



**Minutes of the Pre-Proposal Conference**

**Date & Time: June 14, 2022, at 1100 hrs.**

**Venue: Zoom Meeting**

**Request for Proposal (RFP) for**

**“Development of 4 nos. of qualification packs and Skilling 1000 persons on Green Electric Vehicle Charging Infrastructure and Solar Cold Storage”**

**RFP-071-IND-2022 (Event ID – IND10-0000012746)**

**Participants**

**UNDP:**

- Dilip Singh, National Project Manager, UNDP
- Shweta Koshy, Technical Consultant, UNDP
- Manikandan Srinivasan, Procurement Assistant, UNDP
- Aditi Chaturvedi, Energy Intern, UNDP

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

- Yamini, pManifold Business Solutions Pvt. Ltd.
- Dipankar Das, pManifold Business Solutions Pvt. Ltd.
- Vikrant Garud, pManifold Business Solutions Pvt. Ltd.
- Arpit Bhargav, Ecozen Solutions
- Saachi, PwC
- Subhan Khan, PwC
- Deepak Rai, Skill Council for Green Jobs
- Naveen Jha, ISAP
- Asha Nair, CRISP Bhopal.
- Faisal Jafri, CRISP Bhopal
- Shruti Sharma, Don Bosco Tech Society
- Pratibha Dusaj, Skills Root Edu Tech Consulting (I) Pvt Ltd.
- Ameya
- Diya
- Srinivas-RICH
- Ganesh Salunke, MITCON Consultancy & Engineering Services Limited
- Aparna Kukreti, ISAP
- Aparna Singh, ISAP
- Lalit S Bisht, Ummid Foundation - Hope for Human
- Taqi Raza, Ummid Foundation - Hope for Human

## Proceedings:

The meeting started with introduction of Procurement team, Flagship Report team and agencies participating in the pre-bid meeting. The context setting of the RFP for **“Development of 4 nos. of qualification packs and Skilling 1000 persons on Green Electric Vehicle Charging Infrastructure and Solar Cold Storage”** was provided by Mr. Manikandan Srinivasan, Procurement Unit, UNDP India.

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 at least 24 hours prior to 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. Please check if you have a valid user id and password. UNDP will need minimum of 24 hours to rectify any problem that may arise.
5. Please clearly mention the focal point name and contact details. In case any clarifications are needed and he/she should be available for 10 days post the bidding is closed.
6. Name, Email id. and contact number of the authorised person submitting the proposals should be clearly mentioned on the cover letter.
7. Please index your proposal to easily access all relevant documents within the proposal. Also mention the Annexure numbers.
8. **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.**
9. Please go through the eligibility criteria carefully and submit the relevant documents.
10. Any further queries in writing can be submitted by COB of 14 June, 2022.

Mr. Manikandan Srinivasan from the 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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**RFP Ref./Description: RFP-071-IND-2022 - (Event ID – IND10-0000012746)****“Development of 4 nos. of qualification packs and Skilling 1000 persons on Green Electric Vehicle Charging Infrastructure and Solar Cold Storage”**

Sl. No.	Query	Response
1	Will the location/mapping of the Solar Cold Storages/EV charging stations correspond with the location of the training programs?	As detailed in the RfP, the training should be conducted in the project states/cities.  The bidder is expected to have some minimal infrastructure and/ or should provide letters of commitment/ availability from local venues for training
2	Will UNDP provide training equipment/ access to workshops?	The bidder is expected to have some minimal infrastructure and/ or should provide letters of commitment/ availability from local venues for training  To ensure hands-on training, both the trainings (EV charging and solar cold storage) can be residential, and the bidder can bid for accordingly.  The bidder must identify in their bid and ensure availability of necessary equipment and facilities, as required for skilling.
3	Bidders must have either their own or affiliated training centres in Bihar, Delhi, Gujarat, Madhya Pradesh and Maharashtra. - We have successfully conducted multiple trainings all across India by coordinating with local venues that allow for an immersive and holistic training experience. Is that arrangement sufficient to meet above mentioned criteria?	The bidder is expected to have some minimal infrastructure and/ or should provide letters of commitment/ availability from local venues for training
4	Does the participation of women candidates have to mandatorily meet the 40% requirement? If yes, does it have to be mentioned separately on the financial bid?	Yes. 40% women is minimum requirement. Yes, the cost of the stipend for women, should be included in the financial bid.
5	Does the definition of “Sustainable Development” cover livelihood?	Yes.
6	Can we streamline training of candidates in batches of manageable size?	Yes.
7	Are there to be any standard guidelines to be followed for designing the training	Designing of training modules should follow the same guidelines applicable to the qualification packs developed by National Skill Councils. For example, the

Sl. No.	Query	Response
	modules? This will affect the financial bid, if yes.	prescribed Basic level would mirror the L3 level and the prescribed Advanced level could be in parallel to L4/L5 levels of Skill Councils Qualification Packs.  The bidder must therefore account for the costs accordingly.
8	Which authority should perform evaluation/assessment of candidates during the training in order to ascertain skill development levels for certification?	There is a standard process for assessment and certification, followed by agencies accredited by Skill Councils. Same may be followed.  <a href="https://skillsip.nsdcindia.org/sites/default/files/kps-document/Assessment%20Processes%20and%20Protocols%20-%20Guide%20for%20STT%20-%20Final%2010-12-20.pdf">https://skillsip.nsdcindia.org/sites/default/files/kps-document/Assessment%20Processes%20and%20Protocols%20-%20Guide%20for%20STT%20-%20Final%2010-12-20.pdf</a>
9	Can training on Solar Cold Storage and EV be provided by separate agencies?	The lead bidder may engage separate agencies/ consortium partners to deliver the trainings on Solar Cold Storage and EV charging
10	Duration of the training program?	Depends on the Qualification Pack, as approved by UNDP.
11	Can the minimum order value criteria be fulfilled with multiple contracts made with the agency in the past?	The bidder must meet the minimum order criteria, i.e. should have executed a minimum of two similar trainings, each for a value of INR 40 lakhs or more in the last five years. The single contract can include multiple batches.  The bidder must also provide proof of two individual contracts for training, each of value of INR 40 lakhs or more.
12	Should have executed a minimum of two similar trainings, each for a value of INR 40 lakhs or more in the last five years. - Is it possible for us to use experience of having delivered trainings of values amounting to INR 40 lakhs or more as part of consortiums established for specific projects? Also, is it possible for us to submit proof of only one such training project of value INR 40 lakhs or more, while showcasing multiple training projects undertaken by our company with values lower than INR 40 lakhs?	The bidder must meet the minimum order criteria, i.e. should have executed a minimum of two similar trainings, each for a value of INR 40 lakhs or more in the last five years.  The bidder must provide proof of two individual contracts for training, each of value of INR 40 lakhs or more.  In the case of consortium/JV the agencies should meet the criteria cumulatively (i.e. two consortium members having minimum of INR 40 lakhs contract each will suffice).
13	What should be the minimum qualification for the eligibility of the candidate for the training program, given the ITI mandate for electrical safety be?	Qualification Packs are expected to define the minimum qualification requirements for the candidates who are eligible for training.
14	Request to exclude "NSDC" from RfP as Green Skill Council is a separate awarding body.	An amendment will be issued to remove NSDC criteria.

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15	Solar PV Installer also called as “Suryamitra” qualification has been developed by SCGJ and over 80,000 candidates have been trained cumulatively on that through various schemes. Request you to exclude NSDC against that qualification, considering we as an awarding body own the qualification which can be included under any Government funded or sponsored skilling intervention.	An amendment will be issued to remove NSDC criteria.
16	Can we have joint ventures to cover Training Programs in all the states?	Yes, joint ventures/consortium partners can be engaged to ensure that all the states and all the deliverables/objectives are covered.
17	With reference to criteria for essential eligibility, "Should have executed minimum of two similar trainings, each for a value of INR 40 lakhs or more in the last five years". 1. Can you clarify if the minimum revenue value (INR 40 lakhs or more) is cumulative value of one training program with multiple batches for a financial year? 2. Can you request to lower the criteria for minimum revenue value for each similar training to 20 lakhs or above?	1. Yes. In the case of consortium/JV the agencies should meet the criteria cumulatively (i.e. two consortium members having minimum of INR 40 lakhs contract each will suffice). The single contract can include multiple batches. 2. No, the minimum eligibility criteria cannot be altered
18	Will the evaluation be done for all the consortium partners or for the lead entity only?	Evaluation will be carried out for all the consortium partners cumulatively.
19	How are we to ensure employment after training?	Employment of candidates as detailed in the RfP, will be the responsibility of the selected agency, to identify and facilitate the necessary market linkages.  As you might be aware, the project has components to deploy EV charging stations and solar cold storage in the same states/cities. Potential beneficiaries for these components can be chosen as candidates for training; details will be shared, post-contract with UNDP.

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](https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/)

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

[Video Guide on How to Register a Bidder Profile on eTendering](https://www.youtube.com/watch?v=Trv1FX6reu8&feature=youtu.be)

<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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