

Clarification of Queries

Sub. -Clarification for Pre-Bid queries of bidders-Tender Reference Number: ICSIL/02/47/Tender HR Policy Manual ICSIL/Vol.-I/2021-22; dated 16/03/2022 for Tender for Preparation of ICSIL's HR and Organizational, Policy/Manual etc.

SN	Tender Reference	Content of RFP for which clarification sought	Bidders Queries	Addendum/Clarification
(01)	Pg. 13, Evaluation, Sr. No.2	<p>2. EVALUATION: ICSIL will evaluate the Techno - Commercial Proposal and the Price Bid submitted by the bidder.</p> <p>a. Evaluation Procedure : Following procedure shall be adopted in evaluating the proposals:</p> <p>i) In first stage: -The eligibility criteria would be evaluated. -The technical bid / offers of the bidders would be evaluated In the second stage, Price offers of those who have qualified for first stage would be opened and evaluated.</p> <p>ii) Bidder is required to quote for the complete BOQ. Partial quote are liable to be rejected.</p> <p>iii) The total cost shall include all taxes and duties for which ICSIL makes payments to the consultant and other reimbursable expenses, such as travel, translation, report printing, or secretarial expenses as indicated in the tender document, if applicable.</p> <p>iv) The financial proposals will be ranked in terms of their total evaluated cost. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3 etc. The least cost proposal (L-1) will be considered for award of contract.</p>	Section 4 (Clause 2: Evaluation): We kindly request you to clarify the overall evaluation criteria of the proposal, including the weightages for the Technical and Financial proposals.	As per Evaluation Criteria, Sr. No. 2, Section 4
(02)	Pg. 13, Evaluation, Sr. No.3	<p>3. PAYMENT TERMS: Payment to Suppliers shall be made in INR through bank Transfer/Cheque/ RTGS.</p> <ul style="list-style-type: none"> ▪ 20% payment shall be made on submission of final report to ICSIL for Presentation in ICSIL Board. ▪ 80% payment shall be made subject to acceptance of final report by ICSIL Board. ▪ No claim towards reimbursement/payment of any Nature of Expenses would be admissible if the consultant requires to visit multiple time to ICSIL. 	<ul style="list-style-type: none"> • Section 4 (Clause 3: Payment Terms): Typically in similar assignments, the payment milestones are distributed over the duration of the assignment. We would request you to please consider splitting the payment milestones across 3 phases – <ul style="list-style-type: none"> ○ Submission of Inception Report: 30%, ○ Presentation of Draft Manuals: 40% and ○ Submission of Final Report: 30% 	No Change

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(03)	Pg. 04, Eligibility Criteria, Sr. No.5	5. Average Annual Financial Turnover during the last 3 years, ending 31st March 2021, should be at least Rs. 2.5 Lac. (Please submit Annual Report (Balance Sheet and Profit & Loss Account) for the last three financial years).	<ul style="list-style-type: none"> Section 1 (Eligibility Criteria point no. 5): In order to ensure quality service by the consultants, we request the authority to kindly amend the subject clause as – “Average Annual Financial Turnover during the last 3 years, ending 31st March 2021, should be at least Rs. 50 Lac.” 	No Change
(04)	Pg. 03,NIT	Last date and time for submission of e-Bid-06.04.2022 at 03:00 PM	<ul style="list-style-type: none"> Section 1 (Submission Deadline): We request you to please consider extending the deadline of submission of the proposal by 7 working days. We are keen to take the opportunity to support you in this assignment and this extension will help us to take necessary internal approvals and for submission of our value proposition. 	As per Corrigendum No. 1
(05)	Pg. 03,NIT	Pre-Bid Meeting- 23.03.2022, 15:00 hrs	Also we understand that a pre-bid meeting was held on 23 rd March 2022. Request you to kindly share with us the corrigendum documents, if any.	No Corrigendum Uploaded

Nafesa Bala