

Minutes of pre meeting via Google Meet on clarification of NIT No. 1/e-tender/WBFBCP/2020-21 (tender ID: 2020_DOFR_287028_1) for “Economic End-line Survey of the Project Interventions of the Project Area of WBFBCP”

Date : The 3rd. July, 2020 at 11.00 A.M.

Persons Present in the meeting:-

WBFBCP personnel

1. Shri Debal Ray, IFS; Additional Principal Chief Conservator of Forests & Chief Project Director, West Bengal Forest & Biodiversity Conservation Project.
2. Smt. Sumana Bhattacharyya, IFS; Chief Conservator of Forests & Addl. Project Director, Implementation, West Bengal Forest & Biodiversity Conservation Project.
3. Shri Kausik Chaudhuri, WBFS; Deputy Conservator of Forests & Joint Project Director, Extension, West Bengal Forest & Biodiversity Conservation Project
4. Ms. Ujjaini Halim, Community Development Consultant, PMC, West Bengal Forest & Biodiversity Conservation Project.

Persons/ Organizations

1. Shri Sudarshan Dey
2. Shri Dharani Paridha
3. Shri Abhay Tewari (from NABCON)
4. Ms. Anamika Ganguly
5. Shri Shubham Sharma
6. Shri Sharat Singh (from SPWD)
7. Shri Nandish Kenia
8. Shri Paritosh Dey, Deptt. Of Social Science, Vishwabharati University

Opening Session:

The pre-bid meeting started with a welcome note by the Additional Chief Conservator of Forests & Chief Project Director, West Bengal Forest & Biodiversity Conservation Project. He stated that the virtual meeting through “Google Meet” platform was organized due to safety measures issued by the Government to combat pandemic COVID-2019. He invited all participants to participate in the discussion.

Ms. Anamika Ganguly and Shri Sudarshan Dey asked whether work experience for more than 10 (ten) years as stated in the NIT could be reduced. In answer, it was informed that conditions for work experience as stated in NIT could not be changed.

Shri Sudarshan Dey in addition asked if the report of base line survey would be provided as the present work is related to the end line study. He was informed that the report of base line survey should be provided to the successful bidder. Shri Dey also raised concern whether with 5(five) key team members the work could be completed within 6(six) months. It was stated that, it was the minimum requirement specified in NIT. However, the successful bidder may internally increase team

members, but name of 5 (five) key members with their particulars should be stated in the bid. Finishing the entire work within time frame is mandatory.

Shri Dharani Paridha appreciated the indicators mentioned in the TOR of the study and asked about the sample size. It was informed that sample size is 170 JFMCs covering forest fringe locations within entire West Bengal. It was also informed that household number in each JFMC will vary in accordance with the size of the JFMCs. In reply to his another query related to increase the number of indicators, it was also stated that he has the liberty to propose.

Shri Nandish Kenia asked whether knowledge of Forestry for the key team members was essential. He was requested to go through the NIT where in para 5, qualifications and experience of team leader and key team members are enunciated.

Shri Sharat Singh (from SPWD) asked whether changes from the base line survey to the end line survey has to be reported. It was answered that the implication of "Economic End-line Survey" is to reveal the impact of implementation of the works done under the project.

Then, due to interrupted internet connection in the office of PMU, WBFBCP; all participants were requested to submit further query, if needed by the participants or interested persons/ Organization interested to participate in the bid by sending in WBFBCP's e-mail ID "wbfbcp@gmail.com" by 5th. July, 2020.

The pre-bid meeting ended with thanks to all participants.

E-mail from Shri Abhay Tewari (from NABCON) and Ms. Aneesha Gambhir was received in wbfbcp@gmail.com where they asked some questions regarding the NIT. Replies from this end are provided as here under.

Questions raised by Shri Abhay Tewari (from NABCON)

Sl. No.	Page No./ Point No.	Query related to	Query	Reply
1.	Page 2	Documents to be scanned with original signature	It is understood that BID document will have to be uploaded online only. EMD fee will have to be submitted physically. Signing the printed version of all the proposal documents and then scanning the same usually increase the file size and e procurement portal does not allow to upload the files larger than specific size. Please confirm if scanned signature of original signature on soft copies of the technical proposal will be acceptable. During upload of files proposals are always signed digitally and encrypted using the DSC of the same authorized signatory whose sign is on the proposal.	(a) Uploading of Scanned EMD document and submission in wbtenders within due date will be admissible. (b) Scanned signature of original signature on soft copies of the technical proposal will be allowed under the condition that signed original in hard copy should be provided as and when required.

2.	Point 1.3, Page 6	The bidder should have an average annual turnover of more than Rs. 1 Crore during the last three financial Years	Please clarify if the turnover in last three years means FY 2016-17, FY 2017-18 & FY 2019-20. Since audit of financial statements of FY 2019-20 in many companies are yet to complete due covid 19 pandemic. The assignment needs not only an experienced agency but also a financially strong agency to deliver desired quality deliverables within the timeline smoothly. We request WBFBCP, Department of Forest to keep turnover criteria in between Rs. 30 – 40 core as minimum eligibility criteria or allocate marks in technical evaluation for turnover.	Turnover in last three years means FY 2017-18, FY 2018-19 and FY 2019-2020. But due to COVID-2019 pandemic, turnover of FY 2016-17, FY 2017-18, FY 2018-19 will be acceptable.
3.	Point 12 & 13, Page 4	Security deposit & Additional Performance Security from the successful bidder	We understand that EMD is being deposited as BID security Fee and same will be refunded after opening of the BID if BID is unsuccessful or successful. As per point no. 13, refundable Additional Performance Security @ 10% of Tendered value will be submitted by successful bidder. Please clarify if tender value means total contract value without GST? As per point no. 12, 10% of contract value to be deposited as performance security. Please clarify if the same will be needed additionally since the as per point no. 13, performance security is being required. Will it has to be submitted at bidding stage of after contract of the assignment? Will it has to be submitted in form of DD or BG or any other form? The amount of this performance security will be 10% of contract value with GST or without GST? Will it be refundable and when it will be refunded?	Deposition of EMD and SD is governed by Clause 1 para 1.1 & 1.2 of Memorandum No. 5696-F(Y) dated 1 st . October, 2019 issued by Govt. of West Bengal, Finance Deptt., Audit Branch. Deposition of Additional Performance Security will be followed as per Memorandum No. 4608-F(Y) dated 18 th . July, 2018 issued by Govt. of West Bengal, Finance Deptt., Audit Branch.

4.	Page 10	All the uploaded pages of the bid and attachments are to be signed.	Please confirm if the work orders/ MoUs/ certificates to prove the previous experience of the firm as well as standard document like PAN, GST, Incorporation certificate, financial statements will have to be also signed. Since the original copies of these document already contain the signature only scanned copies will be sufficient and signing the same for the bidder submission won't be required by TIA. Please confirm the same.	Same as Illustration 1(b)
5.	Point 12, Page 12	Award of Contract: <i>Sub-contracting / outsourcing of any form shall not be allowed for any activities under the scope of the work as mentioned in this NIT.</i>	Please confirm if hiring of a survey agency for survey work will be acceptable with prior approval of the WBFBCP, Department of Forest.	Hiring of a survey agency for survey work will not be acceptable.
6.	Point 20, Page 13	Governing Law and Penalty Clause: penalty @ 1% per week subject to maximum of 10% of the total contract value in case of delayed work.	Please clarify if the penalty of 10% will be calculated of the contract value with GST or without GST? It is requested that the penalty should not be applicable in case of delay in approval of survey tools, questionnaires etc. or delay in comments on data or draft report from WBFBCP, Department of Forest leading to delayed delivery of related deliverable from consulting firm.	Penalty if any will be calculated on the Contract Value. GST should be calculated separately on the penalty amount.
7.	Point 6, Page 22	Outputs and Delivery Schedule Timeline is 6 months.	Due covid 19 pandemic, it will be difficult to mobilize resources, mobilize stakeholders for FGDs / HH survey etc. Therefore it is requested to increase the field data collection timeline from 4 months to 6 months	Since the work is a time bound affair, field data collection time line cannot be increased.
8.	Point 25, Page 14	Replacement of Personnel: Change in the professionals beyond the allowable limit of the contract leads to implication of liquidated Damage of 10% of the contract value.	Please specify the allowable limit of changing the experts in case of unavoidable circumstances and with prior approval of the WBFBCP, Department of Forest. Penalty of 10% will be calculated of the contract value with GST or without GST?	Changing of team members under unavoidable circumstances should be informed immediately by e-mail to wbfcbp@gmail.com with reason(s).

9.	BoQ on WB Tenders. rs.gov.in	Estimated Rate & Total amount without taxes= Rs. 18.00 Lakh	Please clarify if the upper limit of the fee to be quoted is Rs. 18.00 Lakh + GST.	No upper limit. Bid should be offered in terms of % age more or less or at par of estimated value. The estimated value is Rs. 18.00 lakhs. The rate to be quoted by the bidder shall exclude GST but inclusive of other taxes as applicable.
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Questions raised by Ms. Aneesha Gambhir (from NH Consulting Pvt. Ltd.)

Sl. No.	Query	Illustration
1.	What is the approximate Budget of quantity which we have to use as a yardstick?	The BOQ is Rs. 18.00 lakhs. Bid to offer is in percentage template i.e. bid should be offered in terms of % age more or less or at par of estimated value (BOQ). The rate to be quoted by the bidder shall exclude GST but inclusive of other taxes as applicable.
2.	Do you have to follow the Grand Sample size for sampling?	Size of sample is mentioned in TOR (page no. 20 of the bid document)
3.	Do we have to give a breakdown of the financial budget in terms of unit cost per activity?	Not required from this end.

(Debal Ray, IFS)

Chief Project Director

West Bengal Forest & Biodiversity Conservation Project