

Minutes of the Pre-bid Conference held on May 16, 2018 at NIHFW, New Delhi

The Pre-bid conference was held on May 16, 2018 at NIHFW, New Delhi. All Principal Investigators, Assistant Finance Officer and Assistant Registrar (Admin) have reviewed all the queries raised by the Field Agencies (FAs) during and after the Pre-bid conference.

The point wise clarification/amendment for the various queries raised by the Field Agencies on RFP documents are given below:

1. Generally, no agency is **exempted** from the GST.If there is exemption, in that case the particular agency should produce the exemption certificate along withthe submitted bid documents.
2. All Population Research Centres will be exempted from the EMD, Performance Security and processing fees while submitting the bids. Remaining all terms and conditions mentioned in the RFP will be applicable to all PRCs.
3. All Field Agencies claiming exemption of EMD for having MSME certificate, should provide the valid certificate from the concerned government authority.
4. Some Field Agencies raised the issue related to consortium/joint venture. We would like to inform you that it will not be allowed.
5. The qualification of core staff will remain same as mentioned in the RFP documents (**page no 4, 3.1 Manpower requirement**).
6. **As requested by most FAs, the submission date for RFP has been extended up to June 11th, 2018 till 5.00 pm.**
7. There will no change in processing fees as well as EMD amount.
8. Engagement of core team for full-time implies that all core staff members appointed by the FA for the survey will work with FA till completion of the survey (approximately 11 months).
9. All core team members (IT coordinator, Statistician/Demographer/Social Scientist) are the key personnel for the project and hence, their service is required for entire duration of the project.
10. FA cannot recruit undergraduates for Mapping/Listing operation or main survey fieldwork.
11. Regarding sending additional personnel by FA for the ToT apart from the core staff as given in the RFP(Page no. 5, **clause 3.2 attending ToTs**) - IIPS will inform the selected FAs about the number of additional persons they will be allowed to send for the ToT and the expenses of these persons will have to be borne by FA.
12. Transportation facilities are mandatory and will be provided to each team with adequate space because each team will have to carry CAB materials alongwith their bags (Page 8, clause 3.6 Transportation). Auto or any such small vehicle will not be allowed.
13. Regarding survey experience and sample size, it is clearly mentioned in the RFP (**page 19, clause 7.0 eligibility criteria for technical evaluation, point 4**). Therefore, other survey and facility survey experience will not be considered.
14. There will not be any change in salary and DA for investigators, it will be same as stated in the RFP (**Page 8, clause 3.7 Salary and DA for Investigators**)
15. Experience of global project, total number of HH surveys across multiple projects is not allowed.
16. Completion certificates are must and work order will not be considered.
17. As per the protocol of the project any Ltd. company which are promoted by the GoI will not be considered as government extended organisation.
18. Information pertaining to the penalty clause, time frame for completion of survey, paymentschedule and disbursement of instalment, educational qualification criteria, processing fees, performance security and EMD are as mentioned in the RFP documents and these will remain unchanged.

19. Regarding evaluation criteria by the nominated committee - They will be as per the RFP only. Intimation regarding presentation by the technically qualified FAs will be informed through valid communication.
20. Base price per household is inclusive of GST
21. The core team members from Phase I will be allowed in Phase II subject to his/her command over the local language (He/She should be able to read/write/speak the local language). For states which are bifurcated into two to three groups of state/ UTs, FA will have to submit different core team for each group if they are bidding for more than one group.
22. The base price has been decided taking into consideration various factors applicable to all the States/UTs by considering premium of below and above 20% of base price which will serve the purpose of upward costing in hilly states.
23. No change in the allocation of states by phase.
24. The cost of transportation of CAPI/CAB materials from IIPS to the designated office of FA will be borne by IIPS. On completion of the survey, FA will have to return the CAPI/CAB equipments and other unused CAB materials and this transportation cost will have to be borne by the FA. On completion of the survey, FA will be intimated about the destination (another state where the fieldwork is to be conducted or IIPS) to which the above mentioned materials will have to be sent.
25. As per the protocol, 1.5 teams should be allocated for each district but FA must train 25% extra manpower to avoid any shortfall.
26. *Section 4.1 Overall Roles and Responsibilities Assigned to Field Agencies, point number xxi:* There is a typo error regarding minimum number of days for state module PSUs which should be four-day visit instead of five-day visit. The revised sentence is "For household survey, individual survey, and biomarker tests, a minimum of **four-day visit** is essential for state module PSUs and a minimum of three-day visit is required for district module PSUs."