



ICAR -INDIAN AGRICULTURAL STATISTICS RESEARCH INSTITUTE

(An ICAR autonomous body under Department of Agriculture Research and Education (DARE), Ministry of Agriculture and Farmers Welfare, Govt. of India)

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Responses to Pre-Bid Queries

Assignment: Request for Proposal for Empanelment of Content Curation and Development Agencies

Date: 17-03-2022

Reference No.: 36 (10) / 2021 – c.p.s

Date of pre-bid conference: 02-03-2022

Sl. No.	Section No.	Clause No.	Reference/Subject	Clarification Sought	Pre-bid Remarks
1	NA	NA	ABOUT NATIONAL AGRICULTURAL HIGHER EDUCATION PROJECT About e-Content for RAES: i. Video content1: All video-based e-Content that has primarily been created. For the purpose of RAES, the following types of video have been identified for Curation a. PPT based videos with voice-over b. Videos with 2D and / or 3D animation c. Instructor-led videos d. Motion graphics	Here it is mentioned 'Instructor-led videos'. Will the SMEs provide these videos? Or the Vendor has to record. If vendor has to record the provide the following details: 1. Number of videos 2. Indoor or outdoor shooting 3. Will the videos be of SMEs or any actors are required? Also provide separate row in financial bid to quote for video recording.	Refer Chapter 6 of RFE document and Refer Sl. No. 10 in Corrigendum issued

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2	Chapter 5	1.19	All the empanelled agencies will then be invited to quote the financial offer for the proposed work, clearly defining the media buying activities	Here it says all the empanelled agencies will be invited to quote financial offer. However in the RFP the Financial bid format has been provided. So should all participating agencies provide the financial bid or first we have to submit the technical bid along with qualification document, then there will be a technical evaluation and after that only those agencies who qualify have to submit the financial bid?	Refer to Chapter 7 of the RFE document and Corrigendum issued
3	Chapter 5	1.33	EMDs of all successful bidders shall be retained by ICAR - IASRI as "Empanelment Deposit" for the period of the contract and shall be returned upon the end of the contract period	As per clause 1.31, MSME agencies have exemption for EMD. Will MSME agencies also have exemption for Empanelment Deposit or they need to pay this deposit if they are empanelled?	No change
4	Chapter 5	1.37	The bidder or his official representative is advised to attend a pre-bid meeting on 2nd Mar 2022 at 1400 hrs. at: Dr. Daroga Singh Auditorium, Computer Building, ICAR - IASRI, Library Avenue, Pusa, New Delhi – 110012 Phone: 91-11-25847122-24, Extn: 4137/4130, Fax: 91-11-25841564 Email: cps.iasri@icar.gov.in	Request you to also arrange for a online pre-bid meeting as it might not be feasible for all agencies to attend the meeting in ICAR's New Delhi location.	No change

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5	Chapter 5	1.42	Phase I – Evaluation of Pre-qualification Proposal PQC #2: The bidder must have an average annual turnover equivalent to INR 50 crores in each of the last 3 financial years 2018-19, 2019-20 and 2020-21.	Request you to make the turnover requirement as INR 5 - 6 Cr. If it is kept has INR 50 Cr. then companies like us who have been working in the eLearning industry for more than 11 year and has experience of developing eLearning content for several Govt. and PSU clients including 5 of the leading Central Govt. Academies will not be able to qualify.	No change
6	Chapter 5	1.43	Phase II – Evaluation of Technical Proposal Evaluation Criteria #1: The Bidder should have an annual average turnover of at least INR 50 crores or above for the last 3 financial years (i.e. 2017-18, 2018-19, 2020-21) - For turnover equal to INR 50 crores: 5 marks - For turnover greater than INR 50 crores and less than or equal to INR 70 crores: 7.5 marks - For turnover greater than INR 70 crores: 10 marks	Request you to keep INR 8 Cr. for the max marks. If it is kept has INR 70 Cr. then companies like us who have been working in the eLearning industry for more than 11 year and has experience of developing eLearning content for several Govt. and PSU clients including 5 of the leading Central Govt. Academies will not be able to score full marks.	No change
7	Chapter 5	1.44	The bidder quoting the least cost for a particular category shall be considered L1 rates for the respective category and other bidders shall be requested to match the L1 rate for the respective category.	Instead of considering Least Cost i.e. L1 we request you to have QCBS method that way ICAR will get agencies who will deliver high quality work.	No change

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8	Chapter 5	1.44	The bidder quoting the least cost for a particular category shall be considered L1 rates for the respective category and other bidders shall be requested to match the L1 rate for the respective category.	Here is it mentioned 'Least cost for a particular category'. By the category we assume these are the 5 categories of work mentioned in the rate card. - Please confirm.	Yes
9	Chapter 5	1.44	The bidder quoting the least cost for a particular category shall be considered L1 rates for the respective category and other bidders shall be requested to match the L1 rate for the respective category.	By this does it mean that different agencies will be empanelled for each category of work?	Refer to clause 1.44 on page 17 of the RFE document
10	Chapter 5	1.44	The bidder quoting the least cost for a particular category shall be considered L1 rates for the respective category and other bidders shall be requested to match the L1 rate for the respective category.	In this case how will the work of an agencies will be evaluated? Cause in the Technical evaluation criteria only ICAR has to develop a sample of an e-Learning video not more than 2 minutes. This point has 20 marks. How will work for other categories be evaluated?	Refer to Chapter 7 of the RFE document
11	Chapter 6	i, ii, iii	The selected Agency would be entrusted with the following: i. Curation of e-Content in various video formats ii. Curation of e-Content from various global sources including online journals, textbook hubs, other university materials etc. iii. Development of assessments and question banks	By this we assume that all the raw content for the development will have to be generated / sourced by the agency. - Please confirm.	Yes
12	Chapter 6	iv	Bundling and sequencing of e-Content and migration to BLP	By migration to BLP does is mean that the agency has to upload / deploy the e-content on the BLP?	Yes

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13	Chapter 6	v	Capacity building of various stakeholders including faculty, students, and administrators	<p>As per the description of this activity provided on page 22 in the Point# 4 of the 'Stakeholder ecosystem for the Agency for e-content Curation and Curation' table, this activity is not related to e-content development. It is more of training of the faculty, students and admins by conducting training sessions.</p> <p>Please provide more details for this activity such as:</p> <ol style="list-style-type: none"> 1. How many Faculty are to be trained? 2. How many Students are to be trained? 3. How many admins are to be trained? 4. What is the expected number of training sessions for each of these? 5. Can the training session be online or have to be classroom based? 6. If training sessions have be classroom based will ICAR provide the infrastructure or agency has to arrange. 7. Will ICAR bear the travel and lodging for the trainers or agency has to bear it? 	Refer to corrigendum.
14	Chapter 6	v	Capacity building of various stakeholders including faculty, students, and administrators	As this is a different activity than e-content development kindly provide a separate row in the rate card to quote cost for it.	No change

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15	Chapter 6	ii	Following are the resources / provisions that would be made available to the Agency: ii. Panel of Subject Matter Experts (SMEs) that would be engaged with review and finalization of e-Content pieces (created or curated).	By this we assume that the SME panel will be provided by ICAR. The Agency does not need to hire any SME. - Please confirm.	ICAR - IASRI shall only provide SME for review and approval of e-content. Kindly refer to Chapter 6 of the RFE document
16	Chapter 6	iv	Following are the resources / provisions that would be made available to the Agency: iv. Tentatively 1000 hours of e-content is to be developed, this number is tentative and strictly subject to approval.	How many total agencies will be empanelled for developing the 1000 hours of e-content?	Refer to clause 1.44 on page 17 of the RFE document
17	Chapter 6	iv	Following are the resources / provisions that would be made available to the Agency: iv. Tentatively 1000 hours of e-content is to be developed, this number is tentative and strictly subject to approval.	In what proportion will be 1000 hours divided amongst the selected agencies?	Kindly refer to Chapter 7 of the RFE document
18	Chapter 6		A RACI (Responsible, Accountable, Consulted, and Informed) Matrix #2: Deployment of Agency Team at ICAR - IASRI site	Does this mean that agencies entire project (allocated for this project) has to be deployed at ICAR - IASRI site? Would be okay if only the agency's PM is deployed onsite and remaining team works from agency's premise?	Only coordination team needs to be deployed at ICAR-IASRI by the agency during the review and signoff of the content documents

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19	Chapter 6		A RACI (Responsible, Accountable, Consulted, and Informed) Matrix iii. Charges for script, detailed shot-by-shot storyboard, travel to shoot location/ facility, boarding and lodging of shooting crew, fees for external models/anchors, shooting, production, editing, titling/sub-titling/text, music, voiceover, background effects, special effects, audio dubbing to either English or Hindi.	Here audio dubbing to either English or Hindi is mentioned. Please confirm if the e-content has to be in English or Hindi or both languages.	Refer to corrigendum.
20	Chapter 6		A RACI (Responsible, Accountable, Consulted, and Informed) Matrix iii. Charges for script, detailed shot-by-shot storyboard, travel to shoot location/ facility, boarding and lodging of shooting crew, fees for external models/anchors, shooting, production, editing, titling/sub-titling/text, music, voiceover, background effects, special effects, audio dubbing to either English or Hindi.	If e-content has to be in both English and Hindi languages then a 1 minute e-content developed in English and translated to Hindi will be considered as 1 minute or 2 minutes for billing?	Refer to corrigendum.

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21	Chapter 6		<p>iii. Workflow for e-Content Curation Step I: Collection of data – Collection of data in the form of existing content like manuals, PPTs, pamphlets, booklets, training course modules, videos, video lectures etc. from SMEs. This data would also include relevant reference material that would need to be curated from various sources which are royalty free. In case if the content requires royalty fee or license fee the same shall be discussed with IASRI and if required can be paid as per actuals by IASRI on submission of original quote by the agency from the publisher</p>	<p>Here it is mentioned 'video lectures'. Will the SMEs provide these videos? Or the Vendor has to record. If vendor has to record the provide the following details: 1. Number of videos 2. Indoor or outdoor shooting 3. Will the videos be of SMEs or any actors are required? Also provide separate row in financial bid to quote for video recording.</p>	Refer to response of Sl.No. 18
22	Chapter 7	iii	<p>iii. The empanelled content agencies shall be given a period of 10 days to present their plan of action for the development of the required content along with the below mentioned details in front of the duly constituted steering committee. - Profiles of SME's for the respective subject area's for which content needs to be developed - Approach and Methodology for development of the said content - Project plan along with delivery timelines</p>	<p>As understand the SME panel will be provided by ICAR. Then why does the agency have to provide profiles of SME's for respective subjects?</p>	Refer to response of Sl. No. 18

Sl. No.	Section No.	Clause No.	Reference/Subject	Clarification Sought	Pre-bid Remarks
23	Chapter 7	iv	The steering committee shall mark the empanelled bidders on the above-mentioned points and shall select the most suitable content development agency basis their strengths and understanding of the subject matter through QBS method	Since at this stage the empanelling of the agencies has already happen through PQC and Technical evaluation process why is there again evaluation done of the already empanelled vendors? ICAR can directly allocate work.	Refer to Chapter 7 of the RFE document
24	Chapter 8	ix	The Bidder shall enclose the original and all copies of the bid in separate sealed envelopes, duly marking the envelopes as "Original" and "Copy." These envelopes containing the original and the copies shall then be enclosed in one single envelope	We assume that only the original of the Rate Care / Financial Bid has to be submitted. A Copy is not required. - Please confirm.	No change
25	Chapter 9	2.i	2. Payment Terms i. The agency shall be entitled for 10% advance payment shall on the total volume of job being allocated to the agency upon submission of advance bank guarantee to ICAR - IASRI of the requisite amount.	Will the remaining 90% payment be done on completion of the job?	Yes
26	Chapter 9	2.i	2. Payment Terms i. The agency shall be entitled for 10% advance payment shall on the total volume of job being allocated to the agency upon submission of advance bank guarantee to ICAR - IASRI of the requisite amount.	We request you to split the remaining 90% in two parts. Some 50% on alpha delivery and 40% on completion. As by alpha stage maximum work is complete.	No change

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27	Chapter 9	3.i	3. Performance Security i. As & when the work is allocated, successful bidder shall have to submit a Performance Security of 10% of total value of work allocated in the form of a Demand Draft drawn from any Nationalised Bank in favour of Director, ICAR-IASRI , within 5 days of issuance of LOA.	Does the agency have to submit a separate PGB for each job allocated?	Yes
28	Chapter 9	3.i	3. Performance Security i. As & when the work is allocated, successful bidder shall have to submit a Performance Security of 10% of total value of work allocated in the form of a Demand Draft drawn from any Nationalised Bank in favour of Director, ICAR-IASRI , within 5 days of issuance of LOA.	Tentative how many hours of work will be allocated in a given job?	Refer to Chapter 7 of the RFE document
29	Chapter 9	3.i	3. Performance Security i. As & when the work is allocated, successful bidder shall have to submit a Performance Security of 10% of total value of work allocated in the form of a Demand Draft drawn from any Nationalised Bank in favour of Director, ICAR-IASRI , within 5 days of issuance of LOA.	Other Govt. organizations are asking to submit PBG of 3% of total value. Request you to do the same instead of PGB of 10%.	No change
30	Chapter 9	NA	NA	The Annexure 1: Bid Form has to be printed on Bidder's letterhead?	Refer to instructions on Annexure 1 of the RFE document
31	NA	NA	NA	The prices are to be quoted inclusive of taxes or exclusive of taxes?	Refer to Annexure 4 of the RFE document

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32	General	NA	NA	e-content should have professional human audio or machine audio?	As per the sample content format shared by the agency as a part of the technical qualification criteria. Some of the parameters for evaluation of the e-content may be - Clarity of audio and video of the content - Clarity of the concept being explained - Screen Transitions - Number of content formats in used as per the categories defined in the RFE document
33	NA	NA	NA	Request you to allow at least 15 days for submission of the bid from the date of publishing of pre-bid response. Since it is a hard copy submission sufficient time will be required to prepare and courier the documents.	No change
34	Chapter 9	3	As & when the work is allocated, successful bidder shall have to submit a Performance Security of 10% of total value of work allocated in the form of a Demand Draft drawn from any Nationalised Bank in favour of Director, ICAR-IASRI , within 5 days of issuance of LOA.	It is requested that in place of Demand Draft of amount equal to 10% of the total value of work allocated as performance Security, Bank Guarantee of same amount should be considered.?	Refer to the corrigendum
35	Chapter 6	iii, Step IV	Submission, Review, Feedback and Approval of Content	Request you to please clarify that the eContent review, feedback will be online or do we will have to physically available in (IASRI).? and what the tentative time to get review feedback from ICAR-IASRI.	Refer to response of Sl. No. 18

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36				Is this possible to share some sample eContent which are available with ICAR-IASRI pls?	No
37	Chapter 5	1.43	An e-Learning video not more than 2 minutes duration needs to be prepared by the bidder explaining the principals of Agronomy along with the storyboard for the content.	Pls share more details about the topic for preparing the Video.	Refer to response of Sl. No. 32
38	Chapter 9	3.i	As & when the work is allocated, successful bidder shall have to submit a Performance Security of 10% of total value of work allocated in the form of a Demand Draft drawn from any Nationalised Bank in favour of Director, ICAR-IASRI , within 5 days of issuance of LOA.	It is requested that in place of Demand Draft of amount equal to 10% of the total value of work allocated as Performance Security, Bank Guarantee of same amount should be considered.	Refer to response of Sl. No. 34
39	Rate Card	NA	NA	The price of 5 elements on the rate card includes only the production cost. Is the cost of other things like content creation, subject experts part of it.?	The formulation of rates to be provided in the bidder's rate card is at the discretion of the bidder.
40	Chapter 6	iv.	Tentatively 1000 hours of e-content is to be developed, this number is tentative and strictly subject to approval.	Do we calculate the fee considering 1000 hours of e content?	Refer Rate Card format
41	Chapter 5	1.44. 7	NA	For JV, all 2-3 companies together fulfil the criteria. Will it work	Refer to Chapter 5 point (iii) in Notes
42	Chapter 6	(I) and (ii)	NA	Who will pay to the expert professors for video recording of modules / lectures?	ICAR - IASRI shall only provide SME for review and approval of e-content. Kindly refer to Chapter 6 of the RFE document.

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43	Chapter 6	NA	NA	Who will suggest and pay for content curation from various sources?	ICAR - IASRI shall only provide SME for review and approval of e-content. Kindly refer to Chapter 6 of the RFE document
44	Chapter 6	iv	Tentatively 1000 hours of e-content is to be developed, this number is tentative and strictly subject to approval.	Under Chapter 6 : Scope of work, there is a statement “Tentatively 1000 hours of e-content is to be developed, this number is tentative and strictly subject to approval.” Again, the scope of work states that the scope involves “Curation of e-Content in various video formats” and “Curation of e-Content from various global sources including online journals, textbook hubs, other university materials etc.” Does the scope involve only curation of 1000 hours of e-content or the scope involves curation and development of content which would total of 1000 hours.	Refer Sl. No. 5 in corrigendum
45	Chapter 6	NA	Development of assessments and question banks	Under chapter 6: Scope of work, there is a statement “Development of assessments and question banks” Vendor assumes that these assessments and question banks would be outside of the e-learning content curation and development. Please confirm our understanding.	Development of assessments and question banks is part of e-learning curation and development.

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46	Chapter 6	6.2.2.	NA	<p>Under the subsection ii: Designing e-Content there is a workflow or step flow describing the responsibility of the vendors. We would like to understand the following:</p> <ol style="list-style-type: none"> 1. Does all curated content need to be delivered as SCORM packages? 2. Are the videos needed to be embedded in a scorm package? 3. Should the scorm package also contain the supplementary content such as PPTs, PDFs, and such? <p>Is there any other format in which these content can be delivered? for example the videos in mp4 format, pdfs, ppts, and such? These can be build/uploaded in the repository and tagged with relevant metadata for easy searchability and reuse. Even for the LMS, are you open to other versions such as IMSCC packages and such?</p>	All content will be SCORM compliant. No other packages are required.

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47	NA	NA	NA	(Vendor) understands that content need to be sourced from public domain and other open education resources with the applicable permissions. We also understand that incase if the content requires royalty fee or licence fee the same shall be discussed with IASRI and if required can be paid as per actuals by IASRI on submission of original quote by the agency from the publisher. However, to gather requisite permission from some of the resource sites/providers, if vendor needs to submit a letter of intent, who would be responsible for providing so. For example, some sites would need a declaration from educational institutes to sign an agreement for content usage, who would be acting as the signing authority?	Agency is required to facilitate all processes. ICAR-IASRI would provide administrative approval.
48	NA	NA	NA	(Vendor) presumes that we would have access to the AU's digital libraries, and text books used to teach and refer for these courses. Please confirm.	Refer Chapter 6 Scope of Work
49	NA	NA	NA	Who would be responsible for providing the list of programs, courses, their outcomes to us?	Refer Chapter 6 Scope of Work

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50	NA	NA	NA	(Vendor) presumes that the content to be curated or created would be in English. kindly confirm. However, Would there be a requirement for translating the content into regional languages? If yes, is there list of languages in which the content needs to be translated?	Refer Sl. No. 10 in Corrigendum
51	Chapter 1	1.4	NA	Are we expected to provide/build the platform/repository or ICAR already has a repository in place?	Refer Chapter 6 Scope of Work
52	NA	NA	NA	How are the repository connected with the LMS? Which LMS or content delivery platform are to be used?	Refer Chapter 1 "Organisation of e-Content on BLP"
53	NA	NA	NA	Where the taxonomies would be loaded? Do ICAR already have such a taxonomy or competency management platform? ref: Organization of content in BLP :”A comprehensive and exhaustive taxonomy would be developed in consonance with the above organization of course material, to classify each piece of created / curated e Content.”	Refer Chapter 1 "Organisation of e-Content on BLP"
54	NA	NA	NA	How are the taxonomies expected to be aligned to the content objects?	Refer Chapter 1 "Organisation of e-Content on BLP"

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55	NA	NA	NA	<p>Are the banks/assessments also expected to be aligned to taxonomies?</p> <p>Are the questions/assessments/banks to be tagged with various metadata?</p> <p>In case yes, is there a metadata management platform/tool available?</p>	Refer Chapter 1 "Organisation of e-Content on BLP"