

# बैंक बोर्ड ब्यूरो

## Banks Board Bureau

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**Minutes of Pre-bid Meeting – RFP for appointing an institution / firm / agency to design and deliver a Directors Development Program for board members of nationalised banks (PSBs) and Financial Institutions (FIs) in Public sector.**

1. An open tender for the captioned assignment was floated on March 19, 2021. As per the RFP timelines and the schedule of the RFP, the Pre-bid meeting was held on March 30, 2021 from 11:00am to 1:00 PM through VC hosted by Banks Board Bureau. As per the RFP Document, potential bidders were required to post their queries online on the MSTC Portal. As most of the potential bidders were unable to access the MSTC Portal for the pre-bid meeting, the venue of the meeting was changed. An addendum to this effect was uploaded on MSTC website along with details of links VC room.
2. The meeting was chaired by Dr Vijay Singh Shekhawat, Secretary & General Manager and attended by following officials from Banks Board Bureau (BBB) and prospective bidders.

a) The following BBB officials were present during the pre-bid meeting:

Sr	Name and designation of BBB officials
1	Dr Vijay Singh Shekhawat, Secretary
2	Rishabh Garg, AGM
3	Devansh Rawat, AM

b) Prospective Bidders present during the pre-bid meeting:

Sr	Prospective Bidders	Representative Name	Particulars
1.	KPMG	Ravika Choudhary Sohan Tulpule	Asst. Director Technical Director
2.	IIM Bangalore	Sneha Angadi Shambhavi	EEP, Representative
3.	Egon Zehnder	Rahul Rana Mudita Srivastava	Representative
4.	Deloitte	Deepan Dasgupta	Director in Human Capital Consulting
5.	Hunt Consulting Services	Seemran Jain	Representative
6.	IIM Ahmedabad	Mahima Sharma	EEP, Representative

3. Dr Shekhawat welcomed the participants and requested the participants to raise the queries, if any. A brief introduction of the tender was also given to the participants. The queries raised by the representatives of prospective bidders were replied by Dr Shekhawat and Shri Rishabh Garg, AGM.

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4. The queries raised by the prospective bidders during the meeting along with our clarifications and comments are given below.

Section	Queries	Clarifications / Comments
3.2	Likely directors 50-60 – will we know the number at the start of the program?	This is a tentative number. The actual number depends on the appointments/ extension of the Board Members. This number shall be known at the beginning of every program.
3.5	Out of the total directors attending the program, what would be the likely mix of new and seasoned directors?	This depends on the number of fresh appointments on the Boards of the PSBs and FIs against the existing vacancies. The vacant position on the Boards of PSBs and FIs can be seen at the Bureau's website by clicking on the link <a href="https://banksboardbureau.org.in/composition-of-boards/?selectCate=&amp;mystatus=vacant">https://banksboardbureau.org.in/composition-of-boards/?selectCate=&amp;mystatus=vacant</a>
3.16	Induction Module – Will the Bank Specific sections be provided by the banks directly to us to include in the overall docket?	The banks will provide the contents to be included in the bank specific module. The presentation and delivery of the contents will be done by the Service Provider.
3.24	Given the long gestation of the programme will the payment be released at the completion of the programme? For example, if there are two cohorts during the year and one cohort has finished and the other one happens 3 months later, is it possible to invoice for the completed cohort?	The payments can be released after the successful and satisfactory completion of every cohort. The payment terms will be specified clearly in the service level agreement and mutually agreed by the Service Provider and the Bureau.
Pt. 3 under Data Sheet	Estimated cost of the work - The indicated cost per participant is capped to maximum of INR 3,00,000 (pre-taxes) as we understand. Pls confirm.	INR 3,00,000 per participant is an estimated cost. The Bureau has not capped the cost per participant.
2.19	We will share the contact details of clients; however, we will be unable to share the cost of training as we are bound by contractual obligation. Please confirm if this is ok	Ok
S.No 4 under eligibility criteria	Please confirm the published Annual reports can be submitted for this purpose	Audited account sheets/ P&L sheets, clearly demonstrating the fulfilment of the eligibility criteria as per the RFP can be submitted.

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S.No 6 under eligibility criteria	Please confirm the published Annual reports can be submitted for this purpose	Certified copies of Audited Financial Statements (and Annual Reports, if applicable) for the last three financial years with audit reports and notes on accounts to be submitted
3.2	Can you pls clarify what you mean when you say some / some / all the modules and sessions?	Directors can be a part of one of the module or more than one module, as required
3.15	Our understanding is as below: The three modules stated are <u>three distinct programmes</u> for the three categories of Directors. Each module is a stand-alone independent programme to be completed by the Participant (of that programme) towards certification. Is this right? Is there a likely scenario that a participant will attend all three programmes through his Director career? If the 3 programmes are distinct, they can run in parallel as well if we choose to deliver so. Is that ok?	Yes  Yes  Yes
3.6	What is the maximum tenure of the Director on the Board. Will this info be shared with us to decide how long the course materials access needs to be kept enabled?	Course material can be kept for 6 years or till the end of the tenure of the Director, whichever is earlier.
3.9	SCORM compliant content is a requirement. Can we have compliance to a better industry standard?	SCORM Compliant material is required to ensure portability. In case, of compatibility with higher compliance standards, the bidder may provide details in technical bid.
3.18	Wanted to understand the overall Duration of development journey? e.g. 6 months development journey every year with the various modules which have been recommended in the RFP.	The overall duration of the program is limited to maximum 7-10 days that can be spread over a period of 6 -9 months.
Annex 9	Declaration of experience may contain names that are confidential. Will BBB ensure confidentiality.	Yes
3.22	Given that we may have CGST and SGST set offs, can we provide a lower rate accordingly.	Yes

The meeting ended at 1:00 pm.