

THE TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD



Regd. No. 25, Date: 26.01.65

P.O. Tamluk # Dist.Purba Medinipur # West Bengal # Pin. 721636

HEAD OFFICE

Memo No.

Dated :2021

**INVITES
REQUEST FOR PROPOSAL**

FOR

Appointment of IT Consultant for Information Technology Current State Assessment and preparation of IT Strategy of Tamluk Ghatal Central Co-operative Bank Limited.



REP document will be available from 23-07-2021 from the Bank's website upon payment of requisite fee. Please visit the bank's website www.tamlukghatalccb.com for more details.

Chief Executive Officer (In-charge)

THE TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD

Regd. No. 25, Date: 26.01.65



P.O. Tamluk # Dist.Purba Medinipur # West Bengal # Pin. 721636

HEAD OFFICE

Memo No. G/1202

Dated : 22/07/2021

Appointment of IT consultant for Information Technology Current State Assessment and preparation of IT strategy.

Tender Highlights

<u>Item</u>	<u>Description</u>
Availability of RFP document	23.07.2021 Bidders are requested to transfer/ deposit Cash/DD and share the details with bank to get the RFP document.
Tender document fee (Non-Refundable and exempted to MSME).	The tender document can be purchased from the head office by depositing INR 10,000/- in cash or DD in favour of Tamluk Ghatal Central Cooperative Bank Ltd, payable at Tamluk or transfer the same amount to Bank's Account No. 91328000014 IFSC code: WBSC0TCCB23 Bidders are requested to transfer /deposit cash/DD and share the details with bank to get the RFP document. MSME certified organization are exempted from paying the Tender document fees on furnishing the MSME certificate before the bank.
Last date of seeking Request for Clarifications through email, if any	28.07.2021 till 14:00
Issue of Bank's response on Request for Clarification	02.08.2021
Deadline for submission of Bids	11.08.2021 till 15:00
Opening of Eligibility cum Technical Bids	11.08.2021 till 15:30
Date and time of Technical Presentation by the Bidders	To be informed to the Eligible bidders.
Opening of Commercial Bids of the Eligible Bidders	To be informed to the Eligible cum Technically qualified bidders.
Name and address for communication, seeking clarifications & submission of proposal	Name : Gour Chandra Das Email : Address : Tamluk Ghatal Central Coop. Bank Ltd, Tamluk, Purba Medinipur
Contact Telephone Number	Mob : 99324944207



HEAD OFFICE

Memo No. G/1202

Dated : 22/07/2021

Terms and Conditions, eligibility criteria and procedure for submission of Bids are given in the tender document. The Tender document may be obtained by paying a non-refundable fee of Rs. 10,000/- (Rupees ten thousand) only in cash or DD in favour of Tamluk-Ghatal Central Co-operative Bank Ltd., payable at Tamluk or transfer the same amount to Bank's account No. **91328000014** IFSC Code **WBSC0TCCB23**.

Bidders are requested to transfer/deposit Cash/DD and share the details with bank to get the RFP document. The details of such payment should be sent to <Email Id>

MSME certified organization are exempted from paying the Tender document fees on furnishing the MSME certificate before the bank.

Date :

Chief Executive Officer (In-charge)

Place :

Note:

In case the date mentioned in above schedule happens to be a public holiday, or the Bank remains closed for any reason, the activity would be shifted to the next working day.

THE TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD

Regd. No. 25, Date: 26.01.65



P.O. Tamluk # Dist.Purba Medinipur # West Bengal # Pin. 721636

HEAD OFFICE

Memo No. G/1202

Dated : 22/07/2021

RFP for appointment of IT consultant

REQUEST FOR PROPOSAL

FOR

APPOINTMENT OF IT CONSULTANT FOR INFORMATION

TECHNOLOGY CURRENT STATE ASSESSMENT AND

PREPARATION OF ITS STRATEGY

OF

TAMLUK-GHATAL CENTRAL CO-OPERATIVE BANK LTD.

Chief Executive Officer (In-charge)



Request for proposal for appointment of it consultant for information technology current state assessment and preparation of it strategy of Tamluk Ghatal central co-operative bank Ltd

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THE TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD

Regd. No. 25, Date: 26.01.65



P.O. Tamluk # Dist.Purba Medinipur # West Bengal # Pin. 721636

RFP. Ref No. Dt.....

Request for proposal for appointment of it consultant for Information Technology Current State Assessment and preparation of it strategy of Tamluk Ghatal Central Co-operative Bank Ltd.

PART-I

1. GENERAL INFORMATION :

A brief profile of the Tamluk-Ghatal Central Co-operative Bank Ltd.

The Tamluk-Ghatal Central Co-Operative Bank Ltd i.e. TGCC Bank in short, was established on 26th of January 1965. The Reserve Bank of India had granted Banking License on 2nd of August 1995. Since then it has become one of the leading banks of the region.

PART-II

2. Terms and conditions for submission of the Proposal .

2.1 Preamble :

TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD inviting eligible IT Consultant for preparation of information Technology Current State Assessment and IT Strategy.

2.2 The Bid System:

This RFP is a Two Bid system. The Bidder is required to submit a sealed Eligibility Cum Technical Bid as per RFP in hard copy along with soft copy of same in form of CD or Pen-drive, and a sealed commercial Bid in hard copy only and enclosing both the bids (Eligibility cum Technical & Commercial) in another sealed cover.



2.3. Tender Highlights

<u>Item</u>	<u>Description</u>
Availability of RFP document	<u>23.07.2021</u> Bidders are requested to transfer/deposit Cash/DD and share the details with bank to get the RFP document.
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Date and time of Technical Presentation by the Bidders	To be informed to the Eligible bidders.
Opening of Commercial Bids of the Eligible Bidders	To be informed to the Eligible cum Technically qualified bidders.
Language	Proposals should be submitted in English only.
Bid validity	Proposals must remain valid up to 180 (One hundred & eighty) days from the actual date of submission of the Bid. In case circumstances demand, the BANK may request the Bidders, within the validity period of the BID, to extend the validity of the Bids for any additional period.
Currency	Currency in which the Bidders may quote the price and will receive payment is INR only.
Name and Address for communication, seeking clarifications & submission of proposal.	Name : GOUR CHANDRA DAS Tamluk Ghatal Central Co-operative Bank Ltd, Tamluk :: Purba Medinipur, Mob. 9932494207

However, if it is found that any given date indicated is a public holiday, or the BANK is closed on that day for any account, the activity would be shifted to the next working day of the Bank.



2.4. **Disqualification:**

The Bank reserves the right to reject any or all Application(s), if at any time a material misrepresentation is made or uncovered. This would lead to the disqualification of the Bidder.

2.5. **Earnest Money Deposit (EMD):**

As per Govt. of India circular No. F 9/4/2020-PPD dated 12th November, 2020 (Subject , Bid Security, Earnest Money Deposit) EMD is not required.

However, the bidder will be suspended for the period of 2 years from the date of issue of RFP if ;

- 1) The bidder withdraws his tender before processing of the same.
- 2) The bidder withdraws his tender after processing but before acceptance of "letter of appointment" to be issued by the Bank.
- 3) The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
- 4) The bidder violates any of the provisions of the terms and conditions of this RFP.

2.6. **Applicable Law and Jurisdiction of Court**

The contract with the selected bidder shall be governed in accordance with the Laws of India for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Tamluk/Kolkata (with the exclusion of all other Courts).

2.7. **Submission of Bid:**

The Bidder shall submit the bid in the manner prescribed hereunder -

- i) The Bid shall be SEALED and shall consist of two parts namely Eligibility cum Technical Bid and Commercial Bid. Each of the Bids shall be submitted in two separate sealed envelopes. The Envelop Marked A shall contain the Eligibility Cum Technical Bid, and the Envelop marked B shall contain the Commercial Bid. Both the envelopes A & B to be submitted inside a single sealed envelope marked "RFP RESPONSE FOR APPOINTMENT OF IT CONSULTANT FOR INFORMATION TECHNOLOGY CURRENT STATE ASSESSMENT AND PREPARATION OF IT STRATEGY OF TAMLUK GHATAL CENTRAL CO-OPERATIVE BANK LTD" along with name of the bidder.
- ii) The Envelop A shall be properly SEALED and marked "ELIGIBILITY CUM TECHNICAL BID".



- The Eligibility cum Technical Bid should not have any indication of the Price Bid in any manner anywhere. If such an indication is found, the Bid shall be summarily rejected.
- iii) The Envelope B shall be properly SEALED and marked “COMMERCIAL BID”.
- The Price Bid shall be exclusive of all Rates and Taxes as applicable.
- In addition to hard copies, the soft copy of Technical bid in form of CD or Pen-drive and Commercial Bid only in hard copy should also be kept in Envelop A and B respectively.

2.8. Erasures or Alterations:

The offers containing unauthenticated erasures or alterations will not be considered. Therefore, there should be no unauthenticated handwritten material, corrections or alterations in the offer. If such unauthenticated erasures or alterations are present these should be signed by the person or persons authorized for signing the bid. Any deviation may lead to the rejection of the bid.

2.9 Award of Contact:

The Bank shall issue letter of intent (LOI) to the successful Bidder, and subject to fulfillment of other criteria as laid down in the RFP, shall place firm Purchase Order (PO) on the successful Bidder on acceptance of the LOI by him. The price quoted by the successful bidder shall be the Total value of the contract. Bank will enter into an agreement with successful bidder for 2 months w.e.f.date of LOI as per duration defined in phases. The IT Consultant should start project within next 72 hours of Contract agreement signoff.

2.10 Penalties & termination on default:

- i) The Bank shall levy penalty on the consultant to the extent of 0.5% of the total value of the contract for delay in execution of the project if attributable to the consultant, for 1 month, thereafter in increment of 0.5% for each of the months upto 3 months. Thereafter, the Bank shall issue notice of termination, and cancel the contract on completion of one month of notice.
- ii) The Bank shall be in its right to terminate the contract in case of non-performance of the consultant as per the terms of the contract, and or other conditions for termination on default as mentioned in the RFP, including termination on the grounds of insolvency etc.
- iii) However, such penalties and/or termination shall not be invoked in case the cause of action for completion of an activity /situation is pending with the Bank or the Govt. of



West Bengal such as sign off, clearances, site readiness, deployment of the Bank's resources, clearance on the procedures etc., and is not attributable to the consultant.

2.11 Force Majeure:

i) For purposes of this clause, "Force Majeure" means an unforeseeable event beyond the control of the consultant and not involving the consultant's fault or negligence. Such events shall include, but are not restricted to, acts of the Government in its sovereign capacity, earthquakes, riots, war or revolutions, fires, floods, epidemics, quarantine restricts and freight embargoes.

ii) If a Force Majeure situation arises, the consultant shall promptly notify the Bank in writing of such condition and the cause thereof within a period of 14(Fourteen) days from the date of happening of such an event requiring invocation of this force majeure clause. Unless otherwise directed by the Bank in writing, the consultant shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performances.

2.12 Expenses:

It may be noted that Bank will not pay any amount /expenses/charges /fees /travelling expenses/boarding expenses/logging expenses/conveyance expenses/out of pocket expenses other than the agreed professional fees.

2.13 Arbitration & Resolution of Dispute

i) The Bank and the consultant shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

ii) If, within 30(thirty) days from the commencement of such informal negotiations, parties are unable to resolve dispute amicably, either party may approach for resolution by Arbitrator mutually agreeable to both the parties. The decision of the Arbitrator shall be final and binding on both the parties in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time.

iii) All Arbitration proceedings shall be held at Tamruk/Kolkata and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

2.14 **Corrupt or Fraudulent Practices:**

As per CVC directives it is required that bidder/IT consultant observes the highest standard of ethics during the selection of consultant and execution of such contracts. In pursuance of this policy.

i) If corrupt practice “means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and

ii) If fraudulent practice “means a misrepresentation of facts in order to influence a selection process or the execution of contract to the detriment of the bank and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bank of the benefits of free and open competition.

The Bank will reject the award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

The bank will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing a contract.

2.15 **Subcontracting**

The vendor shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the vendor under the contract without the prior written consent of the Bank. Consortium also not allowed.

3. **Detailed Scope of Work**

Given the ever-changing business and technology environment and the background that the Bank’s requirements would be varied and recurring in nature, Bank envisages the need for consulting assistance for technology initiatives on fixed-cost basis for the below broad scope of work. The Bank envisages the consultant to perform following scope of work (SOW) in accordance to the requirement furnished below. The engaging consultant will drive the project in a fixed cost basis for tenure of 2 months from the date of signing the contract agreement. Once the below mentioned scope of work is successfully delivered by the IT consultant based on the report submitted by the consultant. Based on the report submitted by the consultant to the Board of Directors (BOD) and if BOD of Tamluk-Ghatal Central Coop. Bank Ltd wants further engagement of consultant then based on mutual discussion between the IT consultant and Tamluk Ghatal Central Coop. Bank Ltd may extend the contract with revised commercial.



The scope of work is mentioned below.

- 3.1 Current State Assessment, Gap analysis and Preparation of IT Strategy of Tamluk Ghatal Central Cooperative Bank Ltd. (To be completed within 2 months from the date of contract signing)

As part of the activity the consultant will guide the bank in the following areas:

1. The IT consultant will review/study the existing infrastructure & application environment and prepare a detailed report on the same i.e. IT consultant will study the gap between the present environment and desired environment and suggest for necessary upgradation.
2. The IT consultant should review the existing delivery channels of the bank and shall find shortcomings, if any, or any area of pain in banking transaction and will suggest for remedy.
3. The IT consultant should submit to be state report along with different deployment methodology of up-gradation of CBS and other allied applications including CBS infrastructure, delivery channels etc.
4. IT consultant should provide budgetary cost with To be State Report
5. The IT consultant will prepare an adequate business case for CBS upgrade based on the functional and technical requirements of the bank and submit to bank as part of To be state report.
6. IT consultant will prepare & submit IT strategy for the bank aiming a possible business growth in next 3-5 years.

3.2 Schedule of Payments:

<u>Scope of work</u>	<u>Description</u>	<u>Payment %</u>
Phase-I	➤ Detailed Current State Assessment Report	• 20% Mobilisation advance.
Current State Assessment, To be state report and preparation of IT Strategy	➤ To be state report	• 40% submission of Current state and to be state report
	➤ IT strategy for the Bank	• 40% on submission of IT strategy report.

4. Eligibility Criteria

<u>Sl.No.</u>	<u>Eligibility Criteria</u>	<u>Document's Required</u>
i.	Bidder should be Government Organisation/PSU/PSE/Private/Partnership Firm/Proprietary Firm or a limited company registered under Indian Laws.	Adequate documentation like registration, certificate of incorporation, Article/Memorandum of association, Partnership deed etc.
ii.	Bidder should be in existence for five years as on the date of the RFP.(In case of mergers/acquisitions/restructuring or name change, the date of establishment of earlier/original partnership Firm/Limited Company can be taken into account)	Adequate documentation like registration, certificate of incorporation, Partnership deed, Article /Memorandum of association etc. Name change and date of establishment docs, ROC document



- | | | |
|------|--|--|
| iii. | Should have made profits after taxes in each of the last three financial year i.e. 2017-18, 2018-19, and 2019-20. | Copy of the audited balance sheet of the company for the consecutive last three financial year (2017-18, 2018-19 and 2019-20) should be submitted along with Chartered Accountant Certificate. |
| iv. | The Bidder should have a minimum annual turnover of Rs. 50 crores each year from the consultancy service business during the last three financial year (2017-18, 2018-19 and 2019-20) | |
| v. | Bidder should not have been Blacklisted by (the Central/any of the State Governments or any Financial Institutions in India as on date of RFP submission) any Bank/Institution in India. | Self-declaration to this effect should be submitted in format provided under section 7.5. |
| vi | Should have prior experience in performing end to end consultancy services comprising current state assessment, Preparation of IT strategy, core banking vendor evaluation and selection and project management for at least 2 (two) nos. of Co-Op. Banks/Public Sector Banks/Private Sector Banks/ PRRBs/ Small finance banks in India. | Credential letter/experience certificates/copy of purchase order or work order or notification of award/copy of engagement contract from scheduled commercial Bank and Coop Bank in India. |
| vii | In order to avoid conflict of interest, bidder should not be implementers/solution providers/ partners/ system integrators for implementation of any of the applications in the Bank. (The bidder should submit a letter of undertaking to this effect) | Self-declaration should be submitted duly signed by the Authorised signatory |
| Viii | Bidder should be single organization. Consortium is not allowed | Self declaration should be submitted duly signed by the authorized signatory. |
| ix. | The bidder should have an office in Kolkata, West Bengal. | Valid trade license or shops and establishment certificate. |

NOTE :-

- ❖ End to end consultancy services would only mean credentials where the technology consultant has been involved from Current State Assessment, IT strategy formulation, to defining specifications, to vendor evaluation and selection and on-boarding to project management of the technology and core banking solution and allied applications including DC/DR infrastructure.
- ❖ Co-operative bank means State Co-operative Bank/District Central Co-operative Bank Ltd in India only.
- ❖ In case of mergers/acquisitions/restructuring or name change, the date of establishment, credentials, financial documents, PAN, TAN, GST, Shops & Establishment or earlier/original Partnership Firm/Limited company can be taken into account.



5. **Technical Evaluation Criteria :**

Sl. No.	Criteria	Evaluation Parameters	Max Mark	Scoring Methodology
1.	Credentials	Should have prior experience in performing consultancy services comprising of Core Banking Current State Assessment, IT strategy formulation of Banks in India.	20	<ul style="list-style-type: none"> ❖ 20 Marks - If the criteria are met for at least <ul style="list-style-type: none"> (A) 3 (three) number Co-operative Banks in India and (B) 2(two) number of Public Sector Banks/Private Sector Bank/RRB/Small finance Bank, India. ❖ 15 Marks - If the criteria is met for at least 3 (three) number of Public Sector Bank/Private Sector Bank/RRB/Small finance bank in India. ❖ 10 Marks - if the criteria is met for at least 1 (one) number of Public Sector Bank/Private Sector Bank/RRB/Small finance bank in India.
2.	Credentials	Should have experience in study of banking system of a Bank and issuance of RFP, vendor evaluation and on-boarding for CBS, AML, Mobile Banking, DC and DR refreshment and supervision of implementation.	10	<ul style="list-style-type: none"> ❖ 10 Marks - If the criteria are met for at least . <ul style="list-style-type: none"> (A) 2 (two) number Co-operative Banks in India and (B) 2(two) number of Public Sector Banks/Private Sector Bank/RRB/Small finance Bank, India. ❖ 7 Marks - If the criteria is met for at least 2 (two) number of Public Sector Bank/Private Sector Bank/RRB/Small finance bank in India.
3.	Credentials	Should have prior experience in providing consultancy services for review and design of IT infrastructure or net work architecture or security architecture for banks in India.		<ul style="list-style-type: none"> ❖ 10 Marks - If the criteria are met for at least . <ul style="list-style-type: none"> (A) 2 (two) number Co-operative Banks in India and (B) 2(two) number of Public Sector Banks/Private Sector Bank/RRB/Small finance Bank, India ❖ 7 Marks - If the criteria is met for at least 2 (two) number of Public Sector Bank/Private Sector Bank/RRB/Small finance bank in India.
		Sub Total <>	40	
4	People	Core Banking, Current State Assessment & Gap Analysis and IT strategy	10	<ul style="list-style-type: none"> ❖ 10 Marks - More than 10 resources each having in at least 2 (two) No. of Public sector bank/ Private sector Bank/RRB/Small finance bank/Cooperative Banks in India



5.	People	Vendor evaluation, on boarding & project management of core banking solution, mobile banking, DC/DR refreshment/upgradation.	<ul style="list-style-type: none"> ❖ 07 Marks – Minimum 7 resources each having experience in at least 2 (two) numbr of Public sector bank/ Private sector Bank/ RRB/Small finance bank/Cooperative Banks in India . ❖ 05 Marks – Minimum 5 resources each having experience in at least 2(two) number of Public sector bank/ Private sector Bank/ RRB/Small finance bank/Cooperative Banks in India . ❖ 10 Marks – More than 10 resources each having in at least 2 (two) number of Public Sector Bank/ Private sector Bank/ RRB/Small finance bank/ Cooperative Banks in India ❖ 07 Marks – Minimum 7 resources each having experience in at least 2 (two)number of Public sector bank/ Private sector Bank/ RRB/Small finance bank/ Cooperative Banks in India . ❖ 05 Marks – Minimum 5 resources each having experience in at least 2 (two)number of Public sector bank/ Private sector Bank/ RRB/Small finance bank/Cooperative Banks in India
		Sub Total <>	20
6	Bidder's presentation	Bidder's presentation on methodology, process & proposed manpower	40 Subjective Evaluation.
		Sub Total <>	40
		Total <>	100

Note:

- Minimum qualifying score will be 70%. If the bidder scored 70 then the bidder will be qualified for commercial opening.
- The bidder is required to provide documentary evidence for each of the above criterion and the same would be required on the respective client's letter head I case of credentials.
- Only eligible bidders will be qualified for the participation in the commercial evaluation.

6. Evaluation Mechanism

Bank shall evaluate the responses to the RFP and all supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, may lead to rejection.

The decision of the Bank in the evaluation of bids shall be final. No correspondence will be entertained outside the process of evaluation with Bank. Bank may ask for meetings with the Bidders to seek clarifications or confirmations on their quotations.

Bank reserves the right to reject any or all bids. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.



The steps for evaluation are as follows;

6.1. Stage 1 : Technical Evaluation

1. Bank will review the technical bids of the bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at Bank's discretion.
2. The bidders' technical solutions proposed in the bid document will be evaluated as per the requirements specified in the RFP and technical evaluation framework as mentioned in Section 3.
3. Each Technical Bid will be assigned a technical score out of a maximum of 100 marks. Only the bidders who get a Technical score of 70% or more (Prior to normalization) will qualify for commercial evaluation stage. Failing to secure minimum marks shall lead to technical rejection of the Bid and Bidder.
4. The Final Normalised technical score of the Bidder shall be calculated as follows ;

6.2 Stage 2 : Commercial Evaluation

1. All the technically qualified bidders will be notified to participate in Commercial Bid opening process.
2. Commercial Bids that are not meeting the RFP conditions shall be liable for rejection.
3. The normalized commercial score of the technically qualified bidders will be calculated, while considering the commercial quote given by each of the Bidders in the commercial Bid as follows:
4. Only fixed price commercial bids indication total price for all the deliverables and services specified in this bid document will be considered.
5. The bid price will exclude all taxes and levies and shall be in India Rupees and mentioned separately.
6. Any conditional bid would be rejected
7. Errors & Rectification: Arithmetical errors will be rectified on the following basis.
 - (a) "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
 - (b) If there is discrepancy between words and figures, the amount in words will prevail".
8. The bidder quoted lowest price will be declared as WINNER and awarded the project. However, Tamluk-Ghatal Central Cooperative Bank Ltd having rights to negotiate with the Lowest Quoted bidder or any other technically qualified and finalize.

Note: *In case of a single bid is received or if a single bidder qualifies the technical criteria, the bank at its own discretion may continue with the final selection process.*



7. ELIGIBILITY CUM TECHNICAL BID FORMS.

7.1 Cover letter

To
The Chief Executive Officer,
Tamluk Ghatal Central Cooperative Bank Ltd,
Tamluk, Purba Medinipur.

Ref : Selection of IT Consultant Firm for preparation of information Technology Current State Assessment and preparation of IT Strategy

Dear Sir,

1. Having examined the Tender Documents including all Annexure, the receipt of which is hereby duly acknowledged, we, the undersigned offer to provide consulting services for the implementation the Project in conformity with the said Tender Docuemnts and in accordance with the schedule of Prices indicated in the Price Bid and made part of this Tender.
2. If our Bid is accepted, we undertake to complete the project within the scheduled timeline.
3. We confirm that this offer is valid for 180 days form the last date for submission of Tender Documents to the Tamluk Ghatal Central Co-operative Bank Ltd.
4. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.
5. We undertake that in competing for and if the award is made to us, in executing the subject contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", and or any other law concerning this in force in India.
6. We agree that the Tamluk Ghatal Central Co-operative Bank Ltd is not bound to accept the lowest Bid or any Bid, or the Bank may reject all bids.

Authorised Signatory

Destination :

Company :

Stamps :

Date :



7.2 Bidder's Profile:

General Details of the Bidder

A. Profile of Bidder

- 1) Name of Bidder;
- 2) Location
 - (a) Registered Office;
 - (b) Controlling Office;
- 3) Constitution;
- 4) Date of Incorporation & Date of Commencement of business ;
- 5) Name & details (designation, e-mail and phone no.) of authorized signatory ;
Name ;
Designation ;
E-mail ;
Phone No ;

B. Financial Position of Bidder for the last three financial years

Figures in Rs. in Crores

Particulars	2017-18	2018-19	2019-20
Net worth			
Turnover from professional fees			
Profit after Tax			

N.B. Enclosed copies of Audited Balance Sheets along with Enclosures.

Authorised Signatory

Designation :

Company :

Stamps

Date :



7.3. Curriculum Vitae (CV) of proposed team members

Bidder shall provide CV for all the members of the project team that shall be deployed on the project.

1. Name of the Personnel :
2. Overall Industry Experience :
3. Nationality :
4. Language Proficiency :
5. Academic and professional qualifications :
6. Experience (if any) in the Co-operative Banks in India :
7. Employment Record :
(Starting with present position, list in reverse order) :
8. Work(s) undertaken that best illustrates capability to handle the tasks assigned.



7.4. Self – Declaration for Non-Blacklisting

To
The Chief Executive Officer,
Tamluk Ghatal Central Co-operative Bank Ltd,
Tamluk, Purba Medinipur.
Pin. 721636

Ref: Selection of IT consultant Firm for preparation of Information Technology Current State Assessment and preparation of IT Strategy.

Dear Sir,

We hereby confirm to the best of our knowledge and belief as on date, that has not been blacklisted by any Govt. Department/PSU/PSE or banks or the Firm is otherwise not involved in any such incident with any concern whatsoever, where the job undertaken/performed and conduct has been questioned by any authority, which may lead to legal action.

Authorized Signatory

Designation :

Company :

Stamps :

Date :



8 COMMERCIAL BID FORMS

8.1 Commercial Bid Cover Letter

To
The Chief Executive Officer,
Tamluk Ghatal Central Co-operative Bank Ltd,
Tamluk,
Purba Medinipur, 721636

Ref : Selection of IT Consultant Firm for preparation of information Technology Current State Assessment and preparation of IT Strategy.

Dear Sir,

1. Having examined the Tender Documents including all Annexure, the receipt of which is hereby duly acknowledged, we, the undersigned offer our best commercial rates to provide consulting services for the implementation the project in conformity with the said Tender Documents and in accordance with the schedule of Prices indicate in the Price Bid and made part of this Tender.
2. If our Bid is accepted, we undertake to complete the project within the scheduled timelines.
3. We confirm that this offer is valid for 180 days from the last date for submission of Tender Documents to the Tamluk Ghatal Central Co-operative Bank Ltd.
4. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.
5. We agree that the Tamluk Ghatal Central Co-operative Bank Ltd is not bound to accept the lowest Bid or any Bid, or the Bank may reject all bids.

Authored Signatory

Designation :

Company :

Stamps :

Date



8.2. Commercial Bid Form

Name of the Bidder:

Address :

Scope of work	Deliverables	Timeline (2 Months)	Total Cost (INR Excluding GST)
Preparation of Current State Assessment, to be state Assessment preparation of IT strategy and policy	<ul style="list-style-type: none">• Detailed Current State Assessment Report• To be state Report• IT Strategy for the Bank	2 months from the date of contract signing	
Total Cost			

(Rupees) only

Terms and conditions on commercial proposal :

- 1) The above quoted fee is the lump sum (fixed price) amount and any add on in any form will not be payable by the Bank for whatsoever reason.
- 2) The **FEE EXCLUDES ALL TAXES, DUTIES , LEVIES, GST** etc.
- 3) The fee also includes the cost of deliverables for all the phases of the project
- 4) The BANK will deduct the tax at source, if any, as per the law of the land.
- 5) Further, we confirm that we will abide by all the terms and conditions contained in the Request for Proposal document.
- 6) The technically eligible bidders has to participate in the commercial evaluation process.

Authorised Signatory

Designation :

Company :

Stamps :

Date :