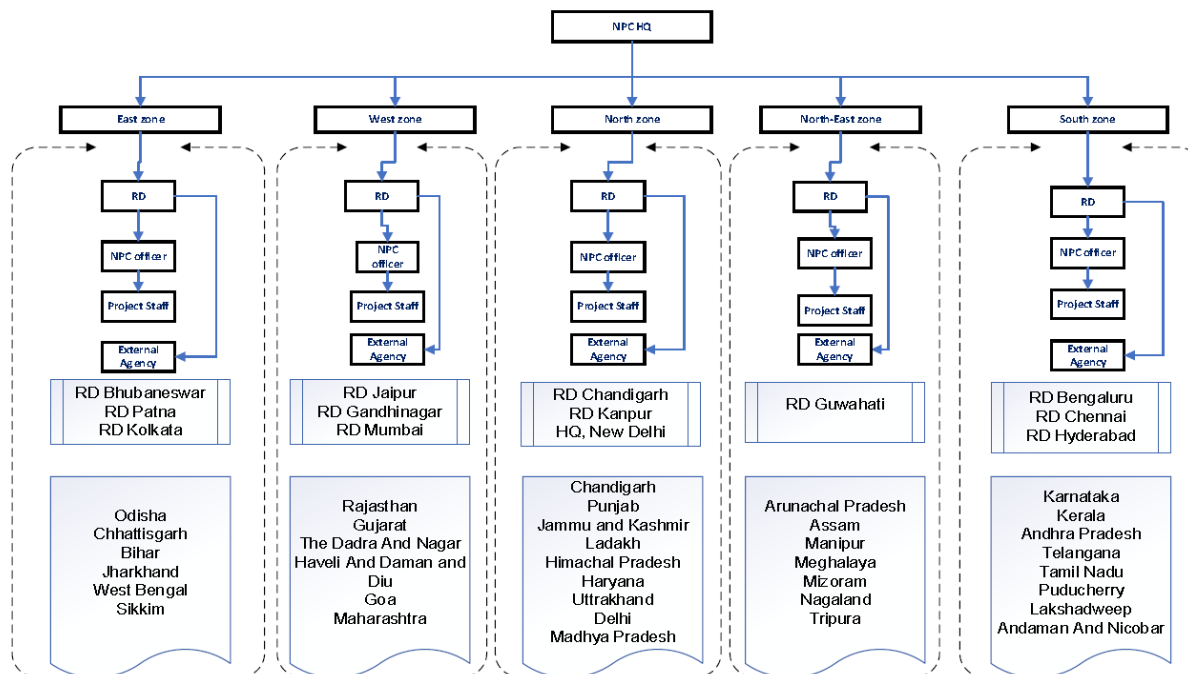
- Conducting surveys in alignment with the pre-determined sample size across **5 zones** (North, South, East, West, and North-East) spread over 36 States/ UTs covering rural and urban areas, as specified by NPC.
- Gathering primary data from households, Fair Price Shops (FPS), and storage facilities and state government officials.
- Conducting fieldwork in selected districts, blocks, village, and urban local bodies (ULBs) as per the sample distribution defined in **Annexure I**.
- Preparing and submitting Final reports to NPC based on the **Final Study**.

#### 4.0 Methodology and Approach of the study:



## 5.0 Survey monitoring structure:

The survey agency would report to the concerned Regional Directorate (RD)/ Head Quarter of NPC based on the concerned state.



Note: For illustration purpose only, actual allocation of states may vary at the time of execution of the project/ award of contract.

## 6.0 Quality Assurance:

- **Quality Control Measures:** Implement rigorous quality assurance protocols throughout the survey process, including:
  - Regular refresher training to the field level surveyors
  - Surveillance inspection and audits by NPC officials and Ministry to maintain data integrity.
  - Taking Photos with credential of beneficiary and/or Video with households during survey along with GPS/ Geo fencing of beneficiary households

## 7.0 Coverage for field study by the agency:

In the Final phase of the study, 10-20% of samples across districts/blocks/ villages/ ULBs would be done by NPC officials and remaining i.e., 80% to 90% would be done by empaneled survey agency. A total of 35,000 samples are proposed to be covered during the study.

The sample size, number of districts, rural and urban breakdown, and other specifics of the survey would be decided by Ministry and NPC and the same would be communicated to agency before/ during the study as per the following phases:

The selected sample districts, Blocks, Villages and ULBs will be shared with agency during course of the study.

- **Field Study:** Covers the entire sample size, ensuring a comprehensive assessment of NFSA implementation. (Refer Annex-I)
- In addition to this, Fair Price Shops (FPS) and Godown/storage in each sample districts will also be covered.

Detailed sample size and distribution have been provided in the Annexures of this RFP.

## 8.0 Team Composition:

Sr. No.	Particulars	Minimum Experience in Survey related (In Years)
1.	National level Nodal Officer (1 Number) Qualification: Postgraduate and above	10-15
2.	Zonal Level Officer (5 Nos) Qualification: Postgraduate and above	10
3.	State level Officer /District (at least one in each state/ district) Qualification: Graduation and above	5
4.	Surveyors: Graduation and above	3+

**9.0 Deliverables and Time frame:**

S. No.	DELIVERABLE	TIMEFRAME
1	Signing of Contract Agreement & Submission of Performance Bank Guarantee	Within 7 days of issue of work order (T0)
2	Inception Report (Outlining the survey methodology and timelines)	Within 15 days of signing of contract agreement (T0+15)
3	Finalisation of the study team and deployment of resources and their training	Within 28 days of signing of contract agreement (T0+28)
4	Final field data collection, compilation and analysis and submission of report	Within 90 days of signing of contract agreement (T0+90)

**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. 5 crore 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> </ul>	<ol style="list-style-type: none"> <li>Copies of the work orders</li> <li>Completion Certificates from the clients OR final payment receipt.</li> </ol>



Sl. No.	Basic Requirement	Specific Requirement	Documentary Proof to be submitted
		<ul style="list-style-type: none"> <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 in NER states with coverage of at least 3 number of NER states during last 3 years</li> </ul>	

### 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.	>500000	15 Marks
		35000-50000	10 Marks
		20000-35000	8 Marks
		5000-20000	5 Marks
		<5000	0 Marks
<b>A2</b>	No. of States/ UTs in which organization has work experience	>=25 States	10 Marks
		20-25 States	7 Marks
		15-20 States	4 Marks
		Less than 15 states	0 Marks
<b>B</b>	<b>MANPOWER CAPABILITY</b>		<b>Total 25 Marks</b>
<b>B1</b>	Offices of the Agency in States/ UTs with existence of at least 2 Years.	All States/ UTs	10 Marks
		14-25 States	8 Marks
		8-13 States	6 Marks
		4-7 States	3 Marks
		<3 States	0 Marks
<b>B2</b>	Must of offices in NER States	At least in one NER States	5 Marks
<b>B3</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

Sl. No.	CRITERIA	DETAIL	MARKS
	Full time Surveyors/ field Staff (field staff must be Graduate & above)	Between $\geq 25$ & $< 50$	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)	$\geq$ Rs 5 crore	20 Marks
		Between $\geq 3$ & $< 5$ crore	15 Marks
		Between $\geq 2$ & $< 3$ crore	10 Marks
		Between $\geq 1$ & $< 2$ crore	6 Marks
		Between $\geq 50$ lakhs & $< 1$ crore	3 Marks
		$< 50$ lakhs	0 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

## 12.0 Contract Period:

- The contract would be initially awarded for a period of 1 year and based on the performance on the agency, the contract may be extended for a maximum period of 2 more years on year-to-year basis.
- On completion of contract (i.e., on completion of each year of contract period), the performance of the bidders would be evaluated by a committee before extension of contract.
- Maximum cost revision for extended period of contract may be made by the agency to the extent of inflation linked to the increase in Consumer Price Index (CPI) for the previous year.

### **13.0 Selection Methodology:**

The selection/ evaluation committee of NPC shall rate the agencies based on “pre-defined parameters”. These parameters have been formed on the basis of above scope of work and mentioned in **evaluation Criteria of the RFP.**

The agencies are required to make technical presentation before the committee constituted by the competent authority of NPC for which with prior intimation would be sent to the qualified/ shortlisted agency.

The price Bids of only those agencies (agency) would be opened which are technically qualified with more than or equal to 50 out of 100 marks in the technical presentation based on pre-defined parameters.

If there is more than one technically qualified agency, the agency which **score maximum marks in QCBS {70% weightage to Technical Score (T): 30% weightage to Financial Score(F)}** would be considered for award of job.

In the unlikely event of a tie in the total score between two or more agencies, the technical bid of the agency which secured the highest number of points in the technical round will be considered for award of the job/ work.

#### **Pre-Bid Meeting**

- a) A Pre-Bid meeting of the interested parties may be convened at the designated date, time and place. Only those persons who have registered for participating in the Bidding Process shall be allowed to participate in the Pre Bid meeting. A maximum of two representatives of each Bidder shall be allowed to participate on production of authority letter from the Bidder.
- b) During the course of Pre-Bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of the Authorized Representative. NPC shall endeavor to provide clarifications and such further information as it may, in its sole

discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

### **Bid Submission**

The bid would consist of two parts "Technical Proposal" and "Financial Proposal" and should be duly submitted online using the e-Procurement Portal GeM. Agencies must submit their Technical and Financial proposal along-with the supporting documents for technical evaluation supportive within the timeframe i.e., on before the last date for submission of the bid.

Invitation for Technical presentation would be sent to only those agencies who fulfill the minimum eligibility criteria in the technical evaluation stage.

**Please note that the price bids of only technically qualified bidders will be opened.**

### **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 Compilation and analysis & 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

### **15.0 Performance Bank Guarantee:**

The selected agency is required to submit Performance Bank Guarantee, within 7 days from the issue of work order, for value equivalent to 5% of the contract value. The Performance Guarantee shall contain a claim period of 90 days from the last date of validity i.e., minimum period of 3 months from the date of completion of the work or date of expiry of contract whichever is later. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the delivery and warranty period.

### **16.0 Other terms and conditions:**

- The survey agency must be a registered company/agency with valid GST and PAN number.
- The survey agency should not have been blacklisted by Government of India/State Government/PSU at the time of submission of proposal.
- The Survey Agency should have presence in New Delhi or NCR region and have Pan India presence.
- Bidder shall attend all the meetings regarding Survey work progress review/ presentations called by NPC/Ministry even on a short notice period.
- The survey agency should have a minimum of 80 employees conducting surveys.
- Agency shall appoint a full-time Executive/ Senior official as the Single Point of Contact/ Nodal Officer for communications/ discussions with NPC/Ministry.
- Agency shall submit the reports on regular basis in a mutually decided format and frequency.
- Mobilize/ engage trained surveyors to conduct interviews, field survey, data collection in various regions and languages, ensuring adherence to survey protocols.
- NPC have the rights to reject any of the data/ information collected and can ask to recollect the data/ information from the same stakeholder (s) and/or from different stakeholder (s) as per the study requirement.
- NPC reserves the right to accept or reject any or all proposals without assigning any reason.
- The selected agency will be required to sign a formal agreement with NPC before commencement of the work.
- Any disputes arising out of this engagement will be subject to the jurisdiction of courts in

## New Delhi

- The surveyors must have Smartphone/ Latest Mobile with internet connectivity to conducting surveys across country.
- NPC reserves the right to update, amend and supplement the information in this document including the evaluation process before the last date and time of receipt of BID's.
- The selected agency will not, without NPC's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of NPC in connection therewith, to any person other than a person employed by the agency in the Performance of the Contract. Disclosure to any such employed person will be made in confidence and will extend only so far as may be necessary for purposes of such performance
- The selected agency will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then NPC will impose sanctions which will include forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.
- NPC may by written notice sent to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for NPC's convenience, the extent to which performance of work under the work order and /or the contract is terminated, and the date upon which such termination becomes effective. NPC reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
- In the event of the agency's company or the concerned division of the company is taken over / bought over by another company, all the obligations under the agreement with NPC, should be passed on for compliance by the new company / new division in the negotiation for their transfer.

### **17.0 Penalty Clause:**

- 1) National Productivity Council (NPC) reserves the right to deduct the penalty either from Performance Bank Guarantee or from pending bills submitted for the work already performed by the agency.

- 2) The liquidated damages for delay by Bidder shall be applicable under following circumstances:
- a. If the deliverables are not submitted as per schedule, the Agency shall be liable to pay 1% (One Percent) of the proportional cost of the services applicable at that stage of deliverables (Schedule of Payment) for delay of each week.
  - b. If the deliverables are not acceptable to National Productivity Council and defects are not rectified to the satisfaction of National Productivity Council within 30 (Thirty) days of the receipt of the notice, the Agency shall be liable for Liquidated Damages for an amount equal to 1% (One percent) of the amount admissible related to that stage of deliverables (as per Schedule of payment) for every week.
  - c. Notwithstanding, anything mentioned above, the Agency shall not be made liable for any delay due to non-availability of timely approval and timely review by National Productivity Council/ Ministry or its state level counterparts or any stake holders not directly attributable to the Agency.
  - d. If the deliverables submitted by the Bidder are not acceptable to National Productivity Council, reasons for such non-acceptance should be recorded in writing; National Productivity Council shall not release the payment due to the Agency. This is without prejudice National Productivity Council's right to levy any liquidated damages under Penalty clause. In such case, the payment will be released to the Agency only after it resubmits the deliverable and which is accepted by National Productivity Council.
- 3) If the services of the Agency are found unsatisfactory and objectives of the study/survey are not fulfilled in spite of giving adequate opportunity to the Agency, National Productivity Council may forfeit the amount due in part or whole, in addition to performance guarantee.

### **18.0 Termination for Insolvency**

NPC may at any time terminate the work order / contract by giving written notice of four weeks to the agency, without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent.

### **Termination for default**

Default is said to have occurred if the agency fails to deliver any or all the services within the time period(s) specified in the work order or any extension thereof granted by NPC. If the agency fails to perform any other obligation(s) under the contract / work order.

If the agency, in either of the above circumstances, does not take remedial steps within period of 30 days after receipt of the default notice from NPC (or takes longer period in spite of what NPC may authorize in writing), NPC may terminate the contract / work order in whole or in part. In addition to above, NPC may at its discretion also take the following actions

- NPC may transfer upon such terms and in such manner, as it deems appropriate work order for similar support service to other agency and the defaulting agency will be liable to compensate NPC for any extra expenditure involved towards support service to complete the scope of work totally.

### **19.0 Force Majeure:**

Force majeure clause will mean and be limited to the following in the execution of the contract / purchase orders placed by NPC: -

- War / hostilities.
- Riot or Civil commotion.
- Earthquake, flood, tempest, lightning, or other natural physical disaster.
- Restriction imposed by the Government or other statutory bodies, which is beyond the control of the agencies, which prevent or delay the execution of the order by the agency.

### **20.0 Arbitration**

NPC and the agency/vendor will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the



general or the special conditions, such dispute will be referred to two arbitrators, one to be appointed by each party and the third to be appointed by the Director General, National Productivity Council, New Delhi and the award of the arbitration , as the case may be, will be final and binding on both the parties. The arbitrators or the umpire, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration will be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held in New Delhi, India. **APPLICABLE LAW** The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

**Applicable Law**

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

## 21.0 Tender Fees: NIL

### 22.0 Earnest Money Deposit:

- 22.1 All bids must be accompanied by a bid security (EMD) for an amount of Rs. 2,50,000/- and any bid not accompanied by the required bid security (EMD) would not be opened. EMD can be provided in the form of banker's cheque/ Bank transfer (NEFT, RTGS transaction)/ demand draft. Demand draft or banker's cheque to be issued in favour of 'National Productivity Council'. Scanned copies of banker's cheque/ Bank statement (in case of NEFT, RTGS transaction)/ demand draft/ of EMD need to be uploaded while submitting bids.
- 22.2 Original copy of banker's cheque or demand draft or Bank Guarantee on a/c of bid guarantee (EMD) should reach at Group Head (IE), National Productivity Council, Utpadakata Bhawan, Lodhi Road, New Delhi – 110003 before the due date & time of opening of technical bid i.e **30.01.2025 by 12:30 pm.**
- 22.3 The Bidder should submit the Bid Security Declaration Form (Form-1) and Earnest Money Deposit (EMD) as mentioned in above the bid document.
- 22.4 Any bid not accompanied by the EMD would be rejected by NPC as being non-responsive.
- 22.5 EMD of unsuccessful bidder would be return after the acceptance of Letter of award by the successful bidder and EMD of successful bidder will be return on submission of Contract Performance Guarantee.
- 22.6 No Interest will be payable by National Productivity Council on the EMD.
- 22.7 Relaxations if applicable for MSME for submission of EMD would be as per Government orders.
- 22.8 For NEFT/RTGS, bank details of NPC are as under:

Name of Organization; **National Productivity Council**

**Bank: Indian Overseas Bank; Branch: Golf Links, New Delhi**

**A/C No.: 026501000009207; IFSC: IOBA0000265; MICR code: 110020007**

**23.0 Important dates:**

- i. Date of Pre-Bid Meeting: 10.01.2025**
- ii. Last Date for submission of Technical and Financial Bid: 30.01.2025**
- iii. Date of Evaluation of Technical Bid & Presentation by the Bidder: 03.02.2025**
- iv. Evaluation of Financial Bid: To be notified to Qualified Bidders**

**Note:**

1. Tender Notice and Tender Document are available on NPC website and can be downloaded from [www.npcindia.gov.in](http://www.npcindia.gov.in). For bid submission, the Bidder (hereinafter also referred as “Vendor”) will have to necessarily download an official online copy of the Tender Document from GeM Portal. All future Information viz. corrigendum /addendum/ amendments etc. for this Tender would be posted on NPC website and GeM Portal only. Printed copy of the Tender Document will not be sold from NPC office.
2. The Bidder would bear all costs associated with the preparation, submission/ participation in the bid. NPC (i.e. Owner) in no way will be responsible or liable for these costs regardless of the conductor or outcome of the bidding process.
3. Bidders are advised to start the registration process on the GeM Portal as it may take a few days to avoid any delay in bid submission (upload) stage. Bidders may visit GeM Portal Guidelines.

## Annexure I (Sample distribution for Final study)

Zone	State	Actual Coverage 2023 (In lakh)	Number of Households	Number of Districts	Coverage sample districts	Total Covered Sample Size						
						Number of Districts	Number of Block (2 per District)	Number of Village (2 village per block)	Number of ULBs (1 per district)	Coverage	Rural (70%)	Urban (30%)
Northeast	Arunachal Pradesh	8	1432	115	23	5	10	100	5	72	50	22
	Assam	251				7	14	196	7	1066	746	320
	Manipur	20				3	6	41	3	85	60	26
	Meghalaya	21				2	5	23	2	91	64	27
	Mizoram	7				2	4	19	2	58	41	17
	Nagaland	14				3	6	41	3	60	42	18
East	Odisha	325	2232	63	13	6	12	144	6	1380	966	414
	Chhattisgarh	201				7	13	174	7	852	597	256
	Bihar	871	4819	62	12	8	15	231	8	3698	2588	1109
	Jharkhand	264				5	10	92	5	1121	785	336
	West Bengal	602	2708	37	7	5	9	85	5	2554	1788	766
	Tripura	24				2	3	10	2	104	73	31
	Sikkim	4				1	2	6	1	50	35	15
North	Delhi	73	2479	66	13	2	4	19	2	309	216	93
	Madhya Pradesh	511				11	22	484	11	2170	1519	651
	Chandigarh (DBT)	3	1666	80	17	1	2	4	1	50	35	15
	Punjab	141				5	9	85	5	600	420	180
	Jammu and Kashmir	72				4	8	64	4	307	215	92
	Ladakh	1				1	2	4	1	50	35	15
	Himachal Pradesh	29				2	5	23	2	122	85	36
	Haryana	126				4	9	77	4	537	376	161
	Uttar Pradesh	1498	6620	88	18	15	30	900	15	6357	4450	1907
	Uttarakhand	62				3	5	27	3	263	184	79
South	Karnataka	402	2363	45	9	6	12	154	6	1706	1194	512
	Kerala	155				3	6	31	3	657	460	197

Zone	State	Actual Coverage 2023 (In lakh)	Number of Households	Number of Districts	Coverage sample districts	Total Covered Sample Size						
						Number of Districts	Number of Block (2 per District)	Number of Village (2 village per block)	Number of ULBs (1 per district)	Coverage	Rural (70%)	Urban (30%)
	Andhra Pradesh	268	1952	59	12	5	10	108	5	1138	797	342
	Telangana	192				7	13	174	7	813	569	244
	Tamil Nadu	364	1699	46	10	8	15	231	8	1545	1082	464
	Puducherry (DBT)	6				1	2	3	1	54	38	16
	Lakshadweep	0				1	2	4	1	50	35	15
	Andaman And Nicobar	1				1	1	1	1	50	35	15
West	Rajasthan	440	1868	50	10	10	20	400	10	1868	1307	560
	Gujarat	344	1511	36	7	7	13	174	7	1461	1023	438
	The Dadra and Nagar Haveli and Daman and Diu	3				1	1	1	1	50	35	15
	Goa	5	3022	38	8	1	2	4	1	50	35	15
	Maharashtra	700				7	14	207	7	2972	2080	892
<b>Total</b>		<b>8010</b>	<b>34370</b>	<b>785</b>	<b>160</b>	<b>160</b>	<b>320</b>	<b>4344</b>	<b>160</b>	<b>34370</b>	<b>24059</b>	<b>10311</b>

\*Note: Further details of rural and urban sample size distribution along with FPS and Godowns will be finalized in consultation with the Ministry.

**PROPOSAL SUBMISSION GUIDELINES**

- a) Agencies are advised to study the BID Document carefully. Submission of the BID will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the BID document with full understanding of its implications. BIDs not complying with all the given clauses in this BID document are liable to be rejected. Failure to furnish all information required in the BID Document or submission of a BID not substantially responsive to the BID document in all respects will be at the agency's risk and may result in the rejection of the BID.
- b) All pages of the BID being submitted must be signed and sequentially numbered by the Agency(s) irrespective of the nature of content of the documents. Un-signed & unstamped bid shall not be accepted.
- c) Upon verification, evaluation/assessment, if in case any information furnished by the Agency(s) is found to be false / incorrect, their bid will be summarily rejected and no correspondence on the same shall be entertained.
- d) BIDs, complete in all respects, must be submitted by the due date and time as per the submission process given in this BID document. In the event of the specified date for the submission of BID is a declared holiday, the BIDs can be uploaded up to the given time on the next working day for which NPC will make necessary provisions.
- e) NPC may, at its own discretion, extend the date for uploading of BIDs. In such a case all rights and obligations of NPC and the Agencies will be applicable to the extended time frame.
- f) NPC will not be responsible for any delay on the part of agencies in downloading the BID document or submission of BID documents before the due date and time of submission.
- g) The BID submitted by telex/fax/ or any manner other than specified above will not be considered. No correspondence will be entertained on this matter.
- h) At any time prior to the last date for receipt of BIDs, NPC, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective agency, modify the BID Document by an amendment. The amendment will be notified on NPC's website [https://npcindia.gov.in/NPC/User/Notification\\_Tender](https://npcindia.gov.in/NPC/User/Notification_Tender) and should be taken into consideration

by the prospective agencies while preparing their BIDs.

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- i) In order to give prospective agencies reasonable time to take the amendment into account in preparing their BIDs, NPC may, at its discretion, extend the last date for the receipt of BIDs. No BID may be modified subsequent to the last date for receipt of BIDs. No BID may be withdrawn in the interval between the last date for receipt of BIDs and the expiry of the BID validity period specified by the agency in the BID.
- j) The agencies will bear all costs associated with the preparation and submission of their BIDs. NPC will, in no case, be responsible or liable for those costs, regardless of the outcome of the Bid submission process.
- k) In case terms and conditions of the BID document are not acceptable to any agency, they should clearly specify the deviations in their BIDs.

Interested agencies are required to submit the following documents:

- **Technical Proposal:** Including a detailed approach and methodology, survey plan, timeline, Manpower details, financial strength, and past similar experience etc.
- **Financial Proposal:** Quotation covering the costs for the survey, field operations, data collection, analysis, and report submission.
- **Company Profile:** Highlighting relevant experience, projects handled, and key personnel.
- **Legal Documents:** Copies of company registration, PAN, GST registration, and audited financial statements for the last three years.

### **Technical Proposal:**

1. Documents in support of eligibility criteria to be attached.
2. The survey agency should be in existence for at least 5 years.
3. Detailed work plan outlining methodology, data collection and reporting.
4. Team expertise and experience relevant to village level surveys.
5. Audited balance sheet for the last 3 years.
6. Registration Documents:
  - i) Copy of valid registration certificate with relevant authorities.
  - ii) PAN details.
  - iii) GST details.

### **Opening of Financial Proposal**

The “Financial Proposal” would be opened online only for the technically qualified bidders. The date and time of opening of the “Financial Proposal” of the technically qualified bidders will be

intimated. The Financial Proposal will be opened online in the presence of the authorized representatives of the bidders, who wish to be present.

**Contact Details of NPC**

**The Director and Group Head (IE)**

National Productivity Council,  
5-6, Institutional Area, Lodhi Road,  
New Delhi – 110003,  
India.

For queries, contact numbers: 011-24607363 and 24607367



**Annexure- III****FORMAT FOR FINANCIAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Cost (in INR) without GST</b>
1.0	Cost for survey, field study, data analysis and report writing 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- IV****FINANCIAL COMPETENCE**

a) Name of the Agency: \_\_\_\_\_

b) Incorporated as \_\_\_\_\_ in year \_\_\_\_\_ at \_\_\_\_\_  
(State Registered Firm, Co-operative Society or Partnership Firm)

Agency profile (\*)

Agency Registered Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

GST No: \_\_\_\_\_

PAN: \_\_\_\_\_

Name of the top executive with designation: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Average annual turnover/ revenue of the agency in INR from assessment services only for last three financial years \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.)

Financial Year	Total Turnover/ revenue (net of taxes and duties) from Survey projects/activities Turnover/ revenue Figures' : (In Rs. Crores)
FY	
FY	
FY	

Average Turnover/ revenue during Last 3 (three) Years.....

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

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

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

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

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

Note: Consolidated Audited Annual Reports/Financial Statements for last three financial years have to be provided as proof for firm's turnover/revenue.

**Annexure -V**

**FORMAT FOR TECHNICAL BID**

**AGENCY PROFILE - TECHNICAL COMPETENCE**

1.0 Agency has 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)	

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.

**5.0 List of Surveyors**

<b>Sl. No.</b>	<b>Name</b>	<b>Qualification</b>	<b>Years of Experience</b>	<b>Engagement Full Time/ Part Time</b>	<b>Languages known</b>

Consent of the Agency: I hereby declare that all the information mentioned above is true and correct to the best of my knowledge and belief.

**(Name & Signature of the Authorized Signatory)**

**Date:**

**Place:**

**Authorized Signatory**

**Name:**

**COMPANY SEAL**

**Annexure -VI**

**DECLARATION (ON THE LETTER HEAD OF THE BIDDER)**

**To,**

**Director & Group Head (IE)  
National Productivity Council  
Lodi Road, New Delhi**

Subject: Submission of Financial and Technical Bid in response to the Bid Number: \_\_\_\_\_, dated \_\_\_\_\_

Dear Sir,

We, the undersigned offer to provide services for conducting the survey at across country and Engagement in accordance with the RFP No. ....dated ..... issued by NPC. We are hereby submitting our financial bid as per **format** for NPC.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation contained in it may lead to disqualification of our bid.

1. We understand that you are not bound to accept any proposal you receive.
2. We permit NPC to cross check the facts from any other source.
3. We or any of our authorized representatives, if required by NPC, would make a presentation before the duly constituted Committee at our own cost.
4. We will abide by the decision of NPC regarding engagement bid process & thereafter.
5. We have read & understood the RFP and agree to all the terms & conditions stated therein.

**Date:**

**Place:**

**SIGNATURE**

**Full name and designation:**

**(Seal of organisation)**

**FORM – 1:FORMAT FOR SUBMISSION OF BID SECURITY**

[On the Letter Head of the Bidding Organization]

Date:.....

To,  
Group Head (IE),  
National Productivity Council,  
Utpadakata Bhawan,  
Lodhi Road,  
New Delhi – 110003

Dear Sir,

**Sub: Bidders Declaration in respect of EMD for conducting survey Concurrent evaluation and monitoring of National Food Security Act (NFSA) 2013**

1. I \_\_\_\_\_ being duly authorized to present and act on behalf of M/s ..... (insert name of Bidding Organization) (hereinafter called the “Bidder”) and having read and examined in detail the Bid Document, the undersigned hereby agree the following:
2. We, .....(insert name of Bidding Organization) are submitting the Bid for conducting survey Concurrent evaluation and monitoring of National Food Security Act (NFSA) in response to the tender dated....., issued by National Productivity Council, as per the terms of the Bid Document.
3. We, ..... (Insert name of Bidding Organization) are submitting this Earnest Money Deposit (EMD) amount of Rs. 2,50,000/- and agree that any bid not accompanied by the required bid security (EMD) would not be opened.
4. We agree that ..... (insert name of Bidding Organization) in case the bid is withdrawn or Modified during the period of its validity or if .....(insert name of Bidding Organization) fail to sign the contract in case the work is awarded to us or fail to submit a performance security before the deadline defined in the Bid Document/ letter of award, then ..... (Insert name of Bidding Organization) would be suspended for participating in the bidding process of NPC, for a period of three (03) years from bid due date of above referred tender.

For and on behalf of Bidding Organization  
M/s.....

(Signature of authorized signatory)

Name: .....

Designation: .....

Company Seal

Date: .....

Place: .....