



INDRAPRASTHA GAS LIMITED
IGL Bhawan, 4, Community Center,
Sector 9, R.K.Puram, New Delhi-110022
 Email: prateek.shrivastava@igl.co.in/ gaurav.agrawal1@igl.co.in/ dnagar@igl.co.in
 Telephone: +91 (11) 46074-651, 657, 659

TENDER DOCUMENT NO.IGL/ET2/CP/CM18731
Hiring of independent impact assessment agency for carrying out impact assessment of CSR Projects

REPLY TO PREBID QUERIES

S.NO	Section	Tender Clause	Page No.	Description	Bidder Query	IGL Reply
1	V	Scope of Work	58	SOW	Bidder understands that the projects listed in the table are being implemented across the respective locations (blocks/wards) mentioned in the project titles. We request you to kindly confirm the same.	Tender Condition Prevails The projects are implemented within the broad geographical locations indicated in the service description in SOR. Specific details regarding exact blocks, wards, and site locations will be shared with the selected agency on a case-to-case basis as individual projects are assigned.
2	V	Scope of Work	58	SOW	Please mention the geographical coverage of beneficiaries of these projects and approximate no. of beneficiaries against each project.	Tender Condition Prevails Detailed geographical coverage and exact beneficiary figures will be provided to the awarded agency at the time of individual project assignment.
3	V	Scope of Work	58	SOW	What the target audience would be like - Is it only the beneficiaries or any other? Are the implementing partners to be considered in target group as well? Regarding the beneficiary interviews, will the database for these beneficiaries be provided? Will IGL facilitate introductions and access to beneficiaries?	Tender Condition Prevails The target audience includes beneficiaries, implementing agency, and other relevant stakeholders, which the agency must identify during stakeholder mapping. IGL will facilitate basic introductions and provide available project documents and databases.
4	V	Scope of Work	58	SOW	In data collection methodology, we have stakeholder consultation, interviews, FGD and surveys. Can you please share what is the likely sample size covered in each type. Also for surveys, what would be the expected geographical coverage. In FGDs, what is the total number of participants per FGD? How many groups per project are to be conducted? Kindly provide the sample size for each CSR project...	Tender Condition Prevails The exact sample size, geographical coverage, and number of FGDs/interviews are not predefined; the agency is expected to develop and propose a robust sampling plan within the Inception Report for each project and shall be finalised in consultation with IGL.
5	V	Scope of Work	58	SOW	Will the data for peer benchmarking be provided to the selected agency?	Tender Condition Prevails No. The agency is expected to conduct secondary research and utilize its own industry expertise to gather data for peer benchmarking. IGL will only provide internal project documents.
6	V	Scope of Work	58	SOW	Please clarify further in terms of what is expected in reporting - Format of report (Word/PPT). Is a presentation to internal stakeholders or the Board included in scope?	Tender Condition Prevails The final deliverable must include both a comprehensive Impact Assessment Report (Word/PDF) and a Presentation (PPT). Presenting the findings to internal IGL stakeholders is included in the scope.
7	V	Scope of Work	58	SOW	Please clarify further on the "physical verification of assets". What is the expected methodology for physical verification	Tender Condition Prevails Physical verification requires the agency to conduct on-ground field visits to physically verify the existence, functionality, condition, and utilization of the assets created under the assigned CSR project.
8	V	Scope of Work	58	SOR	We are not able to locate the excel sheet in the tender portal. Kindly re-share.	Excel sheets as referred in the tender document are available on the e-tender portal, i.e. https://igl.wizard.in/ . You are requested to contact the helpdesk at 011-49606060 or at other contact details mentioned on the said portal for assistance on this.
9	VII	Form-5	69	Forms & Format	It says not applicable on this page [Form 5]. Just to reconfirm, is this not required?	"Submission of Form-5 is not required, as it is indicated as 'Not Applicable' on the page no. 69
11	V	Scope of Work	58	SOW	What is the expected frequency per year of these projects?	Tender Condition Prevails The engagement is strictly on a case-to-case, as-needed basis over the 2-year contract duration.
12	V	Scope of Work	58	SOW	[Combined queries regarding sample size, survey modes, target groups, and geographical coverage for all 20 individual projects listed in the SOR]	Tender Condition Prevails Detailed sample sizes, specific target groups, and geographical coverage are to be proposed by the agency in the sampling plan of the Inception Report for each assigned project and shall be finalised in consultation with IGL.
13	V	Scope of Work	58	SOW	What is the expected turnaround time per assessment from assignment to final report? Are multiple projects likely to run concurrently?	Tender Condition Prevails The turnaround time per project is 12 weeks from the date of project assignment to the submission of the Final Report & Presentation. Yes, multiple projects may be assigned and run concurrently on a case-to-case basis.
14	V	Scope of Work	58	SOW	We work with Central and state Governments, and generally Govt. do not issue completion certificates and even if for some projects they issue completion certificates, we see LOA/PO/WO are not mentioned. Can we share final copy of invoice/ CA certificates to showcase as a proof of completion? Please clarify.	Tender Conditions Prevail
15	V	Scope of Work	58	SOW	Will the onboarded agency get scope to discuss and negotiate on terms and conditions? Please confirm?	Tender Conditions Prevail