

RESPONSE TO THE PRE BID QUERIES

STATE PROGRAMME MANAGEMENT UNIT

**DEPARTMENT OF SPORTS AND YOUTH SERVICES
GOVERNMENT OF ODISHA**

PricewaterhouseCoopers Private Limited (PWC)

SN	RFP Reference	Existing Clause	Clarification / Modification requested from Department Of Sports & Youth Services	Response
1.	Section C ToR, Point No. 3- Scope of work Point 2	Facilitate implementation of various Youth Engagement Interventions under Biju Yuva Vahini	A list of interventions planned under the programme may be shared.	<p>The broad areas of Youth Interventions will include but not limited to the following:</p> <ol style="list-style-type: none"> 1. Social Actions in all Panchayats and Urban Local Bodies 2. Promotion of Sports in all Panchayats and Urban Local Bodies 3. Promotion of Art/Culture/Scientific Temper among Youth 4. Recognition & Felicitation of local Heroes 5. Youth Conclaves 6. Establish Platforms for youth connect (social media, IEC materials, Audio Visuals, etc)
2.	Section C ToR, Point No. 3- Scope of work Point 3	Capacity Building, Training and youth mobilization for social actions, sports, cultural promotion, youth conclaves	Please detail out the capacity building and training programmes planned for the youth – like social programmes like skill development training, SHG formation and training, inclusion through sports. What are the indicators to measure the outcomes and impact of the programme.	<p>Capacity Building & Training programmes would include but not limited to the following:</p> <ol style="list-style-type: none"> 1. Orientation of youth volunteers (Biju Yuva Vahinis) on their roles and responsibilities 2. Orientation of government officials and other stakeholders on the programme interventions and their roles and responsibilities 3. Capacity Building of Biju Yuva Vahinis on social action interventions designed under the programme 4. Training of Yuva Vahinis on key government programmes and schemes viz: skill development programmes, health and well being, gender sensitization, sanitation and cleanliness drive, education & literacy etc.) 5. Capacity building and training on youth mobilization, inclusion through sports and promotion of

				<p>sports at grassroots</p> <p>6. Organising Workshop/events</p> <p>7. Capacity building of Youth Clubs/teams and other stakeholders</p> <p>Apart from the above, any other training programmes may be designed and carried out as per the need of the programme.</p>
3.	Section C ToR, Point No. 4- Contract Period	Contract will be for a period of 1 year from the date of deployment of the personnel in DEPARTMENT OF SPORTS & YOUTH SERVICES. The agreement can be renewed after 1year on mutually agreed terms and conditions.	<p>In order to achieve the outcomes under the programmes and over all build the capacity of the ecosystem in the state, continuous engagement for at least two years is required with the department. The consultancy period will be initially for TWO years, which may be extended for ONE more year, based on mutual consent of both parties.</p> <p>A price adjustment provision may be applied to the remuneration rates: 10% annual increment is proposed for subsequent years (if the contract is extended beyond first tenure)</p>	The initial contract period will be of 2 years which shall be extended to another 1 year based on the continuance of the programme. Contract may be terminated by either party by giving a 30 days prior written notice.
4.	Section B. Instruction to Bidders, Point no. 7- Financial Proposal, Clause a	The financial proposal shall be the Quoted Fee per month and shall be submitted in the given format i.e. Form -E. All Taxes and surcharges as applicable shall be paid by these elected Consultants / Firms. DEPARTMENT OF SPORTS & YOUTH SERVICES will only reimburse the GST as applicable.	<p>We understand that the PMU staff would be required to travel to districts/ within the state for carrying out various tasks. Out of pocket expenses will be incurred in the process. Clarification is sought on the reimbursement process.</p> <p>It is difficult to estimate the OPE including but not limited to the number of travel,TA and DA expenses, per diem etc of the experts. Hence the Bidders may not have clarity and make large estimates. Further if the estimates are not up to the requirement the Bidder may cut short on the required travel.</p> <p>Hence to safeguard the interest of both the State and the Bidder, the OPE related project should be reimbursed as per the state guidelines.</p>	Travel & Logistic expenses related to the project will be reimbursed on actual basis as approved by the department and as per government norms.

SN	RFP Reference	Existing Clause	Clarification / Modification requested from Department Of Sports & Youth Services	Response
5.	Section B. Instruction to Bidders, Point no. 10- Deadline for submission of Proposals	RFP document should be delivered through Speed Post, Registered Post or Courier only.	Kindly clarify if signed and sealed RFP by the signing authority needs to be submitted along with the technical and financial proposal. Also we request to kindly allow hand delivery as most of the eligible firms have offices/ project offices in Bhubaneswar.	Yes, signed and sealed RFP by the signing authority needs to be submitted along with the technical and financial proposal. RFP document should be delivered through Speed Post, Registered Post or Courier only. Hand Delivery of the RFP document shall also be accepted by the Department.
6.	Section B. Instruction to Bidders, Point no. 2, Clause b	The annual average turnover of the Agency in India in the last three financial years should be minimum INR 10.00 Crores or above	The project is a large scale programme requiring extensive experience in Government advisory. In this context, the criteria may be revised to 100 Crore turnover in advisory.	The clause of Annual Average Turn Over of the Agency as mentioned in the RFP remains the same
7.	Section B, Instruction to Bidders, Point no. 15, Table 1, Clause 1 FINANCIAL CAPACITY OF BIDDER	Bidder' average annual Turnover for the last three Financial Years (ending 31 March 2017) has to be at least INR 10 Crores For 10–15 crores –10 marks For 15 –20 crores –15 marks Above 20 crores –20 marks	The project is a large scale programme requiring extensive experience in Government advisory. In this context, the criteria may be revised to: Bidder' average annual Turnover for the last three Financial Years (ending 31 March 2017) has to be at least INR 100 Crores For 100–250 crores –10 marks For 250 –500 crores –15 marks Above 500 crores –20 marks	The clause of Financial Capacity of Bidder as mentioned in Point No. 15, Table 1, Clause 1, in the RFP, remains the same
8.	Section B, Instruction to Bidders, Point no. 15, Table 1, Clause 2 PROOF OF EXPERIENCE IN THE LAST 5 YEARS	The Bidder should have the experience of setting up Programme Management Unit (PMU) in project of similar nature for at least 1 year for a government body during last 03 (three) years	The project is a large scale programme requiring extensive experience in Government advisory. We understand that the ongoing projects will be considered. In this context, the criteria may be revised to: The Bidder should have an ongoing / experience of setting up Programme Management Unit (PMU) in project with Project value of more than 1 Crore for at least 1 year for a government body during last 03 (three) years	The clause mentioned in the RFP (Instruction to Bidders, Point no. 15, Table 1, Clause 2 PROOF OF EXPERIENCE IN THE LAST 5 YEARS) remains the same Self-certification by the signing authority will be considered as proof for project completion/ ongoing projects. However submission of Work Order for each of the project is mandatory.

			Also self-certification by the signing authority may be considered as proof for project completion/ ongoing projects along with the work order.	
9.	Section B, Instruction to Bidders, Point no. 15, Table 1, Clause 3- SUITABILITY FOR THIS SCOPE: TEAM COMPOSITION	<p>Programme Manager – 4 marks Dy. Programme Manager – Communication – 2.5 marks Programme Officer - Youth Mobilization & Social Campaign – 2.5 marks Programme Officer - Capacity Building & Training – 2.5 marks Programme Officer – Sports & Culture – 2.5 marks Monitoring & Evaluation Expert – 2 marks Graphic Designer – 2 marks Social Media Expert- 2 marks</p>	Clarification required whether account officer should be included in the list of key experts as mentioned in the ToR but marks have not been allocated for the same position in the table under Instructions to Bidders.	<p>Yes, CV of Accounts Officer should be included while submitting the technical and financial proposal. As per the revised RFP, the position of Videographer & Photographer, Social Media Expert and Post Production Editing expert has been deleted.</p> <p>The evaluation Marks under the Team Composition is revised as under:</p> <p>Programme Manager – 4 marks Dy. Programme Manager- Communication – 2.5 marks Programme Officer – Youth Mobilization & Social Campaign – 2.5 marks Programme Officer – Capacity Building & Training – 2.5 marks Programme Officer – Sports & Culture – 2.5 marks Monitoring & Evaluation Expert – 2 Marks Graphic Designer – 2 marks Accounts Officer – 2 marks</p>
10.	Section B, Instruction to Bidders, Point no. 15, Table 1, Clause 4	The bidders shall be invited for a Power Point presentation in front of the Committee to be formed by DEPARTMENT OF SPORTS & YOUTH SERVICES to evaluate the Presentation – 40 marks	<p>The project requires strong understanding of state and district landscape in the development sector in Odisha. However at present no weightage has been given to experience in Odisha. Hence experience of managing PMU in Odisha should be added as an evaluation criteria. Technical presentation mark can be reduced from 40 to 20 and 20 marks can be allotted to Odisha experience.</p> <p>Proposed criteria: Experience of setting up 1 PMU in Odisha –10 marks Experience of setting up 2 PMUs in Odisha –15 marks Experience of setting up 3 PMUs or more in Odisha –20 marks</p>	The clause mentioned in the RFP (Instruction to Bidders, Point no.15, Table 1, Clause 4), remains the same.

11.	Not mentioned	Not mentioned	The project requires expertise in the field of media and branding and sports management along with expertise in managing large scale government funded programmes for the youth. Since the project requires various expertise consortium should be allowed.	Consortium of two is allowed. However outsourcing/subletting of entire project will lead to cancellation of the contract. Services of individual experts can be hired as and when required.
12.	Section B, Instruction to Bidders, Point no. 17, Performance Security and AgreementPerformance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value and enter into the contract agreement with DEPARTMENT OF SPORTS & YOUTH SERVICES and start the work on an immediate basis.	Since the eligible firms have a credential of high turnover, the Performance Security amount may be reduced to 5% of the contract value.	The clause on Performance Security and Agreement as mentioned in the RFP remains the same.
13.	Section B, Instruction to Bidders, Point no. 18, Termination of the contract	Payment upon Termination	It is clarified that PwC shall be entitled to receive payments for services performed as on the date of termination	The clause on Payment on Termination shall be mentioned in the Draft Contract Agreement
14.	Not mentioned	Not mentioned	It is proposed the Consultant would submit monthly invoices to the Client.	Consultant has to submit monthly invoices to the Client for release of monthly payment.
15.	Not mentioned	Not mentioned	The PMU activity requires a close coordination between the PMU and Department. Hence we request that office space may be provided to the PMU team.	Office Space will be provided to the PMU team by the Department
16.	Not mentioned	Not mentioned	The limitation on the liability is not Provided. It should be capped at total contract value.	Upper Limit for value of Limitation of Liability is the total value of the contract.
17.	Section 2 Data sheet – C. Submission, Opening & Evaluation Clause 17.7 & 17.9	The Last Date & Time of Submission of Bid - 10/01/2018 up to 15:00 hours	The last date of submission may be extended by a minimum of 2 weeks, post release of pre bid responses. This is a large scale bid and requires identification of suitable experts. Hence it will be challenging to submit a compelling proposal in the given timelines. Hence the proposal timelines be extended by 2 weeks.	Last date for submission of bids for SPMU and DPMU has been extended to 20 th January 2017 upto 5 PM.

Earnest & Young (EY)

S. No.	Topic	Reference from bid document	Clause from bid document	Query	Our Suggestion	Response
1.	Last date for receipt Of Technical and financial Proposals	Last date for receipt of Technical and financial Proposals Page 4	Last date for receipt of Technical and financial Proposals is 10.01.2018 while date for pre bid meeting is 03.01.2018.	Generally, the common practice is to provide at least two weeks for preparation of proposal after the pre bid meeting to provide bidders time to incorporate the changes.	Request you to extend the date of submission for technical and financial proposal to 17.01.2018.	Last Date of submission for technical and financial proposal has been extended to 20 th January 2018
2.	Eligibility Criteria	Eligibility Criteria Page 5	The annual average turnover of the Agency in India in the last three financial years should be minimum INR 10.00 Crores or above.	Why the turnover requirement has been kept so less? Considering the nature and criticality of the project, the turnover requirement is too low. This could lead to shortlisting of smaller players which could possibly impact the delivery of the project.	The annual average turnover of the Agency in India in the last three financial years should be minimum INR 50.00 Crores or above.	The annual average turnover of the Agency will remain the same as mentioned in the RFP
3.	Strategic planning for Biju Yuva Vahini Scheme	NA	NA	RFP does not mention anything whether department has any clear strategy for implementing the scheme.	Request you to clarify whether bidder is required to carry out strategic planning for the scheme or bidder will have to work as per office's directive.	Bidder has to work as per the office directive. However, innovative ideas and strategic planning for execution of the programme has to be done by the bidder
4.	Educational Qualifications, Experience and Competencies	Programme Officer – Capacity Building & Training Page 16	Two year full time Post graduate Diploma/Master's Degree in Social Sciences/MBA/MSW/Rural Development/or any other discipline relevant to the the job from government Recognized institute/university	Why do we require the full time post-graduation for Capacity Building & Training expert? As none of the post-qualification courses mentioned impart skill related to capacity building & training, this requirement would act as a barrier for deploying the right resources	Education qualification criteria should be relaxed to Graduation/ Post-Graduation in any field as the Capacity Building & Training skills are mostly acquired through industry experience.	Educational Qualification has been revised as under: Post Graduate Diploma/Master's Degree in Social Sciences/MBA/MSW/ Rural Development/ or any other discipline relevant to the roles and responsibilities of the job, from recognized university/institute

5.	Educational Qualifications, Experience and Competencies	Programme Officer – Capacity Building & Training Page 16	Minimum 5 years of experience in implementation of skill/life skill/leadership training/capacity building/placement linked programmes of considerable size and scale with at least 2 years' experience in implementing Government projects.	Why do we require 5 years of experience in specific areas like implementation of skill/life skill/leadership training/capacity building/placement linked programmes? As most of the resources are required to work on multiple projects to receive exposure and learn best practices from each area, requirement of 5 years' experience in particular area would act as a barrier to participation of potentially good resources.	Experience requirement of 5 years should be relaxed to 3 years in implementation of skill/life skill/leadership training/capacity building/placement linked programmes.	The relevant experience particulars of Programme Officer – Capacity Building as mentioned in the RFP remains unchanged.
6.	Educational Qualifications, Experience and Competencies	Programme Officer - Youth Mobilization & Social Campaign Page 17	Two year full time Post graduate Diploma/Master's Degree in Social Sciences/MBA/MSW/Rural Development/or any other discipline relevant to the roles and responsibilities of the job from government Recognized institute/ university.	Why do we require the full time post-graduation for Youth Mobilization & Social Campaign Expert? As none of the post-qualification courses mentioned impart skill related to Youth Mobilization & Social Campaign, this requirement would act as a barrier for deploying the right resources.	Education qualification criteria should be relaxed to Graduation/ Post-Graduation in any field as education qualification has no relevance with youth mobilization and social campaign.	Educational Qualification has been revised as under: Post Graduate Diploma/Master's Degree in Social Sciences/MBA/MSW/ Rural Development/or any other Discipline relevant to the roles and responsibilities of the job, from recognized university/institute
7.	Educational Qualifications, Experience and Competencies	Programme Officer - Youth Mobilization & Social Campaign Page 17	Minimum 5 years of experience in implementation of projects related to social development sector/ community mobilization/ youth internship/ education/gender issues/health and nutrition etc. of considerable size and scale with at least 2 years' experience in implementing Government projects	Why do we require 5 years of experience in specific areas like implementation of projects related to social development sector/ community mobilization/ youth internship/education/ gender issues/health and nutrition etc.? As most of the resources are required to work on multiple projects to receive exposure and learn best practices from each area, requirement of 5 years' experience in particular area would act as a barrier to participation of potentially	Experience requirement of 5 years should be relaxed to 3 years implementation of projects related to social development sector/ community mobilization/ youth internship/ education/gender issues/health and nutrition etc	The relevant experience particulars of Programme Officer – Youth Mobilization & Social Campaign as mentioned in the RFP remains unchanged.

				good resources		
8.	Educational Qualifications, Experience and Competencies	Programme Officer- Sports & Culture Page 18	Two year full time Post graduate Diploma/Master's Degree in Social Sciences/MBA/MSW/Rural Development/or any other discipline relevant to the roles and responsibilities of the job from government recognized institute/university.	Why do we require the full time post-graduation for Sports & Culture expert? As none of the post-qualification courses mentioned impart skill related to Sports & Culture programmes, this requirement would act as a barrier in positioning right resources.	Education qualification criteria should be relaxed to Graduation/ Post-Graduation in any field as sports experts available in market are from varied educational background and do not necessarily have full time post graduate degree.	Educational Qualification has been revised as under: Post Graduate Diploma/Master's Degree in Social Sciences/MBA/MSW/ Rural Development/or any other Discipline relevant to the roles and responsibilities of the job, from recognized university/ institute
9.	Educational Qualifications, Experience and Competencies	Programme Officer- Sports & Culture Page 18	Minimum 5 years of experience in organizing sports events /cultural programmes/youth camps/ of considerable size and scale with minimum 2 year of experience in sports related field.	Why do we require 5 years of experience in specific areas like organizing sports events /cultural programmes/youth camps? As most of the resources are required to work on multiple projects to receive exposure and learn best practices from each area, requirement of 5 years' experience in particular area would act as a barrier to participation of potentially good resources.	Experience requirement of 5 years should be relaxed to 3 years in organizing sports events /cultural programmes/ youth camps.	The relevant experience particulars of Programme Officer – Sports & Culture as mentioned in the RFP remains unchanged.
10.	Evaluation Methodology	Evaluation Methodology Point No. 3 Page 12	After that, financial proposals of the top three ranked bidders based on their technical score (Ts) after technical evaluation shall be opened.	Why are we considering only the top 3 bidders for financial evaluation? Bidder ranked 4 can still have highest combined score while combined with the financial score.	The financial proposals should be opened for all the bidders who qualify during the technical evaluation.	The financial score will be opened for all the bidders who qualify during the technical evaluation
11.	Performance Security and Agreement	Performance Security and Agreement Page 12	Within 7 days of such issuance, the selected firm is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to 10% of the contract value.	Preparation of Performance Bank Guarantee generally takes 12-14 working days.	Request you to increase the period for submission of Performance Bank Guarantee to at least 3 weeks instead of 7 days.	The clause of Performance Security and Agreement shall remain unchanged

12.	Terms of Reference	Scope of Work Page 13	The persons will need to travel extensively to the Districts for proper implementation of programme components.	As Travel and Logistics Expense is one of the cost component to be provided in financial bid therefore, it is important to have a clear information on the amount of	<ol style="list-style-type: none"> 1. Request you to provide resource wise expected percentage of travelling time per month. 2. Please clarify, if the department will arrange accommodation for team members while they are travelling to various Districts 	Travel & Logistics will be reimbursed on actual basis as approved by the department and as per government norms.
13.	Instructions to bidders	Bid Evaluation Methodology Page 9	Relevant Project Experience (0.5 Marks to be awarded for each relevant project experience as specified in ToR with maximum up to 50% of total Mark to be awarded): 70%	Relevant project experience have been given 70% weightage of total marks for resource qualification while it mentions that 0.5 marks will be awarded for each relevant project with maximum upto 50% of total mark.	Please clarify the distribution of marks for the relevant project experience.	The revised clause reads as: Relevant Project Experience (0.5 Marks to be awarded for each relevant project experience as specified in ToR): 70%
14.	Instructions to bidders	Documents accompanying the Proposal Page 8	Attach photo copies of work orders along with work completion certificate.	If the projects cited by bidder are ongoing projects then it would not be possible to provide work completion certificate for ongoing projects. Also, based on our experience of working in Govt. sector we have faced situations where the client is reluctant to provide completion certificate even when the project was successfully completed.	It is advisable to relax the requirement of completion certificate. If required, completion certificate in form of self-certification by the authorised representative of bidder shall be accepted.	Work Order for each of the projects is compulsory. Completion certificate in form of self-certification by the authorised representative of bidder shall be accepted.
15.	Equipment and software for Social Media engagement	NA	NA	RFP does not indicate whether Department will be providing the equipment like Video and Photo Camera and software or the bidder should incorporate cost for the equipment in	Request you to provide clarification on this.	The RFP has been revised. As per the revised RFP, the position of Photographer and Videographer, Post Production Editing Expert and Social

				the financial proposal.		Media Expert have been deleted. The position of Communication Expert and Graphic Designer remains unchanged. The software for Graphic Designer will be provided by the Department.
16.	Number of Documentaries/ Short Videos/ Print Creatives/ Brochures/ Blogs	NA	NA	RFP does not mention number of Documentaries/ Short Videos/ Print Creatives/ Brochures/ Blogs to be prepared during the engagement.	Request you to at least specify a minimum number in each category.	The financial bid need not mention the cost of AVs/Documentaries/Short Films/printing of the creatives which will taken up by the department as per the requirement
17.	Joint Venture/ Subcontracting	NA	NA	RFP does not mention whether the bidder can go for a joint venture or sub-contracting arrangement with another agency? As scope of work focuses on two major activities of Programme Management and core media related jobs, partnering with a Media Agency will help in delivering the project effectively.	Request you to provide clarification whether a bidder can go for a joint venture or sub-contracting.	Consortium of two is allowed. However outsourcing/subletting of entire project will lead to cancellation of the contract. Services of individual experts can be hired as and when required.

Suggestion for RFP

17.	Limitation of Liability	NA	NA	RFP should specify upper limit for value of Limitation of liability for the consultant. The omission of Limitation of Liability clause from the bid document creates a very risky environment for the bidder. The absence of this clause can also be interpreted as unlimited liability for the bidder which would discourage the prospective firms from bidding.	General practice for defining the limit for value of Limitation of Liability is the value of the contract. Consultancy firm cannot have unlimited liability towards any engagement.	Upper Limit for value of Limitation of Liability is the total value of the contract.
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18.	Insurance	NA	NA		Consultant should maintain professional indemnity insurance. Such professional indemnity insurance should cover consultant's professional liability up to an appropriate level sufficient for the purposes of this engagement. There should be an upper limit to the Insurance value.	Department will not bear the cost of insurance. It is the responsibility of the bidder.
19.	Liquidated Damages	NA	NA	RFP should specify the upper limit for Liquidated Damages for the consultant. The absence of this clause is open for interpretation and could even impact client in case of non-performance by the consultant. Therefore, it is advisable to clearly define the limit for Liquidated Damages during the tender stage.	Generally, Liquidated damages is fixed to 10% of the contract value. Liquidated Damages should only be levied in case the faults/delay is caused due to reasons solely attributable to the Consultant.	Clause on Liquidated Damages will be specified in the Draft Contract
20.	Submission of bids	Bidding Schedule Page No. 4	Last date for receipt of Technical and financial Proposals Through speed / Registered post or Courier. Hand delivery is not allowed	This mode of submission will give undue advantage to local firms as they will get 1-2 additional days for proposal submission. On the other hand, firms based out of Odisha will need to courier their proposal 2 days in advance which is unfair	It is requested that hand delivery of bids should be allowed.	Technical and financial Proposals may be submitted Through speed / Registered post or Courier. Hand delivery of the RFP document shall also be accepted by the Department.

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#	Reference	Original	Explanation / Suggestion	Response
1	Table 1; SI no. 2 Page no. 10	Proof of Experience in the last five years The Bidder should have the experience of setting up Programme Management Unit (PMU) in project of similar nature for at least 1 year for a government body during last 03 (three) years	In the given statement, what constitutes similar nature of work is not defined. It is therefore requested that the same may kindly be clarified.	Similar projects implies projects related to social development, community mobilization, advocacy, campaign, youth leadership and the like
2	Table 1; SI no. 3 Page no. 10	Suitability for this Scope: Team Composition	It is requested that preparation and implementation of media campaigns may be kept outside the preview of the PMU as these activities are best managed by profession media management agencies. We would therefore request that Graphic Designed and Social Media Expert be taken out of the team composition.	The RFP has been revised. As per the revised RFP, the position of Photographer and Videographer, Post Production Editing Expert and Social Media Expert have been deleted. The position of Communication Expert and Graphic Designer remains unchanged. The software for Graphic Designer will be provided by the Department.
3	Table: 5. Educational Qualifications, Experience and Competecies Page 18, 5.Programme Officer - Sports & Culture	Two year full time Post graduate Diploma/Master's Degree in Social Sciences/MBA/MSW/Rural Development/or any other discipline relevant to the roles and responsibilities of the job from government recognized institute/university	It is suggested that rather than educational qualifications, it may preferable to have team members with experience in organizing event/ sports competitions, preparing the sports calendar. Accordingly, the requirement may kindly be modified to "Graduate/ Post Graduate in any discipline with relevant experience in organising events / sports competition"	Educational Qualification has been revised as under: Post Graduate Diploma/Master's Degree in Social Sciences /MBA/MSW/Rural Development/or any other discipline relevant to the roles and responsibilities of the job, from recognized university/institute
4	Table: 5. Educational Qualifications, Experience and Competecies Page 20, 7. Content Generation Expert- Videographer & Photographer		PMU is a consultant responsible for multiple project activities. <i>Role of PMU</i> is to contribute to strategic planning, project timelines, vendor evaluation, financial modelling and viability of the project, Vendor On-baording for project implementation and execution. Request to exclude Content Generation Expert- Videographer & Photographer as these activities should be part of project execution or PR vendor's and not the PMU	In the revised RFP position of Videographer & Photographer has been deleted
5	Table: 5. Educational Qualifications, Experience and Competecies Page 20, 8. Graphic Designer		PMU is a consultant responsible for multiple project activities. <i>Role of PMU</i> is to contribute to strategic planning, project timelines, vendor evaluation, financial modelling and viability of the project, Vendor On-boarding for project implementation and execution. Request to exclude Graphic Designer s these activities should be	The position of Graphic Designer remains unchanged in the RFP

			part of project execution or PR vendor's and not the PMU	
6	Table: 5. <i>Educational Qualifications, Experience and Competecies</i> Page 20, 9. Post Production Editing Expert		PMU is a consultant responsible for multiple project activities. Role of PMU is to contribute to strategic planning, project timelines, vendor evaluation, financial modelling and viability of the project, Vendor On-boarding for project implementation and execution. Request to exclude Post Production Editing Expert. These activities should be part of project execution or PR vendor's and not the PMU	In the revised RFP position of Post Production Editing Expert has been deleted
7	Table: 5. <i>Educational Qualifications, Experience and Competecies</i> Page 21, 10. Social Media Expert		PMU is a consultant responsible for multiple project activities. Role of PMU is to contribute to strategic planning, project timelines, vendor evaluation, financial modelling and viability of the project, Vendor On-boarding for project implementation and execution. Request to exclude Social Media Expert. These activities should be part of project execution or PR vendor's and not the PMU	In the revised RFP position of Social Media has been deleted
8	Page 13	Programme Management, Monitoring and Reviewing	Please elaborate on the activities expected in monitoring and reviewing.	Monitoring & Reviewing would include but limited to activities such as <ul style="list-style-type: none"> • Tracking the progress of implementation of activities • Developing monitoring indicators, outcomes and impact indicators to assess the programme • Develop monitoring formats and ensure its reporting from the concerned stakeholders • Maintain database and ensure regular updation
9	Page 13	Capacity Building, Training and Youth mobilization for social actions, sports, cultural promotion, youth conclaves and the like	Please elaborate on what the exact meaning of capacity building and the institutions/organisations requiring capacity building such as departments, youth clubs, teams etc. Further, capacity building may involve organising workshops / events etc and we understand that the cost of such workshops / events etc would be paid by the Department.	Capacity Building & Training programmes would include but not limited to the following: <ul style="list-style-type: none"> • Orientation of youth volunteers (Biju Yuva Vahinis) on their roles and responsibilities • Orientation of government officials and other stakeholders on the programme interventions and their roles and responsibilities • Capacity Building of Biju Yuva Vahinis on social action interventions designed under the programme • Training of Yuva Vahinis on key government

				<p>programmes and schemes viz: skill development programmes, health and well being, gender sensitization, sanitation and cleanliness drive, education & literacy etc.)</p> <ul style="list-style-type: none"> • Capacity building and training on youth mobilization, inclusion through sports and promotion of sports at grassroots • Organising Workshop/events • Capacity building of Youth Clubs/teams and other stakeholders <p>Apart from the above, any other training programmes may be designed and carried out as per the need of the programme.</p>
10	Page 14	Branding Content Creation and Content Services	PMU can strategize, plan and oversee the execution by third parties/ vendor/ selected implementation agency and hence the scope needs to be redefined to exclude execution from PMU activities. It is recommended to exclude from the current scope of PMU	The clause under Scope of Work : Branding, Content Creation and Content Services, mentioned in the RFP, remains unchanged
11	Page 14	Handling print, electronic and social media and delivering the contents through various channels	PMU can strategize, plan and oversee the execution by third parties/ vendor/ selected implementation agency and hence the scope needs to be redefined to exclude execution from PMU activities. It is recommended to exclude from the current scope of PMU	The clause under Scope of Work : Handling print, electronic and social media and delivering the contents through various channels, mentioned in the RFP, remains unchanged
12	Page 14	Develop user-friendly and high quality Information, Education and Communication (IEC) material (such as handouts, posters, brochures, video documentary films and photo documentation, success stories booklet etc.) for communication of the youth activities to the public and stake holders	PMU can strategize, plan and oversee the execution by third parties/ vendor/ selected implementation agency and hence the scope needs to be redefined to exclude execution from PMU activities. It is recommended to exclude from the current scope of PMU	<p>The SPMU will be responsible to design and develop creatives and promotional materials (brochures, banners, leaflets, outdoor hoardings, etc.) for the programme with due approval of the Department.</p> <p>The responsibility of the SPMU will include but limited to develop and monitor the content for the creatives, website and social media and regular updation.</p> <p>The financial bid need not mention the cost of AVs/Documentaries/Short Films/printing of the creatives which will taken up by the department as per the requirement.</p>
13	Page 14	Procurement Works	Please provide us with an indication on the quantum of the procurement that would be required to be undertaken by the PMU	<p>Procurement of Goods and Services will be done as and when required by the department.</p> <p>SPMU will be responsible to undertake,</p>

				facilitate and ensure carrying out of the necessary procedures for procurement of goods and services as and when required under the programme in consultation with the department.
14	Page 4	Bidding Schedule	It is requested that to enable us for preparation of a detailed and comprehensive proposal, the Bid Submission date may kindly be extended till 25th January 2018 or 15 days from the issuance of the pre-bid clarifications, whichever is later	Last date for submission of bids for SPMU and DPMU has been extended upto 20 th January 2018 till 5 PM.
15	Page 5	Eligibility Criterion	The annual average turnover of the Agency in India in the last three financial years should be minimum INR 10.00 Crores or above. Audited balance sheet and profit & loss should be furnished along with proposal. It is requested that a certificate from the statutory auditor certifying the revenues of the last three years may be allowed to be submitted as proof of eligibility.	Certificate from the statutory auditor certifying the revenues of the last three years may be submitted by the bidder as proof of eligibility for Annual Average Turnover of the Agency
16	Page 11 and 12	Para 15 (2) last paragraph on page 11 and Para 16 (3) on page 12	While Para 15 (2) last paragraph mentioned that to qualify for opening of the financial proposal, minimum technical marks is 70, para 16 (3) mentions that financial proposals of only top three technically highest Bidders would be opened. It is requested to please clarify the above.	As per the revised RFP, the financial bid will be opened for all bidders who qualify for evaluation of the Financial Proposal. Minimum technical score that a bidder requires to qualify for evaluation of the Financial Proposal is 70
17	Page 12	Performance Security and Agreement	It is requested to please share the draft contract agreement for our comments	Copy of the Draft Contract will be shared with the successful bidder/agency after the agency submits the acceptance letter in response to the LOI
18	Page 12	Performance Security and Agreement	It is requested that a mobilisation period of two weeks may be provided after signing of the contract period.	The clause on Performance Security and Agreement as mentioned in the RFP remains unchanged.
19	Page 14	Terms of Reference - Para 3 - last paragraphThe persons will need to travel extensively to the Districts for proper implementation of programme components. At this stage, it is not possible to assess the quantum of travel required and hence not possible to envisage the cost of the same. It is therefore requested that travel, boarding and lodging expenses be made reimbursable at actuals	Travel & Logistic expenses related to the project will be reimbursed on actual basis as approved by the department and as per government norms.
20	General		It is understood that the SPMU team would be provided office space and related support in terms of internet connection etc by the Department	Yes, SPMU will be provided with office space and related support in terms of internet connection etc. by the Department
21	General		It is requested to kindly clarify whether all the positions are full time based at Bhubaneswar or the Bidder can propose its own deployment schedule.	All positions are full time based at Bhubaneswar.

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Sl.No.	Reference /Page	Description in the RFP	Our Query/Submission	Response
1	Page No. 04	Last date for receipt of Technical and financial Proposals (Through speed/ Registered post Or Courier. Hand delivery is not allowed): Dt. 10.01.2018 till 3.00 P.M	Request for consideration to extend by at least 10 days. Suggested last date of submission: Monday, 22 January 2018. Request for acceptance of proposal by hand also within the given time.	Last Date for submission of bids for SPMU and DPMU has been extended upto 20th January 2018 upto 5 PM. Hand delivery of the RFP document shall also be accepted by the Department
2	Consortium/Collaboration		We request for consideration to allow bidders to have consortium with technically strong organizations/firms – as some of the deliverables will need back ended support of technically qualified and experienced professionals	Consortium of two is allowed. However outsourcing/subletting of entire project will lead to cancellation of the contract. However services of individual experts can be hired as and when required.
3	Page 10	Financial Capacity of the Bidder: Bidder's Average Annual Turnover for the last three Financial Years (ending 31 March 2017) has to be at least INR 10 Crores	We feel that firms with stronger financial capabilities would have better capabilities in delivering quality and timely services. We submit for your consideration to enhance the level of bidder's annual turnover to be at least 50 crores in last 3 financial years. With following marking structure: Between 50 - 75 cr : 5 marks Between 76-100 cr: 10 marks Above 101 cr: 20 marks	The clause on Financial Capacity of the Bidder as mentioned in the RFP remains unchanged
4	Page 10, rows 2, 3 & 4	Proof of Experience in last 5 years: 20 marks Suitability for the scope – Team Composition: 20 marks Presentation: 40 marks	Our submission for consideration: Proof of Experience in last 5 years: 10 marks Suitability for the scope – Team Composition: 20 marks Presentation: 50 marks	The clause on Proof of Experience as mentioned in the RFP remains unchanged
5	Page 14, Point 6	Branding, Content Creation and Content Management Services	We request for clarity on the roles and responsibilities of the SPMU against Branding, Content Creation and Content Management Services	Branding, Content Creation and Management Services means: The SPMU will be responsible to design and develop creatives and promotional materials (brochures, banners, leaflets,

				<p>outdoor hoardings, etc.) for the programme with due approval of the Department.</p> <p>The responsibility of the SPMU will include but limited to develop the content for the creatives, website and social media and regular updation.</p>
6	Page 14, Point 10	Procurement Works	We request for clarity on the roles and responsibilities of the SPMU against – Procurement works	SPMU will be responsible to undertake, facilitate and ensure carrying out of the necessary procedures for procurement of goods and services as and when required under the programme in consultation with the department.
7	Page 18, 55	<p>Programme Officer- Sports & Culture:</p> <p>Two year full time Post graduate Diploma/Master's Degree in Social Sciences/ MBA/ MSW/Rural Development /or discipline relevant to the roles and responsibilities of the job from government</p>	The clause may be revised to read as : Post graduate Diploma/ Master's Degree in SocialSciences/MBA/MSW/Rural Development/or any other discipline relevant to the roles and responsibilities of the job	<p>Educational Qualification has been revised as under:</p> <p>Post Graduate Diploma/Master's Degree in Social Sciences/ MBA/ MSW/Rural Development/ or any other discipline relevant to the roles and responsibilities of the job, from recognized university/institute</p>
8	Draft Contract		We request to have copy of draft contract as we will need advice of our legal team prior to submission of the proposal.	Copy of the Draft Contract will be shared with the successful bidder/agency after the agency submits the acceptance letter in response to the LOI

9	<p>Page No 28 Annex E :</p> <p>Financial Proposal : Rows 12 & 13</p>	<p>Expenses against:</p> <p>12. Travel & Logistic Expenses of Project Staff</p> <p>13. Administrative Cost (Photocopy, Office Stationery, papers, print outs , Telephone, Internet and other miscellaneous day to day expenses)</p>	<p>Expenses against items listed against rows 12 & 13 shall be on “reimbursement to actual expenses approved basis” and thus shall not be part of the financial proposal. The financial proposal thus shall be only against the fees of the deployed professionals (11 in number : as specified in rows 1 to 11).</p>	<p>12. Travel & Logistic expenses related to the project will be reimbursed on actual basis as approved by the department and as per government norms.</p> <p>13. Administrative Cost (Photocopy, Office Stationery, papers, print outs , Telephone, Internet and other miscellaneous day to day expenses) will be reimbursed on actual basis as approved by the department and as per government norms.</p>
10.	Payment		<p>The selected firm shall be paid every month on the basis of invoices/claims submitted and approved against fees and reimbursable expenses.</p> <p>We request to consider for ‘advance payment’ at the time of signing of the contract to enable the selected firm in meeting with the initial expenses for deploying resources and to meet other legible expenses. The percentage of this advance shall be part of negotiation at the time of signing of the contract.</p>	<p>Advance payment shall be made to the successful bidder at the time of signing of contract. The percentage of the Advance payment shall be mentioned in the draft contract.</p>

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Page No / Clause No/Section	Reference Clause	Query	Response at the Pre-Bid Meeting
Page – 4, Last date for receipt of Technical and Financial Proposals	Last date for receipt of Technical and Financial Proposals is dated 10.01.2018 till 3.00 P.M	Considering the time constraint, we would request the department to extend the last date for submission of bid by 20 th January 2018.	Last date for submission of bid for SPMU and DPMU has been extended to 20 th January 2018 upto 5 PM
Page -10, Table -1, Suitability for this scope: Team Composition	Team Composition	We understand that evaluation of CVs will happen only for 8 profiles given in the table. Please confirm if the CVs of these 8 resources to be provided or for all 11 resources?	As per the revised RFP, the position of Videographer & Photographer, Social Media Expert and Post Production Editing expert has been deleted. The CVs of all resources need to be submitted by the bidder. The evaluation Marks under the Team Composition is revised as under: Programme Manager – 4 marks Dy. Programme Manager-Communication – 2.5 marks Programme Officer – Youth Mobilization & Social Campaign – 2.5 marks Programme Officer – Capacity Building & Training – 2.5 marks Programme Officer – Sports & Culture – 2.5 marks Monitoring & Evaluation Expert – 2 Marks Graphic Designer – 2 marks Accounts Officer – 2 marks
Page -10, Table -1, Proof of Experience in last 5 years	The Bidder should have the experience of setting up Programme Management Unit (PMU) in project of similar nature for at least 1 year for a government body during last 03 (three) years	Request you to please elaborate and clarify the “Similar Projects” in the proof of experience section.	Similar projects implies projects related to social development, community mobilization, advocacy, campaign, youth leadership and the like
NA	Consortium / Join Venture	We would department to please consider and accept Consortium in the bid.	Consortium of two is allowed. However outsourcing/subletting of entire project will lead to cancellation of the contract. Services of individual experts can be hired as and when required.

<p>Page -14, Contract Period</p>	<p>Contract will be for a period of 1 year from the date of deployment of the personnel in DEPARTMENT OF SPORTS & YOUTH SERVICES.</p>	<p>We would request department to please consider the initial contract period for the assigning will be for 2 years, which can be further reviewed and extended on mutually agreed terms.</p>	<p>The initial contract period will be of 2 years which shall be extended to another 1 year based on the continuance of the programme. Contract may be terminated by either party by giving a 30 days prior written notice</p>
<p>Page 15 to 22, Experience Particulars of positions (For all positions)</p>	<p>Minimum of 7 years of experience in execution and management of social development projects/strategic development studies. The candidate should have experience of minimum 3 years of working in Government projects</p>	<p>We would request department to please accept experience of working with donors / donor funded projects / working with International NGOs / NGOs with government projects. The revised clause could be – Minimum of 7 years of experience in execution and management of social development projects/strategic development studies. The candidate should have experience of minimum 3 years of working in Government projects / donor /donor funded projects /INGOs / NGO projects.</p>	<p>The clause on Experience Particulars of positions as mentioned in the RFP remains unchanged.</p>
<p>Page 20 – 21, Positions - Content Generation Expert- Videographer & Photographer Position - Post Production Editing Expert Position - Graphic Designer</p>	<p>Job Responsibilities of the resources</p>	<p>As we understand, the major responsibility of SPMU is Program Management to the department and Monitoring and Evaluation support to Biju Yuva Vahini project, hence direct production of content / short films / multimedia content will not be the responsibility of the SPMU and the experts will facilitate the department in designing and monitoring of content to be produced by an expert production agency. Please elaborate and clarify. Please also indicate the tentative number of content / sort clips/ promotion materials to be prepared during 1 year of the engagement.</p>	<p>The RFP has been revised. As per the revised RFP, the position of Photographer and Videographer, Post Production Editing Expert and Social Media Expert have been deleted. The position of Communication Expert and Graphic Designer remains unchanged. The software for Graphic Designer will be provided by the Department.</p> <p>The SPMU will be responsible to design and develop creatives and promotional materials (brochures, banners, leaflets, outdoor hoardings, etc.) for the programme with due approval of the Department.</p> <p>The responsibility of the SPMU will include but limited to develop and monitor the content for the creatives, website and social media and regular updation. The financial bid need not mention the cost of AVs/Documentaries/Short</p>

			Films/printing of the creatives which will taken up by the department as per the requirement
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