



**Tea Board,
14, B T M Sarani,
Kolkata-700 001**

**Corrigendum - I for Tender No. T-19(18)/Stats/2017 dated 28.04.2017 and
addendum dated 24.05.2017**

**Responses to pre-bid query on tender for “Study on Domestic Consumption of Tea in
India”**

Query Sl. No.	Section, Page Number(s) & Clause	Query	Tea Board's Response
1		Whether Consortium/ JV/ Association is allowed in the bid submission. If yes, would the credentials of the lead applicant suffice or should it be submitted for sub applicants as well? Please clarify.	Consortium is not allowed. However, for any engagement of a subcontract, detailed information has to be submitted to Tea Board as the part of technical bid.
2		Though the study mentions that it is focusing on domestic consumption of tea, should the tea exports data/ quantum be considered for the assessment by any chance? Please clarify.	As explained in Annexure - I Scope and description of Work, the study is focussed on domestic consumption of tea in India only.
3	Eligibility Criteria	Clarify if Universities are eligible to apply to this proposal?	Please refer to Section II, Clause 2 on Eligible Bidders of the bid document. The bidder shall be an Indian Company / Firm having experience and understanding of the Indian Tea Sector, designing promotion strategy and market assessment.
4	Page No. 3: Timelines - Bid Submission Date	Request for 7 working days extension to the last date of bidding which is currently May 31 as per the RFP document.	Please refer to the addendum issued in this regard, the last date of receipt of the bid has been extended till 13:00 hours of Monday, 5th June 2017

5	Page No. 10: Marking Criteria - Project Experience (B4)	Request the project experience marks be given to the organisation for working with the Tea Board rather than having worked in the tea sector.	As per the Tender document
6	Page No. 10: Marking Criteria - Project Experience (B5)	Should experience of working with the Coffee industry be considered? We are seeking this clarification since B5 mentions “experience in tea/agri sector and other allied sectors like horticulture / pisciculture / dairy” would be considered.	As per the Tender document
7	Page No. 11: Marking Criteria - Team Leader Experience (C6)	Request that Team Leader’s experience of working across similar sector’s (such as Coffee) be also given weightage of 5 points which is currently reserved exclusively for experience in tea sector. We are seeking this clarification since one of the tasks as per the scope of work (Annexure-I, clause 4.b) is to formulate “Suggestions on improving domestic consumption levels through formulation of a domestic promotion policy”. We feel a team leader having cross sector experience, especially in a competing beverage such as Coffee would help the team formulate a high quality domestic promotion policy for the Board.	As per the Tender document
8	Page No. 11: Marking Criteria - Team Leader Experience (C6)	We would request the Tea Board to extend the list of institutes to include at least the top 20 B-Schools in India/globally. We are requesting this as The RFP mentions that the team leader should be from any of the following three institutes – IIM/ XLRI/ ISB.	Clause has been defined keeping in view the strategic nature of the engagement and the high quality of execution and experience required. Clause to remain unchanged.
9	Page No. 11: Marking Criteria - Team Member Experience (C7)	We would request clarification about the breakup of the score across the 3 criteria mentioned for two team members. We are requesting this clarification as a consolidated 5 marks have been allocated for each team member without the break-up.	5 marks for each resource. 3 marks for sector experience, 1 mark for educational qualification and 1 mark for years of experience.

10	Page No. 11: Marking Criteria - Team Member Experience (C7)	We would request that Team Members' experience of working with MNC's in the tea sector be allocated some weightage as they can bring in their learning and best practices (from the global market) from such engagements. Further, experience of similar sectors (such as Coffee) be also given weightage which is currently reserved exclusively for experience in tea sector. We are seeking this clarification since one of the tasks as per the scope of work (Annexure-I, clause 4.b) is to formulate "Suggestions on improving domestic consumption levels through formulation of a domestic promotion policy". We feel a team having cross sector experience, especially in a competing beverage such as Coffee would help the team design an effective promotion strategy considering competing beverages as well.	As per the Tender document
11	Page No. 11: Marking Criteria - Team Member Experience (C7)	We would request the Tea Board to extend the list of institutes to include at least the top 20 B-Schools in India/globally. We are requesting this as The RFP mentions that the team leader should be from any of the following three institutes – IIM/ XLRI/ ISB.	Clause has been defined keeping in view the strategic nature of the engagement and the high quality of execution and experience required. Clause to remain unchanged.
12	Page No. 11: Marking Criteria - Approach and Methodology (D8)	Can we submit a summarised approach and methodology at the proposal stage and present a more detailed/elaborate approach, methodology at the time of presentation and the can score for approach and methodology be computed considering the presentation and not on the summarised approach and methodology mentioned in the technical proposal.	The approach and methodology shall be submitted along with the technical proposal and the same should be briefed in the presentation schedule. No material difference should exist between the two.

13	Page No. 14: Payment Terms	<p>The payment terms mentioned in the RFP allow only 10% advance followed by 30% on submission of mid-term report, 40% on submission of draft report and balance 20% on submission of final report.</p> <p>Since the scope of this project would necessitate primary research and upfront cost to be incurred by the team, it is requested that the payment terms should include at least 25% advance, followed by 25% on submission of detailed project plan, 25% of submission of mid-term report and balance 25% on submission of final report</p>	As per the Tender document
14	Other Clarifications	<p>The engagement would require primary survey to be conducted across Indian states. For this we need to team up with a market research firm. During the pre-bid meeting it was mentioned that the bidders need to declare the name of the market research firm and the sample size at the time of proposal presentation. We would request a confirmation of this.</p>	<p>The bidder needs to declare in writing the name of the market research firm/subcontractors and details thereof along with sample size at the time of presentation.</p>
15	Section II: Clause 10 (ii) Articles of Memorandum of Association or Partnership Deed/ Proprietorship Deed	<p>Partnership deed is a confidential document and cannot be shared as per company policy. Request Tea Board to allow submission based on certificate of registration only.</p>	Accepted
16	Request for extension of timeline	<p>We would like to request Tea Board to extend the project timeline (deliverable deadline) by one month since it involves capturing market trends across the country which depends upon a number of external factors beyond the bidder's control.</p>	Accepted

17	Section III: GCC, Clause 7.1 Payment Terms	Since logistics cost will be a consideration during start of the project for doing market research, request you to increase the first payment milestone to 20%. We propose the revised payment structure/ milestone as below: · 20% of the total cost will be paid as mobilization advance on commencement of the project · 30% of the payment on submission of mid-term review report · 30% of the payment on submission of the draft report to the Tea Board · Balance 20% after the final report is accepted and approved by the Tea Board	As per the Tender document
18	Section III: GCC, Clause 4.4 The performance Security Bond will be discharged by the Tea Board after completion of the Agency's performance obligations under the Contract.	We would request Tea Board to kindly add the word "immediately" after the word discharged.	As per the Tender document
19	Section III: GCC, Clause 10.1 In case of extension in the delivery of the services the recovery shall be made on the basis of following percentages of value of Contract / work completion, which the bidder has failed to supply / complete the work.	We would request Tea Board to consider adding the following after this sentence "for the reason solely attributable to the bidder"	Accepted
20	Section III: GCC, Clause 10.5.(2) When the bidder fails to make complete supply satisfactorily	Please define the acceptance criteria as "satisfactory completion" is subjective.	As per the Tender document

21	Section III: GCC, Clause 13 Termination for insolvency	Please consider adding the following line: The consultant may suspend or terminate the contract, by not less than 30 days in case client does not make the payment to the consultant does not adhere to the arbitration judgement.	As per the Tender document
22	Section III: GCC, Clause 15 Set off	We would request Tea Board to consider removing this clause.	As per the Tender document
23	Section III: GCC, Clause 10 Delays, Liquidated damages	While there is a clause limiting liquidated damages to 10%, there is no clause limiting the overall liability of the consultant. Hence, we would request Tea Board to consider adding the following clause limiting liability to the fees paid: “Notwithstanding anything contained in the contract, TEA BOARD agrees that the Bidder shall not be liable to TEA BOARD, for any losses, claims, damages, liabilities, cost or expenses (“Losses”) of any nature whatsoever, for an aggregate amount in excess of the fee paid under the contract for the services provided under the contract, except where such Losses are finally judicially determined to have arisen primarily from fraud or bad faith of the Bidder. In no event shall the Bidder, be liable for any consequential (including loss of profit and loss of data), special, indirect, incidental, punitive, or exemplary loss, damage, or expense relating to the services provided pursuant to this Contract.”	As per the Tender document

Dated: 30-05-2017

Secretary,
Tea Board