

Queries & Clarifications

Pre proposal meeting held on 16-12-2016 for Hiring of Agency for Providing Technical Support Services to execute “Skills Development Program”

Sl. No	Query	Clarifications
1.	In the Terms of Reference on page no.57 it says “# Program Manager to be considered in State Level for costing and allocation of work purposes”. Please clarify what does this imply.	The organogram of the whole structure is mentioned in the Terms of Reference (ToR). The Program Manager will be the Team Leader for the assignment
2.	The page no. 61 of the Terms of Reference says that “ <i>The initial contract of 24 months (from the date of commencement of services) would involve hiring of human resources and management. Depending on annual performance review of the selected agency, and available budget, the contract can be extended further on quarterly basis for 1 year, up to maximum of total 3 years with mutual agreement</i> ”. Whether this means that the contract will be initially for one year and after completion of one year on quarterly basis this would be renewed further. The performance assessment of TSA and renewal of contract on quarterly basis may consume lot of time and influence the work of the TSA. The renewal can be every year rather than every quarter. This may be considered.	The contract duration will be for two years and on the basis of satisfactory performance and available budget, it may be extended for one more year.
3.	The Annexure 2 on page no.66 indicates that the	8 position mentioned below will be based at Patna State Office:

	<p>TSA would comprise of total 16 members. Out of which 10 will be State Level Experts and remaining 6 will be Team of specialists. Please confirm whether all the 16 team members would be based out in Patna and would travel to field as per the requirement.</p>	<p>1) Programme Manager 2) Manager Pedagogy and Learning 3) Manager M&E 4) Manager IEC and Branding 5) Manager PIA coordination and development 6) Management Executive 1 7) Account Executive 8) MIS Executive 1</p> <p>Remaining 8 positions will be posted at commissionaires (Regional) head quarter in the concerned DPCU Office.</p>																																											
<p>4.</p>	<p>Is office and related expenses are to be budgeted by the TSA in the financial proposal or this would be reimbursed on actual? Also please clarify whether the Project has a norm for reimbursement of TA and DA during the field visit of the TSA team or TSA needs to propose a budget for the same.</p>	<p>The maximum limit of TA and DA will be applicable as per BRLPS HR norms Category II staff as mentioned below:</p> <p>Entitlement to travel and Conveyance Allowance:</p> <table border="1" data-bbox="699 853 1437 1099"> <thead> <tr> <th rowspan="2">Rail</th> <th rowspan="2">Air</th> <th colspan="3">Road</th> </tr> <tr> <th>Metro Cities</th> <th>Capital Cities</th> <th>Other Cities</th> </tr> </thead> <tbody> <tr> <td>II AC</td> <td>Economy class with prior permission of CEO, BRLPS</td> <td>ActualAC/Delux Bus/Auto/Taxi Fare limited to Rs 15/KM</td> <td>ActualAC/Delux Bus/Auto/Taxi Fare limited to Rs 12/KM</td> <td>ActualAC/Delux Bus/Auto/Taxi Fare limited to Rs 12/KM</td> </tr> </tbody> </table> <p>Daily Allowance for outside State:</p> <table border="1" data-bbox="699 1211 1445 1473"> <thead> <tr> <th colspan="3">Accommodation charges subjected to max. of (Rs./day)</th> <th colspan="3">Allowance for food & incidentals (Rs./Day)</th> </tr> <tr> <th>Metro Cities (M)</th> <th>Capital Cities (C)</th> <th>Other (O)</th> <th>M</th> <th>C</th> <th>O</th> </tr> </thead> <tbody> <tr> <td>3500</td> <td>3000</td> <td>2000</td> <td>600</td> <td>550</td> <td>500</td> </tr> </tbody> </table> <p>Daily Allowance for Inside State:</p> <table border="1" data-bbox="699 1581 1445 1771"> <thead> <tr> <th colspan="2">Accommodation charges subjected to max. of (Rs./day)</th> <th colspan="2">Allowance for food & incidentals (Rs./Day)</th> </tr> <tr> <th>C</th> <th>O</th> <th>C</th> <th>O</th> </tr> </thead> <tbody> <tr> <td>1500</td> <td>1500</td> <td>550</td> <td>500</td> </tr> </tbody> </table>	Rail	Air	Road			Metro Cities	Capital Cities	Other Cities	II AC	Economy class with prior permission of CEO, BRLPS	ActualAC/Delux Bus/Auto/Taxi Fare limited to Rs 15/KM	ActualAC/Delux Bus/Auto/Taxi Fare limited to Rs 12/KM	ActualAC/Delux Bus/Auto/Taxi Fare limited to Rs 12/KM	Accommodation charges subjected to max. of (Rs./day)			Allowance for food & incidentals (Rs./Day)			Metro Cities (M)	Capital Cities (C)	Other (O)	M	C	O	3500	3000	2000	600	550	500	Accommodation charges subjected to max. of (Rs./day)		Allowance for food & incidentals (Rs./Day)		C	O	C	O	1500	1500	550	500
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<p>5.</p>	<p>If the TSA works from BRLPS office then whether TSA needs to arrange by his own for printer, photocopier, laptops, data card, pen drive, hard disk, furniture,</p>	<p>8 Position will be posted at Patna and will work from BRLPS, Patna state office and will share the same infrastructure.</p> <p>Other 8 positions will be posted at Commissionaires (Regional Head Quarters). The office/s at Commissionaires will be concerned DPCU office.</p>																																											

	stationary, air conditioner, etc.	
6.	Is TSA going to certify PIA bills / payment? Is there any progress of skill training under current scheme? What will be the relationship between the skill development mission/BSDA and this project for which RFP is issued?	TSA is required to follow process defined by DDUGKY as per SoP (Part I & II).
7.	We understand that BRLPS has engaged / shall engage a specialised vendor for the development and maintenance of the MIS, wherein the TSA inputs will be more strategic in nature.	Presently MIS developed by DDUGKY is being used by the project. In future, BRLPS may develop its own MIS. TSA would be required to provide inputs as and when required in DDUGKY as well as BRLPS MIS (if any).
8.	To undertake the project activities will require a good presence and support of the district team. Can the existing structure of the district team be clarified?	BRLPS has DPCU & BPIU in all districts & blocks of Bihar. Thematic Manager are posted at DPCU level and BPMs and Job Resource Person are based at BPIU.
9.	We propose that only time cost of the Experts should be included in the Financial Bid. It is difficult to estimate the OPE including but not limited to the number of travel, TA and DA expenses, per diem etc of the experts. Hence the Bidders may not have clarity and make large estimates. Further if the estimates are not up to the requirement the Bidder may cut short on the required travel. Hence to safeguard the interest of both the State and the Bidder, the OPE related project should be	A Minimum of 15 days travel/per month will be required for each key expert required to visit the site. The amount will be reimbursed on actual basis.

	reimbursed as per the state guidelines.	
10.	The condition for price adjustment is written differently at two different clauses in the RFP. Kindly clarify	Yes, price adjustment provision applied to remuneration as per the following provision: Price adjustment on the remuneration applicable at the rate of 5% after completion of 12 months i.e the team members who completes 12 months of engagement under this contract.
11.	Kindly clarify if we need to submit the detailed CVs of the Non-key experts.	No, CVs are required only for Key Experts as mentioned in para 21.1 (ITC) of RFP, but the agency has to mention names of Key Experts & Non Key Experts in TECH-6.
12.	The Fin 3 seeks bifurcation of the field time and home time. We seek clarity that the experts are expected to be based out of client location or they can partly be based out of home location also.	Home and Field time will be as per para 9 above.
13.	As the project is dynamic in nature, the consultant inputs shall be directed towards the finalisation and prioritisation of activities as agreed with BRLPS. Some of the activities mandated under the existing payment conditions may not be relevant / postponed in the priority list. Hence it is suggested to keep payments against the quarterly reports and work plan set with the TSA during the beginning of the year / every quarter.	The payment will be as mentioned in para 41.2 (SCC) of the RFP. Agency has to submit quarterly report wherein deliverable of particular quarter should be clearly mentioned.
14.	Appendix A. Financial Negotiations - Breakdown of Remuneration Rates Review of Remuneration Rates We understand that this is not to be used for the purpose of this RFP. Kindly clarify.	Appendix A. from Financial Negotiation page to Model Form-I is not used.
15.	Since the proposal requires a specialised team, and in light of the	Bid submission deadline being extended up to 07.01.2017 till 04.00 PM. Technical Proposals will be opened on

	yearend holidays, it is requested that the timelines for Bid Submission should be extended by a minimum of ten to 15 days.	07.01.2017 at 04.30 PM. An ADDENDUM to this effect will be issued.
16.	There is no format provided for “Statement of Undertaking”. Kindly clarify if it is required. And if it is required then kindly provide the format for the same.	Para (e) of TECH-1 is self-explanatory regarding statement of undertaking. Hence, there is no need of any format.
17.	Based on the Key Experts and Non-Key Experts asked for, the services would be at State level only with visits being made by the Key and Non-Key Experts to the centers set up by the empaneled PIAs across the state. And no staff shall be placed at the Block and District levels. Kindly clarify.	As per point no. 3 above.
18.	Section 3. Technical Proposal – Standard Forms Page limits have not been specified	There is no limitation of pages.
19.	Does the “Total Costs” have to match “Total Cost of the Financial Proposal (Form FIN-1 / FIN-2)” i.e. covering Remuneration and Reimbursable.	Yes, the total cost of FIN-3 & FIN-4 should reflect in FIN-2 and accordingly should be in FIN-1.
21.	The Vendor would be on boarded by BRLPS or by the respective PIAs? Kindly Clarify.	The TSA would be on board to BRLPS.
22.	The duration of the Consultancy Services will be Two years, and it should begin in September 2016 (after the awarding of contract formalities completed).	The contract duration will be for two years expected to begin from February 2017.

	Kindly update the expected month of commencement to February 2017	
23.	Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be as determined under the Applicable Law.	The consultant's liability will be as per para 23.1 of GCC of RFP.
24.	Local law is to be specified in the SC as governing law	The applicable law will be the law of INDIA.
25.	"Local Currency" means the currency of the Client's country. Please specify in the SC.	The local currency means INR.
26.	WB requires the Contract to be signed by both Parties in order to come into effect	The effectiveness of the contract would be from the date of signing of contract by both the parties.
27.	Date of commencement of Services may be different from the date of signature of Contract. Should it be the case, then the date to start the work should be clearly stated in the SC	Commencement of service will start within 07 days from the date of signing of contract.
28.	Expiration of Contract The termination date should be specified in the SC in accordance with the calendar of work performance set out in the proposal. Any change should be amended by writing. The Contract should be carefully managed to avoid performance of work after termination date. If earlier terminated, client should pay work-in-progress, although not finalized	The termination of contract for failure to become effective shall be 15 days from the date of signing of contract.
29.	Termination (Cessation of Rights and Obligations)	As per para 22 of GCC of the RFP.

	Obligations of confidentiality will survive the termination of the Contract for a 3 years duration. As consequence, data collected from the engagement should not be reused for any further engagement or any other client during this period.	
30.	Confidentiality period should be 3 years	As per para 22 of GCC of the RFP.
31.	Insurance to be Taken out by the Consultant - Please suggest the minimum insurances and also kindly clarify in the SCs the local coverage as necessary	As per para 24.1 (SCC) of the RFP.
32.	Contract price must be specified in the SC and is deemed to include all costs and profits (it is a "maximum").	Contract price will be specified in the SCC after finalization of the contract amount.
33.	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference. Technical Approach – 10 No. Work Plan - 10 No. Organization and Staffing - 10 No. Adequacy for the Assignment - 80 % It is requested you to kindly clarify on the parameter/sub criteria and their weightage	The weightage on Technical Approach, Work Plan and Organization and Staffing will be given (maximum 10 marks on each criteria) based on the submission of agency in their proposal. Vide para 21.1 (1) of Data Sheet of RFP, the evaluation of CVs of Key Experts will be made on the following criteria: 1. 10% on General qualifications(general education, training, and experience) 2. 80% on Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments) 3. 10% on relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.)
34.	Participation by nationals among proposed Key Experts	No special weightage will be given for participation of nationals among proposed key experts.
35.	Payment of 2 nd to 8 th instalment are linked to the verification of PIA (20%) centers).	Penalty @ 0.1% per week beyond the deadline for submission of deliverables from the payment against each installment subject to maximum of 1% of the instalment.

	<p>We request you to kindly amend the payment schedule such that payments @ 0.1% per week beyond the deadline for submission from payment against VIIIth installment subject to maximum of 1% of the instalment.</p> <p>@ 0.1% per week beyond the deadline for submission from payment against VIIIth installment subject to maximum of 1% of the instalment.</p> <p>to Agency will not be depended on the deliverable which are dependent on external agencies.</p> <p>Also penalty @ 0.5% is on the higher side. We request you to kindly reduce it to 0.1% subject to maximum of 1.0% of the instalment.</p>	<p>However, the Total deduction shall not exceed 8% of the contract value.</p>
36.	<p>It is requested you to kindly clarify in the RFP that lodging and boarding cost for site visit will be reimbursed on actual basis by the department.</p>	<p>As per point no. 4 above.</p>