

DISTRICT MINERAL FOUNDATION, KEONJHAR

No. **443** /DMF

Date

18/03/2019

To

District Informatics Officer,
NIC, Keonjhar

Sub:

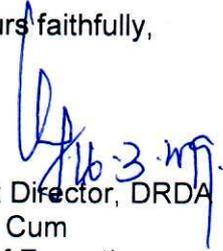
Request to upload information in district website

Sir,

The Minutes of the Pre-Bid Meeting to discuss the RFP for Old Age Home in Joda Municipality held on 12th of March, 2019 at 11.00 AM at DRDA Conference Hall, Keonjhar is provided to you for your kind information.

It is requested to upload the document in the district website, immediately for information of the public.

Yours faithfully,



Project Director, DRDA

Cum

Chief Executive

Dist. Mineral Foundation, Keonjhar

Minutes of the Pre-Bid Meeting to discuss the RFP for Old Age Home in Joda Municipality held on 12th of March, 2019 at 11:00 AM at DRDA Conference Hall, Keonjhar

The Pre-Bid Meeting to discuss the Request for Proposal (RFP) for the 'Establishment and Management of 50-seated Old Age Home at Joda Municipality' was held on 12th of March, 2019 at 11:00 AM at DRDA Conference Hall, Keonjhar. The list of members present in the meeting is attached under "**Annexure-A**".

Senior Project Officer welcomed all the meeting participants. He briefed all the participants that the purpose of the meeting is to help the applicant agencies to fully understand the key requirements in the RFP. It was informed that the applicant agencies can raise queries through Questions and Answers session. Minutes of the meeting will be posted on www.kendujhar.nic.in, so that all the interested agencies can download it for their reference. In case the applicant agencies have queries after the pre-bid meeting, they should send queries on or before 18th March, 2019 (17:00 Hours) as per format given in para 1.6 (c) of Section 6 of the RFP, through the email of the Client, i.e. dmfkeonjhar@gmail.com

The queries and suggestion from prospective applicants as asked during the pre-bid meeting and responses from the client against each query is summarized in the table given at **Annexure-B**.

The meeting ended with a vote of thanks to the chair.


Project Director DRDA
cum

Chief Executive, DMF Keonjhar

Annexure - B

Responses to the queries/suggestions received during pre-bid meeting

Sl. no.	Question / Suggestion	Answer / Remark
1	It was brought to the notice of DMF that the scanned RFP was not legible. Hence, the word format should be shared.	A decision was taken to provide the PDF version of the document (without the signature) to all the agencies, who formally write to DMF (through email/by hand)..
2	Is GST number compulsory?	For organisation which do not have a GST number, they may request the evaluation committee on the bid opening day to consider their proposal without the GST number. The decision in this regard will be taken by the evaluation committee.
3	Whether the project is in the form of a grant or service contract?	The project is undertaken by a non-profit statutory trust established by the State Government by notification, for welfare of areas and people affected by mining. Also, only non-profit applicant agencies are eligible for applying under this project.
4	Whether bills or UCs will have to be submitted?	Bills will have to be supplied on a monthly basis. However, UCs can be submitted on a quarterly basis.
5	Will TDS be deducted?	Rules applicable under appropriate sections of the IT Act for Non-profit organizations shall be applicable.
6	Whether the project will be in advance or reimbursement mode?	Fund will be released as per actual expenditure incurred by the agency, substantiated through bills submitted..
7	Is there any time period for clearance of bills?	Normally, bills are cleared within 14 days of the receipt of the bills from the concerned department at DMF Office.
8	What is the time-period for the submission of the DPEP?	The DPEP will be prepared by the selected agency in consultation with CDM & PHO within reasonable time frame as decided by the CDM & PHO.

9	Is geo-tagged attendance compulsory, or biometric attendance can be used instead?	Bio-metric attendance may also be used by the agency..
10	Can bills be submitted monthly, and UCs be submitted quarterly?	Yes.
11	Can the CVs be submitted after the agency is selected?	CVs form an integral part of the evaluation process. Hence, conditions regarding the same remain unchanged.
12	When is the date of presentation?	The date for the technical presentation is 5th of April, 2019 as mentioned in Section 3 of the RFP.
13	Is bills necessary for claiming the Management Fee?	The Management Fee (@7.5% of actual expenditure in personnel and running cost) will be reimbursed with every monthly bills. No separate bills are required for the same.
14	Will the leaves be as per the para 14 of section 5 or as per the HR policy of the selected organisation?	Leaves for the personnel will be regulated as per para 14 of Section 5 in the RFP.