



Minutes of the Pre-Proposal Conference
Date & Time: January 12, 2022 at 1530 hrs.
Venue: Zoom Meeting

Request for Proposal (RFP) for
“Setting up of Apparel production and training collective enterprises in Jamnagar/Devbhumi
Dwarka in Gujarat”
RFP/001/IND-2022 - Event #IND10 - 0000011309

Mr. Vijay Thapliyal from Procurement Unit of UNDP welcomed the representatives of the participating agencies. The pre-proposal conference started with a brief round of introduction by the UNDP and the representative of participating agencies.

Ms. Divya Jain from Programme Team of UNDP provided an overview of the scope under RFP – “a brief about the Project Excel, its different components and geography followed by scope of work which covered project cycle, key deliverables including project location, different phases with timeline of each phase, analysis, setting-up of apparel unit, sustainability, market linkages, training of women and middle management, overall ecosystem strengthening and payment terms”.

Thereafter, the participated bidders raised various queries and UNDP’s team provided responses. UNDP clarified that only written responses through the minutes of meeting should be considered as final. 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; and advised that – “financial proposal must be password encrypted, further do not disclose price on the technical proposal/ eTendering portal, otherwise proposal will get disqualified”.

Mr. Vijay Thapliyal from Procurement Unit – 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*. The list of participants attached as *Annexure-2*.

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 e-tendering.

https://procurement-notices.undp.org/view_notice.cfm?notice_id=87076

<https://www.undp.org/procurement/business/resources-for-bidders>

Annexure-1

RFP Ref./Description: **RFP/001/IND-2022 (Event #IND - 0000011309)** – “*Setting up of Apparel production and training collective enterprises in Jamnagar/Devbhumi Dwarka in Gujarat*”.

Sl. No.	QUERY	RESPONSE
1.	<p><u>Technical Evaluation Criteria (1.3 and 1.4)</u></p> <p>1.3 Organization should have experience of setting up 5 group enterprises in rural and peri urban areas.</p> <p>1.4 Organization should have experience of setting up 2 apparel units.</p> <p>Please clarify - If an organization has setup 5 enterprises, will they meet both criteria.</p>	<p>The organizations working in the livelihood sectors can have experience of setting up different kind of group enterprises. It could be an apparel unit, paper recycling unit or some food processing unit.</p> <p>Criteria 1.3 refers to the number of enterprises being setup; while 1.4 refers specifically about setting up apparel or garment manufacturing units only.</p>
2.	<p><u>Technical Evaluation Criteria (1.2)</u></p> <p>1.2 Experience in <u>factory set ups</u> in rural and peri urban areas</p> <p>Please clarify - if an organization is working into skill development and training; and don't have any experience of factory setup?</p>	<p>UNDP does not expect organization to owners of the land of a factory setup.</p> <p>Organization may be doing factory setup in partnership with others; and have provided training, specification of machines, layout of the factory, handholding the professionals etc.</p> <p>Even if the organization have provided skill development support, the organization needs to mention what kind of support they have provided in setting up group (apparel and garment) enterprises, provided marketing support etc.</p>
3.	<p>If an organization is a new start up having experience of working with artisans; and does not meet the eligibility criteria mentioned in the RFP.</p> <p>Please clarify whether they can apply in partnership with any other organization.</p>	<p>There is a provision of submitting proposals as Joint Venture. For Joint Venture / Consortium / Association, all Parties cumulatively should meet the RFP requirements. If the bidder is successful the contract will be awarded to the leading partner only.</p> <p>Bidder is to provide details in FORM C under SECTION 6 of RFP; and submit a Letter of intent OR JV/ Consortium / Association agreement signed by every partner providing roles and responsibility of each partner.</p>

Sl. No.	QUERY	RESPONSE
4.	Please elaborate what is considered as “peri urban areas” for setting up of factories as per RFP requirement.	Any unit which is situated outside the city limits will be counted under peri-urban areas.
5.	<p><u>Scope of Work (Page No. 29 of RFP)</u></p> <p>In different phases, it is an 18-month assignment but in training section it requires to define the number of people required which would be feasible to be trained in a phased manner over 3 years.</p> <p>Could you please clarify if the scope of work is for 3 years or 18 months?</p>	<p>Project will be for 18 months only.</p> <p>Last 12 months, we are asking the organization not to do only capacity building but also support in the overall operationalization process. We are expecting the agency to leave the middle management of the centre so that even after the external support is withdrawn the middle management can run the unit sustainably and train a certain number of people annually.</p> <p>The organization should be able define people who will be able to train new incumbents and operationalize the unit after exit.</p>

Annexure-2

List of Participants who attended the Pre-Proposal Conference held on January 12, 2022 at 1530 hrs. through ZOOM [RFP/001/IND-2022 (Event #IND10 - 0000011309)]

A. The following were present from UNDP:

- Divya Jain
- Krishna Mohan Gupta
- Vijay Thapliyal

B. Representatives of the potential bidders attended the Pre-Proposal Conference.

- Kanchan Jha - Quess Corp limited
- Vijay Kumar Gohel - Usha International Ltd
- Shubham Surbhi - Usha International Limited
- Madhu Khambhaliya- ZERO - CFS (Center For Sustainability)
- Surender Jain - Wazir Advisors Pvt. Ltd.
- Krunal Goswami - Wazir Advisors Pvt. Ltd.
- Vikash Kumar - Wazir Advisors Pvt. Ltd.
- Varun Vaid - Wazir Advisors Pvt. Ltd.
- Nandan Londhe - Krishi Star
- Rehana Riyawala - Self Employed Women's Association - SEWA
- Smita Bhatnagar - Self Employed Women's Association
- Shantanu Gupta - Technopak Advisors Pvt Ltd
