

SL NO.	RFP REFERENCE	EXISTING CLAUSE	CLARIFICATION / MODIFICATION REQUESTED	REASON PUT FORTH BY THE BIDDER	REMARKS
1	Chapter II - Information to Bidders, Section 2 - Eligibility Criteria. Page 5	2 (b) The tenderer should have 10 years of experience in providing industrial development, performance improvement of organizations, policy studies etc. Supporting documents: Memorandum and Articles of Association should be enclosed	2 (b) The tenderer should have 10 years of experience in providing Consultancy for industrial development, performance improvement of organizations, policy studies etc. Supporting documents: Work orders of projects related to consulting services provided for providing industrial development, performance improvement of organizations, policy studies	Memorandum and Articles of Association may not be a relevant supporting document. Work orders for projects will establish the credential of the firm	As per existing clause
2	Chapter II - Information to Bidders, Section 2 - Eligibility Criteria. Page 5	2 (c) Both work order and work completion certificate issued by the clients should be enclosed	Work order or work completion certificate should be enclosed	Issuance of 'Work Completion certificate' is a common practice for 'infrastructure works' related contracts; But the same is not very common among Consultancy service contracts.	As per existing clause
3	Chapter II - Information to Bidders, Section 2 - Eligibility Criteria. Page 5	2 (d) Supporting documents: Annual report along with schedules for the last 3 consecutive financial years	Balance sheet and Profit & Loss statement for FY 17, 16 and 15.	Annual average income of the organization is reflected clearly from the Balance Sheet & Profit & Loss statement.	As per existing clause
4	Chapter II - Information to Bidders, Section 8 - Proposal preparation and submission Page 7	(ii) The proposal shall be submitted signed by the authorized signatories. The representative's authorization is to be confirmed by a written power of attorney accompanying the proposal.	(ii) The proposal shall be submitted signed by the authorized signatories. The representative's authorization is to be confirmed by a written power of attorney / Board Resolution accompanying the proposal.	Form Tech 1 mentions that Board Resolution can be provided as a confirmation. Please include the same in this clause.	As per existing clause

5	Chapter II - Information to Bidders, Section 8 - Proposal preparation and submission Page 8	(vii) Proposal will be accepted from those Bidders who have purchased the Tender Document as specified in Chapter 1.	(vii) Proposal will be accepted from those Bidders who have purchased the Tender Document / Submitted the Tender Document Fee in form of DD along with the proposal	The tender document is available for download from the website free of cost. For bidders who have downloaded the document, Tender Document Fee should be collected along with the proposal.	As per existing clause
6	Chapter II - Information to Bidders, Section 11 - Evaluation of Proposal. Page 11	(vii) Technical Proposal will be given 55% weightage and the Financial Proposal will be given 45% weightage	Technical Proposal will be given 80% weightage and the Financial Proposal will be given 20% weightage	A technical proposal of high quality would ensure that the proposed team and methodology of the bidder would be of sufficient quality to undertake the assignment. Higher weightage to the technical proposal would thus provide an incentive to the bidders to deliver on the technical aspects of the proposal.	As per existing clause
7	Chapter II - Information to Bidders, Section 11.1 - Evaluation of Technical Proposal. Page 13	Table in Clause v) Point 1 - Past experience in providing technical consultancy as per clause 2(c)	Clarification requested: From the scoring table it is derived that bidder who has project experience of more than 3 projects involving organization restructuring / revamping with at least 2 for Government sector will receive the highest score i.e. 35. Please confirm if the understanding is correct.		Yes, as per existing clause

8	Chapter II - Information to Bidders, Section 11.1 - Evaluation of Technical Proposal. Page 13	Table in Clause v) Point 4 - Experience - Specific Experience of the Bidder in local conditions in Tamil Nadu (10 marks)	Experience of the Bidder in local conditions in Tamil Nadu More than 1 projects within last 3 Financial Year = 5 mrks More than 3 projects within last 3 Financial Years = 10 marks	We request the DIC to provide more details as to how the experience will be evaluated - if all engagements with TN Government and / or Departments and / or PSEs of TN Government and / or with any institutions within TN be considered for the evaluation.	As per existing clause
9	Chapter II - Information to Bidders, Section 11 - Penalty. Page 17	If the work is not completed as per the time schedule, a fine not exceeding 0.5% of the consultation fee will be imposed per week for delay of work and if the delay exceeds 10 weeks, the contract will be cancelled.	If the work is not completed as per the time schedule, a fine not exceeding 0.5% of the consultation fee will be imposed per week for delay of work, capped at 5% of contract value.		As per existing clause
10	Chapter III - Terms of Reference, Scope of Work - Key Tasks Page 18	Phase 1: Assessment (AS-IS Study and Best Practices study) 1.Study of the existing processes, present structure, functions and all services of the Department	Clarification requested: We understand that the directorate has a few institutes as well as societies within its purview. Please clarify that the organizational revamping exercise with be limited to the directorate level or will also include such structure underneath the department.		All levels of structuring including the structure underneath the Department
11	11. Evaluation of Proposal Page 11	vii) Technical Proposal will be given 55% weightage and Financial Proposal will be given 45% weightage	Given the strategic nature of the proposed assignment, it is imperative that the department has best quality consultant with significant experience and expertise on similar projects. Hence, we request you to give higher weightage to technical score and modify the clause as follows: “Technical Proposal will be given 80% weightage and Financial Proposal will be given 20% weightage”.		As per existing clause

12	11.1 (v) Evaluation of Proposal Page 12	Criteria, sub-criteria, and points:		The phrase "No. of Projects" has been mentioned in Column 1 and 2 in the table. Kindly clarify the difference between Column 1 and 2.		As per existing clause	
		Category (No. Of Projects)	To Govt. Dept. / Undertakings (No. Of Projects)				Score
		3	1				27
		3	2				30
	More than 3	2	35				
13	8. Performance Security Page 16	v) Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Tendering Authority in this regard shall be final.		We request you to define a time period for the issue of notice related to forfeiture of security deposit.		As per existing clause	
14	9. Payment Terms Page 16	40% of contract value – On submission of the "As-Is Study Report", as per the scope of work and approval by Client. 40% of contract value – On submission of the "To-Be Study and Gap Analysis Report", as per the scope of work and due acceptance by the Client.		We request you to define a time period for approval of reports by client, or include a clause for deemed approval for the acceptance/ approval of the report by the Client.		As per existing clause	

15	Chapter III – Terms of Reference Page 18, 19	Phase 1: Assessment (3) Study the existing IT systems and applications	We request you to elaborate on the existing IT systems and applications in terms of a) Current functions/ processes that have an IT system/ application, b)		Existing clause holds good
		Phase 2: Design (8) create solution design and architecture of the new web based system	functionalities/ key features expected from the new web based system.		Clarified in the meeting
16		Phase 2: Design (6) Organizational restructuring of the Directorate	We understand that as part of organizational restructuring, the consultant is expected to design function-wise detailed structure, and define roles and responsibilities for unique positions. This does not include review of manpower numbers of the department. Kindly confirm.		Clarified in the meeting
17	Deliverables and Timelines Page 19	Submission of draft As-Is report – Within 30 days from the date of issue of work order	We understand that the days mentioned in the timeline column in the table refers to working days. Kindly confirm.		Clarified in the meeting
18	Page 5	It is mentioned in 2c)of Eligibility Criteria that consultant needs to furnish work order and completion certificate of the projects.	Kindly request you to accept work order as an evidence for the completion of work. It is difficult to arrange completion certificate of the Government projects.		As per existing clause
19	Page -11	The evaluation criteria states that Technical Proposal will be given 55% weightage and the Financial Proposal will be given 45% weightage.	It is requested to increase the percentage weightage ofthe TechnicalProposal.		As per existing clause
20	Page -13	KEY professional expert	The TOR only suggests about the Project Manager and its experience but doesn't specify other Consultant's experience.		As per existing clause
21	Page-19	Deliverables and timelines 1. Submission of Draft As- is Report ; within 30 days from the date of issue of work order	Please increase the timeline for submission of draft report as the study would require some primary data collection and stakeholder consultation as it would take time.		As per existing clause

22	Page-5	Eligibility Criteria Clause 2 (c). The tender should have successfully completed 3 consultancy project involving restructuring /revamping of any Indian central /state government departments, PSUs, Corporates with manpower strength of minimum 150 persons in the last 3 financials years as on 31st March 2018	Please relax the eligibility criteria and Consultant would suggest to keep it minimum 12-15 years experiences in restructuring /revamping of any Indian central /state government departments, PSUs, Corporates with manpower strength of minimum 150 persons.		As per existing clause
23	Page-8	vii) Proposal shall be accepted from those bidders who have purchased the Tender document as specified in Chapter 1.	It is also written in the 1st table (3rd point) that alternatively the tender documents could be downloaded free of cost from www.tenders.tn.gov.in / www.indcom.tn.gov.in . Please clarify on the same whether tenders downloaded at free of cost would be accepted or not.		As per existing clause
24	Page-5	Eligibility Criteria	It is not mentioned in the document whether joint venture to conduct the study is allowed or not. Please clarify and also the Consultant suggests to allow Joint venture/consortium to conduct the study.		As per existing clause

(Sd)/- RAJENDRA KUMAR, I.A.S.,
Principal Secretary / Industries Commissioner and
Director of Industries and Commerce