



Small Industries Development Bank of India

Request for Proposal (RfP) from eligible/interested bidders/agencies for

“Hiring of Monitoring & Evaluation (M&E) Agency.”

(RfP No. 2023MAY20/T002266389 dated May 20, 2022) -- Pre-bid dated 01/06/2022 – Corrigendum/Clarifications

CORRIGENDUM -Queries & Clarifications

Corrigendum							
SN	Pg. No.	Sec. No/ SN	Pt. No./Annexure	RfP Clause	Agency Query	SIDBI's Response	Any Change in RfP
1.	3	2	Critical Information	All the responses for the selection of M&E Agency must be accompanied by a refundable interest free security deposit of Rs. 2,20,000/- (Rupees Two lakh Twenty Thousand only).	Global Agri System is a registered MSME and has Certifications from -MSME certificate from NSIC -Udyog Aadhar Registration -Udyam Certificate Seek clarification on Exemption on Security Deposit	MSMEs registered under District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSMEs are entitled for exemption from furnishing tender fee and earnest money deposit (EMD). Please refer 4.1.3 and 4.1.4 for further details.	No Change
2.	3	2	Critical Information	All the application must be accompanied by a Non-refundable application fee of Rs.1,180/- (Rupees One Thousand One Hundred & Eighty only), including applicable GST.	Global Agri System is a registered MSME and has Certifications from MSME certificate from NSIC -Udyog Aadhar Registration -Udyam Certificate Seek clarification on Exemption on Application Fee	MSMEs registered under District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSMEs are entitled for exemption from furnishing tender fee and earnest money deposit (EMD). Please refer 4.1.3 and 4.1.4 for further details.	No Change

3.	23	5.2	SoW cum ToR	<p>Scope of Work (SoW) cum Terms of Reference (ToR): Suggesting and preparing a “Digital M&E Module/Framework” to be adopted for the assignment. This may be developed on SIDBI’s existing platform, or any other platform as decided by SIDBI.</p>	<p>Please provide details of SIDBI’s existing platform that can be leveraged for developing a digital M&E module/framework.</p>	<p>SIDBI has many existing platforms, the corresponding details shall be shared with the finalized agency.</p>	No Change
4.	23	5.2	SoW cum ToR	<p>Scope of Work (SoW) cum Terms of Reference (ToR): Agency shall feed the baseline data for each of the initiatives on this digital module, set the approved endline target and then monitor the project progress by validating the same through sample visits.</p>	<p>Please confirm if the baseline data would be provided by various project implementation partners to the M&E agency for including in the module?</p> <p>Please share the types of reports that project implementation partners submit to SIDBI along with the frequency of such reports?</p> <p>Would the above-mentioned reports be shared with the M&E Agency?</p>	<p>Yes</p> <p>They generally share MPRs and project completion/impact reports with SIDBI. In some projects, they share QPRs as well. Yes, they may be shared with the selected agency.</p>	No Change
5.	23	5.2	SoW cum ToR	<p>Scope of Work (SoW) cum Terms of Reference (ToR): Categorizing initiatives / projects and preparing a Theory of Change (ToC) & Log-frame for SIDBIs Promotion and Developmental Initiatives in discussion with SIDBI by looking at the inputs, activities, outputs, outcomes and impact level indicators (no. of people reached, employment generated, no. of units grounded, increase in</p>	<p>The M&E Agency would undertake data collection on a sample basis. It is assumed that details such as total number of people reached, total employment generated, number of units grounded etc. would be provided by the project implementation partners. Kindly confirm.</p>	<p>Yes</p>	No Change

				income, profitability, turn over and good practices etc.).			
6.	23	5.2	SoW cum ToR	<p>Scope of Work (SoW) cum Terms of Reference (ToR): The agency needs to collect reliable and well-defined quality data for validating the baseline figures created by SIDBI's partner agencies/institutions/stakeholders through sample visits by suggesting/proposing statistically significant sample size.</p>	<p>Kindly share the geographic coverage of existing projects and the number of projects operational per state (this information is not provided for some of the projects such as Swavalamban Mela/Bazaar)</p> <p>Also kindly share the list of project implementation partners.</p>	<p>An indicative list has already been appended as Annex IIIA of the RfP; state wise projects may be culled out from this. Swavalamban Mela is being implemented in 12 cities covering 12 states viz. Assam, Maharashtra, TN, Telangana, Delhi, Rajasthan, Gujarat etc.</p> <p>Shall be shared with the finalized M&E Agency.</p>	No Change
7.	24	5.2	SoW cum ToR	<p>Scope of Work (SoW) cum Terms of Reference (ToR): Sample size table</p>	<p>The proportion of sample to be considered in case of projects of various sizes has been indicated in the ToR. We would request for information on the number of projects falling in each of the ranges i.e.:</p> <ul style="list-style-type: none"> o 1 to 500 beneficiaries o 501 to 1000 beneficiaries o 1001-5,000 beneficiaries o >5,000 beneficiaries 	<p>M&E of future projects are also a part of the SoW of the M&E Agency. So, it won't be possible to provide no. of projects falling/will fall under each of the ranges as of now.</p>	No Change
8.	24	5.2	SoW cum ToR	<p>Scope of Work (SoW) cum Terms of Reference (ToR): Developing at least 25-30 case studies annually. These projects/treated groups would be picked from the</p>	<p>It is assumed that project implementation partners would help in identification of potential case studies. Kindly confirm.</p>	<p>Yes. The agency would need to work in sync with the implementing partners for getting the desired info.</p>	No Change

				beginning of the respective projects.			
9.	24	5.2	SoW cum ToR	<p>Scope of Work (SoW) cum Terms of Reference (ToR): The half-yearly Performance Assessment Reports would focus on understanding the outcomes of the interventions and effect of the same on the target population and compare these with the “no-intervention” situation to assess the effectiveness of the interventions in terms of socio-economic changes, environmental impacts (if any) as well as institutional strengthening and decentralized management of assets by community members etc.</p>	<p>For undertaking a comparison with a ‘no intervention’ situation, there would be a need to identify a ‘control’ group. Please confirm our understanding.</p> <p>Also impact typically can be ascertained on a longer-term basis and a half-yearly period may not be adequate for measuring change. Kindly confirm if a comparison has to be undertaken on a half yearly basis keeping this in mind.</p>	<p>Yes, the understanding is correct.</p> <p>Comparison group analysis may be undertaken for completed projects. However, the agency needs to suggest this aspect in the Approach & Methodology section of the proposal.</p>	No Change
10	25	5.2	SoW cum ToR	<p>All such incidental services/assignments thereof which are not mentioned herein but are necessary to complete the work shall be deemed to have been included in the rate quoted by the agency.</p>	<p>It is requested to detail OR outline incidental services since it will enable in the projecting the financial outlay accordingly.</p>	<p>The agency is advised to include such incidental services based on their experience of conducting similar assignments.</p>	No Change
11	26	7	SoW cum ToR	<p>Resources/Experts to be Embedded by the Bidder: Key experts whose CVs & experiences would be evaluated are...</p>	<p>Kindly indicate the number of staff required for the assignment.</p>	<p>As already mentioned in the RfP, the agency should deploy a minimum of 3 team members. Based on their assessment and requirements under the said assignment, the</p>	No Change

						agency should propose a team who would be managing the said assignment.	
12	26	7	SoW cum ToR	Resources/Experts to be Embedded by the Bidder: Specialists in Statistics, Social Survey Research, Economics, Monitoring and Evaluation etc. would constitute the core team of the agency.	Kindly confirm is all staff are to be engaged on a full-time basis. Kindly confirm whether the staff would have to be based at the SIDBI office in Delhi.	Yes, full-time basis. The assistant member would need to be based at SIDBI Delhi Office.	No Change
13	26	7	SoW cum ToR	Profile of Monitoring & Evaluation Expert (Team Leader) - PG/Master's degree in social sciences/development studies/economics or related field.	The Agency understand that PG in social sciences includes Masters in Anthropology (MAAN) MA in Psychology (MAPC) Master of Arts (Sociology) (MSO) Master of Arts (Public Administration) (MPA) Master of Arts (Political Science) (MPS) Master of Arts (Economics) (MEC) Masters in Social work Masters in International Development studies Kindly clarify related field	Yes, the understanding is correct.	No Change
14	26	5	SoW cum ToR	The ToR outlines the placement of three Human Resources including Assistant for data entry /analysis	The Agency understands that the person can be a graduate in any discipline with two years prior experience in data entry and analysis	Yes	No Change
15	29	10	SoW cum ToR	The agency shall submit the printed hard copies of the finalized reports.	Please confirm the number of copies of each report	one	No Change

16	34	16.3	Evaluation of Technical Bids	<p>Evaluation of Technical Bids: Technical bids would be evaluated on the parameters and presentation as below.</p>	The scoring matrix assigns 25 marks to understanding of the ToRs. Please clarify whether the consultant also needs to provide the approach and methodology and work plan for the assignment.	Yes, technical proposal shall comprise A&M section and work plan.	No Change
17	26 & 34	Clause 7	Resources/ Experts to be embedded by the Bidder	<p>First Stage of Evaluation- 4. Team Composition A team of ≥ 4 members – 5 marks</p>	<p>As per the Agency's understanding of ToR, the proposed Team would consist of three human resources, then accordingly this criteria of team composition of 4 members should not be there but a team of ≥ 3 members should carry 5 marks</p> <p>In the team composition, the document talks about "embedded" experts. Embedded normally means the experts must be placed in the client's (SIDBI) office; is this what you mean or are you simply referring to the team composition for this project to work in the selected organisation's (M-CRIL) own office.</p> <p>We request the authority to kindly clarify whether the proposed team members would have to be fulltime deployed on client site or would be required on intermittent / need basis.</p>	<p>As already mentioned in the RfP, the agency should deploy a minimum of 3 team members. Based on their assessment and requirements under the said assignment, the agency should propose a team who would be managing the said assignment.</p> <p>The assistant member would need to be based at SIDBI Delhi Office on a full-time basis.</p>	No Change

					In addition, since the scope of the engagement is very comprehensive (as detailed out in the Project Wise Beneficiary Details for some of the projects in the given RFP), request you to kindly clarify and confirm if more than 2 given key experts will be required to be deployed on client location		
18	40	17.5.1	Tenure	<p>Clause 17.5.1 – Tenure The tenure of the contract with the agency, so appointed, would run for an initial period of 2 years which may be extended by 1 more year based on satisfactory performance of the agency to which SIDBI shall be the sole judge</p>	<p>While the RFP document has details regarding Tenure/Financial clauses/Penalty clauses, it is silent about the Finances in the extension period</p> <p>The agency understands that the finances are to be proportional to the cost of deliverables as in Phase 1 but would also seek the addition of inflation cost to it.</p>	Presently, the agency needs to build cost for 2 years only. Financials for the extension period of 1 year (if SIDBI decides to go ahead with an extension) shall be decided at that time itself.	No Change
19	73		Annex IIIA	Project Wise Beneficiary Details for some of the projects	<p>In case of some of the projects the number of individual beneficiaries targeted is not provided e.g. Micro Enterprise Promotion Program, Swavalamban Silai School, Swavalamban Udyogshala etc. Please provide this information for all projects as it would be an important factor for arriving at the sample size.</p> <p>Annex IIIA gives “beneficiary details of (some) projects” – in order to give an accurate financial bid we need to know the actual number of projects to be</p>	<p>The same has been provided for some of the ongoing projects in Annex IIIA.</p> <p>As may be observed from Annex IIIA, there are around 50 ongoing interventions (including</p>	No Change

					monitored within a reasonable % of the total. Does Annex IIIA constitute 80%, 90%, 95% of the total or is there some other figure we should take into account for the financial bid?	around 20 projects of SCF). Further, please refer section 5.1., pg-22 wherein it has been written that an average of 20 projects may be added every year.	
20					In the previous bid for the Impact Assessment of the SMART and Smile projects we understood that the selected agency CRISIL was given 100 marks for the Technical Bid whereas others, including ourselves received marks between 70-80. Is it possible to get 100 marks or is this a relative scoring system where the bidder with the best technical score gets 100. But then how is a composite score derived along with the financials? We request clarification on this matter.	Yes, 100 marks is very much gettable and it is given to the bidder with the best technical score. Wrt clarification regarding composite score, please refer 16.3.4, 16.3.5, 16.3.6, 16.3.7, 16.5 and 16.6.	No Change
21	30	Clause 12	Payment Terms and Conditions, Point (b)	The payment would be made on quarterly basis on submission and acceptance of quarterly report. The Bidder / Agency shall raise quarterly bills, in triplicate, along with quarterly M&E report, by the 3rd of the month succeeding the three months for which bill has been raised. The office /officer concerned will send the bills duly verified to Dy General Manager, MSME Promotional Initiatives Vertical, SIDBI, 3rd Floor, Atma Ram House, 1 Tolstoy Marg,	Request you to provide the payment terms. Currently, it is mentioned that it will be on quarterly basis. Request to provide the reports which have to be produced and the payment % linked to such report on quarterly basis, if any.	The payment would be made on quarterly basis on submission and acceptance of quarterly reports and the exact payment terms shall be mutually decided with the selected agency.	No Change

				Connaught Place, New Delhi - 110001, for payment or as may be advised by the Bank. The quarterly payment to the service provider shall also be subject to satisfactory performance as also submission of requisite reports/ case studies including incidental services/ assignments as may be specified by SIDBI			
22	35	16.3	Evaluation of Technical Bids, First Stage of Evaluation, Point 6	<p>More than 50% of the income of the organization in the last 3 FYs should be from consultancy, research, monitoring and evaluation of grassroots development projects, micro enterprises and their clusters, artisanal clusters, livelihood activities, producer cooperatives and their networks (Maximum Marks: 10)</p> <p>(Less than 50% of the income – 0 marks 50-75% of the income – 4 marks B/w 75-90% of the income – 6 marks 90-100% of the income – 8 marks Additional 2 marks if >75% of the income is from M&E) (CA Certificate to be enclosed)</p>	<p>It is extremely difficult to quantify this criterion especially for the consulting firms like us wherein the revenues are coming in from consulting services across various sectors.</p> <p>In addition, this clause puts large firms with higher turnover at disadvantage and also we understand that firms are operating in multiple domains can bring different expertise which shall be beneficial to improve the delivery</p> <p>Request to hence delete this clause.</p>	No change	No Change
23	68	Clause 2	Annexure III, Minimum Eligibility	Applicant must have an average revenue from consulting/monitoring &	Since the scope of the engagement is very comprehensive (as detailed out in the Project Wise Beneficiary Details for	No change	No Change

			Criteria, Clause 2	<p>evaluation services of Rs. 2 crore and above in the last three financial years (2018-19, 2019-20 and 2020-21).</p> <p>Start-ups registered under start-up India, GoI shall be considered as per extant guidelines (proof of being a start-up required).</p>	<p>some of the projects in the given RFP and will require large reputed firms, request you to kindly increase the average revenue from consulting/monitoring & evaluation services from Rs 2 Crore and above to Rs 25 Crore and above in the last three financial years (2018-19, 2019-20 and 2020-21) in order to ensure fair competition among the bidding firms and smooth execution of the engagement.</p>		
24	29	10	Deliverables	<p>The agency shall agree that all data, information, etc. obtained as part of the monitoring and evaluation activities shall be the property of SIDBI and shall be maintained confidentially at their end. Copy of all data and information generated, along with detail on mode of generation, during the process should be submitted to SIDBI along with the reports.</p>	<p>In context to the 2nd line of the paragraph mentioned in clarification point as per the tender document, would suggest if the clause could be modified in a manner suggested below:- <i>"On payment of all of the Consultant's charges/fees in connection with the Contract, the Client shall obtain a non-exclusive license to use within its internal business, subject to the other provisions of the Contract, any deliverable(s)/report(s) for the purpose for which the deliverable(s)/report(s) were supplied. The Consultant retains all rights in the deliverable(s)/report(s) and work product, and in any software, materials, know-how and/or methodologies that we may use or develop in connection with the Contract"</i>.</p>	No change	No Change

25	29	10	Frequency of Reporting/ deliverables	Annual Social Audit Report	Social Audit is generally conducted when the scheme or programme is widely implemented in the areas benefitting many dwellers. For instance MGNREGA, Pensions etc., However, the schemes of SIDBI (as stated in Annex 3A) seem to be sporadic and it would be difficult to conduct Social audit in village / villages with few beneficiaries. Kindly clarify the scope envisaged for Social audit and the schemes proposed under the same.	No change. SIDBI wishes to have Annual Social Audit of its Promotion and Development Initiatives.	No Change
26	34	16.3	Evaluation of Bid	<p>Team composition.</p> <p>Based on their assessment and requirements under the said assignment, the agency should propose a team who would be managing the said assignment. It is expected that the proposed team members have experience in impact evaluation/monitoring studies related to MSMEs ecosystem/ policies/</p>	<p>As the scoring is given based on the number of people (>=4 members) to be positioned, all agencies will score similar. Instead, we suggest to modify it so as to give weightage to the proposed team members.</p> <p>Also, ensuring all deliverables as per the scope within the timelines is not possible only with the proposed team 3 member team. We understand that the proposed team should need to be back-stopped by additional resources to carry out field surveys, analysis etc., Kindly confirm our understanding is correct.</p>	<p>No change</p> <p>Based on their assessment and requirements under the said assignment, the agency should propose a team who would be managing the said assignment.</p>	No Change
27	35	16.3 16.3.3	Evaluation of Bid Technical bids would be	Similar impact evaluation/monitoring studies carried out for RBI/ WB/ FIs/ DFS/ MoMSME or any other Centre / State / UT Government	The point number 2 mentioned in the evaluation table does not clarify over the status of the projects in terms of ongoing or completed in time span of last 5 years.	Yes, may include both ongoing and completed projects.	No Change

			evaluated on the parameters	Departments / Ministries related to MSMEs ecosystem/ policies/ practices/MSE clusters/ SHGs/MFIs/cooperatives/ cooperative networks/ artisanal clusters/livelihood activities/ employment generation / financial literacy and empowerment etc. in the last 5 years, of contract value Rs. 25 lakhs or more. (Minimum 5 assignment– 5 marks, plus one additional mark for each additional study, maximum 10).	We understand, we can include both ongoing and completed projects. Kindly confirm.		
28	35	16.3	Evaluation of Technical Bids, Point 5	Demonstrated experience in development sector projects related to: a) Devising M&E Modules/Frameworks (preferably digital), b) Creating/customizing/managing MIS c) Conducting Social Audit	We assume that the total 10 marks is allotted for experiences related to any of these sectors. Kindly confirm.	No, it would be based on overall experience in all these sectors.	No Change
29	35	16.3	Evaluation of Technical Bids, Point 6	First Stage of Evaluation Criteria Description Point No 6. More than 50% of the income of the organization in the last 3 FYs should be from consultancy, research, monitoring and evaluation of grassroots development projects, micro enterprises and their clusters, artisanal clusters, livelihood activities, producer	This criterion based on percentage seems to be skewed. In alignment to the eligibility criteria No. 2, we request you to consider the absolute value of revenue from consultancy, research, monitoring and evaluation of grassroots development projects, micro enterprises and their clusters, artisanal clusters, livelihood activities, producer cooperatives and	No change	No Change

				<p>cooperatives and their networks. (Less than 50% of the income – 0 marks 50-75% of the income – 4 marks B/w 75-90% of the income – 6 marks 90-100% of the income – 8 marks Additional 2 marks if >75% of the income is from M&E) (CA Certificate to be enclosed)</p>	<p>their networks over the last 3 FYs. For example, some entity having revenue less than 2 crores with 75% more from such consultancy will score while another having more than 2 crores revenue from such consultancy which is 50% of its total revenue score less.</p>		
30	42	17.10	<p>Termination Of Contract Subsection: 17.10.3</p>	<p>Upon termination of the Agreement, the Agency would promptly hand over to SIDBI all Deliverable Items, including work-in-progress, on “as is where is” condition subject to the mutual settlement of all money due and payable to them being paid. During the period of notification of termination, the Agency shall complete pending assignments and Bank shall agree to settle the dues in respect of assignments after completion thereof by the Agency, except if specifically instructed by the Bank to act otherwise.</p>	<p>The progress draft do not go through our mandatory quality procedures as compared to the reports which are part of the deliverables. Hence our warranty won’t apply to such reports.</p> <p>Also, it is requested to include the clause which covers the payment to be paid for the work performed till the effective date of termination.</p>	<p>No change</p> <p>This shall be a part of the contract/agreement that shall be entered into by the selected agency with SIDBI.</p>	<p>No Change</p>
31	46	17.16	<p>Right In Intellectual Property and Materials Subsection: 17.16.1.</p>	<p>RIGHT IN INTELLECTUAL PROPERTY AND MATERIALS: 17.16.1 All the rights relating to the Trademarks and Copy Rights in respect of publicity work generated by the Agency on behalf of SIDBI and paid for by SIDBI shall vest with SIDBI. Provided, that SIDBI would reimburse the Agency for any sum</p>	<p>It is understood that, this agreement shall not affect the ownership of any Intellectual Property owned by DTTILLP as of the effective date (“Pre-existing IP”) of the Agreement. We shall retain all right, title and interest we hold in such Pre-Existing IP.</p> <p>Kindly clarify on same.</p>	<p>Yes, this clause is applicable only for the work under the said assignment.</p>	<p>No Change</p>

				of money paid for assignment/licensing of the copy right as and by way of fee, charges, or otherwise as provide by the guidelines, regulation, rules, or policy of the professional body or association, with prior approval from SIDBI.			
32	50	17.24	No Employer Employee Relationship Subsection 17.24.4	Staff deployed by the service provider shall never be deemed to be appointed by the bank nor shall they be under its service conditions	As per the understanding, the clause should not restrict the right of the bidder from recruiting generally in the media and shall not prohibit the bidder from hiring any employee of Bank who answers any advertisement without having been initially personally solicited or recruited by the bidder. Kindly clarify on same	No change	No Change
33	51	17.25	Rights to Visit	17.25 Rights to Visit (covering all sub points)	Due to reason of confidentiality, we do not provide visiting or audit/inspection rights to our client. However, we may, upon request by the client, provide the client with the time and expense related records in relation to the services. Kindly clarify on the proposed suggestion.	No change	No Change
		17.26	Audit	17.26 Audit (covering all sub points)			
34		17.28	Indemnity	17.28 INDEMNITY (covering all sub points)	For all the points under Section 17.28, we have understood that the indemnity must be for the losses that are finally judicially determined to have resulted from the bidder's material	No change	No Change

					breach of any obligation. Further, the indemnity should be capped to the value of the fees. Kindly clarify on the same.		
35	60	17.35	Notices Subsection 17.35.5	Bidder shall indemnify, protect and save SIDBI against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting directly or indirectly from an act or omission of Bidder, its employees, its agents, in the performance of the services provided by contract, infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all components provided by Bidder as part of the delivery to fulfill the scope of this project.	Request to include below exceptions:- We should not be required to indemnify if: (a) The modification of Deloitte's Deliverables provided under its Services by any person other than Deloitte or its personnel (b) Client's failure to use any modification to Deloitte's Deliverables provided under its Services made available by Deloitte where use of such modification would have avoided the infringement (c) information, materials instructions or specifications that are themselves infringing which are provided by or on behalf of the Client or which the Client requests or requires Deloitte to use or (d) the use of Deloitte's Deliverables provided under its Services in a manner not agreed to hereunder; provided that the Client gives Deloitte written notice of any such claim and sole control over the defense of any such Claim. Kindly clarify on proposed suggestion.	No change	No Change
36	62	7.36	Representations and Warranties Paragraph 2	That all the representations and warranties as have been made by the Vendor/Bidder with respect to its bid and Contract / Agreement, are true and correct, and shall	We suggest deletion of this clause or please add a qualifier such as, "to the best of our knowledge and belief and as on date...."	No change	No Change

				continue to remain true and correct through the term of the Contract.	Kindly clarify.		
37	68		Annexure III Minimum Eligibility Criteria para 2	Applicant must have an average revenue from consulting/monitoring & evaluation services of Rs. 2 crore and above in the last three financial years (2018-19, 2019-20 and 2020-21).	As the M&E of the projects of SIDBI is considered of significant nature and M&E Agency supposed to be functional for 2+1 years, it is requested to increase the minimum eligibility to atleast sizeable value so that dependency on the M&E firm can be ensured. Say atleast INR 25 crores.	No change	No Change
38	71	Annex III	ANNEXURE – III Minimum Eligibility Criteria Point 8	The agency should not be owned or controlled by any director/officer/employee of SIDBI or their relatives	We understand this is limited to the proposed engagement team only. Kindly confirm.	No, it applies to the agency and not just the team proposed for the said engagement..	No Change
39	82-83	Annex IX	Annexure - IX Non-Disclosure Agreement	Non-Disclosure Agreement	We understand that the term and the obligations thereof is valid for one year from the effective date of this Agreement. Kindly clarify on same.	Its an open ended clause with no specific time validity. The confidential info and other data as shared by the bank should not be disclosed to anyone outside the bank at any point of time.	No Change
40	10	4.1.1 4.1.2 4.1.3 4.1.4 4.1.5	Information to Bidders	BID PRICE: 4.1.1 Non-refundable Bid Price of Rs.1,180/- including applicable GST to be paid to 'Small Industries Development Bank of India' as per instructions at S. No. 3.3 of the note on Pg 6 of this RfP, along with RFP response.	Seek clarification on 4.1.2 on Rejection in view of the production of Certification as a registered MSME. Seek clarification on MSME Registration Certification as per 4.1.3: We have the following Certifications. 1. MSME certificate from NSIC	MSMEs are exempted from furnishing tender fee and EMD. It is on the discretion of the agency. SIDBI just needs a valid proof.	No Change

4.1.2 The Bank may, at its discretion, reject any Bidder where the bid price / tender fee has not been furnished with the RfP response.

4.1.3 SIDBI is governed by provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) as circulated by The Ministry of MSME, GoI. These provisions shall be applicable to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises (MSMEs) and Start-ups recognized by the Department for Promotion of Industry and Internal Trade (DPIIT).

4.1.4 Such MSMEs/start-ups would be entitled for exemption from furnishing tender fee and earnest money deposit (EMD). In case of any issue on the subject matter, the MSEs/start-ups may approach the tender inviting authority to resolve their grievances. Agencies/

2. Udyog Aadhar Registration

3. Udyam Certificate

Should we attach all the Certificates or One of them?

				<p>Bidders desirous of availing exemptions/ preference under above provisions should submit a copy of proof of Registration as MSEs or DPIIT recognition No. and certificate as start-ups / and ownership of the same by SC/ST along with the tender/ RFP.</p> <p>4.1.5 Bidder is required to inform its MSME status as per following definition, if applicable.</p> <p>It is clarified that the proof of document (UAM / NSIC Certificate, etc. as applicable) submitted by the bidder along-with the bid document shall only be considered for the purpose of checking & establishing the MSME status of the bidder. The exemption towards tender fee and EMD Fee, as allowed to MSEs, shall only be applicable & ascertained based on the document submitted and not based on the expected changes in the definition of the MSME in the future.</p>			
41	63	Annex-I		<p>Annex 1 page 63- What would the content of the Text</p> <p>1. Bid Price: We have enclosed a Demand Draft/ banker's cheque of the sum of Rs.1,180/- (Rupees One Thousand One Hundred & Eighty only), including applicable GST towards non-refundable bid price</p>	<p>In case of exemption on Bid Price and EMD as applicable to MSME, what would be the content in place these two paragraphs?</p>	<p>This would not be applicable to registered MSMEs.</p>	<p>No Change</p>

				<p>for Agency to monitor and evaluate initiatives & develop impact report.</p> <p>2. Earnest Money Deposit (EMD): We have enclosed a Demand Draft / banker's cheque/ Bank Guarantee (BG) of the sum of Rs.2,20,000/- (Rupees Two lakh Twenty Thousand only) towards EMD for Technical Support Agency. This EMD is liable to be forfeited in accordance with the provisions mentioned in the RfP.</p>			
42	18	4.14.6	Important	<p>4.14.6 The RfP is floated on SIDBI website https://www.sidbi.in/ and Central Public Procurement Portal (CPPP) at eprocure.gov.in. SIDBI reserves the right to change the dates mentioned above. Changes and clarification, if any, related to RfP will be posted on SIDBI website and CPPP. Bidders must have close watch on SIDBI website and CPPP during the intervening period before submitting response to RfP.</p>	<p>Is it required to submit the RFP application in Central Procurement Portal as we have downloaded the RFP from CPP portal, in addition to the email submission given?</p>	<p>No.</p> <p>The instructions mentioned under S.N. 7 of Critical Information, pg-4 is quite clear. Please refer the same.</p>	No Change
43	22	5.2	Scope of Work	<p>To place three dedicated team members (One Monitoring & Evaluation Expert, one Statistical & MIS Expert and an assistant of 1-2 years-experience in data entry, analysis etc. who shall be placed with SIDBI.)</p>	<p>Seek clarification on whether the Team will comprise of three members or more as there is a mention of Minimum of Three at section 16.3.</p>	<p>Clearly mentioned under S.N. 4 of 16.3.3, pg-35. The agency should deploy a minimum of 3 team members. Based on their assessment and requirements under the</p>	No Change

	34	16.3	Evaluation of Technical Bids	The agency should deploy a minimum of 3 team members. Based on their assessment and requirements under the said assignment, the agency should propose a team who would be managing the said assignment. It is expected that the proposed team members have experience in impact evaluation/monitoring studies related to MSMEs ecosystem/policies/practices/MSE clusters/SHGs/MFIs/cooperatives/cooperative networks/ artisanal clusters/livelihood activities etc.		said assignment, the agency should propose a team who would be managing the said assignment.	
44	68	5	Annexure-III	The agency should have an office/registered office in Delhi/ NCR with adequate office space, equipment, facilities and support staff.	The agency does not have an exclusive office in Delhi, though the resources of the agency are deployed at various ministries and departments. The request is to consider exemption of having office at bidding stage. Considering long term nature of the project, on award of the project, the agency commits to set up an exclusive office at Delhi / NCR.	Ok, but the agency needs to give an undertaking for setting-up of an office in Delhi NCR on award of the contract.	No Change
45	34	3&4		16.3.3 Technical bids would be evaluated on the parameters and presentation as below.	Is there a specific reason for scoring the CV of only Two experts while the team will be comprised of 3 members? It is also mentioned that a team of >=4 members – 5 marks. Please clarify.	Those 2 are the key members of the project; hence, they are being evaluated on the basis of their relevant experience. However, team composition is also being evaluated.	No Change

46	72	Note: b	Note	Completion Letter/ Reference Letter (Format given) from relevant Senior Executive of the client to be attached for each engagement reference mentioned	The agency mentioned that it is quite difficult to get completion letter/reference letter from some of the clients. Hence, they requested whether they can submit the final invoice together with the contract copy (mentioning name of the project, duration, client name, amount etc.) of any particular completed project in lieu of the completion letter/reference letter.	Ok, in case where it is difficult to get the completion letter/reference letter, the agency needs to submit the final invoice together with the contract copy (mentioning name of the project, duration, client name, amount, etc.).	No Change
47					Is this RFP meant to be an empanelment of M&E agencies? If yes, how many agencies will be empanelled?	No	No Change
48					What is the average number of M&E studies expected for 2+1 years? What will be the avg. no. of studies, geographic coverage, and the average sample distribution?	As may be observed from Annex IIIA, there are around 50 ongoing interventions (including around 20 projects of SCF). Further, please refer section 5.1., pg-22 wherein it has been written that an average of 20 projects may be added every year.	No Change
49					For an agency who has applied for previous RFP by SIDBI on MSME assessment and reporting (at present shortlisted for Technical PPT), will the agency be eligible to apply for this bid?	Yes, the agency is eligible for this bid.	No Change

50				Do we have to budget for the data collection at this point?	Yes. Please refer S.N. 14, pg-31 for further details.	No Change
51				For all Out of Pocket (OOP) expenses, please advise if we can put a lumpsum amount or it will be as per actual.	Please refer Annex-VIII, pg-81 wherein it has been mentioned that the agency needs to quote in lumpsum. However, please use your expertise and experience to arrive at reasonable costs.	No Change
52				<p>Please allow to include:</p> <p>i) Any research study conducted on MSMEs ecosystem/ policies/ practices/MSE clusters/SHGs/MFIs/cooperatives/ cooperative networks/ artisanal clusters/livelihood activities/ employment generation / financial literacy and empowerment etc.</p> <p>ii) Any evaluation/ monitoring studies conducted for INGO, multi and bilateral donors or private sector agencies.</p> <p>iii) Allow to include ongoing projects</p>	<p>May include both ongoing and completed projects.</p> <p>No change in the other criteria.</p>	No Change
