# MINUTES OF PRE-CONSULTATION MEETING

EOIs were invited from the Individual Consultants for the assignment namely as "**Conducting Needs Assessment Study for Training and Employment of Women**" vide procurement notice published on different newspapers on dated 10.06.2020. A pre-consultation meeting was held on dated 18.06.2020; 1100 Hrs. at SPIU, Govt. Girls ITI campus, 26, EC Road, Near Survey Chowk Dehradun. Individual consultants (2 Nos) participated virtually in the pre-consultation meeting through the Zoom Software (Meeting ID: 564 965 0150).
The following members were present in the meeting from the Employer:

| Sr.No | Name of the Officer | Designation | Organization |
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| 1. | Mr. Rohit Phartayal | IC-Institutional Development | UNDP (PMC) |
| 2. | Mr. Prasoon Pandey. | IC-Procurement & Contract Management | UNDP (PMC) |

The following prospective consultants was present in the Pre-consultation meeting:

| Sr.No | Name of the Consultant | Designation | Remarks |
|---|---|---|---|
| 1. | Mr Harshit Gupta | IC (White Peak Consulting) | - |
| 2. | Mr. Abhinav Gupta | IC(Livelihoods) | |
| 3. | Ms. Shweta Bist | Independent Consultant | Connected through Zoom software |
| 4. | Mr Prashant Sinha | Independent Consultant | Connected through Zoom software |

The SPIU's response to the queries received on mail and queries discussed in the meeting is mentioned as below:-

| Sl # | Reference of REOI/General Query | Query | Response |
|---|---|---|---|
| 1. | Page No 1 , *Point No 10* | Uttarakhand being a hill state, travelling to various ITIs takes a lot of time. Given the tight timelines for the study, it is requested that subletting of a portion of work be permitted. However, consortium or joint venture can remain prohibited. | Request for subletting cannot be considered as the said assignment can be handled individually and a team effort is not required. |
| 2. | Page No 3, *Evaluation Criteria , Table-A, Sr.no 2* | For Independent Consultants with long years of experience in employment of renowned consulting firms, copy of company employment offer letters and company issued resignation acceptance/ work experience letter along with CV is suggested to be considered as supporting document. | General Experience will be evaluated as per Consultant's CV and the supporting documents. |
| 3. | Page No 3, *Evaluation Criteria , Table-A, Sr.no 3* | ▪ For Independent Consultants with long years of experience in employment of consulting firms, client certificate which confirms participation of applicant in the project delivery team (for projects | • The Individual consultant should have handled the projects (mentioned as per the criteria) individually and not as a team member of a consulting firm(s), however the relevant experience of the consultant as team |

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| | | being undertaken by concerned consulting firm) is suggested to be considered as supporting document<br>▪ Also, for any project done (undertaken by concerned consulting firm) for Uttarakhand Workforce Development Project (UKWDP), only a self-certification is suggested to be considered as supporting document. | member will be considered in the general experience mentioned in Sr.No 2 of the evaluation criteria.<br>• For projects handled with the employer (UKWDP), proof of experience is required. |
| 4. | Page No 3, *Evaluation Criteria , Table-A, Sr.no 4* | ▪ For Independent Consultants with long years of experience in employment of consulting firms, reports submitted as part of the project (undertaken by concerned consulting firm) for which client certificate confirming participation of applicant in project delivery team is suggested to be considered as supporting document<br>▪ Also, for any project done (undertaken by concerned consulting firm) for Uttarakhand Workforce Development Project (UKWDP), only a listing of such reports is suggested to be considered as supporting document | ▪ Only reports formulated as per the tasks handled (Annexure-3) will be considered. Reports generated as a combined effort of team members will not be considered.<br>▪ For reports submitted to the employer (UKWDP), a copy of the report is required. |
| 5 | Page No 3, *Evaluation Criteria , Table-A, Sr.no 2* | ▪ Can technology based product solution will be considered as a valid general experience.<br>▪ The work orders and work completion certificates cannot be submitted as a proof of general experience.<br>▪ Can pro-bono experience will be considered as a general experience | ▪ Yes, But it should include activities like analytical research & need assessment study.<br>▪ Please refer point no 2.<br>▪ Yes, but relevant documentary proof should be submitted by the consultant. |
| 6 | Page No 11, *Price Breakup* | If the Individual consultant is already insured. Do he/she need to take another insurance for this assignment? | No need to take insurance for this particular assignment, If the consultant is already insured.<br>In case if the consultant intends to get insured for this particular assignment, She/he may include the expenses in the price-breakup. |

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| 6 | Page No 4 , para-1, Point (d) | How to submit a financial proposal? | Two Separately sealed envelope clearly marked as Technical proposal and Financial proposal respectively needs to be enclosed in an envelope and submitted to our office. The financial proposal shall not be submitted on the email. |
| 7 | Page No 3, *Evaluation Criteria, Point No 2* | Is travel expenses be reimbursed on actual basis? | The travel, lodging and boarding entitlements shall be as per rules framed by UKWDP. |
| 8 | Page No 3, *Evaluation Criteria , Table-A, Sr.no 3* | In case if the initial duration of the awarded work is 40 days , but the duration was further extended to 10 days by the employer .Will that be considered as a valid project as per Sr.no 3 of evaluation criteria. | Yes, But the Individual consultant should submit relevant proof for the same. |
| 9 | Page No 4, *Point no (a)* | Format for cover letter of EOI. | The consultant should submit its own format of the cover letter for submission of EOI. The letter must be signed in original by the consultant. |