

Clarifications at Pre-bid Meeting held on 13-05-2019

Request for Proposal (RFP)

“Comprehensive Study for Preparation of a Policy/Scheme for Providing Support for Formalising Informal Sector through Entrepreneurship Promotion”

SUO-MOTO CLARIFICATIONS

- **All India Survey or Study: Clause 3.3 Section-II**

- a) The salient details of the All India Survey or Study as stipulated in Clause 3.5 Section-II in *APPENDIX-1* will cover all the points/areas (a-h) as given in *APPENDIX-3* in respect of Other Surveys/Studies.
- b) A Proposer shall also enclose a copy each of the Award Letter and Completion Certificate in respect of above Survey or Study.

The Completion Certificate in respect of a Survey/Study may be in the form of an e-mail also from the sponsor giving all the necessary details.

- **Exemption from Deposit of Earnest Money Deposit**

Would be available to following categories of the Proposers:-

- a) A Micro, Small and Medium Enterprise (MSME) in terms of the Guidelines issued by the Central Government in this regard.
- b) University Grants Commission (UGC) funded Deemed Universities.

This, however, would be subject to submission of all requisite documents for claiming the Exemption failing which such Proposals would be considered as having received without the prescribed EMD and thus liable to be summarily rejected.

Sl. No.	Question/Area	Clarification(s)
1.	<p>Eligibility Conditions</p> <p>a) The All India Survey or Study in terms of Clause 3.3, Section-II.</p> <p>b) The minimum experienced In-house personnel.</p> <p>c) Skills Set of the Personnel</p>	<p>i) The Sampling etc. comprised in the Survey/Study should have covered all geographical Regions of the country.</p> <p>ii) The Survey/Study may have been carried out for a public or private body.</p> <p>iii) The Survey/Study should have been completed latest by end of 2018-19.</p> <p>It was reiterated that the requirement here is to have such minimum personnel which are required to effectively manage all the important/vital activities under the Study and need not necessarily all the personnel as listed in Clause 1.0, Section-IV of the RFP.</p> <p>i) In case of positions of the Team Leader and Manager: Research & Strategy, the Master's Degree in Development Economics/ Economics will be considered as meeting the prescribed qualifications.</p> <p>ii) The full-time Post Graduate Diploma from a recognized Institution will be treated at par with a Master's Degree.</p>
2.	<p>Documents to be submitted in Packet-I: Technical Proposal</p>	<p>i) The attested copies may be self-attested by the concerned Institution.</p> <p>ii) <i>APPENDIX-2</i> (Details of Personnel) should be filled separately in respect of all In-house personnel sought to be engaged under the Study and</p>

		<p>may not be accompanied with copies of testimonials of the concerned personnel.</p> <p>iii) It was reiterated that in case the Books of Accounts, for 2018-19, have not been audited till time of submission of the Proposals, a Certificate to the effect of total gross turnover/Grants, under different Revenue/Grants Sub-Heads, during the year, may be obtained from the Auditors/Chartered Accountant and submitted.</p>
3.	Earnest Money Deposit/Performance Guarantee	<p>i) The instrument of the Earnest Money Deposit may be drawn upon any Scheduled Commercial Bank and not necessarily upon a Nationalized Bank.</p> <p>ii) The Performance Guarantee shall be deposited only by the Institution which has been awarded the Study.</p>
4.	Technical Presentations	The Technical Presentation is not to be enclosed at time of submission of the Proposal but made in front of the Proposal Evaluation Committee by all the Proposers which have been shortlisted for making Technical Presentations based upon their having meeting prescribed Eligibility Conditions.
5.	Evaluation of Proposals	After technically pre-qualifying all the Proposers who have secured atleast 70 marks during Technical Presentations, the least quoting Institution will be awarded the Study.
6.	Preparatory Time	The Institute will endeavor after signing the Agreement to provide a fortnight to the Consultant for preparatory works before

		commencement of the Work under the Study.
7.	Stakeholders' Workshop	<ul style="list-style-type: none"> i) Only one Stakeholders' Workshop is envisaged to be organized in Delhi. ii) The participants of the Workshop shall be finalized in consultation with the Institute/MSDE. iii) The TA/DA of the invited outstation Experts etc. shall be reimbursed separately to the Consultant. iv) The contemplated individual interviews will be with the experts/stakeholders as may be mutually decided.
8.	Time-period for Completion of the Study	<ul style="list-style-type: none"> i) It was reiterated that timely completion of the Work would be the essence of Agreement with the Consultant. ii) The stipulated Penalty will not be imposed, if the delay, on part of the Consultant is for any reason attributable to either Institute or MSDE. iii) The extension in time period for completion of the Study shall ordinarily be granted only in case of Clause 5.5, Section-IV of the RFP. iv) This being a Secondary/Desktop Research Study, the prescribed time for its completion was considered fair/appropriate.
9.	Scope of Study	<ul style="list-style-type: none"> i) The already commissioned Studies, Reports etc.: Clause 3.1, Section-III may have been conducted by a Public or Private Body.

		<p>ii) Classification of informal enterprises leading to identification of Priority Sectors may include other relevant/useful parameters also in addition to those mentioned in Clause 3.1.2.2, Section-III of the RFP.</p>
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