

# International Institute for Population Sciences

GOVANDI STATION ROAD, DEONAR, MUMBAI 400088



## Criterion: III

### 3.2.2 Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)

Name of the Scheme/Project/ Endowments/ Chairs	Name of the Principal Investigator/ Co Investigator (if applicable)	Name of the Funding agency	Type (Government/Non- Government)	Department
A Study of Early Marriages in Assam (ASEMA) Project	Nandita Saikia	Government of Assam, Health and Family Welfare Department	Government	International Institute for Population Sciences
Baselining of Healthcare Indicators for Improving Healthcare Service Delivery in PCMC Project	D. A. Nagdeve	Pimpri Chinchwad Municipal Corporation (PCMC)	Government	International Institute for Population Sciences
IFPRI-International Food Policy research Institute (POSHAN-3) Project	Prof. Laxmi Kant Dwivedi And Dr. Sarang Pedgaonkar	NITI Aayog	Government	International Institute for Population Sciences

SAHELI - "Study and Action on hysterectomy: Evidence on Women's Health Through the Life Course in India".	Dr. Dipti Govil & Prof. Archana Roy	Population Council of India	Government	International Institute for Population Sciences
ICSSR _"The Impact of Lifestyle habits & Disaster on the Health of the Tribal Population in Eastern India"	Prof.Nandita Saikia	ICSSR Delhi	Government	International Institute for Population Sciences
ICMR _"The cognitive consequences of social frailty a mixed method study of precarity and resilience among aging population in India and Sweden"	Prof. T.V Shekhar	Indian Council of Medical Research	Government	International Institute for Population Sciences
NFHS 6 Project	Prof. H. Lungdim, Prof. Abhishek Singh Prof. Dhananjay Bansod Prof.Laxmi Kant Dwivedi Dr. Harihar Sahoo Dr. Sarang Pedgaonkar Dr. Preeti Dhillon Dr. Reshmi R S	Ministry Of Health And Family Welfare	Government	International Institute for Population Sciences

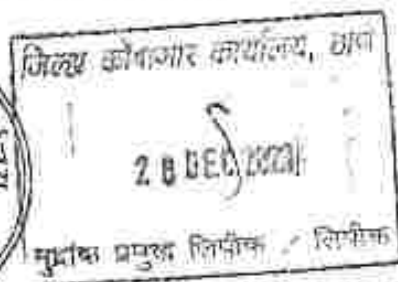


महाराष्ट्र MAHARASHTRA

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11 JAN 2024

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### MEMORANDUM OF UNDERSTANDING

#### PART-1: FORM OF CONTRACT

#### CONTRACT FOR: A Study of Early Marriages in Assam (ASEMA)

This CONTRACT is made

BETWEEN:

Government of Assam, Health & Family Welfare  
Department, Dispur, Guwahati-781006

AND:

International Institute for Population Sciences, Govandi  
Station Road, Deonar, Mumbai - 400 088, an autonomous  
institution and Deemed to be University, Ministry of Health  
and Family Welfare hereafter to be referred to as "IIPS".

Page 1 of 11



*[Signature]*

Director  
Women & Child Development  
Assam

(Together "the Parties").

## 1. Financial Limit

Payments under this Contract shall not, in any circumstances, exceed Rs. 53,36,38/- (Rupees Fifty-three lakhs twenty-three thousand six hundred thirty-eight) inclusive of GST ("the Financial Limit") as applicable.

## 2. Time of the Essence

Time shall be of the essence as regards the performance by the IIPS of its obligations under this Contract.

Dated: February 5, 2024


For and on behalf of  
Health & Family Welfare Department

Name: Sri Bithash Chandra Modi, ACS

Position: Director, Women and Child Development, Assam

Government of Assam, Dispur, Guwahati

Signature:

  
Women & Child Development  
Assam

For and on behalf of  
International Institute for Population Sciences  
Mumbai

Name: Prof. S.K. Singh

Position: Director (Additional Charge)

Signature:


## PART-2: GENERAL TERMS AND CONDITIONS

### 1. Definitions

#### 1.1. General

"The Nodal Agency": The International Institute for Population Sciences (IIPS), Mumbai has been designated as the Nodal Agency for the A Study of Early Marriages in Assam (ASEMA) as laid out in the instant TORs.

"The Nodal Agency Personnel" means any person instructed / engaged pursuant to this Contract to undertake any of the Nodal Agency's obligations under this Contract, including the Nodal Agency's employees and agents.

"The Scope of work" relates to the functions of the Nodal Agency set out in the Terms of Reference (Part 3).

"The Principal investigators" means the person named in Part-4 who will be responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract.

"The Contract Officer" means the person named in Part-4 who is responsible for all contractual aspects of the Contract.

"The Administration (Chief Administrative Officer-cum-Registrar)" means the person named in Part-4 to whom invoices should be sent.

"The Administration (Assistant Finance Officer)" means the person named in Part-4 to whom invoices should be sent.

"The Records" means accounts files and any other means of record keeping maintained by the Nodal Agency.



## 1.2. Type of Agency

The following is the definition of the agencies that will be involved in the ASEMA.

**Nodal Agency:** International Institute for Population Sciences (IIPS), Mumbai has been designated as the Nodal Agency for the ASEMA as laid out in the instant TORs.

**Government of Assam, Health & Family Welfare Department, Dispur, Guwahati-781006.**

## 2. Interpretation

2.1 Except as expressly provided in Clause 16, the Nodal Agency is not the agent of Government of Assam and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of Government of Assam in any respect.

2.2 Nothing in this Contract is intended to make nor shall it make Government of Assam the employer of the Nodal Agency or any of the Nodal Agency's Personnel.

2.3 All communication by the Nodal Agency relating notification or application for requests or instruction must be addressed to the Government of Assam Contract Officer whose name and address are given in **Part-4**.

## 3. Obligation

3.1 The Nodal Agency shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards as expected from experts.

3.2 The activities of the ASEMA as outlined in the timeline in the proposal will commence on the receipt of the first instalment as shown in **Part-5**.

## 4. Personnel

4.1 The Nodal Agency (Principal Investigators and Research Staff) will be responsible for all activities including management, coordination, sampling, training, fieldwork, supervision, data entry and processing, production of data sets, tables, report, dissemination, and judicial matters including arbitration. The Administration of the Nodal Agency will provide administrative support such as contractual appointment approvals, salary disbursement, budget monitoring, and procurement through GeM and as per GFR.

4.2 Any change in key resource persons mentioned in **Part-4** would be communicated to the Government of Assam.

## 5. Sub-Contracting

5.1 The Nodal Agency shall not sub-contract any of its obligations (as mentioned in **Part-3**) under this Contract without the prior written consent of the Government of Assam.

## 6. Disclosure of Information

6.1 The Nodal Agency and the Nodal Agency's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises, Nodal Agency will inform Government of Assam.



  
Director  
Women & Child Development,  
Assam

## 7. Legal Acts

- 7.1. The Nodal Agency shall ensure that all members of the Nodal Agency's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.

## 8. Access and Audit

- 8.1. The Nodal Agency shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which invoices have been calculated and the Nodal Agency shall keep the Records throughout the duration of this Contract and for two years following its termination.

- 8.2. The Nodal Agency shall upon request provide Government of Assam, or its representatives, access to the Records in order that the Records may be inspected and copied. The Nodal Agency shall co-operate fully in providing to Government of Assam or its representative's answers to such enquiries as may be made about the Records.

## 9. Conflict of Interest

- 9.1. Neither the Nodal Agency nor any of the Nodal Agency's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.
- 9.2. The Nodal Agency and the Nodal Agency's Personnel shall notify Government of Assam immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

## 10. Discrimination

- 10.1. The Nodal Agency shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Region, Disability or as prohibited by the laws of the place of the performance of any of the Services.
- 10.2. The Nodal Agency shall take all reasonable steps to secure that the Nodal Agency's Personnel do not unlawfully discriminate as set out in Clause 11.1.

## 11. Indemnity

- 11.1. Except where arising from the negligence "of Government of Assam or Government of Assam's employees, the Nodal Agency shall indemnify Government of Assam in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the Nodal Agency or the Nodal Agency's Personnel or any claims made against Government of Assam by third parties" in respect thereof.

## 12. Applicable Provisions and Financial Limit

- 12.1. Unless different provisions are substituted in Part-4, Clauses 14 to 18 inclusive shall apply in relation to price and payment.
- 12.2. The Components which comprise the financial limit are set out in the Schedule Part-5. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in Part-5 are permitted (without the prior written authority of the Contract Officer).

*[Signature]*



*[Signature]*  
Officer  
Women & Child Development  
Assam

### 13. Fees

- 13.1. Any Fees payable is deemed to cover the cost of salary, leave allowance, non-working days and all other costs including, but not limited to, clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

### 14. Expenses

- 14.1. Travel, living expenses and diem charges for Nodal Agency's personnel will be reimbursed as per the GGI TA/DA rules from time to time.

### 15. Invoicing Instructions

- 15.1. Unless otherwise expressly provided in Part-4 or Part-5, invoices should be submitted in accordance with the remainder of clause 17.
- 15.2. Government of Assam shall unless expressly provided in Part-4 make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All invoices must contain details of the bank in India to which payments are to be made.
- 15.3. Invoice should be on a letterhead with the contract reference number and bearing original/online signature. They should be numbered sequentially and dated, and marked "For the attention of the "Designated official" named in Part-4. Each invoice should state the period the services were provided using "from" and "to" dates. The final invoice presented in connection with this Contract should be endorsed "Final Invoice".
- 15.4. All invoices should contain details of expenditure in accordance with Part-5 in this Contract.
- 15.5. The Government of Assam may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.
- 15.6. Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. The Government of Assam reserves the right not to pay any amount due in respect of an invoice received by the Government of Assam more than 180 days after the day of the Nodal Agency becoming entitled to invoice for the payment to which it relates.

### 16. Payments

- 16.1. Subject to the Government of Assam being satisfied that the Nodal Agency is or has been carrying out their duties, obligation and responsibilities under this contract, sums duly approved shall normally be paid within 30 days of the receipt of a valid invoice. All payments will be made in Indian Rupees only as per the payment schedule given in Part-5.
- 16.2. If for any reason the Government of Assam is dissatisfied with performance of this contract, an appropriate sum may be withheld from any payment otherwise due. In such event, Government of Assam shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.
- 16.3. Should Government of Assam determine after paying for a particular service that the service has not been completed satisfactorily, Government of Assam may recover, or withhold from further payments, an amount previously charged for that service until the unsatisfactory service is remedied to its satisfaction.



*[Signature]*  
Director  
Women & Child Development,  
Assam



- 16.4. Any payment related grievance of the contractual staff will be the responsibility of the Nodal Agency.

## GENERAL PROVISIONS

### 17. Variations

- 17.1. No variation in the terms or scope of this Contract shall be effective without Government of Assam's prior written consent and recorded in writing [in the form of a letter entitled 'Contract Amendment No.']. Government of Assam shall have no liability in respect of work performed outside the Services set out in Part-3.

### 18. Assignment

- 18.1. The Nodal Agency shall not, without the prior written consent of Government of Assam, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the Nodal Agency, any of its rights or obligations under this Contract or any part, share or interest therein.

### 19. Limit of Liability

- 19.1. Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the Nodal Agency or the Nodal Agency's Personnel, the Nodal Agency's liability under this Contract shall be limited to the amount of the Financial Limit.

### 20. Retention of Rights

- 20.1. Clause 6, 7, 8, 9, 13 of this Part-2 and any relevant clauses listed under Part-4 shall continue in force following the termination of this Contract.

### 21. Law and Legal Jurisdiction

- 21.1. Any legal disputes/arbitration arising due to this contract will be submitted in the Courts/Tribunals in Mumbai Jurisdiction only.

### 22. Amicable Settlement

- 22.1. The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

- 22.2. The decision of the arbitrator shall be final and binding on both parties.

- 22.3. The seat and place of arbitration shall be at Assam.

## PART-3: TERMS OF REFERENCE

### Scope of Work

#### Functions of the Nodal Agency

- 1.1 The Nodal Agency will be responsible for overall co-ordination of ASHMA project and will be specifically responsible for the following, amongst others:

- a) Overall monitoring and coordination, including data analysis, tabulation, data interpretation and report generation.





- b) Monitoring the quality assurance of this project results in consultation with Government of Assam.
- c) In consultation with Government of Assam, HPS will disseminate the key findings of the ASZMA project and prepare a summary report only.
- d) The Nodal Agency will keep the Government of Assam informed of the status of project, utilization of funds received from Government of Assam and expenditure from time to time. The release for the next installment will be based on the Utilization Certificate (in Form GFR-12(A)) and Statement of Expenditure.
- e) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to both the parties of the contract.

#### PART-4: SPECIAL CONDITIONS

##### NA Official

The Contract Officer is: Prof. S.K. Singh (Director - Additional Charge)

Administration (CAO) is: Lt. Col. Prashant Borde (Chief Administrative Officer-cum-Registrar)

Administration (AFO) is: Mr. Aniket Chakraborty (Assistant Finance Officer)

##### Faculty Coordinators:

1. Prof. Nandita Salkia
2. Prof. Henskhochang Lhangdim
3. Dr. Srinivas Goll

The Government of Assam Contract Officer: (Sri Bibhuosh Chandra Modi, ACS, Director, Women and Child Development, Assam)

##### Key Personnel:

All the team members mentioned in the technical proposal cannot be substituted by the Nodal Agency without Government of Assam's prior written consent.

##### Price and Payment

The amount to be paid to the Nodal Agency by way of remuneration for the completion of the Nodal Agency's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in Part-5.

##### Confidentiality of Information

For the purpose of Part-2, clause 8 the Nodal Agency shall ensure that all members of the Nodal Agency's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from Government of Assam or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.

Under no circumstances should the Nodal Agency or Nodal Agency's team members internet with or disclose any information about this contract to any media. Any violation of this condition shall amount to breach of this contract.



*(Signature)*  
 Director  
 Women & Child Development,  
 Assam

## PART-5: SUMMARY BUDGET AND PAYMENT SCHEDULE

### Budget for A Study of Early Marriages in Assam (ASEMA) project

The total estimated budget amount for the survey is Rs. 53,23,638 (Rupees Fifty-three lakh twenty-three thousand six hundred thirty-eight) inclusive of all taxes. A summary of the budget is given below:

Summary of Estimated Budget of A Study of Early Marriages in Assam (ASEMA) Project				
Position/Item head	Number	Months/days	Salary/Cost	Total
Research Officer - Office	1	6	60000	360000
Research Officer-Office	1	3	60000	180000
Field JRO (25,000+ Accommodation Rs. 750; Food: Rs. 800 and local travel: Rs. 225 for 22 days)	4	1	64050	256200
Investigator (salary 21,000/-+ 500 DA for 24 days of field without leave)	70	1	33000	2310000
Workshop training at Guwahati (70 Investigators+4 JROs) and half-day pilot test, TA/DA for training, stationery	74	2		329400
Field travel cost (by Pls, ROs, JROs, Field investigators)				685200
Report printing	1	1	150000	150000
Miscellaneous (e.g. travel insurance etc.)	1	1	155000	155000
Travel (Director/Pl) airfare	3	3	50000	450000
Accommodation for Pls	1	10	7500	75000
DA for Pls	3	10	1200	36000
Allowance for RO (As per HPS rule, Food: Rs. 800, accommodation: Rs.750, Local travel: Rs. 225)	2	10	1775	35500
<b>Total</b>				<b>5022300</b>
HPS overhead 5%				251115
HPS Fringe benefit 1%				50223
<b>All total</b>				<b>5323638</b>

### PAYMENT SCHEDULE

The detail payment schedule is given below:

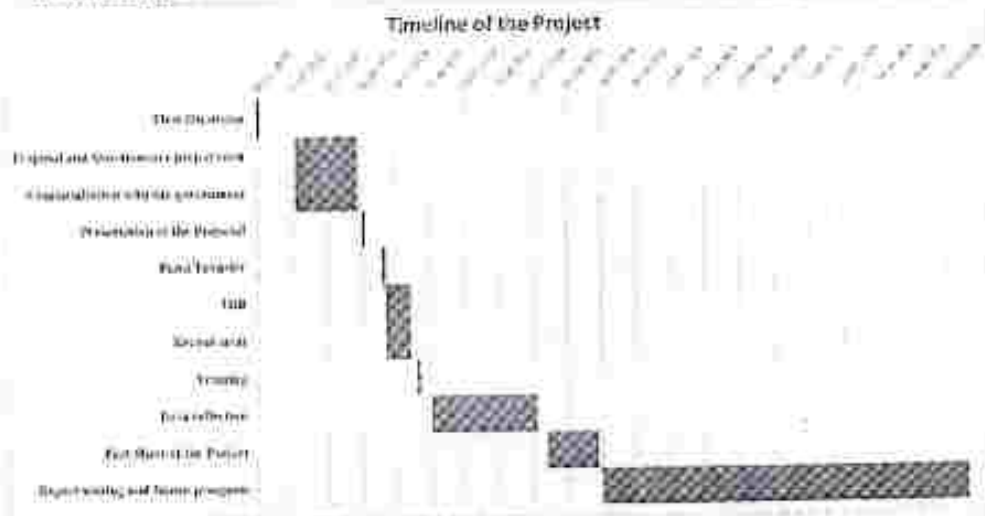
Installment	Percentage of Payment	Milestone
First Installment	80 percent	On signing of MoU
Second Installment	20 percent	On acceptance of report of ASEMA and dissemination/release of the report.



*[Handwritten Signature]*  
 Director  
 Women & Child Development,  
 Assam

## TIMELINE

Detailed timeline (tentative) of the project A Study of Early Marriages in Assam (ASEMA) for 6 Months



  
 Director  
 Women & Child Development,  
 Assam



Revised Budget for ASI/MA (February 2024 - July 2024)

POSITION ITEM TADA	NUMBER	MONTH/DAYS	SALARY/COST	REVISED TOTAL	PREVIOUSLY ALLOTTED
RESEARCH OFFICER - OFFICE	1	6	60000	240000	Same
RESEARCH OFFICER - OFFICE	1	3	60000	180000	same
FIELD JRO (25,000+ DA RS. 800 PER DAY)	4	1	49800	199200	198200
INVESTIGATOR (SALARY 21,000+ RS. 400 DA PER DAY)	48	1	23000	1584000	2310000
WORKSHOP TRAINING AT GUWAHATI FOR FIELD INVESTIGATORS, JR RESEARCH OFFICERS AND HALF-DAY PILOT TEST, TADA FOR TRAINING, STATIONERY		2		218400	329400
FIELD TRAVEL COST BY PIS, ROS, JROS, FIELD INVESTIGATORS				913200	685200
REPORT PRINTING	1	1	150000	150000	150000
MISCELLANEOUS (E.G. TRAVEL, INSURANCE ETC.)	1	1		30000	150000

*Adhy*  
9/5  
14/5

*Genode*  
14/5/24

*Dailia*  
09/05/2024

*Jyoti*  
09/05

*TRP*  
09/05  
*Kagame*  
14.05.2024



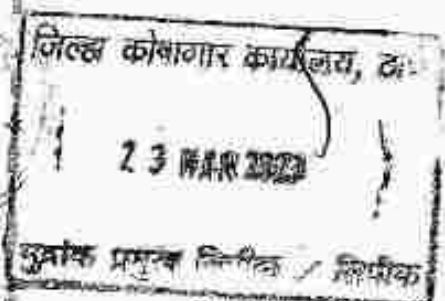


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## MEMORANDUM OF UNDERSTANDING

### PART 1- FORM OF CONTRACT

**CONTRACT FOR:** Baseline of Healthcare Indicators for Improving Healthcare Service Delivery in PCMC

This Memorandum of Understanding (hereinafter referred as "MOU" or "Contract") is made and executed at Pune 18<sup>th</sup> day of Sept, 2023.

**BETWEEN:**

Pimpri Chinchwad Municipal Corporation, Pimpri Pune 411018, hereinafter referred to as "PCMC" (which expression shall unless repugnant to the context mean and include its successors, representatives and assigns) of the  
**FIRST PART**



hereafter to be referred to as "TIPS" (which expression shall unless repugnant to the context mean and include its successors, representatives and assigns) of the SECOND PART

("Parties" means the parties to this Contract collectively and "Party" shall mean any of the parties to this Contract individually)

**1. Financial Limit**

Payments under this Contract shall not, in any circumstances exceed Rs. 1,26,37,557/- (Rupees One Crore twenty six lacs thirty seven thousand five hundred fifty seven only) ("the Financial Limit") as applicable which is bifurcated yearly as follows.

Budget for 2023 to 2027	
Year	Budget in Rupees
2023	20,70,000
2024	22,77,000
2025	25,04,700
2026	27,55,170
2027	30,30,687

**2. Contract Time/Period**

The entire work shall be start and completed in all aspects within two months of start date every year.

**3. Time of the Essence**


Time shall be of the essence as regards the performance by the HPS of its obligations under this Contract.

Dated:

For and on behalf of  
Pimpri Chinchwad Municipal Corporation

  
Name: Shri. Shekhar Singh  
Position: Commissioner PCMC  
Signature:

For and on behalf of  
International Institute for Population Sciences,  
Mumbai

  
Name: Prof. S. K. Singh  
Position: Director (Additional Charge)  
Signature:

## **1. Definitions**

### **1.1 General:**

The IIPS, Mumbai has been designated to study "Baselining of Healthcare Indicators for Improving Healthcare Service Delivery in PCMC" as laid out in the instant TORs.

"The IIPS's Personnel" means any person instructed / engaged pursuant to this Contract to undertake any of the IIPS's obligations under this Contract, including the IIPS's regular and contract employees.

"The Equipment" means any equipment computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services. "The financial Limit" means the amount specified in **Part 1** and is the maximum amount payable by PCMC to the IIPS under this Contract.

"Study Proposal" refers to the scope and area of the study that IIPS needs to carry out as set out in the Terms of Reference (**Part 3**).

"The Scope of work" relates to the functions of the IIPS set out in the Terms of Reference (**Part 3**).

"The Faculty Coordinators" means the person named in **Part 4** who will be responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract.

"The Contract Officer" means the person named in **Part 4** who is responsible for all contractual aspects of the Contract.

"The Administration (Registrar)" means the person named in **Part 4** to whom invoices should be sent.

"The Administration (Assistant Registrar)" means the person named in **Part 4** to whom invoices should be sent.

"The Administration (Assistant Finance Officer)" means the person named in **Part 4** to whom invoices should be sent.

"The Records" means accounts files and any other means of record keeping maintained by the IIPS.

## **2. Interpretation**

2.1 In the event of any inconsistency between the Form of Contract (**Part 1**), these General Conditions (**Part 2**) and the Special Conditions (**Part 4**), the Special Condition shall prevail.

... shall not purport to represent or enter into any commitments on behalf of PCMC in any respect.

2.3 Nothing in this Contract is intended to make nor shall it make PCMC the employer of the IIPS or any of the IIPS's Personnel.

2.4 All communication by the IIPS relating notification or application for consents or instruction must be addressed to the PCMC Contract Officer whose name and address are given in Part 4.

### **3. Obligation**

3.1 The IIPS shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards as expected from experts.

3.2 The activities of the study as outlined in the timeline of the proposal will commence on the receipt of the first instalment as shown in Part 5.

### **4. Personnel**

4.1 The IIPS (Faculty Coordinators and Project Staff) will be responsible for all activities including management, coordination, sampling, training, fieldwork, supervision, data entry and processing, production of data sets, tables, report, printing, and dissemination of findings.

4.2 Any change in key resource persons mentioned in Part 4 would be communicated to the PCMC.

### **5. Sub-Contracting**

5.1 The IIPS shall not sub-contract any of its obligations (as mentioned in Part 3) under this Contract without the prior written consent of the PCMC.

### **6. Disclosure of Information**

6.1 The IIPS and the IIPS's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises IIPS will inform PCMC.

### **7. Intellectual Property Rights**

7.1 All intellectual property rights in all material (including but not limited to reports, data, designs whether or not electronically stored) produced by the IIPS or the IIPS's Personnel pursuant in the performance of the Services ("the Material") shall be the property of the PCMC.

### **8. Legal Acts**

8.1 The IIPS shall ensure that all members of the IIPS's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.



The IIPS shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which invoices have been calculated and the IIPS shall keep the Records throughout the duration of this Contract and for two years following its termination.

9.2 The IIPS shall upon request provide PCMC, or its representatives, access to the Records in order that the Records may be inspected and copied. The IIPS shall co-operate fully in providing to PCMC or its representative's answers to such enquiries as may be made about the Records.

9.3 Where it is found by PCMC that any overpayment has been made to the IIPS the IIPS shall reimburse to PCMC such amount.

## **10. Conflict of Interest**

10.1 Neither the IIPS nor any of the IIPS's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.

10.2 The IIPS and the IIPS's Personnel shall notify PCMC immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

## **11. Discrimination**

11.1 The IIPS shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Disability or as prohibited by the laws of the place of the performance of any of the Services.

11.2 The IIPS shall take all reasonable steps to secure that the IIPS's Personnel do not unlawfully discriminate as set out in Clause 11.1.

## **12. Occupational Hazards**

12.1 The IIPS shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the study and shall not place any liability on PCMC.

12.2 The IIPS is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a PCMC contract for whole duration of field work of the study.

## **13. Indemnity**

13.1 Except where arising from the negligence of PCMC or PCMC's employees, the IIPS shall indemnify PCMC in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the IIPS or the IIPS's Personnel.

13.2 The IIPS will indemnify, defend, save and hold harmless the PCMC and its Officers, employees, servants, agents etc. against any and all suits, proceedings, actions, demands and third party claims for any loss, damage, cost and expense of whatever kind and

... Contract or from any negligence under the Contract or tort or on any other ground whatsoever.

#### **14. Equipment and its use**

- 14.1 Equipment procured and maintained by the IIPS for the execution of the study will be the responsibility of the IIPS, and PCMC will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.
- 14.2 IIPS will keep proper record of inventory of all such equipments procured for the study.
- 14.3 All equipments purchased for the study shall become IIPS property after completion of the study.

#### **15. Applicable Provisions and Financial Limit**

- 15.1 Unless different provisions are substituted in **Part 4**, Clauses 15 to 19 inclusive shall apply in relation to price and payment.
- 15.2 The Components which comprise the Financial Limit are set out in the **Budget of Part 5**. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in **Budget of Part 5** are permitted (without the prior written authority of the Contract Officers).

#### **16. Fees**

- 16.1 Any Fees payable are deemed to cover the cost of salary leave allowance, insurances, non-working days and all other costs including, but not limited to clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

#### **17. Invoicing Instructions**

- 17.1 Unless otherwise expressly provided in **Part 4** or **Budget (Part 5)**, invoices should be submitted in accordance with the remainder of clause 18.
- 17.2 PCMC shall unless expressly provided in **Part 4** make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All invoices must contain details of the bank in India to which payments are to be made.
- 17.3 All invoices should contain details of expenditure in accordance with **Budget of Part 5** in this Contract.
- 17.4 PCMC may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.
- 17.5 Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. PCMC reserves the right not to pay any amount due in respect of an invoice received by PCMC more than 90 days after the day of the IIPS becoming entitled to invoice for the payment to which it relates.

...the amount that the IIPS is or has been carrying out the study, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 15 days of the receipt of a valid invoice. All payments will be made in Indian Rupees only as per the payment schedule given in **Budget of Part 5**.

18.2 If for any reason PCMC is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event PCMC shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made up on remedy of any unsatisfactory work or resolution of outstanding queries.

18.3 Should PCMC determine after paying for a particular service that the service has not been completed satisfactorily, PCMC may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.

## **GENERAL PROVISIONS**

### **19. Variations**

19.1 No variation in the terms or scope of this Contract shall be effective without PCMC's prior written consent and recorded in writing [in the form of a letter entitled "Contract Amendment No."]. PCMC shall have no liability in respect of work performed outside the Services set out in the **Study Proposal of Part 3**.

### **20. Assignment**

20.1 The IIPS shall not without the prior written consent of PCMC, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the IIPS, any or its rights or obligations under this Contract or any part, share or interest therein.

### **21. Limit of Liability**

21.1 Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the IIPS or the IIPS's Personnel, the IIPS's liability under this Contract shall be limited to the amount of the Financial Limit.

### **22. Retention of Rights**

22.1 Clause 6, 7, 8, 9, 13, 24 and 25 of this **Part 2** and any relevant clauses listed under **Part 4** shall continue in force following the termination of this contract.

### **23. Law and Legal jurisdiction**

23.1 This Contract shall be governed by the laws of India and disputes will be settled in the courts in Pune.



... attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

24.2 The decision of the arbitrator shall be final and binding on both parties.

24.3 The seat and place of arbitration shall be at Pune.

## **25. TERMINATION**

26.1 Termination for IIPS Default: Save as otherwise provided in this Contract, in the event that any of the defaults specified below shall have occurred, and the IIPS fails to cure the default, the IIPS shall be deemed to be considered in default of this Contract. The defaults referred to herein shall include:

- 1) the IIPS fails to Complete the scope of work within the period specified for the Scheduled Completion Date, or any extension thereof;
- 2) the IIPS subcontracts the Works or any part thereof in violation of this Contract or assigns any part of the Works without the prior written approval/consent of the PCMC;
- 3) the IIPS failed to fulfil any obligation, for which failure Termination has been specified in this Contract; or
- 4) the IIPS commits a default in complying with any other provision of this Contract if such a default causes a Material Adverse Effect on the PCMC.

25.2 Two months prior written notice shall be required from either party for termination of this contract.

## **PART 3 - TERMS OF REFERENCE**

### **1. Study Proposal**

#### **Project Proposal**

#### **Transforming Healthcare Service Delivery at Pimpri Chinchwad Municipal Corporation**

##### **Introduction**

Pimpri Chinchwad Municipal Corporation (PCMC) provides healthcare services to its citizens through 29 Dispensaries, 8 secondary care hospitals and one tertiary care hospital with an aggregate of 1,500 beds. These facilities catered to around 19 lakhs outpatients during FY 2019-20, who were primarily from the economically weaker section of the society. The healthcare facilities of PCMC also played a vital role during COVID-19 pandemic.

Healthcare infrastructure upgradation, capacity building of healthcare workforce and standardizing systems, processes & protocols are the key focus areas of development for PCMC. In that context, PCMC has undertaken and has designed to transform primary, secondary, and tertiary care service delivery from PCMC healthcare by strengthening the infrastructure, people skills, processes, and technology capabilities of the facilities as per national and international healthcare delivery standards. The interventions identified under this will improve the quality of PCMC healthcare facilities to make them the best healthcare providers in the municipal space in the country. The outcomes and intermediate milestones identified under the project will not only

## **Need for Baseline of Identified Outcome Indicators**

PCMC has resolved to undertake the implementation of the project through Social Impact Bond route wherein, an experienced private sector player would upfront finance and implement the project and would be paid only if the identified outcome indicators are met. Hence, there is a need to clearly setup a baseline of the identified outcome indicator and targets for such indicators can be set accordingly and measured and verified when the target is achieved.

## **Objectives of the Study**

The objectives of the baseline survey are to:

- 1- Provide a baseline to establish the level of operation efficiency and the capacity it is catering considering
- 2- 100% of the population being the target,
- 3- To establish a base line against which the project would be monitored and assessed for its projected progress
- 4- To establish the preparedness to adopt the revised guidelines/methods to improve/augment process/facilities through data analysis & review.
- 5- To offer guidance on the specific requirements/methods with regards to the outcome measurement.

## **Data and methods**

### **The study area**

All the 29 Dispensaries, 8 secondary care hospitals and one tertiary care hospital in Pimpri Chinchwad Municipal Corporation will be selected for this study.

### **Study design**

The study will adopt an exploratory research design in order to probe into the underlying conditions and healthcare delivery related issues prevailing in all primary, secondary and tertiary care hospitals. The study will adopt a mixed-methods approach using both, quantitative and qualitative techniques to collect requisite information. The research instruments will be designed having both open and closed ended questions to elicit the responses of the OPD patients. The study sample is proposed from all the primary, secondary and tertiary care hospitals in Pimpri Chinchwad Municipal Corporation. Within each of the hospitals, 10 percent of daily average of weekly OPD patients will be randomly selected for the face-to-face interviews and an attempt will be made to select representative sample randomly from various departments in tertiary care hospital and secondary care hospitals. The entire study sample comprised of 689 OPD patients (178 OPD patients from one tertiary care hospital, 324 OPD patients from eight secondary care hospitals and 187 OPD patients from 29 primary care hospitals). The total sample size will be 689 OPD patients across all primary, secondary and tertiary care hospitals.

In addition, data from hospital records will be analysed and review to establish the preparedness to adopt the revised guidelines/methods to improve/augment process/facilities. In order to offer guidance on the specific requirements/ methods with regards to the outcome measurement and determine different perspectives of healthcare service delivery and to assess the supply side of healthcare delivery mechanism, three semi-structured in-depth interviews will be conducted in the tertiary care hospital, each two semi-structured in-depth interviews will be conducted in the secondary care hospitals and each one semi-structured in-depth interview will be conducted in the primary care hospitals with the administrators and key health authorities in Pimpri Chinchwad Municipal Corporation. A few case studies will be conducted with the OPD patients. In addition, focus group discussions (FGD) will be conducted with the health service providers. A total of 5

Flow Chart



f. Scope of Baseline

Sr. No	Trigger	Goal	Problem	Deliverable	Limitation
1	Engaging in utilizing smart registration process to reduce the turnaround time for OPD registrations from X min to Y min	To reduce the time taken per registration	Incorrect data entries are taking place (spelling errors/ blank entries/ incomplete entries)	The time taken to complete one patient's registration once the patient reaches the registration desk	Human error while data entry
2	Reducing the waiting time of OPD patients from hours to X minutes	Decrease the waiting time of OPD patients. Long waiting queues would be reduced with token system along with	The signages in the patient waiting area/lobby are not enough for guiding the patient due to which they over crowd.	The time spent by every patient prior to consultation/ diagnostic	Time delays when patient leaves the premise



3	Capacity building of X% of front-line staff via BLS/ACLS training across all hospitals	To ensure all front-line workers are trained for BLS/ ACLS	All staff including Ambulance drivers, OPD managers/patient managers and other non-clinical staff in direct contact with patients must be trained for BLS At the moment as understood from the Medical Department, PCMC hospitals are catering to repeat/follow up patients. They want to increase their outreach to the higher economic segment of population as well	BLS certification for identified staff over a duration of time as agreed from reputable certifying authority	Attrition of staff
4	Increasing the number of new patient /follow up/ conversions (OPD and IPD) footfalls from X% to Y%( Attracting more patients to PCMC Hospitals)	To understand the category (demographics/ socio economic status) of footfalls in PCMC hospitals after the facility upgrade	The hospital facilities need certain targeted improvements and augmentation to achieve certification. The continuity and sustainability of deployed resources/ training and capacity building and adoption of practices.	Tracking the demographics and tracking the percentage of category of patients at the time of registration.	Human error while data entry
5	Achieving NABH accreditation for all 36 healthcare units and other healthcare units added in PCMC from time to time.	To get all the PCMC healthcare facilities achieve NABH	The delays in discharge are currently not	Phase wise accreditation	Delay in arranging resources/ space/ equipment/ workforce
6	Time taken for discharge	To track the steps of patient	The delays in discharge are currently not	Discharge time from the time of	Delay in communication/

		movement post discharge announcement	identified with potential improvement program	discharge announcement by the consulting doctor	incomplete documentation/ transfer out
7	Percentage of medical records digitization/ online registration and treatment tracking	To track the completion of medical records from the time of patient admission till the time of discharge	The current process is done manually and stored in physical spaces. The introduction of OPD module and health card is partial scope as implemented.	Aim to digitize patient records	Lack of appropriate technical assets and delay in adoption of technology
8	Risk Management Matrix focused at patient experience	Setting up of Risk Management Matrix for all departments	Absence of risk tracking mechanism	Risk assessment matrix	Adoption, implementation and follow up on risk matrix

*g. Structure of output*

Sr No	Trigger	Approach	Method of Measurement	Unit
1	Engaging in utilizing smart registration process to reduce the turnaround time for OPD registrations from Xmin to Ymin	Track patient from the time of initiation of registration till the time the case paper is ready.	<ul style="list-style-type: none"> <li>- Measure the time taken for each patient from the time he/she enters the hospital entrance till the time he/she has been handed over the registration paper</li> <li>- The waiting time prior to registration shall also be noted</li> <li>- Drop outs must also be observed and documented</li> </ul>	Minutes
2	Reducing the waiting time of OPD patients from hours to X minutes	Track patient from the time when the patient has collected the registration paper	<ul style="list-style-type: none"> <li>- Measure the time taken for a patient to enter the consultation room post</li> </ul>	Minutes

		till the time the patient enters the consulting room	collection of registration form	
			<ul style="list-style-type: none"> <li>- Identify the reasons for delay, if any.</li> <li>- Document the movement of patients to understand the signage guidance within the hospital</li> <li>- Identify potential candidates for BLS/ ACLS training.</li> <li>- Assess the existing staff with BLS/ ACLS certification basis the guideline as per standards</li> </ul>	Percentage
3	Capacity building of X% of front-line staff via BLS/ ACLS training across all hospitals.	Mapping of standards for certification vs actual number of staff trained for BLS/ ACLS		
4	Increasing the number of new patient /follow up/ conversions (OPD and IPD) footfalls from X% to Y%	Mapping the number of patients attended in a day per specialty	<ul style="list-style-type: none"> <li>- Mapping the number of patients</li> </ul>	Percentage
5	Achieving NABH accreditation for all 36 healthcare units	Assessing the preparedness level of the unit	<ul style="list-style-type: none"> <li>- NABH checklist</li> </ul>	Percentage
6	Time taken for discharge	Tracking time taken for every activity post the declaration of discharge	<ul style="list-style-type: none"> <li>- Time motion study</li> </ul>	Absolute number
7	Percentage of medical records digitization/ online registration and treatment tracking	Deployment, training, and adoption of HMIS	Success rate per module, post trainings	Percentage
8	Risk Management Matrix focused at patient experience	Assessing department activities, identifying the risks posed on patient care and employee safety	Creating risk matrices customized for each department focusing on patient experience	Percentage



The IIPS will be responsible for overall co-ordination of the study and will be specifically responsible for the following, amongst others:

- (a) Overall monitoring and coordination, including preparation of survey instruments, protocols, training, field work, data analysis, report generation, report printing, and dissemination.
- (b) Sign MOUs with PCMC as necessary.
- (c) Advertisement, shortlisting of application, selection, and employment on time contract of personnels for the study as mentioned in the budget.
- (d) The IIPS will keep the PCMC informed of the status of project, utilization of funds received from PCMC and expenditure from time to time.
- (e) Design a representative sample for interviewing, selection of respondents, and eligible respondent for interview as mentioned in the study proposal.
- (f) Preparation of Survey Instruments including Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
- (g) Pre-test of Survey Schedules.
- (h) Training of field investigators for qualitative and quantitative surveys.
- (i) Monitoring the quality assurance of survey results.
- (j) IIPS's personal will check the completeness and accuracy of the data and will resolve all issues detected in the data sets.
- (k) IIPS will inform and notify the Field Investigator about clarifications from time to time with additional instructions that may arise during field work till the entire survey is completed.
- (l) In consultation with PCMC, IIPS will disseminate the key study findings and prepare and print Report only.
- (m) A separate bank account will be opened for the study and the Accounts Team for the project will maintain separate Books of Accounts and will get the accounts audited annually. Any interest accrued on the account shall be part of project funds.
- (n) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to by both the parties of the contract.

The Contract Officer is:

Faculty Coordinators

1. Prof. D. A. Nagdeve
2. Dr. Pradeep Salve

Administration (Registrar) is:

Administration (Assistant Registrar) is:

Administration (AFO) is:

Director (Additional Charge)  
(Prof. S. K. Singh)

Registrar  
(Mr. Prashant Sunil Borde)

Assistant Registrar  
(Ms. Manjiri Rane)

Assistant Finance Officer (AFO)  
(Mr. Aniket Chattopadhyay)

The PCMC Contact Officer:

Dr. Gophane L. P.

MoH PCMC

**Key Personnel:**

All the team members mentioned in the proposal and MOU cannot be substituted by the IIPS without PCMC prior written consent.

**Price and Payment**

The amount to be paid to the IIPS by way of remuneration for the completion of the IIPS's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in Budget and payment schedule.

**Intellectual Property Rights**

Any reports or documents prepared or information or invention produced by or on behalf of the IIPS relating to the Contract and all intellectual property rights therein shall be the property of the PCMC. The IIPS hereby assigns to the PCMC all intellectual property rights in the above-mentioned material generated by the IIPS in the performance of the Contract and waives all moral rights relating to such materials.

**Confidentiality of information**

For the purpose of Part 2, clause 8 the IIPS shall ensure that all members of the IIPS's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from PCMC or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.

...to any media. Any violation of this condition shall amount to breach of this contract.

#### **Data Availability**

The unit level data of the study will be made available to public as soon as the final report has been released and dissemination is done. Partial data of PCMC cannot be made available until the release of final report and dissemination. The data will be made available electronically at no cost after filling an online registration form.

## AND PENALTY

### BUDGET FOR THE STUDY:

The total estimated budget amount for the survey is Rs. 1,26,37,557/- (Rupees One Crore Twenty-Six lac thirty-seven thousand five hundred and fifty-seven only) inclusive of all taxes. A detail and summary of the budget is given below:

Sr. No.	Budget Categories	Proposed Budget in Rupees
(1)	Two Project Officers for 2 months @ Rs. 50000/- p.m.	2,00,000
(2)	DA for 2 Project Officers for 30 days (accommodation Rs. 1000 and Food Rs. 500)	90,000
(3)	Twenty-Six Research Investigators for 20 days @ Rs. 20000/- per investigator	5,20,000
(4)	DA for 26 Research Investigators @ Rs. 500 per day per investigator for 20 days	2,60,000
(5)	TA of research staff and TA and DA of Principal Investigator	1,50,000
(6)	Questionnaire Preparation and Printing	50,000
(7)	Training for Research Investigators and Pre-testing	55,000
(8)	Preparation of Risk Management Matrix	75,000
(9)	Printing of the report	50,000
(10)	Faculty time	3,00,000
(11)	Miscellaneous and Stationary	50,000
	Total	18,00,000
(12)	Overhead cost (15%)	2,70,000
	Total	20,70,000

#### Budget

#### Note:

1. Budget from one head to another head OR new head will be used, if required for the project.



Year	Budget in Rupees
2023	20,70,000
2024	22,77,000
2025	25,04,700
2026	27,55,170
2027	30,30,687

Note: 1. Budget is estimated considering 10 percent increase every year in the overall budget from one year to another year considering 2023 as base year.  
2. The study design and methodology will be same from 2023 to 2027.

### PAYMENT SCHEDULE

Installment	Expected month to receive Installment <sup>@</sup>	Percentage of total budget/ Exact Budget	Work completed as per time line
First Year	September 2023 or Month of Signing of MoU	20,70,000	On completion of First Round of Survey
Second Year	Aug 2024 (Tentative)	22,77,000	On completion of Second Round of Survey
Third Year	Aug 2025 (Tentative)	25,04,700	On completion of Third Round of Survey
Fourth Year	Aug 2026 (Tentative)	27,55,170	On completion of Fourth Round of Survey
Fifth Year	Aug 2027 (Tentative)	30,30,687	On completion of Fifth Round of Survey

<sup>@</sup> expected month to receive installment may change subject to the Signing of MoU or commencement of the study

## TIMELINE OF THE STUDY

The study is likely to be completed in 2 months in each round.

Timeline of the study October 2023 to October 2027 (The study will commence after one month from the date of release of the first instalment(75% of the agreement value) and the timeline will change accordingly)

September – 2023	1) Signing of MoU between IIPS and PCMC
October – 2023	1) Baseline Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2024 (Tentative)	1) Baseline Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2025 (Tentative)	1) Baseline Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2026 (Tentative)	1) Baseline Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.
October 2027 (Tentative)	1) Baseline Study 2) Finalization and printing of the report. 3) Dissemination of the study findings.

For and on behalf of  
Pimpri Chinchwad Municipal Corporation.

Name: Shri. Shekhar Singh  
Position: Commissioner PCMC  
Signature:

For and on behalf of  
International Institute for Population Sciences,  
Mumbai

Name: Prof. S. K. Singh  
Position: Director (Additional Charge)  
Signature:



## RESEARCH AGREEMENT

Contract No. 2023X105.IIP.IN

This Research Agreement (the "Agreement") is made the 13<sup>th</sup> day of June 2023 between the International Food Policy Research Institute ("IFPRI"), 1201 I Street, N.W. Washington, D.C. 20005 and **International Institute for Population Sciences** ("Collaborator"), Govandi Station Road, Deonar, Opposite Sanjona Chamber, Mumbai, Maharashtra 400088, India.

### I. Program of Work

IFPRI hereby retains Collaborator to perform, and Collaborator hereby agrees to perform the program of work set forth in the Statement of Work attached as Exhibit 1 (the "Project"). It is hereby agreed that the Principal Investigators for Collaborator shall be **S.K. Singh** and **K.S. James** for the term of the Project. Collaborator must obtain prior written approval from IFPRI before using a different Principal Investigator. It is hereby agreed that the Project Managers for IFPRI shall be **Phuong Nguyen** and **Rasmi Avula**, or such other person as IFPRI may designate from time to time by giving written notice to Collaborator.

### II. Term

This Agreement will begin on **June 1, 2023** and continue until **May 30, 2024**. It is understood that these dates are estimates and that IFPRI may, at its convenience and upon written notice to the Collaborator, postpone, shorten or extend these dates. Collaborator must obtain written approval from IFPRI for any extension of the term of the Agreement.

### III. Reporting Requirements

Collaborator shall submit reports to IFPRI specified in the Statement of Work.

### IV. Payment

This is a cost reimbursable contract and the total payment to be made for the work under this Agreement shall be based on actual expenses incurred, not to exceed **INR 3,944,500** (approximately \$48,104.00), which will be met with funds drawn from IFPRI Project No. **301058.001.001.515.01.01**. Any unspent funds shall be returned to IFPRI at the end of this Agreement or applied against the final payment. Mandatory Tax Deducted at Source (TDS) will be deducted from total contract amount. This Agreement is subject to the availability of funding by the donor/s.

Payments shall be made according to the schedule set forth below provided, however, that IFPRI shall have the right to defer or withhold payment of any installment if the Project Manager determines that Collaborator has not made satisfactory progress toward the accomplishment of the program of work described on Exhibit 1.

Schedule of Payments/Deliverables:					
Payment #	Upon Receipt/Acceptance by IFPRI of:	Deliverable Due Date	Payment Due Date	Amount in INR	(Approx.) Amount USD
1	Signed agreement, and workplan and outline of the analyses, and approval by Project Manager	06/30/23	07/15/23	1,300,000	15,854.00
2	Key results (tables and figures) for all 3 topics and a certified financial report showing a disbursement of at least 65% of previous payment to be supported by a general ledger, and approval by Project Manager	01/31/24	02/15/24	1,300,000	15,854.00
3	Draft manuscripts for all 3 topics and a final certified financial report to be supported by a general ledger and approval by Project Manager. Final payment will be based on actual expenses incurred. Any unspent funds from previous payment shall be applied to the final payment or returned to IFPRI.	05/15/24	05/30/24	1,344,500	16,396.00
Overall Contract Total				3,944,500	\$48,104.00

All payments shall be made in **Indian Rupees (INR)**, upon receipt of invoices bearing the contract number with a brief description of work completed and the corresponding deliverables from the Schedule of Payments/Deliverables. The collaborator must also submit, with the first invoice, the documentation and appropriate attached tax form as follows:

- Permanent Account Number (PAN) Card (photocopy or scan)
- W8BEN-E, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting
- W8-EXP, Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting

Corresponding bank fees deducted by the bank of the Collaborator from the foregoing payments in connection to this agreement are the Collaborator's responsibility. IFPRI shall not reimburse aforementioned bank fees.

#### V. In-Kind Support

IFPRI will not provide any in-kind support to Collaborator in connection with work performed hereunder.

#### VI. General Provisions

It is a condition of this contract that in performing the obligations, duties, and responsibilities of this contract, Collaborator will be responsible for complying with all applicable requirements, laws, rules, and regulations of countries to be visited including the United States, and those pertaining to immigration, customs, and foreign exchange control. Additionally, if the contract scope of work is to be conducted within the United States, Collaborator represents that s/he is fully authorized to work in the United States.

Your organization been selected to participate in this Project at our discretion. You may not make any statement or otherwise imply to the donors, investors, media, or the general public, that you are a direct grantee of the Bill & Melinda Gates Foundation ("Foundation"). You may state that IFPRI is the Foundation's grantee and that you are a sub-grantee or subcontractor of IFPRI for the Project.

This Agreement also includes the General Provisions attached as Exhibit 2, which are incorporated herein by reference. As noted in the General Provisions, the Collaborator shall be responsible at his/her own



expenses for obtaining appropriate insurance in connection with work under this Agreement, including but not limited to, travel, medical and professional liability insurance.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date as indicated below. This Agreement will not be effective until it has been signed on behalf of IFPRI by both the Division Director and the Head, Contracts and Grants.

**INTERNATIONAL FOOD POLICY  
RESEARCH INSTITUTE:**

RASMI AYULA

Rasmi Ayula  
Project Manager

June 13, 2023

Date

DEANNA OLNEY

Deanna Olney  
Director  
Nutrition, Diets and Health Unit

June 13, 2023

Date

Liza Almendrala

Liza Almendrala  
Head, Contracts and Grants

June 14, 2023

Date

K.S. James

K.S. James  
Director & Senior Professor  
International Institute for Population Sciences

Date

REV: 04/27/16

## STATEMENT OF WORK

**Data to Support Nutrition Actions in India**  
**By International Institute for Population Sciences (IIPS)**

**Background**

POSHAN is a multi-year initiative led by the International Food Policy Research Institute (IFPRI) and funded by the Bill & Melinda Gates Foundation. POSHAN's first phase (2011-16) established the initiative's credibility as an honest evidence broker that brought together diverse stakeholders and harnessed the collective power for improving nutrition at the district, state, and national levels. POSHAN's second phase (2016-22) used data and evidence to highlight the challenges and solutions pertaining to nutrition issues in India.

POSHAN's third phase (referred to as POSHAN-3) (2022-25) will continue to focus on evidence generation, synthesis, and mobilization to strengthen program and policy actions at various levels. POSHAN-3 will be implemented as a partnership-driven knowledge initiative focused on three topical areas in nutrition, all of which are relevant to global and national goals for nutrition: (1) Undernutrition across the life course, (2) Anemia, and (3) Emerging nutrition challenges.

Under this scope of work (SOW), IFPRI proposes to collaborate with International Institute for Population Sciences (IIPS), who design and conduct the National Family Health Surveys (NFHS), to support collaborative policy-relevant analyses of large-scale data sets including NFHS data. These analyses will help in developing a stronger understanding of the drivers of nutrition outcomes, of state and district successes, and how programs/schemes have performed. The outputs will include presentations, working papers, journal manuscripts and other knowledge products to support advancing nutrition discourse in India.

**Scope of Work:**

IIPS will work closely with IFPRI on three main topical areas, listed below. Additional topical areas will be explored depending on interest, ability, and available resources. The research objectives and analysis plan for each topic will be developed collaboratively by IIPS and IFPRI.

**1. Intricacies of low birth weight and nutritional status of children in India**

**Suggested outputs:**

- 1a. Slide decks (including tables/figures) characterizing changes in birth weight at the national, state and district levels; data analytics based knowledge products*
- 1b. Journal manuscript/s on birth weight and its association with nutritional status of children in India*

**2. Understanding the status and drivers of infant and young child feeding (IYCF) practices in India**

**Suggested outputs:**

- 2a. Slide deck characterizing changes in IYCF practices*
- 2b. Journal manuscript on IYCF practices in India*

**3. Assessing the trajectory of anemia in India**

**Suggested outputs:**

- 3a. Slide deck characterizing changes in anemia among different target groups*
- 3b. Journal manuscript on anemia*



Additional partnerships for specific analysis topics will be explored, bringing in national and global experts, as needed. Specific partners will be identified and named for each type of knowledge product.

### Activities

Collaborator (IIPS) will provide all necessary supplies and services for the following activities:

- Provide experienced researchers as required for carrying out activities mentioned in SOW;
- Co-develop plans for analyses related to each knowledge area;
- Conduct data analyses using individual data;
- Work closely with IFPRI to produce slide decks, data products, policy briefs and academic manuscripts;
- Present findings to stakeholders and relevant partners periodically, ensuring policy engagement and support throughout the collaboration period;
- Organize a workshop to share findings with nutrition stakeholders in India;

### Technical Deliverables:

#	Deliverables	Due Date
1	Research questions and analysis plans for 3 topics: low birth weight, IYCF and anemia	August 1, 2023
2	Key results (tables, figures and draft slide deck) for three topics	January 31, 2024
4	Full draft of manuscripts for all three topics and final slide decks	May 15, 2024

### Schedule of Payments/Deliverables:

Payment #	Upon Receipt/Acceptance by IFPRI of:	Deliverable Due Date	Payment Due Date	Amount in INR	(Approx.) Amount USD
1	Signed agreement, and workplan and outline of the analyses, and approval by Project Manager	06/30/23	07/15/23	1,300,000	15,854.00
2	Key results (tables and figures) for all 3 topics and a certified financial report showing a disbursement of at least 65% of previous payment to be supported by a general ledger, and approval by Project Manager	01/31/24	02/15/24	1,300,000	15,854.00
3	Draft manuscripts for all 3 topics and a final certified financial report to be supported by a general ledger and approval by Project Manager. Final payment will be based on actual expenses incurred. Any unspent funds from previous payment shall be applied to the final payment or returned to IFPRI.	05/15/24	05/30/24	1,344,500	16,396.00
Overall Contract Total				3,944,500	\$48,104.00



# Budget

Cost estimates for IIPS- ICPRI-NITI collaboration (Period: 1st June 2023 To 31st May 2024)				
Budget Line Items	Rate in INR	Unit	Duration of Engagement	Total Cost
<b>A. Personnel*</b>				
Post-doc - Research Fellow	90,000	1	12	1,080,000
Senior Research Officer	80,000	1	12	960,000
<b>Subtotal A</b>				<b>2,040,000</b>
<b>B. Workshop/Seminar/Meeting</b>				
Presentation of project findings in workshop/Seminar etc.	200,000	3		600,000
<b>Subtotal B</b>				<b>600,000</b>
<b>C. Travel &amp; Accommodation</b>				
<b>Subtotal C</b>	300,000	1		300,000
				<b>300,000</b>
<b>D. Other Costs</b>				
Publication editing	150,000	3		450,000
Stationery & Printing	30,000	1		30,000
Miscellaneous Expenses - Internal Meetings	10,000	1		10,000
<b>Subtotal D</b>				<b>490,000</b>
<b>Total Direct Cost</b>				<b>3,430,000</b>
Overhead Cost (13%)				514,500
<b>Grand Total INR</b>				<b>3,944,500</b>
<b>Grand Total (estimated in USD)</b>				<b>48,104</b>

*[Signature]*

*[Signature]*



Contract No.: 2023X105.IFP.IN		Amendment No.: 1		Date: August 18, 2024	
Collaborator: International Institute for Population Sciences		IFPRI Project No.: 301058.001.001.515.01.01			
Address: Govandi Station Road, Deonar, Opposite Sanjona Chamber, Mumbai, Maharashtra 400088, India					
Purpose: Extend contract term, reduce contract value, and revise Schedule of Payments/Deliverables.					
Payment: Contract value decreases by INR 338,030 (approx. \$3,397.21) from INR 3,944,500 (approx. \$48,104.00) to INR 3,606,470 (approx. \$44,706.79). Total paid to date on this contract is INR 2,600,000 (\$32,213.37). Mandatory Tax Deducted at Source (TDS) will be deducted from total contract amount. This Agreement is subject to the availability of funding by the donor/s.					
Term: Revised from June 1, 2023 to May 31, 2024 to June 1, 2023 to December 31, 2024					
Program of Work: Please see below and attached revised budget.					
Schedule of Payments/Deliverables:					
Payment #	Agreement	Upon Receipt/Acceptance by IFPRI of:	Deliverable Due Date	Payment Amount INR	(Approx.) Amount USD
1-2		Paid to date on this agreement		2,600,000	\$ 32,213.37
3	Amend#1	Draft manuscripts for 2 topics and approval by Project Manager. <i>Revised. [Original Deliverable 03 broken down to Deliverable nos. 3 and 4.]</i>	07/02/24	704,529	\$ 8,745.39
4	Amend#1	Draft manuscript for 1 topic and 2 finalized manuscripts, and a final certified financial report to be supported by a general ledger and approval by Project Manager. <i>[New.] [Original Deliverable 04 broken down to Deliverable nos. 3 and 4. Original Payment no. 3 reduced by INR 338,030 and broken down to payment nos. 3 and 4.]</i> Final payment will be based on actual expenses incurred. Any unspent funds from previous payment shall be applied to the final payment or returned to IFPRI.	12/31/24	391,941	\$ 3,748.03
Overall Contract Total				3,606,470	\$ 44,706.79
Payments shall be made in Indian Rupees (INR) within 30 (thirty) days after receipt of invoice/s and deliverables according to the schedule set forth above, provided however, that IFPRI shall have the right to defer or withhold payment of an installment if the Project Manager determines that Collaborator has not made satisfactory progress toward the accomplishment of the program of work.					
All other provisions of the original agreement shall remain in effect.					

If the above terms meet with your approval, please sign below, and return one copy of the document to IFPRI (along with the appropriate completed W-9, W-8BEN form) and retain the other copy for your records.

On behalf of the International Food Policy Research Institute:

RASMI AVULA  
Rasmi Avula  
Project Manager

DEANNA OLNEY  
Deanna Olney  
Director  
Nutrition, Diets, and Health Unit

K. Susan Germain  
K. Susan Germain  
for Liza Almendrala  
Rent, Contracts and Grants

August 9, 2024  
Date

August 19, 2024  
Date

8/26/2024  
Date

AGREED:

Dr. Bunkhothong Lhangilim  
Dr. Bunkhothong Lhangilim  
Director  
International Institute for  
Population Sciences  
Collaborator

September 03, 2024  
~~August~~  
Date

*watching*

## REVISED BUDGET

1 USD = 80.56 INR 7.1.24

Cost estimates for IIPS- IFPRI-NITI collaboration (Budget for the period: 1st June 2024 To 31st December 2024)				
Budget Line Items	Rate in INR	Unit	Duration of Engagement	Total Cost
<b>A. Personnel</b>				
Post-doc - Research Fellow	90,000	1	7	630,000
Faculty time for Principal Investigators	100,000	2		200,000
<b>Subtotal A</b>				<b>830,000</b>
<b>B. Workshop/Seminar/Meeting</b>				
Presentation of project findings in workshop/Seminar etc.				
<b>Subtotal B</b>				
<b>C. Travel &amp; Accommodation</b>				
<b>Subtotal C</b>				
<b>D. Other Costs</b>				
Publication/editing				
Stationary & Printing	20,000	1		20,000
Miscellaneous Expenses - Internal Meetings	25,190	1		25,190
<b>Subtotal D</b>				<b>45,190</b>
<b>Total Direct Cost</b>				<b>875,190</b>
Overhead Cost (15%)				131,279
<b>Grand Total (In INR)</b>				<b>1,006,469</b>

L.K. Dwivedi

PI's

Acharya

AFO

J. Singh

Director &amp; Sr.Prof.

Year 1 Budget - SAHELI Project - IIPS, Mumbai				
Particulars	Number of units	Number of months/days/years/visits	Cost/unit (month)	Total
<b>Human Resource</b>				
Co-Principal Investigators	1	1	1,00,000	1,00,000
Consultant- Sampling Expert	1	1	1,00,000	1,00,000
Senior Project Officer- Research	1	6	75,000	4,50,000
Project Officer - Research	1	4	55,000	2,20,000
Senior Project Officer- IT	1	2	75,000	1,50,000
Admin cum Accounts Officer	1	1	55,000	55,000
<b>Total - Human resource</b>				<b>10,75,000</b>
<b>Equipment &amp; Stationary</b>				
Desktop @ 120,000	1	1	1,20,000	1,20,000
Laptop @ 150,000	1	1	1,50,000	1,50,000
Cartridge @5000	2	1	5,000	10,000
Pen Drives @750	2	1	750	1,500
External drive	1	1	8,000	8,000
Translation of the questionnaire and manual	1	1	2,00,000	2,00,000
<b>Total - Equipments &amp; stationary</b>				<b>4,89,500</b>
<b>Other Expenditure</b>				
Stationary (lump sum)				30,000
Monthly meeting expenses				5,000
Questionnaire preparation workshop	1	1	1,00,000	1,00,000
Sampling workshop	1	1	50,000	50,000
Miscellaneous (visiting Delhi and states for meetings and other expenses)	1	1	2,00,000	2,00,000
Audit Fee	1	1	50,000	50,000
<b>Total - other expenditure</b>				<b>4,35,000</b>
<b>Total of all heads</b>				<b>19,99,500</b>
Institutional Overhead @ 10%				1,99,950
<b>Grand Total</b>				<b>21,99,450</b>





Souvik Mondal &lt;souviklips@gmail.com&gt;

**Fwd: Award Letter of Major Research Project 2021-22**

1 message

Dr Nandita Saikia <nanditasai@jnu@gmail.com>  
To: souviklips@gmail.com, nanditaste@gmail.com

10 June 2022 at 17:23

----- Forwarded message -----

From: **icssr researchproject** <rmp2016rpt@gmail.com>  
Date: Sat, Mar 12, 2022 at 6:10 PM  
Subject: Award Letter of Major Research Project 2021-22  
To: <nanditasai@jnu@gmail.com>

**Indian Council of Social Science Research****Revathy Vishwanath**

Development)

**Deputy Director**

Marg

**RP Division Incharge**

110067

Tel #011-26716690

Website: [www.icssr.org](http://www.icssr.org)E-mail: [rpicssr@gmail.com](mailto:rpicssr@gmail.com),

(Ministry of Human Resource

JNU Institutional Area, Aruna Asaf Ali

New Delhi -

File No. 02/11971/OBC/2021-22/ICSSR/RP/MJ

Dated: 12/March/2022

**Award Letter of Major Research Project**

Dear Dr. Dr Nandita Saikia ,

Please refer to your interaction with Expert Committee regarding Major Research Project under the Major Research Project Scheme of the ICSSR. Although you have made a presentation for the Major Research Project, the final selection is made on the basis of recommendations of the Expert Committee.

**Title Proposed:** " The Impact of lifestyle habits and disaster on the health of the tribal population in eastern India."

**Revised Title approved by the Expert Committee:** NA.

**Budget Approved:** ₹ 800,000.00( Rupees Eight Lakh Only )

**First Instalment:** 40% of the awarded grant, detailed Budget in break-up will be sent along with the

sanction order of 320000/-

The above has been approved by the Competent Authority on the recommendations of the Expert Committee. **You are requested to commence the study immediately.**

You are required to give an undertaking on a non-judicial stamp paper of Rs. 100/- (copy enclosed), declaration on a non-judicial stamp paper, original forwarding letter and send us the grant-in-aid bill (copy enclosed) of 40% of the awarded grant. All Payments and Transfers are to be done through EAT module hence the institution has to open a dedicated account as per the notification of ICSSR.

You are once again required to go through the eligibility criteria in the guidelines and make sure you fulfil them in all respect both in case of individual and institution. In case you have awarded a project under any other programme of ICSSR and sanction letter for the same has been issued you are requested to continue with earlier sanction and inform accordingly. This award in that case will not stand operational. In case you have already been awarded a project and sanction letter has not been issued you may make an option between the two awards and inform us clearly which project you would like to start. If there is any change in terms of original proposal you need to clarify and take approval from ICSSR in the beginning itself.

Kindly send us all the desired documents (attached herewith) to the undersigned within at the earliest to enable us to issue the formal sanction order as per the checklist enclosed.

[https://docs.google.com/document/d/1k-HccLTMQWUGH9xx50RAgKIEq\\_bxYcs/edit?usp=sharing&ouid=113099032980940284236&rtopof=true&sd=true](https://docs.google.com/document/d/1k-HccLTMQWUGH9xx50RAgKIEq_bxYcs/edit?usp=sharing&ouid=113099032980940284236&rtopof=true&sd=true)

<https://docs.google.com/document/d/1hCw769wzYBqI8f0p7Co-yhLaf6BheeO/edit?usp=sharing&ouid=113099032980940284236&rtopof=true&sd=true>

[https://docs.google.com/document/d/1CzwMt\\_yekwJAh2w8Qj3vQYCh9m1pAa5g/edit?usp=sharing&ouid=113099032980940284236&rtopof=true&sd=true](https://docs.google.com/document/d/1CzwMt_yekwJAh2w8Qj3vQYCh9m1pAa5g/edit?usp=sharing&ouid=113099032980940284236&rtopof=true&sd=true)

<https://docs.google.com/document/d/1lpNNVge62CzwEF5gWZRJLOVXxyqWpASY/edit?usp=sharing&ouid=113099032980940284236&rtopof=true&sd=true>

<https://drive.google.com/file/d/1xu21akApH8RJAJc0o9NAWqfne8quN9C/view?usp=sharing>

With Regards  
Revathy Vishwanath  
Deputy Director (Research)  
Research Project Division  
Indian Council of Social Science Research  
New Delhi-110067  
011-26716690

# ICSSR Project Budget

Project Title: " The impact of lifestyle habits and disaster on the health of the tribal population in eastern India. "

ICSSR File No: File No. 02/11971/OBC/2021-22/ICSSR/RP/MJ

S.No.	Heads of Expenditure	ICSSR Rules	Actual Budget Allotment
1	Research Staff: Full time/Part-time/Hired Services	Not exceeding 45% of the total budget.	360000
2	Fieldwork: Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	Not exceeding 35%	280000
3	Equipment and Study material: Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	Not exceeding 12%	80000
4	Contingency:	Not exceeding 5%	40000
5	Publication of Report	App. 5-6%*	
	TOTAL	ICSSR will finally make it 100%	
6	Institutional Overheads (over and above the total cost of the project)	Affiliating Institutional overheads @ 5% of the approved budget, subject to a maximum limit of Rs. 1,00,000/-	40000
	Total	Total	800000

*Dairis*

*Dairis*  
Prof. Nandita Saikia  
01/11/2021

Department of Public Health and Mortality Studies  
International Institute for Population Sciences (IIPS)  
**Professor Nandita Saikia, M.S., M.Phil., Ph.D.**  
Department of Public Health and Mortality Studies  
International Institute for Population Sciences (IIPS)  
(Deemed University)  
(Ministry of Health and Family Welfare, Government of India)  
Gowandi Station Road, Deonar, Mumbai, Pin - 400088



icssr researchproject <mmp2016rpr@gmail.com>  
To: nanditasarkarju@gmail.com

Wed, Aug 17, 2022 at 4:18 AM

RP Team

F.No.02/162/OBC/2021-2022/ICSSR/RP/MJ

Dated 17/8/2022

Subject: Release of first instalment of Rs.3,20,000/- for the Research Project sanctioned to you by ICSSR.

Dear Sir,

Please find Payment Advice no. C082200675701 dated 4/8/2022 PFMS ID C082200681282 towards release of first instalment of Rs.3,20,000/- for the research project mentioned above

Kindly inform your affiliating institute and acknowledge the receipt.

With best regards,

Email- [nanditasaikiajnu@gmail.com](mailto:nanditasaikiajnu@gmail.com)

13/09/2022  
 Professor Nandita Sankha, MSc, MPhil & PhD  
 Department of Public Health and Monitoring Studies  
 International Institute for Population Sciences (IIPS)  
 ICDS, Government of India  
 Sector 14, Okhla, New Delhi, India

"Title of the project" : —

the impact of lifestyle habits and disaster on the health of the tribal population in eastern India.

<http://www.google.com/mail/u/0/?ui=2&ik=pl&as=classroom&permmsgid=msg-3A1741401872597759259&siml=msg-3A1741401872597759259>

Mr. Shover

As against Rs. 3,000/- received in  
11th main A/c for 5/5/19 on duty to take

✓ Achy 14/9

15/1912





**icmr**  
INDIAN COUNCIL OF  
MEDICAL RESEARCH  
FOUNDED THE NATION SINCE 1911

No. 54/2/GER/Indo-Sweden/2023-NCD-II

भारतीय आयुर्विज्ञान अनुसंधान परिषद  
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार  
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research  
Department of Health Research, Ministry of Health  
and Family Welfare, Government of India  
Dated: 15.03.2023

To:

The Director  
Sree Chitra Tirunal Institute for Medical Sciences and Technology  
(Thiruvananthapuram-695011)

**Sub:** Sanction and budget allotment for the task force project entitled "The cognitive consequences of social frailty: a mixed methods study of precarity and resilience among aging populations in India and Sweden" under Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram.

Sir Madam,

The Director-General of the Council sanctions the above mentioned research scheme initially for a period of one year from 25.03.2023 subject to extension upto the total duration specified in para 3(i) below.

The Director-General of the Council also sanctions the budget allotment of ₹46,26,164/- (Rupees Forty Six Lakh Twenty Six Thousand One Hundred and Sixty Four Only) as detailed in the attached statement for the period ending the 24.03.2024.

The grant-in-aid will be given subject to the following conditions:-

1. The payment of the grant will be made in lump-sum to the head of the Institution. The first installment of the grant will be paid generally as soon as a report regarding the commencement of the project and appointment of the staff is received by the Council.
2. The staff appointed on the project should be paid as indicated in the budget statement attached.
3. The approved duration of the scheme is 03 (Three) years. The annual extension will be given after review of the work done on the scheme during the previous year.
4. A report on the progress made will be submitted to the Council as and when called for.
5. The Institute will maintain a separate account of the receipts and the expenditure incurred on the scheme, and will furnish a utilization certificate and an audited statement of account pertaining to the grant.
6. The host institute shall utilize the grant after following the provision laid down in GFRs 2017 and T.A. Rules.
7. The PI is advised to keep the fund in a separate savings bank account opened for research funds received from ICMR so as to ensure that interest earned thereon is also credited in to the fund account.
8. Kindly see the other terms and conditions on the ICMR portal.

The receipt of this letter may please be acknowledged.

Yours faithfully,

(Harjeet Kaur Bhatti)  
Administrative Officer

Administrative Officer

Copy to:-

1. Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram-695011
2. Accounts Section-V (NCD/NTF/19/2022-23 dated 10.03.2023), ICMR with budget statement for information and necessary action.
3. Mr. Hemant Kumar, Sr. I.O.
4. IRIS Cell (2022-17209)

प्री. रामलिंगस्वामी स्वतः पोस्ट बॉक्स नं. 4911,  
असिरी नगर, नई दिल्ली - 110 029, भारत

Tel: +91-11-26588895 / 26588980 / 26588294  
+91-11-26589316 / 26588707

ICMR is a Government of India Institution

**Budget Statement for the 1st Year**  
**(From 25.03.2023 to 24.03.2024)**

No. 54/2/GER/Indo-Sweden/2022-NCD-II

**Subj:** Sanction and budget allotment for the task force project entitle "The cognitive consequences of social frailty: a mixed methods study of precarity and resilience among aging populations in India and Sweden" under Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram.

<b>Budget for Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram</b>	
<b>Details</b>	<b>1<sup>st</sup> year</b>
<b>E. Staff</b>	
Research Associate @54,000+18% HRA=63,720/-P.M.	7,64,640
Senior Research Fellow (Nos.2) @35,000+18% HRA=41,300/-P.M.	9,91,200
<i>Subtotal of Manpower (A)</i>	<i>17,55,840</i>
<b>F. Recurring</b>	
Contingency	
Communications	12,000
Stationery	15,000
Software	2,74,000
Advisory Committee Meetings	33,000
Institutional Ethics Committee Charges	15,000
Training workshop for Indian staff	3,00,000
Publishing charges and report finalization etc.	1,50,000
<i>Subtotal of Recurring (B)</i>	<i>7,99,000</i>
<b>Total (A+B)</b>	<b>25,54,840</b>
<b>Over head charges 3% on (staff+recurring)</b>	<b>76,645</b>
<b>G. Non- Recurring</b>	<b>1,50,000</b>
Laptop (Nos.3)	(50,000*3)
	50,000
Printer/Scanner	16,000
Voice recorder	2,16,000
<i>Subtotal of Non-recurring</i>	<i>2,16,000</i>
<b>H. Travel</b>	<b>1,37,500</b>
Foreign Visits	33,000
Conferences	80,000
National Travel	50,000
Research related travel and accommodation	3,00,500
<i>Subtotal of Travel</i>	<i>3,00,500</i>
<b>Grand Total(A+B+C+D)</b>	<b>31,47,985</b>

Continued at next page...

Budget for International Institute for Population Sciences, Mumbai.	
Details	1 <sup>st</sup> year
<b>A. Staff</b>	
Research Associate @54,000+27%HRA=68,580/-P.M.	8,22,960
Senior Research Fellow (Nos.2) @35,000+27%HRA=44,450/-P.M.	
<i>Subtotal of Manpower(A)</i>	<i>8,22,960</i>
<b>B. Recurring</b>	
Contingency	
Communications	12,000
Stationery	15,000
Software	2,74,000
Publishing charges and report finalization etc.	1,50,000
<i>Subtotal of Recurring (B)</i>	<i>4,51,000</i>
<b>Total (A+B)</b>	<b>12,73,960</b>
Over head charges 3% on (staff+ recurring)	38,219
<b>C. Non- Recurring</b>	
Laptop	50,000
Printer/Scanner	50,000
Voice recorder	16,000
<i>Subtotal of Non-recurring</i>	<i>1,16,000</i>
<b>D. Travel</b>	
Research related travel and accommodation	50,000
<b>Grand Total(A+B+C+D)</b>	<b>14,78,179</b>

**Budget Summary**

Centre	1 <sup>st</sup> year
Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram	31,47,985
International Institute for Population Sciences, Mumbai	14,78,179
<b>Total</b>	<b>46,26,164</b>

DoS- 25.03.2023

Duration- 3 year

DoC- 24.03.2026

  
 (Harjeet Kaur Bajaj)  
 Administrative Officer

INDIAN COUNCIL OF MEDICAL RESEARCH  
ANSARI NAGAR, POST BOX NO.4911, NEW DELHI-110029

No. 54/2/GER/Indo-Sweden/2022-NCD-II

Dated: 15.03.2023

Subj: Payment of full grant of 1<sup>st</sup> year grant-in-aid for the task force project entitle "The cognitive consequences of social frailty: a mixed methods study of precarity and resilience among aging populations in India and Sweden" under Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram.

MEMORANDUM

Reference this office letter No. 54/2/GER/Indo-Sweden/2022-NCD-II dated 15.03.2023

The Director-General, ICMR sanctions the payment of ₹46,26,164/- (Rupees Forty Six Lakh Twenty Six Thousand One Hundred and Sixty Four Only) as the full grant of the 1<sup>st</sup> year grant for incurring expenditure in connection with the above mentioned research scheme. The amount of ₹46,26,164/- may be debited in the provision of ₹46,26,164/- made for the above-mentioned research scheme for the current financial year 2022-23.

A formal bill for ₹46,26,164/- is sent herewith for payment by RTGS/NEFT to The Director, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram.

(Harjeet Kaur Bajaj)  
Administrative Officer

Accounts Section, ICMR, (RFC No: NCD/NTF/19/2022-23 dated 10.03.2023) along with mandate form and cancelled cheque.

Copy to:

1. The Director, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram-695011.
2. Dr. Rakhal Gaitonde, Professor, Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram-695011
3. Mr. Hemant Kumar, Sr. T.O., ICMR.
4. IRIS Cell (2022-17209)

Administrative Officer



Rows - 1,2,3 - Includes 10% increase per year.

Row - 4 - only for 8 months

Row 5 - Including FGDs and in-depth interview and Supervisory visits @6000 per interview and @25000 per fed

Row - 6 - 18000 per researcher for three years + 8 month(s for SRP's in Mumbai)

Row - 7 - 50000 per site

Row - 9 - Travel and accommodation - one Indian member visit once a year

Row 13 - One researcher visit per year + one visit of two investigators + visit of 5 investigators at

Row - 15 - 2 investigators from each site two trips a year @15000 round trip - @5000 for food and accommodation.

Row - 16 - One for each Research associate / SRP

Row - 17 - One for the project per site

Row 18 - 3 - one each for research associate / SRP + 1 Mumbai

#### BUDGET ALLOCATED TO IIPS MUMBAI

#### IIPS Budget Proposal (subject to final approval by TCMR)

*Study Proposal:* The cognitive consequences of social frailty: a mixed methods study of precarity and resilience among aging populations (in India and Sweden)

Expenditure Item	Expenses (₹)
<b>(A) Project staff costs:</b>	
1. One Research Associate -III (₹54,000/- per month+ 24 % HRA=₹66,960) for 3 years	24,10,360
3. Two Senior Research Fellows ( ₹33,000/- per month + 24 % HRA=₹40,920) 4 months qualitative research (Marathi Speakers)	3,24,800
3. One laptop software, and computer accessories, printing	4,00,000
<b>(B.) Qualitative data collection:</b>	
1. Field work/travel expenses, recording and transcription of 75 case studies (₹ 5000 per case)	3,75,000
2. FGD expenditures (@ ₹25000 per FGD for 4 FGDs)	1,00,000
3. PI's Supervision qualitative data collection	50,000
4. Recording equipment's batteries etc.	50,000

(C) Training Workshop for Research Associates and Research Fellows from IIPS & SCTIMST (3 days) Accommodation and food @4000 per day for participants from SCTIMST & training venue & material expenses (30,000 per day)	2,70,000
(D) Publication Cost (Papers in journals, reports, policy briefs)	6,00,000
(E) Travel and accommodation of PIs both national and international J. P.'s travel to SCTIMST in project period (@15000 per round trip Accommodation @4000 including food for 3 days per trip) 2 trips in 3 years	1,68,000
(F) IIPS Institutional overhead Administrative charges (5% of the budget)	2,35,538
<b>Total Budget</b>	<b>49,66,298</b>

Y.11011/05/2020-Stats  
Government of India  
Ministry of Health & Family Welfare  
Department of Health & Family Welfare  
(Statistics Division)

Room no 309, 3<sup>rd</sup> Floor, IRCS Building  
Red Cross Road, New Delhi.  
Dated: 25.07.2023

**Subject: Sharing of NFHS-6 MoA (final) - regd.**

I am directed to refer to letter no. IIPS/DIR/NFHS-6/825/2023 dated 07.07.2023 on the subject cited above and to forward herewith one signed copy (in original) of NFHS-6 MoA for your kind information and record.

Encl: As above.

(Nidhi Satija)  
Director (Statistics)  
Tel. 011-23736984

To  
Prof K.S. James  
Director & Sr. Professor,  
International Institute of Population Sciences  
Govandi Station Road, Deonar(E)  
Mumbai-400088

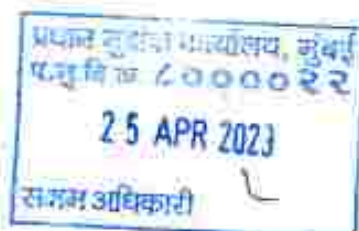
Signed by  
Nidhi Satija  
Date: 26-07-2023 11:59:37



महाराष्ट्र MAHARASHTRA

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## PART 1 – FORM OF CONTRACT

श्रीमती लता सांगळे

**CONTRACT FOR:** National Nodal Agency (NNA) for National Family Health Survey (NFHS)-6

This **CONTRACT** is made

**BETWEEN:** The Ministry of Health and Family Welfare, Government of India, New Delhi, India, hereafter to be referred to as "MoHFW"

**AND:** International Institute For Population Sciences, Govandi Station Road, Deonar, Mumbai, hereafter to be referred to as "IIPS"

(Together "the Parties").



*Handwritten signature*  
श्रीमती लता सांगळे  
(Lata Sangale) / Chief Director  
महाराष्ट्र सरकार / Ministry of Health & Family Welfare  
नवी दिल्ली / New Delhi



## 1. Financial Limit

Payments under this Contract shall not, in any circumstances\*, exceed **Rs. 312,50,00,000/- (Rupees Three hundred Twelve Crores Fifty Lakhs only)** inclusive of GST ("the Financial Limit") as applicable.

\*except for the circumstances beyond the control of humans and in that case the approval of the Ministry is the pre-requisite.

## 2. Time of the Essence

Time shall be of the essence as regards the performance by the NNA of its obligations under this Contract.

Dated: 07 July 2023

For and on behalf of  
Ministry of Health and Family Welfare,  
Government of India, New Delhi

  
Name: Smt. Reena Singh  
Position: Chief Director, (Statistics)  
Signature:

For and on behalf of  
International Institute for Population Sciences,  
Mumbai

  
Name: Prof. K S James  
Position: Director & Sr. Professor  
Signature:



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(Dr. Ramesh Singh)  
 Director (Chief Director)  
 Ministry of Health & Family Welfare  
 Government of India

## DEFINITIONS AND INTERPRETATION

### 1. Definitions

#### 1.1 General:

"The National Nodal Agency (NNA)" The International Institute for Population Sciences (IIPS), Mumbai has been designated as the National Nodal Agency for the NFHS-6 as laid out in the instant TORs.

"The NNA's Personnel" means any person instructed / engaged pursuant to this Contract to undertake any of the NNA's obligations under this Contract, including the NNA's employees and agents.

"The Equipment" means any equipment computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services. "The Financial Limit" means the amount specified in **Part One** and is the maximum amount payable by MoHFW to the NNA under this Contract.

"The Services" means the services set out in the Terms of Reference (Part 3)

"The Principal Investigators" means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

"The Project Officer" means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

"The Contract Officer" means the person named in Part 4 who are responsible for all contractual aspects of the Contract.

"The Administration Officer" means the person named in Part 4 to whom proposal for release of grants should be sent.

"The Records" means accounts files and any other means of record keeping maintained by the NNA / National Nodal Implementing Agency.

**1.2 Type of Agencies:** The following is the definition of various types of agencies that will be involved in the NFHS-6.

**Field Agency (FA):** Any Agency that has been selected through open tendering process for undertaking the field work for the NFHS-6 in any of the State, UT or part thereof.

**National Nodal Agency (NNA):** International Institute for population Sciences (IIPS), Mumbai has been designated as the National Nodal Agency for the NFHS-6 as laid out in the instant TORs.

**"MoHFW/Ministry"** means Ministry of Health & Family Welfare, Government of India, New Delhi.





## 2. Interpretation

- 2.1 In the event of any inconsistency between the Form of Contract (Part 1), these General Conditions (Part 2) and the Special Conditions (Part 4), the Special Condition shall prevail.
- 2.2 Except as expressly provided in Clause 16, the NNA is not the agent of MoHFW and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of MoHFW in any respect.
- 2.3 Nothing in this Contract is intended to make nor shall it make MoHFW the employer of the NNA or any of the NNA's Personnel.
- 2.4 All communication by the NNA relating notification or application for consents or instruction must be addressed to the MoHFW Contract Officer whose name and address are given in Part 4.

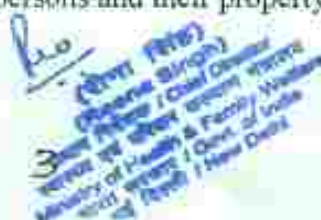
## OBLIGATION OF THE NNA

### 3. Obligation

- 3.1 The NNA shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards as expected from experts.

### 4. Personnel/Manpower

- 4.1 The NNA will be responsible for all activities including management, coordination, sampling, training, fieldwork, supervision, data entry and processing, production of data sets, tables, factsheets, reports, and dissemination.
- 4.2 IIPS Principal Investigators and Project Staff
- IIPS will establish the core team of Principal Investigators for NFHS-6 which will be led by Director, IIPS. The overall project activities will be managed by this core group with day to day support from required project staff including social scientists, health professionals, and accounts and administrative staff. Project staff will work exclusively on NFHS-6 activities.
- 4.3 All members of the NNA Personnel shall be appropriately qualified, experienced and in a suitable physical condition so as to ensure that the NNA comply with all the NNA's obligations under this Contract. Qualification of the NNA Personnel for NFHS-6 will be decided in consultation with MoHFW.
- 4.4 These key resource persons mentioned in Part 4 would not be changed during the duration of the study except in case of extraordinary circumstances. Any change would be communicated to Ministry.
- 4.5 The NNA is responsible for all acts and omissions of the NNA's Personnel and for the health, safety and security of such persons and their property.





## 5. Sub Contractors

5.1 The NNA shall not sub-contract any of its obligations under this Contract without the prior written consent of the MoHFW

5.2 If, having obtained MoHFW's consent, the NNA sub-contract any of its obligations, the NNA shall :-

- a. provide that payments due to the sub-contractor shall be made not more than 30 days after provision to the NNA of a valid proposal for release of grants and
- b. include rights for the NNA and obligations on the sub-contractor to ensure that MoHFW's rights to require replacement of personnel (as set out in Clause 3 and 4) and MoHFW's rights and the NNA's obligations as set out in Clauses 6 to 11 (inclusive) can be enforced against the sub-contractor.

## 6. Disclosure of Information

6.1 The NNA and the NNA's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises NNA will inform MoHFW.

6.2 The NNA and the NNA's Personnel shall not disclose any information, technical data or know-how by any method to persons not associated with MoHFW, which is of a confidential nature during or arising from this Contract (other than in the proper performance of this Contract or as may be required by authority of competent jurisdiction). In addition, any materials that the NNA and the NNA's Personnel may have collected on behalf of MoHFW, including those items addressed to NNA for the purpose of carrying out business/activities for MoHFW, shall remain the property of MoHFW.

6.3 Any tape recordings, speeches, photographs, manuals, plans, model program designs proposals, research materials, charts, audio-visual presentation and other training material or devices articles or manuscripts, or public relation materials or any other product requested by MoHFW as part of the NNA's activities will remain, in their entirety, as the exclusive property of MoHFW. Furthermore, MoHFW will have exclusive copyrights to any material produced for MoHFW during the contract and all intellectual property rights of products, raw material, etc, therein shall vest with MoHFW.

6.4 The NNA is required to execute and complete contingency plan in case of natural disaster like flood, fire, earthquake or other natural calamities.

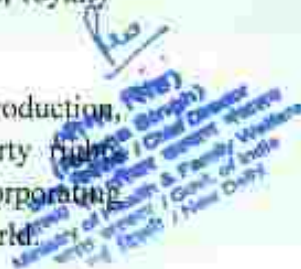
6.5 **Release of unit level data-** The unit level data of NFHS-6 will be released only after national level dissemination.

## 7. Intellectual Property Rights

7.1 All intellectual property rights in all material (including but not limited to reports, data, designs whether or not electronically stored) produced by the NNA or the NNA's Personnel pursuant in the performance of the Services ("the Material") shall be the property of the MoHFW.

7.2 The NNA hereby grants to MoHFW a world-wide, non-exclusive irrevocable, royalty-free license to use all the Material.

For purpose of Clause 7.2, "use" shall mean without limitation, the reproduction, publication and sub-license of all the Material and the intellectual property rights including the reproduction and sale of the Material and products incorporating the same for use by any person or for sale or other dealing anywhere in the world.





## 8. Legal Acts

- 8.1 The NNA shall ensure that all members of the NNA's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.

## 9. Access and Audit

- 9.1 The NNA shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which proposal for release of grants have been calculated and the NNA shall keep the Records throughout the duration of this Contract and for two years following its termination.
- 9.2 The NNA shall upon request provide MoHFW, or its representatives, access to the Records in order that the Records may be inspected and copied. The NNA shall co-operate fully in providing to MoHFW or its representative's answers to such enquiries as may be made about the Records.
- 9.3 Where it is found by MoHFW that any overpayment has been made to the NNA the NNA shall reimburse to MoHFW such amount within four weeks of the date of MoHFW's written demand.

## 10. Corruption, Commissions, Discounts and Fraud

- 10.1 The NNA warrants and represents to MoHFW that neither the NNA nor any of the NNA's Personnel:
- a. Has given, offered or agreed to give or accepted, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any contract or for showing or forbearing to show favour or disfavour to any person or entity in relation to any contract or
  - b. Has entered into any contract in connection with which commission has been paid or agreed to be paid by or to the NNA or NNA's Personnel or on their behalf or to their knowledge unless, before such contract was made, particulars of any such commission and of the terms of any agreement for the payment of such commission were disclosed in writing to MoHFW, whose written consent was subsequently given to such payment.
- 10.2 Neither the NNA nor any of the NNA's Personnel shall accept for or on their own benefit any trade commission, discount or similar payment or benefit in connection with this Contract.
- 10.3 The NNA undertake that neither the NNA nor the NNA's Personnel shall attempt or commit any fraud, deception, financial or procedural wrongdoing in relation to the performance by the NNA of its obligations under the Contract and shall immediately notify MoHFW of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred.

## 11. Conflict of Interest

- 11.1 Neither the NNA nor any of the NNA's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.

- 11.2 The NNA and the NNA's Personnel shall notify MoHFW immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.





## 12. Discrimination

12.1 The NNA shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Disability or as prohibited by the laws of the place of the performance of any of the Services.

12.2 The NNA shall take all reasonable steps to secure that the NNA's Personnel do not unlawfully discriminate as set out in Clause 12.1

## 13. Environmental Requirement

13.1 The NNA shall take all reasonable steps to protect the environment in relation to the performance of the Services and shall comply with all applicable environmental laws, regulation and MoHFW practice.

## 14. Occupational Hazards

14.1 The NNA shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the NFHS-6 and shall not place any liability on MoHFW.

14.2 The NNA is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a MoHFW contract for whole duration of field work under NFHS-6. The MoHFW will neither be responsible for the cost of the NNA's medical care aid its personnel nor make arrangement for evacuation in a medical emergency.

The NNA should maintain appropriate records of such insurance having been taken out, maintained and current premiums paid as applicable.

## 15. Indemnity

15.1 Except where arising from the negligence of MoHFW or MoHFW's employees, the NNA shall indemnify MoHFW in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the NNA or the NNA's Personnel or any claims made against MoHFW by third "parties" in respect thereof.

## 16. Equipment and its use

16.1 Equipments procured and maintained by the NNA for the execution of NFHS-6 will be the responsibility of the NNA, and MoHFW will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.

16.2 NNA will keep proper record of inventory of all such equipments procured in NFHS-6 as well as in previous surveys.

Equipments / accessories procured in earlier surveys and which are in working condition will be used in the NFHS-6 and future surveys.



Handwritten signature and stamp of the Director, National Institute of Health & Family Welfare, Mumbai. The stamp includes the text 'DIRECTOR', 'NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE', and 'MUMBAI'.

## PRICE AND PAYMENT

### 17 Applicable Provisions and Financial Limit

17.1 Unless different provisions are substituted in Part 4, Clauses 17 to 22 inclusive shall apply in relation to price and payment.

17.2 The Components which comprise the Financial limit are set out in the Schedule Part 5. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in Part 5 are permitted (without the prior written authority of the Contract Officer).

### 18 Fees

18.1 Any Fees payable are deemed to cover the cost of salary, leave allowance, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs including, but not limited to, clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

### 19 Expenses

19.1 Travel, living expenses and diem charges for NNA's personnel will be reimbursed as per the rules/guidelines laid down by GOI and as per the decision taken by FMC from time to time.

### 20 Instructions for release of payments

20.1 Unless otherwise expressly provided in Part 4 or Part 5, proposal for release of grants should be submitted in accordance with the remainder of clause 20.

20.2 MoHFW shall unless expressly provided in Part 4 make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All proposals for release of grants must contain details of the bank in India to which payments are to be made.

20.3 The proposal for release of grants should be on the letterhead with the contract reference number and bearing original signature. They should be numbered sequentially and dated, and marked "For the attention of the "Designated official" named in Part 4. Each proposal for release of grants should state the period and milestones to achieve using "from" and "to" dates. The final proposal for release of grants presented in connection with this Contract should be endorsed "Final proposal for release of grants".

20.4 All proposals for release of grants should contain details of expenditure in accordance with Part 5 in this Contract.

20.5 MoHFW may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.

20.6 Any proposal for release of grants not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. MoHFW reserves the right not to pay any amount due in respect of the proposal for release of grants received by MoHFW more than 90 days after the day of the NNA becoming entitled to proposal for release of grants for the payment to which it relates.

For  
(Signature)  
Joint Project Officer / Contract Officer  
Ministry of Health & Family Welfare  
Govt. of India / New Delhi





## 21 Payments

- 21.1 Subject to MoHFW being satisfied that the NNA is or has been carrying out their duties, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 30 days of the receipt of a valid proposal for release of grants. All payments will be made in Indian Rupees only.
- 21.2 If for any reason MoHFW is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event MoHFW shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.
- 21.3 Should MoHFW determine after paying for a particular service that the service has not been completed satisfactorily, MoHFW may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.

## FORCE MAJEURE AND TERMINATION

### 22 Force Majeure

- 22.1 Where the performance by the NNA of their obligations under this Contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the NNA and against which an experienced NNA could not reasonably have been expected to take precautions, the NNA shall promptly notify to MoHFW in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this Contract.
- 22.2 From the date of receipt of notice given in accordance with Clause 22.1, MoHFW may, at its sole discretion, either suspend this Contract for up to a period of 6 months ("the Suspension Period") or terminate this Contract forthwith.
- 22.3 If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

### 23 Suspension or Termination without Default of the NNA

- 23.1 MoHFW may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the NNA and giving the reason(s) for such suspension or termination.
- 23.2 Where this Contract has been suspended or terminated pursuant to Clause 23.1, the NNA shall:
- take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and
  - provide to MoHFW, not more than 60 days after MoHFW notifies the NNA of the suspension or termination of this Contract an account in writing, stating:
    - any costs, if any, due before the date of suspension or termination;
    - any costs to be expended after the date of suspension or termination which the NNA necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.



23.3 Subject to MoHFW's approval MoHFW shall pay such amount to the NNA normally within 30 days after receipt from the NNA of the proposal for release of grants in respect of the amount due.

## **24. Suspension or Termination with Default of the NNA**

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

24.2 Where this Contract is suspended under Clause 24.1 and the NNA subsequently fails to remedy the dissatisfaction MoHFW may terminate the Contract forthwith.

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

a. The NNA or any member of the NNA's Personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or

b. The NNA or any member of the NNA's Personnel has committed an offence under any of the prevailing laws applicable to the project; or

c. There is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the NNA at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the NNA are conducted in accordance with the wishes of that person.

24.4 Where this Contract is terminated in accordance with this Clause. The NNA shall without prejudice to MoHFW's other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

24.5 Where this Contract is terminated pursuant to Clause 24.3(b) the NNA shall pay MoHFW within 10 days of notification such amount as MoHFW shall have determined as the amount of any loss to MoHFW resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

## **GENERAL PROVISIONS**

### **25. Variations**

25.1 No variation in the terms or scope of this Contract shall be effective without MoHFW's prior written consent and recorded in writing [in the form of a letter entitled "Contract Amendment No."]. MoHFW shall have no liability in respect of work performed outside the Services set out in part 3.

### **26. Assignment**

26.1 The NNA shall not, without the prior written consent of MoHFW, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the NNA, any of its rights or obligations under this Contract or any part, share or interest therein.

### **27. Limit of Liability**

27.1 Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the NNA or the NNA's Personnel, the NNA's liability under this Contract shall be limited to the amount of the Financial Limit.

*[Handwritten signature]*  
Chief Officer  
(General Services)  
Ministry of Health & Family Welfare  
Government of India  
New Delhi



## 28. Retention of Rights

28.1 Clause 6, 7, 8, 9, 15, 29 and 30 of this part 2 and any relevant clauses listed under Part 4 shall continue in force following the termination of this Contract.

## 29. Law and Legal jurisdiction

29.1 This Contract shall be governed by the laws of India and any disputes will be settled in the courts in NCT-Delhi.

## 30. Amicable Settlement

30.1 The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

30.2 The decision of the arbitrator shall be final and binding on both parties.

30.3 The seat and place of arbitration shall be at Delhi.





## Part 3

### TERMS OF REFERENCE

#### Scope of Work

#### 1. Functions of the National Nodal Agency

1.1 The National Nodal Agency will be responsible for overall co-ordination of NFHS-6 and will be specifically responsible for the following, amongst others:

- (a) Overall monitoring and coordination, including preparation of survey instruments, protocols, training, field work, data flow, report generation, District/State/National Fact Sheets and State and National reports.
- (b) NNA will be involved with NFHS-6 Survey in 37 States / UTs.
- (c) Prepare Bid documents and necessary instructions.
- (d) Organize and conduct a Pre-bid Conference.
- (e) Inviting Tender, technical evaluation and financial evaluation of the bids in consultation/association of the MoHFW and complete the process of selection of Field Agencies in a time bound manner
- (f) Sign MOUs with the Field Agencies and the MoHFW as necessary.
- (g) The NNA will keep the MoHFW informed of the status of project, utilization of funds received from MoHFW and expenditure from time to time. A copy of the statement of the expenditure submitted to different Development Partners will be shared with MoHFW.
- (h) Design a representative sample of enumeration areas, select specific households for interviewing, as per the guidelines and decisions of MoHFW on the recommendations of the Technical Advisory Committee
- (i) Preparation of Survey Instruments including Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
- (j) Pre-test of Survey Schedules
- (k) Training of Trainers and training of personnel of Field Agencies for conducting and coordinating the field work, data entry, tabulation and report generation for the smooth conduct of the Project Exercise.
- (l) Monitoring the quality assurance of survey results through protocols in consultation with MoHFW.
- (m) IIPS, as a National Nodal Agency will be responsible for release of funds to the various agencies (Field) as per the agreed protocols.
- (n) Legal support for contractual commitments and obligations
- (o) Evolving framework for performance appraisal of Field Agencies
- (p) NNA will establish and maintain a Control Centre with all office automation and communication equipment to monitor the activities of the Field Agencies and keep the MoHFW continuously apprised of the progress. The Control Centre will also archive the data for the field work.
- (q) Once the complete data files are received from the Field Agencies for a completed PSU, IIPS will check the completeness and accuracy of the data and will resolve all issues detected in the data sets. A report to be sent to MoHFW.



*Res.*  
(Smt. Rina)  
(Smt. Singh)  
Joint Secretary / Chief Director  
Ministry of Health & Family Welfare  
Govt. of India  
New Delhi



- (r) IIPS will inform and notify Field Agencies about clarifications and from time to time additional instructions that may arise during field work till the entire survey is completed.
- (s) In consultation with MoHFW, IIPS will disseminate the key findings of the National Family Health Survey-6 and prepare and print District and State Fact Sheets. Further, IIPS in consultation with MoHFW, will prepare and release of National/State/UT reports as per the approved Tabulation Plan.
- (t) The National Nodal Agency will ensure that their contact details (Email, postal, telefax mobile etc.) are kept updated at all times and the Field Agency and MoHFW apprised. The National Nodal Agency will further ensure that at least two emails Id are active and regularly checked as emails would be the prime means of communication.
- (u) A separate bank account will be opened for the NFHS-6 (India) and the Accounts Team for the project will maintain separate Books of Accounts and will get the accounts audited annually. Any interest accrued on the account shall be part of project funds.
- (v) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to both the parties of the contract
- (w) NNA to designate the personnel for overall monitoring, supervision and implementation of the project who shall be accountable to MoHFW for providing any information and action thereupon.
- (x) ICMR has been assigned the responsibility of storage, transport, and testing of DBS in its pre-identified laboratories. The sample collected will be stored at ICMR-Institutes with available storage facilities located across India. ICMR and National AIDS research institute will also be responsible for testing and analysis of DBS based assays.

## 2. Roles & Responsibilities of NNA for NFHS-6 CAB Component

- 2.1 IIPS will constitute a Purchasing Committee consisting of representative from IIPS, MoHFW, and USAID for procurement of CAB equipment and other items, following relevant rules and regulations.
- 2.2 IIPS will ensure the timely procurement of the supplies and arrangement for their transportation to the FAs, overseeing the management, storage, maintenance, and transportation of supplies so that fieldwork is not delayed.

## 3 Other Conditions

- 3.1 All other conditions specified in the Terms of Reference (TORs) for the NFHS-6 Project, including deliverables and payment schedules remain unchanged unless otherwise amended as per Contract Amendments as specified under Clause 25 of Part 2.



*Handwritten signature*  
 (Dr. P. R. Singh)  
 Joint Secretary / Chief Director  
 Ministry of Health & Family Welfare  
 Govt. of India  
 New Delhi



## Part 4

### SPECIAL CONDITIONS

#### NNA Officials

The Contract Officer is: Director and Senior Professor

Administration (Registrar) is: CAO cum Registrar

Administration (AFO) is: Assistant Finance Officer

Two liaising Principal Investigators (PIs) are to be nominated by Director, IIPS.

#### **Key Personnel :**

All the Principal Investigators mentioned in the technical proposal cannot be substituted by the NNA without MoHFW's prior written consent. Two of PIs as nominated by the Director, IIPS will be responsible for liaising with the Ministry.

#### **Price and Payment**

The amount to be paid to the NNA by way of remuneration for the completion of the NNA's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in Part 5.

#### **Intellectual Property Rights**

Any reports or documents prepared or information or invention produced by or on behalf of the NNA relating to the Contract and all intellectual property rights therein shall be the property of the MoHFW. The NNA hereby assigns to the MoHFW all intellectual property rights in the above mentioned material generated by the NNA in the performance of the Contract and waives all moral rights relating to such materials.

#### **Confidentiality of Information**

For the purpose of Part 2, clause 8 the NNA shall ensure that all members of the NNA's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from MoHFW or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.

Under no circumstances should the NNA or NNA's team members interact with or disclose any information about this contract to any media. Any violation of this condition shall amount to breach of this contract.

The MoHFW shall have the right to terminate the Contract under clause 24.3 if, the NNA or any personnel of the NNA acts in a way which (a) would be an offence under the prevailing laws or (b) is an offence involving corruption, crime of terrorism under the legislation of any country.

MoHFW shall have the right to terminate under Section 2, clauses 24.3 (c) in the event of any occurrence, act or thing or a similar nature to those occurrences, acts or things referred in Section 2, clause 24.3 (c).



  
(Ramesh Singh)  
Joint Director / Chief Director  
National Institute of Health & Family Welfare  
Ministry of Health & Family Welfare  
Govt. of India  
New Delhi

### Data Availability

As in previous NFHS surveys, the unit level data for NFHS-6 will be made available to public as soon as the national report has been released. Partial data of NFHS-6 for any district or state cannot be made available until the release of national report.



## Part 5

### PAYMENT SCHEDULE

#### 1. National Nodal Agency

The payment to the National Nodal Agency will be made as follows:

The amount approved for the renovation of prefabricate office/furniture and fixtures ( Rs 40,00,000/-), procurement of CAB equipment and consumables (Rs.25,55,00,000/-), cost for Computers and software to be used for the survey (Rs. 5,84,00,000/-), Cloud technology/system support for real time access of data from field to office (Rs.14,97,00,000/-), required at the IIPS will be released before issue of purchase order as per the request of IIPS. The remaining amount may be released as per following schedule:

Installment **	Percentage of Payment	Milestone
First Installment	25 percent	On signing of MOA.
Second Installment	25 percent	On completion of fieldwork in the States and UTs included in the first phase of the survey.
Third Installment	25 percent	On completion of fieldwork in the States & UTs included in the second phase of the survey and finalization/release of fact sheet for the States, UTs and Districts included in first phase.
Fourth Installment	15 percent	On finalization and release of National Report and fact sheet for the States, UTs and Districts included in second phase.
Fifth Installment	10 percent	Release of all States/UTs reports and unit level data.

\*\* The fund will be released through PFMS,CNA Module on quarterly basis.



*Dr. P. S. Rao*  
 Director, IIPS  
 (Research & Training)  
 International Institute for Population Sciences  
 Ministry of Health & Family Welfare  
 Govt. of India  
 New Delhi



### Estimated Total Budget of NFHS-6

Sl. No	Heads	Cost (In crores)
1	Manpower	14.42
2	Travel, per diem and Local Transportation for State Level Training (M&L and Main Survey)	1.28
3	Travel, per diem and Local Transportation for Field Monitoring and Supervision	14.87
4	Pretesting of Questionnaires and Survey Protocols	0.63
5	Workshop for Main Survey (TOT)	2.70
6	TAC and other meetings	0.50
7	Cost of Report Writing / Finalization	0.48
8	Dissemination workshop	2.10
9	Involvement of PRCs, University Students, Scholars etc.	2.00
10	Office cost: Translation of questionnaires in regional languages, stationary, communication, and meeting expenses at IIPS etc.	0.05
	Expenditures on financial and legal committees	0.05
	Xerox, fax, telephone and communication	0.30
11	Furniture and fixtures	0.40
12	Insurance coverage for all those who are involved in NFHS-6 survey implementation	0.35
13	Transportation of Survey materials (CAPI, CAB Equipment and Consumables) to Field Agencies	0.80
14	NFHS-6 Office Rental cost pay to BSNL @ 1000000 p.m. for 36 months	3.60
15	<b>Total</b>	<b>44.52</b>
16	<b>Overhead Charges(5%)</b>	<b>2.23</b>
17	<b>Grand total</b>	<b>46.74</b>
18	Estimated Budget for CAB Equipment and Consumables	25.55
19	Estimated Expenditure towards Fieldwork	219.39
20	Computers and software to be used for the survey	5.84
21	Cloud technology/system support for real time access of data from field to office	14.97
	<b>Total estimated Budget of NFHS-6</b>	<b>312.50***</b>

\*\*\* The total cost of the survey will be known only after completion of the bid process for FA, CAB and CAPI through the GeM portal. In case cost of the FA/CAB/CAPI crosses the PMC approved budget of NFHS-6 under different Major Heads, additional approval will be sought.



## Appendix A

The proposed timeline of NFHS-6 approved by the Steering Committee of NFHS-6 is as under:

Activities to be carried out	Timeline
Selection of Field Agencies, engagement of research staff at IIPS and procurements of equipment	January - March , 2023
M & L ToT and Field work in First Phase States	February–March , 2023
Main survey ToT and Field work First Phase States	March – October, 2023
M & L ToT and Field work in Second Phase States	July – August ,2023
Main survey ToT and state Level Training for the second phase States	August - September,2023
Field work Second Phase States	October 2023– March 2024
Synchronization of Data, Secondary editing.	April - June 2024
Analysis of missing data, outliers, imputations ,weight development and re-coding of data.	July – September 2024
Generating Fact Sheets	September - December 2024
Data analysis, Tabulation and National, State/UT Report Writing	January - September 2025
National and State Level Disseminations	October - December 2025



(Dr. Jyoti Chitambar)  
 Joint Secretary / Chief Officer  
 Ministry of Health & Family Welfare  
 Govt. of India / New Delhi

Y.11011/05/2020-Stats  
Government of India  
Ministry of Health & Family Welfare  
Department of Health & Family Welfare  
(Statistics Division)

Room no 309, 3<sup>rd</sup> Floor, IRCS Building  
Red Cross Road, New Delhi.  
Dated: 25.07.2023

**Subject: Sharing of NFHS-6 MoA (final) - regd.**

I am directed to refer to letter no. IIPS/DIR/NFHS-6/825/2023 dated 07.07.2023 on the subject cited above and to forward herewith one signed copy (in original) of NFHS-6 MoA for your kind information and record.

Encl: As above.

(Nidhi Satija)  
Director (Statistics)  
Tel. 011-23736984

To  
Prof K.S. James  
Director & Sr. Professor,  
International Institute of Population Sciences  
Govandi Station Road, Deonar(E)  
Mumbai-400088

igned by  
Nidhi Satija

ate: 26-07-2023 11:59:37

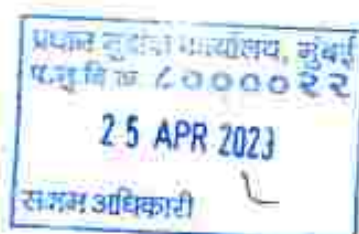




महाराष्ट्र MAHARASHTRA

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## PART 1 – FORM OF CONTRACT

श्रीमती लता सांगळे

**CONTRACT FOR:** National Nodal Agency (NNA) for National Family Health Survey (NFHS)-6

This **CONTRACT** is made

**BETWEEN:** The Ministry of Health and Family Welfare, Government of India, New Delhi, India, hereafter to be referred to as "MoHFW"

**AND:** International Institute For Population Sciences, Govandi Station Road, Deonar, Mumbai, hereafter to be referred to as "IIPS"

(Together "the Parties").



*Signature*  
रविशंकर सिंग  
(Ravishankar Singh)  
मुख्य निदेशक / Chief Director  
संस्था के निदेशक / Director  
Ministry of Health & Family Welfare  
संस्था, नई दिल्ली / New Delhi

## 1. Financial Limit

Payments under this Contract shall not, in any circumstances\*, exceed **Rs. 312,50,00,000/- (Rupees Three hundred Twelve Crores Fifty Lakhs only)** inclusive of GST ("the Financial Limit") as applicable.

\*except for the circumstances beyond the control of humans and in that case the approval of the Ministry is the pre-requisite.

## 2. Time of the Essence


Time shall be of the essence as regards the performance by the NNA of its obligations under this Contract.

Dated: 07 July 2023

For and on behalf of  
Ministry of Health and Family Welfare,  
Government of India, New Delhi

  
Name: Smt. Reena Singh  
Position: Chief Director, (Statistics)  
Signature:

For and on behalf of  
International Institute for Population Sciences,  
Mumbai

  
Name: Prof. K S James  
Position: Director & Sr. Professor  
Signature:



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(Dr. P. K. Singh)  
 Director (Chief Director)  
 Ministry of Health & Family Welfare  
 Government of India



## DEFINITIONS AND INTERPRETATION

## 1. Definitions

### 1.1 General:

"The National Nodal Agency (NNA)" The International Institute for Population Sciences (IIPS), Mumbai has been designated as the National Nodal Agency for the NFHS-6 as laid out in the instant TORs.

“The NNA’s Personnel” means any person instructed / engaged pursuant to this Contract to undertake any of the NNA’s obligations under this Contract, including the NNA’s employees and agents.

"The Equipment" means any equipment computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services. "The Financial Limit" means the amount specified in **Part One** and is the maximum amount payable by MoHFW to the NNA under this Contract.

"The Services" means the services set out in the Terms of Reference (Part 3)

"The Principal Investigators" means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

"The Project Officer" means the person named in Part 4 who is responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract

"The Contract Officer" means the person named in Part 4 who are responsible for all contractual aspects of the Contract.

"The Administration Officer" means the person named in Part 4 to whom proposal for release of grants should be sent.

"The Records" means accounts files and any other means of record keeping maintained by the NNA / National Nodal Implementing Agency.

**1.2 Type of Agencies:** The following is the definition of various types of agencies that will be involved in the NFHS-6.

**Field Agency (FA):** Any Agency that has been selected through open tendering process for undertaking the field work for the NFHS-6 in any of the State, UT or part thereof.

**National Nodal Agency (NNA):** International Institute for population Sciences (IIPS), Mumbai has been designated as the National Nodal Agency for the NFHS-6 as laid out in the instant TORs.

**“MoHFW/Ministry”** means Ministry of Health & Family Welfare, Government of India, New Delhi.



## 2. Interpretation

- 2.1 In the event of any inconsistency between the Form of Contract (Part 1), these General Conditions (Part 2) and the Special Conditions (Part 4), the Special Condition shall prevail.
- 2.2 Except as expressly provided in Clause 16, the NNA is not the agent of MoHFW and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of MoHFW in any respect.
- 2.3 Nothing in this Contract is intended to make nor shall it make MoHFW the employer of the NNA or any of the NNA's Personnel.
- 2.4 All communication by the NNA relating notification or application for consents or instruction must be addressed to the MoHFW Contract Officer whose name and address are given in Part 4.

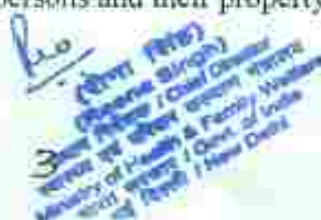
## OBLIGATION OF THE NNA

### 3. Obligation

- 3.1 The NNA shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards as expected from experts.

### 4. Personnel/Manpower

- 4.1 The NNA will be responsible for all activities including management, coordination, sampling, training, fieldwork, supervision, data entry and processing, production of data sets, tables, factsheets, reports, and dissemination.
- 4.2 IIPS Principal Investigators and Project Staff
- IIPS will establish the core team of Principal Investigators for NFHS-6 which will be led by Director, IIPS. The overall project activities will be managed by this core group with day to day support from required project staff including social scientists, health professionals, and accounts and administrative staff. Project staff will work exclusively on NFHS-6 activities.
- 4.3 All members of the NNA Personnel shall be appropriately qualified, experienced and in a suitable physical condition so as to ensure that the NNA comply with all the NNA's obligations under this Contract. Qualification of the NNA Personnel for NFHS-6 will be decided in consultation with MoHFW.
- 4.4 These key resource persons mentioned in Part 4 would not be changed during the duration of the study except in case of extraordinary circumstances. Any change would be communicated to Ministry.
- 4.5 The NNA is responsible for all acts and omissions of the NNA's Personnel and for the health, safety and security of such persons and their property.





## 5. Sub Contractors

- 5.1 The NNA shall not sub-contract any of its obligations under this Contract without the prior written consent of the MoHFW
- 5.2 If, having obtained MoHFW's consent, the NNA sub-contract any of its obligations, the NNA shall :-
- provide that payments due to the sub-contractor shall be made not more than 30 days after provision to the NNA of a valid proposal for release of grants and
  - include rights for the NNA and obligations on the sub-contractor to ensure that MoHFW's rights to require replacement of personnel (as set out in Clause 3 and 4) and MoHFW's rights and the NNA's obligations as set out in Clauses 6 to 11 (inclusive) can be enforced against the sub-contractor.

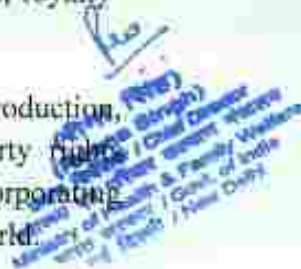
## 6. Disclosure of Information

- 6.1 The NNA and the NNA's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises NNA will inform MoHFW.
- 6.2 The NNA and the NNA's Personnel shall not disclose any information, technical data or know-how by any method to persons not associated with MoHFW, which is of a confidential nature during or arising from this Contract (other than in the proper performance of this Contract or as may be required by authority of competent jurisdiction). In addition, any materials that the NNA and the NNA's Personnel may have collected on behalf of MoHFW, including those items addressed to NNA for the purpose of carrying out business/activities for MoHFW, shall remain the property of MoHFW.
- 6.3 Any tape recordings, speeches, photographs, manuals, plans, model program designs proposals, research materials, charts, audio-visual presentation and other training material or devices articles or manuscripts, or public relation materials or any other product requested by MoHFW as part of the NNA's activities will remain, in their entirety, as the exclusive property of MoHFW. Furthermore, MoHFW will have exclusive copyrights to any material produced for MoHFW during the contract and all intellectual property rights of products, raw material, etc, therein shall vest with MoHFW.
- 6.4 The NNA is required to execute and complete contingency plan in case of natural disaster like flood, fire, earthquake or other natural calamities.
- 6.5 **Release of unit level data-** The unit level data of NFHS-6 will be released only after national level dissemination.

## 7. Intellectual Property Rights

- 7.1 All intellectual property rights in all material (including but not limited to reports, data, designs whether or not electronically stored) produced by the NNA or the NNA's Personnel pursuant in the performance of the Services ("the Material") shall be the property of the MoHFW.
- 7.2 The NNA hereby grants to MoHFW a world-wide, non-exclusive irrevocable, royalty-free license to use all the Material.

For purpose of Clause 7.2, "use" shall mean without limitation, the reproduction, publication and sub-license of all the Material and the intellectual property rights including the reproduction and sale of the Material and products incorporating the same for use by any person or for sale or other dealing anywhere in the world.





## 8. Legal Acts

- 8.1 The NNA shall ensure that all members of the NNA's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.

## 9. Access and Audit

- 9.1 The NNA shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which proposal for release of grants have been calculated and the NNA shall keep the Records throughout the duration of this Contract and for two years following its termination.
- 9.2 The NNA shall upon request provide MoHFW, or its representatives, access to the Records in order that the Records may be inspected and copied. The NNA shall co-operate fully in providing to MoHFW or its representative's answers to such enquiries as may be made about the Records.
- 9.3 Where it is found by MoHFW that any overpayment has been made to the NNA the NNA shall reimburse to MoHFW such amount within four weeks of the date of MoHFW's written demand.

## 10. Corruption, Commissions, Discounts and Fraud

- 10.1 The NNA warrants and represents to MoHFW that neither the NNA nor any of the NNA's Personnel:
- a. Has given, offered or agreed to give or accepted, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of any contract or for showing or forbearing to show favour or disfavour to any person or entity in relation to any contract or
  - b. Has entered into any contract in connection with which commission has been paid or agreed to be paid by or to the NNA or NNA's Personnel or on their behalf or to their knowledge unless, before such contract was made, particulars of any such commission and of the terms of any agreement for the payment of such commission were disclosed in writing to MoHFW, whose written consent was subsequently given to such payment.
- 10.2 Neither the NNA nor any of the NNA's Personnel shall accept for or on their own benefit any trade commission, discount or similar payment or benefit in connection with this Contract.
- 10.3 The NNA undertake that neither the NNA nor the NNA's Personnel shall attempt or commit any fraud, deception, financial or procedural wrongdoing in relation to the performance by the NNA of its obligations under the Contract and shall immediately notify MoHFW of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred.

## 11. Conflict of Interest

- 11.1 Neither the NNA nor any of the NNA's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.

- 11.2 The NNA and the NNA's Personnel shall notify MoHFW immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.





## 12. Discrimination

12.1 The NNA shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Disability or as prohibited by the laws of the place of the performance of any of the Services.

12.2 The NNA shall take all reasonable steps to secure that the NNA's Personnel do not unlawfully discriminate as set out in Clause 12.1

## 13. Environmental Requirement

13.1 The NNA shall take all reasonable steps to protect the environment in relation to the performance of the Services and shall comply with all applicable environmental laws, regulation and MoHFW practice.

## 14. Occupational Hazards

14.1 The NNA shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the NFHS-6 and shall not place any liability on MoHFW.

14.2 The NNA is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a MoHFW contract for whole duration of field work under NFHS-6. The MoHFW will neither be responsible for the cost of the NNA's medical care aid its personnel nor make arrangement for evacuation in a medical emergency.

The NNA should maintain appropriate records of such insurance having been taken out, maintained and current premiums paid as applicable.

## 15. Indemnity

15.1 Except where arising from the negligence of MoHFW or MoHFW's employees, the NNA shall indemnify MoHFW in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the NNA or the NNA's Personnel or any claims made against MoHFW by third "parties" in respect thereof.

## 16. Equipment and its use

16.1 Equipments procured and maintained by the NNA for the execution of NFHS-6 will be the responsibility of the NNA, and MoHFW will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.

16.2 NNA will keep proper record of inventory of all such equipments procured in NFHS-6 as well as in previous surveys.

Equipments / accessories procured in earlier surveys and which are in working condition will be used in the NFHS-6 and future surveys.



Handwritten signature and stamp of the Director, National Institute of Health & Family Welfare, Mumbai. The stamp includes the text 'DIRECTOR', 'NATIONAL INSTITUTE OF HEALTH & FAMILY WELFARE', and 'MUMBAI'.

## PRICE AND PAYMENT

### 17 Applicable Provisions and Financial Limit

17.1 Unless different provisions are substituted in Part 4, Clauses 17 to 22 inclusive shall apply in relation to price and payment.

17.2 The Components which comprise the Financial limit are set out in the Schedule Part 5. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in Part 5 are permitted (without the prior written authority of the Contract Officer).

### 18 Fees

18.1 Any Fees payable are deemed to cover the cost of salary, leave allowance, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs including, but not limited to, clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

### 19 Expenses

19.1 Travel, living expenses and diem charges for NNA's personnel will be reimbursed as per the rules/guidelines laid down by GOI and as per the decision taken by FMC from time to time.

### 20 Instructions for release of payments

20.1 Unless otherwise expressly provided in Part 4 or Part 5, proposal for release of grants should be submitted in accordance with the remainder of clause 20.

20.2 MoHFW shall unless expressly provided in Part 4 make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All proposals for release of grants must contain details of the bank in India to which payments are to be made.

20.3 The proposal for release of grants should be on the letterhead with the contract reference number and bearing original signature. They should be numbered sequentially and dated, and marked "For the attention of the "Designated official" named in Part 4. Each proposal for release of grants should state the period and milestones to achieve using "from" and "to" dates. The final proposal for release of grants presented in connection with this Contract should be endorsed "Final proposal for release of grants".

20.4 All proposals for release of grants should contain details of expenditure in accordance with Part 5 in this Contract.

20.5 MoHFW may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.

20.6 Any proposal for release of grants not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. MoHFW reserves the right not to pay any amount due in respect of the proposal for release of grants received by MoHFW more than 90 days after the day of the NNA becoming entitled to proposal for release of grants for the payment to which it relates.

For  
(Signature)  
Joint Secretary (Health)  
Ministry of Health & Family Welfare  
Govt. of India  
New Delhi





## 21 Payments

- 21.1 Subject to MoHFW being satisfied that the NNA is or has been carrying out their duties, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 30 days of the receipt of a valid proposal for release of grants. All payments will be made in Indian Rupees only.
- 21.2 If for any reason MoHFW is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event MoHFW shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.
- 21.3 Should MoHFW determine after paying for a particular service that the service has not been completed satisfactorily, MoHFW may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.

## FORCE MAJEURE AND TERMINATION

### 22 Force Majeure

- 22.1 Where the performance by the NNA of their obligations under this Contract is delayed, hindered or prevented by an event or events beyond the reasonable control of the NNA and against which an experienced NNA could not reasonably have been expected to take precautions, the NNA shall promptly notify to MoHFW in writing, specifying the nature of the force majeure event and stating the anticipated delay in the performance of this Contract.
- 22.2 From the date of receipt of notice given in accordance with Clause 22.1, MoHFW may, at its sole discretion, either suspend this Contract for up to a period of 6 months ("the Suspension Period") or terminate this Contract forthwith.
- 22.3 If by the end of the Suspension Period the parties have not agreed on a further period of suspension or re-instatement of the Contract, this Contract shall terminate automatically.

### 23 Suspension or Termination without Default of the NNA

- 23.1 MoHFW may, at its sole discretion, suspend or terminate this Contract at any time by so notifying the NNA and giving the reason(s) for such suspension or termination.
- 23.2 Where this Contract has been suspended or terminated pursuant to Clause 23.1, the NNA shall:
- a. take such steps as are necessary to terminate the provision of the Services, (including suspending or terminating any Sub-contracts) in a cost-effective, timely and orderly manner; and
  - b. provide to MoHFW, not more than 60 days after MoHFW notifies the NNA of the suspension or termination of this Contract an account in writing, stating:
    - i. any costs, if any, due before the date of suspension or termination;
    - ii. any costs to be expended after the date of suspension or termination which the NNA necessarily incurred in the proper performance of this Contract and which it cannot reasonably be expected to avoid or recover.



23.3 Subject to MoHFW's approval MoHFW shall pay such amount to the NNA normally within 30 days after receipt from the NNA of the proposal for release of grants in respect of the amount due.

## **24. Suspension or Termination with Default of the NNA**

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

24.2 Where this Contract is suspended under Clause 24.1 and the NNA subsequently fails to remedy the dissatisfaction MoHFW may terminate the Contract forthwith.

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

a. The NNA or any member of the NNA's Personnel, either directly or through their servants or agents, breaches any of their obligations under this Contract; or

b. The NNA or any member of the NNA's Personnel has committed an offence under any of the prevailing laws applicable to the project; or

c. There is a Change in Control. "Change in Control" means that the person(s) (including corporate bodies) directly or indirectly in Control of the NNA at the time this Contract is entered into cease to be in Control. "Control" means the power of a person to secure that the affairs of the NNA are conducted in accordance with the wishes of that person.

24.4 Where this Contract is terminated in accordance with this Clause. The NNA shall without prejudice to MoHFW's other remedies, take any steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

24.5 Where this Contract is terminated pursuant to Clause 24.3(b) the NNA shall pay MoHFW within 10 days of notification such amount as MoHFW shall have determined as the amount of any loss to MoHFW resulting from such termination together with the amount or value of any gift, consideration or commission concerned.

## **GENERAL PROVISIONS**

### **25. Variations**

25.1 No variation in the terms or scope of this Contract shall be effective without MoHFW's prior written consent and recorded in writing [in the form of a letter entitled "Contract Amendment No."]. MoHFW shall have no liability in respect of work performed outside the Services set out in part 3.

### **26. Assignment**

26.1 The NNA shall not, without the prior written consent of MoHFW, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the NNA, any of its rights or obligations under this Contract or any part, share or interest therein.

### **27. Limit of Liability**

27.1 Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the NNA or the NNA's Personnel, the NNA's liability under this Contract shall be limited to the amount of the Financial Limit.

*[Handwritten signature]*  
Chief Officer  
(General Services)  
Ministry of Health & Family Welfare  
Government of India  
New Delhi



## 28. Retention of Rights

28.1 Clause 6, 7, 8, 9, 15, 29 and 30 of this part 2 and any relevant clauses listed under Part 4 shall continue in force following the termination of this Contract.

## 29. Law and Legal jurisdiction

29.1 This Contract shall be governed by the laws of India and any disputes will be settled in the courts in NCT-Delhi.

## 30. Amicable Settlement

30.1 The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

30.2 The decision of the arbitrator shall be final and binding on both parties.

30.3 The seat and place of arbitration shall be at Delhi.





## Part 3

### TERMS OF REFERENCE

#### Scope of Work

#### 1. Functions of the National Nodal Agency

1.1 The National Nodal Agency will be responsible for overall co-ordination of NFHS-6 and will be specifically responsible for the following, amongst others:

- (a) Overall monitoring and coordination, including preparation of survey instruments, protocols, training, field work, data flow, report generation, District/State/National Fact Sheets and State and National reports.
- (b) NNA will be involved with NFHS-6 Survey in 37 States / UTs.
- (c) Prepare Bid documents and necessary instructions.
- (d) Organize and conduct a Pre-bid Conference.
- (e) Inviting Tender, technical evaluation and financial evaluation of the bids in consultation/association of the MoHFW and complete the process of selection of Field Agencies in a time bound manner
- (f) Sign MOUs with the Field Agencies and the MoHFW as necessary.
- (g) The NNA will keep the MoHFW informed of the status of project, utilization of funds received from MoHFW and expenditure from time to time. A copy of the statement of the expenditure submitted to different Development Partners will be shared with MoHFW.
- (h) Design a representative sample of enumeration areas, select specific households for interviewing, as per the guidelines and decisions of MoHFW on the recommendations of the Technical Advisory Committee
- (i) Preparation of Survey Instruments including Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
- (j) Pre-test of Survey Schedules
- (k) Training of Trainers and training of personnel of Field Agencies for conducting and coordinating the field work, data entry, tabulation and report generation for the smooth conduct of the Project Exercise.
- (l) Monitoring the quality assurance of survey results through protocols in consultation with MoHFW.
- (m) IIPS, as a National Nodal Agency will be responsible for release of funds to the various agencies (Field) as per the agreed protocols.
- (n) Legal support for contractual commitments and obligations
- (o) Evolving framework for performance appraisal of Field Agencies
- (p) NNA will establish and maintain a Control Centre with all office automation and communication equipment to monitor the activities of the Field Agencies and keep the MoHFW continuously apprised of the progress. The Control Centre will also archive the data for the field work.
- (q) Once the complete data files are received from the Field Agencies for a completed PSU, IIPS will check the completeness and accuracy of the data and will resolve all issues detected in the data sets. A report to be sent to MoHFW.



*Res.*  
(Smt. Rina)  
(Smt. Singh)  
Joint Project / Civil Engineer  
Ministry of Health & Family Welfare  
Govt. of India  
New Delhi



- (r) IIPS will inform and notify Field Agencies about clarifications and from time to time additional instructions that may arise during field work till the entire survey is completed.
- (s) In consultation with MoHFW, IIPS will disseminate the key findings of the National Family Health Survey-6 and prepare and print District and State Fact Sheets. Further, IIPS in consultation with MoHFW, will prepare and release of National/State/UT reports as per the approved Tabulation Plan.
- (t) The National Nodal Agency will ensure that their contact details (Email, postal, telefax mobile etc.) are kept updated at all times and the Field Agency and MoHFW apprised. The National Nodal Agency will further ensure that at least two emails Id are active and regularly checked as emails would be the prime means of communication.
- (u) A separate bank account will be opened for the NFHS-6 (India) and the Accounts Team for the project will maintain separate Books of Accounts and will get the accounts audited annually. Any interest accrued on the account shall be part of project funds.
- (v) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to both the parties of the contract
- (w) NNA to designate the personnel for overall monitoring, supervision and implementation of the project who shall be accountable to MoHFW for providing any information and action thereupon.
- (x) ICMR has been assigned the responsibility of storage, transport, and testing of DBS in its pre-identified laboratories. The sample collected will be stored at ICMR-Institutes with available storage facilities located across India. ICMR and National AIDS research institute will also be responsible for testing and analysis of DBS based assays.

## 2. Roles & Responsibilities of NNA for NFHS-6 CAB Component

- 2.1 IIPS will constitute a Purchasing Committee consisting of representative from IIPS, MoHFW, and USAID for procurement of CAB equipment and other items, following relevant rules and regulations.
- 2.2 IIPS will ensure the timely procurement of the supplies and arrangement for their transportation to the FAs, overseeing the management, storage, maintenance, and transportation of supplies so that fieldwork is not delayed.

## 3 Other Conditions

- 3.1 All other conditions specified in the Terms of Reference (TORs) for the NFHS-6 Project, including deliverables and payment schedules remain unchanged unless otherwise amended as per Contract Amendments as specified under Clause 25 of Part 2.



*Handwritten signature*  
 (Dr. R. R. R.)  
 Joint Project / Chief Director  
 Ministry of Health & Family Welfare  
 Govt. of India / New Delhi



## Part 4

### SPECIAL CONDITIONS

#### NNA Officials

The Contract Officer is: Director and Senior Professor

Administration (Registrar) is: CAO cum Registrar

Administration (AFO) is: Assistant Finance Officer

Two liaising Principal Investigators (PIs) are to be nominated by Director, IIPS.

#### Key Personnel :

All the Principal Investigators mentioned in the technical proposal cannot be substituted by the NNA without MoHFW's prior written consent. Two of PIs as nominated by the Director, IIPS will be responsible for liaising with the Ministry.

#### **Price and Payment**

The amount to be paid to the NNA by way of remuneration for the completion of the NNA's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in Part 5.

#### **Intellectual Property Rights**

Any reports or documents prepared or information or invention produced by or on behalf of the NNA relating to the Contract and all intellectual property rights therein shall be the property of the MoHFW. The NNA hereby assigns to the MoHFW all intellectual property rights in the above mentioned material generated by the NNA in the performance of the Contract and waives all moral rights relating to such materials.

#### **Confidentiality of Information**

For the purpose of Part 2, clause 8 the NNA shall ensure that all members of the NNA's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from MoHFW or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.

Under no circumstances should the NNA or NNA's team members interact with or disclose any information about this contract to any media. Any violation of this condition shall amount to breach of this contract.

The MoHFW shall have the right to terminate the Contract under clause 24.3 if, the NNA or any personnel of the NNA acts in a way which (a) would be an offence under the prevailing laws or (b) is an offence involving corruption, crime of terrorism under the legislation of any country.

MoHFW shall have the right to terminate under Section 2, clauses 24.3 (c) in the event of any occurrence, act or thing or a similar nature to those occurrences, acts or things referred in Section 2, clause 24.3 (c).



  
(Ramesh Singh)  
Joint Director / Chief Director  
National Institute of Population Research and Training  
Ministry of Health & Family Welfare  
Govt. of India  
New Delhi



### Data Availability

As in previous NFHS surveys, the unit level data for NFHS-6 will be made available to public as soon as the national report has been released. Partial data of NFHS-6 for any district or state cannot be made available until the release of national report.



*Dr. P. S. Joshi*  
(Principal Scientist)  
National Institute of Population Research and Training  
Ministry of Health & Family Welfare  
New Delhi

## Part 5

### PAYMENT SCHEDULE

#### 1. National Nodal Agency

The payment to the National Nodal Agency will be made as follows:

The amount approved for the renovation of prefabricate office/furniture and fixtures ( Rs 40,00,000/-), procurement of CAB equipment and consumables (Rs.25,55,00,000/-), cost for Computers and software to be used for the survey (Rs. 5,84,00,000/-), Cloud technology/system support for real time access of data from field to office (Rs.14,97,00,000/-), required at the IIPS will be released before issue of purchase order as per the request of IIPS. The remaining amount may be released as per following schedule:

Installment **	Percentage of Payment	Milestone
First Installment	25 percent	On signing of MOA.
Second Installment	25 percent	On completion of fieldwork in the States and UTs included in the first phase of the survey.
Third Installment	25 percent	On completion of fieldwork in the States & UTs included in the second phase of the survey and finalization/release of fact sheet for the States, UTs and Districts included in first phase.
Fourth Installment	15 percent	On finalization and release of National Report and fact sheet for the States, UTs and Districts included in second phase.
Fifth Installment	10 percent	Release of all States/UTs reports and unit level data.

\*\* The fund will be released through PFMS,CNA Module on quarterly basis.



*[Handwritten signature]*  
Centre Director  
(Research & Training)  
Director of Research & Training  
Director of Health & Family Welfare  
Director of Health & Family Welfare  
Director of Health & Family Welfare  
Director of Health & Family Welfare

### Estimated Total Budget of NFHS-6

Sl. No	Heads	Cost (In crores)
1	Manpower	14.42
2	Travel, per diem and Local Transportation for State Level Training (M&L and Main Survey)	1.28
3	Travel, per diem and Local Transportation for Field Monitoring and Supervision	14.87
4	Pretesting of Questionnaires and Survey Protocols	0.63
5	Workshop for Main Survey (TOT)	2.70
6	TAC and other meetings	0.50
7	Cost of Report Writing / Finalization	0.48
8	Dissemination workshop	2.10
9	Involvement of PRCs, University Students, Scholars etc.	2.00
10	Office cost: Translation of questionnaires in regional languages, stationary, communication, and meeting expenses at IIPS etc.	0.05
	Expenditures on financial and legal committees	0.05
	Xerox, fax, telephone and communication	0.30
11	Furniture and fixtures	0.40
12	Insurance coverage for all those who are involved in NFHS-6 survey implementation	0.35
13	Transportation of Survey materials (CAPI, CAB Equipment and Consumables) to Field Agencies	0.80
14	NFHS-6 Office Rental cost pay to BSNL @ 1000000 p.m. for 36 months	3.60
15	<b>Total</b>	<b>44.52</b>
16	<b>Overhead Charges(5%)</b>	<b>2.23</b>
17	<b>Grand total</b>	<b>46.74</b>
18	Estimated Budget for CAB Equipment and Consumables	25.55
19	Estimated Expenditure towards Fieldwork	219.39
20	Computers and software to be used for the survey	5.84
21	Cloud technology/system support for real time access of data from field to office	14.97
	<b>Total estimated Budget of NFHS-6</b>	<b>312.50***</b>

\*\*\* The total cost of the survey will be known only after completion of the bid process for FA, CAB and CAPI through the GeM portal. In case cost of the FA/CAB/CAPI crosses the PMC approved budget of NFHS-6 under different Major Heads, additional approval will be sought.





## Appendix A

The proposed timeline of NFHS-6 approved by the Steering Committee of NFHS-6 is as under:

Activities to be carried out	Timeline
Selection of Field Agencies, engagement of research staff at IIPS and procurements of equipment	January - March , 2023
M & L ToT and Field work in First Phase States	February–March , 2023
Main survey ToT and Field work First Phase States	March – October, 2023
M & L ToT and Field work in Second Phase States	July – August ,2023
Main survey ToT and state Level Training for the second phase States	August - September,2023
Field work Second Phase States	October 2023– March 2024
Synchronization of Data, Secondary editing.	April - June 2024
Analysis of missing data, outliers, imputations ,weight development and re-coding of data.	July – September 2024
Generating Fact Sheets	September - December 2024
Data analysis, Tabulation and National, State/UT Report Writing	January - September 2025
National and State Level Disseminations	October - December 2025



(Dr. Jyoti Chitambar)  
 Joint Secretary / Chief Officer  
 Ministry of Health & Family Welfare  
 Govt. of India / New Delhi



महाराष्ट्र MAHARASHTRA

2024

15 OCT 2024

CS 986062



जिल्हा कोषागार कार्यालय, ठाणे

MEMORANDUM OF UNDERSTANDING

10 OCT 2024

PART 1 - FORM OF CONTRACT

CONTRACT FOR:

Undertaking the Second Wave of Longitudinal Ageing Study in India (LASI)

This CONTRACT is made

BETWEEN:

The Ministry of Health and Family Welfare,  
Government of India, Nirman Bhawan, Maulana  
Azad Road, New Delhi, India.  
hereafter to be referred to as "MoHFW"

AND:

International Institute for Population Sciences,  
Govandi Station Road, Deonar, Mumbai - 400 088,  
hereafter to be referred to as "IIPS"

(Together "the Parties")

(रिना सिंह)  
(Rina Singh)  
प्रधान निदेशक / Chief Director  
स्वास्थ्य एवं परिवार कल्याण विभाग  
Ministry of Health & Family Welfare  
सरकार, भारत / Govt. of India  
नई दिल्ली / New Delhi

Page 1 of 18







## 1. Financial Limit

The components which comprise the Financial limit are set out in the schedule Part 5. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in Part 5 are permitted (without the prior written authority of the Contract Officer). Payments under this Contract shall not, exceed Rs. 47,70,79,185/- (Rupees Forty-Seven Crore Seventy Lakh's Seventy-Nine Thousand One Hundred and Eighty-Five only). ("the Financial Limit") as applicable.

## 2. Time of the Essence

Time shall be of the essence as regards the performance by the IIPS of its obligations under this Contract.

Dated:

For and on behalf of

Ministry of Health and Family Welfare,

Government of India, New Delhi

  
(Ms. Reeta Singh)  
Joint Secretary / Chief Director  
Ministry of Health & Family Welfare  
New Delhi

Name: Ms. Reeta Singh

Position: Chief Director (Statistics)

Signature:

For and on behalf of

International Institute for Population Sciences,

Mumbai

  
Name: Prof. H. Chungdin

Position: Director (Additional Charge)

Signature:



## PART 2 - GENERAL TERMS AND CONDITIONS

### 1. Definitions

#### 1.1 General:

"The Nodal Agency": The International Institute for Population Sciences (IIPS), Mumbai has been designated as the Nodal Agency for the LASI Wave 2 as laid out in the instant TORs.

"MoHFW" means Ministry of Health & Family Welfare, Government of India, New Delhi.

"Longitudinal Ageing Study in India (LASI)" is envisioned as a nationally representative survey of older adults in age 45+ in India for all 36 states/UTs and 4 metro cities that will be conducted at regular intervals for the next 25 years.

"The Nodal Agency's Personnel" means any person instructed / engaged pursuant to this Contract to undertake any of the Nodal Agency's obligations under this Contract, including the Nodal Agency's employees and agents.

"The Equipment" means any equipment, computer hardware or software, materials, goods and vehicles and associated services necessarily required for the implementation of the Services. "The Financial Limit" means the amount specified in Part 1 and is the maximum amount payable by MoHFW to the Nodal Agency under this Contract.

"The Scope of work" relates to the functions of the Nodal Agency set out in the Terms of Reference (Part 3)

"The Principal Investigators" means the person named in Part 4 who will be responsible for issuing instruction and dealing with all correspondence in connection with the technical aspect of the Contract.

"The Contract Officer" means the person named in Part 4 who is responsible for all contractual aspects of the Contract.

"The Administration (Asst. registrar- Admin)" means the person named in Part 4 to whom invoices should be sent.

"The Administration (Assistant Finance Officer)" means the person named in Part 4 to whom invoices should be sent.

"The Records" means accounts files and any other means of record keeping maintained by the Nodal Agency.

8.

(Name) (Signature)  
(Name) (Signature)  
Joint Director / Joint Director  
Ministry of Health & Family Welfare  
New Delhi / New Delhi  
New Delhi / New Delhi



## 1.2 Type of Agency:

The following is the definition of the agencies and collaborating institutions that will be involved in the LASI Wave 2.

**Field Agency (FA):** Any Agency that has been selected through open tendering process or undertaking the fieldwork for the LASI Wave 2 in any of the State, UT or part thereof.

**Nodal Agency:** International Institute for Population Sciences (IIPS), Mumbai has been designated as the Nodal Agency for the LASI Wave 2 as laid out in the instant TORs.

## 1.3 Collaborating Institutions:

1. Harvard School of Public Health (HSPH), Boston, USA and University of Southern California (USC), Los Angeles, USA for technical collaboration including developing CAPI software program for waves 1 and 2 of LASI, as per the agreement signed between IIPS and MoHFW (File No. T-22011/02/2015-NCD, dated 12 October, 2015).
2. National AIDS Research Institute (ICMR-NARI), Pune, collaborating institution for storage and molecular biomarker testing of Dried Blood Spots (DBS).

## 2. Interpretation

2.1 In the event of any inconsistency between the Form of Contract (Part 1), these General Conditions (Part 2) and the Special Conditions (Part 4), the Special Condition shall prevail.

2.2 Except as expressly provided in Clause 16, the Nodal Agency is not the agent of MoHFW and has no authority to represent and shall not purport to represent or enter into any commitments on behalf of MoHFW in any respect.

2.3 Nothing in this Contract is intended to make nor shall it make MoHFW the employer of the Nodal Agency or any of the Nodal Agency's Personnel.

2.4 All communication by the Nodal Agency relating notification or application for consents or instruction must be addressed to the MoHFW Contract Officer whose name and address are given in Part 4.

## 3. Obligation

3.1 The Nodal Agency shall perform all its obligations under this Contract (including the provision of the Services) with all necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards as expected from experts.

3.2 The activities of the LASI Wave 2 as outlined in the timeline in the proposal will commence on the receipt of the first instalment as shown in Part 5.

*[Signature]*  
Principal Investigator  
International Institute for Population Sciences  
Mumbai-400 080  
Tel: 022-2550 2200  
Fax: 022-2550 2201  
Email: iips@iips.ac.in  
Website: www.iips.ac.in

*[Signature]*  
Contract Officer  
Ministry of Health & Family Welfare  
Government of India  
New Delhi-110 002



#### 4. Personnel

4.1 The Nodal Agency (Principal Investigators, Co-PIs and Project Staff) will be responsible for all activities including management, coordination, sampling, training, field implementation, supervision, programming in CAPI, data entry and processing, production of data sets, tables, factsheets, national report, and dissemination.

4.2 Any change in key resource persons mentioned in **Part 4** would be communicated to the Ministry.

#### 5. Sub-Contracting

5.1 The Nodal Agency shall not sub-contract any of its obligations (as mentioned in **Part 3**) under this Contract without the prior written consent of the MoHFW.

#### 6. Disclosure of Information

6.1 The IIPS and the IIPS's Personnel shall not disclose to any third party any confidential information obtained during or arising from this Contract. In case any such situation arises IIPS will inform MoHFW.

6.2 The IIPS and the IIPS's Personnel shall not disclose any information, technical data or know-how by any method to persons not associated with MoHFW, which is of a confidential nature during or arising from this Contract (other than in the proper performance of this Contract or as may be required by authority of competent jurisdiction). Any materials that the IIPS and the IIPS's Personnel may have collected, shall remain the property of IIPS.

6.3 Any tape recordings, speeches, photographs, manuals, survey instruments, plans, model program designs proposals, research materials, charts, audio-visual presentation and other training material or devices articles or manuscripts, or public relation materials or any other product requested by MoHFW as part of the IIPS's activities will remain, in their entirety, as the exclusive property of IIPS. IIPS will have exclusive copyrights to any material produced for IIPS during the contract and all intellectual property rights of products, raw material, etc, therein shall vest with IIPS.

6.4 The IIPS is required to execute and complete contingency plan in case of natural disaster like flood, fire, earthquake or other natural calamities.

6.5 **Release of unit level data:** The unit level data of I ASI Wave 2 will be released only after national level dissemination.

6.6 Unit level data will be disseminated through the IIPS website only after the national level dissemination.

  
(Pooja Singh)  
Joint Director / Chief Director  
Section of Women, Gender & Family Welfare  
Ministry of Health & Family Welfare  
Govt. of India / New Delhi



## 7. Intellectual Property Rights

7.1 All intellectual property rights in all material (including but not limited to reports, data, designs whether or not electronically stored) produced by the Nodal Agency or the Nodal Agency's Personnel pursuant in the performance of the Services ("the Material") shall be the property of the MoHFW.

## 8. Legal Acts

8.1 The Nodal Agency shall ensure that all members of the Nodal Agency's Personnel are aware of the relevant Laws and Acts that are applicable during the execution of this project.

## 9. Access and Audit

9.1 The Nodal Agency shall keep accurate and systematic accounts, files and records ("the Records"). The Records shall clearly identify, among other things, the basis upon which invoices have been calculated and the Nodal Agency shall keep the Records throughout the duration of this Contract and for two years following its termination.

9.2 The Nodal Agency shall upon request provide MoHFW, or its representatives, access to the Records in order that the Records may be inspected and copied. The Nodal Agency shall co-operate fully in providing to MoHFW or its representative's answers to such enquiries as may be made about the Records.


9.3 Where it is found by MoHFW that any overpayment has been made to the Nodal Agency, the Nodal Agency shall be returned to MoHFW such amount within four weeks of the date of MoHFW's written demand.

## 10. Corruption, Commissions, Discounts and Fraud

10.1 The IIPS warrants and represents to MoHFW that neither the IIPS nor any of the IIPS's Personnel:

- a. Has given, offered or agreed to give or accepted, any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forbore to do any act in relation to the obtaining or execution of any contract or for showing or forbearing to show favour or disfavor to any person or entity in relation to any contract or
- b. Has entered into any contract in connection with which commission has been paid or agreed to be paid by or to the IIPS or IIPS's Personnel or on their behalf or to their knowledge unless, before such contract was made, particulars of any such commission and of the terms of any agreement for the payment of such commission were disclosed in writing to MoHFW, whose written consent was subsequently given to such payment.

10.2 Neither the IIPS nor any of the IIPS's Personnel shall accept for or on their own benefit any trade commission, discount or similar payment or benefit in connection with this Contract.

  
(सिनी सिंग)  
(Principal Director)  
Joint Director / Chief Executive  
Ministry of Health & Family Welfare  
Government of India  
New Delhi





10.3 The IIPS undertake that neither the IIPS nor the IIPS's Personnel shall attempt or commit any fraud, deception, financial or procedural wrongdoing in relation to the performance by the IIPS of its obligations under the Contract and shall immediately notify MoHFW of any circumstances giving rise to a suspicion that such wrongful activity may occur or has occurred.

## 11. Conflict of Interest

11.1 Neither the Nodal Agency nor any of the Nodal Agency's Personnel shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Contract.

11.2 The Nodal Agency and the Nodal Agency's Personnel shall notify MoHFW immediately of any actual or potential conflict together with recommendation as to how the conflict can be avoided.

## 12. Discrimination

12.1 The Nodal Agency shall not unlawfully discriminate on the basis of Gender, Caste, Religion, Region, Disability or as prohibited by the laws of the place of the performance of any of the Services.

12.2 The Nodal Agency shall take all reasonable steps to secure that the Nodal Agency's Personnel do not unlawfully discriminate as set out in Clause 12.1

## 13. Environmental Requirement

13.1 The IIPS shall take all reasonable steps to protect the environment in relation to the performance of the Services and shall comply with all applicable environmental laws, regulation and MoHFW practice.

## 14. Occupational Hazards

14.1 The Nodal Agency shall be directly responsible for all occupational hazards (including physical disability, medical liability, death etc.) of its personnel while executing the LASI Wave 2 and shall not place any liability on MoHFW.

14.2 The Nodal Agency is responsible for ensuring adequate and appropriate medical insurance cover before beginning of field work under a MoHFW contract for whole duration of field work under LASI Wave 2. The MoHFW will neither be responsible for the cost of the Nodal Agency's medical care and its personnel nor make arrangement for evacuation in a medical emergency.

  
(Jitendra Singh)  
Jitendra Singh  
Joint Director, Civil Services  
Health and Family Welfare, Ministry  
Ministry of Health & Family Welfare  
Government of India  
New Delhi - 110 002





## 15. Indemnity

15.1 Except where arising from the negligence of MoHFW or MoHFW's employees, the Nodal Agency shall indemnify MoHFW in respect of any costs or damages however arising out of or related to breach of warranty or representation, contract or statutory acts or omissions by the Nodal Agency or the Nodal Agency's Personnel or any claims made against MoHFW by third "parties" in respect thereof.

## 16. Equipment and its use

16.1 Equipment procured and maintained by the Nodal Agency for the execution of LASI Wave 2 will be the responsibility of the Nodal Agency, and MoHFW will not be liable for any damage, loss, accident etc. arising out of the use of these equipments.

16.2 Nodal Agency will keep proper record of inventory of all such equipments procured in LASI Wave 2 as well as in previous surveys.

16.3 The equipment / accessories procured in earlier surveys and which are in working condition will be used in LASI Wave 2 and future surveys.

## 17. Applicable Provisions and Financial Limit

17.1 Unless different provisions are substituted in Part 4, Clauses 17 to 21 inclusive shall apply in relation to price and payment.

17.2 The Components which comprise the Financial limit are set out in the Schedule Part 5. No expenditure is to be incurred in excess of the Financial Limit and no reimbursement between components shown in the schedule of prices in Part 5 are permitted (without the prior written authority of the Contract Officer).


17.3 The interest accrued on the released fund/unspent balance will be remitted to the Consolidated Fund of India in terms of Rule 230(8) of GFIC 2017.

## 18. Fees

18.1 Any Fees payable are deemed to cover the cost of salary, leave allowance, bonuses, profit, taxes, insurances, superannuation, non-working days and all other costs including, but not limited to, clothing, vaccinations and expenses of whatsoever nature that may be incurred except those otherwise specifically provided for in this Contract.

## 19. Expenses

19.1 Travel, living expenses and per-diem charges for Nodal Agency's personnel will be reimbursed as per instructions issued by Department of Expenditure on the subject.

  
(रामेश सिंह)  
(Ramesh Singh)  
आगत निदेश / Civil Director  
स्वास्थ्य एवं परिवार कल्याण विभाग  
Ministry of Health & Family Welfare  
संलग्न विभाग / Dept. of India  
एनडी हेल्थ / Nodal Centre



## 20. Invoicing Instructions

20.1 Unless otherwise expressly provided in Part 4 or Part 5, invoices should be submitted in accordance with the remainder of clause 18.

20.2 MoHFW shall unless expressly provided in Part 4 make payments due by Cheque/Demand Draft/Online transfer (Nationalized Bank). All invoices must contain details of the bank in India to which payments are to be made.

20.3 Invoice should be on a letterhead with the contract reference number and bearing original signature. They should be numbered sequentially and dated, and marked "For the attention of the "Designated official" named in Part 4. Each invoice should state the period the services were provided using "from" and "to" dates. The final invoice presented in connection with this Contract should be endorsed "Final Invoice".

20.4 All invoices should contain details of expenditure in accordance with Part 5 in this Contract.

20.5 MoHFW may request proof of payment in respect of any item and shall be entitled to refuse to meet a claim if this cannot be provided.

20.6 Any invoice not presented in accordance with the above may be rejected and in any event shall be liable to query and delay in payment. MoHFW reserves the right not to pay any amount due in respect of an invoice received by MoHFW more than 90 days after the day of the Nodal Agency becoming entitled to invoice for the payment to which it relates.

## 21. Payments

21.1 Subject to MoHFW being satisfied that the Nodal Agency is or has been carrying out their duties, obligation and responsibilities under this Contract, sums duly approved shall normally be paid within 30 days of the receipt of a valid invoice. All payments will be made in Indian Rupees only as per the payment schedule given in Part 5.

21.2 If for any reason MoHFW is dissatisfied with performance of this Contract, an appropriate sum may be withheld from any payment otherwise due. In such event MoHFW shall identify the particular services with which it is dissatisfied together with the reasons for such dissatisfaction and payment of the amount outstanding will be made upon remedy of any unsatisfactory work or resolution of outstanding queries.

21.3 Should MoHFW determine after paying for a particular service that the service has not been completed satisfactorily, MoHFW may recover, or withhold from further payments, an amount not exceeding that previously charged for that service until the unsatisfactory service is remedied to its satisfaction.

21.4 Any payment related grievance of any Field Agency (FA) or contractual staff will be the responsibility of the Nodal Agency.

  
Rajendra Singh  
Joint Secretary to Government  
Ministry of Health & Family Welfare  
Government of India, New Delhi





## 22. FORCE MAJEURE

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

22.2 From the date of receipt of notice given in accordance with Clause 22.1, MoHFW may, at its sole discretion, either suspend this Contract for up to a period of 6 months (the Suspension Period) or terminate this Contract forthwith.

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

## GENERAL PROVISIONS

### 23. Variations

23.1 No variation in the terms or scope of this Contract shall be effective without MoHFW's prior written consent and recorded in writing [in the form of a letter entitled "Contract Amendment No. "]. MoHFW shall have no liability in respect of work performed outside the Services set out in Part 3.

### 24. Assignment

24.1 The Nodal Agency shall not, without the prior written consent of MoHFW, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover merger or other change of identity or character of the Nodal Agency, any of its rights or obligations under this Contract or any part, share or interest therein.

### 25. Limit of Liability

25.1 Except where there has been misconduct, gross negligence, dishonesty or fraud on behalf of the Nodal Agency or the Nodal Agency's Personnel, the Nodal Agency's liability under this Contract shall be limited to the amount of the Financial Limit.

### 26. Retention of Rights

26.1 Clause 6, 7, 8, 9, 13, 24 and 25 of this Part 2 and any relevant clauses listed under Part 4 shall continue in force following the termination of this Contract.

  
Jyoti Prakash  
(Member Secretary)  
Joint Director / Chief Executive  
National Institute of Health & Family Welfare  
Ministry of Health & Family Welfare  
New Delhi / Govt. of India  
Tel: 23381 / 23382





## 27. Law and Legal jurisdiction

27.1 This Contract shall be governed by the laws of India and any disputes will be settled in the courts in NCT Delhi.

## 28. Amicable Settlement

28.1 The parties will attempt in good faith to negotiate a settlement to any claim or dispute between them arising out of or in connection with this Contract. If the parties fail to agree on the terms of settlement within 90 days of the initiation of the procedure the dispute may be referred to an arbitrator as agreed between the parties.

28.2 The decision of the arbitrator shall be final and binding on both parties.

28.3 The seat and place of arbitration shall be at Delhi.

## Part 3

### TERMS OF REFERENCE

#### Scope of Work:

#### Functions of the Nodal Agency

The Nodal Agency will be responsible for overall co-ordination of LASI Wave 2 and will be specifically responsible for the following, amongst others:

- Overall monitoring and coordination, including preparation of survey instruments, protocols, training, field work, data collection, State/National Fact Sheets and National report.
- Nodal Agency will be involved with LASI Wave 2 Survey in 36 States/UTs and 4 metropolitan cities.
- Prepare Bid documents and necessary instructions.
- Organize and conduct a Pre-bid Conference.
- Inviting Tender, technical evaluation and financial evaluation of the bids in consultation / association of the MoHFW and complete the process of selection of Field Agencies in a time bound manner.
- Sign MOUs with the Field Agencies and the MoHFW as necessary.
- The IIPS will keep the MoHFW informed of the status of project, utilization of funds received from MoHFW and expenditure from time to time.
- Follow-up survey of LASI Wave 1 samples, as well as new age eligible respondents from the same households, as per the guidelines on the recommendations of the Technical Advisory Committee (TAC).
- Preparation of Survey Instruments including Schedules and Instruction Manuals and Schedules to be translated in the local/regional languages as necessary.
- Pre-test of Survey Schedules.

*[Signature]*  
(PRINT NAME)  
(Signature)  
Joint Director / Chief Director  
National Institute for Research in Family Welfare  
Ministry of Health & Family Welfare  
New Delhi / Govt. of India  
New Delhi / New Delhi



- k) Training of Trainers and training of personnel of Field Agencies for conducting and coordinating the field work, data entry for the smooth conduct of the Project exercise.
- l) Monitoring the quality assurance of survey results in consultation with MoHFW.
- m) IIPS, as a Nodal Agency, will be responsible for release of funds to the various Field Agencies (FA) as per the agreed protocols.
- n) Legal support for contractual commitments and obligations.
- o) Evolving framework for performance appraisal of Field Agencies.
- p) Nodal Agency will establish and maintain a Control Centre with all office automation and communication equipment to monitor the activities of the Field Agencies and keep the MoHFW continuously apprised of the progress. The Control Centre will also archive the data for the field work.
- q) Once the complete data files are received from the Field Agencies, IIPS will check the completeness and accuracy of the data and will resolve all issues detected in the datasets.
- r) IIPS will inform and notify Field Agencies about clarifications from time to time with additional instructions that may arise during field work till the entire survey is completed.
- s) IIPS will be responsible for coordinating the LASI related activities with collaborating institutions as and when required.
- t) In consultation with MoHFW, IIPS will disseminate the key findings of the LASI Wave 2 and prepare and print State and National Fact Sheets and the National Report only.
- u) An existing bank account of LASI wave 1 will be continue for the LASI Wave 2 activities and the Accounts Team for the project will maintain Books of Accounts and will get the accounts audited annually. The interest accrued on the released fund and unspent balance (after finalization of accounts) will be remitted to the Consolidated Fund of India in terms of Rule 230(8) of GFR 2017.
- v) The Nodal Agency will keep the MoHFW informed of the status of project, utilization of funds received from MoHFW and expenditure from time to time. The release for the next installment will be based on the Utilization Certificate [in Form GFR-12(A)] and Statement of Expenditure.
- w) IIPS to designate the personnel for overall monitoring, supervision and implementation of the project who shall be accountable to MoHFW for providing any information and action thereupon.
- x) IIPS also to co-ordinate with ICMR - NARI regarding testing of Blood samples.
- y) Timelines for activities to be followed will be as included in the contract, except for which modifications are agreed to both the parties of the contract.
- z) Timely data quality will be monitored by the IIPS, and a proper monitoring mechanism is to be in place during the course of field activities to improve data quality. IIPS may take appropriate actions against field agencies that fail to maintain the data quality for their respective states. Re-visits can be considered to improve the data quality in such scenarios, and the cost for the same will be borne by the respective field agency.

*[Signature]*  
 (Rajni Singh)  
 Joint Project / Chief Officer  
 Project on Status of Women Health  
 Secretary of Health & Family Welfare  
 Govt. of India  
 New Delhi





### Monitoring mechanism:

1. Regular meetings will be held with field agencies to ensure the timely implementation of the survey in each state.
2. Training programs will be organized to ensure that all investigators are well-trained. To guarantee this, a test will be conducted at the end of the training, and also their performance will be evaluated during field practice. Those who do not meet the required criteria will not be allowed to conduct field data collection.
3. One project staff member from HPS will be stationed in each state from the day of training until the completion of fieldwork. Health and IT project officers, along with Sr. project officers, will monitor field activities regularly.
4. The CAPF program is developed with both soft checks and hard checks to ensure data quality. It includes various validations for spot checks to improve data at the field level.
5. Upon receiving data from the field on a day-to-day basis, the HPS team will review the data for quality checks and time analysis. Feedback will be communicated to the survey teams immediately, to take necessary actions.

aa) HPS will produce state/national-level factsheets, along with the India report, once the data collection is over. Data will be made available in the public domain for researchers free of cost. Findings of the survey will be required to be submitted to MoHFW for their approval.

### Part 4

### SPECIAL CONDITIONS

#### **HPS Officials:**

The Contract Officer is:


**Director (Additional charge)**  
(Prof. H. Lungdino)

Administration is:-

**Assistant Registrar (Administration)**  
(Mrs. Manjini M. Rane)

Administration (A/Q) is:-

**Assistant Finance Officer**  
(Mr. Aniket Chhatopadhyay)

  
(Manoj Singh)  
Joint Director / Civil Engineer  
District Health & Family Welfare Officer  
District Health & Family Welfare  
District Health & Family Welfare  
District Health & Family Welfare





### NPS Faculty Coordinators

1. Prof. T. V. Sekher
2. Prof. Chander Shekhar
3. Prof. S. K. Mohanty
4. Prof. Aparajita Chattopadhyay
5. Dr. Srinivas Goli
6. Dr. Dipti Govil
7. Dr. Sarang Pedgaonkar

### **Ministry of Health and Family Welfare Official:**

The Contract Officer is :

**Chief Director (Statistics)**  
(Ms. Reena Singh)

### **Key Personnel:**

All the team members mentioned in the technical proposal cannot be substituted by the Nodal Agency without MoHFW's prior written consent.

### **Price and Payment:**

The amount to be paid to the Nodal Agency by way of remuneration for the completion of the Nodal Agency's obligations under this Contract has been fixed at the time of signing the Contract and the amount shall be as provided in **Part 5**.

### **Intellectual Property Rights:**

Any reports or documents prepared or information or invention produced by or on behalf of the Nodal Agency relating to the Contract and all intellectual property rights therein shall be the property of the MoHFW. The Nodal Agency hereby assigns to the MoHFW all intellectual property rights in the above mentioned material generated by the Nodal Agency in the performance of the Contract and waives all moral rights relating to such materials.


### **Confidentiality of Information:**

For the purpose of **Part 2**, clause 8 the Nodal Agency shall ensure that all members of the Nodal Agency's Personnel are under an obligation not to disclose to any third parties any confidential information obtained either directly from MoHFW or by virtue of their engagement in relation to this Contract. Confidential information may be in any form and shall include all information that, due to its character, nature or method of transmittal, a reasonable person would treat as confidential.

Under no circumstances should the Nodal Agency or Nodal Agency's team members interact with or disclose any information about this contract to any media. Any violation of this condition shall amount to breach of this contract.

### **Data Availability:**

The unit level data for LASI Wave 2 will be made available to public as soon as the national report has been released. Partial data of LASI Wave 2 for any state cannot be made available until the release of national report. The data will be made available electronically at no cost after filling an online registration form.

  
Smt. Reena Singh  
Chief Director (Statistics)  
Ministry of Health & Family Welfare  
Government of India  
New Delhi



## Part 5 SUMMARY BUDGET AND PAYMENT SCHEDULE

Budget for LASI Wave 2 project

The total estimated budget amount for the survey is Rs. 47,70,79,185/- (Rupees Forty-Seven Crore Seventy Lakh's Seventy-Nine Thousand One Hundred and Eighty-Five only). A summary of the budget is given below:

### SUMMARY OF DETAILED BUDGET \*

<u>Longitudinal Aging Study in India (LASI) Project</u> <u>Budget for WAVE 2</u>	
Particulars	Total Amount (Rs.)
1. Manpower	
A. Senior/Key Personnel	
Subtotal (A)	
B. Other Personnel (Field)	5,06,40,000
Subtotal (B)	
C. Consultancy for Experts	2,40,00,000
Subtotal (C)	
Total (A+B+C) : (Manpower)	53,00,000
2. Travel (State Field Work Supervision)	7,99,40,000
3. Pretesting of Questionnaires and Survey Protocols	4,02,20,500
4. Workshop for Main Survey (TOT)	3,35,000
A. Training of Field PO's (18 Days)	
B. Training of Trainers Workshop for Main Survey (TOT) (23 Days)	62,87,800
Subtotal of Training cost (A+B)	1,23,10,000
5. TAC and other meetings	1,95,97,800
6. Report Writing / Finalization / Printing	15,00,000
7. Dissemination workshop	35,04,000
8. Office Cost	19,55,000
Total (1 to 8)	55,00,000
Overhead charges (5%)	15,15,52,300
Total (Including overhead charges)	79,77,615
9. Estimated Budget of IT for Project Office	15,91,29,915
10. Biomarker Storage, Testing and Implementation	59,00,000
11. Field Survey Cost	1,30,00,000
A. Field Survey Cost (Including 18% GST) (for 45100 HHs)	
B. Field Survey Cost including +20% addition	23,10,02,200
C. Provisioning of Biomedical Equipments and Consumables by Field Agency (60% for equipments + 100% for consumables)	27,72,02,640
Total Field Work Cost (B+C)	3,18,46,630
Grand Total (1 to 11)	29,90,49,270
	47,70,79,185

\* Detailed budget is enclosed as Annexure - A

For  
Director, Field  
Programs  
and  
Director, Civil Control  
and  
Director, Health Services  
Ministry of Health & Family Welfare  
Government of India  
New Delhi





## PAYMENT SCHEDULE

The detailed payment schedule (To be received from MoHFW) is given below:

Instalment	Percentage of Payment	Milestone
First Instalment	25 percent	On signing of MoU
Second Instalment	25 percent	On completion of Training of Trainers (TOT) workshop.
Third Instalment	25 percent	On completion of 40% of field work in the States & UTs
Fourth Instalment	20 percent	On completion of 70% of field work in the States & UTs
Fifth/Final Instalment	5 percent	On completion of 100% of field work in the States & UTs and Submission of Drafts fact sheets of States & UTs. And Preparation of National and state key findings from LASI Wave 2.


  
 रूपा सिंग  
 (Roopa Singh)  
 सचिव निदेशक / Chief Director  
 स्वास्थ्य एवं परिवार कल्याण विभाग  
 Ministry of Health & Family Welfare  
 भारत सरकार / Govt. of India  
 नई दिल्ली / New Delhi





## Timeline of LASI Wave 2

Activities to be carried out	Timeline
Preparatory activities: Pre-testing and finalization of questionnaires	Completed
Selection of Field Agencies, selection of research staff at IIPS	October - December 2024
ToT and recruitment of field staff, dispatching of survey material to FAs	January 2025
State-level training of field investigators	February 2025
Fieldwork activities and data collection	March-May 2025
Data preparation, imputations, weight development, and shaping of data	June - December 2025
Generating Fact Sheets (India and States)	
Data analysis, Tabulation, and India Report Writing	
National and State level Dissemination	

  
 (Rajendra Singh)  
 Joint Director, Chief Minister's  
 Health Survey, Ministry of Health & Family Welfare,  
 Government of India  
 New Delhi

*Handwritten signature*



## (Annexure - A)

Longitudinal Aging Study in India (LASI) Project  
Detailed Budget for WAVE 2

Particulars	Number of Personnel / Units	Number of Months / number	Monthly salary	Current Amount (Rs.)
<b>I. Manpower</b>				
<b>A. Senior/Key Personnel</b>				
Senior Project Coordinator	1	29	1,25,000	1,08,75,000
Senior Project Officer *	9	29	85,000	2,21,05,000
Senior Project Officer (short period) *	6	12	85,000	61,20,000
Project Officers	2	29	65,000	27,70,000
Project Officers (short period) *	8	12	65,000	62,40,000
Office Assistant	2	28	25,000	14,50,000
<b>Subtotal (A)</b>	<b>30</b>			<b>5,06,40,000</b>
<b>B. Other Personnel (Field)</b>				
Project Officer (Field)	80	3	50,000	8,40,00,000
<b>Subtotal (B)</b>	<b>80</b>			<b>2,40,00,000</b>
<b>C. Consultants for Experts</b>				
Faculty Time (2 PTs for 2.5 years) - one month basis per year	2		11,20,000	22,40,000
Expert charges (IT, Bio-medical and questionnaire) reviewing meetings				20,00,000
<b>Subtotal (C)</b>				<b>51,00,000</b>
<b>Total (A+B+C) = (Manpower)</b>	<b>110</b>			<b>7,49,40,000</b>
<b>2. Travel (State Field Work Supervision)</b>	<b>No. of Persons</b>	<b>No. of Trips / No. of Days</b>	<b>Charges per Round Trip</b>	<b>Total</b>
<b>Travel (State Field Work Supervision)</b>				
Pl, Co-PI and Project Coordinator's Airfare	2	10	10,000	20,00,000
Pl, Co-PI and Project Coordinator's, Other/Local Travel	2	20	10,000	14,00,000
Pl, Co-PI and Project Coordinator's, Accommodation + Per-diem charges	2	30	10,000	21,00,000
SPM, IT & Health Coordinator Airfare (No. of trips)	3	10	15,000	10,50,000
SPM, IT & Health Coordinator, Other/Local & other travel (No. of Days)	3	30	4,000	1,00,000
SPM, IT & Health Coordinator (No. of Days)	3	50	3,000	7,50,000
Accommodation + Per-diem charges	12	5	15,000	8,00,000
Project Manager + SPO (Research, Health, IT & A/c) Airfare	12	20	3,000	7,20,000
Project Manager + SPO (Research, Health, IT & A/c) Accommodation + Per-diem charges	12	40	3,500	15,00,000
PO (Research, Health, IT & A/c) Train travel / Air fare	10	5	15,000	7,50,000
PO (Research, IT & A/c), Other / Local & other Travel	10	20	500	1,00,000
PO (Research, IT & A/c), Other / Local & other Travel	10	40	2,000	8,00,000
Accommodation + Per-diem charges	12	5	12,000	5,40,000
IT Field PO, Train/Air fare	15	100	225	1,17,500
IT Field PO, Other/Local & other Travel	15	100	1,750	26,25,000
Accommodation + Per-diem charges	30	3	12,000	10,80,000
Health Field PO, Train/Air fare	10	100	225	4,75,000
Health Field PO, Other/Local & other Travel	10	100	1,750	26,25,000
Accommodation + Per-diem charges	12	3	12,000	12,96,000
Field PO, Train/Air fare	36	150	225	4,72,000
Field PO, Other/Local & other Travel	36	120	1,750	26,40,000
Accommodation + Per-diem charges	25	10	2,000	49,00,000
Travel charges for back check by using Vehicle (PO and SPO)	25	5	3,000	18,75,000
User District travel by Field POs (IT, Health & Research)	75	5	3,000	4,01,20,500
<b>Subtotal</b>				<b>4,01,20,500</b>
<b>Other Travel</b>				
Visit to MARI, ICMH				1,00,000
<b>Subtotal</b>				<b>1,00,000</b>
<b>Total (State Field Work Supervision and other travel)</b>				<b>4,02,20,500</b>
<b>3. Pretesting of Questionnaires and Survey Protocols</b>				
Salary	6	1	15,000	1,00,000
Accommodation charges	5	5	1,000	25,000
Tea/Charges/Local Charges	10	5	500	25,000
Vehicle Charges (for 8 teams)	4	5	5,000	1,50,000
Stationery & other Expenses (Printing of Questionnaires, ID Card, Writing pad, Pen, Unruled Paper, Post Card, Pencil & Bag etc.)				30,000
Miscellaneous charges				15,000
<b>Subtotal (Pretesting of Questionnaires and Survey Protocols)</b>				<b>3,35,000</b>

200  
(Date: 15/08/2018)  
Dr. B. K. Singh, Joint Director  
National Institute of Population Research and Training  
Ministry of Health & Family Welfare  
New Delhi



*(Signature)*



**Longitudinal Aging Study in India (LASI) Project**  
**Detailed Budget for WAVE 2**

Particulars	Number of Personnel / Items	Number of Months / number	Monthly salary	Current Amount (Rs.)
<b>4. Workshop for Main Survey (TOT)</b>				
<b>A. Training of Field PB's (10 Days):</b>				
Travel Cost of Field PB's (For attending training + Local travel)				6,00,000
Practise				4,00,000
Conferance / Hall Charges with lunch & tea over two weeks	92	10	1,000	21,52,000
Accommodation	75	20	1,200	18,00,000
Food expenses (dinner)	75	20	250	3,75,000
Conferance Hall Setup (2 cordless m/c, table m/c, 2 presentation screens, 2 projector, sound system)	1	10	20,000	3,60,000
Stationery & other Expenses (Printing of Questionnaire, ID Card, Writing pad, Pen, Colour Pencil, Pad, Card Paper & Bag etc.)				4,00,000
<b>Subtotal of A</b>				<b>62,87,000</b>
<b>B. Training of Trainers Workshop Cost for Main Survey (TOT) (23 Days):</b>				
Travel Cost of TA Participants - TOT (For attending TOT + Local travel)	50	1	25,000	12,50,000
Travel Cost for LSI Staff, Trainers, resource persons & Vehicle hire for field practice				10,00,000
Conferance / Hall Charges with Breakfast and Lunch	72	23	2,000	32,12,000
Accommodation with dinner	72	23	3,500	60,48,000
Stationery & other Expenses (Printing of Questionnaire, ID Card, Writing pad, Pen, Colour Pencil, Pad, Card Paper & Bag etc.)				7,00,000
<b>Subtotal of B</b>				<b>1,23,10,000</b>
<b>Subtotal of Training cost</b>				<b>1,85,97,000</b>
<b>5. TAC and other meetings</b>				
Technical Advisory Committee Meeting				10,00,000
Project Management Committee Meeting / Constitutive Meeting / Ministerial Meeting / Coordinating Institution Meeting				5,00,000
<b>Subtotal (TAC and other meetings)</b>				<b>15,00,000</b>
<b>6. Report Writing / Finalization / Printing</b>				
Report Writing Charges				
Fee for Reviewer (Report writing)	15 chapters @ Rs.10,000/-			1,60,000
Reviewer Air Fare for 4 persons	15 chapters @ Rs.10,000/-			1,60,000
Accommodation charges for 4 persons	4 persons @ 2000			80,000
Per diem Charges for 4 persons	4 persons x 5000 for 5 days			1,00,000
Report Reviewing & Editing cost	4 persons x 1200 for 3 days			14,400
National Report & Executive Summary Printing Charges				4,00,000
Executive Printing cost	500 copies @ Rs.2500			12,50,000
Subject-wise Reports etc.	100 copies of each of 10 subjects (200) @ 7500 @ Rs.115			23,00,000
<b>Subtotal Report Writing / Finalization / Printing</b>				<b>35,04,400</b>
<b>7. Dissemination Workshop</b>				
Hiring Hall and Lunch Charges including LSI M/c etc. for 3 days				
Travel Cost	150 x 500 Person			75,00,000
Accommodation and Food Charges	1500 x 30 Person			4,50,000
Stationery including pads, pen, Stationery Bag, M/c, etc.	500 x 50 Person x 5 days			12,50,000
Other Charges (Compass, Thru etc.)				1,00,000
Local travelling charges				1,00,000
Media Press Conference Charges, Video Making Charges etc. (With Media Kit)				2,50,000
<b>Subtotal (Dissemination Workshop)</b>				<b>87,50,000</b>
<b>8. Office Cost</b>				
A. Practice & Summary office Supplies/Photocopy / Daily petty expenses				10,00,000
B. Insurance coverage for IPS office and IPS field staff				15,00,000
C. Postage, Courier Charges and Telecommunication charges				2,00,000
D. Local magazines & related expenditures				4,00,000
E. Tender / Bid advertisement (including related printing expenses)				2,00,000
F. Report dispatching charges				2,00,000
G. Transportation of CAPI, LAN Equipment and Consumables to field Agencies				2,00,000
H. Audit Fees, Bank Charges & Other Miscellaneous charges				4,00,000
<b>Subtotal (Office Cost)</b>				<b>58,00,000</b>
<b>Total (1 to 8)</b>				<b>1,85,97,000</b>
<b>Overhead Charges (24%)</b>				<b>4,46,328</b>
<b>Total (including overhead charges)</b>				<b>1,90,43,328</b>

Dr. Vikram Singh  
Director (Health)  
Ministry of Health & Family Welfare  
Government of India  
New Delhi





**Longitudinal Aging Study in India (LASI) Project  
Detailed Budget for WAVE 2**

Particulars	Number of Personnel / Items	Number of Months / number	Monthly salary	Current Amount (Rs.)
<b>9. Estimated Budget of IT for Project Office</b>				
<b>9.1 Computer/IT related cost</b>				
Desktop/Workstation (For Project Office)	4		1,00,000	12,00,000
Cameras / laptops	10		1,50,000	24,00,000
Printer with Scanner	2		1,50,000	3,00,000
Maintenance & upgradation cost (Computers, Server, procuring new IT equipments for LASI Office at IIPS, accessories and Maintenance of IT & Health equipments) and purchase of Cloud space (AWS) etc.				20,00,000
<b>Subtotal (A)</b>				<b>59,00,000</b>
<b>10. Biomarker Testing and Implementation</b>				<b>Total Cost</b>
NMI (Biomarker) storage and testing)				1,30,00,000
<b>11. Field Survey Cost (Single Phase)</b>				
	Per Unit			<b>Total Cost</b>
A. Field Survey Cost (including 15% GST), (for 45100 30A) (Base price)		5,122		23,10,02,250
B. Field Survey Cost including +20% addition		6,146		27,72,02,440
C. Provisioning of Biomedical Equipment and Consumables by Field Agency (60% for equipments + 100% for consumables)		484		2,18,46,630
<b>Total (of Field Survey Cost B+C)</b>				<b>29,90,49,070</b>
<b>Grand Total (1 to 11)</b>				<b>47,70,79,185</b>

\* Two DPOs and One PO will be stationed at IIPS, New Delhi to support the LASI Wave 2 activities

  
**रमेश सिंह**  
 (Ramesh Singh)  
 ज्योतिष विभाग / Chief Officer  
 भारतीय जनता पार्टी, स्वास्थ्य विभाग  
 Ministry of Health & Family Welfare  
 भारत सरकार / Govt. of India  
 नई दिल्ली / New Delhi

