

Clarifications on RFP Document in connection with the proposed consultancy service for carrying out a Study of ‘Scope & Prospect of Oil Seeds And Coarse Cereals Cultivation in Mizoram with special emphasis to Emerging Market Opportunities, Value Addition and Supply Chain Management’. [RFP Identification No: **NEDFi/TEDF/157/3400** Dated:

December 26, 2019

Sl. No.	Reference	Clause/ Query	Query Received	NEDFi's Response
1	Section 5 Terms of Reference Para 2.1: Scope of the study, Point no. 1 page no 40	Identify, map and consult with key stakeholders engaged in agriculture trade network (either formal or informal traders). These stakeholders could include farmers engaged in cultivation of oil seeds and coarse cereals in Mizoram, agripreneurs, importers and exporters (if any), traders in relevant markets, village council members, trading associations, market associations, local cooperatives, shopkeepers' associations, truck drivers and transport services providers, local NGOs, Chambers of Commerce & Industries, various state departments like Trade & Commerce Department, Department of Industries, Department of Environment and Forest, Agriculture Department, Horticulture Department etc. Government stakeholders could include the Customs department, Land Port Authority of India, Land Customs Stations at the borders etc.	Request to specify no. of stakeholders meeting to be conducted. Provide the sample size to be considered with respect to each category/ department for study for more clarity.	To be specified by Internal Committee members constituted for the study in the technical presentation meeting.
2	Section 5 Terms of Reference Para 2.2	The study has to be carried out by collecting data from field surveys /primary sources and from other secondary data collection methods. All the stakeholders of the sector have to be consulted at the state level/ National level. The collected data has to be verified, tabulated and analyzed to derive the findings to cover the above-mentioned points.	In order to carry out the survey, request you to provide sample size of each primary and secondary survey with respect to stakeholders from state/ national level. Please provide the list of stakeholders for data collection.	All districts of Mizoram should be covered. Sample to be drawn from the same to cover the scope of the study adequately.
3	Section 5 Terms of Reference Para 3. Deliverables, Stages of Deliverables, Content of each Deliverable	12 sets of coloured hard copy of the report to be submitted at each stages for evaluation by the experts along with a soft copy. 50 sets of coloured hard bound copies of the final report are to be submitted along with 25 copies of the report in soft copies in the form of CDs.	Request you to reduce no. of hard copies submission to 2 sets along with soft copy in CDs/ Pen drive. Request you to reduce no. of hard copies submission to 10 sets of final report along with soft copy in CDs/ Pen drive. As, Soft copy will be convenient to share with all respective stakeholders.	We regret we cannot incorporate this suggestion.

4	Section 5 Terms of Reference Para 4. Location of the Work	Locations of the Work include the following places: • All the Districts of Mizoram including interior areas; and • Other locations of the country relevant to the performance of the Assignment / Job.	Request you to specify the locations in Mizoram and also other locations in other States in country.	As per scope of study
5	Under clause 14.7 Page no 13	Method of Selection –Combined Quality cum Cost Based System (CQCCBS) Under CQCCBS, the technical proposals will be allotted weightage of 70% while financial proposals will be allotted weightage of 30%. And qualifying marks is 60 to open financial Bid	For a fair competition We are requesting to convert the same to 80:20 & to keep the qualifying marks to 70.	We regret we cannot incorporate this suggestion.
6	Section 2 Information to Consultants Part II data sheet	Last Date & Time and address for submission of Proposal/Bid: Date: Friday, 31st January, 2020 Time: 1500 hours-i.e. 3.00 pm	Request you to provide at least 2 weeks' time for submission of proposal from the date of pre-bid query response.	Extension of time has been uploaded in the website
7	General	Tentative budget of the assignment	Since, the terms of reference do not define exact scope of work request you to provide tentative budget of the assignment which would help us in writing approach and methodology to carry out assignment.	We regret we cannot incorporate this suggestion
8	(II) Form Tech-2 : Consultant's Organization and Experience	The following should be indicated separately: (i) Experience in undertaking similar studies; (ii) Experience in carrying out studies or surveys in North Eastern India; and (iii) Experience in carrying out studies or surveys for Government of India / State Government Ministries or Departments in the past three years. Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.	As an NGO it is mandated that all our project details and accounts are in the public domain. ICRIER publishes annual reports yearly which is documentary evidence of its past and current assignments. Can we give our annual report with details of projects, clients and our budget as evidence of our project activities?	Work assignments presented in the proposal should be as per RFP
9	Section 5 Deliverable, Stages of Deliverable, content of each deliverable	The estimated number of months required for the Assignment / Job is: Six months from the date of contract. The Deliverables and Stages of Deliverables are given	Where will the team present the inception, draft and final reports? Will it be in Guwahati (NEDFi office) and/or Mizoram. This is needed for calculations of the travel budget.	Presentations are normally held at NEDFi H.O. Guwahati

	Page no 41	<p>below:</p> <p>(a) Inception Report : Within 15 days of award of the contract;</p> <p>(b) Mid Term Report : Within 3 (three) months of award of the contract;</p> <p>(c) Draft of the Final Report : Within 5 (five) months of award of the contract; and</p> <p>(d) Final Report: Within 6 (six) months of award of the contract.</p> <p>There will be a presentation after submission of the reports at each of the four stages mentioned at above.</p>		
10	Section 5 Terms of refernce, 2.1 Scope of the study, Page no 40	Identify and analyse areas of production and total production and estimate their current and future demand, including analysis of end user industry and their growth prospects. The analysis should also include trends in regional/national/global demand and production and potential opportunities for exports to the neighbouring countries.	A consumer survey may help to get a robust demand pattern. Do we need to do a consumer survey as it may have budget implications? In the scope, there is mention of demand projections. A demand projection may require a survey of 1000 consumers as no detailed consumer surveys are available apart for the National Sample Survey.	As specified in the scope of work in the RFP
11	Section 5 Terms of reference, 2.1 Scope of the study, Page no 40	Identify, map and consult with key stakeholders engaged in agriculture trade network (either formal or informal traders). These stakeholders could include farmers engaged in cultivation of oil seeds and coarse cereals in Mizoram, agripreneurs, importers and exporters (if any), traders in relevant markets, village council members, trading associations, market associations, local cooperatives, shopkeepers' associations, truck drivers and transport services providers, local NGOs, Chambers of Commerce & Industries, various state departments like Trade & Commerce Department, Department of Industries, Department of Environment and Forest, Agriculture Department, Horticulture Department etc. Government stakeholders could include the Customs department, Land Port Authority of India, Land Customs Stations at the borders etc.	Should we cover all coarse cereal and oilseeds or can we prioritize a list of top 5 depending on what is grown in Mizoram. Mizoram has a lot of varieties but some are grown in very small quantity.	As required under the scope of the work specified in the RFP

12	Section 5 Terms of reference, 2.1 Scope of the study, Page no 40	Prepare a detailed Action plan for the overhauling of existing supply chain management system with a more focused, strategic and sustainable supply chain management system for oil seeds and coarse cereals sector in Mizoram targeting the regional, national and international markets	In the Action Plan, is multi-stakeholders engagement required? Should it be a short term or long term Action Plan? Is the Action Plan for their own implementation or multi-stakeholder engagement? We generally give short term as 5 years and long term as 10 years, for government Action Plans.	Clearly specified in the Terms of Reference (ToR) of the RFP. Short term can be taken as 5 years and long term as 10 years.
13	Section 5 Terms of reference, 2.1 Scope of the study, Page no 40	Outline all requirements and process to finalize an Environmental Management Plan (EMP) as per the applicable policies, regulations and standards, as part of the detailed augmentation process for finalizing the action plan.	We would like to know how NEDFi wants to promote environment sustainable projects including organic farming and value chains.	As specified in RFP
14	Page 12, Para 13.2 Submission, Receipt and Opening of Proposal	The original and the 7 (seven) copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the Assignment/job. Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Assignment/job. The EMD shall be placed in a separate sealed envelope clearly marked "EARNEST MONEY DEPOSIT" followed by the name of the Assignment/job. The Consultant shall prepare another envelope, which would contain the signed RFP, carefully signing each page of the documents and enclosing it in another envelope clearly marked as " SIGNED RFP "	" Signed RFP " means the "Copy of the downloaded RFP document with the signature of Authorised Signatory on all the pages". Is it correct?	Yes
15	Page 18, Point 20	Commencement of the Assignment / Job: Date: Within 7 (seven) days from the date of signing of Contract Location: From the premises of North Eastern Development Finance Corporation Ltd. (NEDFi), NEDFi House, GS Road, Dispur, Guwahati 781 006	Does it mean that the Consultant has to have a Office there in NEDFi Office for the whole study period i.e. six months?	No, here 'Location' means the location for signing of agreement for commencement of work.

16	<p>Page 22, Point B Technical Proposal:</p> <p>B- Consultant's Experience</p>	<p>[Using the format below, provide information on each Assignment / Job for which your firm, and each member in the case of Association of Consultants, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment / Job similar to the one requested under this Assignment / Job or in the area of studies and surveys.</p> <p>(If possible, the employer shall specify exact Assignment / Job for which experience details may be submitted).</p> <p>In case of Association of Consultants, the consultant must furnish the following information for each of the members separately]</p>	<p>How many of such experiences need to be provided? Is there any ceiling in the number?</p>	<p>There is no ceiling in the number but should be as per specification in RFP.</p>
17	<p>Page 26, Form Tech - 5 Technical Proposal: Team composition and Task Assignment/Jobs</p>	<p>Organization and Staffing</p> <p>The consultant should propose and justify the structure and composition of your team.</p> <p>[You should list the main disciplines of the Assignment/job, the key expert responsible, and proposed technical and support staff.]</p> <p>The following categories of personnel must be included in the above team:</p> <ul style="list-style-type: none"> (a) Team Leader (b) Agriculture Expert (c) Horticulture Expert (d) Marketing Expert (e) Economics Expert (f) Statistical Expert 	<p>Is it possible to include any new name (other than the names which have been mentioned in the EoI)? Or we need to keep those names only? Can we keep more than one Expert for a particular category?</p>	<p>Names of experts mentioned in the EOI should remain the same in the RFP. Besides those, Additional names of Experts in a particular category may be included if the Consultant so desires.</p>

18	Page 28, Point 15, Para - 2 Technical Proposal: Certification	I understand that the above CV is being furnished in connection with the Firm's Proposal for the Assignment / Job titled " Scope & Prospect of Oil Seeds and Coarse Cereals Cultivation in Mizoram with special emphasis to Emerging Market Opportunities, Value Addition and Supply Chain Management "	This particular study specific declaration - is it a must?	Yes, as per RFP
19	Page 36, Notes Point 4 Financial proposal BREAKDOWN OF REMUNERATION	Indicate separately staff-month rate for each activity separately.	Needs more explanation. Anyway, Staff-month rates are given in the Table. What extra does it ask for?	Staff -month rates to be indicated as in table specified at Form Fin-3 in RFP but sepeartely for each activity
20	Page 37, Financial proposal BREAKDOWN OF REIMBURSABLE EXPENSES	(Note: Reimbursable expenses will be quoted only for work related to travel outside the place of work decided by the Employer in the data sheet. It can also include travel from the Headquarter of the Consultant to the place of work).	Is it really reimbursable? I mean, will it be reimbursed on submission of actual bills or raised invoices? Or it is a lumpsum one?	No, it is part of your total budget.