



महाराष्ट्र MAHARASHTRA

2022

31 JAN 2023

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जिल्हा कोषागार कार्यालय, ठाणे

23 JAN 2023



Memorandum of Agreement Between
International Institute for Population Sciences (IIPS) and
Market Xcel Data Matrix Private Limited
For conducting National Family Health Survey- 6 in the State of
MAHARASHTRA - WEST

This contract made on the 6th day of February 2023 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 **Market Xcel Data Matrix Private Limited**, 17, Okhla Industrial Estate Phase 3 Rd, Okhla Phase III, Okhla Industrial Estate, New Delhi -110020 (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 **National Family Health Survey (NFHS)-6**

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 National Family Health Survey (NFHS)-6 in 28 States and 8 Union Territories (UTs) and also provide estimates of most indicators at the district level for all 731 districts in the country as on June 2021. MoHFW, GOI has appointed four committees i) Steering Committee, ii) Technical Advisory Committee, iii) Project Management committee and iv) Administrative and Financial Management Committee to oversee the implementation of the NFHS-6 project.

Accordingly, this contract is entered into for conducting survey work of NFHS-6 in the State/ part of States/group of State/UTs on **MAHARASHTRA - WEST** (Phase-I) consisting of **18** districts. The expected number of sample households in the State/ part of States/ group of State/UTs to be covered for the individual interviews would be **15840** households plus 10 percent of oversampling so as to take into account non-response. The Household Schedule includes a cover sheet to identify the household and a form on which all members of the household and visitors are listed. This form is used to record some information about each household member, such as name, sex, age, education, and survival of parents for children under age 18. The Household Schedule also collects information on housing characteristics such as type of water source, sanitation facilities, quality of flooring, and ownership of durable goods.

The Household Schedule permits the interviewer to identify women and men who are eligible to be interviewed with the relevant Individual Schedule. Women age 15-49 years and men age 15-54 years who are members of the household (those that usually live in the household) or visitors (those who do not usually live in the household but who stayed there the previous night) are eligible to be interviewed.

The Household Schedule also permits the interviewer to identify women, men, and children who are eligible for anthropometry measurement, HIV testing, Hepatitis B&C, glucose testing, and blood pressure measurement. Women age 15-49, men age 15-54, and children age 0-5 years will be weighed and measured (height or length) to assess their nutritional status. All women and men age 15 and above will be eligible for glucose testing and measurement of blood pressure. A sub-sample of women age 15-49 and men age 15-54 will be eligible for HIV and Hepatitis B and C testing and children age 4 & 5 years will be eligible for Hepatitis B testing.

The Schedules and the sampling plan to be provided by the IIPS would have to 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 NFHS-6 PROJECT (herein after 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 Attachment-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 GST) not exceeding of **Rs. 4,57,15,507/- (Rupees Four Crore Fifty-seven Lakh Fifteen Thousand Five Hundred and Seven Only)** for completing the activities listed in ATTACHMENT-A for the State/ part of States/ group of State/UTs of **MAHARASHTRA - WEST** for which total target sample size is **15840** households approximately **Rs. 2,886.08** per household. The disbursement will be made to **Market Xcel Data Matrix Private Limited** as per terms and conditions set out below in clauses 4 (b) and (c) of this contract. The target sample is the expected number of household interviews to be covered (comprising of household and eligible women and men survey, CAB component). The target sample size is based on an assumed level of non-response of household interviews and eligible women and men individual interviews.
- 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. 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.
- e. If there is an increase in the number of districts the amount will be inflated on a prorated basis.
- f. Deduction of Taxes (TDS & TDS on GST) as applicable



5. Termination of Contract

If IIPS at any stage, based on an objective examination and scrutiny set out through a due process considers, 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 amount 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.

FORCE MAJEURE AND TERMINATION

6. Force Majeure

- 6.1. 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 Field Agencies and against which an experienced field agencies could not reasonably have been expected to take precautions, the Field Agencies 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.
- 6.2. 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.
- 6.3. 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.
- 6.4. 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.

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

- 7.1. IIPS may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the Field Agency and giving the reason(s) for such suspension or termination.
- 7.2. Where this Contract has been suspended or terminated pursuant to Clause 7.1, 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, instruments, documents, filled in Schedules, data retrieved have been properly submitted/transferred to IIPS
- 7.3. 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.
- 8.2. 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
- 8.3. 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:



- a. 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
- b. 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
- c. The Field Agency is an individual or a partnership and at any time:
 - i. Becomes bankrupt; or
 - ii. Is the subject of a receiving order or administration order; or
 - iii. 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
- d. The Field Agency is a company and:
 - i. an order is made or a resolution is passed for the winding up of the Field Agency; or
 - ii. a receiver or administrator is applied in respect of the whole or any part of the understanding of the Field Agency.
- e. 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.

8.4. Where this Contract is terminated in accordance with this Clause. 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.

8.5. Where this Contract is terminated pursuant to Clause 8.3 the Field Agency shall pay IIPS within 0 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

FA hold IIPS harmless from any liability claim for loss or damages of property or injury or death of persons or any cause of action of whatsoever nature that may arise out of FA performance of this contract.

12. Indemnity

Except where arising from the negligence of IIPS, the Field Agency shall indemnify IIPS in respect of any cost or damages however arising out of or related to breach of warranty or representation, contract or statutory duty, or tortious act or omissions by the FA or FA's personnel or any claims made against IIPS by third parties in respect thereof.

13. Consumables for CAB component

All the consumable items for CAB 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 IIPS will supply additional quantity on recovery of cost of such supplies. 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.

14. Equipment

The Mini laptops & accessories, GPS instruments and CAB equipment provided to the FA by IIPS for NFHS-6 (with signing of undertaking) should be returned to the IIPS in working condition after completion of the survey. The equipment provided under the CAB component including infantometer, glucometer,



stadiometer, electronic weighing machine, Digital BP apparatus also to be handed over to the IIPS. In case of loss/damage of any of the instruments FA will be liable to pay an amount as mentioned in the Undertaking after considering depreciation at the rate approved by EC of IIPS to be submitted by FAs on non-judicial stamp paper. FA may take damaged equipment from IIPS on recovery of cost”.

15. 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, 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. No interest shall be awarded by the Arbitrator in respect of any money due under this contract till the date of award and for a period of 120 days thereafter. The place of Arbitration shall be Mumbai.

16. 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.

17. 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:

- a. Progress made to date on specific work to be completed (in quantifiable measure).
- b. Work in progress (in quantifiable measure).
- c. Work scheduled to be undertaken (in quantifiable measures).
- d. Activities that have been delayed.
- e. Certificate by Faculty Coordinator/Principal investigators/Research officer/Jr. Research officer for satisfactory completion of work

(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.

- i. PAN/TAN No. (copy of the certificate—one time)
- ii. GST No. (copy of the certificate—one time)
- iii. Name of the recipient (beneficiary) for the Electronic money transfer (one time)

Name of the beneficiary _____

Bank's Name & Branch Address _____

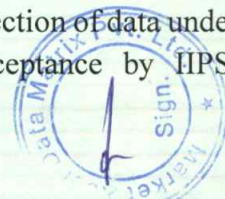
IFSC Code of the Bank _____

Account Nature & No. of the beneficiary _____

- iv. Duly filled and signed Request for Fund Form (specimen in Attachment C) on Letterhead for each installment along with progress report.

18. Inspection of Performance

MoHFW, GOI and IIPS or its designated officials of NFHS-6 project 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.



19. Data Security and Protection

- a) The FA is required to maintain confidentiality including, unauthorized disclosure and use of the data collected. 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) Requisite and secure data backup mechanisms are built in by FA at each stage of data transfer as prescribed by IIPS.
- d) FA will keep the data in safe and secured place till IIPS informs FA to delete/ destroy data files/filled Schedules. FA should ensure that no other person/agency has access to the data collected in NFHS-6 survey. Any violation may attract suspension/termination of the contract.

20. Corruption, Commissions, Discounts and Fraud

20.1. 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.

21. Conflict of Interest


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

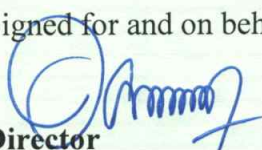
22. Other clauses

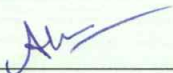
- i) **Personnel:** The FA must adhere to and ensure the requisite qualification and experience of the personnel involved in NFHS-6 including the field staff, supervisors, District Coordinator, IT Consultant, Statistician/Demographer, Health Coordinator and Project Coordinator as specified in Clause 2.1 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 4 of RFP is 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 7 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 percent additional amount either as part of salary. 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 must ensure the completion of various activities as per the specified timeframe given in Attachment B (I). If FA fails to complete the work as per timeframe, the FA will be liable to penalty as per the Clause (ii) of Note in Attachment B (II).
25. Field Agency 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 NFHS-6 project, 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 Project Coordinator of NFHS-6 project to operate the account for smooth functioning of the field operations. The University/ Institutes shall provide adequate and reasonable logistic support

including reasonable accommodation for the NFHS-6 project field staff, to ensure smooth operation and high data quality. It would be ensured that technical key 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.

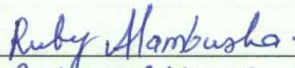
- 26. This contract shall be enforceable within the jurisdiction of Mumbai Courts only.
- 27. This contract shall come into effect on the date of signing of this contract by IIPS and FA.
- 28. Both the parties have considered and read the different clauses of this contract including all the enclosures and thereafter agreed to sign this contract.
- 29. Selected FA should open separate bank account for NFHS-6 survey and maintain separate Books of Accounts. The accounts will be made available for verification.

Signed for and on behalf of

Market Xcel Data Matrix Private Limited

Signed for and on behalf of

Director
International Institute for Population Sciences
(IIPS) Govandi Station Road, Deonar,
Mumbai - 400 088.

Witness (1): 
Name : ASHWANI ARORA

Witness (3) : _____
Name : _____

Witness (2): 
Name : RUBY ALAMBUSHA

Witness (4) : _____
Name : _____

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 STATE/ PART OF STATES/GROUP OF STATE/UTS

1. Market Xcel Data Matrix Private Limited will conduct the NFHS-6 survey of approximately **15840** target household interviews in the **18** districts of state/ part of States/group of State/UTs of **MAHARASHTRA - WEST**. The FA selected for NFHS-6 project will be working under the guidance and supervision of IIPS, a national nodal agency appointed by Ministry of Health and Family Welfare, Government of India for NFHS-6 project. 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, GPS instruments and CAB materials.

B. The principal responsibility of the FA is to carry out survey fieldwork in the assigned State/ part of States/group of State/UTs. The sample size in the State/group of State/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 State/ part of States/group of State/UTs. The Primary Sampling Units (PSUs) that are villages in rural areas and Census Enumeration Blocks (CEBs) in urban areas will be spread in all parts of the State/ part of States/group of State/UTs. From each PSU 20 households plus 10 percent oversampling will be surveyed.

C. Schedule: There will be following type of Schedule:

Sl. No.	Type of Schedule	Contents of the Schedule
1	Household	Information on: <ul style="list-style-type: none">○ All members of the household○ Household characteristics<ul style="list-style-type: none">▪ Water and sanitation▪ Ownership of assets▪ Cooking fuel▪ Migration▪ Hand washing facilities○ COVID-19 related information<ul style="list-style-type: none">▪ Covid-19 vaccination coverage▪ Covid-19 treatment, hospitalization and out of pocket expenditure▪ Deaths due to Covid-19○ Socio-economic characteristics○ Salt iodization○ CAB (all members of the household eligible for blood tests / measurements, blood samples)
2	Woman's (15 – 49 Years)	<ul style="list-style-type: none">○ Background characteristics of women○ Migration○ Digital and financial inclusion of women○ Women's safety at public places○ Media exposure○ Fertility and fertility preferences○ Infant and child mortality○ Family planning knowledge and use○ Information on reproductive outcomes in Calendar○ Maternal/reproductive health<ul style="list-style-type: none">▪ Antenatal care▪ Delivery care▪ Postnatal care

		<ul style="list-style-type: none"> ○ Nutrition <ul style="list-style-type: none"> ▪ Infant and young child feeding practices ▪ Micronutrient intake ○ Blood transfusion ○ Beneficiaries of other national GOI programs, such as JSY and JSSK ○ Child health <ul style="list-style-type: none"> ▪ Immunizations ▪ Prevalence of diarrhea, fever, ARI and their treatment-seeking behaviour for them. ○ Marriage and sexual activity ○ Gender issues, including domestic violence ○ HIV/AIDS knowledge, stigma and discrimination, HIV testing ○ Tuberculosis ○ Adult health <ul style="list-style-type: none"> ▪ Non-communicable diseases ▪ Smoking/drinking ▪ Health insurance coverage
3	Man's (15-54 Years)	<ul style="list-style-type: none"> ○ Background characteristics of men ○ Marriage and sexual activity ○ Gender issues, including domestic violence ○ HIV/AIDS knowledge, stigma and discrimination, HIV testing ○ Tuberculosis ○ Adult health <ul style="list-style-type: none"> ▪ Non-communicable diseases ▪ Smoking/drinking ▪ Health insurance coverage
4	Biomarker	<ul style="list-style-type: none"> ○ Blood glucose level test ○ Blood pressure measurement ○ Anthropometry (Weight, Height/Length) ○ Hepatitis B for children ○ DBS for HIV, Hepatitis B and C Sero-prevalence

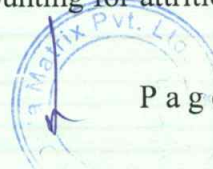
The FA must translate all Schedules into the appropriate local language(s) according to survey procedure. After signing the contract, soft copy of bilingual Schedules should be provided to IIPS for approval, and uploading to the software in the prescribed time.

D. Staff Pattern

- a. FA should engage a survey Administrative Coordinator/Project Coordinator 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.
- b. FA should engage one Health Coordinator with experience of bio-marker in health survey for overall coordinating of CAB component.
- c. FA should engage one IT Coordinator for overall data management and transfer activities from field to IIPS FTP site.
- d. FA should also engage one Demographer/Statistician as a consultant with survey experience.

Field Staff

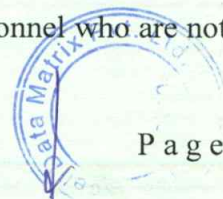
- i. Field Agency will engage one senior person experienced in survey activities who will be trained by IIPS in the Training of Trainers (TOT) workshop and one senior person as overall in-charge for mapping and house listing operations.
- ii. Field Team: Based on the State/ part of States/group of States/UTs sample size and workload on CAB component IIPS has estimated the duration of fieldwork for five months after completion of state-level of training and one team each district. Each field team will comprise of one supervisor, three female investigators, one male investigator and two health investigators for CAB component. FA must recruit and train extra personnel, keeping in mind possible dropouts, to ensure engagement and presence 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. All field level staffs engaged for NFHS-6 fieldwork should belong to same State and speak local language.
- iv. 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 in CAB should be Graduate in Medical lab technology/B Pharma/ BUMS/BHMS/ BAMS/ Degree in Nursing or Diploma in Medical lab technology. Experience in DLHS-4, NFHS-4, NFHS-5 may be preferred at the time of selection.

E. 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 State/ part of States/group of State/UTs. The scheduled Training of Trainers are:
 - 1. Mapping and Household Listing Training,
 - 2. Main survey Training including CAPI and CAB component.
 - a) **TOT for Mapping and Household Listing:** FA should send three mid-level persons including IT person for mapping and house listing TOT for each State/ part of States/group of State/UTs for 4-day training at IIPS. The same persons will be responsible for training of the mapping and house listing teams for the State/ part of States/group of State/UTs assigned to FA and will coordinate and supervise the mapping and house listing operation in the State/ part of States/group of State/UTs.
 - b) **TOT for main survey:** Field Agency must send four senior staff members including IT coordinator and Health Coordinator for each State/ part of States/group of State/UTs for TOT for main survey of about three weeks to be organized by IIPS. The IT coordinator for each State/ part of States/group of State/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 State/ part of States/group of State/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 HI training during the state level training program.
- ii. 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 State/ part of States/group of State/UTs assigned to that FA. The field agency 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.
- iii. **Training by FA**
 - 1. FA will organize following training programs.
 - a) State level training for mappers and household listers for one week including field practice both in rural and urban areas.
 - b) State level training for field investigators including supervisors, field investigators, and health investigators for CAB component: Interviewer training, apart from that for CAB component, in each State/ part of States/group of State/UTs *shall be around 4 weeks including one week 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 CAB component, exclusive training will be for at least three weeks. The details of CAB 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 CAB manual. Separate Manuals will be given to houselisters and mappers.
 - 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 NFHS-6 in each State/ part of States/group of State/UTs.
5. FA's training activities will be monitored by IIPS/MoHFW. If any lacuna is observed in the training program, 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.

F. CAB Component

The Field Agency(s) would, inter-alia, be responsible for undertaking the CAB tests, canvassing of CAB 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. CAB tests in NFHS-6 aim to produce district / regional level estimates for nutritional status and prevalence of certain life style disorders among all members of households through measuring

- a) Weight and length measurement for children under six months of age
- b) Weight and height/length measurement for children 6-59 months, women 15-49 years of age and men 15-54 years of age (men only in households with man's interview)
- c) Blood Pressure measurement for women and men aged 15 years and above
- d) Random Blood Sugar Test for women and men aged 15 years and above
- e) Dried Blood Spots (DBS) preparation from women 15-49 years, men 15-54 years of age and children age 4 & 5 years (households with man's interview)

i) Team Composition

The CAB tests will be carried out by two health Investigators in each of the field survey teams. 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 CAB component and will coordinate the activities with IIPS.

ii) Training

Training for the field staff for CAB component (HI) 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 CAB 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.

iii) Supplies and Equipments

- a) The requisite CAB equipments and consumables will be centrally procured through IIPS. All equipments will be made available to the Field Agency through IIPS.
- b) The consumables will be delivered directly to the respective Offices of FAs.

iv) Informed consent

After introducing, 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 he or she can refuse to answer any questions or stop the interview at any point. Before undertaking the CAB 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 Field agency 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 you to explain the purpose of the testing to eligible respondents, or in the case of children, to the parent or adult responsible for the child and, to obtain their consent before collecting any blood samples. In order to ensure that these individuals can make an "informed" decision about whether or not they want to be tested, the NFHS-6 Biomarker Schedule contains consent statements for each biomarker to be measured that must be read to the respondent-- if an adult, or in the case of a child, to the

parent or adult responsible for the child, before you do the biomarker testing. For height/length and weight measurements among children or adults, you need to explain the procedures and ask for a verbal permission from the respondent or responsible adult to take the anthropometric measurements. You must read the informed consent statements to each eligible respondent age 18 and over and obtain the respondent's consent before you can begin any testing or measurement. The approach for obtaining consent differs slightly when the eligible individual is a child under age 6 or an adolescent age 15-17. If the respondent is a child or adolescent, you must first obtain the consent of one of the respondent's parents, or in the absence of a parent, the consent of an adult who is at least 18 years of age and is responsible for the care of the child. For adolescents, you must also directly seek their assent. If the parent/responsible adult or the adolescent does not consent to the test, the test must not be performed. There are two exceptions to this rule of obtaining consent from a parent or responsible adult to test adolescents who are 15-17 years old: 1) if the adolescent is married or 2) if the adolescent lives alone or in a household in which there are no adults. In either instance, the adolescent is considered an emancipated minor, and is to be treated like an adult. Under these conditions, consent of the adolescent is sufficient.

Prior to performing the blood pressure measurement, the test for random blood glucose, or collecting blood samples for dried blood spot (DBS) preparation, you must record the outcome of the consent request in the applicable sections of the Biomarker Schedule. HI must also sign your name to indicate that you read the consent statement to the respondent, or in the case of children, to the parent/responsible adult and have recorded their response accurately. Signing HI's name does not indicate that the respondent consented to be tested! If the household member is of age less than 6 years, the consent needs to be taken from either of the parent /guardian. However, if the member is of age 15 years or above but below the age of 18 years then the assent needs to be taken from that household member as well as consent from his/her parent/guardian. In case the household member is of age 18 years or above, then the consent needs to be taken from that member only. The Survey Information Sheet and consent form will be made available to the Field Agency(s) by IIPS.

v) Collection of Blood samples

CAB tests in NFHS-6 aim to produce district level estimates for nutritional status and estimates of certain health indicators among eligible members of households CAB testing:

- a. Height: Children aged 0-59 months, women aged 15-49, and men aged 15-54 (men only in subsample i.e. 15% of HIs)
- b. Weight: Children aged 0-59 months, women aged 15-49 and men aged 15-54 (men only in subsample i.e. 15% of HIs)
- c. Blood Pressure: Women and men aged 15 years and above
- d. Blood Glucose: Women and men aged 15 years and above
- e. DBS for HIV and Hepatitis B & C testing: Women aged 15-49 and men aged 15-54 (in subsample i.e. 15% of HHs)
- f. DBS samples for Hepatitis B test: Children aged 4-5 years (in subsample i.e. 15% of HHs)
- g. Testing of cooking salt used daily by households for iodine component.

vi) Transportation of DBS to ICMR

All CAB tests other than HIV shall yield 'on-the-spot' results and they should be recorded immediately in Biomarker Schedule. As regards blood sample collection, the Field Agency needs to ensure that the samples of dried blood spot (DBS) are collected on filter paper, dried, put in a self-sealing bag, properly labeled and delivered to the earmarked lab(s) of designated laboratories in good condition (dried and sealed), in order to yield accurate results. These samples should reach the lab within one week from the date of collection. Any sample reaching beyond one week from the date of collection shall be rejected straight away. Arrangement of additional manpower and logistics for safely transferring of the DBS from the field to the designated laboratory is the responsibility of FA. The FA needs to follow up with the concerned lab for ensuring timely receipt of the test results. One person from each FA will be specifically designated with the responsibility of sending the Dried Blood Spot Samples (DBS) from the survey district to designated laboratories, while team supervisors will be responsible for supplying it to district level. All these procedures will use barcodes in triplicate and transmittal sheets should accompany the DBS and a copy of the same should be supplied to nodal agency by field agency.

thereof has been replaced by someone without proper training through IIPS, then the CAB tests performed as well as the data collected by such persons who are not trained through the IIPS would summarily be rejected and the field agency will have to re-do the work.

FAs must purchase one measuring rod of standard length (81.5 cm) and one standard weight of 5 kg for calibration of measuring board and weighing scale respectively for each team.

viii) 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 proforma of 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.

ix) 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 PSU itself or in a nearby health institution with proper arrangements for the safe disposal of biohazardous waste. Materials (bleaching powder, trowel, 5 litre wide mouth plastic jar, tongs, kerosene and match box) needed for disposal of biohazardous waste has to be purchased by FA.

G. Field work/Data collection

For all the fieldwork days FAs will hire one vehicle per team, with capacity of at least 7 persons (excluding driver) and all survey materials.

i) Mapping and Listing

The purpose of mapping and listing operation in NFHS-6 is to prepare a mapping of each PSU depicting all lanes or paths, landmarks, dwelling and non-dwelling structures and identification boundaries with accuracy in the right perspective and to carry out listing of structures with systematic numbering, identifying whether a structure is residential or not and also mentioning the name of the head of each household. The listing of all households in each first stage unit will provide the sampling frame for selecting households at the second stage. The household listing would provide up-to-date location and layout sketch maps of each selected PSU, and number to each structure and households within the structure. Each household listing team will have three members one Lister and one Mapper and one for digitization of PSU. One mapping and listing team should visit two to three days in a PSU. Number of days for mapping and listing in a State/ part of States/ group of State/UTs depend upon the number of teams in each State/ part of States/group of State/UTs. As per the survey protocol, mapping and listing operation should be completed one month prior to the start of main survey. FA will be responsible for the household listing in all the sampled villages/UFS blocks and the selection of the required number of households from listed households as per procedure given by IIPS.

ii) Household Survey

NFHS-6 will use Computer Assisted Personal Interviewing (CAPI) for data collection for the Household, Woman's and Man's Schedules. The mini laptop/CAPI will be provided to the field agencies with uploaded electronic version of the Schedules. Minimum of three days visit in a PSU is essential for PSU selected for District Module and five days visit in a PSU for PSU selected for State Module. 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.

H. Establishment of State Level Field Office of Field Agency

Field Agency(s) appointed for each State/ part of States/ group of State/UTs is expected to establish a regular functional office with appropriate seating space for all core team members for that State/ part of States/group of State/UTs with proper electricity, IT infrastructure, etc. The Office will have to be equipped with all the basic modern communication facilities such as internet, fax, telephone (land line) & mobile phone for each field staff. The office should also compulsorily have a safe storage space to ensure that the consumables of

CAB 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 CAB component and take immediate remedial measures under intimation to IIPS.

I. Data management & Transfer

- a. FAs must purchase one GSM modem (dongle) per survey team. 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.
- b. A set of progress tables will be produced by IIPS for each State/ part of States/group of State/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 State/ part of States/group of State/UTs. Data security protocols prescribed by IIPS shall be strictly followed by the FA and its staff.

J. Factsheet generation

The Factsheet (500 copies) containing selected indicators for all districts for each of the State/ part of States/group of States/UTs covered by the field agency will be printed and distributed by the field agency. However, the Factsheet will be generated centrally at IIPS. National and state level reports will be prepared by IIPS.

K. 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. IIPS will supply the list of selected villages and urban wards. FAs are supposed to obtain the maps of CEB blocks selected in the sample from Census Offices as per IIPS's instruction. FA will obtain the maps of selected CEBs from Census offices. FA will also be responsible for any official payment to obtain map(s) of selected CEB.
- c. FA will plan field work including mapping and listing, well in advance (at least 15 days) and inform the field work schedule to IIPS and the concerned Project Officer / Monitoring Officer.
- d. FA is required to send all details of households listed, in an Excel spreadsheet to IIPS to select the sampled household for the main survey and uploading in CAPI.
- e. 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.
- f. Not more than 3 to 4 individual interviews in a single day will be conducted by any field investigator.
- g. At least three visits to the assigned household or 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.
- h. Only in an extreme situation such as terrorist activities, natural disasters etc. will substitution of PSU be allowed **only with prior approval of IIPS**. In such cases IIPS will give substitute PSU.
- i. FA is required to ensure that each interview is done only after the informed consent of the respective respondent is obtained, including for the CAB component.
- j. FA will make sure that investigators keep all the information collected from each and every respondent strictly confidential.
- k. 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 PSU.
- l. FAs are strictly barred from extending any undue favours to any Faculty Coordinator/Project Coordinators/Project Officers from IIPS and MoHFW.
- m. 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 NFHS-6 survey.
- n. The FA will be responsible to ensure that district health system will be sensitized with regard to the

CAB component so that if the participants in the survey develop any problem and seek health care they will be provided with needed services.

- o. 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.
- p. After completion of data collection, each field agency has to send all the mapping & listing materials (Household listing forms, location & sketch maps of the PSUs/village) to IIPS.

Attachment B (I)
Implementation of Schedule

	Deliverable/ Activities	Time line
1	Recruitment of Mapping and Listing Staff	Before completion of Mapping & Listing TOT to be organized by IIPS
2	Training for Mapping & Listing	To be initiated within 1 week of completion of Mapping & Listing TOT by IIPS. Training to be of 1 week including field practice both in rural & urban area.
3	Mapping & listing operation	It should be started immediately after the mapping and household listing training and should be completed before 1 month of commencing of the actual field work.
4	Survey materials for training	All the Schedules with 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).
5	Recruitment of all Field Staff	Before completion of TOT for main survey by IIPS
6	Main survey training & CAB training	To be initiated within 4 weeks of completion of TOT for main survey by IIPS. The Field Agencies should provide the training to their investigators for a minimum of four weeks (28 days) which includes the field practice. Minimum of three weeks training should be arranged separately for health investigators including field practice for CAB component. The health investigators will also join the first few days of the main survey training to understand the whole process of the data collection
7	Fact sheet generation	Each FA needs to prepare and print State Factsheet carrying indicators for all districts (500 copies) and distribute as per the list provided by IIPS.



ATTACHEMENT-B (II)
(To be attached with each contract)

Payment plan for Field Agency for conducting the National Family Health Survey (NFHS)-6

State/ part of States/group of State/UTs to be surveyed: **MAHARASHTRA - WEST**

Number of household to be surveyed: **15840**

Installment	Disbursement Modality	Verifiable indicator	% of the Amount to be released
1	<p>1. On submission of performance security of 10% of total contract value, signing of the Contract and furnishing Bank Guarantee from a nationalized bank and/or a bank recognized by the RBI equal to 20 % of the total cost of the work allotted.</p> <p>2. On giving details of the addresses of the state office, name of the state nodal officer(team leader), Telephone /fax numbers/ communication details of the field supervisors, email ids.</p>	<p>On physical receipt of the Bank Guarantee at IIPS and verification.</p> <p>On physical receipt of the details from the head/team leader</p>	20%
2	<p>At the time of the beginning of the survey after raising required number of teams on:</p> <p>a. Completion of training and</p> <p>b. Certification of FA by IIPS Project Officer and self-certification by Head of the Field Agency.</p>	<p>Letter from Head of the FA giving details of recruitment and completion of training of field staff etc.</p> <p>And</p> <p>Formation of required number of teams of trained interviewers and supervisors for household survey</p> <p>And</p> <p>Report of the project officer/project coordinator from IIPS</p> <p>And</p> <p>Completion of the financial requirements as per prescribed format provided by IIPS.</p>	25%
3	<p>On the completion of 50 percent of PSUs and receipt of data at IIPS and a self- certification by Head/MD of the Field Agency.</p>	<p>Letter from Head/MD of the FA giving details. And Report of the project officer/ coordinator from IIPS. And completion of the financial requirements of previous releases. And Statement/certificate of Salary and DA paid to household survey field investigators as per IIPS norms.</p>	20%



4	On completion of 100% PSUs and receipt of data at IIPS and validation of data.	Same as above And Submission of postal/courier's receipts for sending DBS samples And Submission of 100% data accepted (quality) and approved by IIPS And Completion of the financial requirements of previous releases	20%
5	On printing and distribution of Factsheets.	Same as above And On printing and distribution of district Factsheets and receipt of required number of Factsheets by IIPS And Completion of the financial requirements of previous releases And On returning of all GPS instruments, CAPI and CAB items along with unused consumables provided by IIPS And Submission of original postal/courier bills of distribution of Factsheets	15%

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 Bank Guarantee initially for **One year** and should be renewed and remain valid till the work of
- ii. NFHS-6 is completed including printing of State / District Fact Sheets
- iii. "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 0.1% of the total cost would be deducted for each completed week's delay. However, in case of the situation beyond control of Field Agencies like law & order situation, natural calamities, final delay will be assessed by IIPS & final penalty will be imposed accordingly.
- iv. As regards the CAB component, if the FA defaults in sending the DBS to the designated laboratory within one week of collection of sample, 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.
- v. If FA fails to complete the work inclusive of the conditions mentioned in Para 5, Director IIPS will have the right to invoke the Bank Guarantee.
- vi. 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.
- vii. Progress Reports and Statement of Expenditures should be sent regularly.
- viii. 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 NFHS-6

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 specified have been satisfactorily completed. The amount requested is required for carrying out the survey activities. It is certified that necessary GST/income tax/excise regulations as applicable to this organization for this project has/have been complied with.

Yours faithfully,

(_____)

Encl: Reports as per clause 17.



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 NFHS-6 data management during the fieldwork and till all the data is cleaned, validated and approved by IIPS.



A handwritten signature in blue ink, consisting of a stylized 'Q' followed by a horizontal line.



GFR 12 - A

[(See Rule 238 (1))]

FORM OF UTILIZATION 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: (Actuals)

Unspent Balances of Grants received years [figure as atSl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (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–creationof 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 actuallyutilized 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 financialstatements/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 ofinternal controls is 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 termsand 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 – I duly enclosed.
- (viii)The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by theMinistry/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 –II (to be formulated by the Ministry/Department concerned asper their requirements/specifications).

Date:
Place:

Signature

Signature

Name.....
Chief Finance Officer
(Head of the Finance)

Name.....
Head of the Organisation

(Strike out inapplicable terms)



Annexure G

SAMPLE OF UNDERTAKING FOR FA RECEIVING CAPI, GPS AND
CAB EQUIPMENTS

This UNDERTAKING is made on this 00 day of XXXXX 2022 BETWEEN the Director **International Institute for Population Sciences, Mumbai**, (hereinafter 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 National Family Health Survey (NFHS)-6 field work in the state/part of States/ group of State/UTs of _____. In NFHS-6 data will be collected using Computer Assisted Personal Interview (CAPI) on mini laptops and CAB testing.

B) That the following CAPI and CAB items will be supplied to the party of the Second Part for using during data collection in the State/ part of States/group of State/UTs of by IIPS.

Sl.No.	Item	Quantity
CAPI		
1	Mini laptop	
2	Charger cable	
3	Additional batteries for backup	
4	Optical mouse	
5	Laptop bag (if provided)	

CAB		
1	Stadiometer (Adult height measuring equipment)	
2	Mother/infant weighing scale	
3	Infantometer	
4	BP monitor	
5	Additional BP cuffs (small/large)	
6	Glucometer with carrying case	
7	Cooler - Igloo Playmate (Cool box)	
8	Global Positioning System (GPS) Instrument	
9	Barcode scanner	
10	Combo carry case	

The second party has to bear the cost of transportation for returning all the items mentioned in the clause B) to NFHS-6 project office, 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 household will be deducted from the final installment by the IIPS.

D) WHEREAS THIS Undertaking is mainly to govern the CAPI and CAB materials/items/data damaged/lost during the data collection in the State/ part of States/group of State/UTs of _____

E) Cost details of CAPI/CAB:



Sl.No.	Item	Quantity	Per unit cost (Rs.)	Total Cost (Rs.)
CAPI/Mini Laptops				
1	Mini laptop			
2	Charger cable			
3	Additional batteries for backup			
4	Laptop bag (if provided)			
CAB				
1	Stadiometer (Adult height measuring equipment)			
2	Mother/infant weighing scale			
3	Infantometer			
4	BP monitor			
5	Additional BP cuffs (small/large)			
6	Glucometer with carrying case			
7	Cooler - Igloo Playmate (Cool box)			
8	Global Positioning System (GPS) Instrument			
9	Barcode scanner			
10	Combo carry case			
Unit cost per household data				

IT IS AGREED AS UNDER

- 1) Therefore, this undertaking contract is necessary for safe return of CAPI and CAB items provided for data collection by IIPS. That the CAPI and CAB items given in Clause B) provided under the NFHS-6 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 CAB items are damaged/lost/not in working condition, the Field Agency 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 household (incase 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 CAB 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.

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

Invitation for Proposal for Selection of Field Agencies- NFHS-6
International Institute for Population Sciences, Mumbai, (Through its Authorized Signatory) | Page

WITNESSESS:

- 1.
- 2.

M/s. _____ (Through its Authorized Signatory) WITNESSESS:

- 1.

- 2.



APPENDIX H

Details of completed surveys by Field Agency in last five years, which should be considered for this evaluation*

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

Note: Add rows if required.

*It is highly desirable to attach completion certificate from the funding agency for those projects which are to be considered for evaluation.

