

OFFICE OF THE ROURKELA MUNICIPAL CORPORATION, ROURKELA

No. 2547

Date. 18.2.19

PRE-BID RESPONSE TO RFP NO. 695

Response to Pre-bid Queries in reference to the RFP Notice No. 695 dated 29.01.2019 with reference to the Request for Proposal for “Selection of Consulting Firm for setting up of project management unit (PMU) in Rourkela Municipal Corporation” invited by Commissioner, Rourkela Municipal Corporation, Rourkela are hereby following responses have been provided to the pre-bid queries raised by the bidders:

Sl. No	RFP Document Reference(s) Section	Queries	Clarifications
1	Relaxation of Eligibility Criteria	Relaxation of Eligibility Criteria on Average Annual Turnover for last 3 financial years to Rs. 50 Lakhs	The Eligibility Criteria in respect of Average Annual turnover for last 3 financial year stands as mentioned in the RFP
2	Page 3, Section A: Bidding Schedule	Request to kindly consider to extend the Proposal Due date by two (2) weeks atleast as it will take time for sourcing the required staffing pattern as per the RFP document.	Due to unavoidable circumstances no extension can be granted
3	Page no. 12, Clause 3.2 Team Composition	Request to kindly consider to allow maximum age of 60 years.	Considered and decided not to change in the age criteria mentioned in the original RFP.
4	Page 19, Financial Proposal, Form E – Financial Proposal	As the RFP clause 16: Evaluation Methodology, the selection method is specified as QCBS system, it is kindly requested to amend and delete the highlighted clause to have the maximum cost of Rs. 6,85,000/- (Rupees Six Lakhs Eighty-Five Thousand Only) and allow the bidders to quote the rates of desired experts as per market standards.	Considered and decided to keep the maximum cost of Rs. 6,85,000/- (Rupees Six Lakhs Eighty-Five Thousand Only) as mentioned in the original RFP.
5	Joint Venture	We would request you to please allow Joint Venture /consortium participation for the said assignment.	Considered and decided that no joint venture or consortium participation will be allowed
6	B. INSTRUCTION TO BIDDERS, 2. Eligibility Criteria (a)	We would request you to please reduce the minimum turn over condition to INR 1.00 Crore in last three preceding financial years (2015-16, 2016-17 & 2017-18)	The Eligibility Criteria in respect of Average Annual turnover for last 3 financial year stands as mentioned in the RFP

7	B. INSTRUCTION TO BIDDERS, 2. Eligibility Criteria (b)	Please consider all project experience with government agency/ULB/PSU in India as a part of the experience.	Considered and decided not to change in experience criteria as mentioned in original RFP.
8	Table 1: Evaluation Criteria Sr number (1)	We would request you to please consider change in evaluation mark to "Bidder's Average Annual Turnover for the last Three Financial Years (ending 31 March 2018) has to be at least INR 1.0 Crore Up to 1.0 crore –15 marks More than 1.0 crore– 25 marks	Considered and the revised evaluation criteria is available in the corrigendum as Annexure - 4
9	Table 1: Evaluation Criteria Sr number (2)	Experience for running Program or project with ULBs/ any government entity in India, undertaken in the past 5 years. <ul style="list-style-type: none"> ▪ 1 project – 10 marks ▪ 2 projects – 15 marks ▪ More than 3 projects – 25 marks 	Considered and the revised evaluation criteria is available in the corrigendum as Annexure - 4
10	Bidding Schedule	We request that the bid submission date be extended to at least 3 weeks from the date of reply to pre-proposal clarifications.	Due to unavoidable circumstances no extension can be granted
11	Bidding Schedule	It is mentioned in the Bidding schedule that the Technical Presentation would be conducted of Qualified Consultant post one hour of the opening of the Technical Proposals. We understand that evaluation of the qualification documents of the Bidders would take time and thus RMC should communicate the date of the Technical Presentation to the qualified Bidders at a later date rather than fixing the date of presentation. Please confirm.	The Schedule of Technical Presentation stands as it is as mentioned in the original RFP
12	5. Combined Final Evaluation	We request you to consider higher weightage to the technical proposal. Suggested, weights assigned to Technical and Financial Proposal are 80 and 20 respectively. Please consider.	Considered and decided not to change the weightage criteria mentioned in the original RFP

13	17. Performance Security and Agreement	<p>1. We request you to share the draft contract agreement along with the RFP document for us to be aware of the terms and conditions and the associated risks we would be entering into if we emerge as a preferred bidder.</p> <p>2. Additionally, we request you to provide adequate time for mobilization (minimum one month) of the team on site prior to actually consider the start of the assignment.</p>	<p>1. The draft contract agreement will be made available at a later date.</p> <p>2. Considered and mobilisation time of 30 days is allowed for the team to start work.</p>
14	27. Other Conditions	<p>We request that the condition for payments through cheque be considered as a valid form of payments.</p>	<p>Payment of the staff is to be made only by electronic money transfer</p>
15	Terms of Reference.	<p>There are similar engagements being entered in to by other ULBs in Odisha State (e.g. Bhubaneswar Municipal Corporation), wherein the engagement period of a minimum of 3 years and the escalation of fees post completion of one year are already included in the contract. It is recommended that the engagement be kept initially for at least three years with annual escalation in fees of 10% post each completed year in the assignment.</p> <p>Please consider the above request.</p>	<p>Contract will be for a period of 3 years from the date of signing of the contract with RMC and it will be extensible for 2 years is subject to successful completion of tasks and deliverables of the agency. Also, the extension is based on the need and availability of funds with the RMC. The annual escalation of fees of 10 % after successful and satisfactory completion of one year of assignment is allowed and it is to be implemented after review by RMC authorities.</p>

16	Team Composition	<p>Looking at the terms of reference and the actual scope of work to be executed by the PMU, it is felt that all the team members may not be utilized during the entire course of the assignment. It is suggested that following four member team should be on full time basis and the remaining experts can be deployed on need basis with minimum on-site input fixed by the RMC.</p> <p>A - On - Site Full time members 1. Municipal Finance-cum-Procurement Expert 2. Solid Waste Management (SWM) Expert 3. Engineering Expert 4. Urban Planning Expert B – Sector Experts (to be deployed on need basis) 1. Social Development & Institutional Strengthening Expert 2. Knowledge Management & BCC Expert 3. Youth, Gender and Child Protection Specialist 4. Legal Expert 5. Project Associate (2)</p> <p>We request you to consider this suggestion for better efficiency in executing the scope of work mentioned in the RFP document.</p>	The clause stands as it is mentioned in the original RFP.
17	E. Financial Proposal – Standard Forms	<p>We understand from the format of the financial proposal that the RMC desires to fix the monthly budget of the PMU. However, we request that rather than fixing maximum salaries of each and individual expert, RMC should fix the maximum monthly cost (to RMC) towards remuneration to be paid to the PMU staff. This shall give the flexibility to the Bidder to find better resources for each of the position.</p> <p>Additionally, payment of EPF to the PMU staff shall not be binding on the Bidder. Please confirm.</p>	The remuneration of the experts is revised to have a minimum and maximum amount which is added in the corrigendum as Annexure - 1
18	E. Financial Proposal – Standard Forms	We request you please clarify what costs are to be included as part of the Operation and Administrative Costs.	The cost may include the service charges, overheads, profit etc. It is mentioned in the revised format as Annexure - 2 in the corrigendum.
19	NOTICE INVITING REQUEST FOR PROPOSAL (RFP)	Since the pre-bid is today and it is mentioned in the RFP that the last date of uploading of response to pre-bid query is 18.02.19, we would like to request you to extend the submission date for at least 7-10 days to enable us to prepare a competitive and technically-responsive proposal.	Due to unavoidable circumstances no extension can be granted

20	B. INSTRUCTION TO BIDDERS- 2. Eligibility Criteria	Since the project scope includes project management, monitoring, review, capacity building, tendering etc, which is very similar to the scope executed under Project Management Consultancies (PMC), we would request you to consider PMC experience in this category as well.	Considered and decided not to change in the eligibility criteria as mentioned in original RFP.
21		For ongoing assignments and for completed projects where the completion certificates for the services are not available, a self-declaration by the bidder on its letter head with contact details of client may be furnished. The same is stated in Page 6 of the document under point 9 – 1 PART A. Please confirm.	Self Explanatory as mentioned in the original RFP
22		3. The marking scheme doesn't specify any marks for exactly 3 projects. Therefore, it should be modified as: 1 project – 10 marks 2 projects – 15 marks 3 projects or more than 3 projects – 25 marks	Considered and added in corrigendum as Annexure - 4 .
23		We request you to allow sub-consultancy assignments.	Considered and decided not to allow.
24	15. Bid Evaluation Methodology- Table 1: Evaluation Criteria	Kindly increase the age limit of proposed experts to 65, which is usually followed in tenders floated by other government bodies.	Considered and decided not to change in the age criteria mentioned in the original RFP.
25	17. Performance Security and Agreement	To reduce the financial burden on the Consultant, request you to kindly reduce performance bank guarantee to 5% of the contract value.	As it is mentioned in the original RFP

26	20. Travel, TA/DA Norms	There should be provision for the Consultant to quote TA/DA in the financial proposal, under reimbursables.	As it is mentioned in the original RFP
27	27. Other Conditions	We understand that firms which do not have EPF and ESI registrations will not be liable for it. Please confirm.	EPF and ESI (as applicable) contribution certificates are mandatory for the bidding agencies in respect of employees
28	27. Other Conditions	We are okay with submitting proof but please confirm whether or not the Consultant has the liberty to decide the remuneration to be paid to the project staff or it has to be paid as per the rates given in RFP.	The remuneration of the experts is revised to have a range of minimum and maximum amount which is added in the corrigendum as Annexure - 1. Therefore the agency have to quote the amount for each staff as per the range of remunerations mentioned in the attached annexure and pay it as per its' quote.
29	C. TERMS OF REFERENCE: 3.2. Team Composition	Request you to kindly also consider experts with Master in Social Science.	Considered and decided to revise the qualification for the Social Development & Institutional Strengthening Expert as Master in Social Work and / or Master in Mass Communication
30	C. TERMS OF REFERENCE: 3.2. Team Composition	Request you to kindly also consider experts with Masters in Public Administration/ Public Policy.	As it is mentioned in the original RFP
31	C. TERMS OF REFERENCE: 3.2. Team Composition	Request you to kindly also consider experts with MCA or Masters in Planning.	As it is mentioned in the original RFP
32	3. Office Space	Kindly confirm whether the Client will provide the following facilities: Laptops for staff with internet; Printers, scanners, photocopy machine, fax machine; Office stationery; Telecom facilities. Please clarify the office maintenance cost i.e. electricity and water will be borne by whom.	Standard Office Infrastructure will be provided by Rourkela Municipal Corporation with required logistics support. The total maintenance of the office space will be looked after by RMC and added in the corrigendum

33	3. Office Space	In situations where an urgent travel is required to be undertaken by staff for official purpose, and it is not possible to seek approval, then what shall be the mode of bearing the travel cost.	In case of travel to out of Rourkela Municipal Corporation Area, then proper approval from the authorities must be taken in advance. For any urgent travel requirement under the RMC area, the staff may seek verbal permission from the competent authority and later post facto approval is required for the said purpose and the cost will be borne by RMC on submission of actual invoice and added in the corrigendum.
34	FORM D – FORMAT FOR CV	Please specify the difference in information sought between ‘key role’ and ‘major responsibility’ in the table.	The revised format will be available as Annexure - 3 with the corrigendum.
35	FORM E - FINANCIAL PROPOSAL	We would like to request you to increase the ceiling of monthly remuneration for the required positions because considering the qualification and experience that is needed for the team members, it will be difficult to arrange good resources within the quoted amount.	Pls. Refer Annexure -1 attached with the corrigendum
36	Mobilisation advance	Since a substantial amount is required to be paid by the Consultant as Performance Security, request you to provide Mobilization Advance equivalent to at least 10% (ten percent) of the agreed contract value during inception of the project, in order to successfully engage all required staff for the project.	To be decided at later stage
37	Technical Proposal	Please specify the number of copies of technical proposal to be submitted.	One Copy of the technical proposal only is to be submitted
38	EMD Exemption	EMD Exemption for registered member of NSIC	Considered and decided not to allow.

Sd/-
Commissioner
Rourkela Municipal Corporation

Memo.No 2548

Date: 18.2.19

Copy to MIS, RMC to upload the notice in the website for general information.

Sd/-
Commissioner
Rourkela Municipal Corporation