

Pre Bid Query and Clarification – Hiring of Human Resource (HR) Agency for Providing Recruitment Services for Bihar Rural Livelihoods Promotion Society (BRLPS). Reference Tender Notice No - BRLPS/Estt-HR/1987/22/2022-23 dated 16/10/2023.			
Sl. No.	Bid Requirement	Change Requested	Clarification
1.	The bidder should have Minimum Average Annual Turnover of Rs. 5.0 crore during FY. 2019-20, 2020-21 & 2021-22 PRE-QUALIFICATION CRITERIA	The bidder should have Minimum Average Annual Turnover of Rs. 5.0 crore during FY. 2017-18, 2018-19, 2019-20, 2021-21 & 2021-22 especially from recruitment/examination business.	It is clarified as follows: The bidder should have Minimum Average Annual Turnover of Rs. 5.0 crore in three Financial Years during the last 05 completed financial years.
2.	The bidder should have Cert-in and CMMI Level 3 certifications. PRE-QUALIFICATION CRITERIA	The bidder should have Cert-in and CMMi Level 5 certifications, STQC Certification, CVC Certificate.	It is clarified that bidder may submit CMMi Level 3 or CMMi Level 5 valid certificates in addition to Cert-In certificate.
3.	The successful bidder must furnish to the BRLPS, the required Performance Security @ 5% of the contract value before executing the contract/signing of contract document. PRE-QUALIFICATION CRITERIA	The successful bidder must furnish to the BRLPS, the required performance security @3% of the contract value before executing the contract/signing of contract document due to MSME exemption rule by the Govt. of India.	It is clarified that successful bidder will have to submit performance security @5% of the contract value before executing the contract. No exemption is allowed from submitting performance security.
4.	Minimum 04 numbers of computer-based examinations satisfactorily conducted for Government Departments/ Central PSUs/ State PSUs/ State Govt./ Govt. Higher Educational Institutions/ Govt. Universities since April 2015. PRE-QUALIFICATION CRITERIA	Bidder must have experience of at least 20 years in the field of conduction of recruitment examination including fixation of exam canters, result preparation etc.	No Change, same as RFP.
5.	EMD	The bidder should be exempted from EMD for MSME Company.	It is clarified that no such EMD/Bid Security is required with this bid.
6.	(1) Specific Experience of the consultant (as a firm) relevant to the assignment for conducting online examination – 10 marks (2) Adequacy and the quality of the proposed methodology, and work plan in response to the Terms of Reference (ToR) – 30 Marks (3) Key Expert qualification and competence for the assignment – 60 marks TECHNICAL EVALUATION	Specific Experience of Firm – 20 marks Adequacy and Quality of the Proposed Methodology – 20 marks Key Experts Qualification and Competence – 30 Marks Certification (CMMi Level 5 etc.) – 15 Marks Company Establishment – Years more than 20 years – 15 Marks	It is clarified the requirement of information under Technical Evaluation will remain the same as per issued RFP.
7.	The bidder should have Cert-In (for Computer based Examination Software)	BECIL could be considered for relaxation in point of Certificate in Software for conducting Recruitment Services for BRLPS.	It is clarified that the CBT exam software used by the bidder should be Cert-In certified and bidders must submit Cert-In certificate for the CBT software.

8.	Power of Attorney	Please confirm, if we can also submit Board Resolution in place of Power of Attorney	It is clarified that as per issued RFP, Power of Attorney is to be submitted in the attached format. However, Extract of Board Resolution may also be submitted.
9.	Tech-2 Team Composition	Please describe the format in detail	It is clarified that in Tech-2 format, the details of Key Experts (their name, their deployment for the assignment – whether from Home or Field) with their proposed engagement in the project in month is to be mentioned. Similarly, the details of Non-Key Experts (proposed by the bidder) is to filled and submitted.
10.	As per the understanding being into the assessment industry we bring into your knowledge that HR agency may be fulfill the entire requirement related to activity in which they have the expertise but will not be able to fulfill your requirement related to the conduction of the examination. As per the tender most of the required activity is related to the Assessment/Examination Services, very few activity will be carried out by the HR agency. Exam conduction for government departments is very complex in nature and we suggest you to hire the assessment agency in which they have the expertise.	So, we request you to separate the HR activity and the Exam activity. OR Allow consortium so that assessment agency can hire HR agency for human resource related activities.	It is clarified that “Consortium” is allowed for participation in the bid. However, if any agency submitting proposal under consortium, they should will have to mention the name of Lead Partner in their proposal. All communication with regard to the contract, invoicing and payment will be made by/to Lead Partner. Lead Partner will be responsible for entire contract.
11.	Number of Applications	We need more clarity on expected number of scheduled candidates for the proposed exam/exams. Please share the historical data, if any.	It has been clarified in the pre-bid meeting by our previous agency that in previous recruitment process, more than 2.0 lakh applications were received as against 3129 posts. Most of advertised posts were of AC & CC.
12.	Payment Terms	We request you to release payment as under: 20% - Payment upon panel/portal launch. 30% - Payment upon Admit Card release. 30% - Payment after the exam conduction. 20% - Payment on result declaration.	No change, same as RFP.
13.	Bid Submission Date	We request you to provide at least 10 working days extension on Bid submission post clarification on the queries.	Accepted. Last date for submission of proposal is being extended up to 30-11-2023 till 05.00 PM.
14.	Please attach CVs of each of the above Key Experts in the attached format. In case of CVs are not signed by the key expert, evaluation of such CV will not be made.	Our key persons are appointed in Major cities Across India, so we request you to kindly accept the scanned copies of the CVs.	It is clarified that bidders may submit digitally signed CVs with counter-signature from the agency.
15.	Minimum 04 numbers of bilingual question papers set by the bidder in the examinations for the	Bilingual question paper to be removed	Accepted. It is also clarified that “Minimum 04 numbers of question

	Government Departments/ Central PSUs/ State PSUs/ State Govt./ Govt. Higher Educational Institutions/ Govt. Universities since April 2015 PRE-QUALIFICATION CRITERIA		papers would have been set by the bidder in the examinations for the Government Departments/ Central PSUs/State PSUs/ State Govt./ Govt. Higher Educational Institutions/ Govt Universities since April 2015. <i>Attach supporting document</i>
16.	Sir, in the tender the team composition BRLPS has asked suggests it is an exhaustive list of ALL the resources to be deployed in the Project. We can give this as an indicative list, with number of personnel of each skill-set mentioned, as per the requirement of the Project outlined in the tender. However, it is only the key personnel, who will be a part of the Project here. Other than that, if we get the order, we shall also have to deploy a number of resources Locally, albeit not without proper Police and Character verification. But the names, designations and experience details of these resources is at present unknown, as they are yet to be hired.	We request you to take into consideration the CVs of the Project head and the Project Management Staff we would deploy at the back-end and On-Ground. The experience and capabilities of these staff members being upto the mark guarantees the success of the Project. For the On-Ground and local staff to be hired, you can demand a write-up about the strategy/ process the Bidder would employ in execution of the project, regarding the qualification and experience of the On-Ground Staff which is to be employed.	Not Acceptable. Same as required in RFP.
17.	Point No. 22 of the "Instructions to Bidder" explicitly prohibits sub-contracting under any circumstances, a policy we fully respect. However, we would like to propose a potential flexibility, specifically in situations related to conducting examinations and securing facilities for examination centers. We understand the significance of ensuring a robust examination process, and while we possess our own software for conducting Computer-Based Tests (CBTs) and adhere to CERT-IN certification and CMMI Level 3 standards, we kindly request the consideration of allowing collaboration with agencies that also meet these essential requirements (CERT-IN certification and CMMI Level 3). This flexibility would be reserved for emergency scenarios, where the support of such agencies may become necessary.	Request the consideration of allowing collaboration with agencies that also meet these essential requirements (CERT-IN certification and CMMI Level 3). This flexibility would be reserved for emergency scenarios, where the support of such agencies may become necessary.	Same as para 10 above.
18.	Application ratio versus advertised post.	The RFP does not provide information regarding the specific ratio of qualified candidates to be	It is clarified that the ratio would be 1:10.

		shortlisted for subsequent stages of the selection process following the Computer-Based Test (CBT). We kindly request clarification on this matter, as it holds significant importance in shaping our process and financial proposal. Your guidance in this regard would be highly valuable.	
19.	Price Format	We propose a clear demarcation in the financial bid format by segregating the examination cost from expenses related to other stages of the selection process. Additionally, we suggest including a unit cost for conducting examinations. This structural adjustment will facilitate the preparation of a more transparent and competitive financial proposal, ultimately reducing any potential ambiguity.	No Change. Price Format cannot be segregated.
20.		Considering the upcoming festive season, including Diwali and Chhath Puja, which may disrupt regular business operations, we kindly request an extension of the bid submission deadline by 10 days. This extension will ensure that all potential bidders can submit comprehensive and well-prepared proposals.	Same as para 13 above.
21.		Payment Schedule to be revised.	Same as para 19 above.
22.		CMMi Level 3 should be revised to CMMi Level 5	Same as para 2 above.
23.	As per RFP, Cert In and CMMI Level 3 have been asked. PRE-QUALIFICATION CRITERIA	We request you to allow Cert-In OR CMMI level 5	It is clarified that the CBT exam software used by the bidder should be Cert-In certified alongwith CMMi level 3 or CMMi level 5. Bidders must submit Cert-In certificate and CMMi level 3 or level 5 certificates.
24.	As per RFP, Cert In and CMMI Level 3 have been asked. PRE-QUALIFICATION CRITERIA	We request to replace with- Bidder should have CMMi Level 5 or Cert-In (for Computer based Examination Software) and CMMi Level 3 certifications (Proof to be submitted)	Same as para 23 above.