

**Minutes of the Pre-Proposal Conference for
“Inputs of New Design and Value Addition in Handloom &
Participation/Organisation of Trade Fair and Buyer Seller Meet (BSM) under APART on
03rd January, 2022 at 11:00 AM in the PCU of ARIAS Society, Khanapara- 22, Guwahati.**

Ref. RFP NoARIAS/APART/830/2019/89 Dated Guwahati the 18th December, 2021

The following officials of ARIAS Society and representatives of the consultancy firms were present in the pre-proposal conference meeting:

Officials of the ARIAS Society:

1. Sri P.R. Dash, PCMS, ARIAS Society
2. Dr. Mamata B. Sarma, SMS, APART
3. Sri Kulen Chandra Deka, Coordinating Officer, H&T, APART
4. Sri Jamini Borgohain, OPIU-H&T
5. Sri. A. Deka, RC&APE, ARIAS Society
6. Sri PrasenjitChaliha, PME, ARIAS Society

Representative of the Firms:

1. Goutam Kumar Mahanty, EDII
2. Prof. Amarendra Kumar Das, IIT Guwahati
3. Dr. Pratul C Kalita, IIT Guwahati
4. Utsav Mishra, E&Y
5. Anubhav Jain, E&Y
6. AnshumanSaikia, E&Y

Attendance sheet of the meeting is enclosed at **Annex-1**. The attendance sheet also consists of the names of participants present online.

1. Mr.PritiRanjan Dash, PCMS welcomed all the participants & Sri Jamini Borgohain explained the need and scope of the assignment.
2. During the meeting, the ARIAS Society officials clarified the queries of the representatives of the firms who attended the meeting, subject to the approved minutes of pre-bid meeting to be formally issued. The queries received through email till the date of finalization of the pre-id minutes were also clarified. The queries raised and the clarifications provided (including the clarifications received through email) are enclosed at **Annex-2**.

Minutes Signed,



(PritiRanjan Dash)

Procurement and Contract Management Specialist,
ARIAS Society

Date: 17th January, 2022

Copy by email to:

1. Service Provider Agency: (a) EDII: srep.assam@ediindia.org; rajesh@ediindia.org; (b) IIT Guwahati: dasak@iitg.ac.in; pratulkalita@iitg.ac.in; (c) E&Y: utsav.mishra@in.ey.com; anubhav4.jain@in.ey.com; anshuman.saokia@in.ey.com; (d) NEDFi: fsultana@nedfi.com; psonowal@nedfi.com;
2. The responses to the queries will be uploaded in www.arias.in
3. Internal: All concerned officials of the ARIAS Society present in the meeting/ MIS Section for uploading in website.

Annex- 2

**Queries and Responses on the RFP No ARIAS/APART/830/2019/89 Dated Guwahati the 18th December, 2021,
for Hiring of Consulting Services for "Inputs of New Design and Value Addition in Handloom & Participation/Organisation of Trade Fair and Buyer Seller
Meet (BSM) under APART**

#	REFERENCE	EXISTING CLAUSE	CLARIFICATION/QUERIES	REPLY
1	Data Sheet Pg.15, Point no 2.4, sub point B	1. Project Appraisal Document (PAD) and Project Implementation Plan (PIP), Environment Management Framework (EMF), Social Management Framework (SMF), Indigenous Peoples Development Framework (IPF) and other relevant documents 2. Facilitate access to relevant available project data and report that is required to Statement of Undertaking is required: Yes	It is requested to share the relevant documents Mentioned below which needs to be considered while preparing a well-rounded proposal covering all aspects related to ToR: 1. Diagnostic study on weaver's need in respect to Eri and muga silk approved by WB 2. IPF and other relevant documents 3. Other relevant project data and report	The documents are available in the ARIAS Website. The Diagnostic Study on weavers need in respect to Eri and Muga is cancelled.
2	Data Sheet Pg.16, Point no 10.2	Statement of Undertaking is required: Yes	It is requested if you can clarify the document / format of the statement of undertaking	A standard format can be used for furnishing the 'Statement of Undertaking'.
3	Data Sheet Pg.16, Point no 17.7 and 17.9	The Proposals must be submitted no later than: Date: 20th January 2022; Time: 2:00 PM (IST)	This is a complex RFP where selection is based purely on quality with special weightage to A&M and team. Therefore, more time is requested for careful examination and development of a tailor-made approach and putting together a team of handpicked expert suited to the requirement. Hence, in order for the consultant to submit a well-rounded proposal. It is requested to extend the proposal submission date by at least 2-3 weeks	The proposal submission deadline is extended. A corrigendum is issued in this regards.
4	Data Sheet Pg.17, Point no 19.1	The opening shall take place at: "same as the Proposal submission address" Date: 20th January 2022; Time: 2:30 PM (IST)	It is requested if the opening shall be changed by 2-3 weeks in line with extension of submission deadline.	The proposal submission deadline is extended. A corrigendum is issued in this regards.
5	Data Sheet Pg.15, Point no 2.1	Mode of Selection: Quality Based Selection	Since, it is Quality Based Selection (QBS), request to share an indicative budget for the assignment	Estimated time input of Key Wexpert is 75 months.
6	Data Sheet Pg.17, Point no. 21.1, Mandatory Documents subPoint no. 3	Minimum annual turnover of Rs 3 Crore in the last 3 financial years (i.e., 2017-2018, 2018-19 & 2019-20)	Since it's a large-scale project with strategic importance, it is requested if the Minimum annual turnover to be changed to Minimum 100 crore per year in the last 3 financial years as the selected consulting agency must have financial capacity to sustain the project in case of delays of payments or any other similar situations. So, in order to get the proposals from the well-established agencies that have previously worked on similar size assignments and have the capability to deliver the project smoothly over a 3-year period. It is requested to change it to minimum 100 crore.	There shall be no change to the existing provision.
7	Data Sheet Pg.17, Point no. 21.1, Evaluation Criteria	Additional Weightage	It is requested to add weightage / marks to organisation credentials in handling multiyear/ large implementation projects in clusters/ MSME development. Projects with value over 3 crore and more than 2 years duration	There shall be no change to the existing provision.

