

Govt. of India

Capacity Building Commission

RFP under LTE for Designing & Undertaking Audit of Human Resources in Select Ministries
/Departments of the Government of India.

RFP No. 01-09/2022-CBC dt 11th July 2022

Corrigendum 2: Revision in Clauses.

Date 27.07.2022

Sr.No.	Page/ Clause	Existing Clause	May be read as-
1.	Page 7 Data Sheet Point (10) Integrity Pact	On successful selection, bidders will be required to enter into 8 an Integrity Pact with Capacity Building Commission as per Annexure 2 of this RFP.	The Bidder is required to enter into an Integrity Pact with the Client. For this, the Bidder shall submit the signed and stamped Integrity Pact as part of the E-file 1 titled "pre qualification documents, Integrity Pact, Authorization Letter & EMD (Bid Securing Declaration)" as per dates mentioned in the tender document, failing which, the Bid submitted by the concerned Bidder will be liable to be rejected. The format for the Integrity Pact is provided in Annexure 2 of the tender document.
2.	Page 23 Integrity Pact	The Bidder is required to enter into an Integrity Pact with the Client. For this, the Bidder shall submit the original signed and stamped Integrity Pact as part of an envelope titled "Integrity Pact, Authorization Letter & EMD (Bid Securing Declaration)" as per dates mentioned in the Data Sheet above, failing which, the Bid submitted by the concerned Bidder will be liable to be rejected. The format for the Integrity Pact is provided in Annexure 2 of this RFQ cum RFP.	
3.	Page 5	You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 4.00 PM of 1 st August, 2022	You may upload your responses/ proposals on CPP portal in prescribed format to latest by 4.00 PM of 5 th August, 2022
4.	Page 9 Section 7.1- Objective 3 rd Paragraph	The overall objective of this hiring process is to hire capable and qualified consulting firms in the business domain of managing IT projects. The hired consultants shall be responsible for assisting the CBC for Human Resource (HR) Audit. Only Tier-I NICSI Empanelled Consultant will be hired.	The overall objective of this hiring process is to hire capable and qualified consulting firms in the business domain of HR Audit/ practices. The hired consultants shall be responsible for assisting the CBC for Human Resource (HR) Audit. Only Tier-I NICSI Empanelled Consultant shall be hired.

5.	Page 19	All Technical consultants should be on the bidder's payroll at the time of submission of the bid	All Technical consultants should be on the bidder's payroll at the time of issuance of Letter of Empanelment/ Award by the MDO/ CBC to the bidder. The bidder may submit an undertaking in this regard along with the acceptance of the LOA.
6.	Page 8, Data Sheet, Point 18	All resources are to be deployed onsite.	All resources are to be deployed onsite/ offsite as per requirement of MDO/ CBC.
7.	Page 22, Clause 9 Note & Page 26, clause 10.6.3	Note: Prices shall be at NICS rates which shall also be supported by work schedule template at Annexure 13.	Stands Revoked
8.	Page 54, Annexure 10 Heading of Col 3 in table	Per Resource Cost, Amount in INR (A) as per NICS Empanelment Rates (excl of taxes)	Per Resource Cost, Amount in INR (A) (excl. of taxes)
9.	Page 54, Annexure 10 Note point 1	In case there is a requirement of any other resource or specialized skill set not mentioned in the table above, then the FTE rates for the same will be as per NICS empanelment rates.	In case there is a requirement of any other resource or specialized skill set not mentioned in the table above, then the FTE rates of the same may be provided.
10.	Technical Evaluation Criteria		Refer Annexure 1

Annexure 1

Sr No	Criterion	Technical Evaluation Criterion	Max Marks (100)
1A	Specific experience of the Consulting Agency (as a firm) relevant to scope as above	<p>Consulting Agency Bidder should have directly provided HR management/ consulting to Indian Public Sector organizations ministries /departments/ enterprises / undertakings and been involved in projects covering HR audit.</p> <p>Marking criteria</p> <ul style="list-style-type: none"> • 1 mark 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. <i>(A total of up to 10 projects need to be submitted by the bidder.)</i> <p>Note:</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 50 lakhs in fees payable to the Consulting Agency Bidder at the time of award of contract. • Excludes 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. 	10
1B	Specific experience of the Consulting Agency (as a firm) relevant to scope of as above	<p>Five detailed case studies where the Consulting Agency/Bidder has directly provided HR management/ consulting to Indian Public Sector organizations ministries /departments/ enterprises / undertakings and been involved in projects covering HR audit.</p> <p>The Consulting Agency should submit a maximum 1500-word write-up for each case study highlighting the context and complexity of the project, key design challenges faced, stakeholders managed, and key deliverables and results achieved.</p>	10

		<p>Marking criteria:</p> <p>2 marks per case study- each project to be graded on the basis of the description provided by the Consulting Agency and its relevance to the scope outlined in this RFP.</p> <p>Note:</p> <ul style="list-style-type: none"> • "Project in response to Question 1A may be repeated". • A maximum of 5 projects may be submitted. • Start date must be inside last 5 years from the issue date of this RFP. • Only completed projects will be considered. • Each project must be greater than INR 50 lakhs in fees payable to the Consulting Agency Bidder at the time of award of contract. • The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance. 			
2	<p>Adequacy and quality of the proposal in response to the scope of work outlined as above</p>	<p>Evaluation will be based on the quality of the technical submission and the presentation to the technical committee. The bidder must demonstrate the following:</p> <ul style="list-style-type: none"> • Demonstration of understanding of Government working in ministries/ departments/ PSUs. • Understanding of global best practices and implications for HR practices in Public Sector. Submit a process for creating HR Audit Plan as agency would conceive. <p>Breakdown of marks is as below-</p> <table border="1" data-bbox="586 1766 1136 1906"> <tr> <td data-bbox="586 1766 1068 1906"> <ul style="list-style-type: none"> • Demonstration of successfully working in transformation/organizatio </td> <td data-bbox="1068 1766 1136 1906"> <p>1 0</p> </td> </tr> </table>	<ul style="list-style-type: none"> • Demonstration of successfully working in transformation/organizatio 	<p>1 0</p>	50
<ul style="list-style-type: none"> • Demonstration of successfully working in transformation/organizatio 	<p>1 0</p>				

		<p>n change in Indian public sector organizations/ministries/departments</p> <ul style="list-style-type: none"> • Understanding of global best practices and implications for Capacity Building 	10	
		<ul style="list-style-type: none"> • Understanding of how an organization's transformation can enable the Department's vision/Journey over the next decade. • Practicality and relevance of the execution approach and methodology for the current assignment addressing each scope element in this document. 	10	
		<ul style="list-style-type: none"> • Clarity of deliverables and work-plan. 	10	
3	Project team and experts' qualifications and competence for the assignment	<p>Evaluation will be based on the CVs of the key personnel and experts; experience and academic qualifications will be considered.</p> <p>In addition, interaction with the key personnel - Project Lead, Technical Consultants, On-site Consultants — during the bid presentation will be used for evaluation.</p> <p>The guidelines are provided below:</p> <p>Project Lead (1 Lead x 8marks = 8 marks)</p> <ul style="list-style-type: none"> • Should have postgraduate professional qualification in business management and Organisation & Method Analysis. • Minimum 10 years' experience in Indian Public sector or Private sector in strategy / organization 		30

transformation /HR practices or operating model / business process transformation change management.

Breakdown of marks-

Education Qualification	1 marks
Certifications and Training	2 marks
Adequacy for the Assignment (relevant experience in the sector/similar assignments)	5 marks
Experience more than 10 years in Indian Public sector or Private sector in strategy / organization transformation / operating model / HR practices or operating model/ business process transformation change management.	
10-12 years of experience- 2 marks	
12-15 years of experience - 4 marks	
15 years & above experience -5 marks	

Technical Consultant

(2 Technical experts x 5 = 10 marks)

- List of experts to be proposed by the Bidder relevant to the group of ministries

(They may include a combination of Subject Matter Experts relevant to the ministries / Knowledge Management Experts / Human Resource Experts)

- Technical consultants proposed by the bidder should have an graduate degree and experience in relevant field and a minimum work experience of 10 years (excluding internships)

All Technical consultants should be on the bidder's payroll at the time of submission of the bid

- Technical consultants will be assessed basis the relevance of their past industry experience for the scope of this work and basis interactions during the bidder's presentation

Breakdown of marks

Education Qualification	1 marks
Certifications and Training	2 marks
Adequacy for the Assignment (relevant experience in the sector/similar assignments)	2 marks
Experience more than 2 years than the minimum overall – 1 mark	
Assessment of technical relevance by committee – 1 mark	

Management / Functional Profile

(3 Consultants x 4 marks) = 12 marks

- A team of three consultants having experience of working in the areas of strategy and vision / policy formulation and implementation / business model / business process / organization restructuring / HR Management capacity building to be deployed on site.
- 3 Resources are to be deployed. Consultants should possess MBA/ PGDM degree and experience in relevant fields and a minimum work experience of 6 years.

Breakdown of marks

Education Qualification	1 marks
Certifications and Training	1 marks
Adequacy for the Assignment (relevant experience in the sector/similar assignments) 2 or more years above minimum experience as specified above	2 marks