

## **MINUTES OF PRE - PROPOSAL CONFERENCE**

Minutes of Pre-proposal conference held online through MS Teams on **01/10/2021 at 1100 Hrs.**

### **Assignment Title:**

HIRING OF HR CONSULTANT FOR PROVIDING SERVICES OF EXECUTIVES TO THE BANK ON CONTRACT BASIS

### **Opening Remarks:**

- All the representatives from the participating consulting firms were welcomed by SIDBI team and the assignment was discussed in brief after a round of introduction.
- During the meeting, each firm was asked to raise their queries, which were discussed in detail.
- It was informed to all that queries shall be replied in the form of a consolidated reply along with any addendum, if any shortly.
- Meeting ended by 1200 Noon by thanking all the participants for their active participation.

List of participants:

### **From SIDBI:**

1. Rajiv Kumar, GM, SIDBI
2. Shreekanta Das, DGM, SIDBI
3. Anup Kumar Barla, Manager, SIDBI &
4. Prakash, Procurement & Admin Expert, PRSF, SIDBI

### **From Consulting Firms:**

1. Sachin Kulkarni, Quantafic Business Solutions
2. Ajita Prasanna, Quantafic Business Solutions
3. Kiran Uniyal, Randstad India Pvt. Ltd.
4. Siddhartha Rishi, InnovSource
5. Bhartendu Jain, InnovSource
6. Shilpa Satghare, Sharp HRD Pvt. Ltd.
7. Shweta Shirke, Sharp HRD Pvt. Ltd.
8. Bindu, TMI Network
9. Swapnil Verma, Quess Corp Ltd. &
10. Nikesh Singh, Glabtech Advisors Pvt. Ltd.

**Table 1: Consolidated Reply to Queries regarding RFP of HR Consultant**

<b>S. No.</b>	<b>Reference in RFP</b>	<b>Gist of the queries raised by Consultants</b>	<b>SIDBI's Response</b>	<b>Reference to S. No. of Addendum (Table 2), if any</b>
1.	Page no. 11	Evaluation parameter no.1 regarding location of the firm in UP	Parameter amended.	Refer S. No. 1 of Addendum (Table 2) below.
2.	Page no. 7	Remuneration range to be paid to the Executives	It was clarified that remuneration range will be as mentioned in RFP	No changes, RFP prevails.
3.	Format 10, page no. 42	Local travel by the Executives	It was clarified that local travel expenses are included in remuneration however out station travel expenses will be reimbursed on actuals.	No changes, RFP prevails.
4.	Point 6.5.1, page no. 19	The sourcing fee and other charges	It was clarified that the management fee of the Consultant should include all the expenses for providing services of Executives to SIDBI	No changes, RFP prevails.
5.	Point no. 4.1, page no. 45 and page no. 2	Exemption for Bid Security/ Earnest Money Deposit	The requirement for Bid Security/ Earnest Money Deposit has been amended as per the Gol recommendations. The Consultants will be required to furnish Bid Security Declaration as per the format.	Refer S. No. 2 & 3 of Addendum (Table 2) below.
6.	Point j, page no. 8	Replacement for Executives on leave	The Consultant will be required to provide suitable replacement within 3 days of receiving request for the Executives on leave for more than a week.	Refer S. No. 4 of Addendum (Table 2) below.
7.	Point no. 4, page no. 5 & point no. 4.2.1 page no. 14	Technical/ Financial proposal opening meeting	The Technical/ Financial proposal opening meeting will be held online and Consultants may attend in person or virtually.	Refer S. No. 5 & 6 of Addendum (Table 2) below.
8.	Point no. 4.7.3 (iii) page no. 28 and Format 12 page no. 49	Performance Bank Guarantee	It was clarified that Performance Bank Guarantee will be required to be furnished after award of contract.	No changes, RFP prevails.
9.	Point 3.5 page no. 25	Insurance cost of the Executives	The statutory insurance cost will be reimbursed based on the actuals.	Refer S. No. 7 of Addendum (Table 2) below.

**Table 2: Addendum to RFP of HR Consultant**

S. No.	Ref. in RFP	As existing	As amended	Reference to S. No. of Reply (Table-1), if any																																																																
1.	Page no. 11	<p>The Consultant will be awarded marks against only one sub-parameter listed under each parameters except for parameter 6 for Team Composition in the following table based on the information provided as per Format 9 and other Formats with supporting documents given.</p> <table border="1" data-bbox="367 667 1146 1382"> <thead> <tr> <th>S. N.</th> <th>Evaluation Parameters</th> <th>Marks</th> <th>Max. Marks</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Location of Consultant</td> <td></td> <td>10</td> </tr> <tr> <td>1.1</td> <td>Presence of office (HO/BO) at any location indicated for deployment of Executives</td> <td>5</td> <td></td> </tr> <tr> <td>1.2</td> <td>Presence of office (HO/BO) in Lucknow, UP</td> <td>10</td> <td></td> </tr> <tr> <td>2.</td> <td>Approach, Methodology and Work plan</td> <td></td> <td>20</td> </tr> <tr> <td>2.1</td> <td>The Consultant will be evaluated for its Approach, Methodology and Work plan provided as per Format 7</td> <td>20</td> <td></td> </tr> <tr> <td>3.</td> <td>Average annual revenue during three financial years (i.e. 2018-19, 2019-20 &amp; 2020-21)</td> <td></td> <td>10</td> </tr> <tr> <td>3.1</td> <td>Upto 200 lakh</td> <td>5</td> <td></td> </tr> <tr> <td>3.2</td> <td>More than 200 lakh</td> <td>10</td> <td></td> </tr> </tbody> </table>	S. N.	Evaluation Parameters	Marks	Max. Marks	1.	Location of Consultant		10	1.1	Presence of office (HO/BO) at any location indicated for deployment of Executives	5		1.2	Presence of office (HO/BO) in Lucknow, UP	10		2.	Approach, Methodology and Work plan		20	2.1	The Consultant will be evaluated for its Approach, Methodology and Work plan provided as per Format 7	20		3.	Average annual revenue during three financial years (i.e. 2018-19, 2019-20 & 2020-21)		10	3.1	Upto 200 lakh	5		3.2	More than 200 lakh	10		<p>The Consultant will be awarded marks against only one sub-parameter listed under each parameters except for parameter 6 for Team Composition in the following table based on the information provided as per Format 9 and other Formats with supporting documents given.</p> <table border="1" data-bbox="1173 667 1975 1350"> <thead> <tr> <th>S. N.</th> <th>Evaluation Parameters</th> <th>Marks</th> <th>Max. Marks</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Approach, Methodology and Work plan</td> <td></td> <td>25</td> </tr> <tr> <td>1.1</td> <td>The Consultant will be evaluated for its Approach, Methodology and Work plan provided as per Format 7</td> <td>25</td> <td></td> </tr> <tr> <td>2</td> <td>Average annual revenue during three financial years (i.e. 2018-19, 2019-20 &amp; 2020-21)</td> <td></td> <td>10</td> </tr> <tr> <td>2.1</td> <td>Upto 200 lakh</td> <td>5</td> <td></td> </tr> <tr> <td>2.2</td> <td>More than 200 lakh</td> <td>10</td> <td></td> </tr> <tr> <td>3.</td> <td>Total number of Executives with similar profiles of Credit Analyst/ Development Executives provided to Public Sector Banks (PSBs) or Private Sector Financial</td> <td></td> <td>20</td> </tr> </tbody> </table>	S. N.	Evaluation Parameters	Marks	Max. Marks	1.	Approach, Methodology and Work plan		25	1.1	The Consultant will be evaluated for its Approach, Methodology and Work plan provided as per Format 7	25		2	Average annual revenue during three financial years (i.e. 2018-19, 2019-20 & 2020-21)		10	2.1	Upto 200 lakh	5		2.2	More than 200 lakh	10		3.	Total number of Executives with similar profiles of Credit Analyst/ Development Executives provided to Public Sector Banks (PSBs) or Private Sector Financial		20	Refer S. No. 1 of Reply to Queries (Table 1) above.
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		4.	Total number of Executives with similar profiles of Credit Analyst/ Development Executives provided to Public Sector Banks (PSBs) or Private Sector Financial Institution (Banks/NBFCs etc.) during last five years		20						Institution (Banks/NBFCs etc.) during last five years					
		4.1	Upto 12 Executives	15						3.1	Upto 12 Executives	15				
		4.2	More than 12 Executives	20						3.2	More than 12 Executives	20				
		5.	Experience of providing manpower services on outsource basis similar to this assignment where Executives work at Client sites but are managed by the Consultant		10					4.	Experience of providing manpower services on outsource basis similar to this assignment where Executives work at Client sites but are managed by the Consultant		20			
		5.1	Experience of providing skilled manpower (Graduate and above)	5						4.1	Experience of providing skilled manpower (Graduate and above)	15				
		5.2	Experience of providing Executives with similar profiles	10						4.2	Experience of providing Executives with similar profiles	20				
		6.	Composition of team proposed by Consultant for the assignment		30					5.	Composition of team proposed by Consultant for the assignment		25			
		6.1	Team leader	15						5.1	Team leader	10				
		6.2	Deputy team leader	10						5.2	Deputy team leader	10				
		6.3	Coordinator	5						5.3	Coordinator	5				
			<b>Total</b>		<b>100</b>						<b>Total</b>		<b>100</b>			
		2.	Page no. 2	Rs. 2,10,000/- (Rupees Two Lakh and Ten Thousand only) through Bank Draft or Pay Order payable to SIDBI. Besides Demand Draft / Pay Order, the payment towards EMD						The Consultants shall submit Bid Security Declaration as per Format 13 in lieu of Bid Security/ earnest Money Deposit.					Refer S. No. 5 of Reply to Queries	

		<p>through Online Mode in the following account of SIDBI (through RTGS / NEFT) is acceptable.</p> <p>Bank: State Bank of India Branch: Ashok Marg, Lucknow Account name: Small Industries Development Bank of India Account type: Current a/c Account number - 37819113150 IFSC - SBIN0003347</p> <p>GSTIN &amp; PAN details of SIDBI GSTIN: 09AABCS3480N4ZT PAN: AABCS3480N</p>		(Table 1) above.
3.	Point no. 4.1, page no. 45	<p><b>Earnest Money Deposit (EMD)/ Security Deposit</b></p> <p>4.1 While submitting commercial Proposal, the CONSULTANT shall deposit an amount of Rs. 2,10,000/- (Rupees Two Lakh and Ten Thousand only) as Earnest Money/ Security Deposit, with the ISSUING AUTHORITY through Bank Draft or a Pay Order in favour of SIDBI. The money may also be deposited through electronic transfer as per details provided at the beginning of RFP.</p> <p>4.2 The Earnest Money/ Security Deposit shall be valid upto the conclusion of the contractual obligations to the complete satisfaction of both the CONSULTANT and the ISSUING AUTHORITY, including warranty period, whichever is later.</p> <p>4.3 In case of the successful CONSULTANT a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the ISSUING AUTHORITY to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.</p> <p>4.4 No interest shall be payable by the ISSUING AUTHORITY to the CONSULTANT on Earnest Money/ Security Deposit for the period of its currency.</p>	<p><b>Earnest Money Deposit (EMD)/ Security Deposit</b></p> <p>4.1 While submitting Proposal, the CONSULTANT shall submit Bid security Declaration as per Format 13 in lieu of Bid Security/ Earnest Money Deposit.</p> <p>4.2 In case of the successful CONSULTANT a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the ISSUING AUTHORITY to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.</p>	Refer S. No. 5 of Reply to Queries (Table 1) above.

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4.	Point j, page no. 8	j. The Consultant will also provide suitable replacement of Executive on-leave for more than two days and interim Executive in case of any vacancy arising due to resignation till filing up of the position.	j. The Consultant will also provide suitable replacement of Executive on-leave for more than a week and interim Executive in case of any vacancy arising due to resignation till filing up of the position within three days of receiving intimation regarding replacement from SIDBI.	Refer S. No. 6 of Reply to Queries (Table 1) above.
5.	Point no. 4, page no. 6	4. Public opening of the Eligibility and Technical Proposal will take place at on October 18, 2021 14:00 hours.	Public opening of the Eligibility and Technical Proposal will take place physically/ virtually on October 18, 2021 14:00 hours. Representatives of Consultants may attend opening meeting physically/virtually.	Refer S. No. 7 of Reply to Queries (Table 1) above.
6.	Point no. 4.2.1 page no. 14	4.2.1 The Proposals shall be opened by the Client publicly in the presence of the Consultants' representatives who choose to attend. In the opening meeting:	4.2.1 The Proposals shall be opened by the Client publicly in the presence of the Consultants' representatives who choose to attend physically or virtually. In the opening meeting:	Refer S. No. 7 of Reply to Queries (Table 1) above.
7.	Point 3.5 page no. 26	<b>3.5 Insurance to be taken out by the Consulting Agency</b> All costs involved in taking the insurance will be borne by the Consulting agency.	<b>3.5 Insurance to be taken out by the Consulting Agency</b> All costs involved in taking the insurance for Executives working for SIDBI will be borne by the Consultant which will be reimbursed by SIDBI based on actuals. However, this cost will not be part of consolidated remuneration of Executives.	Refer S. No. 1 of Reply to Queries (Table 1) above.
8.	Page no. 52	-	<b>Format 13 Bid Security Declaration</b>  The format inserted in RFP at page no. 52 as given below in this minutes.	-

Format -13

**FORMAT OF BID SECURITY DECLARATION IN LIEU OF EMD**

(On letterhead of the Consultant duly stamped and signed)

**DECLARATION-CUM-CERTIFICATE  
TO WHOM SO EVER IT MAY CONCERN**

I / We, the authorized signatory of M/s ..... , participating in selection process for '**Hiring of Consultant for Providing Services of Executives to the Bank on Contract Basis**' accept that I/We may be disqualified from bidding for any contract with SIDBI for a period of Three years from the date of disqualification as may be notified by you (without prejudice to SIDBI's rights to claim damages or any other legal recourse) if,

- 1) I am /We are in a breach of any of the obligations under this RFP conditions,
- 2) I/We have withdrawn or unilaterally modified/ amended/ revised, my/ our Proposal during the validity period specified in the RFP or extended period, if any.
- 3) On acceptance of our Proposal by SIDBI, I/we failed to deposit the prescribed Performance Security Deposit or fails to execute the Contract or fails to commence the execution of the services in accordance with the terms and conditions and within the specified time.

Signature of Authorised Person of Consultant  
Full Name & Designation of Authorised Person  
Date:

Seal of Consultant