

Request for Proposal (RFP) for Selection of Project Management Agency for Promoting Khadi in Bihar for Bihar State Khadi & Village Industries Board (KVIB)

RfP No.: Kha/136 dated 16/10/2017

Pre bid clarifications

#	Clause / Section No.	Page No.	Content of RFP Requiring Clarification	Point of Clarification/ Suggestion	Response
1.	Pre-qualification Criteria-Point No.4	28	The bidder should be single entity for all purposes during the entire duration of the project .Joint Venture and Association is not allowed	The Joint Venture or Association should be allowed as it is a manpower intensive project and it is difficult to handle such a big manpower directly due to various statutory obligation. Association may be allowed or manpower outsourcing.	No change. However, Sub-Contracting for Category B resources may be allowed with prior approval from the client.
2.	Point No.11	34	Performance Guarantee -10% of the Contract value	Since it is big budget project of manpower supply it is requested to keep the performance guarantee amount 5%	Performance Guarantee is reduced to 5% of the Contract Amount.
3.	Prequalification Criteria -Point 6,	29	The bidder should have an annual turnover of INR 5 Crores or more in the last three financial years (each year) ending 31st March 2017 as evidenced by the audited accounts of the company. This turnover should be from Project Management, consulting and other related services.	The Average Annual Turnover should be Rs. 2 crores and above.	No Change
4.	Terms of Reference – A Scope of Work - Activities and B. Deliverables and timelines		Activities 1 to 10 and deliverables	The proposal has asked only for manpower Cost and Out of Pocket expenses but the deliverables and timelines and Activities includes Conducting Skill Training, Workshops, Attending Exhibitions, Credit facilitations, Raw Material Supports, Marketing and promotion which will require huge cost. Who will bear this cost?	The selected PMA is expected to include such cost in out of pocket expenses and quote accordingly. KVIB will not bear any cost of consumables and revenue nature. The selected PMA is expected to assist KVIB in all the activities listed including conducting necessary training programs. The client will

#	Clause / Section No.	Page No.	Content of RFP Requiring Clarification	Point of Clarification/ Suggestion	Response
					<p>bear the cost related to</p> <ul style="list-style-type: none"> (i) Training and capacity building of members (ii) Cost of master trainers related to particular craft (iii) Skill Development Workshop (iv) Trips of craftsmen to various business workshops and design workshops held out nationally and internationally etc. <p>The PMA consultant is expected to prepare the DPR for the CFC and estimates will be finalized at that stage. KVIB will conduct the skill development workshop and PMA consultant will assist KVIB in designing and conducting such workshops. It may be noted that cost associated with the consultants for the above mentioned activities will not be borne by KVIB.</p>
5.				<p>Lots of administrative decision has to be taken for the implementation of the project by the Board? The delay in taking decisions can delay the timelines? What will be the safeguards for the consultants?</p>	<p>The PMA consultant will not be held responsible for any delays attributed to KVIB.</p>
6.	Page No. 15, Section 2	15	<p>Category B: The staff under this category will be working on Component #2 and will be deployed at the identified 26 Khadi Institutions and 10 specified districts in which</p>	<p>Clarify whether this shall be on full time basis and whether office space shall be arranged by Bidder</p>	<p>Category B Staff shall be on full time basis and sitting arrangement of such staffs shall be provided in the nearby Khadi Institution</p>

#	Clause / Section No.	Page No.	Content of RFP Requiring Clarification	Point of Clarification/ Suggestion	Response
			JEEVIKA producer groups are engaged in production of yarn/khadi.		
7.	Page No. 17, Section 2	17	Requirement of Resources: Accountant-cum-office Executive- 2 nos. (under Category A) Accountant-cum-office Executive- 36 nos. (under Category B)	Requesting if, reduce to 1 number of Accountant-cum-office Executive (under Category A) and 8 numbers of Accountant-cum-office Executive (under Category B) i.e. one for each Zone to minimize the cost of Assignment	No Change in total requirement of staffs; however deployment of category B staffs shall be as per the requirement. KVIB shall intimate the location and date from which such staffs need to be deployed.
8.	Page No. 17, Section 2	17	Payment is based on Completion of Activities	Requesting if, payment could be on monthly basis spreading over the contract period	No Change
9.	Page No. 28, Section 4, [Para 3 (c)]	28	The minimum technical score cut off is 70	Requesting if, evaluation of proposal could be based on QCBS in the ratio of 80:20 for technical and financial scores respectively	No Change
10.	Page No. 29, Section 4, [Para 4 (4)]	29	Joint Venture or Association is not allowed	Requesting for allowing consortium/Joint Venture of two or more members	No Change
11.	Page No. 29, Section 4, [Para 4 (6)]		Annual turnover of INR 5 Crores or more in the last three financial years (each year) ending 31 st March, 2017	Requesting if, Average turnover in the last three financial years could be considered in place of each year	No Change
12.	Payment terms and schedule	17		Under the payment schedule 50% payments is on output basis and 50% is on input basis on full time basis. Since this is as manpower intensive assignment we request that the payment schedule should be 70% on Input basis and 30% on output basis	No Change
13.	Resource requirements	16		It has been mentioned that 36 Category B resources would be required for the project. The qualification level is B.Com with experience in Tally, MS Office etc. Upon award of contract, firm may be allowed to enter into sub-consultancy contracts with other	Sub-Contracting for Category B Resources only.

#	Clause / Section No.	Page No.	Content of RFP Requiring Clarification	Point of Clarification/ Suggestion	Response
				firms for the same. However all responsibilities, deliverables of the sub-contracted firm will lie with the lead firm.	
14.	Resource requirements	14		It has been mentioned that the Team Leader should be MBA/Post Graduate having minimum 7 years of experience in Marketing/Finance/Design and Development. The primary responsibility of the Team Leader will be for implementation of the project including communicating with the client. Therefore, client may consider including Marketing/Finance/Design and Development/Project Management.	No Change
15.	Baseline Survey (pg 8/74)		Survey of all artisans/ weavers of KVIs - Mapping of existing Technical Infrastructure of Centre/ state agencies	Size of sample w.r.t. the number of artisans under study Sample size for Infrastructure mapping	There would be approx. 7000 artisans/weavers which needs to be surveyed.
16.	National/International marketing and Brand promotion (pg 9/74)		Detailed study of existing best practices	Does it involve actual travel outside the project area, i.e. to other states/ cities? Does it require interaction with the stakeholders outside Bihar? Who will bear the related expenses?	Interaction with the stakeholders outside Bihar depends upon the need assessed by the PMA consultant. Client shall not bear any additional cost, if any.
17.	Skill development (pg 9/74)		Arrange training of traders/entrepreneurs, etc. Training and conduct of workshops held nationally/ internationally	What is the likely number of participants to be trained? Will client bear all expenses relating to training? national/ international travel of experts in this connection?	There shall be approx. 25 participants in a batch of training. Client shall not bear any additional cost, if any.
18.	Marketing of the Product- (pg 12&13/74)		Achieve increase in sales of KIs- 1st year 15%, 2 nd year 25%	Marketing and actual sales activity should not be responsibility of strategy consultants and hence deleted from scope of work.	No Change
19.	D. Payment terms i. project related		Promotion campaigns for Khadi sector	At least 3 road shows to be arranged every year- for how	Refer to Clarification for Point No.4.

#	Clause / Section No.	Page No.	Content of RFP Requiring Clarification	Point of Clarification/ Suggestion	Response
	activities (pg 17/74)			many participants and at what cost? Who will bear the cost? Can the costs be reimbursed along with monthly bills?	
20.	4.3 EMD (pg 21/74)		EMD of Rs. 5 lakhs	As it is a long term project, can the EMD be waived completely at this application stage OR reduced to Rs 1 lakh?	No Change
21.	5. Technical Evaluation- PQ criteria (pg 29/74)		Maximum marks 5 for Turnover greater than Rs 15 crores in last 3 yrs	As the minimum Turnover is stipulated at Rs 5 crores, can the marking be done on the basis of this limit alone? There is no added benefit out of higher turnover when past experience and existing experts are more critical parameters?	No Change
22.	Section 2	13	Deliverables & Timeline	Please confirm the time expected for deputation of accountant-cum-office executive in Khadi Institutions. Is it from the start of engagement or within 6 months.	Refer to Clarification for Point No.7.
23.	Section 2	13	Deliverables & Timeline	Please share the sales figure of KIS for the last 3 years for efforts estimation.	Total sales for last 3 years is as under: FY 2014-15: Rs. 151447175/- FY 2015-16:Rs 183465770/- FY 2016-17: Rs 165958123/- Sale of each KVIB is annexed as Annexure-1.
24.	Section 2	13	Deliverables & Timeline	Please confirm the expectation if the accountant-cum-office executive is only to provide status or to do filing as well.	Accountant-cum-office executive should have skill of maintaining requisite information for filing with statutory authorities and filing thereof.
25.		13	Project related activities: Empanelment of designers for new product lines	Please confirm the number of designers expected to be empanelled under different categories for signing of contract with designers.	At least 10 Nos of designers should be empanelled with KVIB. PMA consultant shall assess and suggest the actual number of designers

#	Clause / Section No.	Page No.	Content of RFP Requiring Clarification	Point of Clarification/ Suggestion	Response
					expected to be empanelled under different categories in their baseline survey.
26.		62	Liability of the consultant	The Employer (and any others for whom Services are provided) shall not recover from the consultant, 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 Employer (and any others for whom Services are provided) shall not recover from the Consultant, 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	No Change.
27.		62	Insurance to be taken out by the consultants	Consultant shall be obliged to maintain only a professional indemnity insurance cover for its professional business up to a level which we consider satisfactory to the needs of the consultant.	PMA consultant shall get insurance against all the risks, and for the coverage's, as necessary. Client shall not be responsible for any liability which should have been covered under Insurance.
28.		62	Accounting, Inspection and Auditing	The audit conducted shall be restricted to the physical files of this agreement only and shall be subject to client agreeing to	Audit shall be conducted as per the auditing standards of ICAI and C&AG.

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				maintain confidentiality of these documents. If any third parties are employed by the client to conduct audit, client shall ensure that such third parties are not be a competitor of the consultant and shall agree to confidential obligations with the consultant. Further the right to audit shall be available to the client during the period of this Agreement alone.	
29.	1	63	Reporting Obligations	Any information, advice, recommendations or other content of any reports, presentations or other communications the bidders provides under this agreement (Reports) other than Employer's Information, are for Employer's internal use only (consistent with the purpose of the particular services) including Employer's board of Directors, its audit committee or its statutory auditors and not for disclosure externally outside your organization. Employer may not rely on any draft Report and the bidder shall not be required to update its Final Report.	No Change.
30.	2	63	Documents prepared by the consultants to be property of the Employer	The bidder may use data software, designs, utilities, tools, models, systems and other methodologies and know how (materials) that the bidder own in performing the services. Notwithstanding the delivery of any reports the bidder retain all intellectual property rights in the materials(including any improvements or knowledge developed while performing the	No Change

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				<p>services) and in any working papers that the bidder 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.</p>	