

Minutes of Pre Proposal Conference for Hiring an Agency for Design, Development & Deployment of ICT based MIS to support the implementation of the Meghalaya Community Led Landscapes Management Project (MCLLMP) under MBMA

Place: Shillong

Date: 22nd August, 2019

Participants from MBMA and other agencies

Various queries submitted in written and raised by the agencies during the pre-proposal conference held on **22nd August, 2019**, and clarifications with regard to RFP for Hiring an Agency for Design, Development & Deployment of ICT based MIS to support the implementation of the Meghalaya Community Led Landscapes Management Project (MCLLMP) under MBMA are as follows:

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1	Annexure II: Minimum scope of work to be carried out during Project Design analysis and development, Point no. 1. To integrate and upgrade the management information system with the Excel based prototype (existing MIS) and android application (to capture data from the villages on baseline and implementation activities)	88	Would request you to clarify do we need to create any Android Application? If yes, then would it be developed in Android or Hybrid, or both?	Android based application is already created by MBMA (project). Agency need not to create any app. Data collected through this app would require to be migrated to MIS database for report generation and publication

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2	Annexure II: Minimum scope of work to be carried out during Project Design analysis and development, Point no. 6 - To develop web-based application for GIS integration and GIS dashboard	88	Would request you to clarify on the given point for GIS Integration, Is there any existing GIS Application? Scope of work of GIS application need to be clarified.	MBMA has existing GIS application, where required work is being carried out. The selected agency has to integrate the existing GIS data into the MIS in the form dashboard with geo tagging options and report generation. The MIS should have platform for GIS database based on data collected so far and to be collected in due course and to showcase geo tagged reports.
3	Annexure II: Minimum scope of work to be carried out during Project Design analysis and development, Point no. 9 - Data migration from existing excel based MIS templates and android application on village Profile to the newly developed MIS application	88	Would request you to clarify who will be responsible for the existing Android App maintenance and changes required for data transfer to new MIS system? And, to specify what will be the volume of data that needs to be migrated?	Android based application is already created by MBMA (project). Agency need not to create any app. Data collected through this app would require to be migrated to MIS database for report generation and publication. Also there will be excel based data sheet, which would require migration to MIS DB table. The agency has to develop MIS DB table based on excel reporting template too. These templates will be provided by the client. The volume of data is very dynamic and will grow with progress of time.
4	Annexure II: Minimum scope of work to be carried out during Project Design analysis and development, Point no.	88	Will the Interaction with Line departments be via API or will the user's login into the new system to add/update data? Please clarify on this.	This will be based on API of APP created by the project as well as role based user credentials

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	12 - To migrate baseline data (Collected from third party consulting firms) and to integrate with project relational database and utilize the same to identify and generate project core indicators			
5	General Query		Apart from the GIS and Procurement STEP tool Integration, is there any kind of other third-party integration required? If yes, please specify and clarify who will provide the APIs.	No third party. In case of API for internal app developed by MBMA, same will be provided to the selected agency.
6	Scope of Work, point no. II. Design of MIS Application, Sub point no. d. Hosting requirements - Define the hosting needs along with connectivity options for high availability of the system and networking and bandwidth requirements	70	Would request you to clarify who shall bear the cost of hosting: client or the service provider?	Agency should provide the best hosting options along with required tech specifications. MBMA will bear the cost of hosting.
7	General Query		What will be the production environment - Data Centre or Cloud environment? Request you to	Cloud environment preferably

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			clarify	
8	General Query		Is there any requirement for SSL? If yes, who will provide?	Yes, Agency should provide the SSL
9	General Query		Would Cert-In Security Audit of the MIS portal be part of the engagement?	Security audit will be post design and development and MBMA will bear the cost.
10	General Query		There are around 400 villages in the State. Would it be a phase wise roll out or full roll out at a time?	Role of MIS will be specific and spread of users is depending on MBMA.
11	General Query		Would request you to clarify who will provide the UAT environment: client or the service provider.	Agency should have Test environment or Test server available for UAT. Post successful testing, the product will be migrated to production server, cost of which will be borne by the MBMA.
12	General Query		Is there any Technology or Platform specification?	No. Agency should be aware of certification process.
13	Scope of Work, point no. V. Maintenance & Support, sub point a, b, and c - Field implementation support, Help line	73	Apart from the specified maintenance and support, we believe that only Applications support is required, and no hardware support is needed. Would request you to please confirm.	Maintenance scope is w.r.t the application.
14	General Query		Will it be possible to have an approximate figure of how many personnel needs to be trained?	Core operation team of approx. 50 persons
15	Data Sheet, point no. 21.1, Criteria, sub-criteria, and point system		Since there are multiple local languages in Meghalaya, would request you to please specify which local language is the preference for the	While English is the most common language, knowledge of Khasi and Garo would be

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	for the evaluation of the Full Technical Proposals, sub point no. (iii) Key Experts' qualifications and competence for the Assignment - Working in the region - North Eastern part of India, knowledge of local language etc.		consultant?	preferred though not mandatory.
16	Section 7/B. Objective of the Assignment - IV. To design and develop a system to monitor and manage Grievance Redressal Mechanism... feed data into the MIS.	64	We understood that the Grievance Redressal Mechanism will be mobile / tablet based android application. When the grievances are submitted by mobile app, there is usually a back-office web-based application required to manage the grievances. Kindly confirm the requirements such that back-office application along with the android app can be considered?	GRM will be part of scope of work of MIS. The application should have external link enabling project beneficiaries to lodge grievance. Work flow to be design to enable tracking of such grievance to concerned department within defined TAT (Turn Around Time) and SL (Service Level). MIS to reflect the GRM dashboard, assisting senior project management team for decision making and resolution.
17	Section 7/C: Scope of Work/ Point I: Stock Taking and Requirements Gathering - b. Stocktaking of existing MIS ... The agency will determine what existing ICT systems and MIS" are already in place ...,	65	As the scope of the project has dependency on the existing ICT systems and MIS, it is requested to provide details of system (metadata, workflow, design document, user manuals etc.) existing in order to ascertain the efforts/resource requirements.	The project currently have android based app and excel based template enabling data collection from field. This will be provided to the selected agency for design and development.

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	interface points etc			
18	Section 7/C: Scope of Work/ Point I Stock Taking and Requirements Gathering - c. Requirement gathering iv: Information Needs: Identifying the information needs of SPMU, DPMU, BPMU, VPMU and other key stakeholders for effective decision making. ...	65	Meeting all the project management units at State, District, Block and Village level may not be possible within a stipulated time. Is the agency/consultant expected to meet each project management unit, or the client will provide single point of contact that shall be representing all stakeholders?	MBMA will provide the details
19	Section 7/C: Scope of Work/ Point I Stock Taking and Requirements Gathering - c. Requirements gathering ix: Migration StrategyTo also study the security certification and periodical security audit of the ICT based MIS application ... page number 66	66	Kindly confirm if the consultant needs to only study security certification and periodical security audit requirement of the ICT based MIS OR undertake security certification for the entire maintenance period?	Agency should provide required certification process and should be able to guide MBMA on best available process. The audit and certification cost will be borne by MBMA
20	Section 7/C: Scope of Work/ Point I Stock Taking and Requirements Gathering - c. Requirements gathering x: Capability	66	Kindly confirm if the assessment of the capability (of existing manpower) will include all the offices at state, district, block, cluster and village level. If yes, it needs more time than the stipulated period of 2 months in order to comprehensively conduct the assessment. Else, client is requested to	Client will provide SPOC at State Headquarter to coordinate and gather required information and do the assessment of existing manpower

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	Assessment: Assess capability of existing manpower at state, district, block, cluster and village levels...		coordinate with the staff in each PMU and designate a single point of contact to gather information at HQ.	
21	Section 7/C: Scope of Work/ Point II: Design of MIS Application - a. Options: The agency will propose suitable solutions ... In case of offline mode, the data would be captured on the local device and synchronized with centralized...	67	In case of offline mode, the local device denotes mobile and tablet only, and not web-based application kindly confirm?	Its inclusive of web based application
22	Section 7/C: Scope of Work/ Point II: Design of MIS Application - b. Data Warehouse Design iv. Data warehousing reporting Tools:	68	Does MBMA identify the Reporting tool? OR the agency/consultant will do a product evaluation to select the Reporting tool? Does MBMA identify the Extract transform and load (ETL) tool for DW design? OR Is it Vendor who will do a product evaluation to select the ETL tool?	The DW design and reporting tool is open to the agency
23	Section 7/C: Scope of Work/ Point II: Design of MIS Application - c. Data Center and	68	While it is clearly mentioned that supply of Hardware is not in scope, can we have clarity on purchase/supply of software license required to run the Web-GIS-based application such as Database	Depends on Agency to identify/ specify in the approach and methodology

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	hardware aspects:		Server, GIS Server, Application Server, BI Application etc...?Is there any client's preference for technology to be used in the solution or it is left to the consultant to identify/ specify in the approach and methodology?	
24	Section 7/C: Scope of Work/ Point II: Design of MIS Application - f. Governance Framework ii Data staging, integration and access: ...data capture, data migration and data conversion from existing ICT systems and paper records	68	<p>Migration of data from existing ICT systems and paper records is responsibility of consultant kindly confirm.</p> <p>In order to assess the effort, It is requested to provide access to review the ICT systems and paper records to be migrated before bidding.</p>	MBMA will provide the access to agency on existing ICT based and other offline (excel based) tools and templates
25	Section 7/C: Scope of Work/ Point III: Design of MIS Application - f. Governance Framework iii: Data security...Security measures should be in compliance with requirements as notified by NIC or competent	68	The NIC compliances mandates any government application to be cert-in certified. The security audit is generally performed by an empanelled third party agency. There is a cost associated with this task. Please confirm whether the responsibility of audit and associated costs will be responsibility of client or consultant/agency?	MBMA will bear the cost of Audit

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	authority			
26	Section 7/C: Scope of Work/ IV. Implementation / Point d - Handover – The agency will train the operations team in MBMA on the MIS application functionalities.....	70	Kindly provide no of participants, days of training, details of logistics including venue and place. Also, please confirm if consultant will bear all the expenditure of the training.	Training of core operation team of approx. 50 persons. MBMA will provide the venue.
27	Section 7/C: Scope of Work/ Point V: Maintenance & Support -	71	Does the implementation support of 36 months include warranty support of 6 months? Kindly confirm.	Yes
28	Section 7/C: Scope of Work/ Point V: Maintenance & Support - Field implementation support: The agency will provide implementation support at the centre for a minimum period of 36 months till the system is stabilized.....	71	Kindly confirm if the location of the placement of the implementation support team will be at MBMA HQ at Shillong.	Yes
29	Section 7/D: Reporting Requirements, Time Schedule and Payment Terms for	72	The timeline mentioned is very challenging for each stage and deliverable. As mentioned, the review and approval is also included in the time-schedule of each phase. We request client to	MBMA will try and get all approvals as quickly as it can from the concerned authorities.

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	Deliverables/Completion of Tasks -		clarify the process and time-line for review and acceptance of the deliverables within the mentioned time schedule. Further, separate time may be allocated for client's review and acceptance. Accordingly, the time-line may please be re-adjusted.	
30	<ul style="list-style-type: none"> ● Section 7/D: Reporting Requirements, Time Schedule and Payment Terms for Deliverables/Completion of Tasks - Systems and Software Design Document- submission and approval ● Deployment Plan, Support Plan, Training Plan and Test Management Plan- submission and approval ● Procurement and Deployment of hardware and connectivity where required using/outsourcing to third party organizations if necessary ● Software development ● Deployment of application software 	72	<p>The mentioned tasks in Stage 3 is mainly combination of two different kind of activities. 1. Design, Development and Testing of the solution, 2. Procurement of hardware by third-party agency, deployment and security auditing.</p> <p>Since the second activity as explained above is dependent on a third-party, the project may get delayed if the procurement does not take-place within the stipulated timeline. We request you to split these tasks with appropriate timeline and payment.</p> <p>Suggested timeline from our practical experience of implementation else-where is T+6 for Design, Development and Testing of the solution in consultant's server (20% payment), and for the Procurement of hardware by third-party agency,</p>	<p>Procurement and deployment of Hardware if any, the decision will solely be taken by MBMA.</p> <p>No Change</p>

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	<p>using the source code in encrypted HDD / USB or DVD media provided to the project and instructions along with a user manual (after making necessary pilot testing);</p> <ul style="list-style-type: none"> ● Testing of the software on live data and generation of sample performance reports, modification as needed, and its acceptance by client ● Presentation of report on Stage 3 implementation 		<p>deployment and security auditing is T+12 (10%)</p> <p>Further, we request you to shift Systems and Software Design Document – submission and approval to Stage 2</p>	
31	<ul style="list-style-type: none"> ● Section 7/D: Reporting Requirements, Time Schedule and Payment Terms for Deliverables/Completion of Tasks / Stage 4 - Training at various levels as per plan submitted ● Training materials ● Final software design document and application software 	73	<p>Kindly provide no of participants, days of training, details of logistics including venue and place. Also, please confirm if consultant will bear all the expenditure of the training.</p>	<p>Training of core operation team of approx. 50 persons at State HQ and another 50 persons in Shillong. The total number of training will not be more than 3 with minimum 30 participants in each venue. MBMA will provide the venue.</p>

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32	Section 7/D: Reporting Requirements, Time Schedule and Payment Terms for Deliverables/Completion of Tasks / Stage 5 - 36 months form the acceptance and full stream operationalization of the application, after the completion of first year of operations for the application.....	74	It is not clear when the 36 months of handholding and maintenance period (stage 5) starts. To our understating it should be immediately after 7 th month, after completion of Stage 4. Kindly confirm.	Maintenance period starts immediately after the successful completion of UAT in live production
33	Section 7/E: Client's Input and Counterpart Personnel including Data and Facilities to be provided by the Client - a. Services, facilities and property... I. The Client may provide at its premises, provide or assign a room to the Consultant Agency on request of the latter	75	In light of maximizing day to day interaction and progress, it is very much essential to have close proximity with the client. Kindly confirm, if the client will accommodate entire staff of the consultant in the specified premises or consultant will have to establish a local office in Shillong? Kindly confirm.	MBMA will not be able to provide seating space and other facilities for the selected agency team for full tie during the assignment. The agency will have to make arrangements of their own to a nearby location/office. Costs for renting of such office can be put under reimbursable section of the financial proposal.
34	Section 7/F: Required Personnel / staff - K-1 Project Team Leader/ Sr. Solution Architecture: Post graduate in IT/Computer Science from recognized University. Minimum 10-	76	In view of the competent skilled IT work-force available, we request you to consider MCA with additional post-graduation in any allied subject as per the scope of the project. Kindly confirm.	No Change

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	12 years...			
35	Section 7/F: Required Personnel / staff - K-2 Sr. IT Specialist: Advance Degree in Computer Science...K-3 Sr. Database Administrator: Advance Degree in Computer Science...	76,77	In view of the competent skilled IT work-force available, we request you to consider MCA or Bachelor Degree in technologies such as computer Science/ IT/ Electronics and Telecommunication/Electrical with relevant experience. We request you to clarify “Advanced Degree”. Will it be acceptable if the candidate possess international certificate courses in relevant discipline?	No Change
36	Section 7/F: Required Personnel / staff - K-2 Sr. IT Specialist: Advance Degree in Computer Science... K-3 Sr. Database Administrator: Advance Degree in Computer Science...	76,77	The input mentioned for the positions (8, 12 months) are beyond the project duration (stage 1, 2, 3, 4). Is the agency/consultant expected to propose more than two CVs ? Kindly confirm.	Agency must NOT provide two CVs for a single position even if the requirement is intermittent. Providing of two CVs for a single position can make the proposal liable for rejection as per RFP conditions.
37	Section 7/F: Required Personnel / staff -		The project involves interaction with staff engaged in planning and treatment of landscape, environment, natural resources, livelihood and social improvement of communities. In order to effectively understand the project requirements,	The project has required information available offline with scope of data management on various scopes. As this is a time bound activity and as the project wishes to complete the activity as per timeline, the required

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			<p>relevant domain expertise would be necessary.</p> <p>We request you to have a minimum 2 month input each from Environment, Social and Regional planning backgrounds with relevant experience as key professional input.</p>	<p>information will be available to the Agency on project objectives and goal. The agency need to do the required SRS based on the information provided.</p>
38	Section 7/F: Required Personnel / staff - AMC will be required after the successful completion and hand-over of the project and will be	77	Kindly confirm if the tentative person months per year mentioned (For Sl. 1, 2) are in addition to the man-month mentioned for key positions.	The RFP is only giving the estimated key person months for all the key positions and not including the non-key experts. Agencies; if desired may include more experts under non-key staff category to accomplish the assignment on time for which the costs can be put under non-key experts category.
39	Annexure II Sl.1 - To integrate and upgrade the management information system with the Excel based prototype (existing MIS) ...	85	As the existing MIS is referred to as Excel based prototype, is the new system required to replace it or integrate with it kindly confirm?	<p>Existing data from Excel based template to be migrated to MIS DB.</p> <p>Data from existing android based app to be synced with MIS DB</p>
40	Annexure II Sl.4 - To develop web services to integrate with existing LAMP MIS, android app, GIS database and other third-party applications	85	Kindly confirm what kind of web services is required to be developed to integrate with the existing applications? What is the current status of existing applications like LAMP MIS, android app, GIS database? Are they still being developed? Are there technical experts available to help during integration?	Android based APP currently in use , developed by MBMA, required API or DB table may be provide for integration.

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41	Annexure II Sl.7 - To capture the sequence of process from Project implementation, Annual work plan, procurement plan, annual budget, integration with Procurement STEP tool ...	85	It is understood that several third party applications which are in use for the project (including World Bank applications) are required to be integrated. We request list of such application and expected integration requirements may please be clarified. Further, kindly confirm availability of technical experts for these third party applications?	Please refer to query number 5
42	Hosting Requirements – General		Is hosting in cloud be considered as an option? Kindly confirm.	Yes
43	E. Data Sheet - General comment	31	We request you to provide at least three (3) weeks of time for submission of bids from the date of clarification provided for pre-bid queries.	Please refer to the addendum.
44	C. Scope of Work: To design and develop a system to monitor and manage Grievance Redressal Mechanism, which will be mobile / tablet based, to capture and feed data into the MIS.	66	Please confirm do we need to develop Grievance Redressal Portal	Yes
45	C. Scope of Work:	68	We assume that Hardware, Software, datasets and communication related infrastructure is not in the	ICT based solution integrated with GIS based

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	vii. Infrastructure availability: Study infrastructure availability (Broadband, mobile connectivity etc.) and to develop an infrastructure plan which will include the best modes of data transmission and communication		scope. The selected consultant only needs to provide support in giving specifications required to the client.	solution to be provided.
46	Objective of the Assignment: The integration of GIS applications for Geo-tagging of project activities (geospatial Meta data), geospatial analysis of data generated during the process, tracking progress will be one of the major activity.	66	a. Please let us know the existing GIS system is used (OEM, version and module). Also, what are the system integration capability i.e. API b. who will be responsible for GIS data development and software maintenance?	MBMA will provide required data w.r.t GIS integration. However agency should design and develop GIS integration platform into MIS. The user should be able to navigate and update project related GIS information in the MIS. The required API for existing GIS DB integration will be provided by MBMA.
47	b. Data Warehouse Design:	69	1. Please let us know the various data sources that can and/or must be integrated? Also kindly specify the versions of each of these source systems?	Kindly note the contents of the ToR in the RFP.

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	<p>Data Warehouse Design: Present database design options detailing staging, integration and access layers, considering augmentation and integration of geospatial Meta data.</p>		<ul style="list-style-type: none"> • Database (Eg. SQL, Oracle...) & version • Platform (windows or Unix) • Number of tables • What is the database size (data and Index) - • In case of Data files - # of Files and Format of Data <p>2. Please specify number of MIS reports & Dashboards need to be delivered and part of RFP Scope?</p> <p>3. Are there any time sensitive reports that need to be delivered within a specific SLA (especially regulatory reports)? If yes, then please let us know the total number of such reports?</p> <p>4. Kindly let us know about the frequency of data load and data refresh in proposed MIS Solution?</p> <p>5. Please let us know about the daily/monthly/yearly average volume of data in terms of GB / TB residing in source application for different modules/departments.</p> <p>6. Does the client have any technology preferences for Business Intelligence & Analytics tool (Proprietary or open source tool required)?</p> <p>7. What are the estimated numbers of user base who would be accessing this solution? Also, what</p>	<p>This is an ICT based solution, enabling data integration and migration from all existing hand held devices as well as web based module.</p> <p>The Database size will be dynamic in nature as it involves data collection at field level, i.e. village / block.</p> <p>Frequency of data collection will be daily as well as monthly based on project activities.</p> <p>Client doesn't have any technology preference.</p> <p>The expected no of user based is approx. 150 nos.</p>

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			is the expected concurrency?	
48	<p>Termination</p> <p>The Client may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause. In such an occurrence the Client shall give at least at least sixty (60) calendar days written notice in case of the event referred to in (e); :</p> <p>(e) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;</p>	104	Termination of convenience right is not available with the consultant. Request you to consider deleting the clause.	No Change
49	<p>Insurance</p> <p>The insurance coverage</p>	120	Request you to clarify if these insurance to be taken into consideration while we do the costing, and its applicability like motor vehicle liability	Yes

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	<p>against the risks shall be as follows:</p> <p>(a) Professional liability insurance, with a minimum coverage of amount equivalent to the total value of the contract in Rupees.*</p> <p>b) Third Party motor vehicle liability insurance in respect of motor vehicles operated in the Government's country by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage as per Motor Vehicle Act, 1988;</p> <p>c) Third Party liability insurance, with a minimum coverage of 10% of the contract amount;</p>		insurance for the project.	
50	List only previous similar assignments successfully	43	Would request you to also consider projects that the bidder has won in the last 3 years which are	The requirement is indicated clearly for

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	completed in the last (03) years		still ongoing.	completed projects.
51	Section 7. Terms of Reference, Objective of the Assignment: To design and develop a system to monitor and manage Grievance Redressal Mechanism, which will be mobile / tablet based, to capture and feed data into the MIS.	64	As discussed in the pre bid meeting, there is an existing mobile app which is used to capture the data. Hence, please confirm whether a new mobile app for grievance management needs to be developed or not?	GRM is part of scope of work of MIS. The application should have external link enabling project beneficiaries to lodge grievance. Work flow to be design to enable tracking of such grievance to concerned department within defined TAT (Turn Around Time) and SL (Service Level). MIS to reflect the GRM dashboard, assisting senior project management team for decision making and resolution. There is no requirement of developing mobile app but MIS should plugged information generated from the existing app.
52	Annexure II: Document management system to capture all the project related documents in sequence along with options for upload and share.	88	We understand that the functionality of the document management system mentioned is only limited to uploading, storing & sharing the scanned documents in the database. Please confirm whether this is the requirement. If not, please elaborate the functionality of the document management system	The functionality of the document management system mentioned is only limited to uploading, storing & sharing the scanned documents in the database.
53	General		Who will be the Intended users using the MIS platform and what all rights have to be given at each level of users?	Users will be based at State HQ , District HQ and block level. Approx 100 users. Role users at different level will be provided by the client
54	To integrate and upgrade the management	88	Is there any migration of existing data needed?	migration of data from existing Mobile app.

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	information system		Which format is the existing data present in?	
55	General		We understand that Final Product will be deployed on Client end and Client will be provide us required Deployment infrastructure i.e. Hardware, Software's Licenses, Servers	Yes. However agency should provide suitable solution for hosting of the product either in Cloud or physical server
56	General		We are assuming all the GIS data will be provided by Client	The client will provide required data w.r.t GIS integration. However agency should design and develop GIS integration platform into MIS. The user should be able to navigate and update project related GIS information in the MIS. The required API for existing GIS DB integration will be provide by the client.
57	General		Could you elaborate the technology stack for development (such as programming language - Dot Net, HTML/PHP....., Databases – SQL....) of the proposed website?	Client Donot have any specific requirement w.r.t development platform or technology
58	Objective of the Assignment:	66	What type of Geospatial analysis will be performed, What are the inputs ? We are assuming the Vilage, District, and Blocks are in Polygon format and Project Location will be in Point features is there any other inputs you are using	Geospatial meta data on village boundaries, LULC , Temperature, precipitation , Slopes etc and geo tagging of intervention sites
59	To develop web services to integrate with existing LAMP MIS, android app, GIS database and other	88	Is there any existing web based application, could you let us know about its existing architecture (such as multi-tier, or 3-tier), development language used (such as C Sharp, .Net....) and	There is no existing web based application

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	third party applications		DBMS used (SQL, Oracle...).	
60	To migrate baseline data (Collected from third party consulting firms)	88	We are assuming that we will receive ready to use data from the client to migrate/integrate to system	Data in .xls (excel format) on existing reports will be provided during development stage. We will provide access to the existing App to integrate data into MIS
61	Field implementation support	73	Do we need to place one or multiple technical person onsite in Meghalaya or they can be based in home office and travel based on requirement.	Consultants may decide based on their strategy and approach and put in the costs accordingly, however it is not mandatory to have someone onsite if support can be provided online
62	Maintenance & Support	73	As we understand, total duration of the project is : Development 7 Months + AMC (Warranty 12 Months and Handholding and maintenance support for 24 months (7+12+24 = 43 Months). Please Confirm,	Please refer to TOR.
63	Person months required for experts	76 and 77	The person months mentioned in the table are for entire project duration of development & deployment (7 months) and AMC (36 months) for e.g. as mentioned on page 76, 12 person months of Sr. IT Database Administrator includes 6 person months for development & deployment in initial seven months, and 6 person months for three years AMC (2 Person months each year). So total effort for this project are 78 person months including development, deployment, and AMC. Please confirm.	Please refer to response to query number 38
64	Training		What is the expected number of participants in these trainings, and do we need to budget for the	Core operation team of approx. 50 persons. Venue and refreshment will be arranged by the

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			venue and refreshments for these in our financial proposal or it would be provided by the Client?	Client
65	Hardware/Software		We understand no hardware/software procurement is there in our scope of work. Please confirm.	Yes. However agency should provide suitable solution for hosting of the product either in Cloud or physical server. Also the agency should have Test environment or Test server available for UAT. Post successful testing, the product will be migrated to production server, cost of which will be borne by the client..
66	General		Please could you extend the proposal submission deadline by 1 week (September 16, 2019) as that would give the firms appropriate time to submit the responsive proposal.	Please refer to addendum attached

Sd/-

Shri Shantanu Sharma, IAS
Additional Project Director, CLLMP
Meghalaya Basin Management Agency