
GOVERNMENT OF ASSAM
অসম ৰাজ্যিক গ্রামীণ জীৱিকা অভিযান
ASSAM STATE RURAL LIVELIHOODS MISSION
 NABAYOTI NAGAR, SIVANATH GOGOI PATH, GUWAHATI, ASSAM - 781037



Subject: Pre-Proposal Meeting on queries and clarification for Hiring of Technical Support Agency for providing Project Management Services under DDU-GKY by Assam State Rural Livelihoods Mission Society (ASRLMS)

RFP No: - ASRLMS/TSA-DF/4976/2022-23/399 Dated: - 19th October 2023.


Date of Meeting: - 1st November, 2023 **Time:** - 1:00 PM. **Place of Meeting:** - O/O State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37.

Replies to pre-bid queries

Sl No	Page No	RFP Reference Para/Section	Existing Clause in the RFP	Clarification sought.	ASRLMS Response.
1.	10	2 nd Paragraph-Last date and time for submission of bid.	09-11-2023 at 2:00 P.M	The Bidder requested for extending the deadline for submission by atleast 21 days post issuance of pre-bid responses by the authority	It is clarified that there will not be any extension on submission of bid. The last date for bid submission will remain same as on 9 th November, 2023 till 2.00 PM.
2.	40	14.1.3	Estimated input of Key Experts' time-input: The Consultant's Proposal must include the minimum Key Experts' time-input of 260 person-months (11 Experts X 24 Months).	The Bidder sought correction in the RFP clause	It is clarified that, the relevant clause is corrected and the correct person months would be 264 person

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					months instead of 260 person month.
3.	40-41	16.1	The Reimbursable Cost will be kept out of the Financial Bid.	The Bidder sought clarification on how "Reimbursable Costs" would be treated	The Reimbursable cost will not be considered in the Financial Evaluation Process. However the bidder have to quote the Reimbursable Cost in the Financial Proposal.
4	42	2	The firm should have an annual average turnover from consultancy of INR 10 Crore or above in the last three financial years i.e., 2019- 20, 2020-21, 2021-22	The Bidder suggested that the minimum annual average turnover from consultancy should be raised/increased to a more appropriate manner	It is clarified that turnover desired for the said bid cannot be changed.
5	42	3	Statutory Audit report to be attached The firm should have provided services as Project Management Consultancy & Advisory Services of contract duration not less than 2 Years in skill development sector for at least 1 Project in Central/State Govt.	The bidder informed that as most of their projects are ongoing therefore contract documents should also be considered for experience of the firm alongwith the contract completion certificate or contract document alongwith proof of final payment	It is clarified that the bidders must submit Contract Agreement & Experience Certificate from client as proof of evidence.
6	42-45	Part-B:Criteria.Sub criteria and point system for the evaluation of the Full Technical Proposal	Contract Completion certificate or Contract documents along with proof of final payment.	The Bidder informed that scoring criteria provided are very subjective as 40 marks are assigned to "Adequacy and quality of the proposed methodology and work plan in responding to ToR"	It is clarified that the scoring criteria cannot be changed as it has been prepared as per guidelines mentioned in "Manual for Procurement of



					Consultancy & Other Services(updated June,2022)".
7	43	1	An annual average turnover from consultancy business of Rs 10.00 Crore and above in the last three financial years i.e. 2019-20, 2020-21, 2021-22 – --- 2 Marks	The Bidder requested modification in the scoring criteria stating that the bidder with highest average turnover will receive the maximum marks (2). The scores of other bidders would be calculated on pro rata basis	It is clarified that Evaluation Criteria cannot be changed.
8.	45	27.1	QCBS – 75:25	The Bidder requested for revision in the weightage given under QCBS method to 80:20 for technical & financial respectively from the existing criteria	It is clarified that, the weightage was given under QCBS method as 75:25 for technical & financial evaluation & cannot be changed.
9.	47	Checklist of required forms	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement. – Not Applicable	The Bidder sought clarification regarding whether joint venture/consortium/sub contracting will be allowed for the said bid	It is clarified that joint venture/consortium/sub contracting will not be allowed for the said bid.
10	63	Form FIN-3 Breakdown of remuneration	Total Cost for 36 Months	The Bidder sought correction in the RFP clause regarding "Total cost for 36 months"	It is clarified that, the relevant clause is corrected and the correct statement would be "Total cost for 24 months".
11	64	Form FIN-4 Breakdown of reimbursable expenses	Total Cost for 36 Months	The Bidder sought correction in the RFP clause regarding "Total cost for 36 months"	It is clarified that, the relevant clause is corrected and the correct statement



		<p>2.5.1 payment schedule</p>	<p>Payment will be made on Quarterly Basis according to the deliverables as mentioned in the approved work plan. The agency will be eligible for payment on satisfactory performance as per deliverables and recommendation of review committee.</p>	<p>would be "Total cost for 24 months".</p> <p>It is clarified that the payment will be released within 30 days from the date of acceptance of reports on completion of deliverables subjected to availability of fund.</p>
13.	80-81	<p>III</p>	<p>III. Thematic Expert-Knowledge management & IEC support (1)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct Skill Gap Analysis for ASRLM <input type="checkbox"/> Conduct Impact evaluation study <input type="checkbox"/> Conduct Study on Drop out (trainings and Placement) <input type="checkbox"/> Any other Studies as per the requirement of ASRLM. 	<p>The Bidder sought clarification whether Conduct of Studies like Skill Gap, Impact Evaluation, Drop Outs etc. are separate assignments and shall form part of the TSA engagement or not</p> <p>Roles & Responsibilities to Conduct of Studies like Skill Gap, Impact Evaluation, Drop Outs etc are deleted from the job profile of Thematic Expert-Knowledge management & IEC support</p>
14	73	<p>Section 7, Terms of Reference, Scope of Work Para 14 (d), Proposed Team.</p>	<p>Facilitate and support in Skill Development Management System implementation, training, support and maintenance: The TSA would provide technical inputs in the MIS required to be maintained at state level, its implementation support and roll out of online MIS system through the vendor dedicated for MIS development by ASRLM or the PIA, strategies for data preparation and migration, and facilitate in training on MIS of the project staff and PIA representatives</p>	<p>The Bidder sought clarification on the following points-</p> <ol style="list-style-type: none"> 1. Who will be responsible for arranging for additional activities like, Security Audit, Code & DB Audit, Hosting, Managed Services? 2. Can the TSA propose emerging technologies like AI/ML, IoT, RPA etc apart from ensuring ease of use and intuitive user interface? <p>The point has been deleted from Section 7, Terms of Reference, Scope of Work Para 14 (d), Proposed Team.</p>

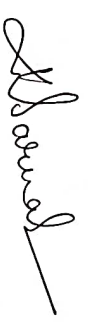
				3. Is there an existing system/platform? Are the plans for continuing with it or upgrading the system?	
15	74	d	Physical site inspections	The Bidder sought clarification whether the entire cost of travel/accommodation be borne by TSA, especially in case of unscheduled / special events	It is clarified that entire cost of travel/accommodation be borne by TSA, especially in case of unscheduled / special events and to be included under "Reimbursable Cost" in "Financial Proposal"
16	83	V	Develop a system for biometric reporting of trainees	The Bidder sought clarification regarding the system of biometric reporting	The Job profile will remain intact as per Terms of Reference
17	83	V	Ensure timely release of Instalments to PIAs as per the SOP & Guidelines of DDU- GKY	The Bidder sought clarification regarding MIS Expert's exact role in ensuring timely release of Instalments to PIAs as per the SOP & Guidelines of DDU- GKY	Job profile will remain intact as per Terms of Reference
18	95	Service Deliverables-4	Prepare and implement a functional ERP within 0-3 months	The Bidder sought clarification whether Preparing and implementing a functional ERP within 0-3 months shall form part of the TSA engagement or not.	This point will remain intact & cost for developing functional ERP is to be included "Reimbursable Cost" in "Financial Proposal"
19	85	Service Deliverables-4	Biometric with GIS. Develop a system for biometric reporting of trainees	The Bidder sought clarification on the scope of the work with regards to the statement "Biometric with GIS" and "Develop a system for biometric reporting of trainees"	The activity is deleted from Service Deliverables-4 in page no-85

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20	76	d(i)	Bi-monthly inspection of each training centre	The Bidder sought clarification whether Bi-monthly inspection of each training centre shall form part of the TSA engagement or not as the resources of TSA would be limited	The point will remain intact in the Scope of Work.
21	77	G(vi)	Periodic Impact assessment studies on key initiatives, PIAs and their performance, tracking market change and key learning by engaging credible firms/ consultants.	The Bidder sought clarification on the point” Periodic Impact assessment studies on key initiatives, PIAs and their performance, tracking market change and key learning by engaging credible firms/ consultants ”	It is clarified that the TSA will not be required to engage credible firms/consultant for Periodic Impact assessment studies on key initiatives, PIAs and their performance, tracking market change and key learning.
22	82-84	Roles and Responsibilities	Roles and Responsibilities of Thematic Expert-M&E, PIA Coordination, Inspection & SoP Assurance (1)	The Bidder sought clarification on the Roles and Responsibilities of Thematic Expert-M&E, PIA Coordination, Inspection & SoP Assurance (1) as it is extremely vast	It is clarified that Roles and Responsibilities of Thematic Expert-M&E, PIA Coordination, Inspection & SoP Assurance will remain intact & cannot be changed.



23	88	IX. MIS Analyst (2)	<p>Atleast 3 years of experience of working on functional MIS platform. He should have proven track record of experience in MIS design, development and implementation in large scale programs, data analysis by using statistical software, ability to synthesize concept and to communicate them effectively, network management, software maintenance and security, research software and new technologies know-how, reporting structure etc..</p>	<p>The Bidder sought clarification on experience criteria as Portal development will not be role of the TSA</p>	<p>It is clarified that Roles and Responsibilities of MIS Analyst will remain intact & cannot be changed.</p>
24	89	Service Deliverables-1	<ul style="list-style-type: none"> Organize 2 Job Fairs in Q1-Q8 (Total of 16 Job Fairs in 24 months) Organize 2 Alumni Meets in a month (Total of 48 Alumni meets in 24 months) Prepare and submit Employer Data Base for Job Fairs Quarter wise (8 times in 24 months) <p>Conduct CXO meet , one in each quarter (8 in 24 months) (page 93)</p>	<p>The bidder suggested that 2 nos. of Industry Engagement / Placement Specialists would be required for the entire duration of the project. As in the current scope of work, there are no Placements / Industry Experts</p>	<p>The activities of organizing Job Fair, Alumni Meet, CXO Meet is deleted from Service Deliverables-1.</p>
25	90	Service Deliverables-3	<p>Build a platform to track Utilisation of Jeevika Sakhis (CRP)</p>	<p>The Bidder sought clarification on Building a platform to track Utilisation of Jeevika Sakhis (CRP)</p>	<p>The activities will be required in the Scope of Work.</p>
26			<p>Request for inclusion of suitable Termination Clause</p>	<p>The Bidder requested for incorporation of the termination clause that " Bidder may terminate this Agreement, or any</p>	<p>RFP conditions cannot be changed.</p>



				particular Services, immediately upon written notice to Client if Bidder reasonably determine that Bidder can no longer provide the Services in accordance with applicable law or professional obligations"	
27			Request for capping of Limitation of Liability to the Contract Value. Suitable clause suggested -	The Bidder requested capping of Limitation of Liability to the Contract Value	It is clarified that liability of the bidder will be limited to the total contract value.
28	84	Thematic Expert -Other Skilling Initiative (1)	Key Qualification: Master's in business administration	The bidder requested to change the qualification criteria as below Key Qualification: Master's in business administration/ Post-graduation	It is clarified that the qualification sought for is also opened to Post Graduation in Business Management.
29.	78	Thematic Expert-Knowledge management & IEC support (1)	Key Qualification: Master's in mass communication	The bidder requested to change the qualification criteria as below Key Qualification: Master's in mass communication / Master's in Communication and journalism	It is clarified that the qualification sought is also opened to Master's in Communication and journalism.
30.	85	Thematic Expert-Legal services (1)	Key Qualification: Master's degree in law from recognized university or institution in India recognized by Bar Council of India.	The bidder requested to change the qualification criteria as below Key Qualification: Bachelor's / Master's degree in law from recognized university or institution in India recognized by Bar Council of India.	It is clarified that the qualification sought for cannot be changed.
31	124	Confidentiality (point 22.1)	Except with the prior written consent of the Client, the Consultant and the Experts shall not at any time communicate to any person or entity any confidential	The bidder requested for consideration of the below mentioned revised criteria. Except with the prior written consent of the Client, the Consultant and the Experts shall	RFP conditions cannot be changed.



		<p>information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services.</p>	<p>not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Experts make public the recommendations formulated in the course of, or as a result of, the Services. However, these obligations shall not apply when disclosure is required under law or mandated by a judicial order or directions from Regulatory authorities.</p>	
<p>32</p>	<p>124</p> <p>Consultant and Affiliates Not to Engage in Certain Activities (point b)</p>	<p>The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project</p>	<p>The bidder requested for consideration of the below mentioned criteria.</p> <p>The Consultant agrees that, during the term of this Contract, the Consultant and any entity affiliated with the Consultant, as well as any Sub-consultants and any entity affiliated with such Sub-consultants, shall be disqualified from providing goods, works or non-consulting services resulting from or directly related to the Consultant's Services for the preparation or implementation of the project.</p>	<p>RFP conditions cannot be changed.</p>
<p>33</p>	<p>96</p> <p>Deliverables and Timeline (Service Deliverables-6 Legal services)</p>	<p>Service Deliverables - 6 Legal services Maintain record on Legal Management system.</p>	<p>The bidder requested to clarify detailed functionality and process flows of legal management system and its stakeholders/users. Additionally, we request you to please clarify whether the cost of development and maintenance during the</p>	<p>It is clarified that the TSA has to maintain all records related to legal matters. No separate Legal Management System required to be develop.</p>



				project duration will be included in the financial proposal/ quote by agency	
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Approved By


State Mission Director, ASRLMS