

Gujarat CSR Authority

Pre Bid Meeting of Tender entitled Engaging a Consultant Agency to Provide Project and Knowledge Management Support to GCSRA held on 18th July'18 at GCSRA office at 12:30 PM.

Following participants attended the meeting:

- (1) Mr. Pankaj Kamliya, COO,GCSRA
- (2) Mr. Kedar Jani, Director, Raman Development Consultants Pvt. Ltd.
- (3) Mr. Arvind Patel, Director, SOCH Development Support Pvt. Ltd.
- (4) Mr. Subhash Advani, Consultant – CSR Advisory, PwC India Pvt. Ltd.
- (5) Ms. Yamini Chandra, Corporate Interface, Entrepreneurship Development Institute of India
- (6) Ms. Ankita Arora, 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. Will the cost for office space, IT infrastructure (computer, Internet, Printing, communication etc.), local travel/travel for office purposes be borne/provided by GCSRA?

A. The Consultant has to carry the laptop/ computer for them. All other support like internet, printing communication, office space, local travel for official purpose etc. will be borne by GCSRA.

Q. Does this cost estimate also include cost of travelling/local conveyance for requisite activities and communication costs?

A. Cost towards the travelling/ local conveyance for requisite activities mentioned in the Scope of work of the tender document as well as additional need based tasks assigned to the agency by GCSRA will be reimbursed on actual basis after the submission of original bills to GCSRA.

Q. Will the cost/fee for Activity 1-7 (PMU) be paid periodically (i.e. monthly or so) and what would be the payment framework for revenue sharing activities mentioned in 8-10?

A. Yes the cost/ fee will be paid periodically on the basis of submission of the following documents a) Request letter clearly mentioning the amount of payment, b) Bank Details c)

Certificate of satisfactory service from the designated officer of the client and on the basis of deliverables. For revenue sharing activities, agency needs to submit the detailed breakup of revenue (total income and expenses sheet) after the completion of event. However, the payment will only be made to agency for revenue sharing once GCSRA receives all the payment from the participants and sponsors etc.

Q. Article 2, Point 8, 9 & 10 will have associated costs of communication, local travel, brochure, printing, adequate training facility costs etc. Will these preparatory costs for seminars and training will be borne by GCSRA and the same will be accounted for in the revenue sharing model.

A. Yes, preparatory costs for seminars and training will be borne by GCSRA and the same will be accounted for in the revenue sharing model.

Q. What expenses are included in the calculation of net revenue by GCSRA? (i.e. how does GCSRA calculate net revenue – direct costs, indirect costs etc?)

A. Expenses incurred on branding of GCSRA as well as its sponsoring partners of events will be accounted in the revenue sharing model.

Q. Article 2, Point 8, 9 & 10 sponsorships for any Act 8-10 will be considered as a part of revenue.

A. Yes, the sponsorships will be considered as a part of revenue.

Q. The RFP suggests that any Activity other than 1-11 will be based on revenue-sharing model. If that is indeed the case, is there a need for submission of person days consulting and relevant fees?

A. Yes, for any other activity other than mentioned in Activities 1 to 11, the bidder shall submit the rates on the number of person days required for completion of such additional works. The same shall be submitted in the format being provided in Annexure 6.

Q. What are the Parameters and Procedure of Evaluation of the bids?

A. The Bids will be evaluated on a quality and cost based selection (QCBS) basis of 80:20.

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COO, GCSRA