



Bank of Maharashtra

Addendum-1 dated August 25, 2015

To

Request for Proposal

For

Appointment of IT Consultant on Retainer Basis

1. ADDENDUM INTRODUCTION

The Bank had issued the Request for Proposal (Tender Reference # 92015 dated August 12, 2015) to the bidders for the “Appointment of IT Consultants on Retainer Basis”. As per the terms of the RFP document a pre - bid meeting was held on August 25, 2015 at Bank of Maharashtra, Lokmangal, 1501, Shivaji Nagar Pune – 411005

This addendum covers additions, corrections and clarifications to the queries raised by the Bidders, as well as other additional information which Bank considered essential to be furnished to the Bidders to gain a better understanding of the Bank’s requirements as part of the RFP. All efforts have been made to provide the maximum available information and answer the pre-bid queries submitted by the Bidders. The Bidders are required to consider the information provided in this Addendum 1 as the latest guidelines.

The Bidders have been provided with the clarifications and details through this Addendum 1. However the questions pertaining to details that were already provided in the RFP, have not been answered. Please treat this Addendum-1 including the entire Pre Bid Queries Responses provided by the Bank as an integral part of the RFP document issued. Only the sections, clauses, terms referred in this Addendum 1 are revised/updated to the extent revised/clarified. All other terms and conditions of the RFP document remain unchanged.

Response to Bidders queries has been segregated in two set of Tables, that is

Table-1

Sr.No	Page #	Section #	Main Section Name	Clarification Point as stated in the RFP092015 document	Comment/Suggestion/Deviation	Banks response
1	33	5.1.22	Earnest Money Deposit	Bidders are required to give a Demand Draft drawn in favor of Bank of Maharashtra and payable at Pune, (valid for 180 days from the due date of the tender) for Rs. 25 Lacs (Rupees Twenty Five Lacs Only) as Earnest money Deposit (EMD) along with their offer.	While we intend to be serious participants in the bidding process, we feel this EMD value is quite high and not inline with the standard industry practice. We request the Bank to revise it to 10 Lacs INR.	The EMD amount changed from 25 Lakhs to 15 Lakhs
2	35	6.2	Payment Terms	6.1.PROJECT TIMELINE 6.2.PAYMENT TERMS 6.3. VENDOR EVALUATION AND SELECTION	There are some scope activities (indicated below) which would not entail activities such as RFP preparation, Vendor evaluation & selection. Essentially Stage 4 - Implementation & Stage 5 Final Certificate of Completion as stated in Table 6.1. Hence the payment terms for such activities would need to be defined. Additionally, since RFP Vendor	Following Activities will be divided into sub stages: 1. Definition of Technology Roadmap 6. Governance structure 8. Report rationalization 9. Payment Strategy 11. Review of Outsourced Call Centre" The stages and the proportionate

				<p>evaluation & selection quote is all inclusive, How will the payment split be determined?</p> <p>Some not RFP related Activities: '1. Definition of Technology Roadmap 6. Governance structure 8. Report rationalization 9. Payment Strategy 11. Review of Outsourced Call Centre"</p> <p>We suggest the Bank to insert an additional table in the Commercials for RFP, Vendor evaluation and selection.</p>	<p>payment to be released after successful completion of the respective stage would be as under:</p> <ol style="list-style-type: none"> 1. Current State Assessment/Gap Analysis/ Requirement Analysis - 20 % 2. Draft report/Deliverable as per the SOW for the respective activity - 20% 3. Define the implementation roadmap and milestones along with the suggest Way Forward.- 20 % 4. Acceptance by Bank's Business Department Committee to the recommendation of the consultant in Point number 2 and 3 - 40% <p>The above stages and percentages are indicative the same could be discussed with successful bidder before execution of Service Level Agreement</p>
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3	36	6.4	PMO	<p>Will be payable quarterly in arrears upon completion of project milestones which will be agreed during project planning phase. Payment will be subject to submission of the following as per the agreed upon milestones- Project Status Report- Risk & Issues Checklist- Presentation to Management</p>	<p>We suggest the Payment Term to be 'MONTHLY in arrears' as it is a standard practice adopted by PSU Banks for Consultants. Additionally, the Payment in Arrears will only be possible if the timelines are stipulated.</p>	<p>The RFP clause remains unchanged. However, Milestones for the project will be decided and payment will be divided equally for all the milestones.</p> <p>For the project with duration less than or equal to 1 month, the payment will released at the end of the month upon completion of the project.</p>
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5	44	7.2	Annexure B	Table B	<p>Program Management activities entail the involvement of several stakeholders - The Bank, The Vendors and hence the completion of the PMO cannot rely solely upon the Consultant. It is a standard Industry practice adopted by majority of the PSU Banks in India to specify the indicative man-months required for the PMO. Hence, we request the Bank to share Table B with indicative Man-Months against which the consultants can provide the rates. Such tasks cannot be left open-ended.</p>	<p>Bank has provided detailed scope of work for the activities mentioned in Table B. Bidder is expected to plan optimal resource deployment and quote the fixed prices accordingly. and expect bidder to quote the prices as per resource deployment.</p> <p>The RFP clause remains unchanged.</p>
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Important information regarding Bid submission–

The last date of bid submission is revised and the new schedule is as under:

Event Name	Remark
Last Date and Time for receipts of tender offer	8 th September, 2015 up to 14:00 Hours
Time and Date of Opening of technical bids	8 th September, 2015 up to 16:00 Hours