

ALLAHABAD UP GRAMIN BANK  
(HEAD OFFICE: BANDA)



## **CBS Project Office**

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Shalimar Corporate Park  
Titanium Block-C  
Plot No-TC/G-1/1  
Vibhuti Khand, Gomti Nagar  
Lucknow-226010  
(UP)

**INVITATION FOR BID (IFB)**

**FOR**

**Selection of Consultant For Core Banking Advisory Services**

**COST OF THE IFB: Rs 5000/- (Rupees Five Thousand Only)**

**IFB No.: AUPGB/PO/IT/2016-17/Consultant/IFB-1**

**Date: 18.04.2016**



## OBJECTIVES

**ALLAHABAD UP GRAMIN BANK**, a Regional Rural Bank sponsored by Allahabad Bank established under the RRB Act 1976, having its Head Office at DM Colony, Civil Lines, Banda, India (herein after called 'the Bank') is inviting quotations from few selected consultants through the process of **Limited Tendering** to participate in the competitive bidding for Selection of Consultant for Advisory Services for Extension of the Core Banking Project in the Bank.

This IFB seeks to select a consultant who has the capability and exposure in the field of assisting the Bank for implementation/extension/renewal of the Core Banking Projects.

**This tender is meant for the exclusive purpose of bidding as per the terms & conditions and scope of consultancy indicated. It shall not be transferred, reproduced or otherwise used for purposes other than for which it is specifically issued.**



**Section-1**  
**INVITATION FOR BID (IFB)**

IFB No.: AUPGB/PO/IT/2016-17/Consultant/IFB-1

Date : 18.04.2016

- Allahabad UP Gramin Bank intends to have Consultancy Services for the scope defined in this tender document, towards consultancy services for extension of the CBS Project.
- Bid related details are as mentioned below:

<b>IFB Reference Number</b>	<b>AUPGB/PO/IT/2016-17/Consultant/IFB-1</b>
Fee for IFB document(non-refundable)by Demand Draft/ Banker Cheque only	<b>Rs.5,000/- (Rs. Five Thousand only)</b>
Earnest Money Deposit by Banker Cheque/ Demand Draft/Bank Guarantee	<b>Rs.2,00,000/- (Rs. Two Lac only)</b>
Availability of IFB document to selected vendors at bank's website	<b>20.04.2016</b>
Date, Time and Venue for Pre-bid meeting	<b>28-04-2016, 3:00 PM</b> Allahabad UP Gramin Bank Project Office Shalimar Corporate Park Titanium Block-C, Vibhuti Khand Gomti Nagar, Lucknow (U.P.) 226010
Last Date, Time and Place for receipts of offers	<b>07-05-2016, 12:30 PM</b> Allahabad UP Gramin Bank Project Office Shalimar Corporate Park Titanium Block-C, Vibhuti Khand Gomti Nagar, Lucknow (U.P.) 226010
Date and Time of Eligibility cum Technical Bid opening	<b>07-05-2016, 01:00 PM</b>
Address for Communication	The Chief Manager Allahabad UP Gramin Bank Project Office Shalimar Corporate Park Titanium Block-C, Vibhuti Khand Gomti Nagar, Lucknow (U.P.)
Email ID	gm.crpt.augb@gmail.com
Web site	<a href="http://www.allahabadgraminbank.in">http://www.allahabadgraminbank.in</a>

- The above dates are tentative and subjected to change without any prior notice or intimation. Bidders should check website [www.allahabadgraminbank.in](http://www.allahabadgraminbank.in) for any changes/addendums to the above dates and/or any other changes to this IFB. Bidders to confirm with Bank the time & venue one day prior to any of the above scheduled event.
- Eligibility cum Technical bid will be opened, in the presence of the vendor's representatives who choose to attend the opening of technical bid. No separate communication shall be sent in this



regard.

5. Commercial bid will be opened in the presence of the of the vendor's representatives who are technically qualified. Date of opening of 'Commercial Bid' shall be intimated separately to all the eligible bidders.
6. All bids must be submitted at the same time giving full particulars in separate sealed envelopes at the bank's address within the time period specified as above.
7. Each bid must be accompanied by a bid security as specified in the IFB and must be delivered during office hours at the above address on or before specified date and time indicated above.
8. Technical Bids will be opened in the presence of the bidders' representatives, who choose to attend Technical Bid Opening on the specified date and time.
9. No further discussion/interface will be granted to bidders whose bids have been technically disqualified.
10. Non attendance at the Bid opening will not be a cause for disqualification of a bidder.
11. The Bank reserves the right to accept or reject in part or full any or all the offers without assigning any reasons whatsoever.

**General Manager  
Allahabad UP Gramin Bank,  
Head Office, Banda**



## **Section – 2**

### **BACKGROUND**

ALLAHABAD UP GRAMIN BANK, a Regional Rural Bank sponsored by Allahabad Bank established under the RRB Act 1976, having its Head Office at DM Colony, Civil Lines, Banda, India, is inviting quotations from few selected consultants through the process of Limited Tendering to participate in the competitive bidding for Selection of Consultant for Advisory Services for Extension of the Core Banking Project in Allahabad UP Gramin Bank.

Allahabad UP Gramin Bank has a strong presence in rural India having 654 branches, and spread in 11 districts of Uttar Pradesh. The Bank has deployed Finacle (version 7.0.18) as a Core Banking Solution with M/s Hp as the System Integrator for all its 654 Branches, 10 Regional Offices, one Project Office, one Staff College & Head Office.

This document is meant for the exclusive purpose of bidding as per the terms, conditions and specifications indicated and shall not be transferred, reproduced or otherwise used for purpose other than for which it is specifically issued.

#### **Previous Status:**

- Allahabad Bank had engaged M/s HP India Sales (P) Ltd as System Integrator for implementation of CBS in its two Sponsored RRBs (Allahabad UP Gramin Bank-AUPGB & Sharda Gramin Bank-SGB) for a period of five years.
- Accordingly, the master contract was signed by Allahabad Bank and both RRBs with M/s HP on 25.02.2011.
- Allahabad Bank and RRBs executed third party agreements in relation to the master contract with M/s Infosys Technologies Limited, M/s Hughes Communication India Ltd and Tulip Telecom Ltd.
- The migration of all the branches of both the RRBs to CBS was completed as on 25.09.2011.
- However SGB has since been amalgamated with Madhyanchal Gramin Bank sponsored by SBI as on 01.11.2012 and is now out of purview of this IFB.

#### **Present Status:**

- The core infrastructure for the CBS of Allahabad UP Gramin Bank is hosted at the Bank's DC (Lucknow) and DRC (Bangalore).
- The DC is hosted at AUPGB's own premises in Lucknow.
- The Bank's DR is hosted in HP, DC Bangalore.
- Bank's DC & DR have MPLS SP1 and SP2 connectivity both from BSNL. The DC-DR replication link has Sify as primary and TCL as secondary connectivity. Also the Huges VSAT Backhaul link has been provided by Sify & TCL.
- Our 214 branches/locations have BSNL-MPLS as primary and Huges-VSAT as secondary connectivity. Also 2 branches have VSAT as primary and BSNL-Wimax as secondary connectivity. As of now there are 451 branches in our bank which are running without the secondary mode of connectivity of which 416 branches are running only on VSAT and 35 branches on VPN.
- Bank has also launched ATM services and is using the switching services of M/s FIS. So far Bank has installed 147 out of 200 proposed onsite ATMs.
- Bank is live on APBS, ACH CR, NACH CR, NACH DR, EBT, MMS, AEPS Onus & PFMS 2.0.
- Other applications like Biometric Authentication System, FI Gateway, SMS Alerts, HRMS & E-KYC have been launched by engaging several 3rd party vendors.
- Our SI has implemented collateral products like PMJJBY, PMSBY, APY, Fixed Assets, AML, ALM etc.



- IMPS & Mobile Banking and AEPS Offus will be implemented shortly.

**The major issues and the present status are detailed as under:**

- The current CBS contract with M/s Hp will be ending in August 2016.
- Therefore bank needs to select a SI for extension of the CBS Project for a duration of next 5 years.
- In this regard we need to engage the services of a Consultant for Comprehensive CBS Project Extension Management and Payment Processing for a period of **one year**. The purpose of the consultancy services will be to provide technical guidance and suggestions at various steps of the CBS Project Extension including upgradation of core, non-core hardware and network infrastructure.
- Nearly all the core and non core hardware infrastructure have reached End Of Life and most of the hardware will also reach End of Support by June 2017.
- Most of the Network & Security Infrastructure at DC, DR & Branches have reached End Of Life and will also reach End of Support in the next couple of years.
- Also the VSAT equipments in the branches need an upgrade.
- The Software contract with M/s Infosys will also end in August 2016.



### **Section-3**

#### **INSTRUCTION TO BIDDERS (ITB)**

##### **3.1 ELIGIBILITY CRITERIA**

- i. Should be a registered company under the Companies Act 1956.
- ii. Should be in existence for five years as on 31.03.2016. (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).
- iii. Should have a minimum annual turnover of at least Rs. 50.00 crores in the past two years from Indian operations.
- iv. Should have made profits after taxes for the past 2 (two) years in succession i.e. 2013-14 & 2014-15. A copy of last two financial years' relevant audited balance sheets and profit & loss statements should be submitted with the offer.
- v. The provisional balance sheet /Certificate from Chartered Accountants for the year 2015-16 may be provided, if audited is not ready.
- vi. The firm should have never been blacklisted / barred / disqualified by any regulator / statutory body in India.
- vii. Should have prior experience in performing end to end consultancy services comprising IT strategy formulation, Core Banking vendor evaluation and selection and project management for at least 1 (one) public sectors Bank in India. The end to end consultancy services should have been provided in a single bank. Credentials where end to end work has been provided will only be counted for evaluation. (Successful completion certificate from the Bank needs to be furnished along with the response).
- viii. Should have prior experience in performing engagements for core banking Implementation or upgradation or core banking renewal contract projects in at least 1(one) public sector bank in India.
- ix. Should have existence in India.

##### **Note:**

- *End to end consultancy services would only mean credentials where the technology consultant has been involved from IT strategy formulation, to defining specifications, to vendor evaluation and selection to project management of the technology and core banking solution.*
- *Banks mean Commercial Banks in India only.*

##### **3.2 Scope of Work:**

The Bank intends to engage a consultant for providing the technical expertise, guidance and assistance to the Bank for extension of the CBS Project for a period of 5 years. The consultant is expected to provide on-site management assistance to the Bank for studying the existing CBS infrastructure of the Bank, end-to end selection of Solution Provider, contract finalization with the systems integrator and other vendor(s) and manage the implementation of the CBS Project Extension. **The services of the consultant will be engaged for a period of one year or till the completion of**



**project which will be later.**

The selected consultant would be required to make presentations/ demos / workshops to different groups of users/committees as and when required by the Bank. The broad scope of work of the appointed consultant would be as follows:

**3.2.1 Studying the Existing CBS infrastructure and proposing a roadmap for extending the CBS services for a period of 5 years**

- i. The consultant will have to review the existing CBS infrastructure of AUPGB and propose a technology strategy and roadmap for extending the CBS services for a period of 5 years on a cost effective manner on Finacle platform. To propose and finalise a technology strategy and roadmap for extension of the CBS in present (around 667 locations) and future branches/offices of the Bank, taking into account business and IT alignment, model fitment, cost analysis, future IT requirements of RRBs. To review and improve/finalise the entire technical, functional requirements including third party software, delivery channels, Financial Inclusion (FI), MIS, network architecture etc.
- ii. Provide technical guidance and suggestions at various steps of the CBS Project Extension including upgradation of core, non-core hardware, network infrastructure and DC Build.
- iii. Identify the components that would require upgrade, replacement, enhancement at the branches, data centre and disaster recovery site for hardware, software, network, DC Build, ATS, AMC, Facilities management, security, data centre and disaster recovery site infrastructure across all applications and infrastructure components of the CBS.
- iv. Draw up a comprehensive strategy / plan on how the components would be upgraded, replaced, enhanced at the data centre, disaster recovery site and branches.

**3.2.2 For Assisting the Bank in Selection of service Provider/SI and Contract Finalization**

- i. To prepare and finalise single / multiple IFB(s) required to be floated for Extension of RRB CBS project requirements as per the defined and agreed strategy with the Bank. The IFBs should also contain among other things, the Service Level Agreements (SLA) and evaluation criteria (scoring matrix), structure & timelines.
- ii. To participate in Pre-Bid meetings, tender opening committee etc.
- iii. To evaluate technical & commercial bids.
- iv. To ensure that the strategy adopted for the process of vendor selection and contract finalization, takes into consideration the Bank's requirements, CVC guidelines and other statutory and regulatory issues.
- v. Participate and support in price negotiations and discussions with the vendors.
- vi. To guide the bank in contract finalization with vendor(s) for the RRB CBS Project Extension.
- vii. Work with the Bank's legal team in formulating the complete contract for the system integrator.
- viii. Understand the contractual obligations of the system integrator and provide guidance to the Bank.
- ix. Understand the contractual formalities between the Bank and the System Integrator and provide guidance to the Bank.
- x. To suggest & guide Bank for the procedures to be applied for ensuring IFB compliances including Service Level Agreement.
- xi. Work back with the Solution Provider/System Integrator to identify areas not implemented and preparing a roadmap for the same
- xii. Benchmark the performance of the system integrator and key deliverables with the contract and provide a report on the gaps in the contractual obligations and key deliverables of the





system integrator vis- a-vis the contractual obligations.

### **3.2.3 Project Manage the implementation of the CBS Extension**

The consultant will be expected to provide senior experienced resources to project manage the complete acceptance and implementation of the components at the data centre and disaster recovery site. This phase of the project is likely to last anywhere between 3 (three) months from the date of contract signing with the system integrator. The Bank expects that for all steering committee and management meetings a partner / director level representative having experience of executing similar projects from the consultant should be made available to the Bank.

The scope of work expected to be performed by the bidder under implementation is as follows:

- i. Define the implementation plan along with the system integrator.
- ii. Design the acceptance criteria for each application and component that needs to be deployed / upgraded at the data centre or disaster recovery site and branches/offices of the Bank.
- iii. Agree the acceptance criteria with the system integrator or OEM's and perform the acceptance of all the third party applications and equipments at the data centre and disaster recovery site for all applications covered under the scope of the system integrator for the following :
  - Hardware.
  - Network and security equipments.
  - Infrastructure components.
  - Facilities management.
- iv. Provide an acceptance report to the Bank.
- v. Assist the Bank in resolving the gaps observed during acceptance testing.
- vi. Re-validate the closure of the gaps and provide a compliance report.
- vii. Perform a detailed technical and commercial evaluation of the bill of materials or tender documents for the items that have been supplied, replaced, enhanced at the data centre and disaster recovery site.
- viii. Perform the final set of tests for Server & Storage, Network and Security components at DC & DR.
- ix. Share details of cases accepted, conditionally accepted and rejected. The conditional acceptance conditions would be defined in agreement with the Bank team.
- x. Share a report on the activities / tests performed with details of the same annexed to the report and recommendations.
- xi. Assist the Bank in closing the gaps identified above with the system integrator. The consultant will be expected to provide senior resources at level of Partner / Director along with their team who have experience in dealing with similar project, to participate in the meetings and discussions with the Bank.

The Bank expressly stipulates that the consultant's selection under this IFB is on the understanding that this IFB contains only the principal provisions for the entire assignment. The consultant shall be required to undertake to perform all such tasks, render requisite services and make available such resources as may be required from time to time and requirements made known by the bank during the period of the contract.



Based on the defined scope, the consultant shall be required to independently arrive at the methodology, based on globally acceptable standards and best practices, suitable for the Bank, after taking into consideration the effort estimate for completion of the same and the resource requirements.

The scope of work specified is a fixed price contract and no additional fees other than what have been quoted by the consultant would be payable by the Bank.

The Bank expects the consultant to complete the entire assignment across a period of 12 (Twelve) months from the date of contract.

### **3.3 TWO BID SYSTEM TENDER**

- i. Bidders are required to submit the Technical Bid in physical form, whereas the Commercial Bid is required to be submitted online on or before the last date and time mentioned above. The Language of Bid should be in English.
- ii. The bidder will take care of submitting the Bid properly filed so that the papers are not loose. The Bids, which are not sealed as indicated above, may be liable for rejection.
- iii. The tender not submitted in the prescribed format or incomplete in any aspect is liable for rejection. The Bank is not responsible for non receipt of bid within the specified date and time due to any reason including postal delays or Holidays.

### **3.4 SUBMISSION OF TECHNICAL BID**

- i. The Bidders shall submit the Technical Bid in sealed envelope. If above bid is found not properly sealed, the bid is liable for rejection. The envelope containing technical bid shall be marked as "TECHNICAL BID FOR SELECTION OF CONSULTANT".
- ii. All the formats need to be filled in exactly as per the pro-forma given in the Annexures and any deviation is likely to cause rejection of the bid.
- iii. The Bank shall not allow/permit changes in the technical specifications once it is submitted.
- iv. The offer may not be evaluated by the Bank in case of non adherence to the format or partial submission of technical details as per the format given in the IFB.
- v. Non submission or partial submission of the information along with the offer could result in disqualification of the bid of the concerned bidder.
- vi. The Technical Bid must not contain any price information.
- vii. The Technical Bid shall comprise
  - Covering letter in Company's letter head duly signed by authorized signatory with name, title and seal (Copy of Power of attorney to be submitted)
  - DD of Rs 5000/- in respect bid price
  - Bid Form (Annexure-1)
  - Bid security (Annexure-2)
  - Bidder's Information (Annexure-3)
  - Eligibility Criteria (Annexure-4)
  - Letter of Confirmation (Annexure-5)
  - Bidder's proposed methodology/approach for providing services to the bank with respect to the scope of consultancy work (Annexure-6)
  - Balance sheet & P/L Statement of last two financial years
  - A true copy of Registration certificate & list of offices in India (For Company)
  - Other documents / information as requested in this IFB
  - Checklist of documents (Annexure-7)



- viii. The bidder will also submit copy of the IFB duly stamped and signed on each page by the authorized official of the bidder's company.
- ix. The Bidder shall prepare two copies of the Technical bid clearly marking each "Original Technical Bid for Consultant for CBS Advisory Services "and "Copy of Technical Bid for Consultant for CBS Advisory Services". In the event of any discrepancy between them, the original shall govern. Original copy of bid security should be submitted with the Original Bid.
- x. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorised to bind the Bidder to the Contract. All pages of the Bid except for un-amended printed literature shall be numbered serially and initialed by the person or persons signing the bid.
- xi. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- xii. The Bidders shall seal the original and copy bids separately.
- xiii. In addition to the above marking, each envelope must be super-scribed with the following information:
  - IFB Reference Number.
  - Name and Address of Bidder.

This will enable the Bank to return the bid unopened in case it is declared unacceptable for any reason whatsoever.

- xiv. All the inner and outer envelopes shall be addressed to the Bank at the address given below:

**The Chief Manager,  
Allahabad UP Gramin Bank,  
Project Office  
Titanium Block-C  
Shalimar Corporate Park  
Plot No-TC/G-1/1  
Vibhuti Khand, Gomti Nagar  
Lucknow– 226 010 (UP)**

- xv. If any inner envelope is found to contain both technical and commercial bids, then that bid will be rejected summarily.
- xvi. Telex, Cable, Facsimile or E-mail Bids will not be accepted.

### **3.5 SUBMISSION OF ONLINE COMMERCIAL BID (E-TENDERING):**

- i. The Bank will adopt e-Tendering process for online submission of Commercial Bid. The service provider for e-Tendering process is M/s Antares Systems Limited and the portal address for the same is **www.tenderwizard.com/abbank**, wherein the necessary details for e- Tendering are available.
- ii. The prospective bidders are advised to submit only the commercial bids online. The following steps are to be taken for online submission of Commercial Bids:
- iii. Registration with Service Provider Portal **www.tenderwizard.com/abbank**
- iv. The bidder should possess valid Class III Digital Signature Certificate which is a Mandatory requirement. (Commercial Bids will not be recorded/uploaded without Digital Signature Certificate)
- v. In case of any clarification/assistance bidder may contact the following representatives of M/s Antares Systems Ltd. before the schedule time of Online Bid Submission.  
Contact Persons Mobile No:



- Mr. Kumar Chandan 09674758720
  - Mr. Debraj Saha 09674758721
  - Mr. Subrata Bhattacharya 09674758722
  - E-mail: kumarchandan@antaressystems.com  
debrajsaha@antaressystems.com
- vi. Bidders are required to perform Tender Request at the portal [www.tenderwizard.com/abbank](http://www.tenderwizard.com/abbank) latest by 05.05.2016, 13:00 Hours IST. Without performing the tender request process within the schedule, the bidder will not be able to submit the Commercial bid online.
- vii. The prospective bidders are advised to ensure on-line submission of Commercial Bid as per Annexure-8, only in a single pdf file with name "Comm.pdf" of size less than 5MB, duly signed and stamped by the authorized signatory, latest by the last date and time of submission of Bid.
- viii. The Commercial Bid should contain the Price Information only and to be submitted strictly as per the format provided in Annexure-8.
- ix. Bidders must send the duly signed and stamped copy of "Acknowledgement", generated by the E-portal [www.tenderwizard.com/abbank](http://www.tenderwizard.com/abbank), as a proof of successful uploading of Commercial Bid (Annexure-8) within 2 days of opening of Bid on the Bank's Address as mentioned above, failing which Bid is liable to be rejected.
- x. Price must be quoted in Indian Rupees only. The commercial bid shall be on a fixed price basis. The price must include all costs, taxes and levies excluding Service Tax. The Service tax shall also include applicable surcharge/cess on service tax, if any. No price variation other than Service Tax will be permitted.
- xi. The Commercial Bid should give all relevant price information and should not contradict the Technical Bid in any manner.
- xii. It is absolutely essential for the bidders to quote the lowest price for the services in their own interest.
- xiii. Non submission or partial submission of the information along with the offer could result in disqualification of the bid of the concerned bidder.

### **3.6 NON-TRANSFERABLE TENDER**

This tender document is not transferable. Only the bidder who has received this IFB/tender letter from the Bank and has submitted the necessary IFB price will be eligible for participation in the evaluation process.

All the terms and conditions mentioned in the IFB will be binding on all the bidders and will also form a part of the contract, to be signed with the successful bidder on the outcome of this tender process.

### **3.7 ERASURES OR ALTERATIONS**

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

### **3.8 COST OF BIDDING:**

The Bidder shall bear all costs associated with the preparation and submission of its bid and the Bank will in no case be responsible or liable for these costs, regardless of the conduct or



outcome of the bidding process.

The Bidder is expected to examine all instructions, annexures, scope of the consultancy services, terms and conditions etc. in the bidding documents. Failure to furnish all information required by the IFB or submission of a bid not substantially responsive to the IFB in any aspect will be at the Bidder's risk and may result in the rejection of its bid.

### **3.9 CLARIFICATION OF IFB:**

A prospective bidder requiring any clarification of the IFB may notify the Bank in writing, by e-mail at the Bank's mailing address indicated in the Invitation for Bid (IFB). The Bank will respond in writing to any request for clarification of the IFB which it receives prior to the date of Pre-Bid Meeting.

### **3.10 PRE-BID MEETING**

- i. The prospective bidders, who have received this IFB/tender letter from the Bank, shall be permitted to attend a pre-bid meeting to be held as indicated in the Invitations for Bids after publication of IFB and well before the last date for receipt of bids. Upto a maximum of 2 (two) representatives of each prospective bidder will be permitted to attend the pre-bid meeting. However the Bank, at its discretion, may permit any additional representative of any prospective bidder to attend the pre-bid meeting.
- ii. The purpose of the meeting is to clarify issues and to answer questions on any matter that may be raised upto that stage. The issues/questions to be raised must be in writing. The Bank will have liberty to invite any outside agency, wherever necessary, to be present in the pre-bid meeting to reply to the technical queries of the bidders in the meeting.
- iii. Any modification of the IFB, which may become necessary as a result of the Pre-bid Meeting, shall be made by the Bank exclusively through the issue of an Addendum and will be sent to all bidders, allowing at least 04 (four) days prior to the last date for receipt of bids.
- iv. Non-attendance at the Pre-bid Meeting will not be a cause for disqualification of a bidder.

### **3.11 AMENDMENT IN IFB:**

- i. At any time prior to the deadline for submission of bids, the Bank, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the IFB by amendment.
- ii. All prospective Bidders who have purchased the IFB will be notified of the amendment in writing or by fax or e-mail or through addendum and will be binding on them.
- iii. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, The Bank, at its discretion, may extend the deadline for the submission of bid.

### **3.12 LANGUAGE OF BID:**

The bid prepared by the Bidder, all correspondence and documents relating to the bid exchanged by the Bidder & the Bank shall be written in English.



### **3.13 BID VALIDITY :**

Bid shall remain valid for 90 days from the date of opening of Technical Bid.

### **3.14 BID SECURITY – EARNEST MONEY DEPOSIT**

- i. The bidder shall furnish as part of its bid, bid security of Rs 2,00,000/- (Rupees Two Lac only).
- ii. The bid security shall be denominated in INDIAN RUPEES only and should be in the form of Demand Draft/ Banker's Cheque / Pay Order drawn in favor of Allahabad UP Gramin Bank, payable at Banda. Bid Security can also be submitted in the form of Bank Guarantee issued by a Scheduled Indian Bank (other than Allahabad UP Gramin Bank) in the Form as per given format (Annexure-2) provided in the IFB and valid for forty five (45) days beyond the validity of the bid.
- iii. Any bid not secured in accordance with Clause-3.14.i and 3.14.ii above will be rejected by the Bank as non-responsive.
- iv. The Bid Security submitted by the bidder will be forfeited if:
  - The bidder withdraws his tender before processing of the same.
  - The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" issued by Bank.
  - The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.
  - The bidder violates any of the provisions of the terms and conditions of this tender specification.
  - The bid security will be refunded to
    - a. The successful bidder, only after furnishing an unconditional and irrevocable Performance Bank Guarantee for 10% of the contract value (valid till the end of assignment period) with 3 (three) months claim period.
    - b. The unsuccessful bidders, only after acceptance of the "Letter of Appointment" by the selected bidder.

### **3.15 DEADLINE FOR SUBMISSION OF BID**

Bids must be received by the Bank at the address specified under Clause 3.4.xiv and not later than the time and date specified in the IFB. In the event of the specified date for the submission of Bids being declared a holiday for the Bank, the bids will be received up to the appointed time on the next working day.

The Bank may, at its discretion, extend the deadline for submission of Bids by amending the IFB in accordance with Clause-3.11, in which case all rights and obligations of the Bank and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **3.16 LATE BID**

Any bid received by the Bank after the deadline for submission of bids prescribed by the Bank, in Invitation for Bid, will be rejected and returned unopened to the Bidder.

### **3.17 MODIFICATION AND WITHDRAWAL OF BID**

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification including substitution or withdrawal of the bids is received by the Bank prior to the deadline prescribed for submission of bids.



The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause –3.4. A withdrawal notice may also be sent by fax/e-mail but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

No bid may be modified subsequent to the deadline for submission of Bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of the bid during this interval may result in the Bidder's forfeiture of its Bid security, pursuant to Clause-3.14.

### **3.18 BID OPENING**

- i. The Bank will open only the Technical Bids as per the schedule mentioned in IFB. The Commercial bids for technically qualified bidders only will be downloaded on a later date subsequent to the technical evaluation. The Bank will notify the date and time of downloading of the Commercial bids to the technically qualified bidders.
- ii. Attendance of all the authorized representatives of the bidders who are present at Bid Opening will be taken in a register against name, name of the company and with full signature.
- iii. Each Bid will be numbered serially, signed and dated by the three Officers of the Bank except printed literature, brochure and reports.
- iv. Alterations in the bids, if any, made by the bidder / companies would be signed legibly to make it perfectly clear that such alterations were present on the bids at the time of opening. It would be ensured that alterations are signed by the bidder/company's executive who has signed the bid or by the bidder/company's representative authorised by the executive who has signed the bid.
- v. Wherever any erasing or cutting is observed, the substituted words would be encircled and initialed by the bank officer singly and the fact that such erasing / cutting of the original entry were present on the bid at the time of opening shall be recorded.
- vi. An "on the spot statement" giving details of the bids opened and other particulars as read out during the opening of the bids will be prepared.
- vii. Bids and modifications if any that are not opened and read out at Bid opening shall not be considered further for evaluation, irrespective of the circumstances. Such Bids will be returned unopened to the Bidders.

### **3.19 PRELIMINARY EXAMINATION**

- i. The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- ii. Arithmetical errors if any will be rectified on the following basis :
  - a) If there is 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 a discrepancy between words and figures, the amount in words will prevail.
- iii. If the bidder does not accept the correction of errors as per clause 3.19.i, 3.19.ii.a & 3.19.ii.b, its bid will be rejected.



- iv. The Bank, at its discretion, may waive any minor informality, nonconformity or irregularity in a Bid, which does not prejudice or affect the relative ranking of any Bidder. This shall be binding on all bidders and the Bank reserves the rights for such waivers.
- v. Prior to the detailed evaluation, the Bank will determine the substantial responsiveness of each bid to the IFB. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms & conditions of the IFB without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Bid Security, Performance Security, Force Majeure, Applicable Law and Taxes & Duties will be deemed to be material deviation. The Bank's determination of a Bid's responsiveness is to be based on the contents of the Bid itself without recourse to extrinsic evidence.
- vi. If a Bid is not substantially responsive, it will be rejected by the Bank and may not subsequently be made responsive by the bidder by correction of the non-conformity.

### **3.20 NON PAYMENT OF PROFESSIONAL FEES:**

If any of the items/activities as mentioned in the price bid and as mentioned in Annexure 8 are not taken up by the Bank during the course of this assignment, the Bank will not pay the professional fees quoted by the vendor in the Price Bid against such activity/item.

### **3.21 ASSIGNMENT :**

Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the vendor, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the Bank.

### **3.22 SUBCONTRACTING :**

The vendor shall not subcontract or permit anyone other than its personnel or related firms / entities 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.

### **3.23 LIMITATION OF LIABILITY :**

The aggregate liability of the vendor in connection with this Agreement, the consultancy services provided by the Consultant for the specific scope of work document, regardless of the form or nature of the action giving rise to such liability (whether in contract, tort or otherwise) and including any and all liability shall be the actual limited to the extent of the value paid to the consultant in the contract for the specific scope of work document.

### **3.24 INDEMNITY:**

Either party shall indemnify and hold harmless the other party and its personnel (collectively, the 'Indemnified Parties') from and against any loss, cost, damage and expense (including but not limited to attorney's fees) incurred by any indemnified party relating to any claims arising out of or in any way relating to the Services or this Agreement. This provision shall survive the termination of this agreement for any reason.





### **3.25 FORCE MAJEURE:**

The Consultant shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if any to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Consultant and not involving the Consultant's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Bank in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions.

If a Force Majeure situation arises, the Consultant shall promptly notify the Bank in writing of such condition and the cause thereof within fifteen calendar days. 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 performance not prevented by the Force Majeure event.

### **3.26 BIDDER'S INTEGRITY:**

The bidder consultant is responsible for and obliged to conduct all contracted activities in accordance with the contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.

### **3.27 BIDDER'S OBLIGATIONS:**

The bidder consultant is obliged to work closely with the Bank's staff, act within its own authority and abide by directives issued by the Bank and implementation activities.

The bidder consultant is responsible for managing the activities of its personnel or its representatives and will hold itself responsible for any misdemeanors.

The bidder consultant is under obligation to provide consultancy services as per the contract.

The bidder consultant will treat as confidential all data and information about the Bank, obtained in the execution of their responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.

### **3.28 USE OF CONTRACT DOCUMENTS AND INFORMATION:**

The bidder consultant shall not, without the Bank's prior written consent, disclose the Contract or any provision thereof or any specification, plan, drawing, pattern or information furnished by or on behalf of the Bank in connection therewith, to any person other than a person employed by the bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence & shall extend only as far as may be necessary for purposes of such performance.



The bidder consultant shall not, without the Bank's prior written consent, make use of any document or information except for purposes of performing the Contract.

Any document, other than the Contract itself, shall remain the property of the Bank and shall be returned (in all copies) to the Bank on completion of the bidder's performance under the Contract if so required by the Bank.

### **3.29 TERMINATION FOR CONVENIENCE:**

The Bank, by written notice sent to the bidder consultant, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Bank's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.

### **3.30 CONTRACT AMENDMENT:**

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.

### **3.31 BIDDER SELECTION /EVALUATION PROCESS:**

#### **3.31.1 Technical Evaluation**

The evaluation of technical proposals, among other things, will be based on the following:

- i. Bidder's financial stability.
- ii. Methodology/Approach proposed for accomplishing the proposed project.
- iii. Professional qualifications and experience of the key staff proposed/ identified for this assignment.
- iv. Prior experience of the bidder in undertaking projects of similar nature.
- v. Activities / tasks, project planning, resource planning, effort estimate etc.

Various stages of technical evaluation are presented below:

- i. Matching the clear eligibility criteria as indicated under clause 3.1 above.
- ii. Short-listing of the bidders based on the fully matched criteria.
- iii. Paper evaluation based on response.
- iv. Arriving at the final score on technical proposal.

At the sole discretion and determination of the Bank, the Bank may add any other relevant criteria for evaluating the proposals received in response to this IFB.

The technical qualification cut-off for opening/downloading of the commercial bid would be 70% (70 marks out of 100). However Bank may at its discretion reduce the qualifying score but not less than 50%.

Bank may, at its sole discretion, decide to seek more information from the respondents in order to normalize the bids. However, respondents will be notified separately, if such normalization exercise as part of the technical evaluation is resorted to.

**3.31.2 Technical Bid Evaluation Criteria**

The table below highlights the parameters under the technical criteria and scoring methodology.

Criteria	Evaluation Parameters	Max Marks	Scoring Methodology
<b>Credentials</b>	Should have prior experience in performing end to end consultancy services comprising IT strategy to Core Banking vendor evaluation and selection and project management (i.e. the vendor should have handled the end to end consultancy work comprising IT strategy to Core Banking vendor evaluation and selection and project management in the same Public Sector Bank in India. Only such projects would be counted where the bidder has performed end-to-end work in the same Bank). Proof of such work and completion should be submitted along with the response.	20	<ul style="list-style-type: none"> <li>▪ 20 marks - if the criteria are met for 4 or more Banks out of which 2 should be PSB</li> <li>▪ 15 marks – if the criteria are met for 3 banks out of which 2 should be PSB.</li> <li>▪ 10 marks- if the criteria is met for 2 public sector Banks</li> <li>▪ 5 marks – if the criteria is met for 1 public sector Bank</li> <li>▪ 0 marks – if criteria is not met in any public sector Bank</li> </ul>
	Should have handled core banking upgradation or similar renewal projects for public sector Banks in India where price discovery mechanism has been adopted.	20	<ul style="list-style-type: none"> <li>▪ 20 marks- if the criteria are met for more than 4 Banks out of which 2 should be PSBs.</li> <li>▪ 15 marks – if the criteria are met for 3 banks out of which 2 should be PSBs.</li> <li>▪ 10 marks – if the criteria is met for 2 public sector banks</li> <li>▪ 5 marks – if the criteria is met for 1 public sector Bank</li> <li>▪ 0 marks – if criteria is not met in any public sector Bank</li> </ul>
	IT strategy formulation for 2 (two) Banks in India of which at least one should be Public Sector Bank.	10	<ul style="list-style-type: none"> <li>▪ 10 marks – If the bidder has done similar work in 2 public sector banks in India</li> <li>▪ 5 marks – If the bidder has done similar work in 1 public sector bank in India</li> <li>▪ 0 marks – if the criteria is not met in any public sector bank</li> </ul>
	<b>Sub-Total</b>	<b>50</b>	
<b>People</b>			



	The bidder should have a pool of resources (at least 2 resources) in the fields of work mentioned below. The resources should have worked in the respective areas for at least one public sector bank in India and should be with the firm for a period of at least one year. The areas of expertise are :	(15)	
	IT strategy formulation	4	<ul style="list-style-type: none"><li>▪ 4 marks – 2 resources who have experience in 2 or more Banks in India and with the firm for 2 years</li><li>▪ 2 marks – 2 resources who have experience in 2 Banks in India and with the firm for 1 year</li><li>▪ 1 mark - 2 resources who have experience in 1 Bank in India and with the firm for 1 year</li><li>▪ 0 marks – if the criteria is not met in any public sector bank</li></ul>
	Core Banking Vendor evaluation and project management	5	<ul style="list-style-type: none"><li>▪ 5 marks – 3 resources who have experience in 2 or more Banks in India out of which 2 should be public sector banks and with the firm for 2 years</li><li>▪ 3 marks – 2 resources who have experience in 2 public sector Banks in India and with the firm for 1 year</li><li>▪ 2 marks - 2 resources who have experience in 1 public sector Banks in India and with the firm for 1 year</li><li>▪ 0 marks – if the criteria is not met in any public sector bank</li></ul>



	Project management of core banking solution implementation	6	<ul style="list-style-type: none"> <li>▪ 6 marks – 3 resources who have experience in 3 or more Banks in India out of which 2 should be public sector banks and with the firm for 2 years</li> <li>▪ 4 marks – 3 resources who have experience in 2 public sector Banks in India and with the firm for 2 years</li> <li>▪ 2 marks - 2 resources who have experience in 1 public sector Banks in India and with the firm for 1 year</li> <li>▪ 0 marks – if the criteria is not met in any public sector bank</li> </ul>
	<b>Sub-Total</b>	<b>15</b>	
<b>Quality of proposal</b>	The quality of the proposal as per presentation	25	Subjective Evaluation based on the Bank's perception of the quality and applicability of the proposal and interactions held during presentation.
	<b>Sub-Total</b>	<b>25</b>	
<b>Site Visits and references</b>	Site Visit / reference	10	Subjective Evaluation. Please note that if the site visit report received from a bank/customer is negative the Bank will have the right to outright disqualify the vendor. References provided should be those of recent clients.
	<b>Total Marks</b>	<b>100</b>	

Minimum Qualifying Score will be 70%. However, the Bank may at its discretion decide to reduce the qualifying score but not less than 50%.

**Note :**

1. Banks exclude Cooperative Banks. PSB means Public Sector Banks.
2. Public sector and commercial banks mean public sector and commercial banks in India only.
3. 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 in case of credentials.**

**3.31.3 Commercial Bid Evaluation Criteria**

Commercial bids will be subjected to following evaluation process.

Only those bidders meeting the eligibility criteria will be considered for further stages of evaluation i.e. bidders scoring 70% (70 marks out of 100) or above in the technical evaluation will be short-listed for commercial evaluation.



**3.32 PAYMENT TERMS:**

**For Assisting the Bank in Selection of service Provider and Contract Finalization**

- i. 20% of the fees payable on submission of the report on the status of the existing CBS infrastructure of the DC, DR, branches, Offices.
- ii. 20% of the fees payable on identifying the upgrade, replacement requirements for all components and applications at the data centre, disaster recovery site, branches and Offices.
- iii. 20% of the fees payable on defining the IFB or tender for the extension of CBS for 5 years.
- iv. 10% of the fees payable on completion of the technical bill of material evaluation.
- v. 20% of the fees payable on selection of the final vendor(s).
- vi. 10% of the fees payable on contract finalisation with the system integrator

**Project manage the implementation of the contract renewal**

- i. 30% of the fees payable on defining the implementation plan.
- ii. 50% of the fees payable on completion of the acceptance testing for components at the DC and DRC.
- iii. 20% of the fees payable post rectification of the gaps by the system integrator or the Bank accepting the gaps.

\*\*\*\*\*



**BID FORM**

To  
Allahabad UP Gramin Bank  
Head Office  
DM Colony, Civil Lines  
Banda

Having examined the IFB (Ref. No.: AUPGB/PO/IT/2016-17/Consultant/IFB-1 dated 18.04.2016) including all annexure, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver services in conformity with the said IFB and in accordance with our proposal and total cost / consultancy fees indicated in the Commercial Bid and made part of this bid.

We undertake, if our bid is accepted, to deliver services and complete the project in accordance with the scheduled time lines.

If our bid is accepted, we will provide the guarantee of a Bank in a sum equivalent to 10% of the contract price for the due performance of the Contract in the form prescribed by the Bank.

We agree to abide by this bid for the period of 90 days from the date fixed for Technical bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with the bank's written acceptance thereof and bank's notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that the bank is not bound to accept the lowest or any bid the bank may receive.

Place :

Dated : this                      day of                      2016.

-----  
(Signature) (In the Capacity of)

Duly authorised to sign bid for and on behalf of

(Name & Address of Bidder)

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**Annexure-2**

**BID SECURITY FORM**

(FORMAT OF BANK GUARANTEE (BG) FOR BID SECURITY.) (ON A NON-JUDICIAL STAMP PAPER OF RS.100.00)

To  
Allahabad UP Gramin Bank  
Head Office  
DM Colony,  
Civil Lines, Banda-210001

Dear Sir,

WHEREAS . . . . . (hereinafter called "the Bidder") has submitted its bid dated (date of bid) for providing the consultancy services for Core Banking Advisory in response to Allahabad UP Gramin Bank's Invitation for Bid ( IFB ) No. AUPGB/PO/IT/2016-17/Consultant/IFB-1 dated 18.04.2016 (hereinafter called "the Bid" ).

KNOW ALL PEOPLE by these presents that WE (name of bank) of (name of country) having our registered office at (address of bank) (hereinafter called "the Bank") are bound unto ALLAHABAD UP Gramin BANK (hereinafter called "the Beneficiary") in the sum of Rs.200000/- (Rupees Two Lac only) for which payment will and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this day of , 20 .

THE CONDITIONS of this obligation are:

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" issued by Bank.
3. The selected bidder withdraws his tender before furnishing an unconditional and irrevocable Performance Bank Guarantee.

The bidder violates any of the provisions of the terms and conditions of this tender specification. We undertake to pay the Beneficiary up to the above amount upon receipt of its first written demand, without the Beneficiary having to substantiate its demand, provided that in its demand the beneficiary will note that the amount claimed by it is due to it owing to the occurrence of any one of the conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of the bid validity i.e. up to . . . . . (mention date of expiry which should be a minimum of bid validity+45 days), and any demand in respect thereof should reach the Bank not later than the above date.

Notwithstanding any other term contained herein :

This guarantee shall be valid only up to . . . . . (expiry date), whereupon it shall automatically expire irrespective of whether the original guarantee is returned to the Bank or not; and

The total liability of Bank under this guarantee shall be limited to Rs. 2,00,000/- (Rupees two lac only)





IFB No. AUPGB/PO/IT/2016-17/Consultant/IFB-1 Date: 18.04.2016

Place:

Date :

SEAL

SIGNATURE.

Code No.

NOTE:

- i. BIDDER SHOULD ENSURE THAT THE SEAL & CODE NO. OF THE SIGNATORY IS PUT BY THE BANKERS, BEFORE SUBMISSION OF BG.
- ii. STAMP PAPER IS REQUIRED FOR THE BG ISSUED BY THE BANKS LOCATED IN INDIA.



**Annexure-3**

**Bidder's Information**

1. Name :
  2. Constitution and year of establishment :
  3. Registered Office/Corporate office Address :
  4. Mailing Address :
  5. Name and designations of the persons authorized to make commitments to the Bank:
  6. Telephone, Fax, e-mail :
  7. Name & Addresses of Directors/Promoters :
  8. Details of Organisation Structure :
  9. Description of business, service profile & client profile :
  10. Whether the bidder is in IT consulting business, if yes then mention the period (evidence to be enclosed) :
  11. Gross annual turnover of the bidder (not of the group) :  
Amount in lacs of Rs  
Year 2013-14 –  
Year 2014-15 –
  12. Net profit of the bidder (not of the group) :  
Amount in lacs of Rs  
Year 2013-14 –  
Year 2014-15 –
- {Above figures at item 11 & 12 should be audited figures and copy of audited financial statements for above years to be submitted}
13. Details of assignments executed successfully as consultant for CBS advisory services, in India that includes :
    - Assisting the Bank in the end-to-end CBS Project Extension
    - Project manage the implementation of the contract renewal



S. No.	Name of the Bank	Description of services provided	Scheduled time limit	Time taken for the execution of assignment	
				Date of commencement	Date of completion

(Note – The documentary proof for above from Banks are to be furnished)

14. Details of similar assignments in hand as on date :

S. No.	Name of the Bank	Description of services provided	Scheduled time limit	Date of commencement

(Note – The documentary proof for above from Banks are to be furnished)

15. Levels of Certification obtained :

16. No. of Technical Staff :

- (a) Hardware area –
- (b) Software area –
- (c) Information Security area -
- (d) Banking area -
- (e) Other areas (e.g. Networking, etc.) -

17. Other information / details :

### DECLARATION

We hereby declare that the information submitted above is complete in all respects and true to the best of our knowledge. We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

**Place:**

*Date:*

**SEAL**

**(Authorized Signatory)**

**Annexure-4****Eligibility Criteria**

<b>Eligibility Criteria</b>	<b>Compliance (Yes/No)</b>	<b>Supporting documents to be submitted</b>
Whether a registered company under the Companies Act		A copy of registration
The registration details of the Company / Partnership Firm		CIN, Address of Registered and Corporate office etc
Whether the bidder has prior experience in performing end to end consultancy services comprising IT strategy formulation, Core Banking vendor evaluation and selection and project management for at least 1 (one) public sectors Bank in India. The end to end consultancy services should have been provided in a single bank. (Successful completion certificate from the Bank needs to be furnished along with the response).		The relevant documents/ experience certificates (experience certificate from Indian Public Sector Bank is must)
Whether the bidder has prior experience in performing engagements for core banking Implementation or upgradation or core banking renewal contract projects in at least 1(one) public sector bank in India		The relevant documents/ experience certificates (experience certificate from Indian Public Sector Bank is must)
Whether registered office in India		The address
Whether the firm is a profit making (Profit after tax) and financially sound company (minimum annual turnover of at least Rs. 50 crores from Indian operations) for last two years (i.e. year 2013-14 & 2014-15)		A copy of last two financial year's relevant audited balance sheets and profit & loss statements should be submitted with the offer. The provisional balance sheet /Certificate from Chartered Accountants for the year 2015-2016 may be provided, if audited is not ready.



Whether capable to execute the work with respect to expertise in terms of (i) Skilled manpower, (ii) Experience & past performance.		Letter supporting the claim along with supporting documents
Whether blacklisted by any Govt. Department/ PSU/PSE or Banks or the bidder/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.		Self-declaration to this effect should be submitted.

**Place:**

**Date:**

**SEAL**

**(Authorized Signatory)**



**Annexure-5**

**Letter of Confirmation**

To

The General Manager  
Allahabad UP Gramin Bank  
Head Office  
DM Colony, Civil Lines  
Banda

IFB Ref. No.: AUPGB/PO/IT/2016-17/Consultant/IFB-1 dated 18.04.2016

Dear Sir,

We confirm having submitted the Bid and annexures in accordance with the said IFB. The details submitted by us are true and correct to the best of our knowledge and if it is proved otherwise at any stage of execution of the contract, Allahabad UP Gramin Bank has the right to summarily reject the proposal and disqualify us from the process.

We confirm that we will abide by the conditions mentioned in the Tender Document (IFB and annexure) in full and without any deviation.

We, hereby acknowledge and confirm, having accepted that the Bank can at its absolute discretion, apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the IFB and related documents, in short listing of bidder consultants for providing consultancy services.

We shall observe confidentiality of all the information passed on to us in course of the tendering process and shall not use the information for any other purpose than the current tender.

We also confirm that we have not been blacklisted by any Govt. Department / PSU / PSE or Banks or 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.

**Place:**

**Date:**

**SEAL**

**(Authorized Signatory)**



**Annexure-6**

**Bidder's proposed methodology / approach for providing services to the Bank with respect to the scope of consultancy work:**

1. Proposed methodology / approach :
  
2. Details of deliverables, other than the deliverables specified by the bank, the bidder proposes with specific reference to the scope of work :
  
3. Proposed team profile with reference to the scope of work :

S. No	Name & designation of the Proposed Team Member(s)	Professional Qualification	Banking Solutions expertise (Mention if he has worked in Banks earlier)  In terms of years and areas of expertise	IT Expertise in terms of years and areas of expertise	Details of the experience in consultancy for CBS Advisory services in Banks (Mention the Scope, name of the banks and Status of the assignments)

4. Other Information :

**Place:**

**Date:**

**SEAL**

**(Authorized Signatory)**

**Annexure-7****Checklist of documents to be submitted**

<b>Documents</b>	<b>Submitted (Yes/No)</b>
1. A copy of Power of attorney in the name of authorized signatory of the bid	
2. Bid Form (as per Annexure 1)	
3. Bid Security (as per Annexure 2)	
4. Bidder's Information (as per Annexure 3)	
5. Eligibility Criteria (as per Annexure 4)	
6. Letter of Confirmation (as per Annexure 5)	
7. Bidder's proposed methodology / approach for providing services to the Bank with respect to the scope of consultancy work (as per Annexure 6)	

Note : Supporting documents of the annexures are be provided.

**Place:**

**Date:**

**SEAL**

**(Authorized Signatory)**



**Annexure-8**

IFB Ref. No.: AUPGB/PO/IT/2016-17/Consultant/IFB-1 dated 18.04.2016

**Commercial bid**

The Bidder has to quote for the fees based on the scope of work outlined in Section 3.2.

Sr. No.	Project Scope	Fees (Rs.) (Excl. Service tax)
1.	Assist the Bank in the end-to-end Selection of Vendor and Contract Finalization	
2.	Project manage the implementation of the contract renewal	
	<b>Total Estimated Fees for the project</b>	

Amt. in words: Indian Rupees \_\_\_\_\_

Note:

- The above cost / fees is fixed which include all costs, taxes and levies excluding service tax. The service tax shall also include applicable surcharge/cess on service tax, if any.) The service tax will be paid as per actual on submission of invoice.
- The base location for the project execution would be Lucknow
- The bidder will have to work as per the timing of the Bank
- All prices to be valid for a period of 2 years from the date of contract execution.
- The rate quoted should include all expenses, lodging and boarding for work to be executed.

***Additional Per Man-day rates***

- The bidder is expected to provide a single additional per man-day rate in the table specified below.
- The rate provided would be a blended rate and should be valid for 24 months from the date of contract with the bidder.
- The rate quoted would be used by the bank for allotting additional related work beyond the scope of the project if the need arises
- The rate quoted by the bidder will not be a part of the TCO computation
- The rate quoted should be inclusive of taxes and charges except service tax. Service tax will be payable actual and on submission of original invoice / receipt.
- The rate quoted should include all expenses, lodging and boarding for work to be executed.

Sr. No	Additional per man-day rate

*Place:**Date:***SEAL****(Authorized Signatory)****Name :****Designation :**



Annexure - 9

**CONTRACT FORM**

*Non-Judicial Stamp Paper of appropriate value*

CONTRACT NUMBER:

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2016 Between ALLAHABAD UP

GRAMIN BANK (hereinafter referred to as "the Bank") of one part and \_\_\_(Name of Selected Consultant) of \_\_\_\_\_(City and Country of Consultant) (hereinafter referred to as "the Consultant") of the other part:

WHEREAS the Bank is desirous that certain consultancy services should be provided by the Consultant, viz. \_\_\_\_\_ (Brief description Services) and

has accepted a bid by the Consultant for supply of consultancy services to meet its requirement from time to time.

***NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:***

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz. :
  - I) The IFB for selection of consultant for CBS Advisory services (IFB Ref. No. AUPGB/PO/IT/2016-17/Consultant/IFB-1 dated 18.04.2016).
  - II) The Technical Bid forms and price Bid (i.e. consultancy fee) submitted by the bidder and subsequent amendments made into it as accepted by the bank.
  - ii) The Bank's Notification of Selection of consultant for CBS Advisory services
  - iii) Letter of offer
3. In consideration of the payments to be made by the Bank to the Consultant in terms of Letter of offer for having consultancy services placed by Head Office of the Bank, the Consultant hereby covenants with the Bank to provide the consultancy services and to remedy defects therein in conformity in all respects with the provisions of the contract.
4. The Bank hereby covenants to pay the Consultant in consideration of the provision of the consultancy services and the remedying of defects therein, the Letter of offer Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

The details of the consultancy services for CBS Advisory which the Consultant shall be required to provide to the Bank from time to time in terms of Letter of offer for having consultancy services that will be placed by Head Office of the Bank are as under:

*(Details as per scope of consultancy defined in section 3.2 of IFB ref. no. AUPGB/PO/IT/2016-17/Consultant/IFB-1 dated 18.04.2016)*



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and Delivered by the

Said \_\_\_\_\_ (For the Consultant) in presence of \_\_\_\_\_

Signed, sealed and Delivered by the

*Said* \_\_\_\_\_ (*For the Bank*) in presence of \_\_\_\_\_



**Annexure-10**

**PERFORMANCE SECURITY FORM**

(FORMAT OF BANK GUARANTEE (BG) FOR PERFORMANCE SECURITY.)  
(ON A NON-JUDICIAL STAMP PAPER OF RS.100.00)

TO :

Allahabad UP Gramin Bank  
Head Office  
DM Colony, Civil Lines  
Banda

WHEREAS (hereinafter called "the Bidder") has submitted its bid dated \_\_\_\_\_ (date of submission of bid) for providing the consultancy services for CBS Advisory in response to Allahabad UP Gramin Bank's Request for Proposal ( IFB ) No. AUPGB/PO/IT/2016-17/Consultant/IFB-1 dated 18.04.2016 (hereinafter called "the Bid" ).

KNOW ALL PEOPLE by these presents that WE \_\_\_\_\_ (name of bank) of \_\_\_\_\_ (name of country) having our registered office at \_\_\_\_\_ (address of bank) (hereinafter called "the Bank") are bound unto ALLAHABAD U P G R A M I N BANK (hereinafter called "the Beneficiary") in the sum of Rs. \_\_\_\_\_ /-( Rupees \_\_\_\_\_ only) for which payment will and truly to be made to the said Beneficiary, the Bank binds itself, its successors and assigns by these presents. Sealed with the common seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

THE CONDITIONS of this obligation are:

*If the Bidder, having been notified, by the beneficiary, as selected for providing consultancy services for CBS Advisory, during the period of contract fails to provide services or perform obligations in accordance with the aforesaid IFB and Contract, as bidder;*

We undertake to pay the Beneficiary up to the above amount upon receipt of its first written demand, without the Beneficiary having to substantiate its demand, provided that in its demand the beneficiary will note that the amount claimed by it is due to it owing to the occurrence of above condition, specifying the occurred condition.

This guarantee will remain in force up to 24 months plus 45 days from the date of signing the contract i.e. up to \_\_\_\_\_ (date of expiry which should be a minimum of contract period + 45 days), and any demand in respect thereof should reach the Bank not later than the above date.

Notwithstanding any other term contained herein :

1. This guarantee shall be valid only up to . . . . . (Guarantee End Date) whereupon it shall automatically expire irrespective of whether the original guarantee is returned to the Bank or not; and
2. The total liability of Bank under this guarantee shall be limited to Rs. \_\_\_\_\_ (Rupees only)

Place :

SEAL

SIGNATURE.  
Code No.

NOTE :

1. BIDDER SHOULD ENSURE THAT THE SEAL & CODE NO. OF THE SIGNATORY IS PUT BY THE BANKERS, BEFORE SUBMISSION OF BG
2. STAMP PAPER IS REQUIRED FOR THE BG ISSUED BY THE BANKS LOCATED IN INDIA.



**Non-Disclosure Agreement**

WHEREAS we,

\_\_\_\_\_ having Registered Office at \_\_\_\_\_, hereinafter referred to as the CONSULTANT, are agreeable to provide consultancy services for CBS Advisory, to Allahabad UP Gramin Bank, having its head office office at Civil Lines, Banda hereinafter referred to as the BANK and,

WHEREAS, the Consultant understands that the information regarding CBS Advisory for the Bank shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the CONSULTANT understands that in the course of submission of the offer for ENGAGEMENT OF CONSULTANT FOR CBS Advisory for the Bank it may be necessary that the CONSULTANT may perform certain jobs/duties on the Banks properties and/or have access to certain plans, documents, approvals or information of the BANK; NOW THEREFORE, in consideration of the foregoing, the CONSULTANT agrees to all of the following conditions, in order to induce the BANK to grant the CONSULTANT specific access to the BANK's property/information :

1. The CONSULTANT will not publish or disclose to others, nor, use in any services that the CONSULTANT performs for others, any confidential or proprietary information belonging to the BANK, unless the CONSULTANT has first obtained the BANK's written Authorisation to do so.
2. The CONSULTANT agrees that notes, specifications, designs, memoranda and other data shared by the BANK or, prepared or produced by the CONSULTANT for the purpose of submitting the offer to the BANK for the said Solution, will not be disclosed to during or subsequent to submission of the offer to the BANK, to anyone outside the BANK.
3. The CONSULTANT shall not, without the BANKs written consent, disclose the contents of this Invitation for Bid (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the CONSULTANT for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Authorised Signatory

Name:

Place:

Designation:

Date:

Office Seal: