

Issued on: April 16, 2024

Proposal Reference: MBMA/MLAMP/RF/60/2023/C-30/001, Date of issue of Proposal Documents: April 3, 2024

Minutes of Pre –Proposals Meeting held virtually for Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP

Place: MBMA, Shillong, the pre-proposal meeting was conducted virtually using Google Meet Platform with firms who have shown their interest and requested for the link (as mentioned in the RFP document)

Date: April 10, 20224

Time: The meeting was scheduled for 11:00 AM in the proposal. However, due to some important internal meeting, it was rescheduled for 3:00 PM.(The Consultants were informed accordingly)

Participants from MBMA and other agencies: Attendance Sheet Attached

Queries submitted in written and raised by the consultants during the pre-proposal meeting held on **10th April, 2024** and clarifications with regard to RFP for **Minutes of Pre –Proposals Meeting held virtually for Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP** are as follows:

Sl. No	RFP Clause	Page No.	Queries	MBMA Response
1.	Section IV. Financial Proposal - Standard Forms ;Form FIN-2 Financial Proposal;	28	Fin-2 proposal requires an amount in US\$. Do we need to quote in US\$ or we can make it in INR	Total amount in Indian Rupees INR per category. Attached Corrigendum No. 1, Sl. no. 1
2.	Section V. Terms of Reference <u>;PRELIMINARY TERMS OF REFERENCE</u> ;Terms of Reference for the assignment:	31	Last point in ToR includes in scope Maintenance of minutes of Society (GB & GBM) in a systematic manner: Do we need to maintain minutes or provide training of minutes maintenance	Yes. As per prescribed format.
3.	Section V. Terms of Reference <u>;PRELIMINARY TERMS OF REFERENCE</u>	31 & 28	RFP Doc states local logistics arrangement, Boarding & Lodging to be facilitated by client. Do we need to quote for Travelling, Boarding & Lodging or these shall be taken care of MLAMP.	Yes. The Consultant to quote for local logistics arrangement, Boarding & Lodging for the assignment for a span of 45 days of the visit of maximum of 4 days to Shillong. MBMA will only facilitate for

	;Terms of Reference for the assignment;J. Tenure: & Section IV. Financial Proposal - Standard Forms ;Form FIN-2 Financial Proposal;		NB:Fin-2 mentions about quoting of Sustenance Allowance and local transportation cost	the travelling, lodging Form FIN-2 Financial Proposal, Note *: Please add/remove columns/rows as needed Attached Corrigendum No. 1, Sl. no. 2.
4.	General Query		Does the scope also include printing of course content training module in addition to designing the same. If so, what shall be expected number of copies?	The training module is to be developed for one soft copy & one hard copy at the cost of the consultant. .
5.	Section IV. Financial Proposal - Standard Forms ;Form FIN-2 Financial Proposal;	28	Under Fin-2, Part (3) Miscellaneous Expenses I find Drafting, reproduction of reports unit is per day which may not be correct	Form FIN-2 Financial Proposal, Note *: Please add/remove columns/rows as needed Corrigendum No. 1, Sl. no. 2.
6.	General Query		In the proposed 45 days of training schedule what is the target number of Batches and number of trainees. Please provide insight on this.	The project staff (master trainers) is to be trained for a maximum of 30 people for a batch depends on the consultants. It maybe of maximum of 2 batches for 2 days approx.
7.	Section II. Instructions to Consultants	8	Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.; 3. Key Experts' qualifications and competence for the Assignment: Above 15 years = 20 5-10 years=15 2-5 years=5	Above 15 years = 20 10-15years =15 5-10 years=10 2-5 years=5 The total marks for the Criteria is 20. Score for the same will be calculated as a percentage of the marks received. Attached Corrigendum No. 1, Sl. no. 3
8.	General Query		How many days will be the field visit?	Roughly, the field visit will be of around 15 days. Initially, the

				visit will be in the Headquarter for understanding the assignment.
9.	General Query		a. What is the qualification of the Master Trainers? b. Are the Master Trainers , the project Staff? c. Where will the training be held?	a. Graduate and Post Graduate staff. b. Yes. c. At Shillong or/and Tura, WGH
10.	Section IV. Financial Proposal - Standard Forms ;Form FIN-2 Financial Proposal;	28	(3) Miscellaneous expenses ;Equipment: computers, etc. The cost for Laptop, Stationery and office Space is to be provided?	The equipment like Laptop, etc. for working on the assignment is to be of the Consultant's own equipment. Form FIN-2 Financial Proposal, Note *: Please add/remove columns/rows as needed Corrigendum No. 1, Sl. no. 2.
11.	General Query		What is the minimum fee for the Assignment?	No change in the Proposal condition.
12.	Section V. Terms of Reference <u>:PRELIMINARY TERMS OF REFERENCE</u> ;M. Payment of Fees		*Payment shall be made to the Practitioner's personal Account based on the Contract. The Institute will not accept the payment in the Consultant's Personal Account.	The requirement for the assignment is for an individual personnel/practitioner & the assessment was done on the CVs submitted by each Consultant. Hence, the payment will be to the Consultant's personal account only. The Consultant may ask for clarification from the institute.

Corrigendum No. 1

Sl. No	RFP Clause	Page No.	Amended Clause
1.	Section IV. Financial Proposal - Standard Forms ;Form FIN-2 Financial Proposal; Total amount in US\$ per category	28	Section IV. Financial Proposal - Standard Forms ;Form FIN-2 Financial Proposal; Total amount in Indian Rupees INR per category.

2.	<p>Section IV. Financial Proposal - Standard Forms</p> <p>;Form FIN-2 Financial Proposal;</p> <p>Note *: Please add columns as needed</p>	31	<p>Section IV. Financial Proposal - Standard Forms</p> <p>;Form FIN-2 Financial Proposal;</p> <p>Form FIN-2 Financial Proposal,</p> <p>Note *: Please add/remove columns/rows as needed</p>
3.	<p>Section II. Instructions to Consultants;</p> <p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.; 3. Key Experts' qualifications and competence for the Assignment:</p> <p>Above 15 years = 20</p> <p>5-10 years=15</p> <p>2-5 years=5</p>	8	<p>Section II. Instructions to Consultants;</p> <p>Criteria, sub-criteria, and point system for the evaluation of Technical Proposals.; 3. Key Experts' qualifications and competence for the Assignment:</p> <p>Above 15 years = 20</p> <p>10-15years =15</p> <p>5-10 years=10</p> <p>2-5 years=5</p> <p>The total marks for the criteria is 20. Score for the same will be calculated as a percentage of the marks received.</p>

Sd/-

Shri. Augustus S. Suting
Deputy Project Director, MLAMP
Meghalaya Basin Management Agency

Virtual Pre-Proposals for “Engagement of Qualified Personnel/ Practitioner for providing capacity building, handholding and training on book-keeping and accounting for IVCS under MLAMP ”

VENUE: Virtually MBMA

DATE: 10.04.2024

TIME :- 3:00 PM

ATTENDANCE SHEET

Sl.No	NAMES	DESIGNATION	ORGANIZATION	PHONE NO	EMAIL ID	SIGNATURE
1	Lari Kupa Lyngdoh	AGM,RF	MBMA	88374550 98	larikupar.rf@gmail.com	attended virtually
2	Teibor Roy Kharshiing	Consultant, RF	MBMA	-	teibor.shillong@gmail.com	attended virtually
3	Andrea Pohshna	Sr. Manager, RF	MBMA	70055311 47	reaannie07@gmail.com	attended virtually
4	Damaphi Ryngkhun	Asst. Manager, Procurement	MBMA	87874664 02	damaphi.ryngkhun@gmail.com	attended virtually
5	Harish Kumar Agarwala	CA	H.K. Agarwala & Associates	-	-	attended virtually
6	Himanshu Chowkhani	CA	H.K. Agarwala & Associates	-	-	attended virtually
7	Amit Patwary	CA	D. Patwary & Co	-	-	attended virtually