

**Request for Proposal (RFP)**  
**From Field Agencies to Implement**  
**2<sup>nd</sup> Wave of**  
**The “Longitudinal Ageing Study in India” (LASI)**  
**in “Group 4” states and Union Territories during 2024-25**

Group 4 : Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim  
and Tripura

**Bid Document**



**International Institute for Population Sciences (IIPS)**  
**(Deemed to be University)**

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## Key Events and Dates for Selection of Field Agencies

1	Tender Inviting Authority	International Institute for Population Sciences, Mumbai
2	Job Requirement	Appointment of Field Agencies for conducting field survey in “Group 4” States & UTs of India for LASI Wave 2
3	Announcement of Bids for 2024-25 LASI Wave 2 Field Agencies	As per GeM
4	Any query on Bid Document	As per GeM on email : <b>IIPSLASI@IIPSINDIA.AC.IN</b>
5	Pre-Bid Meeting	As per GeM
6	Date of submission of the Bid Document	As per GeM
7	Opening of bids, technical evaluation and financial evaluation	To be announced through the GeM portal/IIPS/CPP
8	Submission of Performance Security, Signing of Contract and Submission of Bank Guarantee	To be announced through IIPS website

## Checklist of eligibility for opening Technical Bid\*

SLN.	Items	Attachment (Yes/No)
1	Certificate of Registration/ proof of statutory body	
2	Copy of PAN and/or TAN card	
3	Audited financial statements for financial years 2021-22, 2022-23, 2023-24 showing a minimum annual turnover of Rs. 3 Crores in each financial year. (Population Research Centres (PRCs) are exempted from this clause)	
4	For proof of experience of conducting large scale demographic/health surveys in last five years, at least 50,000 households (HHs) covered from any survey by the agency. A copy of work order and certificate of completion of such surveys for the last five working years, need to be produced. In case of government-sponsored institutes such as Population Research Centers (PRCs), work experience of large-scale surveys will be exempted.	
5	<p>A proof of core staff as regular/payroll employee or having contract with the FA for a minimum period of 6 months or till the completion of survey whichever is later (on Non-Judicial Stamp paper of Rs. 100/-) for each Group of States /UTs applied for. (A copy of salary certificates for last 11 months need to be attached in case of regular/payroll employee)</p> <p>The following information should be mentioned clearly: <b>Certificate of Employment</b> (no. of years); <b>Organization Profile</b> (for any disqualification); and <b>Existence of the organization</b> (criteria: Existence of more than or equal to 5 years and in operational manner more than or equal to 5 years). FA should have separate office space and staff /personnel for each state (s) that they are bidding for. A Proof of each core staff (Demographer/Statistician, IT Person, Health Coordinator and Project Coordinator or Project Manager- Field Implementation) not exceeding 65 years of age.</p>	
6	Non-Refundable processing fees** of <b>Rs. 10,000/-</b> per Group of States/UTs.	
7	Earnest Money Deposit** of as per GeM portal per Group of States /UTs.	
8	No-conviction certificate as per the format provided. (Annexure C)	
9	An affidavit declaring that the Agency is not working with any Tobacco Company in the last five years (On non-judicial stamp paper of Rs.100/-).	
10	Completion Certificate from appropriate authority for all the large-scale surveys undertaken by the agency in last five years ***	
11	Registration on the GeM portal is a mandatory requirement for participating in the bid process.	

**\*All the above documents with evidences should be uploaded on the GeM portal.**

**\*\*Should be paid through Demand Drafts drawn in favour of “Director, IIPS” payable at Mumbai. Processing fees and EMD are not required to be submitted by Organizations who are registered with the Central Purchase Organization, PRC’s, National Small Industries Corporation (NSIC), Micro & Small Enterprises (MSEs) and Department of Industrial Policy & Promotion (DIPP) but they need to furnish the exemption certificate from the Govt. of India.**

**\*\*\*Projects undertaken in the last five years from the date of announcement of this BID in the Public domain.**

Note :

1. IIPS will upload bid for 5 groups of States/UTs separately.
2. A Field Agency can bid for a maximum of 2 groups of States/ UTs. However, no FA will be selected for more than 1 groups of State/UTs.
3. IIPS reserves the right to modify any terms and conditions pertaining to the RFP for evaluation of technical and financial bids.
4. Potential bidders are requested to visit IIPS Website regularly for further updates.
5. IIPS reserves all the rights to cancel bid at any stage of the process.

## LIST OF ACRONYMS

AHS	Annual Health Survey
AIDS	Acquired Immuno-Deficiency Syndrome
ANM	Auxiliary Nurse Midwife
ARI	Acute Respiratory Infection
B Pharma	Bachelor of Pharmacy
BAMS	Bachelor of Ayurvedic Medicine and Surgery
BDS	Bachelor of Dental Surgery
BE	Bachelor of Engineering
BHMS	Bachelor of Homeopathic Medicine and Surgery
BPMT	Bachelor of Para-Medical Techniques
BUMS	Bachelor of Unani Medicine and Surgery
CAB	Clinical, Anthropometric and Biochemical (Tests)
CAPI	Computer Assisted Personal Interviewing
CEB	Census Enumeration Block
DBMS	Data Based Management System
DBS	Dried Blood Spot
DLHS	District Level Household & Facility Survey
FA	Field Agency
GFR	General Financial Rules
GOI	Government of India
GPS	Global Positioning System
HH	Households
HRS	Health and Retirement Studies
HSPH	Harvard School of Public Health
IIPS	International Institute for Population Sciences
IGNOPAS	Indira Gandhi National Old Age Pension Scheme
LASI	Longitudinal Ageing Study in India
MBBS	Bachelor of Medicine and Bachelor of Surgery
MoHFW	Ministry of Health and Family Welfare
MoSJE	Ministry of Social Justice and Empowerment
MoU	Memorandum of Understanding
NARI	National AIDS Research Institute
NFHS	National Family Health Survey
NIA	National Institute on Aging
NIH	National Institute on Health
NPHCE	National Programme for Health Care of the Elderly
NSAP	National Social Assistance Programme
PMC	Project Monitoring Committee
PRC	Population Research Centre
PSU	Primary Sampling Unit
RFP	Request for Proposal
SAGE	Study on Global Ageing and Adult Health
SSU	Secondary Sampling Unit
TOT	Training of Trainers
UNFPA	United Nations Population Fund
USC	University of Southern California
UT	Union Territory

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# 1. INTRODUCTION

## 1.1. Purpose of Request for Proposal (RFP)

The purpose of this RFP is to appoint Field Agencies (FA) for conducting the Longitudinal Ageing Study in India (LASI) Wave 2 during 2024-25 in “Group 4” States/UTs of India.

## 1.2. Background of the Survey

The Longitudinal Ageing Study in India (LASI) is a multidisciplinary, internationally harmonized panel study designed to be nationally representative of India’s population aged 45 and older. LASI aims to collect information conceptually comparable to that gathered by the Health and Retirement Study (HRS) in USA and its sister surveys in Asia, Europe, and elsewhere. It also includes the collection (biomarkers) of physical measures of health and Dried Blood Spot (DBS) Specimens.

LASI will be a national landmark in scientific research that will allow a better understanding of India’s adult health problems and population ageing processes and will inform the design of appropriate evidence-based policies for adults and older people in India. LASI data will advance scientific knowledge and inform policymakers in India and elsewhere. Our public, internationally harmonized data will allow for cross-national comparative research studies on ageing.

The LASI Wave 1 was carried out during 2017-18 with self-representing samples for 36 States/UTs of India and in four metropolitan cities of India. In the LASI Wave 1, 73,396 older adults were covered.

In the LASI Wave 1 of survey data was collected through face-to-face interviews using Computer Assisted Personal Interviewing (CAPI). Descriptive analyses of the data will be performed, providing insights for scientific researchers and policymakers in India, and the cleaned data will be publicly available soon after the completion of fieldwork. Through comparative studies, LASI will enrich scientific insights and policy development in countries besides India. In particular, LASI will lay the foundation for comprehensive health, economic and social policy focused on those 45 years and older.

### **1.3. Specific Objectives and Scope of LASI.**

The main objective of LASI is to provide a comprehensive evidence base on health and wellbeing of elderly population in India. LASI will focus on demographics, household economic status, health and biomarkers, health insurance and health care utilization, family and social network, work and employment, and retirement.

LASI is designed to cover five major subject and policy domains of adult and older population of India namely:

- Health: Disease burden & risk factors (reported and measured),
- Health care and health financing,
- Social: Family and social network,
- Economic: Income, wealth and expenditure, work and employment, retirement and pension
- Welfare programs for Elderly

The principal objectives of LASI by major subject domains are:

#### **B1. Health: Disease burden and risk factors**

- To provide robust estimates of the prevalence of communicable diseases and non-communicable diseases (NCD) for adults and older populations in age 45+ for India and states and by rural, urban and by socio-economic categories.
- To compare self-reported and measured health conditions and provide an overall assessment of the total burden of diseases with particular focus on NCDs and the associated risk factors among adults and older population of India and the states.
- To understand the risk factors and social determinants of communicable and non-communicable diseases including economic and environmental factors.
- To study the demography of ageing transition including cause of death, life expectancy at older ages etc.

#### **B2. Health care and health financing**

- To assess the coverage of health care utilization by diseases and pattern of health care utilization.
- To study the health care utilization by choice of health care sources and provider preferences.
- To assess household health expenditure on various services of health as a share of household expenditure.
- To examine health cost on treatment and sources of health care financing.
- To study access to health insurance, type of health insurance, diseases covered and family coverage under health insurance.
- To assess household health expenditure, disease specific health care costs, out of pocket health expenditure (OOP), catastrophic health expenditure (CHE) and the extent of medical impoverishment.

#### **B3. Social: Family and social networks**

- To study family and social networks including multigenerational family structure, living arrangement (with spouse, children, siblings, etc.), and networks: specific domains include networks of family and friends, social support, financial support, participation in social activities, participation in social organization, social connectedness and life satisfaction.

- To examine the financial support/remittances received and provided to family members among older population.
- To study care taking of family members who are unable to perform daily activities like eating, putting on clothes, taking bath or using the toilet, etc.
- To gather detailed information on participation of older people in social organizations and social activities.
- To study the perception of elderly like lack of companionship, isolation, ill-treatment (both inside and outside the family) and to understand the satisfaction of older people with life as whole and different aspects of life

#### **B4. Economic: Income, wealth, expenditure, employment, retirement and pension**

- To assess the economic well-being of older persons and their economic vulnerability: major domains include household income, expenditure, assets and debts, employment, retirement (official and non-official), pension (commercial, public pension, old age pension), perceived economic security, vulnerability and expectations.
- To study the housing conditions of older populations.
- To study the economically active older population, work force participation by across older ages and across different sectors (agriculture, non-agriculture, self-employment, salaried/wage employment) and job characteristics.

#### **B5. Welfare programs for the Elderly**

- The National Programme for the Health Care of the Elderly (NPHCE): The NPHCE provides a range of health care services to the elderly, including preventive care, diagnostic services, and treatment for chronic diseases. LASI data has been used to identify the most pressing health care needs of the elderly, and to improve the targeting of NPHCE services.
- The Indira Gandhi National Old Age Pension Scheme (IGNOAPS): The IGNOAPS provides a monthly pension to elderly people who are below the poverty line. LASI data has been used to identify the most vulnerable elderly people, and to ensure that they are able to access the IGNOAPS.
- The National Social Assistance Programme (NSAP): The NSAP provides a range of social assistance benefits to the elderly, including food security, housing, and education. LASI data has been used to assess the impact of NSAP benefits on the elderly, and to identify areas where the program can be improved.

## 1.4. Geographical Coverage

All the components of the Longitudinal Ageing Study in India will be implemented in all 36 States/UTs. The Annexure A shows details by the States/UTs of sample size of households/individuals and Annexure B shows the grouping of the States/UTs.

## 1.5. Sampling

1. Representativeness – LASI aims to obtain estimates at national, state, union territories, and 4 metropolitan cities (Delhi\*, Kolkata, Mumbai and Chennai).
2. First Wave of LASI was implemented during 2017-18 and follow-up wave 2 will be during 2024-25.
3. LASI Wave 2 will follow the LASI Wave 1 nationally representative sample of 73,369 interviews of persons aged 45+ years and their spouses in sample follow-up households. In addition, new age-eligible respondents from these follow-up households will be included.
4. The details of samples to be covered is given in Annexure A.

*\*Delhi as a whole is a state, Delhi city is part of Delhi state*

### Sampling Design

The main aim of LASI is to study the health status, social and economic well-being of older population in India. In order to accomplish the objectives of LASI, the multistage area probability sampling procedure was adopted to arrive at the eventual unit of observation (individuals aged 45 and above and their spouses irrespective of age).

LASI sampling design consists of three stages of selection: At first stage at the state level, sub-districts (Tehsils/Talukas, (PSUs)) were selected. At second stage villages/city wards (SSUs) were selected from rural/urban areas of the selected Tehsils/Talukas. In rural areas, households were selected from the selected sample of villages. However, in urban areas from each selected city ward one census enumeration block (CEB) were selected and a sample of households were selected from that CEB. First two stages (three stages in urban areas) pertain to selection of areas and third stage (fourth stage in urban areas) involved selection of households from the sampled areas.

**Since, the Wave 2 survey will be conducted following-up of Wave 1 households, there will be no mapping and house-listing operations for Wave 2 (except for Ladakh). The location maps and household identification details will be provided by IIPS to the Field Agency.**

### SSU-wise List of Households for each State with

- Structure number of households
- Name & age of head of the household and family members
- Address of the households along with contact number/s

### CAPi with geographical information of the Households

- SSU maps will be encoded in CAPi programme
- GPS coordinates of the households will be encoded in CAPi

## **Information Gathered in Wave-1 for interviewing Respondent in wave-2**

- Respondent's Phone numbers (Landline and Mobile)
- Respondent's Email ID (if any)
- Alternative Contact Number
- Neighbor's Contact Number and Name
- Chances of their future mobility and location
- Most preferable person (Name and Contact Number) to be contacted in the absence of respondent

### **1.6. Survey Implementation Plan**

The field survey for LASI Wave 2 requires detailed planning and careful field implementation. The Project Management Unit (PMU) consisting of all LASI Principal Investigators, representatives of funding agencies and Government of India will co-ordinate and supervise the field work operations.

#### **Recruitment of project staff and selection of Field Agencies (FAs)**

IIPS will have the overall responsibility for the implementation of LASI project. However, considering the magnitude of data collection work, reputed research/survey agencies will be hired for data collection work in all the states. The selection of these agencies will be done by inviting technical and financial bids from all the interested agencies. Personnel strength available and previous experience in carrying out population, health or ageing surveys will be important criteria for the selection of agencies. A committee comprising all stakeholders constituted for this purpose will evaluate the technical and financial bids and recommend the selection of Field Agencies for 2nd wave of LASI.

#### **Team composition for field-work**

The survey team will consist of **one Supervisor, two Male Investigators, two Female Investigators and one Health Investigator**. Supervisor will be responsible for obtaining sample household lists and maps for each area where his/her team will be working and determine the best arrangements for travel and accommodations for team. Supervisor will also contact local authorities to inform them about the survey and to gain their support and cooperation. Supervisor will obtain all monetary advances, supplies, and equipment necessary for the team to complete its assigned interviews and communicate any field problems to the field coordinator or Project Officer (PO) from IIPS. Health Investigator will collect and record information related to biomarkers with the assistance of Investigators completing individual interviews. Male and female investigators respectively will be responsible for conducting interviews of all eligible male and female respondents in a household. On an average, one interviewer will complete 2 interviews in a day. One team will spend minimum of 4 days in an SSU to complete the survey. Depending upon the situation, the field work in an SSU can be extended to 5 days. Each team will have a dedicated vehicle during the entire duration of field work. Field work plan and finalization of activities from the field agency should be sent to IIPS at least one week in advance, in order to plan supervision and monitoring activities.

#### **Trainings**

Given the magnitude of the survey, number of research organizations with their own human resources as well as IIPS research team will be involved in the study. Looking at the number of individuals and skills required to successfully implement the different stages of LASI, several types of training workshops will be held at different points of time. The following are the important training programs planned to be executed during the course of the project.

### **a) Training of Trainers (TOT) Workshop**

The Project Managers, Health Coordinator, IT Coordinator, Programmers, Senior Project Officers and Project Officers will be appointed by IIPS. FA is also required to have a team of core staff members which has one Demographer/Statistician, one IT person, one Health Coordinator and Project Coordinator or the Project Manager for effective field implementation per State.

Each of the core staff of the FA will be trained for 23 days including two days field practice in a Training of Trainers (TOT) Workshop organized by IIPS. The TOT will cover the objectives of LASI, different components of the survey, roles of various organizations participating in the survey, methods of data collection, and field supervision and guidelines for training staff. There will be question by question discussion and explanation along with mock practice for each of the section. There will be an Assessment Test to be carried out by IIPS to assess the understanding level among the participants. The members who will score low in this test will have to go through re-self-improvement session. The core committee of the LASI project team will take a decision whether to continuing with such members. FA need to make provisions for improvements of such members or replacements and the cost for their training or re-training. At the end of the TOT, all trainees will participate in actual field practice. IIPS coordinators and technical partners will be resource persons for the training. IIPS resource persons from each of the domain will take sessions for their respective sessions. This main training programme will run common for initial days of training, thereafter it will be separated into different groups to focus on health training part and IT training part. Health training will be carried in separate hall whereas demographers, project managers/project coordinators, IT coordinators will be taking sessions on research part in the same hall for entire questionnaire. In addition to that, IT coordinators of Field Agencies will undergo thorough specialised IT training.

The mini laptops and the data collection programme configured in it (i.e. Computer Assisted Personal Interviewing, (CAPI) is an interviewing technique in which the interviewer uses a computer to ask the questions) will be familiar to most of the users. The training will involve, downloading of samples in CAPI, transferring to each of the team members, uploading of data, shifting of samples within team members, etc. This will involve classroom training, demonstration, mock practice and field practice for thorough understanding of the CAPI functionality, by entering collected data from the field and finally feedbacks/answers to problems encountered in the field while using the machine. One IT person from each of the state agencies will be trained at IIPS in handling the instrument who in turn will give training to their own team members in respective organization. External experts (Technical partner) having sufficient knowledge and experience in using the instruments will be involved in imparting training.

### **b) Training of field investigators, supervisors and health investigators by State Agencies**

For each group of state/UTs, the state agency will conduct 30 days training (including 4 days of field practice, 2 days in urban locality and 2 days in rural locality) for Interviewers and Supervisors. Research Agency's the senior personnel trained at the TOT will conduct these training workshops. The IIPS appointed Project Officer (PO) for the state will be present throughout the training. IIPS Project Coordinators, Project Manager, Health Coordinator and Senior Project Officers (SPOs) will monitor these workshops, help in training, and ensure that the workshops are being conducted in accordance with LASI's training guidelines and survey protocols. After the training, the capability and skills of each investigator will be assessed to ensure that s/he is capable enough to handle the assigned responsibilities.

IIPS will take the responsibilities of conducting the training programmes and meet the cost of TOTs and workshops at national level. However, state agencies will be responsible for conducting state level training programmes and related materials, recruitment of field investigators, their travel and accommodation arrangements during the training. Four days field practice is necessary during training. Each Investigator is required to conduct 5 household interviews and 5-8 individual interviews during field practice which includes the DBS sample collection and spirometry (lung function test).

Considering the importance of biomarker collection and strict protocols and procedures involved for the longitudinal requirements, the Health Investigators' training will be conducted parallel to the Field Investigators training by Health Coordinators. The training will have classroom lectures, classroom practice as well as extensive field practice. Health Investigators will be responsible for collection of biomarkers in the state/UTs and health coordinator will supervise and closely monitor the teams during the field implementation of biomarkers, biohazard management and safety protocol.

### **c) Field work implementation**

Field work implementation and arrangements have to be adequately made to minimize non-sampling errors.

For each group of states/UTs, the entire field work will be conducted in one phase. This means, within a group of states, in each states/UTs the field work will be conducted simultaneously. A team of 2 male field investigators, 2 female field investigators, 1 health investigator and a supervisor will carry out the data collection activity in each states/UTs. The team of six members with dedicated vehicle will cover their assigned SSUs as per the team movement plan mutually agreed by FA and IIPS. Generally, one team will require 4 days to complete one SSU, in certain situation this can be five days. The entire field work days excluding the state level training should not be more than 90 days.

In addition to team of investigators at the field level, FA's Project Coordinator/Manager, IT Coordinator and Health Coordinator required to be in field during the initial 4 SSUs of the data collection to make sure the smooth operation at the field level during the initial phase of data collection. These core staff of FA will be required to visit the data collection sites regularly to help the team and to improve the overall quality of the data.

The data quality feedback will be provided by IIPS to the FAs on weekly basis or twice in a week, which FAs need to follow and instruct the team to improve the data quality. FAs who fail to adhere to the data quality compliance will be called to IIPS for further discussion and if required special re-orientation training will be carried out at IIPS. (the entire expenses of such re-orientation programmes will be borne by respective FAs.)

A wide array of quality control procedures that will help to minimize non-sampling errors will be adopted in LASI. A full proof mechanism not limited to the list below for the quality control procedures that will be implemented in LASI.

The IIPS will appoint one Project Officer (PO) to each state to be full time in the field to monitor, field staff training programmes, interviewing operations, and data transfer, and to ensure that correct survey procedures are followed and data quality is maintained. The appointed PO will have knowledge of the state and of the regional language. This Project Officer will be stationed in the state throughout the training and field work operations and is expected to provide feedback to IIPS on a daily basis.

IIPS will also assign IT Project Officers and Health Project Officers for effective implementation of the LASI Wave 2 activities. They might be coordinating for more than two states depending upon the situations at the field conditions.

Additional layers of high-level supervision and monitoring of the fieldwork will be done. The Project Management Unit (PMU) staff, S/POs, and the other senior staff from the state agencies will be in the field to regularly monitor the field work.

**Other processes of field implementation include:**

- Procurement and transportation of necessary materials, equipment and supplies.
- Field work implementation and arrangements.
- Management of data transfer from the field to IIPS.

**d) Tracing the Household**

The Field Agency is expected to receive the following:

- List of the selected households with contact details (if any), name and address of the head of the households.
- Location details – Maps, address, and GPS location of the village/ward.

**e) Monitoring and Supervision of Data collection**

Apart from the PO's appointed by IIPS, the PIs & CO-PIs from IIPS will supervise and monitor the training and field work. IT team at IIPS will supervise and monitor CAPI related requirement. Each survey team will be assigned with 5 CAPI mini-laptops, IIPS IT team will coordinate with the field team supervisor on weekly basis to monitor the planned activities and also if required or in case of any CAPI related issue, the supervisor can coordinate with the IIPS IT team at any moment of time to resolve the problem at the earliest.

**1.7.Data Collection Procedures**

**Instrument:** In LASI Wave 2, we will have two types of schedules: Household Schedule and Individual Schedule. Biomarker module is the part of the Individual Schedule. The preparation of LASI Wave 1 and 2 instrument involved a large number of Indian and international experts from multidisciplinary background. For each topic, a small committee of researchers was formed. The committee prepared a draft of each section of the questionnaire. The draft questionnaire was discussed in the joint meeting of all the Indian and international experts, and after incorporating all the suggestions a draft questionnaire was finalized. There are nearly 10% changes in the LASI Wave 2 questionnaire from the Wave 1 questionnaire. Therefore, there will be much less translation related activities will be required for Wave 2. The translated section of the questionnaires will be re-checked for any inconsistency in translation. The translated questionnaires along with English questionnaire will be programmed into mini laptops for field implementation. The questionnaire will be pre-tested both in rural and urban areas before finalization. The Wave 2 questionnaire will have only few questions on income section as compared to Wave 1 questionnaire, DBS collection will be ¼th of the respondents making it less time consuming than the Wave 1 questionnaire collection in the field. Spirometry (lung function) test will be conducted for all the eligible respondents of the LASI Wave 2.

**Manuals:** For standardization of field protocols and procedures across all the states, four different manuals were prepared and will be used.

#### **i. Interviewer Manual**

The Interviewer Manual contains comprehensive instructions to carry out interview, question by questions protocol and detailed discussion on questionnaire. The manual presents the purpose of each question, the way to ask the question and probe the answer and record the answer code. This manual covers all aspects of LASI administration including general interview technique survey specific protocols and procedures, detailed information of the content of the survey and field procedures.

A section wise detailed description of the questionnaire is also given in this manual. Each section includes a brief introduction, general instruction, and detailed definition of the terms, each question, its description and guidance for completion.

#### **ii. Supervisor Manual**

Active involvement of supervisors in interviewer training is necessary for an understanding of the role of the interviewer and the problems may encounter during fieldwork. Supervisors should participate with interviewer trainees in "role playing" interviews and supervise the practice interviewing in the field prior to start of the fieldwork. The latter activity gives Supervisors and Interviewers experience in working together as a team. Supervisors for the LASI are to be trained along with the actual Interviewers. On completion of Interviewer's training, the final selection of Supervisors will be done from among the trainees. Those who show dynamic personality traits such as: ability to design, plan, and manage the field activities, leadership skills, exhibit effective management and team skills etc. are desirable candidates for playing the role of Supervisor. Supervisor's manual presents the role and responsibility of supervisors in the entire fieldwork. The manual also includes the list of items including field forms that has to be carried by the Supervisor which is needed in the field.

#### **iii. Biomarker Manual**

LASI covers a comprehensive range of physical tests and biomarkers. It is necessary that all the tests and biomarkers are collected in the most appropriate specifically tested ways to ensure accuracy and quality of data. There are standard protocols and procedures given by World Health Organization (WHO) and health related organizations. This manual will have all the details of these protocols, procedures and guidelines for biomarker data collection. The manual will also discuss the procedure to dispose the bio-hazardous wastes generated during biomarker collection.

Biomarker Manual covers instructions on taking the following health measurements and tests: LASI Biomarkers Protocol and Guide to Taking Health Measurements and Tests, Blood Pressure and Pulse Rate, Height, Weight, Waist and Hip Measurements, Timed Walks, Vision Tests, Grip Strength, Balance Test, Collection of Dried Blood Spot (DBS) Specimens for ¼th of the respondents and spirometry (lung function) test for all eligible LASI Wave 2 respondents.

#### **iv. Computer Assisted Personal Interview (CAPI) Manual**

CAPI manual explains about login procedures, main data collection functionality, data download and upload related functionality, preferences screen, etc. It also explains some of the common hardware issues we may see in the field, and the error escalation hierarchy for resolving IT related issues during the data collection process.

#### **v. Data Collection Procedure**

Data will be collected using “CAPI”. It eliminates the need for a separate data entry operation and for data editing in the field. With essential data consistency checks built into the programming, data are also likely to be of better quality. Additionally, data will be sent back to the central office more frequently, enabling faster feedbacks to FAs and survey teams on quality and on other concerns.

#### **vi. Informed Consent**

FAs will also need to take the "informed consent/s" from the eligible individuals/respondents (as required) before conducting the interview in each household. Both the household informant and individual respondent (proxy respondent) must provide both, verbal and written consent before taking part in the survey. It assures the respondent his/her participation in the survey is completely voluntarily and that he/she can refuse to answer any questions or can stop the interview at any point of time. There are four types of consents needs to be taken: Household consent, Individual consent, Proxy consent and DBS consent. LASI Wave 2 will adopt a set of protocols same as that of Wave 1 to ensure homogeneity in the process of integrating the Biomarker component with household surveys across different states.

## 2. SCOPE OF WORK

The proposal should be prepared on the basis of the following scope of the work.

### 2.1 Manpower Requirement

The Field Agency will be required to have or appoint the following manpower for each Group of States/UTs to conduct the LASI Wave 2:

Sl. No.	Name of Position	No.	Educational Qualification (Minimum) and Age criteria	Experience
<b>State Level Staff</b>				
1	Project Coordinator / Project Manager (Full time) One x per State/part of group states/UTs.	1	<ul style="list-style-type: none"> <li>• PhD / Master in Demography/ Population Studies/Mathematics/ Statistics/Public Health/Social Sciences/ Management studies/Public Health</li> <li>• Age up to 65 years</li> </ul>	<ul style="list-style-type: none"> <li>• At least 5 years of experience of handling (conducting and coordinating) large-scale demographic and health surveys</li> </ul>
2	I.T. Consultant/ Coordinator (Full time) One x per of State/part of group states/UTs.	1	<ul style="list-style-type: none"> <li>• B.E. / B. Tech (Computer Science) / Master in Computer Sciences / Master in Computer Applications</li> <li>• Age up to 65 years</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years of experience of handling large-scale demographic and health survey data</li> <li>• Working experience of any DBMS</li> </ul>
3	Health Coordinator (Full time) One x per State/part of group states/UTs.	1	<ul style="list-style-type: none"> <li>• Preferably MD/MBBS / BAMS/BHMS/BDS</li> <li>• Age up to 65 years</li> </ul>	<ul style="list-style-type: none"> <li>• At least 3 years of experience in Biomarkers in household based health surveys.</li> </ul>
4	Statistician/Demographer (Full time) One x per State/part of group states/UTs.	1	<ul style="list-style-type: none"> <li>• PhD / M.Phil. / Master in Statistics / Demography / Bio- Statistics / Public Health / Epidemiology/ Population Studies</li> <li>• Age up to 65 years</li> </ul>	<ul style="list-style-type: none"> <li>• 3 years of experience with Ph.D./M. Phil</li> <li>• 5 years of experience with Master Degree in handling large scale demographic/ health survey.</li> </ul>
5	Four Interviewers per team (2 Females and 2 Males)	4	<ul style="list-style-type: none"> <li>• Graduate in any discipline (Preferably Social Sciences)</li> </ul>	<ul style="list-style-type: none"> <li>• Basic computer knowledge</li> </ul>
6	One Health Investigator per team	1	<ul style="list-style-type: none"> <li>• Graduate in Medical lab technology/ B Pharma/ BUMS/BHMS/ BAMS/ GNM/B.Sc in Nursing / Diploma in Medical lab technology(DMLT)/BPMT</li> </ul>	<ul style="list-style-type: none"> <li>• Training/experience in blood collecting/handling blood products</li> </ul>
7	One Supervisor per team	1	<ul style="list-style-type: none"> <li>• Graduate in Social Sciences/Bio-Sciences</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in supervising data collection operations in large-scale survey.</li> </ul>
<b>Note: IIPS reserves the right to modify and allow any relaxation.</b>				

## 2.2 Attending TOT Workshops organized by IIPS

IIPS will conduct Training of Trainers (TOT): FAs must send four core staff per state/part of group states/UTs for TOT compulsorily consisting of one Demographer/Statistician, one IT person, one Health Coordinator and one Project Coordinator / Project Manager (Field Implementation). The core staff should be same as listed in the table given in Section 2.1. **Cost of travel and stay of the trainees from FA will be borne by IIPS. All the staff trained for specified activity must be available till the completion of the survey and they should be involved in the regular monitoring of the field operations. In case of any violation, IIPS reserves the right to discontinue the contract or charge appropriate penalty.**

## 2.3 Training of Field Investigators by FA

- 2.3.1 To be familiar and understand the schedules and field procedures, FA should arrange training of field investigators for a minimum of 30 days including at least 4 days of field practice in both rural and urban areas. In the first part of training, paper-pencil schedules will be used. Thereafter, training will be conducted with the CAPI version of the Schedules. Only those master trainers who successfully attended the TOT organized by IIPS will be eligible to conduct and provide the Investigator's training.
- 2.3.2 Preferably, FAs should recruit 15% more field staff than required for the main fieldwork, to account for attrition and performance-based replacement.
- 2.3.3 The PIs & CO-PIs, IT personnel, Project Manager, Health Coordinator, Senior Project Officers, Project Officers from IIPS and officials will also be present at the time of training.
- 2.3.4 FA must ensure the availability of all the audio visual equipment, logistic arrangement, and arrange comfortable stay for Investigators as well as for other staff members.
- 2.3.5 Special lectures from experts in the related field and supporting materials (handouts of IIPS, Power Point Presentation, manuals and stationery) should be arranged.
- 2.3.6 At the end of the training, FA must conduct a test to evaluate the performance of the investigators. IIPS will provide the test paper (questions) for such evaluation. Only those investigators who have satisfactorily completed the training with a minimum achievement of 60% will be eligible to work for the LASI Wave 2 data collection.

## 2.4 Major contents of the Schedules:

The LASI Wave 2 field survey will have two separate schedules.

	Type of Schedule	Contents of the Schedule
1	Household Schedule	<p>Main contents of the household schedule:</p> <p><b>Cover screen:</b> Will provide detailed information about the members of the household and their basic socio-demographic characteristics.</p> <p><b>Housing and environment:</b> This section will provide information related to housing condition of surveyed households.</p> <p><b>Household consumption:</b> Information related to household consumptions on food and non-food items.</p> <p><b>Household assets and debts:</b> Information related to renters, home ownership, land ownership, agricultural and business assets, financial and non-financial assets and household debts will be collected.</p> <p><b>Household income:</b> Few questions to get the overall income at the household level.</p> <p><b>Health insurance:</b> information related to health insurance will also be covered.</p>
2	Individual Schedule	<p>The Main contents of the individual schedule:</p> <p><b>Demographics:</b> Basic demographic profile of the respondent including age, marital status, working status, living condition, etc.</p> <p><b>Family and social network:</b> Information related to the relationship with children, grandchildren, parents, sibling and friends; living arrangement; available social support, and involvement in social activities; social security programmes meant for the elderly and psychological measures.</p> <p><b>Health:</b> The sub-domains of the health section covers the following information:</p> <p>I) Reported Morbidities: Burden of chronic diseases: hypertension, diabetes, cancer, heart disease, lung disease, stroke, arthritis, angina, psychiatric problems, psychiatric conditions, high cholesterol, falls/injury, and health conditions owing to disaster including both natural and man-made, based on self-reporting of diagnosis by health professional in other chronic conditions, questions on the conditions such as typhoid, digestive problem(s), skin disease, Parkinson's and Alzheimer's and Urogenital problems/conditions will be asked to the respondent. Burden of endemic diseases such as Anemia, TB, malaria jaundice, typhoid, liver</p>

	Biomarker Section	<p>kidney disease, problem of sensory organs hearing, eyesight and oral health Information will also be gathered on the received immunization history of the respondents such as pneumococcal, typhoid etc and Illness in the last 3 days, Angina, Sleep pattern, Pain, symptoms based questions. Also, this section will talk about the childhood health (birth till the age of 16 years) and women health regarding removal of uterus, pap smear test and mammography</p> <p>II) Functional Limitations seek information on mobility, activities of daily living (ADL) and Instrumental activities of daily living (IADL) where as in Helper section we are asking about the persons who helps in the following activities.</p> <p>In <b>Health care access and utilization</b> information regarding in-patient visit, out-patient visit, health insurance, quality of care, out of pocket (OOP) expenditure, etc. will be asked.</p> <p>Information related to <b>work, retirement and pension</b> will include ever worked &amp; current work, current main job, job search, last job of current non-workers, social insurance. Questions related to retirement, pension benefits, etc. will be covered in this section.</p> <p><b>Covid-19 Questions:</b> A few questions on Covid-19 are included in household and individual schedules.</p> <p>LASI biomarker comprises four components namely:</p> <ol style="list-style-type: none"> <li>i. <b>Anthropometric Measurements:</b> <ul style="list-style-type: none"> <li>• Height</li> <li>• Weight</li> <li>• Waist Circumference</li> <li>• Hip Circumference</li> </ul> </li> <li>ii. <b>Functional Health Markers:</b> <ul style="list-style-type: none"> <li>• Blood Pressure and Pulse Rate</li> <li>• Vision Test: Near and Distance Visual Acuity</li> <li>• Spirometry Test</li> </ul> </li> <li>iii. <b>Performance Based Markers:</b> <ul style="list-style-type: none"> <li>• Grip Strength</li> <li>• Timed-Walk</li> <li>• Balance Test</li> </ul> </li> <li>iv. <b>Dried Blood Spot (DBS) based Markers</b> <ul style="list-style-type: none"> <li>• C-reactive Protein (CRP) (CVD)</li> <li>• Glycosylated Hemoglobin (HbA1c) (Diabetes)</li> <li>• Hemoglobin (Hb) (Anaemia)</li> </ul> </li> </ol> <p>Note: Biomarker section is a part of Individual Schedule</p>
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NOTE: Draft Schedules are given in Annexure E

## 2.5 Transportation:

For effective and efficient implementation of the field operation, every FA must, compulsorily provide one vehicle to each survey team (consisting of 6 members) during the entire duration of field work. The vehicle provided to each team will remain in the SSU or near to field area whenever the team is working. **IIPS reserves the right to stop the fieldwork/cancel the contract any time if any survey team is not provided with vehicle as per protocol.**

## 2.6 Salary and DA for Investigators

The agency must pay at least the minimum salary to investigators, and supervisor level staff. As per the IIPS protocol, a fixed minimum salary to the investigators, shall be Rs. 21,000/- per month (rate approved by the MoHFW for IIPS Field Staff). In addition, a minimum DA of Rs. 400/-per day should be given to the investigators/ mappers/ listers / other field staff. Team supervisors should be paid 10% additional amount either as part of salary or DA. FAs should ensure timely payments of salary and DA through bank transfer to field staff as per the contract and proof of payment should be sent to the IIPS in the first week of every month. **Any complaint reported by field staff regarding irregularity/non-compliance of this clause in the payment of salary or DA will be taken seriously by IIPS and MoHFW, as it directly affects the data quality. Further, IIPS reserves the right to check whether the FA follows the above-mentioned norms and to cancel the contract of any FA that is not complying with these requirements.**

## 2.7 Monitoring and Supervision

FA has to put on place three-tier monitoring and supervision mechanism to maintain the data quality for all the stages of data collection (Household, Individual and Biomarker Survey). A Supervisor at the field team level and a Demographer/coordinator at the PSU level must be in place. Core team members must make frequent visits to the field to ensure LASI protocols are strictly followed in the field. Finally, an in-charge of the whole field work operation (State Project Coordinator/ Manager) must be placed at the state level. The state coordinator/Manager must make frequent visits (2-3 times in a month) to the field to ensure LASI protocols are strictly followed in the field. The State Project Coordinator should report and update on day-to-day basis to the Head/MD of FA about the quality of work being carried out in the field.

## 2.8 Biomarker

The inclusion of bio-markers is particularly important for India, where access to health care tends to be limited. India's ageing population is at risk for undiagnosed diseases. With low literacy level in this age group a significant level of self-reporting bias exists. Biomarkers provide useful insight for national and state level programme and policy interventions and more accurate assessment of burden of disease and health conditions.

## The list of Biomarkers:

The following listed biomarker tests will be performed in LASI Wave 2 aim to estimates of certain measured health morbidity indicators among eligible members of households:

LASI biomarker comprises four components namely:

- v. **Anthropometric Measurements:**
  - Height
  - Weight
  - Waist Circumference
  - Hip Circumference
- vi. **Functional Health Markers:**
  - Blood Pressure and Pulse Rate
  - Vision Test: Near and Distance Visual Acuity
  - Spirometry Test
- vii. **Performance Based Markers:**
  - Grip Strength
  - Timed-Walk
  - Balance Test
- viii. **Dried Blood Spot (DBS) based Markers**
  - C-reactive Protein (CRP) (CVD)
  - Glycosylated Hemoglobin (HbA1c) (Diabetes)
  - Hemoglobin (Hb) (Anaemia)

During the survey, Health Investigators will be required to collect Biomarker information, which will be directly entered into CAPI. The Field Agency would, inter-alia, be responsible for undertaking the Biomarker tests, canvassing the Biomarker components, undertaking prescribed internal and external quality checks regularly to ensure adherence to the protocol and quality of data, proper storage and transportation of DBS samples to designated laboratory within stipulated time. **The LASI Wave 2 will collect only 1/4th DBS samples from the pool of total eligible respondents and Spirometry (lung function) test will be conducted for all LASI Wave 2 eligible respondents.** This selection will be done in CAPI. The Health Coordinator of IIPS will help each FA in logistics of Biomarkers in the different States/groups of States/UTs.

### 2.8.1 Team Composition

The Biomarker tests and examinations will be carried out by trained Health Investigators. Each survey team comprises of one Health Investigator with the prescribed qualifications (see Section 2.1).

### 2.8.2 Training

Training of Trainers for the Biomarker component will also be organized by IIPS as a part of the main TOT. Training of Health Investigators (HIs) and Supervisors at State/Group of state with UTs level training (starting in the second week of training programme) will be conducted only by those who are trained in the Main TOT.

On completion of the training programme, IIPS will certify those Health Investigators/Supervisors who have successfully completed the training and have acquired the adequate skill required to conduct the Biomarker tests for the survey. In case Health Investigators/Supervisors who are unable to successfully complete the training, even after additional training, they will not be engaged in the fieldwork. They have to be replaced with other field health staff after proper training.

### 2.8.3 Provisioning of Equipment and Consumables by Field Agency

The requisite Biomarker equipment and consumables for the state level training and field work will be provisioned by the Field Agency. IIPS will provide CAPI and some biomarker equipments and some consumables to FA. The equipment for Biomarker supplied to the FAs requires careful handling, the FAs are expected to give due attention and follow the guidelines. The FA will be responsible for any damage resulting due to the careless handling of the equipment and consumables. The FA will be responsible for provisioning and local purchase of other field consumables to be used for disposal of bio-hazard waste such as bleach, tongs, kerosene and matchbox and other products used for Biomarkers like adhesive, Bandage, and cotton. The required consumables will depend on the number of SSUs and samples allotted to the FA. FAs should have adequate and secure storage space for equipment and supplies in the State/Local office. FA should avoid wasteful expenditure of consumables. A detailed list of the equipment and consumables to be provided by FAs is given in the Annexure. H: “List of Biomarkers Equipment and Consumables to be provisioned by FA (with Specifications)”.

**Penalty:** Any FA that fails to provision the required biomedical equipment and consumables as specified in “Annexure H,” or fails to provision them within the stipulated time, causing a delay in starting fieldwork activities, will be imposed with a penalty charge of 0.5% of the contract value per week of delay subject to the limit of 10%.

### 2.8.4 Ethics protocols and consent forms

There are four consent forms: Household, Individual, DBS collection and Proxy. As per ethics protocols consent, forms must be administered to each of the Household, Individual, DBS collection and Proxy respondent.

Before undertaking the Biomarker tests in any household, FAs must ensure that informed consent is read to each eligible respondent for DBS collection and to take their prior consent before the tests. The DBS consent statements are part of the Biomarker Schedule that will be made available to the FA by IIPS.

### 2.8.5 Collection of Biomarkers

Biomarker Tests in LASI Wave 2 aim to produce state level estimates.

- Indicators of physical function and capacity like low muscle strength, poor balance, and impaired visual functioning, which are important markers of physical decline and poor health conditions like disability, falls, inflammation, etc.
- Burden of measured prevalence of hypertension is also useful to estimate the undiagnosed burden of hypertension by comparing it with reporting of diagnosed hypertension.
- Prevalence of underweight, overweight, and obesity among older people, measured by body mass index (BMI)—important marker of metabolic complications and nutritional status.

- Distribution of body fat, measured by waist circumference and waist-hip ratio—important marker of metabolic complications.
- DBS based biomarkers: Level of various molecular markers of health like C-reactive protein, Glycosylated hemoglobin (HbA1c) and hemoglobin (Hb). These molecular markers provide insight into the risk of various chronic diseases (like chronic inflammation, cardiovascular disease and diabetes), very useful for preventive interventions.
- Diagnosis of Lung Diseases, Chronic Obstructive Pulmonary Disease (COPD), Assessment of lung capacity can be done through Spirometry (lung function) tests

### 2.8.6 Transportation of DBS to Designated Laboratory

All tests other than DBS tests shall yield 'on-the-spot' results that should be recorded immediately in the Biomarker survey of an individual in CAPI. A result card of all tests done for respondent is required to be given to the respondents at the end of tests. Also, a better reference to the nearest public health facility needs to be given in case of tests results outside the normal range.

In case of DBS, the Field Agency needs to ensure that the samples of blood spots are collected on filter paper cards, properly dried, put in a self-sealing bags, properly labeled, packed, and courier to the ICMR-NARI, Pune in good condition (dried and sealed), in order to yield accurate results. Preferably, all the samples at each SSUs should be transported altogether. **These blood samples should reach the lab(s) not later than 10 days, preferably within 8 days from the starting of the field work in the SSU.** One person from each FA will be specifically assigned the responsibility of assuring that the Dried Blood Spot (DBS) samples are shipped from Taluka (PSUs) to designated courier service, assigned by IIPS for the same. All these procedures will use barcodes in triplicate and Transmittal sheets should accompany the DBS. One copy of transmittal sheets should be sent to IIPS, one copy to the NARI along with DBS samples by the Field Agency, and one copy will remain with FAs for subsequent submission to IIPS.

In case of potential delay in completion of the DBS sample in SSU, FA should inform and seek advice from IIPS for dispatching the samples to the lab. Any delay more than 10 days is not acceptable and appropriate action will be initiated against FA.

## 2.9 Establishment of Group of States/UTs Level Field Office of Field Agency

Field Agencies appointed for each Group of States/UTs are expected to have/establish a regular functional office in each state with appropriate seating space for all core team members. The office must also accommodate other staff, and equipped with electricity, IT infrastructure, and means of communication (landline telephone, internet, etc.). The office should also compulsorily have a safe storage space to ensure that the consumables of biomarkers test and equipment delivered to the office of the Field Agencies are stored in good condition. This office should be functional during the entire duration of the contract.

## 2.10 Data Management

The software for the data collection will be prepared and the bilingual translated interview schedules in local language will be loaded in the mini laptop. Besides, the software developed for the data collection would be pretested for the field situation before loading to the computer. The collected data by each investigator in the mini laptop should be electronically sent to the server located at IIPS on a daily basis by each team supervisor.

After validation and checking the data, feedbacks will be given to concerned Field Agencies. Field Agency must take care about the feedback to respective team to improve the data quality. IIPS reserves the right to stop field work or cancel the contract in case FA does not take appropriate actions on the feedbacks.

### **3. ROLES AND RESPONSIBILITIES OF FIELD AGENCIES (FAs)**

LASI Wave 2 (2024-25) will be conducted in the entire country comprising of 36 States/UTs. The selected FA for each State/Group of State/UTs will be required to sign a contract with IIPS for implementing LASI Wave 2.

#### **3.1. Overall Roles and Responsibilities Assigned to Field Agencies**

**3.1.1.** The principal responsibility of the FA is to carry out the LASI Wave 2 fieldwork in the assigned Group of States/UTs. The samples are spread over rural and urban areas of the states/UTs. IIPS will provide the list of villages of rural areas and Census Enumeration Blocks of urban areas.

**3.1.2.** The involvement of FAs will start from the date of signing the contract with IIPS and continue until data collection is completed. The quality of the data will be checked and ensured by the IIPS. Translated schedules of Wave 1 is available with IIPS. Wherever modifications are required, FA will be asked to undertake the same. After signing the contract, a soft copy of the translated schedules should be sent to IIPS for back checking and final approval. The translation must be typed in Unicode characters. FAs are responsible to submit translated documents to IIPS at least one month in advance before the start of main survey. All the corrections and suggestions made by IIPS must be incorporated within a week. FAs will also be responsible for printing the required number of survey manuals including biomarker protocols for the main survey.

**3.1.3.** FAs will organize training programme for Field Investigators including training for Supervisors and Health Investigators on Household & Individual survey along with Biomarker component. The FAs must train 15% extra field personnel to ensure that there is sufficient number of field staff to conduct the fieldwork, after accounting for attrition and the discontinuation of personnel who could not meet the minimum requirements of LASI Wave 2. Health Coordinator of FA is responsible for training and supervision of the Biomarker component. In addition to this, he/she will be responsible for coordinating the activities with IIPS with regard to Biomarker component. IT coordinator will be responsible for training and supervision of CAPI components and transfer of the data etc. The core team members of FAs trained by IIPS will be responsible for conducting main survey training.

**3.1.4. In case of 15 SSUs of Ladakh only,** FAs will need to organize Mapping and household Listing training also. After completion of the listing and mapping operation, FA will prepare Excel spreadsheet for all the listed households in the format provided by IIPS. They must send a sample of spreadsheet with the above data to IIPS for approval at the very beginning before finalizing spreadsheet of the mapping and household listing operation. After completion of mapping and household listing, each Field Agency has to send all the mapping and listing materials (household listing forms, location and sketch maps of the PSUs) and Excel spreadsheet giving details of listed households to IIPS within the stipulated time.

**3.1.5.** FAs must mention in the proposal for the specific Groups of States/UTs the names of persons who will attend the main Survey TOT and subsequently take responsibility of training teams in the allotted Group of States/UTs. The same staff members will be responsible to conduct the training of Interviewers, Field Supervisors and Health Investigators for the selected Group of States/UTs in the local language.

**3.1.6.** FAs must inform the state, district and local administration about the LASI Wave 2 survey and inform the local community with the appropriate media before starting the field work.

**3.1.7.** Interviewer training in each Group of States/UTs will need to be conducted for at least 30 days and each interviewer must complete at least ten practice interviews in CAPI in the field during the training.

**3.1.8.** FAs must sign an agreement for a minimum duration of 6 months or till the completion of the survey whichever is earlier on non-judicial stamp paper of Rs. 100/- with all the core team members (1 Demographer/Statistician, 1 IT person, 1 Health Coordinator and Project Coordinator/Manager) whose names are mentioned in the Bid document, clearly defining their roles and responsibilities. The commencement of the period stated in the agreement will take effect from the date of the signing of the contract with IIPS. These documents have to be submitted along with the technical Bid.

**3.1.9.** FAs must provide a copy of bio-data, proofs of identity and minimum qualification, salary slip of last three months of the entire core staff (field and office) recruited well in advance to IIPS.

**3.1.10.** FAs will print sufficient number of copies of Schedules (for training, reference and Biomarker Schedule for fieldwork), manuals (Interviewer's Manuals, Supervisor's Manuals, Biomarker Manuals and CAPI Manual), field forms for training and field work (household listing forms/assignment sheets). Each trainee must be provided Interviewer's Manual along with all the two schedules (Household Schedule, Individual Schedule with Biomarker Module) and each Supervisor must additionally receive a Supervisor's Manual. In addition, each Field Investigator must be provided a CAPI Manual and Health Investigator must be provided a Biomarker Manual.

**3.1.11.** FAs should strictly adhere to the timeline of the survey failing which a penalty equivalent to 0.5 % of the total cost would be imposed per week subject to the limit of 10%.

**3.1.12.** FAs are required to ensure that each interview including the DBS collection is done only after obtaining the informed consent of the respective respondent. FAs will also ensure that Investigators keep all the information strictly confidential.

**3.1.13.** FAs are required to extend full cooperation to the monitoring personnel from the IIPS/MoHFW or third party appointed for this purpose.

**3.1.14.** A set of field data quality check tables will be produced frequently by IIPS to assess quality of data collected by the FAs in real time. FAs are required to comply with the feedback and reorient the investigators if needed.

**3.1.15.** FAs are strictly advised to refrain from extending any undue favors to any staff of IIPS or other monitoring staff. IIPS reserves the right to take appropriate action if any such incidents are brought to the notice of IIPS. FAs must cooperate with the IIPS monitoring and supervision team or personnel. Any direct or indirect interference that hinders the monitoring and supervision work can amount to termination of the contract along with suitable penalty. IIPS may blacklist the agency if it is found to be involved in any such malpractices.

- 3.1.16.** FAs must provide internet facility to Supervisors of each of the survey team for sending data to IIPS. FAs will also be responsible for payment of internet charges for transferring data files from the Supervisor's CAPI to IIPS and FA on a daily basis.
- 3.1.17.** FAs must make provision and pay for Group Insurance to all the field staff deployed in LASI Wave 2. It is mandatory for FA's to provide accidental and health insurance cover for all investigators including health investigators and supervisors as per schemes available in states.
- 3.1.18.** For household survey, individual survey, and Biomarker tests, a minimum of 4 days visit is essential for each SSU. Violation of this will lead to penalty from IIPS. Data quality of FAs will be regularly monitored by IIPS. Deviation of quality data will be strongly penalized.
- 3.1.19.** FAs must develop and implement a Two-Tier, the first level of supervision is by team supervisor, the second level of supervision is by core team members. The monitoring and supervision system to ensure high quality of data. **Weekly progress reports should be sent to IIPS on every Tuesday**, in a format prescribed by IIPS, to report the field level plan and progress.
- 3.1.20.** Arrangements should be made by FAs for additional manpower and logistics for safe transfer of the DBS samples from the field to the designated labs. The receipts of all courier/postal charges made for sending the DBS samples must be submitted to IIPS regularly.
- 3.1.21.** Each team supervisor should be responsible for ensuring safe disposal of biomedical wastage according to the procedures described in the Biomarker Manual. Materials needed for disposal of bio-hazardous waste will be purchased and managed by FAs. FAs will take responsibility for any violation of safety norms, etc.
- 3.1.22.** The Biomarkers instruments/ equipments and needed for biomarker testing and measurements will be provided by FAs. However, IIPS will provide CAPI and some biomarker equipments and consumables to FA. These equipments/instruments are costly and fragile in nature. These materials should be handled very carefully by survey teams and the instruments & unused consumables should be returned after completion of the survey. In case of any loss/damage of instruments, FA will be responsible for meeting the cost as per rule.
- 3.1.23.** To inform the public about the survey and to get proper response from the households, FAs must publicize about the survey and its purpose through newspapers/electronic media in the state, before initiating the fieldwork.
- 3.1.24.** A contract has to be signed between the Director of IIPS and the Executive Director/Head of FAs/MD of selected Field Agency before starting any work related to LASI Wave 2 (see Annexure F).
- 3.1.25.** At any stage, after signing the contract of LASI Wave 2, FAs are strictly prohibited from making any sort of subcontracting of any of the LASI Wave 2 activities. IIPS reserves the right to take appropriate legal action against FAs if any such incidence is noticed or reported.
- 3.1.26.** FAs must sign a separate undertaking with IIPS before receiving the required number of CAPIs/mini laptops, and Biomarker equipment (See Annexure F for sample undertaking form).
- 3.1.27.** The cost related to transporting Biomarker components, CAPI and other materials from FAs to IIPS after completion of the survey will be borne by FAs.
- 3.1.28.** IIPS will be providing instructions/suggestions from time to time to maintain the quality of data. These instructions must be strictly followed by FAs for the smooth conduct of the survey.
- 3.1.29.** IIPS reserves the right to terminate the contract or to take appropriate action against FA if found not adhering to the survey protocols or roles and responsibilities or reported by IIPS project officer/other staff members at any stage of the execution of the LASI Wave 2.

#### 4. IMPLEMENTATION SCHEDULE/TIME LINE FOR DATA COLLECTION

The LASI Wave 2 fieldwork would be completed **within a period of three months** in the selected group of states/UTs after completion of state level main training of investigators. The detailed deliverables along with time line are given in the table below:

Sr. No.	Deliverable/ Activities	Time line
1	Survey materials for training	- All the Schedules must be made bilingual for reference with sufficient quantity before starting the training of main survey (at least <u>one month</u> before training). All the manuals must be made available to respective field team members with sufficient quantity before starting the main survey.
2	Main survey training (including IT & Biomarker training)	<ul style="list-style-type: none"> <li>- The FA should provide the training to their Investigators for a Minimum of 30 days including 4 days of field practice.</li> <li>- Minimum of one and half week training should be arranged separately for Health Investigators including field practice for Biomarker component.</li> <li>- The Health Investigators must join the first two weeks of the main survey training to understand the whole process of the data collection.</li> <li>- At the end of the training, IIPS will evaluate the training and if found necessary; additional days of training can be extended.</li> </ul>
3	Main Survey field work	<ul style="list-style-type: none"> <li>- After completion of a minimum of 30 days training, the FA should Start field work immediately. Actual field survey has to be completed within a maximum period of three months from the date of commencement of the field work. The number of investigators trained will be 15% more depending upon state level sample coverage. In no case, the main survey will be allowed in more than 2-3 adjoining SSUs <i>at a time</i> in a state/UT. At a time two SSU samples will be assigned to each of the team.</li> <li>- FA has to upload/send the data on a day-to-day basis to IIPS</li> <li>- At the completion of each SSU they need to upload/send the complete data.</li> </ul>
4	Field movement and work plan	FA must submit a detailed team - movement and work plan (district wise and SSUs wise) of field survey teams to IIPS for review and approval.
5	Monitoring and Supervision	Each field team need to complete one SSUs (95% completed interview) within minimum of 4 days. In case, if FA failed to achieve the 95% of the samples, then re-visits will be required to be undertaken to achieve the completed samples.
6	Submission of Weekly Progress Report	FA must submit a progress report weekly.

## 5. PAYMENT SCHEDULE

The payment schedule for Field Agencies in LASI Wave 2 is provided in the table given below. The contract for Wave 2 is subject to overall satisfactory completion of all terms of reference and conditions of Memorandum of Understanding (MoU) of Wave 2.

Installment	Disbursement Modality	Verifiable indicator	% of the Amount to be released
1st	<p>1. On submission of <b>Performance Security</b> of 5% of total contract value by way of Bank Guarantee from a nationalized bank (a bank recognized by the RBI). ("Performance Security" should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of Agency including the warrantee obligations, if any.)</p> <p>2. <b>Signing of the Contract</b></p> <p>3. On submission of a <b>Bank Guarantee</b> from nationalized bank or any bank recognized by the RBI for an amount equal to 20 % of the total cost of the work allotted. This bank guarantee shall be valid until completion of the survey and the final acceptance of the data.</p> <p>4. On giving details of the addresses of the state office, name of the state nodal officer (state coordinator), telephone, communication details of the field supervisors, email ids.</p>	<p>1. On physical receipt of the Performance Bank Guarantee at IIPS and verification.</p> <p>2. On receipt of signed agreement.</p> <p>3. On physical receipt of the Bank Guarantee towards advance payment of 20% at IIPS and verification.</p> <p>4. On physical receipt of the details from the head/team leader.</p> <p>5. Translated version of the survey schedules.</p> <p><b>6. Request for fund</b> release for 1st Instalment. (Attachment C).</p>	20%
2 <sup>nd</sup>	<p>After raising required number of teams (Annexure A), provisioning of biomedical equipment and consumables, training of field investigators i.e. on:</p> <ol style="list-style-type: none"> <li>Provisioning of required biomedical equipment and consumables as per the specifications mentioned in Annexure H.</li> <li>Completion of mapping and listing training and progress in mapping and listing operation (in case of Ladakh Only).</li> <li>Completion of</li> </ol>	<p>1. Letter from Head of the FA giving details of recruitment (educational qualification, experience, monthly salary slip of investigators, DA, bank statement, and vehicle receipt), Group Insurance for field staff (Accidental and Health covered for the period of field work, etc.) and completion of training of field staff etc.</p> <p><b>And</b></p> <p>2. Submitting the Undertaking that all required biomedical equipments and consumables as per specification have been arranged. Verification &amp; counter signed of head of FAs.</p>	20%

	<p>investigators training and</p> <p>d. Certification of FA by IIPS Project Officers based in field locations.</p> <p>e. Self- certification by Head of the Field Agency.</p>	<p><b>And</b></p> <p>3. Formation of required number of teams of trained Interviewers and Supervisors for household survey <b>And</b></p> <p>4. Report of the Project Officer/Project Coordinator from IIPS</p> <p><b>And</b></p> <p>5. Completion of the financial requirements as per prescribed format provided by IIPS and Certified by CA</p> <p>6. Bank transfer details/certificate of Salary and DA paid to household survey field investigators as per IIPS norms</p> <p>7. <b>Request for fund</b> release for 2<sup>nd</sup> Instalment.</p>	
3 <sup>rd</sup>	On the completion of field work in 40 percent of SSUs and receipt of data at IIPS and a self-certification by Head/MD of the Field Agency.	<p>1. Letter from Head/MD of the FA giving details of progress of field work. <b>And</b></p> <p>2. Report of the Project Officer/Coordinator from IIPS. Completion of the financial requirements of previous releases.</p> <p><b>And</b></p> <p>3. Statement/certificate of Salary and DA paid to household survey field investigators as per IIPS</p> <p>4. Bank transfer details/certificate of Salary and DA paid to household survey field investigators as per IIPS norms</p> <p>5. <b>Request for fund</b> release for 3<sup>rd</sup> Instalment.</p>	20%
4 <sup>th</sup>	On the completion of field work in 70 percent of SSUs and receipt of data at IIPS and a self-certification by Head/MD of the Field Agency	<p>1. Letter from Head/MD of the FA giving details of progress of field work. <b>And</b></p> <p>2. Report of the Project Officer/Coordinator from IIPS. Completion of the financial requirements of previous releases.</p> <p><b>And</b></p> <p>3. Statement/certificate of Salary and DA paid to household survey field investigators as per IIPS</p> <p>4. Bank transfer details/certificate of Salary and DA paid to household survey field investigators as per IIPS norms</p> <p>5. <b>Request for fund</b> release for 4<sup>th</sup> Instalment.</p>	20%
5 <sup>th</sup>	On completion of field work in 100% SSUs and receipt of data at IIPS and validation of data.	<p>1. Letter from Head/MD of the FA giving details of progress of field work. <b>And</b></p> <p>2. Report of the Project Officer/</p>	15%

		<p>Coordinator from IIPS. Completion of the financial requirements of previous releases.</p> <p><b>And</b></p> <p>3. Statement/certificate of Salary and DA paid to household survey field investigators as per IIPS.</p> <p>4. Submission of 100% survey data as per scope of work and protocol (acceptable quality) without loss of any information and approved by IIPS.</p> <p>5. Completion of financial requirements of previous releases (Utilization Certificate)</p> <p>6. <b>Request for fund</b> release for 5<sup>th</sup> Instalment.</p>	
6 <sup>th</sup>	Returning of all CAPI and BIOMARKER equipment (in working condition) provided by IIPS and receipts.	<p>1. Letter from Head/MD of the FA giving details of progress of field work.</p> <p>2. Report of the Project Officer/ Coordinator from IIPS.</p> <p><b>And</b></p> <p>3. Completion of the financial requirements of previous releases.</p> <p>4. On returning of all CAPI and BIOMARKER (in working condition) equipment provided by IIPS.</p> <p><b>And</b></p> <p>5. Submission of original postal / courier bills <b>And</b></p> <p>6. On returning of all the consent forms, transmittal sheets to IIPS.</p> <p>7. <b>Request for fund</b> release for 6<sup>th</sup> Instalment.</p> <p>8. Documentary evidence of salary and DA paid to Field Investigators.</p> <p>9. FA has to submit utilization certificate and statement of Expenditure (SoE) certified by practicing CA.</p>	5%

## 6. ELIGIBILITY CRITERIA FOR TECHNICAL EVALUATION

The eligibility criteria for the Field Agencies to qualify for the technical evaluation have been provided in the table below (**Conditions no. 3 and 4 are not applicable to Population Research Centers**):

**The Bid evaluation process involves three stages:**

- i. Pre-Qualification eligibility Criteria: Please refer the below Tables for the documents required to submit for pre-qualification eligibility.
- ii. Technical Bid evaluation- Technical bids will be evaluated by Bid Evaluation Committee constituted for the purpose. The committee will record in detail the criteria adopted for acceptance or rejection of the technical proposals.
- iii. Financial Bids Evaluation- the Bid committee will evaluate the financial bids of only those bidders who qualify in technical evaluation by the Committee.
- iv. The final selection of Field agencies will be based on Combined Quality-Cum-Cost-. Based –System (CQCCBS).

Sl. No.	Pre-Qualification Criteria	Proof/Documents Required
1	I. Name and address of the Organization, II. Year of establishment III. Whether Organization is registered in INDIA under Society Registration Act, 1860 or Companies Act 1956 or is an autonomous body or a Partnership firm etc. or institutions affiliated to universities, and details there of e.g., name(s) of partners, Managing Directors, Chief Executive etc.	Copy of Certificate of Incorporation / Registration / MoU as applicable
2	The Field Agency should have a valid PAN, TAN and GSTN in India.	Copy of PAN, TAN and GST Registration
3	Audited financial statements for financial years 2021-22, 2022-23, 2023-24 showing a minimum annual turnover of Rs. 3 Crores in each year. (Population Research Centres (PRCs) are exempted from this clause) FAs will be assigned work contract of LASI wave 2 upto three times of their average annual turnover in last three consecutive financial years.	Copy of Audited Financial Statements for financial year 2021-22, 2022-23, 2023-24
4	For proof of experience of conducting large scale demographic/health surveys covering: In last five years, at least 50,000 households (HHs) covered at the national level from any survey by the agency. A copy of work order and certificate of completion of such surveys for the last five working years. In case of government-sponsored institutes such as Population Research Centers (PRCs), work experience of large-scale surveys will be exempted.	Copy of the Work Order and Certificate of Completion
5	The Field Agency should have core staff members Consisting of Statistician/Demographer, Social Scientist, and IT Consultant with requisite training and experience for the last five years for Project Manager and Demographer, and three years for Health & IT Coordinators on the regular payroll of the Field Agency or other equivalent Agency or till the completion of the survey, whichever later. Statistician/Demographer, Social Scientist should have drawn salary for past 24 months from the FA.	FA must furnish a proof of Contract on non-judicial stamp paper of Rs. 100/- with the core team who are on the regular payroll for a minimum period of 6 months or till the completion of the survey, whichever is later. Salary certificate should be attached for last 24 months along with bank statement.

6	The Field Agency should not have been blacklisted by Autonomous organization/Institution or Central/ State Government departments / Undertakings of Govt. of India or Court of Law anywhere in country.	No Conviction certificate duly signed (format given in Annexure C).
7	The FA should not have worked for any Tobacco Company in the last five years.	An affidavit on non-judicial stamp paper of Rs. 100/-
8	Completion Certificate from appropriate authority for all projects undertaken in the large-scale survey in last 5 Years*. However, if sponsor organization of FAs are delaying/ not issuing certificate, proof of completion of project activities in terms of release of last installment, and account closer statements etc. are required to be submitted. <b>Self-certification of project completion is not acceptable.</b>	Completion Certificate form appropriate authority

**\*Five years from the date of announcement of the BID in the Public domain.**

## 7. GUIDELINE FOR SUBMITTING PROPOSAL

### 7.1 Technical Proposal

- A Field Agency can bid for a maximum of 2 Groups of States/ UTs. However, no FA will be selected for more than 1 Groups of State/UTs. A Union Territory (UT) will be considered as the part of a state (in view of physical proximity and cultural affiliation).
- Annexure B provides the list of Group of States with UTs to be surveyed under the LASI Wave 2. Moreover, single page summary table should be attached with proposal consisting of columns showing groups of State with UTs name (applied for in bid), local office address, number of employees working in local office, educational qualification of employees, work experience in surveys, etc.
- A list of contents (Sl. no. of item, item's name and page no.) should be attached at the beginning of each bid- document.

Items to be included in the proposal are as follow:

#### a. Organizational Profile

- i. Name and address of the Organization.
- ii. Year of establishment.
- iii. Legal status of the Organization – Whether Organization is registered in INDIA under Society Registration Act, 1860 or Companies Act 1956 or is an Autonomous Body or a Partnership Firm etc. or institutions affiliated to universities, and details there of e.g., name(s) of partners, Managing Directors, Chief Executive, etc.
- iv. Principal nature of activities undertaken.
- v. Organizational structure and names of personnel, their titles, and *curriculum vitae* including nature of appointment and duration with the organization of the key personnel proposed to be involved in the LASI project for each Group of States/UTs, roles and responsibilities of the persons to be engaged for the LASI Wave 2, and where they propose to undertake the work. Please mention each key person's specific role and time allocation for undertaking activities in LASI Wave 2.
- vi. Details of manpower as prescribed above.
- vii. Communication details of the organization: mailing address, telephone and email ids, etc.
- viii. Signed consent of the organization's head and the identified Project Coordinator (Group of States/UTs Level) to sign MoU and agree to abide by the terms and conditions set out in the project for conducting LASI Wave 2 field work.

## **b. Survey Experience**

- i. Area of specialization of field research/survey as stated in pre-qualification criteria (enclose copy of the papers, letter of engagement, previous signed MoU, etc.)
- ii. The geographical coverage (States/UTs) of surveys conducted by FA.
- iii. List of large-scale demographic and/or health and/or social sector surveys conducted by the Organization (including LASI Wave1, WHO-SAGE, DLHS, NFHS, AHS, CES, CE-NRHM, , GATS, etc.) with information on geographical area covered, number of officers and supervisors, investigators engaged and number of households covered in the last *five years* in each survey.
- iv. Names and addresses of sponsoring or funding agencies for whom the earlier surveys were conducted. (*Indicate key persons' name and contact details of sponsoring/funding agencies and contract details*).
- v. Were the surveys completed in time? If not, reasons thereof. FA should specifically mention about the experience.
- vi. The cost of each survey conducted should be submitted separately in a tabular form with documentary evidence. Also, attach a copy of completion certificate and memorandum of understanding (MoU).
- vii. Documentary evidence of experience of conducting large scale demographic/health surveys In *last five years* at least *50,000 households* (HHs) covered at the national level from any survey by the agency.

## **c. Financial Status of the Organization** (For the last 3 financial years)

- i. Total revenue and expenditures of the organization.
- ii. Copy of the certified audited Financial Statement for the last 3 financial years in support of the Financial Status.
- iii. The agency having an annual turnover minimum of Rs. 3 Crores for financial year, 2021-22, 2022-23, 2023-24 can only bid for LASI Wave 2.
- iv. The PRCs being fully funded (grants-in-aid) by the MoHFW, Govt. of India, are exempted from turnover criteria in point (i) to (iii).

## **d. Income Tax Details** (Applicable to all bidders except for the PRCs)

- i. Whether the Organization is exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of the exemption certificate is to be attached.
- ii. If not exempted, furnish PAN, TAN and GSTN number, a copy of the latest Income Tax returns and assessment order.

## **For PRC**

PRCs affiliated with universities/research institutions are required to submit a letter from VC/Director/Head of the institution allowing them to open a separate bank account for LASI Wave 2 funds. An authority letter stating that the fund could be handled by the Project Coordinator, duly nominated by the VC/Director/Head of the institution, is to be provided.

## 7.2 Financial Proposal

- a. The financial quotes should cover the entire cost of LASI wave 2 [The Household, Individual schedule including Biomarker component, training of survey staff, travels & allowances, etc., provision of vehicles for each team, insurance, all resource costs (office, etc), manpower, manuals, postage, courier, etc]. The total cost converted into **per household cost** should be mentioned in the proposal. IIPS will provide necessary survey related equipment and supplies for biomarker components excluding those materials and supplies which can be provisioned by the FA.
- b. The total cost quoted should be inclusive of all taxes **including GST**.
- c. The financial proposal will be evaluated only when a Field Agency has qualified the Technical Proposal (by securing 70% marks in Technical evaluation). A copy of evaluation sheet is enclosed for ready reference.
- d. Financial Proposal will be evaluated for completeness, justification for each item, appropriateness, rational and other criteria as considered by the evaluating committee.
- e. IIPS reserves the right to consider the financial proposal while awarding the tender to FAs for LASI Wave 2.
- f. The sample size by States/Group of States/UTs and coverage details (households/SSUs) are given in Annexure A/B

## 7.3 Submission of Bids

- a. The bidder shall submit all the relevant documents on GeM portal as per the Additional Terms and Conditions (ATC).
- b. All the pages of the Financial Proposal shall be duly signed by the authorized signatory of the bidder in ink before submission.

## 7.4 General Terms and Conditions

- a) **Language of tender:** The proposal, along with all the correspondence and documents exchanged by the Agency and IIPS, shall be written in the English language.
- b) **Amendments to the tender:** IIPS reserves the rights to amend any of the tender conditions or a part thereof before the last date for the submission of the bids, if necessary. Amendments, if any, would be placed on the Institute's website. The decision of extending the due date and time for the submission of tender documents on the account of amendments will be at the sole discretion of IIPS.
- c) **IIPS reserves the right to cancel the RFP at any stage without citing any reason.**
- d) **Earnest Money Deposit (EMD):** Should be paid through Demand Drafts drawn in favour of "Director, IIPS" payable at Mumbai. EMD is not required to be submitted by Organizations who are registered with the Central Purchase Organization, PRC's, National Small Industries Corporation (NSIC), Micro & Small Enterprises (MSEs) and Department of Industrial Policy & Promotion (DIPP) but they need to furnish the exemption certificate from the Govt. of India.

- 1) EMD (Bid Security) of unsuccessful bidders during first stage i.e. technical evaluation etc., shall be returned within 30 days of declaration of result of first stage.
  - 2) EMD (Bid Security) of the successful bidder shall be refunded on receipt of the 'Performance Security'.
  - 3) EMD (Bid Security) of other unsuccessful bidders shall be returned within 30 days of awarding the contract.
- e) **Performance Security:** As per GeM Portal. (Performance Security" should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of Agency including the warrantee obligations, if any.)
- f) No proposal shall be accepted unless it is properly sealed. The documents should be sent by speed post/registered post/courier or hand delivered. IIPS will not be responsible for any postal delay.
- g) The bidder is advised to attach any additional information that is considered necessary to establish its capabilities. No further information will be entertained after submission of application unless it is required by IIPS. The IIPS however, reserves the right to call for additional information and clarification on information submitted by the bidders.
- h) Failing to execute the contract within the prescribed period may result in termination of the contract and award of the same to other agency/agencies at the risk and cost of the Agency.
- i) The person to sign the contract shall be duly authorized.
- j) The data, schedules, reports and other material used by the agencies during the implementation of the survey shall remain the property of the IIPS. The Agency or any person engaged by them will not be allowed to use data, schedules/report, information etc. obtained or generated as a result of this survey, in part or full, in any forum, national or international, without the explicit permission given in writing by the IIPS.
- k) The RFP shall not bind the IIPS in any way whatsoever to offer any job to the applicant if it is decided to abandon the study.
- l) **Arbitration:** In event of any dispute arising with regard to interpretation of the articles/terms of this contract, the matter shall be referred to sole arbitrator, who shall be appointed by the Ministry of Health & Family Welfare, Government of India, and New Delhi. The decision of the Arbitrator on the points referred to him/her shall be binding on both the parties to this contract, subject to the provisions of the Arbitration and Conciliation Act of 1996. Nothing in this clause shall entitle FA / IIPS to refuse to perform its obligation under this contract merely because reference to the arbitrator has been requested or made or a sole arbitrator has been appointed. **The place of Arbitration shall only be in Mumbai.**

If arbitration did not materialize, then any legal dispute will be subject to jurisdiction of Mumbai court.

**Resolution of disputes: -**

- 1.If dispute or difference of any kind shall arise between the IIPS and the FA in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations as per provisions of Mediation Act, 2023 & rules framed thereunder.
- 2.If the parties fail to resolve their dispute or difference by such mutual consultation within 30 days of its occurrence then, either the IIPS or the FA may give notice to other party for invoking arbitration proceedings.

- m) The Field Agency should invariably mention their order of preference for the Group of States/UTs they are bidding for. However, the final decision on allotment of a particular Group of States/UTs to the selected Field Agency remains the sole prerogative of the Project Monitoring Committee (PMC).
- n) **Continuance of the Core team members for the entire project period is strongly desired in order to ensure effective execution of the project.** However, to take care of unavoidable circumstances, the Field Agency should have appropriate clause in their contract to bind the outgoing member of the core team for at least one month to ensure proper handover, training and handholding to the newly appointed resource person. This should invariably be done with the concurrence of the IIPS. In case of any attrition in the survey team, the agency would be required to ensure that the new staff is appropriately trained before employing them to the task. The training and handover are to be monitored by the team leader and the status of completion for the same is to be reported to the IIPS. The core team comprising of persons dealing with health component, IT component and survey component (demography / statistics /public health/epidemiology) shall attend all training for full duration and also conduct training at the state level for full duration.
- o) Cost of travel and stay of the officials for attending pre-bid meeting/technical or financial bid opening will be borne by the bidder.
- p) During the progress of survey, IIPS may call for meetings of FAs if any problems arises related to field implementation. Cost for attending the same shall be incurred by FAs.

## 8. EVALUATION OF PROPOSALS FOR FIELD AGENCIES (FAs)

**8.1** An Evaluation Committee consisting of members from IIPS, collaborating institutions, and project sponsors (MoHFW) would examine both the technical and financial bids based on the details provided in the Invitation for Proposal for those agencies who are short listed as per the eligibility criteria for technical evaluation.

### Scrutiny and Evaluation of Tender:-

1. Tenders will be evaluated on the basis of the terms & conditions already incorporated in the bid document, based on which tenders have been received and the terms, conditions etc. mentioned by the FA in their tenders.
2. The IIPS will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether to require sureties have been furnished, whether the documents have been properly signed & stamped and whether the tenders are generally in order.
3. The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions, etc. as prescribed in the Bid Document. The tenders, which do not meet the basic requirements, are liable to be treated as non-responsive and will be rejected.

4. The following are some of the important aspects, for which a tender shall be declared non-responsive during the evaluation and will be ignored:

- i) **Tender validity**
- ii) **Tender validity is shorter than the required period.**
- iii) **Poor/ unsatisfactory past performance.**
- iv) **FA is not eligible as per eligibility criteria.**
- v) **Incomplete information.**
- vi) **Lack of required documents.**
- vii) **Failure in arrangement of documents.**

## 8.2 Process of Selection of FAs

- a. Issuing of RFP
- b. Pre-Bid meeting/clarification (if any): A Pre-Bid Meeting or Clarification Meeting will be held before the submission deadline for bids. The purpose of pre-bid meeting will be to provide any clarifications on the bid documents and project requirements to the bidders if any.
- c. Submission of bid document by Field Agency: The Field Agency are required to prepare and upload their proposal for LASI Wave 2 on GeM.
- d. Screening of pre-qualification/Eligibility: An evaluation committee, comprising members from IIPS and MoHFW, will review the documents submitted by the Field Agency to confirm they meet the basic requirements and qualifications outlined in the Request for Proposal (RFP). Field Agencies that pass this initial screening will then be evaluated based on their technical proposals.
- e. Technical Bid evaluation: An evaluation committee, consisting of members from IIPS and MoHFW, will further review the technical bids of agencies that have been shortlisted based on the eligibility criteria outlined in the Invitation for Proposal.
- f. FAs are required to score a minimum of 70% in the technical proposal to be qualified for financial bid opening.
- g. FAs who qualify the technical eligibility criteria, only those FAs will be considered for the opening of Financial bid document for further evaluation on financial aspects.
- h. For the final selection, Combined Quality Cum Cost Based Selection (CQCCBS) criteria will be adopted. The weightage for technical and financial proposals (actual score) will be 80 and 20 percent respectively.

**For example:** If the Technical proposal is weighted at 80% and Financial proposal at 20%, and a bidder scores 80/100 in Technical and 90/100 in Financial, their combined score would be calculated as follows:

Combined Score=  $(0.80 \times \text{Technical Score}) + (0.20 \times \text{Financial Score})$

Using the example with scores:

Combined Score=  $(0.80 \times 80) + (0.20 \times 90) = 64 + 18 = 82$

- i. If for states/group of states with UTs, there are no FAs who qualify the minimum cut-off of 70 points out of 100, then committee reserves the right to modify the cut-off or go for rebidding.
- j. Proportional distribution (item wise) of the proposed cost will be evaluated (Annexure D) against the estimated proportion (item wise) and marks will be assigned accordingly.
- k. The proposal will be valid for 90 days from the date of submission; IIPS will make its best effort to select the Field Agencies within this period.

- l. A clear detailed financial proposal carrying Unit Cost for each and every head item of the survey must be submitted. An ad-hoc figure for the cost of per individual survey will be summarily rejected at the time of Financial Bid opening.
- m. No FA will be awarded the work of LASI Wave 2 that costing more than three times of their average turnover during of the last three consecutive financial years.
- n. If the quoted cost of FA is higher or lower by 20% of the base price, the tender will be summarily rejected.
- o. The bidders who are currently in legal conflict with IIPS & bidders who have withdrawn from undertaking survey work after allotment of the work will not be eligible for bidding of LASI Wave 2.
- p. Notwithstanding anything stated above, the IIPS reserves the right to assess the FA capability and capacity to perform the contract satisfactorily before deciding on award of contract, should circumstances warrant such an assessment in the overall interest of the purchaser.

## SAMPLE SHEET TO BE USED FOR EVALUATION BY TECHNICAL EVALUATION COMMITTEE (TEC)

A. Name of the field agency: \_\_\_\_\_

B. Group of States/UTs applied for:

\_\_\_\_\_

C. Members of Evaluation Committee:

1. \_\_\_\_\_ Signature \_\_\_\_\_
2. \_\_\_\_\_ Signature \_\_\_\_\_
3. \_\_\_\_\_ Signature \_\_\_\_\_
4. \_\_\_\_\_ Signature \_\_\_\_\_
5. \_\_\_\_\_ Signature \_\_\_\_\_

D. Total Marks: 100

E. Marks secured: \_\_\_\_\_

### Evaluation Form Methodology

SL.N	ITEM	RESPONSES
<b>PART A: Organizational Profile (8%)</b>		
i.	Name and address of the Organization	Mentioned (Y/N)
ii.	Year of establishment	Mentioned (Y/N) (a) 5 years & more (b) Less than 5 years
iii.	Whether Organization is registered under Society Registration Act or Companies Act 1956 for is an Autonomous Body or Partnership Firm or Intuition affiliation to University	Mentioned (Y/N)
iv.	<b>Infrastructure at Headquarter (4%)</b>	
	a) Availability of telephone and internet	Essential
	b) Availability of computers and printer	Availability of Computers (0=0, 1-3=1, 4+=2) Availability of Printer (Y=0.5, N=0)
	c) Photocopy machine/Copier/Scanner	Availability of Photocopy Machine/ Copier (Y=0.5, N=0.0) Availability of Scanner (Y=0.5, N=0.0)
v.	<b>Infrastructure in the state office (4%)</b>	
	d) Functional office space	(Y=1, N=0)
	e) Availability of telephone and internet	Availability of telephone and internet (Y=0.5, N=0.0)
	f) Availability of computers and printer	Availability of Computers (Y=0.5, N=0.0) Availability of Printer (Y=0.5, N=0)
	g) Photocopy machine/Copier/Scanner	Availability of Photocopy Machine/ Copier (Y=0.5, N=0.0) Availability of Scanner (Y=0.5, N=0.0)
	h) Secure storage space for CAB equipment and supplies in the office	Availability of storage space for CAB equipment (at least 10*10 square feet room) (Y= 1, N= 0)

PARTB: Human Resource (20%)						
	Name of post	General Qualifications/experience/ language				
vi	Project Coordinator	1. Qualification (PhD=3, M.Phil /Masters = 1, Graduation=0) 2. Proficiency in local language (Y=1, N=0) 3. Experiences in years (5= 3, 4= 2, 3= 1, 2=0.5, 1= 0)				
vii	Statistician/Demographer	1. Qualification (PhD=3, M.Phil /Masters=1, Graduation=0) 2. Proficiency in local language (Y=1, N=0) 3. Experiences in years (>2=2, 2=1.5, 1= 0)				
viii	IT Consultant	1. Qualification (M.Tech/MCA/M.Sc= 3, B.Tech/BCA/ Graduate=1, Others=0) 2. Proficiency in local language (Y=1, N=0) 3.Experiences in years (>2=2, 2=1.5, 1.5=0.5, 1=0)				
ix	Health Coordinator	1.Qualification (MD/MS/MBBS=3, BDS/BAMS/BHMS/BUMS=2, Others=0) 2. Proficiency in local language (Y=1, N=0) 3.Experiences in years (3= 3, 2.5=2, 2= 1.5, 1.5=0.5, 1= 0)				
PART C : Survey Experience in last 5 years (Please furnish the latest 5 surveys) (27%)						
x	Experience in large scale demographic and health surveys with coverage of 50,000 HHs in last 5 years (excluding PRCs)	Survey conducted in the State for which bid submitted	Timeliness of the survey			
			Duration of the survey (Months)	Date of commencement of the Survey	Date of completion of the Survey	Whether completed in time.
	Name of the surveys, starting with the latest					
	1. Survey-1	(Y=2, N=0)				(Y=1, N=0)
	2. Survey-2	(Y=2, N=0)				(Y=1, N=0)
	3. Survey-3	(Y=2, N=0)				(Y=1, N=0)
	4. Survey-4	(Y=2, N=0)				(Y=1, N=0)
	5. Survey-5	(Y=2, N=0)				(Y=1, N=0)
xi	Use of CAPI and other technologies such as GPS in any of the above surveys (Y=3, N=0)					
xii	Biomarkers is a component in any of the above surveys					
	i). Anthropometric and performance based test (Y=2, N=0)					
	ii). Dried Blood Sample based tests (Y=2, N=0)					
xiii	Experience of conducting LASI wave 1 Survey (Y=5, N=0)					
PART D: Quality of Proposal (35%)						
xiv	Quality of Proposal		Highly systematic =2, Somewhat systematic = 1, Not systematic = 0			
	Presentation of detailed operational plan within (20-25 minutes) covering various aspects like: <ul style="list-style-type: none"><li>• Office Space at state</li><li>• Adequacy of suitable human resources</li><li>• Payment mechanism and retention strategies</li><li>• Storage space for CAB equipment and other supplies</li><li>• Capacity building of manpower</li><li>• Monitoring &amp; Supervision</li><li>• Data management strategy</li><li>• Strategies to maintain timeliness in completion of the project</li><li>• Redressal mechanism of grievances of regular and contractual staffs.</li><li>• Presentation &amp; defense</li></ul>		(0-35)			
	Mean of deviation in proportional distribution of cost with respect to base price		If mean of deviation:(>40%= 0, 20-40%=1, 10-20%=2, <10%= 3)			

PART E: Completion of work and Fulfillment of Terms and Conditions in all the projects undertaken in last Five Years* (10%)		
xv		Excellent =2, Good = 1, Poor = 0
	<ul style="list-style-type: none"> <li>• Salary of the Field Staffs</li> <li>• Per diem</li> <li>• Transportation/vehicle provision</li> <li>• Group Insurance for field investigators : Accidental and Health (covered for period of Field work)</li> <li>• Response Rate/Target sample covered</li> <li>• Certificate of completion of work and Fulfillment of Terms and Conditions in all the projects undertaken in last Five Years</li> </ul>	(0-18)

**\*Five years calculated from the date of announcement of the BID in the Public domain.**

*The Committee reserves the right to decide weights for different dimensions of survey implementation.*

### Evaluation Form \*

Indicators	@ Headquarters (4%)		@ State office For LASI Wave 2 (4%)		
<b>I. Organizational capacity (28%)</b>	Name of City:		Name of State:		
a. Infrastructure (8%)	Number (if applicable)	Other information	Number (if applicable)	Other Information	
• Functional office			0-1%		
• Availability of telephone and internet connection (dedicated line with minimum 10 mbps) (data dongles/cards for data transfer)	0-1%		0-1%		
• Availability of project staff, assistance for day to day activities during the field work course.	0-1%				
• Availability of computers and printer (no of computer should be equal to size of team members)	0-2%		0-1%		
• Photocopy machine/Copier/Scanner	0-1%		0-1%		
• Secured storage space for CAPI and CAB equipment and supplies in the office			0-1%		
b. Human resources (4x5%=20%)				Education (3%)	Language (1%)
					Survey Experience in the state (3%)
Full-time Project Coordinator (5%)					
• Whether can read, write and speak local language of state bidding for?					
Full-time IT Consultant (5%)					
• Whether can read, write and speak local language of state bidding for?					
Full-time Health Coordinator (5%)					
• Whether can read, write and speak local language of the state bidding for?					
Full-time Statistician/Demographer (5%)					
• Whether can read, write and speak local language of state bidding for?					
<b>Organizational Survey Experience</b>					
II. At least survey experience of 50,000 households (HHs) at the national level or large scale survey like LASI Wave 1 in a state in last 5 years <b>(excluding PRCs) (27%)</b>	Starting date of survey	Completion date of survey	Completed in time or not? (1%)	Survey experience in the State (2%)	
a. Number of surveys conducted (5x3%= 15%)					
Name of the surveys, starting with the latest-					
1.					
2.					

3.					
4.					
5.					
b. Experiences of using CAPI and other technologies such as GPS (3%)					
c. Biomarkers is a component in any of the above surveys (4%)					
i. Anthropometric test (1%)					
ii. Performance based test (1%)					
iii. Dried blood assays tests (2%)					
d. Experience of conducting LASI Wave 1 Survey (5%)					
<b>III. Quality of LASI proposal (35%)</b>					
i. Systematic arrangement of bid documents (2%)					
ii. Detailed presentation of operational plan by proposed team leader/ Manager/ In-charge of the respective** (30%)					
iii. Percentage share of the proposed cost on different items as given in Annexure D (3%)					
<b>IV. Completion of work and Fulfillment of Terms and Conditions in all the projects undertaken in last Five Years* (10%)</b>					

\*The evaluation form must be submitted separately for each Group of States/UTs if any FA bids for more than one Group of States/UTs. However, the remaining information required in the technical bid is to be submitted only once irrespective of number of Group of States/UTs an FA bids for.

\*\* Only the presenter will address the questions or concerns raised by the members of the Evaluation Committee.

**Note:** Documents submitted by FA will be verified before signing of the contract and if any information furnished in the bid document is found to be incorrect, the contract will not be signed and the EMD amount will not be refunded.

## ANNEXURE A

Table 1: Samples to be covered in LASI Wave 2 for “Group 4” listed below.

Sr. No.	State/UT	SSU Count	Households to be covered	Individual Samples expected/ to be covered	Required Number of Teams
1	Arunachal Pradesh	40	704	1131	3
2	Assam	80	1,540	2497	3
3	Manipur	40	862	1427	3
4	Meghalaya	40	636	982	3
5	Mizoram	40	765	1260	3
6	Nagaland	40	803	1206	3
7	Sikkim	40	649	1148	3
8	Tripura	40	748	1171	2
	<b>Total</b>	<b>360</b>	<b>6,707</b>	<b>10,822</b>	<b>23</b>

## ANNEXURE B

### Groups of States/UTs

#### Group 4

Groups	Groups of States	Number of HH
<b>Group 4</b>	1. Arunachal Pradesh	704
	2. Assam	1,540
	3. Manipur	862
	4. Meghalaya	636
	5. Mizoram	765
	6. Nagaland	803
	7. Sikkim	649
	8. Tripura	748
<b>Total of Group</b>		<b>6,707</b>

**\*Note:** The BID Committee reserves the right to revise the grouping of States/UTs.

No FA will be selected for more than 1 Groups of State/UTs.

## **ANNEXURE C**

### **FORMAT OF NO-CONVICTION CERTIFICATE**

[On the letterhead of the organization]

#### **No-Conviction Certificate**

This is to certify that (Name of the organization), having registered office at (Address of the registered office) has currently or at any time in past had not been blacklisted or restricted to apply for any survey related activities by any Autonomous Organization/Institution or Central/State Government Department / Undertakings of Government of India or Court of Law anywhere in the India.

Signature:

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Place:

## ANNEXURE D

Percentage share of the proposed cost to be spent on the following items:

Items/ Particulars	Proposed Cost	Percentage of the total proposed cost
<b>Manpower (Personal)</b> <ul style="list-style-type: none"> <li>- Project Coordinator</li> <li>- IT Coordinator</li> <li>- Health Coordinator</li> <li>- Statistician/Demographer</li> <li>- Investigators' Salary                             <ul style="list-style-type: none"> <li>i) Salary</li> <li>ii) Per diem charges</li> </ul> </li> </ul>		
<b>Provisioning of Biomarker Equipment and Consumables</b>		
<b>Transportation</b> <ul style="list-style-type: none"> <li>- Traveling cost</li> <li>- Field vehicles transportation cost</li> <li>-Other transportation Cost</li> <li>-Bio-Marker Equipment &amp; DBS transportation cost</li> </ul>		
<b>Training</b> <ul style="list-style-type: none"> <li>- Hiring Hall, LCD. Etc.</li> <li>- Hiring accommodation for Investigators' stay and transportation cost</li> <li>- Field practice including travel cost</li> <li>- Lunch and Tea for Teams</li> <li>- Stationery, including pads, pen, trial Questionnaires, Manual</li> <li>- Per diem charges</li> <li>-Other training cost</li> </ul>		
<b>Monitoring and Supervision</b>		
<b>Organizational cost</b> <ul style="list-style-type: none"> <li>- Bags, pens and stationery for teams</li> <li>- Obtaining census maps and other documents (If needed)</li> <li>- Visit to State/Taluka offices to seek permission to conduct the survey</li> <li>- Pre-survey visits to few taluka head-quarter for arrangement of teams' stay</li> <li>- Copy of permission letter</li> <li>- Other locally procured miscellaneous Biomarker supplies</li> </ul>		
<b>Advertisement</b> <ul style="list-style-type: none"> <li>- Recruitments of staff</li> <li>- Public Information</li> <li>- Other</li> </ul>		
<b>Medical and Accidental Insurance of Field Investigators</b>		
<b>Printing &amp; Stationary</b> <ul style="list-style-type: none"> <li>- Brochure</li> <li>- Information Card</li> <li>- Questionnaires &amp; Manual</li> <li>- Others</li> </ul>		
<b>Courier, Postage and Communication Cost</b>		
<b>TOTAL</b>		<b>100%</b>

**ANNEXURE E**  
**SURVEY INSTRUMENTS (DRAFT)**

# APPENDIX F

## A DRAFT CONTRACT BETWEEN

### INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES (IIPS) AND FIELD AGENCY (FA)

This contract made on \_\_ day of \_\_ 2024 on behalf of **Ministry of Health and Family Welfare (MoHFW), Government of India (GOI)**, New Delhi between the **International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai-400 088** (hereinafter called IIPS) of the first part and \_\_\_\_\_ Field Agency (hereinafter called FA) which expression shall, subject to the contract, include its successors in business and permitted assignees of the second part to conduct **the Longitudinal Ageing Study in India Wave 2**.

#### 1. Purpose of Contract

Ministry of Health and Family Welfare, Government of India, (MoHFW, GOI) has appointed IIPS as a nodal implementing agency to conduct the Longitudinal Aging Study in India (LASI) Wave 2 in 36 States/UTs of India. MoHFW, GOI has appointed 2 Committees i) Technical Advisory Committee and ii) Administrative and Financial Management Committee to oversee the implementation of the LASI Wave 2. Accordingly, this contract is entered into for conducting survey work of LASI Wave 2 in the Groups of States/UTs (as per Annexure B). The expected number of follow-up households in the Groups of States/UTs in Wave 2 to be covered for the individual interviews would be \_\_\_\_\_ households. The Household Schedule includes a cover screen to identify the household and a form on which all members of the household are listed. This form is used to record demographic information about each household member. The Household Schedule also collects information on housing and environment characteristics such as type of water source, sanitation facilities, quality of flooring, and ownership of durable goods, etc., household consumption, assets and debts, household insurance and household income. Individual schedule will gather information on demographics, family and social networks, health component including reported morbidities and measured morbidities, i.e., Biomarkers, Healthcare Utilization, Work, Retirement and Pension. (Annexure A, Schedule C)

The Schedules and the sampling plan to be provided by the IIPS must be strictly adhered to.

#### 2. Statement of Work

The FA shall carry out the proposed survey activities and other requirements outlined in the ATTACHMENT-A - STATEMENT OF WORK (SOW) to be done by FA UNDER THIS CONTRACT FOR THE IMPLEMENTATION OF LASI Wave 2 (hereinafter called (SOW)). Any ambiguity in the ATTACHMENT-A should be referred to IIPS for clarification. The decision of the IIPS will be final.

#### 3. Period of Performance

The activities listed in the ATTACHEMENT-B (I) and B (II) will be completed by FA in the timeframe as specified in the Implementation Schedule given in Attachment B (I).

#### **4. Contract Amount and Payment Procedure**

- a. IIPS will pay an amount (including service tax) not exceeding of Rs. \_\_\_\_\_ For completing The activities listed in ATTACHMENT-A for the Group of States/UTs for which total target sample size is households approximately @ \_\_\_\_\_ per household. The disbursement will be made to as per terms and conditions set out below in clauses 4 (b) and (c) of this contract. The follow-up sample refers to the anticipated number of household interviews to be conducted, which includes both household and individual surveys as well as the Biomarker component.
- b. Payment will be made on the basis of the target sample. However, full or partial or forfeiting of payment shall be subject to satisfactory response rates of all schedules.
- c. The amount shall be payable in installments for completed tasks as given in ATTACHMENT B (II).
- d. The FA shall submit invoices to IIPS in the Prescribed Form given in the ATTACHMENT C.
- e. IIPS will not release any payment to FA until all the previous voucher(s) has/have been approved in writing by IIPS. A detailed report on the progress of all stages of survey as specified in Clause 17 should be submitted with each invoice for release of next installment. IIPS will not release any payment to FA until IIPS is satisfied that the qualitative and quantitative aspect of activity/activities, required for release of the payment, has been completed and that survey protocols, procedures, rules and regulations have been followed and that the quality of the work is acceptable. In this regard, instructions set out in the training manuals etc. should be strictly followed.
- f. Total value of contract includes all taxes including GST.
- g. Deduction of Tax Deductions at Source (TDS) as applicable

#### **5. Termination of Contract**

If IIPS at any stage, based on an objective examination, technical and financial evaluation and scrutiny set out through a due process of consideration, that the FA has failed to make progress in the implementation of the work schedule or is otherwise incapable of starting the project as per the timeline and completing the project work as stipulated or has failed to maintain the quality of work to the satisfaction of IIPS, then IIPS may revoke this contract wholly or partially and may take appropriate action against the FA including blacklisting the FA. In that event, total payment released till that time to FA should be returned to IIPS within a stipulated period of 15 days from the date of revoking of this contract and that FA will have no claim on the balance amount or for the work so far completed. If FA delay in returning the balance amount beyond the stipulated period of 15 days, the FA is liable to pay interest @ 12% p.a. (for this, half of the month is considered as a full month).

FA's progress in work will be determined based on the actual deliverables (Attachment B(II)) and completion of work including submission of data sets in its entirety.

#### **6. FORCE MAJEURE\* AND TERMINATION**

Where the performance by the FA of their obligations under this contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the FA and against which an experienced FA could not reasonably have been expected to take precautions, the FA shall promptly notify IIPS in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this contract.

From the date of receipt of notice given in accordance with Clause 6.1, IIPS may, at its sole discretion, either suspend this Contract for up to a period of 6 months ("the Suspension Period") or terminate this Contract forthwith.

If by the end of the Suspension Period, the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

During the period of FA's inability to perform the services as a result of an event of Force Majeure, IIPS shall during the subsistence of the Force Majeure event be liable to make payments to the FA under the terms of the contract for any/all services rendered by the FA and reimburse any/all such costs/expenses reasonably and necessarily incurred/spent by the FA. In addition, IIPS shall be liable to make such payments to the FA which may be incurred by the FA in reactivating the services after the end of the Force Majeure period. In case of suspension and termination of the MOU, the FA will be liable to refund the money already paid for which the FA has not provided the service or the work.

\* For purposes of this clause, Force Majeure means an event beyond the control of the FA and not involving the FA's fault or negligence and which is not foreseeable and not brought about at the instance of , the party(FA) claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

## **7. Suspension or Termination without Default of the Field Agency**

1.1. IIPS may, at its sole discretion, suspend or terminate this Contract, in whole or in part at any time during the currency of the contract, for its (IIPS) convenience, by so notifying the Field Agency in written notice and giving the reason(s) for such suspension or termination. The notice shall specify that the termination is for the convenience of the Institute. The notice shall also indicate inter alia, the extent to which the successful FA's performance under the contract is terminated, and the date with effect from which such termination will become effective.

1.2. Where this Contract has been suspended or terminated pursuant to Clause 7(1.1), the Field Agency shall:

- a) take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and
- b) provide to IIPS, not more than 30 days after IIPS notifies the Field Agency of the suspension or termination of this Contract an account in writing, stating:
  - i. any costs, if any, due before the date of suspension or termination;
  - ii. any costs to be expended after the date of suspension or termination which the Field Agency necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.
  - iii. that all materials, equipment, instruments including biomarkers, documents, CAPI, mapping and listing forms, consent forms, data retrieved have been properly submitted / transferred to IIPS.

1.3. Subject to IIPS approval, IIPS shall pay such amount to the Field Agency normally within 30 days after receipt from the Field Agency of an Invoice in respect of the amount due.

## **8. Termination with Default of the Field Agencies**

8.1. IIPS may notify the Field Agency of the suspension or termination of this Contract where the services or any part of them are not provided to the satisfaction of IIPS giving the reasons for such dissatisfaction and, in the case of suspension, the action required by the Field Agency to remedy that dissatisfaction and the time within which it must be completed.

Where this Contract is suspended under Clause 8.1 and the Field Agency subsequently fails to remedy the dissatisfaction, IIPS may terminate the Contract forthwith.

8.2. IIPS may, without prejudice to its other rights, including but not limited to the right to claim for costs and losses incurred, terminate this Contract forthwith where:

- i. The Field Agency or any member of the Field Agency's personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or
- ii. The Field Agency or any member of the Field Agency's personnel has committed an offence under any of the prevailing laws applicable to the project; or
- iii. The Field Agency is an individual or a partnership and at any time:
  - Becomes bankrupt; or
  - Is the subject of a receiving order or administration order ; or
  - Makes any composition or arrangement with or for the benefit of the Field Agency's creditors; or
- iv. Makes any conveyance or assignment for the benefit of the Field Agency's creditors; or
- v. The Field Agency is a company and:
  - an order is made or a resolution is passed for the winding up of the Field Agency; or
  - a receiver or administrator is appointed in respect of the whole or any part of the understanding of the Field Agency.
- vi. The Field Agency is a partnership or a company and there is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the Field Agency at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the Field Agency are conducted in accordance with the wishes of that person.

8.3. Where this Contract is terminated in accordance with this Clause 8.2, the Field Agency shall without prejudice to IIPS other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

Where this Contract is terminated pursuant to Clause 8.3, the Field Agency shall pay IIPS within 10 days of notification such amount as IIPS shall have determined as the amount of any loss to IIPS resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

## **9. Assignment**

FA shall not unilaterally transfer or assign or sublet any part of this contract wholly or partially or otherwise the conduct of said proposal to any other person, firm or company or any other institution/organization.

## **10. Amendments and Modifications**

No revisions, modifications or change to this contract shall be binding upon IIPS until the same is acknowledged by IIPS and agreed to in writing.

## **11. Limitation of Liability and Indemnity**

“Field Agency’s liability for any claims for loss or damages of property or injury or death of persons, demands, costs (including legal costs) and expenses resulting from any tortious act or omission, related to breach of warranty or representation or statutory duty and/or the terms and conditions set out in this Contract is limited to the contract amount receivable by the Field Agency in respect of the specific deliverables which is the subject of the potential claim. Neither party shall be liable for the other’s loss of profits, loss of turnover, loss of business opportunities, or consequential loss. Liability is not limited for (a) fraudulent misrepresentations, or (b) death or personal injury caused by the negligence of either party”.

## **12. Consumables for Biomarker component**

The consumable items for Biomarker testing provided for the survey by IIPS to the FA should be strictly taken care for wastage/misuse. In case of shortage of consumable items due to wastage/misuse during the survey, FA must locally purchase but, IIPS will not reimburse the amount in any form. The Health Coordinator of FA will remain in constant touch with IIPS Health Coordinator so that supply chain is not broken at any time during the survey. The FA must ensure that it has sufficient stock of consumables available so that the fieldwork is not hampered at any stage.

## **13. Equipment\***

The required biomedical equipment and consumables are to be provisioned by the FA. However, some of the biomedical equipment and mini laptops that IIPS procured for Wave 1 will be utilized for Wave 2 field activities and will be provided to the FAs by IIPS for LASI Wave 2 survey. These items must be returned to IIPS in working condition after the completion of the survey, with an undertaking signed by the FAs. In case of loss or damage to any of these instruments, the FA’s may be liable to pay an amount specified by IIPS.

## **14. Disputes and Arbitration**

In event of any dispute arising with regard to interpretation of the articles/terms of this contract, the matter shall be referred to sole arbitrator, who shall be appointed by the Ministry of Health & Family Welfare, Government of India, and New Delhi. The decision of the Arbitrator on the points referred to him/her shall be binding on both the parties to this contract, subject to the provisions of the Arbitration and Conciliation Act of 1996. Nothing in this clause shall entitle FA / IIPS to refuse to perform its obligation under this contract merely because reference to the arbitrator has been requested or made or a sole arbitrator has been appointed.

## **15. Technical Direction**

Performance of the work indicated in the ATTACHMENT-A shall be subject to the technical direction and approval by IIPS. All the technical directions consistent with ATTACHMENT-A shall not constitute a new assignment of work or change in the expressed terms, conditions or specifications incorporated in the contract and shall also not constitute a basis for increase in the agreed cost.

## 16. Submission of documents for payment

- (A) On completion of milestone as per Attachment-B, the FA shall submit the request for release of installment(s) as indicated in Attachment-C. Following documents shall be submitted concurrently with the invoices for payment (article 4(c)) to IIPS. Each report in minimum should include following area:
- Progress made to date on specific work to be completed (in quantifiable measure).
  - Work in progress (in quantifiable measure).
  - Work scheduled to be undertaken (in quantifiable measures).
  - Activities that have been delayed.
  - Certificate by PIs & CO-PIs/Sr. Research Officers/Jr. Research Officers for satisfactory completion of work.
  - Submission of required bank guarantee.
- (B) Weekly reporting of progress of work during the contracted period, the FA will submit weekly progress report, as per the prescribed format, indicating (i) Work completed till the end of that week and (ii) Proposed to be taken during the coming week. The field work details should indicate place, date and name of supervisor etc. to facilitate independent field supervision.
- (C) Following documents shall be submitted concurrently with the invoices for payment to IIPS.
- PAN/TAN No. (copy of the certificate—one time)
  - GST No. (copy of the certificate—one time)
  - Name of the recipient (beneficiary) for the electronic money transfer (one time)  
Name of the beneficiary \_\_\_\_\_  
Bank's Name & Branch Address \_\_\_\_\_  
IFSC Code of the Bank \_\_\_\_\_  
Account Nature & No. of the beneficiary \_\_\_\_\_
  - Duly filled and signed Request for Fund Form (specimen in Attachment C) on Letterhead for each installment along with progress report.

## 17. Inspection of Performance

- MoHFW, GOI and IIPS or its designated officials of LASI Wave 2 project to have the right to inspect or test all the services called for by this contract to the extent practicable at all places and times during the term of contract. Any infringement of the right of IIPS to inspect or test the contracted services would constitute a breach of this contract and the contract could be revoked wholly or partially by the IIPS. Except as otherwise agreed in writing, all reports and data tapes/compact disk or anything that pertains to collection of data under this project produced under this Contract shall be subject to inspection and acceptance by IIPS, notwithstanding any previous inspection or preliminary acceptance.
- IIPS reserves the right to conduct the financial audit of the LASI project account of FAs.
- Payments (salary etc.) to all the project staff employed by FA should be done through bank transfer. The FA should submit the bank statement and salary slip signed by the Investigator / Mapper / Lister / field investigators/other staff in the first week of every month.
- IIPS reserves the right to initiate appropriate action in case of inconsistencies in payments and non-fulfillment of agreed conditions.

## **18. Data Security and Protection**

- a) The FA is required to maintain confidentiality throughout the process of data collection and transmission and avoid unauthorized disclosure. Any violation of the data security protocol will be subject to penalization and disqualification.
- b) The FA will ensure strict compliance of all the data protection and security provisions during data collection, storage, transmission and analysis, to be put in place by IIPS.
- c) At each stage of data collection and data transfer, the secure data backup mechanisms prescribed by IIPS needs to be maintain by FA.
- d) FA should ensure that no other person/agency has access to the data collected in LASI wave 2 survey. Any violation may attract suspension / termination of contract. FA will keep the data files extracted during the remote access while troubleshooting the CAPI at field operations. Such data files need to be deleted and should not have access to any other person other than IIPS IT team members.
- e) The data, schedules, reports and other materials used by the FA during the implementation of the survey shall remain the property of IIPS. The FA will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by the IIPS.

## **19. Corruption, Commissions, Discounts and Fraud**

FA warrants and represents to IIPS that neither the FA nor any of the FA's personal:

- i. shall try to bribe for their own benefit in connection with this contract
- ii. Shall attempt or commit any fraud, deception, Financial or procedural wrongdoing in relation to the performance by the FA of its obligations under the contract and shall immediately notify IIPS of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred.

## **20. Conflict of Interest**

Neither the FA nor any other FA's personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this contract. The FA and FA's personnel shall notify IIPS immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

## **21. Governing language**

The contract shall be written in English language. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language only.

## **22. Other clauses**

- i. **Personnel:** The FA must adhere to and ensure the requisite qualification and experience of the personnel involved in LASI wave 2 including the field staff, Supervisors, IT Coordinator, Statistician/Demographer, Health-Coordinator, Project Coordinator as specified in clause 3.1 of the Request for Proposal (RFP).

- ii. **Number of Teams:** The FA must ensure that the requisite number of trained teams as specified in the clause 5 (Sr. No. 5) of RFP are put in place to ensure completion of fieldwork in specified timeframe.
- iii. For effective and efficient implementation of the field operation, every FA must, compulsorily provide one vehicle to each survey team (consisting of 6 members). IIPS reserves the right to stop the fieldwork/cancel the contract any time if any team is not provided with vehicle as per protocol.

**23.** FA must pay at least the minimum salary of Rs. 21,000/- to investigator. In addition, minimum DA of Rs. 400/- per day should be given to the interviewers/ other field staff. Health Investigators and team Supervisors should be paid 10% additional amount either as part of salary or DA. FA should make payment of salary & DA by RTGS / NEFT mode only. FA must ensure timely & regular payment and salary and DA and proof of payment of salary and DA should be submitted to IIPS at the time of release of next installment. **Any violation of this protocol will be taken seriously in field implementation of the project.**

**24. Timelines and Penalty:**

The FA should submit a clear timeline of field work activities including training and field movement plan in advance and must ensure the completion of various activities as per the specified timeframe given in Attachment B (I). IIPS should be notified and prior approval should be sought for any change or modification in the timeline of the activities.

- iv. If FA fails to complete the work as per timeframe, the FA will be liable to penalty as per the clause (ii) of Notes in Attachment B (II).

**25.** FA that is part of a university, institute or government agency will be required to provide a letter (prior to signing the contract) from the parent organization certifying that the FA will be allowed to set up a separate bank account for LASI Wave 2, controlled directly by the identified Project Coordinator/Team Leader and that the identified Project Coordinator/Team Leader will be allowed to follow special project arrangements for travel rules, amount of TA/DA, hiring project staff and other survey procedures. In case of a Joint Account, University / Institute should issue a certificate of authorization to the Coordinator of LASI project to operate the account for smooth functioning of the field operations. The University/Institute shall provide adequate and reasonable logistic support including reasonable accommodation for the LASI Wave 2 field staff, to ensure smooth operation and high data quality. It would be ensured that key technical project staff, as indicated in the technical bid document would remain engaged in the project till the project comes to an end, as per the agreed contract.

**26.** This contract shall be enforceable within the jurisdiction of Mumbai Courts only.

**27.** This contract shall come into effect on the date of signing of this contract by IIPS and FA.

**28.** Both the parties have considered and read the different clauses of this contract including all the enclosures and thereafter agreed to sign this contract.

**29.** During the progress of survey, IIPS may call for meetings of FAs if any problems arises related to field implementation. Cost for attending the same shall be incurred by FAs.

**30.** Selected FA should open separate bank account for LASI-Wave 2 survey and maintain separate Books of Accounts. The accounts will be made available for verification.

Signed for and on behalf of the **X Field Agency**

Signed for and on behalf of **IIPS,**  
**Director**  
International Institute for Population  
Sciences (IIPS), Govandi Station Road,  
Deonar, Mumbai-400088.

Witness (1) \_\_\_\_\_

Witness (1) \_\_\_\_\_

Witness (2) \_\_\_\_\_

Witness (2) \_\_\_\_\_

## ATTACHMENT-A

### STATEMENT OF WORK (SOW)/SPECIFIC TASK TO BE CARRIED OUT AND LIST OF ACTIVITIES FOR WHICH FIELD AGENCY (FA) WILL BE RESPONSIBLE IN THE ASSIGNED Group of States/UTs

**1. Field Agency** will conduct the LASI Wave 2 survey of approximately **6,707** target household interviews in the “Group 4” States/UTs. The FA selected for LASI Wave 2 will be working under the guidance and supervision of IIPS, the national nodal agency appointed by Ministry of Health and Family Welfare, Government of India for LASI Wave 2. The scope of the work and the specific roles and responsibilities assigned for FA are as follows:

**A.** The involvement of FA will start from the time of signing the contract with IIPS and continue even after the completion of field work till electronic data files approved by IIPS, are transferred to IIPS, generating of factsheet, printing & distribution, and returning all the mini laptops along with accessories, and Biomarker materials.

**B.** The principal responsibility of the FA is to carry out survey fieldwork and related activities in the assigned Group of States/UTs. The sample size in the Group of States/UTs is determined by considering the population parameters of the state within the geographical region. The sample will be spread over rural and urban areas of the Group of States/UTs. The Secondary Sampling Units (SSUs) that are villages in rural areas and Census Enumeration Blocks (CEBs) in urban areas will be spread in all parts of the Group of States/UTs.

**Schedule:** There will be following type of schedules:

**The LASI Wave 2 field survey will have two separate schedules.**

	Type of Schedule	Contents of the Schedule
1	Household Schedule	<p>Main contents of the household schedule:</p> <p><b>Cover screen:</b> Will provide detailed information about the members of the household and their basic socio-demographic characteristics.</p> <p><b>Housing and environment:</b> This section will provide information related to housing condition of surveyed households.</p> <p><b>Household consumption:</b> Information related to household consumptions on food and non-food items.</p> <p><b>Household assets and debts:</b> Information related to renters, home ownership, land ownership, agricultural and business assets, financial and non-financial assets and household debts will be collected.</p> <p><b>Household income:</b> Few questions to get the overall income at the household level.</p> <p><b>Health insurance:</b> information related to health insurance will also be covered.</p>

2	Individual Schedule	<p>The Main contents of the individual schedule:</p> <p><b>Demographics:</b> Basic demographic profile of the respondent including age, marital status, working status, living condition, etc.</p> <p><b>Family and social network:</b> Information related to the relationship with children, grandchildren, parents, sibling and friends; living arrangement; available social support, and involvement in social activities; social security programmes meant for the elderly and psychological measures.</p> <p><b>Health:</b> The sub-domains of the health section covers the following information:</p> <p>III) Reported Morbidities: Burden of chronic diseases: hypertension, diabetes, cancer, heart disease, lung disease, stroke, arthritis, angina, psychiatric problems, psychiatric conditions, high cholesterol, falls/injury, and health conditions owing to disaster including both natural and man-made, based on self-reporting of diagnosis by health professional in other chronic conditions, questions on the conditions such as typhoid, digestive problem(s), skin disease, Parkinson's and Alzheimer's and Urogenital problems/conditions will be asked to the respondent. Burden of endemic diseases such as Anemia, TB, malaria jaundice, typhoid, liver, kidney disease, problem of sensory organs hearing, eyesight and oral health Information will also be gathered on the received immunization history of the respondents such as pneumococcal, typhoid etc and Illness in the last 3 days, Angina, Sleep pattern, Pain, symptoms based questions. Also, this section will talk about the childhood health (birth till the age of 16 years) and women health regarding removal of uterus, pap smear test and mammography</p> <p>IV) Functional Limitations seek information on mobility, activities of daily living (ADL) and Instrumental activities of daily living (IADL) where as in Helper section we are asking about the persons who helps in the following activities.</p> <p>In <b>Health care access and utilization</b> information regarding in-patient visit, out-patient visit, health insurance, quality of care, out of pocket (OOP) expenditure, etc. will be asked.</p> <p>Information related to <b>work, retirement and pension</b> will include ever worked &amp; current work, current main job, job search, last job of current non-workers, social insurance. Questions related to retirement, pension benefits, etc. will be covered in this section.</p> <p><b>Covid-19:</b> Few questions on Covid-19 is included in household schedule and in individual schedule.</p>
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	Biomarker Section	<p><b>Anthropometric Measurements:</b></p> <ul style="list-style-type: none"> <li>• Height</li> <li>• Weight</li> <li>• Waist Circumference</li> <li>• Hip Circumference</li> </ul> <p><b>Functional Health Markers:</b></p> <ul style="list-style-type: none"> <li>• Blood Pressure and Pulse Rate</li> <li>• Vision Test: Near and Distance Visual Acuity</li> <li>• Spirometry Test</li> </ul> <p><b>Performance Based Markers:</b></p> <ul style="list-style-type: none"> <li>• Grip Strength</li> <li>• Timed-Walk</li> <li>• Balance Test</li> </ul> <p><b>Dried Blood Spot (DBS) based Markers</b></p> <ul style="list-style-type: none"> <li>• C-reactive Protein (CRP) (CVD)</li> <li>• Glycosylated Hemoglobin (HbA1c) (Diabetes)</li> <li>• Hemoglobin (Hb) (Anaemia)</li> </ul> <p><b>Note: Biomarker section is a part of Individual Schedule</b></p>
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The FA must translate all Schedules into the appropriate state specific local language(s) by certified professional or organization according to survey procedure. After signing the contract, soft copy of bilingual Schedules should be provided to IIPS for approval, and programming into CAPI in the prescribed time.

## 2. Field Survey Team and Staff Pattern

- FA should engage a survey Administrative Coordinator/Project Coordinator/ Project Manager for the entire survey period with adequate knowledge of FA's rules and regulations and having authority to take decisions related to administrative and logistic matters. The selected FA shall be the principal employer of the employees, engaged by the selected bidder and shall be liable for all the work related to LASI Wave 2 activities.
- FA should engage one Health Coordinator with experience of bio-marker in health survey for overall coordination of Biomarker component.
- FA should engage one IT Coordinator for overall data management and transfer activities from field to IIPS FTP site.
- FA should also engage one Demographer/Statistician as a consultant with survey experience.

### 3. Field Staff

- i. Field Team: Based on the Group of States/UTs sample size and work load on Biomarker component, IIPS has estimated the duration of field work for three months after completion of state level of training. Each field team will comprise of **one Supervisor, two Female Investigators, two Male Investigators, one Health Investigator.**
- ii. FA must recruit and train 10-15% extra personnel, keeping in mind possible dropouts, to ensure engagement and availability of the required number of teams throughout the fieldwork period. This needs to be ensured so that there are sufficient number of field staff to conduct survey after accounting for attrition and the dismissal of personnel who are found to not perform as per requirement.
- iii. FA must ensure regular attendance of all team members and should have sufficient number of additional trained investigators to fill dropout if any at any point of time. Absenteeism or drop out of investigators should be immediately reported to IIPS with action taken.
- iv. All field level staffs engaged for LASI Wave 2 field work should belong to same state and must speak and understand local language of the state.
- v. All field level Investigators and Supervisors engaged for the field work should have at least graduate degree from a recognized university with working knowledge of computer. The minimum qualification for Health Investigator for Biomarker component should be Graduate in Medical Lab Technology/B Pharma/ BUMS/BHMS/ BAMS/ BPM T/Degree in Nursing or Diploma in Medical Lab Technology. Experience in LASI Wave 1, LASI-Pilot, NFHS-3/4/5, SAGE-1/2/3, DLHS-4, may be preferred at the time of selection.
- vi. For the survey period, FA must provide Accidental and Health Insurance coverage to all the field staff.

### 4. Training

- i. To attend Training of Trainers (TOT) organized by IIPS: All FAs are required to attend TOTs organized by IIPS so that they can organize and conduct such trainings for field staff in the respective Group of States/UTs.

**TOT for Main survey:** Field Agency must send three core staff members including Statistician/Demographer, IT Coordinator and Health Coordinator. The training of trainers workshop will be for 23 days including 2 days of field practice, one day of debriefing. This training workshop will include two days of holidays in between. The IT Coordinator for each Group of States/ UTs will be given additional training exclusively on the operational uses of the CAPI, data transfer, and management. The same IT person will be responsible to train staff, to use CAPI/mini laptop, data transfer and management for the Group of States/UTs assigned. The Health Coordinator of each FA will also be given additional training during the TOT for Main survey so that he/she can undertake the responsibility of health investigator training during the state level training programme.

i. Cost of travel and stay of the trainees from FA will be borne by IIPS for above TOTs. These same staff members will be responsible to conduct the training of Interviewers, Field Supervisors and Health Investigators for the Group of States/UTs assigned to that FA. The FA must ensure that the trained staff will stay for the entire duration of the survey and will be overall in-charge of training, data collection and supervision throughout the period of data collection.

## **Training by FA**

1. FA will organize following training programmes:

State level training for Field Investigators, Supervisors, and Health Investigators for Biomarker component: Interviewer training, apart from that for Biomarker component, in each Group of States/UTs shall be around 30 days including 4 days field practice. Each interviewer must complete at least ten field practice interviews, five in the rural and five in urban areas during the field practice before going for Main survey fieldwork. For Biomarker component, exclusive training will be for at least three weeks. The details of Biomarker training are as given in Section F (ii).

2. FA will print sufficient number of schedules, manuals for training and field practice.

Each trainee must be provided an Interviewer's Manual and each Supervisor must additionally receive a Supervisor's Manual. The Field Investigator must be provided with CAPI manual and the Health Investigator must be provided with Biomarker manual.

3. The FA must train extra field personnel to ensure that there are sufficient number of field staff to conduct the fieldwork, after accounting for attrition and the dismissal of personnel who are not found to meet the minimum requirement.

4. Only those who successfully complete the TOT conducted by IIPS must train the field investigators and other field staff for LASI Wave 2 in each Group of States/UTs.

5. FA's training activities will be monitored by IIPS/MoHFW/Development Partners. If any lacuna is observed in the training programme, knowledge imparted and quality of training and trainees, FA on the advice of the IIPS will reorganize the trainings and ensure that the gaps observed are bridged.

## **5. Biomarker Component**

The Field Agency would, inter-alia, be responsible for undertaking the Biomarker tests, canvassing of Biomarker schedules, undertaking prescribed internal and external quality checks regularly to ensure adherence to protocol and quality of data, handing over the sample, and transportation of samples to the designated laboratory within the stipulated time. Biomarker tests in LASI aim to produce estimates for status and prevalence of certain life style disorders among members of households through measuring. LASI Wave 2 will collect only 1/4 th of samples from the eligible respondents.

### **Anthropometric Measurements:**

- Height
- Weight
- Waist Circumference
- Hip Circumference

**Functional Health Markers:**

- Blood Pressure and Pulse rate
- Vision Test: Near and Distance visual acuity
- Spirometry Test

**Performance Based Markers:**

- Grip Strength
- Timed-walk
- Balance test

**Dried Blood Spot (DBS) based Markers**

- C-reactive Protein (CRP) (CVD)
- Glycosylated Hemoglobin (HbA1c) (Diabetes)
- Hemoglobin (Hb) (Anaemia)

**6. Team Composition**

Each field team will comprise of **one Supervisor, two Female Investigators, two Male Investigators, one Health Investigator and one Supervisor**. The Biomarker tests will be carried out by Health Investigator in each of the field survey team. Prior to commencement of work, adequate training shall be provided to the Health Investigators of the field survey team. Health Coordinator of FA shall also be fully involved. Health Coordinator of the FA will be responsible for training and supervision of Biomarker component and will coordinate the activities with IIPS.

**i) Training**

Training for the field staff for Biomarker component will be organized jointly with other investigators (social scientists). However, after the first one week of joint training HIs will be trained separately. On completion of the training of Health Investigators, IIPS (Health Coordinators) will certify those Health Investigators/Supervisors who have successfully completed the training and has acquired the adequate skills to conduct the Biomarker tests for the survey. In case a Health Investigator/Supervisor is not able to successfully complete the training even after additional training, IIPS will communicate the same to the respective Field Agency for not to engage him/her for field work and replace with other staff after proper training. In order to take care of additional training requirements arising during the course of the survey due to attrition of field survey staff or otherwise, FAs (Health Coordinators) would impart training to the new recruits or refresher training on any other account.

**ii) Provisioning of Equipment and by Field Agency**

- a) The requisite Biomarker equipment and consumables for the state level training and field work will be provisioned by the Field Agency. IIPS will provide CAPI and some biomarker equipments and consumables to FA.
- b) The consumables will be delivered directly to the respective Offices of FAs.
- c) Any FA that fails to provide the required biomedical equipment and consumables as specified in "Annexure H," OR fails to provide them within the stipulated time causing a delay in starting fieldwork activities, will be imposed with penalty charges of 0.5% of the contract value per week of delay subject to the limit of 10%.

### **i) Informed consent for the LASI survey**

After introducing themselves to the respondent, team must seek the respondent's consent for participation in the survey. Read the informed consent statement exactly as it is written. This statement explains the purpose of the survey. It assures the respondent his or her participation in the survey is completely voluntary and that s/he can refuse to answer any questions or stop the interview at any point. The Survey Information Sheet and consent form will be made available to the Field Agency(s) by IIPS.

### **ii) Collection of Blood samples**

Separate consent form for biomarkers will be required to be filled before undertaking the Biomarker tests in any household, FA will be responsible for communicating to each member of the household the details given in the "Survey Information Sheet" clearly stating the purpose, risk and other implications for the participants. Further, the field survey team of the FA will explain the details of the consent forms to each member and take their prior consent before the tests. One of the most important tasks that must be done before collecting any Biomarkers is for the investigators, to explain the purpose of the testing to eligible respondents, to obtain their consent before collecting any blood samples for DBS assay. In order to ensure that these individuals can make an "informed" decision about whether or not they want to be tested, the LASI Wave 2 Biomarker Schedule contains consent statements for each Biomarker to be measured that must be read to the respondent. LASI Wave 2 will collect only ¼ th DBS samples of the eligible respondents.

### **iii) Biomarker tests in LASI Wave 2 aim to produce:**

- Indicators of physical function and capacity like low muscle strength, poor balance, and impaired visual functioning, which are important markers of physical decline and poor health conditions like disability, falls, inflammation, etc.
- Burden of measured hypertension: Useful to estimate the undiagnosed burden of hypertension by comparing it with reporting of diagnosed hypertension.
- Prevalence of underweight, overweight, and obesity among older people, measured by body mass index (BMI): Important marker of metabolic complications and nutritional status.
- Distribution of body fat, measured by waist circumference and waist-hip ratio: Important marker of metabolic complications.
- Level of various molecular markers of health like C-reactive protein, antibodies, Glycosylated hemoglobin (HbA1c) and hemoglobin (Hb): These molecular markers provide insight into the risk of various chronic diseases (like chronic inflammation, cardiovascular disease, and diabetes), very useful for preventive interventions.
- Diagnosis of Lung Diseases, Chronic Obstructive Pulmonary Disease (COPD), Assessment of lung capacity can be done through Spirometry (lung function) tests

### **iv) Transportation of DBS to designated testing centers.**

- All Biomarker tests other than DBS shall yield 'on-the-spot' results and they should be required to collect biomarker information which will be directly entered into CAPI. In LASI Wave 2 only 25% DBS samples will be collected from eligible respondents. This selection of ¼ DBS collection of respective respondents will be done in CAPI.
- The FA needs to ensure that the samples of DBS are collected on filter paper, dried, put in a self-sealing bag, properly labeled and delivered to the earmarked lab(s) of designated laboratory in good condition (dried and sealed), in order to yield accurate results.

- These samples should reach the lab not later than 10 days, preferably within 8 days from the starting of field work in the SSU. In case of potential delay in completion of the DBS sample in SSU, FA should inform and seek advice from IIPS for dispatching the samples to the lab. Any delay more than 10 days is not acceptable and appropriate action will be initiated against FA if there is a delay.
- Arrangement of additional manpower and logistics for safely transferring of the DBS from the field to the NARI-Pune, is the responsibility of FA. Supervisor of each team will be designated with the responsibility of sending the DBS Samples NARI.
- All these procedures will use barcodes in triplicate and transmittal sheets should accompany the DBS cards. One copy each of the transmittal sheet must be sent to NARI, IIPS and a copy of the same should be kept with field agency. After completion of field work the Field Agency is required to send the entire set of transmittal sheet to IIPS.

#### **v) Quality Assurance**

- At any stage during the conduct of survey, if it is found that the originally trained team or any member thereof has been replaced by someone without proper training through IIPS, then the Biomarker tests performed as well as the data collected by such persons who are not trained through the IIPS would summarily be rejected and the FA will have to re-do the work.
- Field Agency is also required to strictly adhere to survey and quality monitoring protocols that is implemented from time to time.

#### **vi) Health Card/Brochure**

Regarding the issue of respondent's participation and mechanism to ensure the same, every respondent will be given a Health Card by the FA containing the details of his/her actual measurements done and the result of household salt testing. The blank printed Health Cards will be provided by the IIPS to the FA. The back of the card will have generic instructions and wherever needed suggestions to contact ANM and visit nearest PHC.

#### **vii) Waste Disposal**

Each team Supervisor should be responsible for ensuring safe disposal of biomedical wastes. This should be done scientifically and environment-friendly manner in the SSU itself or in a nearby health institution with proper arrangements for the safe disposal of bio-hazardous waste. Materials (bleaching powder, trowel, 5 litre wide mouth plastic jar, tongs, kerosene and match box) needed for disposal of bio-hazardous waste will be purchased by FA.

### **7. Field work/Data collection**

For effective and efficient implementation of the field operation, for all the fieldwork days FAs will hire one vehicle per team, with capacity of at least 6 persons (excluding driver) and space for carrying all equipment and survey materials. The recommended vehicles are Innova, Scorpio, Tavera, Tata Sumo, Qualis, Bolero, Xylo with seating capacity of at least 6 persons (excluding driver). The vehicles should also have facility for charging mini laptops.

## Household Survey

LASI Wave 2 will use Computer Assisted Personal Interviewing (CAPI) for data collection for the Household and Individual Schedules. The mini laptop/CAPI will be provided to the field agencies with uploaded electronic version of the Schedules. IIPS will provide mini laptop in sufficient number to FAs. FAs are required to take care of these machines, as per IIPS instructions. FAs should inform any problem with mini laptop to IIPS and all the mini laptops including all the accessories should be returned to IIPS immediately after completion of the survey. This will save a lot of time usually taken for transferring the filled Schedules from field to office, data editing, data entry, etc.

The office should also compulsorily have a safe storage space to ensure that the consumables of Biomarker delivered to the office of the Field Agency(s) are stored in good condition. This office should be functional during the entire duration of the Survey and should also have mechanism to address to the unforeseen events reported by the field staff arising during the course of the survey, especially with regard to the Biomarker component and take immediate remedial measures under intimation to IIPS.

### 8. Data management & Transfer

- a. FAs will make arrangement to transfer the data on daily basis and also FA will be responsible for payment of internet charges for transferring data files from the Supervisor's CAPI to IIPS.
- b. A set of progress tables will be produced by IIPS for each Group of States/UTs every week starting after ten days of data collection has begun and these tables will be sent to FAs electronically as soon as they are produced.
- c. After validation and checking the data, feedback will be given to concerned Field Agency and Project Monitoring Officer based in that Group of States/UTs.
- d. Data security protocols prescribed by IIPS shall be strictly followed by the FA and its staff.

### Other Roles and Responsibilities of Field Agencies

- a. FA should photocopy/print all the instruction manuals supplied by IIPS in sufficient numbers so that each project person gets one copy of the manual relevant to his/her job.
- b. FAs must make provision and pay for Group Insurance to all the field investigators deployed in LASI Wave 2
- c. FA will ensure minimum non-response for interviews, quality of data collection to the satisfaction of monitoring team from IIPS, MoHFW and timely completion of survey work.
- d. On an average, one Interviewer will complete 1.5 household interviews and 2 individual interviews in a day.
- e. At least three visits to the follow-up households, respondent will be made (at different times and not all on the same day) before household, or respondent is treated as non-available. No substitution of the household or respondent will be allowed.
- f. FA is required to ensure that each interview is done only after the informed consent of the respective respondent is obtained, including for the Biomarker component.
- g. FA will make sure that Investigators keep all the information collected from each and every respondent strictly confidential.

- h. FAs are required to extend necessary cooperation to the monitoring personnel from IIPS, MoHFW, and its designated officials. FAs are required to verify the complete sample coverage before leaving the SSU.
- i. FAs are strictly barred from extending any undue favors to any PIs & CO-PIs/Project Officers from IIPS.
- j. During the Main survey training, agency should take the opportunity to invite some of the local print and electronic media so that the news reaches to the people about the LASI Wave 2 survey.
- k. The FA will be responsible to ensure that taluk level health system will be sensitized with regard to the Biomarker component so that if the participants in the survey develop any problem and seek health care they will be provided with needed services.
- l. The IIPS/MoHFW will be providing instructions/suggestions from time to time. This needs to be followed by FAs for the smooth conduct of the survey.
- m. After completion of data collection, each field agency has to send all the materials (all informed consent forms, transmittal sheets, equipment) to IIPS.

## ATTACHMENT B (I) IMPLEMENTATION SCHEDULE

Sr. No.	Deliverable/ Activities	Time line
1	Survey materials for training	All the survey schedules in bilingual as well as the manuals for reference must be printed in sufficient quantity before starting the training of Main Survey (at least 1 month before).
2	Recruitment of all Field Staff	Before completion of TOT for Main survey by IIPS
3	Main survey Investigators training & Biomarker training	<p>To be initiated by FA within 3 weeks of completion of TOT for Main survey by IIPS.</p> <p>The FA should provide the training to their investigators for a minimum of 30 days which includes 4 days of the field practice. Minimum of three weeks training should be arranged separately for Health Investigators including field practice for Biomarker component. The Health Investigators will also join the first few days of the Main survey training to understand the project goal and the whole process of the data collection and survey protocols.</p>

## ATTACHEMENT-B (II)

(To be attached with each contract)

Payment plan for Field Agency for conducting the Longitudinal Ageing Study in India (LASI) Main wave 2.

Groups of States /UTs to be surveyed:\_\_\_\_\_Approximate number of individual interview to be surveyed: \_\_\_\_\_

Installment	Disbursement Modality	Verifiable indicator	% of the Amount to be released
1st	<p>1. On submission of <b>Performance Security</b> of 5% of total contract value by way of Bank Guarantee from a nationalized bank (a bank recognized by the RBI). ("Performance Security" should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of Agency including the warrantee obligations, if any.)</p> <p>2. <b>Signing of the Contract</b></p> <p>3. On submission of a <b>Bank Guarantee</b> from nationalized bank or any bank recognized by the RBI for an amount equal to 20 % of the total cost of the work allotted. This bank guarantee shall be valid until completion of the survey and the final acceptance of the data.</p> <p>4. On giving details of the addresses of the state office, name of the state nodal officer (state coordinator), telephone, communication details of the field supervisors, email ids.</p>	<p>1. On physical receipt of the Performance Bank Guarantee at IIPS and verification.</p> <p>2. On receipt of signed agreement.</p> <p>3. On physical receipt of the Bank Guarantee towards advance payment of 20% at IIPS and verification.</p> <p>4. On physical receipt of the details from the head/team leader.</p> <p>5. Translated version of the survey schedules.</p> <p><b>6. Request for fund</b> release for 1st Instalment. (Attachment C).</p>	20%
2 <sup>nd</sup>	<p>After raising required number of teams (Annexure A), provisioning of biomedical equipment and consumables, training of field investigators i.e. on:</p> <ol style="list-style-type: none"> <li>Provisioning of required biomedical equipment and consumables as per the specifications mentioned in Annexure H.</li> <li>Completion of mapping and listing training and progress in mapping and listing operation (in case of Ladakh Only).</li> <li>Completion of investigators training</li> </ol>	<p>1. Letter from Head of the FA giving details of recruitment (educational qualification, experience, monthly salary slip of investigators, DA, bank statement, and vehicle receipt), Group Insurance for field staff (Accidental and Health covered for the period of field work, etc.) and completion of training of field staff etc.</p> <p><b>And</b></p> <p>2. Submitting the Undertaking that all required biomedical equipments and consumables as per specification have been arranged. Verification &amp; counter signed of head of FAs.</p>	20%

	<p>and</p> <p>d. Certification of FA by IIPS Project Officers based in field locations.</p> <p>e. Self- certification by Head of the Field Agency.</p>	<p><b>And</b></p> <p>3. Formation of required number of teams of trained Interviewers and Supervisors for household survey <b>And</b></p> <p>4. Report of the Project Officer/Project Coordinator from IIPS</p> <p><b>And</b></p> <p>5. Completion of the financial requirements as per prescribed format provided by IIPS and Certified by CA</p> <p>6. Bank transfer details/certificate of Salary and DA paid to household survey field investigators as per IIPS norms</p> <p>7. <b>Request for fund</b> release for 2<sup>nd</sup> Instalment.</p>	
3 <sup>rd</sup>	On the completion of field work in 40% of SSUs and receipt of data at IIPS and a self-certification by Head/MD of the Field Agency.	<p>1. Letter from Head/MD of the FA giving details of progress of field work. <b>And</b></p> <p>2. Report of the Project Officer/Coordinator from IIPS. Completion of the financial requirements of previous releases.</p> <p><b>And</b></p> <p>3. Statement/certificate of Salary and DA paid to household survey field investigators as per IIPS</p> <p>4. Bank transfer details/certificate of Salary and DA paid to household survey field investigators as per IIPS norms</p> <p>5. <b>Request for fund</b> release for 3<sup>rd</sup> Instalment.</p>	20%
4 <sup>th</sup>	On the completion of field work in 70% of SSUs and receipt of data at IIPS and a self-certification by Head/MD of the Field Agency	<p>1. Letter from Head/MD of the FA giving details of progress of field work. <b>And</b></p> <p>2. Report of the Project Officer/Coordinator from IIPS. Completion of the financial requirements of previous releases.</p> <p><b>And</b></p> <p>3. Statement/certificate of Salary and DA paid to household survey field investigators as per IIPS</p> <p>4. Bank transfer details/certificate of Salary and DA paid to household survey field investigators as per IIPS norms</p> <p>5. <b>Request for fund</b> release for 4<sup>th</sup> Instalment.</p>	20%
5 <sup>th</sup>	On completion of field work in 100%	1. Letter from Head/MD of the	15%

	SSUs and receipt of data at IIPS and validation of data.	<p>FA giving details of progress of field work. <b>And</b></p> <p>2. Report of the Project Officer/ Coordinator from IIPS. Completion of the financial requirements of previous releases.</p> <p><b>And</b></p> <p>3. Statement/certificate of Salary and DA paid to household survey field investigators as per IIPS.</p> <p>4. Submission of 100% survey data as per scope of work and protocol (acceptable quality) without loss of any information and approved by IIPS.</p> <p>5. Completion of financial requirements of previous releases (Utilization Certificate)</p> <p>6. <b>Request for fund</b> release for 5<sup>th</sup> Instalment.</p>	
6 <sup>th</sup>	Returning of all CAPI and BIOMARKER equipment (in working condition) provided by IIPS and receipts.	<p>1. Letter from Head/MD of the FA giving details of progress of field work.</p> <p>2. Report of the Project Officer/ Coordinator from IIPS.</p> <p><b>And</b></p> <p>3. Completion of the financial requirements of previous releases.</p> <p>4. On returning of all CAPI and BIOMARKER (in working condition) equipment provided by IIPS.</p> <p><b>And</b></p> <p>5. Submission of original postal / courier bills <b>And</b></p> <p>6. On returning of all the consent forms, transmittal sheets to IIPS.</p> <p>7. <b>Request for fund</b> release for 6<sup>th</sup> Instalment.</p> <p>8. Documentary evidence of salary and DA paid to Field Investigators.</p> <p>9. FA has to submit utilization certificate and statement of Expenditure (SoE) certified by practicing CA.</p>	5%

**Note:** Payment is subject to provisions of clause 4 (a), (b), (c), (d), (e) and (f) in the contract and the condition mentioned below:

- i. The Performance Bank Guarantee initially for **One year** and should be renewed and remain valid till the work of LASI Wave 2 is completed.
- ii. If the FA fails to complete the work in the stipulated time provided as in Implementation Schedule given in Attachment B (II), an amount equivalent to 0.5 % of the total cost would be deducted for each week's delay and will be subject to the limit of 10%.
- iii. As regards the Biomarker component, if the FA defaults in sending the DBS to the designated laboratory within 8 days, not later than 10 days without any prior information of IIPS about the reason for delay, the IIPS may impose a penalty based on number of such samples apart from taking appropriate action as specified in clause 5 of the Contract.
- iv. If FA fails to complete the work inclusive of the conditions mentioned in Para 5, Director IIPS will have the right to invoke the Performance Bank Guarantee.
- v. If during the period of this contract, the FA becomes insolvent or disintegrates and not in a position to abide by the contract, it would tantamount to breach of trust and it would be up to the Director IIPS to proceed legally against the second party and recover the damages wholly or partially caused to the project.
- vi. Progress Reports and Statement of Expenditures should be sent regularly.
- vii. Utilization Certificate (GFR 12-A) should be sent financial year basis as given in Attachment E.

## ATTACHMENT C

(Specimen)

### Request for Funds

From:

To  
The Director,  
International Institute for Population Sciences, Govandi Station Road, Deonar,  
Mumbai-400 088

**Sub: Request for Installment No.\_\_\_\_of funds for LASI Wave 2**

Dear Sir,

As per the provision contained in the contract dated\_\_\_\_\_I hereby request you to release  
\_\_\_\_\_Installment of budget amount of Rs.\_\_\_\_\_to us by cheque/bank  
draft payable to\_\_\_\_\_.

As per clause 17 (A) of the contract, I am enclosing herewith the documents and certify that the activities/progress/ completion of work specified have been satisfactorily completed. The amount requested is required for carrying out the survey activities. It is certified that necessary service tax/income tax/excise regulations as applicable to this organization for this project has/have been complied with.

Yours faithfully,  
(\_\_\_\_\_)   
(Name of authorized Signatory)

Seal/Stamp of FA

Encl: Reports as per clause 17 and attachment B (II).

## **ATTACHMENT D**

### **Computer Requirements**

Each FA is required to have the minimum number of fully operational computers with necessary configuration and attachments/peripheral units specified in this attachment fully dedicated to LASI Wave 2 data management during the fieldwork and till all the data is cleaned, validated and approved by IIPS.

# ATTACHMENT E

(Specimen) (On Letter Head)

## GFR 12-A

### FORM OF UTILISATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR \_\_\_\_\_ in respect of recurring/non-recurring  
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank
  - (ii) Unadjusted advances
  - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actual)

Unspent Balances of Grants received Years [figures as at SL.No. 3(iii)]	Interest Earned thereon	Interest Deposited back to the Govt.	Grant received during the year			Total Available Funds (1+2-3+4)	Expenditure incurred	Closing Balance (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls in exercised to ensure their effectiveness.
- iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- vii) It has been ensured that the physical and financial performance under..... (name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – E duly enclosed.
- viii) The utilization of the fund resulted in outcomes given at Annexure – E duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –E (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Name.....

**(Head of the Finance)**

Signature

Name.....

**Head of the Organization**

(Strike out inapplicable terms)

## ANNEXURE F

### SAMPLE OF UNDERTAKING FOR RECEIVING CAPI AND BIOMARKER EQUIPMENTS BY FA

This UNDERTAKING is made on this \_\_\_\_\_day of 2024 BETWEEN the Director **International Institute for Population Sciences, Mumbai**, (here in after called IIPS) in the first part.

AND \_\_\_\_\_  
\_\_\_\_\_, (hereinafter called FA) which expression shall, subject to the contract, include its successors in business and permitted assignees of the second part.

### OBJECTS OF THE UNDERTAKING

#### 1. THAT WHEREAS:

- A) The Party of the Second Part, M/s.\_\_\_\_\_,is awarded to conduct Longitudinal Ageing Study in India (LASI) Wave 2 field work in the Group of States/UTs of\_\_\_\_\_. In LASI Wave 2 data will be collected using Computer Assisted Personal Interview (CAPI) on mini laptops and Biomarker testing.
- B) That the following CAPI and Biomarker items will be supplied to the party of the Second Part for using during data collection in the Group of States/UTs of \_\_\_\_\_by IIPS.

Sr.No.	Item	Quantity	Per Unit-cost (Rs.)	Total Cost
CAPI				
1	Mini Laptop			
2	Charger (power adapter)			
3	Safety Pouch (if provided)			
4	USB Drives (Pen Drives)			
BIOMARKER		Quantity	Per Unit-cost (Rs.)	Total Cost
1	BP monitor (m/medium cuff)			
2	Additional BP Cuff (Medium)			
3	Additional BP Cuff (Large)			
4	Additional BP Cuff (Small)			
5	Stadiometer			
6	Weighing scale			
7	Barcode Scanner			
8	Gullick's Tape			
9	Hand dynamometer			
10	Spirometer			
11	Thermo hygrometer			

The second party has to bear the cost of transportation for returning all the items mentioned in the clause B) and the items procured by the Field Agency for implementing LASI wave 2, to IIPS, Mumbai.

C) However, if any of these items are damaged/lost (other than those covered under warranty) by Party of the Second Part then the item(s) including data will be replaced by the party of the second part/equivalent cost including per unit cost of individual interview will be deducted from the final installment by the IIPS.

D) WHEREAS THIS Undertaking is mainly to govern the CAPI and Biomarker materials/items/data damaged/lost during the data collection in the Group of States/UTs of\_\_\_\_\_.

E) Cost details of CAPI and Biomedical equipment:

Sr.No.	Item	Quantity	Per Unit-cost (Rs.)	Total Cost
<b>CAPI</b>				
1	Mini Laptop			
2	Charger (power adapter)			
3	Safety Pouch (if provided)			
4	USB Drives (Pen Drives)			
<b>BIOMARKER</b>		<b>Quantity</b>	<b>Per Unit-cost (Rs.)</b>	<b>Total Cost</b>
1	BP monitor (m/medium cuff)			
2	Additional BP Cuff (Medium)			
3	Additional BP Cuff (Large)			
4	Additional BP Cuff (Small)			
5	Stadiometer			
6	Weighing scale			
7	Barcode Scanner			
8	Gullick's Tape			
9	Hand dynamometer			
10	Spirometer			
11	Thermo hygrometer			

## **IT IS AGREED AS UNDER**

- 1) Therefore this undertaking contract is necessary for safe return of CAPI and Biomarker items provided for data collection by IIPS. That the CAPI and Biomarker items given in Clause B) provided under the LASI Wave 2 project should be delivered by the party of the Second Part to IIPS in good working condition.
- 2) In case during the data collection or transportation, the CAPI or Biomarker items are damaged/lost/not in working condition, the FA should reimburse/replace the appropriate cost mentioned in clause F) of this contract within 15 days/equivalent amount will be deducted in addition to unit cost per individual interview (in case data is also lost along with laptop) from next installment by IIPS.
- 3) AND WHEREAS the Party of the Second Part has agreed to reimburse the losses/damage incurred during the data collection and safe handling of all the items supplied.
- 4) The second party is liable to check the functioning of CAPI and Biomarker equipment including software installed in laptops before starting to use them either for survey or training of investigators.
- 5) The party of the second part hereby undertake that they will not cause to be raised or raise any dispute, claim or demand upon IIPS of any nature whatsoever including that of compensation or any other monetary claim due or payable.
- 6) This contract shall be enforceable within the jurisdiction of Mumbai Courts only.
- 7) FA is liable to submit a bank guarantee of 20% value of the equipment and supplies used in the field work

IN WITNESS WHEREOF THE PARTIES HERETO HAVE CAUSED THIS CONTRACT TO BE EXECUTED THE DAY, MONTH AND YEAR FIRST ABOVE WRITTEN.

**International Institute for Population Sciences, Mumbai,**

(Through its Authorized Signatory)

WITNESSESS:

1.

2.

**M/s. \_\_\_\_\_**

(Through its Authorized Signatory)

WITNESSESS:

1.

2.

## APPENDIX G

### Details of completed surveys by Field Agency in last five years

Sr. No.	Name of the survey	Sample size (households)	Period of survey	Coverage	Topic
1					
2					
3					
4					
5					

Note: Add rows if required.

## Annexure H

### List of Biomarkers Equipment and Consumables to be provisioned by FA (with Specifications)

S. No.	Supplies	Generic specifications	Group - 4	
			From IIPS	To be procure by FA
1	Hand Dynamometer	<ul style="list-style-type: none"><li>• Secure stable design providing accurate and repeatable measurements.</li><li>• Durable construction which ensures accuracy even if dropped.</li><li>• Dual pointer system retaining highest strength reading for easy recording.</li><li>• Up to 4 cm infinite adjustment handle on the Hand Dynamometer providing a comfortable grip for a variety of users.</li><li>• Should include carrying case for portability.</li><li>• Testing range on dual scale should be 0 to 100kg.</li><li>• Preferably Latex Free.</li><li>• Equipments used in large scale surveys will be preferred.</li><li>• Warranty up to 5 years</li></ul>	16	12

S. No.	Supplies	Generic specifications	Group - 4	
			From IIPS	To be procure by FA
2	Spirometer	<ul style="list-style-type: none"> <li>• Portable spirometer using Ultrasonic technology.</li> <li>• The spirometer should be PC based and should come with FVC, FEV1, PEF, PEFT FET TEST.</li> <li>• The device should be rugged in design so that even if fallen down nothing should happen. Robust design with silicon cover for protection from harsh and heavy usage environment.</li> <li>• The system should be water proof, and the sensor easily disinfected. Simple and effective disinfection.</li> <li>• The sensor should be reusable for the life of the machine and should come without any consumables.</li> <li>• There should not be any moving part in the sensor.</li> <li>• Before each test the machine should do an automatic in build calibration (Automatic internal calibration).</li> <li>• The temperature range for operation should be up to 45 degrees.</li> <li>• The software should be compatible with Linux Desktop Operating system, if software is not Linux then vendor should provide necessary software and hardware compatible with other operating system</li> <li>• (Windows etc.)</li> <li>• Customization of software according to project's need should be possible.</li> <li>• Guaranteed service support and maintenance including periodic calibration of equipment required.</li> <li>• Onsite Warranty up to 5years.</li> <li>• Multi-path digital ultrasonic technology.</li> <li>• Low-flow resistance.</li> <li>• Digital Voice Guided Operations, to report acceptable and unacceptable performance</li> <li>• Micro USB connection/ or upgraded connection to devices with spiro application.</li> </ul> <p><b>The specifications for software</b></p> <ol style="list-style-type: none"> <li>1. GLI 2012/2023/ or recent updated predictive algorithms.</li> <li>2. Complete integration package with driver, communication support DLL and source code.</li> <li>3. Access to source database</li> </ol>	6	22
3	Thermohygro meter	<ul style="list-style-type: none"> <li>• Easy to handle at field level.</li> <li>• Digital Temperature and Humidity Display</li> <li>• MAX/MIN Humidity Temperature Memory</li> <li>• Battery : 1.5V AAA battery operated.</li> <li>• Humidity Range: 15% ~ 95% RH</li> <li>• Temperature Range: Outside Temperature: -50 to +70 C (-58 F ~158 F)</li> <li>• Inside Temperature: -10 to +50 C (-14 F ~122 F)</li> </ul>	10	18

S. No.	Supplies	Generic specifications	Group - 4	
			From IIPS	To be procure by FA
		<ul style="list-style-type: none"><li>• Resolution: Temperature: 0.1 C (0.2 F)</li><li>• Accuracy: Temperature: ±1 C (1.8 F)</li><li>• Humidity: 5%</li><li>• Humidity Range: 15% ~ 95% RH</li></ul>		

## LIST OF CONSUMABLES

Note: The consumables should have sufficient shelf-life so as to cover the entire time period of field work during LASI wave 2 (up to December 2025 or after two years of purchase, whichever is later). In case of any product having limited shelf life, the supplier has to phase the manufacturing and supplies so that products with valid expiry dates are made available throughout the survey, otherwise the supplier should replace the expired supplies with new supply on their own cost.

S. No.	Supplies	Generic specifications	Group - 4	
			From IIPS	To be procure by FA
4	AA batteries	Leak-proof, with proven long shelf life, alkaline AA (R6) batteries (1.5 Volts), with wider storage temperature and operating temperature range		338
5	AAA batteries	Leak-proof, with proven long shelf life, alkaline AAA (R3) batteries (1.5 Volts), with wider storage temperature and operating temperature range		276
6	Alcohol preps (pack of 1 piece)	Cloth towelettes soaked in 70% isopropyl alcohol, individual packets containing two such towelettes (GMP or WHO-GMP certificate essential)	1628	2035
7	Gauze - sterile, disposable(2x2)	Sterilized cotton gauze pieces, packed in pairs, packet should be of paper and can be torn easily with hands. Ensure Packaging is not damaged/perforated to ensure sterility of contents. 5cm X 5cm (12 Ply). Made from superior gauze with Hydrophillic quality. Should have mentioned “ DRUG UNDER SCHEDULE F-II Sterilized by Gamma Irradiation.”	1628	2035
8	Lancet Normal	23 gauge, 1.8 mm Depth, Automatic retracting of lancet into device, single use, should allow adjustment of pressure and timing of activation, should allow for easier sampling, less pain, better visibility of the desired puncture site. Needle made from high-grade stainless steel. Sterile Packaging	933	984
9	Lancet (Large)	21 gauge, 2 mm Depth, Automatic retracting of lancet into device, single use, should allow adjustment of pressure and timing of activation, should allow for easier sampling, less pain, better visibility of the desired puncture site. Needle made from high-grade stainless steel. Sterile Packaging	666	839
10	Lancet ( Extra-Large)	18 gauge, 1.8 mm Depth, Automatic retracting of lancet into device, single use, should allow adjustment of pressure and timing of activation, should allow for easier sampling, less pain, better visibility of the desired puncture site. Needle made from high-grade stainless steel. Sterile Packaging		342
11	Gloves (latex, powder free) - SMALL	Latex gloves of standard quality (GMP/ WHO GMP certificate). Sterile Packaging of 100 units.	240	332

S. No.	Supplies	Generic specifications	Group - 4	
			From IIPS	To be procure by FA
12	Gloves (latex, powder free) - MEDIUM	Latex gloves of standard quality (GMP/ WHO GMP certificate). Sterile Packaging of 100 units.	721	853
13	Gloves (latex, powder free) - LARGE	Latex gloves of standard quality (GMP/ WHO GMP certificate). Sterile Packaging of 100 units.	360	355
14	Gloves (LATEX FREE) Small	Latex FREE gloves of standard quality (GMP/ WHO GMP certificate). Sterile Packaging of 100 units.	240	332
15	Gloves (LATEX FREE) Medium	Latex FREE gloves of standard quality (GMP/ WHO GMP certificate). Sterile Packaging of 100 units.	180	178
16	Gloves (LATEX FREE) Large	Latex FREE gloves of standard quality (GMP/ WHO GMP certificate). Sterile Packaging of 100 units.	240	332
17	Adhesive bandage adult, Sheet (3/4 in. x 3 in.)	Medicated adhesive plasters individually wrapped (for adults), used for dressing skin pierces and smaller wounds like needle pricks on fingers, 3/4in. X 3in. (GMP or WHO-GMP certificate essential)	2307	1357
18	Dried Blood Spot (DBS) Filter paper cards for adults****	Filter paper cards for dried blood spot preparation. Manufactured from 100% pure cotton linters with no wet-strength additives. Each card should have a sample collection area of five 1.3cm (1/2") pre-printed circles, with each circle holding 75- 80µl of sample (5 circles per card). Card made up of two part. Part 1 - Part 1 - 32# White Ledger 4 1/4" x 2 1/2" (±1/16"), Pre-printed with rectangle to stick barcode. Part 2 is sample collection area. Pre-printed with project Name, Lot number and materials details. Should accompany with certificate of Lot Number. Documented uniform distribution of the blood sample on filter paper card (GMP/WHO- GMP or equivalent International quality standard certification essential.) Product which has been successfully used for other Dried Blood Spot (DBS) based studies in India and internationally will be preferred.		3164
19	Humidity indicator cards	Humidity indicator cards to indicate 6 levels of exposure to humidity (10 %, 20%, 30, 40 50% and 60%) through colour changing circles with written instruction to the observer to change the desiccants (to be used for humidity monitoring in closed packaging). Conforming to international/national standards with proven history of use. Should be supplied in pack of 25 pieces each. These packs should be supplied in overall sturdy packing.	2307	1357
20	Ziploc bag, small 4"x6"	Re- closable (Ziploc) bags, transparent, dimensions 4 inches X 6 inches, strictly use for laboratory sample collection. Sterile Sampling Bags.	2198	1066

S. No.	Supplies	Generic specifications	Group - 4	
			From IIPS	To be procure by FA
21	Large Ziploc bag, 12"x15"	Re- closable (Ziploc)bags, transparent, dimensions 12 inches X 15 inches	216	661
22	Desiccants 1.0 g	Small bags of silica gel desiccants of 1gm each, changes color on exposure to moisture (indicating desiccants), (GMP/WHO-GMP or equivalent International quality standard certification essential.) Should be supplied in pack of 100 pieceeach. These packs should be supplied in overall sturdy packing.	13719	2464
23	Cryogenic Barcode labels 1X4	Alphanumeric bar code, six characters, in six copies non-tearable material, should retain adherence at -20°C, cryogenic. The size of barcode will be 38 mm X 15 mm (minor variations in size may be suggested by IIPS) (1x6 labels) and the six copies of barcode should be in rows. The barcode will be provided by IIPS which should be printed on the barcode labels. Each barcode should have unique number.		14655
24	Biohazard bags (7-10 gal)	Polyethylene bags, red colored, printed with BIOHAZARD LOGO, thickness of at least 120 micron, capacity 7-10 gallons	312	2565
25	Drying Racks	Foldable drying racks that can be fitted into a box of dimensions 8 inches X 12 inches X 6 inches. Card drying racks are designed to accommodate multiple collection forms at one time, safely and properly air- drying the blood specimens suspended in a horizontal position. The back of thedrying rack has to be able to be affixed with Velcro to the 3.3 L plastic box mentioned below.(GMP/WHO-GMP or equivalent International Qualitystandard certification essential.)		28
26	Plastic box, 3.3L (should be compatible with thedesign drying rack selected)	Box which has internal dimension of at least 10 inches X 5.5 inches X 4.5 inches, made of first grade transparent plastic, having completely removable lid on top (these boxes will be used for keeping filter paper cards in the drying racks)		28
27	Cooler - Igloo box/cold box/ice carrier, 16 Qty Cool Box & Thermometer	Insulated igloo box (cool box) with airtight lid and handle for carrying, dimensions-approximately 14inchesX 10 inches X10 inches		28
28	Mouth piece with filter	The mouthpieces with filters should be compatible with the spirometer purchased/used for wave-2 survey		10853

S. No.	Supplies	Generic specifications	Group - 4	
			From IIPS	To be procure by FA
		<p>Should come with Elliptical shape towards Patient's side for comfort and to avoid air leakage.</p> <p>Should have class II a (Medical Device Directive MDD 93/42/EEC)</p> <p>Should have resistance &lt; 0.053KPa/L*Sec, at 1 L/sec.</p> <p>Should have housing material Polystyrene (PS)</p> <p>Should have filter material 100% Polyster (PE) electrostatic</p> <p>Should have Operating temp.-30 to +70</p> <p>Should have all Q/c, filter efficacy, EC, CE notified body certificates from international accredited laboratories like Nelson Lab USA, BSI GmbH etc.</p> <p>Disposable: For single patient use.</p>		