

MINUTES OF PRE-BID MEETING HELD FOR ENGAGEMENT OF RESOURCE AGENCY FOR CAPACITY BUILDING & TECHNICAL SUPPORT IN SURVEY OF PERSONS WITH DISABILITIES IN UTTARAKHAND

Project Name:	Engagement of resource agency for capacity building & technical support in survey of persons with disabilities in Uttarakhand		
Date of Meeting:	Aug 27' 2025	Time:	11:00 am
Meeting Facilitator:	UBVFN	Location:	Uttarakhand Bahuuddeshiya Vitta Aivam Vikas Nigam Bhagat Singh Colony, Adhoiwala, Dehradun

Meeting Objective	Pre-Bid meeting for Engagement of resource agency for capacity building & technical support in survey of persons with disabilities in Uttarakhand
Attendees	UBVFN Official with representatives of different IP's/RP's

A detailed discussion on the various points raised during the meeting was held with the technical team and subject experts. The key outcomes of the discussion are summarized in the table below

S.No	Eol Ref.	Query/Suggestion/Request	UBVFN Response
1	5.2 – Financial Stability	Relaxation in average annual turnover to 50 Lakhs	The request has been examined. In view of the magnitude and criticality of the project, the eligibility requirement of an Average Annual Turnover of ₹3 Crores shall remain unchanged as specified in the Eol
2	5.5 – Statutory Compliance	Relaxation in requirement of GST registration	Condition shall remain unchanged as specified in the Eol
3	Other Key Information – EMD	Request for lowering the Earnest Money Deposit (EMD) to ₹50,000	As per the EOI, the Earnest Money Deposit (EMD) is fixed at ₹5,00,000/- . Condition shall remain unchanged as specified in the Eol
4.	Schedule of Events (Sl. No. 3 & 4)	Request for extension of EOI submission date beyond 31-08-2025	As per the Schedule of Events , the last date for submission of EOIs is 31-08-2025 , and the same shall remain unchanged .



4.	Method of Selection (QCBS 80:20)	Request for selection of more than one organization for the assignment	As per the provisions of the EoI, the work shall be awarded to a single selected agency through QCBS evaluation. Accordingly, this condition shall remain unchanged
5.	Clause 5.6 – Desirable Qualifications	Whether two skill development projects will be considered under the eligibility criteria in place of household surveys/social audits/state-level training projects	As per Clause 5.6 – Desirable Qualifications , the bidder must have successfully completed at least one (01) large-scale household survey/social audit OR at least three (03) state-level training projects (covering at least four districts) in Uttarakhand during the last five years.. Evaluation will be carried out strictly as per the parameters defined in the EOI, and no change shall be made.
6.	Clause 6.1 – Technical Evaluation Criteria (Point 2)	Request to change the criterion from “Experience with Social Welfare / Tribal Department, Uttarakhand” to “work of the same nature anywhere)	The request is accepted, and the clause shall stand modified accordingly, Clause 6.1 – Technical Evaluation Criteria (Point 2) shall be read as: “ <i>Evaluation of the organization’s work of the same nature with Social Welfare / Tribal / similar departments in India (not restricted to Uttarakhand)</i> ”. All other evaluation conditions remain unchanged.
7.	Clause 6.1 – Technical Evaluation Criteria (Point 5)	Request to relax the requirement of having a functional office in Uttarakhand with registered GST	As per Clause 6.1 – Technical Evaluation Criteria (Point 5) , the bidder must have a functional office in Uttarakhand with valid GST registration and rent/ownership agreement . This requirement shall remain unchanged , and local GST registration is mandatory .
8.	Clause 5.6 – Desirable Qualifications	Request to expand the eligibility for past experience from “Uttarakhand Government” to “any State/Central Governmen	The request has been examined and is accepted . Accordingly, Clause 5.6 – Desirable Qualifications (Past Experience) shall be modified to read as: “ <i>The bidder must have successfully completed at least one (01) assignment involving large-scale household surveys/social audits</i>

			OR at least three (03) entire state-level training projects (covering at least four districts) for Government Departments in the last five (5) years in India." All other conditions remain unchanged.
9.	Clause 5.3 – Relevant Experience	Request to (i) remove the requirement of "currently ongoing" project, and (ii) broaden scope from MoSJE to any Ministry of Government of India	The request has been examined. This condition shall remain unchanged .
10.	Section 4.4 – Technology Development	Technical specifications for the mobile application are not clear.	As per Section 4.4 (Technology Development), the selected agency shall be responsible for developing a dedicated mobile application for survey data collection. The application should be capable of handling large-scale household survey data, both offline and online, with appropriate security and reporting feature
11	Section 4.4 – Technology Development	It is not clear for how many users the mobile application will be developed.	The application should be scalable to support statewide survey operations for departmental officials. Exact deployment requirements shall be finalized during project inception
12	Section 4.2 – Capacity Building	It is not clear how training will be given to workers and Anganwadi staff.	As per Section 4.2 (Capacity Building), the selected agency shall conduct training for 95 CDPO and AWW in hybrid mode at 2 locations (Kumaon & Garhwal) , followed by online/offline support and handholding during survey work only.
13	Section 4.3 – IEC Campaign	The quality and content of design, printing, and distribution of IEC material is not clear.	As per Section 4.3 (IEC Campaign), the selected agency shall design and print IEC material in consultation and Draft approved by GM/MD of UKBVVN. Final content and quality standards will be decided by the channelization agency which is UKBVVN.
14.		The printing quality of survey forms is not clear.	As per Clause 6.2 – Financial Evaluation Table , the bidder is required to provide for the printing

	Section 6.2 – Financial (Item 1(a))		of 3,00,000 or as much as required for survey works . survey forms in single sheets only. The specifications are fixed in the draft, and the Department will approve the final print quality during project inception.
15.	Section 6.1 – Technical Evaluation Criteria	The technical evaluation criteria do not mention software/IT technical criteria for mobile applications.	Technical capability for IT/software solutions is embedded within the evaluation under Resource Deployment and Data Management & Reporting Plan (Section 6.1). Bidders are expected to demonstrate their competence in mobile application development within this framework.

- Interested IP's/RP's should submit their proposals as per the revised Eligibility Criteria conditions stated in the minutes of the meeting
- It is reiterated that the last date of submission of proposals in hard copy at Uttarakhand Bahuuddeshiya Vitta Evam Vikas Nigam office is 31st August ' 2025, 4:00Pm.