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Banks Board Bureau

Minutes of Pre-Bid Meeting - RFP for appointing a Firm for Background Verification of Candidates for Vacancies in Mandated Institutions

Date: 15-9-2021

Time: 11:00 – 12:00 hours

Mode: WebEx Online

1. An open tender for the captioned assignment was floated on September 13, 2021. As per the RFP timelines and the schedule of the RFP, the Pre-bid meeting was held on September 15, 2021 from 11:00 am to 12:00 pm through VC hosted by Banks Board Bureau.

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	Designation
1.	Dr. Vijay Singh Shekhawat	Secretary
2.	Rishabh Garg	AGM
3.	Prateek Jain	Manager
4.	Devansh Rawat	AM
5.	Adithya M	AM

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

Sr	Prospective Bidder	Representative Name
1.	Quinpro Info Services	Vinay Kumar G
2.	Securitas India	Charu Pahwa
3.	Ernst & Young LLP	Riddhi Satikumar
4.	DCODE Research Services Pvt. Ltd.	Sowmya M
5.	MIST IT Services Pvt Ltd- India	Sunita Pradhan
6.	OnGrid	Mukul Sirohi
7.	AMS Inform Pvt. Ltd.	Kapil Dev Narang
8.	Arc Consulting (I) Private Limited	Sandeep
9.	Forensics EY	Pushpreet Singh
10.	Supersoft Consultants Pvt. Ltd.	Tejas Sanghvi
11.	Matrix	Kasiraman
12.	Crystal Screening Services Pvt. Ltd.	Neetu Yadav

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.

The queries raised by prospective bidders during the meeting along with our clarifications are tabulated below:

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Sl. No.	Query	Clarification
1	Clause 3.3.1 (page 11) Employment history of the candidates including the details of the current and past Board Positions held by the candidate. How many employment checks per candidate need to be done?	Last three employments or last 10 years, whichever is more.
2	Clause 3.4.3 (Page 14): Payment will be released after completion of exercise for each batch/pool after review of the timeliness and quality of the deliverables committed to by the bidder. Please specify on the payment term. As per our company policy the payment term is 30 days from the submission of Invoice	The payment will be released within 30 working days from the date of receipt of invoice or clarifications on invoice, whichever is later.
3	Do we need to create a login for us in the MSTC portal – if so it should be in the vendor login right?	Yes
4	The RFP copy provided is in PDF format – will you share the word document since we have to submit the RFP in the letter head of our company?	No
5	Will you provide a complete Background verification form filled by the candidate?	No. We will provide a brief resume.
6	In order to verify the candidate we need to obtain a letter of authorization from the candidate – will you provide it for all the resources?	No
7	On page number 3.3.2 for any present affiliations to societies / NGOs / groups – we need more clarity on this point	The point refers to their present affiliations to societies / NGOs / political or non-political groups
8	On page number 12 clause 3.3.1: for employment verification – what is the coverage – do we need verify all employments of the candidate or any specific coverage is there?	Last three employments or 10 years, whichever is more.
9	Page number 14 – clause 3.5.1 - we need more clarity on this point	The client details should be furnished, while maintaining the NDA clauses with them.
10	On page number 38 clause number “v” – we need more clarity on this point	The client details should be furnished, while maintaining the NDA clauses with them.

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11	On page number 42 clause: we are asked to provide copies of work order, contract copies which are confidential in nature and we are not allowed to share to other parties since we signed NDA.	The client details should be furnished, while maintaining the NDA clauses with them.
12	On page 44 titled Annex 7 and page number 45 titled Annex 8: do we need to share the team composition details while submitting our proposal stage itself or this can be shared if we won the bid and awarded the contract?	Yes
13	Page 18, 5.1.1, the potential firm should be registered for 5 years. Is there is any relaxation possible?	No
14	In case more information is needed for background verification, can we approach the candidate?	In majority cases, the verification is to be done with recourse to the candidates. In a few cases, the verification has to be done discretely. The Bureau will specify the cases where such discrete verification is required.

The meeting ended at 12 PM.