

Expression of Interest for engaging/hiring a Consultant

Introduction:

The Jammu and Kashmir Bank invites sealed Expression of interest (EOI) from reputed consultant companies for carrying out an assessment in the improvement/ objectives achieved by the bank post implementing the recommendations/suggestions of similar consulting agency hired/engaged for the following services:

- Business Process Engineering,
- Review of Human Resource Policy & Practices,
- Laying down of mid-term business plan and
- Review of technical systems.

Qualification Criteria.

Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

<u>S. No.</u>	<u>Pre-Qualification Criteria</u>	<u>Supporting Compliance Documents</u>
1.	The applicant shall be a company/ partnership / LLP firm registered in India under relevant Act as may be applicable (e.g. Indian Companies Act, 1956/2013; the Partnership Act, 1932 and who have their registered office in India.	Memorandum & Articles of Association with Copy of the Certificate of Incorporation, partnership deed, as may be applicable.
2.	The entity/ firm should be in the business of providing similar consultancy services for at least 05 years as on 31.03.2019	Certificate by Company Secretary or Managing Partner (as may be applicable) of the Bidder's organization
3.	The applicant has to be in profitable business for the last three consecutive years as on 31.03.2019(i.e. FY ended 2018-19, 2017-18, and 2016-17). The net profit (PAT) should not be less than Rs. 500 lacs.	Annexure 5 to be certified & validated by Company Secretary or Managing Partner (as may be applicable) of the applicant's organization in addition to the audited balance sheets of last three financial years
4.	The bidder shall have experience of providing three similar completed consultancy services to Central/ State Government organizations like PSU Banks/ renowned private sector banks costing not less than Rs.25 lacs each.	Copy of the work order/ contract

5.	The consultancy firm should have at least 15 (fifteen) full time consultants on its pay rolls.	Certificate from Statutory Auditor or Company Secretary or Managing Partner (as may be applicable) of the Bidder's organization
6.	The entity/ firm should not be blacklisted by any Central/ State body or Financial institution/ Bank.	Certificate signed by the authorized signatory.
7.	PAN No./ GST Code	Certified copies to be enclosed.
8.	The entity/firm should certify that consultancy services will be provided at Bank's Corporate Headquarters, Srinagar.	Certificate signed by the authorized signatory.

The shortlisted applicants will have to visit Bank's Corporate Headquarters at Srinagar for detailed presentations and discussions followed by a RFP process.

The consultant whose services for recommending/suggesting the Business Process Engineering, Review of Human Resource Policy & Practices, laying down of mid-term business plan and review of technical systems have already been availed by the Bank in the recent past is not eligible.

EOI Processing Fee.

A non-refundable processing fee of Rs.5000/ (Rupees five thousand only) in the form of demand draft favouring the "Jammu & Kashmir Bank Limited payable at R.C.C. Srinagar has to be submitted along with the EOI response. Bids received without or with inadequate EOI processing fees are liable for rejection.

Venue & Timeline for Submission of Proposal.

Proposal, in complete form in all respects as specified in the EOI, must be submitted to "Vice President – S, C & Audits, CHQ" at below address:

**Vice President – S, C & Audits,
The Jammu & Kashmir Bank Limited,
Corporate Headquarters,
M.A, Road, Srinagar (J&K)-190001.
Email: aftab.shah@jkbmail.com**

You may submit your responses in sealed envelopes in prescribed format within 21 days by/ before 1700 hours (IST). In exceptional circumstances and at its discretion, the Bank may extend the timeline for submission of proposals by issuing amendment to be made available on the website of the Bank.

FORMATS FOR SUBMISSION.

Annexure -1

APPLICANT'S EXPRESSION OF INTEREST

To,

**Vice President – S, C & Audits,
The Jammu & Kashmir Bank Limited,
Corporate Headquarters,
M.A, Road, Srinagar (J&K)-190001.**

Date:

Reg. Submission of Expression of Interest for Consultancy Services

Dear Sir,

In response to the Invitation for Expression of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we have attached the following documents in a sealed envelope:

- i) Organizational details: Annexure -2;
- ii) Experience in related fields: Annexure -3;
- iii) List of experts/ consultants on payroll for at least 15 persons: Annexure -4;
- iv) Financial strength of the organization: Annexure -5;
- v) Additional Information, if applicable: Annexure -6;
- vi) Declaration: Annexure -7.

Yours Truly,

Signature of the Applicant
{Full Name of the Applicant}
Stamp.

Encl. As above

Note: The application is to be submitted on the letter head of the organization.

Annexure -2

<u>S. No.</u>	<u>Organizational Main Details</u>	
1.	Name of the Organization	
2.	Main areas of Business	
3.	Type of Organization : Company/ partnership/ LLP	
4.	Whether the entity/ firm has been blacklisted by any Central Government/ State Government/ PSU / Bank/ Financial Institution/ others. If yes, details thereof.	
5.	Address of registered office with contact numbers and contact persons and email address/es	
6.	Address of Office/s in India	

Signature of the Applicant

{Full Name of the Applicant}

Stamp.

Enclosures:

- i) Copy of the Certificate of Incorporation
- ii) Copy of Articles & Memorandum of Association
- iii) Undertaking in respect of 4 above

Annexure -3

Experience in the Related Fields					
Overview of the past experience of the Organization in respects of similar Consultancy Services					
S. No.	Items	Number of Assignments/ work- contracts handled/ completed during the last 03 (three) years	Order value of each assigned work contract (Rs. in lacs) <small>{Enclose copy of each order}</small>	Mention the Name of the Customer/ Organization <small>(Enclose completion order)</small>	Remarks, if any
1.	Enterprise-wide process transformation / BPR assignments executed by the bidder				
2.	Consultancy towards HR policies executed by the bidder				
3.	Consultancy towards reviewing IT and systems landscape executed by the bidder				
4.	Experience in carrying out Similar assignments in Central Government/ State Government/ PSU / Bank/ Financial Institution/ others				
<p>Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignments” will be final</p> <p style="text-align: center;">Signature of the Applicant {Full Name of the Applicant} Stamp & Date.</p>					

Annexure -4

List of the experts/ consultants on payroll (at least 15)						
<u>S. No.</u>	<u>Name</u>	<u>Designation</u>	<u>Role/s</u>	<u>Professional Qualification</u>	<u>No. of Years with the Present Organization</u>	<u>Relevant Experience and Remarks, if any</u>
1						
2						
3						
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11						
12						
13						
14						
15						

Signature of the Applicant
{Full Name of the Applicant}
Stamp & Date.

Annexure-5

<u>Financial Strength of the Organization</u>						
S. No.	<u>Financial Year</u>	<u>Whether Profitable; Yes/ No</u>	<u>Annual Net Profit</u> (Rs. in lacs)	<u>Overall Annual Turnover</u> (Rs. in lacs)	<u>Annual Turnover from Consultancy Services</u> (Rs. in lacs)	<u>Annual Turnover from Other Sources/ Services/ Business Segments</u> (Rs. in lacs)
1.	2018-19					
2.	2017-18					
3.	2016-17					
Note. Please enclose auditors' certificate in support of your claim.						

Annexure -6

Additional Information

1. List of enclosures related to the previous sections.

<u>S. No.</u>	<u>Description</u>	<u>No. of pages</u>

Signature of the Applicant
{Full Name of the Applicant}
Stamp & Date.

Annexure -7

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services required by J&K Bank Limited.

All the information provided herein is authentic/ genuine/ true and accurate.

Authorized Person's Signature

Name & Designation

Date:

Note: The declaration is to be furnished on the letter head of the organization.