

Government of India
National Commission for Denotified, Nomadic and Semi-Nomadic Tribes
(Ministry of Social Justice and Empowerment),

9th Floor, Jeevan Praksh Building,
25, K.G. Marg, New Delhi-110 001

No.11011/45/2015-NCDNT

November 18, 2016

Call for Expression of Interest

The National Commission for De-notified, Nomadic and Semi-Nomadic Tribes (NCDNT) constituted by Govt. of India, calls for Expression of Interest (EOI) from technically sound Government Departments/Institutions, Public Sector Organization, NGO and Private Sector firms to conduct field survey with the following objectives

- To prepare a State wise list of castes belonging to De-Notified and Nomadic Tribes.
- To identify the castes belonging to De-Notified and Nomadic Tribes in the list of Scheduled Castes, Scheduled Tribes and Central List / State list of other Backward Classes.
- To identify the castes belonging to De-Notified and Nomadic Tribes which have not been included in the lists of Scheduled Castes, Scheduled Tribes and Central List of other Backward Classes and to pursue their case for inclusion in these lists depending on the modalities laid down for the purpose.
- To identify the places where DNT/NT are densely populated.
- To evaluate the progress of the development of De-Notified and Nomadic Tribes under the Union and the States/UTs.
- To suggest appropriate measures in respect of De-Notified and Nomadic Tribes to be undertaken by the Central Government or the Government of States/UTs.

2. SCOPE OF WORK

The field survey agency (s) would, inter-alia, be responsible for undertaking various activities as enlisted below:

2.1 Milestone-I

The selected agency (s) will have to carry out the following activities in the allotted zone (s) exhibited in Annexure-I in first 02 months from award of work.

Selected Agency will have to chalk out the field level plan of action and meeting with State government departments for the entire period as also the detailed monthly plan which would also include the deployment of survey teams, monitoring by the supervisory officials, scheme of collection of primary and secondary data.

- To identify the castes belonging to De-Notified and Nomadic Tribes in the existing lists of Scheduled Castes Scheduled Tribes and Central List/State List of Other Backward Classes.
- To identify the castes belonging to De-Notified and Nomadic Tribes which have not been included in the Lists of Scheduled Castes, Scheduled Tribes and Central List of Other Backward Classes. To pursue the cases of identified castes for the inclusion in the existing lists of DNT/NT depending on the modalities laid down for the purpose.
- To prepare a State/UT-wise list of castes belonging to De-Notified and Nomadic Tribes and Subsequent validation by the respective State/UT Governments, community leaders/representatives, other Central Ministries concerned .
- The agency will also arrange presentations on the above issues to the Commission at the NCDNT's office, New Delhi during the course of finalization of DNT/NT lists and categorization.
- After obtaining validation from respective State Governments and other concerned Ministries the complete list of DNT/NT communities would be displayed on the Commission's website www.ncdnt.gov.in and other places deemed fit for public views/reviews. The response received would be taken into account for updating/validating the list by the respected selected agency.

2.2 Milestone-II

Simultaneously, i.e. within the time from of 1st milestone, the field survey work would be taken up for collection of socio-economic data/characteristics of DNT/NT communities. The field survey agencies would, inter-alia, be responsible for the following

- The selected agency will have to carry out questionnaire based survey.
- The survey should be completed within prescribed time limit i.e. within first 04 months.
- Distribution of printed schedules to the survey teams and all concerned in respective zones will be the sole responsibility of the survey agencies.
- The samples will drawn by the agency based on number of communities and their estimated proportion and the number of districts within the

State/UT excepted by the NCDNT. The sample may vary across States/UTs

- The approximate locations and densely populated pockets should be ascertained and the same will also be plotted on the respective maps of the State/UTs.
- The field work during the survey would involve canvassing of the survey schedules such as Village/Urban, and other parameters.
- Selected Agency would take the acknowledgment of the respondents after canvassing of the schedules. The acknowledgement can be in the form of signature / thumb impression of the individual.
- Handing over the surveyed schedules back to NCDNT after finalization of data and information shall also be the responsibility of the survey agencies.
- The evaluation of the progress of the development of DNT/NT communities covered by the Central and States would also be taken up simultaneously by the agency and reported to the NCDNT.
- For effective & smooth execution of the survey, the overall supervision will be done by the dedicated staff of the agency, who shall not be diverted for any other purpose.

2.2.1 Data/Information Entry

Selected Agency will be required to enter the data/information collected during the survey into the soft copy mode.

2.2.2 Quality Control

- Selected Agency would be required to ensure quality of data and information collected by adhering to the following:
 - The Field Survey Team should ensure complete information of the contents of the survey schedules by undertaking a thorough checking. Due care should be taken for legibility of writing, clarity of figures, etc.
 - The primary responsibility of the Survey Supervisor would be to supervise the fieldwork of the survey teams allotted to him/her. He/She will carry out independent inspections in not less than 10% of the survey area covered.
 - Selected Agency will have to rectify errors generated during data entry due to various unknown reasons.
 - Regular inspections by NCDNT officials will be carried out to secure the overall quality of data. Survey agency shall be responsible to provide requisite information during inspection by NCDNT officials.

2.2.3 Data Finalization & Preparation of Factsheets

- Selected Agency would be responsible for finalization of the data in the soft and hard copy mode.
- Selected Agency would prepare provisional district and state level fact sheets and submit them to NCDNT for analysis and finalization.

- Selected Agency would be responsible to respond and satisfy any queries raised by NCDNT during the finalization of the results.

2.2.4 Earmarking of Team

The selected Survey Agency (s) will have to provide the details of their team earmarked for the survey, for respective zones in advance. The team for each zone should comprise of 01 Team Leader, 2 Trainer-cum-coordinator, 01 Senior Data Analyst, 1 Data Analyst and at least 2 Data Entry Operators and field survey team (Field Survey Team-comprising of 2 Enumerators of which at least one should be female). These numbers may vary depending on the sample size.

2.2.5 Training

Select members of Survey Agency would be required to attend various kinds of meeting and training for survey, organized by NCDNT. These trainings may be conducted at zone level. Survey Agency(s) in turn should ensure imparting requisite training to the other team members under the observation of NCDNT.

2.3 Milestone-III

Selected Agency would prepare draft report and will submit to the commission on the basis of data and information collected during field survey and other parameters fixed by the NCDNT. Besides, thematic maps would also be prepared by the agency. The first report regarding milestone-I should be submitted by the end of 3rd month and second draft including milestone-II should be submitted by the end of 5th month. The final report of this survey along with all requisite enclosures data-sheets, relevant documents should be submitted by the end of 06 months of the award of the contract.

3. Inputs

The following inputs would be provided by the NCDNT to the selected agency (s) for accompany the task

- Terms of the References (TOR)
- Zone wise distribution of State/UT (**Annexure-I**)
- Draft list of De-notified, Nomadic and Semi-Nomadic Tribes of India
- Status of Inclusion of De-notified, Nomadic and Semi-Nomadic Tribes among SC/ST/OBC
- Brief information on De-notified, Nomadic and Semi-Nomadic Tribes
- Earlier Commission's Report (Renke)

4. Eligibility Criteria

4.1 Agencies have to submit separate bids for each zone. The bids would be evaluated zone wise. The eligibility criteria given is for one zone. Agency can apply for multiple zones. However, if an agency wants to be considered for more than one zone it should be clearly mentioned in their bids and the following qualification criteria will be adopted for this purpose

- If an agency wants to be considered for two zones the turnover and sample size given in 4.2.3 and 4.2.4 will be considered by a multiplication factor of 1.6.
- If agency wants to be considered for 03 zones these criteria will be multiplied by a factor of 2.5.
- No agency would be considered for survey in more than 03 zones

4.2 The bids meeting the eligibility criteria would be eligible for next step. Any proposal not complying with the requirements of eligibility criteria will not be processed further. The eligibility criteria for the Survey Agencies are given in the table below:

Sl. No.	Pre-Qualification Criteria	Proof Required
4.2.1	The Survey Agency should be a Company registered under Companies Act, 1956/ Society Registration Act, 1860/ Autonomous Body / Partnership Firm/Govt. Institution/Academic Institution in existence for the last 3 years	Copy of Certificate of Incorporation/Registration as applicable
4.2.2	The Survey Agency should have a valid PAN and Service Tax Registration in India, in case of private agency	Copy of PAN card and Service Tax Registration certificate
4.2.3	The Survey Agency should have a minimum average annual turnover of Rs.50.00 Lakhs Only (Rupees Fifty Lakhs Only) on survey related activities during the last three years (i.e. 2013-2014, 2014-2015 & 2015-2016) This will not apply to Govt Institution/Academic Institution	Copy of Audited Profit and Loss Statement and Balance sheet -
4.2.4	The Survey Agency should have conducted a minimum of 2 surveys which include Socio-Economic survey in health, demographic sectors. The sample size of such surveys should not have less than 1 000 samples	Copy of Work order/ certificate of completion
4.2.5	The Survey Agency should not have been blacklisted by central / state Government departments/ undertakings	No Conviction certificate duly signed as per Format 'H'

5. Experience of Agency

Agency/Department shall provide brief of the relevant experience of a similar nature of work in past and current work in hand in the **Format given below'** for each of the zones applied for.

Format: Outline of Relevant Experience

Project Title:	
<i>(Attach separate sheet for each project)</i>	
Country:	District:
State:	Zone ID:
Name & Address of the Client:	Duration of Assignment:
Type of Survey:	Sample Size:
Start Date (month/year):	End Date (month/year):
Use of Portable / Computing devices (Yes / No.): (If yes provide description for the same)	Use of IT / software application (Yes / No) (If yes provide description for the same)
Narrative Description of Project:	
Description of Actual Services provided by your staff within the assignment:	
Relevance of the assignment	

6. Key Events and Dates

Activity	Date
Publication of the Expression of Interest (EOI)	25 th November 2016
Last date for receiving queries	Up to 1700 hrs on 10 th December, 2016. No queries post this shall be entertained
Last date for submission of Proposal	1100 hrs on 15 th December, 2016
Opening of Eligibility Criteria Proposal	1500 hrs on 15 th December, 2016 at Member Secretary's Chamber, National Commission for De-Notified , Nomadic and Semi-Nomadic Tribes, Ministry of Social Justice & Empowerment, Government of India 9 th Floor, Jeevan Prakash Building, 25 K.G. Marg, New Delhi - 110 001

Format H: Draft 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 never been blacklisted or restricted to apply for any such activities by any Central / State Government Department or Court of law anywhere in the country.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date

Annexure-I

Zone wise Distribution of States/UTS

SN	Zone	State	Population (2011)	DNT POP	NT POP	No. of DNT/NT Community	Sample Size for Survey
1	Northern	1. J & K	12,548,926	00	924711	17	120
		2. Himachal Pradesh	6,864,602	00	303874	40	40
		3. Punjab	27,704,236	436809	328948	27	100
		4. Haryana	25,353,081	97961	375103	58	65
		5. Chandigarh	1,054,686	00	3943	31	30
		6. NCT Delhi	16,753,235	1259268	5929	55	165
2	Western	1.Rajasthan	68,621,012	533332	521275	80	140
		2.Gujarat	60,383,628	00	114510	41	15
		3.Maharashtra	112,372,972	2107000	4466000	41	855
		4.D & N Haveli	342,853	00	20750	04	10
		5.Daman & Diu	242,911	00	5009	04	10
		6.Goa	1,457,723	00	16	02	10
3	Central	1. Uttrakhand	10,116,752	00	22084	30	30
		2.Uttar Pradesh	199,281,477	5610049	326785	88	775
		3.Madhya Pradesh	72,597,565	472947	9685829	57	1325
		4.Chhattisgarh	25,540,196	13758	793008	26	110
4	Eastern	1.Bihar	103,804,637	00	7129808	68	930
		2.West Bengal	91,347,736	468889	7570724	48	1050
		3. Orissa	41,947,358	1359401	2318543	42	480
		4. Jharkhand	32,966,238	00	6605277	33	860
5	North Eastern	1. Sikkim	607,688	00	70328	05	10
		2. Aru. Pradesh	1,382,611	00	193	06	10
		3. Nagaland	1,980,602	00	00	Nil	00
		4. Manipur	2,721,756	00	00	09	10
		5. Mizoram	1,091,014	00	09	01	05
		6. Tripura	3,671,032	00	10622	15	15
		7. Assam	31,169,272	00	21124	15	15
		8. Meghalaya	2,964,007	00	325	01	05
6	Southern	1.Andhra Pradesh	49,386,799	3346587	288797	126	475
		2.Telangana	35,286,757	00	332796	121	45
		3. Karnataka	61,130,704	5403	2380384	104	310
		4. Tamil Nadu	72,138,958	00	626885	139	85
		5. Kerala	33,387,677	630	520881	35	70
		6. Puducherry	1,244,464	00	1472	13	15
		7.A& N Islands	379,944	00	816	06	10
		8.Lakshadweep	64,429	00	00	Nil	00
			TOTAL	12099,09,538	15712034	45775922	1388