

Issued on: August 10, 2022

Proposal Reference: MBMA/FOCUS/21/2022/NCS-01/282, Date of issue of Proposal Documents: July 30, 2022

Minutes of Pre –Proposals Meeting held virtually for “Selection of Agency/Organization/Society as “GI TECHNICAL FACILITATOR” for GI Registration of important Products of Meghalaya under Intellectual Property Rights (IPR)”

Place: MBMA, Shillong, the pre-proposal meeting was conducted virtually using Zoom Platform with firms who have shown their interest and requested for the link (as mentioned in the Proposal document)

Date: August 5, 2022

Time: 11:00 AM

Participants from MBMA and other agencies: Attendance Sheet Attached

Queries submitted in written and raised by the firms during the pre-proposal meeting held on **5th August, 2022** and clarifications with regard to RFP for “Selection of Agency/Organization/Society as “GI TECHNICAL FACILITATOR” for GI Registration of important Products of Meghalaya under Intellectual Property Rights (IPR)” are as follows:

Sl. No.	RFP Clause	Page No.	Queries	MBMA Response
1.	Section V. B. Financial Proposal Forms ;Form FIN-1. Financial Proposal Submission Form	25	As per FORM FIN 1: No Commission will be paid to other agency? The NGO will directly work with MBMA and will not hire any other agency?	As per Form FIN-1. Financial Proposal Submission Form; if the Agency/Organization/ society will directly work with MBMA and will not hire any other agency, to mentioned “NONE” on the table.



Sl. No.	RFP Clause	Page No.	Queries	MBMA Response
2.	Section III Proposal Data Sheet (PDS) ;13	8	Technical Proposal to be submitted in USB Drive also?	If submitting a hard copy: 1. Technical Proposals: a consultant must submit one (1) original and a copy in USB drive. 2. Financial proposals: one (1) original financial proposal (hard copy only), in the language(s) specified in PDS No 7. <i>Agency/Organization/Society do not have the option of submitting their proposals electronically.</i>
3.	Section III Proposal Data Sheet (PDS);16	9	15 August is a National Holiday. If there is any delay in the Submission of the Proposals, will it be accepted?	Proposals must be submitted no later than <i>5:00 PM, India on August 16, 2022</i>
4.	Section VII. Conditions of Contract ;9	36	As per the Contract, the Contract will expired on?	As per the Draft Contract, the Contract expiration will be decided during the signing of the Contract with the awarded bidder.

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5.	General Query		There is EMD as such?	No EMD required for this assignment.
6.	General Query		What are the fees for Filing the GI?	The GI fees will be quoted by the bidders for the respective Products. Any taxes should be included separately.

Sd/-
Shri. Jagdish Chelani, IAS
Executive Director
Meghalaya Basin Management Agency

Virtual Pre-Proposal Conference meeting for "Selection of Agency/Organization/Society as
 "GI TECHNICAL FACILITATOR" for
 GI Registration of important Products of Meghalaya
 under Intellectual Property Rights (IPR) "

VENUE: Virtually MBMA
 DATE: 5.08.2022
 TIME :- 11:00 AM
 ATTENDANCE SHEET

SLNo	NAMES	DESIGNATION	ORGANIZATION	PHONE NO	EMAIL ID	SIGNATURE
1	Damaphi Ryngkhun	Assistant Manager, Procurement	MBMA	8787466402	damaphi.ryngkhun@gmail.com	
2	Liza Kharpomtiah	Project Coordinator, FOCUS	MBMA	9862200058	liza.primermbma@gmail.com	
3	Kustar Marngar	Programme Associate, Procurement	MBMA	9862329628	costermarngar@gmail.com	
4	Dr. Rajani Kant(Padmashree Awardee)	Director/General Secretary	HUMAN WELFARE ASSOCIATION	9415304759	hwa@rediffmail.com	Attended Virtually
5	Shweta	Patents Associates	GNaNLEX Associates LLP	91-22-40895454	gopanair@gnair.net	Attended Virtually
6	Manish	Patents Associates	GNaNLEX Associates LLP	91-22-40895454	gopanair@gnair.net	Attended Virtually