

RFP QUERIES

Please find below our queries related to RFP for 'Preparation of Vision Document and Policy Roadmap for Incorporation of SDGs'. Page numbers have been mentioned assuming that numbering starts from cover page.

S.No	Queries	Response by SPC
1	Page No. 6 : Please confirm the name of the beneficiary for EMD. It is different in Page No. 12 ('Director State Planning Commission Department of Planning')	Additional Secretary, State Planning Commission, Government of Uttarakhand is the Chief beneficiary. Read the correction accordingly.
2	Page no. 8, point ii (Minimum eligibility criteria): We request you to remove the requirement of completion certificate as many times client does not provide it	Request approved with the condition that some documentary evidence other than completion certificate is attached .
3	Page no. 8, point ii (Minimum eligibility criteria): Please let us know about the number of projects to be submitted to prove experience in making policy document. What is the definition of 'similar assignment'?	1.Number of project comes under the evaluation criteria. 2.In addition of the policy documents and institutional analysis any action research / development research project will be considered.
4	Page no. 10, a)technical proposal, point ii: Is there any format for undertaking from key personnel ? Page No. 10, a) technical proposal, point iii: Does supporting certificate mean work order/ agreement?	No particular specified format is been prescribed . However the SPC shall take into cognizance only that format which is legally maintainable. Further the individual consultant/ experts can provide the undertaking pertaining their claim as been mentioned in the CV/Resume. Supporting certificate means work order/ MoU/ agreement along with payment submission certificate or any documentary evidence pertaining the same during the ending period of the project.
5	Page No. 10 & 11, Eligibility Criteria: Requesting you to make the experience requirement of the experts uniform across the sector	Request approved. The same would be as annexure A with evaluation criteria.
6	Page No. 11: Please elaborate 'Mountain economy expert' & 'Infrastructure and mountain based industry expert'. We request you to make it 'Economist' & 'Infrastructure and industry expert'	Request approved. The same would be as Annexure A with evaluation criteria.

	respectively	
7	Page no. 11, a) technical proposal. point viii -e: Do the key personnel need to sign the CVs in original or scanned signatures will do? We request you to allow scanned signatures as the experts are based out of different offices across India. We assume that the word Applicant here means Authorised Signatory.	The same is required at the original .However the relaxation can be provided with the undertaking that the same would be provided in original at the time of signing of the MoU . There shall be no change of the key personnel /experts during the assignment .
8	Page No. 12, Submission of proposals, a) Do the authorised representative need to sign the proposals in original or scanned signature will do? We request you to allow scanned signature as the authorised signatories are travelling most of the time	Request turned down as it is mandatory that the authorised representative need to sign the proposals in original.
9	Page no. 12, (4) Submission of proposals, point a): It is mentioned that letter of authorisation from competent authority is required. Do we need to provide Power of Attorney or the Board resolution authorising the person to sign will suffice?	Either of the any will suffice.
10	Page no. 13, e) It is mentioned that all pages of technical and financial proposals need to be signed by authorised signatory. We request you to allow scanned signature for the same as most of the time the authorised signatories are travelling	Request turned down.
11	Page no. 13, (4) Submission of proposals, point f): Please confirm that the date of submission of proposal is 5th October, 2016 1700 hrs. (as mentioned in data sheet) here its mentioned that submission date is 4th October, 2016 1500 hrs. Request you to extend the	The new date of submission of the Proposal is 13 th October , 2016 by 12:30 hrs. The technical Proposal /Bid shall also be opened at the same date at 15:00 hrs.

	deadline of the proposal submission by 1 week as sending the document by courier will also take two days Page no. 14, Evaluation Criteria: What is the definition of 'projects of similar nature'?	Refer Point No 3. Similar query.
12	Page no. 15, Experience of key personal: Would you please explain 'Qualification and experience prescribed by UGC / ICSSR / AICTE / IIT Etc."	Please refer Annexure A .
13	Page no. 15: Experience of key personal: In page no. 10 & 11, twelve experts have been mentioned. However in marking criteria only nine persons have been considered including four consultant / senior consultant	Please refer Annexure A for the Revised Eligibility criteria.
14	Page no. 16, Award of Contract: How many days time will be allowed for mobilising the resources for this project?	The same will be on immediate effect after the signing of the MoU/Agreement.
15	Page no. 16, Schedule of Payment (10): Please elaborate 'Draft Framework Report'	'Draft Framework Report' means the inception Report of the project i.e. The methodology , action plan, strategy, time plan, etc will be a part of the Draft Frame work.
16	Page no. 17, Timelines: Requesting to extend the timeline for the proposed deliverable appropriately and make the total timeline minimum five months	Request Approved for total timeline of the assignment for 5 months with the condition that the agency shall submit the 25 Print copies of Draft Vision Report within three 3months.
17	Page no. 18, Data sheet: Here it is mentioned that performance bank guarantee needs to be submitted within 7 days of receipt of work order while on page no. 16 the time mentioned is 14 days. Please clarify.	Please read it as 7 days .
18	Page No. 21, Annexure 1, point d): Please clarify the difference in points mentioned under iii and iv	Read the clause Point iv as Experiences in conducting socio-economic studies in Uttarakhand only.
19	Page No. 24: In page no. 12 it has been mentioned that the	The contradiction is overruled with the Statement that 'Service tax would be paid extra at the rate prevailing at the

	financial proposal will be excluding service tax. It has also been clarified that 'Service tax would be paid extra at the rate prevailing at the time of raising the invoice'. But in this page financial quote has been asked including service tax	time of raising the invoice's
20	Page No. 24: Financial proposal: In the note it has been mentioned that 'arrangement at venue shall be borne by the client'. Please clarify the cost components to be borne by consultant	The cost of resource person would be borne by the consultant.
21	Page No. 29, 4.1. Time line: Three months will be very short for this project. We request you to make the timeline minimum five months	Refer Point 16
22	Page no. 29 - 31: We request you to make the expected outcome (P.N. 29), Activities / Outputs / Deliverables (P.N. 30) & Expected outputs (P. N. 31) uniform	The para is self explanatory and needs no further explanation is needed .In addition to the same there is a need of 300 standardized copy of the Vision Documents to be provided by the consultant .
23	Page No. 32: Please let us know the process of dividing the financial if the scope of work is divided into more than one consultants	That the SPC proposes to appoint one Consultant agency, The consultant agency shall be at the responsible to assign the duties to experts as per the TOR.
24	Page No. 33, Annexure 8 A: Please let us know your expectations for policy road map.	The same is already been explained in details in the RFP.
25	Some points beyond the published RFP 1.Please give us some idea about the number of persons who will get engaged for the workshop. This is required for our cost estimation. 2.Limitation of liability has not been mentioned. We request you to limit it upto the total fees paid (excluding service tax) to the agency. 3.No termination clause has been documented. We request	The point is not significant to be answered as the client will bear all cost of the logistic. The same is been explained and added in Annexure E The same is been explained and added in Annexure E

	you to make it one month from both sides.	
26	Amendments	Amendments regarding the RFP particularly regarding evaluation criteria, Schedule of Payment, PROPOSED Deliverables / TIMELINES, Date Sheet, Contract Agreement are attached as Aneexure A, B,C, D, E respectively

Annexure A

Educational Qualification and Experience Details of Key Personnel

S.No	Key Personnel	Qualification & Experience
1.	Team Leader	A person having minimum of 15 years of professional experience on Policy Planning and he/she should have submitted the policy papers or policy documents or vision document to any State Government or Central Government.
2.	Subject Matter Specialist I	A person having Master degree in Agriculture or Agriculture Economics or equivalent subject with at least 10 years experience in policy planning of Primary Sector and 05 year experience of natural resource management
3.	Subject Matter Specialist II	A person having Master degree or more in Economics/Sociology/Public Admin or allied subject having at least 10 year experience of Policy Planning research of Secondary and tertiary sector.
4.	Subject Matter Specialist III	A person having at least 10 year experience of policy planning research in the field of health sector.
5.	Subject Matter Specialist IV	A person having at least 10 year experience of policy planning research in the field of Education sector.
6.	Economist	Master degree or more in Economics with at least 10 year working experience in mountain economy.
7.	Environmental expert	Master degree or more in environmental science and equivalent with at least 10 year experience on environmental issues particularly the mountain related issues.

Indicative Criteria for Evaluation of Technical Proposal

Sl/No	Evaluation Criteria	Weightage (Total Marks-100)
1	Past experience of the consultant agency in socio- economic and Policy planning projects	40

	<ul style="list-style-type: none"> ➤ No of years of experience of socio-economic and policy planning research projects (1 marks for each year subject to maximum of 15 marks) 15 ➤ Past experience of similar nature of projects in Uttarakhand (2 marks for each similar projects subject to maximum of 10 marks) 10 ➤ Past experience of preparing of Policy planning reports in India (5 marks for each studies/project subject to maximum of 15 marks) 15 	
2	<p>Experience of Key Personal</p> <p>A. The Consultant agency must have a team of competent professionals with minimum ten years of experience of handling socio- economic research with respect to policy planning individually and/or Collectively. (5 Marks for each expert. Subject to maximum 30Marks)</p> <p>2 Marks each shall be awarded to the following expert subject to maximum 10 marks:</p> <p>*Rural Development Expert (Degree or more in rural development or related subject with 3 yrs. Experience on Rural Development Policies).</p> <p>*Livelihoods/skill development expert (Master degree or more in Economics/Sociology/Public Admin or allied subject</p>	<p>40</p> <p>30</p> <p>10</p>

	<p>having at least 10 year experience of Policy Planning research of Secondary and tertiary sector).</p> <p>* Tourism Expert (Degree or More in Tourism and allied subject having at least 10 year experience on Tourism policy issues).</p> <p>*Energy Expert (Degree or More in Electrical Engineering or equivalent having at least 10 year experience on Power sector policies issues).</p> <p>*Disaster Management Expert (Diploma or more in Disaster management having at least 10 year experience on Disaster related policies).</p> <p>*Infrastructure and mountain based Industry Expert (Degree or more in relevant subject with 10 year experience on Industry based policies.</p>	
4	Technical Presentation – on methodology and approach for taking up the assignment	20

Annexure B

Schedule of Payment

The Consultant shall be paid professional fees in the following stages consistent with the work done.

SL. No	Milestone	Percentage
1.	Mobilization Advance on submission of Performance Guarantee and signing of Agreement	10%
2.	On submission of Draft Framework Report as referred in TOR	10%
3.	Interaction/ Consultation workshop with Stakeholders	10%
4.	Submission of Draft Vision Document and draft approval from the Advisory Committee & Expert Panel	20%
5.	On submission of Road map wrt SDGs	20%
6.	Submission of Final Vision Document with respect to SDGs	20%
6.	Dissemination & culmination workshop for final Vision Document with release of vision document 2030	10%
Total		100%

Annexure C

PROPOSED Deliverables / TIMELINES

Particular	Time Frame
Submission of draft Framework Report (10 copies + 2 set of soft copy in CD)	15days from the date of award
Holding of one day State Level Consultation Workshop	30 days from the date of award of the consultancy
Holding of two days State Level Consultation Workshop with HoDs/Directors	30 days from the date of award of the consultancy
Holding of two days State Level Consultation Workshop with beneficiaries and other stakeholders*	30 days from the date of award of the consultancy
Submission of Final Framework Report with Work Calendar	15 days from state level consultation workshop;
Organization of Consultation/interaction at HoDs level.	Within 60 days from the date of award of consultancy
Submission of Draft Vision Document	75 days from the date of award of the consultancy
Conduct of meeting of the Advisory Committee & Expert Panel	7 days after submission of Draft document
Submission of Final draft Document	Within 7 days after consultation meeting of Advisory Committee , Expert panel etc.
Preparation of Road Map wrt SDGs	Within 120 days from the date of award of consultancy
Submission of Final Vision Document with respect to SDGs	Within 135 days from the date of award of consultancy
Dissemination & culmination workshop for final Vision Document	15 days from submission of final Vision Document.
Release of Vision Document 2030	15 days from culmination workshop
*The cost of the same will be borne by the Consultant	

Annexure D

Date Sheet

Consultancy for preparation of the Vision Document & Policy Road Map For Incorporation of SDGs for the state of Uttarakhand.

Date of issue of RFP	20/09/2016
Last Date of submission of Clarification	26/09/2016
Date of Pre Bid Meeting	28/09/2016
Last date of submission of Proposal	13/10/2016 by 12:30 hrs
Date and Venue of opening of Technical Bid and Presentation	13/10/2016 at 15:00 hrs Venue: Room No. 418 Vishwkarma Bhawan Secretariat Complex 4 Subhash Road Dehradun
Date and venue of opening of financial bid	18/10/2016 Venue: Room No. 418 Vishwkarma Bhawan Secretariat Complex 4 Subhash Road Dehradun
Method of selection	QCBS (weighing technical and financial proposal as 80 percent and 20 percent respectively)
Performance Bank Guarantee	The successful bidder has to submit the Performance Bank Guarantee in approved format of 5 % of the quoted amount within 14 days of receipt of work order
Completion time of assignment	Five Month from the date of signing of agreement
Correspondence Address	Additional Secretary State Planning Commission Dehradun-248001 Uttarakhand

Annexure E

CONTRACT AGREEMENT FOR

CONSULTANCY FOR PREPARATION OF

VISION DOCUMENT & POLICY ROAD MAP FOR INCORPORATION OF SDGs, UTTARAKHAND 2016

THIS CONTRACT ("Contract") is entered on theth Day of2016, by and between Additional Secretary, State Planning Commission, Government of Uttarakhand ("the Client") having its office Venue: at Room No. 418 Vishwkarma Bhawan Secretariat Complex 4 Subhash Road Dehradun, **SPC DEHARDUN** and [*Consultant's name*], ("Consultant") having its corporate office at [*Consultant's address*].

WHEREAS, the Client wishes to have the Consultant performing the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1	Services	(a) The Consultant shall perform the services specified in ToR (Terms of Reference) of the RFP which is made an integral part of this Contract ("the Services"). (b) The Consultant shall provide the service listed in ToR (Terms of Reference) within the time periods listed in the RFP therein and the personnel as provided by Consultant in Annexure 1 and annexure 2 of the RFP document, to perform the Services.
2	Terms	The Consultant shall perform the Services during the period commencing [<i>insert start date</i>] and continuing through [<i>insert completion date</i>] or any other period as may be subsequently agreed by the parties in writing.
3	Timelines	As per the RFP and latest amendments
4	Payment Schedule	As per the RFP and latest amendments
5	Performance Security	Highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
6	Confidentiality	The Consultant shall not disclose any proprietary or confidential information relating to the Services, this Contract or the Client's operations without the prior written consent of the Client.

7	Ownership of Material	Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
8	Consultant Not to be Engaged in Certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.
9	Insurances	The Consultant will be responsible for taking out any appropriate insurance coverage.
10	Assignment	The Consultant shall not assign this Contract or subcontract any portion of it without the Client's prior written consent.
11	Law Governing Contract and Language	The Contract shall be governed by the laws of the Government of India and the language of the Contract will be English .
12	Dispute Resolution and Arbitration	Any dispute, controversy or claim arising out of or relating to this agreement or breach or termination thereof shall be amicably solved as per the clause mentioned in RFP
13	Force Majeure 15.1 Force Majeure Event	Any of the following events resulting in Material Adverse Effect shall constitute Force Majeure Event: a. Earthquake, flood, inundation, landslide; b. Storm, tempest, hurricane, cyclone, lightning, thunder or other extreme atmospheric disturbances; c. Fire caused by reasons not attributable to the Consultant; d. Acts of terrorism; and e. War, hostilities (whether war be declared or not), invasion, act of foreign enemy, rebellion, riots, weapon conflict or military action or civil war; f. Strikes or boycotts, other than those involving the Consultant, its contractors or their employees, agents, etc.

	<p>15.2 Notice of Force Majeure Event</p>	<p>As soon as practicable and in any case within 3 days of the date of occurrence of a Force Majeure Event or the date of knowledge thereof, the Party which is rendered wholly or partially unable to perform any of its obligations under this Agreement because of a Force Majeure Event (“the Affected Party”) shall notify the other party of the same, setting out, inter alia, the following in reasonable detail:</p> <ul style="list-style-type: none"> a. The nature and extent of the Force Majeure Event; b. The estimated Force Majeure Period; c. The nature of and the extent to which, performance of any of its obligations under this Agreement is affected by the Force Majeure Event; d. The measures which the Affected Party has taken or proposes to take to alleviate/ mitigate the impact of the Force Majeure Event and to resume performance of such of its obligations affected thereby; and e. Any other relevant information concerning the Force Majeure Event, and/ or the rights and obligations of the Parties under this Agreement.
	<p>15.3 Performance of Obligations</p>	<p>The Affected Party shall be excused from performance of such obligations to the extent it is unable to perform the same on account of such Force Majeure Event provided that:</p> <ul style="list-style-type: none"> a. The excuse from performance shall be of no greater scope and no longer duration than is necessitated by the Force Majeure Event; b. Where The Consultant is the Affected Party, the various deadlines set forth in this Agreement shall be extended by the period for which such Force Majeure Event shall subsist. c. Where the Consultant is the Affected Party, it must be seen that it has taken all reasonable efforts to avoid, prevent, mitigate and limit damage, if any, caused or is likely to be caused to the Project Facilities as a result of the Force Majeure Event and to restore the Project Facilities, in accordance with the Good Industry Practice and its relative obligations under this Agreement. d. When the Affected Party is able to resume performance of its obligations under this Agreement, it shall give to the other Party written notice to that effect and shall promptly resume performance of its obligation hereunder, the non issue of such notice being no excuse for any delay for resuming such performance; e. The Affected Party shall continue to perform such of its obligations which are not affected by the Force Majeure Event and which are capable of being

		performed in accordance with this Agreement.
	15.4 Termination due to a Force Majeure Event	<p>a. If a Force Majeure Event subsists for a period of 180 (one hundred eighty) days or more within a continuous period of 365 (three hundred sixty five) days, either Party may in its sole discretion terminate this Agreement by giving 30 (thirty) days Termination Notice in writing to the other Party without being liable in any manner whatsoever.</p> <p>b. Upon Termination of this Agreement due to a Force Majeure Event, the Consultant shall be entitled to receive as Termination Payment from the Client, a sum equal to the aggregate fair value as on Termination Date, less any amount due from the Consultant to the Client and net of insurance proceeds, if any, as determined by an independent firm of chartered accounts/ valuers mutually agreed upon and appointed by the Parties for the purpose.</p>
14	Termination	The Client reserves the rights to terminate the study at any intermediate stage. In case of early termination for whatever reasons, the Consultant shall be paid only up to the stage completed. The Client's authority in this regard shall be binding on the Consultant.
15	Component of Agreement	The tender document, and all the amendment issued for the same, shall be part of this agreement.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by: _____

Signed by: _____

Title: _____

Title: _____

Date -----

Date -----

Witness:

Witness:

Name:

Name:

Title:

Title:

Date:

Date: