

INDIA TRADE PROMOTION ORGANISATION

Pragati Bhawan, Pragati Maidan, New Delhi – 110 001

Date: 29.03.2023

Tender no.: 9-ITPO(4)/EI/2023

Tender ID: 2023_ITPO_746802_1

Tender for Selection of Knowledge Partner to assist India Trade Promotion Organisation in its Business Transformation with Revenue Augmentation, Process Improvement and Digital Enablement.

CORRIGENDUM-1 (including response to Pre-Bid Queries)

S.no	Tender Document References			Query/Request	Response/Corrigendum
	Page no.	Clause no.	Clause Name		
1.	28 & 29	10.e.	Composite Bid Evaluation Methodology	<p>Reg. Tender clause no. 10.e: The bidder with highest technical marks would be taken as the base /reference for arriving at Technical Score for each technically qualified bidder. The Technical Score for the bidder with highest Technical Marks (out of 100) would be taken as 70 and the Technical Score for other technically qualified bidders will be scaled proportionally.</p> <p>Query: Normal practice across various tenders from State and Central Govt is to take weighted Technical scores without Normalization of Tech scores. While Normalization of scores is certainly done in Financials, however, not in Technical scores. Therefore, it is requested to calculate Technical scores using weighted method, wherein Technical score of the bidder is simply adjusted by 70%.</p>	<p><u>Amended clause no. 10.e:</u> Composite Bid Evaluation Methodology: Evaluation of Bids shall be done under combined Quality-Cum-Cost Based System (QCBS). Under this system, the Technical Bid evaluation, i.e. Part-I, shall be allotted weightage of 70% while the Price Bid evaluation shall be allotted the weightage of 30%. The bidder scoring the highest combined score will be declared successful. The detailed methodology is described below. The evaluation committee ("Evaluation Committee") appointed by CMD ITPO will carry out the technical evaluation of proposals based on the</p>

					<p>prescribed evaluation criteria and points system. Evaluators of Technical Proposals shall have no access to the Financial Proposals until technical evaluation is concluded. Each evaluation proposal will be given a technical score. The minimum criteria for Technical qualification would be as follows:</p> <ul style="list-style-type: none">•Minimum qualifying Technical marks to be obtained: 70 marks out of 100 marks as detailed above (without normalisation).•Financial bid shall be opened for Technically qualified bidders who score 70% marks and above. <p>Normalisation of financial bid scores The minimum quoted price among the technically qualified bids will be taken as base/reference rate for arriving at the evaluated marks for each qualified bidder. The evaluated marks for the lowest priced Bidder in Price Bid shall be 30. The following example illustrates the proposed methodology for arriving at the Financial Score of the Bidders:</p> <table><tr><th>Proposal</th><th>Quoted rate (assumed)</th><th>Financial Score</th></tr><tr><td>A</td><td>INR 12 Cr</td><td>30*08/12</td></tr></table>	Proposal	Quoted rate (assumed)	Financial Score	A	INR 12 Cr	30*08/12
Proposal	Quoted rate (assumed)	Financial Score									
A	INR 12 Cr	30*08/12									

					<table><tr><td></td><td></td><td>=20</td></tr><tr><td>B</td><td>INR 10 Cr</td><td>30*08/10 =24</td></tr><tr><td>C</td><td>INR 08 Cr</td><td>30*08/08 =30</td></tr></table> <p>Note: Technical Score and Financial Score shall be rounded off.</p> <p>The sum of the Technical Score and the normalised Financial Score as detailed above shall be the Total score for the bidders. The bidder with the highest Total Score shall be declared H1.</p>			=20	B	INR 10 Cr	30*08/10 =24	C	INR 08 Cr	30*08/08 =30
		=20												
B	INR 10 Cr	30*08/10 =24												
C	INR 08 Cr	30*08/08 =30												
2.	9 & 10	4	Bid Process Details	<p>Reg. Tender clause no. 4: Bid Process Details</p> <p>Query: In line with Govt of India guidelines, it is requested to relax this condition for registered MSMEs.</p>	No change in tender clause.									
3.	28 & 29	10.e.	Composite Bid Evaluation Methodology	<p>Reg. Tender clause no. 10.e: Under this system, the Technical Bid evaluation, i.e. Part-I, shall be allotted weightage of 70% while the Price Bid evaluation shall be allotted the weightage of 30%</p> <p>Query: It is requested to make it 80:20 in QCBS, which is the accepted practice in other tenders for similar nature of work floated by various Govt Departments</p>	No change in tender clause.									
4.	-	-	-	Reg. Pre-bid meeting:	Link was shared before meeting									

				Request to confirm mode of pre-bid meeting.	through email.
5.	12 & 13	6.a.	Scope of Work – Business Transformation	<p>Reg. Tender Scope of work, Business Transformation, page no. 13: Facilitating and Mobilizing best of exhibitor ship and the best of buyer ship for the benefit of the industry.</p> <p>Query: Request to provide more clarity on this activity. Do we have any mandate for industries that we need to focus.</p>	ITPO is the premier trade promotion enterprise of the Ministry of Commerce & Industry, Government of India and is committed to showcase excellence achieved by the country in diverse fields especially trade and commerce. Its mission is to promote, facilitate, encourage and coordinate various activities and programmes to enhance India's share of exports. ITPO provides a wide spectrum of services to trade and industry and acts as a catalyst for growth of India's trade and commerce.
6.	15 & 16	6.c.	Scope of Work – Digital Transformation	<p>Reg. Tender Scope of work, Process Transformation, page no. 15: Mapping the IT Programmes/ Portals currently in use.</p> <p>Query: Request to provide details of applications & portals.</p>	<p>The selected agency would do a comprehensive assessment of the existing applications & portals for proposing future solutions. Some of the portals and applications presently being used in ITPO are as follows:</p> <ol style="list-style-type: none"> 1. Tally accounting software 2. Personnel Information System 3. Domestic Fairs Online Space Booking 4. Third party fairs online space booking 5. Overseas events management system 6. SPARROW 7. eFile System 8. Biometric Attendance System

					9. Corporate Website
7.	15 & 16	6.c.	Scope of Work – Digital Transformation	<p>Reg. Tender Scope of work, Digital Transformation, page no. 15: Design a solution for online monitoring of KPIs and institutional review.</p> <p>Query: Request to provide details of KPIs.</p>	As elaborated in Scope of work, Business Transformation, page no. 13, the selected bidder need to formulate outcome-oriented KPIs to achieve the set goals for ITPO. The Digital Solutions for online monitoring of KPIs and institutional review would be based on the aforementioned.
8.	13 & 14	6.b.	Scope of Work – Process Transformation	<p>Reg. Tender Suggested list of activities, Page 14: Creating a detailed and standardized checklist for seamless event organization.</p> <p>Query: Please advise major kind of events as checklist can change.</p>	<p>The list of current FY events are available at:</p> <ul style="list-style-type: none"> ➤ https://indiatradefair.com/knowledge/details/3rd-party-event-22-23/third_party ➤ https://indiatradefair.com/knowledge/details/abroad22-23/abroad_sidebar ➤ https://indiatradefair.com/knowledge/details/fair22-23/exhibitions_pragati_sidebar ➤ https://indiatradefair.com/knowledge/details/other_fair22-23/other_sidebar
9.	15 & 16	6.c.	Scope of Work – Digital Transformation	<p>Reg. Tender Suggested list of activities, Page 15: Examining the viability of successful integration or for need for creating an ERP solution (Procured/customised) as per the need of the organisation.</p> <p>Query: Does ITPO has an existing ERP, will migration of data from existing ERP will be in scope?</p>	<p>There is no existing ERP in ITPO, instead standalone task-based applications developed by various agencies (incl. Govt agencies) are in use.</p> <p>Migration of data from existing applications will be part of the scope.</p>

10.	23 to 28	10.c.5 & 10.d.4.5	Eligibility & Evaluation Criteria - Minimum Team Composition for Stationing in Delhi and Technical Evaluation Criteria	<p>Reg. Tender Suggested list of activities, Page 17: Assess the HR policy and other enabling policies to identify opportunities for step change.</p> <p>Query: No resource has been requested for HR policy. HR policy has been tagged with the payment milestone. We request, to either add resource for HR policy or delink it with payment plan. Also, no experience criteria is mentioned.</p>	<p><u>Original clause no. 10.c.5 minimum Qualification:</u> “Consultant, As many proposed as per scope of work: - PGDBM / MBA with atleast 5 years of experience - Should have worked on consulting engagements with State / Central Govt”</p> <p><u>Amended clause no. 10.c.5:</u> “Consultant, As many proposed as per scope of work: - PGDBM / MBA with atleast 5 years of experience(minimum 1 consultant with PGDBM / MBA in Human Resources (HR)) - Should have worked on consulting engagements with State / Central Govt”</p> <p><u>Consequently, Original clause no. 10.d.4.5 minimum Qualification:</u> “5. Team of Consultant on-site (Minimum 2 but may propose more as assessed for the scope of work) - PGDBM / MBA with at least 5 years of experience - Should have worked on consulting engagements with State / Central Govt”</p> <p><u>Amended clause no. 10.d.4.5:</u></p>
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					<p>“Team of Consultant on-site (Minimum 2 but may propose more as assessed for the scope of work):</p> <ul style="list-style-type: none"> - PGDBM / MBA with atleast 5 years of experience(minimum 1 consultant with PGDBM / MBA in Human Resources (HR)) - Should have worked on consulting engagements with State / Central Govt”
11.	22 & 23	10.b.	Eligibility & Evaluation Criteria – Minimum Eligibility Criteria	<p>Reg. Tender Minimum Eligibility Criteria: PMP / PRINCE 2 Certified Staff, page no. 23:</p> <ul style="list-style-type: none"> – The bidder must have at least 10 PMP / PRINCE2 Certified professionals on its payroll. <p>Query: Request to remove this criteria to encourage the participation.</p>	No change in tender clause.
12.	25 to 28	10.d.	Eligibility & Evaluation Criteria – Technical Evaluation Criteria	<p>Reg. Tender Minimum Team Composition for Stationing in Delhi, page no. 25:</p> <ul style="list-style-type: none"> – The five experts on project <p>Query: Request to confirm marking criteria of experts.</p>	<p>Original clause no. 10.d.6 may now be read as clause no. 10.d.5.</p> <p><u>Original clause no. 10.d.6:</u> “Approach & Methodology and Presentation”</p> <p><u>Amended clause no. 10.d.5:</u> “Approach & Methodology and Presentation (including evaluation of CVs of 5 Experts in the five areas that are to be provided)”</p>
13.	23 & 24	10.c.	Eligibility & Evaluation	<p>Reg. Tender Page no. 23:</p> <p>Minimum Team Composition for Stationing in Delhi:</p>	No change in tender clause.

			Criteria Minimum Team Composition for Stationing in Delhi	- Team Lead Query: As per the RFP, Team Lead should be senior level person in Management Consulting Firm (Partner / MD) with 15 Years of experience. Request to clarify if the Partner/MD can work on an on-site - offsite full-time mode	
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s/d

(Col. Pushpam Kumar, OSD (Admn))