

No. 35-05/2025-PO  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg  
New Delhi – 110 001

Date: 19.05.2025

**Subject: Minutes of the Pre-Proposal Conference held on 15.05.2025 in r/o  
RFP Ref. No. 35-05/2025-PO**

The Pre-Proposal Conference to clarify and discuss issues with respect to the initiative and the RFP Document (which was published on 30.04.2025) for Assistance in Preparation of Concept Paper and Detailed Paper of Proposed Scheme for Digital Address Ecosystem was held on 15.05.2025 at 1700 hrs through Video Conferencing.

2. The representatives of 6 IIMs (Out of 7 eligible IIMs) viz. IIM Ahmedabad, IIM Bangalore, IIM Calcutta, IIM Mumbai, IIM Lucknow, IIM Indore, participated in the Pre-Proposal Conference.

3. The Pre-Proposal Conference began with ADG (DAC), while providing the background of initiative and the RFP Document, informed that proposals have been invited exclusively from the eligible Indian Institutes of Management under this RFP through bids on two bid system on Limited Tender Enquiry (LTE) basis, in accordance with the Rule 183 (read in consonance with Rule 162) of General Financial Rules, 2017 which envisages for estimated cost of the consulting service **up to Rupees Fifty lakhs**, for Assistance in Preparation of concept paper and Detailed paper of proposed scheme for Digital Address Ecosystem.

4. Further, ADG (DAC) informed that some written queries had been received from various IIMs regarding the RFP document and the clarifications thereto were provided as under: -

(i) Will there be an exemption for IIMs from the Performance Security/Bank Guarantee requirement;

**Clarification:** This clause of performance security (3% of the contract value) is mandatory as per Rule 171(i) of the General Financial Rules, 2017, and hence is not subject to modification.

(ii) Is there a flexibility in the composition of the team? Would it be fine if we have one Subject Expert along with the Key Expert? The technical score for 2 Subject Experts with the required criterion is 14 marks. If there is only one subject expert with the necessary criterion, will it result in the reduction of the technical score? Please clarify.

**Clarification:** Key Experts should include one Team Lead and two Subject Experts. Out of the total 14 marks assigned to two subject experts, each subject expert will be given a maximum of 7 marks, representing 50% of the total.



Similarly, for the sub-criteria pertaining to experience—specifically, experience of more than 10 years in the sector or similar assignments is allotted 4 marks, and the assessment of the relevance of this experience by the committee carries 10 marks. Of this, each subject expert will be given 50% of the respective marks, i.e., 2 marks and 5 marks respectively.

(iii) Consultant's Experience: We will be able to provide the list of similar assignments in the last 10 years in a format which is compliant with the confidentiality agreements signed with the served clients.

**Clarification:** Consultant may provide the list of similar assignments in the last 10 years in a format which is compliant with the confidentiality agreements signed with the served clients. Provided the bidder must provide details of works for the schemes/ projects (as much as possible) for the evaluation committee to ascertain relevance. Clause 39 (3)(c) under Section VII: Evaluation/Scoring Criteria may be referred to for more details.

(iv) No Advance Payment: Is there a scope of having some percentage of the total amount as the advance payment on issue of the work order?

**Clarification:** As per clause 5(4)(b) under Section II: Instructions to Consultants (ITC) and clause 25(5)(b) under Section IV: General Conditions of Contract (GCC), the Procuring Entity shall make no advance payment of any type to the consultant.

(v) Financial Proposal/Cover: We would not like to mention any reimbursable expenses in the financial proposal.

**Clarification:** Under the Financial Proposal, consultants are required to provide the total costing associated with the assignment titled "Assistance in Preparation of Concept Paper and Detailed Paper of Proposed Scheme for Digital Address Ecosystem including (i) remuneration for Key Experts, (ii) travel expenses, and any other miscellaneous expenses.

The evaluation of the Financial Proposal will be based solely on the overall total cost, and not on the cost sub-components.

(vi) Are we envisaging a consumer App + Interface for Digipin? In what detail should our proposal include the design and functional requirements of the consumer interface? Are we envisaging a B2B App for the Digipin registry?

**Clarification:** Please refer to Section VI: Terms of Reference for detailed information on the background, objectives, scope of work, composition of key experts, deliverables, timelines, and other relevant aspects.

(vii) Is there a need to collect primary data to understand the current problem area?

**Clarification:** Yes, there is a need to collect primary data to understand the current problem area. Please refer to clause 33. Scope of Work under Section VI: Terms of Reference which includes detailed information about contents of concept paper and detailed paper on proposed scheme and key activities and stakeholder's responsibility.

(viii) Is there a requirement for a presentation, and if yes, when will we need to do it?

**Clarification:** Technical Proposal Presentation is scheduled to be held on

04.06.2025 at 1700 hrs for presentation by the consultants.

5. ADG (DAC) invited any queries besides the written queries from the representatives of IIMs. The following are the queries raised by the representatives of IIMs and clarifications thereto:


(i) What is "Consultant's Reference No." mentioned in the Bidding forms under the RFP Document?

**Clarifications:** "Consultant's Reference No." refers to a unique identification number or code assigned by the consultant (IIM) itself for their own internal tracking purposes. The same reference no. should be used by the consultant (IIM) in the proposals including bidding forms and other communications with the Department of Posts.

(ii) What does "Concept Paper" and "Detailed Paper" mentioned in the RFP document mean?

**Clarifications:** Guidelines for formulation, appraisal and approval of public funded schemes and projects issued by Ministry of Finance, Department of Expenditure vide Office Memorandum No. 24(35)/PF-II/2012 dated 5<sup>th</sup> August, 2016 may be referred to for detailed information regarding "Concept Paper" and "Detailed Paper".

6. The pre-proposal conference ended with the vote of thanks to all the participants.

  
(Gokul C V)  
ADG (DAC)

To

**The Directors**

(IIM Ahmedabad, IIM Bangalore, IIM Kozhikode,  
IIM Calcutta, IIM Mumbai, IIM Lucknow, IIM Indore)