



**Minutes of the Pre-Proposal Conference**  
**Date & Time: 20 September 2021, at 1100 hrs.**  
**Venue: Zoom Meeting**

**Request for Proposal (RFP) for**  
**“Revival of wool based traditional handicrafts in Changthang landscape, Ladakh”**  
**RFP-1070-IND-2021**

**Participants**

**UNDP:**

Gayatri Mahar, SECURE Himalaya Project  
Nansel Stobdan, SECURE Himalaya Project  
Tanuj Nagpal, SECURE Himalaya Project  
Vedant Rastogi, SECURE Himalaya Project  
Manikandan Srinivasan, UNDP  
Ranjan Sinha, UNDP

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

- Srikrishna Kulkarni, World University of Design
- Utsav Mishra, Earnst and Young
- Anubhav, Earnst and Young
- Abeer Gupta, Achi Association India

**Proceedings:**

The meeting started with a round of introductions, with representatives from three bidding agencies namely Earnst & Young, World University of Design and Achi Association India. The implementation arrangements of the assignment, given the remoteness of the project villages and harsh weather conditions during the winter season were discussed in the meeting. The selected agency will be responsible for conducting capacity building workshops in consultation with the village heads and arrange for booking space as well. The raw materials required for these workshops will be procured locally by the agency and these out-of-pocket expenses need to be factored in the financial proposal as well. UNDP clarified that legal terms and conditions are non-negotiable as they are globally standardized for UNDP contracts and the deadline for submission of proposals is 28 September 2021.

**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. 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.

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RFP Ref./Description:**RFP-107-IND-2021 “Revival of wool based traditional handicrafts in Changthang landscape, Ladakh”**

Sl. No.	Query	Response
1	Whether there is a budget and timeline earmarked for leveraging co-finance commitment from centrally sponsored schemes?	As per ToR, the agency is responsible to leverage co-finance commitment from Schemes of the Govt of India or UT Administration to upscale the work. The timeline for this assignment is 2 years and funds for conducting it will be disbursed from UNDP.
2	How will work continue in winter? Whether craft persons will be available in the landscape	The bidder is expected to stay/work in Ladakh during the winter. However roads will be open if there is no snowfall and the villages will be accessible. There would be instances when villagers will migrate to Leh during the winter.
3	Whether the bidder will be responsible for procurement of goods	The scope of this assignment does not envision procurement of goods apart from raw material (sheep and yak wool) that needs to be procured locally from herders for the purpose of training workshops and development of products for sale. This will be the responsibility of the bidder and factored in the financial proposal.
4	If the time period for bidding could be extended by 1 week from the time of the pre-bid meeting	The final date for submission of proposals is 28 September 2021.
5	Does agency have to procure the Zoom/MS team accounts for Virtual events facilitated on this SDG platform?	For trainings, UNDP subscription/accounts will be used. Whereas the events should be hosted through the platform using integrating tool.
6	If there are any spaces available for conducting workshops	Yes, there are spaces available in the target villages as well as in Leh for conducting workshops. The agency is responsible for booking/reserving them.
7	Is there any preference/requirement given to bidders registered or based in India?	There is no condition as such and RFP is open for everyone.

Kindly check UNDP e-tendering portal for updates.

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**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-notice/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>

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