

Minutes of Pre-Bid Meeting

Brief Description of Procurement: Hiring of consultancy firm for implementation of an Integrated IT solution for HR and Finance Process

Date and Time for Pre-Bid meeting: June 28, 2019 3.00 PM To 4.15 PM

Venue of Pre Bid Meeting: Quality Council of India, Ground Floor, Institution of Engineers Building, 2-Bahadur Shah Zafar Marg, New Delhi, Delhi 110002

The following Bidders' Representatives attended the pre-bid meeting:

| S.No. | Name of prospective bidders/Firm | Name and Designation |
|--------------|---|--|
| 1. | Silver Touch Tech Ltd. | Mr. Bikash Singh, Technical Leader |
| 2. | Expedient India Pvt. Ltd. | Mr. Vishal Agarwal, Business Head, Mr. Nishant, Technical Head |
| 3. | Nippon Data Systems Ltd. | Mr. Sunil Kumar, BDM- Government & PSU |
| 4. | Epicor Software | Mr. Anupam Gupta, Sales Head |
| 5. | Unecops Technologies Ltd. | Mr. Shrey Garg, Sr. Consultant (Pre sales) |
| 6. | Godrej Infotech Ltd. | Mr. Sudhanshu Sharma, Sr. Manager, Mr. Paras Raina, Manager |
| 7. | Herms India Infraconsult Pvt. Ltd. | Mr. Vishal Narain Sinha, Director |

The following QCI officials were present in the pre-bid meeting:

| S.No. | Name and designation |
|--------------|---|
| 1. | Mr. Anil Relia, Principal Advisor |
| 2. | Mr. H.B Chawla, Principal Advisor |
| 3. | Mr. Rajesh Maheshwari, Director, PPID |
| 4. | Mr. Sanjeev Prasad, Principal Advisor |
| 5. | Mr. Sanjeev Dhand, Senior Advisor |
| 6. | Mr. F.C Srivastava, Assistant Director |
| 7. | Ms. Kanika Sethi, Project Associate |
| 8. | Mr. Dharitreesh Tripathi, Project Associate, PPID |
| 9. | Mr. Shantanu Karmakar, Management Trainee |

In order to bring uniformity and clarity among the prospective bidders on various terms and conditions as mentioned in the RFP document, the queries received from bidder(s) during pre-bid meeting was discussed and clarified. The clarifications arrived thereof are indicated as under:

| Content of Para / Clause under Reference as per Bid Document | Queries/Suggestions | Response |
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| <p>Page No.8 /Conflict of Interest: The agency shall not be a re-seller or implementation partner of one particular Product OEM. Any such association with one or multiple OEM's must be declared in the proposal at the RFP stage. Any such conflict of interest or attempt by the agency to endorse/attempt to resell/ favour in the evaluation process shall be taken up for serious action including termination of contract.</p> | <p>The vendors enquired about the purpose of the clause and the need to disclose the association with various implementation partners.</p> | <p>The purpose of this clause is only to develop sound processes and practices irrespective of the availability/association of consulting partner with the various implementation partners in the market. Therefore, any such association is only required to be disclosed at the time of submission of proposals to maintain unbiased and product independent evaluation.</p> |
| <p>Page No.5/ Task 1: Feasibility Study and Preparation of Functional Specification Requirements. Point 1 To carry out detailed study of the existing (as-is) processes for identifying functional areas of HR and Finance across the constituent Boards and Divisions.</p> | <p>The vendor enquired about the processes which could be a part of the administration process.</p> | <p>The payroll process, hiring, staffing, database management, contract renewals, preparation of approval notes, minutes and other ancillary documents are some of the key HR and administration areas to be studied.</p> |
| <p>PageNo.7 Process work flow While the above-mentioned activities are to give a fair idea on the nature and type of projects, there may be any additional activities of similar nature, which the shortlisted firms/companies would be required to undertake, based on the requirements from time to time.</p> | <p>The vendor enquired about what can be the additional activities as per the clause?</p> | <p>There can be additional activities which are not part of the scope of work but may be required to be performed in order to carry out the listed activities successfully.</p> |

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| <p>PageNo.8 Pre-Qualification Criteria Point 4. The applicant must have successfully completed at least 5 similar projects of end to end consulting on SYSTEMS implementation in the services industry.</p> | <p>Will it be for a private firm or government companies? Whether implementation will be counted?</p> | <p>There is no restriction for Private or Government projects under this clause. However, projects done for clients in similar business area or the services industry shall be given preference. Consulting Projects forming part of an implementation project shall also be considered on submission of proper documents.</p> |
| <p>PageNo.8 Pre-Qualification Criteria Point 5. Past Experience of working on projects with the government, PSU's, autonomous bodies, statutory bodies is mandatory. E-Governance Projects done in full/part with Central/State Government/PSU's/ autonomous organizations shall be given preference.</p> | <p>Is it necessary to have a prior work experience in government companies?</p> | <p>Prior work experience in government sector is required for better understanding of the government processes.</p> |

- ❖ All above points are noted and agreed.
 - a. These minutes of pre-bid meeting shall form the part of bid document/Agreement.
 - b. Rest of the terms and conditions and specifications of the bid document shall continue to remain same.
 - c. The above amendments/ clarifications are issued for the information for all the intending bidders.
 - d. The submission of bid by the firm shall be construed to be in conformity to the bid document and amendments/ clarifications given above.