Clarifications to Bidders Queries of Pre-Proposal Meeting

Assignment: RFP for Selection of an Academic Institution/ University for Implementation of Faculty Development Program (FDP) for Capacity Building Commission (CBC)

Date: 01-05-2025

RFP No.: IN-CBC-468346-CS-QCBS/1

Sr. No	Section / Clause no. of RFP	Page no.	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission
1	Sl. No. 5	Page 37	As per Page 37, Sl. No. 5, the eligibility criteria specify that: "The Institution should have experience in delivering Custom Executive Programs (of a minimum 6 months period) through e-learning platform (e-learning program in online or blended mode), with enrollment and completion exceeding 1,000 participants (cumulative) during the last 5 years." However, under Page 73, Point 4(C)(ii) in the Scope of Work, the RFP outlines that: "A 5-day experiential classroom program is to be conducted at the Institute campus for 30 to 35 participants per batch." In this context, we seek your kind guidance as the above two requirements appear to reflect different modalities and program durations —Eligibility criteria emphasizing long-duration online/blended programs and the Scope of Work mentioned 5 days residential programs.	seek clarification on an apparent contradiction between the eligibility criteria and the stated scope of work. We request you to kindly provide detailed inputs or clarification to help us understand eligibility criteria.	The criteria is updated (Orignal RFP read with addendum/ corrigendum) and the amendment can be referred to in the updated RFP.
2	Part B: Evaluation Criteria	38	Point B - Relevant Experience of Conducting FDP Programme (Offline Mode): Experience of rolling out/implementation of similar FDP programmes (physical/offline mode) for Government/PSEs/Government undertakings/PSUs during the last 5 years (based on number of certifications/trainings completed, as on the date of proposal submission deadline of this RFP).	In this regard, we kindly request you to consider the Open Management Development Programs (MDPs), Short term Executive certificate programs, Executive MBA, One-Year Post Graduate Programs for Executives, Post Graduate Diploma, Certificate programs etc. that we have conducted as part of the above criteria. These programs have consistently attracted participation from senior professionals across various esteemed organizations. We believe these engagements reflect our relevant experience in conducting offline FDPs for Government stakeholders, in line with the expectations outlined in the RFP.	General executive education experience is considered as part of the mandatory criteria. Since the deliverable is specific detailed faculty development program for senior government faculty, the evaluation criteria is degined accordingly. Hence, no changes are made.
3	Part A: Mandatory Criteria:	37	The Institution should have experience in delivering Custom Executive Programs* (of a minimum 6 months period) through e-learning platform (e-learning program in online or blended mode), with enrollment and completion exceeding 1,000 participants (cumulative) during last 5 years.	Generally long duration blended/online program (such as 6 months or more) are not feasible for senior government /corporate officials with over 10+ years of experience, due to their demanding roles and schedules. We would like to know if there is any flexibility in the minimum program duration requirement.	The criteria is updated (Orignal RFP read with addendum/ corrigendum) and the amendment can be referred to in the updated RFP.

Sr. No	Section / Clause no. of RFP	Page no.	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission
4	B. Relevant experience of conducting FDP Programme (offline Mode)	38	Experience of rolling out/implementation of similar FDP programme (physical/ offline mode) for Govt./PSEs/ Government undertaking/ PSU sector during last 5 years (Based on no. of certification/ training completed, as on date of proposal submission deadline of this RFP) • More than 500 Faculty/ Trainer: 10 Marks • 351- 500 Faculty/ Trainer: 8 Marks • 251- 350 Faculty/ Trainer: 6 Marks • 101- 250 Faculty/ Trainer: 4 Marks • Less than 100 Faculty/ Trainer: 0 Marks	We propose that the evaluation should consider the total number of contracts/MoUs executed for similar FDP programs as this will help to prove the fact that multiple engagements with government or public sector partners have been executed, regardless of batch sizes. This will also highlight programs that have been designed and delivered for niche or senior-level cohorts.	Institutes can submit some eligible proof for the number of participants such as attendance sheet, email communication, work order; bill payments or an undertaking. However, the selected bidder, would have to produce the original documents, before signing of the contract.
5				Addition of Participants In the event that the number of participants exceeds the planned batch size: What is the permissible variance in participant count per batch? Will there be additional compensation or revised costing mechanisms in such cases?	Participant count per batch will be maintained between 30 to 35 only. The cost will be for the whole batch of size of 30 to 35, and no additional compensation will be provided.
6				Deviation from Scope of Work In case of deviations requested by the client from the originally agreed Scope of Work: What is the protocol for seeking approval and documenting such deviations? Will a supplementary work order or agreement amendment be issued?	Any deviations from the agreed scope of work will be discussed with the client and agreed upon by mutual consensus.
7				Changes in Expert Faculty / Resource Persons If a change in expert faculty is necessitated due to unforeseen circumstances (e.g., health issues, emergencies): What is the acceptable protocol for replacing faculty? Will prior approval be required for substitution of equally qualified personnel?	The changes in faculty should be informed to CBC, with prior approval being mandatory.
8				Power of Attorney (POA) / Alternate Documentation In case issuing a POA is not administratively feasible for an institute: Will an alternate authorization document, like a letter of authorization, be acceptable?	Yes.

Sr. No	Section / Clause no. of RFP	Page no.	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission
9				Work Schedule and Planning for Deliverables Could you please specify the expected timeline for: Program planning and onboarding Participant nominations Curriculum approvals and content customization Interim and final reporting	Refer the RFP document, Section 7, Terms of Reference, point 9, page 79 for timelines.
10				Frequency per Year What is the expected number of program batches or training cycles per year? Will these be distributed evenly, or subject to periodic scheduling based on demand? Or will it be 1 batch every 2 months?	Refer the RFP document, Section 7, Terms of Reference, point 4, page 73 for timelines.
11				Participant Dropouts or Substitutions What is the protocol if nominated participants drop out or are replaced mid-program? Will IIT Bombay be allowed to backfill or receive updated participant nominations?	CBC will make decisions as appropriate if participants drop-out mid program. No replacements will be allowed mid-program. The institute will receive updated participant nominations.
12				Pandemic / Health Emergency Response In case of nationwide health emergencies or natural disasters: Is there provision to shift delivery modes (e.g., from offline to online)? Are extensions or alternate delivery windows permissible?	Decision will be made by CBC as and when the need arises.
13				Force Majeure Handling What is the policy on delays due to events beyond institutional control (e.g., strikes, lockdowns, infrastructure failure)?	Such situation shall be considered as per Force Majeure clause inlcuded in the draft contract of the RFP
14				Advance Payment Is it mandatory to provide BG for Advance Payment	There is no provision for advance payment.
15				Evaluation and Feedback Framework What is the standard method for collecting participant feedback and program evaluation? Are there predefined formats or rubrics to be followed?	Evaluation and Feedback Framework should be designed by the institute to ensure effective impact and measurement.

Sr. No	Section / Clause no. of RFP	Page no.	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission
16				Reporting Requirements Clarification on documentation retention expectations	Query not clear.
17				Data Privacy & Consent What are the guidelines for managing participant data securely, especially for online platforms? Is participant consent or compliance with data protection laws required?	Participant consent and compliance with data protection laws of the country should be maintained.
18				Digital Infrastructure & Platform Dependencies If programs are to be delivered online: Are institutions expected to provide Learning Management Systems (LMS)? What are the support expectations for technical issues from participants' side?	The program is designed to be an offline program. Any technical support required should be managed by the institute conducting the FDP.
19				Language & Regional Customization Will there be requirements to deliver content in regional languages? If so, will translation support or additional budget provisions be available?	The program should be conducted in English.
20				Custom Content Development In case content must be tailored to client-specific needs: What is the timeline and approval process for such customization?	Tailoring content to client-specific needs is essential part of the scope of work.
21				Certification and Assessment Requirements Who will issue certificates—CBC, DoPT, or IIT Bombay? Will there be mandatory assessments or just participation-based certification?	Assessment plan should be designed by the institute conducting FDP. Certificate will be issued jointly by CBC and the selected institute.
22				Accommodation Will alternate accommodation be allowed in case of VIP movements or government requisition?	In -house accommodation requirements should be arranged for the participants during the program.
23				Commencement of Services: Confirmation of Key Experts' availability to start the Assignment shall be submitted to the Client in writing as a written statement signed by each Key Expert will this be allowed to change	Any changes have to discussed with CBC, and a formal approval should be sought.

Sr. No	Section / Clause no. of RFP	Page no.	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission
24				Intellectual Property Rights (IPR) Who retains ownership of the content created or delivered? Can IIT Bombay repurpose the material for future academic or public use?	The IPR for the custom program content lies with CBC. The institute can repurpose the material for capacity building of government officials only, after proper approval from CBC.
25				Contingency for Government Policy Changes Will extensions or changes be allowed in case of: Mid-program policy shifts Budgetary revisions Strategic changes by the government	Any changes or unforeseen situations shall be discussed with CBC. However, budgetary revisions are not included in this discussions; once the rates are finalised
26				Inter-institutional Collaboration Is collaboration with other academic institutions or external experts allowed? What documentation or approvals are required?	No.
27				Participant Readiness and Infrastructure Is the commissioning body responsible for ensuring participant readiness (e.g., device access, internet, workspace) & also logistics	No. The institute rewarded with work order is responsible for ensuring participant readiness (e.g., device access, internet, workspace) & also logistics. Participants can be asked to bring their laptops, however, other facilities should be arranged.
28				Program Management Approach Technical Approach, Methodology can be customized ? Work Plan and Staffing can be changed ? as per client requirement ?	All decisions should be discussed and made in discussion with CBC.
29				Is the deadline for submission of proposal firm or if extension is possible?	CBC has allowed for 30 days which is considerable time. Currently, there is no plan for extension of the bid closing date.

Sr. No	Section / Clause no. of RFP	Page no.	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission
30				Institutes have confidentiality agreement with clients in many cases. Thus, Is it necessary to submit MoUs?	In case of confidentiality agreement, participants can submit some eligible proof for the contract such as email communication, work order; bil payments or an undertaking. However, the selected bidder, would have to produce the original documents, before signing of the contract.
31	Part A, pg 38			5 extra marks for iGOT program are provided. However, can these markes be provided if insitute has their in-house LMS.	No change
32				IIT has done both online and blended programs, should they be counted twice in both of scoring criteria - online and offline.	No. They should be counted once.
33				Is relaxation in NIRF ranking criteria possible.	No change
34				Can hotel accommodation option be given for participants?	No change