

Giri Institute of Development Studies

Sector O, Aliganj Housing Scheme, Lucknow 226024

Phone No. 0522-4001667, 4001615

Website: <http://gids.org.in>

GST No. 09AAAAG0162G1Z3

Tender Notice No. GIDS/T/36/2026

Date: 03 July 2026.

Notice Inviting Tender for Empanelment/Engagement/Selection of Agency for Conducting Field Survey and Data Collection for Research Project

Sealed quotations are invited from reputed and experienced firms/agencies with demonstrated expertise and a proven track record in the collection of primary field data—both quantitative and qualitative—using structured questionnaire and semi-structured interview guide for Government and Semi-Government organizations, universities, and research institutes engaged in social science and development studies research.

Detailed specifications (including approximate number of questions in the structured questionnaire and interview guide), terms, and conditions are provided in the document and annexures appended below.

Interested agencies / firms are requested to submit their sealed quotations, duly typed and superscribed as **“Quotation for Conducting Field Survey and Data Collection for Research Project”**, addressed to:

The Director,
Giri Institute of Development Studies,
Sector–O, Aliganj,
Lucknow – 226024
Uttar Pradesh

The quotations must reach the Institute on or **before 17 July 2026 at 05:00 PM**. The Institute reserves the right to accept or reject any or all quotations without assigning any reason thereof.

DIRECTOR
Giri Institute of Development Studies
Lucknow

Tender Invitation for Empanelment/Engagement/Selection of Agency for Conducting Field Survey and Data Collection for a Research Project at Giri Institute of Development Studies, Lucknow

The Giri Institute of Development Studies (GIDS; henceforth GIDS) invites bids from reputed and experienced firms/agencies with demonstrated expertise and a proven track record in the collection of primary field data—both quantitative and qualitative—using structured questionnaire (Android application-based) and semi-structured interview guide (paper-based) for Government and Semi-Government organizations, universities, and research institutes engaged in social science and development studies research.

Interested agencies / firms are requested to submit a detailed proposal in accordance with the specifications and terms outlined in this document below.

Name of the Services	Specifications/ Scope of Work
Conducting Field Survey and Data Collection for the Research Project titled <i>‘Panchayat Governance and Gender Equity: A Longitudinal Study of Aspirational and Non-Aspirational Districts of Uttar Pradesh’</i> at Giri Institute of Development Studies, Lucknow.	As per the tender document

1. General Information about Tender and Bid Submission

- 1.1. **Important Dates:** Bidders are required to strictly adhere to the prescribed timelines for bid submission. Any deviation from the stipulated schedule shall not be entertained. The Institute retains the authority to revise or modify the timetable as necessitated by prevailing circumstances.

Particular	Details
Date and time for downloading the bid document:	03 July 2026
Deadline for the submission of bid:	17 July 2026
Date and time for the opening of Technical Bid / Financial Bid:	20 July 2026

2. Important Notes

- 2.1. **Size of Sample to be considered for Data Collection:** The **survey has to cover a total sample of 2,200 Panchayats** in accordance with the approved sampling design. This will include **2,000 men- and women-led Panchayats** (male/female Pradhans are respondent) **for the collection of quantitative data through a structured questionnaire (approximately 170 questions) administered using an Android-based application, and 200 men- and women-led Panchayats for the collection of qualitative data through a paper-based semi-structured interview guide (approximately 80 questions).** The selected sample Panchayats will be distributed across 35 Blocks in 16 districts of Uttar Pradesh (the list of districts and blocks is attached below).
- 2.2. **Proposal Submission:** Interested bidders must submit a comprehensive bid/proposal in strict accordance with the specifications outlined in the tender document.
- 2.3. **Proposal Validity:** All submitted bids/proposals shall remain valid for a period of ten (10) days from the date of bid opening or price bid opening, whichever occurs later.
- 2.4. **Presentation & Selection:** Shortlisted agencies/firms will be invited to make a presentation and/or participate in an interaction, either in person or through an online mode. The final selection/empanelment/engagement for the assignment shall be based on a composite assessment of the submitted quotation (both technical and financial) and the performance in the presentation/interaction— Quality and Cost-Based Selection (QCBS).

3. Bid Submission

- 3.1 Bidders are required to submit two distinct bids: a Technical Bid, and a Financial Bid. **While both bids must be prepared separately and kept in two separate envelopes mentioning the bids’ names (Technical or Financial) on them, they must be enclosed together within a single large outer envelope.** The Technical Bid shall include all requisite documents as specified in Section 4.2 and its respective Annexure.

3.2 The Financial Bid must be prepared strictly following the format prescribed in Annexure-VII. Tender documents outlining the scope of work are available for reference. **Please note that any submission containing only a single consolidated bid will be summarily rejected.**

3.3 Address for Communication and Bid Submission:

Giri Institute of Development Studies (GIDS)
Sector-O, Aliganj
Lucknow – 226024, Uttar Pradesh, India
Telephone: 0522-4001615, 0522-4001667

4. Eligibility Criteria

4.1. **Mandatory Qualification Criteria:** To participate in the tender bidding process, each bidder must satisfy the following minimum eligibility requirements:

Sl. No.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	To be eligible for participation, the bidder must be a legally recognized entity under one of the following statutes: - A company registered under the <i>Indian Companies Act, 1956</i>; or - A partnership firm registered under the <i>Indian Partnership Act, 1932</i>; or - A limited liability partnership registered under the <i>Indian Limited Liability Partnership Act, 2008</i>; or - A proprietorship firm duly registered with the Goods and Services Department.	Copy of Incorporation Certificates / GST Registration Certificate
2	Tax registration and clearance	The bidder must possess valid registration numbers for the following: a. Goods and Services Tax (GST), corresponding to the location of their business operations; and b. Permanent Account Number (PAN), issued by the Income Tax Department of India.	Copies of GST Certificate, and PAN
3	Mandatory Undertaking	All bidders must adhere to the following conditions: a. Financial Solvency: Bidders shall maintain financial solvency and must not be insolvent, in receivership, bankrupt, or subject to winding-up proceedings. They must not have their business activities suspended or be involved in legal proceedings of a similar nature. b. Legal and Ethical Standing: Neither the bidder nor any of its directors or officers shall have been convicted of criminal offenses relating to professional conduct or the submission of false statements within the preceding three (3) years. c. Conflict of Interest: Bidders must avoid any conflict of interest as defined in the bidding document. d. Code of Integrity: Bidders are required to comply fully with the Code of Integrity	Each bidder shall submit a duly signed <i>Self-Certified Declaration Letter</i> in the format prescribed under <i>Annexure – V (Self Declaration)</i> . This declaration must affirm compliance with all eligibility conditions, statutory requirements, and codes of integrity as specified in the tender document.

specified in the bidding document.

4	Technical Requirements	a. A demonstrated expertise and a proven track record in the collection of primary field data—both quantitative and qualitative—using structured and semi-structured questionnaires (either Android application-based or paper-based) for Government and Semi-Government organizations, universities, and research institutes engaged in social science and development studies research. b. Demonstrated capacity for large-scale data collection. c. Availability of trained manpower and digital infrastructure	Work contract / certificate or any other document(s) to prove the claim.
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4.2. Document Requirements:

All bidders must submit the following documents along with their proposals:

- A copy of the tender notice.
- An undertaking, on the bidder's official letterhead, affirming that the agency/firm is not blacklisted.
- The filled-in/completed Technical Bid with all necessary supporting documents.
- A signed copy of the terms and conditions.
- Copies of valid registration certificates, including GST and PAN.
- A signed copy of the Acceptance of Tender/Conditions Form.
- Proof of work credential.
- Details of service charges must be provided exclusively in the Financial Bid. The rates quoted and finalized shall remain firm and unchanged for the entire duration of the contract.

4.3. Agency Evaluation Criteria by GIDS

- Technical competence
- Relevant experience
- Presentation/interaction performance
- Financial quotation

4.4 Selection of the Agency

The selection of the successful bidder shall be carried out through the Quality and Cost-Based Selection (QCBS) method. Under this method, the final ranking of bidders shall be based on a combined evaluation of the Technical Bid (70%) and the Financial Bid (30%).

Only those bidders who satisfy all eligibility requirements specified in Section 4.1 and submit all documents prescribed under Section 4.2 shall be considered for technical evaluation.

4.4.1 Technical Evaluation

The Technical Bid shall be evaluated out of 100 marks by the Tender Evaluation Committee constituted by the Institute. The following criteria shall be adopted:

Sl. No.	Criterion	Marks
1	Organizational Experience (below 5 years = 0; 5 – 9 years = 5; 10 – 14 years = 10; 15 years and above = 15)	15
2	Quantitative Survey Assignments** (below 5 years = 0; 5 – 9 years = 5; 10 – 14 years = 10; 15 years and above = 15)	15
3	Qualitative Survey Assignment** (Below 5 years = 0; above 5 years = 5)	5
3	Methodology & Implementation Plan	25
4	Key personnel & Team Composition	15
5	Presentation and Interaction	25
1 to 5	Total	100

Note: ** See ‘Annexure-I’ (points 12 & 13) for marking.

4.4.2 Minimum Qualifying Technical Score

A bidder shall be required to obtain a minimum of **70 marks out of 100** in the Technical Evaluation to qualify for the opening of the Financial Bid.

Financial Bids of agencies securing less than **70 marks** shall not be opened and shall be returned unopened after completion of the selection process.

4.4.3 Calculation of Technical Score

The technical score of each qualified bidder shall be converted into a weighted technical score using the following formula:

$$\text{Weighted Technical Score (TS)} = \{(\text{Technical Marks Obtained} \div 100) \times 70\}$$

Where, Technical Marks Obtained = Marks awarded by the Evaluation Committee out of 100, and
The Maximum weighted technical score = 70 marks.

Example:

Suppose a bidder has secured **82 marks** in the Technical Evaluation. Thus, the bidder's weighted technical score would be $TS = \{(82 \div 100) \times 70\} = 57.40$.

4.4.4 Financial Evaluation

Only the Financial Bids of technically qualified bidders shall be opened. The bidder quoting the lowest evaluated financial quotation (L1) shall receive the maximum **financial score of 30 marks**.

The financial scores of the remaining technically qualified bidders shall be calculated using the following formula:

$$\text{Financial Score (FS)} = \{(\text{Lowest Financial Quote} \div \text{Financial Quote of the Bidder}) \times 30\}$$

Example:

<i>Bidder</i>	<i>Financial Quote (₹)</i>	<i>Calculation of Financial Score</i>
A (Lowest)	18,00,000	$(18,00,000 \div 18,00,000) \times 30 = \mathbf{30.00}$
B	20,00,000	$(18,00,000 \div 20,00,000) \times 30 = \mathbf{27.00}$
C	22,50,000	$(18,00,000 \div 22,50,000) \times 30 = \mathbf{24.00}$

4.4.5 Final Composite Score

The final score of each technically qualified bidder shall be computed by adding the weighted technical score and the weighted financial score.

$$\text{Composite Score (CS)} = TS + FS$$

Where, TS = Weighted Technical Score (Maximum 70), and
FS = Weighted Financial Score (Maximum 30)

The bidder obtaining the highest Composite Score (CS) shall be ranked ‘1’ (first) and shall ordinarily be recommended for award of the contract, subject to successful verification of documents and fulfillment of all conditions of the tender.

4.4.6 Tie-Breaking

If two or more bidders obtain the same Composite Score, the bidder with the higher Technical Score shall rank higher. If still tied, the bidder with greater relevant experience in large-scale social science field surveys shall rank higher. The Institute's decision shall be final.

5. Scope of Work

A. Study Familiarization and Inception

- Undertake a detailed review of the project objectives, research design, sampling framework, and survey instruments provided by the Institute.
- Participate in inception meetings/workshops with the research team.
- Submit an **Inception Report** outlining the fieldwork plan, timelines, team deployment strategy, and risk mitigation measures.

B. Sampling Design and Field Planning

- Operationalize the sampling strategy as provided by the Institute (covering districts, blocks, Gram Panchayats— men-led panchayats & women-led panchayats— and stakeholders).
- Prepare detailed field movement plans, cluster allocation, and route charts.
- The selected agency shall deploy a minimum of 30 Field Investigators for data collection and ensure that the number of investigators does not fall below this prescribed strength at any stage of the survey.

C. Questionnaire Finalization and Digitization

- Assist in refining structured/semi-structured questionnaires in consultation with the research team.
- Translate survey instruments into local languages/dialects, if required, ensuring conceptual accuracy.
- Program questionnaires on an Android-based data collection platform (e.g., CAPI tools) with appropriate validation checks, skip logic, and data security features.
- Provide paper-based formats where required as backup.

D. Quantitative Data Collection (Structured Questionnaire— Android-based Application)

- The agency shall undertake quantitative data collection using a structured questionnaire (approximately 170 questions) administered through an Android-based application (CAPI mode).
- A total of **2,000 samples** shall be covered in accordance with the sampling design provided by the Institute.
- The agency shall ensure thorough and proper understanding of the questionnaire with validation checks, skip logic, and real-time data synchronization.
- Data quality shall be ensured through GPS tagging, time-stamping, and built-in consistency checks.
- Daily data uploads and monitoring dashboards shall be maintained for review by the Institute.

E. Qualitative Data Collection (Interview Guide – Recording and Paper-Based Mode)

- The agency shall conduct **200 qualitative interviews** along with focused group discussion of the stakeholders using a semi-structured interview guide (approximately 80 questions) **in hard copy format**, as provided by the Institute.
- Interviews shall be administered to identify stakeholders/respondents in accordance with the study design.
- Detailed field notes and/or verbatim responses shall be recorded systematically and later digitized.
- The agency shall ensure accurate transcription (and translation, if required) of qualitative data for subsequent analysis.
- All qualitative data shall be properly documented, anonymized, and submitted in agreed formats.

F. Recruitment and Training of Field Personnel

- Recruit qualified and experienced field investigators possessing at least UG/PG degrees, supervisors, and field coordinators with preference for local language proficiency and gender balance.
- Conduct comprehensive training sessions covering:
 - Survey objectives, sampling, and use of Android Application
 - Questionnaire administration
 - Ethical considerations and informed consent
 - Gender-sensitive data collection practices
- Organize pilot testing/mock interviews and revise protocols based on feedback.

G. Pilot Survey / Pre-testing

- Conduct a pilot survey in selected locations within 2 to 4 days from receiving training to test survey instruments and operational feasibility.
- Submit a **Pilot Report** highlighting challenges, response patterns, and suggested modifications.
- Incorporate revisions in consultation with the Institute before full-scale rollout.

H. Field Data Collection

- Ensure adherence to sampling protocols and respondent selection procedures.
- Obtain informed consent from all respondents and ensure confidentiality.

I. Supervision, Monitoring, and Quality Control

- Deploy field supervisors for real-time monitoring of data collection.
- Implement robust quality assurance mechanisms, including:
 - Back-checks and spot-checks
 - Daily data reviews and validation
 - GPS/time-stamp verification (for digital surveys)
- Establish a system for resolving field-level issues promptly.
- Share periodic progress reports with the Institute.

J. Data Management and Security

- Ensure secure handling, storage, and transmission of data.
- Maintain data integrity through regular backups and encryption protocols.
- Ensure compliance with data protection and confidentiality standards.

K. Data Cleaning, Validation, and Processing

- Perform data cleaning, consistency checks, and validation in consultation with the research team.
- Address missing values, outliers, and logical inconsistencies.
- Prepare well-structured datasets with appropriate coding and documentation.

L. Documentation and Deliverables

- Submit the following deliverables:
 - Inception Report
 - Training Report
 - Pilot Survey Report
 - Periodic Progress Reports
 - Final Cleaned Dataset (in agreed formats such as Excel/CSV/STATA/SPSS)
 - Codebook and metadata documentation
 - Fieldwork completion report
- Provide transcripts/notes for qualitative data, where applicable.

M. Ethical Compliance

- Ensure adherence to ethical standards in social science research, including:
 - Informed consent
 - Voluntary participation
 - Confidentiality and anonymity of respondents
- Ensure no harm or coercion in the data collection process.

N. Logistics and Field Coordination

- Arrange all logistics related to fieldwork, including travel, accommodation, and equipment for field teams.
- Ensure uninterrupted field operations across all selected sites.

O. Coordination with the Institute

- Maintain continuous coordination with the designated nodal officer/research team.
- Participate in review meetings (online/offline) as required.
- Incorporate feedback and align fieldwork with project objectives.

P. Timeline and Milestones

- Complete all activities within the stipulated timeframe as defined by the Institute.
- Adhere strictly to agreed milestones and reporting schedules.

Q. Other Responsibilities

- Undertake any additional tasks related to field survey and data collection as may be assigned by the Institute during the course of the project.

R. Duration in which the Survey to be Completed

- [The agency must complete the survey within 50 days from the date of the execution of work contract.](#) No further delay, unless some natural calamities arise, will be accepted.

6. Technical Specifications

<i>Data</i>	<i>Means/Method of Data Collection</i>
Quantitative (Structured Questionnaire)	Quantitative Data Collection (Structured Questionnaire—Android Application-based): 2000 Men- and Women-led Panchayats as samples (Gram Pradhans are respondents).
Qualitative (Semi-structured Interview Guide)	200 qualitative interviews along with FGDs of stakeholders (including recording) using a semi-structured interview guide in hard copy format, as provided by the Institute.

7. Technical Bid

7.1. Specifications

The bidder shall submit a comprehensive Technical Bid that demonstrates its capability to undertake the responsibility of conducting large-scale sample survey and collection of primary data efficiently—both quantitative and qualitative—using structured and semi-structured questionnaires (both Android application- and paper-based) for Government and Semi-Government organizations, universities, and research institutes engaged in social science and development studies research, as specified in the ‘**Section 5**’: Scope of Work.

Annexure – I: Technical Bid

Sr. No.	Particulars	Details (to be filled by the bidder)
1.	Name of the bidder/Agency/Firm	
2.	Principal place of business	
3.	Address with telephone numbers, fax numbers, etc.	
4.	Date of incorporation and/or commencement of business	
5.	Name of partners/directors/ proprietor	
6.	PAN number (provide a copy of valid document)	
7.	GST registration number (provide a copy of valid document)	
8.	Name, designation, postal address, email address, phone numbers, etc., of authorized signatory of the bidder if other than proprietor.	
9.	Contact details of individuals who will serve as the point of contact/communication in case of the contract awarded.	
10.	Details of Technical Capacity and Efficiency (please add separate sheet, if required)	
11.	Provide previous work contract documents/ work completion certificates	
12.	Years of experience in undertaking quantitative survey work.	
13.	Years of experience in undertaking qualitative survey work.	

7.2. Terms and Conditions

- 7.2.1. The bidder must submit their quoted rates strictly in the *prescribed format* provided with this tender notification.
- 7.2.2. Bidders shall structure their financial quotations to fully cover all expenses and cost components specified in this document.
- 7.2.3. All bid submissions shall be made strictly in *sealed envelopes*.
- 7.2.4. The successful bidder shall be required to submit a security deposit equivalent to ten percent (10%) of the total contract value. This deposit must be furnished within the stipulated time frame following the issuance of the Letter of Award. .
- 7.2.5. Any bid submitted after the stipulated deadline shall not be considered and will be summarily rejected.
- 7.2.6. The service charges/rates quoted by the bidder shall remain firm and valid for the entire duration of the contract, including any extensions thereof, as may be granted by the Institute. No revision, escalation, or alteration of the quoted rates shall be permitted during this period.
- 7.2.7. Each page of the tender document must be duly signed and stamped by the bidder. The complete tender document shall be submitted on or before the specified date, and any delay in submission shall be solely the responsibility of the bidder. All tender documents must be properly signed and stamped, and any alterations or insertions made therein must be duly authenticated by the bidder.
- 7.2.8. *Earnest Money Deposit (EMD) and Exemptions*— A Bidder is required to deposit ₹30,000/- (Rupees Thirty Thousand only) in the form of an EMD issued by a Nationalized bank, valid for 6 months, with a claim period of 3 months after the expiry of the validity of the Bank Guarantee, as per applicable statutory provisions in this regard. The Bank Guarantee shall be issued by Nationalized bank in favour of Director, Giri Institute of Development Studies, Sector-O, Aliganj, Lucknow.
No interest shall be paid on the EMD by the institute. The hard copy of the Bank Guarantee must reach ‘Giri Institute of Development Studies, Lucknow’ before the last date of bid submission, along with other required documents.
Return of EMD— The EMD of the selected / successful bidder shall be returned/refunded after successful completion of delivery in all respects, as per the delivery timeline.
Forfeiture of EMD— The EMD submitted by the bidder shall be forfeited if:
 - i. The bidder withdraws its bid before the opening of bids.
 - ii. The bidder withdraws its bid after the opening of bids but before the Notification of Award.
 - iii. The selected bidder withdraws its bid/proposal before furnishing the Performance Bank Guarantee.
 - iv. The bidder violates any provisions of the RFP up to the submission of the Performance Bank Guarantee.
 - v. The selected bidder fails to accept the work order within five days from the date of receipt of the order. However, the Institute reserves the right, at its sole discretion, to consider late acceptance of the order by the selected bidder.
 - vi. The bidder fails to submit the Performance Bank Guarantee within the stipulated period from the date of execution of the contract. In such cases, the Institute may, at its discretion, cancel the order placed on the selected bidder without any prior notice.*Exemptions*— Micro and Small Enterprises (MSEs) registered with the appropriate authority, and startups recognized by the competent/authorized industry board, shall be exempted from payment of Earnest Money Deposit (EMD), subject to submission of valid registration/recognition certificates.
- 7.2.9. Bidders shall have the liberty to be present, either personally or through duly authorized representatives, at the time of opening of the tender, as specified in the Tender Notice. The presence of bidders or their representatives shall be recorded, and no objections regarding the tender opening process shall be entertained thereafter.
- 7.2.10. Any violation of the terms and conditions specified in this tender document shall result in the forfeiture Security Deposit of the successful bidder(s).
- 7.2.11. Any direct or indirect attempt by the bidder to influence, negotiate, or otherwise interfere with the official or authority to whom the tender is submitted, or with the tender-accepting official/authority, prior to the finalization of the tender process, shall render the bid liable for outright rejection.

- 7.2.12. The GIDS reserves the absolute right to accept or reject any tender/bid, in whole or in part, without assigning any reason thereof. The Institute further reserves the right to impose, amend, or relax any of the terms and conditions stipulated in this tender/bid at its sole discretion. Such decisions of the Institute shall be final and binding on all bidders.
- 7.2.13. The payment for the work/services shall be released by the Giri Institute of Development Studies (GIDS) in phased installments, commensurate with the progress achieved at each stage of execution. The specific schedule and quantum of payments shall be determined and stipulated at the time of finalizing the work contract.
- 7.2.14. The selected bidder/firm/company shall be obligated to submit to the Institute the complete survey data and information— both quantitative and qualitative— including field notes and reports in a usable and editable format.
- 7.2.15. The agency must complete the survey within 50 days from the date of the execution of work contract. No further delay, unless some natural calamities arise, will be accepted.
- 7.2.16. In the event that the Institute or the Project Research Team identifies any inconsistency, error, overreporting, underreporting, or other noticeable discrepancies in the data collected through the field survey, the selected agency shall be obligated to revisit the concerned sample units and undertake the necessary recollection, verification, and rectification of the data without claiming any extra cost for the same.
- 7.2.17. The cost of the pilot survey, and the training of field personnel at GIDS shall be borne by the survey agency.

7.2.18. Arbitration

- 7.2.18.1. In the event of any disputes or differences arising between the parties, efforts shall first be made to resolve the matter amicably through mutual discussions or conciliation facilitated by the GIDS. Such conciliation shall be undertaken in good faith with the objective of reaching a fair and equitable settlement prior to invoking any further dispute resolution mechanisms.
- 7.2.18.2. If mutual discussions or conciliation fail to resolve the dispute, the aggrieved party may initiate arbitration proceedings by appointing a sole arbitrator. The Giri Institute of Development Studies (GIDS), or an authority duly deputed by GIDS, shall serve as the arbitrator. The arbitration proceedings shall be conducted in accordance with the provisions of the *Arbitration and Conciliation Act, 1996* (as amended from time to time), and the decision of the arbitrator shall be final and binding on both parties.
- 7.2.19. The Giri Institute of Development Studies (GIDS) reserves the right, though not obligated, to conduct capability assessments of the bidder/agency/company and the Field Investigators/ Field Supervisors employed/engaged/deployed by him/it and to carry out pre-notice inspections in the field at the bidder's cost. These rights include, but are not limited to, checking the manner in which field data are being collected, ground verification and data checking to verify the bidder's / Field Investigator' / Field Supervisor's competence and readiness. Failure to satisfactorily clear the capability assessment shall result in immediate disqualification of the bidder from the work contract.

7.3. Reasons for Bid Rejection:

The bid(s) shall be liable for rejection in case of any one or more of the following conditions:

- a. Bids submitted by bidders who do not satisfy the pre-qualification requirements outlined in this document.
- b. Bids that are incomplete in any respect or conditional in nature, failing to comply with all specified requirements of this document.
- c. Bids received after the last date and time stipulated in this document.
- d. Bids submitted in unsealed covers, unsigned bids, bids signed by unauthorized persons, or bids containing corrections that are not duly signed, or if financial and technical bids are kept together in one envelope [these two bids must be kept in two separate sealed envelopes].
- e. Bids containing erasures or overwriting, except where corrections are duly authenticated by the authorized signatories of the bidder.
- f. Submission of misrepresented, incorrect, or false information in the technical proposal, whether accidental or deliberate, at any stage of contract processing or during the tenure of the contract, including any extension period.

7.4. Annexure – II: Details about the Bank Account of the firm [to be filled by the bidder].

Sl. No.	Particulars	Details
1.	Name of the firm: M/s	
2.	Account no.	
3.	Name of the Bank	
4.	Branch Name	
5.	IFSC code of the bank	

7.5. Annexure – III: Tender Acceptance Letter [to be filled by the bidder]

To
 The Director,
 Giri Institute of Development Studies (GIDS),
 Lucknow - 226024,
 Uttar Pradesh

Date: _____.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

I/We hereby acknowledge that we have duly downloaded the tender document(s) pertaining to Conducting Field Survey and Data Collection for the Research Project titled '**Panchayat Governance and Gender Equity: A Longitudinal Study of Aspirational and Non-Aspirational Districts of Uttar Pradesh**' at Giri Institute of Development Studies, Lucknow from the Institute's designated website.

I/We further certify that we have carefully read and understood the entirety of the tender documents, including all annexures, sampling and other enclosures, which collectively form part of the contract agreement. I/We hereby undertake to abide unconditionally by all terms, conditions, and clauses contained therein.

I/We expressly and unreservedly accept the tender conditions, corrigenda, and stipulations in their entirety.

In the event of any violation of the provisions of this tender at any stage during the execution of the work, we acknowledge and accept that the Institute shall be at liberty to reject our tender/bid or work contract, forfeit the full amount of the Earnest Money Deposit (EMD), and that we shall have no claim or right against the Institute in satisfaction of this condition.

Thanking you,

Name of the Bidder:
 Authorized Signatory:
 Seal of the Organization:
 Date:
 Place:

[Signature]

[Note: The bidder needs to fill in the relevant details, sign, and submit the acceptance letter as per the instructions provided]

7.6 ANNEXURE – IV: Bidder Authorization certificate [to be filled by the bidder]

Date:_____.

To
The Director,
Giri Institute of Development Studies (GIDS)
Lucknow – 226024
Uttar Pradesh

Subject: Authorization of Signatory for Tender Reference No. dated

Dear Sir,

I/We,, hereby declare and certify that Mr./Ms.(Name/s) is duly authorized to sign all relevant documents on behalf of my/our company/firm in connection with the above-referenced Notice Inviting Bid (NIB).

S/he is further authorized to attend meetings, and to submit technical and commercial information or clarifications as may be required by the Institute during the processing of the bid.

For validation purposes, his/her verified signatures are appended below:

(Signature Specimen)

Thanking you,

Name of the Bidder:
Authorized Signatory:
Seal of the Organization:
Date:
Place:

7.7 ANNEXURE – V: Self-Declaration [to be filled by the bidder].

Date: _____.

To

The Director,
Giri Institute of Development Studies (GIDS)
Lucknow – 226024
Uttar Pradesh

Subject: Self-Declaration.

Dear Sir,

Dear Sir,

With reference to Notice Inviting Bid (NIB) Ref. No. _____ dated _____, regarding Conducting Field Survey and Data Collection for the Research Project titled '*Panchayat Governance and Gender Equity: A Longitudinal Study of Aspirational and Non-Aspirational Districts of Uttar Pradesh*' at Giri Institute of Development Studies, Lucknow, I/We, being the Owner/Partner/Director/Authorized Signatory of _____ (Name of the Company/Firm), hereby solemnly declare that, as on the date of submission of this bid, my/our Company/Firm:

1. Possesses the requisite professional, technical, financial, and managerial capabilities and competence as required under the Bidding Document issued by the Giri Institute of Development Studies, Lucknow.
2. Has duly fulfilled all obligations related to payment of taxes to the Union Government, State Government, and/or any local authority, as applicable and specified in the Bidding Document.
3. Has a clean and unblemished record and has not been declared ineligible for corrupt or fraudulent practices, either indefinitely or for a specified period, by any Central/State Government, PSU, or Union Territory authority.
4. Has not committed any transgressions with any entity in India or abroad during the last three years.
5. Has not been debarred by any procuring entity.
6. Is not insolvent, under receivership, bankrupt, or in the process of winding up; nor are its affairs being administered by a court or judicial authority; nor have its business activities been suspended; nor is it subject to any legal proceedings for the aforesaid reasons.
7. Neither the firm nor its directors/officers have been convicted of any criminal offence related to professional conduct or for making false statements/misrepresentations regarding qualifications to enter into a procurement contract within the last three years, nor have they been otherwise disqualified under any debarment proceedings.
8. Does not have any conflict of interest, as defined in the Bidding Document that may materially affect fair competition.
9. Undertakes to comply with the Code of Integrity as specified in the Bidding Document.

If any statement made herein is found to be false or incorrect, without prejudice to any other action that may be taken under applicable laws, rules, or regulations prescribed by the Government, the bid security may be forfeited in full and the bid / work contract, to the extent accepted, may be cancelled.

Thanking you.

Yours faithfully,

Name of the Bidder: _____

Authorized Signatory: _____

Seal of the Organization: _____

Date: _____

Place: _____

[Signature]

7.8 ANNEXURE – VI: Certificate of Conformity/ No Deviation [to be filled by the bidder].

Date: _____.

To
The Director
Giri Institute of Development Studies (GIDS)
Lucknow – 226024
Uttar Pradesh

Certificate of Conformity/ No Deviation

This is to certify that the specifications of the services/items proposed in the Technical Bid submitted against the Tender Notice / Notice Inviting Bid (NIB) Ref. No. _____ dated _____, which we undertake to supply/ provide services /execute if awarded the contract, fully comply with the minimum specifications and requirements stipulated in the Bidding Document. We further confirm that there are no deviations whatsoever from the prescribed specifications.

We declare that we have carefully read and understood the entire Bidding Document. By signing this certificate, we hereby convey our unconditional acceptance of all the terms and conditions contained therein, without any reservations or deviations.

We also certify that the price/ service charges/complete work charges quoted by us is/are comprehensive and inclusive of all costs associated with the end-to-end implementation and execution of the field survey and data collection for the research project, in accordance with the standards and requirements, outlined in the Bidding Document.

Thanking you.

Yours faithfully,

Name of the Bidder: _____
Authorized Signatory: _____
Seal of the Organization: _____
Date: _____
Place: _____

[Signature]

7.9 ANNEXURE- VII: Format of Financial Bid [to be filled by the bidder].

Date:.....

To
The Director
Giri Institute of Development Studies (GIDS)
Lucknow – 226024
Uttar Pradesh

Subject: Submission of Financial Bid.

Dear Sir,

On behalf of my/our Company/Firm, M/s _____ (Company name with address), I/We, _____ (Name(s) of the Authorized Signatory/Signatories), hereby submit the Financial Bid in response to the Tender Notice / Notice Inviting Bid (NIB) bearing Ref. No. _____ dated _____.

Particulars	Price (Including GST)
Conducting Field Survey and Data Collection (both quantitative and qualitative data) for the Research Project titled <i>‘Panchayat Governance and Gender Equity: A Longitudinal Study of Aspirational and Non-Aspirational Districts of Uttar Pradesh’</i> at Giri Institute of Development Studies, Lucknow.	

Note:

- (i) The quoted rates are inclusive of all applicable taxes.
- (ii) The agency/firm/company shall be solely responsible for Conducting the Field Survey and Data Collection (both quantitative and qualitative data) for the Research Project titled *‘Panchayat Governance and Gender Equity: A Longitudinal Study of Aspirational and Non-Aspirational Districts of Uttar Pradesh’* hosted by the Giri Institute of Development Studies, Lucknow from the date of the execution of work contract until the preparation of project report.
- (iii) In the event that the Institute or the Project Research Team identifies any inconsistency, error, overreporting, underreporting, or other noticeable discrepancies in the data collected through the field survey, the selected agency shall be obligated to revisit the concerned sample units and undertake the necessary recollection, verification, and rectification of the data without claiming any extra cost for the same.

Thanking you.

Name of the Bidder:
Authorized Signatory
Seal of the Organization:
Date:
Place:

[Signature]