

MINUTES OF PRE-BID CONFERENCE

Brief Description of Procurement: Developing an Online National Reporting Database Portal for Capturing Trends and Status of Key Progress and Performance Indicators on Land Degradation and Desertification

Bid Ref.: RFP No: IN-ICFRE-68368-CS-CQS

Date and Time of Pre-Bid Meeting: 11-10-2019 at 11:00 AM

Venue of Pre-Bid Meeting: Ecosystem Services Improvement Project, (ESIP) office Room No.101, ICFRE Dehradun

Besides the Project Director, ESIP, Project Manager, ESIP and Procurement cum Financial Expert, ESIP of ICFRE, following Bidders' Representatives were in the pre-bid conference:

S. No.	Firm Name and Address	Mobile No.	E-Mail
1.	M/s Progiz Infotech Pvt. Ltd., Lucknow	9980495427	dinesh_kumar.garg@yahoo.com
2.	M/s Ernest & Young LLP, Gurgaon	756606810	anandjoshi@in.ey.com

At the outset, Sh. S.D. Sharma, Project Director, ESIP welcomed all the participants in the pre-bid conference and briefed the participants about the request for proposal for Developing an Online National Reporting Database Portal for Capturing Trends and Status of Key Progress and Performance Indicators on Land Degradation and Desertification' and purpose of the pre-bid conference. Further, he also requested all the consultants to put up their queries related to scope and terms and conditions given in the Request for Proposal Document.

Representative of M/s Ernest & Young LLP, Gurgaon raised the following queries:

Content of RFP requiring Clarification	Queries raised by M/s Ernest & Young LLP, Gurgaon	Reply made by ESIP-PIU, ICFRE
Procurement of Consulting Services	Whereas Page 1 mentions procurement of Consulting Services, whereas scope of work indicates development of Online National Reporting Database Portal. This may requirement procurement of goods / services such as product licenses, IT hardware etc. which may fall under the purview of non-consulting services. Please clarify. We suggest that consulting services	Project Director, ESIP stated that as per the RFP, only online National Reporting Database Portal for Capturing Trends and Status of Key Progress and Performance Indicators on Land Degradation and Desertification has to be developed. Hardware are not required as per this RFP.

	may be undertaken in first phase where detailed design, operating model, functionals specs etc can be prepared before calling out for development and implementation vendor.	
RFP Reference No.	RFP Reference No. mentioned in Page 3 is different from given in Pages 1 and 2. Please clarify.	Project Director, ESIP stated that correct RFP Reference No. is IN-ICFRE-101330-CS-OCBS
Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:	The grand total of maximum marks of all the sections is coming out to be 130 whereas at the bottom of the table the max marks are mentioned as 100. Kindly clarify	Project Director, ESIP stated that the World Bank guidelines will be followed for evaluation of the technical proposal.
The minimum technical score (St) required to pass is: 80	Please confirm if the minimum score is out of 100 or 130	It has been informed that Technical Proposal will be evaluated out of 130 marks.
Transfer of knowledge (training) program	a.) Please elaborate the scoring mechanism for this criteria b.) Please provide the format in which the requirement is to be drafted	Project Director informed that the training programmes of similar nature organized by Consultant in the past
Eligibility	RFP doesn't mention minimum eligibility criteria in the RFP which is required and prescribed by MeitY and also used in all ICT tenders in the country. We suggest eligibility criteria to be incorporated as per MeitY guidelines.	Project Director informed that minimum eligibility criteria are given in the TOR.
Participation by nationals among proposed Key Experts	Please confirm what is meant by "National Key Experts" elaborate the scoring mechanism for this criteria	Project Director informed that detail is already given in the data sheet.
To develop online National Reporting Database Portal for India's national reporting to UNCCD. It should provide online space to upload required information for UNCCD reporting purpose with the logins id which will be generated by the approval of database administrator.	Does the vendor need to provide hosting infrastructure also. There is no preference of technology in RFP, we assume in case or proprietary technology, ICFRE will procure desired licenses.	Project Director informed that hosting infrastructure shall be provided by ESIP-PIU, ICFRE once the online portal will be fully operationalized.
NA	Please confirm the different type of users and their roles/access	Project Director informed that all the stakeholders from line Ministries of Govt. of India, State Govt., S&T Organizations etc. will be users of the national portal. Their role will be to provide the required data as per templates.
NA	Is there any existing portal, please share any technical and functional documentation of the same	PRAIS3 portal of UNCCD

8. a to e. Signed and scanned copy of ...	Please confirm if the document has to be countersigned by the Authorized Signatory of the Bidder for this bid.	As per the requirement of RFP.
8. c. Signed and scanned copy of Audited Balance Sheet	Please specify the period for which audited balance sheet is needed. Also, please exclude for FY 2018-19 as audit report is yet to be finalized.	As per the requirement of RFP.
8. d. Signed and scanned copy of affidavit of Partnership Deed, if applicable	For LLP, the Incorporation Certificate should be accepted in lieu of the Partnership Deed	As per the requirement of RFP.
8. e. Signed and scanned copy of affidavit on non-judicial stamp paper of INR 10/- by the consultant that it has been never been blacklisted/ debarred/banned by any Government Departments/ Public Sector, failing which RFP shall be rejected	Please amend this to: Signed and scanned copy of affidavit on non-judicial stamp paper of INR 10/- by the consultant that as on date it is not blacklisted / debarred/ banned by any Government Departments/ Public Sector, failing which RFP shall be rejected	Amendment can not be made.
Beneficial Ownership Disclosure Form	In Page 28, it is mentioned that the successful Consultant shall submit the Beneficial Ownership Disclosure. Please exclude this requirement at the proposal stage.	No change
Certification	Signature of the Expert be exempted for those who are employees of the Firm and Signature of the Authorized Signatory should suffice.	No change
It should help in organizing and implementing learning events at the interface of the community, farm and common lands through the web-based platform.	Please elaborate on the requirement	-
A user friendly web-portal which can work offline and online	How is a web-portal expected to work offline? Limited functionality can be provided based on cached data. Please confirm if this is acceptable.	Portal will be mainly online however, data can be entered offline which can be further uploaded online
Workshop	What is the expected number of participants? It is assumed that the workshop will conducted for one day and boarding & lodging cost would not be borne by the consultant. Please confirm	Participants from line Ministries, Departments, S&T organization, State Govts etc. will participate in the workshop.

Handover / Operations	Please confirm after acceptance of the final National Reporting Database Portal who would be taking over for the operations & maintenance of the project and responsible for the transition / migration etc. We assume ICFRE would be able to transition to its IT team or some other vendors immediately after implementation.	ESIP-PIU, ICFRE
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Representative of M/s Ernest & Young LLP, Gurgaon informed that his firm is also interested to submit the RFPs for Development of Road Map for Institutional and Policy Mainstreaming of Sustainable Land and Ecosystem Management in India, and Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and Recommendations for its Strengthening.

None of the consultants participated in the pre-bid conferences for the followings:

- 1) Development of Road Map for Institutional and Policy Mainstreaming of Sustainable Land and Ecosystem Management in India, and
- 2) Evaluation of the Working/ Effectiveness of Forestry Extension System through the Van Vigyan Kendras and Recommendations for its Strengthening.