

Request for Proposal (RFP)
for Procuring Mini Laptops and Accessories for CAPI in
National Family Health Survey (NFHS)-5
2018-2019

Bid Document



(स्थापना / Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

International Institute for Population Sciences

(Deemed University)

Govandi Station Road, Deonar, MUMBAI-400088

Tel: 91-22-42372400; Fax: 91-22-25563257

Key Events and Dates

1	Tender Inviting Authority	International Institute for Population Sciences, Govandi Station Road, Deonar, Mumbai-400 088
2	Job Requirement	Procuring Mini Laptops and Accessories (CAPI) for NFHS-5
3	Announcement of Bids for NFHS-5 2018-2019	May 1st 2018
4	Pre-Bid Meeting	May 14th 2018 at IIPS, Mumbai at 10:30 am
5	Last date for submission of Tender/Bid	May 30th 2018
6	Opening of bids	June 4th 2018
7	Technical evaluation and Financial evaluation	To be announced through IIPS website
	Submission of Performance Security, Signing of Contract and submission of bank guarantee	To be announced through IIPS website

1. Mini Laptop (Technical Configuration)

No. of Units: 2,500 only

Display	10.1'' Display with minimum 1024 x 600 pixel Resolution
Operating System	Genuine Windows® 8/10 Home licensed 32/64-bit (minimum)
Processor	Dual Core, 1MB Cache, 1.6GHz minimum with 3.5W or less Power Consumption
Storage	320 GB HDD minimum
Wireless Data Network	LAN connectivity via Ethernet or Wi-Fi
Memory	2 GB RAM DDR3 minimum
Webcam	1.3M pixel Camera minimum
Audio	Yes
USB Port and SD card slot	2 USB Ports minimum
Keyboard	Keyboard
Bluetooth	Bluetooth radio
Battery life (hrs.)	6 hours or more (Actual Performance) - Longer hrs. will be given higher weightage in Technical Evaluation
Weight	1.2 kg or less (including Battery) - Lesser weight will be given higher weightage in Technical Evaluation
Warranty	3 years Onsite Warranty Service
Pouch	Carrying cover (shock-proof will have higher weightage)
Mouse	Mouse (wireless) should be provided for each mini laptop

EMD Amount : **Rs. 15, 00,000/- (Refundable)**

Processing Fee : **Rs. 10,000/- (Non-Refundable)**

The processing fee of **Rs.10,000/-** should be paid through demand draft in favour of **“Director, IIPS” payable at Mumbai.**

The last date for submission of complete bid with all supporting documents (by hand, by post or by courier) is **May 30th 2018 up to 5.30 PM.** Any bid received after the prescribed time will not be considered. IIPS will not be responsible for any loss or postal delay. The Institute reserves the rights to accept or reject any or all the tenders without assigning any reason thereof.

ASSITANT REGISTRAR (ADMIN)

BID FOR PROCURING MINI LAPTOPS AND ACCESSORIES FOR CAPI TO IMPLEMENT NFHS-5

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this Proposal is to procure the Mini Laptops (CAPI) required for conducting the fifth round of National Family Health Survey (NFHS)-5 in India during 2018-19

BACKGROUND

The National Family Health Survey (NFHS) in India was initiated in the early 1990s with the first NFHS being conducted in 1992-93. Since then, India has successfully completed four rounds - NFHS-2 in 1998-99, NFHS-3 in 2005-06 and NFHS-4 in 2015-16. All four rounds of the survey were conducted under the stewardship of the Ministry of Health and Family Welfare (MoHFW), Government of India, with the International Institute for Population Sciences (IIPS), Mumbai, as the nodal agency and technical assistance provided by the United States Agency for International Development (USAID) through ICF Macro (now called ICF)¹. USAID has been the primary funding agency for the NFHS surveys, but in the two most recent surveys (NFHS-3 and NFHS-4), other development organizations, such as DFID, the Bill and Melinda Gates Foundation, UNICEF, UNFPA, the MacArthur Foundation, as well as the Government of India, also supported the surveys in a major way. The main objectives of the NFHS programme have been to strengthen India's demographic and health database by providing information that is both reliable and relied upon; to strengthen the survey research capabilities of Indian institutions to provide, analyse, and disseminate high quality data; and to anticipate and meet the country's needs for data on emerging health and family welfare issues.

In 2018-2019, India will implement the fifth round of the National Family Health Survey (NFHS-5). Like its predecessors, NFHS-5 will be conducted under the stewardship of the Ministry of Health and Family Welfare, coordinated by the International Institute for Population Sciences (IIPS), Mumbai, and implemented by a group of survey organizations and Population Research Centres, following a rigorous selection procedure. Technical assistance for NFHS-5 will be provided by ICF, USA.

SPECIFIC OBJECTIVES AND SCOPE OF NFHS-5

Each successive round of the NFHS has had two specific goals: a) to provide essential data on health and family welfare required by the Ministry of Health and Family Welfare and other agencies for policy and programme purposes, and b) to provide information on important emerging health and family welfare issues. To meet the first of the two objectives NFHS-5, like NFHS-1, NFHS-2, NFHS-3, and NFHS-4 will:

- Provide estimates of the levels of fertility, infant and child mortality, maternal and child health, and other health and family welfare indicators by background characteristics at the national and state levels; and
- Measure trends in health and family welfare indicators over time at the national and state levels.

Similar to the NFHS-4, NFHS-5 will also provide information on several emerging issues including:

¹ICF International implements the USAID-supported MEASURE DHS Project, and has the experience of providing technical assistance to more than 300 surveys in more than 90 countries.

- Perinatal mortality, high-risk sexual behaviour, safe injections, tuberculosis, and malaria;
- Non-communicable diseases;
- Use of emergency contraception; and
- Disability

As was the case with NFHS-4, which is being considered as a benchmark in India's quest to achieve the Sustainable Development Goals (SDGs) by 2030, the scope of NFHS-5 has been expanded substantially. Some salient features of NFHS-5 are:

- In addition to the 29 states, NFHS-5 will also cover all the seven Union Territories (UTs) as was done in NFHS-4. Similarly, NFHS-5 will provide estimates of most indicators at the district level for all 707 districts in the country as on March 1, 2017.
- Given the need to estimate most demographic and health indicators at the district level, the NFHS-5 sample size is expected to be approximately 610,000 households (in all 707 districts). As the survey will elicit information (using Household, Woman's, Man's, and Biomarker questionnaires) from all women aged 15-49 and men aged 15-54 in a subsample of households, it is estimated that NFHS-5 will yield a total sample of 6,68,622 women aged 15-49 years, and 91,200 men aged 15-54 years. In these households information on about 265,000 children below age 5 will be also collected in the survey.
- Data will be collected using Computer Assisted Personal Interviewing (CAPI) on mini-notebook computers. CAPI eliminates the need for a separate data entry operation and for data editing in the field. With essential data consistency checks built into the programming, data are also likely to be of better quality. Additionally, data will be sent to the central office on a daily basis, enabling fast feedback to teams on quality or other concerns, as required. It is expected that about 17-18 field agencies will be selected to implement the data collection.
- In view of approximately 550 teams in each phase, we require 2750 mini laptops for field work plus 10% extra mini laptops for training cum backup in case of breakdown during the field work. As we have 750 mini laptops in working condition from NFHS-4, we have estimated that purchase of 2500 new mini laptops with modern software and compatible technology.
- Anaemia testing and height and weight measurements for women age 15-49, men age 15-54 and children age under 5 years will also be included in NFHS-5. All related estimates will be provided at the district level.
- Like in NFHS-4, other components included in the domain of clinical, anthropometric and biochemical testing (CAB) in NFHS-5 are blood glucose and hypertension measurements with estimates to be provided at the district level.
- In addition, NFHS-5 will be collecting finger-stick blood to produce dried blood spots (DBS) from a subsample of respondents for laboratory testing of malaria, HbA1C and vitamin D3. These tests will provide an opportunity to estimate the community based burden of malaria and antimalarial drug resistance in high malaria endemic states, as well as at the national level. It will also provide information on the extent of Vitamin-Deficiency in the population and level

of diabetes control at the national level among NFHS-5 respondents, who report that they have diabetes.

- Data on waist and hip circumference will be collected for the first time in NFHS-5., which will allow these measures to be compared to the body mass index (BMI) as predictors of chronic diseases. This will not only help build a large health database for monitoring of health related programmes in the country but also provide information for public health researchers and programme implementers to prioritize and develop effective health interventions.
- As with anaemia, testing of blood glucose and blood pressure will be conducted in the field using portable equipment. The HemoCue instrument will be used for anaemia testing, and the same type of battery-operated portable glucometers as was used in the DLHS-4 and NFHS-4, will be used for blood glucose testing. Retractable lancets and all blood-contaminated materials will be disposed of in a biohazard bag according to an established protocol. Only medical or other personnel with specific training on the procedures and on universal precautions regarding blood-borne pathogens will be engaged for conducting the anaemia and blood glucose tests and the collection of DBS samples.

Data will be collected using Computer Assisted Personal Interview (CAPI) on mini laptops. CAPI eliminates the need for a separate data entry operation and for data editing in the field. With essential data consistency checks built into the programming, data are also likely to be of better quality. Additionally, data will be sent back to the central office more frequently, enabling faster feedback to FAs and survey teams on quality or other concerns.

Sealed tenders are invited on behalf of the Director, International Institute for Population Sciences (IIPS), Mumbai from reputed manufacturers and their authorized agents for supply, installation and commissioning of following equipment :-

GENERAL TERMS AND CONDITIONS

- 1.** The technical bids will be opened at **3:00 PM** on **(to be announced through IIPS website)**. If the said date is declared as holiday, later the tender will be opened on the next working day at **3:00 PM**.
- 2.** Tender shall remain valid for acceptance for ninety days from the date of opening of tenders. Tender received without earnest money and not in proper form shall be liable to be summarily rejected.
- 3.** EMD should be submitted through DD for required amount in favour of 'Director IIPS', Mumbai along with the bid document by putting in a separate envelope marked as EMD.
- 4.** The bidders should submit the tender in two parts viz. Technical Bid and Financial Bid taking into consideration the following points:
 - i.** Technical bid shall consist of firm registration certificates and technical details. Technical details should be submitted in duplicate. Deviations from tender specifications, clause-wise and commercial terms and conditions should be clearly

mentioned.

- ii.** The tender form shall be submitted with this bid duly signed by the bidder.
 - iii.** Financial bid shall consist of item wise price details.
 - iv.** The technical bid and financial bid should be submitted in two separate sealed covers, duly marked as 'Technical bid for supply of CAPI' and 'Financial bid for supply of CAPI' respectively and shall again be put in a duly sealed envelope super scribing the Tender for supply of CAPI and accessories.
 - v.** At the time and date opening of tender only technical bids shall be opened and read out in public.
 - vi.** Tenders not complying with the above conditions are liable to be ignored without any further reference.
 - vii.** This tender is not transferable.
- 5.** The bids shall be accepted only from the manufacturers or their authorized dealer/distributors. In case the latter intends to submit their offer, a copy of their agreement with the principal manufactures appointing them as authorized dealer/distributors is to be enclosed with the technical bid.
- 6.** IIPS reserves the rights to choose, accept or reject any or all requests/offers, in full or part, at any stage, reduce or increase the quantity, spilt the order, criteria of requirement will also be a factor in the decision.
- 7.** IIPS will not be responsible for any postal losses or delays in receipt of documents/materials.
- 8.** The rates should be quoted separately for each article according to the unit asked for together with manufacturer's name, license number, name of the brand/make. No tender for the supply of article "at the current market rate" will be accepted and no tender in which the rate quoted in for the unit other than the one asked for will be considered. The rate should be quoted only for the brand/make whichever is specified.
- 9.** No person making a tender shall be allowed at any time on any account whatsoever, any claim for revision or modification of the rates quoted by them. No clerical error, typographical error will be considered after the opening of the tender. Conditions such as "subject to the availability of stocks, supplies will be made and when received from the principals" etc., will not be considered under any circumstances.
- 10.** Liquidated damages @ 0.5% per fortnight subject to a maximum of 5% value of order may be imposed in case of late delivery.
- 11.** The quotation should be submitted in hard copy.
- 12.** The bidder should specify the minimum period required for arranging shipment/supply from the date of receipt of firm supply order contract. Further extension of time will not be provided for supply, than the minimum time indicated in the tender by the supplier after firm supply orders are placed by IIPS, Mumbai.
- 13.** Each tender must contain not only quote for the rates for the main item of the bid but also

the rates for spare parts / accessories that are compulsorily supplied with the main equipment. No part is to be made optional, all parts should be quoted. The aggregate value of the entire tender with all parts required should be mentioned failing which, the tender is liable to be rejected. The IIPS reserves the right of ordering /not ordering / altering any of the quoted parts. The rates quoted should be inclusive of transportation, delivery of the equipment at the Institute premises, installation and commissioning.

14. The successful bidder should enter into an agreement with the Director of the Institute (stamp duty to be paid by the of tenderers) within 15 days on receipt of the intimation about the acceptance of their rates of the item tendered by them to take effect that the equipment in question will be supplied in good working condition and that necessary repairs if any will be carried out by the supplier of the unit with the required spare parts free of cost during the guarantee period and after the guarantee period, at reasonable charges when called for and give an undertaking to the effect that the equipment will not remain idle for want of repairs, spare parts etc.,
15. **Performance Security:** The successful supplier should furnish, Performance Security of 5% of the value of the contract as specified in the bid documents prior to signing contract with IIPS by means of account payee Demand Draft, fixed deposit receipt or Bank guarantee from any of the commercial banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects drawn on any Nationalized Bank / Scheduled Bank payable in favour of the "**Director IIPS**" on award of contract. The total FOB/CIF value as the case may be, valid until the completion of the warranty period of the equipment.
16. The loss to IIPS, Mumbai, if any incurred on account of the purchase rendered necessary elsewhere by failure, neglect or refusal on the part of the bidder to supply the goods according to the terms of agreement will be recovered from them. If any of the equipments supplied by the bidder have been partially or wholly used and they are subsequently found to be bad in order, unsound, inferior in quality or description, not in accordance with the samples or otherwise faulty or unfit for use, the wholesome of the contract price or price of such articles, equipments or things will be recovered from the tenderer. The bidder will not be entitled for any payment whatsoever, for such articles for infringements of the stipulation of the conditions or for justifiable reasons, the contract may be terminated by the Director and the tenderer shall be liable for losses sustained by the IIPS on the consequences of the termination which may be recovered from the EMD/Bank guarantee or from their invoices which become due to them. In the event of such amount being insufficient, the balance will be recovered from the bidder.
17. All bidders should submit a declaration in the enclosed format, about the adherence to the conditions of tender which should form a part of bid documents. Bid received without this declaration will not be considered.
18. The bidders should quote their rates for 3 years towards regular servicing/ maintenance duly mentioning the number of visits per annum after the guarantee/ warranty period (during the period of warranty servicing/ maintenance/ replacement of defective part is to be done free of

cost/s) is over.

19. Necessary training/instructions on operation of the system should be given by the installation engineer to IIPS technical staff at the tenderer's cost after completion of the installation.
20. Any change in GST, service tax or other taxes structure made by the government (Central/ State) in future will suitably adjusted in payment to be made. Any additional amount on such account will be paid by IIPS and any reduction in taxes/duties will be recovered from payment due/performance security.

Force Majeure and Termination

1. Force Majeure

- 1.1 Where the performance by the bidders of their obligations under this contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the bidders and against which an experienced bidder could not reasonably have been expected to take precautions, the bidders shall promptly notify IIPS in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this contract.
- 1.2 From the date of receipt of notice given in accordance with Clause 1.1, IIPS may, at its sole discretion, either suspend the Contract for up to a period of 6 months ("the Suspension Period") or terminate the Contract forthwith.

If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, the Contract shall terminate automatically.

2. Suspension or Termination without Default of the bidders

- 2.1 IIPS may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the bidder and giving the reason(s) for such suspension or termination.
- 2.2 Where this Contract has been suspended or terminated pursuant to Clause 2.1, the bidder shall:
 - a. Take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and
 - b. Provide to IIPS, in not more than 30 days after IIPS notifies the bidder of the suspension or termination of the Contract an account in writing, stating:
 - i. Costs, if any, due before the date of suspension or termination;
 - ii. Any costs to be expended after the date of suspension or termination which the bidder necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.

Subject to IIPS approval, IIPS shall pay such amount to the bidder normally within 30 days after receipt from the bidder of an Invoice in respect of the amount due.

3. Termination with Default of the bidders

3.1 IIPS may notify the bidder of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of IIPS giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the bidder to remedy that dissatisfaction and the time within which it must be completed.

3.2 Where this Contract is suspended under Clause 3.1 and the bidder subsequently fails to remedy the dissatisfaction, IIPS may terminate the Contract forthwith.

3.3 IIPS may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

- a. The bidder or any member of the bidder's personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or
- b. The bidder or any member of the bidder's personnel has committed an offence under any of the prevailing laws applicable to the project; or
- c. The bidder is an individual or a partnership and at any time:
 - i. Becomes bankrupt; or
 - ii. Is the subject of a receiving order or administration order; or
 - iii. Makes any composition or arrangement with or for the benefit of the bidder's creditors; or
 - iv. Makes any conveyance or assignment for the benefit of the bidder's creditors; or
- d. The bidder is a company and:
 - i. An order is made or a resolution is passed for the winding up of the bidder; or
 - ii. A receiver or administrator is applied in respect of the whole or any part of the understanding of the bidder.
- e. The bidder is a partnership or a company and there is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the bidder at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the bidders are conducted in accordance with the wishes of that person.

Where the Contract is terminated in accordance with this Clause, the bidder shall without prejudice to IIPS other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

Where this Contract is terminated pursuant to Clause 3.3 the bidder shall pay IIPS within 10 days of notification such amount as IIPS shall have determined as the amount of any loss to IIPS resulting from such termination together with the amount or value of any gift, consideration or commission concerned.



INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES
(Deemed University)

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India,

Govandi Station Road, Deonar, Mumbai- 400088. Tel:

022-42372400/25563254

Fax: 022-25563257

Website: www.iipsindia.org

E-mail: aradmin@iips.net

TECHNICAL BID

TENDER NO.IIPS/NFHS-5/MINI LAPTOP & ACCESSORIES/03/2018

**QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING FOR TENDER
FOR SUPPLY “MINI LAPTOP AND ACCESSORIES” AT IIPS, MUMBAI**

1. Status of Contractor Including partners :
2. Bio-Data of key top Official (please attach) :
3. Details of any Tie-ups if any (please attach) :
4. Experience in automated Data-management :
5. Copy of IT clearance of last
Three assessment years (Please attach) :
6. Financial Status of Bidder and/or
his Associates Including Annual Report of
past 3 years with ROC (Registration of
Companies) receipts duly authenticated by
Chartered Accountant. :
7. Name of Contractor’s three largest clients,
to whom Contractor provides similar
services and average amount of monthly of
bills to such clients. :
8. Name and address of Contractor’s bankers
and provide a Solvency Certificate from
the Bank for a minimum amount of Rs.
50.00 Lakhs. :
9. Income Tax Permanent Account No. :
10. GST Account No. :

11. Details of EMD / Bank Draft No. :

12. Partnership related letter from recommended Company :

Signature of the Contractor or his/her
Authorized Signatory with Seal of
the Agency / Firm

Date:

- Technical and price bids to be put in two separate sealed cover / envelope superscribing the word “TECHNICAL BID”, and “PRICE BID”. All technical documents like literature, catalogues, etc. are to be put in the in the technical bid envelope. Now both the sealed envelope marked as “**Technical bid**” and “**Price bid**” should be kept in a bigger envelope, mentioning invited Tender No. and Name of the Tenderer. The price bid will be opened only for those tenders, which will get technically qualified. This bigger envelope will be sealed and send to:

BID FOR NFHS-5 (MINI LAPTOPS),

The Director,

International Institute for Population
Sciences, POST BOX NO. 8307

Govandi Station Road, Deonar, Mumbai-400 088

Tel: 91+22+42372400

Fax: 91+22+2556 3257

The last date for submission of complete bid with all supporting documents (by hand, by post or by courier) is May 30th 2018 up to 5.30 PM. Any proposal received after the prescribed time will not be entertained. IIPS will not be responsible for any loss or postal delay.



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Website: www.iipsindia.org

E-mail: aradmin@iips.net

PRICE BID (PART A)

Detailed Technical Specifications and other terms & conditions for **Supply for Mini Laptop and Accessories (CAPI)**

1. Mini Laptop (Technical Configuration)

No. of Units: 2,500 only

Display	10.1'' Display with minimum 1024 x 600 pixel Resolution
Operating System	Genuine Windows® 8/10 Home licensed 32/64-bit (minimum)
Processor	Dual Core, 1MB Cache, 1.6GHz minimum with 3.5W or less Power Consumption
Storage	320 GB HDD minimum
Wireless Data Network	LAN connectivity via Ethernet or Wi-Fi
Memory	2 GB RAM DDR3 minimum
Webcam	1.3M pixel Camera minimum
Audio	Yes
USB Port and SD card slot	2 USB Ports minimum
Keyboard	Keyboard
Bluetooth	Bluetooth radio
Battery life (hrs.)	6 hrs or more (Actual Performance) - Longer hrs. will be given higher weightage in Technical Evaluation
Weight	1.2 Kg or less (including Battery) - Lesser weight will be given higher weightage in Technical Evaluation
Warranty	3 Years Onsite Warranty Service
Pouch	Carrying cover (shock-proof will have higher weightage)
Mouse	Mouse (wireless) should be provided for each mini laptop

Rate

- 1. Mini Laptop (cost for 1 No.)
Total cost for 2,500 Nos. Mini Laptop ₹ _____
₹ _____

- 2. 3 year onsite warranty (per Mini Laptop)
Total cost for 2,500 Nos. Mini Laptop ₹ _____
₹ _____

- 3. Octroi / Additional Local Taxes/ GST
Which are not included in the cost above ₹ _____
₹ _____

(Tenderer's Signature)



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PRICE BID (PART- B)

FILL THE FORM AS PER THE TECHNICAL SPECIFICATION OF THE PRODUCT DETAIL GIVEN ABOVE AND ENCLOSE ALONG WITH THE QUOTATION IN A SEPARATE ENVELOPE

Sr. No.		Laptop
1.	Name and address of the Tender	
2.	Name and address of your principal employer	
3.	Name of the equipment and model quoted	
4.	FOB value of the equipment (Basic equipment)	
5.	Value of the spares and accessories, if any	
6.	Optional spares and accessories value, if any	
7.	Freight and insurance charges	
8.	CIF value of the basic equipment	
9.	Validity of the quotation	
10.	Delivery period	
11.	Guarantee/Warranty period	
12.	Installation	
13.	Training	
14.	Whether after sales and service is available in Mumbai? If so, quote	
15.	What is the Agency commission payable?	
16.	Details of EMD submitted	
17.	Enclose users list	
18.	Any other information	
19.	AMC cost per year after warranty period	
20.	Any other charges	
21.	Price should include all taxes applicable but should be separately mentioned	

DECLARATION

I declare that I will abide by all the conditions set forth in the Tender Notification no..... dated.....issued by the Director, IIPS, Mumbai calling for tenders for supply ofequipment with all the essential accessories/spares.

(Tenderer's Signature)