

**REQUEST FOR EMPANELMENT (RFE)**  
**of**  
**SURVEY FIRMS**  
**(for Evaluation of Central Government Schemes)**

File No: I-19014/08/2026-DMEO

**(August, 2026)**  
**Government of India**

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F. No. I-19014/08/2026-DMEO  
Government of India  
NITI Aayog  
Development Monitoring and Evaluation Office

Sansad Marg, New Delhi -110001

**Invitation for Empanelment**

Date: 18.08.2026

**Subject: Request for Empanelment (RFE) for Empanelment of Survey Firms for Evaluation of Government Schemes - rgd**

The Development Monitoring and Evaluation Office (DMEO), National Institution for Transforming India (NITI) Aayog, Government of India, intends to empanel **Survey Firms** for conducting qualitative and quantitative surveys to support in the monitoring and evaluation of government programs, details of which have been provided in the RFE document.

DMEO, NITI Aayog, invites proposals for this assignment, from national/international firms/organizations/institutions, which have requisite experience in this field as detailed in the RFE. The salient features of the study, eligibility criteria and instructions on how to bid and other details are available in the RFE document uploaded on the DMEO website (<https://dmeo.gov.in/work-with-us/empanelment>) and Central Public Procurement Portal (<https://eprocure.gov.in/>). Important information & tentative dates are given in section 1 of the RFE.

Interested applicants are requested to log into CPP Portal and submit their RFE response online, on or before **21.09.2026 Time:17.00 hours**. Applicants can also refer to resources available on CPP Portal (<https://eprocure.gov.in/>) for further queries.

Shri Ashish Diwan  
Economic Officer  
Development Monitoring & Evaluation Office (DMEO) Room No-431,  
NITI Aayog, Sansad Marg  
New Delhi, 110001  
Email: [dmeoeval-niti@gov.in](mailto:dmeoeval-niti@gov.in)

## **Disclaimer**

- i. The information contained in this Request for Empanelments document (“**RFE**”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFE and such other terms and conditions subject to which such information is provided.
- ii. This RFE is neither an agreement nor an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFE is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFE. This RFE includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Empanelment. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. The assumptions, assessments, statements and information contained in this RFE, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements or information contained in this RFE and obtain independent advice from appropriate sources.
- iii. Information provided in this RFE to the Applicants is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
- iv. Applicants are advised that selection shall be based on their meeting various criteria enumerated in the different clauses of the RFE. Applicants shall be deemed to have understood and agreed that the Authority shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.
- v. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFE or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFE and any assessment, assumption, statement or information contained therein or deemed to form part of this RFE or arising in any way in this Selection Process.
- vi. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, statements, assessment or assumption contained in this RFE.
- vii. The issue of this RFE does not imply that the Authority is bound to Empanel any applicant and reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
- viii. The selection Process shall be governed by the dispute settlement mechanisms (DSM) (Manual for Procurement of Consultancy and Other Services, June 2022).
- ix. Any information contained in the Proposal shall not in any way be construed as binding on the Authority, its agents, successors or assigns, but shall be binding against the Applicant if the Consultancy is subsequently awarded to it.

## **Acronyms**

|             |                                              |
|-------------|----------------------------------------------|
| <b>B.E.</b> | Budget Estimates                             |
| <b>CAPI</b> | Computer Aided Personal Interviews           |
| <b>CV</b>   | Curriculum Vitae                             |
| <b>DMEO</b> | Development Monitoring and Evaluation Office |
| <b>FGD</b>  | Focus Group Discussion                       |
| <b>KII</b>  | Key Informant Interview                      |
| <b>CPPP</b> | Central Public Procurement Portal            |
| <b>NGOs</b> | Non-Government Organization                  |
| <b>R.E.</b> | Revised Estimates                            |
| <b>RFE</b>  | Request for Empanelment                      |
| <b>TIS</b>  | Tender Information Summary                   |

## Tender Information Summary (TIS)

| 1. Basic Tender Details |                                                                                                   |                                                                                                                                                                                                                    |
|-------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1.                    | Tender Title/<br>Name of Assignment                                                               | Request for Empanelment (RfE) for Empanelment of Survey Firms for Field Surveys relating to Evaluation of Central Government Schemes                                                                               |
| 1.2.                    | File Number                                                                                       | File No: I-19014/08/2026-DMEO                                                                                                                                                                                      |
| 1.3.                    | Tender Type                                                                                       | RFE-Open Tendering                                                                                                                                                                                                 |
| 1.4.                    | Tender Category                                                                                   | Services                                                                                                                                                                                                           |
| 1.5.                    | Proposal Submission                                                                               | Technical Proposal be submitted on CPP Portal                                                                                                                                                                      |
| 1.6.                    | Product Category                                                                                  | Consultancy                                                                                                                                                                                                        |
| 1.7.                    | Selection Method                                                                                  | 100% Technical Criteria based Selection                                                                                                                                                                            |
| 1.10                    | Organization:                                                                                     | NITI Aayog                                                                                                                                                                                                         |
| 1.11                    | The Empanelling Entity:                                                                           | DMEO- NITI Aayog                                                                                                                                                                                                   |
| 1.12                    | Mode of Empanelment                                                                               | Online- through CPP Portal                                                                                                                                                                                         |
| 1.13                    | Tender Inviting Authority (TIA)                                                                   | DG DMEO- NITI Aayog                                                                                                                                                                                                |
| 1.14                    | Office Address & Communication for Correspondence                                                 | Shri D.S.Sajwan, Economic Officer Development Monitoring & Evaluation Office (DMEO) Room No-431, NITI Aayog, Sansad Marg New Delhi, 110001<br>Email: dmeoeval-niti@gov.in                                          |
| 2. Critical Dates       |                                                                                                   |                                                                                                                                                                                                                    |
| 2.1.                    | Publication on RFE                                                                                | 18/08/2026 (Tuesday)                                                                                                                                                                                               |
| 2.2.                    | Pre-Proposal Queries                                                                              | Yes                                                                                                                                                                                                                |
| 2.3.                    | Last date for Receiving queries /clarification                                                    | 31/08/2026 (Monday)                                                                                                                                                                                                |
| 2.4.                    | i.Mode & Address for submission of Pre-Proposal Conference<br>ii. Pre Proposal Registration Link: | Email: <a href="mailto:dmeoeval-niti@gov.in">dmeoeval-niti@gov.in</a><br><a href="https://forms.gle/12obcdMMY1BazQWf9">https://forms.gle/12obcdMMY1BazQWf9</a>                                                     |
| 2.5.                    | Pre-Proposal Conference, Date, Time & Venue                                                       | 31/08/2026 (Monday), Link: <a href="https://dmeo.webex.com/dmeo/j.php?MTID=m94ac2d71ddb25bb7d2c91de116f3365b">https://dmeo.webex.com/dmeo/j.php?MTID=m94ac2d71ddb25bb7d2c91de116f3365b</a> Venue: DMEO, NITI Aayog |
| 2.6.                    | Proposal Due Date (PDD)/Last date <sup>1</sup>                                                    | 21/09/2026 (Monday) 5:00 PM                                                                                                                                                                                        |
| 2.7.                    | Opening of Technical Proposals date & Time                                                        | 22/09/2026 (Tuesday)                                                                                                                                                                                               |
| 2.8.                    | Proposal Validity (Days from the date of Proposal Opening)                                        | 120 Days                                                                                                                                                                                                           |
| 3. Terms of Reference   |                                                                                                   |                                                                                                                                                                                                                    |
| 3.1                     | Period of Empanelment                                                                             | 3 Years subject to Annual Review as per signed Empanelment which can be                                                                                                                                            |

<sup>1</sup>\$ While extending the Proposal Due Date on account of an addendum, the Authority shall have due regard for the time required by Applicants to address the amendments specified therein. In the case of significant amendments, at least 15 (fifteen) days shall be provided between the date of amendment and the Proposal Due Date, and in the case of minor amendments, at least 7 (seven) days shall be provided.

|                                                                                                                                                                                                                                |                                                                            |                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------|
|                                                                                                                                                                                                                                |                                                                            | extendable by 2 Years                          |
| 3.2.                                                                                                                                                                                                                           | Service Details:                                                           | As per Terms of Reference / Scope of Work.     |
| <b>4.0 Documents relating to Bid Security</b>                                                                                                                                                                                  |                                                                            |                                                |
| 4.1.                                                                                                                                                                                                                           | Bid Security (EMD) Amount in INR:                                          | Rs. 50,000                                     |
| 4.2.                                                                                                                                                                                                                           | Bid Security to be addressed/ in favor of:                                 | PAO, NITI Aayog                                |
| <b>5.0 Critical URL Links</b><br>[All Documents pertaining to tendering (Word and PDF format) can be accessed at:<br><a href="https://dmeo.gov.in/work-with-us/empanelment">https://dmeo.gov.in/work-with-us/empanelment</a> ] |                                                                            |                                                |
| <b>A</b>                                                                                                                                                                                                                       | <b>Appendix I (Technical Proposal)</b>                                     |                                                |
| 5.1                                                                                                                                                                                                                            | Letter of Proposal                                                         | <i>Form-1</i>                                  |
| 5.2                                                                                                                                                                                                                            | Particulars of Applicant                                                   | <i>Form-2</i>                                  |
| 5.3                                                                                                                                                                                                                            | Power of Attorney                                                          | <i>Form-3</i>                                  |
| 5.4                                                                                                                                                                                                                            | Financial Capacity of the Applicant                                        | <i>Form-4</i>                                  |
| 5.5                                                                                                                                                                                                                            | Particulars of Key Personnels                                              | <i>Form-5</i>                                  |
| 5.6                                                                                                                                                                                                                            | Eligible Assignments of the Applicant                                      | <i>Form-6</i>                                  |
| 5.7                                                                                                                                                                                                                            | Particulars of Key Personnel on Payrolls of Applicant                      | <i>Form-7</i>                                  |
| 5.8                                                                                                                                                                                                                            | Institution's Survey Capabilities and Mechanism for Data Quality Assurance | <i>Form-8</i>                                  |
| 5.9                                                                                                                                                                                                                            | UDYAM Certification                                                        | <i>UDYAM Certification for MSME Applicant</i>  |
| <b>B.</b>                                                                                                                                                                                                                      | <b>Documents of LOE</b>                                                    |                                                |
| 5.10                                                                                                                                                                                                                           | Letter of Empanelment                                                      | <i>Schedule-2 of the RFE</i>                   |
| 5.11                                                                                                                                                                                                                           | Terms of Reference for Empanelment                                         | <i>Schedule 1 of the RFE</i>                   |
| 5.12                                                                                                                                                                                                                           | Judicial Stamp Paper                                                       | <i>To be appended with Form of Empanelment</i> |

### Checklist of Documents

|                                                                            |                                                                                                                                             |                                                                                                           |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>01. Documents to be uploaded on CPP Portal online on or before PDD:</b> |                                                                                                                                             |                                                                                                           |
| 1.1.                                                                       | Technical Proposal                                                                                                                          | As per Appendix-I, Form 1-8<br>( <a href="#">available on DMEO website</a> )                              |
| <b>02. Documents to be submitted offline.</b>                              |                                                                                                                                             |                                                                                                           |
| 2.1.                                                                       | Bid Security<br>[Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt, Banker's Cheque (only for EMD)/ Bank Guarantee] | To be submitted at the time of Application on CPP Portal. Hard copy to be submitted upto 5 days after PDD |
| 2.2                                                                        | Power of Attorney                                                                                                                           | To be submitted before the Empanelment (Appendix-I Form-3 as <a href="#">available on DMEO website</a> )  |
| <b>03. Documents to be submitted offline on Empanelment:</b>               |                                                                                                                                             |                                                                                                           |
| 3.1.                                                                       | Letter of Empanelment                                                                                                                       | Schedule-2 of the RFE                                                                                     |
| 3.2.                                                                       | Judicial Stamp Paper (To be appended with Empanelment)                                                                                      | On Rs 200 Stamp Paper                                                                                     |



## 1. Introduction and Instructions to Applicants

### 1.1. Background

- (a) The Development Monitoring and Evaluation Office (DMEO) (**“the Authority”**) is an attached office of NITI Aayog. Constituted in September 2015 by merging the erstwhile Program Evaluation Office (PEO) and the Independent Evaluation Office (IEO), DMEO works to fulfill the monitoring and evaluation (M&E) mandate and to build the M&E ecosystem in India. DMEO has been mandated to actively monitor and evaluate the implementation of schemes, programs and Initiatives of the Government of India (GoI) to strengthen their implementation and scope of delivery on an ongoing basis. Further, evidence-based policy making should be integral to overall governance structure in the country.
- (b) Data collection, either in the form of primary quantitative or qualitative data collection, is a pre-requisite for evaluation of any schemes. The nature and size of sample surveys varies depending upon the scope and coverage of the study. The surveys to be conducted by the empanelled firms covering all the regions, both rural and urban areas, ADP/ABP etc. based on a scientifically derived sample. Data collection shall primarily be undertaken using Computer Assisted Personal Interviewing (CAPI) tools using computers/tablets etc. CAPI shall be the primary mode of data collection. Unless the study design necessitates and prior approval from the Authority, alternative methods such as telephonic, online, etc. should not be used.
- (c) In pursuance of the above, the authority has decided to empanel qualified and eligible Survey Firms for conducting qualitative and quantitative surveys (the **“Surveys”**), in accordance with the Terms of Reference of the empanelment specified at Schedule-1 (the **“TOR”**).
- (d) **Request for Empanelment**  
The Authority invites proposals (the **“Proposals”**) for empanelment of Survey Firms (the **“Survey Firms”**) who shall conduct qualitative and quantitative Field survey for Evaluation Studies of Central Government Schemes conducted by DMEO, in accordance with the TOR .

### 1.2. Scope of Proposal

- 1.2.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to this Consultancy are specified in this RFE. In case an applicant possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process individually (the **“Survey Firm”**) in response to this invitation. The term applicant (the **“Applicant”**) means the Survey Firms. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFE.
- 1.2.2 The Authority has adopted a one-stage selection process (the **“Selection Process”**) for evaluating the Technical Proposal. The Technical Proposals will be evaluated for eligibility and qualified survey firms will be empanelled.
- 1.2.3 The Applicant shall submit its technical proposal on CPP Portal. The Technical Proposal shall be submitted in the form as per Appendix-I ([as available on DMEO website](#)). The Forms to be uploaded on CPP Portal can be accessed on DMEO Website ([as available on DMEO website](#)). Upon selection, the Applicant shall be required to enter into an empanelment with the Authority as per Schedule-2. The responsibility for the completion of field survey in terms of submission of deliverables and achievements of milestones, as prescribed in Terms of Reference, lies with

the Applicant.

- 1.2.4 Sub-Contracting by the applicant is strictly not permitted. The responsibility to maintain the highest quality of data collection for any project lies with the applicant.

### 1.3. Key Personnel

The Survey Firms shall form a multi-disciplinary team (the “**Survey Team**”) for undertaking any future assignment. The Consultancy Team shall consist the key personnel (the “**Key Personnel**”) who shall discharge their respective responsibilities as specified below as per Annexure A of RFE:

### 1.4. Conditions of Minimum Eligibility of Applicants

- 1.4.1 Applicants must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Applicants who satisfy the Conditions of Eligibility will be considered for evaluation. The Minimum Conditions of Eligibility as specified in the RFE may be relaxed for a particular Applicant, if applicable, subject to furnishing of relevant and valid documents or certificates, supporting such relaxations or exemptions under Applicable Laws.

- 1.4.2 To be eligible for evaluation of its Proposal, the Applicant shall fulfill the following

- (A) **General Eligibility of the Applicant:** The Applicant must be a **legal entity** as per Applicable Laws. The '**legal entity**' denotes an organization that is recognized as a distinct entity under law. It can be an incorporated Company or LLP under Indian Laws or research & development organization. The Applicant should not have been debarred or blacklisted, on the date of application, by the Central Government, or any State Government, or any Statutory Authority of the eligible Government, or a Public-Sector Undertaking, from participating in any consulting assignment.
  - (B) **Technical Capacity:** The Applicant should have, **over the past 6 (six) financial years** preceding the PDD, undertaken **a minimum of 4 (four) Eligible Assignments** as specified in Clause 4.2.
  - (C) **Financial Capacity:** The Applicant should have a minimum annual total turnover of Rs 1 Crore preceding three financial years from the date of the application.
  - (D) **Availability of Key Personnel:** The Applicant should offer and make available all Key Personnel meeting the requirements specified in Annexure A of RFE.
  - (E) **Age limit of Key Personnel:** All Key Personnel must be below the age of 60 Years and fulfill the Minimum Conditions of Eligibility specified in Annexure A of RFE.
- 1.4.3 The Applicant should enclose with its Proposal, certificate(s) from its Statutory Auditors<sup>2</sup> stating its Annual Turnover for the preceding 3 (three) financial years from the date of application. In the event that the Applicant does not have a statutory auditor, it should provide the requisite certificate(s) from the firm of Chartered Accountants that ordinarily audits the annual accounts of the Applicant.
- 1.4.4 The Applicant should submit a Power of Attorney (POA) as per the format of Appendix-1, Form-3 ([as available on DMEQ website](#)). However, such Power of Attorney would not be

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<sup>2</sup> \$ Please do not attach complete printed annual financial statements. In case relevant extracts of duly audited annual financial statements containing the requisite details are provided, duly countersigned by the authorized signatory, a separate certification by statutory auditors would not be necessary.

required if the Application is signed by a partner in case the Applicant is a partnership firm, limited liability partnership, or government owned entities.

- 1.4.5 An Applicant should, during the last five years, neither have failed to perform on any agreement, as evidenced by imposition of a penalty by a judicial authority or a judicial pronouncement against the Applicant, nor have been expelled from any project or agreement nor have had any agreement terminated for breach by such Applicant.

## **1.5. Conflict of Interest**

- 1.5.1 An Applicant shall not have a conflict of interest as per Schedule-3 ([as available on DMEQ website](#)) that may affect the Selection Process or the Consultancy. Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority reserves the right to take action as per the Bid Security for, inter alia, the time, cost and effort of the Authority including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise.
- 1.5.2 It is expected that the Survey Firms shall provide professional, objective, and impartial advice and at all times hold the Authority's interests' paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Survey Firms should not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
- 1.5.3 Some guiding principles for identifying and addressing Conflicts of Interest have been illustrated in the Guidance Note on conflict of interest at Schedule-3 ([as available on DMEQ website](#)).

## **1.6. Number of Proposals**

No Applicant should submit more than one Application for the Empanelment. If any Applicant is found to submit more than one application, all of their applications shall be rejected.

## **1.7. Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Authority etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

## **1.8. Verification of information**

Applicants are encouraged to submit their respective Proposals after verification of the documents, reference materials, etc. within the purview of this RFE and the Applicable Laws and regulations or any other matter considered relevant by them.

## **1.9. Right to reject any or all Proposals**

- 1.9.1 Notwithstanding anything contained in this RFE, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without

assigning any reasons thereof.

1.9.2 Without prejudice to the generality of Clause 1.9.1, the Authority reserves the right to reject any Proposal if:

(a) at any time, a material misrepresentation on the part of the applicant is made or discovered,  
or

(b) the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant.

### **1.10. Clarifications**

1.10.1 Applicants should seek clarifications, if any, on the RFE either through CPP portal (<https://eprocure.gov.in/>) by logging in through their registered ID or by sending an email to [dmeo.eval@gmail.com](mailto:dmeo.eval@gmail.com) before the date mentioned in the TIS (Critical Dates).

The Authority shall endeavor to respond to the queries within the period specified therein but not later than 7 (seven) days prior to the Proposal Due Date. The Authority shall post the reply to all such queries on the Official Website without identifying the source of queries.

1.10.2 The Authority reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in this Clause 1.10 shall be construed as obliging the Authority to respond to any question or to provide any clarification.

### **1.11. Amendment of RFE**

1.11.1. At any time prior to the Proposal Due Date, the Authority may, for any reason, modify the RFE document by the issuance of Amendment and posting it on the Official Website at <http://dmeo.gov.in/work-with-us/empanelment>.

1.11.2. All such amendments shall be posted on the CPP portal (<https://eprocure.gov.in/>) along with the revised RFE containing the amendments and will be binding on all Applicants.

1.11.3. In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the Proposal Due Date.

## **Preparation and Submission of Proposal**

### **1.12. Format and signing of Proposal**

1.12.1. The Applicant shall provide all the information sought under this RFE. The Authority will evaluate only those Proposals that are received in the specified forms and complete in all respects.

1.12.2. Bids along with all the scanned copies of the document should be submitted in the electronic form only through the CPP e-tendering system before the PDD. Before the bid documents are uploaded, all attached documents should be signed using digital signatures of any of the

following:

- (a) by the proprietor, in case of a proprietary firm; or
- (b) by a partner, in case of a partnership firm and/or a limited liability partnership; or
- (c) by a duly authorized person holding the Notarized Power of Attorney, in case of a Limited Company or a corporation; or
- (d) By Competent Authority of the Government Owned Entity

A Notarized copy of the Power of Attorney certified under the hands of a partner or director of the Applicant and notarized by a notary public in the form specified in Appendix-I (Form-3) ([as provided on DMEQ website](#)) shall be uploaded along with the Proposal.

1.12.3. The documents mentioned below shall be sent separately to the Authority in original through Speed Post/Registered Post or delivered by hand to the person specified in **Invitation to Proposal (Page no. 3 of this RFE)**

- a) Notarized Power of Attorney as required under Clause 1.4.4 prior to the empanelment and,
- b) Insurance Surety Bond/Demand Draft/Account Payee/ Fixed deposit/ Receipt/ Banker's Cheque /Bank Guarantee (including e-Bank Guarantee) towards Bid Security, as required under Clause 1.15. A scanned copy of the same shall be uploaded on the CPP portal.

Kindly note that, the proposal shall be rejected if a hard copy of the Bid security is not submitted within 5 (five) working days after PDD. However, the hard copy of Power of Attorney shall be submitted prior to the issue of Letter of Empanelment.

The envelope should be sealed and shall clearly subscript the following:

**RFE for “Empanelment of Survey Firms for Evaluation of Central Government Schemes”**

1.12.4. Applicants should note the Proposal Due Date, as specified in TIS, for submission of Proposals. Except as specifically provided in this RFE, no supplementary material will be entertained by the Authority, and that evaluation will be carried out only on the basis of Documents uploaded on the CPP portal by the closing time of Proposal Due Date as specified in the TIS. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

1.12.5. The Authority is neither a party nor a principal in the relationship between the Applicant and the organization hosting the e-procurement portal (hereinafter called the CPP Portal). Applicants must comply with the rules, regulations, procedures, and implied conditions/agreements of the CPP portal, including registration, compatible Digital Signature Certificate (DSC) etc. Survey Firms shall settle clarifications and disputes, if any, regarding the Portal directly with them. The Survey Firms are advised to go through the terms and conditions of the CPP Portal carefully before applying.

### **1.13. Technical Proposal**

1.13.1. Applicants should submit the technical proposal online on CPP Portal in the prescribed formats available at Appendix-I (the “**Technical Proposal**”) ([as provided on DMEQ website](#)).

1.13.2. While submitting the Technical Proposal, the Applicant shall, in particular, ensure that:

- a) The Bid Security is provided;
- b) All scanned copies of the forms are submitted in the prescribed formats and signed by the authorized signatories;
- c) Power of Attorney, if applicable, is executed as per Applicable Laws;
- d) CVs of all Key Personnel are duly signed
- e) Key Personnel meet the Minimum Conditions of Eligibility laid down at Annexure-A of the RFE;
- f) Only one CV for each Key Personnel position has been furnished and no alternates are given.
- g) The latest CVs are signed and dated in blue ink or digitally signed by the respective Personnel and digitally countersigned by the authorized signatory. Only a copy of the CV signed by respective Key Personnel, duly digitally countersigned by the authorized signatory, shall be accepted. If 50% of the submitted CVs, are not signed by the key personnel, the evaluation of the technical bid shall be carried without considering these unsigned CVs and, if this Survey Firms is finally selected, the signed CVs shall be submitted by the Selected Survey Firms before signing of the LoE. The replacement of such key personnel would not be allowed during the evaluation of bids. If 75% of the submitted CVs are not signed by the respective proposed key personnel, the proposal shall be treated as non-responsive and rejected at the technical evaluation stage.
- h) The CVs contain an undertaking from the respective Key Personnel about his/her availability during such project period as and when assigned by Authority, initially for a period of one year which will be renewed every year;
- i) Professional Personnel proposed should have good working knowledge of English language;
- j) All Key Personnel will be available for the period indicated in the TOR;
- k) The proposal is responsive in terms of Clause 2.1.3;

1.13.3. Failure to comply with the requirements spelt out in this Clause 1.13 shall make the Proposal liable to be rejected.

1.13.4. If it is found by the Authority at any stage that an applicant or individual Key Personnel has made a false averment regarding his qualification, experience or any other particulars, or his commitment regarding availability for the Evaluation Study/Project is not fulfilled, the Applicant, Individual Person or both shall be liable under breach of Code of Integrity for Public Procurement and shall be debarred for any future assignment of the Authority for a period not exceeding 2 (two) year as per GFR Rule 151. The award of this Consultancy to the Applicant may also be liable to **be cancelled** in such an event. In such an event, the Authority also reserves the right to forfeit bid security and/or debar the Applicant, without prejudice to any other right or remedy that may be available to the Authority.

1.13.5. The proposed team should be composed of experts and specialists (the “**Professional Personnel**”) in their respective areas of expertise and managerial/support staff (the “**Support Personnel**”) such that the Survey Firms should be able to complete the Consultancy within the specified time schedule. The Key Personnel specified in Annexure-A of RFE shall be included in the proposed team of Professional Personnel. The CV of each such Professional Personnel, if any, should also be submitted in the format at Form-5 of Appendix-I.

1.13.6. The Authority reserves the right to verify all statements, information and documents submitted by the Applicant in response to the RFE. Any such verification or the lack of such verification by the Authority to undertake such verification shall not relieve the Applicant of its obligations

or liabilities hereunder nor will it affect any rights of the Authority thereunder.

#### **1.14. Submission of Proposal/e-Bid**

- 1.14.1. The Applicants should submit the Proposal in the prescribed formats provided in the respective links as per TIS of this RFE on CPP Portal with all pages numbered serially and by giving an index of submissions. Each page of the submission shall be digitally signed by the Applicant's authorized signatories as mentioned in Clause 1.12.2. In case the proposal is submitted on the document downloaded from the Official Website, the Applicant shall be responsible for its accuracy and correctness as per the version uploaded by the Authority and shall ensure that there are no changes caused in the content/format of the downloaded document. In case of any discrepancy between the downloaded or photocopied version of the RFE and the original RFE issued by the Authority, the latter shall prevail.
- 1.14.2. The proposal should be submitted online on the CPP Portal only; manual/offline bids shall not be accepted under any circumstances. Also, the applicant will have to send the original hard copy of Bid Security and Notarized Power of Attorney separately as specified in Clause 1.12.3(b).
- 1.14.3. The Technical Proposal for Empanelment must be submitted on CPP Portal in its folders/options marked **"Technical Proposal"**. The folder marked - Technical Proposal shall contain:
  - (i) Application in the prescribed format (Form-1 of Appendix-I) along with Forms 2 to 8 of Appendix-I and supporting documents; and
  - (ii) Scanned copy of Bid Security as specified in Clause 1.12.3(b).
- 1.14.4. The complete Proposal must be submitted online on or before 17:00 hours on the Proposal Due Date as specified in TIS. Proposals submitted by post, fax, telex, telegram, in-person or e-mail shall not be entertained.
- 1.14.5. The Proposal should be made in the Forms specified in this RFE at Appendix-I. All such forms are also available on DMEO Website(<https://dmeo.gov.in/work-with-us/empanelment>). Any attachment to such Forms must be provided on separate pages and only information that is directly relevant should be uploaded. This may include scanned photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, company brochures, etc. will be considered.

#### **1.15. Bid Security**

- 1.15.1. The Applicant should furnish as part of its Proposal, a bid security of Rs 50,000/- in the form of Insurance Surety Bonds/Demand Draft/ Account Payee/ Fixed Deposit/ Receipt/ Banker's Cheque /Bank Guarantee (including e-Bank Guarantee) issued by one of the Nationalized/ Scheduled Banks in India in favor of PAO, NITI Aayog payable at New Delhi, except Micro and Small Enterprises (MSEs) who are registered on the Udyam Portal of Ministry of Micro, Small and Medium Enterprises (MSME) (subject to compulsory submission of Udyam Certification) ([Udyam Portal](#)).
- 1.15.2. Bid securities of the bidders would be returned within 30 days after the empanelment notification by the Authority.
- 1.15.3. Any Bid not accompanied by the Bid Security shall be rejected by the Authority as non-responsive.

- 1.15.4. The authority shall not be liable to pay any interest on the Bid Security and the same shall be interest free.
- 1.15.5. The Applicant, by submitting its Application pursuant to this RFE, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Authority reserves the right to forfeit the bid security for, inter alia, the time, cost and effort of the Authority in regard to the RFE including the consideration and evaluation of the Proposal under the following conditions:
- a) If an Applicant submits a non-responsive Proposal;
  - b) If an Applicant engages in any of the Prohibited Practices specified in Section 5 of this RFE
  - c) If an Applicant withdraws its Proposal during the period of its validity as specified in this RFE and as extended by the Authority from time to time;
  - d) In the case of the Selected Applicant, if the Applicant fails to reconfirm its commitments;
  - e) In the case of a Selected Applicant, if the Applicant fails to sign the Empanelment or commence the assignment as specified in Clauses 3.5 and 3.6 respectively; or
  - f) If the Applicant is found to have a Conflict of Interest as specified in Clause 1.5.

## **2. Evaluation Process**

### **2.1. Evaluation of Proposals**

- 2.1.1. The Authority shall open the Proposals at 17:00 hours on the next working day after the Proposal Due Date (PDD) via online bid opening.
- 2.1.2. Proposals withdrawn prior to Proposal Due Date shall not be considered for evaluation.
- 2.1.3. Test of Responsiveness: Prior to evaluation of Proposals, the Authority will determine whether each Proposal is responsive to the requirements of the RFE. The Authority may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal shall be considered responsive if:
- a) The Technical Proposal is received in the forms specified at Appendix-I; (All forms to be scanned and uploaded in pdf form on CPP Portal duly signed by the authorized signatory, statutory auditor and/or key personnel, as applicable)
  - b) It is received by the Proposal Due Date including any extension thereof pursuant to Clause 1.2;
  - c) It is accompanied by the Bid Security Form as specified in Clause 1.16
  - d) It is digitally signed, numbered and submitted as stipulated in Clauses 1.15;
  - e) It contains all the information (complete in all respects) as requested in the prescribed formats as per TIS of the RFE.
  - f) It does not contain any condition or qualification; and
  - g) It is not non-responsive in terms hereof.
- 2.1.4. The Authority reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the Authority in respect of such Proposals.
- 2.1.5. The Authority shall subsequently examine and evaluate Proposals in accordance with the criteria set out in Section 4 of this RFE (Criteria for Evaluation).



- 2.1.6. After the technical evaluation, the Authority shall prepare a list of shortlisted Applicants for empanelment. The Authority will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process.

## **2.2. Confidentiality**

- 2.2.1. Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising the Authority in relation to matters arising out of, or concerning the Selection Process. The Authority shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. The Authority may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or the Authority or as may be required by law or in connection with any legal process.

## **2.3. Clarification**

- 2.3.1 To facilitate evaluation of Proposals, the Authority may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 2.3.2 If an Applicant does not provide clarifications sought under Clause 2.3.1 above within the specified time, the Authority may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding. The Applicant shall be barred from subsequently questioning such interpretation of the Authority.

# **3. Appointment of Survey Firms**

## **3.1. Confirmation**

- 3.1.1 Before issuing a Letter of Empanelment (LoE) to the successful Applicant, the Authority may, at its discretion, ask the selected Applicant to submit self-attested copies of **relevant certificates for minimum educational qualifications and proof of relevant experiences, given in the CVs in the proposal, of the Key Personnel for verification.** If so decided, the photocopies of such self-certified documents shall be verified and signed by the authorized signatories and kept in the records as part of the empanelment. If the Survey Firms fail to provide such originals or in case of substantive discrepancies in such documents, the proposal will be considered as non-responsive and rejected thereon. In such cases, the Authority may forfeit the Bid Security.

## **3.2. Award of Empanelment**

- 3.2.1. Letter of Empanelment (the “**LOE**”) shall be issued, in duplicate, by the Authority to the Selected Applicant and the Selected Applicant shall, within 7 (seven) days of the receipt of the LOE, sign and return the duplicate copy of the LOE in acknowledgement thereof. In the event the duplicate copy of the LOE duly signed by the Selected Applicant is not received within 7 days of receipt of the LOE, the Authority, unless it consents to extension of time for submission thereof, reserves the right to withdraw its offer for empanelment and the application and forfeit the bid security.

- 3.2.2. Please note that the empanelment with the Authority does not guarantee that any or all Survey Institutions will be invited to bid for, or be awarded any project/assignment as a consequence of empanelment. The Authority is not under any obligation to provide or secure any assignment or contract to any individual, organization or institution.
- 3.2.3. Work contracts, if any, will be assigned by the Authority as outlined in the Evaluation Study/Project RFP.

### **3.3. Model Agreement**

- 3.3.1. Upon the award of individual Evaluation Study/Projects, an agreement shall be executed for each Evaluation Study/Project in line with the Model Agreement available on the DMEO website.

### **3.4. Empanelment Tenure**

- 3.4.1. The period of validity of empanelment shall be 3 (three) years based on annual review from the Effective Date of Empanelment. After the expiry of 3 (three) years period, the Authority may choose to renew the empanelment for additional 2 (two) years (subject to renewal for one year at a time, with maximum of two years) on the request of the empaneled Survey Firms and furnishing of requisite documents as decided by the Authority.
- 3.4.2. This empanelment shall not be binding on the empanelled Survey Firms. However, the performance of the empanelled Survey Firms shall be reviewed annually.
- 3.4.3. Any Survey Firm that may like to get empanelled with DMEO NITI Aayog will have the opportunity to do so at the time of Annual Review.

### **3.5. Withdrawn from Empanelment**

- 3.5.1. Any Empaneled Survey Firms may withdraw from the panel at any time by giving one month's advance notice in writing to DMEO.
- 3.5.2. However, any ongoing assignment(s) must either be completed to the satisfaction of the sponsoring agency or the full project cost should be refunded before such withdrawal.

### **3.6. Provision of De-empanelment**

- 3.6.1. DMEO reserves the right to de-empanel (i.e., remove from its empanelment list) any Survey Firms based on annual review by DG, DMEO whose decisions shall be final and binding. The de-empanelment process will be initiated in the any of the following:
- i) If the Survey firm does not participate in the DMEO's RFP for individual Evaluation Study/Projects at least on one occasions in a given year
  - ii) Face liquidation or are declared as bankrupt/insolvent
  - iii) If the quality of the data found to be sub-standard or unusable as per the Authority
  - iv) Are black listed or declared in-eligible by any government agency

## 4. Criteria for Evaluation

### 4.1. Evaluation of Technical Proposals

- 4.1.1. The Technical Proposal for Empanelment will be evaluated based on Applicant's experience, its understanding of the TOR, its survey capabilities and competence, and the qualifications and experience of the Key Personnel.
- 4.1.2. Only those Applicants whose Technical Proposals get a score of 75 (seventy five) marks or more out of 100 (one hundred) shall qualify for empanelment.
- 4.1.3. The scoring criteria to be used for evaluation shall be as follows.

| S. No. | Parameter               | Weightage | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------|-------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Organizational Capacity | 30%       | <p>The applicant shall be evaluated as per below parameters (Maximum 100 points)</p> <p><b>(A) Years since commencement of field surveys (Max. 10 points)</b></p> <ul style="list-style-type: none"> <li>3 - 5 years: 3 points</li> <li>5 - 7 years: 5 points</li> <li>7 - 10 years: 8 points</li> <li>&gt; 10 years: 10 points</li> </ul> <p><b>(B) Average annual total revenue/turnover of the applicant (Max. 10 points)</b></p> <ul style="list-style-type: none"> <li>₹1 crore to ₹2 crores: 3 points</li> <li>₹2 crore to ₹5 crores: 5 points</li> <li>₹5 crores to 10 crores: 8 points</li> <li>&gt; 10 crores: 10 points</li> </ul> <p><b>(C) Previous work experience in undertaking surveys across India (Max. 30 points)</b></p> <ul style="list-style-type: none"> <li>1 point per State/UT</li> </ul> <p><i>(The Applicant shall have to select amongst the provided list States/Union Territories (UTs), such States/UTs where the Applicant has conducted at least one Eligible Assignment in the past)</i></p> <p><b>(D) Sectoral Experience in Field Surveys (Max. 20 points)</b></p> <ul style="list-style-type: none"> <li>1 point for every Sector</li> </ul> <p><i>(The Applicant shall have to select amongst the provided list of sectors, such sectors where it has conducted at least one Eligible Assignment in the past)</i></p> <p><b>(E) Number of Key Personnel on a Payrolls (Max 30 points)</b></p> <ol style="list-style-type: none"> <li>Team Leader (Max.10 points) <ul style="list-style-type: none"> <li>1 to 2 Personnel - 6 points</li> <li>3 to 4 Personnel - 8 points</li> <li>More than 5 Personnel - 10 points</li> </ul> </li> </ol> |

| S. No. | Parameter                                                       | Weightage  | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------|-----------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                                                                 |            | <p>2. Senior Data Analyst (Max.10 points)</p> <ul style="list-style-type: none"> <li>1 to 4 Personnel - 6 points</li> <li>5 to 8 Personnel - 8 points</li> <li>More than 9 Personnel - 10 points</li> </ul> <p>3. Field Manager (Max.10 points)</p> <ul style="list-style-type: none"> <li>1 to 10 Personnel - 6 points</li> <li>11 to 20 Personnel - 8 points</li> <li>More than 21 Personnel - 10 points</li> </ul>                                                                                                                                                                                                                                                                    |
| 2.     | <b>Presentation by the Survey Firm</b>                          | <b>30%</b> | <p>Presentation by Survey Firms:</p> <ul style="list-style-type: none"> <li>Relevant Experience and Track Record (6 points)</li> <li>Demonstrated expertise on various issues addressed by the govt. (both Central &amp; State) through its schemes [Survey personnels including field managers, supervisors, investigators/enumerators] (6 points)</li> <li>Demonstrated high-quality capability in developing &amp; deploying CAPI tools &amp; sophisticated utilisation of qualitative &amp; quantitative data analytics tools (6 points)</li> <li>High end data quality assurance protocols (6 points)</li> <li>Presentation Quality &amp; Response to queries (6 points)</li> </ul> |
| 3.     | <b>Average Experience of the Key Personnel in Field Surveys</b> | <b>15%</b> | <p><b>A) Team Leader (Maximum 12 points)</b></p> <ul style="list-style-type: none"> <li>5 to 7 years: 4 points</li> <li>&gt;7 to 9 years: 8 points</li> <li>More than 9 years: 12 points</li> </ul> <p><b>B) Senior Data Analyst (Maximum 9 points)</b></p> <ul style="list-style-type: none"> <li>3 to 5 years: 5 points</li> <li>&gt;5 to 7 years: 7 points</li> <li>More than 7 years: 9 points</li> </ul> <p><b>C) Field Manager (Maximum 9 points)</b></p> <ul style="list-style-type: none"> <li>3 to 5 years: 5 points</li> <li>&gt;5 to 7 years: 7 points</li> <li>More than 7 years: 9 points</li> </ul>                                                                        |
| 4.     | <b>Experience of the Applicant</b>                              | <b>15%</b> | <p><b>The applicant shall be evaluated on number of Eligible Assignments depending on Client Category (Maximum 100 points)</b></p> <p><b>A) Eligible Assignment with Central Government Departments/ Undertakings (Max. 35 points)</b></p> <ul style="list-style-type: none"> <li>7 points for each Eligible Assignment</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |

| S. No.       | Parameter                                                                         | Weightage  | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------|-----------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              |                                                                                   |            | <p><b>B)</b> Eligible Assignment with State or UT Government Departments/Undertakings, regulatory commission, tribunal, statutory authorities, public sector entities, development partners, international NGOs or private sector entities (Max. 35 points)</p> <ul style="list-style-type: none"> <li>• 7 points for each Eligible Assignment</li> </ul> <p><b>C)</b> Eligible Assignment with UN organizations/ Bilateral/Multilateral agencies (Max. 30 points)</p> <ul style="list-style-type: none"> <li>• 6 points for each Eligible Assignment</li> </ul> <p><i>*Every Eligible Assignment shall be considered and awarded points only against one of the above Client Categories. For Eligible Assignments spanning across multiple Client Categories, the Applicant may select one based on its principal client.</i></p> |
| 5.           | <b>Institution's Survey Capabilities and Mechanism for Data Quality Assurance</b> | <b>10%</b> | The applicant shall be evaluated as per the responses provided in Appendix-I Form-8.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Total</b> |                                                                                   | <b>100</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

#### 4.2. Eligible Assignments

For the purposes of determining Conditions of Eligibility and for evaluating the Proposals under this RFE, Survey assignments, for the following projects shall be deemed as eligible assignments (the “**Eligible Assignments**”):

- In case the applicant submits more than 15 (fifteen) assignments, only first assignments from each category summing upto 15 (fifteen) assignment will be considered for evaluation
- Field survey conducted for the assessment/research/evaluation study, involving quantitative and/or qualitative data collection (viz. household surveys, facility surveys, focused group discussion, key informant interviews, etc.) with at least 50% quantitative data on any sector relevant to government schemes conducted for Central Government Departments/Undertakings/State or UT Government Departments/Undertakings, regulatory commission/tribunal/statutory authorities/public or private sector entities/UN organizations/Bilateral/Multilateral agencies in India covering a minimum sample size of **500 respondents**.
- Provided that the Eligible Assignments have been completed in the **6 (six) financial years preceding the PDD**.
- Provided that the value of each eligible assignment submitted by the Applicant is at least **Rs. 5 Lakhs**.
- For the Eligible Assignments, the Applicant shall provide requisite supporting documents Bid Security such as copies of contracts, agreements etc. The value for the assignment should be clearly mentioned in the supporting documents provided. In the absence of supporting documents with requisite details, the assignment will not be considered as an Eligible Assignment.

## 5. Fraud and Corrupt Practices

- 5.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFE, the Authority shall reject a proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, anti- competitive practice, coercive practice, conflict of interest, obstructive practice in the Selection Process or after the issue of the LOE or the execution of the Agreement. In such an event, the Authority shall, without prejudice to its any other rights or remedies, take action as per the Bid Security, or forfeit and appropriate the Bid Security, as the case may be. Further, such an Applicant or Survey Firms shall not be eligible to participate in any tender or RFE issued by the Authority during a period of 2 (two) years from the date of such an order.
- 5.2 For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) **“Corrupt practice”** means making an offer, solicitation or acceptance of a bribe, reward, gift or any material benefit in exchange for an unfair advantage in the Procurement Process or to otherwise influence the Procurement Process
  - (b) **“Fraudulent practice”** means any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. Such practices include a false declaration or false information for participation in a Procurement Process or to secure a Contract, or in the execution of the agreement
  - (c) **“Coercive practice”** means harming or threatening to harm persons or their property to influence their participation in the Procurement Process or affect the execution of the agreement
  - (d) **“Anti-competitive practice”** means any collusion, Proposal-rigging or anti- competitive arrangement, or any other practice including cartels coming under the purview of the Competition Act, 2002, between two or more Applicants, with or without the knowledge of the Authority, that may impair the transparency, fairness, and the progress of the Procurement Process or to establish Proposal prices at artificial, non-competitive levels
  - (e) **“Conflict of interest”** means participation by a bidding firm or any of its affiliates who are either involved in the Consultancy Contract to which this procurement is linked; if they are part of more than one Proposal in the procurement; or if their personnel have a relationship or financial or business transactions with any official of Authority who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) Applicant from the Authority with an intent to gain unfair advantage in the Procurement Process or for personal gain or in any other manner specified in Clause 3 Guidance Note on Conflict of Interest .
  - (f) **“Obstructive practice”** means materially impeding Authority’s investigation into allegations of one or more of the above-mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing evidence material to the investigation; or by making false statements to investigators and/ or by threatening, harassing or intimidating any party threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from

pursuing the investigation, or by impeding the Authority's rights of an audit or access to information.

## **6. Deliverables and Timeline**

- 6.1. The detailed list of deliverables and exact timelines with regards to a particular Evaluation Study/Project shall be shared with the shortlisted Survey Firms as part of the scope of the Evaluation Study/Project. Such timelines shall be determined at the time of Request for Proposal of any Evaluation Studies as brought out by the authority from time to time.
- 6.2. An indicative list of deliverables has been provided below –
  - i) Survey of Questionnaires for Households
  - ii) Facility Survey Questionnaire/Checklist
  - iii) Undertaking Qualitative interviews - Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and In-depth Interviews (IDIs)
  - iv) Maintaining data quality and its supervision
  - v) Data validation, Tabulation and submitting clean and analysis ready data. Further, all the raw data files to be submitted. The clean data has to be submitted in .csv and in either of these data formats .sav or .dta files.

## Details of minimum Education qualification &amp; Experience required from the Consultancy Team

| S. No. | Key Personnel <sup>3</sup> | Minimum Educational Qualification <sup>4</sup> | Length of Professional Experience | Roles and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------|----------------------------|------------------------------------------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Team Leader                | Masters Degree (or equivalent) in any subject  | 10 years                          | <p>S/He will lead, co-ordinate and supervise the multidisciplinary team for preparation and act as focal point to the Authority throughout the duration of the Consultancy. S/He will be responsible for:</p> <ul style="list-style-type: none"> <li>• Overall execution of the Field Surveys with DMEO.</li> <li>• Accountable leadership providing guidance, problem solving support and leading discussions with senior stakeholders</li> <li>• Ensure all deliverables and milestones are satisfactorily delivered</li> <li>• Ensure high quality of data, analysis, visualisation, Tabulation</li> <li>• Provide overall strategic input and guidance to the project.</li> <li>• Drive discussions with senior officials in the Government at Centre and State levels, sector experts, key stakeholders, etc. to refine the investigative instruments and gain insights about the scheme.</li> <li>• Act as the focal point of contact for the project-related activities and would be responsible for presenting the findings of data Analysis and Tabulation in the high-level meetings as per requirement.</li> <li>• Sending periodic updates to DMEO, highlighting challenges and potential solutions in project execution.</li> <li>• Coordinating with the core team, survey team and other stakeholders</li> <li>• Ensuring accuracy, consistency, timeliness and Quality of the data and data analysis. Project management as per agreed activities, timelines and deliverables</li> <li>• Provide guidance on all the Field Survey related activities including research tools, analysis plan and training.</li> <li>• Perform other relevant duties as assigned by the authority.</li> <li>• To brief authority biweekly on the progress</li> </ul> |

<sup>3</sup> The upper age limit of the proposed key personnel shall not exceed the age of 60 years.

<sup>4</sup> For degrees obtained from the accredited foreign Boards/universities, the applicant shall furnish a self-declaration on the academic equivalence to the 'Minimum Educational Qualifications' as defined in Annexure-A.



| S. No. | Key Personnel <sup>3</sup> | Minimum Educational Qualification <sup>4</sup>                                                                                                                                                                                                           | Length of Professional Experience                                                | Roles and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                            |                                                                                                                                                                                                                                                          |                                                                                  | and challenges apart from specific deliverables mentioned in the ToR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.     | Senior Data Analyst        | Master's Degree (or equivalent) in Management, Economics, Statistics, Information Technology, Computer Science or related field(s) and Undergraduate Degree (or equivalent) in Engineering, Information Technology, Computer Science or related field(s) | 5 years including advanced level statistical analysis Using R/STATA/S PSS/Python | <p>S/He will be responsible for:</p> <ul style="list-style-type: none"> <li>• The Senior Data Analyst will provide support in developing the data collection tools and survey design. S/He will be responsible for developing the data analysis plan and shall provide support in development of training material.</li> <li>• S/He will ensure timely data-upload, resolve data gaps, maintain accuracy and relevance of data used for the project.</li> <li>• S/He will analyse and shape the data to develop logical and conceptual data flow in support of the project.</li> <li>• S/He will provide insights and inputs on primary data, ensuring data quality checks are taken up at regular intervals.</li> <li>• S/He will ensure data quality of the primary data collected and the use of latest analytical tools for qualitative and quantitative data analysis</li> <li>• S/He will also be responsible for: <ul style="list-style-type: none"> <li>o Providing database support, standardization etc.</li> <li>o Reviewing and assessing application of CAPI for project implementation, M&amp;E, etc.</li> <li>o Ensuring CAPI-based primary data collection, surveys, etc.</li> <li>o Providing analysis, insights and inputs from the survey</li> </ul> </li> </ul> |
| 3.     | Field Manager              | Bachelor's Degree (or equivalent)                                                                                                                                                                                                                        | 5 years                                                                          | <p>S/He will be responsible for:</p> <ul style="list-style-type: none"> <li>• The Field Manager shall assist in designing and refining qualitative and quantitative primary data collection tools like discussion guides for focus group discussions, agenda for in-depth interviews and household-level survey questionnaires.</li> <li>• S/He will organize and oversee the data collection and use of qualitative and quantitative survey techniques.</li> <li>• S/He will support documentation; and assist in various aspects of survey design, such as the sampling plan and field protocols.</li> <li>• S/He will train survey teams on proper sampling and interviewing techniques; and provide as-needed technical assistance; and provide quality</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| S. No.                   | Key Personnel <sup>3</sup> | Minimum Educational Qualification <sup>4</sup> | Length of Professional Experience | Roles and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|----------------------------|------------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                          |                            |                                                |                                   | <p>control and technical support.</p> <ul style="list-style-type: none"> <li>• S/He will finalize contractual and logistical arrangements with local survey firms (s), if any.</li> <li>• S/He shall ensure the households, facilities and other survey respondents are selected properly and represent the sample.</li> <li>• S/He will assist Research/M&amp;E Expert in drafting of work plan, thereby providing requisite inputs for field survey schedule.</li> <li>• S/He will also conduct KIIs at national and state level.</li> <li>• S/He will not indulge either in unethical or malpractices or use field visits for personal gain/advantages during data collection.</li> </ul>                                                                                                                                                                                                     |
| <b>Support Personnel</b> |                            |                                                |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.                       | Supervisor                 | Bachelor's Degree (or equivalent)              | 3 years                           | <p>S/He will be responsible for:</p> <ul style="list-style-type: none"> <li>• The supervisor will supervise, monitor, and coordinate the day-to-day operations and work of the field team responsible for the survey.</li> <li>• S/He will also conduct KIIs at State/District level.</li> <li>• S/He will report the day-to-day operations of the field team responsible for the survey to the Field Manager of the survey.</li> <li>• S/He will conduct quality checks of conducted surveys, field inspections and compile the recorded surveys in the district and reports to the central team.</li> <li>• S/He will ensure that the data is uploaded at the backend post collection and is available to the Authority in real time.</li> <li>• S/He will not indulge either in unethical or malpractices or use field visits for personal gain/advantages during data collection.</li> </ul> |
| 5.                       | Field Investigator         | Bachelor's Degree (or equivalent)              | 1 year                            | <p>S/He will be responsible for collecting the data.</p> <ul style="list-style-type: none"> <li>• Coordinate with households and facilities to collect data from eligible respondents, ensuring all activities strictly follow project instructions and official guidelines.</li> <li>• Conducting the household surveys, key informant interviews, and FGDs etc. as per the requirement.</li> <li>• Ensure data is collected in the required format and proactively resolve inconsistencies in responses through appropriate questioning or explanation to maintain high data quality.</li> </ul>                                                                                                                                                                                                                                                                                               |

| S.<br>No. | Key<br>Personnel <sup>3</sup> | Minimum<br>Educational<br>Qualification <sup>4</sup> | Length of<br>Professional<br>Experience | Roles and Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------|-------------------------------|------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                               |                                                      |                                         | <ul style="list-style-type: none"> <li>• Compile collected data for submission and promptly report any field-level challenges or problems in obtaining valid data to the supervisor.</li> <li>• Adhere to the specified time schedule for data collection and assist the field supervisor with additional project-related tasks as assigned.</li> <li>• Maintain strict professional standards by avoiding unethical practices, malpractices, or the use of field visits for personal gain.</li> </ul> |

## **SCHEDULE - 1 : TERMS OF REFERENCE FOR EMPANELMENT**

### **1. Introduction**

- 1.1. The Development Monitoring and Evaluation Office (DMEO) was established by the Government of India as an attached office of the NITI Aayog in 2015. DMEO has been given the mandate to monitor and evaluate Central Government funded programmes and initiatives. Under the programme evaluation mandate, DMEO on a regular basis, conducts impact and process evaluations of the Central Government schemes.
- 1.2. Data collection, either in the form of primary quantitative (through field survey) or qualitative data collection, are pre-requisites for evaluation of any scheme. Through the empanelment of survey institutions, DMEO is seeking to empanel qualified and eligible organizations, who can be invited to conduct qualitative and quantitative surveys as part of Monitoring and Evaluation (M&E) studies conducted regularly by DMEO.
- 1.3. Upon empanelment and subsequent award of an Evaluation Study/Project, the Survey Firms shall assist DMEO with primary data collection to supplement and triangulate secondary analysis conducted on various government schemes, policies, programmes, etc. The data collection exercise would include collecting primary data through various forms of quantitative and qualitative surveys.

### **2. Objectives of the M&E Studies**

- 2.1. The evaluation of a government scheme/program may be initiated at different stages of the scheme lifecycle, corresponding broadly with baseline, mid-line and end-line evaluations. Depending on when such evaluation is undertaken it would be either formative or summative evaluations. The indicative list of Sectors for Evaluation studies of government programs/initiatives/schemes is provided in *Annexure*.

### **3. Scope of Services**

- 3.1. The empaneled agency shall be responsible for conducting qualitative and quantitative surveys and related works including designing of survey, field plans, field visits, inspections, training workshops, preparing training manual, etc. as part of Monitoring and Evaluation (M&E) studies conducted regularly by DMEO.
- 3.2. The surveys for M&E studies may vary by size and scale, depending on the sampling methodology and requirements of the Evaluation Study/Project.
- 3.3. The exact scope of services, sampling methodology, survey types, size of the surveys, survey instruments, project duration, Key Personnel requirement and geographical coverage (in terms of regions, States/UTs, districts, villages/wards, blocks, etc.) shall be communicated to the shortlisted empaneled institutions, as part of the Terms of Reference of the specific Evaluation Study/Project.
- 3.4. The evaluation studies typically involve a combination of different forms of surveys, including but not limited to the following:
  - Household Surveys
  - Establishment Surveys
  - Facility Surveys
  - Qualitative surveys such as Key Informant Interviews (KIIs), Focus Group Discussions (FDGs), In-depth Interviews (IDIs) etc.
- 3.5. The empaneled agency shall be responsible for conducting such qualitative and quantitative

surveys across the country in select States and UTs, as defined in the Evaluation Study/Project specific RFPs.

For the purpose of these surveys, the country is typically divided into 8 geographical Regions i.e. (i) North, (ii) Central, (iii) South, (iv) East, (v) West, (vi) North-East, (vii) Hilly states and (viii) Indian Islands

Region-wise list of States/UTs is provided in the table below:

| S No | Regions        | States/UTs                                                                       |
|------|----------------|----------------------------------------------------------------------------------|
| 1    | North          | Chandigarh, Delhi, Haryana, Punjab, Uttar Pradesh                                |
| 2    | Central        | Chhattisgarh, Madhya Pradesh                                                     |
| 3    | South          | Andhra Pradesh, Karnataka, Kerala, Puducherry, Tamil Nadu, Telangana             |
| 4    | East           | Bihar, Jharkhand, Orissa, West Bengal                                            |
| 5    | West           | Dadra & Nagar Haveli and Daman & Diu, Goa, Gujarat, Maharashtra, Rajasthan       |
| 6    | North East     | Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura |
| 7    | Hilly States   | Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Ladakh                           |
| 8    | Indian Islands | Lakshadweep, Andaman & Nicobar Islands                                           |

- 3.6. The Survey Firms shall be responsible for data collection, data processing, data scrutiny, data validation, data analysis, and final submission of raw data and analysis ready data in .dta, .sav and .csv formats for all collected quantitative data and all transcripts and coding for the qualitative data.
- 3.7. Upon empanelment and subsequent award of an Evaluation Study/Project, the Survey Firm shall be expected to:
  - Assist in developing the **survey instruments** viz. discussion guides for focus group discussions, interview guides for in-depth interviews and questionnaires for beneficiaries and other stakeholders etc. as applicable to the Evaluation Study/Project Specific RFP/ToR in consultation with DMEO.
  - Preparation of the **Survey Plan**, establish a **managerial structure** for field operations, identify suitable field investigators and conduct **training/capacity building, pre-test, pilot** and **finalise** the required tools in partnership with the DMEO team.
  - The survey agency should be equipped with technical know-how of using appropriate **Computer Assisted Personal Interview (CAPI) software** and adequate human resource deployed for developing and finetuning the CAPI tools which is critical for data collection and management.
  - Conduct **field survey**, collect and compile quality data from areas identified for sampling. **Collate data** collected through both quantitative and qualitative tools and conduct data cleaning and validation checks
  - Ensure **high quality data** management and adherence to quality assurance

mechanisms as per agreed protocols, plans and schedules.

- **Submit raw data** (unit level data) and clean data in .csv, .dta, or .sav format and other agreed deliverables to DMEO
  - Run **preliminary data analysis** and **cross-tabulations** and submit output and final tables.
  - Incorporate **concurrent feedback from DMEO** into the workflow
  - Complete any other related tasks as required by the Authority
- 3.8. The Survey Firm shall adhere to scientific procedures of data collected and ensure that the data is complete, valid, relevant and appropriate to the survey objectives and instruments. Data collected should be regularly assessed for accuracy, validity, and consistency.
- 3.9. In addition to the above listed activities, the Authority might also seek support from the Survey Firm in the design of survey methodology, sampling plan, questionnaire design and detailed primary data analysis, as needed. The exact scope of services of a particular Project shall be shared at the time of Request for Proposal for the respective Evaluation Study/Project.

#### **4. Primary Data Collection Methodology**

- 4.1. The Survey Firm shall help conduct both qualitative and quantitative surveys so as to help assess the scheme from relevance, effectiveness, efficiency, sustainability, impact, equity and coherence perspective. The Survey Firm shall seek consent from the respondents before conducting the survey.

#### **5. Sample Design**

- 5.1. The sample design for the survey shall be drafted in such a way that the selected sample is representative, and spread over geographic sub-areas and population sub-groups properly. The size of the sample shall take into account competing needs so that costs and representativeness are optimally balanced. Most of the time, given the all-India nature of implementation of some schemes, the sampling methodology could involve multi-stage, stratified and clustered features. The sample size shall be determined using statistical techniques with reasonable assumptions relevant to the Evaluation Study/Project.
- 5.2. The different sampling methodologies include random sampling, purposive sampling, systematic sampling, stratified sampling, clustered sampling, multi-stage sampling among others may be adopted for data collection. Please note that sampling plan and size would vary depending on the scale and scope of the specific Evaluation Study/project.

#### **6. System & Tools**

- 6.1. Household, Facility or Establishment Surveys, conducted by personal interview method, shall be carried out using Computer Assisted Personal Interview (CAPI) tools.
- 6.2. The agency will make the requisite number of hand-held devices and other tools available to facilitate digital data collection by the survey teams. The Authority will bear no responsibility for the payment, storage and field level deployment and use of hand-held devices.
- 6.3. The Survey Firm shall be expected to maintain adequate backup of collected data to avoid data loss/damage.

- 6.4. The Survey Firm shall provide to the Authority, copies of the datasets and data entry error reports/logs that show the frequency of discrepancies noted and actions taken to rectify.

## **7. Regional Language Translation**

- 7.1. The Survey Firm is expected to develop survey questionnaires/schedules for CAPI systems and translate them in regional languages as applicable for the use of data collection by investigators for such specific states.
- 7.2. The quality of the translation has to be checked through back-translation to English and validate the accuracy of the translation. If needed, help from local language experts may also be taken for this specific task.

## **8. Interview Recording & GPS Capture**

- 8.1. The Survey Firm should conduct the interviews in CAPI tools that could also capture some audio-recording of the personal interview, focus group discussion at random points of the interview and GPS data of the households and establishments compulsorily for quality checks. The Survey Firms may also consider capturing video recordings of the survey as per the need of specific Evaluation Study/projects.

## **9. Training**

- 9.1. The investigators along with their supervisor are required to attend briefing(s) / training(s) given by the Survey Firm at its offices or convenient places, before each round of survey work, without any additional cost to DMEO.
- 9.2. The Survey Firm has to ensure that only those investigators who have attended and cleared the training program during each round of the survey may be allowed to undertake the field investigation/ data collection.

## **10. Regional Knowledge**

- 10.1. Moreover, knowledge of the regions, local languages etc. is essential and the Survey Firm must ensure capacity in terms of trained field investigators/supervisors and other resources to undertake the field survey region-wise.

## **11. Mechanisms to ensure Data Quality**

- 11.1. A multi-pronged robust process for quality control shall need to be followed during data collection for the Evaluation Study/Project. Provided below is an indicative non-exhaustive list of mechanisms to ensure data quality:
- 11.2. The field investigators to be engaged for conducting the household survey & key informant interviews/FGDs should meet the minimum education qualifications as defined in the RFE (*Annexure A*). 2-step training (classroom and then on-the-field training) should be conducted for all field investigators.
- 11.3. Standard Operating Procedures (SOP) shall need to be put in place to ensure requisite protocols are followed by the enumerator in scheduling beneficiary interviews/KIIs/FGDs.
- 11.4. It is recommended that tools be benchtested by the survey firm internally with dummy respondents and role play methods. Also, after such benchtesting, pilot surveys should be conducted on at least 2% of the sample size to fine tune the inquiry tools. A brief on the learnings from such a pilot exercise and subsequent improvements in the tools/questionnaires should also be shared with the Authority.

- 11.5. 100% of data collected should be validated against a validation checklist, prepared in discussion with the Authority. Missing data points should be recollected. Automated conditional checks can be enabled wherein dubious records collected from the field are flagged for review by supervisor and other core team members.
- 11.6. In case of household survey, back checks should be undertaken to ensure at least 5% data of the sample size.
- 11.7. Use of mobile-based, real-time and geo-tagged data collection and validation tools should be done to ensure efficiency and accuracy in data collection. Preparing Dashboard for online monitoring of the data collection. Access to Dashboard, tools and data should be provided to the Authority at all times.
- 11.8. The field-work should be conducted under adequate supervision of the Survey Firm through its field supervisors and field managers to ensure desired quality within stipulated time as per the guidelines provided by the Authority.
- 11.9. The Authority reserves the right to cross-check the quality and accuracy of data through audio, telephonic and field verification. For field verification, the Survey Firm should ensure that the concerned investigator accompanies the Authority officials for identification of the respondent/location, when requested.

## **12. Listing of stakeholders to be consulted**

- 12.1. A detailed list of stakeholders to be interacted with during the key informant interviews, focus group discussion (FGDs), facility surveys, establishment surveys, in-depth interviews etc. shall be provided at the time of Request for Proposal for the Evaluation Study/project.

## **13. Deliverables & Timelines**

- 13.1. The detailed list of deliverables and exact timelines with regards to a particular Evaluation Study/Project shall be shared with the empaneled Survey Firms during the Limited Tendering process as part of the scope of the Specific Evaluation Study/Project.

## **14. Payment Terms and Schedule**

- 14.1. The payment schedule of the Survey Firm on award of Evaluation Study/project shall be linked to the deliverables of the Evaluation Study/Project. The Payment Terms and Schedule will be shared with the empaneled survey firms during the Limited Tendering process of the Specific Evaluation Study/Projects.

## **15. Support from DMEO, NITI Aayog**

- 15.1. The Authority shall make available the following materials required for the conduct of the survey, before the launch of each round of the survey:
  - Survey scope, coverage, sample size and sampling design
  - An Authority letter authorizing the Survey Firm to collect requisite information (data) from the households/establishments/facilities/individuals
  - Any other material as and when decided and mutually agreed by both the Authority and the Survey Firm.
- 15.2. Any additional material or information required for better contextual understanding of the Evaluation Study/Project shall be provided at the time of Request for Proposal for the



**16. Miscellaneous**

- 16.1. The Survey Firm shall have/establish an office at the Project Base Location, for efficient and coordinated performance of its Services. All the Key Personnel shall be deployed at this office during the duration of the assignment. The authorised officials of the Authority may visit the Survey Firm's Project Office or field locations any time during office hours for inspection and interaction with the Survey Firm's Personnel.
- 16.2. The Survey Firm shall mobilize and demobilize its Professional Personnel and Support Personnel with the concurrence of the Authority and shall maintain the time sheet/ attendance sheet of the working of all Personnel. These time sheets/ attendance sheets shall be made available to the Authority as and when asked for and a copy of such record shall be submitted to the Authority at the end of each calendar month.
- 16.3. All the Evaluation Study/Project outputs including primary data shall be compiled, classified and submitted by the Survey Firm to the Authority in soft form apart from the reports indicated in the Deliverables (Paragraph 12). The Evaluation Study/Project outputs shall remain the property of the Authority and shall not be used for any purpose other than that intended under these Terms of Reference without the permission of the Authority. The Assignment shall stand completed on acceptance by the Authority of all the Deliverables of the Survey Firm.

**Sectors of Evaluation Studies**

Provided below is an indicative list of Sectors for DMEO's Monitoring and Evaluation studies of government programs / initiative / schemes:

1. Agriculture & Allied Activities (includes Animal Husbandry, Livestock and Livestock Products, Fisheries, Integrated Watershed Management and Irrigation, etc.)
2. Drinking Water, Sanitation and Hygiene
3. Education and Skills Development
4. Employment and Livelihoods
5. Energy (includes Electrification, PNG/CNG/LPG, Solar Energy, Wind Energy, etc.)
6. Environment, Forest and Climate Change
7. Financial Services (includes Financial Inclusion, Banking, MFI, etc.)
8. Health and Nutrition
9. Housing
10. Industry, Trade and Commerce (Includes Manufacturing and Services)
11. Infrastructure (Includes Roads & Highways, Railways, Shipping - Ports & Inland Waterways, Irrigation Projects, Digital Connectivity Infrastructure, Airports, etc.)
12. Internal Security and Home Affairs
13. Justice Delivery / Judiciary
14. Mining & Minerals
15. Rural Development
16. Social Inclusion
17. Tourism, Travel and Hospitality
18. Urban Transformation
19. Water Resources
20. Women and Child Development
21. Others

## **SCHEDULE - 2 : LETTER OF EMPANELMENT**

File No: I-19014/08/2026-DMEO  
Government of India  
NITI Aayog  
Development Monitoring and Evaluation Office

Sansad Marg, New Delhi -110001

<Enter Date>

**Subject: Empanelment of Survey Firms for Evaluation of Central Government Schemes  
- reg**

Sir/Madam,

In reference to the RFE Notice No. \*\*\*, the Competent Authority of NITI Aayog has approved your empanelment with Development Monitoring and Evaluation Office (DMEO), NITI Aayog for a period of 3 (three) years w.e.f. \*\*\*, subject to performance which will be ascertained during Annual Review. This period may be extended for a further period of additional 2 (two) years (subject to one year at a time) based on performance and /or need of DMEO, NITI Aayog.

Ms. Mamta Kalra  
Development Monitoring & Evaluation Office (DMEO)  
Room No-431, NITI Aayog, Sansad Marg  
New Delhi, 110001  
Email: [dmeoeval-niti@gov.in](mailto:dmeoeval-niti@gov.in)

**To,**

**<The Authorized Representation>**  
Survey Firm