

Copy of Material for Hosting on Bank's Website
National Bank for Agriculture and Rural Development
Department of Information Technology, Head Office
Bandra Kurla Complex, Bandra (East)
Mumbai - 400 051

**Expression of Interest for Appointment as
IT/Management Consultant**

National Bank for Agriculture and Rural Development (NABARD) proposes to appoint and retain a reputed, experienced and competent consulting firm/company as IT/Management Consultant. The scope of the work/assignment includes the following:

- i) Study the existing IT infrastructure and applications - hardware, communications and software etc. in NABARD.
- ii) Study the existing business processes, information flow, IT/MIS usage, etc., for carrying out business.
- iii) Study the IT/MIS requirements of various Departments in Head Office/Regional Offices/Training establishments/District Offices, etc., and suggest feasible 'to-be' systems with integrated business functionalities, potential integration of one application with another, make gap analysis and suggest suitable integrated IT solution. The issue of reusability of some of the existing applications with required customization for the proposed integrated application may also be studied. This will also include suggestion on bridging IT Infrastructure gap such as hardware, communication, security plan etc., for implementing proposed IT solution.
- iv) Make an approximate cost and effort estimate for the recommended IT plan (capital and recurring).
- v) Make any other suggestions which according to the consultant will help implement the IT solution smoothly in the bank, make presentation of recommendations to the management, submission of final report, etc.

The Consultant firm/company should have

- i. been operating for more than three years in the area of IT services,
- ii. provided similar service to atleast three large Banks/ Financial Institutions/ Government Bodies/ Corporates in the last two years,
- iii. possessed quality/ process certification like PCMM/ Six Sigma etc.
- iv. been earning profit and having a turnover of more than **Rupees two hundred crore per year** in the last two years from IT/Management consultancy services.

Please note the following points while submitting the offer

- ✓ The offers shall be made strictly as per the formats enclosed togetherwith authenticated copy each of Firm's Profile, Profit and Loss statements and Balance Sheet for last two years, latest tax clearance certificates, testimonials from three customers who have availed services of the nature contemplated by NABARD.
- ✓ the offers should not bear any corrections, alterations, over writings and additions in hand writing.
- ✓ Indicative time-duration for undertaking various items of work is as under:

i	Study the existing IT infrastructure, application requirements vis-à-vis available software packages	15 days
ii	Study the existing business process, information flow, IT/MIS usage etc.	45 days
iii	Study the IT/MIS requirements of various Departments in Head Office/Regional Offices/ Training Establishments etc. Suggest 'to-be' systems with integrated business functionalities, potential integration of one application with another, make gap analysis and suggest suitable integrated IT solution, etc.	75 days
iv	Make an approximate estimate for the recommended IT plan, etc., presentation, submission of final report	15 days
	Total	150 days

- ✓ The consultancy fee quoted shall be valid for a minimum period of six months from the last date for submission of offers.
- ✓ All information other than Commercial part of the offer should be submitted in a closed envelop marked "**Expression of Interest for IT Consultancy – Technical Offer**" and Commercial part of the offer should be submitted in a

closed envelop marked “**Expression of Interest for IT Consultancy – Commercial Offer**”. Both these envelops should be sent in a sealed envelop marked “Expression of Interest for IT/Management Consultancy” and it should be

Addressed to	The Chief General Manager, Department of Information Technology, NABARD, 5th Floor, C- Wing, C-24, G Block, Bandra Kurla complex, Bandra (E) , Mumbai - 400 051
Last Date for Submission	On or before September 12, 2008 at 16.00 hrs.
Offer Delivery Time	Between 11.00 hrs and 16.00 hrs on all working days
Pre-bid meeting for clarification	September 02, 2008, at 15.00 hrs. 4th floor, Conference Hall, NABARD, HO, Mumbai
Date & Time of Opening of technical bid in DIT	Date : 15 September 2008 Time : 11.30 hrs.
Contact Nos.	Telephone : 26539657, 26539662 Fax No. : 26530087

Bank reserves the right to accept or reject the offer in full or in part at any time without assigning any reason therefor. Bank also reserves the right to selectively assign the work for any activity as given in scope of the work to one or more bidders.

Proforma to be used by Consultancy firm for submitting information

Please ensure that all rows under “Response” are filled up without ambiguity. If any additional schedules or documents are submitted to support the response, it should be ensured that they are clearly cross-referenced to the relevant “Particulars”.

PART- I. Basic Information of the Consultant/Consultancy

<u>Particulars</u>	<u>Response</u>	
1. The registered name of the company/consultancy firm		
2. Name and Designation of the authorised official		
3. Contact telephone number, fax number and E-mail address		
4. Registration number Registered Office (address) Legal form of organisation		
5. Name and address of Parent company, if any		
6. Brief description of the organization, including date of incorporation, list of major business areas and divisions, list of products and services provided key milestones in the organisation (Not more than one A4 size sheet)		
7. A brief account of the Firm’s a) consultancy services, b) total solutions to organizations, c) facilities management, and d) support services. (Not more than one A4 size sheet)		
8. Financials : (Rs. crore)	<u>year</u> (2006-07)	<u>year</u> (2007-08)
(i) Turnover: (a) From consultancy services (b) From software development (c) From other activities/areas (d) Total		
(ii) Copies of audited financial statements viz., Balance sheet & Profit & Loss A/c. for the last two years with Income Tax clearance certificate to be enclosed		

Particulars	Response
9. Geographical spread in India: (i) Total (ii) Of which, (a) Centres where consultants are available in India (b) Other Support centres in India	<u>No.of locations</u> <u>Total staff</u>
10. The number of staff employed in each of these categories in the offices in India: a) Consultancy support b) Software development & support c) Others d) Total	
11. Certifications (i) Name and level of certified international quality standards obtained by the Company; (enclose copies) (ii) Is it for a Specific Division or for the Organisation as a whole? Please specify. (iii) Is it for the Division that may be undertaking this project? Please specify.	
12. Profile of project manager/team leaders, who provided consultancy services for similar job.	
13. Profile of persons, who could be undertaking the activity for NABARD	

NB : Separate sheet may be enclosed, wherever required with proper references

PART II : Technical details

Give the following details about top three similar consultancy activities executed in the last two years each in a separate sheet :

1. Nature of the consultancy services provided, organisation, and a brief write-up about the services.	
2. Customer : Name, Address, Contact Person, Telephone number, fax number and e-mail address	
3. Size of team and brief profile of its members involved in the consultancy work and efforts in Person-months	
4. Time taken for completion (in calendar months)	
5. Total Value of the consultancy	
6. (i) Major findings/solutions (ii) Nature/ Number of suggestions accepted/ implemented by the customer (iii) demonstrated benefits to the organisation	
7. Copies of bio-data of team members involved in these studies and of those members who are likely to be associated with the study, if the firm is awarded the contract.	

PART III. Commercial terms of the offer

(Please note : *The price quoted should be inclusive of all type of taxes currently prevailing*)

Scope No	Short description of activities	Effort in Man-months	Amount in Rupees (in words and figures)
i	Study the existing IT infrastructure, applications etc		
ii	Study the existing business processes, IT/MIS usage		
iii	Study the IT/MIS requirements of various departments in Head Office / Regional Offices / Training establishments etc., Suggest to-be systems with integrated business functionalities, potential integration of one application with another, make gap analysis and suggest suitable integrated IT solution, etc.		
iv	Estimation of proposed solution, presentation, recommendations, submission of final report etc		
	Total Cost of the work		

Payment Terms

- i. Please indicate the deliverables and payment terms for each activity
- ii. For outstation visit, if required, NABARD at its own discretion will reimburse the boarding, lodging and travelling expenses for the consultant(s).