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**Minutes of the Pre-Proposal Meeting  
Held on August 21, 2020 at 1500 hrs. through Zoom  
RFP/107/IND-2020**

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**Request for Proposal  
“Developing an SDG Dashboard Platform (Web and Mobile App) for monitoring  
SDGs in Punjab State initially and further similar instance deployment in other  
North India States”**

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The participants were showcased the prototype developed by UNDP and informed in detail on the scope of work. Thereafter, bidders were given opportunity to raise their clarifications. Queries pertaining to programme and procurement were responded by Mr Anuj Rastogi and Mr Arun Arumughan, respectively.

It was informed that the minutes of the Pre-Proposal Conference would be uploaded on the e-Tendering Portal.

The meeting ended with a vote of thanks to the representatives.

Queries raised during pre-bid meeting and their response are provided on next pages.

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Sl. No.	QUERY RAISED BY PRE-PROPOSAL CONFERENCE PARTICIPANTS	UNDP'S RESPONSE
1.	Please let us know if Backend data has been consolidated or do we need to accumulate this data?	For few departments we have backend data & for remaining it's WIP. Service provider will be responsible for platform development & deployment whereas data accumulation will be done by SDGCC & Department teams.
2.	Do you have any subject matter experts from UNDP's side who will be aligned to this project?	SDGCC Punjab team has an M&E lead who will be leading this process. Also, a Technology consultant for initial couple of months will be available on hand for alignment with the Government data systems
3.	Are you looking only at web portal for data entry?	No, user can access platform, read/ write data from any access platform (PC/ laptop/ Mobile browser/ Mobile App (Android/iOS)/ Tablet etc.).
4.	This being a fixed price project, how do we limit the scope?	<p>This is long term project where we need to achieve 2030 SDG goals, so we need dedicated technical partner to own the end to end responsibility.</p> <p>Scope defined under the RFP is only for two states – Haryana and Punjab; and bidder can propose commercials accordingly.</p> <p>UNDP shall use the cost breakdown for the calculation of price in the event that both parties have agreed to add new deliverables to the scope of services.</p>
5.	Would you accept only structured data like CSV or Excel file or would you accept unstructured data like videos etc. too?	Data can be accepted via manual entry, bulk upload (.csv, .xls, .txt, etc.) or via APIs along with option of uploading supportive
6.	As per our understanding, the same application has to be replicated in multiple states. Will no. of departments/KPIs be exactly the same for other states?	<p>As mentioned, platform will remain the same and will be having an option to configure SDGs/ NIF/ SIF/ DIF/ KPIs etc. whereas, department/ KPIs will vary state wise.</p> <p>Scope of work under the RFP is only for two states – Haryana and Punjab.</p>

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		UNDP shall use the cost breakdown provided under the RFP for the calculation of price in the event that both parties have agreed to replicate the application in multiple states.
7.	Has the earlier proposal on the SDG Dashboard in Haryana been canceled and converted to this?	Due to some internal issues and revision in ToRs, the previous RFP on developing the SDG dashboard for Haryana stands cancelled.
8.	Do we need to deploy the same solution to different states? However, KPIs and volume of data will differ from state to state	Refer response no 6
9.	Is there any technology preference for the web portal part?	UNDP will prefer Open source based technology but Service provider can select other technologies/ Software/ Hardware but should be in line with MietY guidelines.
10.	The UI that was showcased was more from Out put Perspective?	UNDP have just shown indicative UI for the reference purpose, service provider need to propose/ deploy the UI for all modules.
11.	Does data entry also need to be done from mobile application?	Yes. Service provider need to develop device agnostic platform to read/ write/ delete options as per user roles and designations. Yes, service provider can plan Phase wise development where mobile app based inputs/ admin can be covered in last phase (it's optional) or do provision from Phase 1 itself.
12.	Will the final deployment/hosting happen from the state government side?	Hosting/ Hardware/ Software License (if any) will be managed by state Government side
13.	The RFP highlights 4 milestones, do these pertain only for Punjab or other states too?	Prime objective is to create platform in defined phases.  At present costing is needed for only two states i.e. 1+1, contract for each state will be awarded separately.
14.	Will this platform be multi-lingual?	No, only English language is needed
15.	In the commercials section, do we need to mention commercials of other states too?	Scope of work under the RFP is only for two states – Haryana and Punjab.  Also refer response no 6

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16.	Has any specific Budget been ear marked for this?	No, it is a quality and cost based selection using combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively
17.	During data entry, UNDP team will be hand holding the govt departments. Is the service provider expected to be involved in this process?	Yes, for initial deployment and enablement, service provider needs to involve in training, initial SDG setup etc.
18.	Can we recommend something like 'Train the trainer' module?	Yes
19.	As we will be dealing with a lot of confidential data, do you have any specific security guidelines that you want us to follow?	Please follow MeitY standards
20.	While we are doing capacity planning, can we assume that hardware related part will be taken up by the state government?	Yes, kindly submit the hardware requirement in your proposal.
21.	Should we include Security Audit charges in commercials?	Yes
22.	Given the scope of work, is there any possibility of extension of timeline for submitting the proposals?	Last date for submitting proposal extended upto 07-Sep-20.
23.	During data comparison, will you be looking at modules like data analysis etc? Will that be a part of the current scope of work?	Yes, multiple dashboards/ reports will be needed and that's a prime objective of this platform. Whereas more data mining, advanced algorithm can be planned for later years when we have 1-3 years of data.
24.	Due to the current situation, is on-site manpower requirement mandatory?	Please refer Amendment#01, One (1) Product Manager deployment at Chandigarh location is mandatory.
25.	Do we have any format for common table?	If query is related with Data tables, then answer is "NO" but yes detailed SIF can be provided via UNDP team.
26.	Can we form a consortium with an IT company ?	Consortium can be formed before the bidding process. However, in case of award, contract will be issued to Lead Partner only.
27.	In the RFP,the Limitation of Liability clause in not mentioned?	Refer Clause 12 & 13 of Annexure – 5 ( <i>General Terms and Conditions for Contract</i> ) of RFP.

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28.	Are the payment terms negotiable?	No, payments were based on deliverables defined under the RFP.
29.	Do we have provisions to add DIF (District Indicator Framework) to the dashboard?	Yes, service provide need to provide the modules for the same
30.	Will data reporting to be done through web interface?	Please refer response no 3.

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