

Pre-Bid queries to Tender document – TBI response

SI No	RFP Ref	Description in RFP	Clarification Sought	TBI Response
1.	Section-1; Page -2	Last date and time for Bid Submission -20.12.2022 up to 2.00 pm	Extension of the last date of submission to 10 th of January 2023	The last date for Bid has been fixed considering sufficient time from the date of publication and the time lag involved in the study. The last date time of the bid remains same. However, the opening of the tender will be on 22.12.2022 at 2.30 PM.
2.	Section-2; Page -2	Given the importance of the domestic tea market, Tea Board of India had conducted a study in 2017.	Please confirm if the report can be provided to bidders or will it be provided to the successful bidder.	The executive summary of the report can be accessed from the Tea Board website. The full report is a priced publication, which can be bought by the bidder, if interested, upon payment for the same. The interested buyer can contact the Statistics Department, Tea Board of India for details about the procurement process.
3.	Section-2; Page -2	Keeping this as the main objective, Tea Board of India has decided to conduct a pilot survey on domestic consumption of tea prevailing in India (State/Union territories wise).	We request clarification on the below: Please confirm the number of locations in which the pilot study is to be conducted. Are the locations already selected by the client?	The selection of locations has to be done by the bidders and the rationale for the same has to be given in the technical proposal. This will be a part of the technical evaluation process.
4.	Section-2; Page -3	Detailed discussion with the stakeholders to understand the key parameters to be covered in the study.	We understand that the stakeholders here refer to the client representatives (Tea Board of India). Please confirm.	These would involve interaction and consultation with officials from Tea Board of India as well as relevant stakeholders from the tea industry covering the producers/ packeteers, industry bodies, auctioneers, brokers etc.
5.	Section-2; Page -3	Conducting primary research to find out State/Union territories wise consumption levels, total tea consumption in India and projection on future consumption levels.	Please confirm the expected number of sample size and locations to be covered (if available).	The expected sample size and locations to be covered will have to be decided by the bidders and the rationale for the same has to be given in the technical proposal. This will be a part of the technical evaluation process.
6.	Section-2 ; Page 4 –7. Minimum Eligibility Criteria of Service Provider:	The team leader of the organization should have experience of having worked / ongoing engagements in the	We would request to confirm that proof required towards this needs to be in the name of the team	The projects which have been done by the team leader need to be certified in the bidder’s official letterhead, in the absence of completion certificate or work orders

		tea sector (in India or Indian subcontinent) in the last 5 years	leader only or proof in the name of the company will do.	which could establish that the team leader has worked on that engagement. Thus, the responsibility lies on the consultant and any misleading information may lead to disqualification.
7.	Section-2 ; Page 4 Brief Scope of Work	Based on the findings of the above study, Tea Board of India may modify / expand the scope to bring out further detailed nuances in tea consumption landscape for the promotional study. Fees for the same would be decided based on current rates quoted, effort estimated, and escalation as mutually agreed with the consultant.	We understand that the current scope may be extended for conducting the promotional study, hence, we would like to understand the additional aspect which will be covered in promotional study	The scope of the work has been defined in the bid document.
8.	Page 6 – Technical Evaluation	Technical evaluation shall be of 100 Marks consisting of two stages and the minimum qualifying score would be 60.	In the GEM bidding document, cut off marks is mentioned as 50, whereas in the RFP it is mentioned as 60. Would request to confirm the minimum qualification marks for the tender.	It is typo mistake while uploading the bid in the portal. The RFP document uploaded (SOW) is valid for all issues.
9.	Page 8– 11. Payment terms	Payment milestone for the project is as follows: Submission of Mid-Term Report highlighting findings from consumption survey 40% Submission of Draft Report 40% Submission of Final Report 20%	Given significant expense is required towards mobilization of resources for conducting on-ground survey pan-India, we would request for allowing for commencement milestone. Same is the practice in other government and Tea Board tenders as well. Basis the same, we would request for revised milestone	Considering the mobilization of resources and expenditure thereof, the following would be the revised payment terms: 1. Mobilization advance 20% against submission of Bank Guarantee. 2. Submission of Mid-Term Report highlighting findings from consumption survey 20%. 3. Submission of Draft Report 40%. 4. Submission of Final Report 20%.
10.	Page – 8-13 Submission of Performance Security	Performance Security should be for an amount of 3% of the contract value.	We would request for relaxation of the clause for submission of performance security by selected consultant	No relaxation
11.	Page- 9 Liquidated Damage	0.5% per week (or part thereof) of the cost of the delayed portion of the work	We would request for relaxation of this clause as many times delays are due to reasons beyond the	No relaxation. Force Majeure clause as per RFP applicable.

		specified in the contract subject to a maximum of 10% excluding taxes and duties shall be charged on the bidder.	control of the consultant. Hence, would request for either complete removal of the clause or modification to delay attributable solely to the consultant.	
12.	Annexure- C Page 14 Team Leader	Minimum 10 years' experience post completion of MBA/ Post graduation Worked for projects in tea sector Additional marks would be given if they have worked on similar market research study in tea and any other plantation crops with Central/ State Government Undertakings in last 5 years	This criterion is very restrictive, undermines the professional's relevant pre-post-graduation experience and also seems to favour certain bidders. We would request you to kindly consider 10 years of relevant experience. We understand that experience in market research study is crucial for the team leader, however, for this cross- industry experience would be instrumental in bringing in new perspective to the proposed study	This question is beyond the purview of the RFP. Considering the scope of work, there is no relaxation in this.
13.	Page -14 Past Experience	The organization should have experience of having worked in market assessment or / market research / or promotional studies or policy formulation in tea / agribusiness sector and other allied sectors like horticulture / pisciculture / dairy, etc. (in India or India sub-continent)	Since the scope of work intends to conduct a study on consumption landscape of India, hence importance on Indian projects should be given priority over Indian sub-continent projects We suggest that for each similar project conducted in India 1 marks should be provided, whereas for India sub-continent projects 0.5 marks should be provided	This question is beyond the purview of the RFP.
14.	Page- 14 Organization	Average Turnover of the entity for the last three years (FY 2018-19, FY 2019-20, FY 2020-21)	Based on the previous RFP (T-19(18)/Stats/2017), which had similar scope of work, we would request you kindly keep the turnover criteria same in order to	This question is beyond the purview of the RFP.

		<ul style="list-style-type: none"> • INR 50-100 crs: 5 marks • INR 100-200 crs: 7 marks <p>More than INR 200 crs: 10 marks</p>	<p>ensure participation of firm with experience of working of multiple large-scale engagement</p> <p>Accordingly, we would request you to keep the Average Turnover Criteria as follows:</p> <p>INR 100-200 crs: 5 marks INR 200-500 crs: 10 marks More than INR 500 crs: 15 marks</p> <p>To evaluate bidders presence Pan India and we suggest you to add a clause which evaluates the bidders basis the no. of offices across key cities in India.</p> <p>5 Cities : 5 marks 10 Cities : 7 marks 12 Cities : 10 marks</p>	
15.	Page-14 Organisation	<p>The organization should have experience of having completed / or currently working on ongoing engagements in the tea sector (in India or Indian sub-continent)</p> <ul style="list-style-type: none"> • For every project 2.5 marks subject to maximum of 10 marks 	<p>Since ongoing engagements do not reflect upon the quality of work done, we would request evaluation of only completed project for scoring purpose.</p> <p>Since the scope of work intends to conduct a study on consumption landscape of India, hence importance on Indian projects should be given priority over Indian sub-continent projects</p> <p>We suggest that for each similar p6jects conducted in India 2 marks should be provided, whereas for India sub-continent projects 1 marks should be provided</p>	No change

16.	Page- 16 Approach and Methodology	Presentation on the Approach and Methodology before the evaluation committee of Tea Board	Kindly confirm if Approach & methodology provided in technical proposal will carry no marks and the entire approach and methodology marks will be awarded during presentation. We believe that this is the most crucial stage / parameter for the evaluation of the bidder's suitability. However, it would be great if some light can be put on the marking criteria for this stage. We would suggest splitting the presentation marking criteria in two (2) parts: Understanding of the context (15 marks) and Approach & Methodology proposed (25 marks)	Agreed. Understanding of the context (15) marks and Approach & Methodology proposed (25) marks. The bidder should provide details such as sampling size nos., its methodology etc. in the A&M document.
17.	Contract	Limitation of Liability	As no draft contract format has been shared with the tender, we would request to confirm that the liability of the bidder would be limited to the professional fees quoted, as is the norm with similar Government tenders.	The liability will be limited to the professional fees quoted.