

## **Clarifications Emerging Out of the Pre-Bid Meeting held on 19.08.2016**

### **1. General**

The following are the Clarifications on the RFP for H.R. Services based upon discussions during the Pre-Bid Meeting held on 19.08.2016 at New Delhi.

These will form an integral part of the Agreement to be executed with the Consultant.

Accordingly, these need to be downloaded, signed and submitted along with other prescribed documents (*Packet-I*) without which the Bids are likely to be rejected.

### **2. Captive Nature of the Agreement**

2.1 The Agreement will be captive in nature in that that the work in respect of all the Positions will be assigned to the **lowest quoting party**.

2.2 However, a few Positions may have to be kept out of purview of the Agreement for the time being, for administrative reasons.

2.3 However, there is no commitment of the Consultant being also retained for rendering Services for about another 100 personnel which are likely to be engaged during 2017-18 under the Project.

### **3. Release of Advertisements Inviting Applications**

3.1 In order to assist/facilitate mobilisation of candidates for different Positions by the Consultant, NIESBUD will publish Advertisements in Newspapers at the identified places.

3.2 All the advertisements are expected to have been published by the time, the Consultant is selected/appointed.

### **4. Finalisation of Selection of the Candidates**

4.1 The selected incumbents for different Positions are expected to join respective duties latest by 01.11.2016 (*except the Regional Directors*).

4.2 The Consultant's responsibility in this regard will be restricted to submit the finalised Shortlists for all the Positions in accordance with the above timeline so as to ensure that the selected incumbents after allowing for reasonable notice period to the present employer, are in position to join respective Positions by 01.11.2016.

4.3 From its side, NIESBUD will give its final opinion on each of the Shortlists submitted by the Consultant latest within 02 days of receipt of the same.

Similarly, NIESBUD will issue Letter of Offer to the selected candidate latest within 03 days of the decision on a particular Position which in turn will be latest within 02 days of the Final Interview.

- 4.4 This should, however, allow NIESBUD reasonable period of time for intimating the Shortlists about interview, arranging logistics for the purpose etc. at different places.
- 4.5 The selection of the candidates would be largely based upon interview/personal discussions maximum in two rounds for top 5-6 Positions of the National E-Hub.

## **5. Background Checking of the Applicants**

- 5.1 The background checking of the applicants will be restricted to verification of the claims with regard to employment history only without involving academic qualifications.
- 5.2 However any apparent/patent discrepancy/false claim will have to be examined by the Consultant.

## **6. Travel by the Consultant**

- 6.1 The Consultant may have to travel to different places for the purpose of holding pre-interview discussions with the applicants; assisting holding of interviews etc.

## **7. Compilation of Details of all the Applicants**

- 7.1 The Consultant will undertake tabulation/compilation of details/particulars in respect of all the applications received for different Positions.
- 7.2 NIESBUD reserves the right to examine the complied details vis-a-vis stipulated requirements for different Positions to ascertain correctness of the Shortlists submitted by the Consultant.

## **8. Presentations by the Eligible Proposers**

- 8.1 The eligible Proposers invited for making technical presentations should invariably highlight the timelines proposed for different works for all categories of Positions so as to ensure that the respective incumbents are in position by 01.11.2016.

## **9. Pre-signing Negotiations**

- 9.1 NIESBUD may enter into pre-signing Negotiations with the Consultant (**lowest quoting party**) regarding technical and financial details of the Proposal.

9.2 It is during these Negotiations that the detailed timelines with respect to different Positions will be laid out within the overall timeline of the incumbents joining by 01.11.2016.

9.3 There shall be no discussions/negotiations with any other Proposer.

## **10. Release of Remuneration to the Consultant**

10.1 The 75% stage remuneration of the Consultant stipulated to be released upon Joining of Position(s) by the concerned selected candidates (*Clause 12.1-Section 1 of the RFP*) has been bifurcated into 3 stages with 25% remuneration being released upon completion of each of them as follows :-

- Submission of compiled details of all the applicants for a Position
- Holding of discussions (*interview*) with the shortlisted candidates by the Selection Committee.
- Joining of Position(s) by the concerned selected candidates.