

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

Clarifications to Consultants Queries in Pre-Proposal Meeting

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

Date: 11-04-2025

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

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
1	Clause 21.1, Part A, S.No. 1, Criteria I	36	The Consultant, as a single legal entity, must be: 1. A company incorporated under the Indian Companies Act, 2013 or any other previous company law as per section 2(20) of the Indian Companies Act 2013, Partnership Firm registered under the Limited Liability Partnerships or Partnership Act.	Organisations registered as Societies under Societies Registration Act 1860 may also be included in this Criteria	No change
2	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).	Considering the Quantum of work, project nature and its overall duration, we request that Average annual turnover should not be less than 50 crore of last three year.	Kindly refer the Amendment to RFP in this regard
3	Part B: Evaluation criteria	38	The Case studies for each qualified project need to be submitted by the bidder which should at least cover the below aspects and marks may vary as per sub-scoring criteria given below within the maximum marks allocated for each point/ criteria mentioned above. a. Project Background explaining the vision, objective and goals along with the scope of work b. Interventions designed and implemented by the team deployed of the bidder explaining the rationale of the intervention/s c. Strategies used to overcome key challenges and bottlenecks d. Implementation approach along with rationale	We kindly request the detailed sub-scoring criteria for each of the points from A to D. This will enhance transparency and improve our understanding for the submission of the case study. Also, is there any page limit for the individual case study? In case some additional aspects are included in the case studies, how will the same be marked?	Kindly refer the Amendment to RFP in this regard

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
4	2. Objective of the Assignment	71	Deployment of 100 Karmayogi Saarthis within MDOs	The initial target as mentioned in RFP is 93 MDOs while the Karmayogi Sarthis to be recruited is 100. We may request to clarify what shall be the role of additional Karmayogi Sarthis considering 1 each shall be deployed in each MDO? In addition, we kindly request you to provide the indicative number of central MDOs, states and eventually urban local bodies which will be covered under assignment in the designated project duration?	KS will be deployed across various MDOs/ states based on the need of project
5	3. Scope of Services, Tasks (Components) 3.1 Program Management and Monitoring:	72/126	3.1.2 Support and closely monitor stakeholders on pre-defined performance metrics, to ensure timely resolution of challenges and efficiency in implementation.	We may request to clarify if we have pre-defined performance metrics, stakeholder-wise or the PMU needs to create the metrics.	Performance Metrics is available currently which needs to be updated by PMU in consultation with CBC, as and when required
6	3. Scope of Services, Tasks (Components) 3.2 Management of Karmayogi Saarthis	73	3.2.5 Monitor progress of Mission Karmayogi's objectives and impact within the MDOs where the Karmayogi Saarthis are deployed.	We may request you to clarify how does the assignment define the 'impact' here? Are there any quantitative milestones that PMU is expected to achieve?	Yes, the details will be provided to the selected agency.

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
7	2. Objective of the Assignment I. Deployment of 100 Karmayogi Saarthis within MDOs	71-72	<p>The five core responsibilities will be:</p> <p>A. Research and develop a capacity building plan for the MDO based on empirical evidence from a structured capacity needs assessment exercise.</p> <p>B. Design and facilitate workshops, training and learning opportunities, field visits etc. for the MDOs in line with the guiding principles of Mission Karmayogi.</p> <p>C. Develop and implement strategies to encourage the take-up of capacity building interventions and build a culture towards continuous learning withing the MDO.</p> <p>D. Support monitoring & evaluation of capacity building initiatives through an MDO specific plan and conduct an annual reviewof its capacity building interventions under Mission Kamayogi.</p> <p>E. Support MDO in identification of its course requirements and facilitate collaboration with external knowledge partners on curriculum development for iGOT Karmayogi platform.</p>	<p>One of the five core responsibilities of Karmayogi Sarthis is to research and develop a capacity building plan for the MDO based on empirical evidence from a structured capacity needs assessment exercise. We understand that Annual Capacity Building Plans (ACBPs) for different MDOs have been prepared under a previous CBC assignment. Will these plans be applicable here, or are Karmayogi Sarthis expected to initiate and complete a separate research, capacity needs assessment, and training plan preparation from scratch? Additionally, the last responsibility of Karmayogi Sarthis is described as supporting the MDO in identifying its course requirements and facilitating collaboration with external knowledge partners oncurriculum development for the iGOT Karmayogi platform.</p> <p>In this context, we would like to highlight that the previously prepared ACBPs for MDOs included proposed training courses and training partners/knowledge partners. Could you please clarify whether Karmayogi Sarthis are expected to identify the training courses and partners again, or can the previous ACBPs still be followed?</p> <p>If the previous ACBPs are to be used, what other aspects of capacity building are Karmayogi Sarthis expected to cover as part of their roles and responsibilities? Fresh preparation of training plans by Karmayogi Sarthis requires primary inputs, consultations, and validations from the respective MDOs, which is a time-consuming process.</p> <p>In this regard, what considerations in terms of timeline and support will the assignment provide to the selected PMU in</p>	<p>The ACBP is a evolving document and may be revised based on the need of MDOs/ as decided by concerned department. The necessary facilitation and support shall be provided to the selected PMU</p>

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
8	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 RFP)	75	Minimum Qualifications and Experience requirement Program lead <input type="checkbox"/> Master's degree in public policy, Social Studies, Development Studies, Education, Management or a related field. <input type="checkbox"/> 15 years of work experience with at least 8 years of experience in program management, government advisory or capacity building <input type="checkbox"/> Experience in managing capacity building programs at national or statelevel and experience with Mission Karmayogi or similar programme will be preferred	Our understanding that qualifications such as PGDM, PGDRM, PGFDM, or any postgraduate diploma in management, which are considered equivalent to an MBA, will also be recognized in the related field. Please confirm. Also, kindly clarify that Master degrees/Diploma in Management with one year duration would be considered for this role. Further, there are proven instances wherein consultants with relevant experience in specified domain but have contributed successfully to large scale projects in the skill/education/capacity building projects Hence, we request to reduce the total exp of program lead from 15 years to 12 years to ensure a broader pool of qualified candidates can be considered for the role.	Kindly refer the Amendment to RFP in this regard
9	Team Composition & Qualification Requirements for the Key Experts		Minimum Qualifications and Experience requirement Sr. Manager (Program Management) <input type="checkbox"/> Master's degree in Public Policy, Social Studies, Development Studies, Education, Management or a related field. <input type="checkbox"/> Minimum 8 years of work experience with at least 5 years of experience in program management, government advisory or capacity building <input type="checkbox"/> Experience in managing capacity building programs at national or statelevel and experience with Mission Karmayogi will be preferred	Our understanding that qualifications such as PGDM, PGDRM, PGFDM, or any postgraduate diploma in management, which are considered equivalent to an MBA, will also be recognized in the related field. Please confirm. Also, Kindly clarify that Master degrees/Diploma in Management with one year duration would be considered for this role. In the experience section, we request you to allow experience with Mission Karmayogi or similar programme alike program lead.	Kindly refer the Amendment to RFP in this regard
10	Team Composition & Qualification Requirements for the Key Experts	75- 76	Minimum Qualifications and Experience requirement Sr. Manager (Training & HR) <input type="checkbox"/> Master's degree in HR, Social Sciences, Management, Education or a related field. <input type="checkbox"/> Minimum 7 years of work experience with at least 4 years of experience in people management, government advisory or capacity building <input type="checkbox"/> Experience in managing capacity building programs at national or statelevel and experience with Mission Karmayogi will be preferred	Our understanding that qualifications such as PGDM, PGDRM, PGFDM, or any postgraduate diploma in management, which are considered equivalent to an MBA, will also be recognized in the related field. Please confirm. Also, Kindly clarify that Master degrees/Diploma in Management with one year duration would be considered for this role. In the experience section, we request you to allow experience with Mission Karmayogi or similar programme alike program lead	Kindly refer the Amendment to RFP in this regard

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
11	Team Composition & Qualification Requirements for the Key Experts	76	<p>Minimum Qualifications and Experience requirement Manager (Program Management) <input type="checkbox"/> Master's degree in Public Administration, Management, or MBA or related fields <input type="checkbox"/> Minimum 7 years of experience in program coordination or government advisory roles <input type="checkbox"/> Strong organizational and communication skills</p> <p>Manager (M&E) <input type="checkbox"/> Master's degree in Economics, Statistics, Management, or related fields <input type="checkbox"/> Minimum 7 years of experience in monitoring or government advisory roles <input type="checkbox"/> Proficiency in data management as well as developing M&E frameworks</p>	<p>Our understanding that qualifications such as PGDM, PGDRM, PGFDM, or any postgraduate diploma in management, which are considered equivalent to an MBA, will also be recognized in the related field. Please confirm.</p>	yes
12	Team Composition & Qualification Requirements for the Key Experts	77	<p>Minimum Qualifications and Experience requirement Procurement Expert <input type="checkbox"/> Master's degree in Business Administration/MBA/ MSc./ Master or MBA in material management or supply chain management. <input type="checkbox"/> Procurement certification through the World Bank shall be preferable <input type="checkbox"/> Minimum 8 years of experience in public procurement management as per World Bank and GFR procurement Guidelines, contract management, e-procurement, reporting etc. <input type="checkbox"/> Experience with government, donorfunded projects or procurement via multilateral funding institutions, particularly of World Bank projects is mandatory <input type="checkbox"/> Well versed with GeM, CPPP and STEP procurement system</p>	<p>We kindly request the incorporation of a master's degree in management, or a related field as qualifications such as PGDM, PGDRM, PGFDM, or any postgraduate diploma in management, are considered equivalent to an MBA in addition to a Master's degree in Business Administration (MBA), Material Management, or Supply Chain Management as it is evident that individuals with various educational backgrounds, including Masters in civil/Technology, are actively engaged in procurement activities. Furthermore, due to the specific nature of the project, we request maintaining the prerequisite of 8 years of experience in public procurement in accordance with the GFR guidelines, with a mandatory exposure to World Bank projects.</p> <p>As we have encountered professionals to meet 8 years of experience in public procurement management aligned with World Bank standards, person should have more than 15 years to fulfill the 8-years World Bank criteria. This will also increase the cost however we understand that person with total 8 years of experience in Public procurement would still be able to meet the expectation.</p>	Kindly refer the Amendment to RFP in this regard

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
13	Team Composition & Qualification Requirements for the Key Experts	77-78	Minimum Qualifications and Experience requirement Senior Associate (Program Management) <input type="checkbox"/> Bachelor's degree in economics, social sciences, management or other relevant fields <input type="checkbox"/> Minimum 3 years of experience in program management roles <input type="checkbox"/> Experience with government and capacity building will be preferred	Our understanding that qualifications such as B.Com, B.Sc, Statistics, BBA, B.Tech/BE, which are considered equivalent to a bachelor's degree, will also be recognized in the related field. Please confirm. Additionally, we request clarification on whether a similar postgraduate degree, regardless of the undergraduate stream, would be applicable for this position.	Yes
14	Team Composition & Qualification Requirements for the Key Experts	77-78	Minimum Qualifications and Experience requirement Associate (Operations) <input type="checkbox"/> Bachelor's degree in economics, social sciences, operations/management or other relevant fields <input type="checkbox"/> Minimum 2 years of experience in administrative or operational support <input type="checkbox"/> Strong organizational skills and familiarity with office management tools	Our understanding that qualifications such as B.Com, B.Sc, Statistics, BBA, B.Tech/BE, which are considered equivalent to a bachelor's degree, will also be recognized in the related field. Please confirm. Additionally, we request clarification on whether a similar postgraduate degree, regardless of the undergraduate stream, would be applicable for this position. Furthermore, we understand that familiarity with office management tools includes proficiency in MS	Yes
15	Last date and timelines for submission of RFP clause 17.1	35	The Proposals must be uploaded on the eprocurement 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)	We kindly request for at least 2 weeks of submission time from date of release of pre-bid clarification responses. Therefore, it is requested that bid submission date (Bid End Date) may be further extended at the time of publishing of prebid responses.	Kindly refer the Amendment to RFP in this regard

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
16	III. Special Conditions of Contract - section 23.1	116	The following limitation of the Consultant's Liability towards the Client can be subject to the Contract's negotiations: "Limitation of the Consultant's Liability towards the Client: (a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant, with respect to damage caused by the Consultant to the Client's property, shall not be liable to the Client: (i) for any indirect or consequential loss or damage; and (ii) for any direct loss or damage that exceeds one time the total value of the Contract; (b) This limitation of liability shall not (i) affect the Consultant's liability, if any, for damage to Third Parties caused by the Consultant or any person or firm acting on behalf of the Consultant in carrying out the Services; (ii) be construed as providing the Consultant with any limitation or exclusion from liability which is prohibited by the Applicable Law in India".	From risk and contractual perspective, we request you modify the "Limitation of the Consultant's Liability towards the Client" as per below a) Except in the case of gross negligence or willful misconduct on the part of the Consultant or on the part of any person or a firm acting on behalf of the Consultant in carrying out the Services, the Consultant shall not be liable to the Client: (i) for any indirect or consequential loss or damage; and (ii) for any direct loss or damage that exceeds one time the total value of the Contract;	No change
17	21. conflict of interest	100	b. Prohibition of Conflicting Activities 21.1.4 The Consultant shall not engage, and shall cause its Experts as well as its Subconsultants not to engage, either directly or indirectly, in any business or professional activities that would conflict with the activities assigned to them under this Contract.	This would be the firm wide restriction which is quite broad. In lieu of this clause, we request this with below modification: "The engagement team personnel shall not engage in any professional activity that directly conflicts with the activities assigned to them under this Contract during the engagement period.	No change
18	Section 4	75	15 years of work experience with at least 8 years of experience in program management, government advisory or capacity building	May be reduced to 12 years	Kindly refer the Amendment to RFP in this regard
19	Point 2	4	Support in the execution of various World Bankfunded activities, including monitoring and management of 100 Project Coordinators under the Karmayogi Sarthi project of CBC	What other WB-funded activities are there	It includes other ongoing or future initiatives as and when decided by CBC/ DoPT under this programme

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
20	Point 6-6.1	12	The Bank permits consultants (individuals and firms, including Joint Ventures and their individual members) from all countries to offer consulting services for Bankfinanced projects	It is not clear if the JV is allowed or not	JV is not allowed
21	Point 14.1.1	32	JV/ consortium is not allowed	Contrary to Point 11 on Page 14 (only one proposal)	JV is not allowed
22	Point 14.1.3	32	required minimum of time-input	What is the minimum or maximum time input?	Kindly refer clause 14.1.3 of Data Sheet of the RFP
23	2 - 21.1 - 3	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).	Turnover From Consulting	Kindly refer the Amendment to RFP in this regard
24	Section 2. Instructions to Consultants – 21.1 Point 3	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).	Please review this to “The Consultant should have an Annual Average Turnover of INR hundred (100) crores in the last three (3) financial years (2021-22, 2022-23 & 2023- 24 OR 2022-23, 2023-24 & 2024-25).	Kindly refer the Amendment to RFP in this regard
25	Section 4. Financial Proposal - Standard Forms FORM FIN-2 SUMMARY OF COSTS		Cost of the Financial Proposal: Including: (1) Remuneration (2) Reimbursables	Reimbursable may be removed from the financial proposal as the extent of travel has not been specified. So it becomes very difficult to calculate this	Prospective consultants may quote reimbursables as per their understading of the project in the given format
26	Form 3	63	Time Input in Person/Month	Are all resources are supposed to be fulltime or part-time?	Full time. Few position may work from onsite or offsite as per the approval of CBC. All the functionally required person to be deployed full time at CBC office (Onsite) as desired by the concerned authority of the CBC.

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
27	4	75	15 years of work experience with at least 8 years of experience in program management, government advisory or capacity building	May be reduced to 12 years	Kindly refer the Amendment to RFP in this regard
28	3.1.1	76	Supporting development, review and monitoring all programs funded through the World Bank.	How many World Bank-funded programs are there?	Currently 6-7 projects are being planned under World Bank funding related to development of ACBP, FRAC, Faculty developmnet programme and other capacity building initiatives at different level. The PMU may also need to support other initiatives of CBC irrespective of funding mechanism adopted for same.
29	Section 4. Financial Proposal - Standard Forms FORM FIN-2 SUMMARY OF COSTS	62	Cost of the Financial Proposal: Including: (1) Remuneration (2) Reimbursables	Reimbursable may be removed from the financial proposal as the extent of travel has not been specified. So it becomes very difficult to calculate this	Prospective consultants may quote reimbursables as per their understading of the project

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
30	3.2 (3.2.1)	73	Management of Karmayogi Saarthis To provide support to CBC in shortlisting of CVs, conducting interviews, preparing individual contract and onboarding of KS	Please help understand if the deployment of Karmayogi Saarthis is limited to MDOs or state deployment is also expected? If yes, have the state wise numbers been finalized. Shall reservations/ roster (as per DoPT guidelines/ from DEI perspective) need to be considered. Also from our experience, we understand that the size and complexity of various MDOs are very different - is there any broad distribution or mapping done to ensure equitable resource distribution is done across MDOs? We understand that standard compensation package based on guidelines from CBC will be followed for recruitment of Saarthis. Is there any Employee Value Proposition developed by CBC for attracting the Saarthi's at the given compensation package. Does recruitment include conducting BGV? If yes, what parameters needs to be covered and how would be the BGV cost included in the Financial proposal. Given the sensitive nature of the recruitment, is there any risk mitigation plan in place for litigation related to recruitment.	The proposed suggestion shall be implemented with the support of the selected PMU. The background verification of the KS to be selected is expected to be done.
31	3.2 (3.2.4)	73	Train and induct the Karmayogi Saarthis to facilitate change management and work on behalf of CBC to carry out the five core responsibilities – 1. Research and develop a capacity building plan for the MDO based on empirical evidence from a structured capacity needs assessment exercise.2. Design and facilitate workshops, training and learning opportunities, field visits etc. for the MDOs in line with the guiding principles of Mission Karmayogi. 3. Support monitoring & evaluation of capacity building initiatives through an MDO specific plan and conduct an annual review of its capacity building interventions under Mission Kamayogi	1. Is the consultant expected to draw out the structured CNA exercise, would this be tech enabled or are there any specific tools for collecting empirical evidence like FGDs, One to One Discussion, DILO, etc. 2. With our experience of working back with various ministries, we recommend a standard approval flow for any such activity, visit is prepared so as to enable easier implementation and buy in from MDO. Please share expectation from PMU for enabling this activity 3. Does the M&E initiative requires tech enablement by PMU?	The proposed suggestion shall be implemented with the support of the selected PMU.

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
32	3.2 (3.2.4)	73	Management of Karmayogi Saarthis Train and induct the Karmayogi Saarthis to facilitate change management and work on behalf of CBC to carry out the five core responsibilities	Request you to kindly confirm if any existing training material is available for the induction program. Additionally, please confirm if the PMU will be responsible for developing and maintaining induction related training content and resources. Furthermore, we request information regarding the venue for the induction program of Karmayogi Saarthis. Will it be conducted at the Capacity Building Commission (CBC) office, or is there an alternative location planned? Is there any mandate on monitoring the attendance, handling the disciplinary issues, grievances from Karmayogi Saarthis, any SOP on how to deal with long term absenteeism/absconding cases. Also in case of resignation of the Karmayogi Saarthi, we understand that replacement would be planned as per the next recruitment window. Also what is the method of grievance redressal for Karmayogi Saarthis or the MDO where the Karmayogi Saarthi has been deployed and what would be the expectation from PMU on resolution of such grievances?	The activities suggested shall be carried out with support of the selected PMU.
33	Additional Question	75	-	For Effective placement of Karmayogi Saarthis in MDOs, a governance framework should be enabled within CBC which would help coordinating with MDOs and get latest update on status of CBU, identify reporting relationship for Karmayogi Saarthis in the MDO. Please let us know if any governance mechanisms exists/ is planned.	The activities suggested shall be carried out with support of the selected PMU.

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
34	ToR 4. Team Composition	77	Procurement Expert: Minimum 8 years of experience in public procurement management as per World Bank and GFR procurement Guidelines, contract management, e-procurement, reporting etc.	Request you to please modify to: Procurement Expert: Minimum 8 years of experience in public procurement management as per World Bank and/ or GFR procurement Guidelines, contract management, e-procurement, reporting etc	Kindly refer the Amendment to RFP in this regard
35	50. Mode of Billing and Payment (Point 50.1)	110	Billings and payments in respect of the Services	Request you to kindly provide clarity on the payment milestones, including percentage-wise breakup, corresponding deliverables, and disbursement timelines across the project duration.	Kindly refer TOR for expected deliverables and timelines and draft contract included in RFP for the payment mode (refer SCC clause no. 50.1(b)).
36	23.1	116	Limitation of Liability	Request you to please cap liability of consultants to the total value of contract.	as per draft contract included in the RFP
37	21.1 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)	Given the complexity of the assignment and experience requirement in the RFP, we request you to kindly consider revising the Pre qualification criteria to 'The Bidder should have an annual turnover of Rupees 100 Crores in each of the last 3 consecutive Financial Years'	Kindly refer the Amendment to RFP in this regard
38	17.4	35	The Proposals must be uploaded on the e procurement portal specified in ITC 1(m) no later than: Date: 5th May 2025	Given the upcoming holidays in April and help us develop a comprehensive proposal addressing the requirements of the RFP document we request to extend the submission date by one week i.e. 12 May, 2025.	Kindly refer the Amendment to RFP in this regard

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
39	Additional Question	37	-	There is no mention of EMD and bid security fee in the RFP document. We understand that these do not apply here. Please confirm if our understanding is correct	Yes
40	Part A Mandatory Provisions	37	2. The Consultant, as a single legal entity, must have a positive Net Worth in the last five (5) completed financial years preceding and including financial year 2024-25. Copy of audited Balance Sheet and Profit and Loss statement duly certified by a chartered accountant or Certificate form the bidder's statutory auditor/company secretary for all financial years except FY 2024-25.For FY 2024-25, a provisional certificate from the bidder's chartered accountant certifying the same shall be obtained.	Request to allow balance sheet and P&L statements till FY 2023- 2024 . The certifications for FY 2024-2025 are still under process and cannot be submitted.	For FY 2024-25, a provisional certificate from the bidder's chartered accountant certifying the same can be submitted.
41	Point 22	100	Confidentiality	Bidder propose additional language as follows: "The Bidder may retain such portion of the Confidential Information including its working papers that is required for compliance with its statutory, regulatory or professional conduct obligations	No change
42	Point 24.1	116	Insurance	We request that the insurances be for the tenure of the assignment and capped to per occurrence and in aggregate	No change
43	--		Submission deadline: 5th May	Request you to consider extension in the submission deadline by a week – as May 12th	Kindly refer the Amendment to RFP in this regard
44	21.1	37	The Consultant should have experience of executing/ successfully completing/ongoing minimum three (3) similar projects with central or state government departments and/ or organizations, specifically in skills, education & training/capacity building sector with a minimum duration of 12 months, during last five (5) years.	Clarification: By 'similar,' are you referring specifically to Project Management Consultancy (PMC) or Project Management Unit (PMU) assignments that involve end-to-end project management and implementation support? Or does the term also include standalone capacity building initiatives focused solely on training, institutional strengthening, or knowledge dissemination without direct involvement in project execution?	Refer ToR for the same

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
45	21.1	38	Part-B Evaluation Criteria: 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)	Clarification: Please define the Page number and word limit for each project wrt Case Study.	Kindly refer the Amendment to RFP in this regard
46	3. Scope of Services	73	Support in World Bank funded Opportunities	Clarification: Could you please elaborate on the 'World Bank funded opportunities' referred to in relation to the PMU's scope of support?	Currently 6-7 projects are being planned under World Bank funding related to development of ACBP, FRAC, Faculty developmnet programme and other capacity building initiatives at different level. The PMU may also need to support other initiatives of CBC irrespective of funding mechanism adopted for same.
47	3. Scope of Services, Management of Karmayogi Saarthis,3.2.1	73	Recruit 100 qualified Karmayogi Saarthis within 6 months as per guidance of CBC, to carry out the five core responsibilities mentioned above in 2 (I). To provide support to CBC in shortlisting of CVs, conducting interviews, preparing individual contract and onboarding of KS language-specific and state-specific requirements effectively.	Clarification: Could you please provide more details regarding the 100 Project Coordinators engaged under the Karmayogi Sarthi project? Specifically, we would appreciate clarity on their roles and responsibilities, as well as their deployment locations or geographic distribution	Refer ToR included in the RFP and may refer CBC website for the same

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
48	4.Team Composition & Qualification Requirements for the Key Experts 3.Sr. Manager (Training & HR)	75	Minimum 7 years of work experience with at least 4 people management, government advisory or capacity building 4.Manager (Program Management) - Minimum 7 years of experience in program coordination or government advisory roles	Suggestion: Currently, the required years of experience for both Senior Manager and Manager are listed as 7 years. We kindly request that the experience requirement for the Manager – Program Management role be revised to 5 years, to better align with typical role expectations and maintain a clear distinction between management levels.	Kindly refer the Amendment to RFP in this regard
49	scope of work:		—particularly concerning the PMU's role in managing 100 Project Coordinators under the Karmayogi Sarthi initiative.	The key deliverables and responsibilities expected from the PMU in relation to these coordinators. The level of engagement and coordination with other stakeholders such as DoPT, Karmayogi Bharat, and iGOT Karmayogi. The reporting structure and monitoring framework that will be followed for these resources. A clearer understanding of these points will help us align our proposal more effectively with the project goals.	Refer ToR included on the RFP and may also refer CBC website for more details on the same
50	ITC 21.1, Part B (Evaluation Criteria) - Point (ii):	39	(a) (ii) How the team roles shall be aligned towards the different work stream (max marks- 2) (c) Organization & Staffing (8 marks)	Both point (a) (ii) and point (c) are reading very similar. Could you please clarify the difference in expectation?	Refer details given in Form Tech-4 of the RFP for same
51	ITC 21.1, Part A (Mandatory Criteria); S no. 4	37	Criteria: The Consultant must have experience of managing at least 100 professionals of various domain on their payroll at one time as on date of submission of this bid. Documents required: Certificate from HR head on the letter head of Consultant certifying the availability of such resources on their payroll as on 6 months prior to the date of submission of this bid as per the requirement and provide details of same	Could you please clarify the which additional details are required along with the certificate from HR?	Details of project and team deployed

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
52	Section 7 (Terms of Reference) Clause 4	75-77	<p>Minimum Qualification & Experience Requirement for serial nos. 1 to 6.</p> <ol style="list-style-type: none"> 1. Program Lead - 15 years of work experience with at least 8 years of experience in program management, government advisory or capacity building 2. Sr. Manager (Program Management) - Minimum 8 years of work experience with at least 5 years of experience in program management, government advisory or capacity building 3. Sr. Manager (Training & HR) - Minimum 7 years of work experience with at least 4 people management, government advisory or capacity building 4. Manager (Program Management) - Minimum 7 years of experience in program coordination or government advisory roles 5. Manager (M&E) - Minimum 7 years of experience in monitoring or government advisory roles 6. Procurement Expert - Minimum 8 years of experience in public procurement management as per World Bank and GFR procurement Guidelines, contract management, e-procurement, reporting etc 	<p>The work experience requirement is high for the proposed roles considering industry standards. We suggest relaxing the requirement as follows:</p> <ol style="list-style-type: none"> 1. Program Lead - 12 years of work experience with atleast 6 years of experience in program management, government advisory or capacity building 2. Sr. Manager (Program Management) - Minimum 5 years of work experience with at least 3 years of experience in program management, government advisory or capacity building 3. Sr. Manager (Training & HR) - Minimum 5 years of work experience with at least 3 years in people management, government advisory or capacity building 4. Manager (Program Management) - Minimum 4 years of experience in program coordination or government advisory roles 5. Manager (M&E) - Minimum 4 years of experience in monitoring or government advisory roles 6. Procurement Expert - Minimum 5 years of experience in public procurement management as per World Bank and GFR procurement Guidelines, contract management, e-procurement, reporting etc. 	Kindly refer the Amendment to RFP in this regard
53	ITC 10.1	30	<p>The Proposal shall comprise the following. The Technical and Financial Proposals shall be submitted online in the e-procurement system in separate folders: For FULL TECHNICAL PROPOSAL (FTP): The Technical Proposal comprising: 1. Power of Attorney to sign the Proposal</p>	<p>Instead of Power of Attorney, can the bidder provide a Letter of Authority for the individual empowered to sign proposals vide board resolution?</p>	Yes
55	Part A : Mandatory Criteria Point No 1	36	<p>The consultant as a legal entity must be: A company incorporated under the Indian Companies Act 2013/ or any other company law as per section 2(20) of the Indian Companies Act 2013, Partnership firm registered under the Limited Liability Partnerships or Partnership Act</p>	<p>Please add Society/Trust and Universities also to the list Since Trust/Societies and Universities do not fall under the purview of Companies act.</p>	No change

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
56	Part A : Mandatory Criteria Point No 5	37	The Consultant should have experience of executing/ successfully completing/ongoing minimum three (3) similar projects with central or state government departments and/ or organizations, specifically in skills, education & training/capacity building sector with a minimum duration of 12 months, during last five (5) years	One of our ongoing Capacity building project (month long training program) is executed every month which is expected to run for more than 15 months but the work order/extension letter is being released before the start of every new batch. We hope that such capacity building projects shall be considered among the 3 similar projects case study requirement	Evaluation Committee will take decision after verifying all the details of project submitted by the Consultants
57	C. Submission, Opening and Evaluation 17.2	18	An authorized representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.	University cannot issue Power of Attorney but Authorization Letter for the authorized signatory. It is therefore requested to accept the Letter of Authorization (LOA) as per usual practice.	OK
58		64	FORM FIN-4 BREAKDOWN OF REIMBURSABLE EXPENSES (TO BE PAID ON ACTUALS)	Since there is no information on travel and tour requirements. It is very difficult to envisage frequency for a period 2 years It is requested to furnish these details so that tentative calculation can be done or it should not be the part of the Financial submission since it needs to be reimbursed on actuals.	Prospective consultants may quote reimbursables as per their understading of the project in the given format
59	2. Objective of the Assignment I. Deployment of 100 Karmayogi Saarthis within MDOs	71	CBC will be deploying 100 young professionals or Karmayogi Saarthis (KS) across central MDOs, states and eventually urban local bodies to assist them in driving their capacity building initiatives.	What would be reporting location of these KS (CBC or MDO). In case of MDO location which all states and cities are to be covered under this project. Place of posting shall be a very critical aspect during recruitment.	Karmayogi Saarthis (KS) shall be deployed across India in various MDOs/ States
60		71	It is expected that with the skills and experience gained, a significant number of the KS will continue to remain engaged in Public-Sector human resource management beyond their time with CBC through various other employment and social enterprise opportunities thereby augmenting the pool of quality human resources for public sector management over a long run.	What is the context of this statement? Does this mean that KS may be retained by the public sector organizations even after the 2 year extendable by 1 year contract period is over	The importance of deploying KS in the training and capacity building sector is mentioned

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
61	4. Team Composition & Qualification Requirements for the Key Experts	74	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.	Will this PMU operate out of the existing CBC office or it will be based at any other location Is there any option of hybrid mode or Work from home (WFH) facility Flexibility in terms of hybrid mode or Work from home (WFH) facility should be considered.	The functionally required person to be deployed full time at CBC office as desired by the concerned authority of the CBC. Kindly refer the Amendment to RFP in this regard
62	5. Reporting Requirements and Time Schedule for Deliverables	78	Completion of hiring of first batch of 50 KS (or as advised by CBC) + kickoff deployment related T + 2 months	Will there be any extension of timelines if there is shortfall in the recruitment nos. What about the dropouts or who do not join There should be provision of drop outs and candidates who do not join.	Such provision shall be considered as and when required and justified during project implementation
63	Section 2 : Instructions to Consultants, E – Data Sheet Clause 14.1.4 : Technical Proposal	32	The Consultant's Proposal must include <u>the minimum</u> Key Experts' time-input of 288 person-months For the evaluation and comparison of Proposals only: if a Proposal includes less than the required minimum time-input, the missing time-input (expressed in person-month) is calculated as follows: The missing time-input is multiplied by the highest remuneration rate for a Key Expert in the Consultant's Proposal and added to the total remuneration amount. Proposals that quoted higher than the required minimum of time-input will not be adjusted.	Kindly explain the process by which cost adjustments will be carried out.	As per the calculation method specified in the referred clause of the RFP
64	Section 4. Financial Proposal – Standard Forms; Form FIN-2 Summary of Costs	62	Part 3: Financial Proposal Form FIN-2 - Summary of Costs	Form FIN 2 summary of costs : In the Form Fin 2, there are separate sections to indicate the remuneration and Reimbursable component. There is no separate section provided to indicate the operational expenses incurred by the agency for managing the PMU. Kindly confirm whether these expenses can be included under the ' summary Cost of the Financial Proposal.	All the expected expenses to manage the PMU should be covered in the remuneration part of the financial proposal
65	Section 7. Terms of Reference; 2 : Objective of the Assignment; I. Deployment of Staff	71	Terms of Reference; 2 : Objective of the Assignment; I. Deployment of Staff I. Deployment of 100 Karamyogi Saarthis within MDOs.	Kindly clarify whether the 100 qualified Karmayogi Saarthis, who will be on the payroll of the service provider, will be engaged in an employment mode or as consultants. Additionally, please provide the geographic distribution of these resources, if available.	The KS will be recruited on consultant mode by the CBC and shall be deployed across India in various MDOs/ States

Sr. No	Section / Clause no. of RFP	Page no. of RFP	Reference from RFP/ Subject	Clarification Sought	Clarification/ Response by Capacity Building Commission (CBC)
66	II General Conditions of Contract; F. Payments to the Consultant; Clause No. 50. Mode of Billing any Payment; 50.1 (c)	111	F. Payments to the Consultant; Clause No. 50. Mode of Billing any Payment; 50.1 (c) The Client shall pay the Consultant's invoice within sixty (60) days after the receipt by the Client of such itemized invoices with supporting documents.	We request that the payment release timeline to the service provider be reduced from 60 days to 30 days especially as there is no pre-financing option.	No change
67	Bid Data sheet	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)	Given the detailed RFP and the scope of work, we would request an extension to the submission deadline by 1 week till 12th May 2025. This will be helpful for the bidders in putting together quality proposals.	Kindly refer the Amendment to RFP in this regard
68	Section 7. Terms of Reference Sl. No. 4. Team Composition & Qualification Requirements for the Key Experts	74	4. 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) 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.	Could you kindly confirm if all the 12 proposed professionals need to be deployed onsite or a selected few key members?	All the functionally required person to be deployed full time at CBC office (Onsite) as desired by the concerned authority of the CBC.