



CANARA BANK SECURITIES LTD.

(A wholly owned subsidiary of Canara Bank)

**REGISTERED OFFICE: 7TH FLOOR, MAKER CHAMBER III
NARIMAN POINT, MUMBAI 400 021**

Website: canmoney.in

Request for Quotation (RFQ)

**FOR APPOINTMENT OF CONSULTANT TO PREPARE ROADMAP AND PROVIDE
END TO END ASSISTANCE FOR INTRODUCTION OF BROKING SERVICES
IN COMMODITY SEGMENT BY CANARA BANK SECURITIES LTD. MUMBAI**

Tender No. CBSL/ 01/22.02.2018

Price of Tender Document: Rs.1,000/-(Rupees One thousand only)(Not refundable)

Earnest Money Deposit :Rs.25,000/-(Rupees Twenty Five Thousand only)

1. REQUEST FOR QUOTATION (RFQ)

Canara Bank Securities Ltd. (herein after referred to as CBSL), a wholly owned subsidiary of Canara Bank (a Public Sector Undertaking), intends to appoint a suitable consultant to prepare a roadmap and to provide end to end assistance to the Company for **introducing broking services to its clients in commodity segment**. The Company is inviting the Consulting Firms / organizations (referred in the document as Bidder or Consultant), to offer quotations for providing end to end solutions for introducing the aforesaid activity.

DISCLAIMER

The information contained in this Request for Quotation document ("RFQ") or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Company or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement or an offer by the Company to the prospective Applicants or any other person. The purpose of this RFQ is to provide interested parties with information that may be useful to them in the formulation of their proposals pursuant to this RFQ. This RFQ includes statements, which reflect various assumptions and assessments arrived at by the Company in relation to the Consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFQ may not be appropriate for all persons, and it is not possible for the Company, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFQ. The assumptions, assessments, statements and information contained in this RFQ, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFQ and obtain independent advice from appropriate sources.

Information provided in this RFQ to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Company accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Company, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFQ and any assessment, assumption, statement or information contained therein or deemed to form part of this RFQ or arising in any way in this Selection Process.

The Company also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFQ.

The Company may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFQ.

The issue of this RFQ does not imply that the Company is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the Consultancy and the Company reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever. Company also reserve the right to abandon any of the processes of this RFQ at any point of time, without assigning any reasons, reject the offer / proposal even after declaring the successful bidder.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Company or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Company shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

2. INTRODUCTION – ABOUT THE COMPANY:

Company was established in 1996 as a Primary Dealer under the name Gilt Securities Trading corporation Ltd. Initially the company was promoted by Canara Bank, Bank of Baroda and Corporation Bank. Later Bank of Baroda and Corporation Bank exited from the venture by offering their shareholding to Canara Bank making the company a wholly owned subsidiary of Canara Bank. In the year 2007, company hived off the PD business in favour of the parent Bank and ventured into Stock Broking activity. In view of the change in the activity and parentage, the name of the Company was changed to Canara Bank Securities Ltd (CBSL).

Currently the Company is engaged in the business of Stock Broking offering both Institutional and Retail broking services in various capital market segments and currency derivatives , Proprietary Trading in equity and debt instruments & online and offline distribution of Mutual Fund products.

In addition to the above, the company has taken over Depository Participant (DP) activity from its Parent Bank i.e Canara Bank w.e.f 01.04.2017. Now the Company is proposing to commence Commodity Broking services to its clients for which this RFQ is being floated.

3. INVITATION FOR BIDS:

The Company invites sealed bids (Technical bid and Financial bid) from eligible corporate body (Public or Private Ltd company) Public sector unit, Partnership Firm, LLP, Proprietorship firm, LLC for assignments of Consultancy to prepare roadmap and to provide end to end service for

RFQ:-Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients' of Canara Bank Securities Ltd.

introducing broking services to company's clients in commodity segment.

The purpose of this RFQ is to invite techno-Financial bids from corporate body (Public or Private Ltd Company), Public sector unit, Partnership Firm, LLP, Proprietorship firm, LLC, for the scope of services as outlined in the Annexure 10 of this document.

4. Schedule of bid collection and submission:

Activity	Date
Date of commencement of issue of RFQs	24.02.2018
Last Date for submitting pre-bid queries by email	05.03.2018
Pre-bid Meeting at Mumbai	09.03.2018 – 4 PM
Last date for uploading replies to pre-bid queries on website	12.03.2018
Last Date for receipts of bids	16.03.2018 – 4.00 PM
Date and time of opening technical bids	19.03.2018 -4.00 PM
Announcement of the final selection of technical bids	21.03.2018 -04.00 PM
Opening of Financial Bid	23.03.2018 -4.00 PM
Announcement of final selection of bidder	26.03.2018- 4.00 PM
Address for Communication	General Manager Canara Bank Securities Ltd. 7 th Floor, Maker Chamber III Nariman Point, Mumbai 400 021
Contact Numbers	022-22802423 / 43603823

5. Other details related to bidding:

Bid Security	Rs.25,000/-
Tender Fee	Rs.1,000/-
Address for pre-bid meeting and opening of bids	General Manager Canara Bank Securities Ltd. 7 th Floor, Maker Chamber III Nariman Point, Mumbai 400 021
Contact telephone numbers & email id	022- 22802423 / 43603823 Email id: cbsl@canmoney.in

Pre-bid Meeting- Bidders can send their queries only through email to the above mentioned email-id by 05.03.2018. The Company would clarify the queries sent by bidders in the pre- bid meeting. Bidders can depute one person as their representative for the pre-bid meeting. The representative has to submit an authority letter duly signed by the bidder, authorizing him to represent and attend pre-bid meeting on behalf of the bidder.

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5.1. Bid security:

Bid security of Rs.25000/- (Rupees Twenty Five Thousand only) is to be paid in the form of a Demand Draft favouring Canara Bank Securities Ltd., payable at Mumbai

The bid security must be submitted alongwith the technical bid. In the event of non-submission of the bid–security money of Rs.25000/- (Rupees Twenty five Thousand only) in the form of DD, the proposal will be rejected.

The bid security will be refunded to the unsuccessful bidders within one month from the completion of selection process.

No interest will be payable on the bid security amount.

Selected Consultant will have to give an undertaking to maintain confidentiality of the information / documents obtained by them during the course of the implementation of assignment (asperAnnexure1).

6. TERMS OF EXECUTION OF WORK:

Time being the essence of the contract, the bidder is expected to swiftly guide the Company and ensure that Company is enabled to take the necessary approvals, licenses and commence the activity as per the roadmap drawn for the project.

The contract will be for a period 4 month +1 month i.e. 4 Months for completion of all formalities like drawing roadmap, preparing project report, Policies, Manuals etc. submission of application for obtaining registration with Regulatory authority and exchanges, liaison, follow up for the same, preparation of agreements, documents and registration process, procurement of software and another 1 month for handholding support to the Company by the Consultant after the receipt of the respective license and for commencement of activities. It is expected that all the tasks mentioned within the scope of work are to be completed within first 4 Months + 1 month for handholding post obtention of valid licenses to commence business. However, the Company, at its option may extend the timeframe, depending on its requirements. Any new guidelines given by the regulators with regard to broking activity in commodity sector will automatically form part of the contract.

If the Consultant fails to complete the assignment as per the timeframe prescribed in the RFQ, and within the extensions if any allowed, it will be a breach of contract. The Company reserves its right to cancel the order in the event of delay and forfeit the EMD.

The Consultant must provide professional, objective and impartial advice at all times and hold the Company's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

Bid security deposit must accompany the bid as specified in this bid document. Bid security deposit should not be mixed with Technical/ Financial bid. It should be in a separate cover to be handed over to the Company.

Bids will be opened in the presence of the bidder's authorized representative who chooses to attend the opening of tender on the above specified date, time and place.

Technical specifications, terms and conditions and various formats and pro- forma for submitting the bid are described in this offer document and Annexures.

The clarifications / interpretations given by the Company will be final.

7. ADDRESS FOR COMMUNICATION:

Bids should be addressed to the following office at the address given below:

General Manager
Canara Bank Securities Ltd.
7th Floor, Maker Chambers III
Nariman Point, Mumbai 400 021

8. TERMS & CONDITIONS:

Terms and conditions for prospective bidders are specified in this RFQ document and its Annexures. These terms and conditions will be binding on all the bidders and will also form a part of the contract, to be awarded to the successful bidder on the outcome of the bid process.

9. Non transferable bid:

This offer document is not transferable. Only the bidder, who has purchased the RFQ document, is entitled to quote and to execute the job, if allotted. There will not be any type of outsourcing. The bidder should also submit an undertaking to the effect that he has not made any modification in the original copy of RFQ and his bid would be liable for rejection for any violation of the above.

10. Bid validity period and pricing:

The bid should hold good for a period of 90 days from the last date of submission.

The best and firm price should only be quoted. Escalation in price quoted is not permitted for any reason whatsoever. Prices quoted must be firm till complete execution of contract.

The Company reserves the right to accept or reject in part or full any or all the proposals without assigning any reasons thereof and without incurring any liability to the bidders or any other party.

The Company also reserves the right to cancel the bid in case it is found at a later date that the details furnished by the bidder are false and also to take action against such bidders for any damages that may be caused to the Company.

The Company will have the liberty, to short list suitable Consultants who meet the Company's requirements, from the responses received.

The Company reserves the right to negotiate the price with the successful bidder after opening of Financial bid.

The Company may at its discretion increase the requirement and place orders subsequently within the validity or the extended validity of the bid.

In case of increase in requirements at the instance of Company or on account of the Regulators' guidelines from time to time, the Company may ask for man days required for increased scope. If the additional man days quoted falls within 5% of man days quoted by the consultant at the time of bidding, then consultant would be completing the increased scope without any charge. However, for additional man days above 5%, per man day charge would be the same which consultant has quoted at the time of bidding.

11. OPENING OF TECHNICAL BIDS:

Only the Bidders who have submitted their bids in response to this tender are permitted to attend the opening. Technical bids received by the Company will be opened in the presence of the bidders representatives who choose to attend the opening on the date and time specified above. Bidders can depute one person as their representative to attend the technical bid opening. The representative has to submit an authority letter duly signed by the bidder, authorizing him to represent and attend technical bid opening process on behalf of the bidder. The name of the bidders qualified under technical evaluation will be announced after evaluation process by the Committee. Separate intimation would be sent to those bidders who have qualified under technical evaluation. Those qualified bidders can depute one person as their representative to attend the Financial bid opening. The representative has to submit an authority letter duly signed by the bidder, authorizing him to represent and attend Financial bid opening process on behalf of the bidder.

The bidders interested in participating in the tender process under this tender may send pre-bid queries if any on or before 05.03.2018 by email. The Company would clarify the queries sent by bidders in a pre-bid meeting. Bidders can depute one person as their representative for the pre-bid meeting. The representative has to submit an authority letter duly signed by the bidder, authorizing him to represent and attend pre-bid meeting on behalf of the bidder. The pre-bid meeting will be held as scheduled above.

The Company will publish changes in terms and conditions, if any, and the clarifications on bids / bid documents on Company's website www.canmoney.in as per the schedule given above.

The bidders shall visit the website to find the clarifications and corrigendum, if any.

Earnest Money Deposit (EMD) and Tender Price must accompany the Technical Bid as specified in this tender document. Bids received without EMD and/or Tender Price will be rejected.

12. EVALUATION OF THE BIDS:

General evaluation of bids submitted:

The Company will scrutinize the bids, to determine whether they are complete, whether any errors have been made in the bid, whether required technical documents have been properly furnished and signed, and whether the bids are generally in order. The Company reserves the right to reject any bid not conforming to the requirements.

A Committee constituted by the Company shall evaluate the technical Bids and the decision of the Committee regarding acceptance of any or rejection of any or all the technical bids shall be final and binding.

Prior to the detailed evaluation, the Company will determine the substantial responsiveness of each bid to the RFQ document. For the purpose of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the RFQ without material deviations.

Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the Company does not accept the correction of the errors, the bid will be rejected, and the bid security may be forfeited.

During evaluation of the bids, the Company may, at its discretion, ask the bidder for clarification, if any, of its bid. The request for clarification and the response shall be in writing / email and no change in the prices of substance of the bid shall be sought, offered, or permitted.

Technical Evaluation: Technical evaluation will be considered on the basis of the following:

- (i) Bidder's eligibility criteria mentioned in the RFQ.
- (ii) Bidder's terms and conditions and scope of the RFQ.

- (a) Bidder's experience of implementing similar framework in other subsidiaries of Banks– domestic & international or Broking outfits, other organizations with minimum Net worth of Rs.25 Crores as at 31.03.2017. Note– Consultant's claim of its work in other Companies would not be considered if it is not submitted in the format provided by the Company as per Annexure 11.
- (b) Bidder's capability to deploy sufficient number of team members with qualification and experience in project implementation team.
- (c) Number of on–site man days quoted by the consultant.
- (d) Adequacy of deliverables.

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- (e) Modularity of the framework proposed in the bid.
- (f) Feedback from reference site.

Scores will be allotted as per evaluation matrix finalized by a Committee constituted by the Company. Bidders who achieve overall score of 75% & above will qualify for the next stage of evaluation (i.e. Financial bid evaluation).

Financial Evaluation:

- (a) Total cost shall include all consultancy charges quoted in the bid.
- (b) The Financial bid will be evaluated based upon lowest quote only.
- (c) The Financial bids of those consultants only who have cleared technical stage shall be opened.

13. PRICE COMPOSITION:

The Company will consider the TCC (total cost of consultancy) furnished by the bidder in Financial Bid for the purpose of evaluation. The Company is having liberty to place order for all the assignments or any one of the assignment with the successful bidder.

The charges / fees quoted should be only in Indian Rupees.

The charges / fees shall be on a fixed price basis and should not be linked to the Foreign Exchange.

The charges / fees quoted should be inclusive of all taxes, duties, etc. (exclusive of GST).

The Bidder should give the total cost showing the cost and GST separately as given in Annexure 8.

14. LOCATION:

The location for the project execution would be Mumbai. The consultant may be required to travel to the Head Office of the parent bank of the Company at Bengaluru if required. However, the Company will not pay any boarding, lodging, travel and miscellaneous expenses towards this travel.

15. FINAL SELECTION:

Bidders who achieve overall score of 75% & above in Technical Evaluation will qualify for the next stage of evaluation (i.e. Financial bid evaluation), as stated in Sl. No. 11. The final selection would be based upon lowest quote in the Financial evaluation.

16. OTHER TERMS:

The Successful bidder shall enter into an agreement for the services in the form acceptable to the Company.

Title to the copy right / IPR pertaining to consultancy deliverables prepared by the selected consultant shall be that of the Company and the Consultant should not have any reservation.

The proposal and all supporting documentation submitted by the Bidder shall become the

property of the Company.

17. TERMS OF PAYMENT:

The terms of payment will be as follows (these are arrived based on the milestones to be achieved):

Sl. No	Stages	Percentage of Total fee payable
01	On satisfactory completion of Initiation stage as per the scope of work	20 %
02	On satisfactory completion of Estimate & Tendering stage as per the scope of work.	20 %
03	On satisfactory completion of Execution Stage as per the scope of work	25 %
04	On satisfactory completion of the scope of work in the contract.	25 %
05	One month after the satisfactory completion of the entire project.	10%

During this one month period, the Consultant and Company will arrive at conclusion that whole scope of work has been covered and deliverables given, and the Company's staff has been sufficiently trained to carry forward the work. No advance payment will be made.

18. CANCELLATION OF CONTRACT AND COMPENSATION:

The Company reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the Company in the following circumstances:

The selected bidder commits a breach of any of the terms and conditions of the bid / contract.

The bidder goes into liquidation voluntarily or otherwise.

An attachment is levied or continues to be levied for a period of 7 days upon effects of the bid.

The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.

Any other valid reason in the opinion of the Company.

After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, the Company reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which the Company may

have to incur to carry out bidding process for the execution of the balance of the contract. This clause is applicable notwithstanding the reason of the cancellation of the contract.

The Company reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and / or invoking Company EMD.

19. ERASURES OR ALTERATIONS:

The bids containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the bid. Technical details must be completely filled in. Correct technical information of the products / services being offered must be filled in. Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure/manual" is not acceptable. The Company may treat such bids as not adhering to the tender guidelines and as unacceptable.

20. WITHDRAWAL OF BIDS:

Bidders are allowed to withdraw their bids any time before the last date and time specified for receipt of such bids. No bid can be withdrawn by a bidder after the closing date and time for submission of bids.

21. APPLICABLE LAW AND JURISDICTION OF COURT:

The Contract with the selected bidder shall be governed in accordance with the Laws of India and will be subject to the exclusive jurisdiction of Courts at Mumbai (with the exclusion of all other Courts).

22. INSTRUCTIONS TO THE BIDDERS:

TWO BID SYSTEM OFFER

Technical bid and Financial bid must be submitted at the same time in separate sealed envelopes, giving full particulars at the Company's address given below, on or before the schedule given above.

All envelopes should be securely sealed and stamped. Company's address is as under:

Canara Bank Securities Ltd.
7th Floor, Maker Chamber III
Nariman Point, Mumbai 400 021

The main envelope must contain three envelopes and must be super-scribed with the following:
Name of the bid: Consultancy to prepare Roadmap and to provide end to end service for

providing Broking services to clients of the Company in commodity Segment.

Name of Bidder:

Name of Authorized Representative:

The details of three envelopes inside the main envelope are given in the following paras.

Envelope-I: Super-scribed as RFQ FEE and EMD. It should contain:

(i). Fee for RFQ document (non-refundable): Rs.1,000.00 (Rupees One Thousand only) – (in the form of a demand draft issued by a scheduled commercial bank favouring Canara Bank Securities Ltd. payable at Mumbai).

(ii). Earnest Money Deposit (Bid Security): Rs.25,000.00 (Rupees Twenty Five Thousand only) – (in the form of a Demand Draft favouring Canara Bank Securities Ltd. payable at Mumbai).

Envelope-II (Technical Bid):

The Technical bid should be complete in all respects and contain all required information asked for, **except the price**. The Technical bid should include all particulars asked for in the 'eligibility criteria for bidders' as provided in the RFQ. Adequate documentary evidence should be provided for each of the eligibility criteria. Any reference to price in Technical Bid shall amount to disqualification.

It is mandatory to submit the technical details (Eligibility Criteria) as per Annexure 2. The Company at its discretion may not evaluate a Technical Bid in case of non-submission or partial submission of technical details.

The Technical Bid must be submitted in an organized and structured manner.

The Technical Bid should comprise the following:

1. Undertaking on the Company's Letter head (Annexure 1)
2. Technical specifications (Eligibility criteria) complete with all the columns filled in (Annexure 2).
3. Reference site details (Annexure 3) duly filled in along with the photocopies of required certificates / documents / proof should be attached. A consent letter from the bank / company proposed as reference site, for site visit should also be attached.

The questionnaire furnished in Annexure 3 – answered by the Company selected for reference site visit – to be submitted in the letter head of the said Company.

4. Bid cover letter (Annexure 4)
5. Particulars of the Bidder (Annexure 5)
6. Technical bid covering letter on the prescribed format (Annexure 6).
7. Un-priced Financial bid as per Annexure 9 without mentioning any prices.
8. Annexure 11 format in bank / companies' letter head regarding the details of consultancy for providing Broking services to clients of the Company in commodity segment by the tenderer should be furnished. Documentation (product brochures, leaflets, manuals etc).

9. Should provide the details of the work plan as in Annexure 12.

Envelope –III (Financial Bid):

The Financial bid will give all relevant price information and will quote prices only in Indian rupees, inclusive of all taxes including statutory duties etc. The GST to be shown separately and the total cost including GST also to be mentioned.

The Financial bid should not contradict the Technical bid in any manner.

The Financial bid shall be on a fixed price basis. No upward revision in the price would be considered. However, if there is any downward reduction / upward increase on account of government levies / taxes, during the validity of contract, the same shall be passed on to the Company.

It is mandatory to submit the Financial bid in the prescribed proforma (Annexure 8) duly filled in and the covering letter (Annexure 7), and scope of work– Pricing (Annexure 10) along with the bid. The Company, at its discretion, may not evaluate a Financial bid in case of partial submission of Technical bid / Financial bid.

Please note that if any envelope is found to contain both Technical and Financial bid, then, that bid will be rejected outright.

A single envelope containing separate envelopes for (i) Tender Fee & Bid Security, (ii) Technical bid and (iii) Financial bid should be sent by hand delivery / courier / speed post to:

The General Manager
Canara Bank Securities Ltd.
7th Floor, Maker Chambers III
Nariman Point, Mumbai 400 021

In case the Company does not function on the last date of receipt of RFQ due to unforeseen circumstances or holiday then the bid will be accepted upto 2.00 PM on the next working day and bids will be opened at 4:00 PM at the same venue on that day.

The envelope for Financial bid to contain only Financial bid (as per Annexure 8) and covering letter for Financial bid (Annexure 7) and scope of work-Pricing (Annexure 10). All other documents/Annexure form part of Technical bid.

23. PRELIMINARY SCRUTINY:

Bids not meeting the eligibility criteria will be rejected. The Company will scrutinize the bids received to determine whether they are complete and as per tender requirement, whether technical documentation as asked for and required to evaluate the bid has been submitted, whether the documents have been properly signed and whether services are offered as per the

tender requirements.

24. CLARIFICATIONS ON RFQ DOCUMENTS AND BIDS SUBMITTED BY BIDDERS:

To assist in the scrutiny, evaluation and comparison of bids submitted by bidders, the Company may ask any or all bidders for clarifications on the bids submitted by them. The request for such clarifications and the bidder responses will necessarily be by email and the bidders' responses shall be received by the Company as per the time schedule given in **Item No: 4 (Schedule of bid collection and submission)**.

The bidders' pre bid queries can be sent by e-mail. The Company will post the reply to all such queries on the Official Website of the Company only after the pre-bid meeting as per the schedule. The Company shall endeavor to respond to the pre bid queries within the period specified above in the bid document.

The Company reserves the right not to respond to any questions or provide any clarifications, in its sole discretion, and nothing in the aforesaid Clauses shall be construed as obliging the Company to respond to any question or to provide any clarification.

25. NO COMMITMENT TO ACCEPT LOWEST OR ANY BID:

The Company is under no obligation to accept the lowest or any other bid received in response to this tender and reserves its right to reject all the bids including incomplete bids without assigning any reason whatsoever.

26. SCRUTINY:

The Company reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFQ. Any such verification or the lack of such verification by the Company shall not relieve the Applicant of its obligations or liabilities there under nor will it affect any rights of the Company there under.

27. AMENDMENT OF RFQ:

In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the Engagement Order (EO) and entering into of the Agreement. If the Selected Applicant has already been issued the EO or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFQ, be liable to be terminated, by a communication in writing by the Company without the Company being liable in any manner whatsoever to the Applicant or Consultant, as the case may be. In such an event,

the Company shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to the Company for, interalia, time, cost and effort of the Company, without prejudice to any other right or remedy that may be available to the Company.

28. MULTIPLE BIDS:

No Applicant or its Associate shall submit more than one Application for the Consultancy. An Applicant applying individually or as an Associate shall not be entitled to submit another application.

29. FIXED PRICE:

The Financial bid shall be on a fixed fee basis, inclusive of all taxes, levies. No price increase due to increase in any taxes will be permitted. However the above pricing shall be excluding GST.

DOWNLOADING OF TENDER DOCUMENT FROM COMPANY'S WEBSITE:

Tender Fee of Rs.1,000/- should be by way of demand draft favoring Canara Bank Securities Ltd., payable at MUMBAI. Bids made without tender fee will be rejected.

Those who download tender from website www.canmoney.in are required to confirm in writing that they have not modified any part of the tender and they will abide by the same. They should submit cost of tender Rs.1,000/- (Rupees One Thousand Only) in the form of DD favoring Canara Bank Securities Limited, payable at Mumbai. The cost of tender is non-refundable. In case of any dispute / discrepancy the physical version of the tender available with the Company will be final & binding on all who participate in the tender.

30. EARNEST MONEY DEPOSIT:

Bidders are required to give EMD by way of a DD on scheduled bank payable at Mumbai favoring Canara Bank Securities Limited for Rs.25,000/-(Rupees Twenty Five Thousand only) along with their bid. Bids made without EMD will be rejected.

31. GENERAL INFORMATION ON SCOPE OF WORK AND PROFESSIONAL FEE:

The consultancy shall be total project management / monitoring till implementation through the identified Bidder based on the "Scope of work" specified in this tender.

The consultant's involvement is expected to be spread across approximate period of 4 Month + 1 Month from the date of contract. While extending the consultancy services, the assignments may be executed in sequential or parallel manner and the consultant shall submit such plan based on the nature of assignment in implementation along with Technical bid.

The consultant in consultation with the Company shall follow the guidelines, if any, issued from Ministries of Government and CVC while floating tenders and evaluating the bids if such assignment involves RFQ / RFQ preparation, floating of tenders, specifying eligibility criteria and

selection methodology, evaluation of bids and selection of bids etc.

The Company is at liberty to avail consultancy for any one or more or all the areas specified under the scope of this tender document. Each area of consultancy shall be independent and fixed fee is to be quoted separately for each area specified and the Company will pay for only those areas opted as per Company's requirement. The consultant shall quote fixed fee and payment will be distributed to various mile stones based on the nature of assignment. The payment terms will be linked to completion of the milestones wherever it is applicable and the Company is at liberty to cancel the unexecuted part of the assignment and payment will be made only for the completed milestone of each assignment after submission of all deliverables relating to that specific milestone.

The Company may, if require, extend the services of the consultant beyond the mentioned areas on a predetermined man month rate basis for specific areas of expertise. The consultant shall quote man day rate also separately in the Financial bid which may be considered for any area of work which is out of the scope of consultancy and necessary to be taken up based on the need after arriving at the effort estimation on mutual agreement basis. The consultant shall submit estimate and execute such work after obtaining Company's prior permission. Payment terms will be finalized for each such assignment based on the nature of assignment as and when the Company entrusts such work.

32. Authorized Official:

The selected bidder shall indicate the authorized officials who can discuss and correspond with the Company, with regard to the obligations under the contract. The bidder shall furnish copy of the power of attorney / proof of identification / signature verification for the above purposes as required by the Company.

Company reserves the right to:

- Reject all responses received in response to the RFQ
- Extend the time for submission of all proposals
- Cancel the Tender at any stage, without assigning any reason whatsoever
- Call for a presentation by the bidders
- Interview the personnel being deployed on the project
- Evaluate technical bids without visiting the reference sites, if deemed so by the Company.
- Visit the place of work of the consultant
- Conduct an audit of the services provided by the bidder
- Ascertain information from the Companies and other institutions to which the bidders have rendered their services for execution of similar projects.
- Change the place of pre-bid meeting, opening of technical bids, opening of Financial bids etc. to another location within Mumbai as detailed in sl.no.4. The bidders shall be in constant touch with the company for any such information and the Company will not be liable to inform the bidders on such changes in the location.

33. Adherence to Standards:

The bidder should adhere to laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities.

Professionalism:

The consultant should provide professional, objective and impartial advice at all times and hold the Company's interests paramount and should observe the highest standard of ethics while executing the assignment.

34. Start of Services:

The bidder shall be responsible for commencing the service under this tender within 1 week from the date of Engagement order / agreement or such other commencement date decided and intimated by the Company. The responsibility of collecting all the required information pertaining to the present systems of the Company shall be with the selected bidder.

Cost of any licenses / software / hardware / material required to provide the consultancy services listed under "Scope of Work" should be borne by the selected bidder.

35. Contract Period:

The contract shall be for approximate period of 4 Month + 1 Month from the date of acceptance of agreement, of which first four months will be for completion of all formalities like drawing roadmap, preparing project report, Policies, Manuals etc. submission of application for obtaining registration with Regulatory authority and exchanges, liaison, follow up for the same, preparation of agreements, documents and registration process, procurement of software and another one month for handholding support to the Company by the Consultant after the receipt of the respective Registration and for commencement of activities. It is expected that all the tasks mentioned within the scope of work are to be completed within 4 Month + 1 Month including handholding of 1 month. The period of one month for handholding shall commence from the date of receiving the relevant registration certificate by the company. Company, if required, will exercise its right to extend the arrangement for a further period based on the need for the same and on the same mutually agreed upon terms and conditions.

36. Substitution of Project Team Members:

During the assignment, the substitution of key personnel identified for the assignment will not be allowed unless such substitution becomes unavoidable to overcome the undue delay or that such changes are critical to meet the obligation. In such circumstances, the consultant can do so only with the concurrence of the Company by providing other staff of same level of qualifications and expertise.

The bidder cannot change the people assigned to a particular assignment till such work is

complete unless consented to in writing by the Company.

35.1 Subcontracting:

The selected consultant shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required under the contract.

35.2 Assignment:

Neither the contract nor any rights granted under the contract may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the selected bidder, and any such attempted sale, lease, assignment or otherwise transfer shall be void.

37. Penalty:

The Company may charge penalty for any delay in the execution of the project due to reasons attributable to the consultant at the rate 0.5% per week of the quoted / estimated fee for the project assigned subject to a maximum of 10% of the Contract amount. The penalty will be calculated on the amount of fixed fee quoted for a particular assignment. Fraction of week is to be construed as one full week for arriving at the delay in terms of weeks.

Nonpayment of professional fees:

If any of the items / activities / area of assignments as mentioned in the price bid and as mentioned in Annexure 10 are not taken up by the Company during the course of this assignment, the Company will not pay the professional fees quoted by the bidder in the Financial bid against such activity / item / assignment. In case any assignment is entrusted, the Company will pay only to the executed part of assignment and rest of the assignment may be cancelled.

38. EXECUTION OF SLA / NDA:

Confidential Information if any and all proprietary information disclosed by one party to the other. Confidential Information does not include information that becomes available to the recipient prior to the party providing such information or is public information in accordance with the applicable laws. Software in human-readable form (e.g. source code) and the Company's data values stored in computers will be considered Confidential Information whether or not marked as such.

As the successful bidder will have access to Company specific information / acquire business related knowledge which are sensitive, confidential etc., the bidder is required to sign confidentiality (Non – Disclosure) agreement not to disclose or part with any information relating to the Company or its customers, vendors etc. to any person/s for any reason whatsoever. The successful bidder shall also undertake to keep confidential all information (written or oral) concerning all facts of the business of the Company, which has been obtained

or understood during the course of the assignment.

The bidder should execute (a) a Service Level Agreement (SLA), which would include all the services and terms and conditions of the services to be extended as detailed in the tender and as may be prescribed by the Company regarding deliverables and (b) Non-disclosure Agreement (NDA). The bidder should execute the SLA and NDA after acceptance of purchase order.

39. INDEMNITY:

The selected bidder shall indemnify, protect and save the Company against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from any actions of the employees or agents of the consultant.

The bidder shall indemnify, protect and save the Company against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the hardware and software used by them.

40. COMPLIANCE WITH STATUTORY AND REGULATORY PROVISIONS

The selected bidder shall comply with all statutory and regulatory provisions while undertaking the services mentioned in this RFQ.

41. PUBLICITY:

Any publicity by the selected bidder in which the name of the Company is to be used should be done only with the explicit written permission of the Company.

42. FORCE MAJEURE:

The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the parties, i.e. Force Majeure.

For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.

In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of

Force Majeure.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the parties shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding above, the decision of the Company shall be final and binding on the bidder.

43. RESOLUTION OF DISPUTES:

All disputes arising out of the consultancy contract / agreement shall be subject to Mumbai jurisdiction.

44. ELIGIBILITY CRITERIA:

Sl. No.	Eligibility Criteria	Documents to be enclosed
1.	The Bidder must be an entity registered as a corporate body / Public or Private Ltd company / Public sector unit / Partnership Firm / LLP / Proprietorship firm / LLC under the laws of the country in which it is incorporated and have office in India or / and an autonomous Institution approved by GOI / RBI promoted	Copy of certificate of incorporation / registration / License/ Partnership Deed/ and any other relevant document issued by competent authority
2.	Should be in existence for at least two years as on 31 st March 2017 (in case of mergers / acquisitions / restructuring/ conversion of Partnership into LLP or name change, the date of establishment of earlier / original Partnership firm / Limited company can be taken into consideration)	Audited Annual Report, Certification of Incorporation, Certificate of commencement of business, license etc and any other relevant document issued by Competent Authority to be submitted as proof
3.	The Bidder should not have been black listed / debarred / disqualified by any regulator / statutory body or Government entity or any international / National agency for corrupt or fraudulent practices.	Self-Declaration
4.	The Bidder should have experience and expertise in providing consultancy services in connection with preparation of a roadmap and to provide end to end assistance for providing broking services to its clients in commodity segment.	Self-Declaration

RFQ:-Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients' of Canara Bank Securities Ltd.

Sl. No.	Eligibility Criteria	Documents to be enclosed
5.	The bidder should have already been awarded contract and performed such consultancy work for at least one subsidiary of Scheduled Commercial Bank in India or foreign Banks (for their offices in India) or broking house (public / private limited companies) with a Net worth of Rs.25 Crores as at 31.03.2017, for providing broking services to its clients in commodity segment.	Client references for successfully completed assignments in Annexure 11
6.	The bidder should have complete understanding of systems and procedures and also the best practices to guide the Company to commence providing broking services to its clients in commodity segment.	Self Declaration
7.	The bidder should not be a software vendor or hardware vendor	Self Declaration
8.	The bidder should have at least 2 (two) professionals with relevant qualifications like MBA / CA / CFA permanently employed by them. These professionals should have requisite experience in relevant fields for at least 2 years.	List of professionals and their bio- data. Undertaking from the bidder stating that these professionals are their full time employees on their payroll.

Note: The Term "Bank/Scheduled Commercial Bank" includes subsidiaries of Bank/Scheduled Commercial Bank.

The detailed information is to be given as per Annexure 2. The bidder should also provide information as per Annexure 5.

45. COST OF PROPOSAL:

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to the Company and its offices etc. The Company will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

46. ACKNOWLEDGEMENT BY APPLICANT:

It shall be deemed that by submitting the Proposal, the Applicant has:

- Made a complete and careful examination of the RFQ;
- Received all relevant information requested from the Company;
- Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFQ or furnished by or on behalf of the Company
- Satisfied itself about all matters, things and information, including matters required for submitting an informed Application and performance of all of its obligations there under; and agreed to be bound by the undertaking provided by it under and in terms hereof.

The Company shall not be liable for any omission, mistake or error on the part of the Applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFQ or the Selection Process, including any error or mistake therein or in any information or data given by the Company.

Notwithstanding anything contained in this RFQ, the Company reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

Without prejudice to the generality of Clause, the Company reserves the right to reject any Proposal if:

At any time, a material misrepresentation is made or discovered, or the Applicant does not provide, within the time specified by the Company, the supplemental information sought by the Company for evaluation of the proposal. Misrepresentation / improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the lowest bidder gets disqualified / rejected, then the Company reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the Company, including annulment of the Selection Process.

47. FRAUD AND CORRUPT PRACTICES:

The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFQ, the Company shall reject a Proposal without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the Company shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre- estimated compensation and damages payable to the Company for, inter alia, time, cost and effort of the Company, in regard to the RFQ, including consideration and evaluation of such Applicants Proposal.

Without prejudice to the rights of the Company under various Clauses hereinabove and the rights and remedies which the Company may have under the EO or the Agreement, if an Applicant or Consultant, as the case may be, is found by the Company to have directly or indirectly or through an agent , engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the EO or the execution of the Agreement, such Applicant or Consultant shall not be eligible to participate in any tender or RFQ issued by the Company during a period of 2 (two) years from the date such Applicant or Consultant, as the case may be, is found by the Company to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this Clause, the following terms shall have the meaning herein after respectively assigned to them:

"corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Company who is or has been associated in any manner, directly or indirectly with the Selection Process or the PO or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Company, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the PO or after the execution of the Agreement, as the case maybe, any person in respect of any matter relating to the Project or the EO or the Agreement, who at any time has been or is a legal, financial or technical consultant / adviser of the Company in relation to any matter concerning the Project;

"fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

“coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person/s participation or action in the Selection Process;

“undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Company with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

“restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

48. REPORTING:

The Consultant will work closely with the Company and its technical and legal consultants. The Company will arrange necessary teams to enable conduct of this assignment. A General Manager of the Company will be responsible for the overall coordination and project development. He will play a coordinating role in dissemination of the Consultant’s outputs, facilitating discussions, and ensuring required reactions and responses to the Consultant.

The Consultant may prepare Issue Papers highlighting issues that could become critical for the timely completion of the Project and that require attention from the Company.

The Consultant will make a presentation on the inception report for discussion with the Company. This will be a working document. The Consultant is required to prepare and submit a monthly report that includes and describes, inter alia, general progress to date; data and reports obtained and reviewed, conclusions to date, if any; concerns about availability of, or access to, data, analyses, reports; questions regarding the scope or any other matters regarding work scope and related issues; and so on. The Consultants work on the scope / tasks should continue while the report is under consideration and is being discussed. The report shall be submitted by EMAIL followed by signed hard copy on the last day of each calendar month.

Regular communication with the appropriate committees and the Project Director is required in addition to all key communications. This may take the form of telephone /teleconferencing, emails, faxes, and occasional meetings.

49. AMENDMENT OF RFQ:

At any time prior to the deadline for submission of Proposal, the Company may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFQ document by the issuance of Addendum / Amendment and posting it on its Website **www.canmoney.in**.

The amendments will be posted on its Website **www.canmoney.in** and the Company alongwith the revised RFQ containing the amendments and will be binding on all Applicants.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the Company may, in its sole discretion, extend the last date for submission of bids by the applicants.

50. LANGUAGE:

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFQ. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

51. FORMAT AND SIGNING OF PROPOSAL:

The Applicant shall provide all the information sought under this RFQ. The Company would evaluate only those Proposals that are received in the specified forms and complete in all respects.

The Proposal shall be typed or written in indelible ink and signed by the authorised signatory of the Applicant who shall initial each page. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the Authorized representative.

ANNEXURE 1

(Undertaking from the bidder on the Company's letter head)

We (and our employees) shall not, unless Canara Bank Securities Ltd. (herein called the Company) gives permission in writing, disclose any part or whole of this RFQ document, of the proposal, and or contract, or any specification, plan, drawing, pattern, sample or information furnished by the Company (including the users), in connection therewith to any person other than a person employed by the bidder in the performance of the proposal and /or contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The employees or the third party engaged by us will maintain strict confidentiality.

We (and our employees and agents) shall not without prior written consent from the Company make use of any document or information given by the user, except for purposes of performing the contract awarded.

In case of breach, the Company shall take such legal action against us as deemed fit.

Signature and seal of authorized person

Date:

ANNEXURE 2

Details of Eligibility Criteria

The bidder is required to meet the following eligibility criteria and provide adequate documentary evidence for each of the criteria stipulated below. Only those bids satisfying all the eligibility criteria would be further processed.

Sl. No.	Eligibility Criteria	Documents to be enclosed
1.	The Bidder must be a entity registered as a corporate body / Public or Private Ltd company / Public sector unit / Partnership Firm / LLP / Proprietorship firm / LLC under the laws of the country in which it is incorporated and have office in India or / and an autonomous Institution approved by GOI / RBI promoted.	Copy of certificate of incorporation / registration / License/ Partnership Deed/ and any other relevant document issued by competent authority
2.	Should be in existence for atleast two years as on 31 st March 2017 (in case of mergers / acquisitions / restructuring/ conversion of Partnership into LLP or name change, the date of establishment of earlier / original Partnership firm / Limited company can be taken into consideration).	Audited Annual Report, Certification of Incorporation, Certificate of commencement of business, license etc and any other relevant document issued by Competent Authority to be submitted as proof.
3.	The Bidder should not have been black listed / debarred / disqualified by any regulator / statutory body or Government entity or any international / national agency for corrupt or fraudulent practices.	Self-Declaration
4.	The Bidder should have experience and expertise in providing consultancy services in connection with preparation of a roadmap and to provide end to end assistance for providing broking services to its clients in commodity segment.	Self-Declaration

RFQ:–Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients’ of Canara Bank Securities Ltd.

Sl. No.	Eligibility Criteria	Documents to be enclosed
5.	The bidder should have already been awarded contract and performed such consultancy work for at least one subsidiary of Scheduled Commercial Bank in India or foreign Banks (for their offices in India) or broking house (public / private limited companies) with a Net worth of Rs.25 Crores as at 31.03.2017, for providing broking services to its clients in commodity segment.	Client references for successfully completed assignments in Annexure 11
6.	The bidder should have complete understanding of systems and procedures and also the best practices to guide the Company to commence providing broking services to its clients in commodity segment.	Self-Declaration
7.	The bidder should not be a software vendor or hardware vendor	Self-Declaration
8.	The bidder should have at least 2 (two) professionals with relevant qualifications like MBA / CA / CFA permanently employed by them. These professionals should have requisite experience in relevant fields for atleast 2 years.	List of professionals and their bio-data. Undertaking from the bidder stating that these professionals are their full time employees on their payroll.

Note: The Term “Bank/Scheduled Commercial Bank” includes subsidiaries of Bank/Scheduled Commercial Bank.

(The Consultant must comply with all the above mentioned criteria. Non-compliance of any of the criteria will entail rejection of the bid summarily. Photocopies of relevant documents /certificates duly attested by the senior officials of the company should be submitted as proof in support of the claims made. The Company reserves the right to verify / evaluate the claims made by the Consultant independently).

We further confirm that the bid is in conformity with the terms and conditions as mentioned in the RFQ. We also confirm that the bid shall remain valid for 90 days from the last date of submission.

We also understand that the Company is not bound to accept the bid either in part or in full and that the Company has right to reject the bid in full or in part without assigning any reasons, whatsoever.

RFQ:–Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients’ of Canara Bank Securities Ltd.

We enclose Demand Draft for Rs.25,000 (Rupees Twenty five thousand only) favouring Canara Bank Securities Ltd. And payable at Mumbai, towards bid security, details of the same are as under:

In case of demand drafts (DD)	
DD number	
Date and amount	
Name of issuing Bank and Branch	

Yours faithfully,

(Name and Designation, seal of the firm)

ANNEXURE 3

(Reference site details- sites in India)-

We give below the reference site details:

Name of the Company(client name)	
Full Address of the Company with PIN code	
Brief description of the nature of business	
Contact details (At least two contact details of senior staff of the client are to be provided for each reference)	
Contact 1 Name:	
Designation:	
Landline No:	
Cell No:	
Email id:	
Contact 2 Name:	
Designation:	
Landline No:	
Cell No:	
Email id:	
Brief Description of the scope of consultancy service provided (may attach a separate writeup)	
Duration of assignment including start date and end date	
Approximate value of service (in rupees) (optional)	

Note:

Letter of consent, on letter head from the Bank / Company to act as 'Reference site' for site visit of our officials to be enclosed. The tenderer should also furnish a letter in Annexure 11 prepared by the Bank / Company regarding the details of consultancy work availed by them from the tenderer.

2)The following questionnaire answered by the Company acting as 'Reference site' in the said Company's letter head (duly signed and stamped) is also to be submitted along with the technical bid documents.

RFQ:-Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients' of Canara Bank Securities Ltd.

The Company has to mark in the appropriate column.

Sl no	Details	Yes	Partially	No
1	Whether objectives of consultancy which were considered initially at the time of award of work to the consultant are fully met?			
2	Is the Bank / company satisfied with consultant's work?			
3	Whether consultant has completed the required assignment in time?			
4	Whether the consultant has submitted the deliverables in time?			
5	Are the deliverables covering the entire scope of work?			
6	Do you think that consultant has properly understood the working of your Company?			
7	Were there commendations made by consultant practical enough to be implemented in the Company?			
8	Whether the consultant's team was properly qualified to give consultancy?			
9	Was the consultant's team willing to help Company by going beyond the terms of scope of work?			
10	Would you recommend the consultant to create roadmap and provide assistance to other Company/ies for providing broking services to clients in commodity segment.			

ANNEXURE 4

Bid Covering Letter

Date:

Bid Reference No.:

To: _____

Dear Sir,

RFQ Ref. No:....

Having examined the tender documents including all Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the services in conformity with the said tender documents in accordance with the Prices indicated in the Financial Bid and made part of this tender.

If our bid is accepted, we undertake to provide service as a Consultant for providing end to end solution for providing broking services to its clients in commodity segment to be undertaken by the Company over a period of 4 Month + 1 Month as specified in the terms and conditions of the tender document.

We agree to abide by this bid till 90 days from the last date of submission of the Bid and our bid shall remain binding upon us and may be accepted by the Company any time before the expiration of that period.

Until a formal contract is prepared and executed, this bid, together with the Company's written acceptance thereof and the Company's notification of award shall constitute a binding contract between us.

We confirm that we have not made any changes in the offer documents, except for filling in appropriate columns.

We confirm that our firm has not been blacklisted / barred by any regulator/ statutory body and or Public Sector Undertaking.

We undertake that we or our subsidiaries will not participate in any tender process in connection with the implementation of any assignments and related Hardware, Software, and Facility Management Services of such systems.

We understand that the Company is not bound to accept the lowest or any bid the Company may receive.

Signature:

(in the Capacity of:)

Duly authorized to sign the bid for and on behalf of

ANNEXURE: 5

Particulars of the Bidder

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

Sl No	Item	Details
1	Name of Consultant	
2	Company information	
3	CIN No	
4	PAN No	
5	GST Registration No	
6	Country of incorporation	
7	Registered Office Address	
8	Address for communication	
9	Telephone/mobile and Fax number	
10	Name and designation of the person authorized to make commitments to the Company	
11	E mail ID	
12	Office / contact address	
13	Experience in terms of volume of business, number and value of projects handled	
14	Brief profile indicating presence in Indian Market	
15	Details of domain expertise	
16	Tangible Net Worth for last 1 year (Rs.in Cr)	
17	Geography focus, number of employees etc	
18	Global and local experience in the field under reference,	
19	Number of personnel to be deployed for the assignment with their brief profile and experience of project team in financial service sector/Commodity Broking. The Project Coordinator, once assigned to the Company should not be replaced except under very exceptional circumstances and always with the consent from the Company	
20	Past credentials of the Consultant	

RFQ:--Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients' of Canara Bank Securities Ltd.

21	The Consultant should furnish the details of similar projects implemented / under implementation, indicating the type of assignment, date of commencement and date of operationalization etc. in public / private sector Bank / Public Limited Company (Broking House) in India (attach details)	
22	Details of the similar works completed / under execution with name and location of the client and number of their branches. Nature and type of the project, services delivered / rendered, scope of the services provided, value /cost of the project and duration of the project, contract details of the client evidence letter from the client.	
23	Proven reference sites in India Where such type of job already undertaken (reference should be to Companies with similar environment as Canara Bank Securities Ltd)	
24	Requirement from the Company for implementing the assignment	
25	Name of the Companies where consultancy is provided to prepare roadmap and end to end assistance for commencing Broking services in commodity segment.	
26	Any other information the bidder wish to inform (furnish full details, if any)	
	Details of bid amount paid: DD / PO No dated Bank Drawn on (Branch) Amount Rs.	

Detailed CV of all nominated members to be enclosed.

ANNEXURE 6

(Covering letter) Technical Bid:
(Letter to the Company on the Consultant's letter head)
Date:

To

The General Manager
Canara Bank Securities Ltd.
7th Floor, Maker Chamber III
Nariman Point, Mumbai 400 021

Dear Sir,

Sub: Your RFQ for appointment of consultant to prepare roadmap and to provide end to end assistance to the Company for providing Broking services to clients of the Company in commodity segment.

With reference to the above RFQ, having examined and understood the instructions, terms and conditions forming part of the RFQ, we hereby enclose our bid to provide our services to prepare roadmap and to provide end to end assistance to the company for providing broking services to clients of the company in commodity segment by working with the Company as detailed in your above referred RFQ. We agree to all the terms and conditions mentioned in the RFQ. We here by submit our Technical bid in a sealed envelope. The bid shall be binding on us up to 90 days and subject to the modifications resulting from contract negotiations.

Yours faithfully,

(Name and Designation, seal of the firm)

Encl: Technical Bid in sealed envelope.

ANNEXURE 7

(to be furnished in the company's letter head)

Covering Letter-Financial Bid

(to be submitted in sealed envelope)

Place:

Date:

To:

The General Manager
Canara Bank Securities Ltd.
7th Floor, Maker Chamber III
Nariman Point, Mumbai 400 021

Sir / Madam,

We the undersigned offer to provide our services to prepare roadmap and to provide end to end assistance for providing Broking services to clients of M/s Canara Bank Securities Ltd in commodity segment

Our attached Financial bid (Total cost i.e. cost + GST)is for the sum of Rs._____ (amount in words and figures).

Our Financial bid shall be binding upon us and the same is also subject to modification resulting from contract negotiations, upto expiration of the validity period (90days) of the proposal.

Yours faithfully,

(Name & designation, seal of the entity)

Encl: Financial Bid in sealed envelope.

ANNEXURE 8

Financial Bid-

Sl No	Description	Cost	GST	Total cost
1	Consultancy Services			
	Total			

Note: The Financial Bid will be evaluated based on the total cost. Among the eligible Financial bids, the lowest quote would be selected.

ANNEXURE 9

Unpriced Financial Bid–to be enclosed alongwith the technical bid

Scope of work	Quoted (Yes/No)
1. Frame organizational structure for the business units keeping in view the regulatory policies, capital requirements, infrastructure and other relevant issues.	
2. Identify the required skills and academic qualification for the KMP and other functionaries of the proposed activity. Assist the company is recruiting personnel.	
3. Assist the Company in evaluation / procurement / setting up of the hardware and software and related IT products and services and /or telecommunications equipments etc. required for providing broking services to clients of the Company in commodity segment. This includes handling the RFQ / RFQ process for these products and services if required.	
4. Frame policies (AML, Risk Management, Surveillance, Compliance, IT, Outsourcing, KYC and Code of Conduct and other related policies etc.), business strategies, procedures and guidelines for enabling the functional units to comply with the regulatory guidelines.	
5. Develop standards and user guides (Desk Cards) for the functional units.	
6. Develop standard operating manuals detailing processes involved in each of activities of the functional units.	
7. Provide training to the Company's staff in familiarization and usage of the technology / business practices.	
8. Formulating systems & procedures for facilitating audit by regulatory authorities.	
9. Assisting the Company for applying with Exchanges/ Regulator for membership in the Commodity Segment	
10. Preparation of list of documents to be submitted to the regulators, Compliance and reporting requirements etc. and assisting the Company to respond to the queries etc. from regulators	
11. Go live with the activity of providing Broking services to clients of the Company in commodity segment after completing enablement process.	
12. Handholding of the Company for 1 month after successful commencement of the activity.	

RFQ:–Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients' of Canara Bank Securities Ltd.

13. Any other requirement related to the activity of providing Broking services to clients of the Company in commodity segment which in the opinion of the Company needs guidance from the consultant.	
14. During the course of review, the Consultant will suggest any other critical observation/ methods/ improvements as deemed fit from the point of view of the Consultant's professional experience for each of the services mentioned above.	
15. Business Continuity Plan & disaster Recovery Planning and any other requirement that may come up while setting up the Commodity Broking Business.	

ANNEXURE 10

Scope of Work

(Additional information in respect of the following scope of work, wherever necessary, should be furnished separately, in order to justify the response)

The roles and responsibilities and services to be rendered by the Consultant at different stages are as under:

I. INITIATION STAGE:

Consultant shall prepare a detailed Project Report containing Commodity financial markets, major players in the fields, their revenue streams, scope of the Company in pursuing this activity, the Estimates and Projections for the next 5 years under commodity trading, Break even turnover, performance of peers in the industry, infrastructure/ manpower requirements for commencing the Commodity Trading, requirements for adhering to regulatory compliances, Potential of the Company to leverage from the Bank's clientele base, possibilities of attaining synergy by onboarding MSME customers of Bank who are into manufacturing and are regularly hedging in commodities market, possibility to leverage on farmers who are trading in Agriculture Commodities making use of the parent bank's scheme of financing farmers against ware house receipts by integrating them etc.

II. ESTIMATE & TENDERING STAGE:-

- (a) Identifying the exchanges in which Company shall take membership duly supported by reasons/ data.
- (b) Estimate the Capital requirements, preliminary expenses
- (c) Prepare hierarchical organogram, role of each position and skill/qualification requirement.
- (d) Detailed Estimates of Funds Outlay towards deposits, margin/collateral to be given to clearing house of commodity exchanges, License fee, Preliminary Expenses etc.
- (e) Detailed estimate of IT requirements (hardware & software)
- (f) Prepare pre-qualification documents, if needed, for selection of agencies/ vendors, prepare Tender documents according to the approved form of CBSL for calling tenders with articles of agreement, specifications, conditions of contract, special conditions, and obtain approval of CBSL for such final document. CBSL shall invite the tenders.
- (g) Scrutiny of the tenders in consultation with concerned authorities and submission of recommendation on the tenders based on proper analysis of commercials, market rates, specifying the abnormally high & low rates, evaluation of commercial and other conditions stipulated by tenderer in financial terms, to assist CBSL in the negotiations with the vendors and the final selection of the vendor, preparation of **four copies** of contract documents for all trades

RFQ:- RFQ:-Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients' of Canara Bank Securities Ltd.

III EXECUTION STAGE: -

- (a) Assume **full responsibility of supervision** of the work to ensure that the works are executed by the Employees, designated person are as per contract.
- (b) Prepare a fortnightly progress report of various works and submit to CBSL.
- (c) Obtain CBSL's prior approval for any substitution, omission, addition or deviation in schedule and specifications or item of work from the approved scheme.
- (d) Attend meeting for reviewing work in progress at CBSL's registered office whenever necessary and called by the CBSL.
- (e) Advise CBSL if the contract time is likely to be varied and reasons thereof.
- (f) Advise the company on changes, if necessary, for technical reasons.
- (g) Prepare, Policies, Manuals of Instructions, guidelines, Desk cards etc. based on the extant SEBI guidelines/other regulatory guidelines.
- (h) Formulating systems & procedures for facilitating audit by regulatory authorities.

IV COMPLETION STAGE:

- (a) Provide the necessary handholding to the employees of CBSL for the smooth conduct of the activity.
- (b) Submit a Project completion report.

ANNEXURE 11

Format for furnishing the consultancy / details of services provided in extending end to end assistance for providing Broking services to clients in commodity segment in other Organisations:

(to be obtained in the letter head of each of the Organisation where the consultant has provided consultancy services under commodity broking segment)

M/s _____ (name of the consultant) was assigned the task of providing the consultancy services to prepare roadmap and to provide end to end assistance for providing Broking services in commodity segment in our Organisation. The said consultant has completed / is undertaking the consultancy according to the needs of our organization.

Please write (yes / No) in the appropriate place.

Scope of work	(Yes / No)
1. Framing organizational structure for the business units keeping in view the regulatory policies, capital requirements, infrastructure and other relevant issues.	
2. Identifying the required skills and academic qualification for the KMP and other functionaries of the proposed activity. Assisted the company is recruiting personnel.	
4. Assisted/ing the Company in evaluation / procurement / setting up of the hardware and software and related IT products and services and /or telecommunication equipments etc. required for providing Broking services to clients of the Company in commodity segment. This includes handling the RFQ / RFQ process for these products and services if required.	
5. Framed/ing policies (AML, Risk Management, IT Policy, KYC and Code of Conduct and other related policies etc.), business strategies, procedures and guidelines for enabling the functional units to comply with the regulatory guidelines.	
6. Developed/ing standards and user guides (Desk Cards) for the functional units.	
7. Developed/ing standard operating manuals detailing processes involved in each of activities of the functional units.	
8. Provided/ing training to the Company's staff in familiarization and usage of the technology / trading.	
9. Formulated/ing systems & procedures for facilitating audit by regulatory authorities.	
11. Assisted/ing the Company for applying with Exchanges/Regulator for membership in the Commodity segment	

RFQ:--Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients' of Canara Bank Securities Ltd.

12. Enabled going live with activity of providing broking services to clients of the company in commodity segment as per the roadmap.	
13. Provided/ing the necessary handholding after successful commencement of the activity.	
14. Prepared/ing the list of documents to be submitted to the regulators, Compliance and reporting requirements etc. and assisted/ing the Company to respond to the queries etc. from regulators	
15. Provided/ing Business Continuity Plan & disaster Recovery Planning and any other requirement that may come up while setting up the Commodity broking Business.	

RFQ:-Selection and Engaging of a Consultant to prepare a Roadmap and to provide end to end service for introducing broking services in Commodity Segment to the clients' of Canara Bank Securities Ltd.

ANNEXURE 12

Details of the Work plan and payment of consultant's fee

Consultant's fee shall be paid in stages as below:

Sl. No	Stages	Percentage of Total fee payable
01	On satisfactory completion of Initiation stage as per the scope of work	20 %.
02	On satisfactory completion of Estimation stage as per the scope of work.	20 %.
03	On satisfactory completion of Execution Stage as per the scope of work	25 %
04	On satisfactory completion of the scope of work in the contract.	25 %
05	One month after the satisfactory completion of the entire project.	10%

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