



**Indian Institute of Banking & Finance  
Corporate Office  
Kohinoor City, Commercial II, Tower I,  
2<sup>nd</sup> Floor, Kirol Road,  
Kurla - West  
Mumbai – 400 070.**

**NOTICE FOR INVITING EXPRESSION OF INTEREST (EOI)**

**TO SUPPLY, INSTALL AND MAINTAIN THE NETWORK EQUIPMENTS AND RE-  
DESIGN & UPGRADE THE COMPUTER NETWORK OF IIBF**

**(No:- EOI-1-2019/20)**

*(IIBF reserves the right to cancel this Notice for Expression of Interest (EOI) and / or invite afresh one with or without amendments to this EOI, without any liability or any obligation for such EOI without assigning any reasons. Information provided at this stage is indicative and IIBF reserves the right to amend / add further details in the EOI if need arises.)*

**TO BE SUBMITTED ON OR BEFORE  
28<sup>th</sup> May-2019 by 3PM**

**ADDRESSED TO:**

**Chief Executive Officer  
Corporate Office  
Indian Institute of Banking & finance  
Kohinoor City, Commercial II, Tower I,  
2<sup>nd</sup> Floor, Kirol Road,  
Kurla – (West)  
Mumbai – 400 070.**



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## 1. About IIBF

Established in 1928 as a Company, Indian Institute of Banking & Finance (IIBF), formerly known as “The Indian Institute of Bankers (IIB)”, is a professional body of banks, financial institutions and their employees in India with a Mission to develop professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy/counseling and continuing professional development programs. During its 90 years of service, IIBF has emerged as a premier institute in banking and finance education for those employed as well as seeking employment in the sector. Since inception, the Institute has awarded several banking and finance qualifications, viz., JAIIB, CAIIB, Diplomas and Certificates in specialized areas and helped the practitioners of banking and finance to sustain their professionalism through continuing professional development programs.

IIBF is a ‘Distance Learning’ Institute. The candidates who appear for examinations get adequate educational/knowledge inputs through various educational services offered by the Institute. The pedagogy of Distance Learning offered by the Institute is (i) publishing specific courseware for each paper/examination; (ii) publishing work books; (iii) tutorials through accredited institutions; (iv) contact classes; (v) virtual classes; (vi) e-learning through portal; (vii) campus training for selected courses, etc.

As a professional body, IIBF ensures that it’s members are given updated information about the profession they practice. Towards this end, the Institute offers a daily e-news letter called “Fin @ Quest”, a monthly bulletin – “IIBF-Vision”, a quarterly journal – “Bank Quest” and Research Studies and publish Research Reports; Management Development courses in collaboration with leading Management Institutions, besides organizing Seminars, Conferences, Lecturers, short duration programs, etc., as part of Continuing Professional Development.

The Institute’s Governing Council consists of eminent persons from the banking and finance sector, academicians and professionals.

IIBF is an ISO 9001-2015 certified organization having its Leadership Center at Corporate Office and MSS Department at Western Zone in Mumbai and three Professional Development Centers one each at Delhi, Chennai and Kolkata.

## 2. Major Activities of the Institute:

**Membership:** IIBF has got over 7.77 lakh individual members. There are 766 Institutional members (Banks and Financial Institutions).

**Courses Offered:** The Institute currently offers the following courses such as

- JAIIB



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- **CAIIB**
- **Diploma in Banking and Finance**
- **Diplomas** like Diploma in Treasury, Investment and Risk Management, Diploma in Banking Technology, Diploma in International Banking and Finance, Advance Diploma in Wealth Management etc.
- **Certificate Courses** in Anti- Money Laundering and Know Your Customer, Trade Finance, Information System Banker, Credit Card for bankers, IT Security, Digital Banking, Cyber Crimes & Fraud Management, FEMA, Rural Banking etc
- **Blended Courses** in Credit Management, Treasury, Compliance, HRM etc.  
( for details visit- [www.iibf.org.in](http://www.iibf.org.in))

All these examinations are backed by specially developed courseware. The Institute has published these courseware and are available with the publishers viz. M/s Macmillan India Ltd. M/s Taxman Publications Pvt. Ltd. The books also available from leading books shops and online too.

**Web Portal:** Institute provides educational support through it's portal for the various courses of the examinations via e-learning, virtual classes and video lectures. It also offers web based professional skill-set development courses in select areas.

### **Details of Existing Network:**

The Institute is having a Wide Area Network connecting its data centre located at Kurla -West with its Zonal offices located in New Delhi, Chennai, Mumbai and Kolkata. The copy of existing network diagram and proposed draft diagram enclosed for reference. Recently, the Institute had migrated its critical data centre activities over to a cloud facility being offered by third party., The new connectivity between the Head Office of the Institute and cloud data centre has been established by MPLS lines. In view of this, the Institute wish to trim down the existing network by re-configuring it and wish to upgrade the existing network devices which are decade plus old. However, the existing network cables are based on category-6 that could be used in future too.

However, interested bidders are required to assess the existing infrastructure available in the data center of the Institute and cloud services offered by the third party. After assessment, bidders are to submit a solution (including Bill of Materials). All information required for re-designing the network and details of network equipments shall be provided with interested bidder during their visit for making the EOI proposal.

### **3. Introduction of the Assignment :**

The Institute wish to identify a prospective bidder for supply of the necessary network devices such as routers, switches, IDS, firewalls etc. and to re-design & upgrade the existing computer network.



The interested and experienced bidders those who are in this line of business are requested to respond to the “Expression of Interest” and submit their details. The prospective bidders are also required to showcase their capabilities in the presence of the IT expert committee of the Institute in handling this kind of project.

#### **4. Brief Scope of Work**

##### **Specifications and Requirements**

##### ***4.1 Scope of Work***

The Institute invites Expression of Interest through this EOI document from the reputed and experienced bidders, who shall supply, install the latest network equipments and maintain the same.

##### ***4.2 Specifications***

The complete specifications and configurations of network devices to be procured shall be given at the time of issue of Request for Proposal

##### ***4.3 Requirements***

The bidders are also required to carry out the system integration of the new network. The bidders are required to integrate the Institute’s Corporate (Mumbai) and Zonal Offices with cloud computing services offered by M/s ESDS Software Pvt. Ltd.,

#### **5. EOI Process:**

##### **Phase-I**

In the phase-I, the prospective bidders are requested to submit their responses expressing their willingness to take up the job of re-designing the existing network and to supply the latest network devices such as routers, switches, IDs and Firewalls. The EOIs received from the bidders shall be scrutinized and technical presentations shall have to be made by the bidders to the IT expert committee of the Institute to showcase their technical capability, experience and projects handled. The Institute shall identify or select the bidders for the next round of RFP process based on their performance in this phase and EOI evaluation process given in clause-8 of this document.



## Phase-II

A closed RFP shall be prepared and issued to the bidders who qualify in the Phase – I. The bidders required to submit the formal technical and commercial proposals for the assignment. Based on the techno-commercial evaluation criteria the “L1” (lowest one) will be determined and the work assignment shall be awarded to bidder who turns out to be “L1”

### 6. Schedule of activities of EOI:

The schedule of activities of Expression of Interest is as under:

Sr. No	Description	Date
1	Releasing of Expression of Interest (EOI)	22 <sup>nd</sup> April-2019
2	Submission of written requests for any Clarifications from prospective bidders to be submitted to G.N.Rao, Joint Director-IT, by e-mail <a href="mailto:gnrao@iibf.org.in">gnrao@iibf.org.in</a> and <a href="mailto:amodrele@iibf.org.in">amodrele@iibf.org.in</a>	30 <sup>th</sup> April - 2019
3	Pre-EOI meeting for clarifications on written Queries	8 <sup>th</sup> May-2019
4	Last Date of submission of EOI up to 3PM	<b>28<sup>th</sup> May-2019</b>
5	Date of opening of EOI documents	28 <sup>th</sup> May -2019
6	Presentations from the bidders as a part of EOI evaluation	3 <sup>rd</sup> June -2019
9	Issue of RFP to the qualified bidders	13 <sup>th</sup> June-2019

**The above dates are tentative and IIBF reserves the right to change the schedule of activities, including the associated dates**

### 7. Minimum Eligibility Criteria:

Sr.	Minimum Eligibility Criteria	Supporting Document
1	The bidder should have been in the business of supply, install and maintain the networking devices and system integration for a period of 3 consecutive years.	Certificate of incorporation
2	The bidder should have a turnover of at least Rs.1 crore crores or above during each year for the last three completed financial years.	self-certified copies of the audited balance sheet and profit & loss statement for the last 3 completed financial years.



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3	The bidder should be earning a Net Profit <b>or having +ve Net Worth</b> in each of the last three completed financial years.	self-certified copies of the audited balance sheet and profit & loss statement for the last 3 completed financial years.
4	The bidder should have executed at least three orders of similar nature / value and preferably in multiple locations with similar size of organization	<ul style="list-style-type: none"><li>• PO</li><li>• Project completion report</li></ul>
5	The bidder should have qualified/certified and experienced Network/Hardware engineers to install and maintain the systems	Number of Network/Hardware Engineers with appropriate qualifications and certification of year/s of experience.
6	The bidder should have direct authorization from OEM for selling and supporting the hardware and software offered under this project	Copy of a OEM certificate
7	The bidder must have not been blacklisted/barred/disqualified by any regulator/statutory body or any PSU or any company	Copy of a declaration
8	The bidder who did not have their own offices at Chennai, New Delhi and Kolkata may have an alternative arrangement with their channel partners to supply the networking equipments. However, the responsibility of logging the calls and completion of the task will rest with the primary service provider.	Details of the channel partner should be submitted along with the bid

**Note:**

- Supporting documents requested should be arranged / numbered in the same order as mentioned above.
- Failure to meet any of these minimum eligibility criteria shall disqualify the bidder and such bidders shall be eliminated from further process.
- The Institute reserves the right to verify and/ or to evaluate the claims made under eligibility criteria and any decision in this regard shall be final, conclusive and binding upon the bidder.
- 'Project completion report' should include references of customers where system of similar complexity / size / cost has been successfully implemented and is in operation.



## 8. Evaluation of EOI documents:

The Expression of Interest received from the bidders shall be evaluated as per the points given below:

1) Past Experience, Support/Reference	-40 points
2) Presentation/Product Walkthrough/Demo	-60 points
Total	- 100 points

**The bidders who obtain 70 points and above shall be considered as qualified in the EOI round and eligible for next round of RFP process.**

**No further discussions/interactions will be entertained with a bidder who gets disqualified/rejected in the EOI round.**

## 9. Contents of EOI document

### 9.1. The EOI document should include the following:

- A covering letter duly signed by an authorized person of the firm/company on its letterhead with his/her name, title and seal should be submitted to the Institute along with the following:
- Table of Contents (List of documents enclosed)
- Authorization letters from OEMs (Original Equipment Manufacturers/Software Bidder) in case of 3rd party products.
- Detailed technical specifications/brochures of the solutions proposed.
- Future road map on scalability, version upgrades/releases etc.
- Proof of implementation of similar projects.
- EOI Document should **not** indicate any cost aspect directly or indirectly.

## 10. Instructions to the Bidders:





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- i. The prospective bidders are requested to respond strictly as per terms and conditions given in the notice for EOI document and should not offer any deviations.
- ii. The bidders are advised to submit complete details with their proposals
- iii. Bid Evaluation will be done on the basis of documents submitted by the bidders
- iv. Proposals having Incomplete /Ambiguous information will be rejected.
- v. The bidders are advised in their own interest to submit their proposals well in advance from last date/time of submission of proposals so as to avoid problems which the bidders may face in submission at last moment /during rush hours.
- vi. Bidder has to submit copies of all the documents including valid GST, PAN No.
- vii. Notwithstanding anything stated above, IIBF reserves the right to assess the capabilities and capacity of the bidders, in the overall interest of IIBF . In case, bidders capabilities and capacities are not found satisfactory, IIBF reserves the right to reject the bid.
- viii. Rejection of Proposals: IIBF reserves the right to reject any or all Proposals or cancel/withdraw the invitation of EOI without assigning any reasons whatsoever thereof. The prospective bidders cautioned that not providing the complete information called for or not giving it in clear terms or deliberately suppressing the information may result in disqualifying such bids.
- ix. Responses to EOI documents made by telegram or telex, E-mail shall not be actable and will be rejected.
- x. Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.
- xi. Pages of the bid documents should be numbered. Additional sheets, if any, added by the bidder, should also be numbered. The whole document should be submitted as a package.
- xii. References and any information or certificates from the respective clients should be clearly signed by the competent authority from those organisations.
- xiii. The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the works. The applicants are however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification documents unless it is called for by IIBF.
- xiv. If any information furnished by the applicant found to be incorrect either immediately or at a later date, such bidder shall be liable to be debarred from pre-qualification / tendering / taking up of work in IIBF
- xv. Canvassing in connection with the Notice Inviting EOI is strictly prohibited, and such canvassed Proposals submitted by the bidder will be liable to be rejected

**The Institute reserves the right to change / add / modify / relax any / all conditions stipulated or have right to increase / decrease items requested as also to accept / reject any / all offers without assigning any reasons whatsoever.**

**The Institute also reserves the right to cancel this EOI or go for a fresh one with or without any amendments without any liability or any obligations.**



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**The decision of the Institute in selecting the bidder would be final and conclusive and the Institute shall not entertain any correspondence in this regard.**

**Bidders are requested to offer the best solution. The EOI document should be addressed and forwarded to the below given address super scribing “Expression of Interest(EOI) to Supply, Install and Maintain the Network Equipment and Re-design & Upgrade the Computer Network of IIB” on or before 28<sup>th</sup> May-2019 by 3PM :**

**Chief Executive Officer  
Indian Institute of Banking & Finance  
Corporate Office  
Kohinoor City, Commercial II, Tower I,  
Second Floor, Kirool Road,  
Kurla - West  
Mumbai – 400 070.**



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**Annexure-I**

**Details of Turnover for the last 3 financial years**

Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19

Signature of Bidder with Seal



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## Annexure-II

### Details of Past Experience/Projects:

Sr. No	Name of the project and place	Date & Ref. no of completion certificate(If available)	Date of start	Cost of Project	Reference document (Work Order/ Work Completion Certificate) to be attached, mentioned

Signature of Bidder with Seal



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### Annexure-III

#### General Information of the Bidder

1	Name of Applicant/Company	
2	Address for correspondence	
3	Official e-mail for communication	
4	Contact Person: Telephone Nos. Fax Nos. Mobile	
5	Type of Organization: An individual A proprietary firm A firm in partnership (Attach copy of Partnership) A Limited Company (Attach copy of Article of Association) Any other (mention the type)	
6	Place and Year of Incorporation	
7	Name of Directors/Partners in the organization	
8	Name(s)and Designation of the persons, who is authorized to deal with IIBF (Attach copy of power of Attorney)	

Signature of Bidder with Seal