

Corrigendum

On the basis of the Queries/Clarifications sought for the opportunity Titled “Request for Proposal (RFP) for Human Resource Audit of Forest Department RFP No. 01/2019” by the Corrigendum is issued as under:-

Sl. No.	Firm/ Organisation	Query	Clarification
1	2	3	5
1	Price water house Coopers Private Limited	How many offices/establishments consultant need to visit?	Mentioned annexure A in RFP Document.
2		How many HR Policies exist at this point of time in the department & which are these?	The regular appointed officials are governed by Jharkhand Civil services rules and contractual or other employer as per their engagement terms & conditions.
3		What is the upgradation strategy for the department in near future?	Mentioned in RFP Documents.
4		What is the total number of employees in the department? (Permanent, Contractual etc.)	Approx.- 5000
5		Does the department have any defined organisation structure at present? Could you provide us a copy?	YES, it will be provided during consultation stage.
6		What is the level of automation the department wants to implement within itself?	To the maximum level it appears feasible & relevant in the given resources.
7		Does the department have any existing SOP for HR function?	Government has defined all the procedures through various rules
8		Can consultant submit only copy of contract/work order if they do not have completion certificate?	It should be as part of RFP Documents
9		Page 16 Point 12 Sl. No-2: Marks Column mentions 20 but Breakup of scores column mentions ‘Ten Crore or above—15 Marks’	Already defined on Page No. 16, 17. for 10 crore and above it should be read 20 Marks.
10		RFP Document mentions "Audit firm shall depute trained experienced Auditors", "Audit firm will provide Audit report". We want to convey that we are advisory arm of PwC and would not involve in any audit work or provide you any audit certification. The work would be detailed study/diagnosis of existing HR systems & processes, identification of gaps and recommendations thereof.	The HR audit is a comprehensive study of HR Management to identify needs for improvement in efficiency of particular organisation. The detail of HR is mentioned in Scope of Work.
11		Page 16 Point 12 Sl.No.1: Mentions experience of providing similar audit a cumulative total of 1 crore..." We have an understanding from this RFP Document that department wants to assess consultant's experience in Diagnostic Study/As-Is study/Workforce planning/HR Policy Formulation etc.	It is clearly explained in RFP Documents.
12		Page 19.2. Payment schedule: Can it be modified with the following:	No change is required .
		10% of total contract value	To be released after award & signing of the contract with consultant
		30% of total contract value	on submission of Preliminary report and sign-off from department
		30% of total contract value	on submission of Interim Report and sign-off from department
		30% of total contract value	on submission of final Report and sign off from department
		It will help the consultant organisation to kick start the assignment in terms of operational & administrative costs related to the project.	

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1	2	3	5
13		Page 23 Format-4: Form-16 is a personal information of an individual . Instead of Form-16, we would request you to accept employee's self-declaration regarding the experience as documentary evidence. Copies of educational qualification shall be provided along with the self-declaration of the employees.	competent authorised person of the bidder can give undertaking that particular person are working with the firm since last one year.
14		There is no contract number or email id mentioned in the RFP for SPOC person from department . Please provide the same for better coordination.	The Phone No. is already exists in RFP Document. Email ID-ccfgazetted@gmail.com Mobile no:- 9431110088.

A 22/08/19
Chief Conservator of Forests,
personnel (Gazetted),
Jharkhand, Ranchi

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