

Replies to the queries received and minutes of the Pre-Bid meeting on Guwahati City Disaster Management Plan held on 1st October 2015 in the office of the Assam State Disaster Management Authority (ASDMA).

1. Assam State Disaster Management Authority (ASDMA) had floated a Request for Proposal (RFP) for preparation of Guwahati City Disaster Management Plan.
2. The following agencies had submitted their pre-bid queries viz.
 - I. Global Rescue Consultants Pvt. Ltd. New Delhi
 - II. Telecommunications Consultants India Limited (TCIL) ,Greater Kailash- I, New Delhi - 110048, India and
 - III. RMSI Pvt. Ltd. Noida
3. The Pre-Bid meeting on the RFP was held on 1st October 2015. Representative from Global Rescue Consultants Pvt. Ltd. attended the pre-Bid meeting.
4. Replies to the queries received and points raised in the pre-Bid meeting are as follows:-

Sl No	Clause of RFP Document	Queries obtained/ modifications requested	ASDMA Reply against these queries
1.	Section "A"- "Scope of Work"- Page 5, Cause (v)	Will all 4 Plans be prepared in separate volumes or there will be only one Volume having all 4 plans?	It will be in one volume with separate chapters dedicated to different phases of Disaster Management
2.	Section "B"- "Eligibility Criteria & Experience"- Page 5, Cause (i)	The organization should be working in the field of Disaster Management for minimum 3 years and should have past experience of developing disaster management plans.	No . It need not be changed
3.	Section "B"- "Eligibility Criteria & Experience"- Page 5, Cause (ii)	Experience of preparing at least 2 disaster management plans	No . It need not be changed
4.	Section "C"- "Submission of RFP"- Page 7, Cause (iii)	Submission of proposal in one electronic copy in a CD.	Submission of proposal in one electronic copy in Microsoft Word format / pdf
5.	Section "D-1"- "Technical Proposal"- Page 8, Cause (i)	There is no TOR at Point 3 above this clause in the RFP. Moreover, RFP is for the preparation of D.M. plan and not for any Study & Submission of Report.	It is modified and should be read as- the technical proposal will have the detailed design of the process for preparation of the Guwahati City Disaster Management Plan
6.	Section "D-1"- "Technical Proposal"- Page	Clause should be modified to: The approach to be adopted in the preparation of D.M. Plan	Yes. It is modified and should be read as - The approach to be adopted in the preparation

	8, Cause (iv)	should be provided in detail.	of D.M. Plan should be provided in detail.
7.	Section "D-2"- "Financial Proposal"- Page 8, Cause (i)	There is no clause in the RFP termed as "Terms of Reference". Please clarify on this. Moreover, this clause should be modified to submission of financial proposal for the preparation of D.M. plan as per the scope of work of the RFP documents.	Yes. It is modified and should be read as- Submission of financial proposal for preparation of the Guwahati City D.M. plan as per the scope of work of the RFP document
8.	Annexure-5- "Financial Proposal"- Page 18	There should be only two heads for asking the prices i.e. Cost for the preparation of D.M. Plan and Applicable Taxes & Duties. Also, the cost of workshops at Dist. Headquarter level should be borne by Department itself (instead of asking the bidders to give break up for this) and the financial provision for the same may be earmarked out of the total budget of the project.	It is modified and should be read as- The financial proposal should consists of – i. Total cost for preparation of the Guwahati City DM Plan (the activities to be taken up shall be mentioned in proper sequence) ii. Applicable Taxes and Duties
9.	Technical Evaluation criteria of the RFP	An expert committee may be formed to judge the competencies of the agencies through a detailed presentation.	No. It need not be changed
10.	Clause 3 of page 5 of RFP document	Kindly give the details about existing systems /mechanisms and instruments in practice for disaster management.	Bidders should consult the ASDMA website.
11.	Clause 4.vi. of page 5 of RFP document	Kindly suggest all the relevant departments/agencies which are to be notified in emergency situations.	Around 20 Departments / Organisations will have to be consulted
12.	Nil	Kindly provide the budget of the said Project.	This will be known after the finalisation of the bids.
13.	Nil	Payment terms not mentioned in the RFP . Whether, the bidder can propose the Terms of Payment for the work or ASDMA would share the same	Payment terms will be decided with the successful bidder before signing of agreement.
14.	Nil	Extension of last date for submission of RFP	No extension is allowed.


(P.K. Tiwari)

Chief Executive Officer

Assam State Disaster Management Authority