

RFP No:

**Request For Proposal (RFP)
For Selection of Agency To Provide
Manpower Along With Tablet for
Data Collection, Supervisory and Administrative work
on outsourcing Basis for
Conducting PLFS (Periodic Labour Force Survey) and
ASUSE (Annual Survey of Unincorporated Sector Enterprises)
Surveys in Uttar Pradesh**



**Economics & Statistics Division,
Planning Department,
Government of Uttar Pradesh**

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This RFP is neither an agreement nor an offer but a formal solicitation to identify competent agencies capable for conducting PLFS (*Periodic Labour Force Survey*) and ASUSE (*Annual Survey of Unincorporated Sector Enterprises*) Surveys.

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List of Acronyms

ADSOs	Additional Statistical Officers
Agency	A legally established professional firm or an entity that may provide or provides the Services to the Client under the Contract
ASOs	Assistant Statistical Officers
ASUSE	Annual Survey of Unincorporated Sector Enterprises
BNS	Bhartiya Nyay Sanhita
CA	Chartered Accountant
CAPI	Computer-Assisted Personal Interviewing
Casualty	a " <i>casualty case</i> " typically refers to an instance where the intended sample unit (e.g., a household or establishment) is unavailable for survey data collection. This can occur due to various reasons such as the household or establishment being vacant, the respondent being absent, or other logistical issues that prevent data collection.
CLRA	Contract Labour (Regulation & Abolition) Act, 1970
DDP	District Domestic Product
DESUP	Economics & Statistics Division, Planning Department, Uttar Pradesh
ECS	Electronic Clearance System
EMD	Earnest Money Deposit
e-Notice Inviting Tenders (NIT)	Electronic Notice Inviting Tenders
EPF	Employees' Provident Fund
ESI	Employees' State Insurance
Financial bid	Bid focused on the financial aspects of the proposal
FIR	First Information Report
FSU	First Stage Unit (census village for rural sector and a UFS blocks (The unit in the urban frame, prepared by NSSO, MoSPI, GoI) for urban sector)
GeM	Government e-Marketplace
GFR	General Financial Rules (2017)
GSDP	Gross State Domestic Product
GST	Goods and Services Tax
GVA	Gross Value Added
IT	Income Tax
LCS	Least Cost System
MoSPI	Ministry of Statistics and Programme Implementation, Govt. of India
MSE	Micro & Small Enterprises
NCO	National Classification of Occupation
NIC	National Industrial Classification
NIT	Notice Inviting Tenders
NSO	National Statistical Office
PAN	Permanent Account Number
PBG	Performance Bank Guarantee
PLFS	Periodic Labour Force Survey

PSD	Performance Security Deposit
PSU	Public Sector Undertakings
RFP	Request for Proposal
Substitution	a " <i>substituted</i> FSU (First Sample Unit) case" refers to a situation where the originally selected FSU, such as a household or establishment, cannot be surveyed due to various reasons like non-cooperation, absence, or being unavailable for a prolonged period. In such cases, a substitute FSU is selected to replace the original one to ensure the sample remains valid and representative of the population.
SWOT	Strengths, Weaknesses, Opportunities, and Threats
T.D.S	Tax Deduction at Source
TEC	Tender Evaluation Committee
Technical bid	Bid focused on the technical qualifications of the agency
ToR	Terms of Reference
UFS	Urban Frame Survey (Each UFS block has been envisaged to be a compact area unit, with 120-150 households in general and the block is bounded by well-defined, clear-cut and natural boundaries to the extent possible.)
Zero Case	a " <i>zero case</i> " refers to a situation where the selected FSU, such as a household or establishment, does not have any eligible persons or units that fall within the scope of the survey. This means that there are no respondents available for the survey, often due to reasons like the absence of any individuals meeting the survey criteria or the establishment not being operational at the time of the survey.

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Section I: General Terms and Conditions

1. Introduction

The Economics & Statistics Division, Planning Department, Uttar Pradesh (hereinafter referred to as "DESUP") having Head Office at Lucknow and various other offices (75 District Level Offices and 18 Division Level offices) wishes to engage services of agency to conduct PLFS and ASUSE survey in CAPI (Computer Assisted Personal Interview) mode using Tablets across 75 districts of the Uttar Pradesh classified in 6 zones for the period April-2025 to March-2026 according to **Annexure-1**. Agencies are invited to submit their Proposal, for job named in the Schedules and Critical Dates. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Agency. The date, time and address for submission of proposal have been given in Schedules and Critical Dates. Agencies should familiarize themselves with local conditions and take them into account in preparing their Proposal.

The primary field work relating to collection of data in socio-economic surveys, enterprise survey, price collection etc. is done by a cadre of officials called Assistant Statistical Officers (ASOs). The supervision of the data collected by the primary field staff is done by the supervisory staff of DESUP called Additional Statistical Officers (AdStOs). Apart from the technical work related to the surveys of DESUP the administrative work of the Department is handled by the clerical/secretarial personnel called Ministerial Staff.

2. Overall Objective

The primary objective of the Request for Proposal (RFP) is to solicit bids from the bidders, for participation in a bid process to conduct PLFS and ASUSE survey using CAPI (Computer Assisted Personal Interview) on Tablets across 75 districts of the State classified in 6 zones for the period April-2025 to March-2026 according to **Annexure-1**. The selected bidder, henceforth called 'Agency', will be responsible for providing the necessary outsourced manpower as outlined in **scope of work** of this RFP to DESUP initially for the period as per **Annexure-2: Action Plan and Timeline**.

3. Schedules and Critical Dates

The tentative schedules and critical dates are shown below:

Bid document issuing authority	Director, Economics and Statistics Division, Planning Department, Arth Evam Sankhya Bhawan, 9- Sarojini Naidu Marg, Lucknow-upesd@nic.in
Name of the Work	Request For Proposal (RFP) For Selection of Agencies To Provide Manpower Along with Tablet for Data Collection, Supervisory and Administrative work on Outsourcing Basis for Conducting PLFS (Periodic Labour Force Survey) and ASUSE (Annual Survey of Unincorporated Sector Enterprises) Surveys in Uttar Pradesh
Date of publishing of e-Notice Inviting Tenders (NIT)	As per bid document
Tender Reference No.	As per bid document
Place of availability of Bid Documents (RFPs)	https://gem.gov.in/
Place for uploading bids	https://gem.gov.in/
Cost of Bid documents	Free of Cost
Bid processing fee	Free of Cost
Earnest Money Deposit	EMD provisions as per Para 15.1
Nature of bid process	Two bid system (Technical and Financial)
Last Date for Submission of written queries by bidders for clarification on NIT	As per-bid document
Date and Time of Pre-bid meeting	As per-bid document
Venue for Pre-bid meeting	Directorate, Economics and Statistics Division, Planning Department, Arth Evam Sankhya Bhawan, 9- Sarojini Naidu Marg, Lucknow, Uttar Pradesh
Last date and time for submission of Bid.	As per bid document
Validity of Proposal/Bid	180 Days from the Last Date of Submission of the Bid
Method of Selection	Least Cost System (LCS) with minimum technical qualification
Date and Time of Opening of Technical bid	As per bid document
Date and Time of Opening of Financial bid (only for technically qualified agencies)	As per bid document
Address for communication	Dr. Shuaib Ahmad, Additional Director, DES, UP, Arth Evam Sankhya Bhawan, 9-Sarojini Naidu Marg, Lucknow-fsdesd@nic.in, 9415549460

4. Scope of Work/Deliverable

1. To conduct survey using Tablets on CAPI software in 75 districts divided in 6 zones.
2. The procedure for the proposed surveys will be as per MoSPI's guidelines: -

PLFS:-

- The agency has to survey using tablets on CAPI software in approx. 4560 FSUs mentioned in **Annexure-3**
- The survey will be periodic i.e. revisit will be made to collect the data from the household during the reference period.
- The agency has to complete the survey work of total 15879 FSU's including Re-visit as mentioned in **Annexure-3**.
- The data of each FSU will be collected by **Surveyor** of the agency.
- **Supervisor-Level-1** of the agency will supervise the survey.

ASUSE:-

- The agency have to conduct survey using tablets on CAPI software in approx. 7704 FSUs mentioned in **Annexure-3**
- The data of each FSU will be collected by **Surveyor** of the agency.
- **Supervisor-Level-1** of the agency will supervise the survey.

Detail duties of surveyor and supervisor are mentioned in "Job description and required engaged Manpower (Fiels Level)"

3. DESUP officials will supervise and inspect the survey work.
4. Data cleaning and validation during the survey work.
5. The tablets provided to engaged manpower by the agency must be in running condition and compatible to run CAPI Software provided by DESUP. Operation & safekeeping of the tablet is the responsibility of the agency.

The details of duties, responsibilities, educational qualifications and experience are given in ***"Job description and required engaged Manpower (Fiels Level)"***. The engaged manpower is to be deployed for field work at District/Zones of DESUP. District and Division shall utilize the services of engaged manpower for survey and survey related activities within their administrative jurisdiction as per requirement.

5. Terms and Conditions

5.1 General

- i. The Agency shall provide the tablets as per the technical specifications mentioned in **Annexure-6: Specifications of the tablets** and the outsourced manpower as per **"Job description and required engaged manpower (Field level)"** of the RFP. The procurement, disbursement, operation, maintenance and safekeeping of all the tablets will be the sole responsibility of the agency.
- ii. The agency shall conduct the survey in locations mentioned in **Annexure-4**
- iii. The manpower deployed by agency must be well qualified and experienced and must have following minimum qualification:

- **Surveyor** must have Graduate Degree from a recognized university with basic knowledge/skills of computer. Knowledge of Hindi and English language is also required.
 - **Supervisor Level-1** must have Graduate Degree from a recognized university with basic knowledge/skills of computer with two years socio-economic survey experience. Knowledge of Hindi and English language is also required.
 - **Administrative Support Staff** must have Graduate Degree from a recognized university with basic knowledge/skills of computer. Knowledge of Hindi and English language is also required.
- iv. The Agency shall furnish the following documents:
The list of surveyor, supervisor (level-1) and Administrative Support Staff with Name, Address, Aadhar, Mobile Number, e-mail id and recent photographs.

Note: Agency is required to submit an undertaking that all the certificates/documents mentioned at Para 5.1 (iii) have been duly verified by them with the original certificates and are found in order.

- v. The Agency shall ensure that the engaged manpower deployed is medically fit during the entire survey period and shall provide suitable substitute against the unfit engaged manpower immediately on receipt of such a request.
- vi. The Agency shall provide Photo Identity Cards to all the engaged manpower with a note in suitable form that the manpower is engaged for data collection/supervision work for DESUP.
- vii. The agency will also ensure seamless operations of the tablets being given to the surveyors, supervisors and administrative support staff. The tablet must be compatible to run CAPI software as prescribed by DESUP. Specifications of the tablets are given in **Annexue-6**.
- viii. The agency will also be responsible for timely completion of the survey work, data validation as per **Annexure-2: Action Plan and Timeline**.
- ix. Agency shall nominate a separate coordinator named Administrative support Staff for each of the Zone in the concerned Divisional Office of DESUP. The coordinator shall be responsible for interacting with concerned offices in all matters related to staff outsourced including submission of bills, submission of certificates related to statutory authorities/ payments, providing replacements etc. in time bound manner. The Administrative support Staff shall also be responsible for ensuring attendance of outsourced staff in concerned Zone/Zones of DESUP.

5.2 Outsourcing of Manpower and Clauses of Penalty

- i. The Agency shall be responsible for proper conduct of its deployed manpower in DESUP. In case of any loss/damage, theft, etc. to the property of DESUP or carrying away of Govt. property viz. schedules, manuals, documents, instructions, electronic gadgets/tablets etc. due to engaged manpower, the Agency will either be liable to make good the loss on the basis

of the value of the property as determined by the DESUP or the same shall be recovered first from the invoice payments dues of the Agency and if required, from performance security deposit.

- ii. The Agency is liable to depute the engaged manpower within 30 days of award of contract and preferably within 20 days of the signing of agreement or receiving additional manpower request.
- iii. The engaged manpower should be polite, cordial, positive and efficient. In case, the person deployed by the Agency commits any act of omission/commission which amounts to misconduct/indiscipline/incompetence, the Agency will be liable to take appropriate action against such persons, including removal within time-frame on receipt of written communication from DESUP.
- iv. For all intent and purpose, the Agency shall be the “Employer” within the meaning of different Labour Legislations in respect of engaged manpower so employed and provided to the DESUP. The engaged manpower deployed by the Agency in the DESUP shall not have claims of any Master-Servant relationship with DESUP.
- v. The Agency shall furnish an undertaking in writing that the personnel engaged in the data collection work shall not disclose the data to any third party under any circumstances. In case of violation, the Performance Security Deposit submitted by the agency will be forfeited.
- vi. The Agency shall be solely responsible for the redressal of grievance of engaged manpower and resolution of disputes between agency and engaged manpower and among engaged manpower for settlement of such issues whatsoever. The bidder must have dedicated telephone no. & email id and Escalation matrix for service support. The Agency shall be responsible for compliance of all statutory provisions in respect of persons deployed by it in the DESUP.
- vii. DESUP will not bear any charges of food, travel etc. at any stage of survey. The engaged manpower deputed to DESUP shall not be changed unilaterally by the Agency in any circumstances unless there is a specific consent/request from the concerned office of the DESUP.
- viii. The agency shall be responsible to provide the replacement of the Tablets within two working days to the engaged manpower in the event of loss, theft, dysfunction etc. The delay in providing replacement of the Tablets beyond two working days would attract a penalty @ Rs. 1000/- per day on the Agency.
- ix. The agency shall be responsible to provide a suitable substitute of manpower within five working days on receipt of request from DESUP. The delay in providing a suitable substitute beyond five working days would attract a penalty @ Rs. 1000/- per day per person on the Agency. However, penalty will not be imposed for the days which are consumed by DESUP in the process of scrutiny of documents of the candidate.

- x. The engaged staff shall seek prior permission for leave from the concerned officer of DESUP. Payment of service charges and wages/remuneration shall not be made to the Agency for the days of unauthorised absence of the engaged manpower.
- xi. The Agency shall provide a suitable substitute in the event of absence of engaged manpower due to reasons namely leave, illness, quitting the job etc. The delay in providing a substitute beyond five working days from the date of intimation to the agency would attract a penalty @ Rs. 1000/- per day per person on the agency computable from 6th day of the absence of the engaged manpower.

5.3 Payment, legal legislations and others

- i. The Agency shall be liable to deposit to the concerned authorities all the taxes, levies, cess etc. which has arisen due to services rendered to DESUP as per extant rules and regulations. In case of non-compliance, DESUP shall deduct the dues along with penalty first from the monthly invoice payment dues of the agency and if required, from Performance Security Deposit. In case the loss/obligation, monetary or otherwise, becomes in excess of the Performance Security Deposit, the same would be paid directly by the agency to DESUP.
- ii. The Agency shall maintain all statutory registers under the Law. The Agency shall produce the same, on demand, to DESUP or any other authority under the Law. The Agency shall be required to submit such information in respect of engaged manpower being provided to DESUP in following format for the period as may be required by DESUP.

Month of bill.....
 Name of Zone/
 GEM Bid Number

S.N.	Employees Name	Adhar/Reg number/Mob. No.	Emp. Category (Surveyor/Supervisor Lev-1/Adminitrative Support Staff	Total working days in a month	Total days (present in a month)	Total days (absent in a month)	Total Remuneration for the Month	Remark
1								
2								
.								
.								
Total								
Grant Total (Including GST)								

- iii. The Agency hereby undertakes not to charge any money/fees/deductions in whatever manner, name, or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Agency further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions

including termination of the Contract and actions as per GeM Incident Management Policy.

- iv. The admissible remittance shall be paid by the agency first to the engaged staff through Bank Account transfer after completion of work, thereafter the amount of remittance paid to engaged staff may be claimed by the agency from DESUP along with the invoice for the subsequent month.
- v. The DESUP shall not be responsible for any financial loss or injuries to any engaged staff in the course of their performing duties and no compensation will be paid by DESUP in this regard.
- vi. The persons deployed by the Agency shall neither claim nor shall be entitled to pay, perks and other facilities admissible to regular/ confirmed employees of the DESUP during the currency and after expiry of the contract.
- vii. In case of termination of the contract on its expiry or otherwise, the engaged staff deployed by the Agency shall not be entitled to any claim for continuation/absorption in the regular/ otherwise capacity in the DESUP. Agency is required to submit an undertaking from engaged staff in this regard prior to deployment.

6. Job description and required engaged manpower (Field level)

6.1 The selected agency will be required to deploy suitable manpower as per FSUs mentioned in **Annexure-4**.

6.2 The duties, Age Criteria, Eligibility/Essential Qualifications, Desired Qualification and Work Experience required for each category are mentioned in the table below:

A. Surveyor

Name of the Post	Surveyor
Duties	Physical visit to rural/urban samples, listing of households, drawing of maps and collection of data from households'/enterprises/ shops/ markets etc. using tablet through Computer-Assisted Personnel Interviewing (CAPI) on various aspects through pre-designed schedules of inquiry and any other similar work related to the above surveys as assigned by the concerned office.
Age Limit	21 - 45 years at the time of engagement.
Eligibility/Essential Qualification	Candidate having Graduate Degree from a recognized university with basic knowledge/skills of computer. Knowledge of Hindi and English language.
Desirable Qualification/ Experience	Having certificate/diploma related to MS office or basics of computer from a recognized University/Institute.

B. Survey Supervisor (SS) (Level-1)

Name of the Post	Survey Supervisor (SS) (level-1)
Duties	Supervision of the surveys, coordination with Zone-HQ/Division/District, imparting training and technical assistance to the field staff and inspection of survey work (physical/virtual, as applicable), responsibility of data quality captured by Surveyor on CAPI (Computer assisted personal Interview), inspection of surveyor's field work, preparation of survey notes scrutiny of schedules on CAPI and handling correspondence with District/ Division/Zone/DESUP-HQ and any other similar work assigned by the DESUP.
Age Limit	25-49 year, or Up to 64 year for retired Govt. servant at the time of engagement.
Eligibility/Essential Qualification	Candidate having Graduate Degree from a recognized university with basic knowledge/skills of computer with two years socio-economic survey experience. Knowledge of Hindi and English. OR Additional Statistical Officer/Statistical Officers retired from Group – B or equivalent/above under Central Govt./ State Govt.
Desirable Qualification/ Experience	a) Candidate with at least 02 (two) years of experience in Survey related work in Central or State Government Ministry/Department/PSU/Public Sector Bank/Autonomous body. b) Having certificate/diploma related to MS office or basics of computer from a recognized University/Institute.

C. Administrative Support Staff

Name of the Post	Administrative Support Staff
Duties	a) The Administrative Support Staff will be responsible for interacting with concerned offices in all matters related to staff outsourced including submission of bills, submission of certificates related to statutory authorities/ payments, providing replacements etc. in time bound manner. The Administrative Support Staff shall also be responsible for ensuring attendance of outsourced staff in concerned Zone/Zones of DESUP. b) Will also assist the administrative work of office of concerned zone/zones under the supervision of regular staff. May perform clerical / secretarial work, drafting of correspondence of respective offices, verification of records, reconciliation of record, ESIC/EPF record verification, maintaining stock of tablets, assist in providing monthly progress report, dispatching tour programs, inspection report and any other similar work assigned.
Age Limit	21-45 year, or Up to 64 year for retired Govt. servant at the time of engagement.
Eligibility/Essential Qualification	a) Bachelor degree in any discipline from recognized university, and basic knowledge/skills of computer. Knowledge of Hindi and English. c) Competent to work in Computer applications like MS office etc. in PC/Tablet etc.

Desirable Qualification/ Experience	<p>a) Candidate with at least 02 (two) years of experience in Survey related work in Central or State Government Ministry/Department/PSU/Public Sector Bank/Autonomous body.</p> <p>b) Having certificate/diploma related to MS office or basics of computer from a recognized University/Institute.</p>
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Notes:

Working hours would be normally 8 ½ hours per day including half an hour lunch break during six working days in a week. However, in exigencies of work, the timings may be rescheduled, if required. Besides this, the DESUP being a Government Office also observes the Gazetted holidays notified by the Government of India/State Government from time to time.

The Agency will be responsible for managing the leave of the outsourced manpower. The remuneration quoted by the Agency should be taking into account the substitute to be provided by the Agency in lieu of outsourced staff absenting from the duty due to leave on any grounds/ sudden absence from duty/ leaving job etc. UPDES will follow the principle of NO WORK NO PAY, other than paid holidays applicable.

Notes Regarding Data collection and submission;

- The DESUP-Staff will inspect the FSU/units at any time during the field survey to maintain the quality of data.
- After submission of data from surveyor to Supervisor level-1, DESUP-Staff will check and verify the data as per field scrutiny points and ensure the correctness of data.
- Before final submission of data, the DESUP-Staff will also ensure that all the data filled and submitted to Supervisor level-1 is error-free in all respect.

Total Number of FSUs and required manpower

Zone	PLFS					ASUSE			Total (PLFS+ASUSE)		Administrative Support Staff
	Surveyors	Supervisors Level-1	FSU's Visit -I	FSU's Re-visit	First+ Re-visit	FSUs of ASUSE	No of Surveyors	No of Supervisors Level-1	No of Surveyors	Supervisors Level-1	
1-Central Zone	57	26	1064	2642	3706	1800	51	17	108	43	1
2-East Zone	37	17	656	1628	2284	1056	30	10	67	27	1
3-North East Zone	37	16	664	1650	2314	1080	33	11	70	27	1
4-North Zone	43	20	744	1841	2585	1232	36	12	79	32	1
5-South Zone	30	13	608	1514	2122	1144	33	11	63	24	1
6-West Zone	46	22	824	2044	2868	1392	42	14	88	36	1
	250	114	4560	11319	15879	7704	225	75	475	189	6

Note: *Number of Total FSUs may change, depending on the sample list provided by the NSO, MoSPI.
In case of casualty/substitution/zero case no additional payment will be made to the agency.

7. Remuneration and Allowances

The remuneration and Field Work Allowances of the outsourced staff will be as follows:

Name of the post	Monthly Remuneration including EPF Contribution of Employee and Employer share #	Field Work Allowance(FWA)
Survey Supervisor (Level-1)	Rs. 31,050 /- i.e. Fixed by DESUP [#]	A.C. Three tier fare by mail/express train or A.C bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and Food entitlement Rs.500- per day* Hotel entitlement Rs.750/-per day Local travel in field Rs.200/- per day
Surveyor	Rs. 28,620 /- i.e. Fixed by DESUP #	A.C. Three tier fare by mail/express train or A.C bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and Food entitlement Rs.400/- per day* Hotel entitlement Rs.750/- per day Local travel in field Rs.150/- per day
Administrative Support Staff	Rs. 28,620 /- i.e. Fixed by DESUP #	A.C. Three tier fare by mail/express train or A.C bus fare for ordinary or express bus or actual fare whichever is less, subject to production of ticket, and Food entitlement Rs.400/- per day* Hotel entitlement Rs.750/- per day Local travel in field Rs.150/- per day

Note: The above rates does not include the rent of Tablets.

- Monthly remuneration of above mentioned contractual staff shall be same as per minimum wage applicable for employees engaged in Building operations considering category (i.e. Survey Supervisor – Highly Skilled and Survey Enumerators and Administrative Support Staff – Skilled category) for 30 days as notified by Office of Chief labour Commissioner(C) vide Order No. 1/27(3)/2024-LS-II dated 25/09/2024. Above mentioned monthly remuneration is valid upto 31/03/2025 and subsequently it will be revised as per the changes in the Minimum Wage Rate announced by Chief Labour Commissioner (Central).

***Food entitlement will be subject to time of absence from the Headquarter (i.e. for a period of less than 06 hour the entitlement will be 30%, for the period between 06 hours to 12 hours the entitlement will be 70%, for more than 12 hours the entitlement will be 100%) of the food entitlement will be paid. ‘Headquarter’ herewith means distance of 8 Km radius from the concerned office of DESUP**

Note:

- ****Man-Month rate includes only employee contributions towards EPF, ESI and any other statutory obligations. The employer contribution for ESI, EPF, Bonus & any other statutory obligations, if applicable, would be reimbursed separately by DESUP over and above the monthly remuneration and service charges bill.**
- Any increase in the Field Work Allowances and wages mentioned above would be periodically reviewed and decided solely by the Ministry of Statistics and Programme Implementation only if considered necessary.

8. The Bid Process

Brief description of bid process:

- 1 There will be single bid for the survey work for all zones.
- 2 The minimum business turnover of the bidder must be twice the expected value of contract during each of the last three years (2021-22, 2022-23 and 2023-24) from exclusive activity of Manpower Providing Services as per **Annexure-5**.
- 3 The EMD money will be Rs. 28,00,000 (Rs. Twenty Eight Lakhs Only).

Selection of Bidder(S)

Allocation of Zones/Award of Contract

- i. For the purpose of allocation UP is divided in 18 divisions, which are further grouped into 6 zones as mentioned in **Annexure-1: List of Zones**.
 - ii. The entire scope of work will be awarded to one or more agencies.
 - iii. The allocation of zones shall be done as per the following process steps
 1. Bidder with minimum financial quotation is referred to as L1 and the price quoted by the L1 bidder shall be referred to as L1 price.
 2. The first choice for the selection of zones would be provided to L1. L1 can choose a max of 3 zones and minimum of 2 zones.
 3. Remaining technically qualified bidders are offered to match the price quoted by L1.
 4. After confirmation from L1 bidder, next offer shall be given to L2 bidder to select 2 zones at L1 price from the remaining unallocated zones.
 5. Step 4 would be repeated for L3, L4 etc. bidders till all zones have been allocated.
 6. However in case there still remain unallocated zones, L1 would be offered to accept all remaining zones, followed by L2, L3 etc. without any maximum limit.
 7. In case any of the zones still remain unallocated even after step 6, it would be left to the discretion of DESUP, to re-tender for the remaining zone.
- 4 If the selected agency is not willing to work after agreement or quit in the mid of the survey work or due to bad performance in survey work, then DESUP will have the right to cancel the agreement of that agency and PBG/such security will not be refunded. In such a situation DESUP will select the other selected agency.
 - 5 Two bid system will be followed with simultaneous receipt of separate technical and financial bids through GeM Portal only. Before submitting the bids, bidders may apply due diligence and read out thoroughly (line by line) and seek clarification in pre-bid meeting (if required). DESUP will not be responsible for any error/oversight of their own.

8.1 Pre-Bid Meeting

- i. DESUP will host a pre-bid meeting on the date mentioned under “**Schedules and Critical Dates**”. In case there is any change in date, time and venue the same will be updated on the website of DESUP and on GeM for information of the bidders if required. No other communication either in writing or through email or any other mode will be made by DESUP for updating the same.
- ii. The bidder or its official representative (on production of authorisation letter) may attend the pre-bid meeting. Bidders may confirm their participation one day in advance.
- iii. The purpose of the meeting is to provide bidders with information regarding the RFP and the requirements, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP.
- iv. The responses, if any, of the pre-bid meeting shall be uploaded on the DESUP’s website: <https://updes.up.nic.in> if required.
- v. DESUP can make modifications in the RFP if required, as a result of pre-bid meeting. All such modifications made in the RFP shall be issued as Corrigendum and shall be uploaded on the DESUP’s website: <https://updes.up.nic.in>. Further, all the critical dates may be revised, if required.
- vi. DESUP reserves the right to change the date & time of pre-bid meeting without assigning any reasons, thereof.

8.2 Tender Evaluation Committee (TEC)

The Tender Evaluation Committee (TEC) constituted as per Rule 189 of the General Financial Rules 2017, by the competent authority of DESUP shall evaluate the bid responses submitted by the bidders in accordance with the Govt. of India Rules in vogue on the subject. The decision taken by TEC in the evaluation of Technical and Financial bids shall be final which will be submitted to competent authority for awarding the contract. No correspondence will be entertained outside the process of negotiation/ discussion with the committee.

8.3 Opening of Bids

The Technical Bids, shall be opened on the scheduled date and time at GeM Portal. In the event, the specified date of bid opening being declared a holiday, the bids shall be opened at the same time and location on the next working day.

8.4. Evaluation Process

The Tender Evaluation Committee (TEC) shall evaluate the responses received from bidders along with supporting documents/documentary evidence. Inability to submit requisite supporting documents/ documentary evidence by bidders may lead to rejection of bids. The decision of the Tender Evaluation Committee in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Tender Evaluation Committee (TEC) may seek further clarifications on bids from the bidders. The Competent Authority reserves the right to reject any or all the bids on the recommendations of TEC. Each and every bid shall be evaluated as per the criteria and requirements specified in the RFP.

The steps for evaluation are as follows:

8.4.1 Stage 1: Mandatory Eligibility Criteria for Bidders

The bidders must fulfil the following conditions to be eligible for participating in the Bid process:

S. N.	Parameter	Supporting Documents
1	EMD	
	Each bidder has to submit EMD as mentioned in relevant para. Bids not accompanied with EMD shall be rejected summarily.	Scanned copy of EMD
2	Legal Entity	
	The firm must be either registered as a Company or as a Partnership Firm (including Limited Liability Partnership) under the Companies Act or Indian Partnership Act or any other respective Act, as the case may be, as amended from time to time.	Copy of Certificate of incorporation or partnership agreement duly registered with registrar of firm's along with relevant documents.
	Note: Consortiums are not Permitted.	
3	Taxation registration	
	The firm must have registered with Service tax authorities i.e. GST.	Copy of GST registration certificate.
4	PAN	Copy of PAN of the firm.
	The bidder must have Permanent Account Number (PAN) of the firm.	
5	EPF & ESI The bidder must have registered with appropriate authorities under Employees Provident Fund (EPF) and Employees State Insurance (ESI).	1. Copy of registration certificate for Employee Provident Fund (EPF). 2. Copy of registration certificate for Employee State Insurance (ESI).
6	CLRA	
	The bidder must have registered or obtained license under Contract Labour (Regulation & Abolition) Act, 1970.	Copy of registration/license issued under the Contract Labour (Regulation & Abolition) Act, 1970.
7	Black Listing	
	Bidder should not have been found guilty/ convicted of any criminal offense by any Court of Law under prevention of corruption act, 1988; or BNS (Bhartiya Nyay Sanhita) or any other law for the time being in force.	Duly signed undertaking to this effect on Agency's letter head signed by Agency's Authorized Signatory as per format attached.
	Bidder should not be universally debarred across all central Ministries/Departments by Ministry of Finance or State Departments of Government of UP.	
	Bidder should not be debarred by DESUP for a period not exceeding three years commencing from the date on which he was debarred.	
	The terms "Banning of firms", suspension, "Black listing" etc. convey the same meaning as of "Debarment".	
8	Conflict of Interest Bidder should not have a conflict of interest in the assignment as specified in the bidding document. Comply with the code of integrity as specified in the bidding document as contained in Rules 175 of GFR, 2017.	Duly signed undertaking from the Authorized representative of the Agency on the Agency's letter head signed by Agency's Authorized Signatory as per format attached.

- i. The bidders must furnish the requisite documents to establish their eligibility, for each of the above-mentioned items with an undertaking that the documents are authentic. Relevant portions of the documents should be highlighted.
- ii. The bidders are bound to use the format as contained in the RFP document. Bids submitted in different formats shall be summarily rejected.
- iii. Bidder's claim to a specific parameter without supporting documents will not be considered.
- iv. The bids are liable to be rejected and contract if awarded is likely to be discontinued immediately if any, information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

8.4.2. Technical Bids Evaluation

- i. The bidders should full fill the above-mentioned mandatory eligibility conditions for participating further in the Bid process. Tender Evaluation Committee (TEC) shall evaluate the technical bids which fulfilled all the above-mentioned eligibility criteria.
- ii. The decision of the Tender Evaluation Committee (TEC) in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with the Committee. The Competent Authority reserves the right to reject any or all the bids on the recommendations of TEC.
- iii. The Tender Evaluation Committee (TEC) may seek further clarifications on bids from the bidders. If during the evaluation, TEC finds any minor infirmity and/or irregularity and/or non-conformity in a bid, TEC will convey its observation on such 'minor' issues, which has not price implication, to the bidders on GeM Portal asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that bid will be liable to be ignored. However, any uncorroborated document shall not be considered.
- iv. The bidders must furnish the self-certified requisite documents to establish their eligibility, for each of the items mentioned in the following table with an undertaking that the documents are authentic. Relevant portions of the documents should be highlighted. Bidder's claim to a specific parameter without supporting documents will not be considered.
- v. The bids are liable to be rejected and contract if awarded is likely to be discontinued immediately if any, Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.

Technical Qualification:

The Technical criteria to be used for evaluation shall be as follows:

S.N.	Parameter	Supporting Document
1.	<p><u>Business Turnover:</u> The Bidder should have a minimum annual turnover twice the expected value of contract (As per Annexure-5) during each of the last three years (2021-22, 2022-23 and 2023-24) from exclusive activity of Manpower Providing Services</p>	Copy of the audited Balance Sheet for preceding three years.
2.	<p><u>Business Operation:</u> The Bidder must have a minimum of five (5) years' experience in supplying survey related contractual/outsourced manpower to reputed Central/State Govt. Ministries & departments, public sector companies/PSU/ Banks/Autonomous Bodies.</p>	Attested copies of experience certificate or signed contract agreement along with work orders.
3.	<p><u>Total no. of Manpower:</u> The Bidder should have proven track record of providing average 500 survey related contractual/outsourced manpower (survey/admin/ clerical/secretarial/Data entry operator/ supervisory related) per month in projects of Central/ State Govt. Ministry/Departments/Public Sector Companies/PSU/ Banks/ Autonomous bodies during last three years (2021-22, 2022-23, 2023-24).</p>	Satisfactory documentary proof to be attached which includes signed contract agreement or contract for extension along with work/ supply order or experience certificate needs to be attached.
4.	<p><u>Tablet:</u> The Bidder should have executed contract with at least one Central/State Govt. Ministry & department, public sector company/PSU/ Bank/Autonomous Body of supplying the tablet or manpower equipped with tablet.</p>	Satisfactory documentary proof to be attached which includes signed contract agreement or contract for extension along with work/ supply order or
5.	<p><u>Other Eligibility conditions (Legal Entity)</u></p> <p>a. Agency should be either registered as a Company or as a Partnership Firm (including Limited Liability Partnership) under the Companies Act as amended from time to time, or the Partnership Act as the case may be. (Consortium are not Permitted)</p>	<p>a. Copy of Certificate of incorporation.</p> <p>b. Copy of Registration certificate for GSTIN,PAN, EPF, ESIC, Labour certificates etc.</p>
	<p>b. Registered with Service tax authorities, Employees Provident Fund, Employees State Insurance and Contract Labour Acts.</p> <p>c. Should have been operating profitably for the last three (3) years in India. (For the purpose of this criterion, profitability of only the bidding entity will be considered without considering other associated entity).</p>	<p>c. Copy of the Audited Balance Sheets for the last 3 years and Certificate of the Chartered Accountant specifying profits for these years.</p>

6	<p><u>Black Listing</u> Bidders should not have been found guilty/ convicted of any criminal offense by any Court of Law under prevention of corruption act, 1988; or IPC or any other law for the time being in force.</p> <p>Bidders and its allied firms debarred across all central Ministries/ Departments/attached/ subordinate offices/autonomous body/PSUs/by any Ministries/Departments of Govt. of India or State Government or bidder is debarred by MoSPI exclusively on the date of opening of technical bid or on the date of contract, as per Ministry of Finance Guidelines on debarment of firms from bidding vide its Letter no.F.1/20/2018-PPD dated 2nd Nov 2021.</p> <p>The terms “Banning of firms”, suspension, “Black listing” etc. convey the same meaning as of “Debarment”.</p> <p>The bidders whose performance have been found unsatisfactory by DESUP Headquarters shall not be eligible to participate in the bid.</p>	<p>Self-certificate letter undertaking to this effect on Company’s letter head signed by Company’s Authorized Signatory as per format attached.</p> <p>Bidder must disclose any blacklisting and nature thereof and must provide black listing revocation letter (if applicable). DESUP reserves the right to accept or reject the bidder’s supporting proof.</p>
7.	<p><u>Conflict of Interest</u> Bidder should not have a conflict of interest in the assignment as specified in the bidding document. Comply with the code of integrity as specified in the bidding document as contained in Rules 175 of GFR, 2017.</p>	<p>Duly signed undertaking from the Authorized representative of the Agency on the Agency’s letter head signed by Company’s Authorized Signatory as per format</p>

8.4.3. Financial Bids Evaluation

- i. The Financial Bids of only technically qualified Bidders will be opened on the prescribed date and time.
- ii. The bidder with the lowest financial bid (L1) shall be treated as the successful bidder. If the multiple L-1 bidders have quoted the lowest price, the successful bidder shall be selected amongst the L-1 bidders through Random Algorithm executed by GeM system”.

9. Award of Contract

9.1 Notification of Award

- i. Prior to the expiry of the period of bid validity, DESUP or its authorized person will notify the successful bidder in writing by post or email that the bid has been accepted.
- ii. DESUP may award the contract and issue the work order to the successful bidder.
- iii. The bidder shall acknowledge the acceptance of the work order in writing within ten (10) days of receipt of the work order.

9.2 Signing of Contract

- i. The Agency shall sign the agreement with prescribed authority of DESUP along with the performance security deposit within ten (10) days of receipt of the work order.
- ii. All incidental expenses of execution of the agreement shall be borne by the selected Agency.
- iii. The agreement between DESUP and the Agency shall inter-alia cover in detail the aspects/terms of contract such as mentioned in the RFP.

9.3. Tenure of Engagement

The contract shall be awarded for the period prescribed in action plan and timeline (**Annexure-2**) Further, if the survey is not completed within time period it may be extendable for a period of maximum six months without any extra cost on same terms and conditions. DESUP reserves the right to terminate/curtail the contract at any point of time after giving one month notice to the selected service providing Agency.

10. Exit Policy in respect of engaged manpower

- i. In the event of resignation of an engaged manpower or expiry of Contract period, the Agency needs to ensure complete transfer of knowledge by its engaged manpower to the new engaged manpower.
- ii. Agency will ensure that all the information, data, schedules, hardware (including tablets, handheld devices, laptops, printers, pen drives etc. if any) which is a property of the DESUP are handed over to the respective District/Divisional office at the time of the quitting/exit of the engaged manpower.

11. Terms of Payment

- i. The Agency shall submit the monthly invoices (completed in all aspects) in triplicate enclosing the certificates as mentioned in the RFP which shall be duly verified by the Office in- charge of **the concerned office(zone office)** and the same shall be processed within 10 days thereof after making recovery, if any.
- ii. All payments will be accounted in Indian Rupee and credited through Electronic Clearance System (ECS). The e-bills shall be submitted and processed as per GeM policy.
- iii. Penalties, if any, for violating the Service Levels will be computed at the end of each payment cycle. These Penalties would be adjusted in the payment due to the agency in the subsequent instalments.
- iv. The Tax Deduction at Source (T.D.S) shall be made as per the provisions of Income Tax Department, as amended from time to time.
- v. **The Agency shall make regular payment of remuneration and other payments (which are being paid by DESUP to its outsourced manpower deputed under service contract and furnish necessary proof every month.** The payment to outsourced manpower by the second party would be made on or before 7thday of

the following month. In case 7th day being a holiday, monthly remuneration should be paid on the preceding working day of the month.

- vi. All Field Work Plan of the outsourced staff will be submitted online/offline to the concerned zone office of DESUP for approval through the agency well before 02 working days from start of journey. Journey must be commenced only after the approval of concerned zone office of DESUP.
- vii. The admissible Field Work Allowances approved by the concerned Zonal Office paid by the agency first to the outsourced staff. Thereafter, the amount of Field Work Allowance, paid to outsourced staff, may be claimed by the agency from DESUP along with monthly bill.
- viii. The Agency hereby undertakes not to charge any money/fees/deductions in whatever manner, name, or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the payments of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Agency further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy.
- ix. In case of 'casualty'/'substitution'/'zero case' of FSU or in case of new FSU allotment, no additional payment will be made to the agency.

12. Penalty clauses

Agency is expected to meet the expected Service Levels in the normal course of carrying out the activities as per the detailed Scope of Work. In case of default on any or all such Service Levels, the DESUP will reserve the rights to levy penalties on the agency as given below:

S.N.	Service	Expected Service Level	Penalty level in case of default
1	Deployment of engaged manpower after signing the Contract or any subsequent requirement from the DESUP during the Contract period.	Within 30 days of receipt of request from DESUP.	Penalty @ Rs. 1000/- per day per person will be levied on the agency for the number of days delayed beyond permissible 30 days for deployment of engaged manpower.
2	Replacement of engaged manpower on receiving complaint from field officers of DESUP	Within 5 days of receipt of complaint	Penalty @ Rs. 1000/- per day per person will be levied on the agency counting from the 6 th day of the absence of the engaged manpower.
3	Replacement of engaged manpower on the request of the Agency.	Replacement may be provided on the same day.	Penalty @ Rs. 1000/- per day per person will be levied on the service providing agency from the 2 nd day of the absence of the engaged manpower.

S.N.	Service	Expected Service Level	Penalty level in case of default
4	Replacement of engaged manpower on the request of the engaged manpower, in case of resignation or illness for more than 5 days.	Replacement may be provided within 5 days from absence of engaged staff.	Penalty @ Rs. 1000/- per day per person on the service providing agency from the 6 th day of the absence of the engaged manpower.

12.1 Calculation of Penalties:

- 12.1.1 Penalties, if any, for violating the service levels will be computed at the end of each payment cycle. These penalties would be adjusted in the payment due to the agency in the subsequent month. The penalty amount applicable for violation of service levels are specified in the table above.
- 12.1.2 In situation, where the agency has incurred a penalty of equal to or more than fifteen (15) % of invoice value within selected zone of DESUP for the concerned month for three (3) consecutive months during the contract period, DESUP reserves the right to either invoke the termination clause or terminate the contract altogether. DESUP also reserves the right to invoke the forfeiture Performance Security Deposit furnished by the agency at the time of signing the contract with the DESUP.
- 12.1.3 Total penalty to be capped at 30% of the invoice value of all Zonal Offices of DESUP at any point of time of the contract. In all those situations where the total penalty exceeds the above limit of 30% of the payments at any time of the contract, the DESUP reserves the right to invoke termination clause or terminate the contract altogether. DESUP also reserves the right to invoke the forfeiture of Performance Security Deposit furnished by the agency at the time of signing the contract with the DESUP

13. Termination of Contract

The DESUP reserves the right to terminate/curtail the contract at any time after giving one-month prior notice to the selected Agency owing to following reasons:

- a. Deficiency of service,
- b. Sub-standard quality of manpower,
- c. Performance of the agency not found satisfactory,
- d. Material Breach of the contract,
- e. Closure of a particular work/survey,
- f. Non-payment of remuneration to the engaged staff on time,
- g. Non-compliance of statutory obligations on time,
- h. Imposition of the penalty above the capped limit prescribed above,
- i. Any kind of exploitation of the engaged staff by the agency,
- j. Other reasons as deemed necessary by DESUP etc.

If UPDES finds that there is gross violation of non-payment of remuneration to outsourced staff, non-submission of ESIC/EFP, not fulfilling the requirements as per RFP, MOA or Covenant etc, the process of blacklisting the agency for a minimum period of 05 years may be started by UPDES.

14. Other Terms and Conditions

- i. The complete RFP can be downloaded from DESUP's website (<https://updes.up.nic.in>) and GeM Portal. Prior to last date of submission of technical bids, DESUP may modify the RFP document for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder(s), by amendments. Such amendments shall be made online at DESUP website and uploaded on GeM through corrigendum and shall form an integral part of RFP document. Accordingly, the relevant clauses of the RFP document shall be treated as amended. It shall be the responsibility of the prospective bidder(s) to check these websites from time to time for any amendment in the RFP document, if any. In case of failure to get the amendments, thereof, DESUP shall not be responsible.
- ii. Bids must be uploaded on GeM within specified time. The bids submitted by any other mode viz. telex/telegram/e-mail/post etc. shall not be considered. DESUP shall not be responsible for any non-receipt/non-delivery of the documents due to technical snag whatsoever at Bidder's end. No correspondence will be entertained in this regard.
- iii. DESUP will host a pre-bid meeting on the date mentioned in Para 3 "Schedules and Critical Dates". The bidder or its official representative will be invited to attend the pre-bid meeting. Purpose of the pre-bid meeting is to provide bidders with information regarding the RFP and the requirements, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP.
- iv. The bidders who do not qualify as per Technical Bid shall be rejected forthwith and their financial bids shall not be opened.
- v. The bids will remain valid for 180 days from the date of submission.
- vi. DESUP reserves the right not to accept bid(s) from Agency (ies) resorting to unethical practices or against whom investigation/ enquiry proceedings have been initiated by Government investigating Agencies/ Vigilance Cell.
- vii. At the time of award of contract, the number of manpower originally specified in the bidding documents may increase or decrease. If the DESUP does not procure/engage any subject matter of procurement or procures less than the number specified in the bidding documents due to change in circumstances, the bidder shall not be entitled for any claim or compensation.
- viii. The number of required manpower may be vary due to change in number of FSU's
- ix. Bidders in joint ventures, consortiums are not eligible to apply. Further, the bidder shall not sub-let, sub-contract, assign, transfer, pledge the performance/obligation of the contract under any circumstances after award of the contract, otherwise, the EMD/PSD shall be forfeited.
- x. All information contained in the RFP document, or provided in subsequent discussions or disclosures, corrigendum etc. is proprietary and confidential. No information during the bid process and after selection of Agency throughout the contract period must be shared by the bidders with any other organizations/agencies. The Agency will also ensure data protection (secrecy) and ensure that no data would be leaked to any person not authorised by DESUP. The Agency and engaged manpower deployed will be governed by relevant provisions under The Collection of Statistics Act 2008 in this regard.

- xi. Any kind of charges or fee or security deposit of whatever kind to be charged from the engaged manpower by the agency (including its agents or related parties) should be disclosed on website of agency and on public portal by the agency which should also be informed to DESUP at the time of bid. Further, any amount should not be charged by the agency from engaged staff in lieu of job in DESUP, at any stage of the contract. Any case of exploitation of engaged manpower by the agency brought to the notice of DESUP may lead to termination of the contract inter-alia initiation of legal action i.e. FIR against the agency.
- xii. The Agency selected will not use its name, logo or any other information/ publicity on content created under the scope of work.

15. Commercial Conditions

Apart from the above, each bidder is required to fulfil the following terms and conditions:

15.1 Earnest Money Deposit (EMD):

Bids not accompanied with EMD shall be rejected summarily. EMD shall be valid for 45 days beyond the final Bid validation period. It should be submitted in the form of Account Payee Demand Draft/Fixed Deposit receipt/Banker's cheque or Bank Guarantee from any of the Commercial banks in an acceptable form drawn in favour of an Account Payee Demand Draft, issued by one of the Nationalised/ Scheduled Banks in India, in favour of Director, Economics and Statistics, DESUP, Arth evam Sankhya Bhawan, 9- Sarojani Naidu Marg, Lucknow-226001 at least one day before opening of technical bids as specified in the critical dates. The EMD amount to be deposited should be Rs. 28,00,000 (Rs. Twenty Eight Lakhs Only).

EMD Return: The EMD of the unsuccessful bidders would be returned before the expiry of the final bid validity or 30th day after the award of the contract. No interest shall be paid by the DESUP for the sum deposited as EMD. However, EMD of technically unsuccessful bidders would be returned within 30 days from declaration of result of technical bid evaluation. EMD of the successful bidder would be returned only on receipt of Performance Security Deposit.

15.2 Performance Security Deposit

- i. The successful Bidder shall at his own expense deposit with DESUP within ten (10) working days from the date of issuance of work order, an unconditional and irrevocable Performance Security Deposit in the form of Fixed Deposit Receipts or account payee demand draft or online payment in acceptable form or Bank Guarantee issued by any scheduled commercial bank to DESUP, payable on demand, for the due performance and fulfilment of the contract by the bidder.
- ii. This Performance Security Deposit will be an amount equivalent to 5% of total contract value for respective zone. PBG shall be invoked by DESUP in the event if the Bidder:
 - a. Fails to perform the responsibilities and obligations as set out in the RFP to the complete satisfaction of DESUP.
 - b. Misrepresentations of facts/information submitted to DESUP.
 - c. Loss (of any kind) incurred due to agency.
- iii. The performance security deposit shall be valid for 90 days post satisfactory completion of the overall engagement/work as stipulated in RFP.

- iv. The performance security deposit may be released/returned by DESUP upon being satisfied that there has been due performance of the obligations of the bidder under the contract. No interest shall be paid on the Performance Security Deposit.
- v. In the event of the Bidder being unable to service the contract for whatever reason, DESUP would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of DESUP under the contract in the matter, the proceeds of the PBG shall be payable to DESUP as compensation for any loss resulting from the bidder's failure to perform/comply its obligations under the contract. DESUP shall notify the bidder in writing of the exercise of its right to receive such compensation within 40 days, indicating the engaged obligation(s) for which the bidder is in default.
- vi. DESUP shall also be entitled to make recoveries from the agency's invoices dues or Performance Security Deposit (if relevant amount not recovered), in case of any excess payment made inadvertently or due to any error, collusion, misconstruction, misstatement.
- vii. In case the project is extended, the validity of the performance security deposit shall be accordingly extended by the Bidder.

15.3. Failure to agree with the Terms & Conditions of the RFP

Without prejudice to above, failure of the successful bidder to agree with the Terms & Conditions of the RFP or found debarred at the time of award of contract shall constitute sufficient grounds for the annulment of the award and in such event DESUP will re-tender. In such a case, DESUP shall forfeit the EMD of successful bidder.

15.4. Period of Contract

The contract will be awarded initially for a period of one (01) year or as per action plan and timeline **Section-III (Annexure-2)** subject to the satisfaction of DESUP (performance to be reviewed quarterly) and its field offices where the engaged manpower is to be deployed.

DESUP may extend the contract for another period of one (01) year, on the existing terms & conditions, subject to satisfactory performance of the agency. The contract shall come into effect on the date of signing of the contract hereinafter referred to as the 'Effective Date'. In case the agency has been levied a penalty over Thirty (30) percent of the total amount of monthly invoices of all offices within selected zone, extension beyond initial period may not be considered.

15.5 Prices

- i. All must be quoted on unit rate basis in Indian Rupees (INR).
- ii. The agency has to ensure that the prices / rates quoted are all inclusive including the manpower support required with Tablet, for the project execution and continuous support during the entire contract period.

16. Amendment of Bid Document

At any time prior to the deadline (or as extended by DESUP) for submission of technical bids, DESUP for any reason, whether at its own initiative or in response to clarifications requested by prospective bidder may modify the RFP document by issuing amendment(s). All bidders will be notified of such amendment(s) by publishing the same on the website of DESUP and/or on GeM Portal, and these will be binding on all the bidders. DESUP at its discretion, may extend the deadline for the submission of proposals.

17. Conflict of Interest

The Agency is required to provide professional, objective and impartial advice and at all times hold the DESUP's interests paramount, strictly avoid conflicts with other assignment/jobs or their own corporate interest and act without any consideration for future work. The Agency shall not be selected in case they have a conflict of interest with DESUP. The Agency, shall be considered to have a conflict of interest, under any of the circumstances set forth below:

- a. **Conflicting Activities:** An Agency selected to provide consulting assignment/job for this project shall be disqualified from subsequent downstream supply of goods or works or services resulting from or directly related to this project.
- b. **Conflicting Assignment/job:** An Agency shall not be hired for any assignment/job that, by nature, may be in conflict with another assignment/job of the Agency to be executed for the same or for another Employer.
- c. **Conflicting Relationships:** An Agency that has a business or family relationship with a member of the DESUP staff who is directly or indirectly involved in any part of the project shall not be awarded the Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the DESUP throughout the selection process and the execution of the contract.

Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of DESUP or that may reasonably be perceived as having the effect. Any such disclosure shall be made as per the forms of technical proposal provided herewith. If the Agency fails to disclose said situations and if the DESUP comes to know about any such situations at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its contract during execution of the assignment.

Additional Terms and Conditions (ATC)

1. There will be single bid system for the survey work for all zones.
2. **Allocation of Zones/Award of Contract**
 - i. For the purpose of allocation UP is divided in 18 divisions, which are further grouped into 6 zones as mentioned in **Annexure-1: List of Zones**.
 - ii. The entire scope of work will be awarded to one or more agencies.
 - iii. The allocation of zones shall be done as per the following process steps
 1. Bidder with minimum financial quotation is referred to as L1 and the price quoted by the L1 bidder shall be referred to as L1 price.
 2. The first choice for the selection of zones would be provided to L1. L1 can choose a max of 3 zones and minimum of 2 zones.
 3. Remaining technically qualified bidders are offered to match the price quoted by L1.
 4. After confirmation from L1 bidder, next offer shall be given to L2 bidder to select 2 zones at L1 price from the remaining unallocated zones.
 5. Step 4 would be repeated for L3, L4 etc. bidders till all zones have been allocated.

6. However in case there still remain unallocated zones, L1 would be offered to accept all remaining zones, followed by L2, L3 etc. without any maximum limit.
 7. In case any of the zones still remain unallocated even after step 6, it would be left to the discretion of DESUP, to re-tender for the remaining group.
3. All the selected agency will be bound to work as per lowest (L1) price.
 4. DESUP will have the rights to allot the work for any agency to any zone of survey work based on (L1) price.
 5. The Bidder should have a minimum annual turnover twice the expected value of contract during each of the last three years (2021-22, 2022-23 and 2023-24) from exclusive activity of Manpower Providing Services.
 6. The EMD money will be Rs. 28,00,000/- (Rs. Twenty Eight Lakhs only) of the total cost of zone/zones as per Annexure-5 whether applied for one zone or more than one zone.
 7. If the selected agency is not willing to work after agreement or quit in the mid of the survey work or due to bad performance in survey work, then DESUP will have the right to cancel the agreement of the agency and PBG/such security will not be refunded. In such a situation DESUP will have the right to select another agency or invite a new tender for that zone.
 8. If the survey period extends from its scheduled timeline (**Annexure-2**), the timeline will be rescheduled accordingly.
 9. If any error found during tabulation and data processing after completion of survey work in any FSU, agency have to rectify the errors till the error free data received.
 10. Agency will provide a written affidavit to DESUP in aspect of acceptance of additional terms and condition in RFP.

18. Bid Formats

18.1 Technical Bid Format

Name of the Zone for which the Agency is bidding: _____

1	Name of Agency	
2	Name of proprietor/ Director of Agency	
3	Full Address of Registered Office	
	a. Telephone No. b. Fax No.	
4	Full Address of Operating/ Branch Office/ contact person	
	a. Telephone No. b. Fax No. c. E-Mail Address	
5	Whether registered as a Company or as a partnership firm (including Limited Liability Partnership) under the Companies Act, 1956 or partnership Act as the case may be (Attach attested copy of the registration)	
6	Registration and License No. of Agency under Contract Labour (Regulation and Abolition) Act, 1970 (Attach attested copy of the registration)	
7	PAN No. of the Company (Attach attested copy of the PAN Card of the Agency)	
8	GST Registration No. (Attach Attested copy of the registration)	
9	EPF registration No. (Attach attested copy of the registration certificate)	
10	ESI registration No. (Attach attested copy of the registration certificate)	

1.1 Financial turnover of the Agency for following 3 Financial Years. (Copies of the IT returns filed during three financial years and copies of the turnover statements of the three years duly certified by the Chartered Accountant to be attached)

Financial Year	Amount (Rs. In	Remarks, if any
2021-22		
2022-23		
2023-24		

1.2 List of cities/stations and States where the company has the branch offices (attach documentary proof). As per the qualification criteria, the agency must have at least one office in a zone for which they are bidding.

1.3 Number of regular employees of the Agency (Proof thereof may be enclosed)

Financial Year	Number of Employees (category-wise break-up may be provided)

1.4 Details of major contracts with Central / State Government Ministries or Departments/ Public limited companies/PSUs/Bank/Autonomous bodies being handled by the tendering Agency for providing survey related contractual/outsourced manpower during the last three years in the following format (**attested copies of the last three year experience certificate/work completion certificate/ agreement signed along with work order may be enclosed**) * Copy of supporting papers along with certificate about the performance of the agency, if any, should be enclosed:

Sl. No.	Details of client along-with address, telephone & FAX numbers, email id	Contract Value (Rs. In Lacs)	Duration of Contract		Nature of Contract		Remarks, if any
			From	To	Type of man power provided	No. of persons deployed	
1							
2							
3							

1.5 Details of oldest contracts with Central / State Government Ministries or Departments/ Public limited company/PSUs/Bank/Autonomous body handled by the tendering Agency for providing manpower in the following format (attested copies of experience certificate/work completion certificate/ agreement signed along with work order may be enclosed along with certificate about the performance of the agency, if any):

Sl. No.	Details of client along-with address, telephone & FAX numbers, email id	Contract Value (Rs. In Lacs)	Duration of Contract		Nature of Contract		Remarks, if any
			From	To	Type of man power provided	No. of persons deployed	
1							

1. Copy of Experience Certificate or agreement signed along with work order showing experience of providing tablets or manpower with tablet to Central/ State Government Ministries/departments/ Public sector Companies// PSUs/Banks/autonomous bodies.

(If space provided is insufficient, a separate sheet may be attached)

18.2 Financial Bid Format

The Agency is required to submit a price bid in the following format only:

Type of the services (Manpower with tablet)	Monthly Remuneration charges of the contractual staff (as specified in bid document) (in Rs.)*	Total Remuneration with Service/Administrative Charges [@] (per month per manpower with tablet) (including GST) (in Rs.)*	Total Number of Manpower with Tablet	Weight (Col.4*100) / 670	Weighted Total monthly value of the contract per (Manpower with tablet) (in Rs.) (col.3*col.5) / 100
1	2	3	4	5	6
Surveyor	28620	q1	475	70.89	t1
Survey Supervisor	31050	q2	189	28.21	t2
Administrative Support Staff	28620	q3	6	0.90	t3
Total	-	-	670	100	T=t1+t2+t3
Weighted Total monthly value of the contract (in Rs.) (in figures) (T)					
Weighted Total monthly value of the contract (in Rs.) (in words) (T)					

q1, q2 and q3 are the rates quoted by agency for the each category of manpower

The above rate (T) in col.6 will be the criteria for deciding Lowest Price (L1)

* Excluding statutory charges along with Field Work Allowances.

@

1. Services/Administrative charges will be inclusive of all expenses like Registration/ on boarding charges of personnel, sourcing, deployments, training, management, attendance etc. as well as services handling charges like processing of Field Work Plan, payment of Field Work Allowances to outsourced staff. Further, service/Administrative charges for tablet will be inclusive of procurement, maintenance, distribution, safekeeping charges of tablets to be provided by the agency etc.
2. Apart from the above Services/Administrative charges, agencies can charge minimum additional (2%) service charge in the form of tablet charge.
3. The latest applicable Services/Administrative charges as per MSME vide order no. 57/18-2-2024-97(ल०उ०)/2016 dated 26.11.2024 is 3.85%.

Note.

- The agency is required to quote Administrative/ Services Charges per person per month separately for each category of staff to be remain same within the zone. The amount should be a fixed flat rate per outsourced manpower per month in respect of each category and irrespective of the location of deployment within the Zone. **The GST and employer contribution of ESI, EPF, Bonus etc., if applicable, would be payable on over and above the total monthly invoice.**

- The financial quote will be taken from total of **Col. 6** of above table shown against total. _____

Authorized Signatory

Name _____ Designation _____ Signature of authorized person

Date:

Full Name: Seal:

Seal:

18.2.1 Bid Price

Bidders shall quote for the entire scope of contract on a “overall responsibility” basis such that the total bid price covers Bidder’s all obligations mentioned in or to be reasonably inferred from the bidding documents in respect of providing the services. Prices quoted by the Bidder shall remain firm during the entire contract period and not subject to variation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and rejected.

19. Declaration

I, _____ Son/ Daughter/Wife of Shri _____ Partner/ Director/ Authorized signatory (Authorisation letter enclosed) of the Agency M/s....., is competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. It is also certified that the Agency is not blacklisted by any Ministry/Departments/Subordinate/attached//autonomous body/Banks/PSUs. Any entity at any time/ the details of blacklisting is as follows and blacklisting revocation certification is enclosed.

5. It is certified that the Agency is not convicted or facing any criminal case in the Court of Law. Under IPC/PCA/ or any other law being in force.

6. It is also certified that the performance of Agency has never been found unsatisfactory by NSO(FOD) Headquarters at any point of

time. Signature of authorized person

Date: Full

Name: Place:

Seal:

20. Disqualification

The proposal is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:

- i. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming proposal.
- ii. During validity of the proposal, or its extended period, if any, the bidder increases its quoted prices.
- iii. The bidder's proposal is conditional and has deviations from the terms and conditions of RFP.
- iv. Proposal is received in incomplete form.
- v. Proposal is received after due date and time will automatically be rejected through portal.
- vi. Proposal is not accompanied with all the requisite documents.
- vii. Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- viii. If financial bid disclosed with technical bid.
- ix. Bidder tries to influence the bid evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process.
- x. In case any one party submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/ bidders are withdrawn upon notice immediately.

20.1 Fraud and Corrupt Practices

- i. The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, DESUP shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, DESUP shall, without prejudice to its any other rights or remedies, forfeit and appropriate the EMD or PBG, as the case may be, as mutually agreed genuine pre-estimated compensation and damages payable for, inter alia, time, cost and effort of, in regard to the RFP, including consideration and evaluation of such Bidder's Proposal.
- ii. Without prejudice to the rights under Clause above and the rights and remedies which may have under the work order or the Agreement, if a Bidder is found to have directly or indirectly or through an agent, engaged or indulged in any of the Prohibited Practices during the Selection Process, or after the issue of the work order or the execution of the

Agreement, such Bidder shall not be eligible to participate in any tender or RFP issued by DESUP during a period of 1+1 years from the date such Bidder is found to have directly or through an agent, engaged or indulged in any of the Prohibited Practices, as the case may be.

- xi. The Agency hereby undertakes not to charge any money/fees/deductions in whatever manner, name, or form, or take any monetary/non-monetary considerations, or make any unlawful deductions from the compensation/salary of the manpower/employees/resources engaged by it and, to be deployed at the Buyer's site. The Agency further agrees that it will not indulge in any unethical practices and acknowledges that any non-compliance of the aforesaid undertaking will be treated as a material breach of the Contract, in which case the Buyer and GeM shall have the right to take appropriate independent actions including termination of the Contract and actions as per GeM Incident Management Policy.
- iii. For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:
- a) “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of who is or has been associated in any manner, directly or indirectly with the Selection Process or work order or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of , shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical consultant/ advisor of in relation to any matter concerning the Project;
 - b) “fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
 - c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
 - d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by DESUP with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
 - e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

Any kind of Fraud and Corrupt practices may be brought to the notice of Director, DESUP.

21. Dispute Resolution

In the event of any dispute or difference arising connection with the Contract, the Parties shall use their respective reasonable endeavour to settle the dispute amicably. If a Dispute is not resolved within 30 days of receipt of written notice, the same shall be resolved by the Director, DESUP along with representatives of the agency.

In the event of any question, dispute or difference arising under the terms and conditions of the contract placed through GeM, the same shall be referred to the sole arbitration by an officer nominated as Arbitrator by Additional Chief Secretary/Principal Secretary, Department of Planning, Government of UP. It will be no objection that the arbitrator is a Government Servant and that he had to deal with the matters to which the contract relates or that in the course of his duties as a government servant, he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties to the contract. The arbitration shall be governed as per Indian Arbitration and Conciliation Act 1996 as amended up to date. The place for arbitration shall be **Lucknow**.

All disputes in connection with the Contract shall be subject to the exclusive jurisdiction of the Hon'ble High Court of Allahabad, Lucknow bench, Lucknow.

22. Force Majeure

Notwithstanding the above provisions, the Agency shall not be liable for penalty or termination for default if and to the extent that delay on its part in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the either party to the contract and not involving anyone's fault or negligence and not foreseeable. Such events may include, but are not restricted to, such as a war, strike, riot, crime, or an act of God/Nature (such as hurricane, flooding, earthquake, volcanic eruption, etc.), which prevents one or both parties from fulfilling their obligations under the contract. If a Force Majeure situation arises, the Agency shall promptly notify DESUP in writing of such condition and the cause thereof. Unless otherwise directed by DESUP in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means of performance not prevented by the Force Majeure event.

Section-II: Terms of Reference (ToR)

1. Background

Nature of Surveys

1.1 Periodic Labour Force Survey (PLFS):

The PLFS is a large-scale socio-economic survey aimed at collecting data on employment and unemployment to provide insights into the labour market. It captures information on demographic details, labour force participation, employment status (e.g., regular, self-employed, casual work), hours worked, wages, industries, job types, reasons for unemployment and skill acquisition. The questionnaire is structured into sections covering household demographics, economic activities, and education or training, with a focus on both primary, secondary and tertiary work engagements. Normally the survey of one First Stage Unit (FSU) will take 04-05 days in first visit to complete 'listing of households' to collection of data from selected sample households (12 hrs per FSU). On average, each 'household schedule' takes 60–90 minutes per household, depending on the household size and economic activity level. In revisit of same household of the FSU it will take 01 to 02 days.

A rotational panel sampling design will be used in the survey. In this rotational panel scheme, each selected household will be visited four times in four consecutive months – one with first visit schedule and other three with the revisit schedule. The quarterly estimates will be generated for successive quarters, starting from third quarter, ensuring a 50% matching between two consecutive quarters. The proposed design aims at generating quarterly estimates of level and change parameters of key labour force indicators (i.e., LFPR, WPR and UR) based on CWS (Current Weekly Status) data only. Annual estimates of level parameters will be generated based on usual status (primary status + subsidiary status).

1.2 Annual Survey of Unincorporated Sector Enterprises (ASUSE):

The ASUSE focuses on collecting data from informal sector enterprises that operate without formal registration under company laws. It captures details on the number of enterprises, their size, ownership, employment generation, operational costs, revenues, assets, liabilities, and challenges in accessing finance, technology, and markets. The survey also gathers information on the socio-economic characteristics of entrepreneurs, such as their education level and sources of initial funding. The questionnaire is structured into sections covering enterprise identification, operational characteristics, financial data, and constraints faced by the business. Normally It will take 06-07 days to survey a FSU completely from 'listing of households/establishments' to collection of data from selected sample enterprises (appx. 42 to 46 establishments + segment 9 establishments per FSU). On average, each 'enterprise schedule' takes 90–120 minutes per enterprise, depending on establishment size and nature of operations.

1.3 Expectations from the Outsourcing Agency

In both surveys there are close-ended questions for quantifiable responses, categorical questions for classification of responses and open-ended questions for qualitative information. By understanding the nature of these surveys and the required skills, agencies should effectively prepare their proposals and mobilize the necessary resources to deliver high-quality results. The Directorate will provide orientation about the survey methodology, but the agency is expected to

deliver a competent manpower capable of handling the technical requirements of these surveys. Agencies must ensure that they have access to individuals with expertise in ability to interact with people from diverse backgrounds and socioeconomic strata, basic understanding of statistical concepts, sampling, and structured interviews for data collection, basic computer skills for data entry. The agency must ensure that all hired personnel undergo extensive training to understand the technical aspects of the surveys, including the use of data collection tools and the interpretation of survey questions. The personnel should be familiar with Computer-Assisted Personal Interviewing (CAPI) tools, where data is collected using handheld devices like tablets.

2. Objectives

To measure district level economic performance and estimate district level income, Uttar Pradesh Directorate of Economics & Statistics (DESUP) envisages to replicate the Periodic Labour Force Survey (PLFS) and Annual Survey of Unincorporated Sector Enterprises (ASUSE) by the DESUP to get representative district level estimates for all the 75 districts of the state.

The PLFS is expected to provide representative employment and unemployment indicators at the district level. It aims to measure labour force characteristics viz. activity status, demographic features, educational attainment, and industrial distribution as well as occupation pattern of workers. Furthermore, as the unincorporated sector forms a crucial component of the state's economy contributing to state GSDP and employment, the ASUSE survey is aimed to comprehensively capture data on non-agricultural unincorporated enterprises excluding construction in manufacturing, trade, and services. These two surveys will facilitate the integration of unincorporated sector data, in estimating the gross value added from the unincorporated sector across different sub-sectors at the district level. Most importantly, this availability of representative statistics will not only meet the diverse needs of various departments and organizations but also support broader economic analysis and decision-making processes. The key expected outcomes from the two surveys are as follows –

- i. Activity status, industry, occupation, earnings from employment
- ii. Educational background, workforce and other demographic factors
- iii. NIC wise number of Unincorporated Establishments and their key characteristics
- iv. Estimation of Workers employed in Unincorporated Sector Enterprises
- v. Estimation of Gross Value Added by the establishments by sub-sectors.

For more details on the modalities of the survey, the agency is requested to refer the Manuals on the two surveys as published by MoSPI, the key publications to refer for each of the two listed survey are provided below –

Volume-I for PLFS : Design, Concepts, Definitions and Procedures

Volume-II for PLFS : Schedules of Enquiry

Volume-I for ASUSE : Design, Concepts, Definitions and Procedures

Volume-II for ASUSE : Schedules of Enquiry

3. Survey Requirement

The agency will deploy the manpower with tablets to undertake the surveys and effectively aid the DESUP in implementing the survey, under the supervision of DESUP. The key scope in conducting the survey is as follows-

a. *Survey Planning and Coordination*

- i. Agency will deploy a desired manpower for conducting simultaneous PLFS and ASUSE surveys across districts classified in 6 zones of Uttar Pradesh as per **Annexure-1: List of Zones**.
- ii. The details survey programme is described in Action Plan **Annexure-2: Action Plan and Timeline of Survey**.
- iii. Plan for periodic monitoring of progress on the field, ensuring time and quality of data collection.
- iv. Collaborate closely with DESUP to execute data collection activities using the prescribed CAPI-enabled software provided by DESUP.
- v. Implement stringent quality control measures to ensure high-quality data collection from the field, validating accuracy and completeness throughout the process. Conduct data validation exercises to maintain overall data collection quality.
- vi. Address any errors or discrepancies identified during data review promptly, ensuring they are verified and corrected immediately.

b. *Training*

- a) Undertake training (including field visit) by DESUP to all the deployed personnel of the agency.
- b) Training will be conducted offline in Headquarter/Zones/Divisions (**as per Annexure-I**) and material for this training to be provided by DESUP. The training content will be based on manuals designed by MoSPI, GoI. Only food and lodging cost for this training will be borne by the DESUP as prescribed.
- c) In addition to the trainings identified above, the surveyors/supervisors/Administrative Support Staff are expected to undertake an online/offline training through the CAPI-enabled survey applications prior to deployment.
- d) After completion of training the agency is required to ensure that all the surveyors/supervisors/Administrative Support Staff are trained and well-versed in the following topics, in addition to any other areas identified –
 - i. **Survey Overview:** Comprehensive introduction to the ASUSE and PLFS surveys.
 - ii. **Implementation Scope:** Detailed information on survey execution across 75 districts.
 - iii. **Listing Schedule and Detailed Schedules:** Instructions on household and enterprises/establishments listing and survey schedules.
 - iv. **NIC Codes:** In-depth understanding of National Industrial Classification-2008 codes
 - v. **NCO code:** *National classification of occupation-2015*
 - vi. **Survey Techniques:** Effective probing methods and survey techniques.

6 Deliverables & Timeline

The key deliverables and the timeline are provided below –

Outputs	Description	Timeline
Project Plan & Inception Report	May include key areas such as understanding of the project, background, objectives, scope, training plan, action plan and timelines etc.	Within 10 days of work assignment
Deployment Plan	Provision of a detailed plan on resources to be deployed, envisaged timelines target completion, across districts	Within 15 days of work assignment
Monthly and cumulative Progress Report	Progress report on survey progress of FSUs in the month – including number of households/ enterprises/ establishments covered revisions undertaken, data corrections, approval progress, etc.. Highlighting any key issues or challenges in collection, quality, etc.	By the 1st of the consecutive month
Final Progress Report of survey	Progress report on 100% completion of FSUs in the 12th month and consolidated report on the total data collected, households/ enterprises/ establishments covered, revisions required, data corrections and approvals. Highlighting any key issues or challenges in collection, quality, etc.	Within 15 days after completion of survey

The agency is expected to provide the above deliverables, i.e., work expected to be completed as per action plan.

Section-III: Annexures

Annexure-1: List of Zones

Addresses Zonal, Divisional and District Offices

Zone	Divisions Covered	No. of Districts	DES Divisional Nodal Office Name	Office Address	Email with Contact No.
1-Central Zone	Ayodhya, Kanpur, Lucknow	17	Deputy Director (Eco. and Stat.) Lucknow Division, Lucknow	Deputy Director (Economics and Statistics) Lucknow Division, Lucknow Kalakankar House, New Hyderabad, Lucknow, UP-226001.	lucdd@nic.in 0522-2782578
2-East Zone	Azamgarh , Varanasi, Vindhyachal	10	Deputy Director (Eco. and Stat.) Varanasi Division, Varanasi	Deputy Director (Economics and Statistics) Varanasi Division, Varanasi H.No.-2/1-14 Bhuvneshwar Colony, C-14-15, Ardali Bazar, Varanasi UP-221001.	vardd@nic.in 0542-2508638
3-North East Zone	Basti, Devipatan, Gorakhpur	11	Deputy Director (Eco. and Stat.) Gorakhpur Division, Gorakhpur	Deputy Director (Economics and Statistics) Gorakhpur Division, Gorakhpur, Building No.-15 D Bachchan Mishra Residential Colony, Opposite DIG Bungalow, Bilandpur, Gorakhpur, UP- 273001.	gordd@nic.in 05512-203395
4-North Zone	Bareilly, Moradabad, Saharanpur	12	Deputy Director (Eco. and Stat.) Moradabad Division, Moradabad	Deputy Director (Economics and Statistics) Moradabad Division, Moradabad District Panchayat Complex Deputyganj, Moradabad, UP- 244001.	mordd@nic.in 0591-2412130
5-South Zone	Chitrakoot Dham , Jhansi, Prayagraj	11	Deputy Director (Eco. and Stat.) Prayagraj Division, Prayagraj	Deputy Director (Economics and Statistics) Prayagraj Division, Prayagraj, House No. 6/4 C/1 A, NIPS College, Near Pangoria Bhawan, Myour Road, Prayagraj- 211002.	alldd@nic.in 0532-2641279
6-West Zone	Agra , Aligarh , Meerut	14	Deputy Director (Eco. and Stat.) Meerut Division, Meerut	Deputy Director (Economics and Statistics) Meerut Division, H.no-17 Balwant Nagar (main), near Victoria park, Pin code-250001	meedd@nic.in 0121-2640667

Annexure-2: Action Plan with Time Line of Survey

S.N.	Action to be taken	Dates
1	Participation in Training of personals for PLFS and ASUSE survey	March, 2025
2	Launch of PLFS & ASUSE	01.04.2025
3	Survey Period	April, 2025 to March, 2026
4	Finalization of validated error-free data of both surveys	31.05.2026

Annexure-3: Monthly Timeline of Survey

Month	Year	No. of FSUs to be surveyed [PLFS-4560, ASUSE-7704]			ASUSE [@]	Total FSUs to be surveyed in a month (Col. 4+Col. 5)
		PLFS				
		FSUs for First Visit ^{\$}	FSUs for Revisit [#] <i>(In bracket The FSUs surveyed in the specified months will be revisited in the current month)</i>	Total <i>(Col. 2+Col. 3) i.e FSUs of current month for the first visit + FSUs of previous 03 months for Revisit</i>		
1	2	3	4	5	6	
April	2025	331	-	331	642	973
May	2025	397	331 (Apr)	728	642	1370
June	2025	412	728 (Apr+May)	1140	642	1782
July	2025	331	1140 (Apr+May+June)	1471	642	2113
August	2025	397	1140 (May+June+July)	1537	642	2179
September	2025	412	1140 (June+July+Aug)	1552	642	2194
October	2025	331	1140 (July+Aug+Sept)	1471	642	2113
November	2025	397	1140 (Aug+Sept+Oct)	1537	642	2179
December	2025	412	1140 (Sept+Oct+Nov)	1552	642	2194
January	2026	331	1140 (Oct+Nov+Dec)	1471	642	2113
February	2026	397	1140 (Nov+Dec+Jan)	1537	642	2179
March	2026	412	1140 (Dec+Jan+Feb)	1552	642	2194
		4560	11319	15879	7704	23583

\$: Survey period for PLFS first visit FSUs is appx. 4-5 days

: Survey period for PLFS Revisit FSUs is appx. 1-2 days

@ : Survey period for ASUSE FSUs is appx. 6-7 days

Annexure-4: Zone, Division and District wise number of FSUs for Survey

S.N.	Zone/Division/ District	PLFS					ASUSE			Total (PLFS+ASUSE)	
		No of Surveyors Requird	No of Supervisors Level1 Requird	First Visit Total	ReVisit Total	First+Re Visit Total	FSUs of ASUSE	No of Surveyors Requird	No of Supervisors Level1 Requird	No of Surveyors Requird	No of Supervisors Level1 Requird
1	2	3	4	5	6	7	8	9	10	11	12
	1-Central Zone	57	26	1064	2642	3706	1800	51	17	108	43
1	Ayodhya Division	17	8	304	754	1058	536	15	5	32	13
1	Ambedkar Nagar	3	1	56	139	195	104	3	1	6	3
2	Amethi	2	1	48	120	168	88	3	1	5	2
3	Ayodhya	4	2	64	158	222	104	3	1	7	3
4	BaraBanki	4	2	72	178	250	120	3	1	7	3
5	Sultanpur	4	2	64	159	223	120	3	1	7	3
2	Kanpur Division	17	7	336	835	1171	640	18	6	35	13
1	Auraiya	2	1	48	120	168	104	3	1	5	2
2	Etawah	2	1	48	120	168	88	3	1	5	2
3	Farrukhabad	3	1	56	139	195	104	3	1	6	2
4	Kannauj	3	1	56	139	195	104	3	1	6	2
5	Kanpur Dehat	3	1	56	139	195	104	3	1	6	2
6	Kanpur Nagar	4	2	72	178	250	136	3	1	7	3
3	Lucknow Division	23	11	424	1053	1477	624	18	6	41	17

S.N.	Zone/Division/ District	PLFS					ASUSE			Total (PLFS+ASUSE)	
		No of Surveyors Requird	No of Supervisors Level1 Requird	First Visit Total	ReVisit Total	First+Re Visit Total	FSUs of ASUSE	No of Surveyors Requird	No of Supervisors Level1 Requird	No of Surveyors Requird	No of Supervisors Level1 Requird
1	Hardoi	4	2	80	199	279	104	3	1	7	3
2	Kheri	4	2	72	180	252	104	3	1	7	3
3	Lucknow	4	2	72	178	250	104	3	1	7	3
4	Rae Bareli	3	1	56	139	195	104	3	1	6	2
5	Sitapur	4	2	80	199	279	104	3	1	7	3
6	Unnao	4	2	64	158	222	104	3	1	7	3
	2-East Zone	37	17	656	1628	2284	1056	30	10	67	27
4	Azamgarh Division	12	6	216	535	751	296	9	3	21	9
1	Azamgarh	4	2	80	199	279	88	3	1	7	3
2	Ballia	4	2	72	178	250	104	3	1	7	3
3	Mau	4	2	64	158	222	104	3	1	7	3
5	Varanasi Division	15	7	264	657	921	432	12	4	27	11
1	Chandauli	3	1	56	139	195	120	3	1	6	2
2	Ghazipur	4	2	72	180	252	104	3	1	7	3
3	Jaunpur	4	2	72	180	252	104	3	1	7	3
4	Varanasi	4	2	64	158	222	104	3	1	7	3
6	Vindhyachal Division	10	4	176	436	612	328	9	3	19	7
1	Mirzapur	3	1	56	139	195	104	3	1	6	2

S.N.	Zone/Division/ District	PLFS					ASUSE			Total (PLFS+ASUSE)	
		No of Surveyors Requird	No of Supervisors Level1 Requird	First Visit Total	ReVisit Total	First+Re Visit Total	FSUs of ASUSE	No of Surveyors Requird	No of Supervisors Level1 Requird	No of Surveyors Requird	No of Supervisors Level1 Requird
2	Sant Ravidas Nagar (Bhadohi)	3	1	56	139	195	104	3	1	6	2
3	Sonbhadra	4	2	64	158	222	120	3	1	7	3
	3-North East Zone	37	16	664	1650	2314	1080	33	11	70	27
7	Basti Division	9	3	168	417	585	296	9	3	18	6
1	Basti	3	1	56	139	195	104	3	1	6	2
2	Sant Kabir Nagar	3	1	56	139	195	88	3	1	6	2
3	Siddharthnagar	3	1	56	139	195	104	3	1	6	2
8	Devipatan Division	13	6	232	577	809	384	12	4	25	10
1	Bahraich	4	2	64	159	223	104	3	1	7	3
2	Balrampur	3	1	56	139	195	88	3	1	6	2
3	Gonda	4	2	64	159	223	104	3	1	7	3
4	Shrawasti	2	1	48	120	168	88	3	1	5	2
9	Gorakhpur Division	15	7	264	656	920	400	12	4	27	11
1	Deoria	4	2	64	159	223	104	3	1	7	3
2	Gorakhpur	4	2	80	199	279	104	3	1	7	3
3	Kushinagar	4	2	64	159	223	104	3	1	7	3
4	Mahrajganj	3	1	56	139	195	88	3	1	6	2

S.N.	Zone/Division/ District	PLFS					ASUSE			Total (PLFS+ASUSE)	
		No of Surveyors Requird	No of Supervisors Level1 Requird	First Visit Total	ReVisit Total	First+Re Visit Total	FSUs of ASUSE	No of Surveyors Requird	No of Supervisors Level1 Requird	No of Surveyors Requird	No of Supervisors Level1 Requird
	4-North Zone	43	20	744	1841	2585	1232	36	12	79	32
10	Bareilly Division	15	7	256	633	889	400	12	4	27	11
1	Bareilly	4	2	72	178	250	104	3	1	7	3
2	Budaun	4	2	64	158	222	88	3	1	7	3
3	Pilibhit	3	1	56	139	195	104	3	1	6	2
4	Shahjahanpur	4	2	64	158	222	104	3	1	7	3
11	Moradabad Division	18	8	312	772	1084	520	15	5	33	13
1	Amroha	3	1	56	139	195	104	3	1	6	2
2	Bijnor	4	2	72	178	250	120	3	1	7	3
3	Moradabad	4	2	64	158	222	104	3	1	7	3
4	Rampur	4	2	64	158	222	104	3	1	7	3
5	Sambhal	3	1	56	139	195	88	3	1	6	2
12	Saharanpur Division	10	5	176	436	612	312	9	3	19	8
1	Muzaffarnagar	4	2	64	158	222	104	3	1	7	3
2	Saharanpur	4	2	64	158	222	104	3	1	7	3
3	Shamli	2	1	48	120	168	104	3	1	5	2
	5-South Zone	30	13	608	1514	2122	1144	33	11	63	24
13	Chitrakoot Dham Division	9	4	200	499	699	432	12	4	21	8

S.N.	Zone/Division/ District	PLFS					ASUSE			Total (PLFS+ASUSE)	
		No of Surveyors Requird	No of Supervisors Level1 Requird	First Visit Total	ReVisit Total	First+Re Visit Total	FSUs of ASUSE	No of Surveyors Requird	No of Supervisors Level1 Requird	No of Surveyors Requird	No of Supervisors Level1 Requird
1	Banda	3	1	56	139	195	104	3	1	6	2
2	Chitrakoot	2	1	48	120	168	120	3	1	5	2
3	Hamirpur	2	1	48	120	168	104	3	1	5	2
4	Mahoba	2	1	48	120	168	104	3	1	5	2
14	Jhansi Division	7	3	152	379	531	312	9	3	16	6
1	Jalaun	2	1	48	120	168	120	3	1	5	2
2	Jhansi	3	1	56	139	195	88	3	1	6	2
3	Lalitpur	2	1	48	120	168	104	3	1	5	2
15	Prayagraj Division	14	6	256	636	892	400	12	4	26	10
1	Fatehpur	3	1	56	139	195	88	3	1	6	2
2	Kaushambi	3	1	56	139	195	88	3	1	6	2
3	Pratapgarh	4	2	64	159	223	104	3	1	7	3
4	Prayagraj	4	2	80	199	279	120	3	1	7	3
	6-West Zone	46	22	824	2044	2868	1392	42	14	88	36
16	Agra Division	15	7	256	633	889	400	12	4	27	11
1	Agra	4	2	72	178	250	120	3	1	7	3
2	Firozabad	4	2	64	158	222	88	3	1	7	3
3	Mainpuri	3	1	56	139	195	88	3	1	6	2
4	Mathura	4	2	64	158	222	104	3	1	7	3

S.N.	Zone/Division/ District	PLFS					ASUSE			Total (PLFS+ASUSE)	
		No of Surveyors Requird	No of Supervisors Level1 Requird	First Visit Total	ReVisit Total	First+Re Visit Total	FSUs of ASUSE	No of Surveyors Requird	No of Supervisors Level1 Requird	No of Surveyors Requird	No of Supervisors Level1 Requird
17	Aligarh Division	11	5	216	537	753	384	12	4	23	9
1	Aligarh	4	2	64	158	222	104	3	1	7	3
2	Etah	3	1	56	139	195	104	3	1	6	2
3	Hathras	2	1	48	120	168	88	3	1	5	2
4	Kasganj	2	1	48	120	168	88	3	1	5	2
18	Meerut Division	20	10	352	874	1226	608	18	6	38	16
1	Baghpat	2	1	48	120	168	88	3	1	5	2
2	Bulandshahr	4	2	64	158	222	104	3	1	7	3
3	Gautam Buddha Nagar	4	2	64	159	223	104	3	1	7	3
4	Ghaziabad	4	2	64	159	223	120	3	1	7	3
5	Hapur	2	1	48	120	168	88	3	1	5	2
6	Meerut	4	2	64	158	222	104	3	1	7	3
	Grand Total	250	114	4560	11319	15879	7704	225	75	475	189

Annexure-5: Zone-wise estimated number of FSU's and required manpower for PLFS and ASUSE survey

Zone	PLFS						ASUSE			Total (PLFS+ASUSE)		Administrative Support Staff
	Number of Districts	No of Surveyors Required	No of Supervisors Level1 Required	First Visit Total	Re-visit Total	First+ Re-visit Total	FSUs of ASUSE	No of Surveyors Required	No of Supervisors Level1 Required	No of Surveyors Required	No of Supervisors Level1 Required	
1-Central Zone	17	57	26	1064	2642	3706	1800	51	17	108	43	1
2-East Zone	10	37	17	656	1628	2284	1056	30	10	67	27	1
3-North East Zone	11	37	16	664	1650	2314	1080	33	11	70	27	1
4-North Zone	12	43	20	744	1841	2585	1232	36	12	79	32	1
5-South Zone	11	30	13	608	1514	2122	1144	33	11	63	24	1
6-West Zone	14	46	22	824	2044	2868	1392	42	14	88	36	1
	75	250	114	4560	11319	15879	7704	225	75	475	189	6

Annexure-6: Specifications of the tablets

Sr.No.	Particulars	Specification required
1	Operating System	Android Version I0.0 or above, as available on the date of signing of the contract
2	Processor speed	2GHz or higher
3	Processor core	Oct Core or higher
4	RAM	Minimum 8 GB, DDR 4 or better
5	Internal Storage	Minimum 64 GB with expandable storage support capacity of Minimum 512 GB
6	Display	10 Inch or above with Multi -touch screen
7	Screen Resolution	2000X 1200 or above
8	Sunlight readability	400 Nits or higher
9	Rear camera	8 MP or better
10	Front camera	5 MP or better
11	Connectivity	Mini-USB OTG, 4G sim slot/port to support to support internet dongle.
12	Network	Device should support 2 G, 3G, 4G and 5G network
13	Wi-Fi	802.11a/b/g/n/ac with Wi-Fi hotspot or better
14	Bluetooth	v 5.0 or better
15	GPS	Should support GPS, AGPS, Glonass, Beidou, Gallieo & Geo tagging. Location tracking to be supported by popular maps.
16	Certifications	CB/UL, FCC, BIS, CE, ROHS and SAR Complaint.
17	Battery	6800 mAh or higher
18	Mobile device management support	Yes
19	Department controlled admin console	Department should be able to deploy applications remotely on devices. User should not be able to uninstall application and should be available automatically even if device is factory reset. Also boot time animation showing department ownership should be available on devices and department should be able to change it remotely on all the devices.
20	Carry in OEM Warranty	3 Years
21	Year of manufacturing of tablet	(Device should not be manufactured older than 3 months on the day of delivery).
22	Audio	Built - in stereo speaker with audio and stereo headphone jack.
23	Weight	Less than 800 gm.
24	Calling Facility	Should be able to make calls using device on VoLTE network.
25	Head SAR Value	To be less than 1.6 W / kg
26	Accessories	1- Charger as per Indian electrical environment 2- Data cable 3- OTG/USB Adapter kit for connecting external USB drive
27	Input device	1- Stylus Pen 2- Compatible detachable ultra slim light weight BT keyboard with CE & FCC certification. 3- Real hard protective cover laptop style keyboard with high end ABS material.

Annexure-7: Zonewise E-Mail, Office Address & Mobile Number

S.N.	Zone/Division/ District	Office Basic Phone No	E-Mail	Office Address
	1- Central Zone			
1	Ayodhya Division	05278-222619	faidd@up.nic.in	Deputy Director (Economic & Statistics) Ayodhya Division, Ayodhya Commissioner Parisor Office Ayodhya Uttar Pradesh-224001
1	Ambedkar Nagar	05271-244060	ambesd@up.nic.in	Office of DESTO, Vikas Bhawan Akbarpur, District-Ambedkarnagar Uttar Pradesh- 224122
2	Amethi		esdam-up@nic.in	Office of DESTO, Vikas Bhawan Saitha Road Gauriganj District Amethi Uttar Pradesh - 224409
3	Ayodhya	05278-223070	faiesd@up.nic.in	Office of DESTO, Vikas Bhawan, District-Ayodhya Uttar Pradesh-224001
4	BaraBanki	05248-222380	babesd@up.nic.in	Office of DESTO, Vikas Bhawan, District-Barabanki UP-225001
5	Sultanpur	05362-240413	sulesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor West Bhag District-Sultanpur Uttar Pradesh - 228001
2	Kanpur Division	0512-2580469	kapdd@up.nic.in	Deputy Director (Economic & Statistics) Kanpur Division Kanpur Maksuda Bagh Gambhirpur Road New Shivli! Road Near Electricity Sub Station 33/11 KV New Area Kanpur Uttar Pradesh - 209217
1	Auraiya	05683-249687	auresd@up.nic.in	Office of DESTO, Vikas Bhawan, Headquarters First Floor, District - Auraiya, Uttar Pradesh- 206122
2	Etawah	05688-224387	etwesd@up.nic.in	Office of DESTO, Vikas Bhawan First Floor, District- Etawah, Uttar Pradesh-- 206001
3	Farrukhabad	05692-234266	faresd@up.nic.in	Office of DESTO, Vikas Bhawan, Fatehgarh District-Farrukhabad, Uttar Pradesh- 209601
4	Kannauj	05694-236499	kajesd@up.nic.in	Office of DESTO, Vikas Bhawan, District- Kannauj Uttar Pradesh-209725
5	Kanpur Dehat	0511-271214	kansd@up.nic.in	Office of DESTO, Vikas Bhawan 2nd Floor Mati District-Kanpur Dehat, Uttar Pradesh- 209101
6	Kanpur Nagar	0512-2534879	kapesd@up.nic.in	Office of DESTO, Vikas Bhawan, First Floor, Opposite Geetanagar Krasing, Rawatpur District-Kanpur City Uttar Pradesh- 208001
3	Lucknow Division	0522-2782578	lucdd@nic.in	Deputy Director (Economic & Statistics)Lucknow Division Lucknow, Kalakankar House New Hyderabad, Lucknow Uttar Pradesh - 226001
1	Hardoi	05852-234386	haresd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District- Hardoi, Uttar Pradesh- 241001
2	Kheri	05872-272501	lkhesd@up.nic.in	Office of DESTO, Vikas Bhawan, Ground Floor Kheri Road Lakhimpur District- Lakhimpur Kheri, Uttar Pradesh- 262701
3	Lucknow	0522-2348475	lucsd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor Sarvodaya Nagar Indira Nagar District- Lucknow-226018
4	Rae Bareli	0535-2202604	raeesd@up.nic.in	Office of DESTO, Vikas Bhawan, Collectorate District- Rae Bareli Uttar Pradesh- 229001

S.N.	Zone/Division/ District	Office Basic Phone No	E-Mail	Office Address
5	Sitapur	05862-242015	sitesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District Sitapur Uttar Pradesh-261001
6	Unnao	0515-2820143	unnesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District-Unnao Uttar Pradesh- 209801
	2- East Zone			
4	Azamgarh Division	05462-223311	azadd@up.nic.in	Deputy Director (Economic & Statistics) Azamgarh Division Commissioner Bhawan, Sidhari, Azamgarh-276001
1	Azamgarh	05462-247050	azaesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District-Azamgarh Uttar Pradesh-276001
2	Ballia	05498-220290	balesd@up.nic.in	Office of DESTO, Vikas Bhawan, First Floor District- Ballia Uttar Pradesh-277001
3	Mau	0547-2220920	maoesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District-Mau Uttar Pradesh-275101
5	Varanasi Division	0542-2508638	vardd@nic.in	Deputy Director (Economic & Statistics) Varanasi Division Varanasi H.No.-2/1-14 Bhuneshwar Nagar Colony C-14-15 Ardali Bazar Varanasi Uttar Pradesh-221001
1	Chandauli	05412-262768	cndesd@up.nic.in	Office of DESTO, ShriJai Govind Singh's house first floor GT Road District-Chandauli Uttar Pradesh--232104
2	Ghazipur	0548-2220146	gazesd@up.nic.in	Office of DESTO, Vikas Bhawan, District-Ghazipur Uttar Pradesh-233001
3	Jaunpur	05452-261666	jauesd@up.nic.in	Office of DESTO, Vikas Bhawan, 5th Floor District - Jaunpur Uttar Pradesh- 222001
4	Varanasi	0542-2503188	varesd@up.nic.in	Office of DESTO, Vikas Bhawan, 5th Floor Kachehri Campus District-Varanasi Uttar Pradesh- 221001
6	Vindhyachal Division	05442-253903	mirdd@up.nic.in	Deputy Director (Economic & Statistics) Mirzapur Division Vindhyaalaya H.No.-787 Ramai Patti New Basti Opposite City Club Vindhyachal Division Mirzapur Uttar Pradesh-231001
1	Mirzapur	05442-245322	miresd@up.nic.in	Office of DESTO, Vikas Bhawan, District- Mirzapur Uttar Pradesh-231001
2	Sant Ravidas Nagar (Bhadohi)	05414-250338	ravesd@up.nic.in	Office of DESTO, Vikas Bhawan, Gyanpur Bhadohi District-Sant Ravidas Nagar Uttar Pradesh - 221401
3	Sonbhadra	05444-222204	sonesd@up.nic.in	Office of DESTO, Vikas Bhawan, Lodhi District-Sonbhadra Uttar Pradesh-231221
	3- North East Zone			
7	Basti Division	05542-288045	basdd@up.nic.in	Deputy Director (Economic & Statistics) Basti Division Basti Behind Superintendent of Police Residence Near Circuit House, Basti Uttar Pradesh - 272001
1	Basti	05542-247159	basesd@up.nic.in	Office of DESTO, Vikas Bhawan, 3rd Floor District- Basti Uttar Pradesh-272001
2	Sant Kabir Nagar		(kabesd@up.nic.in)	Office of DESTO, Vikas Bhawan, District-Santkabirnagar Uttar Pradesh- 272175
3	Siddharthnagar	05544-221763	sidesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District- Siddharthnagar Uttar Pradesh-272153
8	Devipatan Division	05262-232549	gonddd@up.nic.in	Deputy Director (Economic & Statistics) Devipatan Division Gonda H.No.-896 Civil Line Near Punjab National Bank Near Head Post Office Gonda Uttar Pradesh-271001

S.N.	Zone/Division/ District	Office Basic Phone No	E-Mail	Office Address
1	Bahraich	05252-232010	behesd@up.nic.in	Office of DESTO, Vikas Bhawan, District-Bahraich Uttar Pradesh-271801
2	Balrampur	05263-233382	bmpesd@up.nic.in	Office of DESTO, Vikas Bhawan, District- Balrampur Uttar Pradesh-271201
3	Gonda	05262-232347	gonesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District-Gonda Uttar Pradesh--271001
4	Shrawasti	05250-222594	shresd@up.nic.in	Office of DESTO, Vikas Bhawan, District Panchayat Bhawan, First Floor, Bhinga District - Shrawasti Uttar Pradesh - 271831
9	Gorakhpur Division	0551-2203395	gordd@up.nic.in	Deputy Director (Economic & Statistics) Gorakhpur Division, Gorakhpur Building No.-15 D Bachchan Mishra Residential Colony Opposite DIG Bungalow Vilandpur, Gorakhpur Uttar Pradesh-273001
1	Deoria	05568-222303	deoesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District- Deoria Uttar Pradesh- 274001
2	Gorakhpur	0551-2333103	goresd@up.nic.in	Office of DESTO Vikas Bhawan, 2nd Floor Commissioner Office Campus District- Gorakhpur Uttar Pradesh--273001
3	Kushinagar	05564-240019	kusesd@up.nic.in	Office of DESTO, Vikas Bhawan, Ravindra Nagar Dhus District Kushinagar Uttar Pradesh – 274403
4	Mahrajganj	05523-222088	mahesd@up.nic.in	Office of DESTO, Vikas Bhawan, District- Maharajganj Uttar Pradesh- 273303
	4- North Zone			
10	Bareilly Division	0581-2556105	bardd@up.nic.in	Deputy Director (Economic & Statistics) Bareilly Division Bareilly Rohilkhand District Panchayat Campus Chauphula Road Bareilly Uttar Pradesh - 243001
1	Bareilly	0581-2427470	baresd@up.nic.in	Office of DESTO, Vikas Bhawan, District-Bareilly, Uttar Pradesh- 243001
2	Badaun	05832-268769	budesd@up.nic.in	Office of DESTO, Vikas Bhawan, District-Badayu Uttar Pradesh-- 243601
3	Pilibhit	05882-255947	pilesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District--Pilibhit, Uttar Pradesh-262001
4	Shahjahanpur	05842-222639	shaesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor Collectorate Campus District- Shahjahanpur, Uttar Pradesh-242001
11	Moradabad Division	0591-2412130	mordd@nic.in	Deputy Director (Economic & Statistics) Moradabad Division, Moradabad District Panchayat Campus Deputyganj Moradabad Uttar Pradesh - 244001
1	Amroha	05922-264240	jyoesd@up.nic.in	Office of DESTO, Vikas Bhawan 2nd Floor District- J.P.Nagar, Uttar Pradesh-
2	Bijnor	01342-262701	bijesd@up.nic.in	Office of DESTO, Vikas Bhawan District-Bijnor, Uttar Pradesh - 246701
3	Moradabad	0591-2451659	moresd@up.nic.in	Office of DESTO, Vikas Bhawan Near Vivekananda Hospital Kath Road, District- Moradabad, Uttar Pradesh- 244001
4	Rampur	0595-2351574	ramesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District- Rampur, Uttar Pradesh- 244901
5	Sambhal		esdsb-up@nic.in	Office of DESTO, Block Compound Bahjoi Aligarh Road, District Sambhal Uttar Pradesh – 24441059
12	Saharanpur Division	0132-2715838	sahdd@nic.in	Deputy Director (Economic & Statistics) Saharanpur Division, Saharanpur D-64 Church Colony Opposite Church Bajauriya Road Near District Hospital Chowk Saharanpur Uttar Pradesh - 247001

S.N.	Zone/Division/ District	Office Basic Phone No	E-Mail	Office Address
1	Muzaffarnagar	0131-2970661	muzesd@up.nic.in	Office of DESTO, Vikas Bhawan District-Muzaffarnagar, Uttar Pradesh-251001
2	Saharanpur	0132-2765129	sahesd@up.nic.in	Office of DESTO, Vikas Bhawan Ground Floor Delhi Road, District-Saharanpur, Uttar Pradesh-247001
3	Shamli		esdsm-up@nic.in	Office of DESTO, Near Ganda Nala Social Welfare Near Shri Pal Vihar, District Shamli Uttar Pradesh-
	5- South Zone			
13	Chitrakoot Dham Division	05192-285820	(bandd@up.nic.in)	Deputy Director (Economic & Statistics) Chitrakootdham Division, Banda Vikas Bhawan Banda Uttar Pradesh-210001
1	Banda	05192-285827	banesd@up.nic.in	Office of DESTO, Vikas Bhawan, Civil Line District-Banda, Uttar Pradesh--210001
2	Chitrakoot	05198-235648	chiesd@up.nic.in	Office of DESTO, Vikas Bhawan, Sonapur District - Chitrakoot Uttar Pradesh- 210204
3	Hamirpur	05282-222371	hamesd@up.nic.in	Office of DESTO, Development Building, 3rd Floor Kuchchha District-Hamirpur Uttar Pradesh-210301
4	Mahoba	05281-255494	mhbesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District-Mahoba Uttar Pradesh-210427
14	Jhansi Division	05110-2451564	jhadd@up.nic.in	Deputy Director (Economic & Statistics) Jhansi Division Jhansi H.No.-386/4A Civil Line Gwalior Road Jhansi Uttar Pradesh-284001
1	Jalaun	05162-252367	jalesd@up.nic.in	Office of DESTO, Vikas Bhawan, Zilla Parishad Compound, District Jalaun Uttar Pradesh- 985123
2	Jhansi	05110-2332766	jhaesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor BKD District-Jhansi, Uttar Pradesh-284001
3	Lalitpur	05176-272363	lalesd@up.nic.in	Office of DESTO, Vikas Bhawan, Ground Floor District-Lalitpur Uttar Pradesh-284403
15	Prayagraj Division	0532-2641279	alldd@up.nic.in	Deputy Director (Economic & Statistics) Prayagraj Division Prayagraj H.No.-486/382 Near Mumford Ganj Katori Bagh Prayagraj Uttar Pradesh - 211003 6/4C/1A Myor Road Near Paigoria Bhawan Prayagraj- 211001
1	Fatehpur	05180-224204	fatesd@up.nic.in	Office of DESTO, Vikas Bhawan, First Floor, District Fatehpur Uttar Pradesh--212601
2	Kaushambi	05331-232567	kauesd@up.nic.in	Office of DESTO, Vikas Bhawan, Ground Floor Manjhanpur District-Kaushambi Uttar Pradesh-212207
3	Pratapgarh	05342-220895	praesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor, Opium Kothi District-Pratapgarh Uttar Pradesh-230001
4	Prayagraj	0532-2548201	allesd@up.nic.in	Office of DESTO, Vikas Bhawan, District--Prayagraj Uttar Pradesh- 211001
	6- West Zone			
16	Agra Division	0562-2523817	agrdd@up.nic.in	Deputy Director (Economic & Statistics) Agra Division Agra 'Near Mejar Asthana C5 New Agra Near bhagwan Takij Agra Uttar Pradesh - 282001
1	Agra	0562-2855236	agresd@up.nic.in	Office of DESTO, Vikas Bhawan, Near Sanjay Palace District- Agra, Uttar Pradesh--

S.N.	Zone/Division/ District	Office Basic Phone No	E-Mail	Office Address
				28200
2	Firozabad	05612-285076	feresd@up.nic.in	Office of DESTO, Vikas Bhawan, Durbai Headquarters District-Firozabad, Uttar Pradesh---283203
3	Mainpuri	05672-234327	maiesd@up.nic.in	Office of DESTO, Vikas Bhawan, Diwani Road District Mainpuri, Uttar Pradesh-205001
4	Mathura	0565-2471481	matesd@up.nic.in	Office of DESTO, Vikas Bhawan, First Floor District-, Mathura Uttar Pradesh-281001
17	Aligarh Division		ddesdal-up@nic.in	Deputy Director (Economic & Statistics) Aligarh Division Aligarh H.No.-29 Divisional Commissioner Office Anupshahr Road Aligarh -Uttar Pradesh202001
1	Aligarh	0571-2742655	aliesd@up.nic.in	Office of DESTO, Vikas Bhawan, Ramghat Road Near Quarsi Farm District Aligarh, Uttar Pradesh- 202001
2	Etah	05742-297389	ethesd@up.nic.in	Office of DESTO, Vikas Bhawan, Aliganj Road District-Etah, Uttar Pradesh-207001
3	Hathras	05722-234814	hatesd@up.nic.in	Office of DESTO, Vikas Bhawan, 2nd Floor District- Hathras, Uttar Pradesh --204102
4	Kasganj	05744-247202	esdkg-up@.nic.in	Office of DESTO, Development Block Office Soro Road. District-Kasganj, Uttar Pradesh--207123
18	Meerut Division	0121-2640667	meedd@nic.in	Deputy Director (Economic & Statistics) Meerut Division Meerut H.No.-196/1 First Floor Sotiganj Meerut Uttar Pradesh-250001
1	Baghpat	0121-2221534	bptesd@up.nic.in	Office of DESTO, Vikas Bhawan District- Baghpat, Uttar Pradesh--250609
2	Bulandshahar	05732-259671	bulesd@up.nic.in	Office of DESTO, Vikas Bhawan, Ground Floor Near Railway Station District-Bulandshahar, State- 203001
3	Gautam Buddha Nagar	0120-2353106	gauesd@up.nic.in	Office of DESTO, Vikas Bhawan Collectorate Surajpur Kasna Road, Greater Noida District-Gautam Budh Nagar, Uttar Pradesh-201301
4	Ghaziabad	0120-2820619	ghaesd@up.nic.in	Office of DESTO, Development Building 2 bottom, District-Ghaziabad, Uttar Pradesh-201001
5	Hapur		esdhp-up@nic.in	Office of DESTO, Block Development Compound, District-- Hapur Uttar Pradesh -245101
6	Meerut	0121-2664244	meeesd@up.nic.in	Office of DESTO, Vikas Bhawan 2nd Floor District Meerut, Uttar Pradesh-250001