

The pre-bid meeting was held on 01.06.2013 in the Madhusudan Conference Hall of Industries Directorate, Odisha, Cuttack at 11 AM under the Chairmanship of the Additional Director of Industries, Odisha with participation of representatives from various prospective bidders.

The response to written queries received from the prospective bidders and queries discussed during the pre-bid meeting are given below. Besides, the addendum to the RFP has been prepared placed at Annexure A for better clarity of the document and smooth bidding process.

<b>Sl. No.</b>	<b>Relevant clauses of RFP</b>	<b>Bidders Query</b>	<b>Response</b>
1	2.3 (Eligible Agencies) (Page No. 4)	Request for lowering the minimum annual turnover requirement from Rs. 20.00 crores to Rs. 10.00 Crores	RFP clause remains unchanged
2	2.2 (Scope of Work) (Page No. 3)	Details of Global Impact Investors Meet to be mentioned about the financial aspects, geographical location etc.	The cost of organizing the Global Impact Investor Meet will be borne by the State Government. Engagement of any third party for organizing these meets will be done with due approval of government. The PMA will be responsible for overall conduct of these events and will provide the requisite knowledge support.
3	Annexure II – Bid Letter Proforma ( 2 (a)Documents forming part of Technical Bid) (Page 12)	Please clarify if self –certified copies for educational qualifications is for the last degree obtained by the individual, proposed as part of project team	The copies of all the relevant certificates should be self-certified and attached
4	2.5 (b) & (d) (Bid Evaluation)  (Page No. 5 & 6)	Please clarify whether various credentials to be submitted to satisfy the eligibility and evaluation criteria should be unique assignments	Bidders need to provide unique assignments as credentials so that one assignment is not used to satisfy more than one eligibility/ evaluation criteria and there is no duplicity. For abundant clarity, the bidders can repeat assignments used for establishing eligibility (as per Clause 2.3) for evaluation purpose (as per Clause 2.5). However assignments cannot be repeated during evaluation as per 2.5 (b) and 2.5 (d).
5	2.5 (BID EVALUATION)	Experience of preparation of project reports and providing project management consultancy services for the private sector in the food processing field may also be considered in evaluating the strength & computing the technical score of the firms/resource.	RFP clause remains unchanged

<b>Sl. No.</b>	<b>Relevant clauses of RFP</b>	<b>Bidders Query</b>	<b>Response</b>
6	2.5 (BID EVALUATION)	The firms/JVs that have already been appointed as Program Management Agencies for NMFP by other State Government may be given due importance by including it suitably in the Qualification Criteria & Computation of Technical Score	The credentials required for the assignment are covered in section 2.3. RFP clause remains unchanged
7	2.4 (KEY PERSONNEL) (Page No. 4)	Considering the scope of work for the PMA, suggestion addition of 2 resources as Support Staff in addition to the 4 key personnel.	Please refer Addendum at Annexure A.
8	2.4 (KEY PERSONNEL) (Page No. 4)	The Clause mentions that "The Consulting team may be supported by specialists as required". Is there any minimum requirement on number and extent of involvement of these experts.	The requirement of such experts will be on need basis. The engagement of specialized experts at any additional cost will be done with prior approval of competent authority.
9	2.2 (SCOPE OF WORK) (Page No. 2 & 3)	The scope of work as per (Bullet Point 9) "Capacity Building of entrepreneurs in project execution and supply chain management." is too vast and the PMA may not be in a position to fulfill the same	The scope of work has been modified  Please refer Addendum at Annexure A.
10	2.6 (COMMERCIAL BID) (Page No. 6) and Annexure II (b) (Page No. 13)	The Commercial Bid format does not mention whether the professional fees to be quoted are monthly/ annual/ 4 years.  The format also does not specify whether the professional fees to be quoted should be inclusive of Service Tax, Out of Pocket Expenses and applicable taxes and other statutory levies etc.	Clause 2.6 and Annexure II (b) have been modified  Please refer Addendum at Annexure A.
11	Clause 5 of Draft Memorandum of Agreement (Commencement) (Page No. 17)	Commencing work immediately on signing of MOU/ agreement will not be possible for any professional firm	Clause 5 of Draft Memorandum of Agreement has been modified.  Please refer Addendum at Annexure A.
12	Clause 5 (Period of the Assignment)  (Page No. 9)	The Draft Memorandum of Agreement already has provision for Termination of Agreement by SMD Odisha during any time of the contract due to non-performance on part of the PMA. As such there is no need of extension of contract every year which would necessitate signing the contract every year.	Clause 5 of Draft Memorandum of Agreement has been modified.  Please refer Addendum at Annexure A.

Sl. No.	Relevant clauses of RFP	Bidders Query	Response
13	General	The RFP and the Draft MOU does not mention the location or full time deployment of the PMA team.  Please confirm whether the PMU would be provided space by the Government in its own offices or whether this should be budgeted as part of the commercial bid.	There will be full time deployment of PMA team at the office of the State Mission Director.  The basic office infrastructure such as office space and IT requirement will be provided by the Directorate
14	General	Please confirm if bidders can bid as a consortium.	Consortium is not allowed
15	Draft Memorandum of Agreement	The Draft Memorandum of Agreement does not mention the period of contract to be of 48 months.  The Draft MOU does not have clauses pertaining to Limitation of Liability and Indemnity. Typically MoUs of similar assignments have provision for limitation of liability.	Please refer Addendum at Annexure A.

OFFICE OF THE DIRECTOR OF INDUSTRIES: ODISHA

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Memo No. NMFP-I-7/2013 - 112 /SMD

Dated 10th June, 2013

Copy to the Additional Secretary to Government, MSME Department, with reference to Department letter No. III-MSME-(NMFP)-136/2013- 2218/MSME dated 03.05.2013 for information.



Mission Director, NMFP &  
Director of Industries, Odisha

Memo No. NMFP-I-7/2013 - 113 /SMD

Dated 10th June, 2013

Copy to the Technical Director, NIC, State Office, Bhubaneswar for information & necessary action. He is requested to arrange hosting of the document in MSME Department website for wide publicity.



Mission Director, NMFP &  
Director of Industries, Odisha

## Addendum to RFP

No. NMFP-I-07/13 No. 95/SMD, Cuttack dated the 16<sup>th</sup> May, 2013

Revised/New Clauses for "Request For Proposal for Engagement of Program Management Agency (PMA) For implementation of Centrally Sponsored Scheme - National Mission on Food Processing (NMFP) in State of Odisha during 12th Plan period"

Sl. No.	Clause Reference	Original Clause	Revised/New Clause
4	2.4 KEY PERSONNEL	<p>The Consultancy Team shall consist of the following key personnel (the "Key Personnel"):</p> <ul style="list-style-type: none"> <li>▪ Team Leader: He will lead, co-ordinate and supervise the multidisciplinary team for undertaking the activities. The Team Leader should have experience in managing at least three projects in a leadership role in the areas of private sector development, implementation support for central/state schemes, program management and monitoring, project evaluation/appraisal and investment facilitation / mobilization.</li> <li>▪ Food/ Agri sector Specialist: Should be an MBA or Masters in agriculture or allied areas having experience in at least two assignments in agri-business sector in a consulting / advisory capacity. He should also have the experience of handling macro analysis and of conducting feasibility studies in the food sector. Value Chain Specialist should have hands on experience of in analyzing agro-value chain and in establishing market linkages.</li> <li>▪ Investment and outreach Expert: Should be MBA with experience in focused investor outreach programs. Should have experience in at least two projects related to conducting investment promotion programs for state / central government and other agencies.</li> <li>▪ Operations Expert: Should be an MBA with experience of at least two projects in the area of supply chain, warehousing and cold chain, infrastructure management, technology sourcing.</li> </ul> <p>The Consulting team may be supported by specialists as required.</p>	<p>The Consultancy Team shall consist of the following key personnel (the "Key Personnel"):</p> <ul style="list-style-type: none"> <li>▪ Team Leader: Should be a Masters in Business Administration or equivalent with at least 10 years of relevant experience. He / She will lead, co-ordinate and supervise the multidisciplinary team for undertaking the activities. The Team Leader should have experience in managing at least three projects in a leadership role in the areas of private sector development, implementation support for central/state schemes, program management and monitoring, project evaluation/appraisal and investment facilitation / mobilization.</li> <li>▪ Food/ Agri sector Specialist: Should be an MBA or Masters in agriculture or allied areas with at least 5 years of relevant experience having experience in at least two assignments in agri-business sector in a consulting / advisory capacity. He should also have the experience of handling macro analysis and of conducting feasibility studies in the food sector. Value Chain Specialist should have hands on experience of in analyzing agro-value chain and in establishing market linkages.</li> <li>▪ Investment and outreach Expert: Should be MBA having at least 5 years of relevant experience with experience in focused investor outreach programs. Should have experience in at least two projects related to conducting investment promotion programs for state / central government and other agencies.</li> <li>▪ Operations Expert: Should be an MBA having at least 5 years of relevant experience with experience of at least two projects in the area of supply chain, warehousing and cold chain, infrastructure management, technology sourcing.</li> <li>▪ Support Personnel (2 No.s): Should be MBA having at least 3 years of relevant experience</li> </ul> <p>The Consulting team may be supported by specialists as required.</p>

## Addendum to RFP

No. NMFP-I-07/13 No. 95/SMD, Cuttack dated the 16<sup>th</sup> May, 2013

Sl. No.	Clause Reference	Original Clause	Revised/New Clause
	2.2 (SCOPE OF WORK) Bullet Point 9	<b>Capacity Building of entrepreneurs in project execution and supply chain management:</b> PMA would provide capacity building services to entrepreneurs in execution of the projects. Such services may include providing expert services on identification and establishment of effective supply chain, technology sourcing, market linkages etc.	<b>Capacity Building of entrepreneurs in project execution and supply chain management:</b> PMA would facilitate and support the State Mission in capacity building of entrepreneurs in execution & management of the projects / enterprises. Such services shall include organizing workshops/seminars/ EDP for entrepreneurs and knowledge dissemination.
	2.6 (COMMERCIAL BID)	The agency should quote lump sum monthly professional fee for consulting services that shall include all out of pocket expenses, applicable taxes and other statutory levies etc.	The agency should quote lump sum monthly professional fee for consulting services that shall include all out of pocket expenses, and exclusive of all applicable taxes etc which should be indicated separately.
	Clause 5 of Draft Memorandum of Agreement (Commencement)	M/s ABC shall commence the work immediately on signing of MoU /agreement.	M/s ABC shall commence the work within 2 weeks on signing of MoU /agreement.
	Clause 5 – Annexure I (Period of the Assignment)	The tenure of assignment / contract would be for a period of 48 months from the date of signing of this agreement. The engagement shall be extended every year after review of the performance.	The tenure of assignment / contract would be for a period of 48 months from the date of signing of this agreement.
	Clause 7 (Validity) of Draft Memorandum of Agreement	This MOU shall be valid until and unless it is expressly terminated. During validity of MOU, SMD Odisha and ..... will take effective steps for implementation of MOU.	"Unless terminated earlier this Agreement shall expire after 48 months from the date of this Agreement. During validity of Agreement, SMD Odisha and ..... will take effective steps for implementation of this Agreement."
	Clause 14 (Liability of PMA) of Draft Memorandum of Agreement – <b>New Clause</b>		The aggregate liability of the PMA under this agreement, or otherwise in connection with the services to be performed hereunder, shall in no event exceed the total professional fee hereunder unless otherwise it is decided by any competent court or under arbitration.
	Clause 15 (Indemnity) of Draft Memorandum of Agreement – <b>New Clause</b>		"The PMA will indemnify the SMD, Odisha for any direct loss or damage that is caused due to PMA's fraud, willful misconduct, gross negligence, breach of confidentiality or breach of third party intellectual property rights in the performance of the services."

**Addendum to RFP**

**No. NMFP-I-07/13 No. 95/SMD, Cuttack dated the 16<sup>th</sup> May, 2013**

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**Annexure – II  
(b) Commercial Bid: (Revised)**

*(On the Letterhead of the Consultant)*

Sub: **Engagement of Program Management Agency for NMFP .**

Having gone through the RFP document and having fully understood the scope of work for the Study as set out in these documents; we are pleased to quote the following Professional Fees for the Assignment:

<b>In Figure</b>	
<b>In Words</b>	

**The agency should quote lump sum monthly professional fee for consulting services that shall include all out of pocket expenses and exclusive of all applicable taxes etc.**

Any cutting / overwriting in the Bid documents must be authenticated by the authorized signatory of the applicant agency.

Yours faithfully

(Signature of the applicant)

(Name )

Date-----

Place-----