

Dated: 28.03.2022

**CLARIFICATION****Request for Proposal (RFP) for selection of an agency for setting up a Project / Programme Management Unit (PMU) for Scholarship Division, Ministry of Minority Affairs, Government of India.**

The following clarifications are hereby issued to the RFP document dated 14.02.2022 referred to above for 'Selection of an agency for setting up a Project / Programme Management Unit (PMU) for Scholarship Division, Ministry of Minority Affairs, Government of India:

Sl. No.	References	Description	Query/Suggestion	Remarks by Ministry of Minority Affairs
1	Part II, Data Sheet, Clause No. 3.19 (1.1) Specific experience of Consultant	Experience in setting up PMU in Central/State Government Project/Programmes/Scheme	It is suggested to amend the criteria indicating minimum value of the projects that will be considered. Suggested value is INR 1 Cr or above.	The kind of experience required is amply elaborated in Section 3, Part-I (Clause 3.2 and 3.3)  However, due to some error in printing of RFP (placed on MoMA website), the revised sheets of pages 13 & 14 have been issued vide Corrigendum dated 28.03.2022.
2	Part II, Data Sheet, Clause No. 3.19 (1.2) Specific experience of Consultant	Successfully carried out assignments for similar schemes pertaining to social sector/educational sector, with DBT component, of Central/State Government Ministries/Departments during the last 5 years, with PMUs having been existence for at least for 2 years	It is suggested to indicate minimum value for the projects that would be considered. Suggested value is INR 1 Cr or above	Same as clarified above.

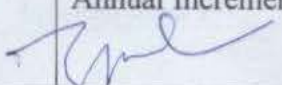
3	Part II, Data Sheet, Clause No. 3.19 (2.3) Organizational and Staffing	5 Marks	Ministry may please clarify the difference between Form FIN-3 and Form FIN-4	There is no such form as Fin-4 in the RFP document.
4	Section 6 Terms of Reference S. No. 10 Payment Terms	The payment shall be made to the Consultant by MoMA subject to the receipt of quarterly invoices of resource persons deployed during the period, deliverables achieved, and fulfilment of terms and conditions and the payment of Consultants will be linked to the attendance which will be monitored by bio-metric monitoring system	It is requested that the payment frequency may please be made as monthly instead of quarterly	Payment terms given in the RFP will be followed.
5	2.7.1 (pg. 10)	The first ranked applicant (the "Selected Applicant") shall be called for discussions while the second and third ranked Applicants will be kept in reserve.	We understand that there shall be no price negotiations during such discussion. Please clarify.	There is no provision for price negotiation with the selected agency.
6	3.4 (pg. 14)	In case of any requirement during the assignment period, the agency shall provide additional staff as per the eligibility prescribed in Para 3.3 on the same cost, terms & conditions.	We understand that for any additional staff, additional payment would be made basis rates discovered for that profile through this RFP for the deployment period. Also, suitable time would provide to on-board such resource.	For any additional staff, additional payment will be at par with the existing payment structure for the similar posts. The selected agency is expected to provide the resource personnel at the earliest possible time.
7	3.4 (pg. 14)	Personnel shall put together a multi-disciplinary team (the "PMU Team") for undertaking this assignment.	For effectively implementation and monitoring of the various schemes, it is necessary to have a PMU experienced in management, coordination, and collaboration, as also clearly indicated in section	This is beyond the scope of Pre-Bid meeting. The required qualification of the consultants as mentioned in the RFP is final.



			2.1.2, from Pg. 43 to 45 of the RFP. Since this PMU would perform management and technical function both, it is suggested that the team should have mix of management and technical consultants.	
8	3.4 (pg. 14)	Team Lead	The Team Lead would be in-charge of the overall management, stakeholder coordination, monitoring & evaluation etc. The Team Lead should have good technical understanding and experience of e-Governance projects. Since the RFP mentions using open-source technologies, it is suggested to remove requirement of any proprietary analytics / visualization tool such as Tableau.	Para 3.4.1 mentions the desired qualifications which has coherence with the indicative job profile of the resource personnel selected as Team Lead. Tableau Certified/ Experience of Data Analytics with Artificial Intelligence tools is only a desired qualification which will be of added advantage.
9	3.4 (pg. 15)	Senior Data Analyst	This is primarily a technical role and there is no need to hold a Management degree (MBA). It is suggested to remove the requirement of MBA.  It is also suggested to add one Data Analyst (at junior level with up to 3 years' experience) to aid the Senior Data Analyst and the team.	The number and details of key personnel required in the PMU team shall be as laid down in Para 3.4 (Section 3, Part I)
10	3.11	Should the need arise; however, the Ministry may	You may understand that	It has been mentioned in

	(pg. 20)	request Consultants to extend the validity period of the proposals.	reserving key personnel for a specific project and for a much longer duration is not feasible for the Bidder. Hence, we request you to allow us to replace the personnel if the same is not available post the bid validity period specified in the RFP.	Para.3.11 (Section-3, Part – I) that consultants could submit new staff replacement, which would be considered in the final evaluation for award of the contract.
11	3.22.2 (pg. 25)	The selected Consultant will sign the contract after fulfilling all the formalities/pre- conditions mentioned in the standard form of contract in Section-7, within 5 days of receipt of the signed copy of letter of intent (LOI) from the bidder to the Ministry.	We request you to give Bidder at least 15 days for signing of contract post receipt of LoI. We need to pass through a few internal processes and hence we would require the mentioned timeline.	The time of 15 days sought for is unduly long. However, suitable extension of time may be considered at the time of signing of contract.
12	3.23 (pg. 25)	Confidentiality	The confidentiality obligations shall survive the termination of this Contract / completion of services for a period up to one (1) year.	Agreed.
13	3.25 (pg. 26)	Payment Terms	To maintain continuity of cashflow and avoid any further lag in payments, it is suggested to make the payment on monthly basis.	The payment terms shall be governed by the relevant clauses in the RFP.
14	3.17 (pg. 27)	Last date & time and address for submission of proposal: 07.03.2022	It is requested that the last date of bid submission should be extended by at least 3 weeks after the date of issuance of any corrigendum / pre-bid clarifications so that internal approval process of the organization can be completed,	The last date is extended for the period upto 20.04.2022. Consequently, the other timelines as mentioned in Section 3, Part II of the RFP will stand amended as mentioned in the



			and compelling value proposition can be prepared.	Corrigendum dated 28.03.2022.
15	1.2 (pg. 28)	Successfully carried out assignments for similar Schemes pertaining to social sector/educational sector, with DBT component, of Central/State Government Ministries/Departments during the last 5 years, with PMUs having been existence for at least for 2 years.	Please consider all Service Delivery projects involving G2C Services with or without DBT component. Please remove the requirement of PMU for at least 2 years.	No change in RFP Document possible at this stage.
16	1.3 (pg. 28)	Bidder with highest turnover from Government consulting services amongst all the bidders will get full marks, vis-à-vis the aspect of turnover, while the rest will get marks on proportionate basis.	Beyond the minimum average turnover sought in this bid, it does not reflect additional capability of the bidder. There is no benefit to award marks in proportion to the highest turnover amongst all the bidders. This criterion / clause may be removed.	Point no. 1.3 under 'Section 3: Instructions to Bidders (Part II)' on page- 28 of the RFP document has been amended through the Corrigendum.  The relevant clause is to be read as under:  'Bidders having average turnover/receipt of Rs. 20.00 crore or more from the Government Consulting Services during of the years 2018-19, 2019-20 and 2020-21 will get full marks, vis-à-vis the aspect of turnover, while the rest will get marks on proportionate basis.'
17	1.2 (pg. 34)	IT & MIS Lead - Man-month requirement - 36 months	Since there are 2 resources, the man-month requirement should be 72 months	May be read as 72 man months
18	pg. 34	Annual Increment 	It is suggested that Year-wise man-month rates be	This beyond the scope of RFP. Annual

			<p>taken i.e., Year 1, 2 and 3. The total amount in current format may be misleading if there is an increment in Year 2 and Year 3. Please change the format accordingly.</p> <p>Further, an Annual increment percent may be sought from the bidder for any contract extension beyond 3 years.</p>	increment is the prerogative of the selected agency.
19	pg. 34	Taxes	It is critical that GST be kept separate as it is statutory provision and be paid as per prevailing rates at the time of invoicing.	The summary of cost shall be prepared as per FORM FIN -2
20	pg. 35	Form Fin-3	Form Fin-2 is sufficient, Form Fin-3 is repetitive and contains no new information that is provided by the Bidder. Hence, it should be removed.	In Form FIN -3, additionally the names of the proposed staff are to be mentioned
21	1.2 (pg. 36)	<p>It is envisaged that the proposed PMU would be involved in simultaneous efforts on a number of fronts including:-</p> <p>i. Development of a robust analytics platform using predictive analytics, machine learning and AI and design evidence based and AI enabled policy ecosystem for the 5 educational empowerment schemes of Ministry of Minority Affairs.</p>	<p>It is understood that the PMU team would primarily be having a techno-functional Consulting role. However, development of an analytics platform should be with an Application Development Agency and PMU should be responsible for providing the requirements, defining the parameters, monitoring of implementation, making uses cases for analytics and</p>	<p>The proposed PMU will be required to develop the analytics platform, as mentioned in the RFP. The cost for IT infrastructure etc. will be borne by the Ministry. It is further clarified that the bidder shall include the cost provisioning for development of the analytics platform using Open-Source technologies. In</p>

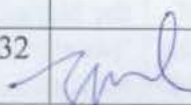


			<p>dashboard, coordination with Ministry and other departments and states.</p> <p>The RFP neither seeks implementation experience of analytics platform development from the Bidder nor does it provision for cost of platform (even considering open source), IT infrastructure, product development, maintenance etc. which is an separate exercise in itself. Therefore, in case any other procurement is needed such as data analytics platform, MoMA would procure and deploy the same separately.</p>	<p>case the Ministry requires any proprietary tools to be used, the cost for same shall be borne by the Ministry.</p>
22	1.2 (pg. 37)	Scholarship Schemes	<p>It is understood that there are other platforms such as NSP of MeitY which is utilized by MoMA for the scholarship schemes. Please clarify on the modalities of obtaining / accessing data from these schemes. Ideally, there has to be a technical integration through certain means such as using APIs between the Analytics Platform and NSP. Such integration would allow to develop dynamic, real-time analytics, and</p>	<p>It is clarified that the PMU shall coordinate for obtaining the data access through APIs from the respective development teams of the existing portals. The PMU shall convey the API structure, including relevant fields etc., and the development teams shall provide access to the required data using APIs. The Ministry shall facilitate the interactions</p>

			dashboards for visualization.  Similar question arise for integration with the platform of other 2 schemes with UGC and Canara Bank. Please clarify who would be responsible for this technical integration.	between PMU and the respective development teams.
23	2.1.1 (pg. 42)	Artificial Intelligence related Scope of Work for the PMU	As stated in previous query and suggestion, the task of developing and maintaining the analytics platform, customizations, technical integration with other platforms, data cleansing, ETL, AI/ML training models should be under the purview of an implementing agency and PMU can provide support to MoMA for it. The PMU can carry out the required analytics using the tool deployed and availability of data from the other agencies.	The selected PMU will be expected to carry out the functions laid down in the RFP.
24	Section 6 - ToR Para 1.2 (i) (pg. 36)	(iii) knowledge building and dissemination, documentation of success stories and lessons through traditional channels and social media (iv) continuous monitoring and evaluation of the 5 schemes	(i) It is understood that the social media handles would be managed by MoMA, while the PMU's role will be limited to formulating content for the same.  (ii) the monitoring and evaluation for every scheme may be clarified as 'once a year'.	Agreed.  This will be as per requirement at such frequency as may be required by the competent



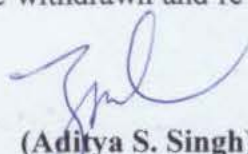
				authority in MoMA.
25	2.1.1.B.ii (pg. 42)	Data Correlation - The PMU will help Ministry to correlate the scholarship data from other sources like AISHE/UDISE, Census, Minority Population data, etc.	It is understood that MoMA will facilitate access to the external data sources	Most of the data are available in the public domain. Wherever required MoMA will intervene to facilitate.
26	2.1.1 (pg. 43)	Enhancing User Experience	PMU shall make best efforts to suggest measures to enhance the user experience. However, such system data should be captured in the NSP / UGC / Canara Bank platform and made available to the data analytics platform. The PMU can suggest on the changes required in UI/UX and the responsibility of any change in any of the platforms would lie with the respective implementation teams.	The PMU team will liaise with the concerned organizations, if required, to enhance user experience.
27	XV. (pg. 44)	XV. PMU.....Should be able to independently initiate all issues through e-office (noting and drafting)	It is proposed that PMU members do not initiate e-office, as it is typically the preserve of government officials. However, the PMU members will provide all inputs to the concerned officials for drafting note sheet.	The PMU team is expected to carry out overall functions for implementation of specified schemes as laid down in RFP.
28	(pg. 45)	3. Proposed PMU Structure. Replacement which is not approved by the Ministry will attract a penalty of 5% of the quarter's fee in which personnel is not available.	Suggested change: Replacement which is not approved by the Ministry will attract a penalty of 5% of the fee of the resource profile for the period in which resource is not	The penalty shall be imposed for reasons attributable to the bidder. The 'penalty clause' indicated in RFP shall be followed.

			available. Any delay in providing approval for replacement resource should not attract any penalty.	
29	6 pg. 46	Penalty	We understand that the penalty shall only be considered for the reasons solely attributable to the Bidder. Also, the maximum penalty shall be capped at 10% of the quarterly payment. Please confirm.	The penalty shall be imposed for reasons attributable to the bidder. The 'penalty clause' indicated in RFP shall be followed.
30	3 pg. 46	<b>Penalty:</b> Project or process delays or any delays within the scope of work will attract a penalty of 1% per week of the total project value up to 6 weeks. Thereafter, Work order will be treated as cancelled and cancellation charges of 10% of work order value will be levied.	The engagement is on Time & Material basis, where the PMU team works under the direct supervision of the Client. Since deliverables and timelines are not defined upfront in such engagement, it is understood that no penalty be levied for delay in such a mode of engagement.	The engagement shall be within the time limit of mentioned in the Contract to be executed with the selected PMU. In case of default, action will be taken as per the terms of contract.
31	10 pg. 47	Payment Terms: ..... Payment of consultants will be linked to the attendance which will be monitored by bio-metric monitoring system.	Given the successful adoption of hybrid working model, it is proposed that the physical presence of entire team at MoMA office should not be insisted for all team members. This will result in efficiency gains for MoMA. However, the PMU team members will ensure that they are available in office for all meetings/discussions when needed.	The attendance of the Consultants shall be governed by the general guidelines of Attendance issued by the Government for all the Government servants, in general, from time to time and shall be applicable for the PMU team members as well.
32		Limitation of Liability	Notwithstanding anything the	No change in RFP Document



			liability of the Consultant shall not exceed the total fee received or total contract value whichever is lower.	possible at this stage
		<p>1. It is to appraise you that as per the Public Procurement Policy for MSEs Order, 2012 notified under section 11 of MSMED Act, 2006 (<a href="https://msme.gov.in/public-procurement-policy-micro-and-small-enterprises-mses-order-2012">https://msme.gov.in/public-procurement-policy-micro-and-small-enterprises-mses-order-2012</a>), registered MSEs are exempted from submitting the Tender Cost and EMD (refer Exemption of MSMEs to submit Bidder Fee and EMD at <a href="https://msme.gov.in/sites/default/files/Sch-vol1-151214.pdf-sri.pdf">https://msme.gov.in/sites/default/files/Sch-vol1-151214.pdf-sri.pdf</a>). We request you to kindly waive off the EMD of Rs. 5,00,000/-</p> <p>2. Sir, for a quality proposal, this is to humbly request you to kindly extend the date of proposal submission by 1 week.</p>		<p>As per GFR-2017, exemption to MSEs and MSMEs is allowed only for procurement of goods.</p> <p>The last date is extended by a period upto 20.04.2022. Consequently, the other timelines as mentioned in Section 3, Part II of the RFP will stand amended as mentioned in the Corrigendum dated 28.03.2022.</p>

2. Due to unavoidable circumstances, the uploading of the Clarification has been delayed. Hence, the timeline of submission of the bid has been extended as per the details given in the Corrigendum dated 28.03.2022. In case any bidder has submitted the bid in compliance of the original timeline, it is requested that the same may be withdrawn and re-submitted on the basis of the Clarification provided herein above.

  
(Aditya S. Singh)

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