Minutes of the Pre-Bid Meeting
Date & Time: March 22, 2022, at 1600 hrs.
Venue: Zoom Meeting

Request for Proposal (RFP) for
“Supporting Implementation of ICRG project in Odisha”

RFP-034-IND-2022-Readvertised

Participants

**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:*
- Biranchi (Biranchi - FRA Batch ECHO), FES
- Hrushikesh Mahapatra, FES
- Sushil, FES
- Pravanjan Mohapatra, NRMC
- Sashikanta Rout,
- Rumi Prakash,

**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 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.

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.
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Query</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Whether the agency needs to separately budget for conducting the baseline survey as there is no specific mention of this in the budget table.</td>
<td>There is no separate budget for baseline survey. The financial proposal should include the cost towards the baseline survey.</td>
</tr>
<tr>
<td>2</td>
<td>The agency should have completed/on-going at least two programs on Watershed/NRM/Agriculture during the last 5 years at State/District level. Whether this requirement is specific to Odisha state only or experience in other states could be considered.</td>
<td>The requirement mentioned in the clause of the RFP is specific to Odisha only. Experience in other states can not be considered.</td>
</tr>
<tr>
<td>3</td>
<td>Do the essential qualification criteria stating 7 years of experience in State/district is only confined to Odisha State or other state experience would work?</td>
<td>The qualification of the organization must be specifically from the State of Odisha only.</td>
</tr>
<tr>
<td>4</td>
<td>Whether the CV of only the team leader is to be considered in the evaluation process or the CV of all the staff to be deployed under the programme?</td>
<td>The CVs of all the positions (State, District &amp; Block) need to be submitted along with the proposal. In the essential eligibility criteria, only the CV of the team leader will be evaluated, but in the technical evaluation, all the CVs will be evaluated for further processing.</td>
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<tr>
<td>5</td>
<td>It looks from the ToR that the positions are full time. However, in the cost breakdown table the period of engagement is mentioned in days. Clarification needed whether the proposed position at the state, district and block are full time or part time.</td>
<td>All positions are full time. The cost breakup for remuneration of staff could be made month wise instead of day wise as mentioned in the financial proposal format</td>
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<tr>
<td>6</td>
<td>Apart from the positions mentioned in the RFP, can additional members be recruited with justifications?</td>
<td>The agency may use/propose additional staff from its own pay roll but it won’t influence the evaluation process.</td>
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<tr>
<td>7</td>
<td>Is consortium allowed to apply</td>
<td>Yes allowed</td>
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</table>
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

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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