

**Addendum for Consultancy service for providing Training to newly recruited and existing account staff on Accrual Based Double Entry Accounting System and Uttarakhand Municipal Accounting Manual 2021 in 06 Batches of 10 days for New accounting clerks and 02 batches of 7 days each for existing accounting staff as refresher course**

**TABLE-I**

<b>S. No</b>	<b>Section</b>	<b>Clause No. / Page No.</b>	<b>AS Existing</b>	<b>Amended</b>	<b>Reference to Minutes</b>
<b>1</b>	Request for Proposal Letter	6	<b>Assignment Title:</b> Consultancy service for providing Training to newly recruited and existing account staff on Accrual Based Double Entry Accounting System and Uttarakhand Municipal Accounting Manual 2021 in 08 Batches of 10 days and 02 batches of 7 days each	Assignment Title: Consultancy service for providing Training to newly recruited and existing account staff on Accrual Based Double Entry Accounting System and Uttarakhand Municipal Accounting Manual 2021 <b>in 06 Batches of 10 days for New accounting clerks and 02 batches of 7 days each for existing accounting staff as refresher course</b>	To be read as amendment in complete document and RFP
<b>2</b>	Terms of Reference	Para 16	<b>1.Municipal Finance and Accounting Specialist</b> <ul style="list-style-type: none"> <li>• Chartered Accountant</li> <li>• Additional Qualification has weightage</li> <li>• Knowledge of Tally -ERP necessary</li> <li>• Fluent in English and Hind</li> </ul>	<b>Municipal Finance and Accounting Specialist</b> <ul style="list-style-type: none"> <li>• Chartered Accountant /CMA/ICWA/Cost Work Accountant / MBA(Finance) / PDGM(Finance)</li> <li>• Additional Qualification has weightage</li> <li>• Knowledge of Tally -ERP necessary</li> <li>• Fluent in English and Hindi</li> </ul>	

3	Terms of Reference	Para 16	<p><b><i>Training and Capacity Building Experts in Accounting</i></b></p> <ul style="list-style-type: none"> <li>• Chartered Accountant</li> <li>• Additional Qualification has weightage</li> <li>• Knowledge of Tally -ERP necessary</li> <li>• Fluent in English and Hind</li> </ul>	<p><b><i>Training and Capacity Building Experts in Accounting</i></b></p> <ul style="list-style-type: none"> <li>• Chartered Accountant /CMA/ICWA/Cost Work Accountant / MBA(Finance)/ PDGM(Finance)</li> <li>• Additional Qualification has weightage</li> <li>• Knowledge of Tally -ERP necessary</li> <li>• Fluent in English and Hind</li> </ul>	
4	Instruction to Consultant		<p>The Proposals must be submitted no later than:  Date: 30<sup>th</sup> January 2023  Time: 14:00 Hrs Local Time  The Proposal submission address is:  Office of Project Director</p> <p>Uttarakhand Public Financial Management Strengthening Project, PDU-Center for Training and Research in Financial Administration , Sohaila , Dehradun, Pin Code-248007, Uttarakhand, India</p>	<p>The Proposals must be submitted no later than:  Date: 3rd February 2023  Time: 14:00 Local Time  The Proposal submission address is:  Project Director</p> <p>Uttarakhand Public Financial Management Strengthening Project, Directorate of Urban Development Near Bhel Chowk, Rajpur Road, Dehradun 248001, Uttarakhand, India</p>	
5	Instruction to Consultant		<p><b>An online option of the opening of the Technical Proposals is offered: yes</b>  <b>The opening shall take place at:</b>  Office of the Project Director,</p> <p>Uttarakhand Public Financial Management Strengthening Project, PDU-Center for Training and Research in Financial Administration , Sudhowala , Dehradun, Pin Code-248007, Uttarakhand, India, Mr. Ashish Yadav, Procurement Management Specialist Mob: + 9718323174, E-mail: <a href="mailto:ukpfmswb@gmail.com">ukpfmswb@gmail.com</a></p> <p><b>Date:</b> Same as the submission deadline indicated in 17.7.  <b>Time:</b> 15:00 hours IST</p>	<p>An online option of the opening of the Technical Proposals is offered: Yes  The opening shall take place at:  <b>Project Director</b>  <b>Uttarakhand Public Financial Management Strengthening Project,</b>  Directorate of Urban Development  Near Bhel Chowk  Rajpur Road, Dehradun 248001, Uttarakhand, India,  Mob: 9718323174, E-mail: <a href="mailto:ukpfmswb@gmail.com">ukpfmswb@gmail.com</a>  Date: 3rd February 2023  Time: 15:00 Local Time</p>	

			BID REFERENCE	IN-CTRFA-332336-CS-LCS		BID REFERENCE	IN-CTRFA-332336-CS-LCS	
			Availability of Tender Documents	The Tender document for this work shall be available from website <a href="http://uktenders.gov.in">http://uktenders.gov.in</a> from 29 <sup>th</sup> December 2022 to 30 <sup>th</sup> January 2023		Availability of Tender Documents	The Tender document for this work shall be available from website <a href="http://uktenders.gov.in">http://uktenders.gov.in</a> from 29 <sup>th</sup> December 2022 to 3rd February 2023	
			Pre-Bid Meeting	6 <sup>th</sup> January 2023 at 12:00 Noon		Pre-Bid Meeting	6 <sup>th</sup> January 2023 at 12 :00 Noon	
			Last date for down loading of bid document from the E-procurement platform: <a href="http://uktenders.gov.in">http://uktenders.gov.in</a>	30 <sup>th</sup> January 2023 up to 11:00 Hrs		Last date for down loading of bid document from the E-procurement platform: <a href="http://uktenders.gov.in">http://uktenders.gov.in</a>	3 <sup>rd</sup> February 2023 up to 11:00 Hrs	
			Bid submission start date	9 <sup>th</sup> January 2023 from 11:00 Hrs. onwards		Bid submission start date	9 <sup>th</sup> January 2023 from 11:00 Hrs. onwards	
			Last date and time for bid submission/uploading of bid in E-procurement platform	30 <sup>th</sup> January 2023 at 13:00 Hrs.		Last date and time for bid submission/uploading of bid in E-procurement platform	3 <sup>rd</sup> February 2023 at 13:00 Hrs.	
			Submission of original document (Declaration from firm & Power of Attorney for authorized representative)	30 <sup>th</sup> January 2023 at 14:00 Hrs.		Submission of original document (Declaration from firm & Power of Attorney for authorized representative)	3 <sup>rd</sup> February 2023 at 14:00 Hrs.	
			Submission of original document (Declaration from firm & Power of Attorney for authorized representative)	30 <sup>th</sup> January 2023 at 14:00 Hrs.		Time and date of opening of Technical Bids	The bid will be opened on line by the Authorized Officers 3 <sup>rd</sup> February 2023 at 15:00 Hrs.	
						Date and time of opening of Financial Bids	Shall be informed later to technically	

			<p>Time and date of opening of Technical Bids</p>	<p>The bid will be opened on line by the Authorized Officers on 30<sup>th</sup> January 2023 at 15:00 Hrs.</p>			qualified Bidders		
			<p>Date and time of opening of Financial Bids</p>	<p>Shall be informed later to technically qualified Bidders</p>					
			<p>Place for Pre-Bid Meeting, Submission of Original Documents, Opening of Bids and address for communication</p>	<p>Uttarakhand Public Financial Management Strengthening Project, PDU-CTRFA Sohaila Dehradun, Uttarakhand, India Pin Code-248007 Mob: 9718323174  E-mail: <a href="mailto:ukpfmswb@gmail.com">ukpfmswb@gmail.com</a></p>			<p>Place for, Submission of Original Documents, Opening of Bids and address for communication</p>	<p><b>Uttarakhand Public Financial Management Strengthening Project,</b>  <b>Fourth Floor. Directorate of Urban Development, Rajpur Road, Near Bhel Chowk Dehradun, Mob: 9718323174</b>  E-mail: <a href="mailto:ukpfmswb@gmail.com">ukpfmswb@gmail.com</a></p>	

**TABLE - 2****Prebid Queries - Bid Ref No: (IN-CTRFA-272378-CS-QCBS)**

Consultancy service for providing Training to newly recruited and existing account staff on Accrual Based Double Entry Accounting System and Uttarakhand Municipal Accounting Manual 2021 in 06 Batches of 10 days for New accounting clerks and 02 batches of 7 days each for existing accounting staff as refresher course  
Date of Pre-Bid Meeting – 6<sup>th</sup> January 2023

<b>S. No</b>	<b>Section</b>	<b>Clause No. / Page No.</b>	<b>Description</b>	<b>Clarification Sought</b>	<b>Answer to the queries</b>
1	ITC General Instruction	2.2 And ITC 14.1.2	Page no. 34, section no. 2.2 Consultancy service for providing Training to newly recruited and existing account staff on Accrual Based Double Entry Accounting System and Uttarakhand Municipal Accounting Manual 2021 in 06 Batches of 10 days each and 02 batches of 7 days each Page no. 12, Consultancy service for providing Training to newly recruited and existing account staff on Accrual Based Double Entry Accounting System and Uttarakhand Municipal Accounting Manual 2021 in 08 Batches of 10 days and 02 batches of 7 days each	No. of training days are not clear, in different sections trainings days are different so please clarify:	Please see addendum No.1
2	Instruction to Consultant	Page no. 37, section no. 14.1.2,	The total for each Key Expert is 120 Person days for on Site for training i.e., 90 Person days Key experts shall be placed completely for Trainings on	Please provide break up for 90 days of training	The number of Person days calculated are as follows a. 6 Trainings of 10 days each i.e. 60 Days

			mandatory basis and the remaining 30 Person days Pre and Post training i.e., for Deliverable 1 and 4 for preparation of Training Materials and for closure of assignment Deliverable 1 and 4 – 30 Person Days Deliverable 2 and 3 - 10 Person Days for each training total trainings are 8 hence eighty Person days and one day before and after being included		<p>b. Training of existing staff 2 trainings of 07 days each i.e. 14 days</p> <p>c. One day after and before of training i.e. 16 days for preparation and completion of each training</p> <p>The sum of (a) (b) and (c) stands for 90 days</p>
3	Terms of Reference	Para10.2 Page 68	Recording of the complete training program	Is consultant needs to bear the expenses of recording as well as storage medium of recording? What will be the storage medium – CD, Pen drive or hard drive?	Yes, the financial proposal of the consulting firm shall include the complete recording of the training also the recording of training shall be carried out in such manner that the same shall be uploaded as an E-Video for future reference for the officers and personnel of UDD
4	Terms of Reference	<b>Para16 Page 71</b>	Total eight batches are to be provided trainings as per Uttarakhand Municipal Accounting Manual 2021, Each training batch is expected to have 20-25 accounts personnel for training at least two batches are to be trained every month"	Whether number of batches are fixed or variable?	<p>Total eight batches are fixed.</p> <p>Total eight batches are to be provided trainings as per Uttarakhand Municipal Accounting Manual 2021, Each training batch is expected to have 20-25 accounts personnel for training</p>

5	Terms of Reference	<b>Para16 Page 71</b>	The key expert's educational qualifications should be chartered accountant for both Municipal Financial and accounting expert and Training and Capacity Building Experts in Accounting	We request you to amend/clarify that the key expert should be a professional whether Chartered Accountant, Cost management Accountant or MBA finance	Please see addendum no 2 and no 3
6	General	-----	-----	What will be the duration of training for one day? Can training be conducted virtually?	Training Timing will be 8 hours approx. including lunch and tea break
7	General	-----	-----	Expected format of training material is PPT only or it should be in video also	Training is expected both PPT and Video also, the consulting firms shall include in detail the approach and methodology the manner and various training techniques to be used for training such as quiz, practical exercise group exercise etc.
8	General	-----	-----	Will there be any guidance or note issued on training material such as these points should be covered in training material	Yes, there shall be guidance or note issued on training material such as these points should be covered in training material
9	General	-----	-----	Who will approve the training material and how long it will take in approval of training material?	A Committee of officers and experts of UDD and PMU UKPFMS shall be constituted. The successful consultant shall submit the draft training materials in phases which shall be approved within five working days of submission. In case of changes same shall be incorporated within a day. The material submitted to be approved by committee with all necessary

					changes within 07 working days of submission of first set of draft training material, in no condition this shall exceed 10 working days of submission
10	General	-----	-----	Do all the 8 Batches of training commence simultaneously or the next batch will start after successful completion of the earlier batch	Each batch shall be separate batch, simultaneous batch are disallowed and shall not be accepted even in approach and methodology in any condition and such a proposal shall considered deemed technically disqualified There shall be two batches separately in a month with ample of gap between two trainings
11	General	-----	-----	What is the estimated cost of the work?	The estimated of consultancy shall not be disclosed, the procurement process is a Least Cost Selection
12	General	-----	-----	With reference to the paragraph 3.14 and 3.17 of the World Bank Procurement Regulations, July2016 revised in November 2017 and August 2018 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest and Clause 3 of the RFP document refereeing to conflict of interest.  Will the consultants appointed by Uttarakhand Public Financial Management Strengthening Project, PDU-Center for Training and Research in Financial Administration, for implementing Consultancy service for	No, CA Firms appointed by Uttarakhand Public Financial Management Strengthening Project, PDU-Centre for Training and Research in Financial Administration, for implementing Consultancy service for Financial Management Support to Urban Local Bodies for providing human resources in field of accounting with expertise in training and accounting software for preparation of Opening Balance Sheet (OBS) can participate in the tender process  But in case a consultant is a key expert is either team leader or deputy team leader in Consultancy service for Financial



				<p>Financial Management Support to Urban Local Bodies for providing human resources in field of accounting with expertise in training and accounting software for preparation of Opening Balance Sheet (OBS), and the consultant appointed to support the PMU be eligible to bid for the current assignment?</p>	<p>Management Support to Urban Local Bodies for providing human resources in field of accounting with expertise in training and accounting</p> <p>software for preparation of Opening Balance Sheet (OBS), such key expert shall CVs shall not be evaluated and awarded Zero</p> <p>As the above consultancy is time bound key experts must prepare Opening Balance Sheet and Books of account in a timely manner</p>
13	General	-----	-----	<p>Will there be a clear demarcation and synchronization between the firms appointed for preparing maintaining and updating of accounts for three years including preparation of annual financial statements as defined in UMAM -21, training and handholding support and support in implementing Municipal Accounting Software (MAS) and the current assignment? How will such coordination be undertaken?</p>	<p>Yes, both the consultancy is separate and are clearly distinguishable as this consultancy is training to be conducted only once whereas in another consultancy training is on Job training and small capsule training being specific to ULBs</p>
14	General	-----	-----	<p>Will only one firm be appointed for the current assignment? Or there will be multiple firms to impart training</p>	<p>Yes. only one firm be appointed for the current assignment</p>