

Corrigendum V

(Corrigendum to the queries raised during the pre-bid meeting)

MINISTRY OF STATISTICS AND PROGRAMME IMPLEMENTATION

Hiring of Human Resources Service Provider for Supply and Management of HR Requirement of NPIQSI including Payroll Management at Centre, States and Union Territories' Levels Pan India-HR FIRM

Bid Ref. No: MOSPI/NPIQSI/NCS-1

**East Block 6,
R.K. Puram, Ministry of Statistics and Programme
Implementation, New Delhi 110 066, INDIA**

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29/10/2020

S. No.	RFP Reference (s)	Content of RFP	Modified content
1.	Pg 44, Section III – Evaluation and Qualification Criteria, 2.4 - Annual Volume	<p>The Firm should have been in profit (after tax) for the three financial years, i.e., FY 2016-17, 2017-18, and 2018-2019 [please provide certificate by a Chartered Accountant](P&L Statement may be asked for)</p> <p>The minimum required annual average volume of HR Supply and Management Services and Project Management Consultancy Services in the three financial years (FY 2016-17, 2017-18, and 2018-2019) shall be: INR 100 Crores [please provide CA certificate from statutory auditors certifying the turnover from above mentioned services in the said three financial years)</p>	<p>"The Firm should have been in profit (after tax) for the three financial years, i.e., (FY 2016-17, 2017-18, and 2018-2019) or (FY 2017-18, 2018-19, and 2019-2020) [please provide certificate by a Chartered Accountant](P&L Statement may be asked for).</p> <p>The minimum required annual average volume of HR Supply and Management Services and Project Management Consultancy Services in the three consecutive financial years (FY 2016-17, 2017-18, and 2018-2019) or (FY 2017-18, 2018-19, and 2019-2020) shall be: INR 100 Crores [please provide CA certificate from statutory auditors certifying the turnover from above mentioned services in the said three financial years)</p> <p>Essentially, Firm can provide audited financial statements for three consecutive years either starting 2016-17 or starting 2017-18. But for whichever three years' the statements are being submitted, the same years' statement shall be considered for evaluation."</p>
2.	Pg 46, Section III – Evaluation and Qualification Criteria, 2.4 - Liquid Assets	<p>The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the bidder shall be: INR 10 Crore. Liquid Assets will be defined as the sum of Cash in Bank, Cash Equivalents (FDR/Marketable Securities). [availability to be certified by a</p>	<p>"The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the bidder as on 31st March, 2019 or as on 31st March 2020 (as applicable) shall be: INR 10 Crore. Liquid Assets will be defined as the sum of Cash in Bank, Cash Equivalents (FDR/Marketable Securities). [availability to be certified by a Nationalized/Scheduled Bank / Certified chartered accountant located in India in the specified</p>

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		Nationalized/Scheduled Bank / Certified chartered accountant located in India in the specified format]	format] Liquid assets as on 31 March 2019 or 31 March 2020 would be acceptable but in that case audited financial statements are to be provided and further the same financial years shall be considered for addressing all requirements given in the RFB pertaining to financial years. For sake of clarity, if the three financial years considered for satisfying other requirements are 2017-18,2018-19 and 2019-20 then in that case the liquid assets shall be considered as on 31 March 2020 and not 31 March 2019"
3.	Pg 153, Section VIII – General Conditions of Contract, Point No. iii and Point No. iv	<p>[iii] Frequency of Payment : The first payment shall be made to the Service Provider by the Employer for the first 1 [one] month of contract signature. The second payment will be made to the Service Provider by the Employer for the next 2 [two] months of contract signature. All subsequent payments shall be made by the Employer to the Service Provider on a quarterly basis.</p> <p>Amount to be paid by the Employer to the Service Provider shall include the following :</p> <p>[a]Service fee: Percentage Service fee will be calculated as (Service Fee quoted in Column-5 / estimated cost in Column-4)*100. This percentage will be applied on the actual expenditure incurred by the firm towards remuneration etc as mentioned in col. 4 to arrive at the Service fee to be paid.</p>	<p>"[iii]Frequency of Payment: Payments for the following components shall be made by the Employer to the Service Provider on a monthly basis.</p> <p>[a]Service fee: Percentage Service fee will be calculated as (Service Fee quoted in Column-5 / estimated cost in Column-4)*100. This percentage will be applied on the actual expenditure incurred by the firm towards remuneration etc as mentioned in col. 4 to arrive at the Service fee to be paid.</p> <p>[b] applicable GST;</p> <p>[c] reimbursement for remuneration paid by the Service Provider to human resources deployed as per the written request of the Employer;</p> <p>[iv] For the following component, the payment shall be made on a quarterly basis :</p> <p>a) Travel cost based on actuals subject to ceiling of applicable levels."</p>

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		<p>[b] applicable GST on service fee;</p> <p>[c] reimbursement for remuneration paid by the Service Provider to human resources deployed as per the written request of the Employer;</p> <p>[d] Travel cost based on actuals subject to ceiling of applicable levels.</p>	
4.	Section VII, Activity Schedule, Pg 86 - Schedule for First Deployment of Human Resources	Deployment of human resources by Service Provider shall be done based on as and when required during the contract period and within 45 days from the date of receipt of requisition received from the PMU, NPIQSI, MOSPI.	"Deployment of human resources by Service Provider shall be done based on as and when required during the contract period and within 60 days from the date of receipt of requisition received from the PMU, NPIQSI, MOSPI. "
5.	Pg 84, Section VII – Activity Schedule , pt iii	The Service Provider shall have a competent panel of experts for shortlisting and interviewing human resources	"The Service Provider shall have a competent panel of experts for shortlisting and interviewing human resources. The interview may be conducted through electronic medium – e.g. skype etc. with approval of MOSPI "
6.	Pg 44, Section III – Evaluation and Qualification Criteria, 2.4 - Experience	<p>1. The firm shall have experience as Lead Service Provider, of satisfactorily performing services related to supply and management of Human Resources [including payroll], of at least 150 professionals per year (through multiple contracts) in any of the 2 years 2016-17, 2017-18 and 2018-2019 [please provide list of all work orders/contract copies of contracts executed during each of these three years and self-certificate certifying this]</p> <p>2. The firm shall have experience as Lead Service Provider in executing at least one service contract of similar nature and</p>	<p>1. The firm shall have experience as Lead Service Provider, of satisfactorily performing services related to supply and management of Human Resources [including payroll], of at least 150 professionals per year (through multiple contracts) in any of the 2 years 2016-17, 2017-18 and 2018-2019 [or 2017-18,18-19 and 2019-20] [please provide list of all work orders of contracts executed during each of these three years and employer certificate certifying this (In cases where employer certificate is not available, the bidder shall submit self certificate indicating the extent of completion of the project and number of persons deployed in each year)]. The self-certificate shall be submitted in the format as given in table A on pg 60 in RFB (modified in this corrigendum)</p>

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		complexity in working with the Central Government/State Governments in any of the 3 financial years, i.e., FY2016-17, 2017-18 and 2018-2019 [please provide list of all work orders/contract copies of contracts executed during each of these three years and employers certificate certifying this]	2. The firm shall have experience as Lead Service Provider in executing at least one service contract of similar nature and complexity in working with the Central Government/State Governments in any of the 3 financial years, i.e., FY2016-17, 2017-18 and 2018-2019 [or 2017-18,18-19 and 2019-20] [please provide list of all work orders/contract copies of contracts executed during each of these three years and employers certificate certifying this. <i>(In cases where employer certificate is not available, the bidder shall submit self certificate indicating the extent of completion of the project).</i>] The self-certificate shall be submitted in the format as given in table B on pg 61 in RFB (modified in this corrigendum)
7.	Section IX - Special Conditions of Contract	NA – This clause is a new addition	Addition – “3.8.1 Liquidated damages will be capped at 10% of the total contract value”
8.	Pg 60 and Pg 61 Section IV – Bidding Forms	Bidding Forms	Under pt 1.2a,1.2b and 1.3 financial years may be taken as 2016-17,17-18, and 18-19 or 2017-18,18-19 and 19-20 as per the years for which bidder is providing the details In Table A, page 60 of the RFB, one more column is added - 'Number of persons deployed'. In Table B, page 61 of the RFB, one more column is added - 'Number of persons deployed'. Modified Table A and Table B attached at the end of this corrigendum

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9.	RFB Clause ITB 4.1 Page 35.	Bids from Joint Ventures are not permitted	Bids from Joint Ventures are not permitted. <i>Consortium are not allowed</i>
10.	Pg 85, Section VII – Activity Schedule, Point No. v	Providing human resources as per deployment schedule provided by the PMU (NPIQSI), NSO, MoSPI from the date of receipt of demand/requisition, and replace immediately the human resources deployed if found unacceptable to PMU because of security risk, incompetence, conflict of interest and breach of confidentiality, being medically un-fit, or improper conduct, etc., upon receiving written communication from the PMU (NPIQSI), NSO, MoSPI.	Providing human resources as per deployment schedule provided by the PMU (NPIQSI), NSO, MoSPI from the date of receipt of demand/requisition, and replace immediately (within 7 working days) the human resources deployed if found unacceptable to PMU because of security risk, incompetence, conflict of interest and breach of confidentiality, being medically un-fit, or improper conduct, etc., upon receiving written communication from the PMU (NPIQSI), NSO, MoSPI.
11.	New Addition	New addition	All the bid documents submitted by bidder shall be signed and stamped by the bidder on each page

Note:

1. The changes mentioned in the corrigendum shall have precedence over the text in RFP (in relation to the context in which the change has been made). In case of conflict between the text in RFP and corrigendum, the text in corrigendum shall prevail.
2. Wherever applicable, bidder can provide details for three consecutive years either starting 2016-17 or starting 2017-18. But for whichever three years' the statements are being submitted, the same years shall be considered for all purpose in RFB. For example, if the firm submits the financial statements for the years 2017-18, 18-19 and 19-20 for complying with Annual Volume requirements, the firm shall be required to submit projects for 2017-18,18-19 and 19-20 only (and cannot submit the project details of 2016-17,17-18 and 18-19) for complying with experience requirement.

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Modified Table (A) and Table (B)

(A) Services performed as Lead Service Provider (in the same name and style) on providing services of a similar nature [including payroll] and volume over the three years 2016-17, 2017-18, 2018-19.

Project Name	Name of Employer	Description of Service	Contract No. and date of signing the contract	Value of contract	Number of persons deployed in each of the last three years 2016-17, 2017-18 and 2018-2019 [or 2017-18, 18-19 and 2019-20] (as applicable)	Date of Issue of Work Order	Stipulated Date of Completion	Actual Date of Completion	Remarks explaining reasons for Delay, if any
					2016-17 : 2017-18 : 2018-19 :				
					2016-17 : 2017-18 : 2018-19 :				
					2016-17 : 2017-18 : 2018-19 :				

(B) Activities executed as Lead Service Provider (in the same name and style) at least one service [including payroll] in the three years 2016-17, 2017-18 and 2018-2019 [or 2017-18, 18-19 and 2019-20] – as applicable:

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Additionally, **the bidder is also mandatorily required** to furnish details of all service contracts executed as Lead Service Provider of similar nature and complexity [including payroll] in the Central Government/State Governments in the 3 financial years i.e., 2016-17, 2017-18 and 2018-2019 [or **2017-18,18-19 and 2019-20**] – as applicable.

Year		Name of the Work	Name of Employer*	Number of persons deployed	Quantity of activities performed	Remarks(indicate contract Ref)
2016-17	1					
	2					
	3					
	...					
2017-18	1					
	2					
	3					
	...					
2018-19	1					
	2					
	3					
	...					

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