



# REQUEST FOR PROPOSAL

for

**Field Data Collection / Survey**

RFP No.: [RFP-001-IND-2021]

Project: [Systems Strengthening]

Country: [INDIA]

Issued on: 6 January 2021

# Contents

<b>SECTION 1. LETTER OF INVITATION .....</b>	<b>4</b>
<b>A. GENERAL PROVISIONS .....</b>	<b>5</b>
1. Introduction.....	5
2. Fraud & Corruption, Gifts and Hospitality .....	5
3. Eligibility .....	5
4. Conflict of Interests.....	6
<b>B. PREPARATION OF PROPOSALS .....</b>	<b>6</b>
5. General Considerations.....	6
6. Cost of Preparation of Proposal .....	7
7. Language.....	7
8. Documents Comprising the Proposal .....	7
9. Documents Establishing the Eligibility and Qualifications of the Bidder .....	7
10. Technical Proposal Format and Content.....	7
11. Financial Proposals .....	7
12. Proposal Security .....	7
13. Currencies .....	8
14. Joint Venture, Consortium or Association.....	8
15. Only One Proposal.....	9
16. Proposal Validity Period.....	9
17. Extension of Proposal Validity Period .....	9
18. Clarification of Proposal .....	10
19. Amendment of Proposals .....	10
20. Alternative Proposals .....	10
21. Pre-Bid Conference .....	10
<b>C. SUBMISSION AND OPENING OF PROPOSALS .....</b>	<b>11</b>
22. Submission.....	11
23. Deadline for Submission of Proposals and Late Proposals .....	12
24. Withdrawal, Substitution, and Modification of Proposals .....	12
25. Proposal Opening .....	13
<b>D. EVALUATION OF PROPOSALS .....</b>	<b>13</b>
26. Confidentiality.....	13
27. Evaluation of Proposals .....	13
28. Preliminary Examination .....	13
29. Evaluation of Eligibility and Qualification.....	13
30. Evaluation of Technical and Financial Proposals .....	14
31. Due Diligence .....	14
32. Clarification of Proposals.....	15
33. Responsiveness of Proposal.....	15
34. Nonconformities, Reparable Errors and Omissions.....	15
<b>E. AWARD OF CONTRACT .....</b>	<b>16</b>
35. Right to Accept, Reject, Any or All Proposals.....	16
36. Award Criteria .....	16
37. Debriefing .....	16
38. Right to Vary Requirements at the Time of Award.....	16
39. Contract Signature .....	16
40. Contract Type and General Terms and Conditions.....	16
41. Performance Security .....	16
42. Bank Guarantee for Advanced Payment .....	17
43. Liquidated Damages.....	17
44. Payment Provisions .....	17
45. Vendor Protest.....	17
46. Other Provisions .....	17
<b>SECTION 3. BID DATA SHEET .....</b>	<b>18</b>
<b>SECTION 4. EVALUATION CRITERIA.....</b>	<b>22</b>

<b>SECTION 5. TERMS OF REFERENCE.....</b>	<b>26</b>
<b>SECTION 6: RETURNABLE BIDDING FORMS / CHECKLIST .....</b>	<b>30</b>
<b>FORM A: TECHNICAL PROPOSAL SUBMISSION FORM.....</b>	<b>31</b>
<b>FORM B: BIDDER INFORMATION FORM .....</b>	<b>32</b>
<b>FORM C: JOINT VENTURE/ CONSORTIUM/ ASSOCIATION INFORMATION FORM .....</b>	<b>33</b>
<b>FORM D: QUALIFICATION FORM.....</b>	<b>34</b>
<b>FORM E: FORMAT OF TECHNICAL PROPOSAL.....</b>	<b>36</b>
<b>FORM F: FINANCIAL PROPOSAL SUBMISSION FORM.....</b>	<b>38</b>
<b>FORM G: FINANCIAL PROPOSAL FORM.....</b>	<b>39</b>
<b>Form H: Survey to Assess Educational Attainments of People in the Riverine Areas (chars) of River Brahmaputra</b>	
<b>Form I: Creation of Village Level Database for Assam</b>	

## Section 1. Letter of Invitation

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**Subject: (i) Assessment of Educational Attainment of People in the Riverine/ Chars Areas of River Brahmaputra; and (ii) Creation of Village Resource Database in Assam with GIS interface, using a mobile application, to be housed on a cloud-based content management system.**

The United Nations Development Programme (UNDP) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  - Form A: Technical Proposal Submission Form
  - Form B: Bidder Information Form
  - Form C: Joint Venture/ Consortium/ Association Information Form
  - Form D: Qualification Form
  - Form E: Format of Technical Proposal
  - Form F: Financial Proposal Submission Form
  - Form G: Financial Proposal Form
  - Form H: Survey to Assess Educational Attainments of People in the Riverine Areas (chars) of River Brahmaputra
  - Form I: Creation of Village Level Database for Assam

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [manikandan.srinivasan@undp.org](mailto:manikandan.srinivasan@undp.org), indicating whether you intend to submit a Proposal or otherwise. You may also utilize the “Accept Invitation” function in eTendering system, where applicable. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Approved by:

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Name: Manikandan Srinivasan  
Title: [Procurement Assistant]  
Date: January 6, 2021

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Name: [Arun Arumughan]  
Title: [Procurement Analyst]  
Date: January 6, 2021

## Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
1. Introduction	1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by UNDP. This RFP is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <a href="https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d">https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d</a>
	1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFP.
	1.3 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ( <a href="http://www.ungm.org">www.ungm.org</a> ). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.
2. Fraud & Corruption, Gifts and Hospitality	2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_and_investigation.html#anti</a>
	2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.
	2.3 In pursuance of this policy, UNDP (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.
	2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a>
3. Eligibility	3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.
	3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their

	employees meet the eligibility requirements as established by UNDP.
<b>4. Conflict of Interests</b>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>B. PREPARATION OF PROPOSALS</b>	
<b>5. General Considerations</b>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the UNDP</p>

<b>6. Cost of Preparation of Proposal</b>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
<b>7. Language</b>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.
<b>8. Documents Comprising the Proposal</b>	8.1 The Proposal shall comprise of the following documents: a) Documents Establishing the Eligibility and Qualifications of the Bidder; b) Technical Proposal; c) Financial Proposal; d) Proposal Security, if required by BDS; e) Any attachments and/or appendices to the Proposal.
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.
<b>10. Technical Proposal Format and Content</b>	10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP. 10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive. 10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by UNDP, and at no expense to UNDP 10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.
<b>11. Financial Proposals</b>	11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. 11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. 11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.
<b>12. Proposal Security</b>	12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal. 12.2 The Proposal Security shall be included along with the Technical

	<p>Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by UNDP, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <p>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</p> <p>b) In the event that the successful Bidder fails:</p> <p>i. to sign the Contract after UNDP has issued an award; or</p> <p>12.6 to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</p>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <p>a) UNDP will convert the currency quoted in the Proposal into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</p> <p>b) In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint</p>

	<p>venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 AJV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Proposal</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<b>16. Proposal Validity Period</b>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal</p>

<b>Proposal Validity Period</b>	<p>validity period, UNDP may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<b>18. Clarification of Proposal</b>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Proposals</b>	<p>19.1 At any time prior to the deadline of Proposal submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<b>20. Alternative Proposals</b>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. UNDP shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
<b>21. Pre-Bid Conference</b>	<p>21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>

C. SUBMISSION AND OPENING OF PROPOSALS	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) The signed Proposal shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</li> <li>b) The Technical Proposal and the Financial Proposal envelopes MUST BE COMPLETELY SEPARATE and each of them must be submitted sealed individually and clearly marked on the outside as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each envelope SHALL clearly indicate the name of the Bidder. The outer envelopes shall: <ul style="list-style-type: none"> <li>i. Bear the name and address of the bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS</li> <li>iii. Bear a warning that states "<i>Not to be opened before the time and date for proposal opening</i>" as specified in the BDS.</li> </ul> <p>If the envelopes and packages with the Proposal are not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> </li> </ul>
Email Submission	<p>22.5 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul>

<b>eTendering submission</b>	<p>22.6 Electronic submission through eTendering, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled.</li> <li>d) The Financial Proposal file must be encrypted with a password so that it cannot be opened nor viewed until the password is provided. The password for opening the Financial Proposal should be provided only upon request of UNDP. UNDP will request password only from bidders whose technical proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</li> <li>c) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in BDS.</li> <li>d) Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/</a></li> </ul>
<b>23. Deadline for Submission of Proposals and Late Proposals</b>	<p>23.1 Complete Proposals must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognize the date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<b>24. Withdrawal, Substitution, Modification and of Proposals</b>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Proposal by Canceling, Editing, and re-submitting the proposal directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Proposal as needed. Detailed instructions on how to cancel or modify a Proposal directly in the system are provided in Bidder User Guide and Instructional videos.</p> <p>24.4 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>

<b>25. Proposal Opening</b>	25.1	There is no public bid opening for RFPs. UNDP shall open the Proposals in the presence of an ad-hoc committee formed by UNDP, consisting of at least two (2) members. In the case of e-Tendering submission, bidders will receive an automatic notification once their proposal is opened.
<b>D. EVALUATION OF PROPOSALS</b>		
<b>26. Confidentiality</b>	26.1	Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.
	26.2	Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Proposals or contract award decisions may, at UNDP's decision, result in the rejection of its Proposal and may be subject to the application of prevailing UNDP's vendor sanctions procedures.
<b>27. Evaluation of Proposals</b>	27.1	The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. UNDP will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.
	27.2	Evaluation of proposals is made of the following steps: a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<b>28. Preliminary Examination</b>	28.1	UNDP shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Proposal at this stage.
<b>29. Evaluation of Eligibility and Qualification</b>	29.1	Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).
	29.2	In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with UNDP General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and

	f) They have a record of timely and satisfactory performance with their clients.
<b>30. Evaluation of Technical and Financial Proposals</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals and e-tendering submissions, UNDP will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p><b>TP Rating</b> = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p><b>FP Rating</b> = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p><b>Combined Score</b> = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<b>31. Due Diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>a) Verification of accuracy, correctness and authenticity of</p>

	<p>information provided by the Bidder;</p> <ul style="list-style-type: none"> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Proposals</b>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, UNDP may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Proposals.</p>
<b>33. Responsiveness of Proposal</b>	<p>33.1 UNDP's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the Proposal that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case the line item</li> </ul>

	<p>total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Proposal shall be rejected.</p>
<b>E. AWARD OF CONTRACT</b>	
<b>35.Right to Accept, Reject, Any or All Proposals</b>	35.1 UNDP reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
<b>36.Award Criteria</b>	36.1 Prior to expiration of the proposal validity, UNDP shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<b>37.Debriefing</b>	37.1 In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the Bidder's submission shall not be discussed.
<b>38.Right to Vary Requirements at the Time of Award</b>	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
<b>39.Contract Signature</b>	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, UNDP may award the Contract to the Second Ranked Bidder or call for new Proposals.
<b>40.Contract Type and General Terms and Conditions</b>	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>41.Performance Security</b>	41.1 40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within fifteen (15) days of the contract signature by both parties. Where a performance

	security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
<b>42. Bank Guarantee for Advanced Payment</b>	42.1 Except when the interests of UNDP so require, it is UNDP's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a>
<b>43. Liquidated Damages</b>	43.1 If specified in BDS, UNDP shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<b>44. Payment Provisions</b>	44.1 Payment will be made only upon UNDP's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<b>45. Vendor Protest</b>	45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures: <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html</a>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, UNDP shall be entitled to same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

## Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Bidders are requested to submit only one proposal. Partial bids not allowed.
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	<p><b>Date: 12 January 2021 (Tuesday)</b>  <b>Time: 11.00AM</b></p> <p>This will be a virtual “Zoom” meeting with only one participant from each of the participating agencies. Name, designation and contact details of participating individuals should be shared along with their query(s), if any, to procurement unit - <a href="mailto:manikandan.srinivasan@undp.org">manikandan.srinivasan@undp.org</a> latest by 12.00 noon of 11 January 2021.</p> <p>Minutes of the meeting will be disseminated on the UNDP procurement website. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
5	10	Proposal Validity Period	120 days
6	14	Bid Security	Not Required
7	41	Advanced Payment upon signing of contract	Not Allowed

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
8	42	Liquidated Damages	Will not be imposed
9	40	Performance Security	Not Required
10	18	Currency of Proposal	Indian Rupees (INR)
11	31	Deadline for submitting requests for clarifications/ questions	03 (three) days before the submission deadline
12	31	Contact Details for submitting clarifications/ questions	Focal Person in UNDP: Manikandan Srinivasan Address: [55, Lodhi Estate, New Delhi] E-mail address: <a href="mailto:manikandan.srinivasan@undp.org">manikandan.srinivasan@undp.org</a>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Posted directly to eTendering  Once uploaded, Prospective Proposers (i.e. Proposers those have accepted the bid invitation in the system) will be notified via email that changes have occurred. It is the responsibility of the Proposers to view the respective changes and clarifications in the system.
14	23	Deadline for Submission	As indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.  <b><u>PLEASE NOTE:-</u></b> 1. Date and time visible on the main screen of event (on e-tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. The correct bid closing time is as indicated in the e-tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly in the system.  2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
15	22	Allowable Manner of Submitting Proposals	e-Tendering
16	22	Proposal Submission Address	<a href="https://etendering.partneragencies.org">https://etendering.partneragencies.org</a>
17	22	Electronic submission (eTendering) requirements	<ul style="list-style-type: none"> <li>Format: PDF files only</li> <li>File names may be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>All files must be free of viruses and not corrupted.</li> <li>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP</li> </ul>
18	27 36	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
19		Expected date for commencement of Contract	January 27, 2021
20		Maximum expected duration of contract	<p>· Seven weeks for 'Assessment of Educational Attainment of People in the riverine/ char areas of river Brahmaputra' – under this study collect data from 3,600 households covering 12 villages located in riverine/ char areas spread over 6 districts (two villages to be selected in each district and 300 households to be interviewed in each village).</p> <p>· Five months for 'Creation of Village Resource Database in Assam with GIS interface' – under this study collect data from approximately 25,372 revenue villages across 33 districts of Assam.</p> <p>The data for both the studies to be collected using an Android-based mobile application.</p>
21	35	UNDP will award the contract to:	<p>One Proposer Only</p> <p>Contract will be awarded to the bidder scoring highest marks in cumulative evaluation (technical + financial).</p>
22	39	Type of Contract	Purchase Order and Contract for Goods and Services for UNDP

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
			<a href="http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/1%20%20Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc">http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/1%20%20Contract%20Face%20Sheet%20(Goods%20and-or%20Services)%20UNDP%20-%20Sept%202017.doc</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Professional Services  <a href="http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf">http://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</a>
24		Other Information Related to the RFP	Proposals are invited from the institutions/organizations only. Proposal submitted by Individuals will not be accepted.

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

1. Technical proposal is submitted separate to financial proposal
2. Financial proposal is password encrypted; further do not disclose price on the technical proposal/eTendering portal. Otherwise proposal will get disqualified.
3. Submission of CVs of Team Leader and other key personnel to be engaged.
4. Submission of latest Business Registration Certificate.

### Minimum Eligibility and Qualification Criteria

**Eligibility and Qualification will be evaluated on Pass/Fail basis.**

If the Proposal is submitted as a Joint Venture/Consortium/ Association, each member should meet minimum criteria, unless otherwise specified in the criterion.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity.	Form B: Bidder Information Form
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with RFP clause 3.	Form A: Technical Proposal Submission Form
<b>Conflict of Interest</b>	No conflicts of interest in accordance with RFP clause 4.	Form A: Technical Proposal Submission Form
<b>Bankruptcy</b>	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

<sup>1</sup> Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective

Subject	Criteria	Document Submission requirement
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
<b>Previous Experience</b>	<p><b>S. No. Criteria / Documents required</b></p> <p>i. Agency should have minimum 7 years of experience in data collection and field-based surveys.</p> <p>ii. Team leader should have at least 7 years of extensive experience in projects related to data collection and field-based surveys and should be a post-graduate in statistics from a recognised / reputed university / institute.</p> <p>iii. Field Supervisor at least 5 years of experience in projects related to data collection and field-based surveys; knowledge of local language; post-graduate in statistics or related fields;</p> <p>iv. Field Surveyors at least 2 years of experience in data collection; minimum bachelor's degree in any discipline; knowledge of local language; with strong IT skills.</p> <p>Copy of relevant contracts/ work order and completion certificate as proof of experience in the required areas should be submitted.</p> <p>Detailed CV of Team Leader, Field supervisor and Field Surveyors should be submitted.</p>	Form D: Qualification Form
	<i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	
<b>Financial Standing</b>	<p>The bidder should have an average annual turnover of Rs. 2.5 Crores in the last 3 financial years</p> <p><i>(For JV/Consortium/Association, the lead Bidder alone should meet the requirement).</i></p>	Form D: Qualification Form

**Notes:**

1.Compliance to above criteria is mandatory and If bidders do not meet any of those, their proposals will not be considered for further evaluation.

2. Bidders are required to submit evidences (details / documents) in support of their submitted criteria – otherwise proposal may be disqualified.

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Marks Obtainable
1.	Bidder's qualification, capacity and experience	300
2.	Proposed methodology, approach and implementation plan	200
3.	Qualification and experience of Team Leader and other key personnel	200
<b>Total</b>		<b>700</b>

Section 1. Bidder's qualification, capacity and experience		Marks obtainable
1.1	Expertise and experience of the organization in working on in data collection and field-based surveys.  <i>Minimum of 5 years of experience: <u>70</u> marks, for every additional year of experience: 5 marks each up to a maximum of <u>30</u> marks</i>	100
1.2	Experience of the organization in working on directly with Government Projects related to surveys, studies, and assessments.  <i>Minimum of 5 years of experience: <u>60</u> marks, for every additional year of experience: 5 marks each up to a maximum of <u>20</u> marks</i>	80
1.3	Experience of the agency in using technology for data collection, data analysis, reports preparation and research works.  <i>Minimum 3 projects during last 5 years: <u>55</u> marks, for every additional project during last 5 years: 5 marks each up to a maximum of <u>20</u> marks</i>	75
1.4	Organizational Commitment to Sustainability -Organization is compliant with ISO 14001 or ISO 14064 or relevant certification: <u>15 marks</u> -Organization is a member of the UN Global Compact: <i>15 marks</i> -Organization demonstrates significant commitment to sustainability through some other means: <i>15 marks</i> , for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues	45
<b>Total Section 1</b>		<b>300</b>
Section 2. Proposed Methodology, Approach and Implementation Plan		Marks obtainable
2.1	Proposed methodology to undertake the task, including approach and timelines	150
2.2	What Quality Assurance Procedures are put in place?	25
2.3	What Risk identification and mitigation plan are put in place?	25
<b>Total Section2</b>		<b>200</b>

Section 3. Qualification and experience of Team Leader and other Key Personnel			Marks obtainable
3.1	Qualifications & Experience of Team Leader in successful implementation of projects related to data collection and field surveys with prior experience of surveys through mobile applications and related field as may applicable and relevant to the ToR.		100
	<u>Qualifications</u> : Minimum Master's Degree from a recognized university, preferably in Statistics or any other relevant fields: <u>45 marks</u> - for any additional degree, <u>5 marks</u>	50	
	<u>Experience</u> : Minimum of 7 years of experience of managing projects related to data collection and field surveys and use of technology interface in the related fields: <u>40 marks</u> , - for every additional year of relevant experience: 2 marks each up to a maximum of <u>10 marks</u>	50	
3.2	Qualifications & Experience of Key Team Member (Field Supervisors) in projects related to data collection and field surveys and use of technology interface in the related fields		50
	<u>Qualifications</u> : Master's Degree, preferably in Statistics or any other related fields: <u>20 marks</u> , - for any additional degree, 5 marks each up to a maximum of <u>10 marks</u>	30	
	<u>Experience</u> : Minimum of 5 years of experience of data collection and field surveys or in related field: <u>15 marks</u> , - for every additional year of experience, 1 mark up to a maximum of <u>5 marks</u>	20	
3.3	Qualifications & Experience of other Team Members/ Surveyors in conducting interviews and administering questionnaire.		50
	<u>Qualifications</u> : Minimum Bachelor's degree in any discipline: <u>20 marks</u> , - for any additional degree, 5 marks each up to a maximum of <u>10 marks</u>	30	
	<u>Experience</u> : Minimum of 2 years of relevant experience in the field of data collection / field surveys through mobile applications and high proficiency in local languages of the state: <u>15 marks</u> , - for every additional year of relevant experience, 1 mark up to a maximum of <u>5 marks</u>	20	
Total Section 3			200

**Notes:**

1. The agency is expected to also identify the minimum number of key team members except for team leader/ required for the project implementation.

## Section 5. Terms of Reference

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### Field Survey for

- **Assessment of Educational Attainment of People in the Riverine/ Chars Areas of River Brahmaputra; and**
- **Creation of Village Resource Database in Assam, using a mobile application, to be housed on a cloud-based content management system**

### I. BACKGROUND

UNDP has been working in the North East region in the areas of promoting sustainable development through institutional and systems strengthening, equitable and inclusive growth through sustainable livelihoods, MSMEs, clean energy and environment, disaster risk reduction and community resilience.

One of the key focus areas of UNDP India Country Programme (2018-2022) is to strengthen institutions/ systems to achieve last mile impact. In line with this, UNDP is working on systems strengthening of public institutions to enable them to deliver citizen services better. This is being done by creating digital tools, assisting in data collection and creating monitoring dashboards, conducting socio-economic impact assessments, developing toolkits for building capacities and other activities.

### II. SPECIFIC DETAILS

Making informed decisions and designing strategic and relevant policies require systematic collection of data in the form of facts, figures, experiences among others. Creating a strong database with systematic data collected in a structured manner will assist in designing targeted interventions which resonates with the needs reflected through the information collected. Such data should be reflective of the prevailing social, economic conditions and should be easily accessible, manageable and comprehensible. The data collected will reflect the strategic need for focused design, planning and implementation and reflect the socio-economic underpinnings in the region, along with understanding the assets, gaps, and needs.

The village level resources database and status of education in riverine/ char areas will be created through primary data collection through intensive field survey with the assistance of a questionnaire covering key aspects of inhabited revenue villages of the State and riverine/ char areas of river Brahmaputra.

Assam has a geographic area of 78,438 kms with approximately 25,372 revenue villages across 33 Districts. While the study on village resources will create an understanding on the infrastructure available in the villages related to health, education, financial accessibility, market linkages, access to sports, community facilities, agricultural pattern and other community resource, the study on Char/ riverine areas will reflect the current conditions of education infrastructure in the riverine areas. It will help in generating an understanding on how the improvement in the landscape ecology and planning, can result in better retention in schools and colleges, and improved quality of education.

Understanding the land use pattern, mapping resources, understanding the layout and design of a village are critical for generating information and data for taking the survey forward. Below is a sample list of important elements which are to be analyzed and geo-tagged through the survey:

1. Infrastructure based development: Health, educational (primary, higher and colleges) and financial institutions;
2. Community based resources: Land pattern use, and community resources be it forest based/ water-based bodies etc;
3. Agricultural and allied practices: The types of crops/ indigenous plants/ herbs sown and harvested through the year, quantities, animals rearing, fishing, dairy and organic practices;
4. Community based infrastructure: Access to market spaces, roads, community halls, playgrounds, stadiums, public toilets, etc;
5. Access to basic services: Electricity, water supply, drainage channels, etc.

In order to ensure that the large variety of survey data generated is validated and is collected through a transparent manner, an Android-based mobile application has been developed for field data collection. The data collected will be aggregated to a cloud-based server that will analyse and generate data reports as per the parameters approved by the Government of Assam and other stakeholders. The ultimate aim of the surveys is to build an extensive database of community resources of revenue villages and educational status in Char areas that can be easily accessed, managed and analyzed online.

### III. OBJECTIVE AND SCOPE OF WORK

The purpose of this RFP is to hire the services of a survey agency to undertake field data collection by using mobile application for two proposed studies:

- *Assessment of Educational Attainment of People in the Riverine/ Chars Areas of River Brahmaputra* – Under this study collect data from 3,600 households covering 12 villages located in riverine/ char areas spread over 6 districts (two villages to be selected in each district and 300 households to be interviewed in each village). The study is expected to generate an understanding on how the improvement in the landscape ecology and planning, can result in better retention in schools and colleges, and improve quality of education.
- *Creation of Village Resource Database in Assam with GIS interface* – under this study collect data of community resources of approximately 25,372 revenue villages across 33 districts of Assam by dividing into 10 data collection zones. The data to be collected using a mobile application which will be synced on a cloud-based server on real-time.

The overall objective of the survey is to:

- To explore and assess the Educational Attainments of People in the riverine/ Char areas of River Brahmaputra in Assam.
- Create a dynamic database that will have multiple uses for planning and implementation of developmental interventions.

The copy of the survey questionnaires for both the studies are attached for reference. These questionnaires are coded and designed on a Mobile Application (Android only). The selected agency will need to deploy adequate number of surveyors for carrying out the survey in the villages; each of the surveyors shall be provided with a unique username and password for entering the data in the Mobile Application. The steps for data collection and data entry to be followed by the surveyors are as follows:

- Log-in to the Mobile Application with username and password
- Collect data from respondents
- Enter data into the respective fields of the survey questionnaire
- Capture images of community resources wherever relevant by enabling geo tags
- Edit data, if required
- Save data (on saving, the data will be automatically sent to the cloud server)

The saved data will be housed on a cloud-based content management system and shall be used by the system for analysis and report generation.

#### **IV. TASKS TO BE CARRIED OUT**

The selected agency will need to deploy adequate number of field surveyors to collect data from respondents using the Mobile Application and need to be available on an ongoing basis for the duration of the survey to meet with UNDP team and staff from Directorate of Economics and Statistics (DES), Assam.

The agency will have the overall responsibility for delivery of outputs. The specific tasks of the agency will be:

Sl. No.	Tasks
Job 1	<ul style="list-style-type: none"> <li>• The survey team including the surveyors develop a clear understanding of the working of the Mobile Application and Cloud-based Survey Software and familiarize themselves with the data collection and data entry procedures.</li> <li>• Deploy adequate number of surveyors/ human resources and internal management protocols to ensure the data collection is completed as per timeline.</li> <li>• Ensure that every surveyor possesses a smartphone with Android 8.0 Oreo or above as operating system, data connection on their mobile, that the data collected is synchronized with the cloud-server either on real-time or whenever the GPRS connectivity is available.</li> </ul>
Job 2	<ul style="list-style-type: none"> <li>• In consultation with UNDP and the Directorate of Economics and Statistics (DES), finalise the list of villages in Assam (in the case of riverine/ char areas) with assistance from respective administrations/ government departments or agencies.</li> </ul>
Job 3	<ul style="list-style-type: none"> <li>• Perform data collection and data entry through the Mobile Application as per the workplan of the agency, adhering to timelines.</li> <li>• In the case of riverine/ char areas study, ensure at least 30% participation of women respondents</li> </ul>

## V. DELIVERABLES

- Under 'Assessment of Educational Attainment of People in the riverine/ char areas of river Brahmaputra' - Verified data of 3,600 households from 12 villages across six districts collected using the mobile application and synced on the cloud-server.
- Under 'Creation of Village Resource Database in Assam with GIS interface' - verified data of approximately 25,372 revenue villages across 33 districts of Assam. The data collected using a mobile application which is synced on the cloud-based server.

The agency will have to submit any data/ material generated while carrying out the survey to UNDP.

*Note: This scope of work should be used as a guide and may not necessarily be all-inclusive. All applications and content must test and function properly in a development environment prior to posting to production.*

## VI. PAYMENT TERMS

Outputs	Percentage (%)
Submission of Inception Report	15%
On completion, synchronization (with cloud-server) and acceptance of 3,600 household data under the study 'Assessment of Educational Attainments in Riverine Areas'.	15%
On submission, synchronization (with cloud-server) and acceptance of 15,000 verified revenue village community resources data under 'Creation of Village Resource Database with GIS interface'.	30%
On successful completion, web synchronization and acceptance of remaining verified data under 'Creation of Village Resource Database with GIS interface'.	40%
Total	100%

*\*This shall be the basis of the payment tranches*

## Section 6: Returnable Bidding Forms / Checklist

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This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-001-IND-2021]		

We, the undersigned, offer to provide the services for “(i) **Assessment of Educational Attainment of People in the Riverine/ Chars Areas of River Brahmaputra; and (ii) Creation of Village Resource Database in Assam with GIS interface, using a mobile application, to be housed on a cloud-based content management system**” in accordance with your Request for Proposal No. [RFP-001-IND-2021] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium / Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the UNDP.

We offer to provide services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Terms of Reference.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should UNDP accept this Proposal.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

[Stamp with official stamp of the Bidder]

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person UNDP may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

## Form C: Joint Venture/Consortium/ Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-001-IND-2021]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/ Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)	[Complete]
--	------------

We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture **OR** ☐ JV/Consortium/ Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/ Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Name of partner:  
\_\_\_\_\_

Name of partner:  
\_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

## Form D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-001-IND-2021]		

If JV/Consortium/ Association, to be completed by each partner.

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in **the last 5 years**.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

## Financial Standing

Annual Turnover for the last 3 years	Year	INR
	Year	INR
	Year	INR
Latest Credit Rating (if any), indicate the source		

Financial information (in INR)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## Form E: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-001-IND-2021]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.3 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization's commitment to sustainability.

### SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.4 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.5 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.6 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.7 Any other comments or information regarding the project approach and methodology that will be adopted.

## SECTION 2A: Bidder's Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

## SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/ Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i> [Insert]
<b>Professional certifications</b>	<i>[Provide details of professional certifications relevant to the scope of services]</i> <ul style="list-style-type: none"><li>▪ Name of institution: [Insert]</li><li>▪ Date of certification: [Insert]</li></ul>
<b>Employment Record/ Experience</b>	<i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i> [Insert]
<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i> Reference 1: [Insert]  Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
Signature of Personnel

\_\_\_\_\_  
Date (Day/Month/Year)

## Form F: Financial Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-001-IND-2021]		

We, the undersigned, offer to provide the services for **“(i) Assessment of Educational Attainment of People in the Riverine/ Chars Areas of River Brahmaputra; and (ii) Creation of Village Resource Database in Assam with GIS interface, using a mobile application, to be housed on a cloud-based content management system”** in accordance with your Request for Proposal No. [RFP-001-IND-2021] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal password protected under separate files.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form G: Financial Proposal Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[RFP-001-IND-2021]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an separate password protected file from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder's Technical Proposal.

**Currency of the proposal:** [Insert Currency]

**Table 1: Summary of Overall Prices**

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
<b>Total Amount of Financial Proposal</b>	

**Table 2: Breakdown of Professional Fees\***

Name	Position <b>with specialization</b>	Fee Rate	No. of Days	Total Amount
		A	B	C=A+B
	Team Leader			
	Field Supervisor			
	Field Surveyor			
	Any other personnel...			
<b>Subtotal Professional Fees:</b>				

*\*Structure of the team is to be proposed by the Proposer in accordance to their understanding of the ToR.*

**Table 3: Breakdown of Other Costs**

Description	UOM	Quantity	Unit Price	Total Amount
Travel & accommodation				
Communications				
.....				
Out-of-Pocket Expenses (please specify)				
Other Costs: (please specify)				
<b>Subtotal Other Costs:</b>				

**Table 4: Breakdown of Price per Deliverable/Activity**

Output/Deliverable	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
On submission of workplan	15%	
On completion, synchronization (with cloud-server) and acceptance of 3,600 household data under the study 'Assessment of Educational Attainments in Riverine Areas'.	15%	
On submission, synchronization (with cloud-server) and acceptance of 15,000 verified revenue village community resources data under 'Creation of Village Resource Database with GIS interface'.	30%	
On successful completion, web synchronization and acceptance of remaining data under 'Creation of Village Resource Database with GIS interface'.	40%	
Total	100%	INR

## FORM - H

### Survey to Assess Educational Attainments of People in the Riverine Areas (chars) of River Brahmaputra

#### Schedule

#### SIGN IN

Surveyor Identity:

Survey Starting Date:

Start Time:

#### SURVEY LOCATION

State: ASSAM

District:

Development Block:

Gaon Panchayat/VCDC/VDC:

Village:

#### Household Serial ID:

##### 1. Name of Head of Household:

	Total	Male	Female
Number of members in the household			
Under 6 years			

##### 2. Poverty Status

☐ BPL

☐ APL

##### 3. Marital Status of all living members of the household (numbers):

Married	Single	Separated	Widowed

##### 4. Principal Occupations in the Household

☐ Farming on own land

☐ Sharecropping

☐ Farming leased land

- ☐ Animal Husbandry
- ☐ Pisciculture
- ☐ Fishing
- ☐ Skilled Wage Worker
- ☐ Unskilled Wage Worker
- ☐ Salaried Employment in Government
- ☐ Salaried Employment- Private Sector
- ☐ Weaving
- ☐ Other Artisan
  - Mention
- ☐ Other Trade & Business
  - Mention

**5. Educational Status of all living members of the household above age 6 (numbers):**

Illiterate	Literate but Never into formal school	Dropped at primary level	Dropped at High School level	Metric passed and left	Class XII passed and left	ITI/polytechnic diploma passed	Graduate or higher	Student- Primary	Student- High School	Student- Higher/ Senior Secondary	Student- Polytechnic/ITI or similar	Student- Graduation or higher

**6. State any Skills Training undertaken by any member of the household**

Number of persons trained	Skill	Duration	Placed in job/ self-employed? Yes/No
1			
2			
3			

**7. Does any member of the household migrate for work?**

Number of persons migrating	(Dropdown options) Entire Year/ Seasonal	(Dropdown options) Interstate/ Intrastate	Age when work in migration started
-----------------------------	--	--	------------------------------------

<b>None</b>			
<b>1</b>			
<b>2</b>			
<b>3</b>			

### 8. Mobile phones in the household

Number of phone connections (SIM cards):

Phones with Internet connection:

### 9. Mobile Phone Coverage at the house: Available/ Not available

### 10. Number of computer literates in the household

### 11. EDUCATIONAL FACILITY

For each, there is a dropdown menu*	Government Facility: Yes/No	Computer facility	Clean drinking water facility	Usable toilet available	Separate toilet for girls	Accessible to Divyang	Library facility	Electricity connection	Internet Connection	LED Projection facility	Boundary wall	Playground	Mid-day meal	If not in the village, distance from the village  (dropdown menu)  <input type="checkbox"/> Within 1KM <input type="checkbox"/> 1-5 KM <input type="checkbox"/> 5-10 KM <input type="checkbox"/> 10+ KM	Private Facility: Yes/No
Lower Primary School															
Upper Primary/Middle School															
Secondary/High School															
Higher/ Senior Secondary															
College															
University															
Polytechnic															
Vocational School/ITI															
Non-formal Education/Training Centre															

Special School for disabled															
	Skill Development centre														
	Angan Wadi Centre														

**12. Nearest school is approachable by (Dropdown Menu):** Road/ Crossing river/ Boat/ Swimming/ Temporary Bridge/ Crossing farmland/ Other

**13. During flood, nearest school is approachable by (Dropdown Menu):** Road/ Crossing river/ Boat/ Swimming/ Temporary Bridge/ Crossing farmland/ Other

**14. Number of times flood occurred in last 1year**

**15. Number of times flood occurred in last 3 years**

**16. How flood damages household property (more than one answer may be chosen):**

- a. House lost due to erosion
  - In the year/month
  - Alternative arrangement
- b. House submerges
  - Mention (dropdown menu)
  - Days, average in a year
- c. Flood water enters house and remains
  - Days, average in a year
- d. Flood damages schoolbooks, copies, educational materials
  - Average days required for getting back those materials

**17. Does your family need to vacate house during flood?**

Days, average in a year:

Alternative arrangements:

- ☐ School building
- ☐ Street
- ☐ House of friends or relatives
- ☐ Other (mention)

**18. As per your experience/ knowledge, how flood damages educational infrastructure (more than one answer may be chosen):**

- a. Building totally collapsed due to flood/erosion
  - In the year/month
  - In that case, it was

- ☐ Relocated
- ☐ Repaired
- ☐ None of the above

b. Building submerged and physical damage caused (such as cracks on walls)

Mention (dropdown menu)

Days, average in a year

c. Flood water entered building and remains

Days, average in a year

b. Flood damaged institute furniture, library, records and other materials

Average days required for getting back those materials

c. Immediate vicinity of school campus surrounded by flood

d. Teachers were unable to access institute due to flood

Days, average in a year

e. School became relief camp/ shelter home

Days, average in a year

f. Cancellation and disruption of regular classes

Average number of days in a year

Alternative arrangement done to temporarily attend classes

- ☐ Yes
- ☐ No

**19. Post-flood, due to damaged furniture in the schools, children being forced to sit on the floor.**

- ☐ Yes
- ☐ No

**20. Road/bridge/culvert washed away/submerged on the way to school due to flood and erosion**

- ☐ Yes

Average time taken to repair

☐ No

**21. Do you fear of any upcoming disastrous events like the collapse of infrastructures in school due to flood?**

☐ Yes

☐ No

**22. Children in lower levels are normally compelled to stay at home a little longer because of fear of flood situation?**

☐ Yes

☐ No

**23. Fear, insecurity and general high alert during floods reduce student's attention to learning, resulting to poor performance?**

☐ Strongly agreed

☐ Slightly agreed

☐ Neither agreed nor disagreed

☐ Slightly disagreed

☐ Strongly disagreed

**24. Students suffer outbreak of waterborne diseases (such as cholera and malaria) post-flood?**

☐ Yes

☐ No

**25. Are you aware of any workshop/ mock drill on familiarizing with flood to the school students so that they adopt the effects of natural disaster?**

☐ Yes

☐ No

**26. Flood causes loss of livelihood to your household?**

☐ Entirely

☐ Partly (major)

- ☐ Uncertain
- ☐ Slightly
- ☐ Not at all

**27. Flood causing food shortage and some children in your village being forced into paid child labour to assist parents in earning for the family?**

- ☐ Yes
- ☐ No

**28. Flood causing early marriages?**

- ☐ Yes
- ☐ No

**29. Whether flood submerges the playgrounds?**

- ☐ Yes.  
Days, average in a year:
- ☐ No
- ☐ No playground nearby

**30. What games do children in the household play mostly?**

- ☐ Outdoor
- ☐ Video game
- ☐ None
- ☐ Other

**31. School enrolment rates for children in your village is lower and dropout higher due to difficulties caused by floods and erosion?**

- ☐ Strongly agreed
- ☐ Slightly agreed
- ☐ Neither agreed nor disagreed
- ☐ Slightly disagreed
- ☐ Strongly disagreed

**32. Educational attainment in your household would have improved without flood and erosion?**

- ☐ Strongly agreed
- ☐ Slightly agreed
- ☐ Neither agreed nor disagreed
- ☐ Slightly disagreed
- ☐ Strongly disagreed

**33. As per your experience/ knowledge, name major damages of flood and erosion on educational attainment in your village? (optional)**

- A.
- B.
- C.

**34. As per your experience/ knowledge, what could be the ways to minimize the difficulties and damages of flood and erosion on educational attainment in your village? (optional)**

- A.
- B.
- C.

**SIGN OFF**

**Date of Survey (End):**

**End Time:**

## **FORM - I**

### **Creation of Village Level Database for Assam**

## Creation of Village Level Database for Assam

Develop Integrated Database for all inhabited Revenue Villages in Assam with GIS Interface

### Survey Schedule

[Button = Radio Button/ Checkbox] [IMAGES to be geo-tagged on real-time]

#### SIGN IN

Surveyor ID:

Survey Start Date (auto generated)

Start Time (auto generated)

#### SURVEY LOCATION

State: ASSAM

District:

Revenue Circle:

Development Block:

Village:

Gaon Panchayat/VCDC/VDC:


Total Geographical Area (Select unit: Hectare/Bigha):

#### DEMOGRAPHY WITH STATUS OF POVERTY/ WATER/ LPG/ ELECTRICITY

	Total	Male	Female	Transgender
Population (including institutional/houseless population)				
Religious Minorities				
SC				
ST				
OBC				
Tea Tribe (Tea Labourers/Ex-Tea labourers)				

Total number of households		
Number of BPL families		
Number of households connected with LPG		
Is this village electrified?	Button: YES/NO	
Number of households covered by electricity connection (as on date)		
Major Source of Drinking Water		
Drinking Water Supply available?	Button for YES	If YES, Button for FUNCTIONAL
Jal Jeevan Mission implemented in the village?	Button for YES	

## SANITATION & WASTE MANAGEMENT

Swachh Bharat Mission (SBM)- Gramin implemented in the village?		Button for YES	
If YES		Number	If NUMBER IS NOT 0, total functional as on date (being used)
	Individual sanitary toilets (mostly pit latrines) constructed for households		
	Dry latrines (pit latrines without water seal) converted into low-cost sanitary latrines		
	Number of households using open defecation as on date		
	Community Toilet / Public Urinal available in the village?		Button for YES
	Waste Collection/ segregation/ composting facilities		Button for YES + 

## EDUCATION

[illegible]

College													No Button		
University															
Polytechnic															
Vocational School/ITI															
Non-formal Education/Training Centre															

**Nearest school is approachable by?**

(Buttons) Road/ Crossing river/ Boat/ Swimming/ Temporary Bridge/ Crossing farmland/ Other

**IMAGE** (of the highest government educational institute in the village with its NAME)

**SKILL DEVELOPMENT/ EMPLOYMENT GENERATION**

Number of people in the village trained in skill under Government Scheme/Mission	
Unemployed persons of age 18 and above without a skill training	
Number of such trained persons placed in jobs/ self-employment	
Number of persons migrated from the village, (currently living outside) for work	
Skill Training Center available in the village? Button for YES	

**HEALTH**

Available in the village?	Button for YES	If YES, average number of hours in a day it remains open	If NOT, distance from the village (KM)
Primary Health Centre			
Primary health Sub Centre			
Community Health Centre			
Maternity and Child welfare Centre			
T.B. Clinic			
Hospital-Allopathic			
Hospital-Alternative Medicine			
Dispensary			
Mobile Health Clinic			
Non-Government Hospital/Nursing Home			
Boat Clinic access (in riverine areas)			
108 (Mrityunjay) Emergency Response Service (on call)		If NOT, distance to the nearest point 108 ambulance/service arrives	
Rural Health Practitioner			
Accredited Social Health Activist (ASHA)			

Community Health Officer	
Laboratory Technician	
ANM /GNM	
Medicine Shop	
Pharmacist	
Physiotherapist	
Yoga instructor	
Ayurvedic Doctor	
Homeopathic Doctor	
Non-Government Doctor with MBBS degree	
Medical practitioner without degree	
Traditional practitioner and faith healer	
Dhai	
Child death in the village between birth and exactly 5 years of age (2018-2020)	
<b>Village populace have availed benefit of these programmes?</b>	Button for YES
Atal Amrit Abhiyan	
Ayushman Bharat	
Janani Suraksha Yojana	
Wage Compensation Scheme for Pregnant Women of Tea Gardens	

**IMAGE** (of the highest government healthcare facility in the village with its NAME)

## SOCIAL WELFARE

Total number of SHGs active in the village						
Three major SHG activities in the village						
1						
2						
3						
Available in the village?		If YES, facilities (Buttons)				If NOT, distance from the village (KM)
		Water	Electricity	Toilet	Kitchen	
Anganwadi Centre	Button for YES + IMAGE					
Nutrition Rehabilitation Centre	Button for YES	No Button				
<b>Implemented in the village?</b>						
Pradhan Matri Matru Vandana Yojana					Button for YES	
Unique Disability ID Card						
Supplementary Nutrition Programme (Beneficiary as on date)					Children	Mothers

## PANCHAYAT & RURAL DEVELOPMENT

Village populace have availed benefit of these programmes?		Button for YES
National Social Assistance Programme		
	Indira Gandhi National Disability Pension Scheme	
	National Family Benefit Scheme	
	Indira Gandhi National Old Age Pension Scheme	
	Indira Gandhi National Widow Pension Scheme	
Swahid Kushal Konwar Sarbajanin Briddha Pension Achoni		
Indira Miri Universal Widow pension Scheme		

Number of houses built under Pradhan Mantri Awas Yojana – Gramin	
Existing Number of Job Card holders under Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGA)	
Number of projects undertaken under MGNREGA in 2020-21 in the village <b>IMAGE</b> (of an important asset created with its NAME)	

## PUBLIC DISTRIBUTION SYSTEM

Number of PDS shops in the village	If 0, distance to the nearest shop from the village (KM)	Number of beneficiaries in the village

## AGRICULTURE, HORTICULTURE, FLORICULTURE

	Name of major crops		Button for Commercial	Area under cultivation (Bigha)
Agriculture	1			
	2			
Horticulture (including Bamboo)	1			
	2			
Floriculture	1			
	2			
<b>Available in the village?</b>			Button for YES	If YES, Button for FUNCTIONAL
Kisan Seva Kendra				
Agriculture Credit Cooperative Society				
Non-Agricultural Credit Society				
Agricultural Marketing Society				
Agro Service Centre				
Farmers Producers Organization (FPO)				
Pothar Porisalonga Samity (PPS)				

Agricultural Cold Storage		
Food Processing Centre		
Nursery		
Agricultural Input Sale Point (Fertilizer/Seeds/pesticides/Agri. Machineries)		
MSP based Government Procurement Centre		
<b>Implemented in the village?</b>		Button for YES
Soil Health Card		
National Mission on Agricultural Extension and Technology		
Rashtriya Krishi Vikas Yojana		
National Mission on Sustainable Agriculture		
Pradhan Mantri Fasal Bima Yojana		
National Food Security Mission		
Rural Infrastructure Development Fund		
Chief Minister Samagra Gramya Unnayan Yojana		

**IMAGE** (of an important government agricultural facility in the village with its NAME)

## IRRIGATION

Total farmland in the village (Choose unit: Hectare/Bigha)	
Whether the village has irrigation facility	Buttons for YES/NO
If YES, whether the facility is functional	Button for YES + <b>IMAGE</b>
<b>Implemented in the village?</b>	
Pradhan Mantri Krishi Sinchai Yojana	Button for YES
Pradhan Mantri Kisan Urja Suraksha Evam Utthan Mahabhiyan	Button for YES

## TEA AND OTHER PLANTATION

<b>Is this a tea growing village?</b> Button for YES				
If YES, Ownership types: Button for COMPANY/ SMALL GROWERS				
<b>If SMALL</b>	Having <1 Bigha	Having 1-2 Bigha	Having >2 Bigha	
Number of Households				
Number of people employed fulltime in small tea growing (including self):				
Organic tea plantation practiced in the village? Button for YES				
Bought Leaf Factory available in the village?		Button for YES	If YES, Processing capacity (Ton)	If NOT, distance from the village (KM)
<b>Other plantation</b>	Area (Bigha)	Number of people employed fulltime (including self)		
Rubber				
Coffee				
Other (specify)				

## HANDLOOM, TEXTILE & SERICULTURE

	Number of Seri Farmers/ Spinners/ Rearers/Weavers	Cocoon (KG)		Raw Silk/ Yarn (KG)	
		Production (annual)	Rate (as on date)	Production (annual)	Rate (as on date)
Muga					
Mulberry					
Eri					
The village has an operational Government Sericulture Farm/ Centre?				Button for YES	
The village has an operational Government Reeling/ Spinning Unit?				Button for YES	
Mahatma Gandhi Bunkar Bima Yojana/ Weavers Health Insurance Scheme implemented in the village?				Button for YES	
Number of working looms in the village					
Number of Weaver Identity Card Holders in the village					
<b>Where do they sell the products?</b> Buttons (option for multiple selections) Village Market/ Urban Showroom/Exhibition or Fair/E-commerce/ Export/Other/Self Consumed					
<b>The village is connected to/ covered under these services?</b>		Button for YES		If YES, Button for FUNCTIONAL	
Handloom Demonstration Circle					
Handloom Training Centre					
Weavers' Extension Service Unit					

**IMAGE** (of a government Sericulture Farm/Centre/Unit in the village with its NAME)

## ANIMAL HUSBANDRY, VETERINARY, FISHERY

<b>Production</b>	Number of farms (commercial)		
Dairy			
Poultry/Pig/Goat/			
Hatchery			
Fishery	Number of fisheries (including ponds/beels etc.)		
<b>Implemented in the village?</b>			Button for YES
Rashtriya Gokul Mission			
National Livestock Mission (Poultry/Pig/Goat/Fodder Development)			
National Animal Disease Control Programme (NADCP)			
Livestock Insurance programme			
Blue Revolution/ Pradhan Mantri Matsya Sampada Yojana			
<b>Available in the village?</b>	Button for YES	If YES, Button for FUNCTIONAL	If NOT, distance from the village (KM)
Departmental Demonstration Farm on Cattle/Pig/Goat/ Poultry /Fodder			
Dairy Cooperatives Societies/ Milk Collection Centre			

<b>Available in the village?</b>	Button for YES	If NOT, distance from the village (KM)
Veterinary Hospital/Dispensary		
Veterinary Sub Centre		
Veterinary Officer		
Veterinary Field Assistant (Support staff)		
Private Veterinary practitioner		
<b>Available in the village?</b>	Button for YES	If YES, Buttons (option for multiple selection) for Daily/Weekly/ Fortnightly
Registered Market/ Panchayat level Market/ Village level Market (For Cattle/Poultry/Goat/Pig/ Fodder)		
Registered Fish Market		

**IMAGE** of a government Animal Husbandry/Veterinary/Fishery asset in the village with its NAME

### GENERAL MARKET

<b>Available in the village?</b>	Button for YES	If NOT, distance from the village (In KM))
Regular Market (Opens at least from morning to dusk, 6 days a week)		
Weekly Haat		

### MOST IMPORTANT PRODUCTS MANUFACTURED IN THE VILLAGE

Based on volume of production	Name of product
1	
2	

### TRANSPORT & COMMUNICATION

<b>Available in the village?</b>	Button for YES	If NOT, distance from the village (KM)
Railway Station		
Bus service with connecting point to District HQ		
River ferry service		
Connected to national highway		
Connected to state highway		
Connected to major district road		
Taxis and Vans		

ASTC Rural Bus Service		
	KM passing through the village, if applicable	
National Highway		
State Highway		
Major District Road		
Other District Road		
Black-Topped (Pucca) Road		
Gravel (Kuchha) Road		
Water Bound Macadam (WBM) Road		
Navigable Waterway (river/canal)		
Street lighting		
<b>Implemented in the village?</b>	Button for YES	If YES Roads built (KM) Number of bridges/culverts built
Pradhan Mantri Gram Sadak Yojana		
Mukhya Mantri Paki Dalong / Path Nirman Achari		

## TELECOM/ E-GOVERNANCE/ BANKING/ POST/ POLICE

Available in the village?	Button for YES	If NOT, distance from the village (KM)
Mobile Phone Coverage		
E-Seva Kendra/ Common Service Centre/ PFC		
Aadhar Card Enrollment Centre		
Post Office / Sub post office		
Private courier facility		
Scheduled Commercial Bank		
Scheduled Regional Rural Bank		
Cooperative Bank		
Small Finance bank		
Bank - Customer Support Point		
ATM		
Police station/ outpost		
Fire & Emergency service station		

## DISASTER MANAGEMENT

(Overall information for 2018-21)

<b>Does flood affect this village?</b>	Button for YES/NO
If YES	
Flood affected area (Bigha)	
Erosion (Bigha)	
Number of times flood occurred	

Number of average annual flood waves	
Flood or erosion submerged properties?	Buttons (option for multiple selection) Road/Bridge/Culvert/Building/House/None
Relief camp(s) set up?	Choose Button for YES
Any workshop/ mock drill on familiarizing and coping with flood held in the village	Choose Button for YES
Any other natural disaster faced by the village (Specify)	

## SPORTS/ LIBRARY/ RECREATIONAL FACILITIES

Available in the village?	Button for YES	If NOT, distance from the village (KM)
Sports Club/Recreation Centre		
Playground/ Field		
Stadium		
Auditorium/ Community Hall		
Cinema Hall		
Public library		
Newspaper supply/agency		

**IMAGE** (of a government Sports Centre/Auditorium/ Community Hall/ Library in the village with its NAME)

## PLACES OF WORSHIP

	Number		Number
Satra/Naamghar		Gurdwara	
Mandir		Buddhist Vihar	
Mosque		Jain Temple	
Church		Other (Specify)	

## TOURISM POTENTIAL

Place of tourist interest (If any)	Specialty (Keywords)
<b>IMAGE</b> (with NAME)	
Event of tourist interest (if any)	Month (Dropdown- 12 months)
Place of accommodation for tourists	Button for AVAILABLE
Homestay	
Hut/ Cottage/ Lodge	
Camping facility	
Other lodging facility (Specify)	

## **HISTORIC IMPORTANCE OF THE VILLAGE, IF ANY?**

**Maximum 50 words + IMAGE (if any)**

## **IMPORTANT STATE/ NATIONAL/ INTERNATIONAL LEVEL ICONIC PERSONALITY (PAST OR PRESENT) BELONGING TO THE VILLAGE, IF ANY?**

	Name	Famous for
1		
2		
3		

## **ANY OTHER MAJOR SCHEME (not covered in this schedule, if any) IMPLEMENTED CURRENTLY IN THE VILLAGE UNDER ANY GOVERNMENT DEPARTMENT?**

	Scheme
1	
2	
3	

## **ANY ADDITIONAL SIGNIFICANT INFORMATION NOT COVERED IN THE SCHEDULE, ABOUT THE VILLAGE?**

	Specify
1	
2	
3	

## **ANY OTHER IMAGE THAT SUPPORTS THE SURVEY OBJECTIVE?**

(Describe the image in maximum 10 words)

**IMAGE 1**

**IMAGE 2**

**IMAGE 3**

**Name(s) of Respondents**

(Panchayat Secretary, GRS at panchayat, Anganwadi Worker, Gaon Burha, ASHA, ANM, School Headmaster/Headmistress, and such other government functionary)

<b>Name</b>	<b>Designation/ Identity</b>	<b>Contact Number</b>

**SIGN OFF**

Survey End Date (auto generated)

End Time (auto generated)