Request for Proposal: Tesr

REQUEST FOR PROPOSAL

PROJECT ID: PSB-PROC-2026-1-14-13

TITLE: IT Infrastructure Enhancement for Finance & Accounts Department

ISSUING DEPARTMENT: Finance & Accounts

ISSUE DATE: [Current Date]

RESPONSE DUE DATE: [To be specified]

1. EXECUTIVE SUMMARY

The Finance & Accounts Department is seeking qualified vendors to provide IT infrastructure solutions to enhance operational efficiency and support departmental objectives. This Request for Proposal (RFP) outlines the requirements for a comprehensive IT infrastructure project with an estimated budget of $2.0 million. The project has been classified as medium priority and requires completion by the end of January 2026.

The selected vendor will be responsible for delivering a solution that partially meets current requirements while ensuring high technical feasibility. The project involves complex integration with multiple existing systems and requires adherence to regulatory compliance standards including RBI guidelines.

2. INTRODUCTION AND BACKGROUND

The Finance & Accounts Department requires modernization of its IT infrastructure to support growing business demands and maintain compliance with regulatory requirements. The current system limitations have necessitated this procurement initiative

to ensure continued operational excellence.

The business justification for this project centers on the critical need to upgrade existing infrastructure capabilities. The department has conducted thorough assessments indicating that while the current solution partially meets requirements, significant improvements are needed to achieve full operational efficiency.

Project oversight has been provided by Guarang, who serves as the primary project coordinator and submission authority for this initiative.

3. SCOPE OF WORK

The scope of work encompasses comprehensive IT infrastructure enhancement including but not limited to:

- Assessment and evaluation of current IT infrastructure

- Design and implementation of upgraded infrastructure solutions

- Integration with existing departmental systems

- Migration of current data and applications

- Testing and validation of implemented solutions

- Documentation and knowledge transfer

- Post-implementation support and maintenance planning

- Compliance verification and regulatory adherence

- Staff training and change management support

The vendor shall provide all necessary hardware, software, services, and support required to complete the project within the specified timeline and budget constraints.

4. TECHNICAL REQUIREMENTS

Based on the technical specification assessment, the following technical requirements must be addressed:

- System architecture must accommodate minor modifications as identified during the architecture review

- Solutions must demonstrate high technical feasibility with proven implementation methodologies

- Infrastructure must support complex integration with multiple existing systems

- Security framework must address identified minor security concerns

- Platform compatibility with current departmental technology stack

- Scalability to support future growth requirements

- Performance optimization for critical financial operations

- Disaster recovery and business continuity capabilities

- Network infrastructure enhancement and optimization

- Data backup and recovery solutions

All technical implementations must align with industry best practices and organizational standards.

5. FUNCTIONAL REQUIREMENTS

The solution must address the following functional requirements:

- Support for Finance & Accounts departmental operations

- Integration capabilities with existing financial systems

- User access management and authentication systems

- Reporting and analytics functionality

- Workflow automation capabilities

- Document management and storage solutions

- Real-time data processing and transaction handling

- Multi-user concurrent access support

- Audit trail and compliance reporting features

- Data validation and error handling mechanisms

While the current assessment indicates the solution partially meets requirements, vendors must propose enhancements to achieve full functional compliance.

6. COMPLIANCE AND REGULATORY REQUIREMENTS

All proposed solutions must maintain full compliance with:

- Reserve Bank of India (RBI) guidelines and regulations

- Financial sector compliance requirements

- Data protection and privacy regulations

- Information security standards

- Organizational governance policies

- Industry-specific regulatory frameworks

- Internal audit and control requirements

- Risk management protocols

The RBI/Compliance Check has confirmed full compliance capability, and vendors must maintain this standard throughout implementation.

7. VENDOR QUALIFICATIONS

Qualified vendors must demonstrate:

- Minimum 5 years experience in IT infrastructure projects

- Proven track record in Finance & Accounts sector implementations

- Technical expertise in complex system integration

- Certified professionals with relevant industry credentials

- Financial stability and bonding capacity

- References from similar scale implementations

- Local support presence and capabilities

- Quality management system certifications

- Security clearance and background verification capabilities

- Established partnership with major technology vendors

Vendors must provide detailed documentation supporting all qualification criteria.

8. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Technical Approach and Methodology (30%)

- Solution architecture and design quality

- Integration approach and complexity management

- Risk mitigation strategies

- Implementation methodology

Vendor Qualifications and Experience (25%)

- Relevant project experience

- Team qualifications and expertise

- Financial stability

- Reference quality and validation

Cost and Value Proposition (20%)

- Total cost of ownership

- Budget compliance

- Value-added services

- Cost-benefit analysis

Compliance and Security (15%)

- Regulatory compliance approach

- Security framework adequacy

- Risk assessment and mitigation

- Audit and control mechanisms

Timeline and Project Management (10%)

- Implementation timeline feasibility

- Project management approach

- Resource allocation planning

- Milestone achievement capability

9. TIMELINE AND MILESTONES

The project must be completed by the end of January 2026 with the following key milestones:

Project Initiation and Planning: Week 1-2

Requirements Analysis and Design: Week 3-6

Infrastructure Setup and Configuration: Week 7-12

System Integration and Testing: Week 13-16

User Training and Change Management: Week 17-18

Go-Live and Production Support: Week 19-20

Project Closure and Documentation: Week 21-22

Vendors must provide detailed project schedules with specific deliverable dates and dependencies clearly identified.

10. BUDGET AND PRICING STRUCTURE

The estimated project budget is $2.0 million. Vendors must provide comprehensive pricing including:

- Hardware and software costs

- Implementation and integration services

- Project management and coordination

- Training and change management

- Documentation and knowledge transfer

- Warranty and maintenance provisions

- Travel and related expenses

- Any additional services or requirements

All pricing must be firm for the project duration with clear terms for any potential variations or change requests.

11. TERMS AND CONDITIONS

Contract award is subject to:

- Successful completion of vendor due diligence

- Negotiation of acceptable contract terms

- Availability of approved budget allocation

- Compliance with organizational procurement policies

- Background verification and security clearance

- Performance bond and insurance requirements

- Intellectual property and confidentiality agreements

- Service level agreements and performance metrics

- Payment terms and milestone-based disbursement

- Termination clauses and dispute resolution mechanisms

The organization reserves the right to reject any or all proposals and negotiate with selected vendors.

12. SUBMISSION REQUIREMENTS

Proposals must include:

- Executive summary and company profile

- Technical approach and solution architecture

- Detailed project plan and timeline

- Team composition and qualifications

- Comprehensive pricing breakdown

- Compliance and security documentation

- References and case studies

- Financial statements and bonding capacity

- Legal and registration documents

- Signed vendor declaration and commitment letter

Submit three hard copies and one electronic copy of the complete proposal by the specified deadline.

13. CONTACT INFORMATION

Primary Contact: Guarang

Department: Finance & Accounts

Project ID: PSB-PROC-2026-1-14-13

For technical clarifications and queries, contact the designated procurement office during business hours. All communications must reference the project ID and be submitted in writing for official record.

Vendor conferences and site visits may be arranged upon request during the proposal preparation period. All interested vendors are encouraged to submit questions and clarifications at the earliest opportunity to ensure comprehensive proposal preparation.

This RFP represents a significant opportunity for qualified vendors to partner with our organization in delivering critical IT infrastructure enhancements. We look forward to receiving innovative and competitive proposals that demonstrate clear value and alignment with our requirements.