



**INSTITUTE OF URBAN TRANSPORT (INDIA)**

1st Floor, Anand Vihar Metro Station Building,  
(Entry adjacent to Gate No 1), Delhi - 110 092

**No.: MoHUA:BRTS:180:2020**

**Dated: 22<sup>nd</sup> February, 2021**

**Subject: Conducting Opinion Survey**

**1. INTRODUCTION**

IUT requires assistance in carrying out an opinion survey as per the details mentioned below:

**Opinion Surveys:**

Opinion Surveys shall be done through Questionnaires by face-to-face interview from users of public transport services like BRTS, city bus, & Metro as well as other prevalent mode of transport like auto rickshaw, taxi service, private vehicles etc wherever available. Surveys shall be conducted at below mentioned 11 Indian cities for BRTS users (350 samples) and non-users (150 samples) on a digital platform, which can access on real time basis (500 samples per city<sup>1</sup>).

1. Ahmedabad
2. Pune - Pimpri Chinchwad
3. Surat
4. Rajkot
5. Bhopal
6. Indore
7. Jaipur
8. Vijayawada
9. Amritsar
10. Naya Raipur
11. Hubli Dharwad

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<sup>1</sup> No. of samples may change at a later stage, payment shall be accorded for actual number of samples only

Details like the location name, time, date of survey, should be noted out properly. The scope of the user opinion survey may include various parameters such as Income & % Expenditure on Transport, temporal & spatial variation of trips, travel time, transfer time, convenience, purpose, etc. There would be around 10 – 15 questions.

## **2. General Instructions**

- All survey work locations will be identified by IUT and data collection shall be carried out in the prescribed format given by IUT.
- All survey data sheets shall be provided to IUT upon completion of the survey. The opinion survey needs to be conducted on a digital platform supported by Google or similar applications provided by good quality photographic evidence (minimum 25nos.). The procurement/development of such a platform shall be undertaken by IUT which it can monitor on real time basis. All other ancillary tools/support system (including mobile & data, if required) for conducting the survey shall be entirely borne by the selected consultant.
- All survey data needs to be entered in the excel format.
- IUT representative visiting the site shall be extended full cooperation and he/she shall be explained about methodology adopted and shall be appraised about the measures adopted by accuracy of work.
- The schedule of surveys should be approved by the Client before commencement of survey. The survey should be commenced in the presence of supervisor.
- The quoted rates shall be inclusive of the cost of labour, materials, equipment, transport, punching of data in prescribed format, and reports etc. and no other charges whatsoever shall be entertained in any circumstances.
- The consultant at its cost shall ensure all road/traffic safety measures.
- Timing - The total time for conducting the surveys and submitting the data in excel format is **2 weeks** from the date of award of the mandate letter.

## **3. Professional Fees**

1. Consultant shall have to quote the average fee per user opinion sample survey and total fee.

2. The total amount of the fee shall be worked out on the basis of exact number of locations / samples after completion of the assignment. For the initial payments, same shall be worked out by on the basis of number of locations mentioned above.
3. The contract will be awarded to the lowest financial bidder subject to meeting the technical qualification and acceptance of the terms and conditions mentioned in this document.
4. The financial offer of those firms who do not submit all the requisite documents mentioned in **Annexure-I** will not be considered for evaluation.
5. The tenderers shall also furnish a declaration in **Annexure – II** on official Letter Head of the agency.
6. The quotations for survey along with Annexures and requisite documents duly signed and sealed on each page by authorized signatory, should reach latest by **12:00 hrs, 08.03.2021** through email at [events@iutindia.org](mailto:events@iutindia.org). The subject mentioned on the mail should be **“Quotation for Opinion Survey”**. The mails should be addressed to the following:

**Director General**

**Institute of Urban Transport (India),**

**1st floor, Anand Vihar Metro Station Building,**

**New Delhi - 110092.**

7. The bids will be opened on 03:00 pm on **08.03.2021**. The representatives of the tenderers may attend via video conference, the link for the same shall be shared via mail to all bidders. The mails shall be sent on the same email id from which the bid is received.
8. Bids received after due date and time shall be rejected.
9. IUT reserves the right to accept or reject any or all bids, in whole or in part thereof, without assigning/specifying any reason thereof.
10. Joint ventures are allowed for the tender.
11. For any queries please contact **Ms. Suman Lata**, Cad operator/Mr. Ankit Pachauri, Urban transport Planner on 91-9845903755/ +919873711858 or mail to [projects@iutindia.org](mailto:projects@iutindia.org).

**Note:**

*If the quality of the survey data/work is not satisfactory as per the requirement of IUT, the concerned agency has to repeat the surveys in those cities at no extra cost.*

**Sd/-**

**(Sumit Chatterjee)**  
**Officiating Executive Secretary**

**Technical Requirement**

1. The following information along with the self-attested photocopies of these documents should be submitted by the agency:-

- a) Proof of incorporation/inception of the Agency
- b) Address of registered office
- c) Contact person (with e-mail and phone numbers)
- d) Address for correspondence
- e) Copy of the PAN Card
- f) GST registration number
- g) The firm / lead consortium should have an average annual financial turnover of not less than 20 lakhs in the last 3 years. Turnover certificate duly certified by CA must be submitted.
- h) The firm / lead member should be operational in India for not less than 4 years.
- i) Proof of 3 transport planning or similar projects of minimum fee of Rs. 6 lakh each (excluding taxes) with Ministries/Govt. offices/PSU's/Autonomous Government institutions completed during the last 3 years.\*
- j) JV/ consortium are allowed; therefore the lead consortium should fulfil all the conditions.

\*Similar projects are projects related to surveys such as traffic surveys/ household survey/ transportation plans/ DPR etc.

Name and Signature of the authorized person of the  
firm along with seal

Place:

Date:

**Declaration**

(To be furnished on official Letter Head of the Agency)

1. I \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ authorized signatory of the Agency/Firm mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. My Agency has not been black-listed/de-barred from participating in tender by any Ministry/Department of the Government of India or other State Governments and Government of India Undertaking in the last three years.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature(s) of Authorized Person(s)  
along with Seal

Place:

Date:

**Financial Offer**

To  
 The Director General  
 Institute of Urban Transport (India)  
 1st Floor, Anand Vihar Metro Station Building  
 (Entry adjacent to Gate no. 1),  
 Delhi - 110092

**Subject:** Quotation for Conducting User Opinion Survey in identified cities

Sir,

With reference to your quotation no.: **MoHUA:BRTS:180:2020** dated \_\_\_\_\_ on the subject mentioned above. I quote the rate for above mentioned work as under:-

Sl. No.	Activity	Total Quantity	Unit Rate (₹)	Total Amount (₹)
1	Opinion Survey	11 cities x 500 samples per city		
<i>a</i>	<i>Total</i>			
<i>b</i>	GST			
<b>C</b>	<b>Grand Total (a+b)</b>			

\* Financial offer in print would only be considered

Note:

- Consultant shall be entitled to receive a payment plus taxes as applicable, towards its Professional fees.
- Variation in number of locations, samples and cities, if any, the consultant shall be paid on actual basis.
- For city details refer section 1 on page 1.

Name and Signature of the authorized  
 person of the firm along with seal

Place:

Date: