

**Clarification on EOI-RFP document in connection with the proposed consultancy service for carrying out a study on
“Nagaland State Urbanization Policy 2025-2050”**

Pre-Bid Queries

S. No.	Page number and reference of RFP	Particulars	Query	Response
1.	Section-2, ITC, Clause 15, 15.1, Page no. 14	Performance Guarantee The Employer will require the selected Consultant to provide a Performance Bank Guarantee, within 15 days from the date of issue of a Letter of Intent for a value equivalent to 10% of the total cost of the services.	We request you to kindly consider reducing the Performance Bank Guarantee to 5% of the total cost of the services in order to ease the financial burden on the bidder. Kindly consider.	We regret we cannot comply to this request.
2.	Section-2, Data Sheet, Clause 8 (d), Page no. 16	Experience in carrying out studies of similar nature during the last three years: one study of value not less than Rs. 10 lakhs, or 2 studies of value not less than Rs. 5 lakhs each.	We understand that “similar works” shall include consultancy assignments related to Infrastructure and Urban Planning projects . We kindly request you to confirm the same for clarity and alignment with the eligibility criteria.	As per EOI- RFP Please refer to the terms of reference of the study at page no 38.
3.	Form TECH-2, Page no. 22	Note: Please provide documentary evidence regarding the details of similar assignment(s) undertaken by the Consultant along with the experience certificate(s) from client(s) clearly indicating the scope of the services rendered by the Consultant in support of having completed the assignment(s) or Work Order(s) along with Self Certificate(s) of Completion (Certified by Statutory Auditor) of the assignment(s). Experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.	We understand that ongoing assignments shall also be considered under this criterion, and to substantiate the experience, Work Orders or Contract Documents will be provided in lieu of completion certificates. We kindly request you to confirm the acceptability of this understanding.	We regret we cannot comply to this request.

4.	Section 2: ITC- Part I - Standard Information, Clause no. 3.1, Pg. no.5	3.1 Consultants who do not individually fulfill the qualifying requirements indicated or wish to enhance their qualification and expertise for the assignment can associate with other Consultants and /or Individual Experts and form Joint Venture/Consortium at the time of submission of Proposal. However, in no case the Joint Venture/Consortium shall have more than 3 (three) partners.	Request to confirm our understanding that the project experiences/ qualifications of all the consortium members put together shall be considered to evaluate the consortium's qualification as per the Qualification/ Eligibility Criteria mentioned.	As per EOI-RFP. The experience and qualifications of all members of the Joint Venture/Consortium shall be considered for evaluating the consortium's eligibility.
5.	Section 2: ITC, Part I - Standard Information, Clause no. 3.2, Pg. no.6	If the Consultant had formed an Association of Consultants, each member of the Association of Consultants shall be evaluated as per the Qualification/ Eligibility Criteria set forth in Part II (Data Sheet). The average combined score of each member of the Association of Consultants shall be taken into account for evaluation purposes.	This clause in its existing form shall limit participation of smaller consulting firms from the NE region, as they themselves may not be able to meet all the requisite qualifications. Hence, it is requested that the joint project experiences/ qualifications of all members of the association are to be considered to evaluate the qualifications of the Association of Consultants.	As per EOI- RFP
6.	Section 2: ITC, Part II - Data Sheet (Specific to the Assignment) Clause no. 8, Pg. no. 16.	Qualification / Eligibility Criteria of each member of the Association of Consultants: Each member must possess the following qualifications: (a) The Annual Financial Turnover of the Consultant must be equal to or more than Indian Rupees 1 (one) crore per annum during the last 3 (three) years. (b) The annual Turnover from Consultancy services must be equal to or more than Indian Rupees 50 (fifty) Lakh per annum in the last 3 (three) years. (c) Experience in Consultancy Works: Five Years		It is a typo error which should be read as Qualification/ Eligibility criteria of the association of Consultants: The average combined score of the Association of Consultants shall be taken into account for evaluation purposes.

		<p>(d) Experience in carrying out studies of similar nature during the last three years: one study of value not less than Rs. 10 lakhs, or 2 studies of value not less than Rs. 5 lakhs each.</p> <p>(e) Experience in carrying out studies or surveys in North Eastern India in past three years: One study or survey covering any North East State.</p> <p>(f) Experience in carrying out studies or surveys for Government of India / State Government Ministries or Departments in the past three years: One study.</p>		Only in case of financial turnover, the Lead Consultant has to fulfill the criteria as per Section 2: ITC, Clause-8, 3.2 (a) & (b).
7.	Objective and Scope of Work page 39	<p>Examine the whole gamut of urbanization taking place in Nagaland and identifying the various issues, problem, potentials and strengths.</p> <p>b) The urbanization policy shall define a vision of urban development in Nagaland and provide a policy framework for guiding the urban development of the State to realize the state vision.</p>	Are there any specific priority areas or particular types of issues within these broader challenges that the Government of Nagaland or NEDFi considers most critical for deeper analysis?	The Internal Committee constituted to evaluate the study may pinpoint specific priority areas within the scope of work for more critical and deeper analysis.
8.	Claude 17 Paragraph 14.7 Procedure for Detailed Evaluation of Technical Bid	<p>Adequacy of the proposed methodology and work plan in response to the terms of reference: 40 marks out of 100 as per the following sub-criteria:</p> <p>a) Power point presentation on Technical approach, work plan & methodology</p>	Are there any specific expectations regarding the content or format of the presentation eg maximum number of slides?	Presentation should comprise of scope of work, technical approach, work plan, and methodology.

9.	Section 2 Information to Consultants Part II Data Sheet (Specific to the Assignment), Page 16	Last Date & Time and address for submission of Proposal/Bid: Date: August 28, 2025 Time: 1500 hours-i.e. 3.00 pm Address: North Eastern Development Finance Corporation Ltd. (NEDFi), NEDFi House, GS Road, Dispur, Guwahati 781006	We request client to allow at least 3-week extension after publishing responses to the pre-bid queries, for submission of the proposal.	We regret we cannot comply to this request.
10.	Terms of Reference, Part I Objective and Scope of Work, Page 40.	N.B The study has to be carried out by collecting data from field surveys /primary sources and from other secondary data collection methods. All the stakeholders of the sector have to be consulted at the State level/National level. The collected data has to be verified, tabulated and analyzed to derive the findings to cover the above-mentioned points	We request clarification on what type of surveys are expected by the consultant, expected sample size and outcome (qualitative or quantitative), expected from the survey, nature of survey, any specific required mode of survey. This would help us to prepare our financial proposal. We also request you to clarify if the baseline data should be collected from primary surveys/ field surveys or secondary data will be provided to the consultant by the client or if support will be provided to obtain available secondary data. Please also clarify which data will be made available from secondary sources and which data points need to be collected through primary surveys.	The Consultant is expected to carry out detailed analysis, surveys, stakeholder consultation etc. required to execute the work as per the scope of work of the study. The selected Consultant should carry out both the primary and secondary survey to adequately represent all the parameters as defined in the scope of work. No data will be provided by the client.
11.	Part II, TOR Related Information, Page 41	Places where Different Tasks relating to the Assignment are to be performed. • All the districts of Nagaland; and • Other locations of the country relevant to the performance of the Assignment / Job.	We would request the client to clarify possible locations and expected tasks to be performed in the other locations of the country relevant to the performance of the Assignment/ Job. This would help us to prepare our financial proposal. Given the timeline, we request to get clarity on the number of towns/cities as a to be covered as part of the study in each district. This would help us in calculating the costs in the financial proposal.	Relevant inferences to be taken from the other locations of the country for possible replication in the study area, if required. Statistically valid samples to be taken by the consultant which should be representative of the entire state.

12.	9. Preparation of Proposals, 9.2, (C) Key Professionals Qualifications & Experience, Page 9	iv) Water supply/Sanitation/Waste Management Expert: A post-graduate qualification in Environmental science/Civil engineering with 10 years' experience in similar works.	We request adding minimum qualification Master's degree in Environment Planning/ Urban Planning for Water supply/Sanitation/Waste Management Expert.	Master's degree in Environment Planning will be considered.
13.	Form FIN-3, Breakdown of Remuneration Page 34	Required Support staff*2	Please clarify if there are any qualification criteria for the support staff	No.
14.	Section 2 Information to Consultants Part I-Data Sheet (Specific to the Assignment),14.7, Page no.18	Procedure for Detailed Evaluation of Technical Qualifications: Criteria, sub-criteria and point system for evaluation to be followed under this procedure is as under: (i) Specific experience of the Consultant relevant to the assignment: 10 marks out of 100	By relevant projects we understand project experience in Master planning and Detailed project report as specified in eligibility conditions table on page no 8. Please clarify if our understanding is correct.	No. It should be relevant to the assignment.
15.	Form Tech 2, B. Consultants experience	Note: Please provide documentary evidence regarding the details of similar assignment(s) undertaken by the Consultant along with the experience certificate(s) from client(s) clearly indicating the scope of the services rendered by the Consultant in support of having completed the assignment(s) or Work Order(s) along with Self Certificate(s) of Completion (Certified by Statutory Auditor) of the assignment(s). Experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.	We would request the client to accept documentary evidence for ongoing assignments: Work order/SOW Evidence for completed projects: Work orders/completion certificates from the client/ Self Certificate(s) of Completion (Certified by Statutory Auditor)/ Proof of payment certified by Statutory auditor.	As per EOI- RFP

16.	9. Preparation of Proposals (A)Technical, Page 8	<p>The organization should have at least 5 (five) years' experience in consultancy work.</p> <p>A Consultant by itself or as a partner of an association of Consultants should have executed:</p> <ul style="list-style-type: none"> a) At least 1 (one) assignment of similar nature during last 3 (three) Years. The value of which should not be less than Indian Rupees 10 Lakhs (or equivalent in foreign currency), or 2 (two) assignments of similar nature with a value of which should not be less than Rupees 5 lakhs each. b) At least 1 (one) assignment in the NER States during the last 3 (three) years. c) At least 1 (one) assignment for Government of India/State Govt. or Departments in the past 3 (three) years. 	<p>We would request the client to change the technical evaluation as:</p> <ul style="list-style-type: none"> a) At least 1 (one) assignment of similar nature during last 7 (seven) Years. The value of which should not be less than Indian Rupees 10 Lakhs (or equivalent in foreign currency), or 2 (two) assignments of similar nature with a value of which should not be less than Rupees 5 lakhs each. b) At least 1 (one) assignment in the NER States during the last 10 (ten) years c) At least 1 (one) assignment for Government of India/State Govt. or Departments in the past 10 (ten) years. 	We regret we cannot incorporate this suggestion.
17.	Clause no.17, Page 18	<p>Suitability of the key personnel for the assignment: 35 marks as per following sub-criteria:</p> <ul style="list-style-type: none"> a) Team Leader (10 marks) b) Urban/Town Planning Expert (7.5 marks) c) Architect/Urban Designer Expert (7.5 marks) d) Water supply/Sanitation/Waste Management Expert (5 marks) e) Economics/Statistical Expert (5 marks) 	<p>Given the nature of the project, we request to change the scoring of the key experts as:</p> <ul style="list-style-type: none"> a) Team Leader (10 marks) b) Urban/Town Planning Expert (7.5 marks) c) Architect/Urban Designer Expert (5 marks) d) Water supply/Sanitation/Waste Management Expert (5 marks) e) Economics/Statistical Expert (7.5 marks) <p>The major inputs are going to be by urban planner, economists compared to an urban designer, therefore request to swap their scoring.</p>	We regret we cannot incorporate this suggestion.