

**Minutes of the Pre-Proposal Meeting for Selection of Consulting Services for : “Providing incubation and acceleration support to the Agri enterprises under the Assam Agribusiness and Rural Transformation Project (APART)” on 31<sup>st</sup> August, 2020 at 11:30 AM in the PCU of ARIAS Society, Khanapara- 22, Guwahati.**

**Ref. RFP No. : ARIAS/APART/I&A/151/2016/Pt-3/33 Dated Guwahati the 17th August, 2020**

The following officials of ARIAS Society and representatives of the consultancy firms were present in the pre-proposal meeting:

**Officials of the ARIAS Society:**

1. Sri P.R. Dash, Procurement & Contract Management Specialist
2. Sri Nitin Singh, Financial Services Specialist

**Representative of the Firms:**

1. Pranjali Konwar, IIM-CIP
2. Subir Singha, ICCSPL
3. Amit Verma, E&Y
4. Aditya Peri, E&Y
5. Ankur Kathuria, E&Y
6. Javed Shaikh, EDII – CRADLE
7. Jyotimani Das, PWC
8. Manoj Kumar, PWC
9. Soumyabrata Saha, PWC
10. Sanjay Kadaveru, Action for India

1. The Pre Bid Meeting started with a presentation by Sri. Nitin Singh (Financial Services Specialist) describing about the project, scope of work of providing incubation and acceleration support to the Agri enterprises
2. During the meeting, the ARIAS Society officials clarified the queries of the representatives of the firms who attended the meeting in person and those who attended through Video Conference, subject to the approved minutes of pre-bid meeting to be formally issued. The queries received through email till the date of finalization of the pre-proposal minutes were also clarified. The queries raised and the clarifications provided (*including the clarifications received through email*) are enclosed at **Annex-1**.

Minutes Approved by  
Sd/-  
**(Laya Madduri, IAS)**  
State Project Director, ARIAS Society

**Memo No: ARIAS/APART/I&A/151/2016/Pt-3/42**

**Dated Guwahati the 11th September, 2020**

Copy by email to:

1. Service Provider Agencies: **(1)** Villgro; Email- [deepanshi@villgro.org](mailto:deepanshi@villgro.org) ; [mohammad@villgro.org](mailto:mohammad@villgro.org) **(2)** Assam Startup IIMCIP; Email- [coo.assamstartup@iimcip.org](mailto:coo.assamstartup@iimcip.org) ; [debapratim.das@iimcip.org](mailto:debapratim.das@iimcip.org) **(3)** CrAdLE; Email- [jshaikh@cradle-edii.in](mailto:jshaikh@cradle-edii.in) ; [ceo@cradle-edii.in](mailto:ceo@cradle-edii.in) **(4)** CIE.CO; Email- [shivamc@iima.ac.in](mailto:shivamc@iima.ac.in), [abhishekp@iima.ac.in](mailto:abhishekp@iima.ac.in); **(5)** Innovative Change Collaborative Services Pvt. Ltd; Email- [ssingha@iccspl.com](mailto:ssingha@iccspl.com); [jsingh@iccspl.com](mailto:jsingh@iccspl.com) **(6)** Action For India- [sanjay@actionforindia.org](mailto:sanjay@actionforindia.org) **(7)** [Aditya.Peri@in.ey.com](mailto:Aditya.Peri@in.ey.com) **(8)** [manoj.k.kumar@pwc.com](mailto:manoj.k.kumar@pwc.com)
2. Internal: All concerned officials of the ARIAS Society present in the meeting/ MIS Section for uploading in website.

**Annex-1**

**Queries and Responses on the RFP No ARIAS/APART/I&A/151/2016/Pt-3/33 for “Providing incubation and acceleration support to the Agri enterprises under the Assam Agribusiness and Rural Transformation Project (APART)”**

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES
1	Section 2 ITC reference no 24.1.2	If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per ITC 25, specified in the Financial Proposal (Form FIN-1) shall be considered as the offered price.	What is the tentative budget range or cap that we're looking at for this project?	The consultant needs to propose the budget depending on the technical approach and methodology. However, for the estimation purpose, the total estimated time input of the Key Experts' is for a period 192 months.
2	Terms of Reference Part C	<p>Scope of Work :</p> <p><b>Identify 100 early stage agri enterprises:</b> This activity involves identifying 100 early stage agri enterprises. Early stage agri enterprise can be a registered enterprise which is operational for at least 6 months.</p> <ul style="list-style-type: none"> <li>Developing a robust mechanism for the identification/ admission of the potential entrepreneurs, qualification criteria, broad criteria for the selection of agri enterprises</li> <li>Organize entrepreneurship awareness activities to attract aspiring entrepreneurs to apply for incubation</li> <li>There may also be a need to create awareness about the project and publish expression of interest for agri enterprises to participate in the incubation programme.</li> </ul> <p>The selected agency can utilize different traditional and/or innovate outreach media like the print media, social media etc including both online and off line methods for this activity</p>	The project aims to onboard 100 early-stage agri enterprises - do they necessarily have to be Assam-based/registered or having operations in Assam is sufficient?	The agri enterprises to have their operations within Assam
3	Terms of Reference : I (14) Key Professionals whose CVs will be evaluated	<p><b>Incubation Specialists : Educational Qualification:</b> Post Graduate Degree/ Diploma of minimum two years in Agribusiness or a closely related field from a recognized Institute/University</p> <p><b>Work Experience:</b> At least seven years' experience in incubation-supporting and nurturing of enterprises preferably in the agribusiness sector</p>	For key professional requirements, is it possible to relax specific academic qualifications and substitute with sector/subject work experience. For instance, in the case of Incubation Specialist, can the personnel demonstrate work experience in the agriculture sector with an academic degree in business?	There shall be no change to the existing provision.
4	Data Sheet ITC reference no 17.7 & 17.9	<b>The Proposals must be submitted no later than:</b> Date: <b>18<sup>th</sup> September 2020</b> ; Time: <b>2.00 PM (IST)</b>	We also sincerely request you to consider extension of submission date by 10 days as it will give us the required time to leverage right partners and experts from the ecosystem to put together a	<b>The last date of submission of proposal is extended till 5<sup>th</sup> October 2020. A corrigendum has been issued in this regard.</b>

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES
			successful project plan	
5	Terms of Reference : I (14)	Key Professionals whose CVs will be evaluated	Do we need to hire the 4 key consultants before securing the project? If we have a few resources currently part-time with us, can we move them to full time for the project?	The evaluation will be carried out on the basis of the CVS submitted in the proposal. The consultant need to propose the best consultants as per their choice.
6	Section 2 ITC reference no 12.7 & 12.8	12.7 If any of the Key Experts become unavailable for the extended validity period, the Consultant shall seek to substitute him with another Key Expert. The Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a substitute Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Expert. 12.8 If the Consultant fails to provide a substitute Key Expert with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected with the prior Bank's no objection.	If we recommend a few people now, can we replace them with a similarly experienced person later?	The substitution will be agreed with adequate justification and evidence satisfactory to the Client together. Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert
7	Terms of Reference : I (14)	Key Professionals whose CVs will be evaluated	For the 7-year experience requirement of the key resources, if it 7-year experience, is it a 7-year incubation experience, or 7-year Agri incubator experience. Does a similar corporate experience count?	It is 7 years experience of experience with incubation.
8	Section 2 ITC reference no 14.1.1Preparation of Proposals Specific Considerations	If a Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Sub-consultants, it may do so.	Can key resources come from a partner? If it going to be considered sub consulting?	Yes.
9	Date Sheet ITC 21.1	Consultants technical proposal shall be evaluated in two parts. Part A (as mentioned below) shall be the mandatory criteria that the consultants must meet. Technical Proposals of Consultants who do not meet the criteria in Part A, shall not be further evaluated, and the proposal shall be rejected.  Technical Proposal of Consultants, who meet the criteria in Part A, shall be evaluated further using the scoring scheme contained in Part B	Is the first selection criteria purely based on QBS / only based on technical evaluation?	The first selection criteria is based on mandatory criteria. Technical Proposal will be evaluated for the consultants who qualify the mandatory criteria.
10	Data Sheet ITCreference no 16.1	Reimbursable expenses may be given as follows: (1) a per diem allowance, including hotel, for experts for every day of absence from the home office for the purposes of the Services; (2) cost of travel by the most appropriate means of transport and the most direct practicable route; (3) cost of office accommodation, including overheads and back-stop support; (4) communications costs; (5) cost of purchase or rent or freight of any equipment required	Our understanding is that total costs are the sum of remuneration and reimbursement. Is the total cost considered as a lump sum contract for us and payment will be disbursed as per the payment schedule? If so, this means that reimbursement will not need to be	Payment shall be made as per the milestone given in the ToR.  Information provided in the Reimbursable Form shall only be used to demonstrate the basis for the calculation of the

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES
		to be provided by the Consultants; (6) cost of reports production (including printing) and delivering to the Client; (7) other allowances where applicable and provisional or fixed sums (if any)]	claimed by submitting proofs like bills? If no, a. what are the limits for each category? b. Is everything paid for? c. Is it on actuals or as specified in the contract? d. what is the delay in payment?	Contract's ceiling amount; to calculate applicable taxes at contract negotiations; and, if needed, to establish payments to the Consultant for possible additional services requested by the Client. a) No limits as payment are made as percentage of total contract cost. b) As per the outcome of the negotiation of the financial proposal. c) It is as specified in the contract d) Please refer the Payment Section in the draft contract in the RFP
11	N/A		In case operating on the basis of the proposed payment schedule is inconvenient for us, if it possible to recommend a revised payment schedule?	<b>The consultant may propose their suggestion in FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE, COUNTERPART STAFF, AND FACILITIES TO BE PROVIDED BY THE CLIENT and is subject to outcome of the negotiation.</b>
12	N/A		What kind of infrastructure will be provided by the client - e.g office and incubator space at Guwahati and the districts?	Please refer section (E) of the ToR i.e. SERVICES/FACILITIES TO BE PROVIDED BY THE CLIENT. Office and incubator space at Guwahati and Districts shall not be provided by the client and consultant has to include all the costs related to carrying out the assignment in the financial proposal.

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES
13	Terms of Reference Part C	<p>Scope of Work :</p> <p><b>Identify 100 early stage agri enterprises:</b> This activity involves identifying 100 early stage agri enterprises. <b>Early stage agri enterprise can be a registered enterprise which is operational for at least 6 months.</b></p> <ul style="list-style-type: none"> <li>Developing a robust mechanism for the identification/ admission of the potential entrepreneurs, qualification criteria, broad criteria for the selection of agri enterprises</li> <li>Organize entrepreneurship awareness activities to attract aspiring entrepreneurs to apply for incubation</li> <li>There may also be a need to create awareness about the project and publish expression of interest for agri enterprises to participate in the incubation programme.</li> </ul> <p>The selected agency can utilize different traditional and/or innovate outreach media like the print media, social media etc including both online and off line methods for this activity</p>	Does agro enterprise are the entities registered as Pvt. ltd.? Are entities registered as proprietorship / LLP or Farmer Producer Organizations (FPO's) will also be eligible to receive support under this RFP?	Agri enterprises could be registered as proprietorship/ partnership/ LLP/ Pvt ltd/ Farmer Producer Company (FPC's)
14	Data Sheet ITC reference no 14.1.2	The total estimated time input of the Key Experts' would be for a period 192 months (48 months full time by each of the 4 key experts. Out of the total man-months above, the key experts will have to operate from Assam for atleast half of the total man-months.) (Ref. to the Terms of Reference at Section 7 of the RFP). However, this estimate is indicative only and the Proposal by the consultants shall be based on the Consultant's own estimates for the individual experts/staff to be engaged under the assignment.	Can Incubation Manager / Team Lead work for one week a month based out of Assam and one week remote? And the other three team members be at full time in Assam	The key experts will have to operate from Assam for at least half of the total man-months.
15	Section 2, ITC reference no 2.4	<p>The Client will provide the following inputs:</p> <ol style="list-style-type: none"> <li>Project Appraisal Document (PAD) and Project Implementation Plan (PIP), Environment Management Framework (EMF), Social Management Framework (SMF), Indigenous Peoples Development Framework (IPF) and other relevant available documents</li> <li>Facilitate access to relevant available project data and report that is required to fulfill the tasks outlined in the ToR</li> <li>Ensuring where appropriate, cooperation of concerned line departments for smooth conduct of the assignment</li> <li>Synthesis report of agri enterprise survey done under the project</li> </ol>	Under Section 2. Instructions to Consultants, Point 2.4 Page 14 it is mentioned that client will provide SP (service provider) with draft Project Appraisal Document (PAD) and Project Implementation Plan (PIP), Environment Management Framework (EMF), Social Management Framework (SMF), Indigenous Peoples Development Framework (IPF) and other relevant available documents. Is it possible to share a copy of these documents?	The documents are available at <a href="http://arias.in/publication.html">http://arias.in/publication.html</a>
16	Terms of Reference Part F	OUTPUTS, DELIVERABLES & PAYMENT SCHEDULE	Under Output, deliverables, and Payment: does 5% of payment linked with the selection of 25 enterprises will be dispersed once the selection of enterprise has been made or will be disbursed only at the end of 48 weeks.	5% of payment will be dispersed after the selection of 25 enterprises

#	REFERENCE	EXISTING CLAUSE			QUERIES	RESPONSES
17	Data Sheet ITC reference no. 11.1	Participation of sub consultants , key experts in more than one proposal is permissible			I want to double check that one key expert / sub consultant can apply with two incubators?	Yes, Participation of sub consultants , key experts in more than one proposal is permissible
18	Data Sheet ITC reference no. 14.1.2	48 months full time by each of the 4 key experts out of the total man months , the key expert will have to operate from Assam at least half of the total man month			If any two experts give full man month 48 months can other two / one give a quarter of the total man month to operate from Assam.	The key experts will have to operate from Assam for at least half of the total man-months.
19	Data Sheet ITC reference no. 21.1	Part –A mandatory criteria: under documents required - Profile of agristart up / agri enterprises incubated			What type of profile is required and is what would be the max. Words of the profile.	The profile of the agri enterprise to be restricted to two pages. The page count for Mandatory Criteria as mentioned at ITC clause 21.1 (Data Sheet) is 50 pages.
20	Terms of reference , Scope of Work 8	Early stage enterprise can be a registered enterprise operational for at least 6 months			Registered with whom? Pvt. Ltd. company only or partnership / proprietorship registration will also eligible?	Registered with the applicable authority as per applicable law. Partnership / proprietorship / LLP registration will also be eligible.
21	Terms of reference , Payment schedule	3,4,5 & 6 Selection of 25 enterprises 48 weeks - 5%			Can all these be increase to 10% and all progress report submission reduce to 10% from 15% .	There shall be no change to the existing provision.
22	Terms of reference , Payment schedule	Final report submission 6 weeks – 15%			Is it someone has to wait 6weeks to get the payment of 15%, if so, can this be reduce to 10% to avoid WC blockage.	There shall be no change to the existing provision.
23	Terms of reference , G Enterprise performance indicator	Finance mobilized by the enterprises ( in crores) YR 1 ,10			Can this be from YR 2 ,as in the very 1 <sup>st</sup> year it will be difficult to raise fund for any startup enterprise	There shall be no change to the existing provision.
24	Page number 16. Instruction to Consultants: Data Sheet	<b>Sl. No</b> 1.	<b>Criteria</b> The agency must be a registered with government (Central/state) incubator or accelerator	<b>Documents Required</b> Documentary proof of Registration with central /State Government	We request the Authority to consider changing of this criteria to “ <i>Organizations which have helped set up Incubation programs supported by Central government agencies such as Department of Science and Technology, Atal innovation mission at Niti Aayog.</i> ”	There shall be no change to the existing provision.

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES												
			This would allow incubators who are not registered with the Central or State Government to participate in the bid thereby making it more competitive and fairer to achieve the project objectives.													
25	Page number 22; Submission, opening and evaluation	Bid Submission Date	We request the Authority to reschedule the bid submission date to at least three weeks upon clarifications on the pre-bid queries.	<b>The last date of submission of proposal is extended till 5<sup>th</sup> October 2020. A corrigendum has been issued in this regard.</b>												
26	Clause not included	Limitation of liability	The Client shall not recover from the Consultant, in contract, indemnity or tort, under statute or otherwise, any amount with respect to loss of profit, data or goodwill, or any other consequential, incidental, indirect, punitive or special damages in connection with claims arising out of this Agreement or otherwise relating to the Services, whether or not the likelihood of such loss or damage was contemplated. The Client shall not recover from the Consultant, in contract, indemnity or tort, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this Agreement or otherwise relating to the Services.	There shall be no change to the existing provision.												
27	Page number 16. Instructions to Consultants: Data Sheet	<table border="1"> <thead> <tr> <th>S. No.</th> <th>Criteria</th> <th>Documents Required</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>The agency must be a registered with government (Central/state) incubator or accelerator</td> <td>Documentary proof of Registration with central /State Government</td> </tr> <tr> <td>2</td> <td>The agency should have been in operation for at least two years as on date of submission of bid</td> <td>Incorporation/ Registration Certificate</td> </tr> <tr> <td>3</td> <td>The incubator must operate in the</td> <td>Profile of agri startup/agri</td> </tr> </tbody> </table>	S. No.	Criteria	Documents Required	1.	The agency must be a registered with government (Central/state) incubator or accelerator	Documentary proof of Registration with central /State Government	2	The agency should have been in operation for at least two years as on date of submission of bid	Incorporation/ Registration Certificate	3	The incubator must operate in the	Profile of agri startup/agri	We request the Authority to change the criteria to “ 1. The agency must <b>have provided strategic advisory/ consulting services</b> for agribusiness enterprises.” 2. The agency should have been in operation for at least two years as on date of submission 3. The agency must operate in the agriculture/ agribusiness sector. The agency should have provided incubation/	There shall be no change to the existing provision.
S. No.	Criteria	Documents Required														
1.	The agency must be a registered with government (Central/state) incubator or accelerator	Documentary proof of Registration with central /State Government														
2	The agency should have been in operation for at least two years as on date of submission of bid	Incorporation/ Registration Certificate														
3	The incubator must operate in the	Profile of agri startup/agri														

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES																								
		<p>agriculture/ agribusiness sector. The agency should have provided incubation/acceleration support to at least 20 agri start-ups/enterprises through various programs</p> <p>enterprises incubated.</p>	<p>acceleration enterprises through various programs.</p> <p>We envisage that the entire gamut of services required would require the firm to have a deep understanding of the ecosystem of agribusiness enterprises along with a wide network of investors/ fund managers and other development agencies to adequately manage key tasks such as capital raising, providing tech support and business development support amongst others</p>																									
28	Page number 17. Instructions to Consultants: Data Sheet	<p><b>(iii) Key Experts' qualifications and competence for the Assignment: [35]</b></p> <p>(consultants to refer Section 7 for details on competence required)</p> <p><i>{Notes to Consultant: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Consultant}</i></p> <table border="1"> <tr> <td>1</td> <td>Position K-1: Team Leader &amp; Agribusiness Specialist (1)</td> <td>[15 points]</td> </tr> <tr> <td>2</td> <td>Position K-2: Agricultural Finance Specialist (1)</td> <td>[ 10 points]</td> </tr> <tr> <td>3</td> <td>Position K-3: Entrepreneurship Specialist (1)</td> <td>[ 10 points]</td> </tr> <tr> <td>4</td> <td>Position K-4: Incubation Specialist (1)</td> <td>[ 10 points]</td> </tr> <tr> <td colspan="2"><b>Total points for criterion (iii)</b></td> <td><b>[35 points]</b></td> </tr> </table> <p>The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <table border="1"> <tr> <td>1</td> <td>General qualifications (general education, training, and experience):</td> <td>[15%]</td> </tr> <tr> <td>2</td> <td>Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments):</td> <td>[80%]</td> </tr> <tr> <td>3</td> <td>Experience in designing, due diligence of</td> <td>[5%]</td> </tr> </table>	1	Position K-1: Team Leader & Agribusiness Specialist (1)	[15 points]	2	Position K-2: Agricultural Finance Specialist (1)	[ 10 points]	3	Position K-3: Entrepreneurship Specialist (1)	[ 10 points]	4	Position K-4: Incubation Specialist (1)	[ 10 points]	<b>Total points for criterion (iii)</b>		<b>[35 points]</b>	1	General qualifications (general education, training, and experience):	[15%]	2	Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments):	[80%]	3	Experience in designing, due diligence of	[5%]	<p>We would request the authority to consider replacing "Experience in designing, due diligence of investment funds" to "Experience in designing, due diligence of investment funds/ <b>strategy consulting/ commercial and financial due diligence of companies and capital raising</b>"</p> <p>The criteria for having experience in designing investment funds would limit the number of experts that can be brought in and hence the change is requested</p>	<p>The sub-criteria is revised as "<b>Experience in designing, due diligence of investment funds/ strategy consulting/ commercial and financial due diligence of companies and capital raising</b>"</p> <p><b>A corrigendum is issued in this regard.</b></p>
1	Position K-1: Team Leader & Agribusiness Specialist (1)	[15 points]																										
2	Position K-2: Agricultural Finance Specialist (1)	[ 10 points]																										
3	Position K-3: Entrepreneurship Specialist (1)	[ 10 points]																										
4	Position K-4: Incubation Specialist (1)	[ 10 points]																										
<b>Total points for criterion (iii)</b>		<b>[35 points]</b>																										
1	General qualifications (general education, training, and experience):	[15%]																										
2	Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments):	[80%]																										
3	Experience in designing, due diligence of	[5%]																										

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES						
		<table border="1"> <tr> <td>)</td> <td>Investment funds</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total weight:</b></td> <td><b>100%</b></td> </tr> </table>	)	Investment funds		<b>Total weight:</b>		<b>100%</b>		
)	Investment funds									
<b>Total weight:</b>		<b>100%</b>								
29	Page number 44. Terms of Reference	<table border="1"> <tr> <td>S</td> <td>Designation</td> <td>Minimum Educational qualification and Work Experience</td> </tr> <tr> <td>1</td> <td>Team Leader and Incubation Manager</td> <td>Educational qualification: Post Graduate Degree/Diploma of Minimum two years duration in Business Management or a closely related field from a recognized Institute/university Work Experience: At least 7 years of experience in running/ Managing an incubator/entrepreneurship development, value chain promotion, marketing and &amp; related activities</td> </tr> </table>	S	Designation	Minimum Educational qualification and Work Experience	1	Team Leader and Incubation Manager	Educational qualification: Post Graduate Degree/Diploma of Minimum two years duration in Business Management or a closely related field from a recognized Institute/university Work Experience: At least 7 years of experience in running/ Managing an incubator/entrepreneurship development, value chain promotion, marketing and & related activities	<p>We envisage that the work experience criteria of running/ managing an incubator would limit the number of experts for the proposed role.</p> <p>We request the Authority to consider the criteria for work experience of the team leader as follows: <i>At least 7 years of experience in running/managing/ providing advisory services to an incubator/ business development support/ entrepreneurship development/ value chain promotion/ marketing and related activities either through an incubator or through a professional consultancy organization.</i></p> <p>This would allow for a robust professional with substantial experience across the entire business process of an agribusiness to participate in the proposed project.</p>	There shall be no change to the existing provision
S	Designation	Minimum Educational qualification and Work Experience								
1	Team Leader and Incubation Manager	Educational qualification: Post Graduate Degree/Diploma of Minimum two years duration in Business Management or a closely related field from a recognized Institute/university Work Experience: At least 7 years of experience in running/ Managing an incubator/entrepreneurship development, value chain promotion, marketing and & related activities								
30	Page number 16; Submission, opening and evaluation	Bid Submission Date	We request the Authority to keep the bid submission date at least three weeks after the issuance of response to this pre-bid query. This would provide us with sufficient time in ensuring that the bid is prepared to the highest standards based on the responses provided.	<b>The last date of submission of proposal is extended till 5<sup>th</sup> October 2020. A corrigendum has been issued in this regard.</b>						
31	Page number 15; Instructions to Consultants: Data Sheet	The total estimated time input of the Key Experts' would be for a period 192 months (48 months full time by each of the 4 key experts. Out of the total man-months above, the key experts will have to operate from Assam for at least half of the total man-months.)	We would like to understand if the client will be responsible for providing the necessary incubation space and the required infrastructure facilities within Assam.	Client shall not provide the space and the required infrastructure facilities within Assam for incubation and the consultant is responsible for having all the required facilities and cost it in the financial proposal.						

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES										
32	Page 46; Details of activities, key milestones, schedule of deliverables and payment	Payment schedule	<p>We envisage that the expenditure borne in terms of team mobilization and initial efforts required for outreach will be greater during the initial phases of the project and to this effect would request the authority to consider the change in payment schedule. We would request the authority to revise the payment schedule as following</p> <table border="1"> <thead> <tr> <th>Output</th> <th>Payment (% of contract price)</th> </tr> </thead> <tbody> <tr> <td>Strategy and operations Manual</td> <td>15%</td> </tr> <tr> <td>Selection of 25 Enterprises</td> <td>5% (×4)</td> </tr> <tr> <td>Incubation and Acceleration</td> <td>15% (×4)</td> </tr> <tr> <td>Final report</td> <td>5%</td> </tr> </tbody> </table>	Output	Payment (% of contract price)	Strategy and operations Manual	15%	Selection of 25 Enterprises	5% (×4)	Incubation and Acceleration	15% (×4)	Final report	5%	There shall be no change to the existing provision.
Output	Payment (% of contract price)													
Strategy and operations Manual	15%													
Selection of 25 Enterprises	5% (×4)													
Incubation and Acceleration	15% (×4)													
Final report	5%													
33	Clause not included	Limitation of liability	<p>The Client shall not recover from the Consultant, in contract, indemnity or tort, under statute or otherwise, any amount with respect to loss of profit, data or goodwill, or any other consequential, incidental, indirect, punitive or special damages in connection with claims arising out of this Agreement or otherwise relating to the Services, whether or not the likelihood of such loss or damage was contemplated.</p> <p>The Client shall not recover from the Consultant, in contract, indemnity or tort, under statute or otherwise, aggregate damages in excess of the fees actually paid for the Services that directly caused the loss in connection with claims arising out of this</p>	There shall be no change to the existing provision										

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES
			Agreement or otherwise relating to the Services	
34	Clause not included	Intellectual property	<p>We request the authority to add the following clause:</p> <p>1. Unless otherwise indicated in the SCC, all reports and relevant data and information such as maps, diagrams, plans, databases, other documents and software, supporting records or material compiled or prepared by the Consultant for the Client in the course of the Services shall be confidential and become and remain the absolute property of the Consultant.</p> <p>2. Any information, advice, recommendations or other content of any reports, presentations or other communications we provide under this Contract ("Reports"), other than The Client Information, are for the Client 's internal use only (consistent with the purpose of the particular Services) including the Client 's board of directors, its audit committee, or its statutory auditors</p>	There shall be no change to the existing provision
35	Clause not included	Immediate Termination	The Consultant may terminate this Agreement, or any particular Services, immediately upon written notice to the Client if the Consultant reasonably determines that it can no longer provide the Services in accordance with applicable law or professional obligations	There shall be no change to the existing provision
36	Page 5, Clause 3	<p>3. Conflict of Interest</p> <p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations</p>	We request you to kindly remove the reference to Affiliates. The reference to Affiliates may restrict member firms of any global firm participating in this tender from downstream projects which may emanate from this consulting assignment	There shall be no change to the existing provision

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES
		<p>may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank</p> <p>3.2.1 Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet the Consultant shall not be hired under the circumstances set forth below:</p> <p>a. Conflicting Activities</p> <p>(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p> <p>b. Conflicting Assignments</p> <p>(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.</p> <p>c. Conflicting Relationships</p> <p>(iii) Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Borrower (or of the Client, or of implementing agency, or of a recipient of a part of the Bank's financing) who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the Contract.</p> <p>Page 49, Clause 9</p> <p>9. Consultant Not to be Engaged in Certain Activities</p> <p>The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the</p>		

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES															
		Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project																	
37	Page-4, A. General Provisions Instructions to Consultant Point-1 Definitions, Sub-point: (m)	RFP says- Joint Venture (JV)” means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.	1. Do partner consultant firms need to enter in to legal/registered joint venture? Or a general agreement between partners can suffice the need? 2. In case of joint venture, can a partner firm which is not registered as incubator/accelerator be a lead partner?Please clarify.	1. A notarized agreement committing both the partners is required. 2. The lead partner has to be an registered incubator.															
38	Page-14, E. Data Sheet, Point no. 6.C	RFP says: Government owned Universities, research centers and autonomous specialized institutions offering services on startups would be eligible to participate provided they do not fall under the direct supervision of the hiring department / ARIAS Society	Please clarify if only mentioned institutions are eligible or any other (including private firm) registered as incubation centre are also eligible to apply	Any other (including private firm) registered as incubation centre are also eligible to apply															
39	Point no. (iii) Key Experts’ qualifications and competence for the Assignment Page no.- 17	In RFP it is mentioned that points for Key Experts’ qualifications and competence for the Assignment: <b>[35]</b> <table border="1" data-bbox="344 857 1089 1101"> <tr> <td>1</td> <td>Position K-1: Team Leader &amp; Agribusiness Specialist (1)</td> <td><b>[15 points]</b></td> </tr> <tr> <td>2</td> <td>Position K-2: Agricultural Finance Specialist (1)</td> <td><b>[10 points]</b></td> </tr> <tr> <td>3</td> <td>Position K-3: Entrepreneurship Specialist (1)</td> <td><b>[10 points]</b></td> </tr> <tr> <td>4</td> <td>Position K-4: Incubation Specialist (1)</td> <td><b>[10 points]</b></td> </tr> <tr> <td colspan="2"><b>Total points for criterion (iii)</b></td> <td><b>[35]</b></td> </tr> </table>	1	Position K-1: Team Leader & Agribusiness Specialist (1)	<b>[15 points]</b>	2	Position K-2: Agricultural Finance Specialist (1)	<b>[10 points]</b>	3	Position K-3: Entrepreneurship Specialist (1)	<b>[10 points]</b>	4	Position K-4: Incubation Specialist (1)	<b>[10 points]</b>	<b>Total points for criterion (iii)</b>		<b>[35]</b>	Sum of the points of 4 key expert is coming to 45. We need clarification on this.	<b>A corrigendum is issued in this regard.</b>
1	Position K-1: Team Leader & Agribusiness Specialist (1)	<b>[15 points]</b>																	
2	Position K-2: Agricultural Finance Specialist (1)	<b>[10 points]</b>																	
3	Position K-3: Entrepreneurship Specialist (1)	<b>[10 points]</b>																	
4	Position K-4: Incubation Specialist (1)	<b>[10 points]</b>																	
<b>Total points for criterion (iii)</b>		<b>[35]</b>																	
40	Form Tech 2 B Consultant’s Experience, page no 28	The RFP mentions the following for Consultant’s experience 1. List only previous similar assignments successfully completed 2. The Consultant must substantiate the claimed experience by presenting copies of relevant documents and references Projects such as required for scoring are multi-year projects with also the nature of work being novel. Hence, we request project to modify the criteria.	Requesting project to consider both ongoing and completed assignments as Consultant’s experience in view of our comment (the current RFP, is a potential novel area of work). Also since completion certificate may not always be available we request project to consider other documentation such as work orders/CA Certificate.	There shall be no change to the existing provision															

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES
41	(C) Scope of work Pgae-41, point no. 8 and sub-point 9.1	In point no. 8, it is mentioned as “early stage agri enterprises”, whereas in point no. 9.1, it is mentioned as “startups”. We need clarity on it, as definition for both the entity is different.	Please clarify.	Service Provider (SP) to support 100 agri enterprises which includes both new and existing enterprises, including agri-startups, Farmer producer companies, Co-operatives etc
42	(C) Scope of work, Pgae-41, point no. 8- Identify 100 early stage agri enterprises	Is SP supposed to identify early stage agri enterprises from 24 prioritized districts (as mentioned in RFP) of Assam only or they may be from any district of Assam?	Please clarify.	Agri enterprises could be from any of the districts of Assam
43	(C) Scope of work, Page-42, Point no.9.5- Business Performance Tracking System	<ol style="list-style-type: none"> <li>1. Will it be a part of project MIS?</li> <li>2. What will be the format (excel or web based or App based or other)?</li> <li>3. In case other agency is hired for MIS component, will SP under this project need to develop framework for Business Performance Tracking System?</li> <li>4. Who all will be the end users of this tracking system? Will the review committee use this tracking system report while reviewing progress report?</li> </ol>	Please clarify.	<ol style="list-style-type: none"> <li>1. Business Performance Tracking System will be dedicated tool to be used for monitoring the progress of the enterprises to be supported by the program</li> <li>2. SP to develop best tool suited for Business Performance Tracking System</li> <li>3. SP to develop framework for Business Performance Tracking System</li> <li>4. The service provider and the project shall be the end users of the tracking system. The review committee at ARIAS PCU may use the tracking system report while reviewing progress report</li> </ol>
45	Page-42, Point no. 10 Facilitating access to finance for Agri Enterprises, sub-point 10.3	SP is supposed to facilitate meetings with financial institutions. Does financial institutions include Non-Banking Financial Companies (NBFCs) also?	Please clarify.	Yes, finance could be mobilized from any of the financial institutions as per the needs and in agreement with the agri enterprises

#	REFERENCE	EXISTING CLAUSE	QUERIES	RESPONSES
46	Page-43, (G) Program Indicators and Enterprise performance indicators - Target values	RFP says- Growth in enterprise turnover-20%	Enterprise which will be selected and supported in 1 <sup>st</sup> year of the project will show growth from 2 <sup>nd</sup> year onwards. So expecting 20% growth in 1 <sup>st</sup> year itself seems difficult.	There shall be no change to the existing provision
47	Page-43, (G) Program Indicators and Enterprise performance indicators - Target values, Finance mobilized by the enterprises (in crores)- 10	<ol style="list-style-type: none"> <li>1. Is INR 10 crore a cumulative figure for 25 enterprise together? Or individually they will have to mobilize finance of INR 40 lakh each.</li> <li>2. Finance mobilization of INR 10 crore by 25 early stage enterprise (i.e. INR 40 lakh by each enterprise) seems on very high. Early stage enterprise may face difficulties in mobilizing such amount. Please clarify.</li> </ol>	We suggest Client to relook at this value and target some value which can really be achieved.	The cumulative figure for Finance mobilized by the 25 enterprises (in crores) is 10 crore. However it is preferred that finance is mobilized for majority of the agri-enterprises being incubated.
48	Page-44, (I) key professionals whose CVs will be evaluated Point no. 14	RFP says- Educational Qualification for Entrepreneurship Specialist : Post Graduate Degree/ Diploma of minimum two years duration in Entrepreneurship/ Family Business Management or a closely related field from a recognized Institute/ University	<p>We suggest that education qualification for the said specialist can be relooked.</p> <p>A person having Post Graduate Degree/ Diploma of minimum two years duration in Business Management or Agribusiness Management with sound experience in Entrepreneurship promotion can also fit in for this position.</p>	<b>A corrigendum is issued in this regard.</b>