



**Consulting Services for:
Selection of External Training Consultant
RFP No.: IN-SUCM-368391-CS-QCBS**

Corrigendum 1

S: No	RFP Reference	As per original RFP Guidelines	Revisions in the RFP
1	Page No 77 – TOR- Qualifications and Experience of the Consultant	4. Qualifications and Experience of the Consultant Point b. Should have successfully completed training delivery of minimum of two training/ capacity building projects completed for Local Self Governments or Public Utilities in India in areas like good governance/ solid waste management (SWM) practices / Waste management processes / Environmental Safeguard Trainings with a minimum consulting fee of INR 40 Lakhs.	4. Qualifications and Experience of the Consultant Point b. is replaced by the following. b. Should have successfully completed training delivery of Minimum of one (1) training/ capacity building projects completed for Central/State Government or Local Self Governments or Public Utilities in India in areas like Solid Waste Management (SWM) OR Non-SWM such as Liquid Waste Management / Sanitation/ Environmental Safeguard Trainings/ Good Governance with a minimum consulting fee of INR 40 Lakhs.

Date 26/09/2023

Deputy Project Director
Kerala Solid Waste Management Project

Kerala Solid Waste Management Project (KSWMP)

Clarifications to RFP No : IN-SUCM-368391-CS-QCBS Consulting Services for: Selection of External Training Consultant

SI No	Clause No / Pg No	Reference to RFP	Queries	Response
1	serial nos. a to f; page nos 172 & 173 of RfP		From the scope of module development and related training delivery, is there any option of pick and choose from the topics (serial nos. a to f; page nos 172 & 173 of RfP) or all the topics are compulsory.	R1. All the topics specified are compulsory
2			Can the content / modules be developed in English as base and then can the consultant get it translated? Also with regards to delivery, if there is one team member who can speak local language with that be allowed?	R2. The content/modules can be developed in English. Translations are required for training modules which are specific for ULB/CBO/General Public. The medium of instruction can be English or Malayalam depending on the target group. The target group for technical trainings are mostly officials and hence it is expected that for such trainings English language won't be a barrier. The objective is to ensure that the capacity of the participants in the related topics are enhanced as a result of the training.
3	Clause 17.1 Pg 18	The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as "CONFIDENTIAL" information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.	The Bidder who is submitting the proposal over the Email cannot be validated by the other bidder. It is essential that all participants have equal access to the relevant information to ensure a level playing field. We request you to amend that all the proposals shall be submitted exclusively through the Kerala eProcurement portal. This would ensure that all bidders, including ourselves, can access and review the documents of other bidders, thereby promoting transparency and fairness.	R3. Please refer Data Sheet (Page 28). The Client shall use the following electronic-procurement system to manage this Request for Proposal (RFP) process: https://etenders.kerala.gov.in ; The electronic-procurement system shall be used to manage the following part of the RFP process: Issuing RFP, reply to pre-bid queries and Corrigenda, if any; submissions of Proposals, opening of Proposals, publication of Evaluation outcome

4	Clause 17.5, 17.6, 17.7, 17.8 Pg 19	<p>The original and all the copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked “TECHNICAL PROPOSAL”, “[Name of the Assignment]”, [reference number], [name and address of the Consultant], and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].”</p> <p>17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) and its copies shall be placed inside of a separate sealed envelope clearly marked “FINANCIAL PROPOSAL” “[Name of the Assignment], [reference number], [name and address of the Consultant]”, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”</p> <p>The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall be addressed to the Client and bear the submission address. RFP reference</p>	<p>The RFP document contains conflicting clauses regarding the submission of proposals. On one hand, it mandates the submission of proposals in physical form, requiring them to be sealed and labeled appropriately. On the other hand, there are indications in different sections of the RFP that suggest the possibility of submitting proposals through an eProcurement portal.</p> <p>To ensure clarity and compliance with the submission requirements, we kindly request clarification on whether the proposal must be submitted exclusively online, exclusively offline (in physical form), or in both the forms.</p>	<p>Please refer Response R3. The bid submission shall be only through the e-procurement portal.</p> <p>Please refer Data Sheet (page 33)-C. Submission, Opening and Evaluation-17. ITC 17 is replaced.</p> <p>"Replace ITC 17 with the following: “17.1 The Consultant shall submit a digitally signed, encrypted, and complete Proposal comprising the documents and forms in accordance with ITC 10 (Documents Comprising Proposal). Consultants shall mark as “CONFIDENTIAL” information in their Proposals which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information. The submission shall be done electronically on the e-procurement system and in accordance with procedure specified in the Data Sheet. Proposals submitted by any other means will be rejected. Detailed guidelines for viewing proposals, and for online submission of proposals are given on the website.</p>
5	Pg 31	Estimated total cost of the assignment: INR 240 Lakhs	The estimate cost mentioned is 240 lakh we request you to clarify that this is the total estimated PAC Value or per annum Project Value	R4. The estimated cost is for the entire assignment.
6	Pg 78	Skillset Required for the Assignment	The CV of the persons that has to be propose in the proposal has to be on the Payroll of the Bidder, or a bidder can also propose the CV of the Persons other than his Payroll.	R5. The bidder can submit the CVs of any competent personnel, propsoed to be deployed in the project. The person can be currently in the payroll of the bidder or otherwise.

7	Pg 36-38	<p>The Consultant shall be a registered legal entity with experience as a training service provider/ capacity building firm and should have been in business for the last 8 years (as on 01-04-2023), providing Services on capacity building and training involving Course design, development of training materials / course contents / modules for delivering training in online (digital platformbased trainings) and offline mode.</p> <p>Should have successfully completed training delivery of Minimum of one (1) training/ capacity building projects completed for Central/State Government or Local Self Governments or Public Utilities in India in areas like Solid Waste Management (SWM) OR NonSWM such as Liquid Waste Management / Sanitation/ Environmental Safeguard Trainings/ Good Governance with a minimum consulting fee of INR 40 Lakhs</p> <p>Should have successfully completed training delivery of Maximum of 5 (Five) training/ capacity building projects completed for</p>	<p>The firm has been engaged in a working relationship with the Urban Local Body (ULB) for a duration exceeding 8 years. While the Work Order agreement does not explicitly state "capacity building" or "training" as distinct components, these activities have consistently formed an integral part of the overall scope of work undertaken by the firm since the inception of the engagement. In light of this longstanding commitment to capacity building and training, the question arises as to whether possessing a separate "capacity building" or "training" Work Order is a mandatory eligibility criterion. To clarify, is it required that the firm holds a dedicated Work Order specifically for capacity building or training as a prerequisite for eligibility</p>	R6. The bidder shall submit evidence which substantiates the claim of experience in training delivery as required in the RFP.
8	Pg No 16, Clause Section 2, B Preparation of proposal, point 14	14.1.1 If a Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture or as Subconsultants , it may do so	<p>Can Consultant associated with other consultants in the form of a Consortium rather than JV? Kindly clarify. In case of Consortium, please clarify if Consortium partner also required to meet the Mandatory criteria or just Lead partner needs to be meet it. In case of Consortium, please clarify if credentials of Consortium partner can also be used to meet the Evaluation criteria Part B, 1a</p>	R7. RFP conditions shall prevail.
9	Pg 31, Section 2, E Data Sheet, point 14.1.2	Estimated total cost of the assignment: INR 240 lakh	Request to clarify what is this amount signifying. Is it the estimate budget for consultancy for this assignment? Are bidders expected to quote within this amount? If bidders can go higher, then is there a limit upto which they can go. Kindly clarify.	R8. Please refer Form Fin-5. The estimated cost for the entire assignment is 240 lakh INR. The estimation is based on current understanding of the project. The consultant is expected to quote competitively to ensure successful and quality delivery of the project

10	Pg 36 21.1 - PART A: Mandatory Criteria (2)	In cases where training delivery was part of a larger project, such works shall be considered even if they are ongoing, provided the client issues a Partial completion certificate clearly indicating value of completed work related to delivery of training.	Most of the training programs related to Solid Waste and Liquid Waste are happening under SBM-Urban or Grameen or AMRUT. When it is part of larger ongoing work such as these programs, it is at best possible for client to list down through a letter, the training programs conducted. Our submission is that this should be sufficient to establish the deliver of trainings. Assigning value to the completed work which is part of a larger project shall be difficult and is requested to be removed. Here is our suggestion to modify the clause In cases where training delivery was part of a larger project, such works shall be considered even if they are ongoing, provided the client issues a completion letter clearly indicating list of trainings undertaken.	R9. Tender conditions shall prevail.
11	Pg 36 21.1 - PART A: Mandatory Criteria (2)	Should have successfully completed training delivery of Minimum of one (1) training/ capacity building projects completed for Central/State Government or Local Self Governments or Public Utilities in India in areas like Solid Waste Management (SWM) OR Non SWM such as Liquid Waste Management / Sanitation/ Environmental Safeguard Trainings/ Good Governance with a minimum consulting fee of INR 40 Lakhs	Request to clarify if projects funded by donor organizations which involve providing technical assistance to Government can also be included.	R.10 Donor funded projects shall be acceptable provided the other requirements mentioned in the RFP are met.
12	Pg 37 21.1 - PART B	Evaluation Criteria (1a), Annexure 1 to Section-2	The marking of projects is based on value of work. For reason stated above, it is requested to estimate based on number of projects based on overall fee value and not value of delivery of trainings. This is requested because it may not be possible to provide supporting documents in case of large project in terms of value of training part.	R.11 Tender conditions shall prevail.

13	Pg 36--37 21.1 - PART A: Mandatory Criteria (3)	The average annual turnover of the company in any three of the last five financial years shall be at least INR 500 Lakhs. (FY 2021-2022, FY 2020-2021, FY 2019-2020, FY 2018-2019, FY 2019-2018)	We suggest increasing the turnover of the bidder to minimum INR 25 Crore or more Reason: The rationale behind this request is that the project entails a significant volume of work. Therefore, we kindly seek an adjustment to the annual turnover requirement to enhance the credibility and ensure the effective delivery of services by prospective bidders.	R.12 Tender conditions shall prevail.
14	Pg 37 21.1 - PART B : Evaluation Criteria (3)	Trainers' profile: Education and relevant experience	Do the seven trainers have to be based in Thiruvananthapuram or can they work from any location and travel to Kerala on need basis for delivering the project?	R13. Travel to various locations on a need basis is acceptable.
15	Pg 68 Bill Of Quantity:(C) Delivery of Training: Point 1b	Delivery of trainings as classroom trainings	Based on our understanding, exposure visits typically follow physical classroom training sessions. Therefore, we kindly request clarification regarding whether the hours mentioned for exposure visits are inclusive of the "Delivery of trainings as classroom training," which amounts to 1670 hours.	R14. Classroom trainings conducted as part of exposure visit are not included in the 1670 estimated hours.
16	Pg 75 Section 7. Terms of Reference	. Course Content Development	We anticipate that the chosen consultant will also be responsible for developing E-Courses. Given that these activities can be cost-intensive, we kindly request clarification regarding the number of hours of e-learning content that need to be developed.	R15. 50 videos of 30 min duration each are expected.

17	Pg 77 4(b)	Should have successfully completed training delivery of minimum of two training/ capacity building projects completed for Local Self Governments or Public Utilities in India in areas like good governance/ solid waste management (SWM) practices / Waste management processes / Environmental Safeguard Trainings with a minimum consulting fee of INR 40 Lakhs.	In 21.2-part A, mandatory criteria: 2 page 36 of RFP, it is mentioned ONE training instead of Two. Should have successfully completed training delivery of Minimum of one (1) training/ capacity building projects completed for Central/State Government or Local Self Governments or Public Utilities in India in areas like Solid Waste Management (SWM) OR Non-SWM such as Liquid Waste Management / Sanitation/ Environmental Safeguard Trainings/ Good Governance with a minimum consulting fee of INR 40 Lakhs. Please clarify	R16. One project with minimum 40 lakh value is expected. Please refer corrigendum.
18	Pg 78 5. Skillset Required for the Assignment	The Consultant shall deploy adequate other support staff, as and when required, in order to achieve the objectives and scope of this assignment. This should include a Content Developer to design the training material and an IT Expert to develop online courses	Considering the intense nature of training and course content development for this exercise, it is suggested that apart from the 7 Key Experts, inclusion of a senior content developer who can oversee the quality and modules of the content developed	R17. Please refer Page No. 83 of RFP. The Consultant shall deploy adequate other support staff, as and when required, in order to achieve the objectives and scope of this assignment. This should include a Content Developer to design the training material and an IT Expert to develop online courses.
19	Pg 88 Annexure I	List of Trainings	We assume that the Training list provided in Annexure 1 of the RFP is comprehensive and exhaustive, and that the training modules should be developed based on this provided list. Could you please confirm if this understanding is accurate? Additionally, in the event that there are changes to the courses based on the Training Needs Analysis (TNA) conducted by KILA (as mentioned in the Pre-proposal conference), we kindly request an approximate total number of hours for the suggested modes of training, such as online, offline, blended learning, etc. This will help us in better planning and execution	R18. The Training list provided is based on current understanding and may be subject to slight modifications upon receiving inputs from the Consultant, TNA and depending on the status of project. However, for bidding purposes the indicative list shall be considered.