

Request for Proposal for Conducting Household Social Vulnerability Survey

Abstract
Conduct household social vulnerability survey in J&K using
mobile app

Date 26 Sept 2018

Contact address
muralikrishna.m@rmsi.com

Tender Summary

Tender Title: Package 1: Terms of Reference for Conducting Household Social Vulnerability Survey

Contract Period: 3 months

Package Number: 1/Survey/2018

Date of Issue: 26th Sept 2018

Pre-Proposal Meeting: Nil

Queries: By email on or before 5th Oct 2018

Selection process: Technical and Financial proposal evaluation

Mode of Submission: By email in 'pdf' format – separate technical and financial proposals. Financial proposal should be password protected

1. General Condition for Bidders

RMSI Private Limited is inviting proposal from reputed academic institutions and registered firms in India for conducting household social vulnerability survey in State of Jammu and Kashmir. This is as part of the Multi-hazard Risk Assessment project RMSI is implementing for the Government of J&K (Jhelum Tawi Flood Recovery Project; JTFRP, PMU) under the funding of the World Bank.

RMSI reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds. RMSI also reserves the right to allocate the work to multiple vendors. The cost of preparation of the proposal is the responsibility of the vendor. The eligibility criteria will be first evaluated as defined below for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria. RMSI will provide in writing to the JTFRP, PMU all observations regarding acceptance or rejection of proposal of bidders.

2. Eligibility Criteria for participating Consultancy Firm

S. no.	Minimum criteria	Document proof
1.	A firm or legal entity registered in India and should have been in operations in India for at least 3 years with the proof of incorporation/commencement of business*.	Registration certificate copy
2.	Annual average turnover of firm for the last 3 financial years should be at least INR 2.5 crores*	Certified audited copy of financials for last three years
3.	Executed minimum 2 similar projects in India of at least INR 50 lakhs each in the last 5 years	Work order or completion certificate

* Note: The reputed government academic institutions are exempted from clauses 1 and 2.

3. Submission of Quotation

Technical and Financial proposal should be submitted in pdf format by email to muralikrishna.m@rmsi.com before 5 pm on 10th Oct 2018. The email subject line should clearly mention “Proposal: Social Vulnerability Survey”. The receipt date and time of email containing proposal will be considered as the time of receipt of the proposal.

The financial proposal should be in pdf and password protected. RMSI will ask the technically qualified vendors to provide the password of the financial proposal.

4. Bid Submission format

The following information should be included in the technical proposal:

1. Covering letter (1 page)
2. Firms profile and experience (2 pages)
3. Firms experience of working in similar projects (1 page case study maximum of 5 case studies and work order/completion certification for each case study)

4. CV of Team Leader/Project Manager's (2 pages showing experience and language skills. Should be Graduate in Social Sciences/Disaster Management with 5 years experience)
5. Brief Survey Methodology (5 pages)
6. Brief CVs of 22 survey team members (half page each including qualification and language skills. Team should be graduate in Social Sciences/Disaster Management).
7. Experience of working in mountain states of India (List at least 2 case studies 1 page each with work order/completion certification)

The following information should be included in the financial proposal:

1. Cover letter
2. Financial offer should be lumpsum amount and should be provide in Indian Rupees. The applicable tax amount should be mentioned separately. Tax amount will not be considered for evaluation. Tax will be as per government rules.

5. Queries

Any queries should be by submitted by email before 5 PM on 5th Oct. 2018 and RMSI will provide its response by 07 Oct 2018 by 5 PM. Queries should be submitted by email to muralikrishna.m@rmsi.com.

The query responses will be shared with all vendors.

6. Evaluation criteria

Following criteria will be considered for the evaluation of the bid:

1. Firms profile and experience (8 marks)
2. Firms experience working in similar projects (2 projects minimum) (20 marks)
3. Team Leader/Project Manager's experience (20 marks)
4. Brief Methodology (2-3 pages only) (20 marks)
5. Brief CVs (half pager) of at least 22 survey team members. Knowledge of local language need to be specified (engineering graduates) (22 marks)
6. Experience working in mountain states of India (10 marks)

Minimum qualification marks: Minimum of 75 marks on technical proposal is required to qualify for financial proposal opening.

7. Financial bid opening

The technically qualified firms will be requested to submit the password of the financial proposal. The financial bid with be opened in the presence of PMU, JTFRP.

8. Contract award

A firm will be selected under Least Cost Selection (LCS) Method. RMSI will select the lowest Financial Proposal of a vendors whose Technical Proposal has qualified.

9. Delay damages

A delay damage amount of INR 10,000 per day of delay in delivery with a maximum ceiling of 10% of the contract value is applicable.

10. Payment terms

The contract will be lumpsum and will be paid in following installments

S. No.	Deliverables	Percentage to contract value
1.	Delivery and acceptance of 40% of the sample	30%
2.	Delivery and acceptance of 30% of the sample	25%
3.	Delivery and acceptance of 30% of the sample	25%
4.	Final acceptance and approval of all deliverables	20%

11. Bank Guarantee

Successful vendors have to furnish a Bank Guarantee of INR 1 Lakhs during the time of contract award. The Bank Guarantee will be returned after successful completion of the assignment.

Terms of Reference for Conducting Household Social Vulnerability Survey

Introduction

RMSI is implementing the Multi-hazard Risk Assessment project for the Government of J&K under Jhelum Tawi Flood Recovery Project; JTFRP, funded by the World Bank. As part of this project there is a need to understand the household profile, hazard history, and vulnerability and resilience of the households. For this, a household survey has to be conducted for a total sample of 42,000 households proportionately distributed across the whole state based on the total household in the districts. The sample will be proportionately distributed across the whole state based on the total households in the districts.

Requirement

The survey firm should sufficient manpower so as to deploy atleast 4 survey persons per district across the State. Every surveyor should be a graduate in social science or disaster management and should necessary have a smart phone with data connectivity, GPS and at least 8 mega pixel camera.

Scope of work

1. Provide a survey plan including mechanism for monitoring and quality control of the survey
2. Carry out pilot survey in one district (agreed between RMSI and selected vendor) using the mobile app (android based) provided by RMSI
3. Once the survey for the pilot district is approved, conduct survey in the rest of the districts as per the samples decided by RMSI. However, the total sample size will not exceed 42,000.

Methodology

The technical proposal should contain a brief methodology stating how the firm intends to conduct survey and quality control activities. The methodology should clearly explain how project monitoring and quality control will be done by the vendor. The survey has to be carried out using mobile app that will be provided by RMSI along with sample survey count by location. RMSI will also give access to the survey portal through which the vendor team leader and quality control team could access the survey data uploaded by the survey team. RMSI will be providing 2 day training to the selected firm to use the mobile app and survey portal. The training will be conducted at Srinagar and Jammu separately.

The vendor team leader should report to the RMSI project manager on daily basis (email and phone) regarding the progress of the project clearly specifying the survey locations cleared by their quality control process. RMSI project manager will review the survey data on daily basis and provide comments if any regarding the quality of the data collected.

Quality issues

The survey vendor needs to provide high quality data outputs on time. Data of inferior quality will be rejected and not be counted as part of the total survey sample. The survey has to be completed in 3 months from the date of award of the contract.

In case the quality of survey is not good during the pilot phase, RMSI will terminate the contract and consider the next bidder for the job. No payment will be given if the vendor fails to deliver quality outputs of the pilot district. RMSI will provide adequate training for the survey team for conducting the work.

In case data provided by survey team is found inferior in quality, the vendor team leader will be informed for rectifying. If this is not rectified that sample will not be counted for the payment.

In case at any point, the data quality of any district is not found good and vendor failed to rectify after the comments from RMSI, the survey vendor will be asked to replace the survey team of that district or will devise alternate measure to be adopted to carry out the survey in such districts.

Expected completion of work: The entire survey work should be completed in 3 months from date of award of the contract.

Tax: The firm should provide GST certificate or certificate proving exemption of GST/any tax along with the technical proposal. The financial proposal should clearly mention the total payable amount and the tax amount separately. The tax amount will not be considered during the evaluation of the bid.

Deliverables: Quality checked survey data for 42,000 households in the Survey Portal. As a daily deliverable, all survey team members have to deliver survey data on daily basis to Survey Portal through mobile data connectivity.