

F.No. 29-23/2010-LI
Government of India
Ministry of Communications & IT
Department of Posts
Directorate of Postal Life Insurance
New Delhi – 110021

Dated 19.01.2012

**Addendum to RFP for Long Term Strategy for Life Insurance Business of
Department of Posts**

Under clause 5.2 of Section 3 Part I of the RFP for Long Term Strategy for Life Insurance Business of Department of Posts, published on 14.11.2011, this addendum is issued to amend the Clauses of the RFP to the extent given below.

The following clauses of the RFP are amended as follows:

A. Letter of Invitation para 4. Schedule of Tender

Schedule of Tender:

Date of issue of RFP	14.11.2011
Date of submission of queries/ sought clarification	21.11.2011
Date of Pre-Bid Conference on queries/ clarifications	28.11.2011
Issue of clarifications	25.01.2012
Last Date and Time of submission of Tender	10.02.2012 at 1500 hrs
Amount of Earnest Money Deposit (As per clause 13.1 of Part – I)	Rs.10,00,000/-
Date and Time of opening of Tender	10.02.2012 at 1515 hrs.
Venue	Conference Room, PLI Directorate, Chanakyapuri PO Complex, Chanakyapuri, New Delhi- 110 021

B. Section 3, Instructions to Consultants, clause- 13.1 and 13.3

13.1 Earnest money deposit

- (a) An EMD of Rs.10,00,000/- (Rs. Ten lakhs only), in the form of a Demand Draft/Bank Guarantee drawn in favour of the Director General, Department of Posts, Government of India and payable at New Delhi must be submitted along with the Proposal. The Demand Draft and Bank guarantee should have a validity of at least 45 days beyond the final bid validity period.
- (b) Proposals not accompanied by EMD shall be rejected as non-responsive
- (c) No interest shall be payable by the Employer for the sum deposited as EMD.
- (d) The EMD of the unsuccessful bidders would be returned back within one month of signing of the contract with the successful bidder.

13.3 Bid processing Fee

All bidders are required to pay Rs.5,000/- (Rs. Five Thousand only) towards Bid Processing Fee. This fee may be deposited in cash at any post office in India under the head “unclassified receipt” (UCR) or submitted, along with the Technical proposal, as a demand draft in favour of the Director General, Department of Posts. The receipt (in original), in case of UCR should be submitted along with the technical proposal. The Bid Processing Fee is Non-Refundable. The Proposal, which does not include the bid processing fee, would be rejected as non-responsive.

C. Instructions to Consultants Part II Data Sheet:

INSTRUCTIONS TO CONSULTANTS

Part-II

DATA SHEET (PROJECT SPECIFIC INFORMATION)

Clause No	Ref. of ITC	Particulars of Data Sheet
1.	2.1	Name of the Employer: Department of Posts, Government of India through Chief General Manager, PLI Directorate, New Delhi.
2.	2.2	Name of the Assignment/job: Long Term Strategy for Life Insurance Business of Department of Posts.
3.	2.5	A pre-bid meeting will be held on
	Date:	28.11.2011
	Time:	1100 Hours

	Venue:	Conference Hall, PLI Directorate, Chanakyapuri Post Office Complex, New Delhi – 110 021.
4.	14.4	Last Date & Time and Address for submission of Proposal
	Date:	10.02.2012
	Time:	1500 hours
	Address:	Asstt. Manager, PLI Directorate, Chanakyapuri Post Office Complex, Chanakyapuri, New Delhi- 110 021 (INDIA)
		Envelope containing 'EMD' and Bid Processing Fee will be opened on 10.02.2012 at 1515 hrs. Technical Proposals will be opened on 10.02.2012 at 1515 hours at Conference Hall, PLI Directorate, Chanakyapuri Post Office Complex, New Delhi – 110 021.
5.	2.5	The Employer's Representative: Addl General Manager, PLI Directorate
	Address:	Addl General Manager, PLI Directorate, , Chanakyapuri P.O.Complex, Chanakyapuri, New Delhi- 110 021 (INDIA)
	Telephone	+91-11-24673958
	Fax:	+91-11-26876809
	E-mail:	amplidte@gmail.com
6.	9.1	Proposals must remain valid for 180 days after the last date of submission, i.e., for 180 days from 10.02.2012
7.	5.1	Clarifications may be requested within 7 days of issue of the RFP, i.e., 14.11.2011
		The address for requesting clarifications is: Addl. General Manager, PLI Directorate, , Chanakyapuri P.O.Complex, Chanakyapuri, New Delhi- 110 021 (INDIA)
	Fax:	011 – 26876809
	E-mail:	amplidte@gmail.com
8.	10.4	The formats of the Technical Proposal to be submitted are:
		Form Tech 1: Letter of Proposal submission
		Form Tech 2 : Consultant's organization & experience
		Form Tech 3: Comments & suggestions on TOR
		Form Tech 5: Team Composition
		Form Tech 6: Curriculum Vitae
		Form Tech 7: Staffing Schedule
		Form Tech 8: Work Schedule
		Form Tech 9: Information regarding any conflicting activities and declaration thereof
		Form Tech 10 : Description of the proposed methodology for transfer of knowledge to , and training of , India Post staff

9.	12.1	Consultant should state the cost in Indian Rupees																												
10.	14.3	Consultant must submit the original, 3 (Three) hard copies and one soft copy (in a non-rewritable CD) of the Technical Proposal, and the original of the Financial Proposal.																												
11.	10.3	The estimated number of professional staff-months required for the Assignment/ job is : <u>staff months to be estimated by the Bidder</u> The Consultant should also indicate the number and details of the Support Staff members associated with Key Team members in their work plan.																												
12.	2.6	The Employer would provide consultants the necessary support in terms of information/ documents/ co-ordination with other Divisions/Offices etc. whenever & wherever considered necessary for progress of the Project. The employer will interact with the Consultant for exchange of documents/ information and discussion.																												
14.	15	Evaluation Criteria																												
		Criteria, sub-criteria and point system for Evaluation to be followed is as under :																												
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		3. Resourcing- Project Team	35	
		Project Manager/ Team Leader- having minimum of experience of leading team in 3 projects out of which at least one is in Life Insurance	6	
		Life Insurance Domain Experts- (2 in number, One International expert (part time), one full time local expert)	14	
		Investment/ Financial Domain Expert- Minimum one project in Life Insurance	5	
		Marketing/ Sales Expert	5	
		Information Technology Expert	5	
		4. Presentation by Consultant's Team	10	
		Understanding of the Assignment/ project	5	
		Proposed Methodology	5	
		<p>Resource qualifications required for this project are provided in Section 5 of this document.</p> <p>B. Qualifications and competency of the Key Personnel will be further divided as under:</p> <p>i) Educational qualifications (25%)</p> <p>ii) Adequacy for the assignment/job (75%)</p>		
15.	15.6	<p>Method of selection: In deciding the selection of the Consultant, the technical quality of the proposal will be given a weightage of 70%. The method of evaluation of technical qualification will follow the procedure given in para 14 above. The Consultants will be asked to give a presentation before the Evaluation Committee on the parameters given in para 14 above, along with clarifications, if any, considered necessary by the committee.</p> <p>The price bids of only those consultants who qualified technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposal given financial score that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%.</p>		
16.	17.3	Expected date for commencement of consulting assignment/ job : 15th May,2012		
17.		Location for performance assignment/job : New Delhi and as decided by the Employer		

D. Section 5 , Technical Proposal-Forms:

(i) Form Tech 2, B, 2.2 is modified as under:

2.2 Specific experience of consultant in life insurance business projects conducted for organizations in India

[Using the format below, provide information on each assignment for which your firm provided consultancy support for life insurance business projects for Organizations in India as required under this assignment. In case, the information required by DoP is not provided by the consultant, DoP shall proceed with evaluation based on information provided and shall not request the consultant for further information. Hence, the responsibility for providing information as required in this form lies solely with the consultant.]

Please cite only maximum of 3 relevant projects. If more than 3 project citations are provided, only the first 3 will be considered for the purpose of evaluation.

Assignment name:	Approx. value of the contract (in Indian Rupees): (Mention contract value in INR or provide range values: 0.5 Cr– 1 Cr, 1 Cr–2 Cr, 2 Cr-5 Cr, 5 Cr-10 Cr, 10 Cr – 25 Cr, 25 Cr – 50 Cr, 50 Cr –100 Cr, > 100 Crores)
Location in India	Duration of assignment (months):
Name of Employer:	Total No of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in Rupees):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed:
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

- (ii) Form Tech 4 is modified as under:

FORM TECH – 4

DESCRIPTION OF APPROACH, METHODOLOGY, WORK PLAN, PROJECT ORGANIZATION

Technical approach, methodology, work plan, project organization and capability for transfer of knowledge and training are key components of the Technical Proposal. The Consultant must present his/her Technical Proposal divided into the following four components:

- a) Technical Approach and Methodology
- b) Work Plan,
- c) Project organization and availability of experts, and
- d) Transfer of knowledge/training to India Post staff

a) **Technical Approach and Methodology:** In this section, the consultants should explain their understanding of the objectives of the assignment/ job, approach to the assignment/ job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The consultants should highlight the problems being addressed and their importance, and explain the approach they would adopt to address them. The consultants should also provide an overview of tools and methodologies that they propose to adopt for analysis and report.

b) **Work Plan:** The consultant should propose and justify the main activities of the assignment/ job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and key performance indicators. The proposed work plan should be consistent with the approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the deliverable outcomes should be included here. More specifically,

- Highlight how you would proceed to meet the project requirements,
- Highlight number of hours you estimate are required to complete the work,
- Propose number of resources for providing these services,
- Highlight tools and methodologies to be used for this effort, and
- How would you manage the complexity of the project

c) **Project organization and availability of experts:** The consultant should propose and justify the structure and composition of his/ her team. He/ she should list out the main disciplines of the assignment/ job, the key expert responsible, and proposed technical and support staff. More specifically, please provide an overview on senior leadership coverage and commitment, highlight global senior expertise in Postal work and highlight senior Indian-based leadership expertise in Postal and transformation work.

(iii) Form Tech 10 is introduced in Section 5 , Technical Proposal-Forms, after Form Tech 9 –

FORM TECH – 10

DESCRIPTION OF THE PROPOSED METHODOLOGY FOR TRANSFER OF KNOWLEDGE and TRAINING TO INDIA POST STAFF

[Here the Consultant should provide a detailed description of the proposed methodology for imparting training and transferring knowledge to select groups from various levels of officials and officers of India Post.]

E. Section 7, Forms of Contract, clause 2.1

COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

2.1 **Effectiveness of Contract:** This Contract shall come into force and effect on the date (the “Effective Date”) of signing of this Contract.

**(Jagannath Srinivasan)
Addl. General Manager (PLI)**