

Capacity Building Commission (CBC)
(attached office under Department of Personnel and Training-DoPT, Government of India)
Jawahar Vyapar Bhawan, 22nd floor, Janpath, New Delhi - 110001
Tel –011-23701126, Email - cbc-dopt@gov.in

Addendum no. 2

Assignment: Request for Proposals For Empanelment of Agencies for Development of Capacity Building plans at various Ministry, Department and Organizations (MDO) under Mission Karmayogi

Date: 21-07-2025

RFP No.:IN-CBC-482165-CS-QBS

Sl. No.	Section / Clause no. of RFP	Page no.	Reference Clause from RFP (For)	Amendment to RFP (Read As)
1	Section 2. ITC E. Data Sheet Clauses 17.7 and 17.9	35	The Proposals must be submitted no later than: Date: 9th July, 2025 Time: 16:00 local time	The Proposals must be submitted no later than: <i>Date: 5th August, 2025</i> Time: 16:00 local time
2	Section 2. ITC E. Data Sheet Clauses 19.1	36	The opening shall take place at: Address: Capacity Building Commission, Jawahar Vyapar Bhawan, 22nd floor, Janpath, New Delhi - 110001 Date: 10th July, 2025 Time: 16:30 local time	The opening shall take place at: Address: Capacity Building Commission, Jawahar Vyapar Bhawan, 22nd floor, Janpath, New Delhi - 110001 <i>Date: 6th August, 2025</i> Time: 16:30 local time

Sl. No.	Section / Clause no. of RFP	Page no.	Reference Clause from RFP (For)	Amendment to RFP (Read As)
3	Section 2. ITC E. Data Sheet Clauses 2.1	31	<p>Method of selection:</p> <p>2)While awarding the work, the client may choose to float the requirement to all categories of empaneled agencies or to a particular category of empaneled agencies. The empaneled agencies shall be required to submit their technical proposal as per the scope of work and other details given in the call off RFP. The agencies shall submit the financial proposal for the development of CBP for particular M/D/O/ State in response to the call off RFP and shall be free to quote rates below the capped unit prices in the empanelment RFP. The agencies shall be selected as per Least Cost Selection (LCS) or any other method of selection as per the Procurement Regulations (available on www.worldbank.org).</p>	<p>Method of selection:</p> <p>2)While awarding the work, the client may choose to float the requirement to all categories of empaneled agencies or to a particular category of empaneled agencies. The empaneled agencies shall be required to submit their technical proposal as per the scope of work and other details given in the call off RFP. The agencies shall submit the financial proposal for the development of CBP for particular M/D/O/ State in response to the call off RFP and shall be free to quote rates below the capped unit prices in the empanelment RFP. The agencies shall be selected as per <i>Least Cost Selection (LCS) or Quality and Cost Based Selection (QCBS)</i> or any other method of selection as per the Procurement Regulations (available on www.worldbank.org) <i>and as desired by the client</i></p>
4	Section 2. Instructions to Consultants E. Data Sheet	36	<p>Clauses 1(e) and 1(s) Clients The Client(s) that are permitted to procure consulting services under the Framework Agreement are: 1.Karmayogi Bharat (KB) -7th Floor, Parsavnath Capital Tower, Bhai Vir Singh Marg, Gole Market, New Delhi-110001 2.Department of Personnel & Training (DoPT)- Block 04, 3rd floor, Old JNU Campus, New Mehrauli Road, New Delhi-110067 3.Various Ministries/ Department / Organizations (MDOs) / States</p>	<p>Clauses 1(e) and 1(s) Clients The Client(s) that are permitted to procure consulting services under the Framework Agreement are:</p> <p><i>1. Any Ministries/ Department / Organizations (MDOs)</i> <i>2. States</i></p> <p><i>Kindly note the Framework Agreement shall be signed only with CBC while call off RFP/orders can be issued by CBC, any MDOs or state governments.</i></p>

Sl. No.	Section / Clause no. of RFP	Page no.	Reference Clause from RFP (For)	Amendment to RFP (Read As)
5	Clause 21.1 Mandatory Criterion	37	<p>Mandatory Criterion #4</p> <p>The Consultant as a firm (Bidder)/ agency must have relevant experience of development and implementation of Capacity Building Plan (CBP)/ Training Calendar/ Training Needs Assessment (TNA)/ Workforce Development and Organization Restructuring / Governance Reforms, Strategy and vision-policy formulation and implementation / HR consulting services for Indian Public Sector Organizations / Ministries/ Department /State Government/ PSU/ Enterprises/ Large Private Enterprises.</p> <p>The firm must have experience of implementing at least 3 such relevant projects during last 5 years (as on date of publication of this RFP) of the minimum value of Rs. 1 Crore of each contract.</p> <p>The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance.</p> <p><u>Supporting Documents/ Documentary Evidence:</u></p> <p>Submit Work Order/ Contract/ MoU copies along with client completion/ performance certificates or other supporting document substantiating the successful completion/ performance under such project.</p> <p>In case of ongoing projects only projects which are 80% complete shall be considered. CA certificate certifying 80% payment has been billed and received along with copy of work order needs to be submitted for ongoing projects</p>	<p>The Consultant as a firm (Bidder)/ agency must have relevant experience of development and implementation of Capacity Building Plan (CBP)/ Training Calendar/ Training Needs Assessment (TNA)/ Workforce Development and Organization Restructuring / Governance Reforms, Strategy and vision- policy formulation and implementation / HR consulting services for Indian Public Sector Organizations / Ministries/ Department /State Government/ PSU/ Enterprises/ Large Private Enterprises.</p> <p>The firm must have experience of implementing at least 3 such relevant projects <i>during last 7 years</i> (as on date of publication of this RFP) of the minimum value of <i>Rs. 75 Lakhs</i> of each contract.</p> <p>The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance.</p> <p><u>Supporting Documents/ Documentary Evidence:</u></p> <p>Submit Work Order/ Contract/ MoU copies along with client completion/ performance certificates or <i>other supporting document substantiating the successful completion/ performance under such project (e.g. CA Certificate for completion of payment under contract).</i></p> <p>In case of ongoing projects only projects which are <i>70% complete</i> shall be considered. <i>CA certificate certifying 70% payment</i> has been billed and received along with copy of work order needs to be submitted for ongoing projects</p>

Sl. No.	Section / Clause no. of RFP	Page no.	Reference Clause from RFP (For)	Amendment to RFP (Read As)
6	Clause 21.1 Mandatory Criterion #5	37	<p>Mandatory Criterion #5</p> <p>Domain-Specific Experience in Functional Groups (Group/ Category A, B, C and D):</p> <p>The agency should have prior experience in at least following nos. of domain area/ sectors/ identified governance domains in each Category mentioned in the ToR for empanelment under this RFP</p> <p>Category A- Minimum 4 domain area/ sectors specified</p> <p>Category B, C and D- Minimum 3 domain area/ sectors specified</p> <p><u>Supporting Documents/ Documentary Evidence</u></p> <p>Submit at least 2 relevant Work Order/ Contract/ MoU copies of relevant projects executed for Government/ PSU only for each Sector and Domain of the minimum value of Rs. 2 crores, substantiating the experience and knowledge of consultant of particular sector/ domain.</p>	<p>Domain-Specific Experience in Functional Groups (Group/ Category A, B, C and D):</p> <p>The agency should have prior experience in at least following nos. of domain area/ sectors/ identified governance domains in each Category mentioned in the ToR for empanelment under this RFP</p> <p>Category A- Minimum 4 domain area/ sectors specified</p> <p>Category B, C and D- Minimum 3 domain area/ sectors specified</p> <p><u>Supporting Documents/ Documentary Evidence</u></p> <p>Submit at least 2 relevant Work Order/ Contract/ MoU copies of relevant projects executed for Government/ PSU/<i>Large Private Enterprises</i> for each Sector/ Domain of the <i>minimum value of Rs. 75 Lakhs</i>, substantiating the experience and knowledge of consultant of particular sector/ domain.</p> <p><i>Agency need to submit the supporting documents for no. of category(ies) applied. The no. of relevant project can be same covering different sector applied, however it should be specific and clear from the credentials submitted. It should also be properly mentioned in the technical proposal.</i></p>
7	Section 2. ITC E. Data Sheet Clause 26.1	32, 42	<p>Expected date and address for negotiations to conclude a Framework Agreement/s: Date: 30th June, 2025</p>	<p>Expected date and address for negotiations to conclude a Framework Agreement/s: Date: 30 September, 2025</p>
8	Clause 21.1 Mandatory Criterion; Sl. No. #6	38	<p>Must have a manpower of at least 30 technical personnel on pay roll of the bidder</p>	<p>Must have a manpower of <i>at least 30 resources/ personnel having relevant experiences</i> (as required in the RFP), on pay roll of the bidder</p>

Sl. No.	Section / Clause no. of RFP	Page no.	Reference Clause from RFP (For)	Amendment to RFP (Read As)
9	21.1 : Criteria, sub criteria, and point system for the evaluation of the Technical Proposals:	40	<p>(ii) Adequacy and quality of the proposed approach and methodology in responding to the Terms of Reference (TORs): [25]</p> <p>The evaluation will be based on the quality of the technical proposal submitted by the consultant. They must demonstrate the following but not limited to:</p> <ul style="list-style-type: none"> • Understanding of the ToR, scope of work, and expected outcomes of the CBP development process. • Demonstrated approach to competency-based CBP, incorporating national and international best practices in training and skill development. • Practicality and relevance of the execution approach and methodology for the current assignment addressing each scope element in this RFP • Ability to design a practical and scalable execution methodology that aligns with Mission Karmayogi's vision. • Integration of technology-driven solutions, e-learning, AI-driven capacity-building, and digital governance tools in CBP development. • Clarity in deliverables, timelines, and work plan, ensuring structured implementation. • Innovative Solutions & Value Addition. • Work Plan, Deliverables & Risk Management. 	<p>(ii) Adequacy and quality of the proposed approach and methodology in responding to the Terms of Reference (TORs): [25]</p> <p>The evaluation will be based on the quality of the technical proposal submitted by the consultant. They must demonstrate the following but not limited to:</p> <ul style="list-style-type: none"> • Understanding of the ToR, scope of work, and expected outcomes of the CBP development process (2 marks) • Demonstrated approach to competency-based CBP, incorporating national and international best practices in training and skill development (5 marks) • Practicality and relevance of the execution approach and methodology for the current assignment addressing each scope element in this RFP (5 marks) • Ability to design a practical and scalable execution methodology that aligns with Mission Karmayogi's vision (3 marks) • Integration of technology-driven solutions, e-learning, AI-driven capacity-building, and digital governance tools in CBP development (3 marks) • Clarity in deliverables, timelines, and work plan, ensuring structured implementation (2 marks) • Innovative Solutions & Value Addition (3 marks) • Work Plan, Deliverables & Risk Management (2 marks)

Sl. No.	Section / Clause no. of RFP	Page no.	Reference Clause from RFP (For)	Amendment to RFP (Read As)
10	Data Sheet Point No. 21.1 Specific experience of the Consultant (as a firm) relevant to the Assignment (Section 2)	45	<p>2.Domain-Specific Experience in Functional Groups (Group A, B, C, D, as specified in the ToR): (10 Marks)</p> <p>Case Study for specific experience of development of Capacity Building Plan / Training Needs Assessment (TNA) and development of training calendar/ competency based CBP or training plan/ Workforce Development and Organization Restructuring for any 2 Domain/ Sectors from any of the Category/ Categories applied by the Consultant, covering minimum following details:</p> <p>-The Agency should submit a maximum 3000-word write-up for each case study highlighting the objective, context, key intervention and complexity of the project, key design challenges faced, stakeholders managed, and key deliverables and results achieved in each project.</p> <p>Marking criteria:</p> <ul style="list-style-type: none"> •5 marks per case study; each project to be graded based on the description provided by the Consulting Agency, outcome achieved and basis its relevance to the scope outlined in this RFP •Maximum 10 marks •Project showcased in Minimum Qualification criteria or in response to Question 1 above can be repeated •Any project completed during last five (5) years by the agency can be provided •Each project must be greater than INR 2 crores •The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance 	<p>2.Domain-Specific Experience in Functional Groups (Group A, B, C, D, as specified in the ToR): (10 Marks)</p> <p>Case Study for specific experience of development of Capacity Building Plan / Training Needs Assessment (TNA) and development of training calendar/ competency based CBP or training plan/ Workforce Development and Organization Restructuring for any 2 Domain/ Sectors from any of the Category/ Categories applied by the Consultant, covering minimum following details:</p> <p>-The Agency should submit a maximum 3000-word write-up for each case study highlighting the objective, context, key intervention and complexity of the project, key design challenges faced, stakeholders managed, and key deliverables and results achieved in each project.</p> <p>Marking criteria:</p> <ul style="list-style-type: none"> •5 marks per case study; each project to be graded based on the description provided by the Consulting Agency, outcome achieved and basis its relevance to the scope outlined in this RFP •Maximum 10 marks •Project showcased in Minimum Qualification criteria or in response to Question 1 above can be repeated •Any project completed during last seven (7) years by the agency can be provided •Each project must be greater than INR 75 Lakhs •The bidder must provide details of the projects (as much as possible) for the evaluation committee to ascertain relevance
11	Section 7. Terms of Reference (ToR) Sl. No. VII	82	<p>VII.Team Qualifications and Competence for the Assignment:</p> <p>1. Program Director - Lead: Educational Qualification: Minimum 15 years of professional experience in training, strategy development, public sector transformation, or capacity-building initiatives.</p>	<p>VII.Team Qualifications and Competence for the Assignment:</p> <p>1. Program Director - Lead: Educational Qualification: Minimum 12 years of professional experience in training, strategy development, public sector transformation, or capacity-building initiatives.</p>

Sl. No.	Section / Clause no. of RFP	Page no.	Reference Clause from RFP (For)	Amendment to RFP (Read As)
12	Section 7. Terms of Reference (ToR) Sl. No. VII	82	2. Capacity-Building & HRD Expert Educational Qualification: • MBA or postgraduate degree in Human Resource Development, Public Administration, Public Policy, Organizational Behaviour, or Education Management or equivalent.	2. Capacity-Building & HRD Expert Educational Qualification: • MBA or postgraduate degree in Human Resource Development, Public Administration, Public Policy, Organizational Behaviour, or Education Management <i>or Social Sciences</i> or equivalent.
13	Section 7. Terms of Reference (ToR) Sl. No. VII	83	3. Governance & Policy Specialist Educational Qualification: Educational Qualification: • Master's degree in Public Policy, Governance, Economics, or Development Studies or equivalent.	3. Governance & Policy Specialist Educational Qualification: Educational Qualification: <i>MBA or postgraduate degree in Human Resource Development</i> , Public Policy, Governance, Economics, or Development Studies or equivalent.
14	Team Qualifications and Competence for the Assignment	83	5. Subject Matter Experts (SMEs) (Sector-Specific Experts) - CVs of at least any 3 domain experts to be submitted based on the category applied by the agency Educational Qualification: • Postgraduate degree in relevant sector-specific fields (e.g., Health, Finance, Law, Urban Planning, Environment, Social Policy, Infrastructure, IT, etc.) Experience Requirements: • 10+ years of domain-specific experience in policy implementation, strategy development, and capacity-building for respective ministries and departments. • Experience in advising government institutions on sectoral skill development and competency enhancement.	5. Subject Matter Experts (SMEs) (Sector-Specific Experts) - CVs of at least any 3 domain experts to be submitted based on the category applied by the agency Educational Qualification: • Postgraduate degree in relevant sector-specific fields (e.g., Health, Finance, Law, Urban Planning, Environment, Social Policy, Infrastructure, IT, etc.) Experience Requirements: • <i>8+ years</i> of domain-specific experience in policy implementation, strategy development, and capacity-building for respective ministries and departments. • Experience in advising government institutions on sectoral skill development and competency enhancement.
15	Framework Agreement Provisions (FAP), Liability of the Consultant	106	(ii) for any direct loss or damage that exceeds [insert a multiplier, e.g.: one, two, three] times the total value of the Contract;	(ii) for any direct loss or damage that exceeds <i>Equal to</i> total value of the Contract;

Note: The amendments are written in Bold and Italic. All the amendments shall be applicable at all relevant sections of the RFP