

Minutes of the Pre bid meeting for RfP for engaging a survey agency to conduct a telephonic evaluation for flagship schemes of DAHD, GoI held on 5.2.2020 at 4.00 p.m. in Conference Hall no. 243, Krishi Bhawan.

A pre bid meeting was held on 5.2.2020 at 4.00 p.m.) for RfP for engaging a Survey Agency to conduct a telephonic evaluation for flagship schemes of DAHD vide Tender No. K-11053(5313)/7/2020-LH uploaded on E-procurement system Government of India on 28-1-2020.

2. Representatives from different Survey Agencies attended this meeting. The list of participants is enclosed (Annexure- I). They represented the following Survey Agencies:

1. M/S Command consultancy
2. M/S Vastukalp
3. M/S Hansa Research Group.
4. M/S Sigma India
5. M/S Aeon Research
6. M/S TRIOS
7. M/S National Productivity Council
8. M/S DRS
9. M/S MDRA
10. M/S ISAP

3. Various clarifications and pre-bid queries sought by prospective bidders have been received through email by this Department. The queries of the Agencies have been noted and some of them have already been clarified. The detailed response to the queries of the Agencies is given at Annexure II.

4. The meeting ended with a vote of thanks to the Chair.

List of Participants (Pre Bid Meeting)

S. No	Name	Party Name	Contact Number	E-Mail Address
1	SVSRK Bharadwaj	SIGMA INDIA	46195555	srk.sigma@sigma-india.in
2	KN Shahi	AEON RESEARCH	9990011855	shahi@aeonresearch.in
3	Alok Kr Pandey	HANSA RESEARCH	9310445512	alok.kumar@hansaresearch.com
4	Dr. Rachana Shalini	NATIONAL PRODUCTIVITY COUNCIL	8130685767	rachana.shalini@npcindia.gov.in
5	Rahul Verma	AEON RESEARCH	9811806274	rahul@aeonresearch.in
6	Dr. Dinesh Chauhan	ISAP	9810186462	dinesh.chauhan@indigram.in
7	Gajender	TRIOS	9891779925	trios@triosdev.org
8	Chanderpal Rathee	DRS	9990351737	chanderpal.drshahs@gmail.com
9	Kulbhushan	VASTUKALP	8881639923	kulbhushan85@gmail.com
10	Ankit kumar	MDRA	9911451803	ankit.kumar@mdraonlive.com
11	Prabhat Kumar	COMMAND CONSULTANCY	9650127107	prabhat.tripathi01@gmail.com

Annexure II

Response of Queries from DAHD

(A) Bidder Name: COMMAND CONSULTANCY Bidder Contact no.: 9308009997 Bidder email id: pawan.anweshi@commandconsultancy.com				
S. No.	Clause No and Page No	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Response from DAHD
1	3.4.1, pno.26	The Selected agency needs to provide and android based application to capture the completed survey forms. All completed survey forms should be uploaded on this application and be made available to DAHD. On completion of the project, the application should be handed to the department along with full source code.	<p>1. As per the Clause 3.4.1 SA need to enter the survey findings to the provided web portal. So please clarify what kind of survey forms SA need to upload through the Android application.</p> <p>2. If SA have to use hardcopy of survey form, Apart from uploading the scanned copy of survey form what else facilities have to provide through Android application.</p>	The selected survey agency needs to provide the completed survey forms with specific set of questions on the web portal provided by DAHD. Sample survey has been given with 10 Questions which may change from scheme to scheme.
(B) Bidder Name: Magnum Super Distributors India Pvt. Ltd, Bidder contact no.: 9981949180 Bidder email id: dilip.muley@magnumgroup.co.in				
S. No.	Clause No and Page No	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Response from DAHD
1	2.3 Earnest Money Deposit, pno. 12	2.3.1 An Earnest Money Deposit should be in the form of a Demand Draft/ Bank Guarantee, from a scheduled Indian Bank in favor of Pay and Account Officer, DAHD, New Delhi, payable at New Delhi, for the sum of Rs. 3,00,000/- (Rupees Three Lakh Only) and shall be required to be submitted by each Bidder. The Bank Guarantee shall be in the format of Form IV-G.	Agency/organization who is registered under MSME should be eligible for Exemption of EMD	MSME Guidelines are for the goods production units where as survey agency is imparting services and services do not fall under ambit of MSME.
2	2.8 Pre-Qualification Criteria Point no 4, pno, 16	The agency should have conducted a minimum of two (02) survey projects covering PAN India in last three years. The sample size of such surveys should not be less than 10,000 respondents for each project.	Agency/organization who has done surveys for state level government schemes, should also be eligible for this Criteria	No change As per RfP

(C) Bidder Name – Vastukalp, Bidder Contact No. 9810163674, Bidder email id - apsharma@vastukalp.org

S. No.	Clause No and Page No	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Response from DAHD
1	2.8 Table s. no. 4, Pno. 16 of 42	Agency should have conducted a minimum of two (02) survey projects covering pan India in last three years. The sample size of such surveys should not be less than 10,000 respondents for each project	We request that size of two(02) nos sample surveys be stretched over five to ten years time period as such sample surveys may be spread over a longer time period for extensive data corroboration	No change As per RfP

(D) Bidder Name: Akara Research & Technologies Pvt Ltd, contact number: Mr. R. Sethuraman, 9840132888, Bidder email id: sethurman.r@akara.co.in

S. No.	Clause No and Page No	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Response from DAHD
1	2.8.1 pno-16	EMD of INR 3,00,000/- to be submitted in the form of a Demand Draft/ Bank Guarantee, from a scheduled Indian Bank in favour of Pay and Account Officer, DAHD, New Delhi, payable at New Delhi with minimum 45 days validity from the bid due date	Rs. 3,00,000/- is on the higher side. Please consider reducing the EMD	No change As per RfP
2	2.8.3 pno-16	Bidder should have minimum average annual turnover of Indian Rupees (INR) 100,00,000/- (One Crore) from survey related business during the last three financial years (FY 16-17, 17-18, & 18-19)	Overall turnover of the company could be considered for the Rs. 100,00,000/- (Rupees one crore) turnover, and not specifically survey. However, survey could be considered as the major activity in the project(s)	No change As per RfP
3	3.4.1.iii pno-26	The survey agency can view a randomized list which will be provided by DAHD from the INAPH portal.	Please indicate the total number of samples in the randomized list	The size of the randomized list will not be an issue. The randomized list will be state specific at any point of time.

4	3.4.1.xv pno-26	The selected agency needs to provide an android based application to capture the completed survey forms	When the survey details are entered in the web-form, what is the need for Android App?	The selected survey agency needs to provide the completed survey forms on the web portal provided by DAHD.
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**(E). Bidder Name: Hansa Research Group, Mumbai, Bidder contact number: Mr. Arup Kumar Das, 9930544225
Bidder email id: arup.das@hansaresearch.com**

S. No.	Clause No and Page No	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Response from DAHD
1	3.6 pno28	Percentage of Payment	Instead of 25% quarterly; if 8.33% to be paid on a monthly basis	No change As per RfP

**(F). Bidder Name: Total Business Solutions India Pvt Ltd
Bidder contact number: Mr. Jitendra Singh Rawat, 9810887000, 9871853777
Bidder email id: jitendra.rawat@totalsolutions.in**

S. No.	Clause No and Page No	Content of RFP Requiring Clarification	Change Requested/ Clarification required	Response from DAHD
1	3.4.1 pno 26	xv. The selected agency needs to provide an android based application to capture the completed survey forms. All completed survey forms should be uploaded on this application and be made available to DAHD. On completion of the project, the application should be handed to the department along with full source code.	Is the hosting of the data provided by Client (GOI)?	Yes.

(G) Bidder Name: Development & Research Services Private Limited, New Delhi, Bidder contact no.: 011-26161061, 26177413, 26163353, 9990351737 Bidder email id: info@drsindia.org, chanderpal.drsahs@gmail.com

1.	3.4.1 (XIV) Pno. 26	The selected SA should maintain recording of all the telephonic-calls made under this project and provide the recording to DAHD on request.	Before recording telephonic-calls we should take consent from respondent. Taking Consent is ethical consideration in Survey related activities. Please provide format of consent and it should be included in the RFP.	The question for obtaining consent will be incorporated in the overall questionnaire, which will be finalized once the selected bidder is on boarded
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(H) Bidder Name: Aeon Market Research Pvt. Ltd. Bidder contact no.: 011 49284223 (K N Shahi) Bidder email id: shahi@aeonresearch.in

1.	3.5 pno27	Liquidity damage: 1. Deduction of 5%, in case of <u>delay in non-submission</u> of completed questionnaires from the list shared by DAHD at the end of every week.	We feel this statement needs a correction	No change As per RfP
2.	3.5 pno27	Items: 1. Collated and cleaned data for completed questionnaires/survey forms	A clarity is needed on which particular day of the next week would be treated as weekly scheduled day for data delivery - we request to keep a fairly estimated time for cleaning the data which also includes the removal of rejected surveys through internal quality check process.	Will be communicated to the selected bidder.