RFP for Village Survey in Punjab, India

CIMMYT India invites proposal for the following Village Survey:

**Title and Description:** Carrying out data collection from 122 villages of Punjab, as part of the study, “Economic, Social, and Environmental Impacts of Sustainable Intensification Technologies in Punjab”. The survey agency has to carry out the following activities.

1. Implement a key informant survey (KIS; 2-3 people/village – the respondents could be knowledgeable farmers, village head, extension officer, head of the Cooperative Society, Head of the Women Self Help Group etc.) in 122 village that belong to the 8 districts of Punjab (village list will be provided before the survey). The two informants shall be interviewed separately, and their answers are to be compared afterwards. In case of contradicting answers, follow-up verification has to be done.

2. Develop village maps indicating the distribution of type of soil with respect to texture and salinity and estimate the share of area with clayey soils and saline/sodic soils. These maps are to be generated during the KIS and verify it with a third local expert (possibly the Government Extension officer).

3. Geo-reference the following institutions (names/details and locations)
   i. Village center(s)
   ii. Primary school(s)
   iii. Primary health center (if any)
   iv. Mandi (if any)
   v. All input dealers (shops) within the village
   vi. If there are no input shops in the village, the closest input shop outside the village
   vii. Boundaries (4 corners and center – 5 GPS points) of 4 plots per village where conventional and zero tillage were practiced (2 plots per technology).
   viii. All machinery service providers within the village boundaries (if nobody provides Happy Seeder for custom hiring, the nearest service provider outside the village).
   ix. Primary Agricultural Cooperative Societies, PACS (if any, within the village)
   x. Formal credit institutions (if any, within the village)
   xi. Farmer organizations (if any, within the village)
   xii. Extension agent’s office (within or outside the village)
   xiii. Two points in the roads at the village boundaries.

4. Quick survey among the owners of the plots that were georeferenced (1-2 page questionnaire).

**Duty Station:** Eight districts (Sangrur, Barnala, Moga, F Sahib, Nawanshahr/Shaheed Bhagat Singh Nagar, Ludhiana, Patiala, Jalandhar) of Punjab.

**Total duration of the contract:** 4 months from the date of release of formal work order. An early completion would be appreciated.
Activities and deliverables First Stage:
- Coding of the KIS questionnaire in a CAPI software.
- Select enumerators and training of enumerators for the data collection.
- Testing the questionnaire and the procedure in two (out of sample) villages.
- Discussion on the modality of carrying out the village survey.

Activities and deliverables 2nd Stage
- Completion of the data collection activities in 61 villages.

Activities and deliverables for 3rd Stage
- Completion of the data collection activities in all 122 villages.
- Providing all datasets (KIS, maps, GIS coordinates) to the CIMMYT researcher.
- Assisting the CIMMYT researchers in data cleaning
- Submit the technical and financial reports to CIMMYT.

Interested firms can submit technical and financial proposals in separate sealed envelopes in one master envelope. All details are given below.

Technical Proposal should contain the following:

1. A short statement describing the organization’s capability for completing the assignment.
2. The institution’s previous experience with similar activities preferably with government and semi government, NGOs. Similar experience and proven track record in the given field for atleast 3-5 years (supporting documentation in relation to major projects executed in the last 3-5 years)
3. A detailed timeline indicating the duration and anticipated completion date for each phase of the assignment.
4. Detail CV of human and technical capacities along with short CV of all experts.

Financial Proposal should contain the following:

1. Financial proposal is to be submitted strictly in accordance with the price quotation form (given below).
2. Last three year’s balance sheets and tax return copies
3. Corporate Documents – Copy of PAN Card, GTSIN, Cancelled Cheque, Address Proof, ID of Legal Representative, Letter of Incorporation/ Registration.

Note: 1. Completion of Work Time Line should be mentioned
2. Validity of the quotation should be at least 180 days
3. Payment stages will be defined by CIMMYT India upon receipt of financial proposal
**Submission Address**

The Applicants shall submit sealed proposals and all other necessary documents in envelopes superscribed with “Proposal for Village Survey in Punjab” and send to the following address:

CIMMYT India  
G-2, B-Block, National Agricultural Science Center (NASC) Complex,  
New Delhi 110012

**Last date of submission of proposals is Feb 18, 2021**

**Please note the following:**

1. Technical and Financial Bid should be sent in two separate envelopes in one master envelope superscribed with “RFP for Village Survey in Punjab, India”
2. Financial Bid will be considered only if the service provider meets the technical criteria. Minimum 60% marks should be scored (42 marks) in technical evaluation.
3. Hiring of any firm for the Survey will be at the sole discretion of CIMMYT India
## FINANCIAL PROPOSAL FORM (on company letterhead with sign & stamp)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Rate (INR)</th>
<th>Tax (INR)</th>
<th>Total (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Village survey in Punjab</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Total Cost</td>
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</tbody>
</table>

- Quoted rates must be **inclusive of all taxes** (GST % being charged should be mentioned)

**Vendor’s Comments, if any:**

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**Note:**

1. We hereby declare that our tender is made in good faith without collusion or fraud and the information contained in the tender is true and correct to the best of our knowledge & belief.
2. The financial proposal submitted by us is subject to the modification resulting from contract negotiation, upto the expiration of the validity period of the proposal.

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**Signature**  
(Name and Title)  

**Date and Place**
The evaluation of the survey firm will be carried out on the following heads:

**Technical Evaluation:**

<table>
<thead>
<tr>
<th>Heads</th>
<th>Marks</th>
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<tbody>
<tr>
<td>1. Experience in designing survey of socioeconomic research projects (agriculture and non-agriculture)</td>
<td>15</td>
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<tr>
<td>2. Presence or capability to initiate survey in the study area</td>
<td>10</td>
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<td>3. Good understanding of local dynamics</td>
<td>5</td>
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<td>4. Strong written and verbal communication skills</td>
<td>10</td>
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<tr>
<td>5. Experience to carryout survey for agricultural research project</td>
<td>30</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>70</strong></td>
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</table>

**Financial Evaluation:**

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<th>Heads</th>
<th>Marks</th>
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<tbody>
<tr>
<td>1. Balance sheet and IT return copies of last 3 years with Annual Turnover of 50-75 Lacs</td>
<td>10</td>
</tr>
<tr>
<td>2. Based on rates quoted</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
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