



## Minutes of the Pre-Proposal Conference

Date & Time: 16<sup>th</sup> September, 2022 at 1100 hrs.

Venue: Zoom Meeting

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### Request for Proposal (RFP) for

**Business Planning Assistance and Customized Business Development Services to nano/micro women enterprises in Karnataka**

**RFP/114/IND-2022 :: Event ID – IND10-0000013611**

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#### Participants

##### UNDP:

- G. Jeyachandran, State Project Head, Karnataka
- Nishanth Chavan, Project Coordinator, NRETP
- Amir Hasan, Community Mobilizer, Code Unnati
- Manikandan Srinivasan, Procurement Unit

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

- Antara Choudury and Ankur Mittal - PWC
- Lata Girish and Jyothi Balakrishna - Ubuntu Consortium
- Manohara C and Digambar Zarekar – AFC
- Diya Handa and Sonia Kale - Taru Leading Edge
- Kedar Panda and Sunny Mittal – Schoolnet India
- Patrick Fernandes and Bindu Jose – Ashalaya Trust
- Prem Rathod – Kisan Sathi
- Rumi Sikdar – Antz Consultancy
- Gayatri Lal and Anirudh – Myrada
- Priyanka M R – Seventh Sense

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, Mr. Chandran 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 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. And the person should be available for answering queries after 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, proposal will be disqualified.

UNDP clarified that only written responses through the minutes of meeting should be considered as final. Bidders had also sought clarification by email, the clarification of which are being provided in these minutes of meeting. Participants were asked, if they face any issues with e-Tendering system, 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 requested during the Pre-Proposal Conference & sent via email; and UNDP's response attached as Annexure-1.

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**RFP Business Planning Assistance and Customized Business Development Services to nano/micro women enterprises in Karnataka” RFP/114/IND-2022 :: Event ID – IND10-0000013611**

Sl. No.	Query	Response
1	<p><u>Regarding office accommodation</u></p> <p>Will the client be providing any office space for TL and Market linkage expert and BDS coordinators at district level? Also, will the client be providing space to conduct the workshops mentioned in the bid document.</p>	<p>No, UNDP will not provide any office space at district and state level for the service provider team. Similarly, UNDP will not provide any space for conducting the workshops. The service provider is responsible for the entire implementation of the project.</p>
2	<p>Scoring criteria 1.4 - Service provider with previous working relationship with at least 2 state government departments / international organizations would be a critical asset. (10 marks) - Are they to be limited to Karnataka Region?</p>	<p>Experience with Karnataka state govt departments is preferred but experience of working with any other states is acceptable.</p>
3	<p><u>Regarding indicators</u></p> <p>The document highlights the following as one of the indicators of success - “Received active BDS support and are satisfied with it” for women availing of BDS support. Would the client help PwC to quantify what counts as satisfactory in this situation?</p>	<p>A base line assessment needs to be conducted by service provider at the starting of the project including these indicators. at the end of the project an end line assessment needs to be conducted and the positive change in these indicators will have to be established.</p>
4	<p>Can we get an estimate of the total number of women enterprises already on Santhe Kaushalkar Portal for Bangalore Urban, Bangalore Rural, Raichur and Dakshin Kannada.</p>	<p>The Santhe Kaushalkar is one of the platforms to identify existing women enterprises. The enterprises will also have to be identified through other agencies Government, Private, CSOs etc</p>
5	<p>Biz-Sakhi training content in English language link in RFP is not opening, can the content file be shared with us on email?</p>	<p>The Biz Sakhi Curriculum can be downloaded from: <a href="https://www.undp.org/india/publications/biz-sakhi-curriculum">https://www.undp.org/india/publications/biz-sakhi-curriculum</a></p>
6	<p>Who bears the cost towards:</p> <p>a. Business registration &amp; licenses</p> <p>b. Credit Linkage, loan processing</p> <p>c. Marketing Collaterals</p> <p>d. Business infrastructure and logistics</p>	<p>The identified women entrepreneurs will bear these costs.</p>
7	<p>“The service provider should propose a minimal budget for a basic business kit to initiate the business for the above component as a part of the financial proposal. This may include company registration cost, first time branding and packaging cost, certification/licenses cost if any”</p>	<p>The budget sheet is flexible, the service provider can propose the cost keeping in mind that some of the entrepreneurs can afford to pay for the kit and most may not be able to pay. Accordingly, the service provider can include the cost of kits in the budget.</p> <p>The cost of the kit would not be high given that some of the basic business registrations like MSME Udyog Adhar are free and compliances like FSSAI license cost few hundreds</p>

Sl. No.	Query	Response
	Where do we factor this in breakdown of professional fees?	only, the design and packaging inputs can also be provided without incurring much cost. This can also be budgeted under the workshop costs.
8	Is there any available common production facility space available with the 3 groups mentioned? Ensuring space in terms of physical infrastructure availability should not be the responsibility of service provide	Ensuring space availability for the common facilitation centre will primarily be the enterprise group's responsibility. However, the service provider will have to coordinate with the local institutions such as Gram Panchayat or local NGOs to identify such infrastructure and support the enterprise to set up the common facilitation centre. The service provider will have to provide technical support and guidance in activities such as choosing appropriate machinery, setting up service contracts and production planning in order to ensure business sustainability and profitability.
9	Any mechanism to be followed for pay-outs for Unnati Sakhi Honorarium?	The honorarium is a fixed pay-out and will have to be made through direct bank/UPI transfers to respective Unnati Sakhis.  Unnati Sakhis as mentors to women entrepreneurs are one of the major outputs of the project, they are community resource persons and need to involved.
10	"Register and capture baseline and other details (format to be decided in consultation with UNDP) for these 2,000 women-led enterprises". Does Register mean legal registration as per entity form? Or 2000 pre-existing enterprises in legal existence are to be identified?	Register in this particular context means enrolment of the enterprise as a beneficiary of the project and for capturing data for the baseline.  It will be a mix of registered and unregistered enterprises. Further these enrolled enterprises will have to be supported to get requisite registrations, the registrations can be of different types depending on the nature of the enterprises.
11	The RFP mentions 20% payment of the fee after 'Submission of inception report and detailed work plan that includes detailed deliverables, time frame, etc. – we request the bidder to revise the amount to 30% Further we request you to clarify the timeline for submission of the same.	This is as per UNDP policies and there will be no change. The Inception report is expected 15-20 days after the contract is issued, it is in the best interest of the service provider to submit the inception report as early as possible to receive the first tranche of payment.
12	Who will bear the operational costs of the common production facility during the project duration?	The common facilitation centre can be set up either in a paid space or free of cost facility that could be provided by any local institution like GP. Since the enterprise group owns the operations the production cost will be borne by them, The service provider will have to provide technical support and guidance in activities such as choosing appropriate machinery, setting up service contracts and production planning in order to ensure business sustainability and profitability during the first half of the project phase i.e. first six months and provide hand holding for the remaining six months.
13	"Organization is compliant with ISO 14001 or ISO 14064 or equivalent". Having Experience in the relevant field/sector but did not have certification.	No change can be made.

Sl. No.	Query	Response
14	Organization is a member of the UN Global Compact	No change can be made.
15	“Previous Relevant Experience Please list only previous similar assignments successfully completed in the last 5 years” Kindly Consider 10 Yrs. instead of 5 due in last 2 yrs. Due to Covid Majority project implementation Affect	No change can be made.
16	Executed minimum of two similar contracts, each for a value of at least INR 50 lakhs (\$62,500) or more in the last three years. Kindly Consider 5-7Yrs. instead of 5 due in last 3 yrs. Due to Covid Majority project implementation Affect.	No change can be made.
17	Does the honorarium amount to be given to Unnati Sakhis involve travel expenses.	The Unnati Sakhis honorarium is fixed and its including all the expenses, they may not have to travel outside of their block as they are community/cluster level mentors for the women.
18	Can there be more time given for submitting the inception report?	The inception report needs to include a realistic time frame for the deliverables as per the proposal. Hence, it would not require a lot of planning or field visit. It is the service providers prerogative and early submission will facilitate release of the first tranche of payment. The payments are deliverable based hence the release of payments will happen as corresponding deliverables are achieved by the service provider.
19	Will the 10 lakh INR budget/common facility centre from the women enterprise group?	No, the service provider should allocate this amount in their proposed budget.
20	Can organisations registered as societies bid? Is there a minimum turn over criteria.	Yes, societies can apply.  The bidder should have average annual turnover of at least INR 1 crores (~USD 125,000) over the past three years to be supported with audited balance sheets. (For JV/Consortium/Association, all Parties cumulatively should meet requirement).

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-notices/resources/>

[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>