

**Office of the Chief Executive Officer**  
**Chhattisgarh State Skill Development Authority**

Old P.H.Q. Campus, Beside Rajbhawan, G.E. Road, Raipur, Chhattisgarh

Minutes of Meeting of Pre-Bid Meeting regarding Request for Proposal (RFP) for the selection of organisations / agencies willing to undertake **Study and Analysis of Labour Market Trends and Skill Gap in Chhattisgarh** held ( Online due to COVID-19 pandemic ) on dated 06.04.2021 at CSSDA Video Conference Room. The meeting was headed by Additional Chief Executive Officer, CSSDA. He had summarized the composition of the bid documents and highlighted important sections as per the instructions was emphasized.

Following are the members of committee from CSSDA were present in the pre bid meeting:-

1. Mr. A. K. Ahirwar, ACEO, CSSDA
2. Mr. Gannesh Ram Banjare, JCEO, CSSDA
3. Mr. Pramod Sahu, DCEO, SPLCS
4. Mr. Meemo Prasad Banjare, DCEO, SPLCS
5. Mr. SomeshYadav, Manager, CSSDA

Following are the list of participants belonging to Research Institutions, Academicians, Agencies, Companies, Consultancy firms and NGOs were present and took part in the pre-bid meeting.

1. Radha Garg, Associate Director, Hindustan Thosmpson Associates
2. Mohd Sartaz, Research Manager, Kantar
3. Ronak Agarwal, Manager, CFBTES
4. Sourav Jena, Research Manager, Hindustan Thompson Associates Pvt. Ltd.
5. Rahul Agrawal, Manager, PwC
6. Pravesh Gadia
7. Abdul Hamid

**Agenda of the meeting:**

1. Introduction
2. Acquaintance with the tender procedures
3. Questions and Answers.

Committee welcomed the participants to the meeting and discussed the queries. Floor was opened for participants to share their queries with the Committee members. Queries regarding RFP raised by the participants were discussed one by one and clarified accordingly.

Queries raised by the participants and sought through email were discussed and the clarifications given by the committee are placed at Annexure- A.

S. N.	Section/ Page No.	Clause	Queries	Response
1.	4.2/03	Only Academic/ Research institutions can participate in the RFP.	Please provide clarification that whether section 8, Private company, Partnership firm can participate.	A registered legal entity as mentioned under bid clause no. 4 (4.2), only can participate in the bid.
2.	4.2/03	Only Academic/ Research institutions can participate in the RFP.	Would like clarification if this bid is only permissible to academic/research institutes or is applicable to any research/consultancy firm.	Response same as S.N. 1
3.	4.1/03	The EMD should valid for 180 days from the last date of RFP submission.	As the validity of a DD is for only 90 days or 3 months from the date of issuance, we request CSSDA to either reduce the EMD validity to 90 days or accept other instruments like Bank Guarantee. Also if BG is accepted, request CSSDA to provide the format of the same including the below given details. (a) BG Start Date and End date (b) Complete name & address of the beneficiary.	Change request is not accepted.  EMD will be valid for 180 days.  Unsuccessful bidders will get the EMD amount back/ returned to the bidders through NEFT/RTGS/DD.
4.	2/03	Preparation of Block wise, District wise, Sector and Course wise report for perspective plan for next five financial years, i.e. 2020-25	Whether CSSDA provides any required document related to this information.	This is a part of Scope of work (SoW), The selected organization has to prepare a detailed report with the required plan by itself.
5.	13.1/07	Approach and methodology: a. SOP for Conducting Survey. b. Approach and Methodology adopted to conduct survey. c. Scope of Questionnaire with regard to survey. d. Reliability & Precision of the survey method.	We request CSSDA to clarify if there is any time frame that the ministry is looking at to showcase Agency's study experience and strength. We want to understand if an organisations can apply for both the bids floated by CSSDA simultaneously and also if they could partially replicate the team for both the studies	Time frame is fixed to complete the Study /Survey work as mentioned in RFP.  The organisation will bid separately for each RFP. Each bid requires separate team for execution.

During the pre-bid session all the queries regarding RFP documents were resolved upto the satisfaction level of the participants. There were no further questions asked.

ACEO had suggested to all the participants that they should carefully study and understand the solicitation RFP documents, inclusive the technical specifications, Eligibility Criteria, SOP and General Conditions before submitting the Bid. All bidders must submit proof of legal entity's registration( Academic/Research Institution). The date of presentation for Approach and Methodology of the survey will be intimated to the bidders separately.

The meeting was closed at 1:30 pm.

**Sd./-**

**Chief Executive Officer**

**Chhattisgarh State Skill Development Authority**

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