

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

DEPARTMENT OF CIVIL ENGINEERING

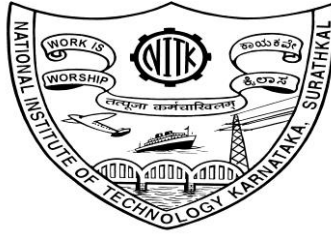
POST SRINIVASNAGAR, MANGALORE – 575 025 (D K)

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NOTICE INVITING QUOTATION

Notification. No: 629/NITL/CIVIL/CSIR-CRRI/MM/2021-22/A9/02/04

dated: 21/03/2022

Name of Service	Hiring of Survey Agency for Data Collection from the city of Thiruchirappalli, Tamil Nadu
Estimated Amount:	₹ 1.50 Lakhs (Including GST)
Time for Supply of item after release of Purchase order	30 (Days)
Document Download / Sale Start Date	23-03-2022, 04.00PM
Clarification Start Date	23-03-2022, 04.00PM
Clarification End Date	04-04-2022, 03.00PM
Bid Submission Start Date	23-03-2022, 04.00PM
Last Date for submission of bids	06-04-2022, 03.00PM
Bid Opening Date	On or after 07-04-2022, 04.00PM
Address for Submission of bids [Type Address of the Department and Contact Person Details with Phone Number]	Dr. Mithun Mohan Assistant Professor, Department of Civil Engineering, NITK Surathkal Mob: 8848956612



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DEPARTMENT OF _____

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NOTICE INVITING QUOTATION (NIQ)

The National Institute of Technology Karnataka, Surathkal (in short – NITK, Surathkal) is an Institute Of National Importance Under Ministry of Education Govt of India, imparting Technical Education and engaged in Research Activities. It is proposed to procure the items for the departmental academic/research activities.

Sealed Quotations as per the Price Schedule given in this NIQ are invited for the following items subject to the terms and conditions, from the reputed manufacturers or its authorised dealers so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to the "Director, NITK, Surathkal". The envelope shall be superscribed with the Quotation Notification Number and the Name of the Service for which quotation is submitted.

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Sd/-
[HOD]

Note: Institute shall not be responsible for any postal delay about non-receipt /non-delivery of the bids or due to wrong addressee.

SECTION-1
Terms and Conditions

1. The rates should be quoted for preferably FOR destination from supply within India.
2. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemptions if any. The rate should be quoted in INR only
3. Rate quoted should be inclusive of Data Collection (sample distribution will be specified by NITK) and the supply of collected data.
4. Payment: No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by supplier.
5. Period requirement for the completion of survey and the supply of collected data in the specified format should be specified in section 3 of this tender document.
6. In case of dispute, the matter will be subject to Mangalore Jurisdiction only.
7. **The buying organization is under the 5% GST Concessional category & Payment will be made with 5% GST on the Taxable amount (base rate).**

SECTION-2
SCHEDULE OF REQUIREMENTS, SPECIFICATIONS AND ALLIED DETAILS
[To be filled up by the Department / Centre of NITK, Surathkal]

Item(s) Name to be Procured	: Hiring of Survey Agency for Data Collection from the city of Thiruchirappalli, Tamil Nadu
Brief Specifications of the Item(s) (Attach Additional Sheet if necessary)	: As per Annexure "A"
Quantity	: 3000 survey samples
Any other details / requirement	: As per Annexure "B"
Warranty Period required	: NA
Delivery Schedule expected after placement of Purchase order (in Days)	: 30 Days

SECTION 3
PRICE SCHEDULE

[To be used by the bidder for submission of the quotation]

-
1. Item Name :
 2. Specifications
(Conforming to Schedule of requirements
Enclose additional sheets if necessary) :
 3. Currency and Unit Price :
 4. Quantity :
 5. Item Cost (Sl No. 3 * Sl. No. 4) :
 6. Taxes and Other Charges :
(i) Specify the type of taxes and duties
in percentages and also in figures.
(ii) Specify Other Charges in figures.
 7. **Warranty Period** :
(Conforming to the Schedule of requirements)
 8. Delivery Schedule :
(Conforming to the Schedule of requirements)
 9. Name and address of the Firm for
placing purchase order :
 10. Name and address of Indian authorized
agent (in case of imports only) :

Signature of the Bidder: _____

Name and Designation: _____

Business Address : _____

Place:

Date:

Seal of the Bidder's Firm

SECTION 4
CONTRACT FORM

[To be provided by the bidder in the business letter head]

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and service will be rendered to the satisfaction of NITK, Surathkal during this period.

Signature of the Bidder: _____

Name : _____

Business Address : _____

Place :

Date :

Seal of the Bidder's Firm

Detailed Technical Specifications

S. No.	Particulars	Details
1	Nature of work	Survey to collect demographics details and trip patterns of residents of Thiruchirappalli, Tamil Nadu
2	Method of Sampling	Stratified random sampling
3	Number of Samples	3000
4	Distribution of Samples	1000 Household Samples 2000 Non-household Samples
5	Details to be collected from Households	Household demographic Information, Household Members information, Trip Information, etc.
6	Details to be collected from non-Households	Details of the establishment, Major Access modes of employees, Major Access modes of Visitors, Freight Details, etc.
7	Mode of Interview	Personal Interview using Paper or Mobile-based data collection
8	Supply of Data	Data of Individual Respondents as softcopy and hardcopy
9	Minimum Qualification of Enumerators	Passed Class XII

Additional Instructions

- i. The Survey Agency will conduct a paper-based or Mobile/tab-based Household and establishment Survey to collect Demographic & trip details in city of Thiruchirappalli in Tamil Nadu
- ii. NITK Surathkal will provide Questionnaire (in PDF format only) to conduct the survey. For Mobile/tab-based survey, the Survey Agency will be required to arrange Android-based mobiles/Tablets to conduct the survey after converting the questionnaire to google/online form.
- iii. To conduct household and establishment survey, the cities will be divided into various zones and wards. The details of the zones and number of samples to be collected from each of the zones will be provided by NITK Surathkal. The agency should ensure that the data is collected across the various parts of the zones.
- iv. The selection of households and establishments will be based on stratified random sampling procedure, representing the major zones / wards of the towns.
- v. The survey, interaction and interview will be conducted with the help of structured interview schedules. The schedule for conducting the survey should be informed to the buyer through email (mithun@nitk.edu.in) two weeks in advance. As far as possible, the survey of a city should be completed in a single stretch.
- vi. Selected agency will be responsible for identifying and liaising with Household and Establishments for required information.
- vii. The agency should propose a team of well-qualified personnel that possess relevant experience in data collection management, data sheet management, data quality oversight, enumeration, facilitation, and note-taking skills as appropriate to quantitative or qualitative data collection or oversight roles.
- viii. The agency is responsible for ensuring that interview participants' selection is being done in accordance with the specified sampling procedure and, where applicable, correctly and consistently applying rules of replacement.
- ix. Agency will have to follow standard confidentiality protocols in addition to any additionally specified confidentiality measures, including: Document procedure for ensuring the privacy of participants during each interview and ensuring the confidentiality of all collected data. Identifiable data should be accessed by the fewest possible parties, and only those with a need to access such information; Ensure informed consent is documented by each respondent prior to start of the interview, including a record of refusals (and reasons, where possible to collect);
- x. Ensure a unique respondent ID number is attached to identifying information and survey responses; Ensure no identifying information (beyond sex, age and province) is collected with the data.
- xi. The agency will be required to submit all data as hardcopy (soft bound form) and softcopy (in CD) in the format communicated by NITK Surathkal.
- xii. Data Quality Assurance processes are expected to occur in the field, in real-time, during data collection and during data entry and in delivery of data sheets. The agency is expected to provide significant oversight of facilitators in the field. Specifically, the agency must provide on-site management of

facilitators that is sufficient to observe the activities of the interviews, identify problems in their facilitation, and correct those problems.

xiii. The agency will be responsible for implementing quality monitoring processes.

xiv. The back check surveys of 20% of all surveys will be done by the NITK Surathkal and only after verification, the payment will be released.