



Minutes of Pre-bid Meeting held on January 23 2024
RFP/68/12/2023/PPIC/2023-ISA

Brief Description of Procurement: Development of National Solar Roadmap: Bangladesh, Bhutan and Nepal

Date and Time for Pre-Bid meeting: 23 January 2024, 16:00 to 1700 PM, Indian Standard Time (IST)

Venue of Pre-Bid Meeting: Video Conference, Virtual Platform (Teams)

The following ISA Representatives attended the pre-bid meeting

SI #	Name of Attendee	Designation	Agency
1	Mr. Nar Bahadur Khatiwora	Head of Regional Programme – Asia	ISA
2	Mr. Vishal Pratap Thakur	Procurement Specialist	ISA

The following Bidders' Representatives attended the pre-bid meeting

SI #	Name of Attendee	Designation	Name of Prospective Bidders' Firm/Agency
1	Mr. Arun K A	Associate Director	Deloitte Touche Tohmatsu India LLP
2	Mr. Rajneesh Sharma	Partner	Deloitte Touche Tohmatsu India LLP
3	Mr. Harsh Kanani	Associate Director	KPMG India
4	Ms. Devina	Senior Consultant	KPMG India
5	Dr. Vijay Mudgal	Senior Consultant	Fichtner India
6	Dr. Ujjwal Bhattacharjee	Director	Tetra Tech ES Inc

7	Mr. Mayank Pandey	Manager	E&Y India
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Officials from the International Solar Alliance (ISA) were present at the pre-bid meeting to address queries and provide clarification to prospective bidders. The objective was to establish uniformity and clarity among bidders regarding the various terms and conditions outlined in the Request for Proposal (RFP) as advertised on the ISA website, reference no. RFP No.: 68/12/2023/PPIC/2023-ISA. During the meeting, queries from the bidder(s) were discussed and clarified, and the resulting clarifications were documented and summarised in the table below. These clarifications serve to enhance understanding and ensure consistency in the bidding process.

Clause under Reference	Queries/Suggestions	Clarifications/Response
None	Any government counterparts already identified in each of the countries selected for this assignment	<ul style="list-style-type: none"> The point of contact for each of the member countries is the National Focal Points (NFPs), which are in the Nodal Ministries in each of these countries for engagement. We will be working very closely with the Nodal Energy Agencies.
Terms of Reference (TOR), Scope of Work Stakeholder Mapping/Consultation and Capacity Building	Clarity on the number of Workshops anticipated for completion of this assignment	<ul style="list-style-type: none"> A minimum of seven (7) Workshops are anticipated during the engagement period, of which two (2) workshops each in each the country in person (in total, six (6) workshops) and also one (1) regional workshop.
Section 4. Evaluation Criteria- Previous Experience Work order or details of the assignment Minimum one consultancy assignment in each country (Nepal, Bhutan, and Bangladesh) related to power/energy sector in the past 5 years.	Considering the COVID-19 Pandemic economic turndown, many of the assignments have not happened within 5 five-year periods, recently and it is requested that the credentials over the past 10 years duration for consultancy assignments in each	<ul style="list-style-type: none"> Recent experiences for over 5 years are preferred as specified in the bid's documents. Understanding the COVID-19 necessitated restrictions and considering its implications, the experiences for the past 10 years duration can also be submitted.

	country to fulfil the requirements	
Terms of Reference (TOR), Scope of Work – Market/Investment Analysis, Energy/Scenario Modelling for National Solar Energy Roadmap	– Energy level modelling or electricity/grid level modelling, understanding the different solar technologies and applications	<ul style="list-style-type: none"> For a comprehensive National Solar Energy Roadmap, both the energy level modelling, demand management, forecasting, and the electricity/grid level modelling are expected and required.
Technical and Financial Evaluation Criteria – Team Member: Renewable Energy Expert - National	– Since a lot of the experts from India or the neighbouring countries have worked in the countries considered for this assignment in this regard, if the experts have work experiences in the respective countries, they could be proposed as National Experts	<ul style="list-style-type: none"> There is always an advantage of having one expert in the team from each of the respective countries, which will enable timely data collection, country context analysis, and clarifications and logistic support in terms of conducting planned workshops. Therefore, one (1) National Expert from each of the countries must be included in the team.
Section 4, Evaluation Criteria, Minimum Eligibility and Qualification Criteria – V/Consortium is allowed under this contract, but sub-contracting is not allowed.	– Request to allow sub-contractors	<ul style="list-style-type: none"> While forming the JV/Consortium is allowed, sub-contracting to other third parties is not allowed. However, the bidders shall provide the required task in case of such requirements. In sub-contracting, a signed sub-contract agreement (as a part of JV with the lead and sub-contracting firm) shall be submitted with the bids. However, the final decision shall be binding with the evaluation team to consider such. Sub-contracting or not.
None	– Bidders raised queries about whether the General Clauses of the Contract can be	<ul style="list-style-type: none"> ISA follows its standard procurement rules and regulations and general contract clauses.



	negotiated.	However, these clauses can be discussed during the signing of the contract.
RfP Corrigendum Reference RFQ No.: RFP No.: 68/12/2023/PPIC/2023-ISA dated 18 January 2024	Bidders requested a time extension of two weeks for preparation of a comprehensive proposal and submission	▪ Upon obtaining multiple requests from bidders, the bid extension is considered, and the final bid submission deadline is extended to 11th February 2024 .