RURAL ELECTRIFICATION CORPORATION LIMITED
(भारत सरकार का उद्यम) (**A Government of India Enterprise**)

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No.RR/iii(129)/97/ Date: September, 2009

Sub: Extension of deadline for submission of bid for the project of "Study Of Manpower Requirements / Assessment Of Organizational Structure & Development of a robust & transparent Performance Management System

In order to bring about clarity and uniformity in the scope of work regarding the extent and nature of hand holding support as envisaged in Para 2.5 of Section III "Terms of Reference", it has been decided to issue clarifications/ amendments to the bid document.

Accordingly, the following Paras/Annexure of the bid document have since been revised/ amended as per enclosures:

(i) Para 10.3 of Section I (Amended)

(ii)Annexure-B (Amended)

(iii) Para 2.5 of Section-III (Added sub Para 2.5.1, 2.5.2, 2.5.3, 2.5.4)

(iv) Annexure-B1 (Added New Annexure)

Also, in view of the above, the last date for submission of the completed bids has been extended to 09.10.2009 upto 11 A.M. The bids shall be opened on the same day at 12 noon.

The consultants who have already submitted their bids can resubmit their revised financial bids pursuant to the clarifications stated above upto 09.10.2009 till 11 A.M.

The corporation reserves the right to reject any or all of the bids without assigning any reasons whatsoever.

Manager HR-II

Enclosures: As stated Authorized signatory

CLARIFICATIONS/ AMENDMENTS TO RFP DOCUMENT

EXISTING	REVISED
Para 10.3 of Section-I The bidders should account for (and indicate the break up) not only the cost of efforts required but also the estimated number of visits and their costs including fares from the consultants office that may be required for carrying out the mentioned Scope of Work at New Delhi/ other places as indicated at Sl.no.1.3 in the terms of reference. The indicated cost break up shall be only for information and would not be binding on either the bidder or Owner. This would include visits to New Delhi/other places (as indicated in the terms of reference) as well as efforts on collection of data/inputs from relevant agencies/departments/attending meeting in REC/making presentations at REC Corporate Office in New Delhi or any other place in India as may be required for the work for satisfactory completion of the assignment.	**Para 10.3 of Section-I** The bidders shall also indicate the break up of the cost of efforts required for completion of the assignment in two parts (in Annexure B1) as under: **Part-A** Covering the part of assignment contained in Para 1.1 ,1.2 and Para 1.3 of Section-III of the bid document (Terms of reference) except for the hand holding support to be provided for effective and smooth implementation of PMS system (to be provided in Part B) **Part-B** Covering the part of assignment related to hand holding support for implementation of PMS System. The cost involved in respect of **Part A** shall be indicated in terms of an all inclusive cost including travel, stay, consultant's fee and all other expenses. The cost in respect of **Part B** shall also be all inclusive as above and be indicated both in terms of cost per consultant manday keeping in view the extent and nature of hand holding support as elaborated in Para 2.5 of Section III(Terms of reference) as also the total cost. In case of any extension of the period of hand holding from the initially envisaged 80 consultant mandays, payment shall be made on prorata basis as per rate per consultant manday indicated in **Annexure B1** and shall be binding on both the bidder and the owner.
Para 2.5 of Section III To help the organization implement the newly introduced Performance Management System as above and provide support with suitable hand holding measures upto 2 years from the date of award of contract.	**Para 2.5 of Section III** To help the organization implement the newly introduced Performance Management System as above and provide support with suitable hand holding measures upto 2 years from the date of award of contract. The extent and nature of activities that the consultant is required to undertake within the scope of hand holding measures would involve

	the following: **2.5.1** Creating awareness about the PMS-system, processes, roles and responsibilities etc. amongst the executive employees of the corporation (376 in number) through workshops, group interactions etc. Audio-visuals and study materials may also be employed for the purpose. **2.5.2** Orientation and development of assessor and assessee in identification and freezing of the goals for first year. Since, this will be the first time that PMS will be introduced in the corporation, consultant will be required to steer the successful finalization of the KRAs, KPIs, goals and its half-year review. **2.5.3** Consultant shall also be expected to train appraisers on how to smoothly close the appraisal of an appraisee in the context of the requirement of the appraiser to give clear justification to the appraisee for a particular rating. This will involve training of the appraisers on counseling of the appraisee in the review meeting. **2.5.4** Identification of difficulties faced in the process of roll-out of the system through periodic informal meetings and feedback sessions with the employees and suggesting appropriate remedial measures. The approximate period of hand holding support initially envisaged for the aforesaid purpose is 80 days spread over a period of two years from the date of award of contract. The support shall be provided as and when required by the owner for which advance intimation will be given. In case of need, the number of days i.e. 80 days may also be increased within the said period of two years. Payment for the extended period shall be made on prorata basis @ cost per consultant manday quoted by the bidder for Part B as required under Para 10.3 of Section-I of the bid document.

ANNEXURE-B may be read as follows:

ANNEXURE-B

FINANCIAL BID

From

_____

_____

_____

_____

To

_____

_____

_____

_____

Sir,

Sub: **Financial Bid for ---------- --------**.

I/We _____ consultant/consultancy firm herewith enclose Financial Bid for selection of my/our firm as consultant for assisting REC ----------.

The lump sum charges/ price inclusive of tours, travel, out of pocket, accommodation and all related expenses for carrying out the entire scope of work is Rs. _____ IN FIGURES (Rupees IN WORDS _____).

Service Tax and educational cess as applicable on the date(s) of payment(s) shall be paid over and above the price by REC. Present rate of service tax & educational cess is……..% and this amount works out to Rs……. on the above quoted prices.

The total quoted prices inclusive of service tax and educational cess is Rs……..in figures (in words…….).

The breakup of the cost in terms of para 10.3 of Section-I (Terms and conditions & Scope of service) is enclosed as **Annexure-B1**.

The offer is valid for a period of 130 days from the date of opening of Financial Bid.

Yours truly,

(Signature)

Full Name: _____

Address: _____

ANNEXURE-B1

The breakup of the cost in terms of Part-A and Part-B of para 10.3 of Section-I (Terms and conditions & Scope of service) is as under:

Lump sum charges for Part A:

(in figures) :

(in words) :

Lump sum charges for Part-B

The charges for the handholding measures undertaken by the consultant are as under:

No of man days	**Rate per manday***	**Total Amount**
80		

∗ The above indicated rates are inclusive of travel expenses, stay expenses and any other expense of whatsoever nature

Any variation in the actual utilization of mandays shall be adjusted as per the rates indicated above

Total charges (C) = A+B= ……(in figures)

……(in words)

Where

A = **Lump sum charges for Part A**

B= **Lump sum charges for Part B**

(Signature)

Full Name: _____

Address: _____