

Minutes of the Pre-proposal meeting for Hiring of Consultancy Services for Preparation of Detailed Project Reports (DPRs), Bid Documents, Assistance in Bid Process Management, and Monitoring & Supervision for Development of Modern Zoos at Giridih and Dumka, Jharkhand held on 11th October'2025 at 11.30 hours in the Conference Hall of Jharkhand Zoo Authority, Ormanjhi, Ranchi

(RfP No. 01/2025 Dt. 24.09.2025)

A pre-proposal meeting was held on 11th October'2025 at the conference hall of Jharkhand Zoo Authority in accordance to the 'Request for Proposal' (RfP) issued for hiring of consultancy services for Preparation of Detailed Project Reports (DPRs), Bid Documents, Assistance in Bid Process Management, and Monitoring & Supervision for Development of Modern Zoos at Giridih and Dumka, Jharkhand vide the above RfP reference number. The list of members/representatives present in the meeting is placed at **Annexure - I**.

After a brief introduction among the members and representative of different agencies, the Member Secretary, Jharkhand Zoo Authority elaborated in detailed about the objective and different aspect of the ToR.

During the discussions, the queries raised and received from the agencies have been clarified, are placed at **Annexure - II**, which will be taken into consideration at the time of submission of proposals.

Sd/-
(Ashok Kr Singh)
ACF

Sd/-
(Jabber Singh)
CCF & Director cum Member Secretary

Annexure-I

List of Participants/Members present in the Pre-Proposal Conference

Sl. No.	Name of the Representative/Members	Name & Address of the organization
01	Jabber Singh, CCF & Director cum Member Secretary	Jharkhand Zoo Authority, Ranchi
02	Representative	Chief Engineer, Building Construction, Ranchi
03	Representative	District Animal Husbandry Officer, Ranchi
04	M Purushottam, PM – Contracts (Special Invitee)	JSLPS, Ranchi
05	Manish Tiwary	DFO, Giridih (East) Division, Giridih
06	Satvik Vyas (Remotely connected)	DFO, Dumka Division, Dumka
07	Representative	Life Science Education Trust (LSeT Foundation), Bengaluru
08	Representative	VSPB Associates, New Delhi
09	Representative	MaRS Planning & Engineering Services Private Limited, Ahmedabad

Reply to Queries

Sl. No.	Clause / Section Reference	Reference Page No. of RFP	Query / Clarification Requested	Reply/Compliance to the queries/requests
1	Sec 2 – Clause 3 (Eligibility of Consultant & Sub-Consultants)	10	Kindly confirm that international domain experts may be associated as sub-consultants under an Indian-registered Lead Bidder.	Please refer ITC 3.2, ITC 9.3 and ITC 9.4
2	Sec 2 – Clause 12 (Bid Security)	17 & 23	Confirm that MSME are admissible for the ₹40,000 BG	The existing condition/clause remain unchanged.
3	Data Sheet Item 6 (Inputs by Employer)	22	Will JZA provide local transport, and site-access facilitation during field work, or should such costs be included by the consultant?	The Employer will provide the following inputs and facilities: (a) All required background materials/Guidelines/Manuals required for execution of the Assignment. (b) Facilitate the contact details and initial coordination with all stakeholders related to the assignment. (c) Office Space at Jharkhand Zoo Authority, Ormanjhi, RANCHI with proper internet facility. Any other document/support as required for the assignment.
4	Data Sheet Item 10 (Man-Months)	23	Please confirm that the bidder may propose man-month allocation at its discretion based on methodology.	Please refer ITC 9.3(b)
5	Data Sheet Item 17 (Commencement)	24	Assignment start date to be reckoned from LoA / 15 days from contract signing / deposit of Performance Security – please confirm.	Please refer ITC 17
6	Annexure 1 – Eligibility & Experience	25	Kindly confirm that DPRs for zoos, safaris, rescue centres, eco-parks, and wildlife interpretation facilities outside India are treated as “similar works.”	There is no geographical demarcation in the criteria, however relevant experience in India with government assignment shall be preferred.
7	Annexure 1 – Resource Profile	26	Whether international or cross-sectoral experience (e.g., conservation architecture, biodiversity parks) may be counted for key experts.	Please refer reply at sl. no. 6 above.
8	Section 5 – Objective & Scope	55	Please confirm our understanding that DPRs for Giridih and Dumka are to be developed simultaneously within 12 weeks but reviewed separately? Can this be amended to 12 weeks sequentially? Or 24-26 weeks concurrently	The timeline for (c) Final DPR at E.4. Deliverables and Timelines of ToR (Pg. No. 55) is being amended from “Within 12 weeks of commencement” to “Within 16 weeks of commencement”.

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9	TOR C.3 & D.3 – Statutory Approvals	52 & 54	Confirm consultant's role is to prepare and submit documentation up to submission stage; final statutory approvals to be pursued by JZA.	Final statutory approvals from Central Zoo Authority (CZA) shall be pursued by JZA. However, consultant shall ensure compliance of all CZA guidelines while executing the contract.
10	TOR D.3.1 – Base Surveys	53	Will topographical, contour, soil, and GIS data be provided by JZA, or must the consultant undertake these surveys independently?	It comes under the purview of consultant.
11	TOR D.3.1 – Permits for Surveys	53	Will JZA assist with forest entry, drone, and vehicle permits needed for site surveys?	JZA shall assist the consultant in obtaining permits needed for site surveys viz. forest entry, drone, and vehicle permits. However, consultant shall pay requisite fee (if any) directly to the concerned govt. body for obtaining such permits.
12	TOR D.3.3 – Market & Demand Analysis	54	Please confirm that consultant should carry out market, visitor-forecast, and revenue analyses with CAPEX/OPEX modelling.	Consultant should carry out market, visitor-forecast, and revenue analyses with CAPEX/OPEX modelling. For details please refer C.7. of ToR at Pg. No. 53.
13	TOR D.3.4 – Species & Collection Planning	54	Should consultant prepare a Species Collection Plan (CZA Form I & II) or will this be developed later by JZA?	The animal collection plan shall be provided by JZA during the course of DPR preparation.
14	TOR D.3.4 – Product Mix	54	May the consultant propose research, training, and visitor-education facilities (rescue unit, interpretation centre) within DPR scope?	Yes, it is within DPR scope.
15	TOR C.5 / C.7 – Visitor Experience / Revenue & Tourism Facilities	52	Whether JZA is open to inclusion of Night Safari / after-dark visitor experiences subject to CZA approval.? Kindly clarify whether the Authority permits inclusion of eco-tourism or hospitality components—such as eco-lodges, guest houses, interpretation-linked resorts, or research-stay facilities—within or adjacent to the proposed zoo campuses. If yes, should such facilities be treated as revenue-supporting amenities within the DPR and financial model, or as separate projects to be taken up independently by JZA?	It comes under ambit of DPR as a revenue support model.
16	TOR D.3.5 – Infrastructure Planning	54	Please confirm extent of detailing required: concept-level layouts vs. detailed utility designs (load assessments for water, power, waste, ICT).	Detailed designs & drawings are required.
17	TOR D.3.6 – Environmental Studies	54	Kindly confirm inclusion level for EIA/EMP, wildlife-impact, and disaster-management plans.	Yes

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18	TOR D.3.7 – Safety Protocols	54	Should DPR incorporate animal escape, fire-safety, and zoonosis/bio-security protocols?	Yes
19	TOR D.3.8 – Cost Estimates	54	Confirm adoption of Jharkhand PWD Schedule of Rates and requirement for phase-wise CAPEX & OPEX segregation.	Yes
20	TOR D.3.10 – DPR Approvals	54	Whether consultant will present DPR directly to CZA or through JZA only.	Please refer reply at sl. no. 9 above.
21	TOR D.4 – Financial Feasibility	54 & 55	Please confirm DPRs may explore PPP, Hybrid-Annuity, or EPC delivery options in addition to grant-funded models.	It will be decided once DPR is final.
22	TOR E – Deliverables	55	Kindly confirm expected design depth – concept drawings, schematic layouts, 3D visuals, and BoQ estimates vs. GFC-level details.	Please refer reply at sl. no. 16 above. Also, BOQ & estimates are key factors while drafting tender document as envisaged in E.4. Phase II: Bid Process Management in the ToR.
23	TOR E.4 (d) – Tasks	55	Kindly confirm whether inclusion of pre-qualification documents, tender advertisements, and query-response support within scope.	Consultant shall prepare these documents for publication and/or circulation by JZA
24	TOR E.4 (e) – Participation	55	May consultants participate virtually in pre-bid and bid-opening meetings.	It shall be decided at the time of document preparation.
25	TOR – Monitoring & Supervision Phase	General	Please specify duration and frequency of site visits during execution (e.g., quarterly for 12 months).	Please refer FORM: FIN-5 at Pg. No. 48
26	Section 5 E.4 – Timelines	55	Please confirm that 12-week DPR period excludes time for JZA or CZA reviews and approvals.	DPR should be prepared in close coordination with JZA. Once it is finalised, obtaining approvals from CZA is JZA's responsibility. However, consultant shall provide all support without cost in order to compliance of CZA observation/s (if any) during the process.
27	Section 6 – SC 7 / 6.3 (Extension & Force Majeure)	74 & 76	Confirm that timeline extension may be granted without penalty if delays are due to approval process or Force Majeure.	Please refer GC 9.4 & SC 2.4
28	General – Approvals & Hierarchy	--	Kindly specify the approval chain (Member Secretary / Evaluation Committee / State Dept.) for Inception, Draft & Final DPRs.	DPR shall be finalised by the JZA
29	General – Coordination	--	Request nomination of one nodal officer for both Giridih and Dumka projects to streamline data exchange.	It will be part of signed contract
30	General – Permits & Logistics	--	Confirm that JZA will facilitate survey permits, forest entry, and logistics clearances for consultant teams.	Please refer reply at Sl. No. 11 above.

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31	General – Phased Implementation	--	May consultant propose Phase I–III execution plan with cost phasing to aid budget allocation.	It shall be part of DPR
32	General – Branding & Communication	--	Should DPR include interpretation signage, visitor branding, and education communication plan.	Please refer the ToR.
33	General – Data Sharing	--	Request access to existing visitor statistics, land records, and site maps for baseline analysis.	Please refer reply at sl. no. 3 above
34	General – Insurance & Safety	--	Clarify responsibility for survey-team insurance and on-site safety arrangements.	Please refer GC 3 at Pg. No. 76
35	Eligibility / Consortium	--	Please confirm if an unregistered consortium with an MoU is acceptable, or whether a legally registered JV is required before bidding.	Please refer ITC 3.3
36	Financial Criteria	--	Can the combined turnover of consortium members be considered toward the financial eligibility (₹1 crore), and does the lead partner need to meet 60% of this requirement?	Please refer ITC 3
37	Scope of Work	--	Please confirm whether topographical, contour, and soil surveys are included in the consultant's scope, or if these will be provided by JZA.	Please refer reply at sl. no. 10 above.
38	Scope of Work	--	Are site-level utility and infrastructure surveys (water, power, drainage) required to be conducted by the consultant?	Please refer reply at sl. no. 37 above.
39	International Participation	--	Are international firms or experts allowed as sub-consultants under an Indian lead firm?	Please refer reply at sl. no. 35 above.
40	Financial Proposal	--	Please confirm the payment structure—whether it is lump-sum or time-based—and if GST/reimbursables should be quoted separately.	Please refer Form : Fin 1-5 and form of contract.
41	Submission Instructions	--	Is physical submission mandatory, or are digital/USB copies acceptable along with signed hard copies?	Please refer ToR E.2. Submission Format
42	Bid Security	--	Please confirm if the Bid Security Declaration (Form Tech–11) replaces EMD and if no financial instrument is required.	Please refer Sl. No. 14 of ITC Data Sheet related to ITC 12 at Pg. No. 23
43	Evaluation	--	Please clarify the technical–financial weightage (QCBS ratio) and any minimum technical score for qualification.	Please refer Sl. No. 16 of ITC Data Sheet at Pg. No. 24
44	Information Site	--	Please confirm the total land area for Giridih and Dumka zoo sites and whether base maps or ecological data will be provided.	Please refer the ToR

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45	Stakeholder Support	--	Will JZA facilitate stakeholder meetings with the Forest Department, CZA, and local bodies during DPR preparation?	JZA will extend such support without any cost implication on their part.
46	General / TOR – Background Information	--	Kindly confirm the approximate estimated project cost or budget range envisaged by the Jharkhand Zoo Authority for the proposed development of the new zoos at Giridih and Dumka. This information is essential to align the DPR cost estimates and phasing with the Authority's financial planning.	BOQ & estimates shall be prepared by the consultant on the basis of final DPR.
47	FORM: FIN-5 Assistance in Monitoring & Supervision of Zoo development	Pg. No. 48	We request clarification regarding the manpower requirements for the Monitoring and Supervision of Zoo Development services. Different categories of manpower will be required for effective service delivery. Once deployed, the personnel will be on the company's payroll. Hence, we seek confirmation on whether the required positions are to be engaged on a continuous basis or intermittently. This clarification will help us submit an appropriate and competitive techno-commercial bid.	Consultant is required to provide manpower in consonance with the ToR.
48	TOR Point C3 - The Jharkhand Zoo Authority (JZA) now intends to engage a reputed and experienced consultancy firm for the preparation of Detailed Project Reports (DPRs) for both sites. The DPRs should be technically sound, financially /commercially viable, and fully compliant with the guidelines issued by the Central Zoo Authority (CZA). The scope also includes the preparation of tender documents, assistance in bid process management, and support in monitoring and supervision during project execution and asset handover.	--	We have reviewed the detailed Terms of Reference (ToR), which provides comprehensive information on the scope of work and guidelines for DPR preparation. However, the ToR does not clearly specify the consultant's role during the project execution, monitoring, supervision, and asset handover stages. We therefore request you to kindly define the consultant's role during these phases — whether it is limited to quality monitoring only, or if it also includes design review and certification of the contractor's RA bills along with quality monitoring and supervision.	All support and assistance, as required by JZA, shall be provided by the consultant during monitoring and supervision during project execution and asset handover.

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49	E.5. Payment Schedule - Payment Terms	--	We request you to kindly clarify the payment terms for the consultant's support during the monitoring and supervision phase of project execution and asset handover. Clause E5 of the ToR does not specify the payment schedule for this phase.	Please refer Form : Fin-5