

**Response to queries w.r.t. RFP for Selection of Project Consultant for Implementing E-Governance
in the Department of Agriculture Punjab**

Response to queries w.r.t. RFP Reference No. RFP/PSEGS-Agriculture/2011/01

SN	Clause Referred	Query	Response to query
1.	Page 6, Clause 2.3	Since it is a Department of Agriculture Project, Department of Information Technology Employees should not be debarred from participation and in case they are debarred then it has to be clarified that whether Contractual or Permanent Employees are to be debarred and the same should be capped for some particular period. Moreover, there is no conflict of interest if Department of IT employees are included in the Resource Deployment Plan. PI clarify. (Raised by Wipro)	No change in RFP.
2.	Page 9, Clause 2.10.(a) (6)	We request you to consider total employee base of atleast 50 fulltime professionals rather in any field rather than detailed break up as professionals in the field of Financial analysis and development economics are not relevant to this project. (Raised by KPMG)	No change in RFP.
3.	Page 13, Clause 2.15.2	Please provide more details on the distribution of marks for experience, work plan and evaluation of CVs. (Raised by PWC) We request to change the Technical Evaluation criteria as: Past Relevant Experience – 15 marks Past Relevant Experience in Agriculture – 10 Understanding of work and methodology – 40 Profiles – 25 Work Plan – 10 (Raised by Wipro)	Weightage mentioned in RFP clause 2.15.2 (b) stands as such.
4.	Page 13, Clause 2.15.2	Dept. has asked for overall 5 citations in technical bid. How the distribution of 20 marks happens? Considering 10 marks are for generic experience and 10 marks for agriculture related experience. Please clarify. (Raised by PWC, KPMG & Wipro)	Please refer to corrigendum point 2.
5.	Page 18, Clause 3.10.a	The penalty clause is too stringent, we request you to reduce penalty as 1% for every two weeks and maximum to 10% of contract value provided delay is solely attributable to Consultant. Please also mention the criteria to judge the quality of deliverable as it is very subjective. (Raised by KPMG)	No change in RFP.
6.	Page 18, Clause 3.10	The penalty of 1% per week has been assigned in case of delays. While there shall be some restriction or binding on dept. also for approval	See clause 4.7.2 (e). It is further clarified that the time taken for making

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		of deliverable or providing the suggestions or comments within a defined period. (Raised by PWC)	necessary amendments in the deliverables submitted by the consultant for acceptance shall be counted towards the time duration taken by consultant till the deliverable is finally accepted. However, the time taken by Department towards giving its observations or acceptance would not count towards levying of penalty. The time taken by the Department would be exclusive from the timelines specified under column Duration under clause 4.6 of RFP.
7.	Page 19, Clause 3.15	Since dept. will not pay any additional taxes due to revision of rates. Then in case of decrease in rates of taxes, dept. shall pay the consultant at the rates mentioned in bid and not the reduced rates. (Raised by PWC)	Please refer to corrigendum point 4.
8.	Page 20, Clause 3.16.2	Para mentions that disputes will be referred to Agriculture, Punjab, but to whom in dept. is not clear. Request to clarify the same. (Raised by PWC)	The matter shall be dealt by the competent authority in the Department of Agriculture, Punjab.
9.	Page 21, Clause 4.3	The paragraph mentions about GIS. Does the state have some core infrastructure already available in GIS? Also is the consultant required to have GIS expert. (Raised by PWC)	The matter should be assessed by the consultant from appropriate authorities like Director Land Records Punjab, Punjab State Remote Sensing Centre, etc. Consultant have to assess the requirement with appropriate proficiency that needs to be deployed.
10.	Page 24, Clause 4.6	Assessment phase mentions about the "As-Is report", while the next phase of design mentions first activity as "Detailing of existing processes". Since mapping of services with dept.	Clause 4.6 of RFP is self explanatory on this point and need no further elaboration.

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		/ divisions is a part of As-Is report hence As-Is process maps also become part of As-Is report. Hence, we request to merge the two activities and increase the timelines from 3 weeks to 8 weeks. (Raised by PWC)	
11.	Page 26	Functional solution – “Expected user experience, navigation and usability features” – What is dept.’s expectation from this? Navigation & usability features can’t be defined at the DPR stage. (Raised by PWC)	This is part of scope of work of the consultant which is required to be detailed by the consultant.
12.	Page 26	SRS preparation shall be limited to defining the functional level requirements of proposed system and hence shall not be termed as SRS. SRS will be prepared by the implementing agency at later stage. Hence following points shall not be considered for deliverable. <ul style="list-style-type: none"> • Describe the system as seen by its end users, analysts and testers. • Describe the design view of the system encompassing with broad Classes / data bases, transaction layouts, integration/ interfaces for process transformation. • Describe the process view, addressing the processes involved in building the systems, inter-linkages in process transformation, performance, scalability and throughput of the system. Database architecture, including defining data structure, data dictionary as per standards laid-down by Government of India/ Government of Punjab (In case such standards are not defined, the same would be got approved by GoP) (Raised by PWC)	The scope of SRS is limited to the scope mentioned in the RFP. It is further clarified that detailed SRS would be under the scope of the Implementing Agency which would comprise of micro-level details and other ingredients required for SRS. The consultant shall be responsible for fine-tuning its SRS so that the SRS prepared by the Implementing Agency/ Agencies are in consonance with each other.
13.	Page 26	“Methodology: Designing the methodology based upon most relevant and suitable architecture standards”. What methodology is the dept. talking about here? (Raised by PWC)	This is part of scope of work of the consultant and looked into by the consultant.
14.	Page 29	6 weeks time for preparation of RFP and then managing the tendering process is too less. 6 weeks shall only be given for RFP preparation and another 8-10 weeks for bid process management & contract signing. (Raised by PWC) The Timelines of the Project are very short. The same need to be reviewed and extended – total	Please refer to corrigendum point 7.

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		time duration for the project is 15-18 months (Raised by Wipro)	
15.	Page 29, Management phase	<ul style="list-style-type: none"> • Conducting audits – Please define scope of work for audit? Is there any frequency for conducting audits? Will it also involve travelling to locations for audits? • Monitoring of pilots or roll out would mean monitoring from central location? How much travel is expected from consultants? Does it mean (Raised by PWC)	Audit shall include all aspects related to project management. Yes, it shall include traveling. Bidders need to assess quantum of traveling required as per scope of work defined. Also see clause 4.5 of the RFP.
16.	Page 29, Management phase	Consultants' payments during management phase shall not be related to completion of work at various locations. Due to delays because of IA or Dept. the payments of consultants shall not be affected. We request dept. to consider this and revise the payment plan on the basis of timelines. (Raised by PWC)	No change in RFP.
17.	Page 26-29	We expect that the timelines mentioned in the table are for submission of draft copies and not the final copies? Considering dept. will take time of 2 weeks for providing comments, this will reduce the original timelines for deliverables drastically. Please clarify. (Raised by PWC)	See clause 4.7.2 (e). It is further clarified that the time taken for making necessary amendments in the deliverables submitted by the consultant for acceptance shall be counted towards the time duration taken by consultant till the deliverable is finally accepted. However, the time taken by Department towards giving its observations or acceptance would not count towards levying of penalty. The time taken by the Department would be exclusive from the timelines specified under column Duration under clause 4.6 of RFP.
18.	Page 30, Clause 4.6.	Further clarity on Third Party advisor required. What roles and responsibilities are envisaged for the advisor? (Raised by Wipro)	Please refer to corrigendum point 8.

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19.	Page 30, Clause 4.6.	Further clarity on “road map on future projects” required. Do the future projects entail enhancement of series and further integration with other projects? (Raised by Wipro)	Yes.
20.	Page 30, Clause 4.6.	How will the gap between the various phases (due to funding arrangements) as identified in the RFP be accounted for consultant’s billability? Will the consultant be demobilized for the gap period? (Raised by Wipro)	RFP is self explanatory on this aspect.
21.	Page 33, Clause 4.7.4	Does the time taken by SeMT be considered within 2 weeks of time taken by Dept. or will it be over and above it? Please clarify (Raised by PWC)	Yes, within 2 weeks taken by the Department.
22.	Page 37-39, Form 1b – Pre Qualification Eligibility Information	Remove the word “Statutory”. (Point E & F) (Raised by Wipro)	Please refer to corrigendum point 12.
23.	Page 37-39, Form 1b – Pre Qualification Eligibility Information	Replace the word “Special” with “General” (Point I) (Raised by Wipro)	No change in RFP.
24.	Nil	We request you to limit the aggregate liability under the contract to one time fees paid to successful bidder under the contract. (Raised by KPMG)	No change in RFP.
25.	Nil	Is there any minimum requirement of the manpower that to be employed throughout the project? If so Please mentioned the no of persons. (Raised by TCIL & KPMG)	Bidders have to assess the manpower requirement with appropriate proficiency that would be deployed so that the timelines are adhered with. Also see clause 3.5 and 4.7.1 (c) of the RFP document.
26.	Nil	As part of the job shall the consultant visit the sites other than Agriculture department? Is there any minimum sample for site visit? (Raised by TCIL & KPMG)	Bidders need to assess quantum of traveling required as per scope of work defined.

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			Also see clause 4.5 of the RFP.
27.	Nil	Is there any software available at central level for this e-governance project? (Raised by TCIL)	This is part of scope of work to be carried out by the consultant during the phase-I (Assessment phase). See clause 4.6 under Activities column under the "Study the existing IT infrastructure and services".
28.	Nil	We request you to extend the date of submission of the proposal by 10 days from the existing submission date. (Raised by TCIL)	Please refer to corrigendum point 1.