

**Records of Discussion regarding Pre proposal conference under the chairmanship
of Additional Secretary, Planning on Dated 07 April, 2022**

Regarding to Financial Pre-bid meeting with Empaneled External Agencies/Firms for the evaluation studies of various Central /State Sector Schemes, the Planning commission, Planning Department, Govt. of Uttarakhand the pre proposal conference was held on 07 April,2022 at 03:00 PM. In this meeting the representatives of National Productivity Council, New Delhi, AMS research Training, New Delhi, Athena Infonomics India Private Limited (AIPL), EHI, Gurgaon Haryana, NH Consulting and Sigma, New Delhi have participated by Video Conference and Mazars Advisory LLP, Gurgaon Haryana also submitted their queries via email. All the queries submitted by the email and queries raised in Pre-Proposal Video Conference by aforesaid Firms/Agencies are clarify and consider for amendment in different para of RFP, are as-

S.N.	Name of Firm/External Agency	Para/Clause of RFP	Queries	Amendment/ Remarks (Tentative)
1	Mazars Advisory LLP, Gurgaon, Haryana	page no-10 Proposal point no-7.1	Empanelled consultant may submit only one proposal. If a consultant submits or participates in more than one proposal, such proposal shall be disqualified. We understand that Empaneled consultant may only submit and participate in one proposal we would like to understand that the proposal will constitute all 5 evaluation studies under one proposal kindly clarify	Agencies can be submitted all Proposals. Maximum 03 Evaluation studies will be awarded to one agency
		Page no.11 Financial Proposal Preparation of Proposal Point no. 9.3	The financial Proposal shall be Prepared using the attached standard form (Section 4). It shall list all cost associated with the assignment/job including remuneration for staff indicated in the part II data sheet. The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.	submit filled all details according to Fin form 1 to 4
			we understand that financial proposal for this bid shall be submit separately for all five evaluation studies kindly clarify	Yes
		Technical Proposal	we understand that technical proposal need not be submitted for this bid and only one financial quotation have to be submitted	Technical proposal not required. 5 Financial proposals can be submitted separately.
2			As per RFP document regarding "Evaluation, Impact Assessment and	Yes

S.N.	Name of Firm/External Agency	Para/Clause of RFP	Queries	Amendment/ Remarks (Tentative)
	National Productivity Council New Delhi	Section 2, Point 12, Page no. 12	<p>Concurrent Evaluation of various Centrally and State Sponsored Schemes under State Planning Commission, Department of Planning, Government of Uttarakhand, An EMD of Rs 50,000/- (Rupees Fifty Thousand Only) is required per evaluation study in the form of Demand Draft/Banker's Cheque or Fixed Deposit Receipt or Bank Guarantee to be submitted as Bid Security.</p> <p>It is to inform you that as per Section 2, Point 12, Page no. 12 of RFP document, a requisite Demand Draft/Banker's Cheque or Fixed Deposit Receipt is to be drawn in favour of Authority "State Planning Commission" and Payable at Dehradun, be submitted whereas as per "INSTRUCTION TO CONSULTANT DATA SHEET" Part-II, Point No. 8. Page Number 15 of RFP document, The Bid Security will be in form of a FDR in favour of "Additional Secretary, Planning Department" payable at Dehradun is mentioned. It is requested to kindly clarify that Demand Draft to be prepared in favour of which authority.</p>	A requisite Demand Draft/Banks Cheque or Fixed deposit in Favour of "Additional Secretary Planning Department"
			The design attached with RFP are in Hindi, may the Designs available in English Version?	Not possible in short duration and the most of the information of Designs are mention in TOR
3	Athena Infonomics India Private Limited (AIIPL), Chennai	Letter of Invitation Page# 3	<p>The State Planning Commission, Planning Department, Government of Uttarakhand (hereinafter called "Employer") is engaging services of a consultancy organizations to conduct Evaluation of following Schemes in the State:</p> <ul style="list-style-type: none"> Please confirm than an agency can apply only for one evaluation study (out of the 5 studies). <p>If allowed, do we need to submit separate proposals for the different schemes? Or we can submit only one proposal for all the schemes. please clarify this.</p>	Agencies can be applied the proposals for all the 5 Evaluation studies.

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			Please confirm that technical proposal, Approach and methodology (A&M) is not required to be submitted	Not required
		Power of Attorney of Page # 16	Power of Attorney (Document as per clause 2.8.1 of technical proposal Appendix 4	Only Self attested copy of POA or if any change in the name of POA then provide new POA.
			<ul style="list-style-type: none"> We could not find the 2.8.1 & Appendix 4 in the TOR document. Could you share it? 	Please refer to RFQ (EOI)
			<ul style="list-style-type: none"> Does POA have to be notarized. 	No
			<ul style="list-style-type: none"> Can agency use its own format for POA for Authorized Representative? 	No
			Can the Authorized representative for the RFP proposal be different then at the EOI state. Please confirm	No
		Anti-Collusion Certificate Page # 16	Do you have any specific format for Anti-Collusion Certificate? If yes, do share.	Language Draft enclosed
		Earnest Money Deposit (EMD) Page # 12	So, if we can apply for only one study, then EMD is 50,000.	Yes
		9. Required Team Page # 29	<ul style="list-style-type: none"> The agency must ensure that the team deployed should be same as the qualified personal list given during qualification stage of the empanelment stage. The agency will be permitted to replace the team members, with the permission of SPC, provided that the replacement member must possess equal or higher qualification as compared to original member. 	Yes
			<ul style="list-style-type: none"> Agency shall be permitted to induct subject expert members any stage of the team. 	Yes
			<ul style="list-style-type: none"> Agency add may additional team members with appropriate qualifications to finish the assignment as per given timelines 	Yes

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			<ul style="list-style-type: none"> At EOI stage we provided details of 5 experts. Now for study can we propose 2 from that and 2 additional. Or is it mandatory to include all team members from EOI stage. 	Yes
			<ul style="list-style-type: none"> Will team vary for each study? 	Yes
			<ul style="list-style-type: none"> If we want to replace any original team member, please explain what is the procedure for seeking "prior approval from SPC". 	Yes
		6.Payment Schedule Page# 28	<p>Payment Schedule</p> <ul style="list-style-type: none"> Can you relax the payment schedule so that we receive at least 20% on inception report? 	No Changes
		Consultant Personal Page#46	<ul style="list-style-type: none"> Description of Personnel: The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultant's Key Personnel are as per the consultant's proposal and are described in Appendix C. If any of the Key Personnel has already been approved by the "Employer", his/her name is listed as well. 	Yes
			<ul style="list-style-type: none"> Do we need to submit the CVs of Key personal? If required, please share the CV format. Please clarify this 	CV Required
		Original Demand for Cost of Proposal Documents Page#16	<p>Submitting the following documents in hard copy</p> <p>What type of Documents we can submit on this? Please clarify this</p>	All Documents in Hard copies.
4.	Sigma Research and Consulting Pvt. Ltd. New Delhi		<ul style="list-style-type: none"> We have MSME certification, are we exempted from EMD submission (Cost of proposal document, Bid Security) 	No
			<ul style="list-style-type: none"> For how many schemes can we apply? 	All 5
			<ul style="list-style-type: none"> If we submit for more than one scheme, do we need to submit separate proposal? 	Yes
			<ul style="list-style-type: none"> Do we need to submit contracts/agreements/ work orders of past experience 	No
			<ul style="list-style-type: none"> Do we also need to submit duplicate 	No

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			copies along with original proposal?	
			• Can you please share the format/template to submit Anti collusion certificate?	Yes
5.	EHI, International Pvt. Ltd, Gurgaon, Haryana		• Any exemption in EMD for MSME based Firms	No Relaxation
			• Expert CV required?	Yes
6	NH Consulting Pvt. Ltd. New Delhi		• Can we replace experts as per study requirement, whom mentioned in RFQ (EOI)	Yes, Replaced with Equal or higher qualification and experience.
7	AMS Research Consulting Training, New Delhi		• Can we submit proposal for one study?	Yes
			• What items miscellaneous Expenses information?	As per Fin Form-4 required
8	Others Common miscellaneous Queries		• Power of Attorney submission.	Self-attested copy as per RFQ. If any changes then provide new POA.
			• Anti-collusion certificate format.	Language Draft enclosed
			• Extension of RFP submission date	18 April,2022 at 05:00PM.
			• Opening of Financial Bids	19 April, 2022 at 11:00 AM

At the end of conference, the participants requested to extend the date of submission of proposal. It was decided that last date of submission of proposals is 18th April,2022 at 05:00 PM and the proposals will be opened on 19th April, 2022 at 11:00 AM.

(Rohit Meena)
Additional Secretary

Letter No-422/109/SPC/ES/2017, Dated: 08 September, 2021

CC:-

- 1- Additional Principal Secretary/Secretary, Planning Department, Government of Uttarakhand
- 2- All the Participant & Queries submitting Firms/Agencies.
- 3- Programmer, SPC, Uttarakhand for Uploading web site: spc.uk.gov.in

(Rohit Meena)
Additional Secretary