

**Minutes of Pre-Bid meeting on “RFP for Selection of Third Party Agencies for Monitoring, Evaluation, Learning & Documentation (MEL&D) under WDC-PMKSY 2.0” held on 27<sup>th</sup> March, 2023 at 11:30 am at the Conference Hall, 4<sup>th</sup> floor, R.G. Baruah Road, Guwahati- 5**

**List of the Members present in the meeting is annexed herewith.**

At the outset the member of the Committee welcomed all the participants present in the SLNA Office as well as linked through Video Conferencing. Later, the objective of the meeting was briefed by IT Programmer, SLNA, Assam.

The second phase of the evaluation process i.e. the RFP document was already published on 20<sup>th</sup> March, 2023 in Govt. e-procurement portal and the Bid will be started from 30<sup>th</sup> March, 2023 to 10<sup>th</sup> April, 2023.

The Committee as per agenda requested all the representatives of the potential bidders to raise queries / doubts in respect of RFP Document.

**2. Following queries are raised on the RFP document published by SLNA, Assam:**

- 2.1 As per SCC Point-14 of RFP, all the Consultants inquired about the payment schedule as it is mentioned that the project is for 3 years but the breakdown of payment mentioned in SCC Point-41 is for 5 years duration.
- 2.2 A query was raised on RFP Para 4.2(B) that the Client may take the last 5 years into consideration while evaluating previous similar assignments successfully completed instead of last 3 years for a better representation of the experience in this sector as 2020-21 was COVID Pandemic Year.
- 2.3 Also they wanted to clarify if “Head Office” refers to the Client's Head office or the Bidder's Head office in Assam as per ITC para 2.19.1.
- 2.4 They also insisted to increase the page limit of the Technical document stated in Section-IV para 4.1.
- 2.5 Academy of Management Studies (AMS) informed that their Organization is registered with Indian Society Act 1860, but as per the Section-II para 2.6 of RFP, it is mentioned that the Consultant shall be registered under the Indian Act 1956/2023.
- 2.6 AFC India Ltd. raised a query regarding the EMD value and tender fees. As per the Public Procurement Policy for MSMEs order, 2012 under section 11 of MSMED Act, 2006, registered MSMEs are exempted from submitting EMD value and Tender fees.
- 2.7 Also the Consultants wanted to clarify the point 3.2.3 of Section-VI, about the survey and analysis in the control villages at the time of collection of reports.
- 2.8 Similarly, as per para 4 of Section-VI, it was insisted to specify whether the 7 experts and 1 coordinator at State Level can provide intermittent inputs in the project. Also, the Consultants requested to clarify the number of resource persons required at the District Level and number of MEL&D project assistants to be on boarded under this assignment
- 2.9 Most of the bidders present at the Pre-bid meeting requested to extend the duration of the bid for at least 1 week in order to prepare the RFP document.



3. As per the queries raised by the Bidders/Consultants, the SLNA Committee responded as under:

3.1 The duration of the Project under WDC-PMKSY 2.0 is three to five years, and if situation demands the duration of implementation of projects may be extended by DoLR,GOI. Though the period of activities under MEL&D has been mentioned in RFP as three years based on the fact that the projects were sanctioned two years back i.e. in January, 2021, the activities under MEL&D might be extended depending on the progress of implementation of projects. The SCC Point-14 of RFP may be referred in this case.

The Total Bid Value will be accommodated within the frame of Summarized Payment Schedule (SCC point-41) based on completion of implementation of the projects.

3.2 The Committee suggested to put relevant experience **at least for 3 years as per RFP**, though the Consultants may add more years of experience according to their requirement.

3.3 The Committee informed that the address of **Head Office must be Consultant's Head Office** in the State of Assam.

3.4 The Consultant **may add more pages to the Technical document** as and when required as advised by the Committee.

3.5 Since the para 2.6 is not mentioned in EOI document during evaluation, so Committee **allowed the particular consultant to apply for RFP document** though they are not registered under the Indian Act 1956/2023.

3.6 **Regarding exemption of EMD value**, please refer the Corrigendum published on 21<sup>st</sup> January, 2023 vide No.SLNA/WDC-PMKSY/45/2022/306.

It is suggested to pay the Tender Processing fees only through online at <http://assamtenders.gov.in>. Since the **Tender processing fees** is for the maintenance of the e-procurement portal which **can't be exempted** as per the e-procurement rule.

3.7 Considering the query on surveying control villages, **the decision will be taken by the particular Consultancy service in consultation with the concerned Project Manager of the district.**

3.8 Concerning the Team Composition, it is directed to engage **7 Key Experts at Head Office among which 1 (one) expert may be selected as Coordinator at State level and Office/Project Assistant at District level (28 districts)** since there are 29 ongoing projects in 28 districts of Assam under WDC-PMKSY 2.0. All the engagement/infrastructure should be initiated by the Consultant itself.

3.9 **The Last date of Submission of Proposal cannot be extended** as decided by the Committee.

After threadbare discussion, it is advised to follow the suggestion given by the Committee to complete the RFP process smoothly and submit the document on the specified time.

The meeting ended with vote of thanks from the Chair.



**Smt Varshaty Das, IAS**  
Secretary to the Govt. of Assam, Soil  
Conservation Deptt. Assam & CEO, SLNA,  
WDC-PMKSY, Assam  
(Chairman)



**Shri S. K. Dora, AFS**  
Finance & Accounts Officer  
Soil Conservation Directorate  
Assam (Member)



**Shri Monidip Chutia**  
Joint Director (H.Q), Soil Conservation  
Directorate, Assam &  
TE (Agri), SLNA, WDC-PMKSY, Assam  
(Member)



**Smt Chandrali Sarma**  
IT Programmer  
SLNA, WDC-PMKSY  
Assam (Assistant)

Memo No.SLNA/WDC-PMKSY/45/2022/456

Dated Guwahati the 27<sup>th</sup> March, 2023

Copy to:-

1. P.S to Additional Chief Secretary to the Govt. of Assam, Soil Conservation Department etc. and Chairman, SLNA, WDC-PMKSY, Assam, Dispur, Guwahati-6.
2. E-procurement portal.
3. Guard file.



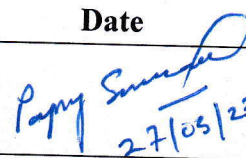
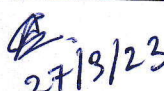
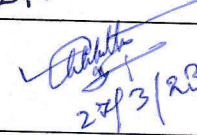
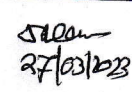
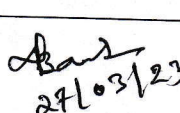

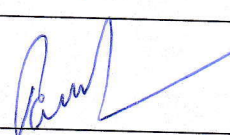

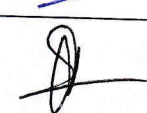
**Chief Executive Officer**  
**SLNA, WDC-PMKSY, ASSAM**



## Attendance Sheet

Pre-Bid Meeting (RFP stage) on "Engagement of Third Party MEL&D Agencies" on  
27<sup>th</sup> March, 2023 at 11:30 AM

Venue: Conference Hall, 4<sup>th</sup> floor, Bhumi Sangrakshan Bhawan, R G Baruah Road,  
Ghy-781005

Sl No	Name of Consultancy Service	Name & Designation of Officer	Signature with Date
1	NEDFi	POPY SONOWAL MANAGER	 27/03/23
2	NEDFi	Dr. Tulika Devi Research Associate	 27/3/23
3	AFC India Ltd.	J.K. Chakraborty Project Coordinator.	 27/3/23
4	TERI-NERC	Dr. Naba K. Gokhale Sr. Fellow	 27/03/23
5	TERI-NERC	Debabrata Banerjee Research Analyst	 27/03/23
6	SLNA	Saroj Kumar Dore AFS, FFAO, DSC	
7	"	B. N. SARMA FO	
8	SLNA	Chandali Sarma IT Programme	
9	SLNA	Nerep Rajkumar G. Asst.	
10	Academy of Management Studies (AMS)	present Through VC	
11	Adarsh Saraswati Mahila Shiksha Eram Gaurav Vikash Sanstha	- do -	
12	Athena Infononics	- do -	
13	Vision EIS	- do -	
14			