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Tender Information	:	For engaging a consultant to develop an Energy Plan and Energy Action Plan for the State of West Bengal
Sector	:	Institutional Development
Opening Date	:	06 Jul 2018
Closing Date	:	27 Jul 2018

List of Queries

- ***Can one person be placed as an expert in 2 categories?***

Yes, it is possible. But in that case GIZ will consider his/her resume only once while technical assessment. In such situation it is likely that the bidder may loose some score.

- ***For submission of Reference Projects, what kind of proof or evidence will be required?***

Reference project must include basic details, preferably written in same format, which are necessary to assess eligibility criteria following shared assessment format.

Agreement/Document related to relevant project(s) can be shared as proof of evidence

- ***Section 5: It mentions that consultant has to place 10 - 15 days per month a representative at the state level. This means 90 - 108 days for the entire project duration and almost 50% of the total allocated time for the project. This will mean that less time will be available for core modelling and planning exercise for the same person who also contributes to the modelling and planning team***

The core idea of this assignment is to develop EP/EAP, in close consultation with Govt. officials. In this process the consultant is also expected to ensure participation, confidence and ownership of concerned Govt. officers.

To do so, the intense involvement of appropriate expert(s), at state level, is necessary. For that reason, some or the other expert must spend quality time at state.

- ***In the table of associate experts: Total number of 4 experts and pool of experts pertains to 138, however in the text it is mentioned that 1 full time local coordinator/liaison officer has to be placed for 9 months which means 198 days and plus there are other experts.***

For effective communication, with respective Govt. officials, is necessary to have one point of contact (or co-ordinator) from the consultant's end at state level. For all practical purpose it is expected that the co-ordinator should have enough accessibility as well as ability to communicate substantive matter. The consultant must suggest most appropriate approach/methodology for the same.

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- ***If authorisation letter by consortium members, financial proof documents are added then the total number of pages will increase beyond the prescribed limit***

Please enclose necessary testimony as annexure

- ***Do we need to provide any information on the grid for assessing the eligibility of our consortium and technical assessment grid?***

No. It's just for your understanding on how GIZ will carry out assessment.

- ***How will the host organisation help in connecting with the relevant stakeholders and in maintaining the long term contact with the stakeholders for the success of the project?***

GIZ will formally introduce the consultant with the PMU and especially with Dept. of Power and NES, Govt. of WB. Thereafter, the consultant is expected to manage the rest by themselves.

- ***Will the state agencies help the consultants in identifying the right set of programmes, regulations which are relevant for the state? If Yes, how?***

Yes. But depending upon the existing capability of Govt. officials the consultant is expected to provide necessary input/orientation to Govt. agencies/departments/officials so as to extract quality input from them.

- ***Will the GIZ or the Government of West Bengal provide a list of government departments that are related to energy and key officials in their respective offices?***

Yes. Few departments are already been identified by State as a member of PMU.

- ***Will the GIZ provide facilitation for collation of data from the various departments of the Government of West Bengal?***

No. GIZ expect the consultant to do so. However GIZ will come into the picture, if there is any major issue. The consultant is expected to follow-ups concern departments/agencies/officials, for quality data collection.

- ***Does the GIZ and/or Government of West Bengal have any pre-defined formats for energy data that will be fed into the energy models or the consultant can choose the format as per requirement of the energy model which will be developed?***

No. Rather the consultant is expected to develop such format in consultation with Govt. The consultant is also expected/suggested to use existing (at State level) data sets, as much as possible, to avoid putting additional workload on Govt. officers, without compromising the quality of work.

- ***Is there a timeline for the dataset (for example 10 years) that has to be maintained in the database or the consultant has to decide on that based on the requirements of the energy models that will be developed?***

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There is no specific timeline set yet. However the consultant is expected to consult such issues with PMU and should take necessary decision to ensure quality of EP/EAP.

- ***Is there an existing mapping of the relevant datasets and their format available with the Government of West Bengal or the GIZ?***

Like a typical Govt. set-up, one can expect that there will be some data. However the format of such dataset might be different/insufficient to carry out EP/EAP. The consultant is expected to have necessary market intelligence on/around the same to develop necessary assumption/approach.

- ***The Decision Support System will be made available as a web-based tool or a desktop tool or a mobile application or in the three formats? Is it required to develop the tool in Bangla and Hindi as well? What language(s) (English, Hindi and Bangla) and platform(s) (Windows, Linux etc) should the decision support system be compatible with?***

For EP/EAP, it is safe to assume that English will be used as an official language. The consultant is expected to suggest most appropriate platform for DSS, with necessary logic.

- ***What if the Lok Sabha elections or other major/minor events in the state lead to delays in execution of the work proposed as part of the project? Will these events be accounted in the timelines?***

There might be several such unknowns. The consultant is expected to assume such risk in the proposal and should also suggest how the project will mitigate such risks, if they appear.

- ***In Section 6 (Timeline and Reporting), it is mentioned that the project work will be spread over within 8 months after award of the contract or before 31 March 2018. Is 31 March 2018 the correct date?***

Sorry, it's a typo error. The correct date is 31 March 2019.

- ***Please clarify if modelling carried out for subsectors of energy sector, such as power sector planning would be considered under integrated energy sector modelling for evaluation against the technical experience requirements.***

Such experience will certainly add partial value but NOT IN TOTALITY. Because the scope of EP/EAP is much bigger and much inclusive.

- ***For expert No 3 –Expert on Energy Policy & Plan 1, the basic qualification includes a degree in engineering/energy economics/energy planning. Based on our experience, developing energy policies and plans in addition to an understanding of an energy sector requires a holistic understanding of the business process, finance, regulatory aspects etc. Hence, we would request you to include a degree in business/finance in the basic qualification requirements.***

As mentioned in the ToR, please consider them as minimum/threshold qualification/experience. Higher qualification/experience will certainly help the bidder to score better.

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- **The RFP requires the cost of the modeling tool to be included in the financial proposal. As the cost of the modeling tool will depend on the user licenses, we would request the no of user licenses to be procured to enable us to include the costs in our financial proposal**

Please take necessary/safe/appropriate assumption(s). Please provide necessary justification in the technical proposal. Try to take a balance approach to secure maximum possible score in both technical as well as in financial bids.

- **It has been mentioned that estimated person-days for the project are 192. However, based on the review of the ToR, we believe that the estimated man-days is inadequate considering the fact that the consultant is expected to carry out a number of stakeholder consultation in addition to developing a detailed energy sector model and a decision support system. We would request GiZ to consider an increase in the effort to 250 person days.**

As per the ToR, its 292 person-days.

- **The role of Government of West Bengal is critical for baseline data collection as well as overall vision for the state. While we understand Department of Power and NES will be nodal agency for all data related to power sector, for supply data of energy sector particularly for fossil fuels there is no dedicated department at State Government level as such data is maintained primarily by the Central Government. In this context, we seek clarification on the coordination arrangements with central govt agencies for data collection**

GIZ will formally introduce the consultant with the PMU and especially with Dept. of Power and NES, Govt. of WB. Thereafter, the consultant is expected to manage the rest by themselves. Please also note that PMU will have members from several other departments/agencies of Govt. of West Bengal.

- **Energy Plan for a particular state is contingent upon power sourcing plan of other states and more so on national level plan for fossil fuels. Hence we believe, energy/ power plan for other states as well as national level plan for fossil fuels regarding production, import/export are important to arrive at state level energy plan which would require significant involvement of the consultant team to collect data and discuss with stakeholders. We request you to kindly consider the same and increase the effort estimate.**

The consultant is expected to develop EP/EAP in consultation with PMU and primarily with Dept. of Power and NES. The consultant is expected to explain all these issues/concern in their technical approach and methodology.

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- In the Terms of Reference, in the first row of the table summarizing the scope of work, the Activities column mentions “Develop state energy calculator together with concerned stakeholders”. Please confirm if this state energy calculator is to be developed in a similar format and structure as the state energy calculators being developed by NITI Aayog for several states (such as the Andhra Pradesh state energy calculator (<http://59.144.184.102/>))

As mentioned in the ToR the consultant is expected to consult the same with PMU (as formed by Govt. of West Bengal), to justify what will be most appropriate format for West Bengal and why. However the consultant may have to incorporate necessary changes in the format, if suggested/demanded by Govt. of West Bengal.

- It is understood that, at present, the only mode of association allowed is Consortium / JV with joint and several liabilities. We request you to kindly confirm if sub-contracting could also be permitted wherein the onus of the entire work shall be on the lead party/bidder. This will help us to engage some specialist individuals in the interest of the project.

Subcontract is not allowed within the contract.

- In order to evaluate the applicable taxes, we request you to kindly confirm if this contract will be signed between “GIZ India” and the successful bidder.

Yes.

Under the format of Financial Proposal, we request you to kindly allow us to quote a tentative unit rate for reimbursable cost (airfare, accommodation, local transport etc.), however with a ceiling on the total cost submitted. This will allow us to have some flexibility while booking the tickets, local taxi etc. per visit. Please note that the total cost of the reimbursable shall be based on the average unit rates. The following example may please be referred:

Description	Number	Rate	Cost (INR)
Airfare	20	10,000-20,000	3,00,000

Hence, as per above, the unit rate for any flight ticket may vary from 10K-20K, however the total cost of all the flight tickets will not exceed by Rs 3,00,000/-.

Please confirm if this will be acceptable.

We would prefer to have unit rate mentioned rather than a range. Since the expenses shall be paid on actuals, which itself allows flexibility in purchase of tickets, local taxi and will be paid accordingly.

- Under the Article – ‘Timeline and Reporting’ on page no. 18 of the TOR, it is understood that the schedule of this assignment will be 8 months and the award will not be later than August 01, 2018, providing the successful bidder an entire period of 8 months to execute the services. You would appreciate that considering the detailed scope of services, any consultant would require these full 8 months to execute services in an efficient manner.

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Kindly confirm that the consultant will be given full 8 months to complete the assignment, even if the award is later than August 01, 2018.

For many unavoidable circumstance it may take few days extra to complete contracting process. However, as the IGEN-ACCESS programme is ending on 31 March 2019 the consultant is expected to successfully complete all the said activities on/before 31 March 2019. Please note that there is a typo error in the ToR. The correct closing date is 31 March 2019 (and not 31 March 2018)

- **In the Terms of Reference, Clause 9. Qualifications and Team Composition, the ToR asks for two experts in the Pool of Experts, i.e. one Full time Co-ordinator cum Liaison expert and one technical expert.**
 - a. **Please clarify if the term “Full-time” means that the expert needs to be on full-time payroll of the lead bidder, or if a local subcontractor may be deployed who will be present in the state on full-time basis.**

It's about deployment of a local point of contact (and not his/her payroll status). It is not necessary that the same person will have to be positioned in State throughout the project but the consultant is expected to engage most suitable person at state level who can address issues, if any, raised by the Govt without delay. The core idea is to develop EP/EAP, in close consultation with Govt. officials, while ensuring/enhancing confidence and ownership of Govt. officials. It is therefore necessary to stay in close contact with Govt. Departments. For that reason, some or the other expert must spend quality time at state.

b. Since the role of this expert will be primarily to liaison with the state government officials, we request that the qualification requirement of “Degree in science/economics/development studies” be expanded to include degrees in arts and humanities as well, since more importance is of the liaising experience with government officials and not on subject matter expertise.

Sorry. Not possible at this stage. For all practical reasons, the consultant is expected to place an expert who can handle all technical issues/queries, regarding EP/EAP, and should be in a position to add value to the core process as well.

- **In the Terms of Reference, Clause 9. Qualifications and Team Composition, the ToR asks for two experts in the Pool of Experts, i.e. one Full time Co-ordinator cum Liaison expert and one technical expert. However, in the Technical Assessment Grid (excel file), weighting is given to only one expert, i.e. the Full time Co-ordinator cum Liaison expert. Please clarify the weighting, if any, given to the technical expert and any other experts in the Expert pool.**

The proposal will be assessed as per the shared technical assessment grid only.