Minutes of the Pre-Bid Meeting

Date & Time: February 14, 2022, at 1600 hrs.

Venue: Zoom Meeting

Request for Proposal (RFP) for

“Supporting Implementation of ICRG project in Odisha”

RFP-019-IND-2022

Participants

UNDP:

- Dilip Singh, CCRE Unit, UNDP
- Mr Nabaghan Ojha, ICRG State Project Manager, UNDP
- Manikandan Srinivasan, Procurement Unit, UNDP
- Ranjan Sinha, Procurement Unit, UNDP
- Farhan Khan, IT team, UNDP

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

- Mr. Mr. S. Bheema Rao, Voluntary Integration for Education and Welfare of Society (VIEWS)
- Dr. V. Madhav Rao, GIET University
- Aman Johari, Spatial
- Ranjan Kumar Mishra, Soova
- Ashutosh Bhat, Gram Vikas
- Hrushikesh Mahapatra, FES
- Pragnya, Sutra consulting
- Chintala Manohara, AFC India Ltd
- Satyanarayan Pattanayak, Seba Jagat
Proceedings:

The summary on RFP of Supporting Implementation of ICRG project in Odisha was provided by Mr. Ojha. This was followed by a Q&A and discussion round.

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 authorized 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.
7. Please make sure that the user ID and password on the e-bidding portal is functioning well before the closing day as technical assistance with the same requires a 24-hour time frame.

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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### Annexure-1

**RFP Ref./Description:** – RFP-019-IND-2022

**“Supporting Implementation of ICRG project in Odisha”**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Query</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Can multiple agencies apply for the bid in a consortium?</td>
<td>JV / Consortium allowed. There must be a lead agency accountable for the implementation.</td>
</tr>
<tr>
<td>2</td>
<td>How will the mismatch in RFP and ToR be addressed?</td>
<td>The documents will be revised and an Amendment will be issued.</td>
</tr>
<tr>
<td>3</td>
<td>Can the deadline for submissions be extended?</td>
<td>A week’s time will be provided from the date of issuing of the minutes.</td>
</tr>
<tr>
<td>4</td>
<td>Since local panchayat elections in Odisha are due in March, will the activities proceed exactly as per the decided schedule?</td>
<td>Labour budgeting will begin in the month of September as the project demonstration is for the year 2023. However, in 2022, the existing labour budget may be revisited to incorporate new works in the plan.</td>
</tr>
<tr>
<td>5</td>
<td>Which exact agency will fund and implement the project?</td>
<td>While demonstrating models/innovations in the project area the agency shall explore possibilities of leveraging resources from other schemes and programmes. The local resources need to be assessed to decide on some feasible livelihood activities.</td>
</tr>
<tr>
<td>6</td>
<td>Will the qualifications and number of expert personnel be provided in the revised ToR and RFP?</td>
<td>It is very clear in the RFP. There are 4 special districts in 4 different zones of Odisha covering 16 blocks and in each block there will be a block coordinator. The focal district must also have a Livelihood Expert. Additionally, there must be a District Coordinator for each district. And to manage the overall project, a state coordinator is needed with substantial experience in climate change and livelihoods. The qualification of the recommended candidates as well as suggestions for additional personnel is left to the company's/agency’s discretion. The personnel must be in existing job roles within the organization. Technical evaluation of the agencies will be carried out based on these criteria.</td>
</tr>
<tr>
<td>7</td>
<td>Is there a financial cap on bidding amounts?</td>
<td>This information cannot be disclosed.</td>
</tr>
</tbody>
</table>

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

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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