

Appendix 12: Experience format

The implementation references proposed by the bidders/OEM partner must be accompanied by a customer letter on their letter head, in the following format:

To,

Deputy General Manager
HRM Department
Bank of Maharashtra
Lokmangal
1501, Shivajinagar
Pune
Maharashtra - 411005

Date DD-MM-YYYY

Dear Sir,
Sub: HRMS Implementation Project at Bank of Maharashtra

REF: RFP No.: 4/2015 dated 18/03/2015

Subject: Certificate for bidder/OEM partner implementation reference

This is to certify that the _____ <System Integrator name> has implemented the <Product name> _____ in our organization as an on-premise solution and it is currently running and is being used in our organization.

The further details are as follows

Bank and Product Name:

Product series/version no.:

Modules Implemented:

Date of Go Live:

Yours Faithfully,

Authorized Signatories
(Name & Designation,
Organization Name,
Seal of the firm)

The implementation references proposed by the bidder for the SME partner must be accompanied by a customer letter on the letter head of the customer, in the following format. The customer can tick the services the SME has provided to them as applicable.

To,

Deputy General Manager
HRM Department
Bank of Maharashtra
Lokmangal
1501, Shivajinagar
Pune
Maharashtra - 411005

Date DD-MM-YYYY

Dear Sir,
Sub: HRMS Implementation Project at Bank of Maharashtra

REF: RFP No.: 4/2015 dated 18/03/2015

Subject: Certificate for SME partner implementation reference

This is to certify that the _____ <SME Organization name> assisted us in the capacity of a subject matter expert in the area of Human Resources for the implementation of <Product name> _____ in our organization. They have helped us in the following areas:

- Current state assessment of the Human Resource function
- Review and provide feedback on System Requirement Specification (SRS) / FRSM documents prepared by the Bidder
- Certify that the solution covers the bank's needs and identifies all customizations
- Carry out Project Management activities for the implementation of the HRMS solution
- Certify test scenarios and test cases
- Quality Assurance by participating in User Acceptance Testing
- Certify solution fitment for go-live
- Design HR & Analytical dashboards
- Provide inputs and identify gaps in end user training material
- Advice the bank in leading HR Practices

Yours Faithfully,

Authorized Signatories
(Name & Designation,
Organization Name,
Seal of the firm)

The experience references provided by the bidder from the SME partner for the position of a team leader must be accompanied by a self-certified letter on the letter head of the SME Organization in the following format. The letter needs to be signed by an authorized signatory of the SME organization and the bidder organization.

To,

Deputy General Manager
HRM Department
Bank of Maharashtra
Lokmangal
1501, Shivajinagar
Pune
Maharashtra - 411005

Date DD-MM-YYYY

Dear Sir,
Sub: HRMS Implementation Project at Bank of Maharashtra

REF: RFP No.: 4/2015 dated 18/03/2015

Subject: Certificate for SME team leader experience

This is to certify that the _____ <SME Team Leader Name> has following work experience credentials:

1. More than 10 years of experience in <Product Name>
2. 3-9 years of experience in <Product Name>
3. Less than 3 years of experience in <Product Name>

(Tick whichever is applicable from the three points above.)

Yours Faithfully,

Authorized Signatories
(Name & Designation,
Organization Name,
Seal of the firm)

The experience references provided by the bidder from the SME partner for the relevant people to be part of implementation team for the product / platform which is being proposed by the bidder must be accompanied by a self-certified letter on the letter head of the SME Organization in the following format. The letter needs to be signed by an authorized signatory of the SME organization and the bidder organization.

To,

Deputy General Manager
HRM Department
Bank of Maharashtra
Lokmangal
1501, Shivajinagar
Pune
Maharashtra - 411005

Date DD-MM-YYYY

Dear Sir,
Sub: HRMS Implementation Project at Bank of Maharashtra

REF: RFP No.: 4/2015 dated 18/03/2015

Subject: Certificate for team members

This is to certify that the following team members have relevant credentials in order to be part of implementation team for the product / platform:

- 1.
- 2.
- 3.
- 4.
- 5.

Yours Faithfully,

Authorized Signatories
(Name & Designation,
Organization Name,
Seal of the firm)