

Reply to Queries

**RFP for appointment of an Urban Planning Consultancy Firm/ HR Agency as Service Provider for providing the services of 10 Urban Planners
invited vide RFP (e-tender) No. 6/1/2024-TP dated 16.01.2024**

01. Pilliwar & Associates

02. Kalinth Advisors Private Limited (Black Brix)

03. All India Institute of Local Self Government (AIILSG), New Delhi

| | Clause/ Page No. | As per the RFP | Suggested Changes | Comments of the Department |
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| 1 | Clause 2.2, Page No. 9 | Eligibility Criteria: 1. The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none"> Registered under the Companies Act 2013 Registered under the Indian Partnership Act 1932 Registered under the Indian Trusts Act 1882 Registered under the Societies Registration Act 1860. Registered under the Limited Liability Partnership Act 2008. | One additional point should be considered stating Sole Proprietorship firm should also be considered for eligibility which is not mentioned presently. | Eligibility Criteria: In addition to the five modes of registration, the following two conditions are also acceptable <ul style="list-style-type: none"> One Person Company registered under the Companies Act, 2013, Registered under the Indian Proprietorship Act 1908. |
| 2 | Clause 2.5, Page No. 11 | Format and Signing of Bid a) By the proprietor, in case of a proprietary firm; or | The term proprietor or proprietary firm is not mentioned in Eligibility Criteria Section. | As in the RFP |
| 3 | Clause 3.3, Page No. 19 | Technical evaluation framework Table A. Technical Capability of the Firm, S.No. 1. Location of its office in Manipur/ NE State | S.No. 1 should be omitted for bid and shall be made necessary of the work only. | As in the RFP |
| 4 | Bidder's Data Sheet, Page 5 | S.No. 6. Pre-bid Meeting Date of Pre-bid meeting 25.01.2024 at 1:00 PM. Venue: Town Planning Department, Imphal, Manipur | S.No. 6. Kindly Provide virtual Platform link to attend pre-bid meeting virtual. | As in the RFP |

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| 5 | Bidder's Data Sheet, Page 6 | <p>S.No. 15. Earnest Money Deposit (EMD): Refundable: Rs. 1,00,000/- (Rupees one lakh only) which shall be payable in the form of Demand Draft.</p> <p>Note: The Demand Draft shall be drawn from any Nationalized/ Scheduled Bank in Favor of "Chief Town Planner, Town Planning Department, Manipur" payable at Imphal.</p> | S.No. 15. We would request you to exempt the EMD for MSME registered firms as per the guidelines of Govt. Of India | As in the RFP |
| 6 | Clause 3.3, Page No. 19 | <p>Technical evaluation framework Table A. Technical Capability of the Firm,</p> <p>S.No. 3. Past experience of the Agency in preparation of detailed project report for projects implemented by Government of India (1 project: 5 marks and 2 projects: 10 marks)</p> | S.No. 3. Past experience of the Agency in preparation of detailed project report/Master Plan/ Development Plan/ GIS Based Master Plan for projects implemented by Government of India (1 project: 5 marks and 2 projects: 10 marks) | As in the RFP |
| 7 | Clause 4.24, Page No. 23 | The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month. | We would request you to at least consider an advance payment for the first three months and later the process of the RFP can be followed. | As in the RFP |
| 8 | Clause 3.3, Page No. 19 | <p>Technical evaluation framework Table A. Technical Capability of the Firm,</p> <p>S.No. 4 Experience of the agency in providing HR related services: a) As service provider for urban missions of the</p> | <p>S.No. 4 Experience of the agency in providing HR related services: a) As service provider for urban missions of the Ministry of Housing and Urban Affairs, Government of India for state Government like</p> | As in the RFP |


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| | | Ministry of Housing and Urban Affairs, Government of India (15 marks) or b) As service provider for the missions implemented by the Central Government. (10 marks) | (PMAY/AMRUT/SBM/ SCM) (15 marks) or b) As service provider for the missions implemented by the Central Government. (10 marks) Or C) As service provider for state Government projects with Municipal Corporations or Municipalities. | |
| 9 | Bidder's Data Sheet, Page 6 | <p>S.No. 15. Earnest Money Deposit (EMD): Refundable: Rs. 1,00,000/- (Rupees one lakh only) which shall be payable in the form of Demand Draft.</p> <p>Note: The Demand Draft shall be drawn from any Nationalized/ Scheduled Bank in Favor of "Chief Town Planner, Town Planning Department, Manipur" payable at Imphal.</p> | <p>We request that the text be altered to Refundable: Rs. 1,00,000/- (Rupees one lakh only) which shall be payable in the form of Demand Draft. Note: The Demand Draft shall be drawn from any Nationalized/ Scheduled Bank in Favor of "Chief Town Planner, Town Planning Department, Manipur" payable at Imphal.</p> <p>Exemption in Bid fee & EMD by Micro & Small Enterprises registered with NSIC: The companies who are registered with Micro & Small Enterprises and also have the NSIC Certificate under Government Store Purchase Programme having certificate clearly indicating the amount of "Quantitative Capacity Per Annum" (amount of Quantitative Capacity Per Annum shall be more than the estimated cost of Work) are exempted from the submission of Tender document fee / EMD on submission of requisite proof in the form of valid certification from MSE and NSIC."</p> | As in the RFP |

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| | | | <p>Request for Waiver from Application fee and bid processing fee Amount for MSMEs in compliance with S.O.581(E) published under Gazette of India as "Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012" – Kindly refer Clause 10 which.</p> <ul style="list-style-type: none"> • guides the public procurement process to provide tender sets at free of cost to registered MSMEs. • Exempts them from payment of earnest money deposits (EMDs) to registered MSMEs. <p>(We are recognised as a Category 'D' (Micro) MSME (UAM No. – TN02D0156946) by the Ministry of Micro, Small, and Medium Enterprises.</p> | |
| 10 | Clause 2.2, Page No. 9 | <p>Eligibility Criteria: S.No. 2. The bidder must be at least five years in business (up to the last date of submission of bid)</p> | <p>S.No. 2. The bidder must be at least three years in business (up to the last date of submission of bid). Relaxation of Financial Criteria and Technical criteria so as to allow Organisations with suitable technical experience to participate and the make the process more competitive. (We are recognised as a Category 'D' (Micro) MSME (UAM No. – TN02D0156946) by the Ministry of Micro, Small, and Medium Enterprises. As per The Ministry of Micro, Small, and Medium Enterprises (MSME)</p> | As in the RFP |

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| | | | released a policy circular on 10th March 2016 for “Relaxation of Norms for Startups and MSMEs in Public Procurement on Prior Experience – Prior Turnover criteria” . | |
| 11 | Clause 3.3, Page No. 19 | Technical evaluation framework Table A. Technical Capability of the Firm, S.No. 2. No. of years in existence (5-7 years: 5 marks, above 7 years: 10 marks) | S.No. 2. We Request that the text be altered to – No. of years in existence (3-5 years: 5 marks, above 5 years: 10 marks). Relaxation of Financial Criteria and Technical criteria so as to allow Organisations with suitable technical experience to participate and the make the process more competitive. (We are recognised as a Category ‘D’ (Micro) MSME (UAM No. – TN02D0156946) by the Ministry of Micro, Small, and Medium Enterprises. As per The Ministry of Micro, Small, and Medium Enterprises (MSME) released a policy circular on 10th March 2016 for “Relaxation of Norms for Startups and MSMEs in Public Procurement on Prior Experience – Prior Turnover criteria” . | As in the RFP |
| 12 | Clause 3.3, Page No. 19 | Technical evaluation framework Table A. Technical Capability of the Firm, S.No. 1. Location of its office in Manipur/ NE State | S.No. 1. We Request that the text be altered to – The bidder should have at least one registered office in India. Request for relaxation in Mandatory Eligibility Conditions so as to allow Organisations with suitable technical experience to participate and to make the process more | As in the RFP |

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| | | | <p>competitive and for MSMEs in compliance with S.O.581(E) published under Gazette of India as “Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012” and Start-up India Registered firms. (We are recognised as a Category ‘D’ (Micro) MSME (UAM No. – TN02D0156946) by the Ministry of Micro, Small, and Medium Enterprises. And Our team has rich prior experience working in Aviation, maritime sector, railway, infrastructure, tourism sector projects and we carry rich on-ground geographical experience across sectors.)</p> | |
| 13 | <p>Clause 3.3, Page No. 20</p> | <p>Technical evaluation framework Table B. Team Capabilities (Key Professionals),</p> <p>S.No. 1. Lead Urban Planner: Master’s Degree in Urban/ Regional Planning from an institute recognized as Urban Planner by the Institute of Town Planners, India with a minimum of 15 years’ experience (Experience above 15 years: 5 marks & above 20 years: 10 marks)</p> | <p>S.No. 1. We Request that the text be altered to – Master’s Degree in Urban/Regional Planning from an institute recognized as Urban Planner by the Institute of Town Planners, India with a minimum of 8 years’ experience (Experience above 8 years: 5 marks & above 10 years: 10 marks)</p> <p>Request for relaxation in Mandatory Eligibility Conditions so as to allow Organisations with suitable technical experience to participate and to make the process more competitive and for MSMEs in compliance with S.O.581(E) published under Gazette of India as “Public Procurement Policy for</p> | <p>As in the RFP</p> |

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| | | | Micro and Small Enterprises (MSEs) Order, 2012" and Start-up India Registered firms. (We are recognised as a Category 'D' (Micro) MSME (UAM No. – TN02D0156946) by the Ministry of Micro, Small, and Medium Enterprises. And Our team has rich prior experience working in Aviation, maritime sector, railway, infrastructure, tourism sector projects and we carry rich on ground geographical experience across sectors.) | |
| 14 | Clause 3.3, Page No. 20 | Technical evaluation framework Table B. Team Capabilities (Key Professionals), S.No. 2. Deputy Urban Planner: Master's Degree in Urban/ Regional Planning from an institute recognized as Urban Planner by the Institute of Town Planners, India with a minimum of 10 years' experience (Experience above 10 years: 4 marks & above 15 years: 8 marks) | S.No. 2. We Request that the text be altered to – Master's Degree in Urban/ Regional Planning from an institute recognized as Urban Planner by the Institute of Town Planners, India with a minimum of 3 years 'experience' (Experience above 3 years: 4 marks & above 5 years: 8 marks). | As in the RFP |

 20.01.24.

(N. Benju Singh)
Chief Town Planner
Town Planning Department