

Government of India
Capacity Building Commission
RFP No. 02-06/2021-CBC dated 27th May, 2022

Corrigendum 2: Revision in Clauses of RFP for Development of Annual Capacity Building Plan

Sr. No.	RFP Page No.	Existing Clause	Revised Clause
1	19-20 (Technical Evaluation Criteria Sr. No. 1A)	<p>Consulting Agency Bidder should have directly provided management consulting/HR consulting services to Indian Public Sector organizations ministries /departments / enterprises / undertakings in projects covering one or more of the following areas: strategy and vision / capacity building/ project management / program Management/ policy formulation and implementation / business model / business process / organization restructuring.</p> <p>Marking criteria</p> <ul style="list-style-type: none"> • 2 marks per project; each project to be graded on the basis of the description provided by the Consulting Agency and on the basis of its relevance to the scope outlined in this RFP <p>Note:</p> <ul style="list-style-type: none"> • Project showcased in Minimum Qualification criteria can be repeated • Start date must be inside last 5 years from the issue date of this RFP • Only completed projects will count • Each project must be greater than INR 5 crores in fees payable to the Consulting Agency Bidder at the time of award of contract. • Excludes audit, taxation, transaction advisory, IT support, services, systems integration projects. • The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance. 	<p>The Consulting Agency Bidder should have directly provided management consulting/ HR consulting services to Indian Public Sector organizations/ ministries/ departments/ enterprises/ undertakings/ Donor or Multi-Lateral Agency Funded projects with State or Central Govt./ State Governments in projects covering one or more of the following areas: strategy and vision/ policy formulation and implementation/ scheme & program implementation/ business model/ business process/ organization restructuring.</p> <p>Marking criteria</p> <ul style="list-style-type: none"> • 2 marks per project; each project to be graded on the basis of the description provided by the Consulting Agency and on the basis of its relevance to the scope outlined in this RFP <p>Note:</p> <ul style="list-style-type: none"> • Project showcased in Minimum Qualification criteria can be repeated • Start date must be inside last 7 years from the issue date of this RFP • Only completed projects will count • Each project must be of minimum value of INR 3 crores in fees payable to the Consulting Agency Bidder at the time of award of contract. Marking will be as follows- <p>Contract value 3-4 cr = 2 marks Contract value 4-5 cr = 3 marks</p>

			<p>Contract value greater than 5 cr = 4 marks</p> <ul style="list-style-type: none"> • Excludes audit, taxation, transaction advisory, IT support, IT services, systems integration projects. • The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance.
2	23	<p>Project Lead (1 Lead x 9 marks = 9 marks)</p> <ul style="list-style-type: none"> • Should have postgraduate professional qualification in business management and Organisation & Method Analysis. • Minimum of 20 years of overall experience with increasing levels of responsibility • Minimum 10 years' experience in Indian Public sector or Private sector in strategy / organization transformation / operating model / business process transformation change management 	<p>Project Lead (1 Lead x 9 marks = 9 marks)</p> <ul style="list-style-type: none"> • Should have postgraduate professional qualification in business management and Organisation & Method Analysis. • Minimum of 15 years of overall experience with increasing levels of responsibility • Minimum 10 years' experience in Indian Public sector or Private sector in strategy / organization transformation / operating model / business process transformation change management. • Can be common for both the assignments (2 groups).
3	24	All Technical consultants should be on the bidder's payroll at the time of submission of the bid	<p>All Technical consultants should be on the bidder's payroll at the time of issuance of the Work Order.</p> <p>Undertaking required from the bidders: Resources deployed by the selected bidders for the group will be exactly the same as proposed in their bid submission.</p>
4	18-19 Minimum qualification (eligibility) Criteria – Point no. 4	<p>The Consulting Agency Bidder should have directly provided management consulting/HR consulting services to Indian Public Sector organizations / ministries/ departments / enterprises/ undertakings in projects covering one or more of the following areas: strategy and vision/ policy formulation and implementation / business model / business process / organization restructuring Consulting Agency Bidder should be able to submit documentary evidence of executing <u>at least 3 such projects with the following conditions met in at least one of the 3 projects</u></p> <ul style="list-style-type: none"> • Start date inside last 5 years from issue date of this RFP 	<p>The Consulting Agency Bidder should have directly provided management consulting/ HR consulting services to Indian Public Sector organizations/ ministries/ departments/ enterprises/ undertakings/ Donor or Multi-Lateral Agency Funded projects with State or Central Govt./ State Governments in projects covering one or more of the following areas: strategy and vision/ policy formulation and implementation/ scheme & program implementation/ business model/ business process/ organization restructuring.</p>

		<ul style="list-style-type: none"> • Only completed projects will count • Each project must be greater than INR 5 crore (if Indian project) in fees payable to the Consulting Agency Bidder <p>The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance.</p>	<p>Consulting Agency Bidder should be able to submit documentary evidence of executing <u>at least 3 such projects with the following conditions met in at least one of the 3 projects</u></p> <ul style="list-style-type: none"> • Start date must be inside last 7 years from the issue date of this RFP • Only completed projects will count • Each project must be greater than INR 3 crores in fees payable to the Consulting Agency Bidder at the time of award of contract. <p>The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance.</p>
5	18 (Clause V, point 8)	Resource replacement, if any, shall be only with explicit written approval of the Buyer. A penalty of Rs 5 lakh will be imposed for each named resource replacement.	<p>Substitution of key personnel will be allowed in compelling or unavoidable situations only and the substitute shall be of equivalent or higher credentials. Such substitution may be limited to not more than Three (03) of total key personnel, subject to equally, or better, qualified and experienced personnel being provided to the satisfaction of CBC.</p> <p>Replacement of first key personnel will be subject to reduction of remuneration by 10% of the remuneration which would have been paid to the original personnel, from the date of the replacement till completion of contract.</p> <p>In case of the Second replacement, the reduction in remuneration will be equal to 15% and for third replacement reduction in remuneration will be equal to 20% .</p>
6	Clause VI, Sub-clause 1. Point 2 Blacklisting	The agency should not have been blacklisted / debarred by any Central /State Government / Public Sector Undertaking in India or not involved in any major litigation that may have impact or compromise the delivery of services required. Undertaking by Agency should be submitted.	The bidder should not be blacklisted by Central/State Government Ministry/ Client/PSU as on the date of bid submission.

7	27 VII. Financial Bid 3.Award of Contract (1st Line)	Bidders need to submit separate financial bid and Technical bid for each of the 7 groups	Bidders need to apply for minimum 4 groups and submit separate financial bid and Technical bid for each group. Minimum 13 CVs are required (Project lead may be common) as maximum 2 groups will be allotted to each bidder on the basis of the combined evaluation by the committee members. (As long as the resources are from within the list of submitted CVs for any group with relevant qualifications, no replacement cost shall be levied at the time of issuance of work order. Any resource replacement after the issuance of work order will attract penalty as per Clause V, point 8 explained above)
8	70 Clause 1.2.5.1	Definition: For the purposes of this Contract, “ Force Majeure ” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations under the Contract impossible or so impractical to be considered impossible under the circumstances, and includes, but not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions.	Definition: For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations under the Contract impossible or so impractical to be considered impossible under the circumstances, and includes, but not limited to war, riots, civil disorder, earthquake, fire, explosion, storm, flood, pandemic or other adverse weather conditions.
9	58	Annexure 8: Citations- Work Experience Point No. 12	Clarification- (<i>Documentary evidence may include copy of work order / contract or completion certificate. Self-certificate by bidder will not be accepted.</i>)
10		All Provisions and terms of the RFP related to subcontracting and sub-consultancy.	All provisions related to subcontracting and sub-consultancy stands revoked. No sub-contracting is allowed.

MDO means Ministry/ Department/ Organisation

Annexures as below-

1	List of MDOs
2	Indicative List of Non training Intervention
3	Commercial Bid Format

Annexure 1 to Corrigendum 2

Details of the different groups for which bids are invited

Group Name	Ministries/ Departments/ organisation	Count
A Governance	Cabinet Secretariat (Mantrimandal Sachivalaya)	1
	Department of Justice (Nyaya Vibhag)	1
	Department of Legal Affairs (Vidhi Karya Vibhag)	1
	Department of Personnel and Training (Karmik aur Prashikshan Vibhag)	1
	Legislative Department (Vidhayee Vibhag)	1
	Ministry of Information and Broadcasting (Soochana aur Prasaran Mantralaya)	1
	Ministry of Parliamentary Affairs (Sansadiya Karya Mantralaya)	1
	Ministry of Planning (Yojana Mantralaya)	1
	NITI Aayog (National Institution for Transforming India)	1
	President's Secretariat (Rashtrapati Sachivalaya)	1
	Prime Minister's Office (Pradhan Mantri Karyalaya)	1
Total		11
B Health, Pharma, Science and Technology	Department of Atomic Energy (Parmanu Oorja Vibhag)	1
	Department of Bio-Technology (Biotechnology Vibhag)	1
	Department of Health and Family Welfare (Swasthya aur Parivar Kalyan Vibhag)	1
	Department of Health Research (Swasthya Anusandhan Vibhag)	1
	Department of Pharmaceuticals (Aushadh Vibhag)	1
	Department of Posts (Dak Vibhag)	1
	Department of Science and Technology (Vigyan aur Praudyogiki Vibhag)	1
	Department of Scientific and Industrial Research (Vigyan aur Audyogik Anusandhan Vibhag)	1
	Department of Space (Antariksh Vibhag)	1
	Ministry of Ayush (Ayush Mantralaya)	1
	Ministry of Earth Sciences (Prithvi Vigyan Mantralaya)	1
	Ministry of Electronics and Information Technology (Electroniki aur Soochana Praudyogiki Mantralaya)	1
Total		12

C	Department of Drinking Water and Sanitation (Peya Jal aur Swachchhata Mantralaya)	1
Infra,		
Chemicals,	Department of Water Resources, River Development and Ganga Rejuvenation (Jal Sansadhan, Nadi Vikas aur Ganga Sanrakshan Mantralaya)	1
Heavy		
Industries	Ministry of Civil Aviation (Nagar Vimanan Mantralaya)	1
and Mines	Ministry of Coal (Koyala Mantralaya)	1
	Ministry of Mines (Khan Mantralaya)	1
	Ministry of Petroleum and Natural Gas (Petroleum aur Praktik Gas Mantralaya)	1
	Department of Chemicals and Petro-Chemicals (Rasayan aur Petro-Rasayan Vibhag)	1
	Ministry of Heavy Industries (Bhari Udyog Mantralaya)	1
	Ministry of Steel (Ispat Mantralaya)	1
	Ministry of Textiles (Vastra Mantralaya)	1
C. Total		10
D.	Department of Empowerment of Persons with Disabilities (Divyangjan) (Divyangjan Sashaktikaran Vibhag)	1
Rural and		
Welfare	Department of Land Resources (Bhumi Sansadhan Vibhag)	1
	Department of Rural Development (Gramin Vikas Vibhag)	1
	Department of Social Justice and Empowerment (Samajik Nyaya aur Adhikarita Vibhag)	1
	Department of Sports (Khel Vibhag)	1
	Department of Youth Affairs (Yuvak Karyakram Vibhag)	1
	Department of Social Justice and Empowerment	1
	Ministry of Labour and Employment (Shram aur Rozgar Mantralaya)	1
	Ministry of Panchayati Raj (Panchayati Raj Mantralaya)	1
	Ministry of Tribal Affairs (Janjatiya Karya Mantralaya)	1
	Ministry of Women and Child Development (Mahila aur Bal Vikas Mantralaya)	1
Total		11
E.	Department of Defence (Raksha Vibhag)	1
Foreign and		
Security		

	Department of Defence Production (Raksha Utpadan Vibhag)	1
	Department of Defence Research and Development (Raksha Anusandhan aur Vikas Vibhag)	1
	Department of Ex-Servicemen Welfare (Poorva Senani Kalyan Vibhag)	1
	Department of Military Affairs (Sainya Karya Vibhag)	1
	Ministry of External Affairs (Videsh Mantralaya)	1
	National Security Council Secretariat (Rashtriya Suraksha Parishad Sachivalaya).	1
Total		7
F. Home & Internal Security	Department of Border Management (Seema Prabandhan Vibhag)	1
	Department of Home (Grih Vibhag)	1
	Department of Internal Security (Antarik Suraksha Vibhag)	1
	Department of Jammu, Kashmir and Ladakh Affairs (Jammu, Kashmir aur Ladakh Vibhag)	1
	Department of Official Language (Raj Bhasha Vibhag)	1
	Department of States (Rajya Vibhag)	1
Total		6
G. Agriculture, Cooperation and allied	Department of Administrative Reforms and Public Grievances (Prashasanik Sudhar aur Lok Shikayat Vibhag)	1
	Department of Agricultural Research and Education (Krishi Anusandhan aur Shiksha Vibhag)	1
	Department of Agriculture and Farmers Welfare (Krishi Evam Kisan Kalyan Vibhag)	1
	Department of Animal Husbandry and Dairying (Pashupalan aur Dairy Vibhag)	1
	Department of Fertilizers (Urvarak Vibhag)	1
	Department of Fisheries (Matsyapalan Vibhag)	1
	Department of Food and Public Distribution (Khadya aur Sarvajanic Vitaran Vibhag)	1
	Department of Pensions and Pensioners Welfare (Pension aur Pension Bhogi Kalyan Vibhag)	1
	Department of Telecommunications (Doorsanchar Vibhag)	1
	Ministry of Cooperation (Sahkarita Mantralaya)	1
	Ministry of Corporate Affairs (Corporate Karya Mantralaya)	1
	Ministry of Culture (Sanskriti Mantralaya)	1

	Ministry of Development of North Eastern Region (Uttar Poorvi Kshetra Vikas Mantralaya)	1
	Ministry of Food Processing Industries (Khadya Prasanskaran Udyog Mantralaya)	1
	Ministry of Minority Affairs (Alpasankhyak Karya Mantralaya)	1
	Ministry of Statistics and Programme Implementation (Sankhyiki aur Karyakram Karyanvayan Mantralaya)	1
Total		16
	Grand Total	73

Annexure-2 of Corrigendum 2

Illustrative list of organisational capacity building interventions (Non-exhaustive, for example and reference only)

Example of Organisational capacity building interventions have been grouped into the following organisational capacity building dimensions: Technology and Data, Systems and Processes, Resources and Assets, Partnerships and Relationships, Personnel Management

Technology & Data

1. A dedicated data management unit to handle data collection, analysis, privacy, and cleaning as per industry recognized quality standards
 - a. Data entry only at the primary unit of activity as opposed to at different levels of administrative command
 - b. Develop a protocol to assess the quality of data collected
 - c. Procure or commission software that enables encryption of sensitive data
2. A monitoring and evaluation (M&E) dashboard within the MDO for:
 - a. Outcomes-based (results-based) monitoring and evaluation indicators for all programmes across the MDO
 - b. Output-outcome monitoring framework (OOMF) and results-based management system (RBMS)
3. Technology that allows for simulation-based training programmes/practice.

Systems and Processes

Project Governance

4. Small-scale experimental and innovative pilots with service delivery improvement and knowledge generation goals, but without a rigid focus on targets

Knowledge generation and management

5. Knowledge dissemination: A monthly/quarterly newsletter for disseminating information about the MDO and the sector in which the MDO operates
6. Process and output documentation: Documenting all processes and related outputs of the MDO such that they are easily accessible
7. Knowledge transfer: Quarterly knowledge transfer sessions, where colleagues share their work experiences

Process improvement

8. Improving systems and processes that lead to better working within the MDO and service delivery.

Resources and Assets

Inventorization

9. Online Inventory Management System: Maintaining the list of all assets and resources online such that their movement across the MDO is tracked in near real-time, along with the need for maintenance, disposal et cetera.

Procurement

10. An annual resources and assets procurement plan that focuses on scheduling, forecasting, and procuring accordingly

Partnerships and Relationships

Public grievances redressal

11. Individual targets for public grievances redressal
12. Organisational targets for public grievances redressal

Outreach and communication

13. Documenting and sharing communications of the MDO such that:
 - a. They are available in all widely spoken (vernacular) languages
 - b. They cater to people with disabilities
14. A mobile-based application for the MDO as a means to increase citizen outreach
15. Documenting all citizen feedback online and in the public domain

Partner relationship management

16. Conduct and document a landscape review of all the stakeholders of the MDO
17. Partnerships/MoUs with the following kinds of entities, towards coordinating workshops, conferences, exposure visits and immersion visits, developing training materials, and conducting induction/refresher training:
 - a. Government training institutes such as LBSNAA, YASHADA
 - b. Reputed government academic institutes such as IITs, IIMs
 - c. Reputed private academic institutes such as ISB or SPJ
 - d. Global think tanks and academic institutes
 - e. Multilateral agencies such as ADB, World Bank, UNITAR
 - f. Other ministries/departments
 - g. Industry/private sector organisations, including not-for-profit organisations

- h. Any assessment or third party certification agencies to assess and certify MDO officials

Personnel Management

Aspects other than training function

- 18. Apprenticeship model – Creation of untenured apprentice positions across the MDO
- 19. Fellowship programmes – Creation of untenured fellow positions across the MDO
- 20. Dedicated collaboration platforms (workshops, virtual meetings, debates, discussions, et cetera.), for government officials to come together, to encourage public problem solving and joint learning through the exchange of ideas, co-production and co-learning

Training Support (Learning and Development)

- 21. A Capacity Building Unit (CBU) for leading the L&D function within the MDO
- 22. Hiring/appointing/bringing onboard subject matter experts (non-trainers) either on a part-time or full-time basis

Commercial Bid Format Proposal

(Please submit bids of each group individually in separate sealed envelopes on the letter head of the organization)

Name of the work: Development of Annual Capacity Building Plan

Quotes submitted below provide complete solutions to Capacity Building Commission (CBC) and are in accordance with the scope of work and terms & conditions mentioned under Scope of Services as under Section 2 of this RFP document.

Bid for the Group _____

Profile Name	Monthly Cost without Tax per Resource (INR) (A)	No. of Resources deployed (B)	Months Deployed (C)	Cost (without taxes) (D=A*B*C)
Project Lead				
Technical Consultants				
Associate Consultants				
Total				

Group Name	Cost in INR (D)	Applicable Tax (INR)	Cost with Tax (INR)
Group _____			
Cost With Tax (in words)			

Notes:

- Prices quoted by the Bidder shall remain firm during the entire contract period and shall not be subject to variation on any account except change in applicable tax rates. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

Authorized Person’s Signature with stamp.

Name and Designation:

Date: