



**Tribal Research & Training
Institute, Pune**

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स्वातंत्र्याचा अमृत महोत्सव

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E-TENDER No. TRTI/2022/ENGLISH/DESK-04/758 / 926

Date: 09/03/2022

MINUTES OF PRE-BID MEETING FOR TENDER REFERENCE NO:

2022 TRTIP 774394 1

For "Request for Proposal (RFP) for Selection of Agency for English Language Development Project for Students, Teachers and mentors to be implemented in Tribal Schools of Maharashtra"

[Tender ID: 2022_TRTIP_774394_1]

Date & Time: 09.03.2022 at 14:00 hours

Venue: Meeting held at Conference Hall, Tribal Research & Training Institute, Pune, 411001

Agenda: Pre-bid meeting for the tender: "Request for Proposal (RFP) for Selection of Agency for English Language Development Project for Students, Teachers and mentors to be implemented in Tribal Schools of Maharashtra." (Tender ID: 2022_TRTIP_774394_1 dated 1 March 2022)

Participants - Total 4 bidders were present at the pre-bid meeting.

The pre-bid meeting was organized to address the queries raised by the bidders for the said tender. This tender is For "Request for Proposal (RFP) for Selection of Agency for English Language Development Project for Students, Teachers and mentors to be implemented in Tribal Schools of Maharashtra." The committee clarified the queries pointwise raised by the bidders and the same is recorded. The queries received by above bidders with Tender committee remarks are placed as below. The committee has also decided that the pre-bid meeting minutes should be treated as part of the Tender conditions and shall be binding to Bidders.

Sr No	Tender Page no.	Clause no.	Query raised by the bidder	Clarification given for the query
1	Page No 5	Clause No 3.3 – Training of Teachers	<p>Please confirm whether training will be online or offline? Since tender document mentioned below “Each course, 100 motivated teachers with digital access will take part in the Agency English for Teaching online course to develop their English language proficiency and classroom teaching approaches. This is a seven-week online course with live teaching, market assignments, discussion forums and guided self-study.</p> <p>Teachers will have the opportunity to regularly attend customized webinars that focus on useful topics related to teacher education and English language teaching and learning.”</p>	This is 5 days Residential Training Program & selected agency will provide 1 Year online support post training conducted.
2	Page No 4	Clause No 3.2 -	What will be approach mechanism to Teachers/ students?	Communication will be done through Additional Tribal Commissioner Office (ATC), POs with participants.
3	Page No 17	Annexure 1 – General conditions of contract- Point No 14	<p>What will be payment stages since in tender document mentioned as below</p> <p>1. First installment of twenty-five percent (50%) of the total fee will be paid on signing of contract / agreement / commencement of Batches</p> <p>2. Second installment of fifty percent (50%) of the total fee will be paid on completion of course. Attendance Certified by TRTI Officials as per course.</p>	Payment will released after successfully completion of each training batch with attendance sheet duly certified by competent Authority.
4	Page No 17	Annexure 1 – General conditions of contract- Point No 6	<p>The duration of the Training program will be of minimum 02 months (one batch of five days).</p> <p>What will be contract or project period?</p>	This is 5 days residential training program in multiple batches & need to be completed within 2 months. Also selected agency will provide online mentor support for 1 year post training.

5	Page No 17	Annexure 1 – General conditions of contract	What will be expected commencement date for Training?	Training need to completed in April to May 2022
6	Page No 10	Clause No 6	<p>Please also note that the total fee does not include the following, which will be borne by the Government of Maharashtra.</p> <ol style="list-style-type: none"> 1. Training venues, accommodation and meal arrangement and TA/DA as applicable for administrators, mentors and teachers attending training as well as any Core Committee attending meetings or workshops. 2. Printing and distributing academic materials for students, including the Agency spoken English communication and life skills course for all participating students. 3. Venues and essential arrangements for all training and the end of project symposium 	<p>Correction in Clause as per below. Below mentioned cost will be borne by selected Agency.</p> <ol style="list-style-type: none"> 1. Training venues, accommodation and meal arrangement for administrators, mentors and teachers attending training as well as any Core Committee attending meetings or workshops. 2. Printing and distributing academic materials for students, including the Agency spoken English communication and life skills course for all participating students. 3. Venues and essential arrangements for all training and the end of project symposium <p>Note – Only TA/DA will be paid to Trainee by TRTI as per Government of Maharashtra Rules & regulations.</p>

7	Page no 21	Clause No 2.4 B Technical Evaluation Criteria.	Experience of Lectures for training. Do you expect Part Time or Full Time Faculty?	Both Faculty will be acceptable.
8	Page no 4	Clause No 3.1 Needs Analysis/ Baseline Study	What will be Training Locations?	As per Trainee convenience but limited to Maharashtra Jurisdiction only.

It was also decided that the queries received after the deadline as per tender & after pre-bid meeting, shall not be considered for reply and e- tender bidding. The meeting ended with a vote of thanks to the chair.

(Vinit Pawar)

Account Officer,
Tribal Research and Training
Institute, Pune