

**Terms and conditions for inviting Bids from Service Providers for providing  
manpower for data collection of Urban Statistics**

1. The sealed bid only will be accepted from those Registered Service Providers having registration under Labour Act before 3 years. The turnover of Service Provider should be at least ₹ 1.00 crore annually. The balance sheet for the last 3 years should be attached as supporting document in this regard duly certified by CA.
2. The Service Provider having enough (atleast one year) experience in the field of data collection supported by documentary proof in this regard will be preferred.
3. The interested Service Provider will submit technical bid and financial bid (minimum 5% regarding service charges etc.) separately in sealed envelopes. The financial bid will be opened of those Service Providers only who will fulfill the above mentioned conditions which will be elaborated by them in technical bid and interview of the same which will be conducted by a Committee constituted by the Department for the selection of Service Provider.
4. The selected Service Provider will deposit a demand draft of ₹1,00,000/- as security in favour of Director, DESA. This amount will be refunded without any interest after completion of data collection work successfully.
5. The persons/manpower engaged through selected Service Provider for data collection should be at least Graduate having Computer operation knowledge and having age between 21-42 years. Remuneration @ ₹ 15,000/- per month plus EPF/ESI contribution and TA/DA while on tour which will be equivalent to TA/DA paid to Field Assistant of DESA will be given to each person in addition to commission of Service Provider.
6. The survey work will be conducted in 11 districts of Haryana i.e. Faridabad, Gurugram, Rohtak, Hisar, Karnal, Panipat, Sonipat, Yamuna Nagar, Panchkula, Bhiwani & Ambala. The three persons will be selected for Faridabad, two for Gurugram and one each for the remaining districts.
7. The Service Provider will have to provide a list of 42 persons having qualification mentioned at para 5 above. DESA will conduct an interview for the selection of 14 persons among these 42 persons sent by selected Service Provider. The selected person will be attached to respective District Statistical Office. The selected persons will collect the data

from the field in the prescribed schedules and enter this data on the Computer for sending the same to Govt. of India.

8. A comprehensive training will be provided to selected persons/manpower by DESA before the start of data collection.

9. The following five types of data on building construction and housing related activities will be collected by the selected persons/manpower from different sources i.e. Municipal Corporation/Town Planning Authority/Nagar Parishad any other agency as the State Govt. designate for issuing building permits in the State:-

a). Collection and compilation of Buildings Permits and Completion Certificates using prescribed formats (Annexure-I & II, P-91-92 of Manual).

b). Collection and compilation of Building Material Price as per the prescribed format (Annexure-III).

c). Collection and compilation of Wages of building construction labour as per the prescribed format ( Annexure-IV).

d). Collection of data on dilapidated/dangerous old buildings as per the prescribed format (Annexure-V).

e). Circle Rate, Market Rate and Rental Rate of Residential Housing Property (Annexure-VI, VI-I & II).

10. The Department of Economic and Statistical Analysis, Haryana has reserved the right to accept or reject any bid without assigning any reason thereof.

11. The technical bids will be opened on 06.06.2017 at 11.00 AM and all Service Providers who submit their bids may make their presence in the office of Director, DESA at the time of opening of technical bids. After that the financial bids will also be opened on the same day and only those Service Providers will attend it who fulfils the terms and conditions for qualifying the technical bid.

12. Any other terms and conditions may be added later on and that also would be applicable to the selected Service Providers/Manpower.