

**Minutes of the Pre-Bid Conference**  
**Date & Time: January 18, 2022, at 1130 hrs.**  
**Venue: Zoom Meeting**

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**Invitation to Bid (ITB) for**  
**“Long term agreement for Designing & Printing of Stock and Distribution Register**  
**under Health Programme”**  
**ITB/004/IND-2022 - Event #IND10 - 0000011331**

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

Ms. Eena Lamba from Programme Team of UNDP provided an overview of the scope under ITB. 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 ITB.

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-Bid 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-notice.undp.org/view\\_notice.cfm?notice\\_id=87146](https://procurement-notice.undp.org/view_notice.cfm?notice_id=87146)

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

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### **Annexure-1**

RFP Ref./Description: **ITB/004/IND-2022 (Event #IND - 0000011331)** – “Long term agreement for Designing & Printing of Stock and Distribution Register under Health Programme”.

Sl. No.	QUERY	RESPONSE
1.	Can you share the number of States/UT for which register will be printed?	28 States and 8 Union Territories.
2.	How many pages do we need to print and bind for the sample?  Please provide Contents/Sample of Register to be printed.	Cover + 20 Pages.  Refer file named “SAMPLE” uploaded on portal / website against the event. For physical inspection, please visit and check the sample kept at Gate No.1 of UNDP office at 55, Lodhi Estate, New Delhi.
3.	Share details of packaging requirements for registers.	Carton packing with bubble wrap.  Refer Amendment#01 to ITB document
4.	As per the policy of Govt. of India material should content at least 50% local content while you have required 120 gsm German DO paper which is imported. So, you are requested to change the same.	Refer Amendment#01 to ITB document for revised specifications.
5.	What is the Exact Address of Delivery?	Each order may be separately delivered at any one location in India, preferably in Delhi/NCR or any other feasible state capital. However, for the purpose of calculating comprehensive offer, bidders may consider delivery address as:  UN House, 55 Lodi Estate, New Delhi-110 003.
6.	Any delivery related requirement.	After the award of LTA, once there is specific requirement in the next 12 months - Supplier will provide one (1) sample register as per state specific design for verification and quality assurance. Complete ordered quantity will be supplied after confirmation from UNDP.  Refer Amendment#01 to ITB document
7.	Any exemption on proposal security. If we have attached certificates, can EMD be waved-off?	No change in ITB requirements.

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Sl. No.	QUERY	RESPONSE
8.	Please provide extension of at least 8 working days after the query responses, so that the bidder gets sufficient time to print Sample Register.	The bid submission date extended till February 02, 2022.  Refer Amendment#01 to ITB document.

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## Annexure-2

**List of Participants who attended the Pre-Bid Conference held on January 18, 2022 at 1130 hrs. through ZOOM [ITB/004/IND-2022 (Event #IND10 - 0000011331)]**

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***A. The following were present from UNDP:***

- Eena Lamba
- Sanjeev Mishra
- Vijay Thapliyal

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

- Nikhil Sirpaul            - Nikhil Offset
- Sunil Jain                - Arihant Offset
- Vinay Baveja            - Viba Press Pvt. Ltd.

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