

**Clarification of Pre-Bid Queries**  
**RFQ for Empanelment of Consultants**

S.No	Clause Description	Details of Item per Tender Requirement	Query/ Suggestion	Clarifications
<b>Name of Firm: M/s TRACTEBEL ENGINEERING Pvt. Ltd.</b>				
1	Document Fee / Application Fee Page No 04, 07, 12 of 53	<ul style="list-style-type: none"> <li>• Submission of document fee of Rs.10, 000/- for each RFQ on or before 1500 Hrs on 06/03/2017.</li> <li>• In case, if RFQ is downloaded from website, the requisite document fee of Rs. 10,000/- in form of Demand Draft, In favor of Indian Ports Association shall be submitted along with bid.</li> <li>• 4.3. The applicants, who have submitted application fee will only be allowed to participate in the pre-bid meeting.</li> <li>• <input type="checkbox"/>9.3 The applicant has to submit along with the bid document Rs. 10,000/- as non-refundable application fee.</li> </ul>	The referred clauses are contradictory.  Please clarify.	<p><b>Bidders have to submit one EMD and separate document fee for each category (i.e for this RFQ, maximum three document fee can be submitted). Suppose a bidder wants to apply only under Category-1 but for all the 5 sub categories, then he has to submit one document fee.</b></p> <p><b>EMD will be one for all the three categories i.e 1,2,3.</b></p>
2	6.0 Brief Scope in various disciplines Page No. 08 of 53	<p>6.1 Category – 1.....</p> <p>6.2 Category – 2 ....</p> <p>6.3 Category – 3.....</p>	The brief scope given for various disciplines are very generic.  Refer Form TP-3, where RFQ asked for comments and suggestions on TOR and in Form TP-4, where RFQ asked for technical approach,	<b>TP-3 &amp; TP 4 stands deleted. Please refer to Addendum No -2</b>

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			<p>methodology, work plan, organisation and staffing.</p> <p>In order to understand the technical requirements, we suggest you to provide the detailed TOR for each category.</p>	
<b>3</b>	<p>8.0 Evaluation Criteria for category -1,2,3 works Page No. 11 of 53</p>	<p>8.1.1 - Response : The applicant should submit clients completion certificate for each assignment to support their claim along with firm's experience and team experience separately not more than 2 pages for specific assignments by the authorized person of the firm.</p>	<p>The requirement of team experience for specific assignment is not clearly understandable. Request you further elaborate the requirement for our better understanding.</p>	<p><b>Team Experience means</b></p> <ul style="list-style-type: none"> <li>• <b>Team profile</b></li> <li>• <b>Contribution made by each member of the Team in the project</b></li> <li>• <b>The length of service of each team member</b></li> </ul>
<b>4</b>	<p>9.15 Earnest Money Deposit Page No. 14 of 53</p>	<p>No tender will be considered which is not accompanied by a sum of Rs.2,50,000.00 (Rs. Two lakhs and fifty thousand only) as Earnest Money Deposit. In the event of the bidder withdrawing the tender before the expiry of 180 (one hundred and eighty) days from the date of opening of the tender, the tender shall be cancelled and the earnest money deposit therewith forfeited by the IPA.</p>	<p>Since, it is an Empanelment process, we request you to consider submission EMD in the form of Bank Guarantee (BG). Also, Bank Guarantee format may be provided for our reference.</p>	<p><b>Clause remains unchanged</b></p>

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		The Earnest Money shall be paid in the form of Demand Draft(DD) issue by a Nationalized Bank / Scheduled Bank drawn on New Delhi Branch of the Bank in favor of the Indian Ports Association, New Delhi		
<b>5</b>	9.19 Evaluation Process Page No. 15 of 53	The weights given to Key Personnel and financial Bid are: • Key Personnel = 70 Points • Financial Bid = 30 Points	This is a very specialized work. Deep knowledge and understanding on the subject plays a major role. Hence, we propose the points for evaluation on Key personnel as 80 Points and Financial as 20 points, rather than 70 points and 30 points as proposed in RFQ. It is requested to amend QCBS weightage for the evaluation accordingly.	<b>Clause remains unchanged</b>
<b>6</b>	Form TP-3 - Comments & suggestions on TOR Page No. 49 of 53	Comments & suggestions on TOR	Kindly illustrate the Terms of Reference (TOR) for us to provide comments and suggestions.	<b>TP-3 &amp; TP 4 stands deleted. Please refer to addendum -2</b>
<b>7</b>	Form TP-4 - Approach & Methodology Page No. 49 of 53	Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:	Kindly illustrate the Terms of Reference (TOR) for us to present technical approach, methodology etc.	<b>TP-3 &amp; TP 4 stands deleted. Please refer to addendum -2</b>

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		a) Technical Approach and methodology, b) Work Plan, and c) Organization and Staffing		
<b>8</b>	The Schedule for Receipt of the application :Page No. 04 of 53	Receipt of offers on or before 27/03/2017 before 3:00PM (IST). The opening of offers at 3.30 PM on 27/03/2017	Request you to kindly extend the date of submission by at least 2 weeks from the date of receipt of pre bid clarifications.	<b>Extended.</b>  <b>Please refer to Addendum-1 on the website.</b>
<b>Name of Firm : M/s ROYAL HASKONING DHV</b>				
<b>9.</b>	Pg 4 – Tender Doc fee / Pg 12 - Clause 9.3	.	Can the Tender Doc fee submitted along with the Response to the Empanelment RFQ? i.e. on the submission date ?  Please clarify if the consultant wants to submit its application for all sub categories in category 1, can they submit one Demand Draft for INR 10,000 for this category? SO likewise if a consultant wants to bid for Class A all categories, 3 DDs will need to be submitted. Please confirm	<b>Please refer clarification at SI No 1 above</b>
<b>10</b>	Pg 14 – EMD, Clause 9.15		We kindly request you to accept the EMD in the form of Bank Guarantee. Please confirm.	<b>Clause remains unchanged</b>
<b>11</b>	Pg 50 - Form TP - 4		Please confirm if this is required to be submitted at this stage?	<b>TP-3 &amp; TP 4 stands deleted. Please refer to addendum -2</b>

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<b>12.</b>	Pg 53 - Form TP – 6		Please confirm if this is required to be submitted at this stage?	<b>Yes</b>
<b>Name of Firm : M/s Alia Consulting Solutions</b>				
<b>13</b>			We are empanelled as consultant. Do we still need to re-empanel?	<b>Yes.</b>  <b>Please refer Notice on IPA Website</b>
<b>Name of Firm : M/s CRISIL</b>				
<b>14</b>	Clause 7.1	<i>Average annual turnover during the last 3 financial years ending 31st March (, 2013-14, 2014-15 and 2015-16) should be at least, Rs 75 Lakhs</i>	We observe an accounting cycle with year ending on December 31st. Thus request you to accept, <i>Average annual turnover during the last 3 financial years ending with 31st December (2013, 2014 and 2015</i>	<b>Accepted w.r.t only those companies who observe accounting cycle with year ending on December 31<sup>st</sup></b>
<b>15</b>	Clause 8.1.1	<i>The applicant should submit clients completion certificate for each assignment to support their claim along with firm's experience and team experience separately in not more than 2 pages for specific assignments by the authorized person of the firm.</i>	Request to consider the mandate letter or CA certificate in cases where completion certificate is not available.	<b>Certificate from statutory auditor for receipt of 100% professional fee for each assignment to support the claim will also be considered in place of completion certificate. However, if required, IPA will verify the completion claim from client.</b>
<b>Name of Firm : M/s Worley Parsons India Private Ltd</b>				
<b>16.a</b>	Category-1 on Page 3		Item (e), "Rock dredging works", is usually part of the "Dredging Works"	<b>Clause remains unchanged</b>

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			when considering technical consultancy. Hence, we request that items (e) and (d) be merged for both Class-A and Class-B empanelment	
<b>16.b</b>	Note on Page 4		Note states “The bidder needs to submit only one EMD irrespective of the number of categories”. Please confirm that only one EMD of value Rs.2,50,000 (Two Lakh and Fifty Thousand) is to be submitted regardless of the number of Classes and Categories that the consultant applies for.	<b>Please refer clarification at SI No 1 above</b>
<b>17</b>	Page 10		The RFQ document states “Similar Works: The Tenderer should have experience of providing advisory services as mentioned in respective Categories under Article-6”. Please elaborate on this clause. Is Article 6 the same as “Section 6.Brief scope of various disciplines”?	<b>Yes</b>
<b>18.a</b>	Clause 8.1.1 on Page 11		Clause states “For each assignment, the applicant should provide details of the nature of consultancy provided,	<b>The clause is self-explanatory</b>

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			the clients response, the further action taken by the client in implementation and..." Please elaborate on "Clients response and the further action taken". Specifically, what information do you require us to furnish.	
<b>18.b</b>	Response on Page 11		Response states "The applicant should indicate the details of FTE professionals along with supporting documents for their engagement and provide an organization structure of the applicant indicating the FTE professional in that category". Please clarify if a letter from Human Resources confirming that the listed employees are FTEs of our organization will suffice.	<b>Employees/Professionals who has exclusive long term contract of more than 3 years shall be considered as FTE.</b>  <b>Letter issued by the HR department of the company will suffice as supporting documents</b>
<b>19.</b>	Clause 9.6 on Page 12		Clause states "For applicants who are subsidiaries of foreign companies (Equity of Foreign entity more than 50%) and if their turnover are claimed, the IPA/Major Port shall insist a letter from the Parent Company to make their services available to Indian Company as	<b>Yes, but subsidiaries of foreign companies (Equity of Foreign entity more than 50%)</b>

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			<p>required and demanded by IPA/Major Port without any extra financial liabilities”</p> <p>Worley Parsons India Private Ltd is a subsidiary of Worley Parsons and we would like to use the credentials (both technical and financial) of our foreign entities to support our application for empanelment. Please confirm that this will be permitted provided we obtain the required letter from our foreign entities.</p>	
<b>20</b>	2 on Page 44		<p>Undertaking stating that “Team Leader/Members would be maintained during the actual assignment to be awarded in case they are selected. In case replacement is inevitable, the equivalent qualification and experienced team/lead/member will be inducted to carry out the assignment in case of award.” Since this RFQ is for empanelment and not any specific project, please elaborate on the relevance of this undertaking</p>	<b>The clause is self-explanatory</b>

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21	Note on Page 48		Note states “Please provide documentary evidence from the client i.e. copy of work order, contract and completion certificate for each of above mentioned assignments.” Please clarify if all three documents “Work Order, Contract and Completion Certificate ” are required or if one of the three stated documents will suffice.	<b>All documents are required</b>
22.	Form TP – 4 Page 50		Our understanding is that this Request for Qualification is intended for the Empanelment of Consultants. Form TP – 4 requires description of approach, methodology and work plan for performing the assignment/Job. Please provide direction on what content you require from us for form TP-4.	<b>Please refer to the clarification at SI No 2</b>
<b><u>Name of Firm : M/s Structwel Designers &amp; Consultants Pvt Ltd</u></b>				
23.			As we intend to apply for the subject work in the category –Class B – Category-1(b) part & Class B Category 3 (b) part only. So can we apply only for these categories..?	<b>Yes</b>

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24.			Can EMD be accepted in the form of Bank Guarantee?	<b>Only Demand Draft will be accepted</b>
25.			What is the criterion for FTE CVS i.e. (no. of Civil Engineer, Architect etc )& their experiences? & is it required separately for both the categories mentioned above?	<b>Employees/ Professionals who has exclusive long term contract of more than 3 years shall be considered as FTE.</b>  <b>Yes, it is required for all the categories</b>
26.			Is the submission for the both the categories are in one set or different for both the categories mentioned above?	<b>To be submitted separately</b>
27.			Is the Submission for the both the categories are in one set or different for both the categories?	<b>To be submitted separately</b>
<b><u>Name of Firm : M/s H R Wallingford Ltd</u></b>				
28			Are foreign companies, which do not have permanent establishment in India allowed to submit this empanelment bid?	<b>Permitted. However, bid document shall be in English language</b>
29			Please confirm if Empanelled firms can associate with other empanelled	<b>IPA does not have any empanelled list. Previous</b>

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			to strengthen the bid.	<b>list has been discharged.</b>
<b>30.</b>			Please clarify if Empanelled consultants can associate with non-empanelled consultants at the time of bidding.	<b>Refer bid norms in RFP at that point</b>
<b>31.</b>			Can empanelled consultants subcontract the work?	<b>Subcontract of work is not allowed.</b>  <b>However, in case of specific project, where port allow subcontracting while invite the price bid.</b>
<b>32.</b>			Please clarify if for each category, every Invitation to bid will be sent to each of the empanelled consultant?	<b>Major Ports will be taking consultancy services only from the list of empanelled consultants of that category.</b> <b>However, in exceptional cases, the Port may go for open tendering process as well.</b>
<b>33.</b>			After submitting EMD for RFQ, will every tender also ask for separate EMD again?	<b>Separate Bid (at the desecration of individual port) and performance security payable to Major Ports at the time of RFP will be asked.</b>

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<b><u>Name of Firm : M/s A T KEARNEY</u></b>				
<b>34.</b>	Page 9 Clause 6.3(b)	b) Project Management services : This includes detailed engineering drawings, tender documents preparation, evaluation of offers and project execution supervision, etc.	We suggest splitting this into Project Execution Services and Management Services, as different competencies are needed for project execution activities such as detailed engineering/ project execution supervision and general management activities such as procurement / overall program management.	<b>Clause remains unchanged</b>
<b>35</b>	Page 50; TP-4	Description of Approach, Methodology And Work Plan For Performing The Assignment/Job	This section is dependent on the scope of work. Since there is no scope of work provided, please clarify as to what should be covered in this section.	<b>Please refer to the clarification at SI No 2</b>
<b>36</b>	Page 13; Clause 9.8	The applicant should have regular set up of a team of Architects/Engineers having sufficient experience.	We suggest adding that for general program management, this clause is not relevant, as the scope would not entail engineering or architectural work.	<b>Clause remains unchanged</b>
<b><u>Name of Firm : M/s IL&amp;FS Maritime Infrastructure Company Ltd</u></b>				
<b>37</b>	Page 9 Clause 7.2; Qualification Criteria for empanelment of Consultants	It has been mentioned in the RFQ that “Experience of having completed similar works during	We would like to suggest to change 7 years to 10 years for better competition	<b>Clause remains unchanged</b>

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		last 7 years ending last day of month previous to the one in which applications are invited...”		
<b>38</b>	Page 11 Clause 8.1.1; Response	The applicant should submit client’s completion certificate for each assignment to support their claim .....	Kindly include completion certificate and/or work order to support the claim as it is sometime difficult to get the completion certificate due to administration reasons	<b>Clause remains unchanged</b>
<b>39.</b>	Page 11 Clause 8.2.1; Full Time Equivalent (FTE) Professional	Class A (Project value more than Rs. 200 crs)-min 20 FTE  Class B (upto Project value Rs. 200 crs)- Min 10 FTE	It is suggested to reduce the FTE to 10 in case Project Value more than Rs. 200 cr for Category-3 (Traffic Studies and Logistic Management Services) And to 7 FTE in case the project value is upto Rs. 200 Crs	<b>Clause remains unchanged</b>
<b>40</b>	Page 12; Clause 8.0 –Note and 8.3	Note: The applicant has to score minimum 50% points in each of above sub criteria viz 8.1.1 and 8.2.1 for getting qualified  8.3 < 70% shall not be considered for empanelment	Is this means that the bidder can qualify if it scored more than 50% in either of clause with a cumulative score of 70%. Is this understanding correct?	<b>The applicant must score minimum 50% in each sub criteria viz 8.1.1 &amp; 8.2.1 for getting qualified with a cumulative score of 70% for getting empanelment</b>
<b>41.</b>	Page 12; Clause 9.7	The applicant must be a well-established consultant for more than 5 years	It should be in line with 7.2	<b>Clause remains unchanged</b>
<b>42</b>	Page 14; Clause 9.15; Earnest Money Deposit	The Earnest Money shall be paid in the form of Demand Draft (DD)	It is suggested that bidder should be allowed to submit Bank Guarantee in lieu of DD	<b>Please refer to clause 9.15 of RFQ</b>

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43.	Page 46; Clause Form TP-2; B- Consultant Experience B) Skill & Competencies & Key Personnel		Skill & Competencies & Key Personnel is assignment specific and should be submitted as per requirement at the time of RFP	<b>Clause remains unchanged</b>
44	Page 49; Clause Form TP-3; Comments and Suggestions on the Terms of Reference		Not required to be submitted at this stage	<b>Please refer to the clarification at SI No 2</b>
45	Page 50; Clause Form TP-4; Description of Approach, Methodology and Work Plan for Performing the Assignment		It is not relevant to be submitted at this stage as it is assignment specific	<b>Please refer to the clarification at sl No 2</b>
<b><u>Name of Firm : M/s TATA Consulting Engineers Limited</u></b>				
46	Page 9, Clause 7 - Qualification Criteria For Empanelment of Consultant		Kindly revise the condition as to Rs 300 Lakhs for Class-A and Rs 150 lakhs for Class B	<b>Clause remains unchanged</b>
47	Page 11, Clause 8.2.1 Full Time Equivalent (FTE) professional		Kindly Clarify the clause “Class A (project value more than Rs 200 Crs) - Min 20 FTE minimum 12 FTE in case of Dredging works only.”	<b>Clause remains unchanged</b>
48.	Page 12, Clause 8.3 Empanelment will be based on the marks obtained as per follows		Under the table given, 3rd row reads ‘Category C’. Kindly define and clarify Category C.	<b>Please refer Addendum No -2</b>
49	Page 15, Clause 9.19 Evaluation processes		The clause mentions ‘Financial bid – 30 points’. We understand that this is	<b>This is applicable only after empanelment when</b>

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			Technical paneling hence we do not understand the applicability of Financial bid indicated. Kindly detail the evaluation process.	<b>ports invite financial bids</b>
<b>50</b>	Page 18,19; Clause Appendix-I Experience Criteria as per Para 7.2		<p>It is requested that the employer may evaluate the firms for Class A and Class B empanelment separately by allotting individual total scoring of 100 marks.</p> <p>It is requested that the Note given in row-1 under Class-A indicated may be modified as follows:</p> <p>“Note: For each additional project - additional 4 points will be given if the similar project cost is not less than Rs. 120 cr and 6 points if the similar project cost is not less than Rs. 150 cr and 10 points if the similar project cost is not less than Rs. 240 cr.”</p> <p>Based on the above change we expect that a consulting firm who has executed the project worth Rs 240 cr gets 40 points and further if the firm has 4 jobs of worth not less than Rs 240 cr then gains additional 10*4 ie 40 points.</p>	<b>Clause remains unchanged</b>

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			Thus making the total of 80 points based on project worth and the rest 20 points for human resources as per para 8.2.1	
<b>51</b>	Page 50; Clause Form TP-4 : Description of Approach, Methodology and Work Plan for Performing the Assignment/Job		<p>The clause requests for Technical Approach &amp; Methodology. We understand the subject RFQ solicits Consultants for Technical Empanelment; hence please clarify if the same is required.</p> <p>Also it is requested that the Ports inviting tenders to employ the consultants may give due weightage to the Technical A&amp;M, CV of key personnels submitted as the part of the Technical bid. Presently the selection of consultants is only based on the lowest Financial bid. This method of selection overlooks the expertise/competency level of different consulting firms to execute particular kind of project.</p> <p>Thus it is earnestly requested to modify the selection procedure currently followed by Ports by attributing 70 % weightage to the technical aspects(A&amp;M, CV of key personnels etc) and 30% weightage to Financial bid.</p>	<b>Please refer to the clarification at SI No 2</b>

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<b>M/s WAPCOS Limited</b>				
<b>52</b>	Pg No. 11, Article 8.2 Human Resource		We feel that 20 Nos of full time equivalent professional staff is to high for such a long empanelment period. It is therefore requested to kindly omit this clause. Also, instead of submitting full time equivalent professional CVs It is requested to kindly allow us to submit the CVs of experts who are willing to work with us on Category 1, 2 and 3 basis. We assure your goodself that the experts would be made available to the port authorities at the time of consultancy being awarded to us.	<b>Clause remains unchanged</b>
<b>53</b>	Page No. 10 Similar Works & Page No.8, Article 6.1		We feel that Mathematical Modal Studies forms an important part of scope of work for the marine consultancy. Accordingly, we request your goodself to kindly include MMS in Article 6.	<b>Clause remains unchanged</b>
<b>General</b>				
<b>54</b>	Clause 8.1.1 (Client Completion certificate)	Response: The applicant should submit clients completion certificate for each assignment to support their claim along with firm's experience and team experience separately not more		<b>Certificate from statutory auditor for receipt of 100% professional fee for each assignment to support the claim will also be considered in place of</b>

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		than 2 pages for specific assignments by the authorized person of the firm.		<b>completion certificate in place of Completion certificate. However, if required, IPA will verify the completion claim from client.</b>
<b>55</b>	Conflict of Interest			<b>Clause no 10 (Conflict of Interest) added. Please refer to Addendum no -2</b>