

Meeting Minutes- RFP_010_ 2024

Date: 05th September 2024, 3 PM to 4 PM

Location: Teams Meeting

Subject: RFP for Hiring Third-Party Logistics (3PL) Services for Transportation, Distribution, and Emergency Relocation of Anti-Retroviral (ARV) Drugs, Diagnostics Kits, and Other Commodities under the National Aids Control Program (NACP) in India

Attendees

PLAN INDIA:

- Ms. Teena (Supply Chain Management)
- Mr. Hemant Dhingra (Procurement)
- Ms. Shikha Jain (Finance - Global Fund)

Participants:

- **DP World:** Ms. Seema Shetty, Mr. Sanjay Rai, Mr. Shashwata Mohapatra
- **DTDC:** Mr. Tushar, Mr. Girish Dua
- **Safe Express:** Mr. Sandeep Kr. Sharma
- **Cold Rush Logistics:** Mr Manav, Mr Sajid Ali
- **Bollore:** Mr. Srinivasa Rachabathuni, Mr. Pranay

Minutes of Meeting prepared by: Neeta Kapoor (Administration - Global Fund)

Agenda

1. Introduction Round
 2. Briefing on RFP Document
 3. Questions and Answers session
 4. Administrative Instructions
 5. Closing Remarks
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Meeting Summary

1. **Introduction Round**
 - Each attendee introduced themselves.
2. **Discussion on RFP Document**

- **Ms. Teena** provided a detailed overview of the RFP, outlining the requirements and expectations.
- 3. **Questions and Answers**
 - **Mr. Girish, DTDC:**
 - **Q:** Will packaging in the Dry Ice as well as 2-8 Deg courier be done by Plan India or the vendor?
 - **A:** In case of items requiring cold chain management during the transportation, packaging will be vendor's responsibility, whether using dry ice in case of -20°C or ice/gel packs and insulated boxes in case of 2°C-8°C. Charges for this should be quoted by the vendor in the financial template.
 - **Q:** Is there a minimum and maximum size of shipment based on which the boxes will be provided?
 - **A:** The shipment size will vary from case to case and no minimum or maximum shipment size has been defined. The bidder will be providing single rate for packing of cold chain material.
 - **Mr. Sandeep, Safe Express:**
 - **Q:** In normal courier mode, would the packaging will be the responsibility of service provider?
 - **A:** In courier which do not require special packaging, the responsibility of packaging will be of the consignor.
 - **Q:** Is there any minimum chargeable weight that is applicable for normal courier
 - **A:** For surface courier the minimum chargeable weight is 10 kgs and for air courier it is 30kgs.
 - **Q:** The no. of vehicles and shipment Kgs provided in Annexure 3 and page no. 26 of RFP are average or fixed nos.
 - **A:** The no. of vehicles and shipment weight mentioned in annexure 3 and page no. 26 are approximate nos. based on the past experience to give bidders an idea of the volume of transportation required under the project. The nos. may increase or decrease. The payment will be done based on the actual no. of shipments moved or vehicles placed by the vendor.
 - **Q:** How do we mention the other charges in courier such as ODA charges etc.?
 - **A:** The costing for courier will be based on approximate weight and no other variable. The quoted rate per kg will be applicable for all locations pan India.
 - **Q:** Can past data be provided regarding the locations for which courier is utilized
 - **A:** A list of facilities have been provided under Annexure 1. The courier can be picked up and dropped to any of these locations.
 - **Mr. Pranay, Bollore:**
 - **Q:** Would the Reefer Vehicles required in model 3 be dedicated or adhoc.
 - **A:** There is requirement of 1 dedicated Reefer vehicle in West Bengal but the reefer vehicles mentioned under Model 3 will be placed on need basis as and when approved by Plan India.

- **Mr. Shashwata Mohapatra, DP World:**
 - **Q:** Since vendor is responsible for damaged parcels, is there is any capping on the shipment to be transported?
 - **A:** The service provider is responsible for damage without any capping on the damage recovery. Total cost of the misplaced or damaged item will be recovered from the invoice of the 3PL service provider.
 - **Q:** In case of places like A&N Islands, Lakshadweep and Ladakh are there any special rates applicable for courier.
 - **A:** There would be one single rate for all locations pan India. In case there are shipments between 2 locations where there is no direct connectivity, then the project will provide approvals on carrying the shipment to the nearest feasible location by the best possible transportation model from where the shipment will be sent to the delivery location.
 - **Q:** In case of cold chain courier, the costing for air and surface are different from normal material. How that can be factored in the financial template.
 - **A:** The difference in the rates of cold chain courier and normal courier can be factored in the minimum chargeable weight and dry ice handling charges. In case there are multiple handling charges i.e. a fixed minimum rate as well as per kg charges, please mention in the template.
- **Ms. Seema, DP World:**
 - **Q:** A capping on the insurance amount will be required as the liability for the entire shipment will be too much. This liability can be fixed as some percentage of the total shipment value or invoice value etc.
 - **A:** There is no capping on the recovery amount for the misplaced or damaged goods during transit. The project recommends insurance based on annual turnover, which will be provided at the time of contractual agreement
- **Mr. Sandeep, DTDC:**
 - **Q:** Is participation in all components of RFP criteria necessary?
 - **A:** Yes. Service providers can partner with other vendors if necessary for services for which they do not have. The selected service provider will be the single point of contact for Plan India for all the transportation models specified in the RFP.

4. Administrative Instructions

- Submit technical and financial bids in separate, sealed envelopes, then place both envelopes in a single outer envelope. Ensure all envelopes are properly sealed, signed and stamped.
- Instructions to bidders should be read carefully.
- Check the website for any updates or changes.
- Queries can be sent to the designated email address Procurement@planindia.org, including RFP number/subject.

5. Closing Remarks

- The meeting was concluded by thanking to all participants for their time spent in understanding the RFP requirements

Action Items:

- All the queries raised by participants were responded to then and there and there was no pending action. In case if participants have any further query while preparing RFP, they may seek clarity by writing to Procurement@planindia.org