

GOODS AND SERVICES TAX NETWORK

Tender for Engagement of HR Consultant - Pre- Bid Queries Reply
Ref. No.: GSTN/P/HRC/01-2019/P-28 Dated 20.03.2019

Sr.#	Tender Document Reference(s) (section number/page)	Content of Tender requiring Clarification	Points on which clarification required	GSTN's Clarifications
1	SECTION -II (SOW) A. Redefining the Grade Structure & Aligning Benefits across the company in a more scientific Manner	Is there an existing grading scheme? If Yes, information on the Existing Grade Structure: 1. Number of levels 2. Number of Departments / Functions 3. Indicative number of Roles & Designations currently prevalent 4. Indicative experience profile of incumbents	The Information sought would provide clarity on the scope of work and nature on intervention (Tool for Job sizing and grading) that would be required for the Grade Structure Redefinition exercise	Yes. A grading system was devised upon incorporation of the Company which needs change due to passage of time and achievement of certain milestones by the Company and revision of priorities of the Government on GST front. At present, GSTN operates Grades G-1 to G-8 which are segregated into levels L1 to L5. The detailed information on the existing Grade Structure and other details shall only be shared with the successful bidder as these are all confidential information.
2	SECTION -II (SOW) B. Defining Clear expectations from each role or cluster of roles (Job Evaluation/Analysis)	1. Are the Job descriptions for existing role clearly defined? (Yes / No / Partially – say 60% roles have JDs remaining do not) 2. Does the SOW also include requirement for creation of Compensation elements viz. Pay Ranges / Performance Management process / Payroll management process etc. 3. Are benefits provided by GSTN grade dependent? If yes, List of Benefits which are Grade dependent	The Information sought would provide clarity on the scope of work and nature on intervention (Tool for Job sizing and grading) that would be required for the Grade Structure Redefinition exercise	1. All the JDs for the roles are defined at present. This would need to be modified based on need basis by the onboarded HR partner 2. The SOW does include suggesting revision in compensation structure but the other elements are already prevalent in the organisation. 3. Certain benefits are grade dependant. The details shall only be shared with successful bidder due to their being confidential in nature.
3	SECTION -II (SOW) C. Benchmarking Compensation externally in an Objective Manner	Is an indicative list of Job roles to be benchmarked finalized? Is there a defined basket of peer organizations within IT services industry which needs to be benchmarked against?		Yes. This has to be finalised by the successful bidder in consultation with GSTN.
4	SECTION -II (SOW) D. Career development & Succession Planning	Is there a Competency Catalogue and / or a Framework defined?		The JDs define the competency and a framework exists.
5	SECTION -II (SOW) E. Formulating flexible and appropriate hiring and remuneration policies for the company upon its conversion to a fully owned Government company	Has GSTN already identified a list of Government companies / PSUs against which a comparison may be made	The Information sought would provide clarity on the scope of work	No. This has to be done by the successful bidder in consultation with GSTN.
6	SECTION -II (SOW) F. Assisting the Remuneration committee of GSTN as and when required	Would this entail the consultant to be present in Remuneration Committee meetings and make a presentation on the findings?		Yes please.
7	SECTION-III Evaluation Process (page# 16)	Bidder should be profit making (net profit after tax) as per audited financial statement in the last 3 financial year ending 31st	Are we referring to Global/India/Legal entity for this ? Is overall India or global entity P&L admissible here ?	P&L (Profit and Loss) details of the bidding agency would be considered

