

**REQUEST FOR PROPOSAL (RFP)**

For

**Engagement of an Agency for “Providing Onsite end-to-end digital solution for 8<sup>th</sup>  
Economic Census”  
(Quality cum Cost Based Selection)**



**सत्यमेव जयते**

**Government of India  
Ministry of Statistics & Programme Implementation**

**New Delhi**

## **Ministry of Statistics and Programme Implementation**

**New Delhi**

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### SECTION 1: KEY DATES (TENTATIVE)

1	Date and Time of Publishing of Tender	<b>A: T0 (As per Tender Document)</b>
2	Last Date and Time for Submission of Queries and for registration for the Pre-Bid Meeting	<b>(As per Tender Document)</b>
3	Date and Time of Pre-Bid Meeting	<b>6.11.2024 at 11:00 A.M.</b>
4	Date and Time of Authority response to queries/ Issue of Corrigenda	<b>(As per Tender Document)</b>
5	Last Date and Time for Submission of Bid	<b>B: (As per Tender Document)</b>
6	Date and Time of Opening of Technical Bid	<b>To be notified on GeM</b>
7	Technical Presentation by the Bidders, Meeting of the Technical Evaluation Committee	<b>To be notified on GeM</b>
8	Date and Time of Opening of Financial Bids of Technically Qualified Bidders	<b>To be notified on GeM</b>
9	Date and Time of Issuance of Letter of Intent to the Successful Bidder	<b>To be announced</b>

## SECTION 2: IMPORTANT FORMS

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Form 4	Team Composition and Task assignment
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Form 2:	Summary of Costs

### **SECTION 3: DISCLAIMER**

The information contained in the Request for Proposal (**RFP**) document, on behalf of the Government of India, Ministry of Statistics & Programme Implementation (MoSPI), is provided to Applicants on the terms and conditions set out in the RFP and such other terms and conditions subject to which such information is provided.

The RFP is not an agreement and is neither an offer nor invitation by MoSPI to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon the interpretation of law. The information given is not an exhaustive account of statutory requirements and may not be regarded as complete or authoritative statement of law. MoSPI accepts no responsibility for the accuracy or otherwise for any interpretation or opinion in the law expressed herein.

MoSPI does not accept liability of any nature whether resulting from negligence or otherwise arising from reliance of any applicant upon the statements contained in this RFP. MoSPI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of RFP does not imply that MoSPI is bound to select any Applicant or to appoint the Selected Applicant, as the case may be, for the Project and MoSPI reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Applicant shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by MoSPI or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and MoSPI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

## **SECTION 4: NOTICE INVITING TENDER**

File No.: M-13014/4/2024-EC(ESD)  
Ministry of Statistics & Programme Implementation

Khurshid Lal Bhawan,  
Janpath, New Delhi-110001

To,

All interested and eligible Agencies

**Subject: Engagement of an Agency for “Providing Onsite end-to-end digital solution for 8<sup>th</sup> Economic Census”**

Madam/Sir,

For and on behalf of the Ministry of Statistics & Programme Implementation (MoSPI), bids are invited in Single Stage two bid system for Engagement of an Agency for “Providing Onsite end-to-end digital solution for 8<sup>th</sup> Economic Census”. End to End covers / means all activities related to design, development, testing, deployment and maintenance for stipulated period and also includes the milestones / deliverables mentioned in point 4 “Scope of the Work”.

2. MoSPI shall select an Agency as per the procedure described in the Request for Proposal (RFP), which may be downloaded from <https://gem.gov.in/> or from website [www.mospi.gov.in](http://www.mospi.gov.in). The complete proposal along with EMD / Bid Security declaration should be uploaded before due date

3. on GeM\_as per the attached RFP document (Technical bid and Financial bid, separately). It is mandatory for the Agency to submit proposal online on GeM portal only within the stipulated time, failing which the proposal is liable to be rejected. **No proposal in physical form will be accepted.** This Ministry reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

Yours faithfully,

(Neha Srivastava)  
Deputy Director General (Economic Census)



## **SECTION 5: TENDER INFORMATION SYSTEM and INSTRUCTIONS TO AGENCIES**

## TENDER INFORMATION SUMMARY (TIS)

<b>1. Basic Tender Details</b>	
Tender Title	<b>Engagement of an Agency for “Providing Onsite for end-to-end digital solution for 8<sup>th</sup> Economic Census”</b>
Tender Type	Open Tender - Domestic
Tender Category	Services
Bidding System/Selection Method	Two Bid System / Quality cum Cost Based Selection (QCBS)
Number of Covers	Two Covers (Technical Bid including EMD and Financial Bid)
Procuring Entity	MoSPI
Tender Inviting Authority	DDG, ESD (EC), MoSPI
Appointing Authority for Arbitration	As per the Arbitration and Conciliation Act, 1996, as amended from time to time.
<b>2. Schedule of Important Dates</b>	
Date and Time of Publishing of Tender	<b>As per Section 1</b>
Last Date and Time for Submission of Queries and for registration for the Pre-Bid Meeting	
Date and Time of Pre-Bid Meeting	
Last Date and Time for Submission of final Queries	
Date and Time of Authority response to queries/ Issue of Corrigenda	
Last Date and Time for Submission of Bid	
Date and Time of Opening of Technical Bid	
Technical Presentation by the Bidders, before the Consultancy Evaluation Committee	
Date and Time of Opening of Financial Bids of Technically Qualified Bidders	
Date and Time of Issuance of Letter of Intent to the Selected Bidder	
Date and Time of Submission of the Letter of Acceptance and signed contract by the Successful Bidder	<b>C + 7<sup>th</sup> Working Days, 17.00 Hours</b>
Full Team deployment and contract becoming effective.	<b>C + 15<sup>th</sup> Working Days</b>
Bid Validity Period	<b>B + 180<sup>th</sup> Day</b>

RFP for Engagement of an Agency for “**Providing Onsite end-to-end digital solution for 8<sup>th</sup> Economic Census**”

<b>3. Terms of Reference</b>	
Consignee State	New Delhi
GSTIN Code of Consignee	
Period of Contract	117 weeks or Two years 3 months from the contract becoming effective
<b>4. Obtaining the RFP Document and Clarifications</b>	
eProcurement Portal and helpdesk for Document availability and submission	Government e-Marketplace (GeM) Portal ( <a href="http://www.gem.gov.in">www.gem.gov.in</a> )
Cost of RFP Document	Nil
Office/ Contact Person/ email for clarifications	Neha Srivastava, DDG, ESD, MoSPI, Khurshid Lal Bhawan, Janpath, New Delhi-110001 Email: <a href="mailto:ddgec.esd@mospi.gov.in">ddgec.esd@mospi.gov.in</a>
<b>5. Pre-Bid Meeting</b>	
Venue	Conference Hall, 2 <sup>nd</sup> Floor Khurshid Lal Bhawan, Janpath New Delhi-110001.
Time and Date	Refer to Section 1 (Key Dates)
<b>6. Preparation, Submission and Opening of Bids</b>	
Bids to be addressed to	DDG, ESD, MoSPI
Instructions and Proposal Submission	Online at Government e-Marketplace (GeM) Portal ( <a href="http://www.gem.gov.in">www.gem.gov.in</a> )
Proposal Opening Place	
<b>7. Bid Security</b>	
Earnest Money Deposit (EMD) Amount	Rs. 30,00,000 (Rs. Thirty Lakh only)
Payable in the form	As per Rule 170 (i) of General Financial Rules (GFR), 2017
Payable in favor of/ at	Pay and Accounts Officer (Stats), Ministry of Statistics and Programme Implementation, payable at New Delhi
EMD Submission Last Date	Same as last date of Bid Submission
EMD Validity	Bid Validity Period + 45 days
Refund of EMD to Unsuccessful Bidders	Not later than 30 days of award of contract
Refund of EMD to Successful Bidder	Not later than 30 days of submission of Performance Bank Guarantee

**Note 1:** Relaxation from Bid security , as per GFR, will be granted to Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT).

**Note 2:** MSEs and Start-ups would, however be required to furnish a bid security declaration as per

From A7 in accordance with Rule 170 (iii) of the GFR.

## **INSTRUCTIONS TO AGENCIES**

### **1. Definitions**

- a. “Client” means the Ministry of Statistics & Programme Implementation (MoSPI) who has invited bids for the project with whom the selected Agency signs the Contract for the Services and to whom the selected Agency shall provide services as per the Terms and Conditions and Terms of Reference of the contract.
- b. “Agency” means any entity registered under relevant statute who have been invited to submit their proposals that may provide the Services to the Client under the Contract.
- c. “Contract” means the Contract signed by the Parties for this Assignment.
- d. “Project specific information” means such part of the “Instructions to Agencies” used to reflect specific project and assignment conditions.
- e. “Day” means calendar day.
- f. “Government” means the Government of India.
- g. “Instructions to Agencies” means the document which provides Agencies with all information needed to prepare their proposals.
- h. LoI means the Letter of Intent issued by Client to the selected bidder/ agency.
- i. “Personnel” means professionals and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- j. “Proposal” means the Technical Proposal and the Financial Proposal.
- k. “RFP” means the Request for Proposal prepared by the Client for the selection of Agency
- l. “Assignment / job” means the work to be performed by the Agency pursuant to the Contract.
- m. “Terms of Reference” (TOR) means the document included in the RFP as Section 6 which explains the objectives, scope of work, activities, tasks to be performed etc.,
- n. “Onsite” means NCT of Delhi. No office space would be provided by MoSPI.

- o. The General conditions of the contract are as placed at Annexure-IV. In addition other standard conditions of contract as available on GeM would also be applicable.

## 2. Introduction

- 2.1 The Ministry of Statistics & Programme Implementation (MoSPI), Government of India conducts Economic Census (EC) in the country with the participation of all States/UTs to collect data on various characteristics of Establishments in the country. MoSPI provides financial and administrative support as well as technical guidance to States/UTs required for this Census operations. The gigantic task of data collection for EC is carried out with the help of official/ hired Enumerators of State Governments/ UT Administrations.
- 2.2 The EC was initiated for creating a comprehensive database of establishments, and worker employed therein, particularly focusing on the non-agricultural sector by CSO in 1976. So far seven ECs have been conducted, starting with first EC in 1977, and subsequent censuses taking place in 1980, 1990, 1998, 2005, 2013-14 and 7th EC conducted during 2019-21.
- 2.3 MoSPI intends to conduct the 8<sup>th</sup> EC in 2025-26. Computer-Assisted Personal Interviewing (CAPI) technology will be utilized for the 8<sup>th</sup> EC which entails collection of data on smart phones using mobile app, validation, processing of data for finalization, monitoring of progress of all EC activities through dashboard and generating statistical reports at various levels, etc., The RFP is for Engagement of an Agency for **“Providing Onsite end-to-end digital solution for 8<sup>th</sup> Economic Census”** for MoSPI. End to End covers / means all activities related to design, development, testing, deployment and maintenance for stipulated period and also includes the milestones / deliverables mentioned in point 4 “Scope of the Work”.

## 3. Minimum Eligibility Criteria / Pre-Qualification Criteria

The Agency should fulfill the following conditions:-

No.	Criteria	Documentary Proofs to be submitted
1.	The agency must be any private/public limited company or partnership firm or autonomous body or organization or society or any other institution registered/incorporated under relevant statute. The agency should be in existence for minimum 5 years, as on due date of RFP. The agency(s) must have Income Tax Registration (PAN) and GST Registration. Consortium/ Joint Venture/ Individuals are not allowed.	Relevant valid certificates. (Incorporation/ Registration, PAN & GST)
2.	The agency must have executed projects related to development of software solution/ app/ web-portal for Central Ministries / Departments /State Governments / UT Administrations/ Public Sector Enterprises/ Undertakings/ Banks/ Government Autonomous bodies (Projects completed during the last 5 financial years and in current financial year upto due date of RFP, i.e. 2019-	Experience / completion certificates from clients or certificate from CA/CS of the Agency.

No.	Criteria	Documentary Proofs to be submitted
	20 onwards will only be considered) as per following criteria: (i) 1 project of contract value at least Rs.8 crores (ii) 2 projects of contract value at least Rs.5 crores (iii)3 projects of contract value at least Rs.4 crores	
3.	The average Annual Turnover of the Agency should not be less than Rs. 40 Crore for the last three consecutive financial years starting from 2021-2022.  The turnover should be from IT solution related activities of the bidder.	Audited Accounts (Balance Sheet and Profit and Loss Account etc.) OR Certificate from CA/CS/Cost Accountant for corresponding financial years.
4.	The Agency must have at least 2 personnel i.e., Project Head and Solution Architect who should have been with the agency for at least 3 months (from the last day of submission of bid). The details of minimum Educational qualifications and experience are as under: <ul style="list-style-type: none"> <li>• Project Head:               <ul style="list-style-type: none"> <li>➤ MBA/ MCA/ M. Tech / M.Sc. (IT) or equivalent</li> <li>➤ Minimum 5 years experience in the area of Leading IT/ ITES projects.</li> </ul> </li> <li>• Solution Architect:               <ul style="list-style-type: none"> <li>➤ B. Tech/ B.E./ MCA/ M.Sc. or equivalent in CS/CE</li> <li>➤ Minimum 10 years experience in the area of IT/ ITES projects.</li> </ul> </li> </ul>	CVs of personnel with relevant educational qualification and Experience certified by HR Department of the agency.
5.	The Agency must be Capability Maturity Model Integration (CMMI) level Development, CMMI service level: 3 certified on the due date of RFP	Relevant Certifications

No.	Criteria	Documentary Proofs to be submitted
6.	<p>The Agency must not have been blacklisted (as on bid submission date) by any Central Ministries / Departments /State Governments / UT Administrations / PSUs/PSBs and government autonomous bodies.</p> <p>The Agency should not have been debarred (as on bid submission date) from dealing with any company/public department in the last three years as on due date of RFP</p>	Self-declaration as per form for submission of Technical bids

Note 1: Projects involving supply of hardware/software/AMC will not be considered (for experience/turnover purposes).

Note 2: Projects which are renewal/ extension of previous projects will be counted as single for experience.

Note 3: The Client reserves its right to grant preferences to eligible Bidders under various Government Policies/ directives (policies relating to Make in India; MSE; Start-ups etc.) issued by the government from time to time.

- i. Bidders from Micro and/ or Small Enterprises (MSEs) under Public Procurement Policy for the Micro and Small Enterprises (MSEs) Order, 2012 as amended from time to time.
- ii. Start-ups Bidders as per the orders issued by Ministry of Finance, Department of Expenditure, Public Procurement Division from time to time and subsequent clarifications; and/ or
- iii. Any other category of Bidders, as per any Government Policies, announced from time to time, if so provided in the Bid document.
- iv. MSEs or Start-ups bidders will be evaluated as per the Technical Evaluation Criteria. The exemption will be only for Pre-Qualification Requirement (PQR) as per Govt of India rules.

Note 4: Technical Evaluation will be done only for those agencies which fulfill the Minimum Eligibility/ Pre-Qualification Criteria.

#### 4. Clarification and Amendment(s) of RFP Document

4.1 If any clarification is required on any clause/condition of the RFP, the same may be discussed in pre-bid meeting. The decision in the pre-bid meeting may lead to change (s) in the RFP.

4.2 At any time before the last date of submission of proposals, the Client may amend the RFP by issuing an addendum in writing or by announcing it through its website. The addendum shall be binding on all Agencies. Agency shall acknowledge receipt of all such amendments. To give the Agency reasonable time in which to take an amendment into account in their proposals, the Client may, if the amendment is substantial, extend the deadline for the submission of proposal.

5. **Conflict of Interest** - As per General Conditions of Contract.



## 6. Unfair Advantage

If a shortlisted Agency could derive a competitive advantage from having provided consultancy assignment/job related to the assignment /job in question and which is not defined as conflict of interest as per para 5 above, the Client shall make available to all short-listed Agencies together with the RFP all information that would in the respect give such Agency any competitive advantage over competing Agencies.

## 7. Preparation of Proposal

- 7.1 The proposal as well as all related correspondence exchanged by the Agency and the Client shall be written in English language, unless specified otherwise.
- 7.2 In preparing the Proposal, Agency is expected to examine in detail the documents comprising the RFP. **Material deficiencies in providing the information requested may result in rejection of a Proposal.**
- 7.3 The Client shall not be liable for additional cost compensation in case proposal is based on inadequate or under-estimated staff months.
- 7.4 Depending on the nature of the assignment/job, Agency is required to submit a Technical Proposal (TP) in forms provided in Section -7. Submission of the Proposal in any other format may lead to the proposal being deemed non-responsive. The Technical Proposal shall provide the information as mentioned in the following para from (a) to (f) using the attached Forms in Section 7.
- a) Form-A1 in Section 7 as a sample letter of technical proposal which is to be submitted along with the technical proposal.
  - b) A brief description of the Agency's organization will be provided in Form-A2. In the same form, the Agency will provide details of experience of assignments which are similar to the proposed assignment/job as per the TOR. For assignment/job, the outline should indicate the names of Professional staff who participated, nature and duration of the assignment/job, contract amount, and Agency involvement. Information should be provided only for those assignment/jobs for which the Agency was legally contracted by a Client as a corporation. Assignment/jobs completed by individual professional staff working privately or through other consulting consultancy cannot be claimed as the experience of the Agency, or that of the Agency associates, but can be claimed by the Professional staff themselves in their CVs. Agency should substantiate the claimed experience along with the proposal and must submit letter of award and completion certificates for all the assignments mentioned in the proposal.
  - c) A description of the approach, methodology and work plan for performing the assignment/job covering the following: technical approach and methodology, work plan, project organization and availability of experts. Guidance on the content of this section of the Technical Proposals is provided under Form-A3 of Section -7. The work plan should be consistent with the Work

Schedule with the timing for each activity.

- d) The details of the 2 Key personnel along with their CVs (including Educational Qualifications & Work Experience), the position that would be assigned to each staff team member and their tasks to be provided in Form A4 of Section -7.
- e) Self-attested Curriculum Vitae of the Professional staff as mentioned in para 7.4 (d) above signed by the staff themselves or by the authorized representative of the HR Department of the Agency.
- f) Estimates of work schedule should be given in Form -A5 of Section -7.
- g) Information relating to “conflict of interest” should be furnished in Form -A6 of Section-7.
- h) Format of Bid Security declaration to be filled in lieu of Bid Security/ EMD should be given in Form A7 of Section 7.
- i) The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information shall be declared as rejected.

**8. Financial Proposals:** The Financial Proposal shall be prepared using the prescribed Forms in Section-8. It shall list all costs associated with this contract. The financial proposal shall be rejected summarily, if found not in the prescribed forms. **Financial bid value exclusive of taxes and duties would be taken for evaluation of financial proposals.**

**9. Taxes –** The Agency shall fully familiarize themselves about the applicable Domestic duties and taxes on amounts payable by the Client under the Contract. All such duties and taxes must be included by the Agency in the financial proposal but with detailed break-up.

**10. Currency-**Agency shall express the price of their assignment/job in Indian Rupees (INR) only.

**11. Bid Security and Performance Security:**

11.1 **Bid Security –** As per point 7 of the Tender Information System.

11.2 **Performance Security –** As per General Conditions of Contract.

**12. Proposal Submission**

Agency shall submit only one proposal for this project. If an Agency submits or participates in more than one proposal, such proposals shall be disqualified. The Agencies are required to submit their proposals (both technical and financial) online only at <https://gem.gov.in/>. Agencies will bear all costs associated with the preparation and submission of their proposals and contract negotiation. The client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to award of the Contract without thereby incurring any liability to the Agency. The original proposal, both Technical and Financial shall contain no interlineations

or overwriting. Submission letters for both Technical and Financial Proposals should be in the format of Form-A1 of Section-7, and Form-A1 of Section-8 respectively. An authorized representative of the Agency shall initial all pages of the original Technical and Financial Proposals. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.

**13. Proposal Validity – As per General Conditions of Contract**

**14. Bid Evaluation Criteria and Selection Procedure**

- a) The evaluation of the submitted proposals shall be carried out in two stages, i.e. Technical and Financial.
- b) The Consultancy Evaluation Committee (CEC) will be constituted for the technical evaluation of the proposals submitted by the Agencies. The committee may, if required, seek inputs from the Agencies during the evaluation process.
- c) The bids will first be checked for technical eligibility, as per minimum eligibility criterion indicated in para 3 above in terms of turnover, bid security (EMD), prescribed certificates, separate technical and financial bids and other aspects spelt out in this RFP for eligibility of bids.
- d) The technically qualified agencies will be informed of the date, time and venue of the opening of the Financial proposal.
- e) The technical scores of the agencies will be announced prior to the opening of the Financial proposal.

**14.1 Evaluation of Technical Proposal**

- a) The eligible bid documents will be evaluated and assigned a technical score out of a maximum of 100 points based on the following criteria:

Sl. No.	Criteria	Weightage
1	Overall background and credentials of the agency	20
2	Relevant experience/previous track record of agency	45
3	Qualification and experience of Key personnel	20
4	Assessment on understanding of ToRs and Plan of work.	15
	<b>TOTAL</b>	<b>100</b>

- b) Detailed criteria for assessment of technical proposal are given in **Annexure-I**.
- c) Agencies which score a minimum overall technical score of 60 will be declared technically qualified

and will be eligible for evaluation of their financial proposals.

#### 14.2 Evaluation of the Financial Proposal

- a) Financial proposals of only those Agencies which are declared technically qualified shall be opened, on the date and time specified in Section-I (Key dates) in the presence of the Agency's representatives who choose to attend.
- b) The Client will correct any computation errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items.

#### 14.3 Overall Evaluation Methodology and Award Criteria:

- a) The Agencies shall be awarded on Quality cum Cost Based Selection (QCBS) basis. Under this method, the selection would be based on both the quality of the technical proposal and the costs shown in their Financial proposals. The Technical proposal will carry a weightage of 70% while the financial proposal will carry a weightage of 30% in the combined score.
- b) The proposal with the highest Evaluated Score (H-1) shall be termed the Successful Proposal.
- c) In case of a tie where two or more vendors achieve the same highest Evaluated Score (H-1), the agency with the higher technical score will be invited first for award of work.

**Example:** If in response to this RFP, three proposals, A, B & C were received and the Consultancy Evaluation Committee awarded them 75, 80 and 90 marks respectively, all the three proposals would be technically suitable. Further, if the quoted price of proposals A, B & C were Rs.120, 100 & 110 respectively, then the following points for financial proposals may be given:

Proposal A:  $100 \times 100 / 120 = 83$  points

Proposal B:  $100 \times 100 / 100 = 100$  points

Proposal C:  $100 \times 100 / 110 = 91$  points

In the combined evaluation, the process would be as follows:

Proposal A:  $75 \times 0.7 + 83 \times 0.3 = 76.6$

Proposal B:  $80 \times 0.7 + 100 \times 0.3 = 84$

Proposal C:  $90 \times 0.7 + 91 \times 0.3 = 90.2$

Proposal C would be considered the H1 and would be recommended.

In case of a tie, the agency with highest Technical Score would be recommended.

14.4. From the time the proposals are opened to the time the contract is awarded, the Agency should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Agency

to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of contract may result in the rejection of the Agency' proposal.

**15. Facilities to be provided:**

MoSPI would assist the Agency in obtaining required datasets if any, liasoning with States / UTs, regional offices and personnel.

**16. Award of Contract**

After completing the process the Client shall issue a Letter of Intent to the selected Agency and promptly notify all other Agencies who have submitted proposals about the decision taken.

The Agency will submit Letter of Acceptance and sign the contract after fulfilling all the formalities/pre-conditions (contract to be signed after the selection of Agency), within 07 working days of issuance of the LoI.

**17. Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Agencies who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Agency of any information related to the process may result in the rejection of its proposal and may be subject to the provisions of Indian Law, as prevailing.

**18. Payment Terms:** The terms of payment would be linked to the satisfactory completion of deliverables of the project and Schedule for release of payments will be subject to milestones delivered as per the schedule mentioned in Section 6 – Terms of Reference.

**19. Liquidated Damages** - As per General Conditions of Contract.

**20. Deployment and Replacement Policy:** - As per General Conditions of Contract.

**21. Penalties** – As per General Conditions of Contract.

**22. Other Terms and Conditions:** As per General Conditions of Contract.

## **SECTION 6: TERMS OF REFERENCE**

## 1. Project Objectives

The RFP is for Engagement of an Agency for “**Providing Onsite IT Consultancy for end-to-end digital solution for 8<sup>th</sup> Economic Census 2025-26**” for the Ministry of Statistics & Programme Implementation (MoSPI). End to End covers / means all activities related to design, development, testing, deployment and maintenance for stipulated period and also includes the milestones / deliverables mentioned in point 4 “Scope of the Work”.

Access to Cloud services will be provided by MoSPI, , however, development of applications and Deployment in Cloud will be responsibility of Agency for accessing the Cloud. Providing the development environment would be the responsibility of the agency. Testing and Production environment would be provided by the Client.

**“The material available at ministry’s website (<https://www.mospi.gov.in>) of previous Economic Censuses detailing the IT requirements, processes etc. may also be referred for 8<sup>th</sup> Economic Census.”**

### **Proposed methodology for 8<sup>th</sup> EC**

For 8<sup>th</sup> EC, data collection will be done using hand-held devices like smart phones/tablets with in-built validation checks in apps/software and complete the entire chain of activities like scrutiny of filled-in data, data processing, monitoring progress and quality control through a seamless digitized format by extensive use of electronic/computer systems at different levels.

### **Coverage for Data collection:**

- The entire geographical area of country will be divided into primary geographical units as per LGD framework
  - Rural: State – District - Sub District – Development Blocks – Gram Panchayat - Village/ Enumeration Block
  - Urban - State – District - Sub District – Town – Ward/ UFS Block
- Each enumerator will be allotted Enumeration/ UFS Blocks.
- Data will be collected by trained enumerators through hand-held devices by door to door visit to each non – farm physical structure like houses, shops, etc. and collecting information as per the schedule of 8<sup>th</sup> EC in a given Enumeration Block. An indicative Data collection instrument (schedule) for 8<sup>th</sup> EC for reference is given at Annexure-II.

### **Data Supervision and Post Enumeration checks (PEC):**

- Primary data collected by enumerators will be supervised by the trained supervisors on 100% basis through hand-held devices.
- Supervisors have to approve data of each and every enumerated primary unit.

RFP for Engagement of an Agency for “Providing Onsite end-to-end digital solution for 8<sup>th</sup> Economic Census”

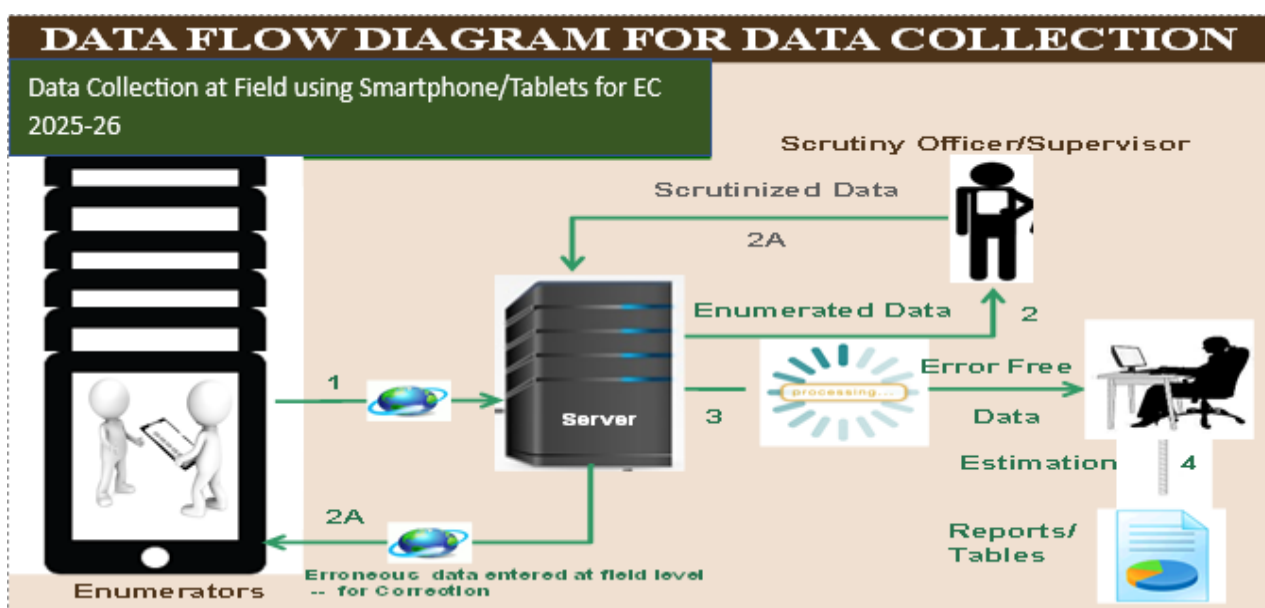
- Post Enumeration Check (PEC) on a sample basis would also be carried out in 2% villages/UFS Blocks.

#### Data Validation:

- Inbuilt checks are to be build up in data collection application to avoid errors at the time of collecting data.
- Approved data of supervisors may be validated with other sources of data through a pre-defined rule to check any anomalies in the data captured.
- Errors found in the data will be sent back to supervisors for verification & correction.

#### Data Tabulation and Report Generation:

- Only validated data will be processed in tabular form as per the approved tabular plan at all levels i.e., All India level, State / UT level and district level, sub-district levels. A sample of output tables based on last EC is given in Annexure-III



### 3. Estimated Work Load

Record of approximately 28 – 30 crores households and 8 – 10 crores shops / establishments may have to be fetched into the data portal. The size of each record may be upto 1442 characters/ 2KB. There will be approximately 8.5 lakhs enumerators and 3 lakhs supervisors. The data collection application and supervisor dashboard should be capable of handling peak load.



#### 4. Scope of the work

No.	Milestone / Deliverables	Detailed activities / requirements
1(a)	Preparation of FRS	Preparation of FRS
1(b)	Preparation of SRS	Preparation of SRS
2	Login authentication module with integration of data of LGD codes mapped with census villages and UFS for allotment	<ul style="list-style-type: none"> <li>i. IAM(Identity Access Management) Module for ROLE BASED ACCESS on enrolled android app and dashboard for example, enumerator should only see his ward/village related data, etc.,</li> <li>ii. It is required that the login to the system is provided only to authorized users and is monitored by the combination of login id, password &amp; CAPTCHA.</li> <li>iii. To meet this requirement, a login functionality has been proposed in the system with the feature in the portal to create login IDs and Passwords for State HQ officers, District officers, Supervisors for allotment of the units to enumerators to data collection/correction work and other officers for monitoring and scrutiny of the.</li> <li>iv. Integration of data of LGD, census villages, UFS, etc. in the module for the allotment of unit to enumerators for data collection work.</li> <li>v. API Interface for fetching/integration of any other database.</li> <li>vi. Bulk Login facility would be</li> </ul>

No.	Milestone / Deliverables	Detailed activities / requirements
		<p>needed in the Login Authentication module.</p> <p>vii. Scope of creation of boundaries of Enumeration Blocks/ Ultimate geographical units within boundaries of ward / villages may also be made in the app.</p>
3	Data collection application for handheld devices and its web-based application for Data entry	<p>i. Data collection app would be in English, Hindi as well as all the major regional languages.</p> <p>ii. Development of mobile app in both Android and iOS for data collection work and uploading of the collected data on the cloud.</p> <p>iii. The app should have capability to work in offline/online mode.</p> <p>iv. Geo-fencing of the Data Collection app is required at Administrative boundaries of Village/ Town levels.</p> <p>v. The app should have capability to auto save the data and submit the data in internet connectivity.</p> <p>vi. Auto fill option to save time of end users like enumerators and supervisors.</p> <p>vii. The application should have the capability to add or remove the fields as part of data template creation.</p> <p>viii. Application to have capabilities to capture para-data such GPS/date and time stamping as per requirements of the client.</p> <p>ix. The mobile application should be able to undertake highest possible peak traffic for data upload.</p> <p>x. Based upon integration with other administrative records, on matching fields, data should auto</p>

No.	Milestone / Deliverables	Detailed activities / requirements
		populate.
4	Data processing and validation module/ Web Application/ Dashboard (separate for supervisors and other Admin Users (including Validation))	<ul style="list-style-type: none"> <li>i. It is expected that web application will inter – alia cover the common aspects such as General Administration System, Admin Role, Policy Configuration, DB and Application/Mobile app Configuration, Backup Policy, Notification etc. including Reports and Dashboard.</li> <li>ii. Each activity should be logged and visible on dashboard for monitoring at various levels (supervisor/ GP/ block/ district/ State/ UTs/ Centre)</li> <li>iii. Flow of the module will be in such a way that once the enumerator completes the data collection work of the allotted units, then supervisor will have to validate(accept/reject) the data based upon the inspections and validation checks inbuilt in the system and then enumerators will re-submit the rejected schedules after required corrections.</li> <li>iv. The validation rules should be customizable.</li> <li>v. Validation modules at different levels, and Bottom-Up checks should exist, where some of subordinates, entities should be equal to value calculated at next level.</li> <li>vi. Data collection app should be compatible with the basic specifications of android and iOS, which need to be decided in</li> </ul>

No.	Milestone / Deliverables	Detailed activities / requirements
		consultation with the client.
5	Data Processing, Tabulation and Report Generation module	<ul style="list-style-type: none"> <li>i. Query based tabulation and visual outputs in the desired format needs to prepared during and after completion of data collection work.</li> <li>ii. The parameters in the reports may be customizable as per the end user requirements.</li> </ul> <p>(Sample output tables may referred placed Annex-II).</p>
6	Data Dissemination Dashboard	<ul style="list-style-type: none"> <li>i. Data analysis for comparative analysis with past data/ other administrative data</li> </ul>
7	Deployment and field testing (including modifications after field testing)	<ul style="list-style-type: none"> <li>i. Deployment of application software at after final testing UAT and security audit, SSL. Conduct of Security audit, etc., would be responsibility of agency.</li> <li>ii. The web portal &amp; data collection app should conform to the latest GIGW and DBIM guidelines as part of design specs.</li> <li>iii. Alarm functionality should be implemented in case any of the node hosting service (Android/Web based), goes down, or behaving unexpectedly.</li> <li>iv. Test Plan, Bug-fixing report, Test-case Documentation, Version Control, UAT Report etc. need to be provided.</li> <li>v. The deployment of the Application to Cloud should be with all configuration.</li> </ul>

No.	Milestone / Deliverables	Detailed activities / requirements
8	User Training & development of training modules/ videos	<ul style="list-style-type: none"> <li>i. The agency is responsible for providing comprehensive training to all user groups. Demonstration / Handholding at All India and State / UT levels trainings (2 days) will require Agency' team presence. Training infrastructure would be provided by MoSPI/ respective State/ UTs.</li> <li>ii. Training material for Data collection / supervision should be available along with its respective modules.</li> <li>iii. Training materials must include user manuals, training videos, and FAQs for various user roles.</li> <li>iv. All training material and documentation must be delivered in Hindi, English and major regional language(s), if required.</li> <li>v. A self-learning E -module may also be created where all training materials are available for ready reference.</li> </ul>
9	Operation & maintenance support	<ul style="list-style-type: none"> <li>i. Provide technical and maintenance support for the proposed IT solution from the date of start to end of the contract.</li> <li>ii. Collect feedback from field personnel and stakeholders to improve the application's usability and portal.</li> <li>iii. Address both feature requests and technical issues raised by users.</li> <li>iv. Create an E-ticket based system of resolving the technical issues besides provision for helpdesk and troubleshooting support for field staff</li> <li>v. The agency must ensure that all</li> </ul>

No.	Milestone / Deliverables	Detailed activities / requirements
		<p>data is stored in secure, redundant environments to prevent loss due to hardware failure or cyberattacks.</p> <ul style="list-style-type: none"> <li data-bbox="874 349 1441 551">vi. Alarm functionality should be implemented in case any of the node hosting service (Android/ Web-based) goes down, or behave unexpectedly.</li> <li data-bbox="874 562 1441 674">vii. Ensure compliance with relevant data protection laws, and outline a process for handling data breaches.</li> <li data-bbox="874 685 1441 752">viii. Addressing any issues or bugs that arise after deployment.</li> <li data-bbox="874 763 1441 842">ix. Post-Implementation Support and Handover</li> <li data-bbox="874 853 1441 1010">x. Officially transferring control of the system, including all documentation, source code, and other relevant materials.</li> <li data-bbox="874 1021 1441 1178">xi. Agency would be required to provide Warranty support of application for entire period of contract.</li> <li data-bbox="874 1189 1441 1267">xii. Disaster Recovery and Business Continuity Plan</li> <li data-bbox="874 1279 1441 1435">xiii. Conduct regular disaster recovery tests to ensure that the recovery process works smoothly and meets the RTO requirements.</li> <li data-bbox="874 1447 1441 1771">xiv. Change Management Process: The agency may be required to implement a formal change request process to handle any changes in the scope of work. The same would be governed by the Change Management Policy as mentioned in General Conditions of Contract.</li> <li data-bbox="874 1783 1441 1939">xv. Changes should be documented, including detailed descriptions of the modifications, impact assessments, and approvals from</li> </ul>

No.	Milestone / Deliverables	Detailed activities / requirements
		both parties.
10	Documentation: End-to-end process from Design to Development to Testing to Deployment till Maintenance.	<p>Following documents need to be prepared (simultaneously with respective deliverables):</p> <ol style="list-style-type: none"> <li>i. User Guide for Android/ iOS app for mobile data collection</li> <li>ii. User-guide for web dashboard</li> <li>iii. System administration guide (that explains product configuration with examples)</li> <li>iv. Installation and deployment guide.</li> <li>v. Solution Description: provides use-cases in details along with flow-chart with each use-cases</li> <li>vi. HW Dimensioning guide.</li> <li>vii. Test case description document with test-case mapping to use case mentioned in SD.</li> <li>viii. Test report.</li> <li>ix. LLD (Low-level design)/ Technical description of different modules</li> <li>x. Non-functional test description document – audit logs, performance and alarms testing.</li> </ol>

Note 1: After FRS/SRS, approval of UI/UX Prototype needs to be approved before actual development starts.

Note 2: The system should be scalable and be designed in such a way that new modules can be easily integrated.

Note 3: The various Web Applications/Dashboards may be compatible with mobile also. In addition, they should be browser agnostic. These shall be downloadable from MEITY’s app store.

Note 4: Version control has to be designed in such a way that new modules can be easily integrated.

5. **Ownership** – As per General / Special Conditions of Contract given at Annexure -IV.

6. **Payment Schedule and Timelines linked to deliverables:**

Sr. No.	Milestone / Deliverables	Timeline  (To be counted from date of contract becoming effective T0)	Payment
1	Requirement gathering and submission of FRS and SRS	T0 + 2 weeks	10%
2	Login authentication module with integration of data of LGD codes mapped with census villages and UFS Blocks for allotment	T0 + 7 weeks	10%
3	Data collection application for handheld devices and its web based application for Data entry.	T0 + 10 weeks	20%
4	Web Application/ Dashboard for supervisors and other admin users (including validation)	T0 + 14 weeks	20%
5	Data processing, tabulation and report generation module	T0 + 18 weeks	10%
6	Data Dissemination/ Dashboard	T0 + 22 weeks	10%
7	Deployment and field testing, Security Audit and SSL (including modifications after field testing)	T0 + 26 weeks	20%
8	Operation & maintenance support	T0 + 78 weeks after pre warranty period	Quarterly payment of proportionate O&M cost

Note 1: A period of 3 months (i.e., 3 weeks) Pre-warranty period will proceed before O&M support period. Thus, overall project duration would be 117 weeks . i.e. Two years and three months from contract becoming effective.



Note 2: Milestones/ Deliverables include UAT and submission of related documentation mentioned in Section 10 of Scope of Work. Sign-off would be required after each stage.

Note 3: Payments for milestones/ Deliverables is in Terms of Cost mentioned against them in the Form B2 of Section 8 Financial Bidding Forms.

Note 4: Payment will be made only on acceptance of the milestones/ deliverables by MoSPI.

Note 5: Training material for Data collection / supervision should be available along with its respective modules.

## **SECTION-7**

### **TECHNICAL BIDDING FORMS**

**LETTER OF TECHNICAL PROPOSAL SUBMISSION****Location:****Date:**

To,

DDG (EC)  
ESD  
Room No. 503  
Ministry of Statistics & P.I.(MoSPI)  
Khurshid Lal Bhawan, Janpath,  
New Delhi -110001.

Madam,

We the undersigned, authorized signatories on behalf of ..... offer to undertake the assignment / job in accordance with your RFP dated DD/MM/ YYYY for Engagement of an Agency for “Providing Onsite end-to-end digital solution for 8<sup>th</sup> Economic Census”.

2. We have uploaded our proposal online on GeM, which includes Technical Proposal and Financial Proposal along with EMD / Bid Security declaration. The original copy of the EMD instrument will be submitted within 3 days but not after the Bid submission deadline.
3. We, hereby, declare the following:
  - i. We are capable to depute adequate personnel/ experts at national level.
  - ii. We are not blacklisted (as on bid submission date) by any Central Ministries / Departments /State Governments / UT Administrations / PSUs.
  - iii. We are not debarred (as on bid submission date) from dealing with any company/public department.
  - iv. If selected, we shall not assign the work or part of it under this Tender to any other Agency.
  - v. If selected, we shall keep the clients interest paramount.
  - vi. If selected, we shall never use/store/share/disclose data collected or products developed from information collected under this project.
  - vii. All the information and statements made in this Proposal are true and accept that any misinterpretation and mis-information contained in it may lead to our disqualification.
7. We understand that you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized signatory with seal:

Name and Title of Signatory:

Name of Agency:

Address:

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**AGENCY ORGANISATION AND EXPERIENCE OF**  
**AGENCY**

**A- Agency**

Provide here a brief description of the background and organization of your firm/institution/entity and each associate for this assignment/job. The brief description should include ownership details, date and place of incorporation of the agency (attach certificate), objectives of the consultancy etc.

**1. General Information****1.1 Information about the Agency**

Name

Address of Head Office Telephone

Number

Email Address

**1.2 Registration details****1.3 Size of the Agency**

Provide turn-over (INR) figures and employee strength for the last three financial years.

**B- Experience of Agency**

Specific experience in execution of projects related to development of software solution/ app/ web-portal for Central Ministries / Departments /State Governments / UT Administrations / PSUs/ PSEs/ PSBs/ Government Autonomous bodies, during last 5 financial years and current financial year ie., 2019-20 onwards.

(Using the format below provide information on each assignment for which your agency have provided support to collection of data as required under this assignment. In case, the information required by MoSPI is not provided by the agency, MoSPI shall proceed with evaluation based on information provided and shall not request the agency for further information. Hence, the responsibility for providing information as required in this form lies solely with the agency.)

**Format (to be submitted for each project separately)**

Project Name:

1. Approx. value of the contract (In Indian Rupees) : (Mention contract value in INR or provide range values: UptoRs. .... lakh, Rs ..... lakh, Rs ..... Cr, Rs ..... Cr. To ..... Cr. > ..... Cr
2. Name of the Client:
3. Address of Client:
4. Duration of assignment (in months):
5. Total no. of staff-months of the assignment:
6. Start Date(month/year): -----Completion date (month/year):
7. Name(s) of senior professional staff(s) of your Agency involved and functions performed
8. Narrative description of Project:
9. Description of actual services provided by your Agency within the project.
10. Whether related to Census/ Survey: Yes/No

**DESCRIPTION OF APPROACH, METHODOLOGY, WORK PLAN, PROJECT ORGANIZATION FOR PERFORMING THE ASSIGNMENT/JOB**

Technical approach, methodology, work plan, project organization are key components of the Technical Proposal. The Agency must present the Technical Proposal into the following three components:

- a) Technical Approach and Methodology
- b) Work Plan
- c) Project organization and availability of experts

a) **Technical Approach and Methodology:** In this section, the Agency should explain their understanding of the objectives of the assignment/ job, approach to the assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Agency should highlight the problems being addressed and their importance, and explain the technical approach they would adopt to address them. The Agency should also provide an overview of tools and methodologies that they propose to adopt for the project.

b) **Work Plan:** The Agency should propose and justify the main activities of the assignment/ job, their content and duration, phasing and interrelations, milestones (including interim approvals by MoSPI). The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the ToR and ability to translate them into a feasible working plan. A list of the deliverable outcomes should be included here. More specifically,

- Highlight how you would proceed to meet the project requirements,
- Highlight numbers of hours you estimate are required to complete the work,
- Propose number of resources for providing these services,
- Highlight tools and methodologies to be used for this effort, and
- How would you manage the complexity of the project

c) **Project organization and availability of experts:** The Agency should propose and justify the structure and composition of the team. The Agency should list out the main disciplines of the assignment/ job, the key expert responsible, and proposed technical and support staff. More specifically, please provide an overview on senior leadership coverage and commitment. Details may be filled in Form 4 and self attested CV may be attached for each personnel.

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**DETAILS OF KEY PERSONNEL**

<b>Designation</b>	<b>Name</b>	<b>Age</b>	<b>Period with Agency</b>	<b>Educational Qualification</b>	<b>Additional Educational Qualification (in respect of Technical Evaluation)</b>	<b>Work Experience</b>	<b>Additional Work Experience (in respect of Technical Evaluation)</b>
<b>Project Head</b>							
<b>Solution Architect</b>							

Note: The provision of 2 Key Personnel has been made only for assessment purposes and adequate man power needs to be deployed by the Vendor to fulfill the entire Scope of Work.

**WORK SCHEDULE**

Sl. No.	Activity	Weeks/Deliverables						Total
		1	2	3	4	5	.....	

**Note:**

1. Indicate all main activities of the Assignment/job.
2. Work schedule should be consistent with the timelines given in the RFP.

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**FORM –A6**  
**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND**  
**DECLARATION THEREOF**

**Are there any activities carried out by your Agency which are of conflicting nature as mentioned in para 5 of Section 5. If yes, please furnish details of any such activities. If no, please certify as follows:**

We hereby declare that our Agency is not indulged in any such activities which can be termed as the conflicting activities under para 5 of the Section 5. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Client which shall be binding on us.

Signature of Authorized signatory with seal:

Name and Title of Signatory:

Name of Agency:

Address:

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**FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY**  
**(To be submitted on the Bidder’s Letter Head)**

We .....(Insert Name and Address of Bidder) are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for the Tender for .....(Insert Title of the Tender) (Tender No.....), thereby fully accepting that we will be suspended and shall not be eligible to participate in the Tenders invited by MoSPI for a period of 5 years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of Tender, we withdraw or modify our Tender during the period of validity specified in the Bid Documents (including extended validity, if any) or do not accept the correction of the Tender Price pursuant to any arithmetical errors.
- b) If after the award of work, we fail to furnish the required Performance Security or sign the Contract, within the time limits specified in the Departmental RFP Document.

Authorized signatory with seal:

Name and Title of Signatory:

Name of Agency:

Address:

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**SECTION 8: FINANCIAL BIDDING FORMS**

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**Financial Proposal Submission Form**

Location:

Date:

To,

DDG (EC)  
ESD  
Room No. 503  
Ministry of Statistics & P.I.  
Khurshid Lal Bhawan,  
Janpath,  
New Delhi -110001.

Madam,

We, the undersigned, offer to provide our services for carrying out assignment/ job for Engagement of an Agency for Engagement of an Agency for “Providing Onsite end-to-end digital solution for 8<sup>th</sup> Economic Census”, in accordance with your Request for Proposal dated [Insert Date]. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures]. **This amount is exclusive of all taxes and duties. We understand that the financial proposal would be evaluated on this amount.**

We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in rejection of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal (as given in para 8 of Section 5 i.e. Instructions to the Agency).

We agree you are not bound to accept any Proposal you receive.

Yours sincerely,

Signature of Authorized signatory with seal:

Name and Title of Signatory:

Name of Agency:

Address:

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Summary of Costs

S. No.	Particulars	Amount in Indian Rupees(In words)	Amount in Indian Rupees (In figures)
1	Design, Development, testing and deployment of end-to-end IT Solution for 8 <sup>th</sup> Economic Census and pre warranty of 3 months		
2	Operation and maintenance and User Training & Development of Training modules/videos for 78 weeks (lump sum)		
3	<b>Total Financial Bid Value (1+2)</b>		
4	Taxes and Duties – As applicable		
5	Grand Total (3+4)		

**Note:**

- (i) The Client will correct any computation errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between words and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposals but not priced, shall be assumed to be included in the prices of other activities of items.
- (ii) No additional items/ particulars shall be entered apart from the above.
- (iii) In case the proposed technology stack requires Licenses to be procured for Development or Production of the IT Solution, the same should be provided by the Bidder for atleast 5 years and MoSPI will not provide Licenses for any Software proposed by the Bidder.
- (iv) The financial evaluation would be on **Total Financial Bid Value, exclusive of taxes.**
- (v) Taxes and duties as applicable would be paid.

Signature of Authorized signatory with seal:

Name and Title of Signatory:

Name of Agency:

Address:

**Manhour cost for Change Management Process**

<b>S. No.</b>	<b>Particulars</b>	<b>Amount in Indian Rupees (In words)</b>	<b>Amount in Indian Rupees (In figures)</b>
1	Manhour rate for carrying out changes beyond the original scope of work.		

**Note:**

- (i) For carrying out changes beyond the original scope of work, the agencies are required to quote per man hour rate and the same would not form the part of financial bid.
- (ii) In all not more than 10% of original scope of work would be given for carrying out changes beyond the scope of work.
- (iii) The Change Management Committee would also decide upon the man hours required for carrying out the relevant changes and deciding whether the modification required is within original scope of work or not.
- (iv) The selected agency would have to accept the least quoted per man hour rate for changes (amongst firms whose financial bids are opened), irrespective of the rate quoted by the selected agency.
- (v) This condition is one of the work order acceptance criteria and the same may accordingly be mentioned in Contract and Letter of Acceptance of work order.

**The information shall be used for technical assessment of the bidder  
(Evaluation based on documents submitted by agency for each item)**

<b>Sl. no.</b>	<b>Criteria</b>	<b>Marks</b>	<b>Supporting Documents</b>
<b>(A) Overall background and credentials of the agency (Max. 20 marks)</b>			
1	Name of the Agency		
2	Year of commercial operation: (To be counted as no. of completed years as on due date of RFP)	i. No. of completed years: less than 5 = 0 marks ii. No. of completed years: from 5 to 9 = 5 marks iii. No. of completed years: 10 years and above = 10 marks <b>(Max. 10 marks)</b>	Relevant valid certificates. (Incorporation/Registration,)
3	Average Annual turnover (only from IT Solution related activities) of last three financial years starting from 2021-22 (in Rs. Crore)	i. Value (in Rs. Crore): less than 40 = 0 marks ii. Value (in Rs. Crore): from 40 to 70 = 5 marks iii. Value (in Rs. Crore): More than 70 = 10 marks <b>(Max. 10 marks)</b>	Audited Accounts (Balance Sheet and Profit and Loss Account etc.) OR Certificate from CA/CS/Cost Accountant for corresponding financial years.
<b>(B) Relevant experience /previous track record of Agency (Max. 45Marks)</b>			
4*	Agency's prior experience related to development of software solution/ app/ web-portal for Central Ministries / Departments /State Governments / UT Administrations /Public Sector Enterprises/ Undertakings/ Banks/ Government Autonomous bodies. (To be counted in terms of successful completion of IT projects of contract value not less than Rs. 2 crores during last 5 years and current financial year i.e. 2019 -20 onwards)	4 marks for each completed project upto maximum of 10 projects <b>(Max. 40 marks)</b>	Experience / completion certificates from clients or certificate from CA/CS of the Agency indicating date of completion , scope of the project , name of th client and release of last installment as per sanction order.

5	Agency's prior experience related to census/ surveys for Central Ministries / Departments /State Governments / UT Administrations /Public Sector Enterprises/ Undertakings/ Banks/ Government Autonomous bodies. The survey or Census should have the coverage of at least three states	5 marks  <b>(Max. 5 marks)</b>	Experience / completion certificates from clients or certificate from CA/CS of the Agency.
<b>(C) Qualifications and experience of Key personnel</b>			<b>(Max. 20 Marks)</b>
6 (a)	Project Head (Educational Qualifications)	i. Post Graduation (MBA/ MCA/M.Sc(IT)/M.Tech) = 2.5 marks ii. Additional Degree at PG level/ Doctorate/ Certificate course of more than 3 month in relevant field = 2.5 marks <b>(Max. 5 marks)</b>	CVs of personnel with relevant educational qualification and Experience certified by HR Department of the agency.
6 (b)	Solution Architect (Educational Qualifications)	i. Post Graduation (MCA/ M.Sc(IT)/ M.Tech) = 2.5 marks ii. Additional Degree at PG level/ Doctorate/ Certificate course of more than 3 month in relevant field = 2.5 marks <b>(Max. 5 marks)</b>	CVs of personnel with relevant educational qualification and Experience certified by HR Department of the agency.
7 (a)	Project Head (Work Experience)	i. 5 to 10 years of leading IT Projects = 2.5 marks ii. More than 10 years of leading IT Projects = 5 marks <b>(Max. 5 marks)</b>	CVs of personnel with relevant educational qualification and Experience certified by HR Department of the agency.
7 (b)	Solution Architect (Work Experience)	i. 10 to 15 years of experience in the area of IT/ITES projects = 2.5 marks ii. More than 15 years of experience in the area of	CVs of personnel with relevant educational qualification and Experience

		IT/ITES projects = 5 marks (Max. 5 marks)	certified by HR Department of the agency.
<b>(D) Assessment on understanding of ToRs and plan of work (Max. 15 Marks)</b>			
7	Assessment of the capacity. The proposed plan/model of the bidder for undertaking the work with due justification of resource deployment and action plan for completion of the project by target dates.  (Based on comprehensive information given in the ToR and other detailed action plan)	<b>Overall understanding of the project</b>  (Max. 15marks)	

Note 1: Projects involving supply of hardware/software/AMC will not be considered for experience/turnover purposes.

Note 2: Projects which are renewal/ extension of previous projects will be counted as single for experience.

Note 3: Financial Evaluation would be undertaken only in respect of those agencies which qualify the Technical Evaluation Criteria.

Note 4: The work experience of key personnel may be counted from their minimum required Educational Qualification.



## Schedule 8.0

1. Identification  
particulars:

State/ UT	LGD code	District	Tehsil/ Taluka/ PS/ Dev. Block/ Mandal	Town/ Panchayat	UFS Block No (for town only)	Village/ ward	PIN Code (Auto- generated)

2. Locality/Street/Lane/Premises/ Building no: (Postal Address)

3. Economic Census (EC) House Number (should be auto-generated)

4. Status (purpose)of EC House (Residential – 1; Commercial – 3; Residential-cum- commercial – 2; Others - 9) 9

**Information to be captured from each Household**

5. Serial Number of the Household (auto-generated and linked to Census house number)

6. Name of head of household/respondent :

7. Mobile Number of Head of household/respondent



Sl. No.	Whether Manufacturing Services (Y/N) Or Whether Manufacturing ,Construction, Trade ,or Other Services (Y/N)	Whether exporting unit (Y/N) If yes, whether exports services (Y/N)	Major source of finance (code)	Number of persons engaged (last working day preceding the date of enumeration)									Investment in plant & machinery/Equipment (code)	Annual Turnover (code)
	Hired worker			Non-hired worker			Contractual workers engaged through a contractor or agency							
#	16	17	18	19			20			21	22	23		
				Total	M	F	T	Total	M	F	T	Total	99999	99999999
1	x	x	9		99	99	99		99	99	99	999		
2														

**11. Establishments with fixed structure**

1. Name of Establishment/Owner xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
2. Address xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
3. Mobile of Manager/ owner 9999999999	
4. Email of Establishment/Manager/ owner xxxxxxxxxxxxxxxxxxxxxxx	

4a. Year of Incorporation/Year of which first business operations started (Year should in complete number like 2024 :				9999
5. Nature of Economic Activity (code) 9				
6. Description of Economic Activity of Establishment (as per NIC-5 digit) 99999				
7. Ownership (code):9				
8. If ownership code is 1:				
o Age of Owner (in Years) 999				
o Gender of owner (code) 9				
o Social group of owner (code) 9				
o Religion of owner (code) 9				
9. Major source of finance (code) 9				

10. Number of persons engaged (last working day preceding the date of enumeration) ( should be bifurcated into skilled / unskilled) 999999	
Hired workers	
	• Total 999999
	• Male 999
	• Female 999
	• Third Gender 99
Non-hired workers	
	• <b>Total 9999</b>
	• Male 99
	• Female 99
	• Third Gender 99
Contractual workers engaged through a contractor or agency (Total) 9999	
11. Whether Uses IT(AI,IoT, Blockchain etc.) for business operations (Y / N) x	
11.a Whether business is operating online or through-commerce platforms(Y/N): x	
12a. Whether business is engaged in Gig and Freelancing activity(Y/N) : x	
12. Whether Manufacturing Services (Y/N) -- may be deleted as captured in sl.no.5 of this table x	
13. Whether exporting unit (Y / N) (if Yes, whether exports Services (Y / N)) x	
14. Investment in Plant & Machinery / Equipment (Code) 9	
15. Annual Turnover (code) 9	

16. PAN of establishment/ owner XXXXXXXXXXXX	
17. Registration Details of establishment	
1. Primary Registering Authority	
2. Number, Date and place (for each selection in (a))	
3. Additional Registration/License	
4. Number, Date and place (for each selection in (c))	
5. GSTIN( if applicable):	
18. Whether the establishment is branch/sales/factory/etc. office of another enterprise (Yes/No) x	
19. If (18) is Yes, then	
a. Name of the main Enterprise xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
b. PAN of the main Enterprise 99999999999	
c. Address the main Enterprise (State/District/locality/Pin code) 999999	
d. Registering Authority of main Enterprise	
e. Number, Date of commencement of business/activity and place of main Enterprise	

### Code structure

➤ Nature of economic activity

- Primary - 1
- Manufacturing - 2
- Electricity, Gas and water supply - 3
- Construction - 4
- Trading - 5

- Services – 6

- Mining & Quarrying -7

➤ Ownership code

- Proprietary (including HUF) - 1
- Partnership – 2
- Society/Co-operatives - 4

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- Self Help Groups - 5
  - Private corporate sector - 3
  - Club/Trusts/ Associations/ Body of Individuals, etc. - 6
  - Government/ public sector establishments – 7
  - Farmer Producer Organisation(FPOs)-8
  - Startups-9
  - Handicrafts& handlooms
- Gender of owner (Male – 1; Female – 2; ThirdGender -3)
  - Social group of Owner (SC – 1; ST – 2; OBC – 3; Nomadic Tribe – 4 ; Denotified Tribes-5 5; Semi-nomadic tribes- 6 , Person with Disability-7 ;Other-9)
- Religion of owner
    - Hinduism – 1;
    - Islam – 2;
    - Christianity – 3;
    - Sikhism – 4;
    - Buddhism – 5;
    - Zoroastrian/ Parsi – 6;
    - Jainism – 7;
    - Others – 9
  - Nature of operation (Perennial – 1, Seasonal – 2, Casual – 3)
  - Major source of finance
    - Self-Finance-1;
    - Loan from private Money lenders – 2;
    - Interest Free Loan from friends & relatives - 3;
    - Loan from cooperative banks & societies– 4;
    - Loan from Commercial banks andInstitutional Agencies – 5;
    - Loan from Central & state level lending institutions -6

- Companies Act 2013 (incl LLP & Partnership Acts)– 2;

7;

- Loan from SHG/Micro Finance Institutions –
- Direct financial assistance from Central/State/Local Government – 8
- Others-9
- Investment in Plant & Machinery / Equipment
  - < 10 lakh – 1;
  - 10-25 lakh -2;
  - 25 lakh – 1 Crore – 3;
  - >1 crore <=2 crore --4
  - 2 – 5 Crore – 5;
  - 5-10 Crore-6;
  - >=10 Crore <=50 Crore-7
  - >50 Crore-8
- Annual Turnover
  - <=25 lakh – 1
  - >25 lakh - <=50 lakh -2
  - >50 lakhs -- <=1 Crore- 3
  - >1 Crore to <= 5 Crore – 4;
  - 5 – 50 Crore – 5;
  - 50– 250Crore – 6;
  - >250 Crore – 7
- Registration details
  - Shops and Establishment Act, 1953 – 1;
  - Indian Trust Act 1882(incl State Public Trust Act– 3;
  - Societies Registration Act. 1860 – 4;
  - Co-operative Societies Act, 1912 – 5;



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- Foreign Companies (not under the CA2013)-6
  - The Clinical Establishment Act 2010-- 7
  - Not registered-8
  - Any other Act (not covered above)-9
  - Additional Registration/Licenses (Sector Specific)
    - Goods & Services Tax (GST) Act – 11;
    - Factories Act 1948 (incl Bidi & Cigar Act) -12
    - Food safety and Standard Authority- 13
    - Employee PF Organization/ Employee StateInsurance Corporation-14
    - Khadi & Village Industries Commission/Board– 15;
    - Udyam Registration/Udyam Assist Platform – 16;
    - Development Commissioner of Handicraft /handloom /Commodity boards (Coir board,Silk Board, Jute Commissioner etc.)-17;
    - State Specific licenses/ registration (incl. Labour License/Trade License/Drug License/Factory License/Electricity Board/State Business Register/ Other StateSpecific licenses)-18
    - No Additional registration/Licenses-19



				<b>Supply</b>			
1							
2							
...							

(\*) *Excluding Govt/Public Sector Establishments*

**5. Percentage distribution of Establishments by 'Source of Finance'**

<b>Sr. No.</b>	<b>State/UT</b>	<b>Self-Finance</b>	<b>Loan from private Money lenders</b>	<b>Interest Free Loan from friends &amp; relatives</b>	<b>Loan from cooperative banks &amp; societies</b>	<b>Loan from Commercial banks and Institutional Agencies</b>	<b>Loan from Central &amp; state level lending institutions</b>	<b>Loan from SHG/ Micro Finance Institutions</b>	<b>Direct financial assistance from Central/ State/ Local Government</b>	<b>Others</b>
1										
2										
3										
.....										

(\*) *Excluding Govt/Public Sector Establishment*

**General conditions of contract**

- (i) The agency /institution, thorough its team, should be available for discussion etc. with MoSPI as and when required even at short notice.
- (ii) Deployment/ Replacement Policy: **The provision of 2 Key Personnel has been made only for assessment purposes and adequate man power needs to be deployed by the Vendor to fulfill the entire Scope of Work.** The full team, as required may be deployed within 15 working days of issuance of Letter of intent. On this date the contract will become effective. Replacement of Key personnel will not be considered in normal circumstances. In case of a valid justification exists, the replacement may be allowed with a minimum of 3 month notice period. Knowledge Transfer must be ensured.
- (iii) Agency must observe the highest standards of ethics during the execution of this contract. Ministry may terminate contract at any stage if it is found that the Agency recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question, and may also declare an agency ineligible, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract. Data collected during the Study may not be used / published anywhere else.
- (iv) The applicant agency should not have been debarred or blacklisted by the Central Government, any State Government, a Statutory Authority, or a Public-Sector Undertaking, from participating in any consulting assignment.
- (v) Agency shall not sub-contract/ assign or transfer the contract or any part thereof to any other agency/vendor.
- (vi) The Agency shall inform the Ministry of any material change in its status as legal entity, in particular, where such change or winding up proceeding which would impact on performance of obligations under this Contract.
- (vii) If the deliverables submitted by the Agency are not acceptable to Ministry, it will not release the payment due to the Agency.
- (viii) **Conflict of Interest:**
  - a. The Client requires that Agency provides professional, objective and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other

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assignment/jobs or their own corporate interest and act without any consideration for future work.

- b. Without limitation on the generality of the foregoing, Agency and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited under any of the circumstances set forth below:
- i. **Conflicting Activities:** An Agency or any of its affiliates selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project, if the agency or any of its affiliates is found indulged in any such activities which may be termed as the conflicting activities by the Client.
  - ii. **Conflicting Assignment/job:** An Agency including its affiliates shall not be hired for any assignment/job that, by its nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Client.
  - iii. **Conflicting Relationships:** An Agency (including its personnel) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the Contract.
- c. Agency has an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Agency fails to disclose said situations and if the Client comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.

(ix) Liquidated Damages (to be levied except on conditions covered under Force Majure as per standard contract conditions of GeM)

- a. Liquidated Damages for error/variation:
- b. In case any error or variation or plagiarism is detected in the deliverables or reports, submitted by the agency and such error or variation is the result of negligence or lack of due diligence on the part of the agency, the consequential damages thereof shall be quantified by the Ministry in a reasonable manner and recovered from the agency by way of deemed

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liquidated damages, subject to a maximum of 10% (ten per cent) of the Agreement Value.

Liquidated Damages for delay:

In case of delay in completion of Services by the agency, liquidated damages not exceeding an amount equal to 1% (one per cent) of the Agreement Value per week, subject to a maximum of 10% (ten per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the agency, suitable extension of time shall be granted.

(x) Proposal Validity:

Agency's proposal must remain valid at least for 180 days after the submission date. During this period, Agency shall maintain the availability of professional staff nominated in the proposal and also the financial proposal unchanged. The Client will make best effort to complete negotiations within this period. Should the need arise; however, the Client may request Agency to extend the validity period of their proposals. Agencies who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal and their financial proposal during the extended period. Agencies who do not agree have the right to refuse to extend the validity of their Proposals. Under such circumstance, the Client shall not consider such Proposal for evaluation.

(xi) Performance Security:

- a. It is expressly understood and agreed that the performance security is intended to secure the performance of entire Contract. It is also expressly understood and agreed that the performance security is not to be construed to cover all other damages.
- b. The Performance Security shall be of the amount of 5% of contract value in favour of PAO (Stats), Ministry of Statistics and Programme Implementation and will be valid for two months after the completion of the Agency's obligations.
- c. Should the program/ project period, for whatever reason be extended, the agency firm, shall at his own cost, get the validity period of Bank Guarantee/ Insurance Surety Bonds in respect of performance security furnished by it extended and shall furnish the extended / revised Bank Guarantee to Ministry before the expiry date of the Bank Guarantee/ Insurance Surety Bonds originally furnished.

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d. Performance Security would be returned, without any interest whatsoever, only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the Agency on any account under the contract.

(xii) **Penalties :**

- a. In case the selected agency fails to deploy the key personnel within 15 working days of issuance of letter of intent, a penalty of 2.5% of overall contract value may be imposed per profile.
- b. In case of unjustified replacement or replacement without due notice period amongst key personnel, a penalty of 2.5% of overall contract value may be imposed per profile.

(xiii) **Termination of Contract:**

Contract will be terminated under the following conditions:

- a. If the agency fails to remedy a failure in the performance of its obligations hereunder, as specified by Ministry, within thirty (30) days of receipt of such notice or within such further period as Ministry may have subsequently approved in writing.
- b. If the agency, in the judgment of Ministry, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- c. If the agency firm submits to Ministry a false statement which has a material effect on the rights, obligations or interests of Ministry.

(xiv) **Settlement of Disputes**

a. **Amicable settlement**

- The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. Secretary, MoSPI and DG (Statistics), MoSPI will be the authority for amicable settlement of disputes.

b. **Dispute resolution**

- Any dispute, difference or controversy of whatever nature howsoever arising under or out of or in relation to this Agreement (including its interpretation) between the

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Parties, shall in the first instance be attempted to be resolved amicably through conciliation

- The Parties agree to use their best efforts for resolving all Disputes arising under or in respect of this Agreement promptly, equitably and in good faith, and further agree to provide each other with reasonable access during normal business hours to all non-privileged records, information and data pertaining to any Dispute.

c. Arbitration

- Any Dispute which is not resolved amicably by conciliation, finally decided by reference to arbitration by an Arbitral Tribunal appointed in accordance with provisions of the Arbitration and Conciliation Act,1996. The place of such arbitration shall be New Delhi and the language of arbitration proceedings shall be English.

(xv) **Other Terms and Conditions:** The other general terms and conditions applicable to each assignment under this scheme will be:

- a. The Client shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- b. The total fee for the assignment as agreed with the Agency will include GST and other applicable taxes, if any, and the liability of payment of the tax will be with the agency carrying out the assignment.
- c. During the assignment period Client may modify the ToR and other terms and conditions of the assignment, if necessary, in order to strengthen / deepen its scope / coverage.
- d. The raw data/processed data/findings should not be disclosed by the agency to any party.

(xvi) **Special Conditions of Contract:**

- a. Technology Stack – In case the proposed technology stack requires Licenses to be procured for Development or Production of the IT Solution, the same should be provided by the Bidder for at least 5 years and MoSPI will not provide Licenses for any Software proposed by the Bidder.
- b. Source Code – Official transfer of system including documentation, source code and other relevant materials is the responsibility of the agency.
- c. Data Privacy clause: While collection, supervision, processing and dissemination of data through the IT Solution, the IT Privacy/ Right to Privacy Guidelines of Government of India may be followed.



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d. Security Clause -

1. Engagement of Cert-in empanelled security auditor for “safe to hosting certificate” for application (Agency will Provide the Safe to Host Certificate from any CERT-In Empanelled Vendor)
2. Procurement and implementation of SSL
3. Security measures of Data:
  - i. Use of multi factor authentication and role-based Authorization of functionality in the application Software to access the data.
  - ii. Development of application using the three-tier architecture
  - iii. Provision to keep all transactional logs
  - iv. Application satisfies the National Information Security Policy and Guidelines (NISPG)

(xvii) **Ownership:** Developer must agree that the development of the end-to-end IT Solution for 8<sup>th</sup> EC (As detailed in RFP Document) is "work for hire" within the meaning of the Copyright Act of 1976, as amended from time to time, and that the Software shall be the sole property of MoSPI. Developer will keep and maintain adequate and current written records with respect to the Software (in the form of notes, sketches, drawings and as may otherwise be specified by MoSPI), which records shall be available to and remain the sole property of MoSPI at all times. The developer shall not without permission of MoSPI, will pass on the developed software or its content to any person.

(xviii) **Change Management Policy:**

- a. For carrying out changes beyond the original scope of work, the agencies are required to quote per man hour rate and the same would not form the part of financial bid.
- b. In all not more than 10% of original scope of work would be given for carrying out changes beyond the scope of work.
- c. The Change Management Committee would also decide upon the man hours required for carrying out the relevant changes and deciding whether the modification required is within original scope of work or not.
- d. The selected agency would have to accept the least quoted per man hour rate for changes (amongst firms whose financial bids are opened), irrespective of the rate quoted by the selected agency.
- e. This condition is one of the work order acceptance criteria and the same may accordingly be mentioned in Contract and Letter of Acceptance of work order.

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