



RFP No: CO:BS-2023-24:33 Dated: 28.07.2023

Sub: Tender for - Appointment of Consultancy/ Advisory firms to carry out the Performance Evaluation of Board of Bank and its sub committees.

Contents

Sr. No.	Particulars	Page no.
1	About the Bank	1
2	Invitation for Offers	2
3	Introduction and Disclaimer	3
4	Confidentiality	3
5	Cost borne by Respondents	3
6	Pre-bid Meeting	3
7	Scope of Work	4
8	Eligibility criteria	4
9	Evaluation & Acceptance	5
10	Evaluation process	5
11	Eligibility bid	6
12	Technical Bid Evaluation criteria	6
13	Opening and Evaluation of Technical Bid	7
14	Commercial Bid Evaluation	9
15	Confidentiality and Non-Disclosure	9
16	Earnest Money Deposit	9
17	Execution of contract, SLA & NDA	9
18	Period of Validity and Engagement Term	9
19	Last date and time for submission of Bids	10
20	Applicable Law and Jurisdiction of court	10
21	Assignment	10
22	Annexure I - Covering letter for submission of Technical Bid	11
23	Annexure II - Technical proposal format	12
24	Annexure III - Proposed Team profile	13
25	Annexure IV - Undertaking	14
26	Annexure V - Covering letter for submission of Financial Bid	15
27	Annexure VI - Financial Bid Format	16

1. About the Bank:

Central Bank of India herein after referred to as the “Bank”, established in 1911, was nationalized in the year 1969 and today is a leading public sector bank listed on stock Exchanges i.e. BSE/NSE. The organizational structure of the Bank consists of four tiers viz., Central Office (CO), Zonal Offices (ZO), Regional Offices (RO) and Branches. CO, consisting of various functional departments deals with mainly policy formulation, setting of targets and monitoring of performance. The Bank has set up Zonal Offices to exercise immediate supervision and control over the Regional Offices, which in turn supervise the branches under their jurisdiction. The Bank has a network of

4493 plus offices, spread across the length and breadth of the country with presence in all the States and Union Territories of country. The Bank also has specialized branches catering to the specific needs of Retail customers, Industrial units, corporate clients, Forex dealers, Exporters and Importers, Small Scale Industries and Agricultural sector. The Bank has sponsorship in 2 Regional Rural Banks (RRB).

We are pleased to invite bids for appointment of Consultancy/Advisory Firms to develop framework and carry out Performance Evaluation of Board of Bank and its sub committees.

2. Invitation for Tender Offers:

DETAILED INFORMATION	
Bidding System	Two Bid System Technical Bid & Financial Bid (Separate Sealed covers)
Tender Floating Date	28/07/2023
Tender Closing Date & Time	11/08/2023
Technical Bid Opening Date & Time	16/08/2023
Financial Bid Opening Date & Time	21/08/2023
Address for communication and clarification	AGM & Company Secretary Email ID: agmcompsec@centralbank.co.in Tel no.: 022 6638 7818 Address: Central Bank of India, Board Secretariat, Central Office, 09 th Floor, Chandermukhi Building, Nariman point, Mumbai - 400021
Tender Submission	Tender/Bid may be deposited in the tenderbox or submitted at Board Secretariat, Central Office, 09 th Floor, Chandermukhi Building, Nariman point, Mumbai - 400021
Website	The link for the same is provided for the bidders on the Bank's corporate website (www.centralbankofindia.co.in) under Live Tender Tab.

Note Carefully: The Bidders are required to read carefully and understand all the terms and conditions, specifications, formats, instructions etc, given in the Tender/ Bid document with full understanding of its implications. Failure to furnish all information required for submission of a bid or bids not substantially responsive in every respect may result in outright rejection. The Bidder is required to give confirmation of their acceptance of all the terms and conditions mentioned in the Tender/ Bid document. Failure to do so may result in rejection of Tender/ Bid submitted by the Bidder.

3. Introduction and Disclaimer:

This Request for Proposal document ("RFP") has been prepared solely to enable Central Bank of India ("Bank") in defining the requirements for appointment of a consultant/ Advisory Firms for Performance evaluation of Board of Bank and its sub committees. The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or other arrangement in respect of the services.

4. Confidentiality:

The RFP document is confidential and is not to be reproduced, transmitted, or made available by the Recipient to any other party. Bank may update or revise the RFP document or any part of it. The Recipient acknowledges that any such revised or amended document is received subject to the same terms and conditions as this original. The Recipient will not disclose or discuss the contents of the RFP document with any officer, employee, consultant, director, agent, or other person associated or affiliated in any way with Bank or any of its customers, suppliers, or agents without the prior written consent of Bank.

5. Costs Borne by Respondents:

All costs and expenses incurred by Recipients / Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by Bank, will be borne entirely and exclusively by the Recipient / Respondent.

6. Pre-bid Meeting:

Queries, if any in respect of RFP, to be submitted on or before 03.08.2023. Pre-Bid Meeting will be conducted virtually. Meeting link will be shared to your official mail id. Bidders have to send their consent for attending the Pre-Bid Meeting from their official mail ID to the following mail IDs by 04.08.2023 at agmcompsec@centralbank.co.in or boardsecretary@centralbank.co.in

Disqualification: Any form of canvassing/lobbying/influence/query regarding short listing, status etc., will be a disqualification.

7. Scope of Work:

Bank is inviting tenders from Consultancy/ Advisory firms for following:

- to formulate and carry out the Evaluation process of Board of Bank and its sub committees with a purpose of enhancing the performance and its effectiveness in line with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amendments thereof and applicable Laws/ Rules/ Regulations.
- Interacting with Board members to discuss and take their feedback (including conduct of training, if any).
- Submission of report thereon to the Board.

Bank is having around 15 sub-committees of Board as per guidelines of DFS/ RBI, SEBI (LODR) Regulations, 2015, Acts/ Rules/ Regulations applicable to Bank.

8. Eligibility Criteria:

The Bidder must fulfill following eligibility criteria:

Sr.No.	Eligibility Criteria	Documents to be submitted
1	Bidder should be a Registered Company under Indian Companies Act. 1956/2013 or LLP/Partnership firm and should have been in existence for a minimum period of 10 years in India, as on date of Submission of RFP.	Copy of the Certificate of Incorporation issued by Registrar of Companies/Registrar of firms and full address of the registered office of the bidder
2	In case of bidders registered with The National Small Industries Corporation Limited (NSIC)/MSME, they are eligible for waiver of RFP document cost. However, they need to provide valid MSME/NSIC Certificate clearly mentioning that they are registered with NSIC/MSME under single point Registration scheme.	Proof of registration
3.	Core business of the bidder must be in the area of providing consulting/ advisory services in area of corporate governance, Legal Advisory, Due Diligence, Audit, Taxation, Corporate Laws, Merger and Acquisition etc.	Relevant documents mentioning activities to be undertaken.
4	Bidder should be registered under G.S.T and/or tax registration in state where bidder has a registered Office.	Proof of registration with GSTIN
5	Bidder should have experience in carrying out the effective performance evaluation process of Board of top 250 listed Companies / Bank and its sub committees ensuring the best practices followed globally.	Reference Letter/ Completion certificate of similar projects undertaken in last 10 years
6	Relaxation regarding the prior turnover and prior experience is applicable only to all startups recognized by Department of	Proof of registration

	Industry & Internal Trade (DPIIT) subject to 9 Notified vide OM No. F.1/7/2021-PPD-2 issued by Department of Expenditure dated 02.08.2021 9 meeting of quality and technical specifications. Startups may be MSMEs or otherwise.	
7.	At the time of bidding, the Bidder should not have been blacklisted/ debarred/ by any Govt. / IBA/RBI/PSU /PSE/ or Banks, Financial institutes for any reason or non-implementation/ delivery of the assignment. Self-declaration to that effect should be submitted along with the technical bid.	Submit the undertaking on Bidder's letter head
8.	Bidder shall a earned net profits during the last 03 previous financial years	Certified copy of Financial Statements of Bidder
9.	If the bidder is from a country which shares a land border with India, the bidder should be registered with the Competent Authority.	Proof of registration

9. Evaluation & Acceptance:

Technical offers will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms & conditions stipulated in the RFP. Only those bidders who qualify in the technical evaluation would be considered for evaluating the commercial bid. Bank may, at its sole discretion, waive any non-conformity or deviations.

10. Evaluation Process:

The competitive bids shall be evaluated in three phases:

- Stage 1 - Eligibility Criteria
- Stage 2 - Technical Bid stage
- Stage 3 - Commercial Bid

The Bid is to be submitted in two separate envelopes.

ENVELOPE - I (Technical Bid): Technical Bid is to be submitted under covering letter format as mentioned in Annexure I along with Annexure II to IV and Earnest Money Deposit as mentioned in this document.

The sealed envelope shall be marked as "Technical Proposal for Appointment of Consultancy/ Advisory firms to carry out the Evaluation of Board of Bank and its sub committees in response to the RFP No. CO:BS:-2023-24:33 dated 28.07.2023

ENVELOPE - II (Commercial Bid): Commercial Bid is to be submitted under covering letter format as mentioned in Annexure V along with Annexure VI.

The sealed envelope shall be marked as "Commercial Proposal for Appointment of Consultancy/ Advisory firms to carry out the Evaluation of Board of Bank and its sub committees in response to the RFP No. CO:BS:-2023-24:33 dated 28.07.2023

The Final Price Bid must include all the price components. Prices are to be quoted in Indian Rupees only.

Note: All documents shall be initialed and signed by the Authorized Signatory of the Company/LLP/Firm

11. Eligibility Bid:

Eligibility criteria for the Bidders to qualify this stage is clearly mentioned in Eligibility Criteria of this document. The Bidders who meet all these criteria would only qualify for the second stage of evaluation. The Bidder would also need to provide supporting documents for eligibility proof. All the credentials of the Bidder necessarily need to be relevant to the Indian market. The decision of the Bank shall be final and binding on all the Bidders to this document. The bank may accept or reject an offer without assigning any reason whatsoever.

12. Technical Bid Evaluation Criteria:

Sr.No.	Particulars	Total Marks	Minimum Marks	Awarded Marks	Scoring Mechanism
1	Credentials on number of years of Experience of the Bidder in developing the evaluation framework and conducting evaluation process of Board of Company/ Bank and its sub- committees ensuring the best practices followed globally. Please provide the assignment letter provided by corporates as supporting document.	25 Marks	18 Marks		10 yrs Exp- 25 marks 05 yrs Exp-15 marks

2	No. of top 250 listed companies as per market cap of 31.03.2023 where similar type of consultancy services are provided by Bidder in last 10 years.	25 Marks	18 Marks		15 Listed companies-25 Marks 10 listed companies-15 Marks 5 listed company-10 Marks
3	Presentation on proposed Approach, Methodology and Work Plan.	25 Marks	18 Marks		Evaluation to be done by committee
4	Details of Team Leader and Team and their experience in such areas Qualification & Experience: Company Secretary / MBA/ Chartered Accountant/ Economist/ Master's Degree having at least 15 years of experience in performance and productivity management, conducting organization review, experience in corporate governance consultancy organization in large companies.	25 Marks	18 Marks		More than 20 personnel —25 Marks More than 10 and up to 20 personnel –15 Marks Below 10 personnel –10 Marks
		100 marks	72 Marks		

"Overall minimum Qualifying Score will be 70% on absolute terms."

13. Opening and Evaluation of Technical Bid:

In the first stage, only the Technical Bids will be opened and evaluated by technical evaluation committee. The short listing will be based on various parameters as per the terms of the tender documents, responses, referrals, presentations, technology, past experience, financial strength, etc. The bidder who meets all eligibility criteria will be called for presentation of proposed services to enable them to have detailed evaluation.

The presentation should cover all the aspects of the technical bid evaluation criteria

explained as above. The bidder must also ensure that the details sought in the annexure as specified in the RFP are aptly covered. The bidder may share any other information or highlight their key achievements related to the scope of work.

Presentation should be made by the employee on the roll of the respective bidder firm as on bid submission date and no hiring of outsider for presentation will be allowed.

The bidder is expected to substantiate / validate the achievements / recognition through relevant data / documentary evidence.

- a) As a part of the evaluation process, Bank will carry out the exercise of substantial responsiveness of each bid to the bidding document. Substantial responsiveness means that the bid conforms to all the terms and conditions of bidding document without material deviation.
- b) Bids which do not fulfill the eligibility criteria / conditions relating to Bidders credentials, experience etc. as evidenced through the technical bid documents will be rejected by the Bank.
- c) Bank may, during the process of technical evaluation, call for any clarifications/additional particulars required on the technical bids submitted. The Bidder has to submit the clarifications/ additional particulars in writing within the specified date and time. The Bidder's offer will be disqualified, if the clarifications/ additional particulars sought are not submitted within the specified date and time.
- d) Bidders must acquaint themselves fully with the conditions of the bids. No plea of insufficient information will be entertained at any time.
- e) First of all, the EMD will be verified. If any EMD is not found in order, that bidder will be declared ineligible for further participating in the tender process.
- f) After that technical bids will be opened & evaluated based on the eligibility criteria defined in the RFP document. Bids complying with all the eligibility criteria and conforming compliance to all the terms and conditions of RFP document would be further evaluated on technical parameters.
- g) Bidders satisfying the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be short-listed for further process.
- h) Bidders satisfying the technical requirements will be required to give presentation of their offered services clearly demonstrating the road map, approach, technicalities involved etc. covering end to end services. Failure of a bidder to complete presentation to the Bank may result in rejection of the proposal. Bidder is required to address all queries raised by the Bank officials during the presentation. Giving mere presentation should not be considered as being qualified / shortlisted for further process. Decision of Bank, in this regard will be final and binding on all bidders.
- i) Finally, the technical proposal of the bidder will be scored as mentioned above and the bidders would be assigned Technical Score (TS).

14. Commercial Bid Evaluation:

Post technical evaluation, commercial bid of only those bidders will be opened who will comply with all the eligibility criteria, confirm compliance to all the terms & conditions and will score minimum 70% marks in the Technical Evaluation Stage.

The commercial bids shall be opened in the presence of shortlisted bidders, if they choose to be present. The intimation of time and place of opening of commercial bids will be informed separately to the shortlisted bidders only. If the shortlisted bidders are not present, the commercial bids will be opened in their absence. No information regarding the commercial opening will be provided later to the bidders who did not attend the commercial opening, phonically nor through mail.

Commercial bid should be submitted as per format provided.

The evaluation of the response to this RFP will be done on a 70-30 techno- commercial evaluation method. above – “Technical Bid evaluation criteria” and 30% weightage to the response to – “Commercial Bid Format”. The evaluation will be done on a total score of 100 marks.

Commercial Bid Evaluation Criteria- It may be noted that commercial bids will be subjected to following evaluation process- Only those bidders meeting the eligibility criteria will be considered for further stages of evaluation. Only those bidders scoring 70% (70 marks out of 100 marks) or above in the technical evaluation will be short-listed for commercial evaluation.

15. Confidentiality & Non - Disclosure:

The bidder is bound by this agreement for not disclosing the Bank's data and other information. Resources working in the premises of the Bank are liable to follow the rules and regulations of the Bank.

16. Earnest Money Deposit:

Subject to compliance of Response Submission Process as elucidated in the RFP, the intending bidders should pay along with bids an Earnest Money Deposit of ₹. 50,000/- (Rupees Fifty Thousand only). The EMD shall be paid by Demand Draft drawn in favor of “Central Bank of India” payable at Mumbai. The EMD will not carry any interest. In accordance with Government of India guidelines, Micro and Small Enterprises are exempted from payment of earnest money deposit upon submission of copy of valid MSME certificate. Start-ups (which are not MSEs) are exempted only from Bid security amount

17. Execution of Contract, SLA & NDA:

The bidder and Bank should execute;

1. Contract, which would include all the services and terms and conditions of the services to be extended as detailed herein and as may be prescribed by the Bank and
2. Non-disclosure Agreement.
3. The bidder should execute the contract, SLA and Non-Disclosure Agreement within 21 days from the date of acceptance of Assignment letter.

18. Period of Validity and Engagement Term:

Bids shall remain valid for 180 days from the last date of bid submission. A bid valid for shorter period shall be rejected by the bank as non-responsive.

The period of engagement for developing and carrying out the performance evaluation of Board of Bank and its sub committees shall be for One Year (FY 2023 - 24).

19. Last Date and Time for Submission of Bids:

Bids must be submitted not later than the specified date and time as specified in the Bid Document. Bank reserves the right to extend the date & time without mentioning any reason.

20. Applicable Law and Jurisdiction of court:

The Contract with the selected bidder shall be governed in accordance with the Laws of India in force at the time of execution of SLA or any subsequent amendment(s) and will be subject to the exclusive jurisdiction of Courts at Mumbai (with the exclusion of all other Courts).

21. Assignment:

Bank may reassign the services required to the next bidder (L2) upon occurrence of the following: (i) Selected bidder refuses to perform; (ii) Selected bidder is unable to perform; (iii) termination of the contract with selected bidder for any reason whatsoever; (iv) expiry of the contract; (v) failure to perform contractual obligation during the currency of the contract.

22. Annexure I – Covering letter for submission of Technical Bid

(On the letter head of the bidder)

To,
General Manger
Board Secretariat
Central Bank of India
Central Office,
Chandermukhi,
Nariman Point, Mumbai 400021

Sub: Appointment of Consultancy/ Advisory firms to carry out the Evaluation of Board of Bank and its sub committees.

Ref: Undertaking for Tender No: _____

Dear Sir/Madam,

This is to undertake that I / We, of _____,
M/s _____, address:
_____ Hereby certify and declare the following:

1. We have read the above mentioned Tender document and have fully understood the Terms & Conditions and their implications.
2. We will abide by all the Terms & Conditions etc. of the tender..
3. If our Offer is accepted, we undertake to provide service as a firm as per the timelines defined by the Bank from the date of commencement of services.
4. We confirm that the Bidder should not have been blacklisted/debarred/ by any Govt. / IBA/RBI/PSU /PSE/ or Banks, Financial institutes for any reason or non-implementation/ delivery of the assignment.
5. We understand that the Bank is not bound to accept the offer and the Bank has right to reject the offer in full or part without any assigning any reasons, whatsoever.
6. We are attaching by way of Demand Draft No.....dated.....in favor of Central Bank of India payable at Mumbai, towards EMD (Earnest Money Deposit) of ₹ 50,000.
7. Required annexures to be enclosed while submission of Technical Bid and other related duly certified documents as mentioned in RFP document.

Date:

Name & Designation of Authorized Signatory:

Place:

Stamp of Bidder:

23. Annexure II - Technical Proposal Format

(On the letter head of the bidder)

Sr. No.	Particulars	Details to be furnished by the Bidder
1	Name and address of the Bidder	
2	Constitution of the Bidder	
3	Name of Proprietor/ Partner/ Director of the Bidder	
4	Names, Designations and Contact details of the persons authorized to make commitments to the Bank	
5	Month and Year of Establishment	
6	Details of Description of business and business background Service Profile & client profile Domestic & International presence Alliance and joint ventures	
7	No. of years of Experience	
8	No. of top 250 listed companies' client list along with offer/Assignment letter.	
9	Approach and methodology for the proposed scope of work along with Illustrative deliverables	
10	PAN and GST no. of the Bidder.	
11	Last 03 Financial years Balance sheet of Bidder	
12	Whether all RFP terms & conditions complied with.	
* All fields are mandatory to fill with the copy of duly signed and the above points together constitute eligibility criteria.		

Date:

Name & Designation of Authorized Signatory:

Place:

Stamp of Bidder:

24. Annexure III - Proposed Team Profile

(On the letter head of the bidder)

Sr.No.	Major Deliverables of the project where team member is proposed to be involved	Name of the team member	Qualifications and certification	No. of years of experience	Duration of team member association with the bidder
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Date:

Name & Designation of Authorized Signatory:

Place:

Stamp of Bidder:

25. Annexure IV - Undertaking

(On the letter head of the bidder)

To,
General Manger
Board Secretariat
Central Bank of India
Central Office,
Chandermukhi,
Nariman Point, Mumbai 400021

Sub: Undertaking with regard to the RFP terms and conditions to carry out the Evaluation of Board of Bank
and its sub committees

Ref: Tender No:

Dear Sir/Madam,

This is to undertake that undertake that I / We, of _____,

M/s _____, address:

_____ have read the above mentioned Tender document
and have fully understood the Terms & Conditions and their implications. We undertake that if I/We am/are
assigned the contract, I/We will abide by all the Terms & Conditions etc. of the tender in letter and spirit.

Date:

Name & Designation of Authorized Signatory:

Place:

Stamp of Bidder:

26. Annexure V - Covering letter for submission of Financial Bid

(On the letter head of the bidder)

To,
General Manger
Board Secretariat
Central Bank of India
Central Office,
Chandermukhi,
Nariman Point, Mumbai 400021

Sub: RFP for Appointment of Consultancy/ Advisory firms to carry out the Evaluation of Board of Bank
and its sub committees.

Ref: Tender No:

Dear Sir/Madam,

We thank you for providing us an opportunity to participate in the subject RFP. Please find our commercial offer as per **Annexure-VI-** for the subject RFP alongwith this covering letter.

Date:

Name & Designation of Authorized Signatory:

Place:

Stamp of Bidder:

27. Annexure VI - FINANCIAL BID

(On the letterhead of the bidder)

(Amt.in ₹)

Sr.No	Particulars	Price
1	To develop and carry out the Evaluation of Board of Bank and its sub committees with a purpose of enhancing the performance and its effectiveness in line with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and amendments thereof and applicable Laws/ Rules/ Regulations.	

Note: Quoted price should be inclusive all charges (taxes etc.).

No extra charges will be paid.

Details of Bidder Bank account:

Sr.No	Particulars	Information
1	Name of Firm/ Company/ LLP	
2	Please enclose a cancelled Cheque	
3	Complete Bank Account No. of the Firm/ Company/ LLP (beneficiary)	
4	Bank Name & Address	
5	IFSC Code no	
6	Tel / Mobile no.	
7	Email ID (for information)	

*No overwriting or cutting in price quoted shall be acceptable and financial bid shall be treated invalid and rejected.

We undertake that all information provided above is correct and Bank will not be responsible in case of any error on the part of Firm/ Company/ LLP.

Date:**Name & Designation of Authorized Signatory:****Place:****Stamp of Bidder:**