

Gujarat CSR Authority

Pre Bid Meeting on Tender (2nd attempt) entitled Engaging a Consulting Agency to Undertake Sensitization Seminars, Training Programmes And Other Activities on behalf of Gujarat CSR Authority held on 11th December 2015 at GCSRA office at 12:00 PM.

Following participants attended the meeting:

- (1) Shri. A.M. Tiwari, IAS –CEO,GCSRA
- (2) Mr. Palak Sheth , Director, Oakbrook
- (3) Ms. Rajvi Nagori, Manager, Oakbrook
- (4) Ms. Somya Jain, Consultant, KPMG
- (5) Ms. Ruchi, Assistant Manager, KPMG
- (6) Mr. Chinmay Talegaonkar, Consultant, Raman Development Consultants
- (7) Mr. Biswajit Pradhan, Associate Director, Sanguine Management Services
- (8) Mr. Deepak Sinh, Manager, IL & FS Education
- (9) Mr. Dorab Bhatporia, Manager, IL & FS Education
- (10) Mr. Anil Misquith , Operating Partner, Samitha Social Ventures
- (11) Mr. Rohit Patel, MT, Nirmal Foundation
- (12) Ms. Prachi Tyagi, Project Officer, Nirmal Foundation
- (13) Ms. Ankita Arora, Jr. Project Officer, GCSRA
- (14) Mr. Chirag Vyas, Jr. Project Officer, GCSRA

2. General Details and approach of the tender documents were discussed.

3. Following clarifications were made on queries raised during the meeting.

Q. Are Project Managers required by the agencies to carry out the activities of this tender?

A. No Project Managers are required to undertake the activities. Officers, who can monitor, implement and facilitate the activities are only required.

Q. How to submit financial bids?

A. Bidders who wish to participate in this selection process will have to register on <https://www.nprocure.com>. Further; participating Bidders will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic commercial proposal. For more details please refer Page no. 8 of the tender document.

Q. Will the Authority provide the list of Companies working in Gujarat?

A. The list of the companies working in Gujarat will be provided by GCSRA. Consulting agency has to ensure that CSR Plans of at least 25% of these companies are registered and uploaded on Authority's website.

Q. Does Authority have its own IT platform?

A. Registration formats and other backend support will be developed by GCSRA in consultation with the web development agency. Cost of the website management and other IT support will be borne by GCSRA. The requirement from Consulting Agency will be limited to contacting the Companies, obtaining the data in the required format and provide the data in excel sheet to GCSRA.

Q. We want to clarify regarding holdings meetings with various PSUs. Do we need to hold 3 such meetings with banks other PSUs and MNCs individually?

A. The agency has to organise and conduct a total of at least 3 such meetings with minimum 25 participants each and minutise and provide a list of follow up action in consultation with GCSRA. The list of Companies will be provided by GCSRA.

Q. What are the relevant topics and issues that are to be considered while developing information packs for uploading on Authority's website to create knowledge base for CSR practitioners?

A. Topics and issues mentioned in schedule 7 of the companies act are relevant.

Q. What will be the role of 1 senior consultant and 2 junior consultants who will be deployed by consulting agency to GCSRA?

A. The consultants will be responsible to take up the activities of AWP such as offering strategic support to serious CSR initiatives, carrying out assessment of credible partners, etc. and not for the activities mentioned in the point A to D of Activity Group-2.As such, they will supplement existing manpower of GCSRA to take up such tasks which are presently outside the scope of the Terms of the present tender. It shall also be noted that the above manpower is based on Authority's present estimation of work load and actual number may significantly vary. Payment for this Task will be made as per the detailed estimation of individual activities which will be finalised and agreed upon beforehand. For more details please refer Page no. 14 of the tender document.

Q. For generating revenue under Activity 1, it would be difficult at the initial stage due to lack of awareness. What support can be expected from Authority in this regard?

A. The agency would get some limited facilitation support from Authority. They will be allowed to use Authority's letter head, logo and even sponsoring companies' logo if they want. However, they will have to mainly rely on their and other Consortium partners' resources.

Q. Will the Consulting Agencies be able to mobilise funds in advance from Authority?

A. No advance would be given by the Authority for any activity. Consulting Agencies can raise the bills on monthly basis and the amount will be reimbursed to them on the basis of detailed estimation of individual activities which will be finalised and agreed upon beforehand.

Q. Do we need to stick to the estimated amount of revenue and expenditure mentioned in the tender document?

A. No. The estimated amount of revenue and expenditure mentioned is the broad range provided and is taken for the purpose of Authority's internal estimation. Bidders will have to carry out their own estimation considering the scope & quality of activities, their approach & methodology and time frame proposed by them.

Q. How the fluctuations in the service tax would be dealt by the Authority?

A. Any changes in the service tax from time to time would be taken into account at the time of payment by the Authority. The financial offer must include all taxes, levies and duties along with present level of Service Tax.

Q. In holding the sensitisation seminars, does the consulting agency need to stick to number of participants mentioned in the tender document?

A. Numbers of participants mentioned are just estimation by the Authority and may vary. Ideal number of participants should be mentioned by the consulting agency, based on their understanding of the assignment, in the Approach and Methodology part of their Technical proposal.

Q. Can we continue working with other companies by supporting their CSR activities?

A. Yes, Consulting Agency can continue working with other companies.

Q. In organising the programmes as mentioned in the tender document, do we need to conduct all the activities like hosting pretraining programme dinner, travel arrangements for field visits etc. mentioned in point (f) Page 17

A. The activities mentioned are just some suggestions based on which Authority's internal estimates were developed and the Consulting Agency may change them as per their requirement and approach.

Q. Any relaxation can be given in case of presence of Consulting Agency in Ahmedabad?

A. Yes, the Agency can provide a letter of undertaking stating that although there is no office in Ahmedabad at present, but it will be set up before signing of the agreement and commencement of work.

4. Following other points were clarified:

- a. Supportive Documents for Experience of having handled similar or related activities on behalf of a Client in last three years would be a list of assignments self-certified by the consulting agency rather than a list of assignments certified by CA.
- b. For the purposes of assigning scores on Turnover and Profits, median of all the bids received will be given maximum score, which means that every bidder above the median will also score maximum points.
- c. To facilitate smooth functioning of the assignment Authority can provide, free of charge, sitting space with a computer and internet facility to maximum 3 persons (besides the maximum of 3 consultants provided to take up the activities of AWP) from the Consulting Agency. All other cost on this account, including telephone expenses, will be borne by the Consulting Agency. This support may be considered by the prospective bidders while finalizing their financial offer.
- d. If during the duration of the contract consulting agency develops some important or unique data, it will be handed over to the Authority after the contract period gets over.
- e. Authority agreed to the request made by some of the participants to extend the last date for submission of offer and agreed to extend this date to 4th January 2016.

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(A.M.Tiwari)
CEO, GCSRA

11th December' 2015
Ahmedabad