



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003

(Reg No. SR/MBDA – 4/11 OF 2011)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: admin.mbda@gov.in

CORRIGENDUM-1

Tender/RFP Title: Selection of an agency for Household Data Collection to Assess the Impact of the Human Development Leadership Programme (HDLP) in Meghalaya

RFP Ref. No.& Date: SCEP/2025/109/1, 26th September, 2025

RFP published Date: 26th September, 2025

In pursuance to the Pre-bid meeting held on 10th October, 2025 and queries raised by the bidders, following are the clarifications/amendments to the clauses. Intending bidders are requested to take the note of the following clarifications/amendments and accordingly shall have to submit the Proposal for the subject Tender:

Sl. No	Tender Clause No. & Page No.	Existing Clause	Revised Clause
1	2.20.3, Page 22	Joint Venture is not allowed	A Joint Venture (JV) may include up to 2 (two) members, including the Lead Member. Proposals submitted through a JV must include a self-declaration naming both the Lead and the other member. In case of JV, the Lead Member must have successfully executed a minimum of three (3) similar assignments within India during the five (5) years immediately preceding the month prior to the issuance of this Request for Proposal. The requirement of having executed at least one similar assignment in any of the North Eastern states may be fulfilled by either member of the JV.
2	2.20.8 and 2.20.10	The Proposals must be submitted no later than: Date: 27th October, 2025 Time: 1600 hours The Proposal submission address is: O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.	The Proposals must be submitted no later than: Date: 6 th November, 2025 Time: 1600 hours The Proposal submission address is: O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.
3	2.24.1, 23	The applicant (firm) must have successfully completed a	The applicant (firm) must have successfully completed a minimum of three (3) similar



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		minimum of three (3) similar assignments within India during the five (5) years preceding the month prior to the issuance of this Request for Proposal. At least one (1) of these assignments must have been completed in any of the North Eastern States of India.	assignments in any government sector/ Semi-government Sector/PSUs within India during the five (5) years preceding the month prior to the issuance of this Request for Proposal. At least one (1) of these assignments must have been completed in any of the North Eastern States of India. * A similar assignment may refer to a baseline, midline, or endline/impact assessment study conducted in any sectors like health, education, agriculture & etc in India.
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All other terms and conditions mentioned in the RFP will prevail.

Sd/-

(Shri. Sampath Kumar, IAS),
Development Commissioner,
Government of Meghalaya,
Additional Secretariat, IGP, Shillong - 793001,
Meghalaya

Enclosure: Annexure I-Response to Pre-bid queries



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ANNEXURE I- Response to Pre-Bid Queries

Sl.No	Clause No & Page No	Clause details	Amendment/Clarification requested by the bidder	Final Clarification/amendments by the Authority
1	Section: 3 Clause: 2.20.3, Pg-22	Joint Venture is not allowed	The tender mentions that Joint Ventures (JVs) are not allowed. We would like to know whether this condition can be reconsidered to allow participation through a Joint Venture.	Please refer to the clarification made at Sl No 1 of the Corrigendum-1
2			In case Joint Ventures are permitted, please clarify whether the company providing the required turnover should necessarily be the lead partner, or if the lead partner can be the other firm in the JV.	Not applicable
3	Section: 3 Clause: 2.24.1 Page 23	The applicant (firm) must have successfully completed a minimum of three (3) similar assignments within India during the five (5) years preceding the month prior to the issuance of this Request for Proposal. At least one (1) of these	The applicant (firm) must have successfully completed a minimum of three (3) similar assignments within India during the five (5) years preceding the month prior to the issuance of this Request for Proposal. At least one	Please refer to the clarification made at Sl No 3 of the Corrigendum-1



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		assignments must have been completed in any of the North Eastern States of India.	(1) of these assignments must have been completed in any of the North Eastern States of India.	
4	Section: 6 Clause: 3.5 Pg- 45	3 Nos, 1) Khasi Hills - 1 2) Jaintia Hills-1 3) Garo Hills - 1	Please clarify whether the Team Coordinator must mandatorily be a local person from Meghalaya, or if professionals from other states will also be considered eligible for this role.	Yes, persons from other states can be considered for this role. But experience in NE states would be preferred.
5	Section 2 Clause No: 2.15: Pg- 13	The Consultant shall not sub contract the Services.	Are sub-contracting arrangements permitted for translation or fieldwork or for any other related work?	RFP condition shall prevail.
6	Section: 3 Clause: 2.24.1. Pg-23	The applicant (firm) must have successfully completed a minimum of three (3) similar assignments within India during the five (5) years preceding the month prior to the issuance of this Request for Proposal. At least one (1) of these assignments must have been	Will project experience from donor-funded or academic evaluations (non-government) be accepted?	Please refer to the clarification made at Sl No 3 of the Corrigendum-1
7			Will prior assignments conducted under MBDA or its related missions be considered as relevant experience?	Please refer to the clarification made at Sl No 3



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8		completed in any of the North Eastern States of India.	Can ongoing projects be counted as experience, or only completed assignments? Can agency showcase the projects in last 7 years instead 5 years?	RFP condition shall prevail.
9	Section: 6 Clause: 3.1 (b) Pg-41	Convert the questionnaire provided by the Government of Meghalaya (GoM) into a digital tool (preferably using SurveyCTO or other similar platforms) for survey administration by field enumerators.	Is Survey CTO mandatory, or can equivalent platforms (ODK, KoboToolbox, CommCare) be proposed or it is left with the agency?	Yes, equivalent platforms can be used.
10	Section: 6 Clause: 3.3.2. Pg-43-44	Relational State Capacity Module will evaluate the relationship between the state and citizens. It will include a spectrum of questions that focus on the interactions between citizens and block officials, frontline functionaries, village organisations and community relationships. In addition, it will cover the citizen's perceptions and beliefs relating to the functions of the government.	Will there be a pre-test or pilot survey? If yes, what is the expected sample size and duration?	Yes, there will be a pre-test/pilot. This has to be conducted with 20-30 citizens.



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11	Section: 6 Clause: 3.1 (f) Pg-41	Ensure data quality checks occur and other gold standard practices for academic data. Examples include running spot checks through the duration of the survey administration period, recording the start and end time on each survey to ensure that each survey falls within the expected time taken to complete the survey (45 minutes to an hour). Surveys done in less than 30 minutes will be rejected on the basis of data quality and asked to be re-done at the agency's expense. Survey enumerators should also take no more than 5 surveys daily, and aim to use two days to finish surveys in each village.	Please confirm the expected average duration per interview (ToR mentions 45–60 minutes).	Please expect the average duration to be 60 minutes.
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12	Section: 6 Clause: 3.6 Pg-46	The survey firm must have a well-developed plan to provide in-depth training to the enumerators, during which the officials from the Government Innovation Lab and its research partner will also be present. Every enumerator must completely understand the questionnaire and the questions contained. Enumerators must also be able to interpret all questions consistently and ask all questions in the prescribed manner. The research partner will accompany survey enumerators at select points to conduct qualitative research alongside the quantitative surveys.	Is qualitative research support expected from the agency during UCL's qualitative modules?	No
13	Section: 6 Clause: 3.2 Pg- 43	The list of villages will be provided by the Government Innovation Lab (GIL) and its research partner.	Who will handle randomization and sample household selection — GIL/UCL or the agency?	GIL/UCL
14			Are replacement households permitted in case of non-response? If yes, what is the protocol?	Households will be selected at random by the survey team in the village. The protocol will be to select every fifth household for the survey. If no one is available, the surveyor may simply skip to the next house.
15			Can substitution be allowed for hard-to-reach or inaccessible villages?	No



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16	Section: 6 Clause: 3.4.2 Pg- 44	The Government Innovation Lab and its research partner will provide support to the survey team with information on the identified Blocks, villages and sample households. However, all logistical arrangements would be the responsibility of the survey agency.	Will GIL facilitate official letters to local authorities to support survey access?	Yes
17	Section: 6 Clause: 3.6 Pg- 46	The survey firm must have a well-developed plan to provide in-depth training to the enumerators, during which the officials from the Government Innovation Lab and its research partner will also be present. Every enumerator must completely understand the questionnaire and the questions contained. Enumerators must also be able to interpret all questions consistently and ask all questions in the prescribed manner. The research partner will accompany survey enumerators at select points to conduct qualitative research alongside the quantitative surveys.	What will be the total duration and format of enumerator training (classroom vs. field)?	We expect standard 2-3 days of training including the pre-test/pilot. UCL/GIL staff will be present.
18			Will GIL/UCL provide training content and master trainers, or should the agency develop materials?	UCL/GIL will only provide the questionnaire. We do not have master trainers or content. The agency may use their own material besides the questionnaire.
19			Will mock interviews or field pilots form a mandatory part of training?	Yes, the pre-test/pilot can be done as part of the training.



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20	Section: 3 Clause: 2.24.1 Pg-23-25	The applicant (firm) must have successfully completed a minimum of three (3) similar assignments within India during the five (5) years preceding the month prior to the issuance of this Request for Proposal. At least one (1) of these assignments must have been completed in any of the North Eastern States of India.	Can one project be counted under both “similar” and “North East” experience categories?	If an agency submits a total of 3 (three) contracts in its technical proposal, with two executed in the North Eastern States and one in any other state in India, the agency shall be awarded full marks under Criteria 1 of Part B, provided the contract value meets the defined threshold. Simultaneously, the agency shall also receive full marks under Criteria 4 of Part B.
21	Section: 1 Pg-5	A firm will be selected under Least Cost Selection (LCS) method and procedures and in a Full Technical Proposal (FTP) format as described in this RFP Document.	Is financial scoring based on QCBS or least-cost formula?	Please refer to Sl 2 of Section 1 i.e Letter of Invitation i.e A firm will be selected under Least Cost Selection (LCS) method.
22	Section: 3 Clause: 2.24.1 Part: B Pg-24	Adequacy of the proposed methodology in response to the Terms of Reference (ToR): 40 Marks Technical Approach and Methodology: 40 Marks	Can bidders get clarity on scoring distribution within “Adequacy of Methodology (40 Marks)”?	The bidder should propose its technical approach and methodology with reference to the Terms of Reference.
23	Section: 3 Clause no: 2.32.2 Page No: 26	Expected date for the commencement of the Services: Date: 11th December, 2025 at: 10.00 AM	What is the expected contract signing and fieldwork initiation timeline?	1st December 2025



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24	Section: 6 Clause: 3.4.2 Pg- 44	The Government Innovation Lab and its research partner will provide support to the survey team with information on the identified Blocks, villages and sample households. However, all logistical arrangements would be the responsibility of the survey agency.	Will GIL provide coordination support with District/Block officials?	Yes
25			Who will be the single point of contact from GIL for operational issues?	1. Alexander Lewis Passah, Development Associate, GIL 2. Ibanrapsbun Rynjah, Sr. Consultant – HDLP
26			What is the total budget available for this assignment?	The budget will not be disclosed; however, bidders may submit their most competitive price after carefully reviewing the Terms of Reference or Scope of Services.