

File No.:06-07/55/2023-24/NCW/NICELL

**National Commission for Women**

**RFP for Development of three separate e Learning Modules/Online Course Contents; reg**

**Minutes of Online Pre Bid Meeting**

**Date & Time: 23<sup>rd</sup> January, 2024 at 04 PM**

**Venue: Meeting held via video conferencing**

An online pre bid meeting was held on 23rd January, 2024 at 4 pm under the chair of Dr. Shivani Dey, Deputy Secretary, NCW and in the presence of Ms. Kanchan Khattar, Sr. Coordinator, NCW and Shri Atul Sinha, Sr. Programmer, NCW. The meeting was earlier scheduled on 22nd January 2024 at 3.30 pm, which could not happen as the offices were closed till 2.30 pm due to Ram Janambhoomi Pran Pratishtha celebrations. The same was informed vide emails to all who have sent emails for attending the pre bid meeting. A total of 18 people attended this meeting.

The gist of the queries raised during the meeting and replies given are minute as below:-

S.No	Query	Response
1.	Any exemptions or reductions in the Security Deposit or EMD requirements to organization registered under MSME and Startup India and Any other exemptions or benefits to women-led MSME and Startup India	The Government of India rules/policies for Start-ups & MSMEs (Public Procurement Policy) will also be applicable for this RFP.
2.	Will the Hindi module have Hindi on-screen texts also? Or only the voice over will be in Hindi	Both content and Voice Over should be in Hindi
3.	Will we create separate modules for each language using the same content and graphics or one module with an option to select the language	Can be one Module with option to select language for each course
4.	Voice over will be Machine Voice or Human VO	Human VO
5.	Would experience of doing a similar project with a corporate entity also be considered?	yes

6.	Does NCW provide the content? Or does the vendor need to design and develop the content from scratch for the entire project?	Vendor need to design and get it approved by NCW
7.	Does NCW have any preference in the authoring tool? (Storyline, Lectora, Elucidate, etc.)	Content should be legally correct and NCW approval will be mandatory
8.	Does NCW already has an LMS in place. Please share the details of your LMS platform.	NCW will use the LMS portal of NeGD ( <a href="https://lms.gov.in">https://lms.gov.in</a> )
9.	Will NCW provide a Subject Matter Expert or the bidder has to provide the SME.	Bidder have to provide
10.	What does similar work means – specific to POSH and gender sensitization based content created as experience of something else would do ? For eg like those on Data Integrity, standard operating procedures (SOP) etc	It should be related to the subject or women specific issues
11.	While creating the Hindi version of the content it is expected that the On Screen Text (OST) should be in Hindi or Voice Over should be in English	Both content ad Voice over should be in Hindi for Hindi Module and vice versa for English Modules
12.	Please define your choice of voice over artist.	Should have clear enumeration
13.	Will the agency work on English module first and post approval do the translation in Hindi?	Can
14.	Will this be blended learning approach - eLearning + ILT?	Yes
15.	Do we need to record lectures, speeches and role-plays as audio-video element? Ebooks - should this be link to the free books available?	Yes
16.	Will this be Machine or Human Voiceover?	Human VO
17.	The modules are created and hosted on the Clients LMS - so how do we get the access and the subscribers list?	Bidder can provide possible list of clients

18.	will this graphic and video content from the existing eLearning created ? OR there is a need to create 3-4 new videos?	New videos
19.	Do you want us to create the index of the course of any particular course of all 3 topics?	All 3 will be separate modules
20.	Will the winning agency receive all the 3 Work Orders from start?	Separate Work Orders will be given for three different course contents
21.	Whether there is a possibility to modify payment terms? Since it is mentioned payment will be made on completion of the project, can some slabs for payment on completion of certain milestones can be made.	<p>Matter will appropriately taken up with the competent authorities to consider modifying payment terms</p> <p>The matter is subsequently taken up with the competent authorities and it has been decided that  <b>“ Payment for shorter modules(to be submitted within 30 days) may be made on completion And for the longer module on specialize course content (to be submitted within 60 days), Payment will be made as per the following slabs:-</b></p> <ul style="list-style-type: none"> <li>i. 20% will be released after approval of story line</li> <li>ii. 30%after approval of footage</li> <li>iii. Balance 50% after completion</li> </ul>

The Meeting ended with vote of thanks.

(Dr. Shivani Dey)

**Deputy Secretary**

### Online Pre-Bid Meeting

Meeting ID: 3113161022

Date Time: 23 January 2024 03:47 PM to 05:07 PM

Duration: 1h 19m 49s

S.No.	Participants	Timestamps
1.	Acadecraft Private Limited	1h 19m 48s 23 January 2024 03:47 PM To 05:07 PM
2.	Anand Kumar Dubey	1h 16m 14s 23 January 2024 03:51 PM To 05:07 PM
3.	NCW India Moderator	1h 13m 38s 23 January 2024 03:54 PM To 05:07 PM
4.	Bhuvnesh Arsiga Konics	1h 10m 49s 23 January 2024 03:56 PM To 05:07 PM
5.	Sukhendu Samoi	1h 10m 33s 23 January 2024 03:57 PM To 05:07 PM
6.	Sagar	1h 7m 39s 23 January 2024 04:00 PM To 05:07 PM
7.	Somsuvra Mukherjee	5m 51s 23 January 2024 04:00 PM To 04:06 PM
8.	Selva - GP Strategies	1h 6m 17s 23 January 2024 04:01 PM To 05:07 PM
9.	Vinay	19m 20s 23 January 2024 04:01 PM To 04:20 PM
10.	Nitin Chauhan	1h 5m 55s 23 January 2024 04:01 PM To 05:07 PM
11.	Shwetank	1h 5m 50s 23 January 2024 04:01 PM To 05:07 PM
12.	Jasjyot	1h 5m 52s 23 January 2024 04:01 PM To 05:07 PM
13.	Preeya Gandhi	1h 5m 24s 23 January 2024 04:02 PM To 05:07 PM
14.	Safwan(HMM)	43m 53s 23 January 2024 04:03 PM To 04:47 PM
15.	Priti Sibal	1h 4m 15s 23 January 2024 04:03 PM To 05:07 PM
16.	AMIT MOHAPATRA- BCCL	41m 42s 23 January 2024 04:04 PM To 04:46 PM
17.	Vinkal	1h 2m 56s 23 January 2024 04:04 PM To 05:07 PM
18.	Nolita	1h 2m 57s 23 January 2024 04:04 PM To 05:07 PM
19.	Somsuvra Mukherjee BCCL	7m 35s 23 January 2024 04:07 PM To 04:15 PM
20.	Somsuvra Mukherjee BCCL	50m 26s 23 January 2024 04:17 PM To 05:07 PM
21.	Vinay	29m 43s 23 January 2024 04:37 PM To 05:07 PM