

RFP TRG12017 - EMPANELMENT OF TRAINING INSTITUTES / ORGANIZATION FOR IMPARTING TRAINING TO BANK OFFICERS

PRE-BID MEETING WITH BIDDERS ON 25.10.2017 @ 15.00 HRS - VENUE JOG HALL, BOM, HO, PUNE - 5

BIDDERS NAME	SR.NO	PAGE NO	POINT / SECTION	MAIN SECTION NAME	CLARIFICATION POINT AS STATED IN TENDER DOCUMENT	COMMENTS/SUGGESTIONS OF BIDDER	BOM COMMENTS
NIT INSTITUTE OF FINANCE BANKING & INSURANCE TRAINING LIMITED	1	14	2.15	FORMAT FOR TECHNICAL BID	ISO 9000/9001 CERTIFICATION	CAN THIS BE OPTIONAL	NOT MANDATORY - BUT CERTIFICATION WILL HAVE WEIGHTAGE IN TECHNICAL EVALUATION
INTERNATIONAL MANAGEMENT INSTITUTE KOLKATA	2	10	POINT 12	A) HOSTEL FACILITIES	"THE STUDENTS HAVE TO BE PROVIDED ROOMS WITH TWIN OCCUPANCY"	CAN THE SHARING OF ROOMS BY FOUR STUDENTS BE ALLOWED IN A ROOM?	NO
	3	16	POINT 3.1 PARA 5	ELIGIBILITY OF THE BIDDER	"THE INSTITUTE SHOULD HAVE LARGE CAPACITIES TO TAKE CARE OF THE 2 BATCHES OF MINIMUM 50 OFFICERS EACH BATCH AT A TIME AND SIMILAR CAPACITY AT ANOTHER LOCATION"	WILL THE BANK GUARANTEE 50 +50 PARTICIPANTS IN EACH BATCH FOR ALL THE BATCHES EXCEPT FOR THE LAST BATCH? THE COSTS CALCULATED BY THE BIDDER WILL BE BASED ON A MINIMUM BATCH SIZE OF 50 +50 AT A TIME.	NO
	4	4	POINT 1	INVITATION OF TENDER OFFERS	"EARNEST MONEY DEPOSIT - RS. 2,50,000"	IN ANNEXURE H ON PAGE 27, IN THE FORMAT FOR BANK GUARANTEE FOR EMD, THE EARNEST MONEY DEPOSIT AMOUNT IS MENTIONED AS RS. 2 LAKHS. HOW MUCH IS THE EMD SUPPOSED TO BE RS. 2.5 LAKHS OR RS 2 LAKHS?	RS 2,50,000 LAKHS
	5	5	POINT 2	INVITATION OF TENDER OFFERS	"EARNEST MONEY DEPOSIT - RS. 2,50,000"	IS THE EMD MONEY REFUNDABLE TO BIDDERS WHO DO NOT GET SELECTED?	YES
AMITY INSTITUTE OF TRAINING & DEVELOPMENT	6	7	POINT NO. 3 OF 2.2	SCOPE OF PROJECT	IS THE TRAINING DURATION OF 15 DAYS WOULD BE WORKING DAYS ONLY OR IT COMPRISES OF WEEKLY OFFS AS WELL? WILL THERE BE ANY PROVISION OF PREFIX (ONE DAY BEFORE) AND SUFFIX (ONE DAY AFTER THE COMPLETION OF TRAINING PROGRAM) AS MOST OF THE TRAINEES ARRIVE ONE DAY BEFORE THE COMMENCEMENT OF TRAINING PROGRAM AND LEAVE NEXT DAY AFTER THE COMPLETION OF PROGRAM.	ACTUAL TRAINING DAYS WILL BE 11, STARTING FROM MONDAY TO NEXT WEEKS FRIDAY. INTERVENING SUNDAY WILL BE OFF. THE PER CANDIDATE EXPENSES WILL BE ADMISSIBLE FOR ALL TRAINING DAYS. INTERVENING SUNDAY PLUS ONE ADDITIONAL DAY FOR CHECK IN AND CHECK OUT (TOGETHER ONE DAY) TOTAL PAYMENT DAYS WILL BE 13	
	7	31	SR. NO. 3	ANNEXURE K - MINIMUM ELIGIBILITY AND REQUIRED DOCUMENTS	WHAT DOCUMENTARY PROOFS ARE REQUIRED CERTIFICATE FROM HR DEPARTMENT/ REGISTRAR		SERVICE CERTIFICATE FROM EMPLOYER OR ANY OTHER CERTIFICATE ON DOCUMENTS CONFIRMING THE SAME



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	8	31	SR. NO. 5	ANNEXURE K - MINIMUM ELIGIBILITY AND REQUIRED DOCUMENTS	WHAT DOCUMENTARY PROOFS ARE REQUIRED SELF CERTIFICATION FROM THE INSTITUTE		SHOP ACT OR OTHER LICENCE / AGREEMENT OF LEASE ANY OTHER CERTIFICATE ON DOCUMENTS CONFIRMING THE SAME
MANIPAL GLOBAL EDUCATION SERVICES P. LTD	9	7	2.2.3	SCOPE OF THE PROJECT	DURATION 15 DAYS	REQUEST BANK TO CLARIFY WHETHER THE CLASSROOM TRAINING DAYS OF THE PROGRAM WILL BE 12 OR 15 DAYS	ACTUAL TRAINING DAYS WILL BE 11, STARTING FROM MONDAY TO NEXT WEEKS FRIDAY. INTERVENING SUNDAY WILL BE OFF. THE PER CANDIDATE EXPENSES WILL BE ADMISSIBLE FOR ALL TRAINING DAYS. INTERVENING SUNDAY PLUS ONE ADDITIONAL DAY FOR CHECK IN AND CHECK OUT (TOGETHER ONE DAY) TOTAL PAYMENT DAYS WILL BE 13
	10	8	2.2.9	SCOPE OF THE PROJECT	CBS TRAINING	CBS TRAINING IS NOT INCLUDED IN AREAS TO BE COVERED AS SPECIFIED BY THE RFP. HOWEVER, ON PAGE 25, IT HAS A CRITERIA OF FACULTY HAVING EXPERIENCE IN BANCs 24. PLEASE CLARIFY IF TRAINING ON CBS NEEDS TO BE GIVEN AND THE COVERAGE OF THE TRAINING. IF CBS IS TO BE INCLUDED IN THE TRAINING THEN THE CONNECTIVITY WITH THE TRAINING SERVER, WITH ADEQUATE BANDWIDTH NEEDS TO BE PROVIDED.	NO CBS TRAINING WILL BE PART OF TRAINING
	11	11	2.8	CONTRACT PERIOD	CONTRACT WILL BE FOR PERIOD OF THREE YEARS FROM THE DATE OF AGREEMENT WITH BANK.	WILL THE BANK BE OPEN FOR REVISION OF FEE IN VIEW OF INFLATION	NO
	12	16	3.1	ELIGIBILITY OF BIDDER	INSTITUTE SHOULD HAVE LARGE CAPACITIES TO TAKE CARE OF THE 2 BATCHES OF MINIMUM 50 OFFICERS EACH BATCH AT A TIME AND SIMILAR CAPACITY AT ANOTHER LOCATION.	KINDLY SPECIFY IF THE TRAINING WILL BE CARRIED OUT AT ONE LOCATION ONLY AND NOT AT MULTIPLE LOCATIONS.	NOT MANDATORY. BUT MULTILLOCATION WILL HAVE WEIGHTAGE IN TECHNICAL EVALUATION



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	13	29	5	ANNEXURE I - COMPLIANCE AGREEMENT	BANK OF MAHARASHTRA HAS IMPLEMENTED ISMS FRAMEWORK. HENCE WE AGREE TO ABIDE BY THE REQUIRED INTEGRATIONS OF SECURITY POLICIES OF THE BANK.	WE NEED TO UNDERSTAND HOW ISMS FRAMEWORK APPLIES FOR TRAINING	ISMS FRAMEWORK IS NDA ON MAINTENANCE OF CONFIDENTIALITY OF INFORMATION GIVEN TO THE INSTITUTE
M/S GEM LEARNING SERVICES, RAIPUR, CHATTISGARH	14	27	2	FORMAT OF BANK GUARANTEE	THE AMOUNT OF DD IS MENTIONED AS RS.2.00 LAKHS	WHEREAS IN PAGE 16 THE EMD IS MENTIONED AS RS.2.50 LAKHS. KINDLY CLARIFY WHICH IS CORRECT?	RS 2,50,000 LAC
	15	8	N	LIST OF TOPICS TO BE COVERED BY BIDDER	TRAINING ON DIGITAL BANKING/IT PRODUCTS LIKE MAHAMOBILE APP, MAHASECURE ETC.	WILL THE BANK PROVIDE TRAINING SERVER FOR GIVING HANDS-ON TRAINING	SERVER WILL NOT BE REQUIRED IN THIS CASE/REQUIRED INFORMATION WILL BE PROVIDED
	16	6 AND 13		ENVELOP II COMMERCIAL EVALUATION	COMMERCIAL BID	SHOULD THE BIDDER SHOW THE BREAK-UP OF VARIOUS ITEMS IN THE COMMERCIAL BID?	NO - PLEASE REFER PAGE 24 - ANNEXURE E - COMMERCIAL BID
ITM EDU TRG PVT LTD., NAVI MUMBAI	17	7	3	2.2 SCOPE OF PROJECT	3. THIS RFP HAS BEEN PREPARED SOLELY FOR THE PURPOSE OF ENABLING THE BANK IN DEFINING THE REQUIREMENTS FOR ENTERING INTO A TIE-UP WITH A SUITABLE TRAINING AGENCY FOR UNDERTAKING TRAINING OF OFFICERS IN THE BANK FOR 15 DAYS FROM THE DATE OF COMMENCEMENT OF THE PROGRAMME	DOES THE TRAINING INCLUDE SUNDAY AND HOLIDAY	ACTUAL TRAINING DAYS WILL BE 11, STARTING FROM MONDAY TO NEXT WEEKS FRIDAY. INTERVENING SUNDAY WILL BE OFF. THE PER CANDIDATE EXPENSES WILL BE ADMISSIBLE FOR ALL TRAINING DAYS. INTERVENING SUNDAY PLUS ONE ADDITIONAL DAY FOR CHECK IN AND CHECK OUT (TOGETHER ONE DAY) TOTAL PAYMENT DAYS WILL BE 13
	18	7	3	2.2 SCOPE OF PROJECT	3. THIS RFP HAS BEEN PREPARED SOLELY FOR THE PURPOSE OF ENABLING THE BANK IN DEFINING THE REQUIREMENTS FOR ENTERING INTO A TIE-UP WITH A SUITABLE TRAINING AGENCY FOR UNDERTAKING TRAINING OF OFFICERS IN THE BANK FOR 15 DAYS FROM THE DATE OF COMMENCEMENT OF THE PROGRAMME	DOES THE TRAINING ALSO FOLLOW THE 2ND AND 4TH SATURDAY HOLIDAY RULE?	ACTUAL TRAINING DAYS WILL BE 11, STARTING FROM MONDAY TO NEXT WEEKS FRIDAY. INTERVENING SUNDAY WILL BE OFF. THE PER CANDIDATE EXPENSES WILL BE ADMISSIBLE FOR ALL TRAINING DAYS. INTERVENING SUNDAY PLUS ONE ADDITIONAL DAY FOR CHECK IN AND CHECK OUT (TOGETHER ONE DAY) TOTAL PAYMENT DAYS WILL BE 13



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	19	7	3	2.2 SCOPE OF PROJECT	3. THIS RFP HAS BEEN PREPARED SOLELY FOR THE PURPOSE OF ENABLING THE BANK IN DEFINING THE REQUIREMENTS FOR ENTERING INTO A TIE-UP WITH A SUITABLE TRAINING AGENCY FOR UNDERTAKING TRAINING OF OFFICERS IN THE BANK FOR 15 DAYS FROM THE DATE OF COMMENCEMENT OF THE PROGRAMME	WHAT ARE THE DAILY TRAINING HOURS EXPECTED BY THE BANK?	8 HOURS EXCLUDING LUNCH BREAK
	20	9	9	2.2 SCOPE OF PROJECT	THE TRAINING PROGRAMME CONTENT WILL HAVE TO BE TAILORED AND CUSTOMIZED TO BANK'S CONTEXT, PRODUCTS AND PROCESSES BY THE SELECTED BIDDER. THE ENTIRE CONTENT DEVELOPED WILL HAVE TO BE DOCUMENTED BY THE SELECTED BIDDER AND THE TRAINING MANUALS / DOCUMENTS	IS THE TRAINING PARTNER REQUIRED TO PREPARE A TRAINING EVALUATION MECHANISM?	NOT MANDATORY
	21	9	10	2.2 SCOPE OF PROJECT	AS A PART OF UNDERTAKING THIS TRAINING ASSIGNMENT, IT WILL BE THE RESPONSIBILITY OF THE TRAINING AGENCY (IES) TO PROVIDE THE FOLLOWING IN THE LOCATION(S) WHERE THE TRAINING WILL BE IMPARTED.	IS THE TRAINING PARTNER EXPECTED TO PROVIDE PICK-UP AND DROP TO RAILWAY STATION / BUS STAND FOR OUT STATION CANDIDATES	NO



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BIDDER NAME	Sr. No.	GENERAL QUERY RELATED TO RFP	COMMENT / SUGGESTIONS	BOM COMMENTS
TIMES PROFESSIONAL LEARNING	1	WHAT WILL BE MINIMUM NUMBER OF PARTICIPANTS TO BE ALLOTTED TO THE SUCCESSFUL BIDDER?		PAGE 6 POINT NO. 2.2 (1) SPEAKS OF THE SAME
	2	HOSTEL SHOULD BE AIR CONDITIONED OR NOT		NOT MANDATORY
	3	IF THE RESIDENTIAL FACILITY IS AT A SHORT DISTANCE FROM THE TRAINING FACILITY, IS BIDDER EXPECTED TO PROVIDE THE TRANSPORTATION ALSO		YES
	4	DO YOU WANT TRAINEES TO UNDERGO ANY ASSESSMENT ONCE TRAINING IS COMPLETE AND GET CERTIFICATION? IF NO DO YOU WANT TRAINING PARTNER TO PROVIDE CERTIFICATION OF PARTICIPATION TO TRAINEES?		NOT MANDATORY, FEEDBACK ABOUT CANDIDATES WILL BE GOOD
AMITY INSTITUTE OF TRAINING & DEVELOPMENT	5	TENTATIVE MONTH/DATES OF TRAINING PROGRAM		DEC 2017 / JAN 2018 / FEB 2018
	6	CBS CLASSES WILL BE TAKEN BY BANK FACULTY OR BY THE TRAINING INSTITUTE/ORGANIZATION		NO CBS TRAINING WILL BE PART OF TRAINING
	7	WILL THE QUOTED RATES (PER PERSON PER DAY) BE SAME FOR ALL THE THREE YEARS OR THERE WILL BE SOME PERCENTAGE INCREASE EVERY YEAR	PERCENTAGE INCREASE IN ORDER TO TAKE CARE OF INFLATION EVERY YEAR.	SAME FOR 3 YEARS
	8	WILL BANK OF MAHARASHTRA PROVIDE THE LEASE LINE FACILITY FOR LINKING CBS SERVER FOR CBS TRAINING.	OUR EXPERIENCE SO FAR WITH VARIOUS PSBS IS THAT BANK PROVIDES CONNECTIVITY TILL THE TRAINING INSTITUTE LOCATION AND THE INSTITUTE PROVIDES NECESSARY INFRASTRUCTURE TO LINK IT UP FOR CONNECTIVITY.	NO CBS TRAINING WILL BE PART OF TRAINING



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	9	PROVISION OF NON VEG FOOD DURING LUNCH.	IT HAS BEEN OBSERVED THAT TRAINEES WITH HEAVY LUNCH PARTICULARLY NON VEG FEEL SLEEPY DURING POST LUNCH SESSIONS. IT IS SUGGESTED TO REMOVE NON VEG FROM LUNCH.	PLEASE SEE PG 10 POINT 11(G) THE SAME WILL APPLY
WORK BETTER TRAINING PVT. LTD.	10	POINT 6, PAGE NO 7. THE SELECTED BIDDER WILL CARRY OUT THE TRAINING PROGRAMMES AT ONE CENTRE OR DIFFERENT CENTERS ACROSS THE COUNTRY ON PARALLEL BASIS. SO AS TO COVER ALL THE OFFICERS UNDER THE TRAINING PROGRAMME WITHIN THE DEFINED TIMELINE.	IS IT COMPULSORY FOR THE BIDDER TO HAVE MORE THAN 1 TRAINING PROGRAMME OR 1 CENTRE CAN SERVE THE PURPOSE? WILL IT BE A CONSIDERATION FOR AWARDING THE TENDER?	NOT MANDATORY - BUT MULTILLOCATION WILL HAVE WEIGHTAGE IN TECHNICAL EVALUATION
	11	POINT 10 (I), PAGE NO 9. THE VENUES WHERE THE TRAINING WILL BE CONDUCTED SHOULD BE EITHER OWN OR LEASED PREMISES WHERE THE INSTITUTE MUST HAVE BEEN CONDUCTING PROGRAMMES AT LEAST FOR THE LAST THREE YEARS. DESIGN AND CONDUCT OF THE INDUCTION PROGRAMME SHOULD BE WITH AN OBJECTIVE OF MAKING THE OFFICERS WORK READY AND PROVIDE THEM WITH RELEVANT INPUTS.	<ul style="list-style-type: none"> • IS IT NECESSARY THAT THE BIDDER SHOULD HAVE A PRIOR EXPERIENCE IN RUNNING THIS TYPE OF PROGRAMME? • CAN WE DO A TIE UP FOR A VENUE WITH 2 PLACES (FOR TEACHING AND FOR IT LABS) • CAN WE DO A TIE UP WITH A HOTEL • DO WE NEED TO PROVIDE ANY CERTIFICATE/ ACCREDITATION FROM BODIES LIKE AICTE FOR THE COURSE 	THE SAID PARAMETERS WILL BE EVALUATED AND WILL HAVE WEIGHTAGE IN TECHNICAL EVALUATION. OWN PREMISES IS MANDATORY. NO TIE UP ALLOWED
	12	ELIGIBILITY OF BIDDER, POINT 3.1, 4TH PARA, PAGE 16. BIDDER SHOULD HAVE OWN CAMPUSES HAVING INFRASTRUCTURE IN FORM OF CLASSROOM, COMPUTER LAB, HOSTEL FACILITIES, LIBRARY, ARRANGEMENT FOR FOOD & BEVERAGES (OR A TIE UP FOR BOARDING FACILITIES).	ISN'T THIS CONTRADICTING ?	YES, OWN PREMISES IS MANDATORY



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	13	ELIGIBILITY OF BIDDER, POINT 3.1, 5TH PARA, PAGE 16. THE INSTITUTE SHOULD HAVE LARGE CAPACITIES TO TAKE CARE OF THE 2 BATCHES OF MINIMUM 50 OFFICERS EACH BATCH AT A TIME AND SIMILAR CAPACITY AT ANOTHER LOCATION.	CAN WE RUN 2 BATCHES AT THE SAME PLACE AND LOCATION?	NOT MANDATORY- BUT MULTILLOCATION WILL HAVE WEIGHTAGE IN TECHNICAL EVALUATION
MANIPAL GLOBAL EDUCATION SERVICES P. LTD	14	EXPENSES IN THE EVENT OF TRAINEE FACING HEALTH ISSUES	HEALTH CARE PROVISION IS LIMITED TO OPD AND PRIMARY CARE AT THE CAMPUS DISPENSARY WHERE 24X7 DOCTOR SERVICES ARE AVAILABLE. THE INSTITUTE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY HOSPITALISATION COSTS OR OTHER MEDICAL EXPENSES OF STUDENTS BEYOND BASIC DOCTOR CONSULTATION AND OPD CLINICAL SERVICES.	EMPLOYEES HAVE HEALTH INSURANCE COVER
M/S GEM LEARNING SERVICES, RAIPUR, CHATTISGARH	15	TRAINING PERIOD OF 15 DAYS	WHETHER IT EXCLUDES SUNDAYS AND HOLIDAYS? WHAT ABOUT SATURDAYS? CAN THE TRAINING INSTITUTE CONDUCT CLASSES ON ALL SATURDAYS?	ACTUAL TRAINING DAYS WILL BE 11, STARTING FROM MONDAY TO NEXT WEEKS FRIDAY. INTERVENING SUNDAY WILL BE OFF. THE PER CANDIDATE EXPENSES WILL BE ADMISSIBLE FOR ALL TRAINING DAYS, INTERVENING SUNDAY PLUS ONE ADDITIONAL DAY FOR CHECK IN AND CHECK OUT (TOGETHER ONE DAY) TOTAL PAYMENT DAYS WILL BE 13



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16	PAYMENT	CAN THE BIDDER INCLUDE IN THEIR CLAIM THE EXPENSES DURING THE HOLIDAY PERIOD?	ACTUAL TRAINING DAYS WILL BE 11, STARTING FROM MONDAY TO NEXT WEEKS FRIDAY. INTERVENING SUNDAY WILL BE OFF. THE PER CANDIDATE EXPENSES WILL BE ADMISSIBLE FOR ALL TRAINING DAYS, INTERVENING SUNDAY PLUS ONE ADDITIONAL DAY FOR CHECK IN AND CHECK OUT (TOGETHER ONE DAY) TOTAL PAYMENT DAYS WILL BE 13
ITM EDU TRG PVT LTD., NAVI MUMBAI	17	PAY-OUTS TO TRAINING PARTNER	WHAT WILL BE THE FREQUENCY OF PAY-OUTS, BATCH-WISE, MONTHLY, OR QUARTERLY?
	18	TRAINING MANAGEMENT	HOW MANY CANDIDATES PER CLASS IS EXPECTED BY THE BANK?
			PLEASE SEE PAGE 17 POINT 4.2 THE SAME WILL APPLY
			ATLEAST 30 OFFICERS PER BATCH

