

PROCEEDINGS

MINUTES OF THE MEETING OF PROCUREMENT COMMITTEE ON EA RULES, 2025 FOR PRE-PROPOSAL CONFERENCE

A meeting of Procurement Committee for Pre-Proposal Conference under the Chairmanship of Shri Rajat Agarwal, Joint Secretary, Ministry of Environment, Forest and Climate Change was held on 15th December, 2025 at 11:30 hrs at Indira Paryavaran Bhawan, New Delhi in pursuance of publication of tender document for engagement of Environment Audit Designated Agency (EADA) under Environment Audit Rules, 2025.

2. The Ministry of Environment, Forest and Climate Change (MoEF&CC) published a Request for Proposal (RFP), for selection of the Environment Audit Designated Agency (EADA) under the Environment Audit Rules, 2025, on Ministry's website and the Central Public Procurement (CPP) Portal on 11.12.2025, inviting eligible organizations to participate in the selection process. In accordance with the provisions of the RFP, a Pre-Proposal Conference was held to address queries and seek clarifications from the prospective bidders.

3. The Chair welcomed the members of the Committee and the representatives of prospective bidders. The queries raised and clarifications sought by the participants during the Pre-Proposal Conference were deliberated upon and clarified by the Committee. The issue-wise clarifications provided during the meeting are summarized below:

S. No.	Relevant Clause of RFP	Query raised by bidder	Clarification / Response of the Ministry
1	Sub-clause 3.6 of Clause 3, Manpower Requirement under Sub-Section 5 of Section 4 (Proposal Evaluation)	RFP does not prescribe educational qualifications for this domain. Further no CV format has been provided.	Bidders may submit duly certified experience certificates of the proposed personnel, endorsed by the CEO/Head of the organization. As per sub-clause 3.6 , all positions are required to be at Level 11 or above as per the 7th Central Pay Commission, or an equivalent rank recognized by the Central Government . Therefore, no separate educational qualification is prescribed. Relevant web links, if available, indicating AI/ML development work carried out by the proposed personnel, may also be provided
2	Sub-clause 2.10 of Section 2 (Instructions to)	Clarification was sought regarding the amount,	Earnest Money Deposit (EMD) is required to be submitted in the form of a Demand Draft.

	Bidders)	mode and manner of submission of the Earnest Money Deposit (EMD).	
3	Sub-clause 2.4 under Experience and Track Record of Sub-Section 5 of Section 4 (Proposal Evaluation)	Clarification was sought on the manner in which experience of operating an e-learning platform is to be demonstrated.	Bidders may submit supporting documents such as a security audit report, utilization certificate, web link and screenshots to substantiate experience in operating their own e-learning platform.
4	Sub-clause 2.3 Submission of Technical and Financial Proposals	Whether the technical and financial proposals are required to be submitted separately.	Bid proposal shall be submitted as a single package in one outer envelope containing two distinct sealed inner envelopes. First envelop should contain technical proposal only and the second envelop should contain financial proposal along with EMD only.
5.		Email for subsequent clarifications or queries from prospective bidders	Bidders may contact the Ministry through email at bhardwaj.adiraju@gov.in with a copy to pankaj.verma@nic.in

The meeting concluded with a vote of thanks to the Chair.

ANNEXURE-I

S No	Name	Designation
1.	Shri Rajat Agarwal	Joint Secretary (Chair)
2.	Shri A.K. Aggarwal	Director, IA
3.	Shri Rakesh Sharma	Director, GA
4.		

	Shri Pankaj Verma	Scientist-F, IA-CMD
5.	Shri Naveen Kumar	Under Secretary, IFD
6.	Dr. Bharadwaj Adiraju	Scientist-D, IA-CMD
7.	Shri Vinay Rana	ASO, IA-CMD
8.	Shri Jayant Kumar	RA, IA-CMD
Representatives of Bidding Organizations		
9.	Ms. Nikita	Deputy Director, National Productivity Council (NPC)
10.	Shri Vijay Kumar Nehra	Deputy Director, National Productivity Council (NPC)
11.	Ms. Yati Kacchawa	Deputy Director, Quality Council of India (QCI)
12.	Shri Aniket Prakash Singh	Associate Manager, Quality Council of India (QCI)