

**Proceedings of the Pre-Bid Meeting held on 09.08.2023 under the Chairmanship of Project Director (Admin & Finance) - JICA-PIHPFEM&L, Shimla, to hire a professional agency to assist and provide inputs for the implementation of the “Livelihood Component” of the Project, in the O/o Chief Project Director (JICA-PIHPFEM&L), Potters’ Hill, Summer Hill, Shimla-5.**

<b>Proposal Ref. No.</b>	<b>Ft./JICA/RFP/Vol.-1/</b>
<b>Proposal Date</b>	<b>July 17, 2023</b>
<b>Description of the Proposal</b>	<b>To hire a professional Agency to assist and provide professional inputs for the implementation of the “Livelihood Component” of the Project</b>
<b>Date &amp; Time of Pre-Bid Meeting</b>	<b>09/08/2023 at 03:00 P.M.</b>

**The Participants attended the meeting physically and through Video Conference as well.**

**The list of the participants of Pre-Bid Meeting is annexed as Annexure-A.**

<b>S. No.</b>	<b>RFP Text</b>	<b>Points raised by the Bidders</b>	<b>Clarification</b>
1.	Demand Draft of Rs. 1,000/- and Rs. 50,000/-.	Is the DD could be made from any Nationalized Bank or Scheduled Commercial Banks? Please confirm.	Yes the DD can be made from any Nationalized Bank or Scheduled Commercial Banks.
2.	Professional Agency should possess minimum experience of 10 years in implementation and activities at the community level in the landscape of Himachal Pradesh.	<ul style="list-style-type: none"> <li>Please confirm if the experience means that even a single project of tenure 10 years will qualify the requirement.</li> <li>We request you to consider similar projects undertaken in other states so that the experiences gained in implementing those projects would benefit this project.</li> </ul>	<p>Yes, experience means that Professional Agency with even a single project of 10 years will be considered.</p> <p>No, the similar projects undertaken in other States will not be considered.</p>
3.	Professional Agency should have a team of key experts and professionals, with knowledge and experience in introducing Livelihood models for the villagers.	We request for clarify more clarity on this point – No. of resource persons to be deployed for both key and non key experts, also their designations along with specific and desirable qualifications for all experts.	The number of resource persons will be decided by the bidders as per their approach and methodology which will be filled in the technical bid and the Key and Non-Key experts should be post graduate or higher qualification in relevant field.

4.	It is desirable that the Professional Agency should have proven experience and track record of working in minimum one similar project of bilateral or multilateral forestry project in the State of Himachal Pradesh entailing livelihood related activities at community level. (certificate to be attached).	<ul style="list-style-type: none"> <li>We request for relaxation in state criteria</li> <li>Please confirm if the ongoing project will be considered.</li> </ul> <p>We understand that for the ongoing projects furnishing certificates would be a challenge. So we request for the consideration of work orders as well.</p>	<p>This is desirable.</p> <p>Yes the ongoing project will be considered.</p> <p>No work orders will be considered. Certified progress report from the user agency can be considered.</p>
5.	In this chapter you should propose the main activities of the assignment, their content and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports.	As per the RFP we understand that the month wise milestones would be designed by the agency. We would request if the milestones could be assigned by the client for the smooth time based execution and reporting of the project.	Month wise milestones would be decided by the bidder as per their approach and methodology which will be filled in the technical bid.
6.	-	The RFP has no clarity on the payments terms. Request you to please provide the information on the same.	The payments will be released on delivery basis.
7.	To assist PMU in preparation of business plans for SHGs, providing them skill based training and necessary METP support from the project for the improvement of livelihood of the forest dependent communities.	<ul style="list-style-type: none"> <li>We understand that the assistance in preparation of business plans would be for the business interventions suggested by the agency during the project implementation period. Please confirm.</li> </ul> <p>Request you to please elaborate on METP support.</p>	Yes the business plans would be for the business interventions and will be suggested by the Project Management Unit and these Business Plans will support the livelihood issues of the Communities/SHGs.
8.	Integration of the various IGAs of different SHGs and development of cluster/federation/Producer Company of the organized SHGs for selected specific livelihood IGAs.	Please confirm whether a specific number of Clusters / federations / PCs have to be formed from SHGs. We understand that SHGs with common IGAs are generally grouped into clusters/federations/PCs. Please confirm if we have to follow the same approach.	Yes the specific number of Cluster/federations/PCs have to be formed from SHGs.

9.	Supporting the cluster level organizations in their operations, including the procurement of necessary equipment(s) and necessary forward and backward linkages related to production, marketing, maintenance of records and accounts etc.	We understand that the Cluster Level Organizations would be those developed from the SHGs during the project implementation period. Please confirm.	Yes the Cluster Level Organizations would be those developed from SHGs.
10.	<p>iv. Demonstration of innovative models of mushroom cultivation with high value Shiitake mushroom cultivation as potential IGA with value addition for the community livelihood support.</p> <p>v. Development of traditional crop based livelihood model in selected locations as per standard FSSAI and Packaging norms for nutritional and livelihood sustainability.</p> <p>vi. Demonstration of high altitude high value Medicinal Plant models for livelihood and biodiversity conservation on pilot locations.</p>	We understand from TOR that the major IGAs for SHGs would be mushroom cultivation (Shiitake mushrooms), Food processing units from the locally available traditional crops, and Medicinal plants based livelihood activities. Please confirm if this is correct.	Yes the major IGAs for SHGs would be Mushroom Cultivation (Shiitake Mushrooms), Food Processing units from the locally available traditional crops and Medicinal Plants based livelihood activities. Further in future if any Livelihood Activity where technical assistance is required those will be added.
11.		The proposal lacks information on the estimated cost of the component.	The maximum Financial Outlay is likely to be approximately 24 Lakh which will include the transport, Boarding and lodging of the team for one year.
12.		It does not describe the required number of Human Resources, including Key Staff and Non-Key Staff, which is essential for evaluating CVs as per point no. 16.2.	The number of resource persons will be decided by the bidders as per their approach and methodology which will be filled in the technical bid.

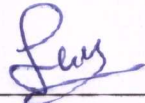
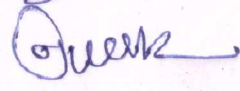
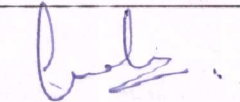
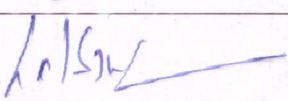
13.		Moreover, there is no mention of the consultant's minimum qualifications, experience, or preferred academic background.	Clarified in the Corrigendum issued on 05/08/2023 and as above at Sr. No. 3.
14.		Furthermore, the proposal needs to include the estimated volume of field visits required for each of the 72 forest ranges, as a minimum requirement.	The field visits will be decided by the bidders as per their approach and methodology which will be filled in the technical bid of the Agency.
15.		As per the Format of For FIN 2:  a. The financial bid should include the estimated remuneration, which can be determined after determining the required staff.  b. Reimbursable expenses, such as TA and DA, can only be estimated based on the desirable visit frequency required for the project.	As clarified above, the number of resource persons will be decided by the bidders as per their approach and methodology which will be filled in the technical bid.  The Financial Bid will include everything.
16.		Provide clarity on key deliverables, possibly giving No. of orientations of specific IGAs, No. of demonstrations for specific IGAs, Assistance for No of Business Proposals preparation, No of trainings and number of federations of SHGs to be organized during the one year time schedule.	Deliverables are clarified in the corrigendum issued on 05/08/2023. Number of Demonstrations will be decided by the Bidder as per Approach and Methodology which will be filled in the technical bid.
17.		The time inputs of key and non-key resource persons needs some estimation as it would help in estimating the required man days and consequential financial implications.	This will be submitted by the bidder as per approach and methodology which will be filled in the technical bid.
18.		An estimation of the total cost of the assignment, the project is looking at will also help in working out specific and need-based proposal.	As clarified above the total Financial outlay would be 24 Lakh for the purpose per annum.

**Further Project Director clarified that no other queries will be entertained after today onwards (i.e. 9<sup>th</sup> August, 2023).**

21/08/2023  
**Project Director**  
**Project for Improvement of H.P.**  
**Forest Ecosystems Management**  
**& Livelihoods, Shimla**

Annexure-A

Attendance sheet for the Pre Bid Meeting held on 09/08/2023, to hire a professional agency to assist and provide inputs for the implementation of the "Livelihood Component" of the Project, in the O/o Chief Project Director (JICA-PIHPFEM&L), Potters' Hill, Summer Hill, Shimla-5.

S. No.	Name of the Firm	Contact No.	Signature
(1)	RGVK, Shimla, Sangauli	94184 51984	
(2)	do	94180 28649	
3	Subziso Agri Tech Pvt. Ltd.	95822-03465	
4	Dr. Himalayan Research Group, Chittoor Shimla-2	98160 26820	
5	PWC	88944 97175	Attended through video conference