

(RFP Reference No.: LIC/BDS/RTA/2023-24/001 dated August 30, 2023)

**RFP for Appointment of Registrar & Share Transfer Agent (RTA)
Clarifications to queries raised in Pre-bid meeting as well as received by email to the Corporation**

S. No.	RFP Document Reference (Section & Page Number)	Clause of RFP requiring clarification	Brief Details/ Query in reference to the clause	Clarifications	Prospective Bidders who raised the query
1	Key Information on the RFP Response Submission, Page No. 3	Contact details of the Corporation's officials are missing.	Details of the team dealing with the RFP (other than details of officials of e-tender portal officials), to enable them to get in touch to seek any clarification or guidance, if they are not able to connect with e-tender portal team	Bidders may contact on following telephone number, in case bidder is not able to connect with e-tender portal team: 022 – 6659 8732 Kindly note that any request for clarification (other than above) must be sent by email to the email address mentioned in this RFP document, i.e., co_board@licindia.com .	Link Intime India Private Limited
2	Para 3.2 – Bidder Eligibility Criteria, Point No. 6 at Page No. 10 and Point No. 6 of Annexure D at Page No. 58	The Bidder should have a minimum of 7 years of experience of handling the activities of Registrar and Share Transfer Agent as on March 31, 2023 and must have handled at least Two new issues of Equity shares which had more than 2.00 lakh number of allottees of each issue listed on Main Board at BSE/NSE in the last six months	There will be limited RTAs who have handled minimum 2 new issues of Equity Shares which had more than 2.00 lakh number of allottees of each issue. If the criteria may be amended as below, it will be viable for wider bid participation. “Bidder should have handled minimum 1 issues of Equity Shares which had more than 2.00 lakh number of allottees of each issue in the last 5	Please refer the corrigendum issued by the Corporation on September 14, 2023	Bigshare Services Private Limited and Alankit Assignments Limited

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			years as on date of bid submission”		
3	Para 5.12 – Performance Guarantee by Successful Bidder at Page No. 31	PBG @ 10% of the total amount arrived at for a year as per Commercial Bid (Annexure-H)	Performances Security should not be more than 3% as per latest laid down GFR Rules and modified recently vide order No. F.9/4/2020- PPD dated 12/11/2020 by Ministry of Finance	It is clarified that the PBG is kept as per the latest amendment in General Financial Rules, 2017 vide office memorandum ref: F.1/2/2023-PPD dated April 03, 2023, issued by the Department of Expenditure, Ministry of Finance, GoI. The amended rules allow the Corporation that Performance Security should be for an amount of 3 to 10% of the value of the contract. Hence, we maintain para 5.12 of the RFP document.	Alankit Assignments Limited
4	Technical and Functional Specification in Annexure E at Page No. 61 to 70	To be on the letter head of the Bidder and is to be uploaded with the Technical Proposal by the Bidder - Bidders meeting the technical and functional specifications shall be considered as eligible bidder.	If the criteria may be amended as below, it will be viable for wider bid participation. Bidders confirms and undertake that they are in compliance with all the mandatory technical and functional specifications given in below mentioned table and shall forthwith furnish evidence, documentary or otherwise, against each parameter on selection as successful bidders. The Bidder shall provide, soon after declaration of a bidder as successful bidder, evidence	Examined. Modification was not found necessary.	Alankit Assignments Limited

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			as indicated in “Required Proof” column against each parameter, to the satisfaction of the Bank for which undertaking should be sufficient to be submitted at the time of bid submission.		
5	Technical Evaluation Matrix (Annexure – F), Point No. 1 at Page No. 71	Average turnover of the bidder (exclusively in RTA business) in last three years (Rupees in Crore)	No benchmark / slabs of evaluation of this parameter is given in the RFP, to which limits, marks will be awarded to the bidders	Please refer the corrigendum issued by the Corporation on September 14, 2023	Alankit Assignments Limited
6	Technical Evaluation Matrix (Annexure – F), Point No. 2 at Page No. 71	Number of Private Sector clients from top 50 listed entities (as per market capitalization) for RTA services rendered in last three years in India	There will be again limited service providers in the similar kind of services, having top 50 listed entities (as per market capitalization) for RTA services rendered in last three years in India.	Please refer the corrigendum issued by the Corporation on September 14, 2023	Alankit Assignments Limited
7	Technical Evaluation Matrix (Annexure – F), Point No. 7 at Page No. 71	No. of Clients having more than 25 lakh folios as on June 30, 2023 (excluding LIC)	If the criteria may be amended as below, it will be viable for wider bid participation. “Bidder should have rendered RTA services to at least 01 (one) Indian Public Sector bank / Client with a minimum of 20,00,000 folios as on 30.06.2023”	Examined. Modification was not found necessary.	Alankit Assignments Limited
8	Technical Evaluation Matrix (Annexure – F), Point No. 9 at Page No. 71	Standards such as ISO 27001, ISO 27002, COBIT 5	Whereas the entire requirements were fulfilled by ISO 27001, what is the requirement of ISO 27002 and	Clause modified in Annexure – F. Please refer the corrigendum issued by the Corporation on September 14, 2023	Alankit Assignments Limited

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			COBIT 5		
9	General Observation	Tender evaluation on QCBS	There is no relevance of QCBS evaluation system for this kind of bid. Hence same clause should be amended to "Evaluation would be on the L1 basis"	Examined. Modification was not found necessary.	

All the queries received/raised from the prospective bidders till September 13, 2023 are responded to. Prospective bidders are advised to kindly consider the corrigendum issued by the Corporation on September 14, 2023 in relation to the **RFP for Appointment of Registrar & Share Transfer Agent (RTA) vide RFP Reference No.: LIC/BDS/RTA/2023-24/001dated August 30, 2023.**

Date: September 14, 2023
Place: Mumbai

Chief (Board & Sectl.)