

**Response to the Suggestions/ Queries raised by bidders earlier  
and at the Pre-bid meeting held on 23.2.2017**

**Query No.1. Payment Schedule**

Instalments - 40% at the time of sanction of project, 40% after submission of milestone 2 report and 20% after submission of final report.

**Reply-** Payment schedule is revised as follows

Sl. No.	Installment	% of Total Fee	Time of Payment
10.1.	First Installment	10% of the total cost	<ul style="list-style-type: none"> <li>As a mobilization fee on the deployment of the team for the survey. This fee would be provided against a bank guarantee of the equal amount which will be released after acceptance of the report.</li> </ul>
10.2	Second Installment	20% of the total cost (instead of 10% earlier)	<ul style="list-style-type: none"> <li>On completion of State/ UT wise list of DNT/ NT communities including Categorization among SC/ ST/ OBC and validation from the respective State/ UT Governments and other concerned Central Ministries as per milestone-I</li> </ul>
10.3	Third Installation	10% of the total cost	<ul style="list-style-type: none"> <li>On the submission of first report on completion of milestone-I</li> </ul>
10.4	Fourth Installment	10% of the total cost	<ul style="list-style-type: none"> <li>On completion of field survey as per milestone -II</li> </ul>
10.5	Fifth Installment	20% of the total cost	<ul style="list-style-type: none"> <li>On finalization of data sets, preparation and submission of district and state level factsheets/reports</li> </ul>
10.6	Sixth and Final Installment	Remaining 30% of the total cost (instead of 40% earlier)	<ul style="list-style-type: none"> <li>On finalization of entire work including preparation of report of the survey along with all requisite enclosures data-sheets, relevant documents, etc as per milestone-III</li> </ul>

## Query No.2 - Time schedule:

Most of the bidders have requested to extend the key events and dates in the RFP document. **Time schedule is revised as follows:-**

Activity	Date
Date of issuing letters	24th January, 2017
Last date for receiving queries	Up to 1700 hrs on 10 <sup>th</sup> February, 2017. No queries post this shall be entertained
Last date for submission of Proposals	1500 hrs on 6 <sup>th</sup> March, 2017
Opening of Technical Proposal	1100 hrs on 7 <sup>th</sup> March, 2017 at Member Secretary's Chamber, National Commission for De-Notified, Nomadic and Semi-Nomadic Tribes, Ministry of Social Justice & Empowerment, Government of India 9 <sup>th</sup> Floor, Jeevan Prakash Building, 25 K.G. Marg, New Delhi - 110 001
Presentation by the technically evaluated agencies	1100 hrs on 16 <sup>th</sup> March, 2017 at Member Secretary's Chamber, National Commission for De-Notified, Nomadic and Semi-Nomadic Tribes, Ministry of Social Justice & Empowerment, Government of India 9 <sup>th</sup> Floor, Jeevan Prakash Building, 25 K.G. Marg, New Delhi - 110 001
Opening of Financial / Commercial proposal based on Technical proposal Evaluation	1130 hrs on 20 <sup>th</sup> March, 2017 at Member Secretary's Chamber, National Commission for De-Notified, Nomadic and Semi-Nomadic Tribes, Ministry of Social Justice & Empowerment, Government of India 9 <sup>th</sup> Floor, Jeevan Prakash Building, 25 K.G. Marg, New Delhi - 110 001
Pre-contract discussion	1100 hrs on 27 <sup>th</sup> March, 2017 at Member Secretary's Chamber, National Commission for De-Notified, Nomadic and Semi-Nomadic Tribes, Ministry of Social Justice & Empowerment, Government of India 9 <sup>th</sup> Floor, Jeevan Prakash Building, 25 K.G. Marg, New Delhi - 110 001

## Query No. 3

“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” - **This is the work of the Commission. We can only identify the communities and submit to the Commission.**

**Reply-** The agency has to identify the left out DNT/NT communities and to submit a list of these identified communities to the Commission along with the details of their socio-economic, cultural and other traits which would form the basis for their inclusion in the list of SC/ ST/ OBC.

#### Query No. 4

“To prepare a State/UT-wise list of castes belonging to De-Notified and other Nomadic Tribes and Subsequent validation by the respective State/UT Governments, community leaders/representatives, other Central Ministries concerned” - We can do validation by community leaders but not by State/UT/Central government.

**Reply-** Agreed, field validation and validation from the community leaders to be done by the respective agencies.

#### Query No. 5

“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](http://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 selected agency” - Obtaining validation from State/Central government cannot be done by us. We can update the list after receiving the responses from the public once it is put up in the Commission’s website.

**Reply-** After receiving the updated list from the agency, the validation from the State Govt would be processed by the Commission. The Commission would hand over the response received from the State Govt (s) to the agency concerned and follow up will be done by the agency.

#### Query No. 6 -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 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. The field survey enumerators should be minimum 10-15 depending on the sample size in each state. Survey team will have many persons from the same community and will change from community to community – to establish better rapport with the community and get better quality of data.

**We would require at least 10 data entry operators to enter the data simultaneously while the data collection is going on.**

**Reply-** The number of enumerators and data entry operators would vary depending on the sample size as indicated for the Zone and the sample size allocated to one survey team by the agency. The agency is expected to use their expertise in deciding the maximum number of enumerators.

### **Query No. 7**

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 3<sup>rd</sup> month and second draft including milestone-II should be submitted by the end of 5<sup>th</sup> month. The final report of this survey along with all requisite enclosures data-sheets, relevant documents should be submitted by the end of 6<sup>th</sup> month of the award of the contract.

**It is suggested that second milestone report should be submitted by end of 6 months and final report by end of 8 months.**

**Reply-** This is not agreed.

### **Query No. 8- Implementation Schedule**

Survey Agencies are required to complete the entire work within 06 months. We suggest 8 months.

**Reply-** Not agreed.

### **Query No. 9- Technical Proposal**

**CVs to be given after appointment of staff – after sanction of project and release of first installment. We need 3 Field Supervisors, 1 Data Analyst and 30 Enumerators for a period of 3 months. Our Team Leader and Senior Data Analyst will be same.**

**Reply-** The agency may decide on the basis of sample unit with the consent of Commission.

### **Query No. 10- Financial Proposal**

The financial quotes to be submitted in separate sealed cover should cover the entire cost of survey, data entry, data cleaning, consolidation, preparation of state wise data sheet, training their survey staff / data entry operators, travels & allowances, all resource cost etc. **To include 3 state consultations and 1 zonal consultation.**

**Reply-** No change

## Query No. 11

Practicality of the proposed Approach & Methodology -It would make more sense if selected agencies have common methodology as the given document specifies that a single agency cannot cover all zones. Therefore it is important to have common methodology.

**Reply:** There will be a common standard questionnaire which will be developed after submission of the formats by the selected agencies to the Commission. In addition, there will be a common reporting format.

## Query No. 12

There is no scope left to appoint people from NT-DNT communities. It is difficult to collect data from these communities. It is suggested that a state coordinator's post is created and reserved for NT-DNT person. Also, educational qualification for this can be relaxed as it is difficult to get qualified person from these communities.

The enumerators should be from NT-DNTs and based on our experience, we feel that if it is from same community, it will help in collecting quality data. Educational qualification mentioned by the Commission should be relaxed in case the enumerators are from the NT-DNT community.

**Reply:** The agency may appoint enumerators in each team from the DNT communities and in such a case, qualification criteria would be relaxed in consultation with the Commission.

## Query No. 13

Earnest Money Deposit: The bidders should furnish an Earnest Money Deposit of Rs.1.00 lakh (Rupees one lakh only) per zone by means of Demand Draft / Banker Cheque drawn on any Nationalized Bank / Scheduled Bank payable in favour of the "DDO-Ministry of Social Justice & Empowerment, New Delhi".

As a University, it is not possible for us to do so.

**Reply:** Bid Security (also known as Earnest Money) is to be obtained from the bidders except those who are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Ministry or Department.

## **Query No.14**

Performance Bank Guarantee (PBG): The successful bidder shall at his own expense deposit with NCDNT, 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 NCDNT, payable on demand, for the due performance and fulfillment of the contract by the bidder. This Performance Bank Guarantee (PBG) will be for an amount equivalent to 5% of the contract value (cost). All incidental charges whatsoever such as premium; commission etc. with respect to the Performance Bank Guarantee shall be borne by the bidder. The Performance Bank Guarantee may be discharged/ returned by NCDNT 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. **As a University, it is not possible for us to do so.**

**Reply: Not agreed.**

## **Query No. 15 - Sample size**

Sample size suggested is 9000, which has been distributed among Zones depending on the estimated population data available with the Commission. The sample size may undergo only minor changes, depending on the ground situation. However, overall sample size in a Zone will not vary.

## **Query No. 16 - whether all communities are to be surveyed:**

Reply: Yes, all communities need to be surveyed. The agencies will use their expertise to select the number of households to be picked up from each community. Agencies must conduct at least one qualitative survey/group discussion with each community and this interaction will also include representatives of NGOs, community leaders, etc.