

December 02, 2021

SUB: CORRIGENDUM (1) TO TENDER EXIM/RFP/2021-22/30 FOR APPOINTMENT OF AN AGENCY FOR PROVIDING PROFESSIONAL MANPOWER ON CONTRACT BASIS TO THE BANK

1. Eligibility Criterion is amended as under:

| Page Number and Point of the Tender document | Updated Point |
|---|---|
| Page 18, Point 1 and Page 21, Point 1 | 'Banking/ Secretarial' work, wherever mentioned, includes (but not limited to) following responsibilities – <ul style="list-style-type: none"> • Record keeping and Maintenance of documents • Process bills for payments & settlements such as TA-DA / monthly conveyances / mobile / medical reimbursement / LTC / leave encashment / telephone bill / SWAP loan / festival advance / comprehensive health checkup payments among others • Ensure proper filing of all payment vouchers • Handle travel desk, flight bookings, and itineraries for managing travel arrangements for officers • Sound knowledge of basic computer skills like Microsoft Office Applications like Word, Excel, PowerPoint, Outlook • Preparation of letters/ mails for facility management, vendor & contracts management • Manage executive assistant responsibilities for senior management like manage calendar of appointments, complete expense reports, arrange detailed travel plans, manage mailing lists, inward/ outward mails and gather relevant documents to prepare for meetings |



2. Method of Selection: Quality and Cost Based Selection is amended as under:

| Page Number and Point of the Tender document | Updated Point |
|--|--|
| <p>Page Number 15, Point Number 12</p> <p>and</p> <p>Page Number 17</p> <p>and</p> <p>Page Number 23</p> | <p>The updated weightages given to the Technical Evaluation Score and Commercial Bid Score are:</p> <p>Technical Evaluation = 50%, and Commercial Bid = 50%</p> <p>i.e. Final score shall be computed after giving 50% weightage to technical bid score and 50% weightage to commercial bid score.</p> <p>The formula for determining the final scores is the following: Final Score = 50% of Technical Evaluation Score + 50% of Commercial Bid Score</p> |

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