

MEETING MINUTES

Sub: Minutes of the ELEMENT SPMU Procurement cum Purchase Committee regarding opening of financial proposal received from qualified bidders in relation to Conducting Baseline Study for ELEMENT Nagaland

A meeting of the ELEMENT Procurement cum Purchase Committee for the Opening of Financial Proposal received from qualified bidders regarding Conducting Baseline Study for ELEMENT Nagaland was held on 10th February, 2026 at the ELEMENT SPMU Office. The meeting was chaired by the Deputy Project Director- Planning & Implementation and attended by all the Committee members.

The following points were discussed and decided upon:

- Opening of financial proposal:** The financial proposal was opened through the nagalandtenders.gov.in portal in accordance with the Procurement procedures based on the Request for Proposal (RFP).
- Decryption of the Digital Signature Certificate (DSC):** As per protocol a minimum of 2 out of the 3 designated DSCs were required to open and access the RFP. The documents were opened using the DSCs of the Procurement Specialist and the Finance Specialist.
- Financial bid:** The financial proposal was opened in the presence of the evaluation committee. The submitted proposal was verified for compliance and opened in a transparent manner. The following were the amount quoted by each firm exclusive of GST:

Sl.no	Name of Firm	Amount Quoted in INR	GST in INR	Total
1.	Sutra Consulting Pvt Ltd.	65,35,050	11,76,309	77,11,359
2.	Insight Development Consulting Group Pvt Ltd	59,96,000	10,79,280	70,75,280
3.	MART Global Management Solutions LLP	55,03,000	9,90,540	64,93,540
4.	Sambodhi Research & Communication	71,14,400	12,80,592	83,94,992
5.	Lochan & Co	72,62,500	13,07,250	85,69,750
6.	NABARD Consultancy Services Pvt Ltd	49,96,000	8,99,280	58,95,280
7.	AFC India Ltd	59,44,000	10,69,920	70,13,920

The figures were duly noted and documented for further evaluation. The committee confirmed that the opening process was conducted in accordance with the procurement procedures.

- Notification and Subsequent Actions:** It was agreed that the minutes of the meeting shall be uploaded on the Nagalandtenders.gov portal and project website.

Based on the financial opening the combined evaluation report to be prepared by the procurement team and as per the outcome of combined evaluation and in accordance with the applicable procurement guidelines, further actions may be initiated as deemed necessary by the competent authority.

The meeting ended with thanks from the Chair.



10/02/26

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Deputy Project Director, ELEMENT