New Development Bank

INVITATION FOR "EXPRESSION OF INTEREST" (EOI)

EOI Title	HUMAN CAPITAL MANAGEMENT
EOI Reference Number	EOI-2020-1
EOI Date	01/07/2020

Introduction:

1. The New Development Bank (NDB) is headquartered in Shanghai, China. The Bank was founded in 2014 by the governments of Brazil, Russia, India, China, and South Africa (hereinafter referred to as "BRICS") and launched in 2015 to mobilize resources for infrastructure and sustainable development projects in these countries and other emerging economies.

Commodity/Project Specifications:

2. **NDB** is inviting "Qualified Vendors" (as defined in other conditions) to submit an Expression of Interest to provide a platform to perform Human Capital Management based on High Level Requirements as per Annex A**.**

Instruction for Response:

3. Price quote shall be for the Specifications as exactly mentioned under Commodity/Project Specifications, wherever there are variance in vendor's specifications, that shall be mentioned in the price quote document under the head "Specification Variance"

4. Price quote shall be submitted on the Letter Head of the vendor with Signature of "Authorised person" (as defined in other conditions) and Seal.

5. Price quote shall be submitted only in PDF format

6. The response shall be only in English language, response in any other language may not be considered.

7. All responses shall have the **EOI titile and EOI Number as the subject matter of the mail.** Any mails without title of the EOI will be rejected.

8. Pricing quote shall include tax, installation cost, transporation cost and all other costs if any.

9. Conditions if any to the pricing shall be mentioned in the quote.

10. Any response beyond the submission deadline date shall not be considerd unless otherwise submission deadline is extended in writing.

11. The response to this EOI with **EOI Title and EOI Number as the mail subject** should be forwarded to:

    a   The technology details, checklist for technology etc. if any to be submitted to preda.leandro@ndb.int

    b   Quotation to be submitted as password protected files to itsd@ndb.int

    c. Passwords to be communicated with subject line of the product to baryshnikov.alexander@ndb.int

12. Brief introduction and Credentials of the vendor shall be provided as a separate PDF attachment to Price Quote.

EOI Submission Deadline:

13. The deadline for EOI submission is before **5.00 PM, 10th July 2020.**

14. Price quote provided shall be valid for a period **30 days** from the closure date of the EOI.

Other Conditions:

15. Qualified vendors hereby defined as Vendors who are legally in existence with valid business liecnes to operate , who are authorized to deal, sell and or implement on the commoditiy and or service mentioned in the EOI.

16. Authorised person is hereby defined duly authorized to represent the vendor to provide Technical and commercial quote.

17.   The evaluation process and decision taken by NDB will be final. NDB do not have any obligation to disclose the details or results of the evaluation.

18.   Responding to this Expression of interest does not constitute any contractual obligation and rights on the part of the vendor.

19.   NDB does not responsible for any cost incurred by the vendor towards preparing and submitting the response to the EOI.

20.   NDB reserve its rights to cancel the EOI at any stage of the process without assigning any reason and intimation.

21.   All the documents including Annexures if any are forming part of the EOI.

Annexure A

1. This HCM solution should be provided as a SaaS solution, **MUST BE** hosted in one of the BRICS countries and accessed worldwide. **No exceptions will be accepted**.

2. The Bank is seeking a Human Content Management (HCM) platform to be managed by the HR division and used by all NDB's Staff.

3. The solution should address the following requirements:

	High-Level Module	Summary
1	Human Resource Manager	This module should provide an interface to create new positions, divisions, grades, salary range, vacations type, etc…
2	Human Resource administration	This module should provide an interface for create new employees and associate them with a position and provide a wide range of fields such as name, address, nationality, visa type, visa expiration date, birthdate, multiples reports, etc…
3	Human Resource Benefits administration	This module should provide an interface to configure new benefits such as Medical Insurance, Retirement Plans, Life Insurance, etc…
3	Configuration management	Provide an interface for configuring the platform behavior: vacations rate, salary currency types, new employee fields, integrations with PMS, define the onboarding process, etc…

4	System interface management	This module should provide an interface to configure the PMS API integrations with 3rd parties' applications currently been used by NDB, such as IAM, Business Intelligence, etc… Supporting single sign-on via SAML2.0.
5	Performance management	The performance management module should accomplish all requirements provided in the EOI: HR Performance Management System - Deadline to the 6th April 2019.
5	Employee	This module should provide an interface for all employees to change their data, request time off, check the organizational chart, etc…
6	Managers	This module should provide an interface for managers to approve, reject, or change any time-off or vacation request pending.
7	API	This module should provide API capability to integrate with NDB's platforms including the following functions, but not limited to, document management, IAM, Payroll, and Business intelligence platform.
8	Recruitment module	This solution should provide an integration with a recruitment module API, providing a push interface to move an open position for the recruitment module.

4.
5.

6.

7. Annex B

8. VENDOR COMPANY INFORMATION

	Company Information	Response/Detail
1	Company Name	
2	Incorporation location and jurisdiction law	
3	Headquarter location	
4	Number of years in operation	
5	Number of employees	
6	Number of office locations	
7	Provide details about the Vendor's presence in BRICS	

9.
10.

11. About the Product –Information

	Product Information	Sub	Response/Detail
1	Software product name	General	

2	Number of years his product has been in existence	General	
3	Share product API documentation	General	
4	Provide a summary of the product's high-level modules.	General	
5	Where is the support vendor located?	Support	
6	What is the size of the support team?	Support	
7	What is the process for raising a maintenance request by the Bank?	Support	
8	What BRICS countries this SaaS solution is offered?	Infrastructure	
9	What kind of documentation Vendor will deliver along with the product and as part of implementation?	Implementation	
10	Number of people involved product's R&D	Development	
11	Describe product development and/or release methodology. This should explain, but not limited to, major, minor and client-specific release, agile methodology	Development	
12	What is the Vendor's major and minor release cycle timing?	Development	
13	Does Vendor perform regression testing for previous versions? What evidence is provided for such tests?	Development	
14	Provide costs estimate based on an annual subscription per user	Costs	
15	Could you detail the service support provided for HR division during project implementation	General, Costs	