

Minutes of Pre-Bid Meeting held on 22.01.2021 through Video Conference (VC) at 11:30 AM for the Request for Proposal (RFP) floated for “Hiring of Human Resource (HR) Agency for Ministry of Food Processing Industries (MoFPI)”

A. List of participants is attached at Annexure-I

B. Queries received from the prospective bidders through email and in Pre-Bid meeting for the Request for Proposal (RFP) for “Hiring of Human Resource (HR) Agency for Ministry of Food Processing Industries (MoFPI)”, along with Ministry’s response is as under:

SL No	Reference	Particulars	Query	Ministry’s Response
1	Section II- Instruction to Bidders; Point 1.4	The detailed scope of work, deliverables, timelines and immediate hiring requirement of professional(s), is mentioned in Section-III: Terms of Reference (TOR) of this RFP.	Please provide tentative future hiring requirements that are likely to arise with MoFPI.	The current requirement of the Ministry is already stated in Section-III of the RFP. Future requirements for hiring cannot be ascertained at this stage. However, it is clarified that whenever services of the Agency is availed for recruitment, the method illustrated under 1.4.1 shall be used, to arrive at a fees payable which will be with same terms and conditions as per the current RFP
2	Section-II: Instruction to Bidder, Clause 5.2	The bidder must have successfully completed at least three projects in HR recruitment role in any Central / State Government /Public Sector Undertakings /Subordinate offices/ Autonomous bodies in the previous five years. The details of such jobs may be furnished;	It is assumed that multiple recruitment projects awarded to the Agency by the same Client shall qualify as projects. Please confirm.	The offers will be evaluated based on the fulfillment of requirement mentioned by the Ministry in its RFP. Multiple recruitment projects for a same client may be considered. However, the evaluation will take into consideration the varied experience of the HR agency in terms of working with multiple agencies, as stated in the clause. There will be no changes to this clause.

3	Section-II: Instruction to Bidder, Clause 6.4: Prices	6.4.3: No increase in the quoted price would be allowed during the contract period.	In the event additional work awarded to the Agency contract has a different scope of work from that described under this RFP, the price quoted by the Agency will need to be revisited and agreed, afresh, on a case to case basis? Please confirm.	The Scope of Work and deliverables are already defined in the Section-III: Terms of Reference (ToR) and Table-1 of the RFP. There will be no changes to this clause.
4	Section-III: Terms of Reference, Para 3.0: Scope of Work	...This should also be clearly noted that these posts are contractual posts with consolidated pay package (with or without any annual increment) with no other benefits and are not permanent in nature and are co-terminus with the project.	Will Central/ State Reservation policy apply to the vacancies?	The current RFP does not provide any provision for reservation.
5	Section-III: Terms of Reference, Para 3.0: Scope of Work, sub-para ii: Key Deliverables	g) Carrying out post interview background check of selected candidates.	We understand that background checking will be carried out using references provided by candidates. Please confirm.	HR Agency shall be responsible for carrying out thorough background check of selected candidate, including, but not limited to, the verification of the documents and other particulars submitted by the candidate.
6	Section-III: Terms of Reference, Para 3.0: Scope of Work, sub-para ii: Key Deliverables	The performance of the HR agency would be linked to the Bank Guarantee furnished by the agency before claiming the final payment after the completion of the probation period of the contracted individual. This condition will not apply in case the candidate leaves due to changes in job role/ down sizing or similar such events that	(1) The clause is not clear. (2) The Agency is already obliged to provide free replacement in respect of candidates who do not	The referred section already states that the linking of performance with Bank Guarantee will not apply in case candidate leaves due to change in job role/ down sizing or similar such events . There will be no changes in the provision.

		makes it unrealistic for the candidate to continue serving.	successfully complete the probation period of three months. (3). We accordingly request deletion of this clause.	
7	Section-III: Terms of Reference, Para 3.0: Scope of Work, Table-1, S.No 2.	Time for Agency: T+40 days.	This should be extended by an additional 10 days.	There will be no change to this provision.
8	Section-III: Terms of Reference, Para 3.0: Scope of Work, sub-para ii: Key Deliverables	k. The cost of logistics for candidates being interviewed shall be borne by the agency. However, in the wake of current COVID-19 crisis, the contracted HR Agency, may carry out the interviews through Video Conferencing (VC) to the extent possible. For the final interview round with the shortlisted candidates, if Ministry asks for the candidate(s) to travel for the purpose of in person interview at the Ministry, the cost of such travel and logistics, shall be borne by the Ministry.	(1) We understand the above to mean that the Agency is required to absorb the cost of a Board/ Meeting Room for one day for each position for the conduct of final interviews by a panel of three to four persons plus the candidate. Please confirm. (2) We expect that travel costs of candidates and/or panellists attending Final Interviews, shall be separately reimbursed by	The cost of logistics for candidates being interviewed shall be borne by the agency. However, in the wake of current COVID-19 crisis, the contracted HR Agency, may carry out the interviews through Video Conferencing (VC) to the extent possible. For the final interview round with the shortlisted candidates, if Ministry asks for the candidate(s) to travel for the purpose of in person interview at the Ministry, the cost of such travel and logistics, shall be borne by the Ministry.

			MoFPI, if necessary. Please confirm. (3) We additionally assume that Honorarium payable to Panellists, if any, shall be separately reimbursed by MoFPI. Please confirm.										
9	Section-III: Terms of Reference, Para 3.0: Scope of Work, Table-2	<p style="text-align: center;">Tentative list of Vacancies</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Name of the Post</th> <th>Remuneration Amount in Rs per month</th> </tr> </thead> <tbody> <tr> <td>11.</td> <td>Joint Secretary/ Director (Retired from GOI)</td> <td>(Pay-Pension)x1.25</td> </tr> <tr> <td>12.</td> <td>Pay & Accounts Officer (Retired from GOI)</td> <td>(Pay-Pension)x1.25</td> </tr> </tbody> </table>	S.No	Name of the Post	Remuneration Amount in Rs per month	11.	Joint Secretary/ Director (Retired from GOI)	(Pay-Pension)x1.25	12.	Pay & Accounts Officer (Retired from GOI)	(Pay-Pension)x1.25	Please indicate (Pay-Pension) for both the above positions	For candidates retired from Government of India (GOI), Pay refers to the last drawn pay of the candidate for the position hold, before his/her retirement from GOI. The pension that the retired candidate is now receiving, shall be deducted from the last drawn pay. The resulting amount shall be multiplied by a factor of 1.25 to arrive at a monthly remuneration. The last drawn Pay and Pension amount being received shall be declared by the candidate, shortlisted by the Agency
S.No	Name of the Post	Remuneration Amount in Rs per month											
11.	Joint Secretary/ Director (Retired from GOI)	(Pay-Pension)x1.25											
12.	Pay & Accounts Officer (Retired from GOI)	(Pay-Pension)x1.25											
10	Section-IV: Evaluation Criteria (Technical), Table-3, S.No 4	Completed assignments in HR recruitment role involving recruitment of professionals for Central Government/ State Government/ Public Sector Undertakings in last five financial years	Please clarify whether recruitment of professionals as above for UN Agencies hired and deputed to work at relevant State Government Departments,	The condition clearly indicates to the recruitment, carried out for Central/ State Government/ Public Sector Undertaking. May also refer to reply at S.No 13. There will be no change to this provision.									

			shall be eligible for the marks specified.	
11	Section-VII: Forms	Organizations/ Ministry/ Department for which the applicant has worked with CA certified copies of each work order attached.	Will the certification provided by the CA on its letterhead listing the work orders, be/ considered	The condition mentions that each work order copy needs to be CA certified. There will be no change to this provision.
12	Section –I	Important Timelines mentioned in the RFP. Bid Submission last date is 01.02.2021 at 4 PM	Will there be an extension in the bid submission last date.	There will be no change to the mentioned timeline.
13	Section –II Eligibility Condition Para 5.2	The bidder must have successfully completed at least three projects in HR recruitment role in any Central / State Government /Public Sector Undertakings /Subordinate offices/ Autonomous bodies in the previous five years.	Will recruitment experience in public sector banks be considered for eligibility.	Public sector bank are banks having over 50% stake of GoI which is similar to Public sector undertaking which is majority owned by the government. Hence Public Sector Bank would be considered.
14	Section –II Eligibility Condition Para 5.3	The agency must have a minimum average annual turnover of Rs. 20 crore during the last three financial years [FY 2016-17, 2017-18 & 2018-19]. Last three year's balance sheet/ Audited Statements of Account shall need to be submitted.	Will an agency with an MSME certificate be given turnover exemption for eligibility?	There is no turnover exemption for MSME. There will be no change to this provision.
15	Section –II, Eligibility Condition Para 5.1	The agency must have at least five years' experience in HR recruitment domain. The supporting documents in claim of experience are to be enclosed.	Should work order/contract documents to be submitted by the HR agencies in support of their bids need to have mentioned the recruitment services done by the agency.	The supporting documents submitted by the agency should clearly mention the recruitment services done by the agency. There will be no change to this provision.
16	Section-IV: Evaluation Criteria (Technical),	Total number of competed assignments in HR recruitment role involving recruitment of professionals (Specialists/ Consultants/ Experts/ Executives/	The type of recruitment provided by the agency to an organization is	The documents related to the contract/work order that shows the type of recruitment service and position/role of the recruited

	Table-3, S.No 3	Key managerial personnel/ Team leads in Agriculture, FMCG, Food Technology, Environmental health, Social in last five financial years	not mentioned in the work order. In this regard, which documents will be sufficient for the proof of type of recruitment services provided by the HR agency	personnel can be submitted as the proof in this regards. There will be no change to this provision.
17	Section –II Submission of Proposal Para 4.2	Registered MSMEs are exempted from payment of EMD	Will medium enterprises be exempted from depositing EMD.	As per the Public Procurement Policy, Micro and Small Enterprises(MSEs) are exempted from payment of EMD.
18	Section –II, Eligibility Condition Para 5.1	The agency must have at least five years' experience in HR recruitment domain. The supporting documents in claim of experience are to be enclosed;	Will an agency with 3.5 years of experience be eligible for bidding process	The clause clearly states that the agency must have at least five years' experience in HR recruitment domain. There will be no change to this provision.
19	Section –II, Eligibility Condition, para 5.2	The bidder must have successfully completed at least three projects in HR recruitment role in any Central / State Government /Public Sector Undertakings /Subordinate offices/ Autonomous bodies in the previous five years	Experience in private limited companies should be considered for eligibility	There will be no change to this provision.
General Query(s)				
20	Will more than 1 agency be selected under the floated RFP for the appointment of HR agency for MoFPI			Only one agency will be selected against the floated RFP for the appointment of HR agency for MoFPI

LIST OF PARTICIPANTS

From MoFPI

1. Shri Gajendra Bhujabal, Senior Consultant, MoFPI
2. Shri Atul Saxena, Joint Secretary, MoFPI
3. Shri Jitendra P Dongare, Marketing Officer, MoFPI

From HR Agencies:

1. Mr. Amit Sharma, Randstad
2. Mr. Amrit Mahapatra, Michael Page
3. Mr. Gautam Nath, SAMS
4. Ms. Palvi Gupta, Vision India
5. Representative from M/s, Karma Management Consultant