

**RFP for Selection of Consultant Agency/Firm/Institution for Conducting Training of Trainers under Infant, Toddler, Caregiver-Friendly Neighbourhoods Training & Capacity Building Programme**

**Clarification Document: Response to Queries in respect of the REQUEST FOR PROPOSAL (RFP) for Training of Trainers Document floated on 12 May 2021.**

**Date: 24<sup>th</sup> May 2021**

<b>QUERY NO.</b>	<b>BIDDER NAME</b>	<b>PAGE NO. &amp; CLAUSE NO.</b>	<b>QUERY</b>	<b>CLARIFICATION</b>
1	BIDDER A	Pg. 7, Clause 2.4	Date of Submission: It is requested that the date of submission may please be extended till 2nd June 2021	The revised timeline for bid submission is 5 PM on 02.06.2021. Please check the NIUA website.
2	BIDDER A	Pg. 8, Clause 3.3 Timelines Table	Point 5, 6, 7 are repeated again in Point 8, 9, 10 -- does the development of modules under orientation course have to be developed twice: Is there a split on the module development of the orientation course. Kindly provide clarity on the repetition of the activities	Yes, there a split. This is only specific to the orientation course where Total 4 modules (2+2) have to be developed under different timelines.
3	BIDDER A	Pg. 12, Clause 3.4.1(2) Technical Competency	Professional Composition of the Firm: It is requested to kindly provide details of how many minimum Key persons are needed for this assignment. OR, at least specify the total anticipated input in the number of days from Key Personnel or Experts or support staff	The team composition and their time inputs have financial implications and is thus left to the judgement of the bidder. The bid evaluation committee will assess this to gauge the bidder's understanding of the scope and quantum of work.
4	BIDDER A	Pg. 13, Clause 3.5(4)(a)	Penalty Clause In case the selected agency is not performing as per the requirement of the NIUA, the selected agency will be imposed a penalty up to the 50% amount of payable for the Milestone/Deliverable: Penalties are suitable for commercial contracts where firms with extensive appetite for risk are competing. These RFPs are aimed at academic / research institutions. Further, given the unpredictable circumstances where delivery is always at risk due to prevailing pandemic, inclusion of a penalty clause is onerous. The delivery is also subject to several external factors that continue to remain out	There will be no change in this clause, however we would be fully supportive with you in achieving the milestone and deliverables

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			of control of the institutions and therefore, the penalty clause is also discouraging. We request the removal of the penalty clause in view of the above observations	
5	BIDDER A	Pg. 14, Clause 3.7(6)	<p>Signing of Contract - NIUA shall enter into a contract, incorporating all clauses, pre-bid clarifications and the proposal of the bidder between NIUA and the successful bidder.</p> <p>Requesting that a draft copy of the Standard Terms and Conditions of contract be kindly made available for comments and suggestions prior to submission of the bid.</p>	The contract will be shared with the selected agency subsequent to selection of agency
6	BIDDER A	Pg. 14, Clause 3.8	<p>Insurance</p> <p>Successful bidder(s) shall take out and maintain, at their own cost, insurance against the risk for execution of the assignment. On NIUA request, the bidder(s) shall show that such insurance has been taken out and maintained. It is up to the bidder but NIUA will like to intimate that NIUA will not be responsible to compensate any losses/damages incurred by the bidder/s during the assignment. It will be sole responsibility of bidder/s to settle these claims and bidder/s have to indemnify NIUA against any such claims in future.</p> <p>Query: Insurance Requirements are suitable for commercial contracts where firms with extensive appetite for risk are competing. These RFPs are aimed at academic / research institutions. Further, given the unpredictable circumstances where delivery is always at risk due to prevailing pandemic, inclusion of an insurance clause is onerous. We request the removal of the insurance requirement clause in view of the above observations</p>	These are the standard practices by NIUA, however we would be fully supportive with you in achieving the milestone and deliverables
7	BIDDER A	Pg. 15, Clause 3.12(1)	<p>Force Majeure:</p> <p>Given the situation, health pandemic be specifically added /mentioned to the list of Force</p>	Already addressed in this clause, therefore there will be no further change, however we would be fully supportive with

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			Majeure events. It is requested that suitable clause be added to reflect the resumption of work following cessation of Force Majeure to allow the consultants to complete the work with a modified work plan in consultation with the client.	you in achieving the milestone and deliverables
8	BIDDER A	Page 22, 7.4 – Form 4	Note: Project Datasheet will be considered for evaluation only if relevant work order/contract agreement and client certificate is submitted for the same. It is requested that the requirement for client certificate is removed. Often, Training and Capacity Building is a part of larger projects and obtaining a client certificate for only the capacity building component is difficult. It is suggested that W/O and signed Contract along with Client references be considered adequate for this purpose. Further, Partial completion of above 50% scope completed may kindly also be considered as valid experience	There will be no change in this clause. The internal evaluation committee will take final decision after reviewing all submitted documents.
9	BIDDER A	Other	Limitation of Liability May we suggest that a limitation of liability clause be made a part of the contract. The agency or institution cannot have unlimited liability and indemnification for liabilities can only be equivalent to the 20% of the total fees payable under the contract	Not accepted
10	BIDDER B	Pg. 8, Clause 3.3 Timelines Table	Three modules namely: Orientation Course (Basic Level Course),Operational Course (Intermediate Level Course),Implementation Course (Advanced Level Course) Query : Duration of each module?	Duration of each module has been specified under the deliverable timeline given in page # 8-10
11	BIDDER B	Pg. 8, Clause 3.3 Timelines Table	Prepare a training module/manual/training reference guide for the participants prior to the start of the training. There need to include participants from Development authority / SUDA/DUDA officials etc other parasatal officials	The participant will be professional from selected training agencies.

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12	BIDDER B	Pg. 8, Clause 3.3 Timelines Table	Prepare a training module/manual/training reference guide for the participants prior to the start of the training. Who will do the Nomination of the participants NIUA/STATE/ULB	The participant will be professional from selected training agencies.
13	BIDDER B	Pg. 8, Clause 3.3 Timelines Table	Three modules namely: Orientation Course (Basic Level Course),Operational Course (Intermediate Level Course),Implementation Course (Advanced Level Course) Will participants will be same for three module or they will different in each module?	We are expecting the different city officials for different level of training but there may be overlaps
14	BIDDER B	Pg. 17, Clause 4	Module development under ITCN framework and CFSC work Please provide clarity on ITCN & CFSC framework?	Kindly visit the following website to access those materials. <a href="http://www.niua.org/cfsc">www.niua.org/cfsc</a> <a href="http://www.smartnet.niua.org">www.smartnet.niua.org</a>
15	BIDDER B	Pg. 17, Clause 4	Module development on National Urban Learning Platform Consultants have to develop virtual video for NULP platform?	The specifications are PDF, HTML, Videos, e-Pub, audio file with specific size limit
16	BIDDER B	Pg. 17, Clause 4	Carry out the evaluation of the training at the end of the training. Evaluation have to be done online or we have to visit concern city ?	It will be done online
17	BIDDER B	Other	Academic Certification Programme who will do the certification Is it also our part of scope?	We are not expecting TOT agency to complete the task , we will on board an academic institution for the same and separate RFP has been posted for this purpose
18	BIDDER C	Pg. 11, Clause 3.4.1	Net worth certificate - Since we are providing the annual financial statements will that not suffice to highlight the net worth? Also, if it is still required then would it be alright to have a certified and practicing Chartered Accountant sign the net worth certificate? Our statutory auditors will not be able to give this document in time for submission as they have been impacted by the pandemic.	There will be no changes in this clause.
19	BIDDER C	Pg. 11, Clause 3.4.1	We only have a certificate of incorporation. Could you clarify on what the certificate of commencement of business is? Is	Kindly refer to the revised clause on NIUA website.

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			there any alternate document for this?	
20	BIDDER C	Pg. 14, Clause 3.8	"INSURANCE - Successful bidder(s) shall take out and maintain, at their own cost, insurance against the risk for execution of the assignment" - We have a professional liability cover. I hope that should suffice. What would count as proof? Policy document or any other relevant supporting document?	Yes. The document should suffice.
21	BIDDER C	Pg. 19, Clause 7.1	Power of Attorney: We will provide the Board Resolution which authorises our director to sign legal documents on behalf of IIHS. Would this suffice?	Yes.
22	BIDDER C	Other	NIUA is looking for a cohort of 5 trainers and 1 trainer of trainers. We would like a confirmation on the understanding that it is 5 Training Entities to train the ULBs, and 1 Trainer of Trainers to train these 5 trainers. Secondly, could we apply for both roles - ToT as well as TE?	There will be one TOT agency and 5 training agencies. You can apply for the both the RFPs.
23	BIDDER C	Other	The deadline of June 2 is for all the RfPs or only the Training of Trainers (ToT) one?	Yes, the same timeline for all 3 RFPs.
24	BIDDER D	Other	With reference to the above my query is that below is same institute allowed to apply for more than one RFP.	Yes.