

Minutes of the Pre-Bid Meeting:

The pre-bid meeting for Hiring an Agency for conducting a market demand study of jobs in the state of Assam and related skills required under DDU-GKY was held on 5th April, 2017 at 11.00 AM in the office of the State Mission Director. Representatives from M/S Ernst & Young LLP, M/S NEDFi and M/S All India Disaster Mitigation Institute were present in the meeting. The list of participants are given at Annexure-I.

Following are the decision taken at the meeting.

S. No	RFP Section / Clause & Page No.	Existing Clause in the RFP	Question / Clarification / Request	Decision Taken
Queries of E&Y:				
1	1.Request For Proposal Terminology Clause "c)" Pg No 3	"The Authority" means the Assam State Disaster Management Authority;	It is mentioned that "The Authority" means Assam State Disaster Management Authority; It may be changed to " Assam State Rural Livelihoods Mission Society (ASRLMS) "	The authority is Assam State Rural Livelihoods Mission Society (ASRLMS)
2	4. VII. Pg no 7	The Agency must have on its pay-roll availability of technically qualified personnel in the area of consulting services. (Details of Employees to be furnished).	Providing details of each and every employee may not be feasible. Usually a certificate from HR is accepted by various Government Authorities / Agencies / Multilateral Funding Agencies. Request the Authority to accept a certificate from HR.	A certificate from HR division with details of the key persons / officials associated with the project will be accepted.

N. K. Sanyal

3	D. iii. Submission of RFP, Pg No. 8	iii. Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word / PDF format . The printed copy of the documents will be taken to be correct if there is any inconsistency between the versions.	It may kindly be stated, whether the Electronic copy needs to be submitted in a CD along with the Proposal or through an E-mail to the Authority . Further, it may be clarified that only Annexure I, II, III and IV needs to be submitted in soft copy and not Annexure V which is the Financial Bid .	One CD containing the proposal in pdf format is to be submitted. No soft copy of the financial bid is required.
4	E. 2 Preparation of RFP document, Pg No. 10.	Page limits have not been specified in Technical Bid for Annexure II, III and IV	Kindly specify the Page Limits wherever applicable. <u>Suggestive:</u> <ul style="list-style-type: none"> · Form A – Technical Bid- Technical Approach & Methodology – 20 pages · Form B- Technical Bid – Work Plan - 10 pages · Form C- Technical Bid- Team Composition for the assigned work along with the CV of Consultants – 5 pages for each CV 	There is no page limit.
5	Payment Schedule	Not Specified	The Payment Schedule for the Project has not been specified. It may kindly be provided for the purpose of internal approvals of the applying firms. <u>Suggestive:</u> <ul style="list-style-type: none"> · On Signing on Contract - 15% · On submission of Inception Report - 25% · On Submission of 1st Draft Final Report - 30% · On Submission of Final Report- 30% 	The Payment Schedule usually is as follows: <ul style="list-style-type: none"> · On Signing on Contract - 10% · On submission of Inception Report - 20% · On Submission of 1st Draft Final Report - 20% · On Submission of Final Report- 50%

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However, it is subject to negotiation with the selected party and will be a part of the Terms of Agreement to be signed with them.

On the day of signing the contract.

Not Considered

				However, it is subject to negotiation with the selected party and will be a part of the Terms of Agreement to be signed with them.
6	13. Performance Guarantee, Pg No. 13	The successful agency will execute a Performance Guarantee for 5 % of the total value of the contract.	Kindly specify the timeframe within which PG needs to be submitted post issuance of the Letter of Intent / Invitation / Agreement.	On the day of signing the contract.
7	Limitation of Liability	Not Specified	The Client (and any others for whom Services are provided) shall not recover from EY, in contract or tort, under statute or otherwise, any amount with respect to loss of profit, data or goodwill, or any other consequential, incidental, indirect, punitive or special damages in connection with claims arising out of this Agreement or otherwise relating to the Services, whether or not the likelihood of such loss or damage was contemplated. The Client (and any others for whom Services are provided) shall not recover from EY, in contract or tort, including indemnification obligations under this contract, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services	Not Considered

M. Maganika

8	Report	Not Specified	Any information, advice, recommendations or other content of any reports, presentations or other communications EY provide under this Agreement ("Reports"), other than Client's Information, are for Client's internal use only (consistent with the purpose of the particular Services) including Client's board of directors, its audit committee, or its statutory auditors and not for disclosure externally outside your organization. Client may not rely on any draft Report and EY shall not be required to update its Final Report.	Not Considered
9	Confidentiality	Not Specified	Please add this in Clause -"Except as otherwise permitted by this Agreement, neither of the parties may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of this Agreement, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under this Agreement, or (e) must be disclosed under applicable law, legal process or professional regulations. These obligations shall be valid for a period of 3 years from the date of termination of this Agreement."	Not Considered

Notaymbe

10	Intellectual Property Right (IPR)	Not Specified	EY may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how (“Materials”) that EY own in performing the Services. Notwithstanding the delivery of any Reports, EY retain all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the Services), and in any working papers that EY compile and retain in connection with the Services (but not Client Information reflected in them). Upon payment for the Services, Client may use any Materials included in the Reports, as well as the Reports themselves as permitted by this Agreement.	Not Considered
11	Monitoring of Service	Not Specified	The Client shall assign a qualified person to oversee the services. The Client is responsible for all management decisions relating to the services, the use or implementation of the output of the services and for determining whether the services are appropriate for your purposes. The Client shall provide (or cause others to provide) to us, promptly, the information, resources, and assistance (including access to records, systems, premises and people) that we reasonably require to perform the services. To the best of your knowledge, all information provided by you or your behalf (Client information) will be accurate and complete in all material respects. The provisions of client information to us will not infringe any copyright or third party rights.	The client will only provide Information pertaining to ASRLMS and the party concerned is responsible for collecting all the information and resources.
12	Subcontracting	Not Specified	EY may subcontract portions of the Services to any of its network firms (being such firms that are part of any network of professional firms to which EY are deemed, either by any contract, law or professional regulation, to be a participant network member; hereinafter, “Network Firm(s)”), as well as to other service providers, who may deal with you directly. Nevertheless,	Consortium is allowed. Agreement with the consortium partner must be produced up front i.e. with the Bid Document

Allegiant

			EY alone will be responsible to the Client for the Reports, the performance of the Services, and our other obligations under this Agreement.	
13	Districts to be covered	Not specified	It may be clarified whether all districts of the state are to be covered during the study or only the project districts under DDU-GKY (districts where there are centres and the districts from which candidates are to be mobilized) are to be covered.	All districts to be covered.
14	Sectors and trades covered in training	Not specified	The indicative list of sectors and trades in which training is being conducted under DDU GKY may kindly be provided.	List of sectors/trade will be provided to the agency. But the study will have to cover all the sectors of the economy where there is market demand in the state of Assam and jobs available in those trades.
Queries of NEDFi:				
15	Section 3 of RFP, Pg.No. 5	B. Scope of Work C. Methodology	Require clarification on the sample framework, sample size and geographical coverage for the study	Geographical coverage is the entire state.
16	Section 3 of RFP, pg. No. 5	D. Review of literature	Accessibility to the documents	Information pertaining to ASRLMS will be provided
17	Section 3 of RFP, Pg No. 6	E. Deliverables Key and Time line	Regarding Submission of Reports/Deliverables	The agency should adhere to the time line given at clause No. 3.E
Queries by Grant Thornton India LLP:				

Signature

18	Pg. No. 6, 4. Eligibility Criteria, Clause (c) and Pg. No. 9, E. Preparation of RFP Document, E.1 Eligibility Criteria, Clause (c)	The Agency must have Three 3 years experience in doing similar works	<p>We hereby request you to elaborate as to the different areas in which the Project Experience has to be provided. We have been associated with the skill development domain for extensive years and are the oldest due diligence partners of NSDC.</p> <p>We are also empanelled as the Project Appraisal Agency for the National Institute of Rural Development and Panchayati Raj (Nodal Agency of Ministry of Rural Development) and exclusive Appraisal Agency for PBSSD i.e Paschim Banga Society for Skill Development. Additionally, we are empanelled as the Programme Management Unit for the Integrated Skill Development Scheme (ISDS) of the Ministry of Textiles, Govt. of India. We are pioneers in Industrial Infrastructure Development, wherein skill development activities, training and incubation centres are a primary focus and GT has been associated with the MSME for the same.</p> <p>GT has further assisted various state governments for execution of end to end skilling activities with continuous and rigorous monitoring of the programmes.</p>	Agencies having experience of conducting research work and/or any market demand study will be eligible.
19	Pg. No. 8, D. Submission of RFP, Clause (iii)	Applicants are required to submit one printed original hard copy of the proposal document and one electronic copy in Microsoft Word/PDF format. The printed copy of the documents will be taken to be correct if there is	We hereby request you to clarify the mode through which the electronic copy (in Microsoft Word/PDF format) of the Eligibility Criteria and Technical Proposal has to be submitted to your authority – Whether the same is to be submitted in a CD along with the printed original hard copy of the proposal document or to be mailed at asrlms.india@gmail.com .	One CD containing the proposal in pdf format is to be submitted. No soft copy of the financial bid is required. Soft copy to be mailed at asrlms.india@gmail.com

Signature

		any inconsistency between the versions.		
20	E. Preparation of RFP Document, E.2 Technical Bid, Clause 1, Pg. No. 9,	Technical approach, and the methodology to be adopted for implementing the tasks to deliver the expected output(s).	We hereby request you to elaborate on the areas to be covered under the section of “Technical Approach and Methodology”	It is expected that the agency shall come up with the technical approach and suitable methodology for the study.
21	E. Preparation of RFP Document, E.2 Technical Bid, Clause 3, Pg. No. 10,	Team Composition along with the CVs of Consultants required for this Assignment	We hereby request you to elaborate on the Desired Qualifications and Experience of the Proposed Resources.	The agency shall provide the team composition with educational and other details and scores shall be awarded on the basis of the CVs of the consultants.

Memo No. ASRLMS/DDU-GKY/769/2016-17/56 (A)

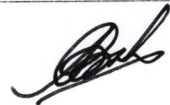



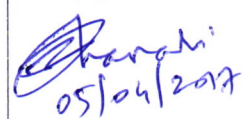
Date: 13/04/2017

Copy for information to:

1. The representative of M/S Ernst & Young LLP, M/S NEDFi and M/S All India Disaster Mitigation Institute.
2. Website of ASRLMS.

Nandita Hazarika
(Nandita Hazarika)
State Mission Director, ASRLMS

Attendance of the Pre-bid meeting held on 05/04/2017 at 11.00AM in the office of the State Mission Director, ASRLMS regarding "Hiring an Agency for conducting a market demand study of jobs in the state of Assam and related skills required on DDU-GKY, ASRLMS"

Sl. No.	Name	Designation & Organization	Contact No & Email	Signature
1	Mrs. Nandita Hazarika, ACS	SMD, ASRLMS		
2	Mr. Amrit K Borah	COO (Skills), ASRLMS		
3	REZWAN AHMED	EY LLP	7381085556 rezwan.ahmed@in.ey.com	
4	Kaushal Kumar	A.M., NEDFi	8415940025 kaushal.kumar@nedfi.com	
5	Sonali Das	Project Coordinator All India Disaster Mitigation Institute	Sonali.Social@gmail.com 9435462046	
6	Nabajit Bharali	SPM(Skills)		 05/04/2017
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