Minutes of the Pre-Proposal Conference

Date & Time: May 24, 2022, at 1700 hrs.
Venue: Zoom Meeting

Request for Proposal (RFP) for

“Developing an SDG Dashboard Platform (Web) for monitoring SDGs in Karnataka”

RFP-057-IND-2022 - Event #IND10 - 0000012525

Participants

**UNDP:**

- Jaimon Uthup, Policy Specialist - SDGs, UNDP
- Dr. Mukund Raj, Project Head, SDGCC, UNDP
- Manikandan Srinivasan, Procurement Unit, UNDP

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

2. Sujay Narayan Das, KPMG.
3. Ketki Bhatia, Trigyn Technologies Ltd.
4. Nitesh Pawar, Trigyn Technologies Ltd.
5. Sahil Khambra, Trigyn Technologies Ltd.
6. Mukul Mukherjee, RMSI Noida.
7. Partha Ghosal, RMSI Noida.

**Proceedings:**

Mr. Manikandan Srinivasan from Procurement Unit, 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. Following introduction, Dr. Mukund Raj, Project Had, SDGCC, UNDP, Karnataka and Mr. Jaimon Uthup, Policy Specialist - SDGs, UNDP provided an
overview of the scope under the RFP. Subsequently, the bidders present raised various technical and commercial queries and UNDP’s team provided responses.

While concluding the call, all attendees were reminded to submit proposals on time. They would even add a content page with support persons names, and contact details including email ID. In case UNDP would have any queries, there would be 24-hour window given to the bidder to respond. They were also reminded to go through eligibility criteria and ensure to attach supporting documents / annexures. A table of contents could also be made to showcase information about the annexures attached.

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

UNDP clarified that only written responses through the minutes of meeting should be considered as final.
Annexure-1

RFP Ref./Description: **RFP-057-IND-2022** (Event #IND10 – 0000012525) – “Developing an SDG Dashboard Platform (Web) for monitoring SDGs in Karnataka”

Below are the responses to the queries received:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Query</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Can you give details on the technology stack for UNDP Punjab for both web &amp; mobile application?</td>
<td>NA - this is new development</td>
</tr>
<tr>
<td>2</td>
<td>Can you provide all artifacts (source code/documents/test data) related to UNDP Punjab for sizing this opportunity?</td>
<td>NA - this is new development</td>
</tr>
<tr>
<td>3</td>
<td>Can you relax the criteria for &quot;Agency should have developed at least multiple reporting 3 projects for monitoring with multiple API integrations&quot;</td>
<td>Not possible as it is mandated by Government</td>
</tr>
<tr>
<td>4</td>
<td>Are you okay if we provide sample CVs for this opportunity?</td>
<td>We require actual CVs</td>
</tr>
<tr>
<td>5</td>
<td>Could you please provide us an extension to work on the RFP</td>
<td>Please check our website for updates.</td>
</tr>
<tr>
<td>6</td>
<td>Could you share the Pre-bid meeting recording or MOM</td>
<td>Minutes will be uploaded on UNDP website.</td>
</tr>
<tr>
<td>S. No.</td>
<td>RFP Clause</td>
<td>Query</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
<td>-------</td>
</tr>
<tr>
<td>7</td>
<td>Criteria for Essential Eligibility/ Qualification - Team Members should include experienced personnel with minimum 5 years of experience in the following categories: UI developers - Business Analysts, designers, frontend UI developers, backend developers, full stack developers, Data visualizer etc.</td>
<td>We request you to kindly provide the actual number of resources required along with experience in the specified categories.</td>
</tr>
<tr>
<td>8</td>
<td>UNDP will award the contract to: One and only one Service Provider</td>
<td>We request you to allow Sub-Contracting to be included in the bid.</td>
</tr>
<tr>
<td>9</td>
<td>Deadline of Bid Submission: 1st June 2022</td>
<td>We request you to kindly extend the Deadline of Bid Submission to 10th June 2022.</td>
</tr>
<tr>
<td>10</td>
<td>Team composition / qualifications and requirements: The service provider should have its presence preferably in Bengaluru, Karnataka.</td>
<td>In this section, only the detailed requirements against the Team Leader is mentioned while there is no details on other resources. We request you to please share the detailed requirements for all resources.</td>
</tr>
</tbody>
</table>

***
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

*****