



**RFQ for Engagement of vendor for share point portal development**

**Dated: 16<sup>th</sup> September 2021.**

**BOB Financial Solutions Limited.**

15th Floor, 1502/1503/1504,  
DLH Park, S.V.Road,  
Goregaon West,  
Mumbai – 400104  
Email: [rfp@bobfinancial.com](mailto:rfp@bobfinancial.com)

**Important Details (Schedule of Events, contact & communication details etc.)**

<b>Schedule and Due Dates</b>	<b>Date</b>
Release of the request for Proposal Document	16/09/2021
share list of queries / clarifications	22/09/2021 before 4:00 pm
Response to queries	24/09/2021
Bid Submission	30/09/2021 before 4:00 pm
Award Letter	13/10/2021

### 1. **Scope of work:-**

Kindly refer BRD in Annexure to get the detailed scope of work.

### 2. **Timelines / Delivery Schedule**

Timelines of Delivery:- 4 weeks

### 3. **Eligibility Criteria**

The bidders are required to comply with all the below stated criteria:

Sl.	Details	Support Documents to be submitted
1.	The Bidder should be a company incorporated in India and should have been in operation for a period of at least 3 years in India as on date of the RFP.	Certified copy of Certificate of Incorporation in case of a private limited company and Certificate of Commencement of Business in case of a public limited company.
2.	The technical team of the bidder to be inhouse or a Indian third party who has been operation for a period of at least 3 years in India	Certified copy of Certificate of Incorporation in case of a private limited company and Certificate of Commencement of Business in case of a public limited company.
3.	The Bidder should have the infrastructure for providing timely support	A declaration to this effect has to be submitted by the Bidder.
4.	The Bidder should be in existence for last three years.	Audited financial statements for the previous 3 years to be submitted.
5.	The Bidder should not have been blacklisted by any Govt. / Govt. Agency /Bank(s) / Financial Institutions in India or overseas in the last three years.	The Bidder has to submit self-certification on its letterhead.
6.	The bidder has to ensure the data shared by BFSL is in confidential and secured manner and no breach on the same will occur.	

The bidder needs to comply with all the eligibility criteria mentioned above. Non-compliance to any of these criteria would result in outright rejection of the bidder's proposal.

The Bidder should enclose proof in support of all eligibility criteria while submitting the Bid Proposal, failing which, the Bid Proposal will not be considered for further evaluation.

There is no restriction on the number of credentials a bidder can provide, however all credential letters should be appropriately labelled and segregated in the respective areas. Bank reserves the right to relax any of the above stipulations in deserving cases.

### 4. **Technical Evaluation Criteria**



The criteria for evaluation of technical bids are as under. Credentials and other evaluation criteria mentioned below will be computed for the bidder selections process:

Sr. No	Parameter	Max marks	Marking system
1	Presentation	50	Self-declaration or Document from authorized body.
2	Project Execution Time	50	Shorter execution time will attract more marks.
	<b>Total -</b>	100	

PS: Scores will be given on documents submitted and execution of presentation & Project and will be on sole discretion of BFSL

**Cut - Off score for technical bid will be 60 Points.**

It may be noted that commercial bids will be subjected to the above evaluation process. Based on the technical evaluation criteria, each Bidder will be given certain marks. This evaluation will solely be dependent on BFSL IT team as per the seamless integration, time bound initiation and secured process enhances customer experience.

**Techno-commercial evaluation criteria**

The Bidder is expected to quote the costs for all items required for fully complying with the requirements of the RFQ (including addendums, Corrigendums , if any) in the respective sections of the price bid. The prices for the respective sections would be deemed to include all components required to successfully implement and maintain the solution for the period of the contract.

	Items	Year 1	Year 2	Year3		Total Amount (INR)
a.	Development/One time Implementation Charges					
b.	Onsite Support, Facility Management Cost, Per Man day cost ( Not part of TCO )					
	<b>TOTAL COST OF OWNERSHIP (TCO)</b>					

**The technical evaluation and the commercial evaluation shall have the weightage of 60% and 40% respectively and this weightage shall be considered for arriving at the successful bidder. The evaluation methodology vis-à-vis the weight-ages are as under:**

Score will be calculated for all technically qualified Firms using the following formula:

$$S = (T/T \text{ High} \times 60) + (C \text{ Low}/C \times 40)$$

Where:

S = Score of the Firm

T =Technical score of the Firm



T High = Highest Technical score among the Firms  
C = Quote as provided by the Firm (please refer to Annexure 7)  
C Low = Lowest Quote of C among the Firms  
The Firm securing the highest score becomes the successful Firm

For example – There are three Bidders A, B and C.

Technical score will be arrived at treating the marks of the Bidder scoring the highest marks (A) in Technical evaluation as 100. Technical score for other Bidders (B, C, etc.) will be computed using the formula  $\text{Marks of B} / \text{Marks of highest scorer A} * 100$ .

Similarly Commercial Score of all technically cleared Bidders will be arrived at taking the cost quoted by L1 Bidder i.e., the lowest quote from all technically qualified Bidder (say C) as 100. Marks for other Bidders will be calculated using the formula  $\text{Commercial Score} = \text{Cost of L1 Bidder} / \text{Cost quoted by Bidder} * 100$ .

A “Combined score” will be arrived at, taking into account both marks scored through Technical Proposal evaluation and the nominal commercial quotes with a weightage of 60% for the Technical Proposal and 40% for the Financial Proposal as described below.

The combined score is arrived at by adding Technical Score and Commercial Score. The successful Bidder will be the one who has highest Combined Score.

Sr. No.	Bidder	Bidder Technical Evaluation marks (T)	Nominal Bid Price in INR(C)	Technical Score	Commercial Score	Combined Score (out of 100)
1	A	95	20	$95/95*60=60.00$	$10/20*40=20.00$	$60.00+20.00=80.00$
2	B	85	15	$85/95*60=53.68$	$10/15*40=26.66$	$53.68+26.66=80.34$
3	C	90	10	$90/95*60=56.84$	$10/10*40=40.00$	$56.84+40.00=96.84$

In the above example Bidder C with highest score becomes the successful Bidder.



**ANNEXURE -I**  
**UNDERTAKING FOR NON- BLACKLISTED**  
**(To be provided on letter head of the Bidder's Company)**

Asst. Vice President,  
15th Floor, 1502/1503/1504,  
DLH Park, S.V.Road,  
Goregaon West,  
Mumbai - 400104

Dear Sir,

We, M/s \_\_\_\_\_, do hereby confirm that we have not been blacklisted/banned/ declared ineligible for corrupt and fraudulent practices by any Govt. Financial Institutions/Banks/ Government/ RBI/ ICAI/ Semi Government Departments/ PSUs in India and have no disciplinary proceedings pending against the applicant firm or any of the partners.

This declaration is been submitted and limited to, in response to the tender reference mentioned in this document

Dated at \_\_\_day of \_\_\_\_\_ 2021.

Thanking You,

Yours faithfully,

Signature of Authorized Signatory

Name of Signatory:

Designation:

Seal of Firm/LLP