

Name of Work:		Appointment of Human Resource Management Agency in BUIDCO		
NIT.No:		BUIDCO/VI-319/18-47, Dated-02.07.2019		
S.No	RFP Document reference (s) Section & Page number)	Content of RFP requiring clarification (s)	Points of clarification	BUIDCO Reply
1	Page Number – 10, Section 2.3 (Scope of Work of Human Resource Management Agency)	The detailed scope can be categorized into following parts: Part A – Recruitment and Deployment Part B – Human Resource Management Part C- Implementation of e-HRMS (Web portal) Part D - BUIDCO's Service Regulation, Bye-Laws and policies	We understand the deliverables under software application is (a) Web based HRMS Application along with maintenance (b) Online recruitment application (c) Team setup of PMU.	RFP condition is self-explanatory.
2	Page Number –11, Part C – Implementation of e-HRMS (Web portal), Point number- 2.3.4.17	Create Web portal and maintain website for recruitment, statutory compliances, updation of employees records, etc.	Whether all the legacy data of existing employees has to be digitized and brought into the system. If yes, please mention the tentative numbers.	All existing & new employees have to be digitized & brought into the system.
3	Page Number –11, Section- 2.0 Point number 2.2, Scope of Work of Human Resource Management Agency (HRMA), Part C, 2.1.13	Statutory compliances of the employees shall be done by the agency, like EPF, ESI, salary slips, leaves records, etc.	We believe EPF, ESI, leave rules would be procured and shared by BUIDCO which has to be implemented by the Bidder in the HRMS Application. Please clarify.	RFP condition is self-explanatory.
4	Page Number –12, Section- 2.0 Point number 2.2, Scope of Work of Human Resource Management Agency (HRMA), Part D, 2.3.4.20	To amend/prepare BUIDCO's Service Regulation, Bye-Laws and policies, etc.	We believe that BUIDCO service regulation and bye-laws has to be drafted by the deployed team in consultation with BUIDCO's authorized representative.	RFP condition is self-explanatory.
5	Page Number – 12, Section 2.5 (Eligibility Criteria)	The bidder should be in HR Consulting for at least 3 years.	The bidder should be in HR Consulting/IT consulting/software development for at least 3 years	RFP condition shall prevail.
6	Page Number –12, Section 256.7 (Eligibility Criteria)	HRMA should be ISO/ CMM certified.	Request you to consider only CMMI level 3 or more and above in the PQ which allows you to get the standard quality software and services.	RFP condition shall prevail.

7	Page Number – 13, Section 2.8 (Payment Schedule)	<p>2.8.1 The requirement made by the successful bidder shall be borne and processed by the BUIDCO.</p> <p>2.8.2 The Agency shall submit a monthly invoice to BUIDCO against its remuneration. No advance payments shall be allowed.</p> <p>2.8.3 The Agency shall make regular payment of remuneration to the personnel deployed for a particular calendar month. The payment by BUIDCO shall be subject to applicable deductions, taxes and penalties, if any, as well as adjustments in respect of any other dues as may be recoverable from the Agency in respect of non-performance of any obligations under the contract.</p>	Payment terms 10% on submission of inception report, 30% on approval of SRS, 30 % on UAT, 20% on go live of the application, 10 % completion of project.	RFP condition shall prevail.
8	Page Number – 17, General Profile of the firm, Point number B	Experience HR Consultancy Work in Government Departments/PSUs/ Private sector across India	Experience HR Consultancy/software development Work in Government Departments/PSUs/ Private sector across India	RFP condition shall prevail.
9	Page Number – 18, Section 4.3 (Manpower Requirement)	Manpower Requirement at present (may be enhanced as per requirement)	<p>In the team set up we request you to add one resources as a senior Project Manager who would manage the entire HRMS software and recruitment application.</p> <p>Eligibility Criteria: B-Tech/ BE in Computer Science/IT or MCA, at least 5 years' experience in creating web- portal, software development, must be aware about HR software.</p>	please refer reply at point 22
10	Page Number – 19, Section 4.3 (6) Manager Compliance	MBA (Finance) or CS (Intermediate) with at least 5 years" experience in Company Law.	We request you to kindly consider CA intermediate along with MBA (Finance) or CS (Intermediate) with at least 5 years" experience in Company Law.	RFP condition shall prevail.
11	Page Number – 18, Section 4.3 (7) Programmer	B-Tech/ BE in Computer Science/IT, at least 5 years" experience in creating web-portal, software development, must be aware about HR software.	We request you to consider the qualification for program manager as MCA or B-Tech/ BE in Computer Science/IT, at least 5 years" experience in creating web-portal, software development, must be aware about HR software.	RFP condition shall prevail.

12	Page Number – 26, FORMF IN - 2A: Summary by Costs	FORMF IN - 2A: Summary by Costs	We request to kindly change the financial format as under.		RFP condition shall prevail.		
			S.No	Description		Software Development cost (In INR)	
						In figures	In words
			a	Web based HRMS Application along with maintenance			
			b	Online recruitment application with maintenance			
c	Add GST as per prevailing rates						
d	Total Cost (a+b+c)						
13	Page Number –29, Part A Recruitment and Deployment, Point number-2.1.2	Design advertisement and invite applications for various positions in leading print media. The cost of notification of advertisement will be borne by BUIDCo.	We believe that the deployed team will share the content in PDF/ Word format. Please clarify.		RFP condition is self-explanatory.		
14	Page Number –29, Part A – Recruitment and Deployment, Point number-2.1.4	Finalize the selection process and shortlisting criteria as per direction of BUIDCo (online test if required)	Conducting web based online examination is a separate entity altogether and need to be procured separately. We request to keep the selection criteria based on the criteria set by BUIDCO.		RFP condition shall prevail.		
15	Page Number –30, Part A – Recruitment and Deployment, Point number-2.3.4.2	Verify academic qualification, previous work experience, credentials, testimonials and other particulars mentioned by the candidates.	Is the third party verification of the candidates under the scope of the bidder? As the bidder need to make provision for further commercial of the same. Please clarify.		RFP condition shall prevail.		
16	Page Number –30, Part A – Recruitment and Deployment, Point number-23.4.11	The HR Service Provider should also assist in ensuring that the candidates identified do not have any police record/criminal record, etc. against them.	Is the third party verification of the candidates under the scope of the bidder? As the bidder need to make provision for further commercial of the same. Please clarify.		RFP condition is self-explanatory.		

17	Page Number –30, Section- 2.0 Point number 2.2, Scope of Work of Human Resource Management Agency (HRMA) , Part C	Web portal: Create Web portal and receive online applications. Maintenance of website would be the responsibility of the HR agency. The web portal would also have link with payment gateways where candidates can submit their examination fees along-with submission of their application using credit cards/ debit cards/ internet banking, etc.	We understand that payment gateway will be provided by BUIDCO. Please clarify.	RFP condition is self-explanatory.
18	Page Number –30, Section- 2.0, Scope of Work of Human Resource Management Agency (HRMA)	Not mentioned in the RFP	We understand that security audit and hosting of the application is not on the scope of bidder. Please clarify.	It comes under the scope of HRMS Agency.
19	Not mentioned in the RFP		We believe the leave and holidays for deployed resources will be as per the Government rules. Please clarify.	BUIDCo service regulation will be applicable.
20	Not mentioned in the RFP		We believe the space, office infrastructure, IT infrastructure and all other required facilities for setting up the PMU will be provided by BUIDCO. Please clarify.	Only office space shall be provided by BUIDCo. Rest will be under the scope of HRMS Agency.
21	Not mentioned in the RFP		Today the addendum was published so request you to extend the dates for at least two weeks from the next published corrigendum dates.	Bid submission date is on 25.07.2019.
22	Serial 7 (programmer): MCA should be allowed in eligibility with B.tech/BE			MCA will be allowed in eligibility with B.tech/BE for the post of programmer
23	Serial 13 software developer can be renamed as Project manager			bid condition shall prevail
24	Serial 13 and 14 (software developer + Assistant Software Developer) should be deputed for 36 months for efficient output			bid condition shall prevail