

Invitation of tender from consulting agencies for undertaking a

**“Study on Socio Economic Status of Fisher folk  
in Tamil Nadu”**

Department of Fisheries,  
3<sup>rd</sup> Floor, Integrated office complex  
for Animal Husbandry and Fisheries,  
Nandanam, Chennai-35

**January, 2020**

**LETTER OF INVITATION**  
**Government of Tamil Nadu**  
**Department of Fisheries**

**January, 2020**

Dear Sir/Madam,

Department of Fisheries, Tamil Nadu invites sealed tender from consulting agencies for undertaking a **"Study on Socio-Economic Status of Fisher folk in Tamil Nadu"**.

The tender Document containing the details of qualification criteria, submission requirement, brief objective and scope of work and method of evaluation etc., is enclosed. The tender Document is also available in the Fisheries Department website [www.fisheries.tn.gov.in](http://www.fisheries.tn.gov.in)

You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by **31<sup>st</sup> January, 2020, upto 03.00 PM.**

**Director of Fisheries,**  
**Department of Fisheries,**  
**3<sup>rd</sup>Floor, integrated office complex**  
**for Animal Husbandry and Fisheries,**  
**571, Anna Salai, Nandanam, Chennai- 35**

Queries if any may be referred in writing to the Director of Fisheries, at the above mentioned address or through e-mail: [tsectionresearch@gmail.com](mailto:tsectionresearch@gmail.com)

<b>S.No.</b>	<b>Critical Dates</b>	<b>Date</b>	<b>Time</b>
1.	Publishing Date	13.01.2020	
2.	Pre bid meeting Date	22.01.2020	03.00 PM
3.	Tender Submission End Date	31.01.2020	03.00 PM
4.	Tender (Technical) Opening Date	31.01.2020	03.30 PM

Encl: Tender Document

**Director of Fisheries**

# **Study on Socio-Economic Status of Fisher folk in Tamil Nadu**

## **1. Background**

Tamil Nadu State has 1,076 km coastline along the 13 coastal Districts and forms the second longest coastline in the country. Fisheries sector plays a vital role in the economic development of the country and provides significant contribution to food sector. Further fishermen and fisherwomen are involved in activities such as Fishing, Net mending, fish drying, fish auctioning, fish processing, Fish Culture, fish marketing, etc., Fisheries related activities contribute significantly to the livelihood of fishers and other dependent individuals.

The study of the fishermen and their families, size, age group, literacy rate, housing status, food and health status, employment in non fisheries professions etc., would be taken up throughout the state of Tamil Nadu. The fishers all over Tamil Nadu vary in their culture and fishing activities depending on geographical areas etc., All socio economic factors will be studied through a separate agency by inviting tender and the status of fishermen families in the state would be analyzed and published which will be helpful for formulating various schemes for different group of fisherfolk in the state.

## **2. Objective of the proposed Study**

The objective of the proposed study is to have latest details on the Socio Economic Status of Fisher folk of Tamil Nadu, impact of various Government schemes on the socio economic status, Identification of key areas of interventions by the Department for the improvement of Living standards of fisher folk.

The study will focus on various schemes implemented in **last 15 years** and measure the improvement achieved through these schemes. Infrastructure facilities developed over the past **10 years** all along Tamil Nadu and the utilisation of infrastructure facilities by the fishermen will also be studied

### 3. Tender Schedule

1.	Tender Inviting Authority Designation and Address	Director of Fisheries, Integrated Office complex for Animal Husbandry and Fisheries, 571, Anna Salai, Nandanam, Chennai – 600 035 Ph: 044-24321927 / 24336311, Fax : +91-44-24335585 e mail: coffisheries@gmail.com Website: www.fisheries.tn.gov.in
2	Name of the Work	"Study on Socio Economic Status of Fisher folk in Tamil Nadu".
3	Place of study	Coastal Districts of Tamil Nadu
4	Availability of Tender Document	On all working days between 10.00 AM and up to 5.45 PM from the address mentioned in Row (1) above. Alternatively, Tender documents can be downloaded at free of cost from <b>www.fisheries.tn.gov.in</b> and <b>www.tenders.tn.gov.in</b>
5	Cost of Tender Document	INR 1,000/- (Rupees thousand only) by Demand Draft drawn in favour of <b>Director of Fisheries</b> in any Nationalized Bank payable at Chennai for direct purchase from the Directorate of Fisheries, Nandanam, Chennai-35. The Tender Document fee is waived for the downloaded Tender document.
6	Tender submission	Tender comprising of Technical bid and Financial bid along with the other documents viz., EMD of <b>Rs.35,000(Rupees Thirty Five Thousand only)</b> by Demand Draft drawn in favour of <b>Director of Fisheries</b> in any Nationalized Bank payable at Chennai, proof in support of turnover, etc., should be submitted. Tenders received after the due date and time will be summarily rejected.
7	Due Date, Time and Place of submission of Tender	<b>31.01.2020 at 3.00 PM</b> at the address mentioned in Row (1) above. In exceptional circumstances and its discretion, Department of Fisheries may extend the deadline for submission of tender.
8	Bid Validity	90 days initially, which may be extended further if required by Department of Fisheries.

The Bidders who have downloaded the tender documents shall declare that no corrections or alterations were made in the tender document. The Tender

documents obtained from Department of Fisheries **are not transferable**. The Eligibility criteria and other terms and conditions as per the tender documents have to be followed strictly. The Tender Accepting Authority has the right to reject any or all bids received without assigning any reasons therefore.

#### **4. Instructions to the Bidders**

##### **4.1 General**

- a) The Bidders should examine all the instructions, terms and conditions and specifications given in the Tender. Failure to furnish all the required information in every respect will be at the Bidders' risk and may result in the rejection of bid.
- b) It will be imperative for each Bidder to familiarise himself/ themselves with the prevailing legal situations for the execution of contract. Department of Fisheries shall not entertain any request for clarification from the Bidders regarding such legal aspects of submission of the Bids.
- c) It will be the responsibility of the Bidders that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained by Department of Fisheries. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidders to appraise themselves.
- d) The Bidders shall be deemed to have satisfied himself fully before Bidding as to the correctness and sufficiency of his Bid for the price quoted in the Bid to cover all obligations under this Tender.
- e) It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost in the Tender by the Bidders will be permitted throughout the period of Agreement or throughout the period of completion of contract including extended period, whichever is later on account of any reasons whatsoever

##### **4.2 Clarifications in the Tender**

A Bidder requiring any clarification in the Tender may notify Director of Fisheries by letter or by Fax / e-mail to [coffisheries@gmail.com](mailto:coffisheries@gmail.com) and [tsectionresearch@gmail.com](mailto:tsectionresearch@gmail.com).

### **4.3 Amendments to the Tender**

- a) Before closing of the Tender, clarifications and amendments, if any, will be notified in the websites mentioned earlier. The Bidders should periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. Department of Fisheries will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.
- b) No clarifications would be offered by Department of Fisheries within 48 hours prior to the due date and time of opening of the Tender.
- c) Before the closing of the Tender, Department of Fisheries may amend the Tender document as per requirements or wherever feel such amendments are absolutely necessary.
- d) Amendments to the Tender Document, if required may also be given in response to the queries by the prospective Bidders
- e) Such amendments will be notified in the websites mentioned in the tender schedule.
- f) Department of Fisheries at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.
- g) Department of Fisheries is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders' failure to update the Bid documents on changes announced through the website.

### **4.4 Language of the Bid**

The bid prepared by the Bidders as well as all correspondences and documents relating to the bid shall be in English only.

### **4.5 Bid Currency**

Prices should be quoted in Indian Rupees (INR) only and Payment shall be made in Indian Rupees only.

### **4.6 Contacting Tender Inviting Authority**

- a) Bidders shall not make any attempts to establish unsolicited and unauthorised contact with the Tender Inviting Authority or Tender Scrutiny Committee or Tender Accepting Authority after the opening of the Tender and prior to the notification of the Award and any attempt by any Bidders to bring extraneous pressure on the Tender Accepting Authority and / or the

Officials of Department of Fisheries shall be the sufficient reason to disqualify the Bidders.

- b) Bidders shall observe the highest standard of ethics during the evaluation and execution of study and will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- c) Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from Bidders relating to the tenders submitted by them during the evaluation of tenders.

#### **4.7 Force Majeure**

Neither Department of Fisheries nor the Successful Bidders shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:

- a) Any act like lightning, earthquake, landslide, etc., or other events of natural disaster of rare severity.
- b) Meteorites or objects falling from aircraft or other aerial devices, travelling at high speeds.
- c) Act of war (whether declared or undeclared), threat of war, invasion, armed conflict or act of foreign enemy

#### **4.8 Arbitration**

- a) Any dispute or difference whatsoever arising between the parties to the Agreement out of or relating to the study, meaning, scope, operation or effect of the Agreement or validity of the breach thereof, which cannot be resolved through negotiation process, shall be referred to a sole Arbitrator to be appointed by the Director of Fisheries. The Arbitration shall be held in Chennai, India and the language shall be English only.
- b) Subject to the above, the Courts at Chennai only shall have jurisdiction in this matter

#### **5. Earnest Money Deposit (EMD):**

- 1) An Earnest Money Deposit of **Rs.35,000 (Rupees Thirty Five Thousand only)** shall be paid along with the Technical Bid by way of Demand Draft obtained from a Nationalized Scheduled Bank drawn in favour of the Director of Fisheries, payable at Chennai. **The Bank Guarantee towards EMD will not be accepted.**

- 2) The Earnest Money Deposit amount of the unsuccessful Tenderers will be returned after the award of the Contract pursuant to the selection of the successful tenderer and on written request from the unsuccessful tenderer. The Earnest Money Deposit amount held by the Department of Fisheries will not fetch any interest till it is refunded to the unsuccessful tenderers.
- 3) The Earnest Money Deposit amount of the successful tenderer will not be adjusted against the Security Deposit (SD) payable for successful execution of the Contract and will be returned only after successful completion of the contract.
- 4) Any tender not accompanied by Demand Draft towards Earnest Money Deposit shall be rejected summarily by the Department of Fisheries.
- 5) The Earnest Money Deposit amount shall be forfeited :
  - a) If the tenderer withdraws the tender after opening of Technical Bid during the validity period specified in the tender document
  - b) in the case of a successful bidder, if the bidder fails to sign the agreement or to remit the Security Deposit within the specified timelimit.

## **6. Terms of Reference**

The detailed Terms of Reference are enclosed in **Annexure-1**.

## **7. Pre Bid Meeting**

A pre bid meeting shall be convened on **22nd January 2020 at 3.00 PM** to clarify the queries of the bidders pertaining to the bids and the project. Based on the meeting, addendum shall be given if necessary only in the fisheries department website [www.fisheries.tn.gov.in](http://www.fisheries.tn.gov.in) and it is the responsibility of the bidders to check the website for any corrigendum and the Department will not be responsible for any lapses on observation on the part of the bidders.

## **8. Pre-Qualification Criteria:**

The bidders must fulfill the following eligibility conditions and also submit documentary evidences in support of fulfilling these conditions. Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.



<b>S. No.</b>	<b>Pre-qualification Criteria</b>	<b>Supporting Compliance document</b>
1.	The applicant shall be a firm/company partnership/proprietorship firm registered under the Indian Companies Act, 1956/the partnership Act, 1932 and who have their registered offices in India and must have an office in Chennai.	Copy of Certificate of incorporation and Partnership Deed, if any
2.	The applicant has to be profitable and should not have incurred loss in any of the last 3 consecutive Financial Years (FY 2016-2017, 2017-18 & 2018-19)	Format- VII to be certified & validated by Chartered Accountant (CA) of the Applicant's organization
3.	The applicant should have an annual turnover of Rupees 25 Lakh in each of the last 3 consecutive Financial Years (FY 2016-2017, 2017-18 & 2018-19) from only consultancy Services rendered in India.	CA certified document with name of CA registration number, signature and stamp
4.	The applicant shall have experience of: Three similar completed consultancy services to Central Govt./ State Govt. / PSUs / Govt. bodies in India	Copy of Work Order / Contract with authentication of the concerned authority for completion of service
5.	The applicant should have experts/ staff as per TOR on its pay rolls	Certificate by Statutory Auditor or Company Secretary of the applicant's organization
6.	The applicant should not be blacklisted by any Central Govt./State Govt./PSU/Govt. Bodies	Undertaking signed by the Authorized signatory
7.	PAN No. / Service Tax Registration Certificate	Copy of Certificate to be enclosed

## **9. Evaluation Criteria for pre qualification and Method of Evaluation:**

- a) Screening shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b) Agencies will be evaluated for short listing interalia based on their past experience of handling similar type of project, strength of their man power, financial strength of firm and presentation / proposal to the selection committee, if taken, whose decision will be final.
- c) Agencies who qualify as per the eligibility conditions will be provided a brief about the relevant schemes of the Department of Fisheries.
- d) Department of Fisheries will take up references and reserves the right to pay due heed to the applicants' performance elsewhere and any past experience from Department of Fisheries.

## **10. Submission of Tender**

The applicants are expected to examine all instructions, forms, terms and other details in the tender document carefully. Failure to furnish complete information as mentioned in the Tender document or submission of a proposal not substantially responsive to the Tender documents in every respect will be at the applicant's risk and may result in rejection of the proposal.

Tender shall be submitted in two parts in original i.e., Part-A and Part-B. The Part-A cover shall contain the Technical Bid and superscribed on the envelope as "Technical Bid- Part-A"- "Tender for **Study on Socio-Economic Status of Fisher folk in Tamil Nadu**". On the Part-A cover, the Name and Address of the tenderer shall be written and sealed. The Part-B cover shall contain the Price-Bid-superscribed on the envelope as "Price Bid Part-B"- "Tender for **Study on Socio-Economic Status of Fisher folk in Tamil Nadu**". On the Part B Cover, the Name and Address of the tenderer shall be written and sealed. Both the Covers i.e., Part-A and Part-B shall be put in an envelope superscribing thereon "**Tender for Study on Socio Economic Status of Fisher folk in Tamil Nadu**" and the Name and Address of the tenderer shall be written on that envelope and it shall be sealed

### **i) Part A- Technical Bid**

A technical proposal **not exceeding 10 pages** (in a sealed envelope clearly marked "Technical bid") containing:

- a. An understanding and interpretation of the TOR.
- b. Methodology to be used in undertaking the assignment.
- c. Time and activity schedule.

- d. Web portal/Mobile App development
- e. Evidence of relevant experience and samples of products related to the assignment.
- f. Curriculum vitae of the staff to undertake the assignment

## **ii) Part B- Financial Bid**

A financial bid **not exceeding 2 pages** (sealed in a separate envelope clearly marked "Financial Bid") including the detailed breakdown of costs and fees as follows:

- Staffing billing rate plus overheads;
- Travel and accommodation;
- Web portal/Mobile App development
- Report reproduction;
- Taxes applicable and
- Any other related costs to be incurred by the consultant while undertaking the assignment.
- Total cost involved in field visit, survey, MIS Web portal creation, report submission etc., shall be considered for financial bid evaluation.

Return address shall be marked on all envelopes.

## **iii. Signing of Tender:**

- a) The tender shall be typed or written legibly in indelible ink and shall be signed by the Tenderer or a person duly authorized to bind the Tenderer to the contract. All pages of the tender document shall be signed by the Tenderer or person authorized to sign the Tender with the seal.
- b) Any alterations, corrections or overwriting in the Tender document shall be treated valid only if they are authenticated by full signature of the person authorized to sign the tender

## **iv. Submission of Formats**

Tender is to be submitted along with the Formats I to VIII in the manner prescribed below

- a) Applicant's bid as per Form - I
- b) Assignments of similar nature successfully completed during last 5 years as per Form - II
- c) Work plan time schedule as per Form - III
- d) List of experts / consultants on payroll as per Form - IV
- e) Curriculum vitae (CV) for proposed key Professional as per Form - V

- f) Work program and Time schedule for key personnel as per Form – VI
- g) Financial strength of the company as per Form -VII
- h) Schedule of price bid as per Form- VIII

**v. Submission of documents to :**

The Director of Fisheries, 571, Integrated Office Complex for Animal Husbandry and Fisheries, 3rd floor, Nandanam, Chennai-600 035

**vi. Deadline for submission of tender:**

Bids should be submitted **by 31<sup>st</sup> January 2020 upto 03.00 PM**

**11. Opening of Tender**

The Bids (Part A containing technical bid only) will be opened by the tender scrutinizing committee authorized by Director of Fisheries in his office at **3.30 pm on 31.01.2020**. After evaluation, the 'Part B' envelope containing the detailed price bid of the technically qualified bids only will be opened. The Financial bids of the unqualified bidders will be sent back to them after finalizing and award of the tender.

**12. Evaluation of Bids**

The financial bid will be opened only that passed the minimum technical score of 70 in the evaluation of technical bid. The technical bid is evaluated on the basis of its responsiveness to the Term of Reference. Quality and competence of the consulting service shall be considered as the paramount requirement.

During the first stage participant's Technical bids are examined against the following evaluation criteria:

**1. General:**

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Max. Marks</b>
1.	Back ground of the firm	20
2.	Qualification and experience of staff	20
3.	Experience of handling similar assignment	30
4.	Experience in developing and handling web portal, mobile application, etc.,	30
<b>Total</b>		<b>100</b>

In the second stage, the Financial bid shall be opened publicly in the presence of the consultants' authorized representatives. The name of the consultant, the scores, and the proposed prices shall be read aloud and recorded when the Financial bids are opened. The financial bid of all firms/ organizations, which have attained minimum **70 score in the Technical evaluation**, will be compared. The contract will be awarded to the firm/ organization which offered lowest quote in the financial bid

### 13. Negotiation

During negotiations the awarded consultancy firm/ organization must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted by him, as may be required to adjudge the reasonableness of his price proposals. After negotiation, the award will be made to him and request to submit a bid security **within 15 days** of award of consultancy and further to sign the agreement with Director of Fisheries within 15 days of submission of bid security.

### 14. Conditions of Payments

All payments shall be made on submission of pre-receipted bills by the consultants in quadruplicate for respective stages.

<b>Details of work</b>	<b>Payment</b>
On successful completion of survey work in the field, development & Go Live of Dashboard & Mobile application and submission of an interim report.	20%
On submission of draft survey reports in 100 hard bound copies and original in soft copy	40%
On submission of final survey reports in 100 hard bound copies and original in soft copy	40%

Note-TDS will be deducted as per norms.

## **15. Letter of Acceptance:**

The Director of Fisheries shall issue the Letter of Acceptance to the successful Tenderer

## **16. Payment of Security Deposit :**

- a. The successful tenderer shall be required to furnish **Security Deposit of Rs.1,00,000/- (Rupees One Lakh only)** a guarantee for the performance of the Contract in the form of irrevocable Bank Guarantee obtained from a Nationalised Bank valid for one year **within 15 days** from the date of issue of Letter of Acceptance. Failure of the successful bidder to furnish the security deposit shall constitute sufficient grounds for cancellation of the award and forfeiture of the EMD. No exemption will be allowed towards payment of Security Deposit under any circumstances.
- b. The Security Deposit shall be released to the Contractor after the performance of the Contract in full without deficiency or default and to the entire satisfaction of the Department of Fisheries. The Security Deposit so held by the Department of Fisheries, shall not earn any interest till it is released to the Contractor. The release of the Security Deposit is subject to the forfeiture clauses in the Tender Document.
- c. The Security Deposit shall be forfeited if the Contractor fails to execute the agreement within the stipulated time or fails to perform the contract or part of the contract. The Security Deposit shall also be liable for forfeiture for violation of any of the tender conditions

## **17. Execution of Agreement:**

The successful Tenderer shall execute the Agreement with Director of Fisheries for the fulfillment of the Contract on a Non-Judicial Stamp Paper to the value of Rs.100/- (Rupees One Hundred only) within 15 days of submission of bid security. The Agreement shall be part and parcel of the Contract and binding on the Department of Fisheries and the Contractor. In case of any difference or contradiction in the recitals in the Tender Document and the Agreement, the recitals in the Agreement shall prevail over those in the Tender Document.

## **18. Interpretation:**

If any question / doubt arise with reference to the interpretation of any provisions of the Tender Document, the decision of the Department of Fisheries shall be final and binding.

**19. Other Conditions:**

1. The Director of Fisheries reserves the right to accept any proposal or reject all proposals.
2. Technical evaluation will precede financial considerations.
3. Any forms of canvassing will lead to automatic cancellation of the bid in question.
4. Only shortlisted consultants will be contacted for further consideration.

**20. Condition under which Tender is issued:**

Department of Fisheries reserves the right to withdraw tender and or vary any part thereof at any stage. Department of Fisheries further reserves the right to disqualify any applicant, should it be so necessary at any stage without assigning any reasons thereof.

**Enclosures**

1. Terms of Reference.(Annexure I)
2. Supplementary Information to Consultants (Annexure II)
3. Draft contract under which service will be performed (Annexure III)
4. Formats (Annexure IV)

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## **ANNEXURE -1**

### **TERMS OF REFERENCE**

#### **1. Introduction**

Government of Tamilnadu plays an important role in improving the socio-economic conditions fisherfolk by implementing various schemes. To study the impact of various schemes the Government of TamilNadu proposes to conduct a study on the Socio Economic Status of Marine Fisherfolk with the following Objectives. Study will support Government in planning, making policy decisions, devising schemes, infrastructure facilities, skill development, and form road map on the Fisheries sector of TamilNadu.

#### **Objectives**

- To collect baseline Data of Marine fisherfolk of Tamilnadu.
- To assess the impact of schemes implemented on the socio economic status of Fisherfolk
- To identify the requirements of fisherfolk for their development.
- To identify key areas of intervention by the Government

#### **2. Scope of Work**

Consulting agency should design and use appropriate methodology and sampling technique to achieve objectives.

- Collection of all demographic data like age, marital status, family size, literacy level, household assets of the fisherfolk, etc.,
- Collection of data like ownership and possession of fishing assets and implements, nature of fishing, disposal of catch, income, savings, expenditure pattern, indebtedness, etc.,
- Identification of the indicators for the social economic status of the fishing community.
- Identifying the various schemes implemented for the past 15 years with scheme wise budget allocation and to assess impacts and improvements achieved
- To Identify the problems, challenges and key learning from the implementation of schemes and measures for improvement
- Infrastructures developed over 10 years in all coastal areas with the project wise budget allocation and its impact



- Study on the improvement in hygienic handling at shore, onboard and quality and better price realized
- Identify and suggest new schemes on fisher folk education, health, cleanliness, basic amenities such as drinking water, toilets, housing, etc.,
- Budgetary requirements to achieve the target in phased manner.
- Man power requirements both technical and non technical to achieve the target
- Survey highlighting the resource management, livelihood impacts, etc.,
- Preparation of comprehensive report based on the survey and the past schemes and relevant documents
- Suggest and design the future schemes for the welfare of marine fisherfolk

### **3. Staff Pattern**

#### **3.1. The Consultancy Firm**

Team leader and team members of the consultancy firm should be familiar with the objectives of the survey, their role in it, and objective of the study. The tasks undertaken by each team member should be well defined like collection of Data, Data Management, Use of data, Processing of Data, Reporting and related works.

The consultancy firm should have the following key persons for implementation apart from other field and administrative staff.

1. Data collectors/ Enumerators
2. Support staff for data entry
3. Programmer with experience in developing an android based mobile application to capture on field data with geographic location and a web based MIS dashboard to track and monitor the data/status of the survey.
4. Expert personnel in analysing the data, socio economic aspects which contribute to the design of fisheries policies and management plans.

### **4. Survey Details**

#### **4.1. Sampling Technique**

- For survey, Multistage Random Sampling Technique has to be followed
- Selection of sample size may be decided upon consultation with the Department of Fisheries.

## **4.2. Data collection**

Consulting agency should submit detailed and successfully field tested plan for survey and data collection

- For data collection, a structured questionnaire / schedules to be prepared
- Specific Questionnaires should be prepared Householdwise, Villagewise
- The questions should be delivered in the sequence presented and the order of the questions allows the interview to begin with the less sensitive questions, and to build on the complexity of responses.
- After preparing questionnaire, Comments and confirmation on the Questionnaire should be obtained from the Department of Fisheries to proceed further.
- Relevant Data can also be collected by discussion with the concerned village representatives, other stake holders and other sources

## **4.3. Data Collectors/ Enumerators**

1. Survey should be made with data collectors with suitable educational qualification
2. The firm should appoint minimum 50 data enumerates.
3. They will need to understand the relationship, importance, and content of the entire set of questionnaires to ensure that data collected are relevant, reliable, and accurate.
4. Data collector has to extract suitable information from the respondent. For such data collection programme, a good rapport, ideally "speak the same language" as the fishers and understanding of operations by the data collector is crucial
5. Enumerators/ Data collectors should be trained properly with field-questionnaires
6. Enumerators should be coordinated by a professional at the time of survey
7. Super checks should be made to avoid errors

## **4.4. Web Portal & Mobile application Developing**

The consultant has to develop an android based mobile application and web portal as below.

### **a. Android Mobile Application:**

- i) The APP should be a Hybrid Lean APP max of 15 MB.
- ii) The UI should be minimalistic and the app should work in Low Signal Data Coastal Regions.
- iii) The App should display questions in both Tamil & English
- iv) The App should show the daily User Metrics as well as periodic data filtered by FROM & TO date selection option.
- v) Ability for Multiple Logins
- vi) Ability to shrink the images taken via the APP. (Keeping in mind the low signal availability in the coastal regions)
- vii) Ability to capture the location of the User during data collection.

### **b. Web Based Portal:**

- i) The Web Based Dashboard should show field data captured on daily basis.
- ii) Ability to drill down the data based on User, Village, and Block etc.
- iii) Ability to set User rights in the Android App as well as Web Portal (Admin, Teams etc).
- iv) Ability to create New Login IDs set/reset.
- v) Should have static data updated in the Masters Section.
- vi) Ability to show data in Charts and also to Export in Excel/PDF format
- vii) Ability to send automated Email to specific Mail IDs regarding Summary of Field data captured (No of location covered, No of fisherman entries made etc).
- viii) Generate PDF reports based on Specific Templates that will be intimated during development stages.
- ix) Any new features that need to be added by the dept. will be intimated during Pre bid Meeting & also development stage.

## **5.Data Processing and report Generation**

- a) Data analysis is an important session in which proper methods to be followed which has to be discussed with the Fisheries Department.
- b) Validation of the raw data is crucial to avoid errors result from data entry, data processing and interviewer errors
- c) The consulting agency should analyse and interpret to create quantitative outcome on data.
- d) Data are categorized as bibliographical materials (including descriptive texts

and reports) statistical tables, maps, and remotely sensed data such as satellite imagery, aerial photographs, or other forms of visual data; Computer data files; Hard copies of reports and documents; Bibliographies; Videos and films; Graphs and charts; Computer animated images; and Drawings

- e) In each and every stage of study, firm should discuss with the officials of the Department to get a quality report
- f) Draft report should be submitted for finalization
- g) Final report should be submitted with all relevant documents

## **6. Deliverables**

The Consultant is expected to produce the following key outputs

- An inception report
- Data sets with data captured from fieldwork
- Make a presentation on the findings during a validation workshop to a reference group of technical members nominated by Director of Fisheries
- 100 copies of perfectly bound final report. The report should not be less than 50 pages (excluding appendices).
- Soft copies on an external drive

## **7. Duration of the Assignment**

Study on socio-economic status of fisherfolk is expected to take place during the month of March, 2020. The draft report should be submitted in the 1<sup>st</sup> week of August 2020 after which comments will be provided and final report is expected in the end of August 2020. The consultant will be responsible for the overall management of the assignment and the production of the final report.

## **8. Reporting**

The Consultant will report to the Director of Fisheries. Every two weeks, brief updates on progress must be emailed to the Director of Fisheries.

**ANNEXURE - II**  
**SUPPLEMENTARY INFORMATION FOR CONSULTANTY**

Proposals should include the following information:

**A) Technical Proposal**

- (i) A brief description of the firm/organization and an outline of recent experience on assignments/ projects of similar nature executed during the last 5 years in the format given in Form F-2.
- (ii) Any comments or suggestions of the consultant on the Terms of Reference (TOR).
- (iii) A description of the manner in which consultants would plan to execute the work. Work plan time schedule in Form F-3 and approach or methodology proposed for carrying out the required work.
- (iv) The composition of the team of personnel which the consultant would propose to provide and the tasks, which would be assigned to each team member in, Form F-4.
- (v) Curricula Vitae of the individual key staff members to be assigned to the work and of the team leader who would be responsible for supervision of the team. The curricula vitae should follow the attached Format (F-5) duly signed by the concerned personnel.
- (vi) The consultant's comments, if any, on the data, services and facilities to be provided by Director of Fisheries, Chennai indicated in the Terms of Reference (TOR).
- (vii) The consultant's Work program and time schedule for key personnel in Form No.F-6.

**B) Financial Proposal**

- (i) The financial proposals should include the Schedule of Price Bid in Form No.F-8 with cost break-up for the work program.
- (ii) Two copies of the proposals should be submitted to Director of Fisheries, Chennai
- (iii) Contract Negotiations - The aim of the negotiation is to reach an agreement on all points with the consultancy firm/organization and initial a draft contract by the conclusion of negotiations. Negotiations commence with a discussion of Consultant's proposal, the proposed work plan, staffing and

any suggestions made to improve the Terms of Reference. Agreement will then be reached on the final Terms of Reference, the staffing plan and the bar chart, which will indicate personnel, periods in the field and office, man-months, and reporting schedule. Based on these adjustments necessary will be discussed and agreed.

- (iv) Contracts with Team Members - Bearing in mind that rates are negotiable, firms are advised against making firm financial arrangements with prospective team members prior to negotiations.
- (v) Nomination of Experts - Having selected a firm partly on the basis of an evaluation of personnel presented in the firm's proposal, Director of Fisheries, Chennai expects to negotiate a contract on the basis of the experts named in the proposal and, prior to contract negotiations, will require guarantees that these experts shall, in fact, be made available. As the expected date of mobilization is given in the letter inviting proposals, **[consultant]** will not consider substitution after contract negotiations, except in cases of unexpected delays on the starting date or incapacity of an expert for reasons of health, or leaving the firm. The desire of a firm to use an expert on another project shall not be accepted for substitution of personnel.
- (vi) Review of reports - A review committee (to be restricted to three members) consisting of officers authorized by the Director of Fisheries, Chennai will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes considered necessary within 15 days of receipt.

**ANNEXURE III**  
**Consulting Services**

**Draft Letter of Contract for Socio economic survey of Fishermen in Tamil Nadu carried out by Consultants**

Subject: (Name of Assignment) (Name of Consultant)

1. Set out below are the terms and conditions under which (Name of Consultant) has agreed to carry out for (Name of Client) the above-mentioned assignment specified in the attached Terms of Reference.
2. For administrative purposes (Name of responsible staff of Client) has been assigned to administer the assignment and to provide [Name of Consultant] with all relevant information needed to carry out the assignment. The services will be required in (Name of Project) for about \_\_\_\_ days/months, during the period from\_to \_\_\_\_.
3. The (Name of Client) may find it necessary to postpone or cancel the assignment and/or shorten or extend its duration. In such case, every effort will be made to give you, as early as possible, notice of any changes. In the event of termination, the [Name of Consultant] will provide the (Name of Client) with any reports or parts thereof, or any other information and documentation gathered under this Contract prior to the date of termination.
4. The services to be performed, the estimated time to be spent, and the reports to be submitted will be in accordance with the attached Description of Services.
5. This Contract, its meaning and interpretation and the relation between the parties shall be governed by the laws of Government of Tamil Nadu
6. This Contract will become effective upon confirmation of this letter on behalf of (Name of Consultant) and will terminate on\_\_\_\_, or such other date as mutually agreed between the (Name of Client) and the (Name of Consultants).
7. Payments for the services will not exceed a total amount of Rs.\_\_\_\_\_.

The (Name of Client) will pay (Name of Consultant), within 30 days of receipt of invoice as follows:

<b>Details of work</b>	<b>Payment</b>
On successful completion of survey work in the field, development & Go Live of Dashboard & Mobile application and submission of an interim report.	20%
On submission of draft survey reports in 100 hard bound copies and original in soft copy	40%
On submission of final survey reports in 100 hard bound copies and original in soft copy	40%

The above remuneration includes all the costs related to carrying out the services, including overhead and any taxes imposed on [Name of Consultants.]

8. The [Name of Consultants] will be responsible for appropriate insurance coverage. In this regard, the [Name of Consultants] shall maintain workers compensation, employment liability insurance for their staff on the assignment. The Consultants shall also maintain comprehensive general liability insurance, including contractual liability coverage adequate to cover the indemnity of obligation against all damages, costs, and charges and expenses for injury to any person or damage to any property arising out of, or in connection with, the services which result from the fault of the [Name of Consultants] or its staff. The Name of Consultants shall provide the Name of Client with certification thereof upon request.
9. The [Name of Consultants] shall indemnify and hold harmless the (Name of Client) against any and all claims, demands, and/or judgments of any nature brought against the (Name of Borrower) arising out of the services by the [Name of Consultants] under this Contract. The obligation under this paragraph shall survive the termination of this Contract.
10. The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.



11. All final plans, drawings, specifications, designs, reports and other documents or software submitted by the [Name of Consultants] in the performance of the Services shall become and remain the [property of the Client. The Consultants may retain a copy of such documents but shall not use them for purposes unrelated to this Contract without the prior written approval of the Client.
12. The Consultant undertake to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity, having due regard to the nature and purpose of the assignment, and to ensure that the staff assigned to perform the services under this Contract, will conduct themselves in a manner consistent herewith.
13. The Consultant will not assign this Contract or sub-contract or any portion of it without the Client's prior written consent.
14. The [Name of Consultants] shall pay the taxes, duties fee, levies and other impositions levied under the Applicable law and the Client shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed.
15. The [Name of Consultants] also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Contract, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the (Name of Client) written permission.
16. Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996.

Place:

Date:

**(Signature of Authorized Representative  
On behalf of Consultant)**

**(Signature & Name of the Client's  
Representative)**

**ANNEXURE IV – FORMATS**

**FORM F-1**

From

To

Sir,

**Hiring of Consultancy services for -----of ----- Reg**

I/We ----- consultant/consultancy firm/organization herewith enclose Technical and Financial Proposal for selection of my/our firm as consultant for — — — — —.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Yours faithfully,

Signature: -----

Full name: -----

Address: -----

(Authorized Representative)

**FORM F-2**

**ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED DURING LAST 5 YEARS**

1. Brief Description of the Firm/ Organization:

2. Outline of recent experience on assignments of similar nature:

Sl.No.	Name of assignment	Name of project	Owner or sponsoring authority	Cost of assignment	Date of commencement	Date of completion	Was assignment satisfactorily completed
1	2	3	4	5	6	7	8

Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of rank not below the rank of Head of the Institution or equivalent.)

**FORM F-3**

**WORK PLAN TIME SCHEDULE**

**A. Field Investigation**

Sl. No.	Item	Month wise Program					
		1st	2nd	3rd	4th	5th	6th

**B. Compilation and submission of reports**

1. Inception Report :
2. Interim Status Report :
3. Draft Final Report :
4. Final Report :

**C. A short note on the line of approach and methodology outlining various steps for performing the study**

**D. Comments or suggestions on "Terms of Reference."**

**FORM F -4**

<b>List of experts on payroll</b>				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant  
Full name of applicant

Stamp & Date

**FORM F-5**

**FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF**

1. Proposed Position :
2. Name of Firm :
3. Name of Staff :
4. Profession :
5. Date of Birth :
6. Years with Firm/Entity :
7. Nationality :
8. Membership in Professional Societies :
  
9. Detailed Tasks Assigned :

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]*

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last*

*five years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

**Languages:**

*[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]*

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Place:**

**Date:**

***[Signature of staff member and Authorized  
Representative of the Firm] Day/Month/Year***

**Full name of staff member:**

**Full name of the Authorized  
Representative:**

**FORM F-6**

**WORK PROGRAM AND TIME SCHEDULE FOR KEY PERSONNEL**

Name	Position	MONTHS						Number of months
		1	2	3	4	5	6	

**Reports Due/Activities and Duration**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Field Full Time \_\_\_\_\_

Part Time Reports Due \_\_\_\_\_

Activities Duration \_\_\_\_\_



**Form F-7**

<b>Financial Strength of the Organization</b>					
S.No	Financial Year	Whether profitable Yes/NO	Annual net profit (Rs. in Crore )	Overall annual turnover (Rs. in Crore )	Annual turnover from only Consultancy services rendered in India (Rs. in Crore )
1	2016-17				
2	2017-18				
3	2018-19				

Note: Please enclose auditor's certificate in support of your claim.

Signature of the applicant

Full name of applicant

Stamp & Date

**FORM F-8**

**SCHEDULE OF PRICE BID**

**Name of the Project:**

Sl. No.	Items	Amount	
		In figures	In words
1.	Consultancy services for		
2.	Consultancy Service Tax @ %		

**Signature of Consultant (Authorized Representative)**

### Cost Estimate of Services \*

#### Remuneration of Staff

Staff Name	Daily /Monthly Rate (in Rs.)	Working Days /Months (in Rs)	Total Cost (in Rs)
a)			
b)			
c)			
d)			
<b>Sub Total(Staff)</b>			

#### Other Expenses:

a) Per Day Allowance :

Room Cost	Subsistence	Total Days

#### Sub-Total (Other expenses) in Rs.

a) Per Day Allowance :	
b) Transportation:	
c) Miscellaneous Expenses:	
<b>Sub-Total (Out-of-Pocket)</b>	

<b>Contingency Charges</b>	
TOTAL COST ESTIMATE ON CONSULTANCY SERVICES	
TAX @ %	
Total	

\* Per Day Allowance is fixed per calendar day and need not be supported by receipts.