

**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING,
DEPARTMENT OF LABOUR**

Memo No. DET526/2015/Vol-II/2649

Dated Shillong the 23 July, 2019

MINUTES OF THE PREBID MEETING FOR SELECTION AND ENGAGEMENT OF TRAINING SERVICE PROVIDER FOR CAPACITY BUILDING OF ITIs STAFF AND DECT/DOL OFFICIALS OF MEGHALAYA UNDER SHCDM PROJECT HELD ON 9th JULY, 2019 AT 15:00HOURS IN THE OFFICE OF THE DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING, GROVESITE, KEATING ROAD, SHILLONG.

The meeting was chaired by The Director, Directorate of Employment & Craftsmen Training (DECT) who welcomed all the Bidders/Bidder's representative and all officers present.

The Director briefly explained the purpose of the meeting. The meeting was attended by only 1(one)-potential bidder, and its representatives. However, several written queries through email were received from two potential bidders. The list of attendees and their signatures are recorded in the attendance sheet and enclosed (**Annexure-1**). The Chair informed the house that only one bidder attended Pre-bid meeting on the 9th July, 2019 and the list of attendees was recorded and enclosed at **Annexure-1**.

A presentation on the Request for Proposal (RFP) has been shared with the potential bidder. Subsequently, the queries, and d o u b t s were raised by the bidders and its representatives followed by clarifications from DECT/DoL (PIU3) officials present.

The following discussions were recorded during the pre-bid meeting: -

1. The Bidder raised a query on the requirement on the list of participants, module wise with location.

Reply: The official of the DECT informed the bidder that the list will be made available to the bidder.

2. The Bidder has also raised the following queries vide their email dated 09 July 2019.

Query-1: For Basic Training, duration will be 12 days, including travel time. Therefore, actual training duration will be 10 or 9 days only.

Reply: Training duration for basic is 10 Days excluding travel days, ie. from Monday to Saturday

Query-2: Similarly, for Advanced Training, actual training duration will only be 4-days.

Reply: Training duration for Advance is 4 Days excluding travel days, ie. from Tuesday to Friday

Query 3: DA to the participants for on-site and off-site training will be given by DECT or TSP. If it is to be given by TSP, then it has to be included in the financial proposal

Reply: Training cost should also include

- a) OPE (Out of Pocket Expenses)

- b) *Local Travel Cost*
- c) *Commuting Cost*
- d) *Lodging and Boarding Expenses*
- e) *Local Travel Cost at training location/ venue*
- f) *Training Fee*

Query 4: Accommodation arrangements for the participants undergoing training at Shillong/Tura will be made or cost will be reimbursed by DECT.

Reply: Lodging & boarding arrangement for the participants for onsite (Shillong/Tura) training modules will have to be arranged by the TSP and the Cost should be included in the Financial Proposal.

Query 5: Similarly cost of lunch/tea for the participants undergoing training at Shillong/Tura will be managed by DECT or TSP.

Reply: The TSP shall bear the cost of lunch/tea for participants.

Query 6: Local travel cost in Meghalaya/Delhi/Pune/Bhopal/etc. has to be borne by DECT/participants.

Reply: The TSP shall bear all the travelling cost

Query 7: All travel arrangements have to be made from Guwahati.

Reply: Yes, from Guwahati to Training venue/location.

Query 8: Many times, it is more convenient to travel through train (overnight). I think it should be permissible.

Reply: Travel through overnight by train (2AC/3AC) for short distance is permissible

Query 9: Accommodations for the participants have to be arranged on sharing basis.

Reply: Accommodations for the participants may be arranged on sharing basis (twin bed) and separate room for males and females.

Query 10: Certification will be done after the completion of all three phases (Basic, OJT and Advanced).

Reply: Certification to be done at the end of each Module. Final certification to be done of all instructors/ teaching staff to be done at the end of assessment.

Query 11: Training (including travel & accommodation) will be arranged by the TSP for the number of participants mentioned in the proposal. In case, few candidates drop from the training, then how this cost will be compensated

Reply: The payment milestone will be on module wise and therefore cost compensation will not arise if one/two trainees drop out.

Query 12: Section-2, 2.2 Criteria, Sub-criteria and Point System for Evaluation, Level 2, S.N. 3 (Page 24), it is, mentioned that TSP should have a track record of having successfully completed the training of at least 1000 people during the last 5-years preceding the date of submission of its proposal. I hope the number 1000 is not only related to the trainings organized for ITI staff.

Reply: The training of at least 1000 (one thousand) participants/trainees is not limited to ITI staff only

Query 13: In addition to the bidding document non-refundable fee of INR 1,500 (Rupees One Thousand and Five Hundred Only), bidders participating in this RFP must furnish an Earnest Money Deposit of (EMD) of INR 7,14,000/- (Indian Rupees seven lakh fourteen thousand only) in the form of Bank Guarantee(BG) as per specified format. Is it applicable for Govt. Institutions also?

Reply: The Earnest Money Deposit (EMD) is applicable for all bidders.

Query 14: Form TECH-6: Trainer's Organization and Experience, it is assumed that this form is to be filled (for each project) for all the relevant national & international projects executed by CRISP. Kindly confirm.

Reply: The bidder shall have to submit a separate form (Form TECH-6) for each project they have executed.

Query 15: Section-2, 2.1 Eligibility Criteria, (h) the bidder/TSP should have a pool of well-trained technical manpower as faculty/instructor/trainer/etc to conduct theory and practical sessions in each module. Signed copy of CVs of key and non-key Resources along with photograph and proof of experience should be submitted. *What kind of proof is required to be submitted along with CVs?*

Reply: The bidders will have to submit the experience certificates of the resource persons they intend to depute for the Capacity Building Program

Query 16: As per section 3.15 (page 41), Indicative milestone and Payment Schedule, it seems that the complete project has to be executed on payment of 20% of project cost, and TSP would need to submit a performance bank guarantee of 10% (Ten percent) of the contract price. That means TSP will work only on 10%. Next 70% will be released on completion of Capacity Building Programmes and submission of reports. It is suggested that some payment (20% to 30%) may be released against the completion of certain percentage of trainings, against S.N. 3.

Reply: The payment milestone indicated in Sec 3.15 is final, however, necessary modifications, if required, shall be done during Contract Negotiation.

Query 17: It is requested to postpone the submission date by 2 weeks.

Reply: The request for extension of the date of submission will be decided by the competent authority and the bidders will be informed accordingly

At the end, the Chair extended gratitude and thanks all members, potential bidder and its representatives for making it convenient to attend the pre-bid meeting. The Chair also requested to potential bidders to participate in the bid and to make it successful.

Sd/-
Director,
Employment & Craftsmen Training
Meghalaya, Shillong

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Copy to:

- 1) The Principal Secretary to the Government of Meghalaya, Labour Department, for favour of information.
- 2) Shri. P.K Agrahari, Secretary to the Government of Meghalaya, Finance Department & Deputy Project Director SHCDM, for favour of information.
- 3) The SIO, National Informatics Centre, Shillong with a request to kindly upload the same in the 'What's New' Section of the DECT website.



Director,
Employment & Craftsmen Training
Meghalaya, Shillong
