

F.A.Q**Response to Pre-Bid queries raised against tender “Consultancy support to GUVNL and other DISCOMs in Gujarat for Solar Rooftop” , SAP NO: 83360607**

Sl.No	Page No. of TOR	Clause No of TOR	Details	Bidders Query	GIZ Response
1	4	Clause 2, Table Sl. No. 13	Solar Rooftop Story of Gujarat in video, audio and booklet	What will be the standard length of the video?	5-10 minutes
2	5	Clause 2, Milestone Table	Monthly report of work carried out by all expert and verified by DISCOM officers	Will there be any standard reporting format of monthly report or will it be based on Consultant's standard practice?	As decide by DISCOMs during the inception meeting.
4	8	Clause 4, Sl. No. 10	Consultant experience of working with ODA agencies will be a plus.	Is ODA stands for Development Agency? Please confirm	ODA stands for Official development assistance
5	11	Clause 5	i. The contractor needs to occasionally print the pamphlets and or other publicity material on its own cost and submit it to GUVNL for publicity and awareness. ii. The budget provided by GIZ for implementing these activities amounts to Rs 10,00,000.	1. Who will bear the additional cost of workshop in case required by GUVNL or GIZ? 2. How many pamphlets will be required to print under this contract? 3. Is Rs. 10,00,000/- budget is for workshop and printing? 4. Who will approve the venue for the Workshop? Consultant, GUVNL or GIZ?	Budget of Rs 10,00,000 is provided under the project to print the pamphlets and/or other publicity material for Publicity and awareness as required by GUVNL. No additional cost will be paid by GIZ.

6	3	Clause no. 5 (d)	Don't send the bids on any other email id apart from qn_quotation@giz.de or else the bids shall be disqualified.	<p>1. What shall be the procedure of acknowledgment of receipt of the bid submitted before the deadline.</p> <p>a) Will the timestamp of the sender email ID be considered the official confirmation of the receipt? OR</p> <p>b) Suggest a mechanism to ensure that the email sent on qn_quotation@giz.de before the submission deadline mentioned in the tender are received. Will there be an confirmation email so that if there is some issue then the sender should at least know that the bid is not yet received and can retry or connect with the Procurement Team; OR</p> <p>c) Else accept the soft copy of the bid in the GIZ office in person along with the online submission</p> <p>Kindly confirm the procedure for the acknowledgment process of receipt of Bid.</p>	<p>a. timestamp will not help If we have not received the bid in our quotation email id.</p> <p>b. this email id works only in the mechanism of incoming recipient without any auto acknowledgement.</p> <p>c. soft copy of bids marked to any other email id except audit proof mailbox id <u>qn_quotation@giz.de</u> , will be immediately disqualified.</p>
7	3	Clause no. 5 (d)	27th September 2020	Is the bid submission timeline 11:59PM on 27th September 2020? Please confirm.	<p>Yes, wherever the time is not indicated in any tender deadline, it is automatically assumed as 11.59 pm.</p> <p>Bidders are requested to not wait to send the bids at the last moment.</p>
8	8	Clause no. 4 ,serial no. 5	The reference project should have contract value of more than 20,000 Euros	The reference project should have contract value of more than 20,000 Euros and the completion date of the	No change

			and the start date of the project should not be before the year 2016.	project should not be before the year 2016.	
9	8	Clause no. 4, serial no. 7	Consultant should provide experience of 3 reference projects for working with DISCOMs on solar rooftop during last 3 years in India.	Consultant should provide experience of 3 reference projects for working with DISCOMs or State Nodal Agencies or state and central Govt. utilities on solar rooftop during last 5 years in India.	No change
10	8	Clause no. 4, serial no. 8	8. Technical experience 8.1. Working with DISCOMs to provide technical consultancy and or manpower support in renewable energy 8.2. Supporting DISCOMs/ SNAs/Municipal corporations for publicity and awareness generation of solar rooftop 8.3. Bid process management and implementation of work with DISCOMs on the aspect of solar rooftop	8. Technical experience 8.1. Working with DISCOMs or State Nodal Agencies or state and central Govt. utilities to provide technical consultancy and or manpower support in renewable energy 8.2. Supporting DISCOMs/ SNAs/Municipal corporations for publicity and awareness generation of solar rooftop 8.3. Bid process management and implementation of work with DISCOMs or State Nodal Agencies or state and central Govt. utilities on the aspect of solar rooftop	No change
11	11	Clause no. 5	Travel budgets have been mentioned in the TOR, as INR 10,00000 each respectively. Are these upper limits for the heads. We would be required to calculate the trips and other expenses and mention the same in the financial proposal under these budgets. Would these budgets be part of financial bid evaluation?		The travel budget provided by GIZ is on lumpsum basis and fixed. Hence, we expect that the consultant should accept the budget as indicated in TOR & mention the same in financial proposal.

12	11	Clause no. 5	Workshops, training- "The contractor needs to occasionally print the pamphlets and or other publicity material on its own cost and submit it to GUVNL for publicity and awareness. The budget provided by GIZ for implementing these activities amounts to Rs 10,00,000. Again, will this budget form a part of the financial proposal to be submitted and would it be a part in financial proposal evaluation?		Refer to ans in previous point no 10
13	11	Clause no. 5	The proposed tasks require designing and development of communication materials, these might require expertise of specific sectoral experts to do so, are we free to propose such experts and their costs as part of the financial bid or their costs/bills be reimbursed separately based on the requirements with prior approvals from the GIZ team?		Cost of communication expert needs to be included as part of the cost for development of publicity and awareness material.
14	11	Clause no. 5	Can we also propose managerial/ sector experts for overall coordination of the project with the GIZ team, discoms and field experts and include their costs in the said proposal.		Team leader is responsible for - Coordinating and ensuring communication with GIZ, partners and others involved in the project. Please refer to task of Team Leader
15	6	Annexure (i)	Financial Proposal should be duly signed (electronically), should be on company's letter head clearly mentioning the validity of the quote for minimum 60 days and as per the following format.	We request that a scanned copy of the covering letter physically scanned shall be allowed.	Yes, this should be fine, although if a firm can sign the letter, then they can sign the financial proposal as well.

16	4	Clause no. 2	The contractor shall prepare content with a primary objective to spread awareness, to motivate and to facilitate target consumers to adopt grid connected rooftop PV systems	Is the production cost for the content including videos to be created included in the contractor's scope of work.	Yes
17	4	Clause no. 2	The following content shall be prepared for various advertising / marketing channels like print, digital and voice among others in the local language of each state preferable with the local content development agency already engaged with DISCOMs for their day to day publicity and awareness work	Can the local content development agency be hired as a sub consultant or does it have to be a consortium partner only.	It needs to be decided by consultant as part of the strategy presented to GIZ under the Technical-methodological concept.
18	4	Clause no. 2	Sr. No. 2: Video spot, each of 1 minute to 2 minutes for Cinema/ TV/ WhatsApp	Kindly confirm whether these would be live videos or doodle animation because the production cost will vary accordingly.	Live videos need to be created
19	4	Clause no. 2	Sr. No. 3: Technical video of rooftop cleaning, safety, dos & don't for consumer awareness	Please define the number of locations and cities in which the video shoot is to be directed. Kindly confirm the duration of these technical videos because the production cost will vary accordingly. Kindly confirm the language in which these videos are to be developed	Location of video shoot will be in Gujarat and location and language for the video will be decided in consultation with GUVNL.
20	4	Clause no. 2	Sr. No. 4 to 9	Do we have photographs to be used in graphics or photoshoot is to be conducted or do we just need to create design using available resources? • Kindly confirm if the design of the standees, pamphlets, flyers, hoardings. Advertisements etc. also needs to be translated into 2 languages	As per the requirement of GUVNL.

21	4	Clause no. 2	Sr. No. 11: On ground campaign through virtual digital media	<ul style="list-style-type: none"> • Is the “on ground campaign using virtual digital media” referring to social media here? Kindly explain the modalities further. • Also, the duration is mentioned as 60 days/month. We assume the campaign is to run for 60 days as the total 	Virtual digital media refers social media and messaging apps (Facebook, Twitter, Instagram, you tube, text messages, WhatsApp etc.), FM Radio, TV, webinars (Zoom, Google meet etc.), and or any other popular mode of communication in consultation with GUVNL. Total 60 Days of total virtual campaign will be carried out
22	4	Clause no. 2	Sr. No. 12: Testimonials- Solar rooftop experience sharing videos of user	<ul style="list-style-type: none"> • We assume the duration of the testimonial videos shall be approximately around 2-3 minutes only. • Kindly confirm the language in which these videos are to be developed 	i. Yes ii. Gujarati/ Hindi (as required by GUVNL)
23	4	Clause no. 2	Sr. No. 13: Solar Rooftop Story of Gujarat in video, audio and booklet	<ul style="list-style-type: none"> • Kindly confirm the duration of this video and audio because the production cost will vary accordingly. • Kindly confirm the language in which the video and audio are to be developed • Also the describe the work that is to be carried out for audio and is it a coffee table book or some other format. 	5-10 minutes
24	4	Clause no. 2	Sr. No. 14: GIFs	Please describe the content of the GIFs to be prepared and what sources shall be used for the same.	Basic of solar rooftop, advantages, Do's and Don'ts, Solar scheme of Gujarat and MNRE

25	8	Clause no. 4	Average annual turnover of the firm for the last 3 years shall be at least 300,000 Euros	We request you to increase the turnover criteria to ensure firms with technical competency and sector expertise are only eligible.	No Change
26	8	Clause no. 4	At least 20 Number of technical experts working in the organization	We request you to increase the number of expert criteria to ensure firms with adequate and skilled manpower can only participate.	No Change
27	8	Clause no. 4	The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application.	The format of the CV has not been specified in any of the tender documents. Kindly clarify.	No specific format is suggested.
28	4	Clause no. 2.1	The following content shall be prepared for various advertising / marketing channels like print, digital and voice among others in the local language of each state preferable with the local content development agency already engaged with DISCOMs for their day to day publicity and awareness work	Please provide a clarity on compulsion of local content development agency because agents working with the DISCOMs do work on government rates.	No compulsion from GIZ
29	5	Clause no. 2.2	Expert support for disseminating information and support DISCOMs for implementation and upscaling of solar rooftop	Please provide a clarity on the tasks to be performed and scope of work.	All the task requested by GUVNL for the promotion of solar rooftop scheme in Gujarat

30	5	Clause no. 2.2	The consultant is required to place full time experts in the HQs of following DISCOMs	The Cost of Office Space, Stationary and Secretarial work will be borne by DISCOM or the Consultant.	Office space will be provided by DISCOMs
31	6	Clause no. 3	In addition to the reports required by GIZ in accordance with AVB	What is AVB	Refer to List of abbreviations in page 2 of tender document
32	8	Clause no. 4.6	Consultant should provide experience of 5 reference projects having component of publicity and awareness campaign for solar rooftop with state nodal agencies or DISCOMs.	Is the Experience in Gujarat is required?	No
33	9	Clause no. 2.1.4	Lead at least one project in designing and implementing consumer demand aggregation for scaling rooftop solar systems.	Is this clause is specific to Gujarat?	No
34	11	Clause no. 5	Workshops, training The contractor needs to occasionally print the pamphlets and or other publicity material on its own cost and submit it to GUVNL for publicity and awareness.	Will approval of GIZ would be required?	Yes