

Government of Karnataka
Skill Development, Entrepreneurship and Livelihoods Department (SDEL)
Karnataka Skill Development Corporation (KSDC)

No. ITE/KSDC/SANKALP/ELA21CS/CR123/2020-21

Dated: 06th March 2021

Minutes of the Pre-bid Meeting

Brief Description of the RfP:	Request for Proposal for RFP for Selection of Training Partners for Training of Trainers in English language and 21st century skills
Date & Time of Pre-Bid Meeting:	03 rd March 2021 at 3 pm
Venue of the Meeting:	3 rd Floor, Conference Room, Kaushalya Bhwan, Bannerghatta Road, Bangalore & Microsoft Team Meeting

The following officers of KSDC attended the pre-bid meeting:

1. Shri Raja Naika, ED-2/DD
2. Shri EM Vahab Khan, AD
3. Shri Sudarshan, AD
4. Smt. Ravi Kumari, SDA
5. Shri Sai Nath, SDA
6. Shri Shashidhara HN, Team Lead, Project Management Team, KSDC
7. Shri Manveer Singh, Manager-E&L, Project Management Team, KSDC

The following officers of bidding agencies attended the pre-bid meeting: -

1. Ms. Ruchika Sahani, Tata Strive
2. Ms. Anu Thampi, British Council
3. Mr. Ankur Srivastava, Hero Mindmine
4. Mr. Anand Dubey, Hero Mindmine
5. Mr. Nirbhay Pathak, Macmillan Education
6. Mr. Santosh Saha, MEPSC
7. Mr. Kunal Ozarde, Cambridge University Press
8. Mr. Arumugam, Launchpad LLC

Proceedings of the Pre-Bid Meeting:

1. At the Onset, Shri Manveer Singh, Manager-E&L, Project Management Team, KSDC, welcome all the participants, made a briefing about the scope of services and purpose of the pre-bid meeting.
2. Thereafter, he requested the participants to raise the queries one by one starting from those who didn't sent their queries to rest of the participant who had already conveyed their queries through mail.
3. The queries from prospective bidders were appropriately responded.
4. The response to queries sought from prospective bidders in writing and those asked during the meeting have been compiled as per **Annexure-I**.

Annexure-I

Replies to Pre-Bid Queries

S. No.	Name of Organization	Pg. No./Clause No./Section/Clause	Queries	Reply
1.	Hero Mindmine, British Council, Cambridge and MEPSC	Bid Data Sheet, Pg. No. 1	Please extend the last date of submission due to comprehensive scope of work	The last date and time for submission of proposal is extended till 17:00 hours, 10 th March, 2021.
1.	Hero Mindmine Institute Private Limited	<ul style="list-style-type: none"> • Clause no 4. Eligibility criteria point no. 10 • General conditions 	<ol style="list-style-type: none"> 1. As per clause no 4. Eligibility criteria point no. 10 – it states that The bidder should have an existing office presence in Bangaluru, Karnataka – As we don't have an existing office presence in Bengaluru, therefore can we submit an undertaking in this regard or is it mandatory in bidding stage 2. Training will be conducted in 1 locations or in different locations, please confirm 3. We have to submit our Programme design with Bid or after award of work? kindly confirm 4. What will be the no of participants in each batch 5. What will be the duration of training per day 6. What will be the training days per week 7. Total contract period 	<ol style="list-style-type: none"> 1. Clause no. 10 of 4. Eligibility Criteria stands modified as "The bidder should have an existing head/branch/representative office in Karnataka. 2. Training location shall be mutually decided by KSDC and shortlisted agency based on the mobilization of the candidates 3. Please refer to 5. Documents to be uploaded for the minimum requirements with the respect documents to be included in the proposals. Submission of additional documents shall depend upon the bidders. 4. No. of participants per batch shall be 20. 5. Duration of Training shall be mutually decided by KSDC and shortlisted agency based on the availability of the mobilized candidates since these candidates are supposed working on full-time basis. 6. Total contract period shall be one year from the date of issuance of order. However, all the batches is expected to be completed within 6 months of issuance of work order.
2.	Management and Entrepreneurship and Professional Skills Council (MEPSC)	<p>Page 5</p> <p>Clause 3, sub-clause 1 (Bullet list)</p> <p>Conduct Baseline survey of faculties and students from identified</p>	Clarification is sought on the sample size and geography for conducting the Baseline survey may be defined which will enable to ascertain the effort.	<ol style="list-style-type: none"> 1. Sample size should be randomly selected of minimum 5% of the total population i.e. Students and Faculties of Identified colleges spread across ten districts of Karnataka.

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		Government owned colleges to ascertain the level of English language proficiency and suggest appropriate module (CEFR level).		
		Page 6 Clause 4, sub-clause 10 The bidder should have an existing office presence in Bengaluru, Karnataka.	Relaxation is sought in this regard as this may not have a larger impact in the execution of the project.	Clause no. 10 of 4. Eligibility Criteria stands modified as "The bidder should have an existing head/branch/representative office in Karnataka.
		Page 8 Clause 8, sub-clause e. Bidders shall submit to KSDC the reports and documents as required by KSDC.	Clarification is sought on the reports required and at what intervals during the project. This delineation would help to meet deadlines of reporting accordingly.	The format and frequency of reports shall be communicated later post the issuance of the work order.
		Page 9 Clause 9, sub-clause 9.1 (c) The bidder or authorized representative will have to produce	Clarification is sought on the date of scrutiny. Will the date of scrutiny separately informed to the bidder or it will be on the date of the opening the bids	It will be decided at the discretion of project approval committee and same will be communicated in advance to the bidder.

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		original documents at time of scrutiny.		
		Page 9 Clause 9, sub-clause 9.1 (f) The bidder will have to make a presentation - In case the bidder fails to demonstrate, the bid will be rejected.	Clarification is sought on the mode of Presentation. Whether the Presentation be given online or physically	It will be decided at the discretion of project approval committee and same will be communicated in advance to the bidder.
		Page 14 Clause 14, sub-clause 14.4.4 KSDC may suspend in whole or in part – the performance of services of Bidder's any time upon giving not less than fifteen (15) days' notice.	Clarification is sought on the modality of the suspension. Does the suspension be preceded by a warning letter mentioning the lacunae/short-comings.	Yes. Non-compliance on the part of shortlisted agency shall be information and given the opportunity to rectify it within timelines as and when decided by the competent authority.
		Page 15 Clause 18, sub-clause 1 No consortium will be allowed in the tender.	The said tender has to the scope which requires expertise of the Field Surveyors, SCORM specialists, Technical specialist. Clarification is sought if the bidder can take assistance of such specialist to develop the project requirements such as Online eContent, Print Learning materials etc. on the larger interest of the project	Yes, bidder may bring the expertise of subject matter experts for the effective implementation of the programme subject to the overall responsible lies upon the shortlisted agency.
		Page 15	Relaxation is sought for confirming the project within 2 working days as there are related parameters to be	No change.

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		Clause 18, sub-clause 2 KSDC shall provide letter of offer to Successful bidder, which shall accept the within 2 working days by the bidder. Otherwise, the EMD will be forfeited.	considered. Hence may be considered for 5 working days.	
		Page 16 Clause 18, sub-clause 12 Should be able to commence the functioning within one week from the date of acceptance of the work order with all required staff onboarded within 3 weeks of acceptance of work order.	Clarification required in terms of the timelines mentioned in the sub-clause to initiate the project.	The shortlisted agency is expected to initiate the implementation process within one week of issuance of work order.
		Other Clarifications	<ul style="list-style-type: none"> • Scope of work mentions about the classroom training. Clarification is sought on the duration of such training and location of such training • Scope of work mentions about Creating and distributing learning contents to learners. Clarification is sought on the specifications of the 	<ol style="list-style-type: none"> 1. Duration of Training is expected from the bidders as per the industry standards. 2. Learning materials for learns should be designed based on the proposed training program and course content and curriculum. 3. Super Trainer is the instructor who is going to deliver proposed training of trainer programme.

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			<p>learning materials including but not limited to the IPR of such learning materials</p> <ul style="list-style-type: none"> RFP objective mentions on formative Assessment to be conducted by a selected super trainer with assessment criteria of minimum 90%. Clarification is sought on <ol style="list-style-type: none"> Does the bidder provide the Super Trainer for such activity? Assessment criteria of minimum 90% implies to the passing score of the learners? Scope of work mentions about Online content by incorporating all multimedia, features like audio, video, animation etc. Clarification is sought on the specification of the Online contents in terms duration, deployment platform etc 	<ol style="list-style-type: none"> Yes, assessment criteria of minimum 90% implies to the passing score of the learners Specifications of the online content is expected from the bidders and deployment platform is www.kaushalkar.com.
3.	Launchpad LLC (An affiliate of Cambridge)	Point No. 3 – Scope of Work	<p>500 Master trainers - KASC will identify & shortlist them based on baseline survey?</p> <p>training locations - we presume they will be spread across districts ?</p> <p>Training duration - need more clarity in terms of split up across learning, language, other skills?</p> <p>Is it mandatory to have office in karnataka- since we are an international organisation, we have our representative offices in karnataka in hubli, bengaluru and other areas.</p> <p>and training duration of 30- 90 days is a huge bandwidth gap to arrive at financials. will be great, if that is narrowed down / specific with +/- variance</p>	<ol style="list-style-type: none"> Overall responsibility of mobilization of the candidates shall lies with the shortlisted agency. Training location shall be spread across 10 districts. Duration of Training is expected from the bidders as per the industry standards. Clause no. 10 of 4. Eligibility Criteria stands modified as “The bidder should have an existing head/branch/representative office in Karnataka. Financials is expected to be proposed by bidders and final decision shall be taken based on the QCBS as mentioned in the RFP. No extra cost shall be provided over and above the cost approved at the time of award of contract.

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			financials- should we take NSDC rates as benchmark ? certification cost will be additional ?- Internationally recognised CEFR certificates ?	
4.	Cambridge University Press	General Conditions	What programs are included or are a part of 21st century skills? is this also open for submission?	Please refer to Point 1. – Introduction on the details of 21 st century skills and is expected that the trainers will be trained in these skills.
5.	Macmillan Education	General Conditions	Any tentative Budget for the project	Financials is expected to be proposed by bidders and final decision shall be taken on award of contract based on the QCBS as mentioned in the RFP.
6.	British Council	General Conditions	Will Master trainers be remunerated?	Mechanism to remunerate the master trainers will be design and communicated separately by KSDC.