

**INVITATION FOR “EXPRESSION OF INTEREST” (EOI)**

<b>EOI Title</b>	<b>Budget Planning Solution</b>
<b>EOI Reference Number</b>	<b>EOI-2021-110</b>
<b>EOI Date</b>	<b>08<sup>th</sup> April 2021</b>

**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 for the following Commodity/Project **as per annexure 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 “Authorized 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 title 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, transportation 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 considered 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 [zhitnikov.vadim@ndb.int](mailto:zhitnikov.vadim@ndb.int)
  - b. Price Quotation to be submitted as password protected files to [itsd@ndb.int](mailto:itsd@ndb.int)
  - c. Password to be communicated with subject line of the product to [baryshnikov.alexander@ndb.int](mailto: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, April 23<sup>rd</sup>, 2021**

**Other Conditions:**

14. Qualified vendors hereby defined as Vendors who are legally in existence with valid business licenses to operate, who are authorized to deal, sell and or implement on the commodity and or service mentioned in the EOI.
15. Authorized person is hereby defined duly authorized to represent the vendor to provide Technical and commercial quote.
16. 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.



17. Responding to this Expression of interest does not constitute any contractual obligation and rights on the part of the vendor.
18. NDB does not responsible for any cost incurred by the vendor towards preparing and submitting the response to the EOI.
19. NDB reserve its rights to cancel the EOI at any stage of the process without assigning any reason and intimation.
20. All the documents including Annexures if any are forming part of the EOI.

[Annexure A](#)

**Scope**

Description of the Project	The purpose of the project is to find and implement NDB's corporate Budget Planning Solution.
High-level Objectives	Reduce NDB's operational and financial risks. Increase operational efficiency.
High-level Requirements	<ul style="list-style-type: none"> <li>• Integration with NDB's ERP system NetSuite.</li> <li>• Automation of Bank's budgeting activities including budget reporting, budget forecast, budget adjustment/reallocation and preparation of budget for new accounting periods..</li> </ul>

**Business Requirements**

**System Type**

- The System must be provided and supported by the vendor according to SaaS model.
- The System must be available through public internet or through dedicated VPN channel.

**Data Hosting**

- Preferable hosting for primary, disaster recovery and backup data centers should be located in BRICS country.

**Access Control**

- The System must be integrated with corporate SSO solution OKTA.

**Integration with corporate ERP system NetSuite**

- The system must be capable to integrate with NDB's corporate ERP NetSuite.
- The system should be capable of capturing all required for budget reporting and budget preparation data from NetSuite either programmatically through API or through upload.
- The system should be able to upload budget data into NetSuite. At least to be able to prepare data in CSV format ready to be uploaded into NetSuite.

**Budget Reporting**

- The system should be capable of giving a budget utilization report for the period along with the percentage of YTD budget utilization and percentage of utilization against the total approved budget.
- The system should be capable of providing customized reports. Example are as follows:

- Division wise budget and actual,
- Division wise year on year comparison of budgets,
- Reports at expense level, example budget and actuals for travel expenses for all divisions.
- Details of persons who have travelled to a particular location/mission for the period.
- Budget and Actuals related to a specific project/class/dimension.
- Reallocation reports expense wise, division wise and type of reallocation wise.
- The system should be able to publish the below dashboards:
  - Budget submission status by divisions.
  - Budget vs actual summary at any given point of time.
  - Adjusted budget after reallocations.
  - Highlights where budget is exceeding thresholds.
- Report formats should be in excel and pdf.
- Capability of the system to calculate performance indicators as required by the management. Comparisons between different periods should be available.

#### **Budget structure**

- The system must support budget structure at least three dimensions supported in NetSuite: account, division, cost object (class).
- Ability to add additional budget dimensions whenever required.
- The system must be able to support multiple budgets or budget versions.

#### **Access Segregation to Budget Information**

- Access controls to ensure divisions have access to only their budget, whereas certain divisions can have access to budgets of all divisions.

#### **Budget Preparation**

- Divisions should be able to submit their budgets in the system. Approval workflow for budgets should be available.
- The system should give a comparison of actuals for the year and budget proposed for the next year.

#### **Budget Lifecycle Scenarios**

- The system must be able to support all standard budget scenarios such as
  - Budget adjustments
  - Budget reallocation
  - Budget forecast
- Scenarios must be supported by approval workflow if required.