

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. 1

Title of RFP: Selection of a Program Management Unit (PMU) for Capacity Building Commission (CBC) under National Programme for Civil Services Capacity Building

RFP No.: IN-CBC-467947-CS-QCBS

Date: 11-04-2025

Sr. No	Section / Clause no. of RFP	Page no.	Reference Clause from RFP (For)	Amendement to RFP (Read As)
1	Last date and timelines for submission of proposal- clause 17.4 of Data Sheet (Section 2)	35	The Proposals must be uploaded on the e-procurement portal specified in ITC 1(m) no later than: Date: 5th May 2025 Time: 16:00 hrs. local time (i.e. till 4.00 PM)	The Proposals must be uploaded on the e-procurement portal specified in ITC 1(m) no later than: <i>Date: 12th May 2025</i> Time: 16:00 hrs. local time (i.e. till 4.00 PM)
2	RFP clause 19.1 of Data Sheet (Section 2)		The procedure for online opening of technical proposals shall be: Technical proposal will be opened on the e-procurement portal by the Client's Evaluation or opening Committee at the date and time indicated below. Date: 06th May, 2025 Time: 16:30 hrs. local time (i.e. 4.30 PM)	The procedure for online opening of technical proposals shall be: Technical proposal will be opened on the e-procurement portal by the Client's Evaluation or opening Committee at the date and time indicated below. <i>Date: 13th May, 2025</i> Time: 16:30 hrs. local time (i.e. 4.30 PM)
3	Clause 21.1 of Data Sheet Part A: Mandatory Criteria:	37	The Consultant should have an Annual Average Turnover of INR ten (10) crores in the last three (3) financial years (2021-22, 2022-23 & 2023-24 OR 2022-23, 2023-24 & 2024-25).	The Consultant should have an Annual Average Turnover of INR twenty (20) crores in the last three (3) financial years (2021-22, 2022-23 & 2023-24 OR 2022-23, 2023-24 & 2024-25).

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4	Clause 21.1 of Data Sheet Part B: Evaluation criteria	38	<p>Part B: Evaluation Criteria: Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p> <p>i. Specific experience of the Consultant (as a firm) relevant to the Assignment: [20 marks]</p> <p>Project Management Experience: The bidder needs to submit case studies to demonstrate their experience in executing project of similar nature with the scope of work similar in nature and experts as laid out in the RFP document in the last five (5) years, from the proposal submission deadline in India (ending on the last date submission of the proposal).</p> <p>The maximum marks allocated for each case study/ project meeting the minimum criteria as specified shall be 10 and a maximum of 2 case studies shall be evaluated against the criteria, in case more than 2 case studies are submitted the first two case studies shall be evaluated for the bidder.</p>	<p>Part B: Evaluation Criteria: Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals:</p> <p>i. Specific experience of the Consultant (as a firm) relevant to the Assignment: [20 marks]</p> <p>Project Management Experience: The bidder needs to submit case studies to demonstrate their experience in executing project of similar nature with the scope of work similar in nature and experts as laid out in the RFP document in the last five (5) years, from the proposal submission deadline in India (ending on the last date submission of the proposal).</p> <p>The maximum marks allocated for each case study/ project meeting the minimum criteria as specified shall be 10 and a maximum of 2 case studies shall be evaluated against the criteria, in case more than 2 case studies are submitted the first two case studies shall be evaluated for the bidder.</p> <p><i>The page limit for each case study to be submitted is 10-12 pages</i></p>
5	Team Composition & Qualification Requirements for the Key Experts (and any other requirements which will be used for evaluating the Key Experts under Data Sheet 21.1 of the ITC)	75	<p>4. Team Composition & Qualification Requirements for the Key Experts</p> <p>Key Position: Program Lead</p> <p>Minimum Qualifications and Experience requirement:</p> <ul style="list-style-type: none"> • Master's degree in Public Policy, Social Studies, Development Studies, Education, Management or a related field. • 15 years of work experience with at least 8 years of experience in program management, government advisory or capacity building • Experience in managing capacity building programs at national or state-level and experience with Mission Karmayogi or similar programme will be preferred 	<p>4. Team Composition & Qualification Requirements for the Key Experts</p> <p>Key Position: Program Lead</p> <p>Minimum Qualifications and Experience requirement:</p> <ul style="list-style-type: none"> • Master's degree in Public Policy, Social Studies, Development Studies, Education, Management/ <i>any Post Graduate Diploma in Management</i> or a related field. • 12 years of work experience with at least 8 years of experience in program management, government advisory or capacity building • Experience in managing capacity building programs at national or state-level and experience with Mission Karmayogi or similar programme will be preferred

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6	Team Composition & Qualification Requirements for the Key Experts	75	<p>Key Position: Sr. Manager (Program Management)</p> <p>Minimum Qualifications and Experience requirement:</p> <ul style="list-style-type: none"> • Master's degree in Public Policy, Social Studies, Development Studies, Education, Management or a related field. • Minimum 8 years of work experience with at least 5 years of experience in program management, government advisory or capacity building • Experience in managing capacity building programs at national or state-level and experience with Mission Karmayogi will be preferred 	<p>Key Position: Sr. Manager (Program Management)</p> <p>Minimum Qualifications and Experience requirement:</p> <ul style="list-style-type: none"> • Master's degree in Public Policy, Social Studies, Development Studies, Education, Management/ <i>any Post Graduate Diploma in Management</i> or a related field. • Minimum 8 years of work experience with at least 5 years of experience in program management, government advisory or capacity building • Experience in managing capacity building programs at national or state-level and experience with Mission Karmayogi <i>or similar programme</i> will be preferred

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7	Team Composition & Qualification Requirements for the Key Experts	76	<p>Key Position: Manager (Program Management)</p> <p>Minimum Qualifications and Experience requirement:</p> <ul style="list-style-type: none"> • Master's degree in Public Administration, Management, or MBA or related fields • Minimum 7 years of experience in program coordination or government advisory roles • Strong organizational and communication skills 	<p>Key Position: Manager (Program Management)</p> <p>Minimum Qualifications and Experience requirement:</p> <ul style="list-style-type: none"> • Master's degree in Public Administration, Management, or MBA or related fields • Minimum 5 years of experience in program coordination/ management or government advisory roles • Strong organizational and communication skills
8	Team Composition & Qualification Requirements for the Key Experts	77	<p>Key Position: Procurement Expert</p> <p>Minimum Qualifications and Experience requirement:</p> <ul style="list-style-type: none"> • Master's degree in Business Administration/ MBA/ MSc./ Master or MBA in material management or supply chain management. Procurement certification through the World Bank shall be preferable • Minimum 8 years of experience in public procurement management as per World Bank and GFR procurement Guidelines, contract management, e-procurement, reporting etc. • Experience with government, donor-funded projects or procurement via multilateral funding institutions, particularly of World Bank projects is mandatory • Well versed with GeM, CPPP and STEP procurement system 	<p>Key Position: Procurement Expert</p> <p>Minimum Qualifications and Experience requirement:</p> <ul style="list-style-type: none"> • B.Tech in any stream or Master's degree in Business Administration/ MBA/ M.Sc./ Master or MBA in material management or supply chain management. Procurement certification through the World Bank shall be preferable • Minimum 8 years of experience in public procurement management as per World Bank and GFR procurement Guidelines, contract management, e-procurement, reporting etc. • Experience with government, donor-funded projects or procurement via multilateral funding institutions, particularly of World Bank projects is mandatory • Well versed with GeM, CPPP and STEP procurement system
9	Section 7. Terms of Reference Sl. No. 4. Team Composition & Qualification Requirements for the Key Experts	74	<p>The selected Consultant shall deploy a team onsite (within CBC) of skilled resources for the initial two (2) years of contract duration, which can be further extended for another 1 year at the discretion of CBC. The CBC reserves the right to increase or decrease the number and type of resources as per program requirements, at any given point in time. In case of any additional requirement of Key Experts, the selected Consultant will provide required manpower as per requirements defined herein.</p>	<p><i>The selected Consultant shall deploy team of skilled resources, as specified below, for the initial two (2) years of contract duration, which can be further extended for another 1 year at the discretion of CBC.</i></p> <p><i>All the functionally required person to be deployed full time at CBC office (Onsite) as desired by the concerned authority of the CBC.</i></p> <p>The CBC reserves the right to increase or decrease the number and type of resources as per program requirements, at any given point in time. In case of any additional requirement of Key Experts, the selected Consultant will provide required manpower as per requirements defined herein.</p>
Note: All other terms and conditions of the RFP remains same. The above ammendment shall be applicable at all relevant sections of the RFP				