

Government of NCT of Delhi

Bid Document for Study of Impact of Subsidies of the Delhi Government on the Socio-Economic Status of Citizens and the Local Economy

Planning Department

GNCTD

6th Level, B-Wing,

Delhi Secretariat, I.P.Estate,

New Delhi-110002

28.02.2020

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Factsheet: Bids Inviting Document for Study of Impact of Subsidies of The Delhi Government On The Socio-Economic Status Of Citizens And The Local Economy

1	Tender ID	No.18(127)/2019-20/Monit./Plg./
2	Tender date	28.02.2020
3	Bid issued by	Planning Department, GNCTD
4	EMD	The EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the form of a Demand Draft OR Fixed Deposit Receipt or Bank Guarantee issued by any Nationalized/Scheduled Commercial bank in favour of DDO, Planning Department, GNCTD, payable at New Delhi, and should be valid for 90 days beyond the date of bid submission
5	Performance Bank Guarantee (PBG)	Bank Guarantee as mentioned in Appendix IV
6	Nodal Officer for correspondence and clarification	Sh. Ashok Kumar, Assistant Director Email: delhibudget@gov.in Phone No. 011-23392246
7	Language of Proposal	Proposals should be submitted in English language only
8	Validity of Proposal	Proposals must remain valid for 180 days after the submission date
9	Last date of bid submission	06.03.2020 by 15.00 hours
10	Opening of Bid	06.03.2020 by 15.30 hours

Chapter 1: Instructions to Bidders

PREPARATION OF PROPOSAL

i. Proposal Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by PLANNING DEPARTMENT, GNCTD to facilitate the evaluation process or all such activities related to the bid process.

PLANNING DEPARTMENT, GNCTD will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

ii. Language

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.

CONSORTIUM

Consortium or sub-letting is not allowed for the evaluation study.

FINANCIAL BID EVALUATION

- A. The Bid without valid Earnest Money Deposit will not be considered.
- B. The Bidder with lowest financial bid (L1) will be awarded the evaluation study.
- C. Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- D. The bid price in INR should include all taxes & levies.
- E. Any conditional bid would be rejected.
- F. If a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered.
- G. Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

APPOINTMENT OF SUCCESSFUL BIDDER

Award Criteria

PLANNING DEPARTMENT, GNCTD will award the evaluation study to the successful bidder.

Right to Accept Any Proposal and To Reject Any or All Proposal(s)

PLANNING DEPARTMENT, GNCTD reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for PLANNING DEPARTMENT, GNCTD action.

Performance Guarantee

PLANNING DEPARTMENT, GNCTD will require the selected bidder to provide an irrevocably, unconditionally Performance Bank Guarantee, within 5 days from the Notification of award, for a value equal to 10% of total contract value. The Performance Guarantee shall contain a claim period of sixty days beyond the date of completion of all contractual obligations. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of evaluation study. In case the selected bidder fails to submit performance guarantee within the time stipulated, PLANNING DEPARTMENT, GNCTD at its discretion may cancel the order placed on the selected bidder without giving any notice. PLANNING DEPARTMENT, GNCTD shall invoke the performance guarantee in case the selected Vendor fails to discharge their contractual obligations during the period or PLANNING DEPARTMENT, GNCTD incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.

Award of work

After PLANNING DEPARTMENT, GNCTD notifies the successful bidder that its proposal has been accepted, PLANNING DEPARTMENT, GNCTD shall issue a letter for award of work with terms and conditions.

Agency may submit its proposal along with EMD in sealed envelope super-scribed as Proposal for Conduct of Study of "Impact of Subsidies of the Delhi Government on the Socio-Economic Status of citizens and the local economy" should be sent at the following address:

Director (PES),
Planning Department, GNCTD,
6th Level, B Wing, Delhi Secretariat, IP Estate

New Delhi 110002

- Last date of submission of bid (in the format enclosed) shall be 15.00 hours on 06.03.2020.
- The bid will be opened at 15.30 hours on 06.03.2020.

Planning Department, GNCTD will not be responsible for any delay of submission/ delayed delivery of the bids under any circumstance. If the last date for submission of bid is declared a holiday by the Government, then the same can be submitted on the next working day before 15.00 hours. Bids receiving after the due date & time will not be considered.

Chapter 2: Conditions of Contract

The other general terms and conditions applicable to assignment under this Scheme will be:

- i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated time will attract penalty @ 1% of bid price for delay of everyday or part thereof. The Planning Department, GNCTD may condone the penalty after recording the reasons in writing thereof.
- ii) The Government shall not pay any extra amount for any escalation in the cost of the assignment beyond the time period stipulated in the agreement.
- iii) The total fee for the study as agreed with the organization will include GST and other taxes, if any, and the liability of payment of the taxes will be of the agency conducting the study.
- iv) The data & draft/ final reports and the contents thereof would be the intellectual property of the Government and would not be used/published by the Institution.
- v) If the performance of the Institution during the course of the study is not found to be satisfactory, the work award can be terminated and the performance guarantee will be invoked and the amount already paid to the Institution will be recovered.
- vi) The raw data/ processed data/ findings should not be disclosed by the institution to any third party.
- vii) Planning Department, GNCT of Delhi reserves the right to reject any proposal without assigning any reason thereof.

Chapter 3: Documents Required

The willing agency may submit proposal along with following documents :

1. Certificate of registration of agency.
2. Filled in form at Appendix I (Particulars of Bidder).
3. The EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the form of a Demand Draft OR Fixed Deposit Receipt or Bank Guarantee issued by any Nationalized/Scheduled Commercial bank in favour of DDO, Planning Department, GNCTD, payable at New Delhi, which should be valid for 90 days beyond the date of bid submission.
4. Amount quoted in the format at Appendix II (Price Bid) to conduct study should be in sealed envelope. **It should be inclusive of all applicable taxes.**

Chapter 4: Specifications and allied technical details

1. OBJECTIVE OF SURVEY

The Delhi Government since 2015 has provided subsidies to the citizens of Delhi in the domains of healthcare, education, access to clean drinking water, electricity and women safety. Though there are ground reports of these subsidies making a significant impact on the quality of life of the citizens, there is no consolidated data on the actual impact made on the socio-economic lives of the people. The government proposes to study the cumulative effect of all subsidies on the socio-economic life of the citizens of Delhi as well as on the local economy.

2. METHODOLOGY OF SURVEY

For the purpose of this study, a random sampling will be done on the basis of the zero electricity bills generated by the discoms in the districts. The rationale behind sampling on the basis of the zero bill is that a household that avails less than 200 units of electricity would either be a small household, or one with moderate earnings, and thus one that avails most of the subsidies provided by the government. A questionnaire-based door to door survey would then be carried out with questions on the spending and saving habits of working men, working women and the household in general being addressed.

3. SAMPLING DESIGN

A total of 3300 Households availing the subsidies would be surveyed across Delhi in 11 districts in “unauthorized colonies”, “JJ Clusters”, “re-settlement colonies”, “bungalows/kothis in planned colonies” & “planned housing/flats/DDA” with approximately 300 households from each respective district. The survey would be based on the schedule appended which would be canvassed to the randomly selected beneficiary households in aforementioned categories of colonies.

4. PREFERRED TEAM COMPOSITION

The survey team would comprise of 22 surveyors with each completing 150 surveys in the span of 7 days to cover 11 districts i.e. in each district two surveyors will work. 5 supervisors would head a team of at least 4 surveyors to ensure that the survey process is smooth and streamlined.

5. TIMELINE

Sl. No	Particulars	Deadline	Time Cumulative
1.	Finalization of Proposal and Draft Questionnaire	27 February 2020	-
2.	Launching of RFP/Bid Document	28 February 2020	1 day

3.	Finalization of Survey Agency	6 March 2020	7 days
4.	Signing of agreement with agency	11 March 2020	5 days (Saturday, Sunday, Holi)
5.	Completion of Field Work	18 March 2020	7 days
6.	Analysis of Data and Submission of Draft Report	19 March 2020	1 Day
7.	Submission of Final Report	20 March 2020	1 Day

6. SCHEDULES FOR SURVEY

A schedule for canvassing head of beneficiary households is prepared. The purpose is to get the feedback from the beneficiaries availing the subsidies in the field of health, education, water, electricity and public transport and to know the pattern of preferences for saving/spending against the subsidized amount.

Chapter 5: Price Schedule

TERMS OF PAYMENT:

The payment plan is as under:-

Particular	Payment Plan
a. After Signing of Agreement	10% of award cost
b. After completion of Survey	20% of award cost
c. After Submission /Presentation of Final Report	70% of award cost

EARNEST MONEY DEPOSIT (EMD)

Bidders shall submit the EMD of Rs. 25,000/- (Rupees twenty five thousand only) in the form of a Demand Draft or Fixed Deposit Receipt or Bank Guarantee issued by any Nationalized/Scheduled Commercial bank in favour of DDO, Planning Department, GNCTD, payable at New Delhi, and should be valid for 90 days beyond the date of bid submission.

EMD of all unsuccessful bidders would be refunded by PLANNING DEPARTMENT, GNCTD within 30 days of the notifying the bidder as unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.

The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.

The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.

The EMD may be forfeited:

- a) If a bidder withdraws its bid before selection of successful bidder.
- b) In case of a successful bidder, if the bidder fails to sign the contract in accordance with this bid document.

Chapter 6: Contract Form

Government of N.C.T. of Delhi
Planning Department
6th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002

F.No.18(127)/2019-20/Monit/Plg/

From

Dated:-

Director (Planning)

Planning Department, GNCT of Delhi

To

Qualified Bidder

Subject : Award Contract for Study of Impact of Subsidies of the Delhi Government on the Socio-Economic Status of citizens and the local economy.

Sir,

With reference to your letter no..... Dated, Planning Department, GNCT of Delhi is pleased to accept your offer for **Study of Impact of Subsidies of the Delhi Government on the Socio-Economic Status of citizens and the local economy** on the price quoted quoted by you. Acceptance of this offer constitutes an agreement between name of qualified bidder and the Director (Planning).

The agreement is for the **Study of Impact of Subsidies of the Delhi Government on the Socio-Economic Status of citizens and the local economy** for all the terms and conditions specified in the Bid document.

Through this agreement you are requested to submit an irrevocably, unconditionally Performance bank guarantee, with in 5 days from the issue of this letter, for a value equal of 10% of total contract value and start the evaluation study as per the schedule provided to you.

This letter shall form a part of the agreement. A duplicate copy of this award letter is enclosed herewith, which may be returned duly signed alongwith each page of bid document to this office as a token of acceptance and acknowledgment of this letter within seven days of issue of this letter of award of work along with the above indicated Performance Bank Guarantee.

Yours faithfully,

(Ashok Kumar)

Director (Plg.)

Copy for information to:

1. Advisor, Planning Department, GNCTD
2. PS to Hon'ble Dy. Chief Minister, GNCTD
3. PS to Pr. Secretary (Planning), GNCTD
4. JD (Monit), Planning Department, GNCTD
5. JD (Admn.), Planning Department, GNCTD
6. DD (Monitoring Unit), Planning Department, GNCTD
7. DDO/AO, Planning Department, GNCTD
8. Guard File

Chapter 7: Other Standard forms

APPENDICES

Appendix I

Particulars of the Bidder

S.No.	Information Sought	Details to be Furnished
1	Name and complete address of the bidding Agency	
2	Local address, if any, of the bidding agency (In NCR)	
3	Incorporation status of the agency (public limited / private limited, etc.)	
4	Year of Establishment of agency	
5	Name, Address, email, Phone nos. and Mobile Number of Contact Person(s) with designation	
6	No. of evaluation study reports submitted till date	
7	No. of evaluation study conducted for Govt./PSUs	
8	Whether the agency has done any similar evaluation study, please specify	
9	Name the latest evaluation study report carried out by the agency	
10	Name the surveys/studies in hand with agency at present	

Appendix II**Price Bid**

To,

Date

The Director,
Planning Department, GNCTD,
6th Level, B Wing, Delhi Secretariat, IP Estate
New Delhi 110002

Dear Sir,

I/We hereby submit our price bid for the **Study of Impact of Subsidies of the Delhi Government on the Socio-Economic Status of citizens and the local economy** for Planning Department, GNCTD.

Particulars	Cost of project for the Study of Impact of Subsidies of the Delhi Government on the Socio-Economic Status of citizens and the local economy *
Total Price in INR (in figures)	
Total Price in INR (In Words)	

- *The amount shall be considered as final 'price' quoted by the bidder. This will be including all the taxes, duties, cess, levies etc.

Authorized Signature & Seal:

Name and Title of Signatory:

Name of Firm:

Address:

Appendix III

Financial Bid Covering Letter

To
The Director,
Planning Department, GNCTD,
 6th Level, B Wing, Delhi Secretariat, IP Estate
New Delhi 110002

Subject: Submission of the Financial bid for **Study of Impact of Subsidies of the Delhi Government on the Socio-Economic Status of citizens and the local economy** for Planning Department, GNCTD.

Dear Sir/Madam,

We, the undersigned, offer to provide the services for **Study of Impact of Subsidies of the Delhi Government on the Socio-Economic Status of citizens and the local economy** in accordance with your Request for Financial Proposals. This amount mentioned in financial proposal is inclusive of all taxes, duties, cess and levies.

1. PRICE AND VALIDITY

- All the prices mentioned in our Tender are in accordance with the terms as specified in the letter. All the prices and other terms and conditions of this Bid are valid for the period of 180 calendar days from the date of opening of the Bid.
- We hereby confirm that our prices include all taxes and levies.

2. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in financial bid inviting letter.

3. SUBMISSION OF DOCUMENTS

We confirm having submitted the documents/information as required by you in your financial bid inviting letter. In case you require any other further information/documentary proof in this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

4. PERFORMANCE BANK GUARANTEE

We hereby declare that in case the contract is awarded to us, we shall submit the Performance Bank Guarantee as specified in financial bid inviting letter.

We understand you are not bound to accept any Proposal you receive.

We hereby declare that our proposal is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

Thanking you,

Yours sincerely,

Authorized Signature & Seal:

Name and Title of Signatory:

Name of Firm:

Address:

Appendix IV

Performance Bank Guarantee

To

Director,

Planning Department, GNCTD,

6th Level, B Wing, Delhi Secretariat, IP Estate

New Delhi 110002

WHEREAS _____ (Name of bidder) has
undertaken, Agreement No. _____ dated,
_____ 2019 _____
_____ (Description of Services) hereinafter called "the Agreement".

AND WHEREAS it has been stipulated by you in the said Agreement that the agency/firm/company selected shall furnish you with a bank Guarantee by a nationalized bank/scheduled commercial bank for the sum specified therein as security for compliance with the performance obligations in accordance with the Agreement.

AND WHEREAS we have agreed to give the agency/firm/company a guarantee:-

THEREFORE WE (Name of the Bank) hereby affirm that we are Guarantors and responsible to you, on behalf of firm (herein after referred to "the Second Party" up to a total of _____ (Amount of the guarantee in Words and Figures) and we hereby absolutely undertake to immediately pay you, upon your first written demand declaring the Second Party to be in default under the Agreement and without cavil or argument, any sum or sums within the limit of _____ as aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein. This guarantee is valid until the _____ day of _____.

This bank Guarantee shall be **irrevocable, unconditional** & shall incorporate in accordance with the laws of India.

We represent that this Bank Guarantee has been established in such form and such content that is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

The Guarantee shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

Date Signature and Seal of Guarantors

Address:

**STUDY OF IMPACT OF SUBSIDIES OF THE DELHI GOVERNMENT ON THE
SOCIO-ECONOMIC STATUS OF CITIZENS AND THE LOCAL ECONOMY**

PLANNING DEPARTMENT (GNCTD)

SCHEDULE

Section 0: Meta data	
Survey Date:	
Surveyor ID:	
Location:	
Section 1: Identifying the respondent	
Attempt to find the house given in the sample tracking sheet. Did you find the house?	1. Yes 2. No (End survey)
Is the house open?	1. Yes 2. No (End survey)
Is there an adult in the house?	1. Yes 2. No (End survey)
Is the Head of the household available to speak?	1. Yes 2. No
The next set of questions should be posed to the Head of the household, if they are not available, you can ask these to other adults who are aware of finances of the HH.	1. Yes 2. No
Do you agree to participate?	1. Yes (Go to section 2) 2. No (End survey)
Section 2: Demographics	
What is your name?	
How old are you?	(completed years)
How many people live in this house permanently?	
Do you own this house?	1. Yes 2. No
Type of Household (To be filled by surveyor)	1. Unauthorized Colony 2. JJ Cluster 3. Resettlement Colony 4. Bungalow/Kothi in planned colonies 5. Planned housing/flats/DDA
Section 3: Utilisation of govt. services	
In the past 3 months, which of the following govt. services have you and others living in this house benefited from? (Select all that apply)	1. Reduced or zero electricity bill 2. Reduced or zero water bill 3. Free bus ride for women 4. Free Public Education 5. Free/reduced cost treatment in govt. hospitals
How much money do you think you all (including others living in the house) saved approximately per month (insert options from above) (Question immediately after each	Option 1; Saving in Rs. _____ Option 2; Saving in Rs. _____ Option 3; Saving in Rs. _____ Option 4; Saving in Rs. _____ Option 5; Saving in Rs. _____

option selected)	Total Saving in Rs. _____
So, it looks like due to all the services/programs, you all saved about Rs.(calculate total amount based on responses above)	1. Yes 2. No (reconfirm the individual amounts and calculate amount again)
What did you (including others living in this house) do with the extra money at your disposal?	1. Nothing 2. Nothing, didn't realise I had more money in hand (Go to Section 4) 3. Saved it 4. Spent it (Go to Section 5) 5. Lent/Gave it to someone else
Section 4: Hypothetical use	
Now that you know you (including others living in this house) have this extra money, how do you plan to use it?	1. Save it 2. Spend it (Go to Section 5) 3. Lent/Gave it to someone else
Section 5: Savings/Expenditure	
What do you intend to do/ with the extra funds	1. Appliances/assets (cell phone, TV, Fridge, Mixie, stove, microwave, cycle, motorcycle etc.) 2. Food and Beverages (fruits, vegetable, dal, rice, flour, tea, coffee, snack items etc.) 3. Clothing and accessories (clothes, cosmetics, shoes, goggles, jewellery etc.) 4. Education related purchases (books, stationery, project materials, tuitions) 5. Medical treatment and medicines 6. Entertainment (movies, concerts, picnic, trips)

The responses will be confidential and you will not be identified in any way.