



CENTRAL POLLUTION CONTROL BOARD
"Parivesh Bhawan", East Arjun Nagar, Delhi-110032

Dated 01/02/2022

Pre-Proposal Meeting Minutes

Bid Reference No: CPCB-RFP-WQM-IDIV-29122021
Tender id: 2021_WBCPC_665739_1

Enclosed herewith, minutes of pre-proposal meeting held on 13/01/2022 at 11:00 AM to discuss and clarify the queries raised/received from various bidders regarding E-Tender ID: 2021_WBCPC_665739_1 uploaded on Central Public Procurement Portal for selection of consultancy for "*Physical audit, inventory and need assessment of water quality laboratories of implementing agencies*" under NHP.

(A. Sudhakar)
Divisional Head, WQM-I Division



CENTRAL POLLUTION CONTROL BOARD
“Parivesh Bhawan”, East Arjun Nagar, Delhi-110032

Minutes of the Pre-proposal meeting for Consultancy Service “Physical Audit, Inventory and Need Assessment of the Water Quality Laboratories of the Implementing Agencies” held on 13/01/2022 through Video Conferencing under National Hydrology Project (NHP)

A pre-proposal meeting of e-tender (tender id: 2021_WBCPC_665739_1) for Consultancy Services of “Physical Audit, Inventory and Need Assessment of the Water Quality Laboratories of the Implementing Agencies” under NHP was held on 13/01/2022 through video conferencing under the Chairmanship of Sh. A. Sudhakar, Director & DH, WQM-I Division to discuss and clarify the queries raised/received from various bidders regarding bid document. Bid document was published on 29/12/2022 through Central Public Procurement Portal and last date for submission of proposal is 28/01/2022 till 3.00 PM.

Members of Bid Evaluation Committee and representatives from twelve laboratories/consultancies have attended the meeting. The list of the participants is attached as **Annexure-I**.

Sh. A. Sudhakar welcomed all the participants/Committee members and briefed that, in order to promote quality assurance in laboratories engaged in environmental water quality monitoring, the proposed activity is planned in two phases with anticipated duration of 12 months. He further stated that this exercise will facilitate water quality laboratories to perform a qualitative job leading to appropriate decision making.

Thereafter, Smt Suniti Parashar, Scientist C, WQM-I Division made a detailed presentation on Bid document and explained about objectives, scope, methodology adopted in two phases of the consultancy project along with project timeline, payment deliverables and relevant clauses of the document and submission date for technical & financial proposal various.

The clarifications/queries raised by the two firms during the meeting, were recorded and in order to bring the uniformity and clarity among the prospective bidders for the various

terms and condition mentioned in the bid document, queries were invited through an email till 17/01/2022 (Monday) at 5.00 PM.

Smt Parashar, thanked all the Committee members & vendors for attending the meeting and their valuable inputs. Meeting ended with vote of thanks to the Chair.

Further, reply on queries is prepared and discussed in Bid Evaluation Committee on 21/01/2022 and finalized response again each query may be seen at ***Annexure-II***.

Annexure-I

LIST OF PARTICIPANTS

S.No.	Name of the Participants	E-mail
1	Sh. A. Sudhakar, DH & Scientist E, WQM-I	asudhakar.cpcb@nic.in
2	Sh. P. K. Behera, Scientist E & DH, Water Lab	behera.cpcb@nic.in
3	Sh. Diganta Kalita, ACO & DH, F&A Div	dkalita.cpcb@nic.in
4	Sh. Dipesh Desai, Procurement Expert, NPMU	dipesh.desai@in.ey.com
5	Sh. Altaf Hussain, Deputy Director, CWC	altafhussain-cwc@nic.in
6	Smt Suniti Parashar, Scientist C, WQM-I	sunitiparashar@gmail.com
7	Pooja Tripathi, Research Associate-II, WQM-I	cpcbhp3@gmail.com
8	M/s CEG Test House and Research Centre Pvt Ltd., Rajasthan	info@cegtesthouse.com
9	M/s Aashvi Proficiency Testing & Analytical Services, Hyderabad	info@aashvipt.com
10	Shriram Institute for Industrial Research, Delhi	jkumar@shriraminstitute.org
11	M/s FARE Labs Private Limited, Gurugram	farelabs@farelabs.com
12	M/s Green Economy Initiatives Private Limited, Mohali	greenecomomyipl@gmail.com
13	M/s Pollucon Laboratories Pvt. Ltd., Surat	pollucon@gmail.com
14	M/s Enviro Care India Private Limited, Madurai	info@envirocareindia.com
15	M/s AES Laboratories, Noida	support@aeslabs.com
16	M/s Gadark Lab Pvt. Ltd., Maharashtra	info@gadark.in sachingaonkar@gadark.in
17	M/s Ashwamedh Engineers & Consultants, Nashik	sales@ashwamedh.net
18	M/s ITL Labs Pvt Ltd., Delhi	radhika.itl1985@gmail.com
19	M/s MITCON Consultancy & Engineering Services Pvt Ltd, Pune	emebusiness@mitconindia.com
20	M/s Horizon Services, Pune	

Annexure-II

Reply on the queries raised by bidders during Pre-proposal meeting held on 13/01/2022 for consultancy service ""Physical audit, inventory and need assessment of the water quality laboratories of the implementing agencies"" under NHP

S. No.	Pg No.	Clause No.	Tender Clause	Bidder Query	CPCB response																																		
1	100	D. CONSULTANT'S EXPERTS AND SUB-CONSULTANTS	30. Replacement of Key Experts 30.1 Except as the Client may otherwise agree in writing, no changes shall be made in the Key Experts. Notwithstanding the above, the substitution of Key Experts during Contract execution may be considered only based on the Consultant's written request and due to circumstances outside the reasonable control of the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall forthwith provide as a replacement, a person of equivalent or better qualifications and experience, and at the same rate of remuneration.	For huge scope of work, request to amend the clause as 1. Allowed Replacement of Key Expert and non-key expert of equivalent qualifications and experience, and at the same rate of remuneration. Kindly confirm.	Replacement of key experts will be done as per sub clause 30.1 & 30.2 of GCC of Bid document. No change in the bid document.																																		
2	74	7.0 Reporting requirements, deliverables, timelines with payment schedule	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Task</th> <th>Deliverables</th> <th>Payment Schedule</th> </tr> </thead> <tbody> <tr> <td colspan="4">Phase 1 – Six Month</td> </tr> <tr> <td>1</td> <td>Stocktaking, Initial Consultation</td> <td>Inception Report</td> <td rowspan="3">10% (advance payment as per GCC clause no 41.2.1 against bank guarantee)</td> </tr> <tr> <td>2</td> <td>Development of protocol for Physical Audit</td> <td>Draft Protocol Report</td> </tr> <tr> <td>3</td> <td>Beginning and completion of Physical Audit and Inventory</td> <td>Schedule visits to lab and report writing</td> </tr> </tbody> </table>	Sr. No.	Task	Deliverables	Payment Schedule	Phase 1 – Six Month				1	Stocktaking, Initial Consultation	Inception Report	10% (advance payment as per GCC clause no 41.2.1 against bank guarantee)	2	Development of protocol for Physical Audit	Draft Protocol Report	3	Beginning and completion of Physical Audit and Inventory	Schedule visits to lab and report writing	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Task</th> <th>Deliverables</th> <th>Payment Schedule</th> </tr> </thead> <tbody> <tr> <td colspan="4">Phase 1- Six Month</td> </tr> <tr> <td>1</td> <td>Stocktaking, Initial Consultation</td> <td>Inception Report</td> <td>20% of quoted Amount</td> </tr> <tr> <td>2</td> <td>Development of protocol for Physical Audit</td> <td>Draft Protocol Report</td> <td>20% of quoted Amount</td> </tr> </tbody> </table>	Sr. No.	Task	Deliverables	Payment Schedule	Phase 1- Six Month				1	Stocktaking, Initial Consultation	Inception Report	20% of quoted Amount	2	Development of protocol for Physical Audit	Draft Protocol Report	20% of quoted Amount	As per huge scope of work and Key expert and non-key expert is in field from day one, Amend the Payment schedule. Agency may refer to Clause 41 of GCC of bid document for mode of billing & payment. Payment is linked to major milestones/deliverables, wherein, project achievements are reviewed & payment is made. Therefore, no change is required in the bid document.
Sr. No.	Task	Deliverables	Payment Schedule																																				
Phase 1 – Six Month																																							
1	Stocktaking, Initial Consultation	Inception Report	10% (advance payment as per GCC clause no 41.2.1 against bank guarantee)																																				
2	Development of protocol for Physical Audit	Draft Protocol Report																																					
3	Beginning and completion of Physical Audit and Inventory	Schedule visits to lab and report writing																																					
Sr. No.	Task	Deliverables	Payment Schedule																																				
Phase 1- Six Month																																							
1	Stocktaking, Initial Consultation	Inception Report	20% of quoted Amount																																				
2	Development of protocol for Physical Audit	Draft Protocol Report	20% of quoted Amount																																				

			4	Report submission after completion of Phase-I	Physical Audit/Interim Report Submission	30%		3	Beginning and completion of Physical Audit and Inventory	Schedule visits to lab & report writing	10% of quoted Amount		
			5	Presentation by firm/Mid-term review & acceptance by CPCB and World Bank	Presentation/ Mid-term review			4	Report submission after completion of Phase-I	Physical Audit/Interim Report Submission	10% of quoted Amount		
			Phase II- six						5	Presentation by firm/Mid-term review & acceptance by CPCB and World Bank	Presentation /Mid-term review	10% of quoted Amount	
			6	Beginning of Proficiency Testing (PT) of Water Quality Laboratories	Programme Schedule & Monthly Progress Report Statement of records about dispatch of samples and receipt of analytical reports	20%		Phase II- six month					
			7	PT exercise & results	Test Report/draft report			6	Beginning of Proficiency Testing (PT) of Water Quality Laboratories	Programme Schedule & Monthly Progress Report Statement of records about dispatch of samples and receipt of analytical reports	10% of quoted Amount		
			8	Evaluation of test report	Findings in terms of performance (Z score)			7	PT exercise & results	Test Report/draft report	10% of quoted Amount		
			9	Issue of performance certificate	Performance Report	20%		8	Evaluation of test report	Findings in terms of	3% of quoted Amount		

			<table border="1"> <tr> <td>10</td> <td>Corrective action and obtaining report if performance is not satisfactory</td> <td>Root Cause Analysis</td> <td></td> </tr> <tr> <td>11</td> <td>Consolidated final report submission to CPCB</td> <td>Final Submission</td> <td>10%</td> </tr> <tr> <td>12</td> <td>Presentation by firm/Review of final report by CPCB and World Bank and approval from CPCB and World Bank</td> <td>Final Presentation and Review</td> <td>10%</td> </tr> </table>	10	Corrective action and obtaining report if performance is not satisfactory	Root Cause Analysis		11	Consolidated final report submission to CPCB	Final Submission	10%	12	Presentation by firm/Review of final report by CPCB and World Bank and approval from CPCB and World Bank	Final Presentation and Review	10%	<table border="1"> <tr> <td></td> <td></td> <td>performance (Z score)</td> <td></td> </tr> <tr> <td>9</td> <td>Issue of performance certificate</td> <td>Performance Report</td> <td>2% of quoted Amount</td> </tr> <tr> <td>10</td> <td>Corrective action and obtaining report if performance is not satisfactory</td> <td>Root Cause Analysis</td> <td></td> </tr> <tr> <td>11</td> <td>Consolidated final report submission to CPCB</td> <td>Final Submission</td> <td>3% of quoted Amount</td> </tr> <tr> <td>12</td> <td>Presentation by firm/Review of final report by CPCB and World Bank and approval from CPCB and World Bank</td> <td>Final Presentation and Review</td> <td>2% of quoted Amount</td> </tr> </table>			performance (Z score)		9	Issue of performance certificate	Performance Report	2% of quoted Amount	10	Corrective action and obtaining report if performance is not satisfactory	Root Cause Analysis		11	Consolidated final report submission to CPCB	Final Submission	3% of quoted Amount	12	Presentation by firm/Review of final report by CPCB and World Bank and approval from CPCB and World Bank	Final Presentation and Review	2% of quoted Amount	
10	Corrective action and obtaining report if performance is not satisfactory	Root Cause Analysis																																			
11	Consolidated final report submission to CPCB	Final Submission	10%																																		
12	Presentation by firm/Review of final report by CPCB and World Bank and approval from CPCB and World Bank	Final Presentation and Review	10%																																		
		performance (Z score)																																			
9	Issue of performance certificate	Performance Report	2% of quoted Amount																																		
10	Corrective action and obtaining report if performance is not satisfactory	Root Cause Analysis																																			
11	Consolidated final report submission to CPCB	Final Submission	3% of quoted Amount																																		
12	Presentation by firm/Review of final report by CPCB and World Bank and approval from CPCB and World Bank	Final Presentation and Review	2% of quoted Amount																																		
3	27	21.1 [for FTP]	<p>Criteria, sub criteria & point system for evaluation</p> <p>A. Specific Experience of firm as a laboratory relevant to assignment.</p> <p>1. Laboratory functioning with more than 10 years with accreditation.</p>	<p>Kindly confirm</p> <p>As per more competitive bidding, request to amend the evaluation criteria as</p> <p><i>1. Laboratory functioning with more than 10 years with MOEFCC Lab accreditation or NABL Lab Accreditation. Kindly confirm</i></p>	<p>In India, NABL is providing laboratory accreditation whereas MoEF&CC provides laboratory recognition not accreditation, therefore, laboratory having experience with NABL accreditation in water (surface water & ground water</p>																																

					parameters) may qualify for the assignment
4	71	4.2 Methodology for Phase II	PT materials will be procured and shall be provided by the consultancy that will oversee and coordinate with implementing agencies in the states working under NHP.	As per huge scope of work, <i>PT Program organized by CPCB and all expense for PT Program in the Scope of CPCB. kindly confirm</i>	PT programme will be facilitated by Consultancy for laboratories & programme to be conducted through NABL accredited PT provider.
5	71	4.2 Methodology for Phase II	PT materials will be procured and shall be provided by the consultancy that will oversee and coordinate with implementing agencies in the states working under NHP.	As per scope of work please clarify <i>the PT Program Parameter for Ground water, Surface water and Waste water. Kindly confirm</i>	<p>PT is for ground water & surface water parameters, i.e., given in clause 4.2 (Section 7) of the bid document.</p> <p>The set of parameters shall be decided by Consultant in consultation with PT sample provider.</p> <p>Consultant may provide detail in FIN 4 for phase-II comprising of PT Cost for each water quality parameter as per guideline of 2017 mentioned elsewhere in the RFP. Financial bid evaluation may take into account the cost of PT also. The cost is reimbursable on actual,</p>

					based on the quoted amount in bid.
6	68	3.1 Specific Objective of Phase I	Laboratories found fit for PT based on the deliverables of Phase I will only be participating in the Phase II	As per scope of work, kindly clarify <i>PT based on the deliverables of Phase I will only be participating in the Phase II.</i>	Laboratories having minor requirements to fulfil, they will also be taking part in Phase -II, however, final assessment will be done by the Consultant. Based on the Consultant's final recommendation, no. of participating laboratories for Phase -II will be decided. However, consultant may try to cover all project participant laboratories after giving them proper guidance/training and trained manpower, etc within the project period after consulting with CPCB.
7	71	4.1 Specific objectives of Phase II	Provision of supply of samples of water as per the stipulated procedures, based on the Quality Control Protocol of ISO/IEC 17043:2010 & ISO/IEC 13528:2015 for conducting Proficiency Testing (PT) of Laboratories.	Provision of supply of samples of water as per the stipulated procedures, based on the Quality Control Protocol of ISO/IEC 17043:2010 & ISO/IEC 13528:2015 for conducting Proficiency Testing (PT) of Laboratories. <i>All provision and expense is in the scope of CPCB. Kindly confirm</i>	Provision of supply of samples of water as per the stipulated procedures, based on ISO/IEC 17043:2017 for conducting Proficiency Testing (PT) of Laboratories. The

					Consultant is responsible for the activity.									
8	28	21.1 [for FTP]	IV. Experience in conducting PT Exercise/Program <table border="1"> <tr> <td>1.</td> <td>Number of PT exercises (More than 7)</td> <td>17</td> </tr> <tr> <td>2.</td> <td>Number of PT exercises (between 3 to 7)</td> <td>10</td> </tr> <tr> <td>3.</td> <td>Number of PT exercises (less than 2)</td> <td>05</td> </tr> </table>	1.	Number of PT exercises (More than 7)	17	2.	Number of PT exercises (between 3 to 7)	10	3.	Number of PT exercises (less than 2)	05	Request to amend this clause as Experience in participation of PT Exercise/ Program. Or remove this clause from evaluation. Kindly confirm.	No changes in the bid conditions.
1.	Number of PT exercises (More than 7)	17												
2.	Number of PT exercises (between 3 to 7)	10												
3.	Number of PT exercises (less than 2)	05												
9	57	FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES:	* Reimbursement expenses such as travelling expenses (national), per diem allowance, local transportation, office expenses, report writing, overhead charges & PT samples for water quality laboratories shall be followed as per General Financial Rules updated time to time and payment will be made as per actual on submission of original bills but restricted to ceiling.	<i>As per Reimbursable expenses. Kindly provide the guideline of General Financial Rules updated time to time and payment. Kindly confirm</i>	The project is being awarded on lump-sum contract basis. As such, this clause shall be deleted from the bid document.									
10	74	7.0 Reporting requirements, deliverables, timelines with payment schedule	Phase-I (Six months) = 30% Phase-II (Six months) = 70% <ul style="list-style-type: none"> Laboratories found fit for PT based on the deliverables of Phase I will only be participating in the Phase II 	As per scope of work, Maximum work is in Phase I, but as per payment schedule only 30% payment release in phase I. As per clause, Laboratories found fit for PT based on the deliverables of Phase-I will only be participating in the Phase II Suppose no one lab found fit for PT based sample in phase I. Then how payment release of 70%. Request to Amend the clause as mentioned in point 2 Kindly confirm.	Phase I = 40% payment will be made including advance payment. Phase II= 60% payment will be made against completion of deliverables No change in payment terms.									

11	57	FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES:	* Reimbursement expenses such as travelling expenses (national), per diem allowance, local transportation, office expenses, report writing, overhead charges & PT samples for water quality laboratories shall be followed as per General Financial Rules updated time to time and payment will be made as per actual on submission of original bills but restricted to ceiling.	local transportation (i.e Auto, taxi etc) has not provide bills, No. of restaurant not provide the GST bills. Then kindly clarify how the payment will reimbursed as per actual on submission of original bills. Kindly confirm.	The project is being awarded on lump-sum contract basis. As such, this clause shall be deleted from the bid document.
----	----	--	--	---	---

S. No	Page No	Clause	Bidder Query	CPCB Response
12	75	Clause 8 of Section 7	Please confirm that total number of labs of page-75 are confirmed for Phase-I	List of 75 water quality laboratories given in Table-8 of Section 7 is confirmed for Phase-I. However, CPCB shall communicate to all the 75 labs to obtain their concurrence & willingness to undergo physical assessment by CPCB through consultant under NHP.
13	-	General	Phase-2 is to be undertaken only for labs that qualify for PT. In such a situation what is the closure status for project and liabilities of consultant refund of bank guarantee etc. The closure conditions and exit of consultants should be very clear and transparent and payments should not be kept on hold.	The list of 75 laboratories provided by NHP contains 08 nos of Level-I labs, 22 nos of Level-II labs & 06 nos of Level-II+ labs. No information available on rest of the laboratories. Estimated cost of PT for one laboratory will be Rs 35,000 including GST. Payment shall be made against completion of deliverables, mentioned in Table:7 of Section 7. It is estimated that 40 labs out of 75 are likely to qualify for PT programme. The bidders are requested to provide financial bid taking into consideration of 40 labs qualifying for Phase-II.

				Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties and shall not be effective until the consent of the Bank or NPMU-NHP, as the case may be, has been obtained.
14	17	15.1.1	Being a private Lab, if any personnel from the proposal resigns then we will be non-responsive. You are requested to relax the one CV clause.	No changes in given clause of the Bid document.
15	32	26.1	Single currency to be used i.e., Indian Rupee but in Page 38 we have to share contact value in US\$.	Clause 26.1, of data sheet defines that single currency for the conversion of all prices expressed in various currencies into a single one is Local Currency i.e., Indian Rupee. However, at page no 38, Consultant have to mention their experience & approx contract value in the relevant currency in which the contract was awarded.
16	-	General	As scope of work for Phase-2 of the project is exclusively dependent upon the outcome of Phase-1 of the project, it may be difficult for bidders/proposal submission agencies to work out the cost for Phase-2. Hence, bidding process at this point of time may only be considered for Phase-1 only.	The list of 75 laboratories provided by NHP contains 08 nos of Level-I labs, 22 nos of Level-II labs & 06 nos of Level-II+ labs. No information available on rest of the laboratories. Estimated cost of PT for one laboratory will be Rs 35,000 including GST. Based on the estimated cost, agencies may submit financial bid for both phases.
17	-	General	The person-months of Key Experts are defined in the bid document. As there would be significant involvement of non-key experts in the project, the person-months of non-key experts may also be provided.	The requirement of non-key staff & total hours may be calculated by bidders based on the scope of work.