

CO/BSD/ EOI/FA/ 2023-24/20

Date: 28.07.2023

Subject: Expression of Interest (EOI) for the Purchase of Fixed Asset Management Software

Central Bank of India, one of the large public sector banks with more than 4500 branches with pan India presence, henceforth referred as the Bank, invites Expression of Interest (EOI) for acquiring a robust Asset Management Solution (Fixed Assets/Furniture & Fixture) for the Bank. The Bank wants to engage a reputable provider of cutting-edge software solutions, who understand the critical role that efficient asset management plays in ensuring the financial stability and operational excellence of banking institutions. The software should be capable of implementing a comprehensive fixed asset management system. The unique requirements and challenges faced by the Bank should be taken into consideration.

Key features and benefits required from the fixed asset management software include:

1. **Comprehensive Asset Tracking:** The software should offer a centralized platform to effectively track and monitor all fixed assets across multiple branches and locations. It should provide real-time visibility into asset details, such as acquisition date, depreciation, maintenance history, and current location. The software should have data import & Export capabilities.
2. **Streamlined Workflow:** The solution should automate key asset management processes, including asset procurement, depreciation calculations (user defined frequency for each assets), maintenance scheduling, and disposal. It should be capable of handling the challenges like ghost assets, loss, and theft. It should streamline workflows, reduces manual errors, and enhances overall operational efficiency with unlimited No. of Users. Flexibility to revalue assets during any point of life cycle before sale/write off.
3. **Digitized Asset Management:**
 - Digitization of all asset records for easy monitoring and retrieval
 - Centralized repository for asset and related-document management
 - Process orchestration and automation layer to manage asset lifecycle
 - Configurable Rule-driven Checklist and Alerts
 - Asset type-based checklists for commissioning and auditing
 - Timely reminders for renewals, including lease, warranty, service, etc.
 - Insurance module for claims & settlement.
 - Rule-driven alerts for follow-ups on aging assets
 - End-to-end Visibility into Asset Status
 - Dashboard view of complete assets, based on type, age, current value, status, etc.

4. **Regulatory Compliance:** The software should be designed to comply with all relevant accounting standards, regulatory requirements, and internal audit guidelines specific to the banking industry. It should ensure accurate financial reporting and adherence to industry regulations.
5. **Integration Capabilities:** The software should seamlessly integrate with our **existing Core Banking System, Vendor Payment Module with GST functionalities**, other platforms as required including accounting software and enterprise resource planning (ERP) systems. It should enable smooth data flow and eliminate the need for duplicate data entry, saving time and reducing errors.
6. **Reporting and Analytics:** The solution should provide a range of customizable MIS reports and dashboards that offer valuable insights into asset utilization, maintenance costs, depreciation forecasts, and other key performance indicators which will empower decision-makers to make informed strategic decisions and optimize asset utilization. System should support import through standard CSV/Excel templates.
7. **Scalability and Flexibility:** The software should be scalable and can accommodate the growing needs of the Bank, support future growth and other regulatory compliances.
8. **User-Friendly Interface:** The software should have an intuitive and user-friendly interface, making it easy for our employees to learn and navigate the system. The Vendor should also provide comprehensive training and on-going technical support to ensure a smooth implementation process and continued success.

The vendor has to present one or more demonstration of their software and discuss its potential benefits for the Bank in more detail. The team of the Vendor should be available at the Bank's convenience to address any questions or concerns of the Bank.

This EOI is an invitation for prospective vendor's responses. No contractual obligation on behalf of the Bank whatsoever shall arise from the EOI process. For final procurement the Bank will follow the process as per Bank's policy and guidelines. Failure to furnish any information required by the EOI document will be at the interested vendor's risk and shall result in the rejection of its EOI.

Eligibility Criteria

Respondents Eligibility Criteria:

1. Only those vendors fulfilling the following criteria should respond to the EOI. The EOI of only those vendors who qualify in the eligibility criteria will be evaluated and invited for presentation of demonstration. Document/s in support of eligibility criteria are required to be submitted along with the EOI. Offers received from the vendors who do not fulfil any of the following eligibility criteria are liable to be rejected.
2. The vendor should be a company registered in India as per Company Act 1956 /2013 or a partnership firm / a Limited Liability Partnership under the Limited Liability Partnership Act 2008 / a proprietary firm in India and should be in existence for at least 2 years as on 31.03.2023.



3. Vendor should have minimum average turnover of minimum **Rs.5 crore** (Rupees Five crore only) during the last two financial years. This must be the individual firm/company turnover and not that of any group of companies (Copies of the audited financial statements of the firm/company are to be submitted. For FY 2022-23, if audited statements not available, a Certificate from CA to be submitted).
4. The desired software should be in use in at least two Government/ Semi-Government institutions/ PSU/ Other banks.
5. No relaxation in eligibility criteria will be allowed to any vendor, including start-ups.
6. The companies or firms submitting the EOI should not have been blacklisted or debarred by any Government Authority or Public Sector Undertaking (PSUs). The vendor shall give an undertaking (on letter head), as per Annexure II, that it has not been blacklisted by any Govt. Authority or PSU. In case, in the past, the name of the Company was blacklisted by any Govt. Authority or PSU, it must have been removed from the black list as on date of submission of the EOI.
7. The applicant vendor is required to provide documentary evidence fulfilling the eligibility criteria on firm/ company's letter head with supporting documents (point no 1 to 3) and undertaking letter as per Annexure I duly signed by the authorized signatory.
8. The applicant vendor needs to comply with all the relevant eligibility criteria mentioned above to be evaluated for presentation of demonstration. Non-compliance would result in outright rejection of the proposal. The applicant vendor should enclose documentary proof in support of eligibility criteria while submitting the EOI, failing which it will not be considered for further evaluation. There is no restriction on the number of credentials applicant vendor can provide. All credentials should be appropriately bound, labelled and segregated in the respective areas. All the credentials of the applicant necessarily need to be relevant to the Indian market. The Proposal of only those applicants who satisfy the specified conditions will be considered for evaluation process.
9. To assist in the scrutiny, evaluation and comparison of offers, Bank may, at its discretion, ask some or all applicant vendors for clarification on their proposal.
10. The applicant vendor should submit a detailed write up on key features of Fixed Assets Management Solutions, software.

The Bank, at its discretion, may reject the proposal of the Applicant, without assigning any reason whatsoever, if in the Bank's opinion the applicant vendor could not present or demonstrate the proposed solution as described in the Notice inviting the EOI.



IMPORTANT DATES

Important Dates & Information

Sr. No.	Activities	Date & Time
1	EOI Notification No.	CO/BSD/EOI/FA/2023-24/20
2	Invitation for EOI Issuance Date	28.07.2023
3	Last date for written request for Clarifications	03.08.2023
4	Pre EOI submission Meeting DATE	07.08.2023
5	Date of placing replies to queries /clarifications / corrigendum in Bank's website	09.08.2023
6	Last Date of Submission of EOI Response (Closing Date)	14.08.2023
7	Presentation by eligible Vendors	Eligible Vendors will be invited for a presentation. The exact date, time and venue for the presentation will be communicated to the eligible vendors subsequently; the Bank's decision is final in this regard
8	Coordinator	Anupam Bandyopadhyay, Asst. General Manager BSD Dept.
9	Telephone	022-66387503
10	Email ID	agmgad@centralbank.co.in and cmbsdaccounts@centralbank.co.in
11	Address For Proposal Submission	Asst. General Manager BSD Dept. Central Bank of India, Chander Mukhi, 16 th Floor Nariman Point, Mumbai -400021

The dates mentioned above are tentative and the Vendor acknowledges that he/she cannot hold the Bank responsible for any revision in these dates.

Any change of dates will be notified in Bank's website centralbankofindia.co.in under live tenders.

The shortlisted Vendors would be communicated the exact date of presentation and they should remain prepared for a presentation within a short notice.

कृते सेन्ट्रल बैंक ऑफ इंडिया
For Central Bank of India

Asstt. Gen. Manager (BSD)
सहा. महाप्रबंधक - (बीएसडी)

Asst. General Manager - BSD



Annexure I
Vendor's Profile
Format

(To be submitted by Vendor on letter head)

Dear Sir,

In response to your Expression of Interest notification No. CO/BSD/EOI/FA/2023-24/20 dated 28.7.23, I submit the desired details as under :

Serial No.	Parameters	Response
1	Name of the Firm/Company	
2	Year of Incorporation in India / Date of Partnership Deed Execution	
3	Names of the Partners/Directors	
4	Name and Address of the Principal Banker	
5	Addresses of Firm/Company	
	a) Head Office	
	b) Local Office in Mumbai (if any)	
6	Authorized Contact person	
	a) Name and Designation	
	b) Telephone Number/Mobile no.	
	c) E-mail ID	
7	Financial parameters	
	Business Results (last two FYs)	Annual Turnover (Rs. In crores)
	2022-23	
	2021-22	
	2020-21	
	(Only firm/company figures should be mentioned. Not to include group/subsidiary Company figures)	(Mention the amount in INR only)
8.	Key features of Fixed Assets Management solution.	Annexure to be attached.

N.B. Enclose copies of Audited Balance Sheets/ Certificate by CA (for FY 2022-23 along with enclosures

Dated this..... Day of.....2023

(Signature)

(In the capacity of)

Duly authorized to sign bid with seal/stamp for & on behalf of (Name & Address of the Vendor)

Annexure II - Undertaking by Vendor

To
The General Manager,
Business Support Department,
Central office, 16th Floor, Chander Mukhi,
Nariman Point, Mumbai – 400 021

Place:

Date:

Undertaking (To be submitted by all Vendor's on their letter head)

We _____ (vendor name), hereby undertake that-

- As on date of submission of tender, we are not blacklisted by the RBI/IBA/Bank/ Central Government / any of the State Governments/ Semi-Government bodies in India.
- We also undertake that, we are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank.

Yours faithfully,

Authorized Signatories

(Name, Designation and Seal of the Company)

Date:

Annexure III

Details of Engagement with Other Banks
(To be submitted by Vendor on letter head)

S.No.	Name of Institution (Government/ Semi-Government institutions/ PSU/ PSB/ Private banks.)	Year	Remarks if Any

Authorized Signatories

(Name, Designation and Seal of the Company)

Date: