

**Minutes of the pre-proposal meeting held on 26.11.2014 for the Consultancy Services for conducting 3rd party technical supervision, monitoring and quality assurance of works of closure & containment of MSW dumpsite at Kadapa**

Date :26.11.2014 Time : 3.00 PM

Venue : Head Office, APPCB

Members present :

1. Sri. A. Ramchand, Head PIU, CBIPMP / CEE
2. Sri. S.S.S. Murali, EE, CBIPMP
3. Sri. Y. Atchuta Ramayya, Proc. Spl / JSO

Consultancy firms :

1. Sri. MS Premnath, representative of M/s.CQA International Ltd.

The Head PIU welcomed the representative of consultancy firms who has attended the meeting. The queries raised by the above firm were discussed and answered. One more firm has also submitted their queries in writing. The details of queries and clarifications are as follows:

S. No	Clause No. as per RfP Document	Details As per RfP Document	Description of query	Remarks / reply of APPCB
1	Page no. 16 Point no. 4, Sub point 4.2	Submission, Receipt, and Opening of Proposals	Is the Power of Attorney required to be submitted on non-judicial stamp paper or on the company's letter head. Please clarify.	Yes, the Power of Attorney required to be submitted on non-judicial stamp paper
2	Page no 24 Point no 5.2 (a) of Datasheet point no (iii)	Key professional staff qualifications and competence for the assignment: a) Team Leader on permanent pay roles of the firm [10]	Key professional staff qualifications and competence for the assignment indicates a total of four experts to be positioned for the consultancy assignment, which contradicts with Page 50 of ToR point 5:	The key professional staff includes a)Team Leader on permanent pay roles of the firm b)Site Engineer (Environmental / Civil) c)Lining expert d)Waste processing expert

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	<p>AND</p> <p>Page 50 of ToR, Point 5</p>	<p>b) Site Engineer (Environmental / Civil) [5]  c) Lining expert [5]  d) Waste processing expert</p> <p>AND</p> <p>Qualifications expected</p> <p>Team leader on company roles in the last three years with civil engineer background and 15 years' experience in Municipal Solid Waste Scientific landfills and Solid Waste Management Projects</p> <p>A Site Engineer on company roles with Civil Engineering as background with an experience of ten years in construction of MSW scientific landfills</p> <p>To have available three civil and environmental engineers in:</p> <ul style="list-style-type: none"> <li>o waste sorting,</li> </ul>	<p>Qualifications expected which mentions that there is a requirement of 5 personnel/key experts for the project. Please clarify the actual number and nature of experts to be proposed.</p>	

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		o segregation and o MSW landfill construction		
3	Page no 25. Point 5.2 (a) of datasheet point no (v)	Participation by nationals among proposed key staff (not to exceed 10 points).	From this clause, we understand that international experts can also be proposed in the project. Is this correct? If this is so, it contradicts with the point 5.22 (a) para 3 where 20% of the marks is designated for experts with experience in the region and local language. Please clarify. Will the client have the flexibility for one or more positions to be manned by experts who are not from the region and may not be conversant with the local language. If yes, please specify such positions.	Yes, international experts can also be proposed in the project. The percentage of weightage given for experience in region and language 20% of total 25 points (i.e. 5 points).  Yes, the consultant has the flexibility for one or more positions to be manned by experts who are not from the region and may not be conversant with the local language. However, the weightage will be given accordingly during evaluation.
4	Page no 50 ToR point 5	Qualifications expected	Please mention the education qualifications and number years of related experience required of the key experts.	The qualification and experience were already given for Team Leader and Site Engineer. The lining expert and waste processing expert must possess a degree in civil / Env. Engineering with at least 3 years of experience in the related field.

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5	Page no 50 ToR point 5	Qualifications expected	Please mention the man months input of the experts to be proposed in the projects. This is a crucial issue which has bearing on the financials.	Based on the methodology being proposed by the firm, the man months are to be arrived by the firm and accordingly the financial proposal has to be submitted. Please note that the duration of the project is 12 months.
6	General		Please provide the payment schedule of the project against the submission of each deliverable. Presently, this information is missing.	The details of payment schedule is attached
7	Page no 50 ToR Point no. 4 sub point 14	Prepare fortnightly reports fully describing the progress of work and the services rendered by the consultant during the month under review.	Please clarify the reasoning behind the submission of fortnightly report. We would suggest that this frequency be reduced to monthly reporting.	Not agreed.
8	Page no 24 Point no 5.2 (a) of Datasheet point no (iii)	Key professional staff qualifications and competence for the assignment: a) Team Leader on permanent pay roles of the firm [10]	Please provide us the logic behind proposing the Team leader who is envisaged to be on the payroll of the consultants. Please confirm if it is acceptable for the Team Leader to be an Associate Consultant instead of being a full-time employee of the consultant. This clause is	Not considered

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			discriminatory since the bidders may not have expert (Team Leader) of relevant qualifications and experience on full-time basis and belonging to the region and with familiarity of the language.	
9.	Submission Date for the Proposal		We request that the last date for submission of bids be extended by at least 2-3 weeks from the date the clarifications are provided by the client on their website, as per standard practice. Please confirm this issue.	The date is extended by one week
10			Sub-clause 1. Is it possible to provide bidders with copies of the Design, Quality Assurance Plan and HSE plan for the remedial works; to assist us with identifying suitable engineers in our organisation.	These details are available in bid document for closure and containment works of MSW, Kadapa, which is hosted in our website i.e. <a href="http://www.apcbipmp.gov.in">www.apcbipmp.gov.in</a>
11	Terms of reference – scope of the consultancy - Page No. 49	The Supervision consultant will act as third party quality assurance and quality control expert for the works relating	Sub-clause 4 (1). QA/QC for construction is defined a key task. This normally requires the full time site presence of supervising engineer(s).	Site engineer needs to be present full time at site, whereas the other specialists have to attend whenever the concerned work is being executed.

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		to the closure and containment of MSW dumpsite at Ukkayapalli, Kadapa by providing expert advice to APPCB on all the engineering aspects, materials supplied by the contractor, design criteria given by the remediation consultant and as per the bid document of the contractor.	However, other sub-clauses refer to occasional visits by engineers. Do you anticipate the supervising engineer(s) being on site on a full-time basis.	
12	Terms of reference – scope of the consultancy - Page No. 49	The Supervision consultant shall carry third party quality control check by collecting samples and checking the quality of works at every stage to ensure quality of work executed and submit the reports every month. The critical samples like liners shall analysed in their own lab or in a reputed laboratory.	Sub-clause 4 (2) refers to taking and testing of samples from key materials, such as the liner. Is it possible to provide some more details here so that bidders can determine prices for this aspect on the same basis? For example what materials need to be sampled, what tests are required, and what quantities are required. Is this determined by regulatory requirements?	The sampling protocol for the works contractor is available in the bid document. The PMC firm has to carryout sampling 10% of the samples prescribed for works contractor as specified in the bid document hosted in our website: <a href="http://www.apcbimp.gov.in">www.apcbimp.gov.in</a> . These tests are to be carried out at an accredited / reputed laboratory approved by the Employer. The cost for unit sampling must also be mentioned in the financial proposal. The cost for sampling shall be added to the cost of PMC, in order to evaluate the overall cost of the proposal.

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13	Terms of reference – scope of the consultancy - Page No. 49	During the Closure and Containment project, a qualified and experienced site engineer shall need to regularly inspect and examine the implementation of the works.	In sub-clause 4 (4) it states that a qualified and experienced site engineer shall need to regularly inspect and examine the works. Does this refer to the three engineers defined in clause 5, in addition to the full time QA/QC supervisor? Or does this refer to the QA/QC engineer (implying that it is not a full time position on site)	Site engineer needs to be present full time at site, whereas the other specialists have to attend whenever the concerned work is being executed.
14	Terms of reference – scope of the consultancy - Page No. 49	Associate with the tests being carried out by staff of the Contractor and undertake additional tests as necessary to ensure the quality of works. The reports shall be submitted to APPCB.	Sub-clause 4.9 refers to the need to carry out additional tests. Can you provide a list of tests and quantities so that we can determine the price for this aspect.	The sampling protocol for the works contractor is available in the bid document. The PMC firm has to carryout sampling 10% of the samples prescribed for works contractor as specified in the bid document hosted in our website: <a href="http://www.apcbipmp.gov.in">www.apcbipmp.gov.in</a> . These tests are to be carried out at an accredited / reputed laboratory approved by the Employer. The cost for unit sampling must also be mentioned in the financial proposal. The cost for sampling shall be added to the cost of PMC, in order to evaluate the overall cost of the proposal.
15	Terms of reference – scope	The supervision consultant shall assist Engineer-in-	Sub-clause 4.10 refers to taking measurements with calibrated	APPCB will not supply any equipment and the same are to be arranged by the

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	of the consultancy - Page No. 49	Charge appointed by APPCB to take all necessary measurements at on-site or off-site with calibrated equipment and maintenance of record of measurements.	equipment. Is this equipment supplied by APPCB? If not, what equipment do we need to supply?	consultant at his own cost.
16	Terms of reference – scope of the consultancy - Page No. 49	Advise and assist the APPCB with respect to the arbitration, the appeal of arbitration or litigation relating to the works, whenever required;	Sub-clause 4.13 is potentially open-ended. What is dispute resolution process is defined in the works contract?	These details are available from page.no. 80-82 of bid document for closure and containment works of MSW, Kadapa which is hosted in our website i.e. <a href="http://www.apcbipmp.gov.in">www.apcbipmp.gov.in</a>
17	Terms of reference – Qualification expected - Page No. 50	A Team leader on company roles in the last three years with civil engineer background and 15 years' experience in Municipal Solid Waste Scientific landfills and Solid Waste Management Projects  A Site Engineer on company roles with Civil Engineering as background with an	In Clause 5, what is the role of the three civil / environment engineers? Are these the site supervisors, or are they the specialists who will make occasional visits?	Site engineer needs to be present full time at site, whereas the other specialists have to attend whenever the concerned work is being executed.

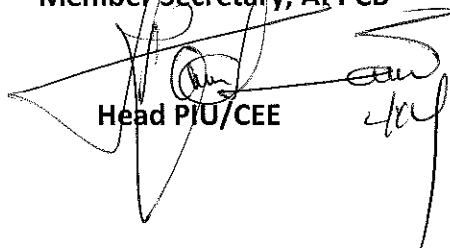


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		<p>experience of ten years in construction of MSW scientific landfills</p> <p>To have available three civil and environmental engineers in:</p> <ul style="list-style-type: none"> <li>o waste sorting,</li> <li>o segregation and</li> <li>o MSW landfill construction</li> </ul>		
18	RFP document	<p><b>Forms : Consultant's Representations Regarding Costs and Charges</b></p>	<p><u>In the bidding forms</u></p> <p>The forms on p46 and p47 are not numbered in sequence with the Financial Proposal forms. As this is a lump sum contract, is the justification of rates required? If so, should this information be provided for both foreign and local staff?</p>	<p>These forms need to be filled-in by the firm.</p>

**The details of payment schedule**

<b>On completion of the following Activity by the works contractor</b>	<b>Duration</b>	<b>Payment schedule</b>
Segregation Machinery Mobilization	End of 2 <sup>nd</sup> month	10% of contract value
Excavation and Handling of wastes including Sorting and Segregation	End of 7 <sup>th</sup> month	20% of contract value
Storage of Segregated fraction, reuse / disposed back to dumpsite and profiling /Reshape of entire Dumpsite, closure layers	End of 10 <sup>th</sup> month	30% of contract value
Supply and Installation of Final Cover Layers over reshaped dumpsite		
Installation of Leachate Collection and Treatment System, Storm Water Drainage, Compound wall, Service roads and Ancillary Civil, Mechanical and Electrical works	End of 12 <sup>th</sup> month	40% of contract value
Infrastructure facilities over the dumpsite including Horticulture and Green belt development and project roundup		

**Sd/-  
Project Director, CBIPMP /  
Member Secretary, APPCB**

  
**Head PIU/CEE**