



MINUTES OF PRE - BID MEETING

Brief Description of Project : Appointment of Project Management Consultant – Construction Phase, for Waste to Energy (WTE) Project of minimum 300 TPD processing capacity at Kozhikode to be implemented on DBFOT basis
RFP Ref : KSIDC/TVM/W2E/10/2019
Date & Time of Pre-Bid meeting : 31/10/2019 at 10.30 am
Venue of Pre-Bid meeting : KSIDC office, Thiruvananthapuram

The following Bidders' representative attended the pre-bid meeting.

S.No	Name of Prospective Bidder/Firm	Name and Designation
1	Mondeo Consulting Engineers Private Limited, Delhi	Mr. Arun, Project Engineer

Proceedings of the pre-bid meeting are as follows:

1. At the outset, Project Director, made a briefing about the scope of services and purpose of the pre-bid meeting.
2. Thereafter, prospective bidder was requested to put up their queries related to scope and terms and conditions given in the Bidding Document.
3. The queries from prospective bidder were appropriately responded.
4. The responses to queries sought from prospective bidder in writing and those asked during the meeting have been compiled and attached.

As per provisions given in clause 2.8.1 of the Bid Document, the following responses are being issued on the queries/clarifications sought by the prospective bidder:-

S. No.	Clause & Page Reference	Content in RFP/ description	Clarification / Amendment Sought	Response
1.	Clause 2: Instructions to Bidders A. General Clause 2.1: Conditions of Eligibility of Bidders Page 4 of RFP	The Bidder/Consortium Member shall have successfully completed one Similar Project in India involving fee of Rs. 25 lakhs and above or for an ongoing project experience of minimum one year with fee received for Rs. 25 Lakh as an PMC / Project Management Consultancy / Authority's Engineer /Construction Supervision in last 10 (Ten) years from the date of publication of the RFP.	<p>We bring to your notice that most of the projects for setting up of waste processing facilities/ waste to energy plants are either under tender stage or just awarded in India. Also, many of the previous projects were not successful and as such not to be taken as best practice. Thus, having project experience specific to Indian Projects would enable only couple of players to qualify and shall restrict the competitive participation.</p> <p>We, therefore, request you to kindly consider project experience in foreign countries also in addition to India. This would also enable foreign partners to bring in expertise and build synergy in delivering the services.</p> <p>We request you to modify the sub-clause 2.1.2 (a) as: The Bidder/ Consortium Member shall have successfully completed one Consultancy Project in India or abroad involving fee of Rs. 25 lakhs and above or for an ongoing project experience of minimum one year with fee received for Rs. 25 Lakh as an PMC / Project Management Consultancy / Authority's Engineer /Construction Supervision in last 10 (Ten) years from the date of</p>	<p>Agreed. Clause 2.1.2(a) is modified as:</p> <p>The Bidder/ Consortium Member shall have successfully completed one Consultancy Project in India involving fee of Rs. 25 lakhs and above or for an ongoing project experience of minimum one year with fee received for Rs. 25 Lakh as an PMC / Project Management Consultancy / Authority's Engineer /Construction Supervision in last 5 (Five) years from the date of publication of the RFP.</p>

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2.	<p>Clause 2: Instructions to Bidders</p> <p>A. General</p> <p>Clause 2.1: Conditions of Eligibility of Bidders</p> <p>Page 4 of RFP</p>	<p>The Bidder/ Consortium Member shall have successfully completed one Similar Project in India involving fee of Rs. 25 lakhs and above or for an ongoing project experience of minimum one year with fee received for Rs. 25 Lakh as an PMC / Project Management Consultancy/ Authority's Engineer/ Construction Supervision in last 10 (Ten) years from the date of publication of the RFP.</p>	<p>As above stated, most of the projects for setting up of waste processing facilities/ waste to energy plants are either under tender stage or just awarded in India. Also, many of the previous projects were not successful and as such not to be taken as best practice. Thus, having project experience specific as an PMC/ Project Management Consultancy/ Authority's Engineer/ Construction Supervision in last 10 (Ten) years would enable only couple of players to qualify and shall restrict the competitive participation.</p> <p>Hence, we request you to include Technical Consultancy of similar projects. We request you to modify the clause as:</p> <p>The Bidder/ Consortium Member shall have successfully completed one Similar Project in India or abroad involving fee of Rs. 25 lakhs and above or for an ongoing project experience of minimum one year with fee received for Rs. 25 Lakh as a Technical Consultant in last 10 (Ten) years from the date of publication of the RFP.</p>	<p>The Bidder/ Consortium Member shall have successfully completed one Similar Project in India involving fee of Rs. 25 lakhs and above or for an ongoing project experience of minimum one year with fee received for Rs. 25 Lakh as an PMC / Project Management Consultancy/ Authority's Engineer/ Construction Supervision in last 5 (Five) years from the date of publication of the RFP.</p>

3.	<p>Clause 3, Sub-clause 3.1.4 The (minimum) criterion for Marking of qualified Persons to be deployed is as below: -</p>	<p>The breakup of scoring for key personnel would be as follows:</p> <table border="1" data-bbox="468 345 930 784"> <thead> <tr> <th>Position</th> <th>Project Manager</th> <th>Marks for Project Manager</th> </tr> </thead> <tbody> <tr> <td>Marks for their experience</td> <td>7 Years More than 7 years</td> <td>2 1 mark for each completed year, beyond 10 years subject to max 5 marks (cumulative)</td> </tr> <tr> <td>No. of Eligible Projects</td> <td>1</td> <td>1 Mark</td> </tr> </tbody> </table>	Position	Project Manager	Marks for Project Manager	Marks for their experience	7 Years More than 7 years	2 1 mark for each completed year, beyond 10 years subject to max 5 marks (cumulative)	No. of Eligible Projects	1	1 Mark	<p>As per RFP, in the column “Marks for their experience”; 2 marks are allotted for experience up to 7 years and 1 mark additional beyond 10 years.</p> <p>We understand that the additional marks for each completed years of experience should be beyond 7 years in place of 10 Years. Kindly confirm.</p> <p>We request you to confirm on “Marks for experience of Project Manager” is:</p> <p>1 mark for each completed year, beyond 7 years subject to max 5 marks (cumulative)</p>	<p>Agreed. This is modified as :</p> <table border="1" data-bbox="1440 261 1911 703"> <thead> <tr> <th>Position</th> <th>Project Manager</th> <th>Marks for Project Manager</th> </tr> </thead> <tbody> <tr> <td>Marks for their experience</td> <td>7 Years More than 7 years</td> <td>2 1 mark for each completed year, beyond 7 years subject to max 5 marks (cumulative)</td> </tr> <tr> <td>No. of Eligible Projects</td> <td>1</td> <td>1 Mark</td> </tr> </tbody> </table>	Position	Project Manager	Marks for Project Manager	Marks for their experience	7 Years More than 7 years	2 1 mark for each completed year, beyond 7 years subject to max 5 marks (cumulative)	No. of Eligible Projects	1	1 Mark
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4.	<p>Instruction to Bidders Sub-clause 2.16.2 Page 10</p>	<p>The successful Bidder shall submit a Performance Guarantee for an amount equal to 25% of the annual fee approved in the form of a Bank Guarantee. The Performance Guarantee shall be returned, after 3 (three) months of successful completion of Consultancy Services by the Consultant.</p>	<p>The Performance mentioned in RFP is very high compared to similar tenders. In general, the Performance Security is 5% of the Contract Value and also for consultancy assignments it is deducted from the running bills payable to avoid additional cost</p> <p>We request you to kindly reduce Performance security to 5% of the Contract value and allow for deduction of Performance Security from each running bill payable to the consultant</p> <p>We request you to modify the clause as below: The Successful Bidder shall have to provide performance security for an</p>	<p>Clause 2.16.2 is modified as: The successful Bidder shall submit a Performance Guarantee for an amount equal to 10% of the annual fee approved in the form of a Bank Guarantee. The Performance Guarantee shall be returned, after 3 (three) months of successful completion of Consultancy Services by the Consultant.</p>																		

			amount equal to 5% of the annual fee approved and payable in the form of deduction from the running bills of the consultant.	
5.	Annexure Financial Proposal Page 46	9 A. Manpower Cost with Monthly Rate B. Office Management Expense C. Contingency Expense lumpsum for one year	The online BOQ for financial proposal is only on Annual Lumpsum basis for 1 Year. However, as per RFP the Financial Proposal has a detailed break-up of annual rate in terms of Manpower Monthly rate and office expenses. We request you to modify the Financial Proposal format in Annexure IX in line with the online BOQ to avoid ambiguity Kindly Confirm.	The bidder is requested to quote the annual lump sum fee as indicated in BOQ in the e – tender portal. However the shortlisted/preferred bidder shall present the Annexure 9, which is the detailed breakup of the total fee quoted, during negotiation.
6.	Annexure Financial Proposal Page 47	9 Note s.no. ‘3’ The Financial Proposal is inclusive of all taxes i.e. income tax, professional tax and education cess except GST (as applicable).	As per RFP the Financial Quote is inclusive of all taxes i.e. Income Tax, professional tax, educational cess except GST. However online BOQ states that the rate is with taxes without any mention about GST. Please confirm that the GST is excluded and shall be paid extra as applicable Kindly Confirm.	The lump sum fee to be quoted through the e- tender portal to be inclusive of all taxes such as GST, Income Tax, professional tax, educational cess.

7.	Clause 2 Instructions to Bidders D. Evaluation Process Sub clause- 2.17.2 (h) Page 11	<p>It is accompanied by duly executed Consortium Agreement as per format provided (Annexure-XIV) in the RFP</p>	<p>The format for Consortium Agreement (Annexure-XIV) is not available in RFP Document. Kindly Provide Annexure-XIV-Format for Consortium Agreement</p> <p>Kindly Provide format for Consortium Agreement</p>	<p>Soft copy of the document will be forwarded.</p>
8.	Clause 3.1.3 Page 15	<p>Each of the Key Personnel must fulfil the Conditions of Eligibility specified below: Position- Project Manager Qualification & Experience: Graduate in Civil Engineering with minimum 7 years of experience & Shall have worked in Construction Supervision and quality control of works of at least one Eligible Project defined under Clause 3.1.4</p>	<p>We request you to consider Graduate in Mechanical Engineering & Power Plant Engineering also in qualification of Project Manager</p> <p>We request you to amend the Qualification and experience of Project Manager as: Graduate in Civil/ Mechanical/ Power Plant Engineering</p>	<p>RFP conditions remain unchanged.</p>
9.	Clause 3.1.4 Eligible Projects Page 18	<p>The (minimum) criterion for Marking of qualified Persons to be deployed is as below</p>	<p>We humbly bring to your notice that the Project Manager being the team leader of the PMC assignment and a full time resource it is important to deploy an expert with exclusive and substantial experience in handling Waste to Energy Projects. This will bring in project specific expertise and build synergy in delivering the services.</p> <p>We request you to provide additional weightage to Project Manager having experience in Handling Waste to Energy Projects.</p>	<p>RFP conditions remain unchanged.</p>

Accordingly, we request you to amend the scoring criteria for Project Manager as under:

Position	Project Manager	Marks for Project Manager
Marks for their experience	7 Years with minimum 1 year exp. in Waste to Energy Project	2 Marks
	More than 7 years	1 mark for each completed year, beyond 7 years subject to max 5 marks (cumulative)
No. of Eligible Projects	1 Project in Waste to Energy	1 Mark
	More than 1	1 mark for each completed project, beyond 1 project subject to max. 4 marks (cumulative)