Minutes of the Pre-Proposal Conference

Date & Time: September 30, 2021 at 1100 hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for

Supply, Installation and Operation & Maintenance of Reverse Vending Machine

RFQ-110-IND-2021- Event #IND10 - 0000010508

Participants

UNDP:

- Srikrishna Balachandran, PWM Unit, UNDP
- Aniruddha Bhaduri, PWM Unit, UNDP
- Shilpi Karmakar, PWM Unit, UNDP
- Ramakrishna Bhatta, PWM Unit, UNDP
- Gaurav Trivedi, Consultant, PWM Unit, UNDP
- Yogesh Kumar, PWM Unit, UNDP
- Manikandan Srinivasan, Procurement Unit, UNDP

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

- Ajay Mishra, Biocrux.
- Prateek Mittal, Zeleno
- Ayush Sharma, Zeleno
- Harsh Patel, Reatmos
- K. Patel, Endlos India
- Yamini N, Gulf Pioneer

Proceedings:

The pre-proposal conference started with a brief round of introduction by the UNDP and the representative of participating agencies. Following introduction, Ms. Shilpi Karmakar, PWM Unit, UNDP, New Delhi provided an overview of the scope under the RFQ. Subsequently, the bidders present raised various technical and commercial queries and UNDP's team provided responses.

Things to remember while summiting 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.

Bidders had also sought clarification by email, the clarification of which are being provided in these minutes of meeting. 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. Srikrishna Balachandran from UNDP concluded the meeting with a vote of thanks to the representatives of the participating agencies.

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: RFQ-110-IND-2021 (Event #IND10 – 0000010508) – "**Supply, Installation and Operation & Maintenance of Reverse Vending Machine**".

S. No.	Query	Response
1	1. Bin capacity shall be described in litres instead of no. of bottles. 2. Two inlets means i) Aluminum can and pet bottle ii) MLP	1. Bin should have a capacity of at least 200 lt. 2. Inlet 1 should be used for CAN and PET, inlet 2 for MLP.
2	The machine should have both option. User can select print coupon or SMS. Everyone doesn't want to share personal mobile number.	Printer and e-coupons via SMS, both are mandatory.
3	What is the difference between automatic and semi-automatic? Please give more details.	Automatic infers to machine should be able to operate without any human interaction. It should be able to detect if an object is inserted and should start processing it. Semi-automatic infers to that machine requires a trigger to start and relies on manual input that object is inserted and its type (PET+CAN/MLP). Only fully automatic RVM is required.
4	Insurance for RVM is difficult to get as it's kept in Public. Operation and Maintenance can be included in 2 years of O&M but physical damage to the machine shall be excluded from vendor's obligations	A General insurance is required to cover fire, burglary and extended perils. For RVM placed in open places like market place a safety structure (cage) is required, it is in the scope of the vendor and to be provided as per requirement.
5	Need clarification on crushing. i) Shall the machine shred Plastic bottles and aluminum together and store it in 1 storage bin? In this case no recycler will touch this material if everything is shredded and mixed. ii) Another option is to reduce the size by pressing the container in between two rollers. It will just reduce the size by flattening the shape of the container.	Machine needs to compress CAN and PET, i.e. to reduce size and not shredding.
6	What is to be done for the container filled with considerable liquid inside? a. We can reject it using the conveyor belt and display the message on screen to empty it first before inserting. b. We can crush the containers along with liquid inside.	Option (a) should be chosen.

S. No.	Query	Response
7	**Power Backup** 1. Do we really need power backup? Because if there is power loss, the machine won't be able to shred the container from UPS. It needs more power 2. Since location was identified, we feel that battery backup is not required in those locations. Also, machine functions work step to step, means if we stop 1st function 2nd function will not work hence the entire purpose will be defeated. I think we should avoid this. 3. Power back of such RVM will require big setup which is not viable 4. Power Backup for RVM (1.5Kw-2Kw Load) requires a UPS of 3.5Kw, which is not only expensive but also not suitable and efficient, considering its charging time and the application of RVM	The on-time/off-time of the system is essential data to monitored. For proper monitoring, we need the electronic system (micro-controller + screen) to be running in case of power cut too. Thus, a power backup is required. It can be of a few mAh capacity, as backup is desired only for electronic components, not electrical components/complete machine operation.
8	What kind of technology is required? Need clarification. a. Weight based or b. Barcode based or c. Image based or d. Any combination?	Weight & Image based combination required.
9	As per tender RFQ there is no any location details of 10 RVMs and another thing is who will make the arrangement of whether shed and E connection and what about electricity charges? As NOC of location does not come in our responsibility, so delay or denial of NOC should not affect our payment at later stage	The locations details given in the in the Addendum. NOC & Electricity charges is not under the scope of the vendor. UNDP will be responsible for the NOC.
10	You mentioned that two inlets as we understand that one is for PET Bottles & Cans and another is for MLP. Is like this or something else?	Inlet 1 should be used for CAN and PET, inlet 2 for MLP and other flexible plastic.
11	In motor specification point no. 5 crushing capacity should be at least 0.6 is what?	Machine should be able to reduce volume of input object to at least 0.6 times of original volume, i.e. 40% reduction in volume.
12	Display Size 1. In electronics you asked for minimum 20inch touch screen, If we have 16 inch touch screen with better features and durability with onsite warranty from manufacturer so is it acceptable to use 16 inch touch screen instead of 20 inch? 2. We use industrial grade UI display with sunlight readability. This feature is available in 18.5inch display. We would	A range of 16-20inch touchscreen display. Should be capacitive/resistive touch LCD display.

S. No.	Query	Response
	like to request to add this as minimum display size.	
13	Please clarify payment terms.	Please refer to the Amendment issued.
14	As the mentioned page no. in RFQ is not in ascending order so we just need clarification that RFQ has total 32 pages or more?	Total of 32 pages.
15	You should avoid considering two mouths in the machine. This will lead to gross misutilization due to behavior of people. We have seen this practically in machines which have been installed and not successful. This also leads to high contamination and hence will become bin rather than RVM. A single stream like bottle/cans are much more successful than others. We have POC for more than 500 machines.	2 inlet and 2 bin is mandatory.
16	Quantifying the MLP will be a big challenge - recognizing sachets and polybags will be challenged due to the way it is disposed. People will drop poly bag with wet waste inside. Hard to recognize & train the machine	The Inlet to accept MLP should be designed in such a way that the user can only deposit empty packets, all types of MLP, empty poly bags etc. is acceptable
17	What are the various types of material/plastic that can be accepted	Inlet 1: PET, Aluminum Cans Inlet 2: MLP, plastic pouches
18	What is specified as Rewards	By rewards it means the user for depositing plastic should get incentivized through redeemable digital points /promo code/discount coupons etc.
19	Intake Size 1. PET bottle maximum size to be upto 2 L 2. Max. Size of PET bottles as per Indian market standard is 2/2.25Ltr. Also upto this value the shape of bottle is standard (I.e cylindrical). Above this value the shape of bottles gets very irregular in shape.	2.0 L acceptable
20	Coupon value 1. Coupon value to be set as per units 2. Coupon value as per no. of bottles	Coupon value should be equivalent to nos. of items deposited. For example, if a coupon value against 1 CAN/PET should be higher than coupon value against 1MLP
21	For RVMs placed in open premises, whose responsibility is to provide safety structure/weather shed for the RVM Structure cost & responsibility lies with the vendor and to be quoted separately	Safety structure/weather shed & responsibility lies with the vendor and to be quoted separately on pro rata basis.
22	Who responsibility to provide space, power etc.	Vendor is not responsible for space and power.
23	Performance Security to reduce from 10% to 5%	No change, 10% is required.
24	Please explain the meaning of DAP	DAP Incoterms - Delivered-at-place means that the seller takes on all the risks and costs of delivering goods to an agreed-upon location.

S. No.	Query	Response
25	20% Advance	Not applicable. Please see the Amendment for payment terms.
26	Electricity to be provided by UNDP	Provision of electricity connection and space identification will be done by UNDP
27	Delivery Cost Clarification Required?	Delivery cost to be part of the bid as per the location mentioned in the Addendum.
28	Payment Terms Not Clear	Please refer to the Amendment issued.
29	1HP motor is more than enough for crushing of PET bottles, AL cans. Using 2HP motor for this kind of work is overkill of power and waste of energy.	A 2HP Motor is required.
30	We provide SMS alert when Bin is full	Acceptable. We need two alert one when bin is 80% filled and other at 100%. With this entire data should be available on server too. Dashboard should have all data readily accessible and downloadable at any point of time by UNDP Administrators.
31	User details with no. of bottles inserted will be available as a Excel report on drop box	Acceptable. With this entire data should be available on server too. Dashboard should have all data readily accessible and downloadable at any point of time by UNDP Administrators.
32	Machine online status in display on the cloud server. SMS alert is provided for 1. Machine Bin full alert 2. Coupon details to user	Acceptable. With this entire data should be available on server too. Dashboard should have all data readily accessible and downloadable at any point of time by UNDP Administrators.
33	LED lights are provided inside the machine to know the status of machine and dynamic components	Acceptable. With this entire data should be available on server too. Dashboard should have all data readily accessible and downloadable at any point of time by UNDP Administrators.
34	Real time failure report	This feature is required and entire data should be available on server too. Dashboard should have all data readily accessible and downloadable at any point of time by UNDP Administrators.
35	Machine online status is displayed on the cloud server	Acceptable. With this entire data should be available on server too. Dashboard should have all data readily accessible and downloadable at any point of time by UNDP Administrators.

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

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