

Government of India

Ministry of Textiles

Pre-bid conference in connection with RFP for selection of Project Management Unit (PMU) under the Scheme for Capacity Building in Textile Sector held on 23.11.2017 at 11.00 AM at Udyog Bhawan, New Delhi

Clarification to the points/issues raised by the participants

SI No.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring Clarification(s)	Points of Clarification	Remarks/Reply
1-	Section 2 (i), Page No. 4	Setting up the PMU and deploy resources centrally and regional basis as per the pattern approved by Ministry. PMU will be solely responsible in executing the scheme implementation as per the direction of the Ministry.	Request to provide more clarity on this clause as apart from central location is there any specific location of regional deployment of resources as mentioned in RFP.	Resources are primarily to be deployed centrally in Delhi who will work in close coordination with the Ministry. For regional locations, Ministry will inform during the project implementation as per the need of the project.
2-	Section 2(ii) m, Page No. 6	Developing App based monitoring system, setting up of call centre for feedback and addressing of queries	Please specify the details including number of call centre executives, call recording facility mechanism etc. Or other app based monitoring system as mentioned. Please also clarify whether the resources for call centre will be in addition to the resources mentioned in the para 3 (Key personnel of the PMU).	<ol style="list-style-type: none">1. The resources to be deployed for the Call Centre will be in addition to the resources mentioned for PMU. Call centre to be setup for random telephonic verification of the training program and collecting feedback from the trainees. A helpline to be setup for the scheme for addressing queries of the stakeholders and interested candidates seeking training under the scheme.2. It is expected that PMU may develop Mobile Application for strengthening the monitoring mechanism. App will include, among others, following features:-<ol style="list-style-type: none">(i) Enrolment by any person for any training programme.(ii) Uploading of geo-tagged photographs by inspecting officials as well as inspection report.(iii) Feedback by common public along with facility to upload photograph.

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3-	Section 9 (d) (i) , Page No. 17	Modifications and maintenance of web-based MIS/ developing additional features in MIS, developing app-based monitoring system, setting up of call centre for feedback and addressing of queries	Please specify the details of additional features to be developed in MIS. This is required to estimate the additional cost of MIS and application based monitoring system. Also, if some features or App are not scalable with the existing MIS then in such cases whether the additional cost for enhancement required in the existing MIS software system will be paid separately. Details of call centre requirement in terms of resources and app based monitoring system as mentioned may also be specified to arrive at a legitimate cost	Agency has to quote lump sum amount including the cost involved for maintenance, new developments, additional features of MIS, manpower cost, miscellaneous and management consulting fee etc. The break-up of expenses is for internal purpose only and the lump sum amount will only be considered for evaluating of financial bid.
4-	Section 2 (ii), Page No.- 6	Monitoring Tasks: (m) setting up of a call centre for feedback and addressing of queries	Will the office space and equipment be provided by MoT?	No. The PMU will have to work from its office and report to the Ministry as and when required.
5-	Section 3, Page No.-8	Except Project Director, all members will be required to work exclusively for the project and made available in the Ministry as per requirement.	We understand that the persons to be deployed have to work from consultant's office and visit MoT as and when required and office space will not be provided at MoT. Please confirm.	At present, no office space is available for PMU at Ministry. However , as per the requirement, MoT may ask PMU to deploy full –time resources at Ministry and accordingly office space will be arranged by the MoT.
6-	Section 6.1, Page No.-9	During execution of the Project, shortcomings/ deficiencies over the agreed terms, if any, are found, then a penalty of 0.5% of the contract value per week (subject to maximum of 5%) may be imposed by the Ministry	Shortcomings / deficiencies related to delays shall be applicable only for delays solely attributable to the consultant. We request not to impose penalties on those shortcomings / deficiencies, which are due to the delay in granting approvals by MoT or for any reason beyond the control of consultant (e.g. political unrest, social unrest etc.) should not be considered.	Accepted.

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7-	Section 7.1, Page No.-10	Intellectual Property Rights of all databases, programs, source-code reports, formats, etc. developed / created for this project would vest in Government.	Client should own the final deliverables submitted to client upon full payment of fees/expenses. However, the consultant agency should continue to retain its rights in the materials it brings in under the engagement, materials available with the consultant independent of this engagement and materials which are available in public domain. We request you to amend the clause accordingly.	No change
8-	Section 7.1, Page No.-10	Any liability arising out of negligence contributory or willful by way of inaccurate / wrongful / data construction shall solely vest with the agency.	We request that the overall liability of the agency should not exceed the fee paid to the agency. Also, please confirm that the agency will not be liable for indirect/consequential losses of any nature whatsoever.	Accepted
9-	Section 8, Page No.-12	Criteria for technical evaluation: Key personnel	12 marks have been allotted for three management experts. Are these marks for Senior management experts or junior management experts?	Marks allotted for Senior Management Experts only.
10-	Section 11, Page No.-18	Right to termination: MoT reserves the right to terminate the agreement, if it is of the opinion that the performance of the consultant is not satisfactory at any point of time during the period of the contract at the risk and cost of the agency	We request that 30 days' notice period should be included in the termination clause. We would also request explanation of the words "at the risk and cost of the agency". We would like to discuss this point at the pre-bid meeting after understanding the implication of the words – "at the risk and cost of the agency"	Ministry reserves the right to terminate the agreement if the performance of agency is not satisfactory at any time of the contract. As the payment is linked to their performance and deliverables as per RFP, a penalty as given in Section 6.1 will be imposed.

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11-	Section 1, Page No.-4	Introduction Ministry is in the process of obtaining approval of the competent authority for continuing the skill development scheme	When is the likely date for the new scheme to be approved and by what time PMU is expected to be operational.	Scheme is expected to be approved by December 2017. Accordingly, the selected agency will be awarded contract.
12-	Section 8(c), Page No.-13	Minimum Qualifications for the Bidder/Eligibility Criteria	Many a times client do not furnish the completion certificate, however, payment are made on completion, what sort documentary evidence may suffice the claim that final payments are made. Also, many assignments of PMC and Management Consultancy are long duration and ongoing. Do the agency needs to enlist only completed assignments while applying for the RFP or ongoing assignments may also be furnished	Work Orders along with Completion certificate/proof of final installment released may be considered for completed projects. For ongoing projects, part completion/phase completion certificate along with Work Orders will be considered.
13-	Section 6.1, Page No.-8	Payment Terms: emoluments Based on the actual performance /achievements made over the agreed milestones, quarterly payment will be made to the agency, after every quarter over the period of the project.	Payment has been linked to milestones/achievements which have not been defined in the RFP. Request to please clarify	Payment to be released on quarterly basis and agency has to submit details of deliverables achieved in the quarter as per scope of work.
14-	Section 6, Page No.-8	There is no mention on the maximum time taken to settle invoice.	The RFP doesn't specify any timelines for settlement of the quarterly invoices. Request to please clarify if there is any maximum settlement time specified.	The invoices will be settled/processed at the earliest on receipt of the same from the PMU. Therefore, there is no need to specify time limit.

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15-	Section 6.5, Page No.-9	Taxes Goods and Service tax as applicable due on the charges for the services being provided by PMU would be deducted at source by the government from the payment made by it.	The standard practice is to pay the GST/applicable taxes to the consultants after deducting TDS on the invoiced amount. Request to please clarify.	No Change.
16-	Section 3.1, Page No. 6	(i) Project Director At least 15 yrs of working experience and min 7 yrs of experience in advising Central & State Governments in scheme implementation.	It is suggested to allow MSW/ Masters in other relevant disciplines for the assignment. As Skills Development is a relatively new field such inclusion will allow us to consider experts who are already working under skills development sector.	For Project Director, Project Manager & Senior Management Experts- Qualification and Experience will remain unchanged. For 4 Jr. Management Experts- MBA/PGDM/M.Tech/MCA will only be considered.
17-	Section 3.1, Page No. 6	(ii) Project Manager Responsible for overall operation management of the PMU activities covering management and monitoring tasks under ISDS	It is suggested to allow MSW/ Masters in other relevant disciplines for the assignment. As Skills Development is a relatively new field such inclusion will allow us to consider experts who are already working under skills development sector.	
18-	Section 6.7, Page No.-9	Penalty for exit/replacement Replacement of resources shall generally not be allowed during the contract period. The replacement of agreed personnel by the bidder will be allowed in the event of disability/death of the incumbent as reasons for replacement of personnel or in case of personal reasons for leaving the bidder organization by the individual with the present employer.	(i) Timelines for resource if removed by the Ministry of textiles is 15 days. Would the same limit would apply for any replacements. (ii) Kindly clarify if under this clause resignation applied by any expert working under the project on personal grounds will be subject to any penalty or not?	In case of resignation, the penalty would not be imposed if suitable substitute is provided within 15 days of his/her resignation provided he/she scores the same or more on the evaluation criterion mentioned in the RFP and is found suitable to the satisfaction of the Ministry of Textiles. The existing personnel should not be relieved till the complete knowledge transfer and personnel joins the PMU failing which penalty of Rs. 10000/- per working day per personnel will be imposed. In case of removal by the bidding agency, the penalty as per Section 6.7(d) will be applicable.

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19-	Section 2 (i), Page No.- 4	Taking over of existing activities in management of the training programmes under ISDS along with the control of centralized web based Management Information System on as is what is basis	Please clarify on who would bear the hosting charges of the MIS system	MIS to be hosted on NIC server.
20-	Section 8(c), Page No.-13	Minimum Qualifications for the Bidder/Eligibility Criteria	It is also suggested to include Donor funded projects under the clause as well.	Projects from donor agencies such as World Bank Asian Development Bank, JICA etc. may be considered.
21-	Section 5.1, Page No.-8	The contract with the selected agency will be initially for a period of 2 years from the date of award of contract. The selected agency has to perform the function efficiently to the satisfaction of the Ministry during the contract period and shall not be allowed to withdraw from the contract till its expiry under any circumstances.	Please clarify if the PMU would be paid for the services offered during the transfer of the services	PMU will be selected before expiry of the contract. In case of any extension required, the professional fee will be paid as per the terms and conditions of the contract.
22-	Section 4, Page No.-8	Deliverables of the PMU	Please specify how much time would be allowed for the deployment of key personnel after signing of the contract between parties	Immediately after signing the contract.
23-	Section 3 , Page-8	Key personnel for the PMU: It may be noted that apart from the Project Director, all members will be required to work exclusively for the project and made available in the Ministry as per the requirement.	Kindly indicate the tentative man month requirement for the position of Project Director	Project Director will oversee the functioning of PMU and to be made available as per the requirement of Ministry. He would be primarily responsible for smooth execution of project and contract. He would report at least on a weekly basis to the Ministry on project.

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24-	Section 8: Point V (2) , Page No. 12	Tender Methodology: The Criteria for evaluating the Technical Bids would be as follows, Key Personnel ; Total 30 marks have been assigned to the project team	Please confirm if the CVs of only those personnel need to be submitted – who has been listed i.e. Project Director, Project manager, Management Experts, MIS Experts and Financial Analyst	CVs for all 15 resources to be provided as per RFP.
25-	Section 8, Point (v), Table serial no. 1	Years of Experience as Project Management Consultant in implementation of Government Projects (State and Central Govts.)	Request for clarification on whether the evaluation will be done on basis of: 1) Year of Registration of the firm 2) Year in which the Project Management Consultancy is provided by the firm.	It will be done on the basis of total no. of years in which Project Management Consultancy has been provided by the firm.
26-	Section 8 c(v)	Consortium/Tie-ups of two or more firms and agencies already working under ISDS are NOT permitted to bid in the project.	Request to clarify the provision.	(i) Consortium/Tie-ups of two or more firms are not permitted. (ii) Agencies already working under ISDS are permitted to bid in the project subject to the condition that they themselves or through tie-up will be barred from taking up any training programme under this scheme.