Government of Rajasthan
Planning (Economics and Statistics) Department
Yojana Bhawan, Tilak Marg, Jaipur

No. F. 12 (2)/Railway/DES/District Income/ 586
Date: 19/08/2016

REQUEST FOR PROPOSAL A-04/2016-17/05
FOR
(Survey and Studies – Selection of Agencies)

The Government of Rajasthan under Support for Statistical Strengthening wishes to conduct a study on “Railway Sector for compiling District Income Estimates” for the year 2011-12 to 2013-14 and onwards if available.

Technical and financial proposals are invited in sealed envelopes from reputed Research Agency/Organisation to conduct the above Survey and study. Brief scope of the study and the short listing criteria are available at www.statistics.rajasthan.gov.in and www.spp.rajasthan.gov.in. Sealed Technical and Financial quotations are accepted on or before 6th September 2016 up to 5.00 PM during office hours in the chamber of Joint Director (Administration) and will open on 7th September 2016 at 3.00 PM in his Chamber. For any further information and queries please contact Joint Director (Finance), Tel. No. 0141-5167112.

(OM Prakash Bairwa)
Director and Joint Secretary
Economics and Statistics Department
Rajasthan, Jaipur
Request For Proposal (RFP) For

Study on Railway Sector for compiling District Income Estimates

Introduction:

State-wise estimates of Gross/Net Domestic Product (GSDP/NSDP) in respect of supra-regional sectors (Railways, Banking & Insurance, Communication and Central Govt. Administration) are prepared by the Central Statistical Office (CSO) and supplied to State Directorates of Economics and Statistics (DESs) for incorporating the same in their estimates.

In continuation of it, to allocate the state level data to districts for Railways sector, an appropriate ratio is needed to allocate the state GVA of railways sector to districts. For this purpose a study is proposed to provide an appropriate indicator. The main focus of the proposed study will be to collect data on working force, compensation of Employees. Beside these some other indicators are also to be collected such as district wise number of Railway stations. This study is proposed to be conducted under support for statistical strengthening (SSS).

Last survey of this sector:- This is the first time when state is conducting such study to make their district wise estimates of this sector precisely.

Methodology: - This study requires all the accurate data of Railways sector. Since this is a study, the working agency has to collect all the data from different agencies i.e. from zonal offices as well as from Railway stations.
Geographical Coverage: All the Districts of the State of Rajasthan are to be covered.

Sample Size: - District wise complete data of railways are required.

Reference Period of Study: - FY 2011-12 to 2013-14 and onward if available.

Period of Study: Three Months from the date of work Order.
Estimated Cost: Rs. 7.00 Lakh (Final cost depends upon proposals finalized after due process.)
Name of the Agency which conducted the study - Yet to Finalize.

SCOPE OF WORK, DELIVERABLES & TIMELINES

1) Details of work: DES invites proposal for Study on Railways Sector for compiling District Domestic Product.

A) Study
   a. District wise Work force of Railways.
   b. District wise Gross/Net Salary of Railways employees.
   c. District wise Salary per worker from Railways sector.
   d. District wise number of Railway stations.
   e. District wise Railway track length if available.

B) Technical Support
   a) Bidder shall provide five copies of Final report.
   b) Supplier shall also be responsible for providing original schedules and information received from different agencies during study.
2) Project Deliverables, Milestones & Time Schedule

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Project Activity/ Scope of Work</th>
<th>Deliverables (Reports/ Docs./ Sch.)</th>
<th>Timelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Completion of Activity as mentioned in section (1)-A (as above)</td>
<td>Draft report</td>
<td>60 days from the date of issuance of work order</td>
</tr>
<tr>
<td>2.</td>
<td>Activity as mentioned in section (1)-B (a)</td>
<td>Final Report and supporting Documents</td>
<td>80 days from the date of issuance of work order</td>
</tr>
<tr>
<td>3.</td>
<td>Completion of Activity as mentioned in section (1)-A, B (as above)</td>
<td>Satisfactory performance report signed by OIC/ Nodal Officer</td>
<td>10 days after receiving the Final report.</td>
</tr>
</tbody>
</table>

**Eligibility Criteria for the Applicants:**

- The Agency should be registered under a Company’s/ Society registration act and is active and operational continuously for the last 5 years on the date of application.

- Should have minimum annual turnover of Rs. 10 Lakh in each of the last three financial years.

- Should have conducted at least three surveys /study in Rajasthan for any Govt. dept./Govt. undertaking/PSUs in last 5 years.

- It should not have been black-listed by Government or any of the government agencies. Declaration by the authorized signatory that the agency has not been black listed by any of the government departments should be attached.
Supporting documents required for eligibility criteria:

a) Valid Registration Certificate (copy of certificate)
b) Audited Balance Sheet (Last three financial years)
c) TAN/PAN Registration (copy of certificate )
d) Service Tax Registration (copy of certificate)
e) Work orders of impact Assessment/evaluation study/surveys conducted in Rajasthan.
f) Declaration by the authorized signatory that the agency has not been black listed by any of the government departments.

Response to ToR

The eligible agencies are expected to provide One Technical and One Financial proposal.

Technical proposal will consist of :
Detailed research methodology and work plan along with Survey Schedule
Coverage
Quality control mechanism
Data analysis detail/plan
Time frame/Breakup of activities
Core team detail

Financial proposal will include detailed cost to be incurred for the study including Taxes & Duties. Successful bidder firm have to deposit security Amount @ 5% of cost of study at the time of executing the Agreement with DES.

The technical and Financial Proposals are to be placed in separate envelopes clearly marked as “Technical Proposal” and “Financial proposal”. Both these
envelopes to be finally put in a large envelope marked as –Technical +Financial proposal along with title of the scheme.

**Negotiations**

a) The selection method is receiving financial quotation from Open Source subject to negotiation as permissible under RTPP act.

b) Except in case of procurement by method of single source procurement or procurement by competitive negotiations, to the extent possible, no negotiations shall be conducted after the pre-bid stage. All clarifications needed to be sought shall be sought in the pre-bid stage itself.

c) Negotiations may, however, be undertaken when the rates are considered to be much higher than the prevailing market rates.

d) The bid evaluation committee shall have full powers to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.

e) The Bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the Bidder has received the intimation and consented to regarding holding of negotiations.

f) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
g) In case of non-satisfactory achievement of rates from bidder/authorized partner, the bid evaluation committee may choose to make a written counter offer to the bidder and if this is not accepted by him, the committee may decide to reject and re-invite Bid.

h) In case the rates even after the negotiations are considered very high, fresh Bid shall be invited.

i) Taxes & Duties must be included in financial proposals.

j) The TDS, Raj-VAT, Service Tax etc., if applicable, shall be deducted at source/ paid by DES as per prevailing rates.

k) The successful/ selected bidder shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

l) If any tax exemptions, reductions, allowances or privileges may be available to the successful/ selected bidder in India, the Purchaser shall use its best efforts to enable the successful/ selected bidder to benefit from any such tax savings to the maximum allowable extent.

Copyright

a) The copyright of the Study conducted by the Supplier/ Selected Bidder herein shall remain vested in the Director and Joint Secretary, DES. Supplier/ Selected Bidder shall not furnish or publish the information of any part of the report or whole report to anybody.

b) The supplier’s/ selected bidder’s shall neither disclose any data collected from different agencies for the said study to anybody nor publish in the newspaper/ magazine and in any kind of books.

Arbitration Clause:

On the aspect where the articles of the RFP are silent or for cases relating to deviation from these articles, efforts would be made to resolve the issues through mutual dialogues and consultation between agency and DES. If such a resolution is not possible than the unresolved disputes and differences shall be referred to Secretary Plan, GOR. The decision of the Secretary, Plan who will act as an Arbitrator will be final and binding on both the parties. Any dispute arising between the parties shall be covered under the jurisdiction of the civil court at Jaipur city only.
Payments

a) The complete cost of the above study will be paid in the following manner:

<table>
<thead>
<tr>
<th>Installment</th>
<th>Time of payment</th>
<th>Percentage of total study cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment</td>
<td>After signing work contract</td>
<td>20%</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>On submission of draft Study Report</td>
<td>60%</td>
</tr>
<tr>
<td>3rd Installment</td>
<td>On submission of Final Study Report</td>
<td>20%</td>
</tr>
</tbody>
</table>

b) In case of advance payment being made, it will be sole responsibility of the bidder to produce sufficient proof of commencement of study and to the extent as prescribed in financial powers and prior inspection of work done, if any. The balance, if any, will be paid on receipt of the primary data or on the recommendation of nodal officer of this study in DES, Rajasthan, Jaipur.

c) Unless otherwise agreed between the parties, final payment of the study will be made on submission of final report in proper form by the bidder to the Purchase Officer in accordance with G.F.& A.R all remittance charges will be borne by the bidder/authorized partner.

d) In case of disputes in study items, 20% of the amount shall be withheld and will be paid on settlement of the dispute.
Liquidated Damages (LD)

a) In case of extension in the study period with liquidated damages the recovery shall be made on the basis of following percentages of cost of study with the bidder has failed to furnished the report:-
- delay up to one fourth period of the prescribed period: 2.5%
- delay exceeding one fourth but not exceeding half of the prescribed period: 5.0%
- delay exceeding half but not exceeding three fourth of the prescribed period: 7.5%
- delay exceeding three fourth of the prescribed period: 10%

b) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.

c) The maximum amount of liquidated damages shall be 10% of the contract value.

d) If the supplier requires an extension of time in completion of contractual study on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of study.

e) Study period may be extended with or without liquidated damages if the delay in the study is on account of hindrances beyond the control of the bidder.
CRITERIA FOR EVALUATION OF TECHNICAL BID

The Committee shall evaluate each technical proposal taking into account several criteria:

(a) the consultant’s relevant experience for the assignment,
(b) the quality of the methodology proposed,
(c) the qualifications of the key staff proposed,
(d) transfer of knowledge

A proposal shall be considered unsuitable and shall be rejected at this stage if it does not respond to important aspects of the TOR or it failed to achieve Assessment Criteria Range Points.

Only those bids will be evaluated which meet the minimum qualification criteria.

Those bids, which do not meet the minimum qualification criteria will be declared disqualified and will be rejected.

Points will be awarded to all qualified bidders, based on the documents submitted by the bidders as per under mentioned table:

Assessment Criteria Range Points

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Conducted impact assessment/evaluation surveys in Rajasthan</td>
<td>3 Studies</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>More than 3</td>
<td>10</td>
</tr>
<tr>
<td>(B) Systematic Arrangement of technical proposal (like numbering, photocopies of relevant documents, work-orders etc.)</td>
<td>Very Systematic</td>
<td>6-10</td>
</tr>
<tr>
<td></td>
<td>Somewhat Systematic</td>
<td>1-5</td>
</tr>
<tr>
<td>(C) Technical Proposal presentation (like Man power engaged and their qualification, service length, experience etc.)</td>
<td>Technical Approach, Sample frame &amp; Methodology</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Experience with any Govt. dept./Govt. undertaking/PSUs</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Work Plan and time lines</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Survey Quality management</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Man power engaged, their qualification, experience of study</td>
<td>10</td>
</tr>
</tbody>
</table>

Financial proposal

| Detail breakup of cost | Proportion of budget allocated for various activities eg: field work, monitoring, professional salary etc. | 30 |

9
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Details</th>
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<tbody>
<tr>
<td>1</td>
<td>Name, contact No. and full address of the Organization</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Registration no. &amp; details of Registering Agency (Pl. Attach Registration copy also)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Management Structure</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Authorized Person with designation (Pl. Attach authority letter of competent authority)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Contact number, fax No. and Email address of authorized Person</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Details of Area where expertise available in the study field with supporting documents</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Details of survey/studies conducted during last 5 years with Geographical area and other details</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Working experience with any Govt. dept./Govt. undertaking/PSUs, if any</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Pl. Attach Administrative reports of last 5 years</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Turnover for last three years (Please attach Audited Balance Sheets)</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Regular manpower available on roll for proposed work alongwith their qualification, service length, relevant documents and experience</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Declaration regarding non-blacklisted (Pl. Attach declaration of authorized signatory)</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Acceptance of terms and conditions (Yes/No)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Any other Information to share in this context</td>
<td></td>
</tr>
</tbody>
</table>

Name and Signature of the Authorized signatory

Date:
### FORMAT FOR APPLICATION FOR EXPRESSION OF INTEREST (FINANCIAL)

<table>
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<td>Authorized Person with designation : (Pl. Attach authority letter of competent authority)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Contact number, fax No. and Email address of authorized Person :</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Total Cost of the proposed study along with activity wise details (Including all taxes and duties applicable in the State)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Any other Information to share in this context :</td>
<td></td>
</tr>
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Name and Signature of the Authorized signatory

Date: