

# NATIONAL INSTITUTE OF ADVANCED STUDIES

Bangalore – 560 012

Tender Notice No. NIAS/HA/FS/001A

Date: 19 April 2021

The Institute is an autonomous organization registered under the Karnataka Societies Registration Act, 1960, located on the Indian Institute of Science Campus, Bengaluru 560012.

The Institute plans to conduct Mobility and Health related survey of Households in Bengaluru, Karnataka as per the following list. We are seeking a survey agency to conduct the survey and provide the collected data in MS Excel. Further details of the work and the selected wards in the BBMP area of Bengaluru are as follows:

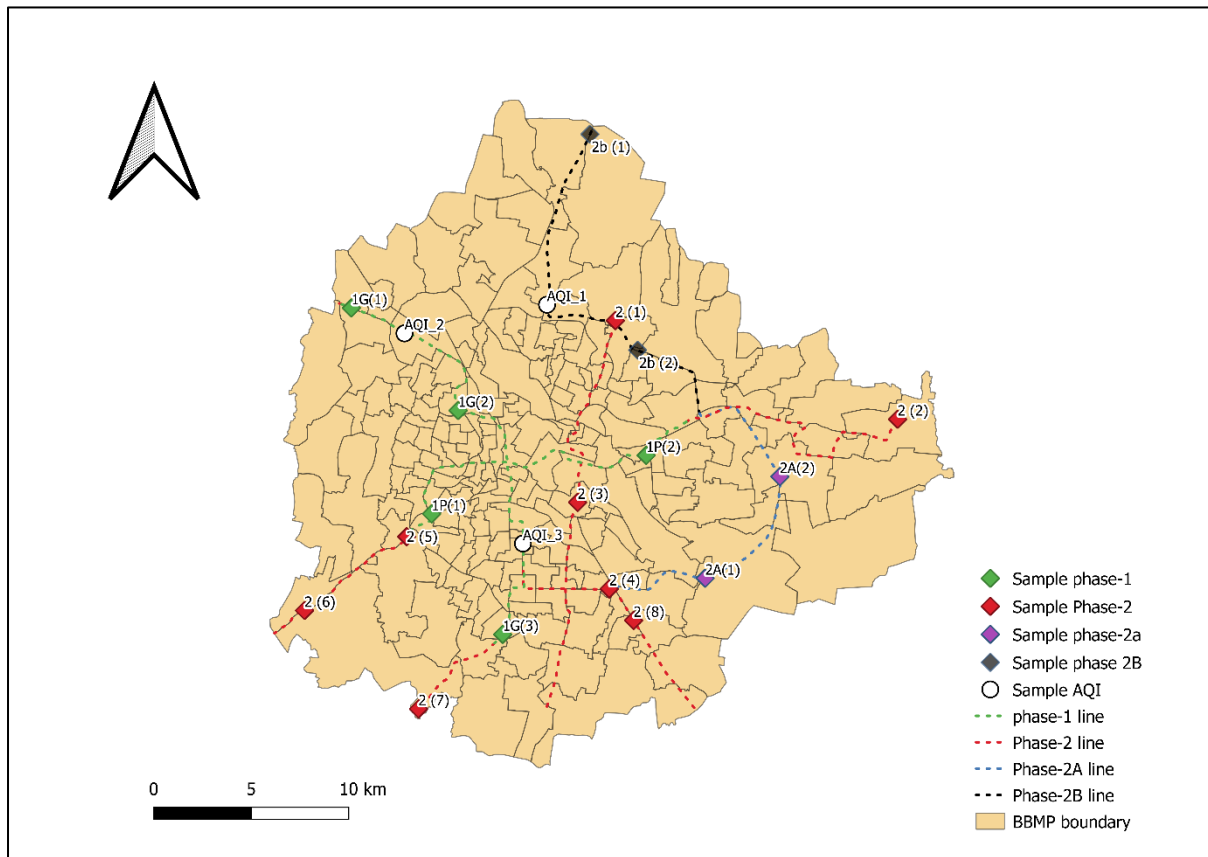
## DETAILS OF THE TENDER

### 1. Scope of the work

- a. The points of references are chosen as existing metro stations/upcoming metro stations as well as air pollution monitoring stations. The list of such reference points as well as the wards in which they are located is given in the following table. The survey will have to be conducted within a radial distance of approximately 1000 metre radii from the specified points of reference.

Phase	Centre of Sampling Location (Current or proposed Metro Station)	Sample size	Ward Name
1G(1)	Nagasandra	84	Bagalakunte
1G(2)	Rajajinagar	50	Nagapura
1G(3)	Yelachenahalli	55	Yelachenahalli
1P(1)	Deepanjali Nagar	57	Deepanjali Nagar
1P(2)	Indiranagar	50	Hoysala Nagar
2 (1)	Nagawara Station	66	HBR Layout
2 (2)	Whitefield	56	Kadugodi
2 (3)	Langford Station	50	Shanthi Nagar
2 (4)	Central Silk Board	56	Madivala
2 (5)	Nayandahalli Station	70	Rajarajeshwari Nagar
2 (6)	Kengeri Bus Terminal Station	50	Kengeri
2 (7)	Anjanapura Station	62	Hemmigepura
2(8)	Hongasandra	89	Hongasandra
2A (1)	ISRO Station	87	Dodda Nekkundi
2A (2)	Ibbalur Station	109	Bellanduru
2B (1)	Bagalur Cross Station	50	Kempegowda Ward
2B (2)	Kalyan Nagar Station	117	Horamavu
AQI (1)	Hebbal	91	Byatarayanapura
AQI(2)	Peenya Industrial Area	50	HMT Ward
AQI (3)	Southend circle	50	Jayanagar
<b>Total</b>		<b>1350</b>	

The map showing the above survey reference points is shown below.



- b. The questionnaires printed in the local language and English will be provided by NIAS.
- c. Each questionnaire will take on an average around 30 minutes to administer. It will be administered to the Head of the Household and will contain socio-economic, mobility and health-related details of the household of all members of the household.
- d. The supervisors of the survey will be trained by NIAS in Bengaluru.
- e. A template of the Excel spreadsheet for data entry will be provided to the survey agency. The agency will, after conducting the survey, enter the data into the Excel spreadsheet.
- f. Agency will be required to:
  - i. Hire qualified field staff (including, supervisors and data entry operators) for the data collection who can speak, read, and write Kannada and English. The minimum qualification of the field staff must be Graduation.
  - ii. Bear the entire cost of the field staff including salaries, per diems and any other expenses that may arise in the conduct of the survey.
  - iii. Bear the cost of the travel of the field staff to the identified survey locations for the entire survey period.
  - iv. Ensure that the field staff are provided with suitable masks and sanitisers so that they can follow all COVID-19 precautions.
  - v. Provide data in the prescribed Excel format.
  - vi. Complete the canvassing of questionnaires and the entry of data within a period of three months from the date of completion of training.

- vii. Submit details of their prior experience in conducting quantitative surveys in Karnataka.
  - viii. Use voice recorders while undertaking the survey which should clearly specify the nearest metro station and the ward name before the questionnaire is filled in. This is required for verification of the data that will be submitted.
- g. Payment terms: 10 percent (10%) of the agreed amount will be paid at the time of signing the contract; 10 percent (10%) upon completion of training; 20 percent (20%) on the commencement of the survey; and the remaining 60 percent (60%) on the receipt of the final data in the prescribed format to the satisfaction of NIAS.
  - h. The agency would be liable to refund the amounts in full, if they fail to complete the work within the time allotted.

## 2. Other specifications

- a. The agency will be required to submit weekly reports on the status of the work.
- b. NIAS retains the right to monitor data collection with or without prior notice.
- c. The schedule of delivery once fixed will not be open to change.
- d. Completed data should be provided as Excel spreadsheets in two forms:
  - i. Email.
  - ii. Duplicate copies in two external pen drives.
- e. All collected data is the property of NIAS. The completed questionnaires have to be returned to NIAS along with a digital copy of the voice recordings.
- f. The contact person at the survey agency should be easily available via email and/or mobile phone.

## 3. Format of tender bids

The sealed bids are to be submitted in two parts: a technical bid and a financial bid.

- a. The technical bid should include:
  - i. Proof of technical capacity: (Availability of appropriately trained personnel and facilities to carry out the required work).
  - ii. Details of survey data collection in Karnataka and data entry (proof to be enclosed)
  - iii. Details of timescales, including projected dates of commencement and completion of data collection.
  - iv. Names and contact information of key people involved, including agency director, supervisor of field data collection, supervisor of data entry, etc.
  - v. Contact details for communication.
- b. The financial bid should:
  - i. Provide a breakup of the bid in two heads:
    - Manpower costs.
    - Other costs.
- c. In case of selection, the tenderer is required to furnish their Permanent Account Number (PAN) and GST details.

## TERMS & CONDITIONS

- 1. The tender bids must be submitted in separate sealed envelopes addressed to:
  - The Head (Administration)
  - National Institute of Advanced Studies
  - Indian Institute of Science Campus

Bengaluru 560012

2. **Last date and time for the receipt of the completed tender is 3 pm on May 24, 2021.**
3. **Tenders will be opened at 4 pm on May 24, 2021.**
4. Tender must be valid for at least **30 days** from deadline.
5. Financial bids will be opened ONLY if the technical bids meet the required criteria.
6. This tender is not transferable.
7. The payment terms are as follows:
  - a. 10% upon signing of contract
  - b. 10% upon completion of training
  - c. 20% upon commencement of the survey
  - d. 60% upon receipt of final data to the satisfaction of NIAS
8. The prices quoted should be firm and irrevocable and not subject to any change whatsoever.
9. The tender must be completed in easily understandable terms.
10. The tender must be clearly typed.
11. Page numbers must be clearly indicated in the proposal (e.g., Pg. 1 of 12, Pg. 2 of 12).
12. Partial, incomplete, or conditional tenders will not be considered.
13. The tender must be received at the office in hard copy; tenders received via fax, email, etc. will not be considered.
14. NIAS will not be responsible for late submissions due to delivery delays.
15. NIAS will not be responsible for deliveries of tender to any place other than the address stated above.
16. NIAS reserves the right to reject any or all tenders without assigning any reason.

Sd/-

Head Administration

National Institute of Advanced Studies,  
Bengaluru - 560012