

REQUEST FOR PROPOSAL FOR DATA COLLECTION & DATA PROCESSING

REGIONAL CENTRE FOR URBAN AND ENVIRONMENTAL STUDIES, LUCKNOW
(Estd. by Ministry of Urban Development, Government of India)
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Request for Proposal (RFP) for Data Collection & Data Processing

Regional Centre for Urban and Environmental Studies, Lucknow proposes to undertake following Research Study in this financial year:

A study of Involvement of stakeholder's engagement in last mile connectivity along Metro stations

I. SCOPE OF WORK:

This study focuses on the multimodal accessibility of transit users in Lucknow Metro to examine the appropriate influence area of Last mile connectivity using a survey data carried out in Lucknow, Uttar Pradesh, India. The data set was obtained from a questionnaire survey administered by RCUES, Lucknow and LMRC to LMRC passengers.

An exhaustive assessment was undertaken to study last mile connectivity. Currently, around 17000 E-rickshaws are registered in Lucknow working in tandem with the trunk service, organically. However, as the overall system is adhoc, there is a high scope of improvement. In case a new system is considered to be deployed, not only it will impact the existing operators but will also pose an issue of procurement and operations to UPMRC. Accordingly, it is considered that the presently unorganized E-rickshaws may be formalized under the umbrella of UPMRC and utilized as metro feeders on the identified routes, through policy regulations.

i. Objectives of the Study:

The broad objective of the study is to formulate various strategies for the enhancement of metro ridership. The study includes an assessment, analysis and strategies for ridership augmentation with the following objectives:

- i. Study the shares of various modes for last mile trips.
- ii. Assessment of Rounding of reported distances for various modes
- iii. Assessment of external and internal factors influencing the Metro ridership.
- iv. Assessment of Stakeholder engagement and Last mile connectivity
- v. Estimating Influence Areas of Each Mode
- vi. Proposal of external and internal strategies to augment the ridership of Lucknow Metro.

vii. Proposal of detailed first and last mile connectivity plan with institutional mechanism and management structure.

ii. **Sample Size:**

- **Aprox 1575 Passengers** in proportionate to No. of Riders (Stratified Proportionate Sampling) at a Particular Metro Station. Sample will have to be collected from each Metro stations (Amausi to Munshipulia) covering from CCS Airport to Munshipulia with a total of 21 stations covering a length of 22.9 km.
- Survey through App based with real time recording of data base should be encouraged.
- Area profiling comes under 500 m of selected metro station such as with of roads , parking facilities , footpath, bus stop auto stand , e-rishshaw etc. IPT transport
- Mapping of existing facilities within radius of 500 m around selected metro stations
- LMRC and Citylevel data collection.
- The survey, interaction and interview will be conducted with the help of structured interview schedules.

II. OTHER TERMS & CONDITIONS:

- a) Selected agency will be responsible for identifying and liaising with municipal body/UPMRC/Lucknow Smart City SPV for required information. Coordination support will be provided by the Centre.
- b) 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.
- c) 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.
- d) 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); o 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.

- e) The agency will be required to submit verified data in SPSS 220 Data Base or equivalent platform.
- f) 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.
- g) The agency will be responsible for implementing quality monitoring processes.
- h) The back check surveys of 15% of all surveys will be done by the centre and after verification payment will be released.
- i) Qualitative data should be provided with all relevant accompanying documents, household level photographs with filled questionnaires and verified documents from city officials
- j) Detailed notes in English/Hindi, and reports should be provided in a clean format with clear notes or comments where appropriate, and documentation of any deviation from the original protocol.
- k) Only sample formats will be provided by the Centre, printing of questionnaires for data collection has to be done by the selected agency.

III. STRUCTURE OF PROPOSAL:

1. Technical Proposal

The technical proposal should include Past performance and CVs of research staff

S. No.	Information Sought	Details to be furnished
1	Full Name of Agency	
	Registered Address of Agency	
	Corporate Office Address of Agency if any	
	Telephone, Mobile No	
	Email	
	Website	
	Name of Single Point of Contact (SPoC)	
	Phone No. of SPoC	
	E-Mail id of SPoC	
2	Organization Background /Business Information about the Agency's Operations	

2.1	Incorporation/registration Information of Agency	
	Incorporation status of the firm (Partnership Firm/ Society/Trust/public limited / private limited, etc.)	
	Details of Agency registration	Date of Registration
		Registration Reference No.
	PAN	
TAN		
2.2	GST	
	Turnover of the Agency during last three financial years : (As revealed in Audited Annual Financial Statements)	
	Financial Year	(Amount in Rupees Crores)
	FY: 2019-20	
	FY: 2018-19	
	FY: 2017-18	
Average (Rupees Crores) for the last 3 FY		
2.3	Attach Certificate from the statutory auditors/ Chartered Accountant certifying the turnover/ profits/ revenue for last three (3) financial years, as above.	
2.4	Details of five (5) major and similar assignments undertaken to support the short-listing criteria accompanied by copies of contracts and completion or acceptance certificate(s) issued by client as specified in eligibility criteria/Scoring Criteria, as per format given in Annexure-1 .	
2.5	Brief profile of in-house Core Technical Experts having similar experience to establish capability of executing the project as specified at eligibility criteria/Scoring Criteria, as per format given in Annexure -2	
2.6	Working Experience with RCUES if any , Please provide Details along with completion certificate	

2. **Financial Proposal:** Total Cost of the Project in INR on letter head of agency.

IV. TIMELINE:

Activity	TIMELINE								
	1st week	2nd week	3rd week	4th week	5th week	6th week	7th week	8 weeks	9th week
Team Mobilization									
Data collection from metro station and cities		3 metro station	3	3	3	3	3	3	
Submission of City wise data (in Excel formats and hard copy)			3	3	3	3	3	3	3
Submission of final data sheets									21 Metro Station

V. Eligibility Criteria: (Consortium/Subletting of Work not allowed)

1. The Agency should be a legal Indian Entity (Partnership, LLP, Company, Society, and Trust) incorporated/ registered/ recognized, as the case may be under the respective applicable laws eligible to enter into an agreement/contract with RCUES to undertake the work. (Enclose copy of Registration Certificate)
2. The Agency must be registered in India with appropriate tax and other administrative authorities. (Enclose Copy of PAN/TAN/GST)
3. The said legal entity/ Agency should have been in existence for a period of at least 5 years as on 31st March, 2021.
4. The Agency should have a minimum average Annual Turnover of Rupees 50 Lakhs during last three financial years (2019-20, 2018-19, 2017-18)-Enclose Audited Balance Sheets and Profit-Loss/Income Expenditure Statements for last 3 Years
5. The Agency should have undertaken and successfully completed at-least five (5) similar Baseline Survey Studies/ Impact Evaluation or Assessment Design and Implementation Projects/ Gender Study/Social Research/Physical Verification Studies with Central Govt. / State Govt./PSUs/multilateral agencies during last 5 years. The consulting fees in each of the projects has to be at-least INR 5.00 lakhs. (Enclose Copy of Sanction Order/Work Order/Completion Certificate).

6. Preference will be given to those agencies who have successfully executed/completed at least three Research/Survey/data collection assignments of RCUES in Last three Years.

VI. SCORING CRITERIA:

<p>Past Performance – 25 marks</p>	<p>Submit document detailing similar work completed in the recent past</p> <ul style="list-style-type: none"> - 1 relevant study (5 marks) - 2 relevant studies-10 Marks - 3 relevant studies -15 marks - 4 relevant studies -20 Marks - 5 or more than 5 relevant Studies-25 marks <p><i>(RCUES may contact the previous client of the agency to ascertain the quality of work done under the previous assignment)</i></p>
<p>Approach and Methodology - 15 Marks</p>	<p>Proposed Methodology/ Research Design, Sample Design, Sampling Procedures and tools for Data Collection and Data Processing</p> <p>Adequacy and quality of the proposed methodology, and work plan in responding to the RFP</p> <p>Notes to Applicants: <i>the Client will assess whether the proposed methodology is clear, preparation suggested are realistic, methodologies are responding to the provisions made under RFP, work plan is realistic and implementable and overall team composition is balanced.</i></p> <ul style="list-style-type: none"> ▶ Project Understanding – 2 marks ▶ Responsiveness to RFP – 2 marks ▶ Feasibility of Approach & Methodology – 9 marks ▶ Workplan and scheduling – 2 marks
<p>Personnel –10 marks</p>	<p>The agency will be scored on the technical and managerial expertise of the Research staff. The agency will submit the CVs of its proposed research staff. Desirable qualification criteria:</p> <ul style="list-style-type: none"> - Graduates with 1- 3 years' experience in data collection-3 Marks (minimum 2 persons)

	<ul style="list-style-type: none"> - Graduates with 3-5 years' experience in data collection-5 Marks (Minimum 3 persons) - PG with 5 years' experience in data collection-10 Marks (minimum 5 persons)
Cost/Estimated Budget	<p>The agency will submit Financial bid for data collection & Data Processing including that of Tabulation Work</p> <p>Lowest bidder will get the highest marks</p>
	<p>Qualifying marks will be 35 marks (70%) in Technical</p> <p>Financial bids of Only Technical qualifying bidders will be considered L1 will be successful bidder</p>

VII. Payment terms:

- 50% of the sanctioned amount will be released on signing of contract/agreement with RCUES and executing a Bond on Rs. 100/- Stamp Paper for entire sanction amount in favour of Director RCUES
- Balance 50% Payment will be released within 30 days of completion of Data Collection Work and submission of Data in SPSS Format along with Tabulation

VIII. Proposal Submission:

- No tender fee is required.
- Technical and financial proposals will be submitted in separated envelopes
- Technical proposal can be submitted online through mail on tender.rcueslko@gmail.com but Financial proposal will be submitted in hard copy in following address:

**“The Administrative officer,
Regional Centre for Urban & Environmental Studies, Lucknow
Adjacent Registrar’s Office Lucknow University Campus, Lucknow, Pin-226007,
Uttar Pradesh”**

- RCUES Lucknow reserves the right to accept or reject any or all the proposal at any time without any prior intimation.
- Last date of submission of proposal has been extended **till 30/06/2021, 3:00 pm.**
- Only Shortlisted agencies will be intimated about financial bid opening through mail

Annexure-1

Details of Similar Assignments Undertaken

Duration of Project	Assignment name/ & brief description of main deliverables/ outputs	Name of Client	Total Contract / project value (in INR equivalent)	Supporting documents (Contract and completion certificate) attached (Yes/No)

Annexure-2

Brief profile of In-house Core Technical Experts having similar experience

Name of In house Key Experts	Designation/ Position	Highest Qualification	Total Years of Relevant Experience in similar assignments	Details of relevant Experience in similar Assignments (Name of Project handled, client, time period and role in the assignment)