

Date: 06-12-2019

Inviting Bids from eligible organisation for providing an Onsite Resource: - Business Analyst – Digital Transformation Projects on Time and Material basis.

Location :- 3rd Floor, Hallmark Business Plaza, Gurunanak, BARC Hospital Rd, Bandra East, Mumbai, Maharashtra 400051.

Job Responsibility:

Key highlights of the role are listed below (purely indicative and not limiting):

- Lead, gather, develop, coordinate, and maintain business requirements for Digital transformation projects and/or systems from initial phase to final implementation, assuring requirements meet standards.
- Analyze requirements, working with business to conceptualize and defined detailed Business requirements.
- Manage the workflow and development of the digital channel across all products for customer acquisition, behaviour, engagement and delivery.
- Work on the digital products across the financial services ecosystem including own channels, marketplaces and third-party API integrations for acquisition, delivery and user process flows.
- Facilitating the negotiation of requirements amongst multiple stakeholders.
- Facilitating design sessions with the implementation team to define the solution.
- Drive Design, development and implementation of requested changes to program components by working with Product, Risk, UX, UI, Verification, Validation, and Projects teams
- Analyze impact of proposed solution across the business, develop use cases to explain/ demonstrate business requirements/ specifications to IT team, and contribute a business or process perspective during design reviews.
- Assist IT and business teams to ensure requirements are translated to test plans.
- Assist Quality Management team to ensure that requirements documentation can be easily translated into test plans, and ensure that the proper testing plans have been completed.
- Producing executive level reports and presentations on health of project delivery and the financial status of portfolio.
- Prepare and present project status to key stakeholders at regular intervals
- Working knowledge of Project Finances. (Budget, Actuals, Variances, Capex, Opex etc)
- Coordinate third parties such as System Integrators, Third Party Vendors and back-end API providers

Education: B.E/B.Tech in Computer science/Information Technology/MCA/MBA from Reputed College/University

Skills / Experience:

- Minimum 6-7 years of experience in business process engineering business system analysis and working through the SDLC.
- Excellent functional knowledge of Credit Cards Origination & Service
- Experience in Digital Paperless Solutions Implementation.
- Strong requirements gathering skills (Interviewing business users and functional leaders).
- Experience in systems development life cycle in Agile / waterfall development environment.
- Experience writing functional requirements specifications (FRS) & Data interface specifications.
- Experience working at program level and coordination of deliverables across multiple projects.
- Experience in defining use cases and test cases for projects.

Bidder Eligibility cum Technical criteria for 100 marks:-

- ❖ Contract Duration - 3 months
- Should have been in existence in India for five years as on 01/12/2019 - **Document proof - Copy of Certificate of Incorporation self-attested.- 5 marks**
- Should have a minimum average annual turnover of Rs.15.00 crores (Rupees Fifteen Crores) during last three financial years viz. 20016-17, 2017-18 and 2018-19 **Document proof -Copies of Annual Reports in case of listed companies and copies of audited balance sheets and P&L statements in case of others – 5 marks**
- The Bidder Must have experience of at least five years in providing BA – Digital transformation resource **Document Proof Required – Self Declared on bidder’s letterhead alongwith credentials of company.(engagement letter or PO will be required) 2 – 4 clients = 10 marks , 5 – 7 clients = 15 marks**
- Number of BFSI clients with projects related to BA – Digital transformation projects - **Document proof - Self-declaration on the bidder’s letter head along with credentials of company./ Engagement letter preferred. 2 – 4 clients = 10 marks , 5 – 7 clients = 15 marks**
- Bidder must submit the resume of the resource / Business Analyst – Digital Transformation Projects alongwith the documents and interview will be carried by BFSL – **60 marks**

Based on the submission of documents & resume getting a minimum score of **70 Marks** would be called for a commercial bid opening.

The date and time would be communicated to the shortlisted bidder only.

Commercial score will be for **30 marks**.

Bidder will be finalized on Tehno- commercial basis,

On the basis of the combined weighted score for technical and commercial evaluation, the bidders shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The proposal securing the highest combined marks and ranked H-1 shall be recommended for award of contract.

As an example, the following procedure can be followed:

A score (S) will be calculated for all qualified bidders using the following formula:

$$C_{low}/C \times 100 + T(1-X)$$

C stands for discounted rate arrived basis of commercial evaluation;

C_{low} stands for the lowest rate arrived basis of commercial evaluation.

T stands for technical evaluation score and

X is equal to 0.30.

#	Bidder	Technical Evaluation Marks (T)	Discounted Rate (C)	T * 0.70 (A)	[(C _{low} / C) x 100] x 0.30 (B)	Score (S = A + B)
1	AAA	75	120	52.5	25	77.5
2	BBB	80	100	56	30	86
3	CCC	90	110	63	27.3	90.3

In the above example, C_{low} is 100.

In the above example, CCC, with the highest score becomes the successful bidder (H1).

In case of more than one vendor with equal highest score (S) upto three decimal, then number of decimal will be increased.

The Company may in its absolute discretion engage in discussion or negotiation with H1 bidder. The decision of the Company shall be final and binding on all the vendors to this document. The Company reserves the right to accept or reject an offer without assigning any reason whatsoever.

Important Dates

Date of issue	06-12-2019
Queries to be mailed by	10-12-2019
Queries to be mailed to	rfp@bobfinancial.com
Last Date and Time for submission of proposal	18-12-2019 by 03:00pm IST
Response to Queries by	12-05-2019

Proposal submission : - All proposal must be submitted in sealed envelope within the stipulated time at :- AVP Procurement, 3rd Floor, Hallmark Business Plaza, Gurunanak, BARC Hospital Rd, Bandra East, Mumbai, Maharashtra 400051

Terms & Conditions:

BFSL reserves the right to at any point:

- Reject any and all proposal received in response to the Terms of Reference.
- Waive or Change any responsibility in the proposal.
- Negotiate any aspect of proposal with final shortlisted proposer.
- Extend the time for submission of all proposals.
- Select the most responsive proposer as deemed suitable.
- Share the information/ clarifications provided in response to the Terms of Reference by any proposer, with any other proposer(s) /others, in any form.
- Cancel the Terms of Reference at any stage, without assigning any reason whatsoever.
- Bidders will be selected basis techno-commercial (documents submitted) proposed.

S/d

Authorized Signatory