

Minutes of Pre-Proposal Meeting for Selection of Agency for Organizing Quiz Competition against: RFP No. RITES/MSM/NACP/EOI/04/2018/RFP held on 11.02.2019 at 14:30 hr at National AIDS Control Organization(NACO), 9th floor, Chanderlok Building, 36 Janpath, New Delhi

1. The following were present:-

I) From RITES

Shri Chandan Kumar JGM/MSM

Nitin Jain, AM/MSM

Kirti Singh, Engineer/MSM

Sunil Chaudhary, Engineer/RITES

From NACO

Dr Rajesh Rana, NC(IEC & MS)/NACO

Ashish Kumar Kushwaha, Consultant/NACO

II) Firms which attended the pre proposal conference are as follows:

S. No.	Name of representative S/Shri	Name of Firm
1	Tarulika	Global Nexus
2	Deva Neni	Shivani Films
3	Sandeep Kumar	Fuel Communication

2. Initiating the discussion, representative from NACO welcomed the participants. It was explained that purpose of Pre-Proposal meet is to educate the bidders regarding various important provisions of the RFP documents and also to clarify any queries that the bidders may have in the subject RFP documents.

3. The issues raised during the pre proposal meeting and clarifications are as under-

S. No.	Reference	Query Raised	Suggestion/Reply
1	Section – 2 ITC Clause no 10.1 (Page No. 11)	As per RFP document firm has to submit copy of certificate of completion from school /colleges. Kindly clarify?	Completion certificate is required from the authority who has given the work order for the project and not the schools where quiz competition was organized.
2	Section – 2 ITC Clause no 10.1 (Page No. 11)	As per RFP document, every supporting document should be duly notarized. Kindly clarify?	Every Document submitted should be duly signed & stamped by the company representative having Power of attorney as per Form Tech 8 .(Refer Point 17.1) An affidavit duly notarized is required stating that all the declaration given & documents submitted are correct.
3	Section – 2 ITC clause 14.1.1 (page 14)	As per RFP document shortlisted firms may associate with non-shortlisted firm to enhance its expertise. Agency may associate with other non-shortlisted firms to enhance our expertise at this stage. Please clarify?	Yes, shortlisted firm can engage with non shortlisted firm at this stage. Shortlisted firm is required to submit all the document required as per RFP for that non short listed firm also with which it would like to engage.
4	Section – 2 ITC Clause no 21 (Page No. 23 and 24)	One of the bidder has suggested to incorporate few more criteria's for technical evaluation. The suggested criteria is as under: a. Development of Name, Mascot, Logo and	a) No Change

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		<p>promotional material is a considerably big part of this project. Because promotions are really necessary to create buzz and awareness around the event. If quiz happens quietly in colleges or hotels and public at large is not aware then purpose of the project is defeated. But no weightage has been given to the experience in the field of designing logos/ mascots or promotional material. Agency who is already working with some private corporation or government unit and providing services of designing of logos/ mascot and promotional materials to them should be given some kind of weightage. Weightage for Sr. 1, 2 or 6 maybe reduced to generate 15 marks of experience in this field. 5 Marks per client maybe given to bidders upto a maximum of 15 marks for providing services of designing of logos/ mascots and promotional material or literature to any reputed private or government entity.</p> <p>b. Turnover may also be evaluated if it seems suitable to you</p>	<p>b) Already considered at EOI stage.</p>
5	Section 3 Technical Proposal Standard Forms TECH-9, (page 43)	There is a requirement for submission of copy for certificate of incorporation. But, the agency does not have that since they are not a limited or Pvt. Limited company. It is a registered partnership firm, so it can provide its registration certificate. Please Clarify?	Partnership deed along with registration certificate should be submitted.
6	Section 4 – Financial Proposal – Standard Forms Form FIN-3 and Form FIN-4 Page 47 and 49	<p>There are two types of costs in financial proposal- Agency Costs and Reimbursable Costs. In case of reimbursable cost;</p> <p>a. Is this required for vendor's bills/ airline-rail tickets/ hotel and taxi bills to claim for reimbursements?</p> <p>b. Do client has to pay advance for booking travel and lodging etc?</p> <p>c. What will be the payment schedule?</p>	<p>a) For claiming any payment supporting document is required.</p> <p>b) No advance payment will be provided.</p> <p>c) Payment schedule is defined in clause 42.6 of GCC (pg 78)</p>
7	Section 4 – Financial Proposal – Standard Forms Fin 3 (pg 47)	<p>One of the bidder has sought clarifications on the following points:</p> <p>a. From the financial proposal breakdown, it seems that quiz has to be organized at 3 colleges every month for 12 months and 100 students will participate in each college. Is it correct? If yes, do firm organize quizzes at more than 3 colleges in each month and complete the project in lesser time. Please clarify?</p> <p>b. Is there a requirement to set-stage for college level quizzes as it's not mentioned in cost break</p>	<p>a) No it is not correct. For 1st Phase quiz has to be conducted in 12 cities. In each city quiz have to be conducted in 3 colleges. In each college written test has to be conducted among 100 students from which 12 students will be shortlisted.</p> <p>b) At college level there is no requirement of stage as it will be</p>

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		<p>downs. If stage is not required, then quiz is supposed to organize in the form of written test. Please clarify?</p> <p>c. Please share the list of 36 colleges.</p> <p>d. Stage requirement for regional rounds is not mentioned in cost breakdowns. Is stage required at this round?</p> <p>e. From cost breakdown, it seems that 2 top students from each college will be invited for regional rounds which will happen at 6 locations and 4 toppers from each regional round will go for semi final round. Please clarify?</p> <p>f. Does travel costs, includes costs of travel for participants for regional, semi final and final round or just the cost of travel of agency staff and quizmasters?</p> <p>g. Where semi finals, finals & regional round will happen. Which are the 6 cities where regional rounds will happen?</p> <p>h. For online platform, is there a requirement of website or mobile app? Do agencies have to use this website/ app only for registration of participants and event promotions OR have to conduct some online quizzes also?</p>	<p>written test among 100 students.</p> <p>c) Please refer point e and i of scope of work to be done by the agency of section 5 Terms of Reference (pg 52).</p> <p>d) Agency can organize regional round in college auditorium or utilize the available facilities in colleges.</p> <p>e) One team of 2 students from each college will shortlisted for regional round and 2 team of 2 students will be selected from each regional round.</p> <p>f) Refer point p of Section 5 of term of reference (pg 55 of RFP document)</p> <p>g) Agencies need to provide the locations as part of technical proposal. However, final round will be conducted in Delhi.</p> <p>h) Agencies may use NACO website and mobile application for event promotion and online quizzes.</p>
8	<p>Section – 6 Conditions of Contract and Contract forms II – General Conditions of Contract Point no – 24 (page no 71)</p>	<p>As per RFP document the bidder has to take 'Professional liability insurance, with a minimum coverage of <i>equal to Contract price (excluding the provisional sum)</i> and also there is no provision of Performance Security in the RFP document.</p> <p>It is requested to include Performance Security instead of Professional liability insurance</p>	<p>Refer Amendment No -4</p>
9		<p>As per Government of India's Ministry of Micro Small & Medium Enterprise's office memorandum no. F. No. 22 (1)/2012-MA dated 2th October 2016, certain benefits are granted to register MSEs, some of which are mentioned below.</p> <p>a. In tender, participating MSEs quoting price within L1+15% shall also be allowed to</p>	<p>This is a service tender and part orders cannot be issued, so no MSEs benefit will be granted.</p>

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		<p>supply a portion of requirements by bringing down their price to L1 price in a situation where L1 price is from someone other than MSE. Such MSEs shall be allowed to supply at least 20% of total tendered value. If tender items are non-splitable or non-divisible, then MSE quoting price within L1+15% band may be awarded complete supply of goods or services.</p> <p>b. Each department/ PSU has to ensure that 20% of all its purchases are sourced from MSEs only.</p> <p>Will MSMs benefits be provided in this service tender?</p>	

Meeting concluded with thanks to the participants for their active participation.