

REQUEST FOR PROPOSAL (RFP)

For

'Women in Unorganized Sectors'



**National Commission for Women
Plot No 21, Jasola Institutional Area,
New Delhi 110025, India**

Date: 06.06.2024

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-Tender Notice-

**REQUEST FOR PROPOSAL (RFP) FOR ENGAGING
INSTITUTE FOR CONDUCTING RESEARCH ON "WOMEN IN UNORGANIZED
SECTORS"**

**Office of the Joint Secretary
National Commission for Women
Plot No 21, Jasola Institutional Area,
Delhi: 110025**

E-mail: jsncw-wcd@nic.in

Phone: 011-26944805; Website: <http://ncw.nic.in>

F.No.16-1601/3/2024-PMR Cell (NCW)

Date: **06.06.2024**

1. Joint Secretary, NCW invites technical and financial proposals from eligible Institutes for conducting Research on "Women in Unorganized Sectors".
2. Applicant Institutes must fulfill the following pre-requisites:
 - i. It should be an institute of repute either (1) listed as Institute of National Importance on website of Department of Higher Education, Government of India **OR** (2) Teaching institute having A++/A+/A accreditation by NAAC (National Assessment and Accreditation Council) **OR** (3) Training Institute of State Government or Government of India having prior experience of conducting survey research **OR** (4) Research Institutes of Indian Council of Social Science Research (ICSSR)/ government Research and Development (R&D) Institutes **OR** (5) Autonomous Bodies and Registered Societies that have previous experience of survey research/social audits and that have completed at least two such survey projects to the satisfaction of commissioning agency in the past five years.
 - ii. Should have experience of conducting at least two research projects involving large sample size with published reports. Reports should be available in public domain or copy should have been submitted to Government/International Agency.
 - iii. Should have been in existence and functional for at least 5 (five) years at the time of submitting the proposal. In case of teaching institutes having NAAC A++/A+/Accreditation, the accreditation should be valid in current year. Incorporation/ registration/ accreditation certificate should be furnished in all five cases mentioned at 2(i).
 - iv. Must be registered under Income Tax/ Goods and Service Tax Act and other applicable tax laws, wherever applicable.
 - v. Should not have been blacklisted by any State Government or any other Public sector Undertaking or a Corporation as on the date of RFP. The Institutes that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process. An undertaking to this effect should be submitted. An undertaking to this effect should accompany the RFP.

RFP for engaging Institute for conducting Research on 'Women in Unorganized Sectors'

- vi. Proposals without supporting documents to prove their credentials as mentioned above will be treated as ineligible and are liable to be rejected.
 - vii. Technical and Financial proposal to be submitted separately and must not be combined together.
3. Interested Institutes may download the complete Request for Proposal (RFP) document from the website <http://eprocure.gov.in> or <http://ncw.nic.in>. The eligible applicants may submit their proposals online at website <http://eprocure.gov.in>.
4. A non-refundable processing fee for Rs.1,000/- (Rupees One Thousand only) in the form of a Demand Draft or a Pay Order drawn in favour of "PAO, National Commission for Women" Payable at New Delhi has to be submitted along with the RFP response. Bids received without or with inadequate RFP processing fees shall be liable to get rejected.
5. Autonomous Bodies and Registered Societies mentioned in section 2 (i) point (5) shall pay performance guarantee/security deposit of 5% of the tender value at the time of signing the Memorandum of Understanding (MoU).

Table No-1 Key information/ dates/ address:

S. No.	Description	Important Information
1.	Date of online publication of RFP	06.06.2024
2.	Starting of downloading of e- tender documents	06.06.2024
3.	Last date of seeking clarification of RFP	Up to 10.06.2024 at 12:00 PM by sending email to sro-ncw@nic.in
4.	Date, Time and venue of pre-proposal submission meeting	10.06.2024 at 04:00 PM at Conference Hall, National Commission for Women. People interested in attending the pre-proposal meeting through video conference must send request to attend VC by 4 PM of the previous day to sro-ncw@nic.in
5.	Proposal submission -Start date /time	10.06.2024 at 09:00 AM
6.	Proposal submission -End date /time	08.07.2024 at 06:00 PM
7.	Date /Time of opening of Technical proposal	10.07.2024 at 11:00 AM
8.	Date of public opening of Financial proposal	Will be intimated to the qualified applicants separately.

6. The Institute shall deploy requisite number of experts of specified qualification and experience/eligibility for conducting the Research Study.
7. All amendments, time extension, clarifications etc. will be uploaded on the website <http://eprocure.gov.in> only and will not be published in newspapers. The applicant organization should regularly visit the website <http://ncw.nic.in> or <http://eprocure.gov.in> to keep themselves updated.


(A Asholi Chalai)

**Joint Secretary
National Commission for Women
New Delhi**

ए. अशोली चलाई / A. ASHOLI CHALAI
संयुक्त सचिव / Joint Secretary
भारत सरकार / Government of India
राष्ट्रीय महिला आयोग/National Commission For Women
प्लॉट सं 21 जसोला संस्थानिक क्षेत्र, नई दिल्ली-110025
Plot No. 21, Jasola Institutional Area, New Delhi-110025

- Detailed RFP Document -

Request for Proposal for engaging Institute for conducting Research on "Women in Unorganized Sectors"

1. **Introduction:** The Competent Authority, National Commission for Women invites technical and financial proposals from eligible Institutes for conducting Research on 'Women in Unorganized Sectors' for National Commission for Women. The RFP includes the following documents:
 - i. Letter of Invitation
 - ii. Zone-wise distribution of Study Area Annexure-A
 - iii. Data Sheet Annexure-B
 - iv. Technical Proposal, for Standard Forms, see Annexure-C
 - v. Financial Proposal, for Standard Forms, see Annexure-D
 - vi. Technical and Financial Proposals to be submitted separately

2. **Validity of Proposal:** The Proposal shall be valid for a period of 1 year from the last date of submission of proposals, but may be extended at the discretion of the Commission on specific written request/s made by the applicant/s. Any request for extension of time should be made at a least a month prior to the expiration of the validity period of one year.

3. Background

3.1. Introduction & Rationale

The term unorganized worker has been defined under the Unorganized Workers' Social Security Act, 2008, as a home-based worker, self-employed worker or a wage worker in the unorganized sector and includes a worker in the organized sector who is not covered by any of the Acts mentioned in Schedule-II of the Act. The unorganized sector has no clear-cut employer-employee relationships and lacks most forms of social protection. Having no fixed employer, these workers are casual, contractual, migrant, home based, own-account workers who attempt to earn a living from whatever meager assets and skills they possess.

Women working in the informal sector are at the lowest end of socio-economic spectrum. The nature of women's work ranges from wage employment or self-employment, family labour and piece rated work. The prevalence of women workers in urban unorganized sector is in activities like domestic work, construction work, small trades like brick making, coir and basket weaving, household industries, beedi rolling, agarbatti making, papad making, tailoring, and embroidery work etc. In rural unorganized sector women are engaged in agricultural activities, animal husbandry, dairy, fisheries etc.

The International Labor Organization (ILO, 2023) estimates that out of every five jobs created for women, four are within the informal economy, whereas for men, the ratio is two out of every three jobs. In India, a staggering 94 percent of total female employment is in the unorganized sector (NCEUS, 2007). There are an estimated 4.2 million domestic workers in India, with women constituting about 70 percent (ILO, 2021). In 2020-21, India had approximately 7.7 million gig

workers, with women making up around 32 percent (NITI Aayog, 2022). Additionally, over 37 percent of non-agricultural workers in India are home-based, with 83 percent of them being women (WIEGO, 2021; Ministry of Labour & Employment, 2022). The E-Shram national database shows that women make up a larger share of the unorganised sector workforce than men — as of March 2022, 52.7 percent of the 28.7 crore registered unorganised workers are women. However, this number could be an underestimation as not all informal workers are registered with E-Shram.

Women's unpaid labor contributions are often overlooked, underestimating their economic participation. They routinely face exploitation, poor conditions, low wages, lack of social security, and limited access to basic rights. Their economic contributions are undervalued, and they lack a unified voice for their rights. Existing policies fail to adequately cover key issues like safety, harassment, wage gaps, and childcare support. A comprehensive study on women in the unorganized sector is urgently needed to quantify their impact, highlight realities and challenges and propose concrete measures for economic empowerment and equality.

Given the broad scope of the unorganized sector, this study will focus specifically on three professions within the urban informal sector for women: **(i) Domestic Workers (D.Ws)**, **(ii) Home-Based Workers (H.B.Ws)**, and **(iii) Beauty & Wellness Workers (B.W.Ws)**.

3.2 Conceptual Definitions

3.2.1 Informal or Unorganized Sector: National Commission for Enterprises in the Unorganized Sector (NCEUS, 2007) defines unorganized sector of Indian economy that “consists of all unincorporated private enterprises owned by individuals or households engaged in the sale and production of goods and services operated on a proprietary or partnership basis and with less than ten total workers.” Further, it has defined unorganized employment as follows: “unorganized workers consist of those working in the unorganized enterprises or households, excluding regular workers with social security benefits, and the workers in the formal sector without any employment benefits/social security provided by the employers.” This study considers both informal sector and unorganized labor as similar and therefore the terms may be interchangeable.

3.2.2. Domestic Workers (D.Ws): Domestic workers are those who perform remunerated household work like cleaning, cooking, driving, care-giving of children/sick/elderly, housekeeping in private households (Ministry of Labour & Employment, 2022). They often lack formal contracts and employment benefits.

3.2.3. Home-Based Workers (H.B.Ws): Home-based workers are workers who carry out remunerative work within their homes or in the surrounding grounds. They may be self-employed or wage workers, working alone or in small groups (Ministry of Labour & Employment, 2022). Work from their homes producing goods or providing services, often for small businesses or as freelancers. They operate without formal business registration or employment benefits.

3.2.4. Beauty & Wellness Workers (B.W.Ws): Beauty and Wellness workers are individuals engaged in providing services related to personal appearance enhancement, grooming, and well-being, including but not limited to hairdressing, makeup artistry, nail care, massage therapy, and spa treatments. They operate predominantly in the informal economy, often self-employed or working

in small, unregulated businesses without formal contracts, labor protections, or social security benefits (ILO, 2018)

3.3 Purpose

Despite women's significant participation in informal/unorganized work their contributions to the economy in India, and issues and challenges faced by them remain largely unaddressed. Existing data and policies fail to adequately capture the ground realities, economic impact, and unique vulnerabilities faced by this workforce across different regions and professions. Recognizing this research gap, the National Commission for Women is aiming at conducting an in-depth assessment and comprehensive coverage of women in the unorganized sector, especially the domestic workers, home-based workers and beauty & wellness workers.

3.3.1 Objectives

The broad objective of the research is to study women workers in (urban) informal sector or unorganized sector, specifically focusing on domestic workers, home-based workers and beauty & wellness workers. The study aims to understand various dimensions of their lives, including socio-economic characteristics, living conditions, migration patterns, vulnerabilities, agency, access to support systems, legal and health aspects. The specific objectives are:

- (i) To examine the socio-economic and demographic characteristics of women and their household members, and to study the living conditions of women workers, with special focus on their lives at home, their relationship with their husbands, and their aspirations for their family and children.
- (ii) To review as well as evaluate the aspect of women's migration (push and pull factors, inter-intra-non-migrant status, reason for migration and so on) in the wake of rapid urbanization and under what circumstances migration occurs.
- (iii) To empirically assess the types and forms of vulnerability (Like harassment at workplace, wage disparity and so on) among women in informal sectors and to explore the idea of respect and dignity involved in the professions from '*their*' perspective.
- (iv) To examine and determine women's agency and autonomy indicators (decision-making, negotiation dynamics, work-life balance, coping mechanisms, support systems, resilience strategies employed by women etc.) and their impact on women's ability to function in these professions.
- v) To assess the awareness, access, availability and long-term engagement of women with various government schemes, institutional support systems and programmes (i.e. skilling, women enterprise promotion, social security benefits, entitlement to paid leaves; written job contracts; awareness of labor union/associations and having membership, creating IT enabled portals such as E-Shram, insurance products, digital empowerment, etc.) and its adequate implementation and effectiveness at ground-level.
- vi) To identify regional disparities and commonalities, among women in these professions.
- viii) To explore and assess the barriers and challenges for the following components:

- Employer and Employee relation: To study the dynamics of the relationship, employers’ attitude towards them; Workplace issues and Types of Social Security; Recruitment and Skills Demand; Working conditions or occupational characteristics with specific attention to kind of work they are required to do etc.
- Financial and Economic Consideration: Examine current wage, wages per hour, daily hours of work, periods of unemployment, and loss of wages due to absenteeism. The financial contribution to the household by women through their work in the informal sector.
- Socio-Cultural Barrier: To explore the societal perceptions, stigma, or cultural norms surrounding these professions.
- Health considerations: Availability, accessibility, and utilization of Health Care Facilities/Services, determining Mental Health Care status (psychological distress and psychological well-being) and safety risks at workplace.
- Intimate Partner Violence or Domestic Violence- Type of D.V, Source of Abuse; Perception and gender attitude; Circumstances, Action-taken and safeguards.
- To examine national, state, and regional laws affecting women workers in the informal sector and evaluate the enforcement and effectiveness of these laws.
- To identify best practices, successful interventions, or potential solutions to address the challenges and vulnerabilities faced by women in the informal sector, and to inform policy recommendations and practical strategies for improvement.

3.4 Methodological Approach

3.4.a Research Design: We invite proposals that are based on a comprehensive research design, utilizing a mixed-method approach that seamlessly integrates both qualitative and quantitative research tools for robust data collection and analysis. While there will be some similarities in the structuring of research tools for both approaches, the specific tools will be tailored separately for the three professions being studied.

For the quantitative approach, structured questionnaires will be used, incorporating both close-ended and open-ended questions. The qualitative approach will involve in-depth interview (IDIs), Key Informant Interviews, Case studies, and Focus Group Discussions (FGDs). Each of these tools will be designed to suit the unique characteristics of the three professions under investigation.

3.4.b. Research Setting: The study site has been divided into 13 regional zones & Classification of Tier-1 and Tier-2 Cities State-Wise:

Sno	Regional Zone	States	Tier-1 City	Tier-2 City
I.	Northern Zone-1	Delhi NCR	Delhi	Noida, Faridabad, Gurgaon, Ghaziabad
II.	Northern Zone-2	Uttar Pradesh	-	Moradabad, Aligarh, Lucknow, Kanpur, Varanasi, Saharanpur, Firozabad,
		Uttarakhand		Nainital, Dehradun

Sno	Regional Zone	States	Tier-1 City	Tier-2 City
III.	Northern Zone-3	Chandigarh	-	Chandigarh
		Jammu and Kashmir		Srinagar, Jammu
		Punjab		Amritsar, Jalandhar, Ludhiana
IV.	Central Zone	Madhya Pradesh	-	Indore, Jabalpur, Ujjain
		Chhattisgarh		Durg- Bhilai, Raipur
V.	Eastern Zone-1	Bihar	-	Patna
		Jharkhand		Jamshedpur, Dhanbad, Ranchi, Bokaro
		Orissa		Cuttack, Bhubaneswar, Raurkela
VI.	Eastern Zone-2	West Bengal	Kolkata	Asansol, Siliguri, Durgapur
VII.	Western Zone-1	Maharashtra	Mumbai, Pune	Thane, Vasai Virar City
VIII.	Western Zone-2	Maharashtra		Amravati, Nagpur, Nasik, Kolhapur, Nanded
IX.	Western Zone-3	Gujarat	Ahmedabad	Rajkot Jamnagar, Vadodara, Surat, Bhuj
		Rajasthan	-	Udaipur, Bikaner, Jaipur, Jodhpur,
X.	Southern Zone-1	Andhra Pradesh and Telangana	Hyderabad	Vijayawada, Warangal, Vishakhapatnam, Nellore
XI.	Southern Zone-2	Karnataka	Bangalore	Belgaum, Hubballi, Mysore, Mangalore, Bidar
XII.	Southern Zone-3	Tamil Nadu	Chennai	Salem, , Coimbatore, Madurai, Erode
		Pondicherry	-	Pondicherry
		Kerala		, Kochi, Thiruvananthapuram, Thrissur, , Kannur,
XIII.	North-Eastern Zone	Assam	-	Guwahati
		Arunachal Pradesh		Itanagar
		Manipur		Imphal
		Sikkim		Gangtok
		Meghalaya		Shillong
		Mizoram		Aizwal
		Nagaland		Kohima
		Tripura		Agartala

*North-Eastern Zone: Only the state's capitals to be included under Tier-2 Cities; Source: List of cities/towns classified for grant of House Rent Allowance (HRA) to central government employees as on October , 2017

3.4.c. Sampling technique: For a large-scale research study across different categories of informal sector workers (home-based, domestic-work, and beauty and wellness workers) in various metropolitan cities and regions, a *multi-stage cluster sampling* or *stratified random*

sampling method may be deployed. The methodological approach mandates the attainment of the following components on which ‘clusters’ or ‘stratas’ may be composed: the attainment of representative sample; comprehensive coverage of socio-demographic variable (Age, Caste, Education, Religion, Marital Status, Migration Status, economic and social determinants, Location of workplace, Product outcome or type of engagement, Type of work involved and so on) accompanied by a cogent rationale. The inclusion criteria will include women aged 18 years and above who are currently employed and have lived in the city or study site for at least one year.

3.4.d. Determining Sample Size: Women in the urban informal sector are disproportionately represented in three key professions. Additionally, secondary data indicates an under-representation of workers in unorganized sectors, posing a challenge in determining an accurate sample size.

To address this, the study has been divided into 13 regional zones, including one-tier cities, two-tier cities, and the respective capitals of the North-Eastern states. The table below provides a reference for determining sample size, although it may be subject to change when finalizing the methodology and sampling section:

Population of the city	Category	Minimum Sample size (N)	Proportion* of Total Sample Size (%) by Profession
50,00,001 and above	Category I	N= 3000	Domestic Workers = 60% Home-Based Workers = 25% Beauty & Wellness Workers=15%
25,00,001 to 50,00,000	Category II	N=2000	
Less than 25,00,000	Category III	N= 1500	

*Currently the percentage is approximate & suggestive in nature. It may vary by city, profession, and the coverage of informal sectors in each city.

To ensure consistency in determining the sample size from each zone, the selected research institutes must reach a consensus on the criteria used to narrow down the sample size and selection. The sampling approach should be designed to maintain comparability in the results across the different professions within the 13 regional zones. This collaborative approach will help standardize the sampling process across all zones.

The data provided in 'Annexure-A' serves as a reference and may be subject to change. The research team tasked with study site selection must provide a detailed justification and rationale for their chosen zones. Additionally, it is essential to include a methodological expert and a qualitative researcher with experience in data collection and proficiency in the local language on the research team.

3.4.5. Ethical Consideration: All surveys should follow research ethics. Those surveyed must be clearly informed about the nature of research study that it would be recorded and consent should be sought.

3.5 Consult all stakeholders and maintain documentation of the same and use the inputs for developing a work plan. The survey work will be carried out after approval of the work plan by NCW.

3.6 The Institute must enter data on real time basis in the mobile application developed by NCW through third party. This mobile application will be developed to incorporate all queries in the questionnaire.

4. Deliverables and Payment Mechanisms:

4.1 Deliverables and Payment Milestones: The output will have to be delivered by the selected applicant/ Institute as per the time frame indicated.

Sno.	Deliverables for Milestone	Payment	Timeline
	1	2	3
1	Completed Agreement with Institute	The Institute will receive 10% of the total contract value upon placement of work order.	Within 15 days of placement of work order
2	Pre- Survey Activities: a) Review of Literature and collection of secondary data to list down research gaps and build rationale b) Identification of sample c) Preparation of Research Tools (Both Quantitative and Qualitative) in English and the local regional language where it would be utilized d) Recruitment of Survey Enumerators	The Institute will receive 30% of the total contract value. Upon completion of pre survey activities and submission of documentation as listed in column 1.	Within 90 days from the date of placement of work order. The Research Tool (Including Survey Questionnaire, IDI Schedule, FGDs- Checklist) should be submitted within 45 days of placement of work order*
3	Data Collection: a) Data is to be collected in mobile application developed by NCW through third party. b) Soft copy of interim report	The Institute will receive 30% of the total contract value upon completion of data collection in mobile application and submission of documentation as listed in column 1.	Within 270 days from the date of placement of work order.
4	a) The Institute shall make presentation to NCW on the plan and its progress as per the schedule decided by NCW	The Institute will receive 30% of the total contract value upon approval of the final report by NCW.	Within 360 days from the date of placement of work order

Sno.	Deliverables for Milestone	Payment	Timeline
	1	2	3
	b) Final report in soft and hard copy along with plagiarism detection report		

*All the Institutes would be expected to share research tools prepared for respondents and stakeholders (separate tools for collecting field data at various levels) earlier so that a Common Research Tool may thereafter be prepared and used across different regional zones.

-Eligibility Condition-

5. Eligibility Conditions: Applicant Institutes must fulfill the following pre-requisites:

5.1 It should be an institute of repute either (1) listed as Institute of National Importance on website of Department of Higher Education, Government of India **OR** (2) Teaching institute having A++/A+/A accreditation by NAAC (National Assessment and Accreditation Council) **OR** (3) Training Institute of State Government or Government of India having prior experience of conducting survey research **OR** (4) Research Institutes of Indian Council of Social Science Research (ICSSR)/ government Research and Development (R&D) Institutes **OR** (5) Autonomous Bodies and Registered Societies that have previous experience of survey research/social audits and that have completed at least two such survey projects to the satisfaction of commissioning agency in the past five years.

5.2 Should have experience of conducting at least two research projects involving large sample size with published reports. Reports should be available in public domain or copy should have been submitted to Government/International Agency.

5.3 Should have been in existence and functional for at least 5 (five) years at the time of submitting the proposal. In case of teaching institutes having NAAC A++/A+/A accreditation, the accreditation should be valid in current year. Incorporation/ registration/ accreditation certificate should be furnished in all five cases mentioned at 5.1.

5.4 Must be registered under Income Tax/ Goods and Service Tax Act and other applicable tax laws, wherever applicable.

5.5 Should not have been blacklisted by any State Government or any other Public sector Undertaking or a Corporation as on the date of RFP. The Institutes that are in litigation with department/ any other public sector undertaking or a corporation of State Government or Central Government will not be eligible for this tendering process. An undertaking to this effect should be submitted. An undertaking to this effect should accompany the RFP.

5.6 Proposals without the documents to prove their credentials as mentioned above will be treated as ineligible and are liable to be rejected.

5.7 The applicants should satisfy the minimum eligibility as specified in the conditions. Only those who satisfy these criteria should submit the proposal with necessary supporting documents. An Institute declared ineligible by the Government of India or any State Government shall be ineligible to provide services under the project.

-Evaluation Process-

6. Evaluation of Technical Proposals:

6.1.Evaluation of Technical Proposals: Applicant shall be selected under Quality cum Cost Based Selection (QCBS) method and as per the procedure described in this RFP. Criteria for evaluation of Technical Proposals are as follows:

Sl No	Evaluation Criteria
1	<p>Research Experience: The institute should have experience of conducting research involving large sample size. It should have completed & published at least two researches to satisfaction of the Commissioning Institute.</p> <p>Maximum Marks 30</p>
2	<p>Details of Research Team: Research teams may comprise an implementation support team and a monitoring team (qualitative and quantitative research teams). Summarize and justify the composition of the research team based on the expertise of the individual team members in designing and implementing the project (Not more than 500 words). Also, highlight the skill set and expertise the members shall bring to the research team for developing the final protocol and research project implementation. One-page CV of the principal investigator and other key investigators in a single pdf. Please provide a one-page CV of the PI and key investigators from each identified area (Details of atleast 3 team members are to be enclosed). Each CV should include:</p> <p>a. Academic and professional qualifications b. Current position and affiliation c. Up to five most relevant previous research grants d. Up to five most relevant previous publications (Related to the Research Theme)</p> <p>CV of the team leader/Principal Investigator: having experience of conducting survey research for more than 10 years and published 1 survey research report (10 marks); CV of other (Atleast two) key investigators (15 marks); Overall Team Composition (5 marks).</p> <p>Maximum Marks 30</p>
3	<p>Methodological Approach:</p> <ul style="list-style-type: none"> • Rationale for the study and Research Setting/site; Objectives & Research Questions of Study; Conceptual or Theoretical Framework; Defining Relevant Concepts to be used in the study/Operational Definitions (10 marks) • Sampling Technique (Quantitative sampling & Qualitative Sampling) and determining sample size (10 marks) • Research Tools and Techniques for Data Collection- Qualitative tools and Quantitative Tools separately for different research participants/stakeholders (10 marks) • Research Analysis (Both Quantitative and Qualitative methods/tools that would be used to analysed) (10 marks)

SI No	Evaluation Criteria
	The institute will need to make the presentation to the evaluation committee constituted by NCW for the purpose. Maximum Marks : 40

6.2. The eligibility criteria will be first evaluated as defined in this Request for Proposals for each applicant. Detailed technical evaluation will be taken up in respect of only those applicants/agencies, who meet with the prescribed minimum qualifying eligibility criteria. The applicants securing minimum 50% marks in technical evaluation shall be considered for opening of financial proposals.

6.3. Evaluation Committee by NCW: The National Commission for Women will constitute an Evaluation Committee for evaluation of Proposal received. The evaluation committee shall evaluate the Technical Proposals on the basis of Proposal’s responsiveness to the RFP using the evaluation criteria system specified in the RFP. A Proposal shall be rejected if it does not achieve the minimum qualifying eligibility criteria without assigning any reasons. A Technical Proposal may not be considered for evaluation in any of the following cases: (1) The applicant that submitted the Proposal was found not to be legally incorporated or established in India; or (2) the Technical Proposal was submitted offline or in the wrong format; or (3) Incomplete documentation.

6.4. After the technical evaluation is completed, Competent Authority of NCW shall notify the applicant whose Proposals did not meet the minimum qualifying technical eligibility criteria or applicant whose Technical Proposals were considered non-responsive to the RFP requirements, indicating that their Financial Proposals shall not be downloaded. The Competent Authority, NCW shall simultaneously notify, in writing to the applicant whose Technical Proposals qualified minimum qualifying technical eligibility criteria, indicating the date, time, and location for opening of Financial Proposals. (Applicant/representative’s attendance at the opening of Financial Proposals is optional).

7. Evaluation of Financial Proposals:

7.1. The evaluation committee will review the detailed content of each Financial Proposal. During the review of Financial Proposals, the Committee and representatives of competent authority, NCW involved in the evaluation process, will not be permitted to seek clarification or additional information from any Institute, who has submitted a Financial Proposal. Financial Proposals will be reviewed to ensure (1) these are complete; (2) to see if all items of the corresponding Financial Proposal are priced, and (3) If there are computational errors then these will be corrected.

7.2. The Competent Authority representative will download the financial proposal of applicant whose technical Proposal are found to be acceptable. Such representative will read out aloud the name of the applicant and the total price shown in the applicants Financial Proposal. This information will be recorded in writing by the applicants’ representative.

7.3. **Evaluation and public opening of Financial Proposals:** At the public opening of Financial Proposals, applicant’s representatives who choose to attend will sign an Attendance Sheet. Agencies’ attendance at the opening of Financial Proposals is optional. The financial score will be calculated as follows:

Financial Score of the applicant = (lowest quoted rate among all the applicants ÷ rate quoted by the applicant) x 100.

The composite score for the applicant Institute will be calculated with the weightage in the ratio technical: financial as 60:40. That is Composite score = (technical score x 0.6) + (financial score x 0.4)

Sample worked out

Proposals	Technical score	Financial proposal in lakh	Financial score	60:40
P1	90	50	80	86
P2	80	40	100	88
P3	85	45	89	86.6
P4	95	55	73	86.2

Institute with the highest composite score for a Zone will be awarded the work for that Zone.

-Instruction to Applicants-

8. **Instructions To Applicant:** Instructions to Applicants for submitting proposal are as follows:

- 8.1. The Institutes are invited to submit a Technical Proposal as specified in the Data Sheet (Annexure B). The Institute shall bear all costs associated with the preparation and submission of its Proposal and contract negotiation. The National Commission for Women is not bound to accept any Proposal, and reserves the right to annul the selection process at any time prior to award of Contract at its own discretion without thereby incurring any liability or claim by the applicant/ Institute.
- 8.2. Scanned copy of the Demand Draft/Pay Order is to be uploaded on Central Public Procurement (CPP) Portal and the physical copy to be sent to Joint Secretary, NCW, Plot No21, Jasola Institutional Area, New Delhi 110025.
- 8.3. An applicant can submit proposal for any number of Zones but work will be awarded for maximum of two zones. Proposals for each zone should be submitted separately.
- 8.4. All applicants applying for more than one zone must indicate order of priority of zone in each application in case they are found L1 in more than one.
- 8.5. Applicants submitting proposals will not be permitted to alter or modify their proposals after expiry of the deadline for receipt of proposals.
- 8.6. Two or more institutes may collaborate to submit a proposal for a zone but all communications to NCW or from NCW will be with the Principal Institute in case of collaboration. All payments will also be made to the principal institute in this case. Hence the technical and financial proposal must clearly identify the Principal Institute.
- 8.7. **Checklist of Documents to be uploaded along with Technical proposal in Annexure C:-**

RFP for engaging Institute for conducting Research on ‘Women in Unorganized Sectors’

1	Copy of documents regarding A++/A+/A accreditation/ recognition as Institute of National Importance/incorporation as State Administrative Training Institute or Govt of India Training Institute/ Research Institutes of Indian Council of Social Science Research (ICSSR) OR Autonomous Bodies, Registered Societies and Government recognised Training Institutes that have previous experience of survey research/social audits and that have completed at least two such survey projects to the satisfaction of commissioning agency in the past five years
2	Scanned Copy of Demand Draft/Pay order (Refer point 10.2)
3	Reports of two research reports involving large sample size published in public domain or submitted to Government/International Agency and additional reports
4	Undertaking that the Institute is not blacklisted by any authority (State / Central Govt. or Public Sector undertaking), and not in litigation with any authority (State / Central Govt. or Public Sector undertaking).
5	Copy of PAN and GST registration certificate.
6	Covering letter (use format 1)
7	CVs of the project team showing relevant qualification and experience (Refer point 8, <i>para</i> 8.1, Sno.2 of the table)
8	Methodological Approach including sample size, indicative research tools and work plan (Refer point 3.3 and Refer point 8, <i>para</i> 8.1, Sno.3 of the table)
9	Priority listing of zones for applicants applying for more than one zone.

- 8.8. Format and signing of proposals: Scanned copies of the documents shall be uploaded on the portal. The Proposal shall be signed by the Head of Institute or a person duly authorized to sign on behalf of the Institute. This authorization shall consist of a written confirmation and shall be attached to the Technical Proposal. The name and position of each person signing the authorization must be given below the signature. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by the person signing the Proposal.
- 8.9. Financial Proposal: See (Annexure D): The Financial Proposal shall be uploaded only, strictly as per Format 5 and 5A given in Annexure.
- 8.10. Clarifications of RFP Documents: Applicant may request clarification on any of the RFP documents up to a specified number of days before the submission date as indicated in the Data Sheet. A request for clarification must be sent in writing, including by standard electronic means, to the NCW’s Representative whose address/email ID is provided in the Data Sheet. NCW will respond by standard electronic means within the period specified in the Data Sheet, and will send written copies of the response (including an explanation of the query, without identifying the source of inquiry) to all Agencies who have formally indicated that they intend to submit a Proposal. At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing/ on eprocure.gov.in, including by standard electronic means.
- 8.11. Please note that while all the information and data regarding this RFP is, to the best of the Client’s knowledge, accurate within the considerations of scoping the proposed agreement, the Client holds no responsibility for the accuracy of this information and it is the responsibility of the Institute to check the validity of data included in this document.

9. Withdrawal/Amendment to RFP:

- 9.1. NCW, at its discretion may extend the deadline for the submission of Technical Proposal by amending the RFP, in which case all rights and obligations of the NCW and applicant subject to the previous deadline shall thereafter be subject to the deadline as extended. At any stage the NCW reserves the right to cancel the process and amend any of the terms as per the RFP without assigning any reasons whatsoever.
- 9.2. NCW reserves the right to withdraw the RFP for one or all zones at any stage without any liability or any obligation for such withdrawal without assigning any reasons.
- 9.3. The NCW reserves the right to withdraw this RFP in case suitable responses have not been received while finalizing for other cities.
- 9.4. The NCW reserves the right to reject any/all applications without assigning any reasons thereof.
- 9.5. The NCW reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the NCW and the objective of the scheme without assigning any reasons thereof.
- 9.6. The NCW reserves the right to include any other item in the Scope of Work at any time after consultation.
- 9.7. The National Commission for Women reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/enquiry proceedings has been initiated by Government Investigating Agencies/Vigilance Cell.
- 9.8. The National Commission for Women reserves the right to place an order for the full or part quantities under any items of work under scope of work.

10. Conflict of interest: The applicants shall not have a conflict of interest. The applicant found to have a conflict of interest is liable to be disqualified. The selected applicant shall not engage in activities that conflict with the interest of the NCW under the contract and shall be excluded from the continuation of the services under the contract.

11. Award of Services: The Competent Authority NCW will issue Letter of Intent (LoI) in favour of applicant who has scored highest composite score. A Letter of Award (the "LoA") shall be issued, in duplicate, by Competent Authority NCW to the selected applicant and the selected Institute shall, within 7 (seven) days of the receipt of the LoA, sign and return the duplicate copy of the LoA in acknowledgement thereof.

12. Intellectual Property rights: All documents and other information collected in pursuance of work order allotted under this RFP shall remain or become the property of NCW. All information collected, analyzed, processed or in whatever manner provided by the Institute to NCW in relation to the services provided shall be the property of NCW. Implementing Institute may utilize the data collected during the survey with prior approval of NCW for publishing articles/reports/books and other academic reports. While doing so NCW funding should be given due acknowledgement.

13. **Force Majeure:** Any party shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purpose of this clause, "Force Majeure" means an event beyond the control of the parties and not involving the party's act, omission, fault, negligence, and is unforeseeable. Such events may include, but are not restricted to, acts of NCW in its sovereign capacity, war or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Institute shall promptly notify the Joint Secretary, NCW in writing of such conditions and the cause there of. The work under the contract shall be resumed as soon as practicable after such Force Majeure event has come to an end or has ceased to exist.

14. Settlement of Disputes:

- a) **Amicable Settlement:** The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.
- b) **Arbitration clause:** Any dispute arising during execution of the project will be referred to the Arbitrator duly appointed by the NCW and whose decision will be final and acceptable to all Parties. The place of Arbitration shall be at Delhi only.
- c) **Dispute Settlement:** Any dispute between the Parties as to matters arising pursuant to this Agreement, which cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement, may be submitted by either Party for settlement. If the dispute(s) is not resolved amicably then it shall be referred to arbitration and shall be dealt as per the provisions of the Arbitration Conciliation Act 1996. For all purposes, the Civil Court, Delhi, shall have jurisdiction only in exclusion to any other jurisdiction specified under any other Act.



(A Asholi Chalai)

Joint Secretary

National Commission for Women

ए. अशोली चलाई / A. ASHOLI CHALAI
संयुक्त सचिव / Joint Secretary
भारत सरकार / Government of India
राष्ट्रीय महिला आयोग/National Commission For Women
प्लॉट सं 21 जसोला संस्थानिक क्षेत्र, नई दिल्ली-110025
Plot No. 21, Jasola Institutional Area, New Delhi-110025

Zone-wise distribution of Domestic and Household Workers:

S. No	Name of State	Registration of Domestic and Household Workers				Total Registrations
		SSK* Registrations	CSC** Registrations	Self-Registrations	Registration by Umang	
North Zone 1						
1	Jammu and Kashmir	1	329640	72497	10	402148
2	Ladakh		428	141		569
3	Himachal Pradesh		41057	27375	9	68441
4	Uttarakhand	22	109805	76641	8	186476
Total		23	480930	176654	27	657634
North Zone 2						
5	Delhi	102	106748	228908	47	335805
6	Punjab	6	718856	167671	10	886543
7	Haryana	26	243375	158426	18	401845
8	Chandigarh	1	15219	13739	2	28961
Total		135	1084198	568744	77	1653154
North Zone 3						
9	Uttar Pradesh	49630	8105523	4987979	65	13143197
Central Zone						
10	Chhattisgarh	1044	306018	37392	7	344461
11	Madhya Pradesh	314	520836	362902	46	884098
Total		1358	826854	400294	53	1228529
Eastern Zone 1						
12	Bihar	461	3387586	922873	49	4310969
13	Jharkhand	34	804392	76899	21	881346
Total		495	4191978	999772	70	5192315
Eastern Zone 2						
14	Odisha	29	284438	120337	2	404806
15	West Bengal	27	1706677	459786	64	2166554
Total		56	1991115	580123	66	2571360
Western Zone 1						
16	Gujarat	241487	400658	115718	63	757926
17	Rajasthan	996	238540	298608	30	538174
Total		242483	639198	414326	93	1296100
Western Zone 2						
18	Dadra and Nagar Haveli Daman and Diu	16	3078	2089		5183
19	Goa	1	13274	2509	4	15788

RFP for engaging Institute for conducting Research on 'Women in Unorganized Sectors'

S. No	Name of State	Registration of Domestic and Household Workers				Total Registrations
		SSK* Registrations	CSC** Registrations	Self-Registrations	Registration by Umang	
20	Maharashtra	182	391349	342135	126	733792
Total		199	407701	346733	130	754763
Southern Zone 1						
21	Andhra Pradesh	5	76086	46506	40	122637
22	Telangana	638	18453	40485	11	59587
Total		643	94539	86991	51	182224
Southern Zone 2						
23	Kerala	4	540195	257509	5	797713
24	Lakshadweep		10	289		299
25	Karnataka	246	120524	95233	24	216027
26	Pondicherry	42	4827	3765		8634
27	Tamil Nadu	698	62067	47502	8	110275
28	Andaman and Nicobar Islands	631	345	1005		1981
Total		1621	723623	405303	37	1134929
North Eastern Zone 1						
29	Assam	18	276154	310240	52	586466
30	Arunachal Pradesh		1494	1044		2538
Total		18	277648	311284	52	589004
North Eastern Zone 2						
31	Manipur		4437	2615	1	8125
32	Meghalaya		15622	5978	15	21615
33	Mizoram		326	549		875
34	Nagaland	1	6718	1405	1	8125
35	Sikkim		4043	889		4932
36	Tripura	75	65203	4934	2	70214
Total		76	96349	16370	19	113886
Grand Total		296737	18919656	9294573	694	28516053

* State Seva Kendras ** Common Service Centres

Source: E-Shram portal, Ministry of Labour and Employment, Data accessed on 21-05-2024

Zone-wise distribution of Beauty and Wellness Workers:

S. No	Name of State	Registration of Domestic and Household Workers				Total Registrations
		SSK* Registrations	CSC** Registrations	Self-Registrations	Registration by Umang	
North Zone 1						
1	Jammu and Kashmir		9484	3893	5	13382
2	Ladakh		4	14		18
3	Himachal Pradesh		4732	5944	5	10681
4	Uttarakhand	3	12287	14259	4	26553
Total		3	26507	23910	14	50634
North Zone 2						
5	Delhi	6	10889	49359	37	60291
6	Punjab		56445	29666	9	86120
7	Haryana	4	31203	31367	16	62590
8	Chandigarh	2	1231	2321	3	3557
Total		12	99768	112713	65	21558
North Zone 3						
9	Uttar Pradesh	1738	272304	374213	41	648296
Central Zone						
10	Chhattisgarh	82	28028	6140	5	34255
11	Madhya Pradesh	5	56593	63520	20	120138
Total		87	84621	69660	25	154393
Eastern Zone 1						
12	Bihar	10	104261	74091	21	178383
13	Jharkhand	6	29661	10806	10	40483
Total		16	133922	84897	31	218866
Eastern Zone 2						
14	Odisha		18076	16502	6	34584
15	West Bengal	2	94427	58103	34	152566
Total		2	112503	74605	40	187150
Western Zone 1						
16	Gujarat	28325	29621	28372	57	86375
17	Rajasthan	75	26571	62838	32	89516
Total		28400	56192	91210	89	175891
Western Zone 2						

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S. No	Name of State	Registration of Domestic and Household Workers				Total Registrations
		SSK* Registrations	CSC** Registrations	Self-Registrations	Registration by Umang	
18	Dadra and Nagar Haveli Daman and Diu	3	196	433		632
19	Goa		358	207		565
20	Maharashtra	21	55180	79177	115	134493
Total		24	55734	79817	115	135690
Southern Zone 1						
21	Andhra Pradesh		17158	12131	19	29308
22	Telangana	67	8696	17467	10	26240
Total		67	25854	29598	29	55548
Southern Zone 2						
23	Kerala		15099	16599	1	31699
24	Lakshadweep		5	7		12
25	Karnataka	61	21385	18125	13	39584
26	Pondicherry	6	555	826		1387
27	Tamil Nadu	276	13627	16631	4	30538
28	Andaman and Nicobar Islands	29	29	176		234
Total		372	50700	52364	18	103220
North Eastern Zone 1						
29.	Assam	1	11119	23127	15	34262
30.	Arunachal Pradesh		150	351		501
Total		1	11269	23478	15	34763
North Eastern Zone 2						
31.	Manipur		650	613		1263
32.	Meghalaya		350	447	1	798
33.	Mizoram		294	81		375
34.	Nagaland	6	822	384		1212
35.	Sikkim		142	93		235
36.	Tripura	2	4349	641	2	4994
Total		8	6342	2259	3	8877
Grand Total		30730	935716	1018724	485	1986120

* State Seva Kendras ** Common Service Centres

Source: E-Shram portal, Ministry of Labour and Employment, Data accessed on 21-05-2024

Map of Tier I and Tier II Cities of India



Data Sheet

1	Name of the Client: NCW and its authorized officials
2	Method of selection: Quality cum Cost Based Selection (QCBS) method
3	Financial Proposal and Technical Proposal are to be uploaded only :Yes Title of Service is: Women In Unorganized Sector.
4	Client Representative: NCW and its authorized officials
5	Proposals must remain valid for 120 days after the submission date indicated in this Data Sheet.
6	The Institute is required to include with its Proposal written confirmation of authorization to sign on behalf of the Institute: <u>Yes</u>
7	Applicants Eligibility Criteria: as mentioned in para 7 of RFP
8	Currency for Proposals is: Indian Rupee
9 a	Communication regarding proposals (sro-ncw@nic.in): Senior Research Officer, National Commission For Women Plot No21, Jasola Institutional Area, New Delhi 110025.
9 b	Submission: Online on the CPP Portal
10	Expected date for public opening of Financial Proposals: [Will be intimated to the qualified applicants separately
11	Expected date for commencement of services: July, 2024.
12	The proposals will be evaluated based on the information provided by the applicants and the evaluation will be done as per detailed criteria mentioned in RFP Document.
13	Last date of receipt of queries (request for clarification –as per Table No-1 of this document)
14	Date and venue of Pre-Proposal meeting – as per Table No-1 of this document
15	Date of replying the queries/ request for clarification – as per Table No-1 of this document

Technical Proposal Submission Forms Format 1: Covering Letter

[Location, Date] To:

Joint Secretary
National Commission for Women,
Plot No 21, Jasola Institutional Area, New Delhi

Dear Sir,

We, the undersigned, are interested in conducting the research study on “Women in Unorganized Sectors”----- Zone in accordance with your Request for Proposal dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal.

We hereby declare that we have read the RFP, and abide by the same. [In case of any declaration, reference to concerned document attached must be made]. We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate Services related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Institute:

Address:

Format 2: Organization /College/Institution Details

Organization/ College/ Institution Name:	
<ol style="list-style-type: none">1. Status / Constitution of the Organization:2. Type of Affiliation / Declared by act of Parliament:3. Accreditation Grade by NACC4. Accreditation valid upto	

For and on behalf of: (Organization College/Institution) Signature:

Name:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration/ incorporation certificate from the appropriate Registering Authority.

Format 3: Research detail sheet

Details of the Research Report involving large sample size (undertaken by the Institute) -Please fill separate sheet report wise

	Detail
Name of Research Report	
Sample size	
Name(s) of the client for whom the research conducted	
Research period/	
Start date (month/year):	
Completion date (month/year):	
Whether report has been accepted by the commissioning agency(letter /certificate needed)	
Date of publication/ Submission	
Project value	
(Brief Description/Abstract of the Research report- that should include- Methodological approach; Study site covered; target population and major 2-3 crucial findings that were the highlights of the study)	
Whether the report has been utilized in public policy formation. If so, provide details:	
Whether report published in refereed Journals? If so, provide details	
Please attach copy of the Executive summary OR share the link (if available online):	

Authorized Signatory [In full initials and Seal]: _____

Name of the Organization: _____

Annexure D: Financial Proposal (Format-5)

To,
Joint Secretary
National Commission for Women,
Plot No 21, Jasola Institutional Area, New Delhi

Dear Sir,

Subject: Hiring of Institute for conducting Research Study on “Women in Unorganized Sectors” in ----- Zone.

I/We _____ applicant herewith upload the Financial Proposal for selection of my/our Institute as applicant for the subject mentioned above.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 1 year from the last date notified for submission of the proposal.

Yours faithfully,

Signature: Full Name:

Designation:

Address:

Tel.: Nos.

(O)

(R)

(M)

E-mail:

Fax

RFP for engaging Institute for conducting Research on 'Women in Unorganized Sector' by National Commission for Women

Format 5A: Financial Proposal

Sl No	Item	Unit	Quantity (Units)	Rate Quoted per number(in INR) all inclusive, but excluding GST	Total (in INR) all inclusive, but excluding GST.
1	Principal Investigator				
2	Research Officer/ Statistician				
3	Remuneration of contractual project staff/ Field Investigator				
4	Selection and training of research/ data collection assistants	Man days			
5	Stakeholder Meetings				
6	Survey and data collection including TA	No of sample			
7	Data compilation including report writing				
9	Institution Overheads				
Total in figures:					
Quoted rate in words:					