



GOVERNMENT OF ASSAM
PROJECT MANAGEMENT UNIT
ASSAM PROJECT ON FOREST AND BIODIVERSITY CONSERVATION SOCIETY (APFBCS)

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Minutes of the Pre-Proposal Conference for Consulting Services relating to "Preparation of Detailed Project Report for setting up of an Outreach Facility in Kaziranga National Park"

Date: 22.08.2022

Time: 12:30 PM

Venue: PMU, APFBC Society

RFP No. APFBC/PMU/Phase-II/KOF/2022/168/5, dated 12th August 2022.

The following officials of APFBCS and representatives of the prospective consultancy firms were present in the pre-proposal conference:

Officials of the APFBCS:

1. Shri K. S. P. V. Pavan Kumar, IFS : Addl. PCCF (B&CC) cum Project Director (PD), APFBCS
2. Shri A. Wahid Choudhury : Senior Procurement Specialist (SPS), PMU, APFBCS
3. Shri Nimit Jain : Finance Advisor, PMU, APFBCS
4. Ms. Rehana Sultana : Procurement Executive, APFBCS

Representative of the Firms:

No firm has attended the pre-proposal conference.

Attendance sheet of the meeting is enclosed at Annex-1.

1. Queries received through email are incorporated in the Minutes enclosed at **Annex-2.**

Minutes approved

Sd/-

(K. S. P. V. Pavan Kumar, IFS)
Project Director, PMU, APFBCS

Memo No: PFBC/PMU/Phase-II/KOF/2022/168/16

Dated the 14th September'2022

Copy to:

1. All concerned officials of the APFBCS joined the meeting.
2. Email to the Consultant: **M/s Nangia & Co LLP** ; Email: Poonam.kaura@nangia.com ; gov.info@nangia.com .

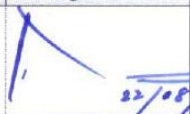
Annex-1

Attendance Sheet of Pre-proposal Conference relating to Consulting Services for "Preparation of Detailed Project Report for setting up of an Outreach Facility in Kaziranga National Park"

Date: 22th August 2022

Venue: PMU of APFBCS,

Time: 12:30 pm

| Sl. | Name of the Attendant | Designation & Organization | Email ID & Contact No. | Signature |
|-----|------------------------------|-------------------------------|------------------------|---|
| 1 | K. S. P. V. Pavan Kumar, IFS | Project Director, APFBCS | |  22/08/2022 |
| 2 | A. W. Choudhury | Sr. Proc. Spet. | - | Chd. 22/08/22 |
| 3 | N. Jain | FA | | Jain 22/08/22 |
| 4 | Rehana Sultana | Procurement Executive, APFBCS | - | Rsm 22/08/2022 |
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Annex-2

Queries and Responses on the RFP No. APFBC/PMU/Phase-II/KOF/2022/168/5, dated 12th August 2022 for Consulting Services relating to "Preparation of Detailed Project Report for setting up of an Outreach Facility in Kaziranga National Park"

| # | Reference | Existing Clause | Queries/Suggestions from consultants | PMU's Responses |
|----|---|---|--|---|
| 1. | Section I-ITC; A. General Provisions; Clause 1. Definition-1.10 Joint Venture; Page No. 7 | "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract. | Please clarify on how many maximum partner firms can one JV/Consortium have? Can a JV/Consortium consist of more than 2 member firms? | A JV/Consortium may have maximum of three member firms. |
| 2. | Section II-Data Sheet; ITC 14.1.2; Page No. 19 | The total estimated time input of the Key Experts would be for a period of 6 person-months. | On Page No. 43 Section VII-TOR Clause-VI Duration of the Assignment "VI. The time period shall be for period of Three (3) months after the date of effectiveness. The duration may be extended by the client with mutual agreement of the parties or co-terminus with the project duration." Please clarify whether the duration of the project is 6 months or 3 months? | The project duration is for 3 months. For more clarification, kindly refer to ToR clause VI, page 43 and clause IX- Team Composition, page 44. |
| 3. | Section II-Data Sheet; ITC 14.1.2; Page No. 19 | The total estimated time input of the Key Experts would be for a period of 6 person-months. | On Page No. 44 Section VII-TOR Clause-IX Team Composition: Maximum person months required for the Landscape planner/Architect are 3 months. Please clarify whether the duration of the project is 6 months or 3 months? | Kindly refer to point no.2 above. |
| 4. | Section II-Data Sheet; ITC 17.1; Page No. 19 | The Consultants shall not have the option of submitting their Proposals electronically. | Considering restrictive travel and on-going thrust to digital services, we request the authority to consider submission of the bid in electronic form also. | The request cannot be considered. |
| 5. | Section II-Data Sheet; ITC 17.4; Page No. 19 | The Consultant must submit: (a) Technical Proposal: one (1) original and 2 copies; and soft copy in Pen drive. (b) Financial Proposal: one (1) original. | We understand that: (a) for technical proposal: 1 original hard copy is to be submitted along with 2 photocopies in hard copy and 1 soft copy in pen drive. (b) for financial proposal: 1 original hard copy is to be submitted without any soft copy. Please confirm if our understanding is correct. | Yes. |

| # | Reference | Existing Clause | Queries/Suggestions from consultants | PMU's Responses |
|-----|---|---|---|--|
| 6. | Section II- Data Sheet; ITC 10.1 (2); Page No. 18 | (2) Power of Attorney to sign the Proposal | Please confirm whether the power of attorney document must be stamped and notarized, or it will be considered valid if it is drawn of the letterhead of the firm. | The Power of Attorney must be Notarized on non-judicial Stamp Paper. |
| 7. | Section II-Data Sheet; ITC 19.1; Page No. 20 | An online option of the opening of the Technical Proposals is offered: No The opening shall take place at: "Same as the Proposal submission address" Date: 16th September 2022; Time: 14.30 Hrs. | Since the authority is conducting presentations in online format, we request the authority to also consider the option of opening of the Technical Proposals in an online format. | The request cannot be considered. |
| 8. | Section II-Data Sheet; ITC 21.1 (2); Page No. 20 | 2. The consultant (lead firm) should have a minimum average annual turnover from consultancy/advisory of INR 0.25 Crore in the last three financial years (i.e. 2018-19, 2019-20 and 2020-21). | We request the authority to increase the minimum criteria of annual turnover to at least 5 crores so that financially sound and technically viable companies may participate in the bid. | Turnover criteria will not be changed. Kindly refer to the scoring pattern against the point. |
| 9. | Section II-Data Sheet; ITC 21.1-5(a); Page No. 20 | 5. a) Experience in working with the Central/State Government for preparing detailed project reports and management plans on setting up of outreach facilities in India in the last 5 years (6 marks) (per project 2 marks) | Please clarify whether on-going assignments are also considered under evaluation? If not, we request the authority to please consider on-going assignments also for this criterion as the on-going assignments are more recent and in-line with the technicality of the works | Yes, ongoing assignments would be considered. |
| 10. | Section II-Data Sheet; ITC 21.1-5(b); Page No. 20 | 5. b) Experience in conducting feasibility analysis, financial analysis, and cost estimation for setting up of outreach/interpretation centres in last 5 years (3 marks) (per project 1 mark) | Please clarify whether on-going assignments are also considered under evaluation? If not, we request the authority to please consider on-going assignments also for this criterion as the on-going assignments are more recent and in-line with the technicality of the works. | Yes, ongoing assignments would be considered. |
| 11. | Section II-Data Sheet; ITC 21.1-5(b); Page No. 20 | 5. b) Experience in conducting feasibility analysis, financial analysis, and cost estimation for setting up of outreach/interpretation centres in last 5 years (3 marks) (per project 1 mark) | The particular type of required experience limits the number of eligible firms. Hence, we request the authority to please consider the projects under infrastructure and architecture also for this category and suitably amend the clause as "Experience in conducting feasibility analysis, financial analysis, and cost estimation for setting up of outreach/ interpretation centres/ infrastructure/ architectural projects in last 5 years (3 marks) (per project 1 mark)". | This criteria may be amended as "Experience in conducting feasibility analysis, financial analysis, and cost estimation for setting up of outreach/ interpretation centres/ infrastructure/ architectural projects in last 5 years." Necessary Corrigendum in this regard is being issued. |

| # | Reference | Existing Clause | Queries/Suggestions from consultants | PMU's Responses |
|-----|--|---|---|---|
| 12. | Section II-Data Sheet; ITC 21.1-5(c); Page No. 20 | 5. c) Experience in designing exhibition areas using mixed media and digitized content in the last 5 years (3 marks) (per project 1 mark) | Please clarify whether this criterion also includes works conducted under the architectural or infrastructural projects wherein exhibition areas were implicitly part of the whole project? If not, we request the authority to please consider such architectural/ infrastructure projects where exhibition or equivalents were part of the project. | Yes, this criterion shall also include works conducted under the architectural or infrastructural projects wherein exhibition areas were part of the whole project. |
| 13. | Section VII-TOR; Clause VI-Duration of the assignment; Page No. 43 | Duration of the assignment: The time period shall be for period of Three (3) months after the date of effectiveness. The duration may be extended by the client with mutual agreement of the parties or co-terminus with the project duration. | Please confirm and clarify the maximum time duration of the engagement. | Kindly refer to point no.2 above. |
| 14. | Section VII-TOR; Clause IX-Team Composition(1) ; Page No. 44 | 1. Landscape planner/Architect Experience in structural design of outreach facility/interpretation centre. | Please confirm whether experience in the fields of infrastructure/architecture/equivalent will be considered under the given criterion. If not, we request the authority to please confirm relevantly qualified personnel with experience in infrastructure or architecture or equivalent also for the position of Landscaper Planner/Architect . | Experience in structural design of outreach facility/ interpretation center/ infrastructure/ architecture or equivalent. Necessary Corrigendum in this regard is being issued. |
| 15. | Section VII-TOR; Clause IX-Team Composition (2); Page No. 44 | 2. Forestry Expert Experience in taxonomy/cataloguing of endemic floral varieties of a region along with experience in maintaining garden, arboretum, and plantation. | The mentioned criteria restrict the number of personnel to be deployed as forestry expert. We request the authority to please consider this requirement as preferable and not mandatory and hence suitably amend the clause as "Preferably Experience in taxonomy/cataloguing of endemic floral varieties of a region along with experience in maintaining garden, arboretum and plantation." | Experience in taxonomy/cataloguing of endemic floral varieties of a region along with experience in maintaining garden, arboretum, and plantation is preferred. Necessary Corrigendum in this regard is being issued. |
| 16. | Section VII-TOR; Clause IX-Team Composition (2); Page No. 44 | 2. Forestry Expert Experience in detailing conservation initiatives for the identified endemic floral varieties and wildlife species. | The mentioned criteria restrict the number of personnel to be deployed as forestry expert. We request the authority to please consider this requirement as desirable and not mandatory and hence suitably amend the clause as "Experience in detailing conservation initiatives for the identified endemic floral varieties and wildlife species is desirable". | Experience in detailing conservation initiatives for the identified endemic floral varieties and wildlife species is desirable. Necessary Corrigendum in this regard is being issued. |