

Minutes of Pre-Bid Meeting held through Video Conferencing (WebEx Meeting) on 16th August 2021 at 14:30 hrs regarding Tender ID No. DISHA/LLLAP/New Agency/04/2021 dated 10th August 2021 for engagement of bidders for Pan India Legal Literacy and Legal Awareness Programme.

A pre-bid Meeting was convened through Video Conferencing (WebEx Meeting) on 16th August 2021 at 14:30 hrs regarding Tender ID No. DISHA/LLLAP/New Agency/04/2021 dated 10th August 2021 for engagement of bidders for Pan India Legal Literacy and Legal Awareness Programme. Director (Access to Justice) presided over the meeting. The list of participants is at Annexure-1.

- 2) The meeting began with a brief presentation on RFP details including engagement of agencies, categories, scope of work, bidding process, important dates, key clauses, solicitation of documents etc. It was followed with a brief description of DISHA and programmes under the scheme.
- 3) Queries raised during the meeting by the representatives of various agencies were replied. Participants were also requested to send any further queries through email till 05.00 PM of 18 August 2021, as per the RFP.
- 4) Five agencies have submitted queries through email till last date including M/s Ramana Group Ahmedabad, M/s RLEK Uttarakhand, M/s Antyodaya Odisha, M/s Bridge Policy Think Tank New Delhi and National Law School of India University (NLSIU) Bengaluru.
- 5) Compilation of queries sought through email as well as raised during the online pre-bid meeting with response/clarification from Department of Justice is available at Annexure-2.

List of Participants of online Pre-bid meeting held on 16th August 2021

1. Mr. Shailesh Shrivastava, Director, Department of Justice
2. Ms. Amarjeet Sroa, Under Secretary, Department of Justice
3. Mr. Ravindra Pare, Scheme Coordinator, DISHA Scheme,
Department of Justice
4. Mr. Ashutosh Srivastava, Programme Manager, DISHA Scheme,
Department of Justice
5. Dr. Seram Rojesh, Programme Associate, DISHA Scheme,
Department of Justice
6. Representative of University of Petroleum and Energy Studies
(UPES)
7. Representatives of Raman Development Consultant
8. Representatives of Students Relief Society
9. Representatives of Tattva Creations Pvt. Ltd.
10. Representatives of Impact-Communication
11. Representatives of Shadow Advertising & Communications Pvt Ltd
12. Representatives of Market Xcel Data Matix Pvt. Ltd
13. Representatives of Centre for Environment Law, Education Research
and Advocacy, National Law School India University, Bengaluru
14. Representatives of Regional and Urban Development Agency
15. Representatives of Bridge Policy Think Tank
16. Representative of NEDFi Venture Capital Limited
17. Representative of Antodaya, Odisha

Annexure- 2

S.No	Query	Clarification/Response	Reference Clause
1	Can a bidder submit bids for more than one State	Each Bidder shall submit only one (1) application for the assignment.	17 of Instruction to the Bidders Section - Number of applications
2	What is the quantum of estimated work for agencies	Appropriate clauses have already been included in the scope of work	2 of Instruction to the Bidders Section - Scope of Work
3	Can we cover other than vulnerable/marginalized communities need legal awareness e.g. laws and protection for informal sector and agriculture workers, household workers, work place related laws, inheritance laws for women in husbands and father's property, in the proposal	Bidder may submit proposal with innovative ideas but within the scope and objectives defined under the published RFP.	4 of Instruction to the Bidders Section - Criteria of Selection
4	What is the maximum budget for each agency, which seems to be too less compared to coverage envisaged	Maximum budget provision for each agency in two years will be Rs. 40 lakhs (National & State), which will include release of 20 lakhs per agency per year.	NA
5	Are agencies expected to participate/ collaborate in the trainings being	Mandatory coordination & participation with local administration is	2 of Instruction to the Bidders Section - Scope of Work

S.No	Query	Clarification/Response	Reference Clause
	<p>organized by MoPR on PRI laws for Gram Panchayat level functionaries. Also confirm that cooperation/co-ordination / collaboration with local administration/CBO and participation in local activities can also be established for broadening and strengthening the coverage.</p>	<p>expected from each agency.</p>	
6	<p>What about collaborations with Legal Services Authorities</p>	<p>Yes it is expected from selected agencies</p>	<p>2 of Instruction to the Bidders Section - Scope of Work</p>
7	<p>We understand that given the budget per agency, coverage may be limited in the state. Therefore, we request your office to ask each of the bidders to submit coverage details with supportive data.</p>	<p>Appropriate clauses have already been included in the scope of work</p>	<p>2 of Instruction to the Bidders Section - Scope of Work</p>
8	<p>We request to confirm that there need to submit MoA along with the annexures.</p>	<p>Bid document with signed copy need to be submitted along with Technical and Financial Bid.</p>	<p>12 of Instruction to the Bidders Section - Submission of RFP Documents</p>

S.No	Query	Clarification/Response	Reference Clause
9	Please confirm about submission of bids in soft or hard copies.	Technical and Financial bids are to be submitted through single email in original scanned copy (colour). Manual bids in hard copy shall not be accepted	12 of Instruction to the Bidders Section - Submission of RFP Documents
10	Kindly confirm the email for submission of bids	Bids including technical and financial shall be submitted to email amarjeet.sroa@nic.in on or before 31st August 2021 (Tuesday) upto 04.00 PM.	Annexure-2 - Letter of Invitation (LOA)
11	Kindly confirm that State level agency can develop digital literacy contents for their programme activities.	State level agencies are free to develop suitable/ relevant/ essential contents related to the programme activities. Also contents/ material developed by national level agencies may also be utilized.	2 of Instruction to the Bidders Section - Scope of Work
12	Kindly confirm about Earnest Money Deposit (EMD)	Bidders are exempted from submission of EMD but need to submit Bid Security Declaration attached at Annexure-9 in RFP	13 of Instruction to the Bidders Section - Bid Security
13	This is regarding submission of audited statements last 3	Yes. Audited statements of 2017-18, 2018-19 and 2019-20 may be	Annexure-7 - Financial Capability of the Bidder

S.No	Query	Clarification/Response	Reference Clause
	financial years. We have audited statements for FY 2017-18, 2018-19 and 2019-2020 but final report for 2020-21 is under process.	submitted, alongwith an undertaking for submission of audited statement of 2020-21 before signing of agreement, if selected.	
14	In case agency is implementing other programmes in any of the identified States, such agencies are eligible for bidding for the respective state or not.	It is permissible but only need to ensure that funding from this programme shall be utilized for this project only and this need to be mentioned in the proposal	2 of Instruction to the Bidders Section - Scope of Work
15	Are agencies expected to mention National or State level agency in their proposals	Name of the state must be mentioned in the proposal if it is related to the state level. If submitting bid for national level, bidder only need to mention category and level in the proposal	Annexure-6 : Format for Financial Bid & Covering Letter
16	Do agencies have option to select district/districts other than the aspirational or MPLAD districts in the State	This is an indicative list of districts mentioned in the selected State under RFP on the basis of aspirational districts and MPLAD locations.	6 of Instruction to the Bidders Section - Geographical Coverage
17	Whether GST be applicable on the fees/costs of the project,	GST will be applicable and GST no will be	Annexure-6 : Format for Financial Bid & Covering Letter

S.No	Query	Clarification/Response	Reference Clause
	and DOJ will provide adequate certification for the GST authorities	provided to the agencies after deduction.	
18	We would like to confirm that documents mentioned in Annexure-10 to be annexed with the Technical Bid	Yes, Documents as mentioned in Annexure-10 should be submitted with the bid.	Annexure-10 : Checklist
19	Please confirm that agencies shall include costs of printing of IEC materials, AV development, digital contents, social media contents in the financial proposal	Yes	Annexure-6 : Format for Financial Bid & Covering Letter
20	Please confirm that national agencies to be engaged for digital legal literacy will have the right to choose the language of the content creation	The agencies selected for the creation or dissemination of digital content will be for the proposed states. Therefore, the languages belonging to those states will be applicable to the selected agencies	2 of Instruction to the Bidders Section - Scope of Work
21	Whether Digital Service Provider may opt for a single theme from the suggested themes provided under Clause 2.6 of the RFP and carry out legal awareness on the national level	Themes provided in the RFP are suggestive. Agencies are free to choose all or any of the themes to make their proposal more innovative and effective	2.6 of Instruction to the Bidders Section - Suggested Themes for Legal Literacy and Legal Awareness Programmes

S.No	Query	Clarification/Response	Reference Clause
22	This is regarding selection of agencies for digital legal literacy, whether these agencies are expected to work together. Does an agency have option to bid for both the categories?	The above proposal has been issued for parallel implementation of activities of creation and dissemination of digital content along with field level activities. Hence, there is no provision for single agency bidding for both the proposals.	2 of Instruction to the Bidders Section - Scope of Work
23	Whether agencies are expected to have base at the proposed location.	Base means that agency has recognition in the selected areas. It doesn't mean that registered office is required in that location.	2 of Instruction to the Bidders Section - Scope of Work
24	Kindly confirm whether agencies have option of changing the applied locations or at the time of contracting agencies can change the selected State	Selected agency will be allowed to choose only one state during the contract period. Agency cannot change its state during the period of contract. Maximum contract period will be 2 years.	5 of Instruction to the Bidders Section - Duration of Contract