



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)
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No. MBDA/675/2020-21/CS-01/363

Dated Shillong, the 19th April, 2021

Addendum#2

“REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF A “KNOWLEDGE AND EXECUTING PARTNER” UNDER CONSULTING SERVICES FOR MEGHALAYA LEGISLATIVE RESEARCH FELLOWSHIP – MLRF”

RFP Reference No: MBDA/675/2020-21/CS-01/356

Published on: 27th March, 2021

Sl. No.	RFP Clause No/Ref No	Page No.	Existing Clause	MBDA Response
1	Terms of Reference	3	Key Experts: not mentioned as of now in the ToR	<p>Key Expert: K-1 Designation: Team Leader for Knowledge and Executing Partner Number: 1</p> <p>Desired Experience: Minimum 15 years' experience in research-based projects in policy, economic, management, political science, government sectors.</p> <p>Minimum Education: Master's Degree or PhD in the relevant field of study/sector mentioned above.</p> <p>Specialization: Legislative research, Policy development, communications and management research projects with State/Union Govt, International development projects, academic projects, teaching.</p> <p>Key Expert: K-2 Designation: Fellowship Coordinator Number: 1</p> <p>Desired Experience: Minimum 10 years' experience in research-based projects in policy, economic, management, political science sectors.</p> <p>Minimum Education: Master's Degree or PhD in the relevant field of study/sector mentioned above.</p> <p>Specialization: Legislative research, Policy development, communications and management research projects, academic projects, teaching.</p> <p>Note: Consultant may propose additional</p>

Sl. No.	RFP Clause No/Ref No	Page No.	Existing Clause	MBDA Response
				non-key experts required for accomplishing the assignment, however their CVs will not be evaluated.
2	Financial Form; Annexre - 2	34	Financial Form	<i>Revised form attached as below:</i>

Format of Financial Proposal

Sl.	Breakdown [#]	Year 1 (in INR)	Year 2 (in INR)
1	Salaries of central team (team leader, 1 Fellowship Co-Ordinator & 2 Data Fellows etc.)		
2	Training Activities for Legislators and the Fellows (Please provide details of the proposed training and workshops)		
3	Laptops & Hardware Equipment		
4	Cloud service & storage- AWS or Similar		
5	Travel		
6	Consultancy charges		
7	Others, please mention		
	Total		


61

RESPONSES TO QUERIES.

Queries were received via email from the institutions with regard to RFP for Selection of a “Knowledge and Executing Partner” under Consulting Services for Meghalaya Legislative Research Fellowship – MLRF” are as follows:

Sl. No.	RFP Clause No/Ref No	Page No.	Queries	MBDA Response
1	<i>[Part – A] INSTRUCTION TO CONSULTANTS (ITC)</i>	3	<ol style="list-style-type: none"> 1) The required Qualification & Expertise of Key Experts has not been mentioned in the RFP. Please provide a brief on the same. 2) The required Qualification & Expertise of Non-Key Experts has not been mentioned in the RFP. Please provide a brief on the same 3) Is it imperative to list down all the sub-contractors at this phase of the proposal? 	<ol style="list-style-type: none"> 1) <i>Please refer to addendum point # 1.</i> 2) <i>Please refer to Amendment point # 1.</i> 3) Please list all known partners proposed to be part of the assignment
2	<i>[Part – A] INSTRUCTION TO CONSULTANTS (ITC)</i>	6	In Section 4, can the documents for the subsections 5-8 be submitted with one merged document?	The bidder may submit one merged document with an undertaking statement adhering to sub-sections 5-8 of section 4 of the RFP or may submit separate undertaking for each of the clauses.
3		10	Would we be required to submit CVs for both Key Experts and Non-key experts, or would Key Experts suffice for the Proposal?	CVs of only Key Experts are required.
4	<i>Format of Financial Proposal</i>	34 Sl. 1&2	<ol style="list-style-type: none"> 1. Stipend for Fellows (Initially 12 candidates) Please provide a breakdown in detail of the remuneration for a Fellow. 2. Salaries of central team (1 Fellowship Co-Ordinator & 2 Data Fellows) 	The mentioned point has been removed from the Financial Proposal. Stipend cost is fixed by MIG and will be awarded to the fellows by MIG itself. Plea refer to point 2 of the addendum.

Note: The responses to the queries will be uploaded on both the MBDA (www.mbda.gov.in) & MIG (www.migshillong.org) website.


 Shri. Aiban Swer
 Director (Administration)
 Meghalaya Basin Development Authority