

LIMITED TENDER ENQUIRY

No.: Survey_2020/1

Dt.: 01.03.2020

Name: Survey of the Beneficiaries of Aids and Appliances distributed under RVY Scheme of GoI, by ALIMCO, Kanpur

Proposal, quotation (s) are invited for the survey to be done of the beneficiaries (of the aids and appliances distributed by ALIMCO, Kanpur) under GoI'sRVY Scheme.

Government distributes appliances (like wheel chairs, tripods, hearing aids, dentures, etc.) to senior citizens (beneficiaries) under Below Poverty Line. Government wants to collect feedback from these beneficiaries regarding the adequacy of appliances like functionality, durability, quality, design of appliances along with social, financial, emotional impact on beneficiaries. These beneficiaries are spread in almost all/major districts of different states.

1. Scope: No. of Beneficiaries to be sample surveyed district-wise-

S. No.	State	District/ Area	No. of Beneficiaries to be sample surveyed
1	Meghalaya	East Khasi Hills	750

Total No. of Sample Beneficiaries - 750

(The aids and appliances are distributed in different camps; so, the survey is to be done camp-wise, whose details will be provided before the start of survey. The above-mentioned numbers may increase/ decrease as the survey progresses.)

2. Our requirements:

- Feedback form (one Page- both sides) complete in all respect mentioning the updated mobile number of beneficiaries, comments, suggestions, scope of improvements as per feedback form in clear handwriting (You are not required to prepare the feedback form, we have already prepared the feedback form in English & Hindi).
- Photo of valid Government ID proof of beneficiary (by mobile). Photo should be clear to read the name of beneficiary and his/her residential address.
- Photo of Beneficiary (by mobile). Photo should clearly show the full length of beneficiary along with appliance given to him/her.
- 30 secs to 2 minutes video of beneficiary (by mobile) (40% of beneficiaries surveyed by you).
- Excel sheet filled by your organization/ you (format of excel sheet, we will provide to you).

3. Survey's Time Line:

- a) Meghalaya, East Khasi Hills - Survey has to be completed in three weeks time. You have to submit information in soft form every day. Every week you have to submit 250 of the feedback forms surveyed by you with all above requirements Sr. No. 1 to 5.

4. Payment:

Payment will be made on per beneficiary basis provided that all requirements are delivered by you on per beneficiary basis and after receipt, check of filled beneficiary forms by us.

Payment will be made on weekly basis via NEFT.

5. Proposal/ Quotation:

- a) **Please submit your sealed quotation (in hard form)/ proposal by 10.03.2020 (3:00 PM) to the following address:**

**Regional Directorate
National Productivity Council
Meenakshi Bhawan
Rajgarh Road, Guwahati**

781003, (Ph.: -6287872655,

0361-2450160)

(E-mail ID: suvyendu.s@npcindia.gov.in & guwahati@npcindia.gov.in)

The quotation/ proposal can be sent by **e-mail**/ delivered by hand or through speed-post/ courier.

- b) The Technical Proposal should be submitted as per the points mentioned under Annexure-1.
- c) The Offer needs to be duly signed by the authorised representative of the survey firm (on the firm's letter head)/ concerned individual. An Authority Letter should be enclosed along-with the Technical Proposal.
- d) The rate per beneficiary is to be clearly spelt: Basic Price incl. of all Taxes and as per Annexure 2 of this LTE.
- e) Firm: A copy of the PAN Card, Certificate of Registration of Firm, GST Registration Certificate should be attached to the Proposal/ Quotation.
Individual: A copy of PAN Card, valid ID Proof should be enclosed with the Proposal/ Quotation.
- f) NEFT Bank Account Details to which weekly payments will be made by RD, Kanpur should be mentioned in the Proposal/ Quotation.
- g) The survey firms/ individuals can make their Proposal/ Quotation for each of the district mentioned under Scope.
- h) The proposals, quotations shall remain valid up-to 15.04.2020.
- i) **Performance Security:** The successful tenderers shall deposit 5% of the total contract value as Security in the form of Demand Draft favouring 'National Productivity Council'. This amount/ Demand Draft shall be released after satisfactory completion of work of respective tenderers.

6. Other Conditions:

- a) *We will provide you all the camp-wise details of beneficiaries like name, residential address, mobile no.(if exists), etc. as per details provided by ALIMCO, Kanpur. The questionnaire forms (in English/ Hindi Language) will be provided by RD, Guwahati.*

IMPORTANT:- All the information collected by you during survey should be genuine and real. No fake survey/ feedback forms will be accepted by us. You are free to collect any other relevant information from beneficiary. Information contained in this enquiry, information which we will provide to you in future and information collected by you through survey has to be kept confidential by you. Feedback forms/survey forms collected by you will be the property of ours. You cannot outsource this survey to any other party.

This is a TIME BOUND SURVEY.

- b) If any of the information provided by tenderer is found to be incorrect, then the offer is liable for outright rejection.
- c) In case of any dispute, the Regional Director, National Productivity Council, Guwahati will be the sole authority to decide upon the dispute and his decision will be acceptable and binding to the concerned party/ ies.
- d) The week-wise progress, quality of survey work will be closely monitored. If the survey work is behind the week-wise targets; then, in view of time constraints the Regional Director, National Productivity Council can assign some part/ entire part of remaining work to other survey firm/ individual (s).
- e) THE REGIONAL DIRECTOR, NATIONAL PRODUCTIVITY COUNCIL, GUWAHATI RESERVES THE RIGHT TO QUASH/ REJECT ALL OR ANYOF THE TENDERS/ QUOTATIONS OR TO SPLIT UP THE CONTRACT,AS HE MAY DEEM FIT.

Annexure –1: Technical Proposal

1	Name of Tendering Firm/ Individual	
2	Address	
3	Phone, Fax, E-Mail	
4	Name & Designation of Authorised Representative	
5	Registration Details	
5.1	Firm	
5.2	Income Tax PAN	
5.3	GST	
6	Manpower Details	
7	Turnover of last 3 years (2014-15, 2015-16, 2016-17)	
8	Details of Regional Offices in Assam, Meghalaya if any	
9	Details of Past Performance in similar types of works	
10	Scope	
11	Approach, Plan	
12	NEFT Bank Account Details	
13	Any other Information	
14	Enclosures	

This is to certify that all the stated information is true and I/ we agree to abide by all the terms and conditions stated in this limited tender enquiry.

Signature with Rubber Seal of the Firm/ Individual

Name

Designation

(in BLOCK letters)

Name and Address of Firm/ Individual

.....

Annexure –2: Financial Proposal (Schedule of Rates) on the Letter Head of Firm

Sl. No.	District	Basic Price per Benef.	Number of Sample Benef.	Total Rate per Benef.
1	2	3	4	5

Note:- The above-mentioned total rate is inclusive of all charges, taxes; no further additional amount will be claimed from NPC, RD, Guwahati.

This is to certify that all the stated information is true and I/ we agree to abide by all the terms and conditions stated in this limited tender enquiry.

Signature with Rubber Seal of the Firm/ Individual

Name

Designation
(in BLOCK letters)

Name and Address of Firm/ Individual

.....
.....
.....