Minutes of the Pre-Proposal Conference

Date & Time: 28th 2022, 10:00 am
Venue: Zoom Meeting

Request for Proposal (RFP) for

RFP-077-IND-2022-
"Air Pollution Investment Case (IC) in the cities of Amritsar and Gurgaon"

Participants

**UNDP:**

- Shubham Tandon, Project Officer, UNDP
- Prabhakar Singh, Procurement Unit
- Jagdish Singh, Procurement Unit
- Manikandan Srinivasan, Procurement Unit

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

- Puspak Ghosh - PWC
- Ishu Kataria – IDR International
- Shivi Chandna – Urban Consulting
- Priyanka -EBTC
- Arindam Datta - TERI
- Vaibhav Gupta – E&Y
- Nimish Singh -TERI

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 introductions by the UNDP and the representative of participating agencies. Following the introduction, Mr Shubham Tandon, Project Officer, 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.

Things to remember while summiting the bid:
1. Go through the UNDP user guide for bidders on the 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 to or well before the closing time. Do not wait until the last minute. If you face any issues submitting your bid at the last minute, UNDP may not be able to assist.

3. Technical & Financial proposal is submitted on the letterhead 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. And the person should be available for answering queries after the submission of the proposal.

5. Financial proposal must be password protected; further, do not disclose price anywhere on the technical proposal / e-tendering portal. Otherwise, the proposal will be disqualified.

UNDP clarified that only written responses through the minutes of the meeting should be considered final. Bidders had also sought clarification by email, the clarification of which is being provided in these minutes of the meeting. Participants were asked, if they face any issues with the e-Tendering system, and they may contact UNDP focal person mentioned in the RFP.

The participants were informed that all replies to their queries and suggestions would be reflected in the RFP document through appropriate Amendment/Clarification. 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 agencies.

Clarifications were requested during the Pre-Proposal Conference & sent via email, and UNDP’s response attached as Annexure-1.

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Annexure-1

RFP-077-IND-2022-"Air Pollution Investment Case (IC) in the cities of Amritsar and Gurgaon"

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Query</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are the national publications to be published in scientific journals?</td>
<td>No. By national publications the RFP means to submit the summary of the developed report which can be submitted to the state government as a policy document</td>
</tr>
<tr>
<td>2</td>
<td>How many policy sessions are to be conducted on air pollution?</td>
<td>A total of 3 sessions are to be conducted. 2 for the respective cities and 1 at the national level.</td>
</tr>
<tr>
<td>3</td>
<td>Will the agency organise the launch event of the report?</td>
<td>UNDP will organise the launch event but the support of getting all the stakeholders on board is to be done at the agency level.</td>
</tr>
<tr>
<td>4</td>
<td>How long will be the duration of the contract?</td>
<td>3 months</td>
</tr>
<tr>
<td>5</td>
<td>Can an agency bid in a consortium with other organisations?</td>
<td>Yes.</td>
</tr>
<tr>
<td>6</td>
<td>Is there a standard for man-days rates to be followed?</td>
<td>No. This depends on the bidding by the agency</td>
</tr>
<tr>
<td>7</td>
<td>Would experience of working with state government be considered for eligibility, if the applicant does not have experience of working with the central ministry of Environment?</td>
<td>The experience of working with the government is an eligibility criteria. That work can be with any state government or ministry</td>
</tr>
<tr>
<td>8</td>
<td>Does the policy dialogues, national publications and training workshops (under 3rd component) would be organized after 3 months of the assignment.</td>
<td>These are to be organized during the duration of the assignment. And the plan has to be finalised in discussion with the state governments of Punjab and Haryana.</td>
</tr>
<tr>
<td>9</td>
<td>Does the agency need to develop a new methodology for the two cities?</td>
<td>No. The existing global methodology is to be refined in the context of the city.</td>
</tr>
<tr>
<td>10</td>
<td>Will the methodology be shared with every agency?</td>
<td>The methodology will be shared with the agency which is shortlisted for the event.</td>
</tr>
<tr>
<td>11</td>
<td>Will the entire data set for the study provided by UNDP?</td>
<td>No. The agency will be responsible for collating the required primary and secondary data for the study.</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

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