



Minutes of the Pre-Proposal Conference

Date & Time: June 29, 2021, at 1100 hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for

Formation of collective enterprises, skill building and market linkage for women artisans

RFP-061-IND-2021 - Event #IND10 - 0000009588

Participants

UNDP:

- Shruti Choubey, Project Officer, Inclusive Growth
- Manikandan Srinivasan, Procurement Unit
- Athul Muraleedharan, Intern, Inclusive Growth

Representatives of the following agency attended the Pre-bid meeting:

- Dr. Megha Pansalkar, Tisser Rural Handicrafts Pvt. Ltd.
- Shirin Siddiqui, Tisser Rural Handicrafts Pvt. Ltd.

Proceedings:

Mr. Manikandan Srinivasan from Procurement Unit, UNDP welcomed the representatives of the participating agencies.

The pre-proposal conference started with a brief round of introduction by the UNDP and the representatives of participating agency. Following introduction, Shruti Choubey, Project Officer provided an overview of the scope under the RFP. Subsequently, the bidder present raised various technical and commercial queries and UNDP's team provided responses.

Things to remember while submitting the bid:

1. Go through the UNDP user guide for bidders on UNDP website. In case of any clarification write a mail to the procurement focal point name given in the RFP document.
2. Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.
3. Technical & Financial proposal is submitted on the letter head of the organisation and should be signed by the authorised person submitting the proposal.
4. Name, Email id. and contact number of the authorised person submitting the proposals should be clearly mentioned on the cover letter.
5. Financial proposal must be password protected; further do not disclose price anywhere on the technical proposal / e-tendering portal. Just mention the value as '1'. Otherwise, proposal will be disqualified.
6. Please go through the eligibility criteria carefully

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Participants were asked, if they face any issues with e-Tendering system, they may contact UNDP focal person mentioned in the RFP.

The participants were informed that all replies to their queries and suggestions would be reflected in the RFP document through appropriate Amendment/Clarification. It was also informed that the minutes of the Pre-Proposal Conference would be uploaded on the eTendering Portal.

Mr. Manikandan Srinivasan from Procurement Unit – UNDP concluded the meeting with a vote of thanks to the representatives of the participating agency.

Clarifications requested during the Pre-Proposal Conference & sent via email; and UNDP's response attached as Annexure-1.

RFP Ref./Description: **RFP-061-IND-2021** (Event #IND10 - 0000009092) - **"Formation of collective enterprises, skill building and market linkage for women artisans"**

Sl. No.	Query	Response
1	<p><u>Admin-related</u></p> <p>Issue in logging in the portal using the registered user id and password. The password is expired.</p>	<p>We requested to share the concern in writing with a screenshot of the error message that is displayed while logging in.</p>
2	<p><u>Working capital</u></p> <p>Should the working capital be raised independently by agency or through convergence?</p>	<p>The agency need not raise an additional working capital of 5 lakhs. We meant that any agency that come on board should have a minimum working capital of 5 lakhs so that the work given to producer groups/ artisans do not get hampered. This is independent of what the bidding agency will be quoting.</p>
3	<p><u>Common Facility Centres (CFCs)</u></p> <p>Should it be a registered entity. Can it just be a rented place?</p> <p>Are we trying to create a model where the women/ producer groups will be charged for using the services in these CFCs?</p> <p>Should these expenses be included in the financial budget?</p>	<p>It will not be an entity that charge from the artisans. Instead, it will be a rented place where they would be given the training.</p> <p>Yes, this has to be included in the financial budget.</p>

4	<p><u>Document Uploading</u></p> <p>Does the portal allow submitting multiple documents as per the agency's convenience?</p>	<p>Yes, as far it is in PDF format.</p>
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Kindly check UNDP e-tendering portal for updates.

Please go through the weblink below for accessing the UNDP e-tendering user guide for bidders and video guide on how to register a bidder profile on e-tendering and video guide on how to submit a bid on eTendering.

[UNDP eTendering User Guide for Bidders](#)

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

[Video Guide on How to Register a Bidder Profile on eTendering](#)

<https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be>

[Video Guide on How to Submit a Bid on eTendering](#)

<https://www.youtube.com/watch?v=cy34AXsYMrC&feature=youtu.be>
