

Request for Proposal (RFP)

Tender No. IIPS/GYTS-4/02/2019

APPOINTMENT OF FIELD AGENCIES

**Implementation of the
Fourth Round of the Global Youth Tobacco Survey
(GYTS-4) in all States & Union Territories during 2018-19**

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)
B.S. Devshi Marg (Govandi Station Road)
Deonar, Mumbai-400088
Tel: 022-42372400/402**

Key Events and Dates

Sl. No.	Item	Tick
1	Tender Inviting Authority	International Institute for Population Sciences, B.S Devshi Marg (Govandi, Station Road), Deonar, Mumbai-400 088
2	Job Requirement	Appointment of Field Agencies for conducting GYTS-4
3	Announcement of Bids for 2018-2019 GYTS-4 Field Agencies	30 th Jan 2019
4	Any query on Bid document	Up to 8 th Feb 2019, 5:00 pm
5	Last date for submission of bid	19 th Feb 2019, 5:30 pm
6	Opening of bids, technical evaluation and financial evaluation	To be announced through IIPS website
7	Submission of Performance Security, Signing of Contract and submission of bank guarantee	To be announced through IIPS website

Checklist of eligibility for opening Technical Bid*

Sl. No.	Item	Tick
1	Certificate of Registration/proof from a statutory body	
2	Certificate of MSME valid till December 2019 from a statutory body	
3	Copy of PAN/TAN Card	
4	Audited financial statements for Financial Year 2015-16, 2016-17 & 2017-18 with a minimum annual turnover of Rs. 25,00,000 (Twenty five lakh). In case of Field Agencies (FAs) bidding for any NE state, J&K, Himachal Pradesh, and Uttarakhand the annual turnover amount is reduced to Rs. 10,00,000 (Ten lakh) per year in the last three financial years.	
5	For proof of experience of conducting large scale surveys covering at least 1000 households/units. <ul style="list-style-type: none"> • A copy of work order and certificate of completion of each survey in the last 3 years from the concerned sponsor/donor. • In case of government-sponsored institutes such as Population Research Centres (PRCs), work experience of large scale surveys will not be mandatory. PRCs may apply for their home state/group of states/UT only. 	
6	Details of current regular employees on payroll of the organization/FA to be provided.	
7	Processing fee** of Rs. 2,500/- per Group of States /UTs (Non Refundable)	
8	EMD** amount of 2% of the contract amount per Group of States /UTs.	
9	No-conviction certificate (as per the format provided).	

*All the above documents with evidences should be put in a separate envelope marked as “**Pre-Bid Documents**”. Original of all these documents should be produced for verification at the time of technical evaluation.

Should be paid through Demand Drafts drawn in favour of “Director IIPS**” payable at Mumbai. PRCs and Micro, Small and Medium Enterprises (MSMEs) are exempted from these payments

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1.0 INTRODUCTION

1.1: Purpose of Request for Proposal (RFP)

The purpose of this RFP is to appoint Field Agencies (FAs) for conducting the fourth round of the Global Youth Tobacco Survey (GYTS-4) during 2018-19 in all the States & Union Territories (UTs) of India

1.2: Background

The World Health Organization (WHO), spearheaded by the Tobacco Free Initiative (TFI), the United Nations Children's Fund (UNICEF) and the Office on Smoking and Health at the Centers for Disease Control and Prevention (OSH-CDC), developed the Global Youth Tobacco Survey (GYTS), a standard instrument to assess smoking and smokeless tobacco prevalence and various other variables related to tobacco use among the youths age 13–15 years studying in grades 8 to10. GYTS data are useful to assess the tobacco situation among the youth at one point in time but repeat surveys over time (e.g., every 3–5 years) will provide useful information for monitoring the tobacco situation and the impact of interventions among youth.

2.0 SPECIFIC OBJECTIVES of GYTS-4

Objectives of GYTS-4 are to document and monitor the prevalence of smoking and smokeless tobacco use, and to understand and assess the students' attitudes, knowledge and behaviour towards tobacco use and its health impact, including cessation, second hand smoke, media and advertising and minors' access. The survey will provide estimates of tobacco prevalence at national and state levels by sex and residence among school students age 13-15 years.

2.1: Geographical Coverage

Global Youth Tobacco Survey-4 (GYTS-4) will be implemented in all the States/Union Territories (UTs), except Andaman and Nicobar Islands and Lakshadweep Islands. **ANNEXURE- A** shows details of survey coverage of sample/Schools by State/UT, and phase-wise coverage of the States/ UTs.

2.2: Sampling Design

IIPS will adopt a two-stage stratified random sampling for selection of schools and classes for GYTS 4 in all the States/UTs. The list of schools for the States/UTs will be obtained from the latest available U-DISE database. The final list of selected schools and classes will be provided by IIPS to the FAs to conduct the survey, which includes information on exact address, type of school (Govt. /Private, co-education, etc.) and location (urban/rural).

2.3: Survey Implementation Plan

The entire data collection will be conducted in two phases, each phase of two-month duration. Approximately 50 percent of the states/UTs will be covered in each phase. The phasing of the States/UTs has been planned in accordance to the local climatic conditions and geographic challenges. The details of these groupings are given in **ANNEXURE- A**.

2.4: Data Collection Procedure

IIPS will be responsible for finalizing the questionnaires and developing manual(s) based on advice received from key stakeholders and the Technical Advisory Committee (TAC). The survey will use self-administered questionnaire which will be translated from English into Hindi by IIPS and in other regional Indian languages by FAs. The questionnaire contains multiple-choice questions. Students will not be required to write their names, or provide any other kind of identifying information. Students can record their responses directly on the sheet with black lead pencil. IIPS will train the officials of the FAs and the same trained staff of FAs will give training to all the Survey staff in each region for 3 days to ensure that they follow the same survey procedures in the assigned schools. The administration of the questionnaire, documentation of the class and school participation, and the security of the response sheets will be the responsibility of the FAs.

3.0 SCOPE OF WORK

The implementation of GYTS has been prepared on the basis of the following scope of work.

3.1: Manpower requirement

The FAs will require a dedicated staff to implement the survey comprising of a Manager, at least two trainers/supervisors, One IT person and Field Staff. The minimum number of teams required for a group of States/UTs will be determined by dividing the number of selected schools by ten (rounded to next integer). One field team will consist of two persons, preferably one female, to complete one school in two days.

3.2: Attending Training of Trainers (ToT) Workshops organized by IIPS

IIPS will conduct TOT of two days at IIPS, Mumbai. Two persons from each FA will be required to attend the TOT. The FA will be required to organize a state level training for the field teams for three days. The training will include lectures on background of the survey, sample design, coverage, question-by-question, explanation/discussion, mock sessions, field practice and other survey protocols.

3.3: Type of the Questionnaires

The GYTS-4 survey will have two separate Questionnaires:

Sl. No.	Type of Questionnaire
1	School Policy Questionnaire for Heads of the school/teachers
2	Student Questionnaire for Classes VIII, IX, & X Standard

3.4: Layers of Monitoring and Supervision

There will be three tier monitoring: a) by FA, b) by Nodal Agency (IIPS), and c) Officials from concerned departments of MoHFW and partners.

3.5: Data Management

FA has to perform the double data entry by two independent data entry operators (DEOs). The FAs has to integrate the school data with the corresponding student data at the State/UT level. The data has to be cleaned and validated by the FAs and sent to IIPS for final approval.

4.0 OTHER ROLES AND RESPONSIBILITIES OF FIELD AGENCIES (FAs)

- i. The principal responsibility of the FA is to carry out the GYTS-4 fieldwork in the assigned State/group of States/UTs. The selected schools will be spread over rural and urban areas of the states.
- ii. The involvement of FAs will start from the date of signing the contract with IIPS and continue till the submission and final acceptance of the data by IIPS.
- iii. Field Agency will print sufficient number of Questionnaires in English & Local Language in Bilingual format for the training purpose and data collection.
- iv. Investigator's training in each State/UT will be for three days with field practice covering both urban and rural areas.
- v. FAs will plan all fieldwork activities and inform the fieldwork schedule to IIPS along with details of team movement plan at least two weeks in advance. Field work should not be started before getting permission from IIPS.
- vi. FA must not change or replace the selected school and field work plan/team movement without the approval from IIPS.
- vii. In case, a sampled school does not have all the three classes (8th, 9th and 10th Std.), the FA will have to provide the list of three nearest schools of the same type. IIPS will select the appropriate school from among the three.
- viii. The FA will be responsible for translation of the questionnaires in the local language of the state and making sufficient numbers of copies.

5.0 IMPLEMENTATION SCHEDULE/TIMELINE FOR DATA COLLECTION

The GYTS-4 fieldwork should be completed in States/UTs within a period of 45 days after completion of state level main training.

6.0 PAYMENT SCHEDULE

The payment plan for Field Agencies in GYTS-4 provided in the below:

Installment	Disbursement Modality	Verifiable indicator	Amount to be released
1.	On furnishing Bank Guarantee from a nationalized bank and/or a bank recognized by the RBI equal to 25 % of the total cost of the work allotted	On physical receipt of the Bank Guarantee at IIPS and verification. On physical receipt of the details from the head/team leader	25%
2.	On the completion of state level Field training, initiation of field work	Certification by IIPS Staff/ Coordinator	30%
3.	On completion of Data Collection by FA and data entry, cleaning, validation and providing the same to IIPS.	Receipt of cleaned data by IIPS	35%
4.	On completion of all activities to the satisfaction of IIPS.	Certification from concerned IIPS Coordinator	10%

7.0 PRE-QUALIFICATION CRITERIA FOR TECHNICAL EVALUATION

The eligibility criteria for the Field Agencies to qualify for the technical evaluation have been provided in the table below (*Conditions no. 2 and 3 are not applicable to Population Research Centres*):

Sl. No.	Pre-Qualification Criteria	Proof/Documents Required*
1.	a. Name and address of the Organisation, b. Year of establishment c. Whether Organization is registered in INDIA under Societies Registration Act, 1860 or is an autonomous body or a Limited Company or MSME or a firm etc., and details thereof (e.g., name(s) of partners, Managing Directors, Chief Executive Officers.	Copy of Certificate of Incorporation/ Registration/MoU/MSME as applicable.
2.	The Field Agency should have a valid PAN/TAN and GST Registration in India.	Copy of PAN/TAN card and GST Registration.
3.	i) The Field Agency should have a minimum annual turnover of Rs. 25 Lakh (Rs. 10 lakh for NE states, J&K, Himachal Pradesh & Uttarakhand) during the last three financial years (2015-16, 2016-17 and 2017-18). <i>Population Research Centres working under MoHFW are exempted from this conditions</i>	Copy of Audited Profit/Loss Statement and Balance sheet. (2015-16, 2016-17 and 2017-18).
4.	The Field Agency should have at least <i>five years</i> working experience on Household Survey of at least 1000 sample size of any project	Copy of the work orders and certificates of completion of each survey from the Organisations procured the services during the last three years in the format provided in Annexure G .
5.	The Field Agency should not have been blacklisted by Central/State Government departments /Undertakings of Govt. of India/Private companies.	Self-declaration of no-conviction on the official letter head (format provided in Annexure C)
6.	The Field Agency should not have worked for any Tobacco Company in the last five years.	An affidavit on non-judicial stamp paper of Rs. 100/- (to be notarised)

* Original of all these documents should be produced for verification at the time of evaluation of eligibility.

8.0 GUIDELINE FOR SUBMISSION OF PROPOSAL

8.1: Submission of Bids

The bidder shall submit in a sealed envelope two (2) copies (Original and one Duplicate) of all the bid documents. All copies of the bids (Original and one Duplicate) must consist of the following:

- PRE-QUALIFICATION: Eligibility criteria as per the criteria given in Para-7 of this document along with the requisite Earnest Money (2%) of and processing fee of Rs. 2,500/- by DD in favour of **Director IIPS** payable at Mumbai in a **separate envelope** for each Group of States/UTs as given in **ANNEXURE- A**.
- Technical proposal should be superscribed on the top right hand side of the envelope as **TECHNICAL BID AND GROUP** for which the technical bid is being submitted.
- Financial proposal should also be superscribed on the top right hand side of the cover as **FINANCIAL BID AND GROUP** for which the financial bid is being submitted.

The **three separate sealed envelopes** containing: (a) Prequalification along with Earnest Money (2%) of and processing fee of Rs. 2,500/- by DD; (b) Technical Proposal; and (c) Financial Proposal for a particular Group of States/UTs must be put together in a **separate large envelope**, clearly superscribing **Group of States/UTs** (as given in **ANNEXURE A**) and **Enclosed Proposals**.

For each Group, FA has to submit separate bid documents as described above.

All the pages of the Financial Proposal shall be duly signed by the authorized signatory of the bidder in ink before submission. Corrections, if any, shall be countersigned

8.2: Technical Proposal

- All the States/UTs have been grouped into 14 groups (as given in **ANNEXURE A**). An FA will not be allowed to bid for part of a group of States/UTs.
- A FA can bid for a maximum of 6 (six) group of States/UTs (maximum 3 in each phase). However, a FA will be selected for maximum of 4 (four) group of States/UTs (maximum of 2 in each phase).
- FA is required to submit one comprehensive proposal consisting of a **Technical Proposal**, and a **Financial Proposal** for each Group of States/UTs separately sealed in two separate envelopes. Moreover, single page summary table should be attached with the proposals consisting of columns showing Group number with name of the States/UTs in the group applied for, including information of Registered head office address, name of the head of the organization, contact details, number of employees working in office and list of surveys completed in the last five years.
- A list of contents (sl. no. of item, item's name and page no.) should be attached at the beginning of each bid-document. Items to be included in the proposal are as follows:

a. Organizational Profile

- i. Name and address of the organization.
- ii. Year of establishment.
- iii. Legal status of the Organization – Whether Organization is registered under Society Registration ACT in India or is an autonomous body or a Limited company or partnership firm or MSME, etc., and details thereof (e.g., name(s) of partners, Managing Directors, Chief Executive Officers, Key persons).
- iv. Principal nature of activities undertaken.
- v. Details of manpower as prescribed above.
- vi. Communication details of the organization: mailing address, telephone and fax numbers, email address, etc.
- vii. Signed consent of the organization's head and the identified Project Coordinator/Manager (for the Group) to sign MoU and agree to abide by the terms and conditions set out in the project for conducting GYTS-4 field work.

b. Survey Experience

- i. Area of specialization of Field research/survey as stated in pre-qualification criteria (enclose copy of the papers, letter of engagement, etc.).
- ii. The geographical coverage (State/UT) of surveys conducted by FA.
- iii. List of demographic and/or health and/or social sector surveys conducted by the Organization with information on geographical area covered, number of officers and supervisors, investigators engaged in the last five years in each survey.

- iv. Names and addresses of sponsoring or funding agencies for whom the earlier surveys were conducted. (*Indicate key person's name and contact details of sponsoring/ funding agencies*). FA should specifically mention about the experience.
- v. Were the surveys completed in time? If not, reasons thereof.
- vi. The cost of each survey conducted should be submitted separately in a tabular form with documentary evidence.

Certificates of Completion of the projects undertaken should be submitted as documentary evidence.

c. Financial Status of the Organization (For the last 3 financial years)

- i. Total revenue and expenditures of the organization.
- ii. Latest copy of the certified Audited Annual Accounts in support of the Financial Status.
- iii. The agency having an annual turnover of minimum Rs. 25 lakh (Rs. 10 lakh for NE States, J & K, Himachal Pradesh, and Uttarakhand) can only bid for GYTS-4.
- iv. The PRCs being fully funded (grants-in-aid) by the MoHFW, Govt. of India, are exempted from turn over criteria in point (i) to (iii), including paying processing fee and EMD.
- v. **Agencies registered as MSME will be exempted from paying processing fee and EMD.** However there will not be any relaxation in technical and financial evaluation.

d. Income Tax Details (Applicable to all bidders except for the PRCs)

- i. Whether the Organization is exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of the exemption certificate is to be attached.
- ii. If not exempted, furnish PAN/TAN number, a copy of the latest Income Tax returns and assessment order.

FOR POPULATION RESEARCH CENTRES (PRCs)

PRCs affiliated with universities/research institutions are required to submit a letter from VC/Director/Head of the institution allowing them to open a separate bank account for GYTS-4 funds, if possible. An authority letter stating that the fund could be handled by the Project Coordinator, duly nominated by the VC/Director/Head of the institution, is to be provided.

8.3 Financial Proposal

- a. The financial quotes should cover the entire cost of the School survey including training of survey staff, travels & allowances, all resource costs, postage, courier, printing of questionnaires, stationery etc. The total cost converted into per School cost should be mentioned in the proposal.
- b. The total cost quoted should be inclusive of all taxes (including GST).
- c. The financial proposal will be evaluated only when a Field Agency has qualified the technical proposal (by securing 80% marks in Technical evaluation). A copy of evaluation sheet is enclosed for ready reference at **ANNEXURE B**

IIPS reserves the right to take final decision in case of any dispute related to technical and financial bids of GYTS-4.

8.4 General Terms and Conditions

- a. The proposal, along with all the correspondence and documents exchanged by the Agency and IIPS, shall be written in the English language.
- b. **Amendments to the tender:** IIPS reserves rights to amend any of the tender conditions or a part thereof before the last date for the receipt of the tender, if necessary. Amendments, if any, would be placed on the Institute's website. The decision of extending the due date and time for the submission of tender documents on account of amendments will be at the sole discretion of IIPS.
- c. IIPS reserves the right to cancel the RFP at any stage without citing any reason.
- d. The proposal should be valid for 90 days from the date of submission; IIPS will make its best effort to select the Field Agencies within this period.
- e. **Earnest Money Deposit:** EMD amount of 2% of the contract amount per Group of States /UTs should be paid by all bidders except PRCs, and Micro, Small, Medium and Enterprises (MSME) as defined in MSME procurement policy issued by Department of Micro, Small and Medium Enterprises (MSME). EMD is to be paid through Demand Drafts drawn in favour of "Director IIPS" payable at Mumbai. In case of successful bidders EMD will be returned within 30 days of submission of performance security of 5% of total contract value. In case of unsuccessful bidders, EMD will be returned within 45 days of final selection of field agency." (Rule 170 of GFR 2017). The amount remitted towards EMD is liable to be forfeited in the case the bidders retracts its offer after submission of the tender or after the acceptance of the offer by IIPS or fails to sign the contract or to remit the security deposit. No interest will be payable by the IIPS on the Earnest Money Deposited (EMD)/remitted.
- f. **Performance Security:** All the successful/selected bidders for different Group of States/UTs, barring Population Research Centres (PRCs), will have to deposit 5% of the contract value as performance security 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 Bank Guarantee may be discharged/returned by IIPS upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.
- g. **Bank Guarantee (BG):** All the successful/selected bidders for different Group of States/UTs, barring Population Research Centres (PRCs), will have to deposit 25% of the contract value as Bank Guarantee Against Advance Payment before release of the first instalment. The successful bidder shall at his own expense deposit with IIPS, within fifteen (15) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Nationalized/ Scheduled bank acceptable to IIPS, payable on demand, for the due performance and fulfilment of the contract by the bidder. This Performance Bank Guarantee (PBG) will be for an amount equivalent to 25% of the contract value. All incidental charges whatsoever, such as premium, commission, etc., with respect to the performance bank guarantee shall be borne by the bidder/Field Agency. The Bank Guarantee may be discharged/returned by IIPS upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee.

- h. No proposal shall be accepted unless it is properly sealed. The documents should be sent by speed post/registered post/courier or hand delivered. IIPS will not be responsible for any postal delay.
- i. If the envelope is found open, not sealed or not marked as instructed above, IIPS will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.
- j. The bidder is advised to attach any additional information that is considered necessary to establish its capabilities. No further information will be entertained after submission of application unless it is required by IIPS. IIPS, however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- k. Proposals must be received by IIPS, at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of proposal is a declared holiday at the IIPS, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.
- l. **Opening of tender:** Sealed tenders received up to **5:30 PM of 19th Feb 2019** will be taken up for opening. Tenders received after the specified date and time will not be accepted. IIPS reserves the right to disqualify any of the tenders in case it is not satisfied with the documents furnished or otherwise. Any efforts by an agency to influence the IIPS personnel or representative on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of contract, shall result in the rejection of the Agency's proposal and also lead to blacklisting of the organization.
- m. Failing to execute the contract within the prescribed period may result in termination of the contract and award of the same to other agency/agencies at the risk and cost of the Agency.
- n. The person to sign the contract shall be duly authorized.
- o. The data, schedules and other material used by the agencies during the implementation of the survey shall remain the property of the IIPS. The Agency will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by the IIPS.
- p. The RFP shall not bind the IIPS in any way whatsoever to offer any job to the applicant if it is decided to abandon the study.
- q. **Arbitration:** Arbitration proceeding shall be initiated in accordance with procedure of the Arbitration and Conciliation Act 1996, of India. The decision of the Arbitrator shall be final and binding on both parties. The place of Arbitration shall be **Mumbai**.
- r. The Field Agency should invariably mention their order of preference for the Group of States/UTs they are bidding for. IIPS will select FA based on method of selection approved by Technical Advisory Committee (TAC).
- s. Hard copy of the Prequalification, Technical and Financial proposals should be sent in separate envelopes placed in one large envelope marked as

BID FOR GYTS-4

To,
The Director
International Institute for Population Sciences
POST BOX NO. 8307
Devshi Marg (Govandi Station Road),
Deonar, Mumbai-400088
Email: gyts4@iips.net, Tel: 022-42372400/410/414
Fax: 022-2556 3257

The last date for submission of complete proposal with all supporting documents (by hand, by post or by courier) is 19th Feb 2019 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.

9.0 EVALUATION OF PROPOSALS FOR FIELD AGENCIES (FAs)

An evaluation committee consisting of GYTS-4 Research Coordinators, Asst. Registrar (Admin), AFO, Director's nominee and representative of MoHFW would examine both the technical and financial bids based on the details provided in the RFP for those agencies who are short listed as per the eligibility criteria for technical evaluation.

9.1. Selection of FAs

- a. Every FA must fulfill all the pre-qualification criteria mentioned in **Section 7.0** above.
- b. FAs are required to score a minimum of 80 points out of 100 (i.e., 80%) in the technical proposal to be qualified for opening of financial bid. Score of less than 80 will automatically disqualify the FA.
- c. FAs have to submit financial bid in separate sealed envelope for each group of States/UTs. The evaluation committee reserves the right whether financial bid should be opened or not.
- d. For the final selection, Quality Cost Based Selection (QCBS) criteria will be adopted. The weightage for technical and financial proposal will be 80 and 20 percent, respectively.
- e. Proportional distribution of the proposed cost will be evaluated (**ANNEXURE B**) against the estimated proportion and marks will be assigned accordingly.

A detailed financial proposal mentioning unit cost per school indicating break-up of different heads must be submitted. The estimated base price per School inclusive of taxes is Rs. 17,000/- (Rupees Seventeen thousand only). The unit cost per School may vary by plus or minus 20 percent of the base price. Any FA quoting below or above 20% of the base price will be automatically disqualified.

ANNEXURE- A

Grouping of the States for GYTS-4

Phase	Group	States/UTs	Number of Schools	Est. EMD Amt 2%	Processing Fee	Total no. of schools
I.	1.	Arunachal Pradesh + Meghalaya + Assam	22+24+32 = 78	26520.00	2500.00	526
	2.	Manipur + Mizoram + Tripura + Nagaland	24+21+25+23 = 93	31620.00	2500.00	
	3.	Jammu & Kashmir + Himachal Pradesh + Uttarakhand	29+27+28 = 84	28560.00	2500.00	
	4.	Rajasthan + NCT of Delhi	34+30 = 64	21760.00	2500.00	
	5.	Punjab + Chandigarh + Haryana	31+21+31 = 83	28220.00	2500.00	
	6.	Gujarat + D & N Haveli + Daman & Diu	34+18+17 = 69	23460.00	2500.00	
	7.	West Bengal + Sikkim	35+20 = 55	18700.00	2500.00	
II.	8.	Uttar Pradesh + Bihar	37+35 = 72	24480.00	2500.00	445
	9.	Madhya Pradesh + Chhattisgarh	34+31 = 65	22100.00	2500.00	
	10.	Kerala + Karnataka	32+34 = 66	22440.00	2500.00	
	11.	Andhra Pradesh + Telangana	33+32 = 65	22100.00	2500.00	
	12.	Odisha + Jharkhand	32+32 = 64	21760.00	2500.00	
	13.	Maharashtra + Goa	35+22 = 57	19380.00	2500.00	
	14.	Tamil Nadu + Puducherry	34+22 = 56	19040.00	2500.00	
Grand Total						971

EMD & Processing Fee Should be paid through Demand Drafts drawn in favour of “**Director IIPS**” payable at Mumbai. PRCs and Micro, Small and Medium Enterprises (MSMEs) are exempted from these payments

ANNEXURE-B

1. SAMPLE SHEET TO BE USED FOR EVALUATION BY TECHNICAL EVALUATION COMMITTEE (TEC)

A. Name of the field agency: _____

B. Group of States/UTs applied for: _____

C. Members of Evaluation Committee:

- | | | | |
|----|-------|-----------|-------|
| 1. | _____ | Signature | _____ |
| 2. | _____ | Signature | _____ |
| 3. | _____ | Signature | _____ |
| 4. | _____ | Signature | _____ |
| 5. | _____ | Signature | _____ |
| 6. | _____ | Signature | _____ |
| 7. | _____ | Signature | _____ |
| 8. | _____ | Signature | _____ |

D. Total Marks: 100

E. Marks secured: _____

Sl. No	ITEMS	RESPONSES
PART A: Organizational Profile (18%)		
i.	Name and address of the Organization	Mentioned (Y/N)
ii.	Year of establishment	
iii.	Whether Organization is registered under Society Registration Act or is an autonomous body or a Limited company or partnership firm, MSME, etc.	Mentioned (Y/N)
iv.	Infrastructure at Headquarter	
	a) Availability of telephone/mobile Internet/WiFi connection	Availability of telephone/mobile (Y=2, N=0) Availability of Internet/WiFi (Y=2, N=0)
	b) Availability of computers and printer	Availability of Desktop computers (No=0, 1-2=1, 3-5=2, 6+=3) Availability of Printer (Y=2, N=0)
	c) Photocopy machine/Copier/Scanner	Availability of Photocopy machine/ Copier (Y=2, N=0) Availability of Scanner (Y=2, N=0)
	d) Training/Conference/Meeting Room	Seating capacity >50=3, 30-50=2, <30=1, No=0
	e) LCD Projector	Yes=2, No=0

PART B: Human Resources (32%)							
i.	Project Coordinator/ Manager/ Director/ CEO	1. Qualification (PhD=5, M.Phil.=3, Masters= 1, Graduation=0) 2. Experience in years(>4= 4, 4= 3, 3= 2, 2= 1, 1= 0) 3. Experience as a trainer (Yes=2, No=0)					
ii.	Statistician/Demographer/Social Scientist	1. Qualification (PhD= 5, M. Phil= 3, Masters=1, Graduation=0) 2. Experience in years (>4=4, 4= 3, 3=2, 2= 1, 1= 0) 3. Experience as a trainer (Yes=2, No=0)					
iii.	IT Consultant	1. Qualification in Computer & IT (Masters= 4, Bachelor= 3, Diploma =1, Certificate=0) 2. Experience in years (>4=4, 4= 3, 3=2, 2= 1, 1= 0) 3. Experience as a trainer (Yes=2, No=0)					
PART C: Survey Experience in last 5 years (Please furnish the latest 3 surveys) (25%)							
				Timeliness of the survey			
	The Field Agency should have at least <i>five years</i> working experience on Large-Scale Surveys (covering at least 1,000 sample size). In case of PRCs, experience of large scale survey is not mandatory.	Survey conducted in the State for which bid submitted	Mapping & listing	Duration of survey (Months)	Date of commencement of the Survey	School based surveys	Whether completed in time
i.	Name of the surveys, starting with the latest						
	1. Survey-1	(Y=2, N=0)	(Y=1, N=0)			(Y=1, N=0)	(Y=2, N=0)
	2. Survey-2	(Y=2, N=0)	(Y=1, N=0)			(Y=1, N=0)	(Y=2, N=0)
	3. Survey-3	(Y=2, N=0)	(Y=1, N=0)			(Y=1, N=0)	(Y=2, N=0)
ii.	Experiences in conducting any Tobacco surveys (Y=4, N=0)						
iii.	Experiences in conducting GATS/GYTS surveys (Y=3, N=0)						
PART D: Quality of Proposal (25%)							
i.	Quality of Proposal	Highly systematic = 2, Somewhat systematic = 1, Not systematic = 0					
ii.	Presentation of detailed operational plan within (10-15 minutes) covering various aspects like: 1. Adequacy of suitable human resources 2. Capacity building of man power 3. Monitoring & Supervision 4. Data management strategy 5. Strategies to maintain timeliness in completion of the project 6. Presentation & defence	(0-20)					
iii.	Mean of deviation in proportional distribution of cost with respect to base price	If mean of deviation: (>40%=0, 20-40%=1, 10-20%=2, <10%=3)					

2. EVALUATION FORM*

Indicators	@Headquarters (6%)					
I. Organizational capacity (50%)	Name of City:					
a. Infrastructure (18%)	Number (if applicable)		Other information			
• Functional office						
• Availability of telephone/mobile Internet/WiFi connection	0-1%					
• Availability of computers and printer	0-4%					
• c) Photocopy machine/Copier/Scanner	0-1%					
• d) Training/Conference/Meeting Room						
• e) LCD Projector						
b. Human resources (11+11+10 = 32%)	Education (5%/5%/4%)		Experience in years (4%)		Experience as trainer (2%)	
Project Coordinator/ Manager/ Director/ CEO						
Statistician/Demographer/Social Scientist						
IT Consultant						
Organizational Survey Experience						
II. The Field Agency should have at least <i>five years</i> working experience of large scale surveys (covering at least 1,000 sample size). In case of PRCs, experience of large scale survey is not mandatory (25%)	Survey conducted in the State for which bid submitted	Mapping & listing	Duration of survey (Months)	Date of commencement of the Survey	School based surveys	Whether completed in time
a. Number of surveys conducted						
Name of the surveys, starting with the latest-						
1. (6%)						
2. (6%)						
3. (6%)						
b. Experiences in conducting any Tobacco surveys (Y=4, N=0)						
d. Experiences in conducting GATS/GYTS surveys (Y=3, N=0)						
III. Quality of GYTS-4 proposal (25%)						
a. Systematic arrangement of bid documents (2%)						
b. Detailed presentation of operational plan by proposed team leader/ Manager/ In-charge of the respective organization** (20%)						
c. Percentage share of the proposed cost on different items as given in Annexure D (3%)						

* The evaluation form must be submitted separately for each Group of State/UTs if any FA bids for more than one Group of State/UTs. However, the remaining information required in the technical bid is to be submitted only once irrespective of number of Group of State/UTs an FA bids for.

** Only the presenter will address the questions or concerns raised by the members of the evaluation committee. + Documents submitted by FA will be verified before signing of the contract and if any information furnished in the bid document is found to be incorrect, the contract will not be signed and the EMD amount will not be refunded.

ANNEXURE-C

FORMAT OF NO-CONVICTION CERTIFICATE

[On the letterhead of the Organization]

No-Conviction Certificate

This is to certify that (Name of the Organization), having registered office at (Address of the registered office) has currently not been blacklisted or restricted to apply for any survey related activities by any Autonomous organization/Institution or Central/State Government Department or Court of law anywhere in the country.

Signature:

Name of the Authorised Signatory:

Designation:

Contact details (including E-mail):

(Seal)

Date:

Place:

ANNEXURE-D

Percentage share of the proposed cost to be spent on major items

Items/ Particulars	Share to total proposed cost
Transport (Travel - within city & Inter- city)	
Accommodation	
Manpower	
Training Cost	
Training Allowance	
Organizational / Office cost	
TOTAL	100%

ANNEXURE-E

SURVEY INSTRUMENTS

Survey tools:

1. The School Policy Questionnaire
2. The Student's Questionnaire

ANNEXURE-F

Details of completed surveys by Field Agency in last five years starting with the latest

Sl. No.	Name of the survey	Sample size	Period of survey	Coverage/ State	Specific topic/ issue addressed
1.					
2.					
3.					
4.					
5.					

ANNEXURE-G

A DRAFT CONTRACT BETWEEN INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES (IIPS) AND FIELD AGENCY (FA)

This contract made on the _____ day of _____ 2019 on behalf of Ministry of Health and Family Welfare (MoHFW), Government of India (GOI), New Delhi between the **International Institute for Population Sciences (IIPS), B.S. Devshi Marg (Govandi Station Road), Deonar, Mumbai-400088** (hereinafter called IIPS) of the first part and _____ Field Agency (hereinafter called FA) which expression shall, subject to the contract, include its successors in business and permitted assignees of the second part **to conduct the fourth round of Global Youth Tobacco Survey (GYTS-4).**

1. Purpose of Contract

Ministry of Health and Family Welfare, Government of India, (MoHFW, GOI) has appointed IIPS as a nodal implementing agency to conduct the Global Youth Tobacco Survey (GYTS-4) in 29 States and 5 Union Territories (UTs). MoHFW, GOI has constituted a committee, viz., Technical Advisory Committee, for smooth implementation of the GYTS-4 project. Accordingly this contract is entered into for conducting survey work of GYTS-4 in the Group of States/UTs consisting of _____ **(name of the States/UTs).**

The number of sample Schools in the Group of States/UTs to be covered by the FA would be _____ Schools, consisting of 8th, 9th & 10th Standards. The FA will be responsible for translation of the questionnaires in State's local language and making sufficient numbers of copies.

2. Statement of Work

The FA shall carry out the proposed survey activities and other requirements outlined in the **ATTACHMENT-A** Statement of Work (SOW) to be done by FA under this contract for the implementation of GYTS-4 project (herein after called (SOW)). Any ambiguity in the **ATTACHMENT-A** should be referred to IIPS for clarification. The decision of the IIPS will be final.

3. Period of Performance

The activities listed in the **ATTACHEMENT-B** will be completed by FA in the timeframe as specified in the Implementation Schedule given in Attachment B.

4. Contract Amount and Payment Procedure

- a. IIPS will pay an amount (including all applicable taxes) not exceeding Rs. _____ (in words _____) as per the amount bid for by FA for completing the activities listed in **ANNEXURE-B** for the Group of States/UTs of _____ for which the total target sample size is _____ schools approximately @ Rs. _____ per School. The disbursement will be made to _____ (name of FA) as per terms and conditions set out below in clauses 4 (b) and (c) of this contract.
- b. Payment will be made on the basis of the target sample. However, full or partial or forfeiting of payment shall be subject to satisfactory response rates of all schedules.
- c. The amount shall be payable in instalments for completed tasks as given in **ATTACHMENT-B**.
- d. The FA shall submit invoices to IIPS in the Prescribed Form given in the **ATTACHMENT-C**. IIPS will not release any payment to FA until all the previous voucher(s) has/have been approved in writing by IIPS. A detailed report on the progress of all stages of survey as specified in clause 17 should be submitted with each invoice for release of next instalment. IIPS will not release any payment to FA until IIPS is satisfied that the qualitative and quantitative aspect of activity/activities, required for release of the payment, has been completed and that survey

protocols, procedures, rules and regulations have been followed and that the quality of the work is acceptable. In this regard, instructions given by IIPS should be strictly followed.

- e. Deduction of Tax deductions at source (TDS) as applicable.

5. Termination of Contract

At any stage, if the FA failed to make progress in the implementation of the work schedule or is otherwise incapable of starting the project as per the timeline and completing the project work as stipulated or has failed to maintain the quality of work to the satisfaction of IIPS, then IIPS may revoke this contract wholly or partially and may take appropriate action against the FA including blacklisting the FA. In that event, total amount released till that time to FA should be returned to IIPS within a stipulated period of 15 days from the date of revoking of this contract and that FA will have no claim on the balance amount or for the work so far completed.

6. Force Majeure

- 6.1 Where the performance by the FA of their obligations under this contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the FA and against which an experienced FA could not reasonably have been expected to take precautions, the FA 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.
- 6.2 From the date of receipt of notice given in accordance with Clause 6.1, IIPS may, at its sole discretion, either suspend this Contract for up to a period of 6 months (“the Suspension Period”) or terminate this Contract forthwith.

7. Suspension or Termination without Default of the FA

- 7.1 IIPS may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the FA and giving the reason(s) for such suspension or termination.
- 7.2 Where this Contract has been suspended or terminated pursuant to Clause 7.1, the FA 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, not more than two weeks after IIPS notifies the FA of the suspension or termination of this Contract an account in writing, stating:
 - i. any cost, if any, due before the date of suspension or termination;
 - ii. any cost to be expended after the date of suspension or termination which the FA necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.
 - iii. that all materials, instruments, documents, filled in Schedules, data retrieved have been properly submitted / transferred to IIPS.
- 7.3 Subject to IIPS approval IIPS shall pay such amount to the FA normally within 15 days after receipt from the FA of an Invoice in respect of the amount due.

8. Termination without Default of the FA

- 8.1 IIPS may notify the FA 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 FA to remedy that dissatisfaction and the time within which it must be completed.
- 8.2 Where this Contract is suspended under Clause 8.1 and the FA subsequently fails to remedy the dissatisfaction, IIPS may terminate the Contract forthwith.

9. Assignment

FA shall not unilaterally transfer or assign or sublet any part of this contract wholly or partially or otherwise the conduct of said proposal to any other person, firm or company or any other institution/organization.

10. Amendments and Modification

No revisions, modifications or change to this contract shall be binding upon IIPS until the same is acknowledged by IIPS and agreed to in writing.

11. Limitation of Liability

FA hold IIPS harmless from any liability claim for loss or damages of property or injury or death of persons or any cause of action of whatsoever nature that may arise out of FA performance of this contract.

12. Indemnity

Except where arising from the negligence of IIPS, the FA shall indemnify IIPS in respect of any cost or damages however arising out of or related to breach of warranty or representation, contract or statutory duty, or tortuous act or omissions by the FA or FA's personnel or any claims made against IIPS by third parties in respect thereof.

13. Disputes and Arbitration

In the event of any dispute arising with regard to interpretation of the articles/terms of this contract the matter shall be referred to sole arbitrator. IIPS will appoint an arbitrator who is mutually agreed by both IIPS and FA. The decision of the Arbitrator on the points referred to him/her shall be binding on both the parties to this contract, subject to the provisions of the Arbitration and Conciliation Act of 1996. Nothing in this clause shall entitle FA / IIPS to refuse to perform its obligation under this contract merely because reference to the arbitrator has been requested or made or a sole arbitrator has been appointed.

14. Technical Direction

Performance of the work indicated in the **ATTACHMENT-A** shall be subject to the technical direction and approval by IIPS. All the technical directions consistent with **ATTACHMENT-A** shall not constitute a new assignment of work or change in the expressed terms, conditions or specifications incorporated in the contract and shall also not constitute a basis for increase in the agreed cost.

15. Submission of Documents for Payment

- a. On completion of milestones as per **ATTACHMENT-B**, the FA shall submit the request for release of instalment(s) as indicated in **ATTACHMENT-C**. Following documents shall be submitted concurrently with the invoices for payment (article 4(c)) to IIPS. Each report in minimum should include following area:
 - i. Progress made to date on specific work to be completed (in quantifiable measure).
 - ii. Work in progress (in quantifiable measure).
 - iii. Work scheduled to be undertaken (in quantifiable measures).
 - iv. Activities that have been delayed.
 - v. Certificate by Faculty Coordinator/Project Coordinator for satisfactory completion of work.
- b. FA has to submit the progress of work weekly during the contracted period, as per the prescribed format provided by IIPS in **ATTACHMENT- D**.
- c. Following documents shall be submitted concurrently with the invoices for payment to IIPS.

- i. PAN/TAN No. (copy of the certificate-one time)
- ii. GST No. (copy of the certificate-one time)
- iii. Name of the recipient (beneficiary) for the Electronic money transfer (one time)

Name of the beneficiary (FA) _____

Bank's Name & Branch _____

Address _____

IFSC Code of the Bank _____

- iv. Duly-filled and signed Request for Fund Form (specimen in **ATTACHMENT C**) on Letter head for each instalment along with progress report.

16. Inspection of Performance

MoHFW, GOI and IIPS or its designated officials of GYTS-4 project have the right to inspect or examine all the services called for by this contract to the extent practicable at all places and times during the term of contract. Any infringement of the right of IIPS to inspect or examine the contracted services would constitute a breach of this contract and the contract could be revoked wholly or partially by the IIPS.

17. Data Security and Protection

- a. The FA is required to maintain confidentiality including, unauthorized disclosure and use of the data collected. Any violation of the data security protocol will be subject to penalization and disqualification.
- b. The FA will ensure strict compliance of all the data protection and security provisions during collection, entry and transmission of data including storage of questionnaire to be put in place by IIPS.
- c. Requisite and secure data backup mechanisms are built in by FA at each stage of data transfer as prescribed by IIPS.
- d. FA will keep the data and questionnaires in safe and secured place till IIPS informs FA to delete/ destroy data files/filled questionnaires. FA should ensure that no other person/agency has access to the data collected in GYTS-4 survey. Any violation may attract suspension / termination of contract.

18. Conflict of Interest

Neither the FA nor any other FA's personal shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this contract. The FA and FA personal shall notify IIPS immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

19. Timelines and Penalty

The FA must ensure the completion of various activities as per the specified timeframe given in **ATTACHMENT B**. If FA fails to complete the work as per timeframe, the FA will be liable to penalty @ 1% of the total contract value per week and maximum for four week, therefore appropriate action for termination of contract will be taken as mentioned in Clause no. 5.

20. Bank Account

FA that is part of a university, institute or government agency will be required to provide a letter to IIPS (prior to signing the contract) from the parent organization certifying that the FA has a functional bank account for GYTS-4 project, controlled directly by the identified Project Coordinator /Manager and that the identified Project Coordinator/Manager will be allowed to follow special project arrangements for travel rules, amount of TA/DA, hiring project staff and other survey procedures. In

case of a Joint Account, University / Institute should issue a certificate of authorization to the Project Coordinator/Manager of GYTS-4 project to operate the account for smooth functioning of the field operations. The University/ Institute shall provide adequate and reasonable logistic support including reasonable accommodation for the GYTS-4 project field staff, to ensure smooth operation and high data quality. It would be ensured that technical key project staff, as indicated in the technical bid document would remain engaged in the project till the project comes to an end, as per the agreed contract. The accounts will be made available for verification.

21. Legal Jurisdiction

This contract shall be enforceable within the jurisdiction of Mumbai Courts only.

22. Effect Date

This contract shall come into effect on the date of signing of this contract by IIPS and FA.

Both the parties have considered and read the different clauses of this contract including all the enclosures and thereafter agreed to sign this.

Signed for and on behalf of the
Field Agency

Signed for and on behalf of
IIPS

Head/CEO/COO/Director
Full Mailing Address

Director
International Institute for Population
Sciences
BS Devshi Marg (Govandi Station Road)
Deonar, Mumbai- 400088

Witness (1) _____
(Name & Designation)

Witness (1) _____
(Name & Designation)

Witness (2) _____
(Name & Designation)

Witness (2) _____
(Name & Designation)

ATTACHMENT-A

Statement of Work (SOW)/specific task to be carried out and list of activities for which Field Agency (FA) will be responsible in the assigned Group of States/UTs.

FA will conduct the GYTS-4 survey of approximately _____ Schools in _____Group of States/UTs. The FA selected for GYTS-4 project will be working under the guidance and supervision of IIPS. The scope of the work and the specific roles and responsibilities assigned for FA are as follows:

A. The involvement of FA will start from the time of signing the contract with IIPS and continue till the completion of field work and electronic data files approved by IIPS and transferred to IIPS.

B. The principal responsibility of the FA is to carry out survey fieldwork in the assigned group of States/UTs. The sample size in the group of States/UTs is determined by considering the population parameters of the state within the geographical region. The sample will be spread over rural and urban areas of the group of States/UTs.

C. Questionnaire

There will be one type of questionnaire for students and another for the School. The FA must translate the questionnaires into the appropriate local language(s) according to survey protocol. After signing the contract, soft copy of bilingual questionnaires should be sent to IIPS for approval.

D. Staff Pattern

FA should engage a survey Project Coordinator/Manager for the entire survey period. FA should also have one IT personnel in-charge of overall data management and transfer of final data to IIPS, and one Social Scientist to manage the training and field work.

E. Field Staff

- i. FA should constitute a sufficient number of staff, among which two will be trained by IIPS in the Training of Trainers (TOT) workshop to train their field staff in the respective group of states/UTs.
- ii. All field level staff engaged for GYTS-4 field work should belong to the same State and speak local languages.
- iii. All field level investigators and supervisors engaged for the field work should have at least graduate degree from a recognized university.

F. Training

To attend Training of Trainers (TOT) organized by IIPS:

- i. All FAs are required to send two senior staff to attend TOT at IIPS so that they can organize and conduct similar trainings for field staff in their respective Group of States/UTs.
- ii. Cost of travel and stay of the trainees from FA will be borne by IIPS for above TOT. These same staff members will be responsible to conduct the training of interviewers/ investigators for the Group of States/UTs assigned to that FA. The FA must ensure that the trained staff will stay for the entire duration of the survey and will be overall in-charge of training, data collection and supervision throughout the period of data collection.
- iii. **Training by FA**
 - a. FA will organize training programme for training field investigators including supervisors, field investigators,
 - b. Only those who successfully complete the TOT conducted by IIPS must train the field

investigators and other field staff for GYTS-4 in each Group of States/UTs.

- c. FA's training activities will be monitored by IIPS. If any lacuna is observed during training, knowledge imparted and quality of training and trainees, FA on the advice of the IIPS will reorganize the trainings and ensure that all the protocols are fulfilled.

G. Filed work/Data collection

School Survey: GYTS-4 will use questionnaires to collect data from the schools and the students.

H. Data Management and Transfer

- FA has to perform the double data entry by two independent data entry operators (DEOs). A sample of three schools data entered by these two independent DEOs be sent to IIPS for quality check and approval.
- The FAs has to integrate the school data with the corresponding student data at the State/UT level. The data has to be cleaned and validated by the FAs and sent to IIPS for final approval.
- In case IIPS found data entry to be unsatisfactory, FA will have to re-validate with the questionnaire and sent to IIPS for final approval.

I. Factsheet and Report generation

The Factsheets containing selected indicators and the National report will be prepared by IIPS.

J. Other Roles and Responsibilities of FA

- i. FA should photocopy/print all the documents, including instruction manuals supplied by IIPS in sufficient numbers for training and actual survey.
- ii. FAs will obtain the list of all the schools (public/private/NGOs/Trusts, etc.) having upper primary level, i.e., class VIII to X in each Group of States/UTs and send them to IIPS for selection of the sample. The list should be sent in excel spread sheet.
- iii. IIPS will supply the final list of selected schools to be surveyed to the FAs.
- iv. FA will ensure minimum non-response for interviews, maintain quality of data to the satisfaction of monitoring team from IIPS and timely completion of survey work.
- v. FA must ensure that the selected schools are surveyed. No substitution of the School will be allowed under any circumstances.
- vi. FA will make sure that investigators keep all the information collected from each and every respondent strictly confidential.
- vii. FAs are required to extend necessary cooperation to the monitoring personnel from IIPS and its designated officials.
- viii. IIPS will be providing instructions/suggestions from time to time. This needs to be followed by FAs for the smooth conduct of the survey.

ATTACHMENT-B

(To be attached with each contract)

Payment plan for Field Agency for conducting the Global Youth Tobacco Survey (GYTS)-4

Group of States/UTs to be surveyed: _____

Approximate number of Schools to be surveyed: _____

Instalment	Disbursement modality	Verifiable indicator	Percentage of the amount to be released
1.	On furnishing Bank Guarantee from a nationalized bank and/or a bank recognized by the RBI equal to 25 % of the total cost of the work allotted	On physical receipt of the Bank Guarantee at IIPS and verification. On physical receipt of the details from the head/team leader	25%
2.	On the completion of state level Field training, initiation of field work	Certification by IIPS Staff/ Coordinator	30%
3.	On completion of Data Collection by FA and data entry, cleaning, validation and providing the same to IIPS.	Receipt of cleaned data by IIPS	35%
4.	On completion of all activities to the satisfaction of IIPS.	Certification from concerned IIPS Coordinator	10%

Note: Payment is subject to provisions of clause in the contract and the condition mentioned below:

- i. The Bank Guarantee should be valid for **Six months** from the date of signing of the contract or till the work of GYTS-4 is completed.
- ii. If the FA fails to complete the work in the stipulated time an amount equivalent to @ 1% of the total cost would be deducted for each completed week's delay. However, in case of the situation beyond control of FA like law & order situation, natural calamities, final delay will be assessed by IIPS and final penalty will be imposed accordingly.
- iii. If during the period of this contract, the FA becomes insolvent or disintegrates and not in a position to abide by the contract, it would tantamount to breach of trust and it would be up to the Director IIPS to proceed for legal action against the FA and recover the damages wholly or partially caused to the project.
- iv. Progress Reports should be sent weekly to IIPS and Statement of Expenditures should be sent along with Request for Fund accordingly.
- v. Utilization certificate should be sent along with the Request for fund each time and on the completion of the project as per the form given in **ATTACHMENT- E**.

ATTACHMENT-C

[On the letterhead of the Organization]

Request for Funds

From:

To
The Director,
International Institute for Population Sciences,
B.S. Devshi Marg (Govandi Station Road),
Deonar, Mumbai-400088

Sub: Request for Instalment No. _____ of funds for GYTS-4

Dear Sir,

As per the provision contained in the contract dated _____ I hereby request you to release _____ instalment of budget amount of Rs. _____ to us by cheque /bank draft payable to _____.

As per Clause 4 (c) of the Contract, I am enclosing herewith the documents and certify that the activities/progress specified have been satisfactorily completed. The amount requested is required for carrying out the survey activities. It is certified that necessary GST/income tax/excise regulations as applicable to this organization for this project has/have been complied with.

Yours faithfully,

(_____)

Enclosure(s):

- 1.
- 2.
- 3.

ATTACHMENT-D (Specimen)

GYTS-4 Weekly Progress Report for the State/UT of _____ Month _____ Year _____

Sl. No.	District Name	District Code	Rural/ Urban (R/U)	School Name	School Code/ Sl. No.	Team Number/ Code	Start Date	End Date	No. of days worked in each school	Completion Status
										(Completed/ In progress/ Not Started)
1.										
2.										
3.										
4.										
5.										

Signature:

Name of the Authorised Signatory:

Designation

ATTACHMENT-E

[On the letterhead of the Organization]

FORM OF UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR INSTALMENT IN RESPECT OF

1. Name of the Project
2. Funds position at the beginning of the Financial year
 - i. Cash in Hand/Bank
 - ii. Unadjusted advances
 - iii. Total
3. Details of Funds received, expenditure incurred and closing balances: (Actuals)

Opening/ Unspent Balances of Funds received years	Funds received during the year			Total Available funds (1 +2)	Expenditure incurred	Closing Balances (3-4)
1	2			3	4	5
	Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of Funds:

Items/ Particulars	Total
Transport (Travel - within city & Inter- city)	
Accommodation	
Manpower	
Training Cost	
Training Allowance	
Organizational / Office cost	
TOTAL	

Details of Funds position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that the amounts have been utilized for the purpose of carrying out different activities under Global Youth Tobacco Survey 4 (GTYS4) for which it was sanctioned and sum of Rs. _____/- remained unutilized as on _____ (date) and the same has been carried forward to carry out GYTS 4 activities

Certified that I have satisfied myself that the conditions on which funds were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- a) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the project guidelines and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- b) There exist internal controls for safeguarding funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- c) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and project guidelines.
- d) The responsibilities among the key functionaries for execution of the project have been assigned in clear terms and are not general in nature.
- e) The expenditure on various components of the project was in the proportions authorized as per the project guidelines and terms and conditions of the contract.
- f) It has been ensured that the physical and financial performance under..... (Name of the project) has been according to the requirements, as prescribed in the guidelines and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure-E duly enclosed.

Date:

Place:

Signature

Signature

Name

Name

(Chief Finance Officer/ Head of the Finance)

(Head of the Organisation)