

Date: 13th January, 2017.

Sub: Invitation for Expression of Interest

The Tata Institute of Social Sciences (TISS) is interested in engaging a Data Collection and Data Entry Agencies to conduct surveys, focus group discussions, interviews, etc. for various upcoming studies in different locations pan India.

The Tata Institute of Social Sciences is an eight decade old multi-campus, Government of India funded, research University. The National CSR hub at TISS has been providing advisory and research services to various public and private companies in order to plan, implement and strengthen their CSR initiatives. **The National CSR Hub desires the services of a well established and experienced data collection firms for various upcoming projects such as needs assessments, impact assessments, program evaluation, in the broad areas of Health, Environment, Education etc.** The location and data collection requirements will vary across projects and will be finalized based on the nature of the project.

The data collection firm will be required to:

- Submit a brief about the firm.
- Have minimum of 5 years of experience in data collection in various parts of India
- Have a large number of field investigators who:
 - o Are well-versed in collecting quantitative and qualitative data through surveys, interviews, focus group discussions, etc.
 - o Have language skills and understanding of local context across different states
 - o Can do data entry and/or transcription of collected data in English.
- Submit the list of clients handled by the firm in the last three years.
- Submit the areas of core strength of the firm w.r.t. the thematic areas and locations.
- Submit the list of studies carried out in the last one year.
- Submit a copy of registration certificate of the firm.
- Submit a copy of the Service tax registration certificate.
- Submit copies of last three years Audited Accounts and IT returns filed by the firm.
- Be available to take on short-term projects of 1-2 months.
- Submit the terms and conditions of the engagement.

The Invitation for Expression of Interest is hereby called from interested firms by submitting their **Technical Bid** with all the above details. All the documents submitted should be signed by Authorized signatory of the firm.

On review of the technical bid, the short listed firms shall be called upon to submit the Financial Bid for their proposal.

The interested firms may please send us their Expression of Interest by 31st January, 2017 (5 pm) to the following address:

Financial Advisor's Office,
Tata Institute of Social Sciences.
Sion Trombay Road,
Deonar, Mumbai – 400 088.

For any queries and clarifications, the following person be contacted;

Ms. Falguni Vora
NCSR Hub.
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cc: snbatliwalla@gmail.com.