

Meeting Minute

Date & Time : Friday, August 27, 2021; 14:00Hrs – 16:23 Hrs
 Place : Virtual meeting through Microsoft team
 Participants : Listed below

SN	Name of Participants	Organization
1.	Mr. Bishnu Lamichhane	Pokhara Valley Technical Training Institute Pvt. Ltd. (PVTTI)
2.	Mr. Niran Shrestha	Shangrila Tourism & Hotel Training Center (P) LTD.
3.	Mr. Sanubhai Sejwal	Oriental Hospitality & Tourism Training center Pvt.Ltd.
4.	Mr. Devindra Dhakal	Bahuudeshya Capital Training & Job Center Pvt.Ltd.
5.	Mr. Niranjan Manandhar	Excel Academy of Tourism & Hotel Management (P) Ltd.
6.	Mr. Tulsi Bahadur Nemkul	SKILL Nepal
7.	Mr. Jyoti Ram Mishra	Interscaff Safety Training Solutions
8.	Er. Suman Shah	Daksha Sip Prashikshan Tatha Rojagr Kendra (DSPRK)
9.	Mr. Anuj Srivastav	UCEP Nepal
10.	Mr. Debraj Baral	Jhapa Technical Institute
11.	Mr. Ram Lal Chaudhary	Sathi Enterprises Pvt. Ltd.
12.	Mr. Ram Babu Prasad Sah	Megha Multipurpose Training Institute Pvt. Ltd.
13.	Mr. Ukesh Raj Shrestha	Fskill Pvt. Ltd.
14.	Mr. Hemraj Dahal	Expert Technical College Nepal
15.	Mr. Lalan Tiwari	Sodec Nepal
16.	Mr. Namrata Shrestha Thapa	Jayan Technical College of Technology Pvt. Ltd. (JTCT)
17.	Mr. Ram Ratan Yadav	Nepal Chautari Technical Institute
18.	Mr. Mahesh Kumar Chaudhary	Dhangadhi College of Information Technology Pvt. Ltd.
19.	Mr. Devendra KC	Multi skills Pvt Ltd
20.	Mr. Dal Bahadur Limbu	HELNETAS Nepal
21.	Ms. Sunila Baniya	SaMi/Helvetas Nepal
22.	Mr. Navin Kumar Jha	SaMi/Helvetas Nepal
23.	Ms. Lalita Kayastha	SaMi/Helvetas Nepal
24.	Ms. Chandu Rana	SaMi/Helvetas Nepal
25.	Mr. Meen Prasad Shah	SaMi/Helvetas Nepal
26.	Mr. Rishu Shrivastava	SaMi/Helvetas Nepal

Agenda

- Brief introducing on the purpose of invitation for bids.
- Explanation on the clauses of RFP document.
- Clarification on the queries raised by potential bidders.

Details of the queries from the potential bidders during the virtual meeting and responses from the SaMi/ Helvetas Nepal

S.N.	Queries	Queries Raised By	SaMi/Helvetas Nepal Response
1.	How to seal and submit the Technical and financial proposals?	Sathi Enterprises	Refer to section 2 (ITC): 2.3.1
2.	Where do we bind the mandatory/ supporting documents?	Sathi Enterprises	The mandatory documents should be included serially in the technical proposal
3.	How do we fill TPF -2 Work Plan proposal form?	Niran Shrestha	Please refer to Section 4: TPF 2, under work plan description
4.	What are the allocated marks for infrastructure including Tools and equipment's evaluation?	Suman Shah, Daksha Sip Prashikshan Tatha Rojgar Kendra	Refer to Section 2 (ITC): 2.3.9 (Technical evaluation Criteria).
5.	Age of female trainees		Refer to Section 3 (ToR) : 2 Scope, Target and implementation modality (Implementation modality under trainees enrollment)
6.	Management (Office) cost / profit is not allocated in RPF?		Consultant can include it in "Other Cost heading" of FPF-1
7.	How will the pandemic situation be addressed with training target and cost?		Refer to Section 6, GCC Clause (X)
8.	If trainees do not appear in skill test, what will be the implication in costing?		Refer to Section 6 (Contract Agreement: C (Payment schedule) Clause 3.(v) and (viii)
9.	Why are we not selected consecutively in last 3 years?	Anuj Shrivastav, USEP	Until and unless we gather information from previous evaluation, we are not in the position to say the exact reason
10.	Is there any cost ceiling to bid?	Ram lal Chaudhary	There is no upper or lower limit of cost ceiling.
11.	Is there any fixed number of participants per district?	Suman Shah	No, it depends upon the implementation plan, capacity and physical infrastructure of TMIs for the proposed occupations.
12.	Is safety boot also mandatory for female?	Suman Shah	No
13.	5% bank guaranty is to be submitted at what time?	Jyoti Ram Mishra Interscaff	Refer to Section 2, ITC: Clause no. 2.4.6

14.	What are the criteria for medical fitness?	Training Solution	As per the rules of Government of Nepal for foreign employment.
15.	How is life skill trainer mobilized?		Refer to Section 3 (ToR) : (3) Role of TMIs
16.	What is the level of skill test conducted via NSTB?		Refer to Section 3 (ToR) : (2) Scope target and implementation modality under skill certification
17.	What is number of trainees and occupation that a bidder can apply for?	Sanu bhai sejwal, Oriental Training Center	Refer to Section 2 (ITC) Clause no. 2.1.2
18.	How do you add additional occupations in FPF?		Please refer to instruction underneath of the respective form
19.	Do we need to submit format of contract document as well?		No need to submit the form of contract (it is just a sample)
20.	CTEVT/NSTB affiliation validity of which year should be submitted?	Tulsi Bahadur Nemkul	Refer to Technical Proposal Form 1: under proposed training information table
21.	What will be the instructor's ratio?	Suman Shah	Refer to Section 3 (ToR): 2, Scope, target and implementation modality (under training conduction of implementation modality)
22.	Is CTEVT affiliation required for all occupations?	Devindra Dhakal, BCTJC	Refer to Section 4 (Technical proposal form) 3, under annexes point no. 2
23.	Why is the bid document not provided in word file?	Devendra KC and Suman Shah	Editable version of RFP will not be provided in single stage bidding process after publication of notice unless corrected in the bid notice
24.	Do we need to submit notarized documents?	Devendra KC	Refer to Section 2 (ITC): 2.3.1

Note: Name of representative and the organizations are missing of those who did not provide their details during pre-bid meeting.

Details of the query from the potential bidders received through email and response from the SaMi/Helvetas Nepal

S.N.	Queries	Queries Raised By	SaMi/Helvetas Nepal Response
1.	We quote our training cost in per person basis for a group of 20 participants as per your format but what happens if we only get a group of below 20	Niran Shrestha	Refer to Section – 5 : Financial Proposal Form (FPF-1 and FPF-2)

	participants? What cost will be applied in this case?		
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