

**PROJECT IMPLEMENTATION UNIT- UTTARAKHAND STATE DISASTER MANAGEMENT AUTHORITY (PIU-USDMA)**  
**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)**  
**5<sup>TH</sup> Floor, USDMA Building, 36, IT Park, Sahastradhara Road, Dehradun- 248013 (U.K.)**  
**Website: [www.u-prepare.com](http://www.u-prepare.com); E-Mail piuusdma.uprepare@gmail.com**

Ref. No.: 189 /A-8/SERVICES/SHELTERS/PIU-USDMA/U-PREPARE/2024-25

Date: 28 /05 /2025

## **MINUTES OF PRE-PROPOSAL MEETING**

**Minutes of Pre-bid conference held on 26/05/2025 (11:00 AM)**

Description / Name of the Work : Hiring of Consultancy Firm for Multipurpose Disaster Shelter Needs Assessment, Development plan, Shelter Designs, and Operational Assistance in Uttarakhand State under U-PREPARE Project

Package No./RFP : 01/A-8/SERVICES/SHELTERS/PIU-USDMA/U-PREPARE/2024-25

Names of those Present : As below

**From Employer/ Purchaser:**

<b>Sl. No.</b>	<b>Name/ Designation</b>	<b>Organization</b>
1.	Mr. Vinod Kumar Suman IAS, Program Director,	U-PREPARE
2.	Mr. Anand Swaroop IAS, Program Manager	PIU- USDMA, U-PREPARE
3.	Mr. Yuvraj Giri, MPCM,	PMU, U-PREPARE
4.	Dr. Mohit Kumar Puniya, Deputy Program Manager	PIU-USDMA, U-PREPARE
5.	Mr. Ankit Bhandari, PCME	PIU-USDMA, U-PREPARE
6.	Mr. Dheeraj Chauhan, Office Manager	PIU-USDMA, U-PREPARE

**From Prospective Bidders:**

Sl. No.	Name/ Designation	Company/ Firm Name
1.	Shalinee Padhi	GKW Consult GmbH.
2.	Dr. Rajnish Ranjan	DDF Consultant Pvt. Ltd.
3.	Himani Tiwari	Grand Thorton
4.	Sanjeet Ahlawat	Almondz Global Infra-consultant Limited
5.	Sourabh	-
6.	Representative	Dev Vats

**Table 1.0 Clarification:**

The queries obtained from different firms and their clarification is as follows:

Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
1.	<b>Criteria 1: Organization profile</b>	The firm must have experience in conducting study on disaster risk assessment of all types of disaster(s) and policy support to states government in last 05 year	It is requested to modify it as below:  The firm must have experience in conducting study on disaster risk assessment of all types of disaster(s) and policy support to states government, design of disaster resilient structures, retrofitting of buildings, post disaster studies/ assessments, preparation of safety guidelines and similar works in last 20 years	No Change	
2.	<b>Criteria-4: Key Expert Qualifications and competence for the Assignment</b>	Post K-1: Team Leader  Minimum Qualifications and Certifications (02 marks)  • Master's degree in Disaster Risk Management or related field: 02 marks	It is requested to modify it as below:  Master's degree in Disaster Risk Management/ M.Tech in Civil Engineering/ M Arch or or related field: 02 marks	Amended	Pls. refer S. No. 01 of Table 2: Addendum 01
3.	<b>Criteria-4: Key Expert Qualifications and competence for the Assignment</b>	Post K-3: Geo-Spatial Analysis Expert  Qualifications and Certifications (2.00 marks)  • Master's degree in Geo-Spatial Science or related field	It is requested to modify it as below:  Master's degree in Geo-Spatial Science/ GIS/ Planning/ Bachelor's degree in Planning with PG in GIS or related field	No Change	
4.	<b>Form TECH -4</b>	Submission of Form TECH-4	It is requested to clarify which Tech-4 (FTP or STP) Form is required to be submitted with the Technical Proposal.	Form TECH-4 (Fully Technical Proposal) shall be submitted with the Technical Proposal	
5.	<b>Implementation Support Stage</b>	The client may require the services of any of the key experts in case an eventuality arises during entire duration of the project.	It is requested to clarify whether the Key Experts have to be retained for the entire period?  Or  Is there a separate team of Key & Non-Key	Key and Non-Key experts are given in the ToR.  Key experts can call time to time when required during	

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Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
			Experts required for Implementation Design Support Stage?	implementation period.	
6.	Staffing Schedule		Staffing Schedule details are missing in the ToR. Please provide the Staffing Schedule for both stages	Please refer to Staffing Schedule provide in the ToR.	
7.	General		<p>The total Man Month for key &amp; non key experts are 12 man month but in Cl. D5 it is mentioned that client may require the services of any of the key experts in case an eventuality arises during entire duration of the project.</p> <p>Expected Man Month for both Key &amp; Non-Key Experts need to be clarified for both Stage. As it is essential for finalization of financial proposal for the project.</p>	<p>Key experts can call time to time when required during implementation period.</p>	
8.	General		<p>A tentative cost for overall project and budget for each shelter may please be provided.</p>	<p>The tentative cost for the overall project and budget for each shelter will be determined by the selected consultancy firm as part of their scope of work.</p> <p>As outlined in the RFP, the consultancy firm will:</p> <ol style="list-style-type: none"> <li>1. Conduct a thorough need assessment</li> <li>2. Prepare a comprehensive development plan</li> <li>3. Design each shelter etc.</li> </ol> <p>Based on these deliverables, the consultancy firm will provide a detailed breakdown of costs and finalize the budget.</p>	
9.	General		Please clarify, if consultants are required to setup office at project sites other than Home office in Dehradun.	No	

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Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
10.	<b>General</b>		<p>Please provide a list of the identified sites (e.g., districts, tehsils, or villages) for the 10-15 shelters, along with details on land availability (e.g., size, ownership status, encumbrances). If sites are not finalized, clarify the process and timeline for site selection and the consultant's role in it.</p>	<p>At this stage, specific sites for the shelters have not been finalized. However, the locations will be nearby the Char Dham routes in Uttarakhand State.</p> <p>The process for site selection will involve:</p> <ol style="list-style-type: none"> <li>1. Need assessment by the consultancy firm</li> <li>2. Identification of suitable locations based on the assessment</li> <li>3. Verification of land availability, ownership status, and encumbrances</li> </ol> <p>The consultancy firm's role will include:</p> <ol style="list-style-type: none"> <li>1. Conducting the need assessment</li> <li>2. Recommending potential sites</li> <li>3. Assisting in site selection and verification</li> </ol> <p>We expect the consultancy firm to work closely with stakeholders to finalize site selection and provide detailed recommendations</p>	
11.	<b>BDS Cl. 6.1</b>	JV/Consortium or sub-consulting the contract (whole or in-part): Not Allowed	<p>Please confirm whether joint ventures (JVs) or sub-consultants are permitted. If allowed, specify the maximum number of JV partners or sub-consultants, their roles, and any</p>	<p>Please refer Cl. 6.1 of the RFP, it clearly mentioned that, Proposal(s) from a Joint Venture/</p>	

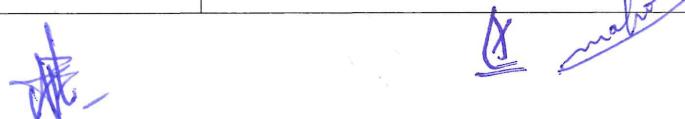
Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
			additional eligibility criteria (e.g., experience, financial capacity).	Consortium/Subsidiary/ Subcontracting of any part or whole shall not be accepted	
12.	<b>Eligibility Criteria</b> <b>Criteria 1: Organization Profile</b>	Local presence or proposal to establish office in Dehradun 02 marks.  Office exists – 02 marks  Only intention stated – 01 mark	Modify to allow consultants without a current Uttarakhand office to participate, provided they submit an undertaking to establish a fully operational office in Uttarakhand (e.g., in Dehradun or a project district) within 30 days of contract award, before mobilization.	Amended	Please refer S. No. 02 of Table 2: Addendum 01
13.	<b>Criteria 4: Key Experts' qualifications and competence for the Assignment</b>	Post K-5: Architect  Minimum Qualifications and Certifications (02 marks)  • Master's degree in Architect: 02 marks • Bachelor degree in Architect: 01 marks	It is requested to modify to accept a Master's degree in Architecture, Urban Planning, Regional Planning, or Environmental Planning for the architectural design lead, provided they have relevant experience in disaster-resilient infrastructure.	Amended	Please refer S. No. 03 of Table 2: Addendum 01
14.	<b>General</b>		The ToR does not clarify the extent of the consultant's role in securing regulatory approvals (e.g., EIA, land use, building permits).  Please clarify the consultant's responsibilities for obtaining regulatory approvals (e.g., MoEFCC for EIA, local authorities for land use, building permits). Specify whether USDMA or other agencies will facilitate these approvals and provide timelines.	The consultant's role does not include obtaining regulatory approvals. However, the consultant will be responsible for: <ul style="list-style-type: none"><li>• Providing suitable proposals and documentation to facilitate regulatory approvals</li><li>• Assisting in preparing necessary reports and submissions (e.g., EIA)</li><li>• Coordinating with relevant agencies (e.g., MoEFCC, local authorities) as required</li></ul> USDMA or other designated agencies will be responsible for facilitating and obtaining regulatory approvals. The consultant will provide necessary support and documentation to ensure a	

Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
15.	<b>General</b>		Please provide a detailed timeline with interim milestones for key deliverables (e.g., D1.1 Needs Assessment, D2.1-D2.7 DPRs, D3.1-D3.2 Documentation) and approval processes, including expected review periods by USDMA and World Bank.	smooth approval process. Please refer to the ToR	
16.	<b>PCC Cl. 24.1</b>	<p>The insurance coverage against the risks shall be as follows:</p> <p>(a) The Consultant shall maintain Professional Liability Insurance, at 100% of the contract value.</p> <p>(b) Third Party liability insurance, with a minimum coverage of INR 50.00 Lakh or 100% of the contract value, whichever is lesser.</p>	<p>The RFP requires professional liability insurance at 100% of contract value and third-party liability insurance at INR 50 lakh or 100% of contract value, whichever is lesser.</p> <p>Please confirm acceptable insurance providers and whether coverage must include post-project liability (e.g., 2 years).</p>	Please refer PCC Cl. 24.1	
17.	<b>ToR Deliverable D4: Dissemination Package</b>	Deliverable D4: Dissemination Package	<p>The ToR does not specify the format or platform for submitting open-access documentation and datasets.</p> <p>Please specify the required format (e.g., PDF, GIS shapefiles), platform (e.g., USDMA portal, Bhuvan), and metadata standards for D3.1 and D3.2. Clarify whether translation into Hindi or local languages (e.g., Garhwali) is required for community access.</p>	<p>For deliverables D3.1 and D3.2, the following formats are acceptable: PDF &amp; GIS shapefiles</p> <p>The documents will be accepted in bilingual languages, i.e., both English &amp; Hindi</p>	
18.	<b>Section 6: Fraud &amp; Corruption</b>	Adherence to World Bank's Anti-Corruption Guidelines	<p>The RFP requires adherence to World Bank's Anti-Corruption Guidelines but does not detail the consultant's role in monitoring contractor compliance.</p> <p>Please clarify the consultant's responsibilities for monitoring contractor compliance with anti-corruption guidelines (e.g., audits, site inspections) and reporting requirements (e.g., frequency, format) to USDMA and World Bank.</p>	No	

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Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
19.	<b>General</b>		<p>The ToR does not address the availability of existing infrastructure data (e.g., topographic, geotechnical, hydrological) for the consultant's use.</p> <p>Please confirm whether USDMA or other agencies will provide existing infrastructure data (e.g., topographic surveys, geotechnical reports, hydrological maps) for the identified sites, and specify the format and timeline for data sharing.</p>	<p>No existing infrastructure data (e.g., topographic surveys, geotechnical reports, hydrological maps) will be provided by USDMA or other agencies.</p> <p>The consultancy firm is expected to:</p> <ul style="list-style-type: none"> <li>• Collect and generate necessary data through their study and assessments</li> <li>• Provide all required data and reports as part of their deliverables under the contract</li> <li>• Create and generate site specific topographic survey, geotechnical investigations/ geological/ geophysical studies, hydrological studies and other related studies to design the structure.</li> </ul> <p>This approach ensures the consultancy firm has the flexibility to conduct their own assessments and generate data specific to the project requirements.</p>	
20.	<b>BDS Clause 26.1</b>	<p>The weights given to the Technical (T) and Financial (P) Proposals are:</p> <p>T = 70%</p> <p>P = 30%</p>	<p>It is requested to revise the technical-to-financial evaluation ratio from 70:30 to 80:20.</p>	<b>No Change</b>	
21.	<b>Evaluation Criteria, Criteria</b>	The firm must have experience in conducting study on disaster risk	We kindly request that the experience criteria be expanded to include work with central	<b>Amended</b>	Pls. refer S. No. 04 of

Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
	1: Organization Profile,	assessment of all types of disaster(s) and policy support to the states government in last 05 years.	government and other agencies, not just state governments, and that the experience period be extended from 5 to 10 years.		Table 2: Addendum 01
22.	Payment Schedule	The payment schedule consists of two stages: <ul style="list-style-type: none"><li>• 85% value of the lump-sum amount of contract</li><li>• bond for the design stage and the remaining 15% value of the lump-sum amount contract for Implementation design support stage.</li></ul>	It is requested to revise the payment schedule for Implementation design support stage from 15% to 5% of the lump-sum contract amount.	No Change	
23.	Section 2, E Data Sheet, 15.2, Page No. 30	The format of the Technical Proposal to be submitted is: (1) Power of Attorney to sign the Proposal	Please clarify if a separate PoA specific to this tender needs to be prepared for submission.	A separate Power of Attorney (PoA) specific to this tender is not required. A general Power of Attorney authorizing the signatory to represent the company and sign documents on its behalf would suffice.  However, please ensure the PoA: <ul style="list-style-type: none"><li>• Is valid and notarized</li><li>• Clearly authorizes the signatory to participate in tenders and sign proposals on behalf of the company</li></ul>	
24.	BDS 17.1 & 19.1	Submission of Technical proposal in hard copy	We request the authority to provide at least 72 hours from the submission on e-procurement system (20th June) for the offline submission. This will allow the consultant team additional time to submit the hard copy. Additionally, we will request for a clarification on the number of hard copies to be submitted of Technical Proposal.	Amended	Pls. refer S. No. 05 of Table 2: Addendum 01




Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
25.	<b>Section 2, E Data Sheet, 17.4</b>	The Proposals must be uploaded on the e-procurement portal specified in ITC 1(m) no later than:  <b>Date: 20th June, 2025</b>  <b>Time: 13:00 Hrs. (01:00 PM) local time</b>	It is requested to give an extension of three weeks for submission of proposals. It will allow bidders adequate time to prepare technically sound and responsive proposals, considering the amendments and clarifications	<b>Amended</b>	Pls. refer S. No. 06 & 07 of Table 2: Addendum 01
26.	<b>Criteria 1: Organization profile</b>	The firm must have experience in conducting study on disaster risk assessment of all types of disaster(s) and policy support to the states government in last 05 years.	It is requested to modify it as below:  “The firm must have experience in conducting study on flood disaster risk assessment/ management and support to the state governments in India for disaster preparedness/ designing resilient infrastructure / Preparation of DPRs for disaster shelters in last 05 years.”	<b>No Change</b>	
27.	<b>Criteria 1: Organization profile</b>	The firm must have experience in conducting study on disaster risk assessment/management and support to the state governments in India for disaster preparedness/ designing resilient infrastructure / Preparation of DPRs for disaster shelters in last 05 years: 10 Marks  02 marks for each project (Max. 10 marks).	It is requested to consider the following:  Individual DPR on disaster shelters under a single contract to be considered as separate projects.	<b>No Change</b>	
28.	<b>Data Sheet, 19.2 Part A: Mandatory Criteria: Point 2: Financial Capacity</b>	Financial Capacity: Average annual turnover of three preceding financial years (2021-22, 2022-23 & 2023-24) from Consultancy contracts only should not be less than INR 150.00 lakh	It is requested to change the organization profile eligibility criteria as below:  Avg. Annual Turnover-(2021-22, 2022-23 & 2023-24)  INR 1.5 cr. - 0.5 mark 5 Cr. - 10 Cr - 1 mark 10 Cr - 2 mark	<b>No Change</b>	

Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
29.	<b>Data Sheet, 19.2 Part A: Mandatory Criteria: Point 2: Financial Capacity;</b>	Valid registration and licenses, GST and IT certificates, and audited financial reports for the last three years.	We request clarification regarding the mention of IT certificates. Kindly specify the documents that need to be submitted.	The term "IT certificates" refers to the income tax-related documents.  No additional certificates beyond PAN and Income Tax Returns are required.	
30.	<b>Staffing Schedule during Implementation Support Stage</b>		Kindly clarify the distribution of Man-Month for the Implementation Support Stage for remaining 30 months contract period	During the Implementation Support Stage (30 months), the experts' deployment will be as follows: <ul style="list-style-type: none"><li>• Experts will be called upon time to time, as and when required</li><li>• Support will be provided on a need basis, particularly in cases of:<ul style="list-style-type: none"><li>- Changes in design/DPR due to site-specific requirements</li><li>- Other specific requirements that may arise during implementation.</li></ul></li></ul>	
31.	<b>ToR VIII. Required qualifications of the consultancy firm and key staff;</b>	Required consulting firm experience and qualifications Desirable: Experience with disaster risk management programs in Uttarakhand and/or other Indian Himalayan hill states.	It is requested to modify this clause and consider relevant experience in hilly terrain and not just restrictive to Himalayan states.	Pls. refer to the Eligibility Criteria for Organization Profile under Section II. BDS	
32.	<b>SCC Cl. 43.1</b>	The Contract price is: Rs.	Kindly provide the indicative contract	The contract price will be	




Sl. No.	Clause No. of ITB/GCC/SCC	Gist of the Query		Response	Remarks
		Specification as per tender	Amendment Request		
		[insert amount] [indicate: inclusive or exclusive] of local taxes.	price.	finalized once the consultancy firm is onboarded. The price quoted by the successful consultant will be considered the contract price for the project.	
33.	<b>Criteria 1: Organization profile</b>		We request the client for allowing ongoing relevant projects (having completed minimum 06 months post award) to be eligible for meeting the criteria. This will allow bidders with demonstrated experience and expertise in the field to participate.	<b>No Change</b>	
34.	<b>General</b>		During the Implementation/Design Stage, we request clarification on whether expenses related to site visits—including travel, accommodation, and food—will be borne by the Client?	The consultancy firm will bear all expenses related to site visits, including travel & accommodation etc. The cost for these expenses may be included in the financial proposal by the bidder, as specified in FIN FORM 4. The payments for these expenses shall be paid as per actual basis and within the ceiling of quotes prices. Kindly note that the cost of proposal will be including remuneration and reimbursable expenses combine for the purpose of evaluation.	

Table 2.0 Addendum-1: for Package No. 01/A-8/SERVICES/SHELTERS/PIU-USDMA/U-PREPARE/2024-25

S. No.	Clause No. ITB/GCC/SCC/Forms/ Specifications etc.	As existing	As Amended	Reference of Table 1.0 Clarification
1.	Criteria 4: Key Experts' qualifications and competence for the Assignment	<b>Post K-1: Team Leader</b> <b>Minimum Qualifications and Certifications (02 marks)</b> <ul style="list-style-type: none"> <li>Master's degree in Disaster Risk Management or related field: 02 marks</li> </ul>	<b>Post K-1: Team Leader</b> <b>Minimum Qualifications and Certifications (02 marks)</b> <ul style="list-style-type: none"> <li>Master's degree in Disaster Risk Management/ M.Tech in Civil Engineering or related field: 02 marks</li> </ul>	S. No. 02
2.	Criteria Organization Profile 1:	Local presence or proposal to establish office in Dehradun 02 marks. Office exists – 02 marks Only intention stated – 01 mark	Local presence or proposal to establish office in Dehradun 02 marks. Office exists – 02 marks	S. No. 12
3.	Criteria 4: Key Experts' qualifications and competence for the Assignment	<b>Post K-5: Architect</b> <b>Minimum Qualifications and Certifications (02 marks)</b> <ul style="list-style-type: none"> <li>Master's degree in Architect: 02 marks</li> <li>Bachelor degree in Architect: 01 marks</li> </ul>	<b>Post K-5: Architect</b> <b>Minimum Qualifications and Certifications (02 marks)</b> <ul style="list-style-type: none"> <li>Master's degree in Architect/ Urban Planning or related filed: 02 marks</li> <li>Bachelor degree in Architect: 01 marks</li> </ul>	S. No. 13
4.	Evaluation Criteria, Criteria 1: Organization Profile,	The firm must have experience in conducting study on disaster risk assessment of all types of disaster(s) and policy support to the states government in last 05 years: <b>10 Marks</b> 02 marks for each project (Maximum upto 10 marks)	The firm must have experience in conducting study on disaster risk assessment of all types of disaster(s) and policy support to the central government / states government/ PSUs in last 05 years: <b>10 Marks</b> 02 marks for each project (Maximum upto 10 marks)	

S. No.	Clause No. ITB/GCC/SCC/Forms/ Specifications etc.	As existing	As Amended	Reference of Table 1 Clarification
5.	<b>BDS 17.1 &amp; 19.1</b>	Submission of Technical proposal in hard copy	Technical Proposals in hard copy must reach at the below address on or before 03 <sup>rd</sup> July 2025  Program Manager, PIU-USDMA, U-PREPARE USDMA Building, 5 <sup>th</sup> Floor, 36 IT Park, Sahastradhara Road, Dehradun- 248013 Uttarakhand, INDIA	S. No. 24
6.	<b>BDS 17.4</b>	The Proposals must be uploaded on the e-procurement portal specified in ITC 1(m) no later than:  Date: 20th June, 2025  Time: 13:00 Hrs. (01:00 PM) local time	The Proposals must be uploaded on the e-procurement portal specified in ITC 1(m) no later than:  Date: 30 <sup>th</sup> June, 2025  Time: 13:00 Hrs. (01:00 PM) local time	S. No. 25
7.	<b>BDS 19</b>	<b>The procedure for online opening of technical proposals shall be:</b>  Technical proposal will be opened on the e-procurement portal (i.e. www.uktenders.gov.in) by the Client at the date and time indicated below.  Date: 20 <sup>th</sup> June, 2025  Time: 15:00 Hrs. (03:00 PM) local time	<b>The procedure for online opening of technical proposals shall be:</b>  Technical proposal will be opened on the e-procurement portal (i.e. www.uktenders.gov.in) by the Client at the date and time indicated below.  Date: 30 <sup>th</sup> June, 2025  Time: 15:00 Hrs. (03:00 PM) local time	S. No. 25