



मानव संसाधन प्रबंधन विभाग
Human Resource Management Department
प्रशिक्षण और विकास प्रभाग
Training and Development Division

Corrigendum - Request for Proposal (RFP) for Conducting Assessment Centre

E-Tender Number: - [RBI/HRMD-CO/Central Office Departments/Others/25-26/ET/315](#)

A reference is invited to the event no.: RBI/HRMD-CO/Central Office Departments/Others/25-26/ET/315 for the captioned tender. In this context, please note that the following changes have been made in the tender document uploaded on the Bank's website and MSTC portal:

Clause in Tender document	Current Clause	Modified Clause
SCHEDULE OF TENDER (SOT)	Tenders are invited by the Reserve Bank of India (hereinafter referred as the 'Bank' or 'RBI') to assist the Bank in conducting Assessment Centres for about 150 officers of the Bank per year, and the estimated cost is about ₹7,800 per officer (excluding taxes).	Tenders are invited by the Reserve Bank of India (hereinafter referred as the 'Bank' or 'RBI') to assist the Bank in conducting Assessment Centres for about 300 officers of the Bank per year, and the estimated cost is about ₹7,800 per officer (excluding taxes).
SOT vii)	Date & Time of closing of online e-Tender for submission of online Technical and Commercial Bid: 13:00 Hrs on August 12, 2025	Date & Time of closing of online e-Tender for submission of online Technical and Commercial Bid: 13:00 Hrs on August 19, 2025
SOT viii)	Date & Time of opening of Part I (i.e., Technical Bid) : 11:00 Hrs on August 13, 2025	Date & Time of opening of Part I (i.e., Technical Bid) : 11:00 Hrs on August 20, 2025
SOT x)	Date & Time of opening of Part II (i.e., Commercial Bid): 11:00 Hrs on August 25, 2025	Date & Time of opening of Part II (i.e., Commercial Bid): 11:00 Hrs on September 01, 2025
SOT xi)	Estimated value of tender (including taxes): ₹14,00,000/- (Rupees Fourteen Lakh only) for one year.	Estimated value of tender (including taxes): ₹28,00,000/- (Rupees Twenty Eight Lakh only) for one year.

SOT xii)	Earnest Money Deposit (EMD) EMD @ 2% of the estimated value of tender i.e., ₹28,000/- (Rupees Twenty Eight Thousand only) to be transferred in favour of the Bank by NEFT only on or before closing of the tender submission time i.e., 13:00 Hrs on August 12, 2025.	Earnest Money Deposit (EMD) EMD @ 2% of the estimated value of tender i.e., ₹56,000/- (Rupees Fifty Six Thousand only) to be transferred in favour of the Bank by NEFT only on or before closing of the tender submission time i.e., 13:00 Hrs on August 19, 2025.
Page 10 Sl. No. 8	Please submit your proposal online at www.mstcecommerce.com/epochome/rbi not later than 13:00 hrs on August 12, 2025 , as mentioned in Part III - Proposal Instructions.	Please submit your proposal online at www.mstcecommerce.com/epochome/rbi not later than 13:00 hrs on August 19, 2025 , as mentioned in Part III - Proposal Instructions.
Page 11 Part III Pre- Qualification eligibility criteria	Note: <ul style="list-style-type: none"> To participate in the bidding process Bidder has to qualify All of the above clauses Supporting documents for the eligibility criteria are as below**: i. Registration/ incorporation certificate under point (i) ii. Auditors certified copy to confirm for point (v). 	Note: <ul style="list-style-type: none"> To participate in the bidding process Bidder has to qualify All of the above clauses Supporting documents for the eligibility criteria are as below**: i. Registration/ incorporation certificate under point (i) ii. CA/ Auditors certified letter to confirm for point (v). Format is given in Annex 1. iii. Format for point (vii) is given in Annex 2.
Page 14 Para No (i) Sl. No. (6)	Number of assessment centres conducted for senior level functionaries (with minimum 12 years' experience) in the last 3 financial years	Whether assessment centres conducted for senior level functionaries (with minimum 12 years' experience) of public sector and private sector clients in the last 3 financial years.
Page 15 (F) Commercial Bid	It is estimated that the assignment would include approximately 150 officers per year.	It is estimated that the assignment would include approximately 300 officers per year.
Page 17 PART IV: Scope of Work	1. Location The Assessment Centre (AC) work would involve approximately 150 officers per year. The AC assignment will be conducted online.	1. Location The Assessment Centre (AC) work would involve approximately 300 officers per year. The AC assignment will be conducted online.

	2. Batch Size The batch size may generally be 12-15 officers. However, the ratio of Assessors to Participants should in any case be maintained at 1:3 for each batch.	2. Batch Size The batch size may generally be 18-20 officers . However, the ratio of Assessors to Participants should in any case be maintained at 1:3 for each batch.
Page 17 PART IV: Scope of Work	5. Tools / Instruments for ACs The ACs should ideally have five tools such as in-basket exercises, role-plays, leaderless and leader-led group discussions, management games, presentations etc. , to measure the behaviours that exhibit the competencies (about six competencies) as identified by the Bank for the different grades.	5. Tools / Instruments for ACs The ACs should ideally have four tools such as in-basket exercises, role-plays, leaderless and leader-led group discussions, presentations etc. , to measure the behaviours that exhibit the competencies (about six competencies) as identified by the Bank for the different grades.
Page 36 Annex 6 Format for supplying information for the purpose of technical evaluation S. No. 6	Number of assessment centres conducted for senior level functionaries (with minimum 12 years' experience) in the last 3 financial years.	Whether assessment centres conducted for senior level functionaries (with minimum 12 years' experience) of public sector and private sector clients in the last 3 financial years. Please give the count separately for Public sector and Private sector clients.
	Public sector and Private sector clients	
	Public sector clients	
	Private sector clients	
	None	
Page 3 Part I Sl. No. 3	The Bank invites online tender for conducting Assessment Centre for its officers during the period September 01, 2025, to August 31, 2026.	The Bank invites online tender for conducting Assessment Centre for its officers during the period September 15, 2025, to September 14, 2026.

All other terms and conditions mentioned in the tender remain unchanged.

CGM-in-Charge, HRMD, CO
Reserve Bank of India
Mumbai

Annex 1

Format for submitting employee base

(To be submitted on the CA/Auditor's letter head with authorized signatory and seal)

We, [Name of the Chartered Accountant/Auditor / Authorized Signatory], hereby certify that:

The total number of **direct employees** on the payroll of (*Name of the Bidder*), as on **31st December 2024**, is (in figures), which is **more than 50 employees**.

This certification is based on the records and information provided by the company, and the same have been verified by us to the best of our knowledge.

Place:

Date:

Signature of Chartered Accountant/Auditor:

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Name:

Annex 2

Format for Declaration Regarding Ineligibility, Blacklisting, and Criminal Proceedings

(To be submitted on the company's letter head and signed by the authorized signatory with seal)

We, **(Name of the Bidder)**,
hereby solemnly declare and affirm as follows:

1. Our company has **not been declared ineligible** by the **Government of India / State / UT Government** on account of involvement in **corrupt or fraudulent practices**.
2. Our company is **not blacklisted** by the **Government of India / State / UT Government / any organization**.
3. There are **no criminal proceedings** pending **against the company, its directors, or any key managerial personnel**.

We affirm the truth and accuracy of the above statements to the best of our knowledge and belief. If any of the information furnished herein is found to be false or incorrect, we shall be solely responsible, and the concerned authority reserves the right to take appropriate action, including **disqualification from the tender process or termination of contract**, as applicable.

Date:

Authorized Signatory

Place:

Seal of the Company