

Annexures to Pre-Bid Clarifications

TENDER NOTICE NO. TW-IT/OT/06/2021-22

for

***“Selection of Implementation Agency (IA) for Implementation of SAP based ERP Software in
OPTCL and SLDC”***

List of Annexures:

- 1. Revised Eligibility Criteria*
- 2. Revised Evaluation methodology*
- 3. Revised Payment Terms with Bank Guarantee*
- 4. Revised Implementation Schedule*

Section IV. Eligibility Criteria -Revised

Eligibility Criteria of IA

The Bidder must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP document. Keeping in view the complexity & volume of the work involved, the following criteria are prescribed as eligibility criteria for Bidder interested in undertaking the project. The Bidder must also possess the technical know-how and the financial stability that would be required to successfully establish/execute the ERP Implementation and support services thereafter for the entire period of the contract. The bids must be complete in all respect and should cover the entire scope of work as stipulated in the tender document. The invitation to bid is open to all Bidders who qualify the eligibility criteria as given below:

ELIGIBILITY CRITERIA

Sl. No.	Criteria	Mandatory Documents
A.	Organization's Financial and Manpower Strength & Certification Status	
1	The Bidder should be a company incorporated/registered in India under the Companies Act, 1956 and (or as amended in companies Act 2013) and should have been in the business of IT/ITeS for the last 10 financial years.	Certificate of Incorporation and copy of Memorandum and Articles of Associations of the company evidencing that they are working in the IT/ITeS business for the last ten years should be attached.
2	The Minimum Average Annual Turnover (MAAT) from ERP Supply, Implementation and AMC services business or a combination of these services of the bidder should be at least INR 100 crores with positive net worth in each of the preceding three years (best of three financial years out of the last five immediately preceding financial years). The turnover will be calculated as revenue earned from the projects.	Copy of the audited annual accounts of the company showing turnover of the company for the last Five financial years supported by Chartered Accountant certificate for Net-worth and turnover (MAAT) clearly mentioning the turnover & net worth from ERP Supply, Implementation and AMC services business or a combination of these services. Note: For the purpose of evaluation best three financial year's turnover will be considered.
3	The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies as on bid submission date.	Undertaking in this regard by the authorized signatory of the bidder.
4	The Bidder must have valid ISO 27001, ISO 9001:2008 and have at least CMM/CMMi level 5 certification as on bid submission date	Copy of the valid ISO 27001, ISO 9001:2008 and have at least CMM/CMMI level 5 certification Note: In case, validity of CMMi Level 5 certification has expired, the same should be under process for renewal and Copy of expired certificate along with Copy of Application for renewal both duly signed by Authorized Signatory need to be submitted for the consideration. Further, in such cases, bidder needs to submit the valid CMMi Level 5 certificate before signing the contract agreement. In case the valid certification is not submitted, Purchaser may initiate action as per the standard terms & conditions of the Tender document.

Sl. No.	Criteria	Mandatory Documents
5	The Bidder must have PAN Card, GSTIN, Registration under labor laws & contract act	Valid Scanned Copies of the PAN Card, GSTIN, Registration under labor laws & contract act of the Bidder
6	The Bidder should have at least one Development Center in Bhubaneswar (preferably within 5 kms from Corporate Office, OPTCL). If the Bidder is not having any Development Center in Bhubaneswar then the bidder should submit a letter of undertaking to open an office in Bhubaneswar, Odisha within 30 days from the date of issue of work order.	Latest copy of Property tax /Electricity Bill/Telephone Bill/G.S.T./C.S.T. Registration/Lease agreement etc. should be submitted as proof Or In case bidder is not having office in Odisha, letter of undertaking to open an office in Bhubaneswar, Odisha within 30 days from the date of issue of work order to be submitted.
7	The bidder should submit power of attorney certifying the authorized signatory	Power of Attorney executed by the Bidder in favor of the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this Tender. Board resolution also to be submitted in favour of Power of Attorney.
8	<p>The Bidder must have on its payroll at least 20 OEM (SAP-ERP) certified professionals in the area of configuration, development, customization, integration and commissioning SAP-ERP as on bid submission date.</p> <p>Bidder must have min 3 OEM (SAP-ERP) certified professionals from the following functions/modules;:</p> <ol style="list-style-type: none"> 1. Financial Accounting & Controlling 2. Purchasing/ Contract and Inventory Management 3. EAM (Enterprise Asset Management) 4. O&M (Operation & Maintenance) 5. Project Management 6. Payroll/ HR <p>Note:</p> <ol style="list-style-type: none"> i. Bidder must have certified professionals in minimum 4 functions / modules out of the above 6 functions / modules. ii. Min 3 OEM (SAP-ERP) certified professionals from each of the opted Functions/Modules need to be submitted iii. Mandatory Module/Functions to be opted as follows: <ol style="list-style-type: none"> a. Financial Accounting & Controlling b. Payroll/ HR 	Certificate from the Head of HR department mentioning the name of Employee, qualification, year of experience along with CV of each resource person supported with copy of the relevant certificates.

Sl. No.	Criteria	Mandatory Documents
B.	Past Performance & Relevant Project Experience	
10	<p>i)The Bidder must have successfully implemented at least one SAP based ERP project (COTS-“Commercial off-the-shelf” Product) during the last 10 financial years in a State-Level Transmission Utility having an employee base of Min 2500 and with a contract value of min. 20 Crores</p> <p>And</p> <p>ii) The Bidder must have successfully implemented at least 02 (two) SAP based ERP implementation during the last 10 financial years in any Central Govt. / State Govt. / PSU /Autonomous Body (Govt.) in India with a contract value of min. 15 Crores each.</p> <p>The bidder must have past experience in implementing the SAP based ERP (for the above i & ii criteria) with minimum 4 functions / modules out of following 6 functions / modules during the last ten (10) financial years.</p> <ol style="list-style-type: none"> Financial Accounting & Controlling Purchasing/ Contract and Inventory Management EAM (Enterprise Asset Management) O&M (Operation & Maintenance) Project Management Payroll/ HR <p>Note:</p> <ol style="list-style-type: none"> <i>Bidder should have provided minimum 1 (One) year Post Go-Live support (AMC).</i> Bidder need to opt minimum 4 functions / modules out of the above 6 functions / modules. Mandatory Module/Functions to be opted as follows: <ol style="list-style-type: none"> Financial Accounting & Controlling Payroll/ HR 	<ol style="list-style-type: none"> Copy of Work order / Contract clearly highlighting the scope of work, Bill of Material and value of the contract/order. Certification on client letterhead/Performance certificate as proof of services needs to be submitted Submit suitable, verifiable evidence to demonstrate the experience. <p>Note: It should be noted that following credentials / certification will not be considered:</p> <ol style="list-style-type: none"> ERP Upgrade Projects (version upgradation, patch upgradation etc.) Internal implementation including implementation in subsidiary companies of Bidder

Note:

1. Consortium is strictly not allowed.
2. Sub-Contracting is strictly not allowed

Appendix D - Evaluation Methodology

D.1 Guidelines to Bidders

- i. Alternate bids are not allowed
- ii. The evaluation team will thoroughly review the proposals submitted by various bidders. The broad evaluation will be based as following:-
 - a. Technical Proposal: 60% Weight
 - b. Price Bid: 40% Weight
- iii. Purchaser may ask the bidder to give a Power Point Presentation (PPT) on overall understanding of the project and proposed approach & methodology as per the scope of work as per Section VI.
- iv. Each of the bidder shall demonstrate the Online-Demo supporting their experience in implementation of SAP ERP, if required.
- v. Based on multiple parameters, the evaluation team will calculate the technical evaluation score for each bidder at the end of technical evaluation phase.
- vi. OPTCL, in observance of best practices, shall:
 - a. Maintain the bid evaluation process strictly confidential
 - b. Reject any attempts or pressures to distort the outcome of the evaluation, including fraud and corruption
 - c. Strictly apply only and all of the evaluation and qualification criteria specified in the Bid document.
- vii. It should be noted that following credentials / certification will not be considered:
 - a. ERP Upgrade Projects (version upgradation, patch upgradation etc.)
 - b. Internal implementation including implementation in subsidiary companies of Bidder
- viii. Financial requirement/ certification of only the bidder will be considered and financials of parent company / holding company etc. will not be considered. Consolidated financial statements of the bidders will also not be considered.
- ix. If any project / contract involve multiple subsidiaries, it will be treated as only one credential / experience.
- x. Credentials of the holding/parent/subsidiary companies shall not be considered.
- xi. Cut-off date for calculating number of years shall be the date of bid submission
- xii. The Purchaser will have the right to independently contact and verify the accuracy of credentials with Bidder's end-client. Bidder will have to provide necessary details as per the requirement of the Purchaser.
- xiii. Bidders are required to fill and submit (upload) "Techno-Commercial Proposal sheet" along with all the supporting documentary proof with page reference number of the document submitted. Only those pages will be considered for evaluation.
- xiv. Bidders are requested to submit all the documentary evidence against the qualification criteria and evaluation of the bid after thorough analysis of the tender document and requirement of the criteria mentioned in the tender. It may be noted that no further clarification shall be sought from bidders after opening of the techno-commercial bid.**

D.2 “Single Stage – Two part” Bidding Procedure

In the Single-Stage: two part bidding procedure, Bidders should submit two proposal simultaneously, one containing the Technical Proposal and the other the Price Bid. Initially, only the Technical Proposals shall be opened at the date and time advised in the Bidding Document. The Price Bids will remain unopened. The Technical Proposals shall be evaluated by the Purchaser. No amendments or changes to the Technical Proposals are permitted. The objective of the exercise is to allow the Purchaser to evaluate the Technical Proposals without reference to price.

Bids of Bidders which do not conform to the mandatory requirements may be termed as non-responsive and will not be evaluated further.

Evaluation of price bids will be on the basis of the FOR DESTINATION PRICE including Goods and Services Tax & other levies as may be applicable. The FORD PRICE shall consist of the following components:

- a. Taxable value of service offered. (At the discretion of the purchaser)
- b. Goods and Services Tax
- c. Other levies, if any.
- d. Any other items, as deemed proper for evaluation by the purchaser.
- e. Any imposition of new tax or revision of tax shall be considered between due date of submission of bids and the date of price bid opening.

In comparing bids and in making awards, the Purchaser will consider other factors such as compliance with FRS/TRS, minimum qualification criteria, outright rejection clause of this tender, experience, financial soundness, record of integrity in dealings, performance, the time of delivery, capability to perform including available facilities such as adequate manpower, expertise & experience in SAP Based project.

D.3. Criteria for Outright Rejection *(Refer Techno-commercial Bid Sheet)*:

- a. Non-submission of Documentary proof of submission Tender Cost, payment of Tender Processing Fees through e-payment mode.
- b. Non-submission of Power of Attorney (Authorized Signatory) notarized copy for signing the bid document in hard copy.
- c. Non-submission of undertaking for the following:
“Support and Maintenance (AMC) cost for each year cost should not be less than 15% of Total SAP Implementation cost”

D.4. Mandatory Requirements as per eligibility criteria

Sl. No.	Criteria	Mandatory Documents
A.	Organization's Financial and Manpower Strength & Certification Status	
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2	The Minimum Average Annual Turnover (MAAT) from ERP Supply, Implementation and AMC services business or a combination of these services of the bidder should be at least INR 100 crores with positive net worth in each of the preceding three years (best of three financial years out of the last five immediately preceding financial years). The turnover will be calculated as revenue earned from the projects.	Copy of the audited annual accounts of the company showing turnover of the company for the last Five financial years supported by Chartered Accountant certificate for Net-worth and turnover (MAAT) clearly mentioning the turnover & net worth from ERP Supply, Implementation and AMC services business or a combination of these services. Note: For the purpose of evaluation best three financial year's turnover will be considered.
3	The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies as on bid submission date.	Undertaking in this regard by the authorized signatory of the bidder.
4	The Bidder must have valid ISO 27001, ISO 9001:2008 and have at least CMM/CMMi level 5 certification as on bid submission date	Copy of the valid ISO 27001, ISO 9001:2008 and have at least CMM/CMMi level 5 certification Note: In case, validity of CMMi Level 5 certification has expired, the same should be under process for renewal and Copy of expired certificate along with Copy of Application for renewal both duly signed by Authorized Signatory need to be submitted for the consideration. Further, in such cases, bidder needs to submit the valid CMMi Level 5 certificate before signing the contract agreement. In case the valid certification is not submitted, Purchaser may initiate action as per the standard terms & conditions of the Tender document.
5	The Bidder must have PAN Card, GSTIN, Registration under labor laws & contract act	Valid Scanned Copies of the PAN Card, GSTIN, Registration under labor laws & contract act of the Bidder

Sl. No.	Criteria	Mandatory Documents
6	The Bidder should have at least one Development Center in Bhubaneswar (preferably within 5 kms from Corporate Office, OPTCL). If the Bidder is not having any Development Center in Bhubaneswar then the bidder should submit a letter of undertaking to open an office in Bhubaneswar, Odisha within 30 days from the date of issue of work order.	Latest copy of Property tax /Electricity Bill/Telephone Bill/G.S.T./C.S.T. Registration/Lease agreement etc. should be submitted as proof Or In case bidder is not having office in Odisha, letter of undertaking to open an office in Bhubaneswar, Odisha within 30 days from the date of issue of work order to be submitted.
7	The bidder should submit power of attorney certifying the authorized signatory	Power of Attorney executed by the Bidder in favor of the duly Authorized Representative, certifying him as an authorized signatory for the purpose of this Tender. Board resolution also to be submitted in favour of Power of Attorney.
8	<p>The Bidder must have on its payroll at least 20 OEM (SAP-ERP) certified professionals in the area of configuration, development, customization, integration and commissioning SAP-ERP as on bid submission date.</p> <p>Bidder must have min 3 OEM (SAP-ERP) certified professionals from the following functions/modules;:</p> <ol style="list-style-type: none"> 1. Financial Accounting & Controlling 2. Purchasing/ Contract and Inventory Management 3. EAM (Enterprise Asset Management) 4. O&M (Operation & Maintenance) 5. Project Management 6. Payroll/ HR <p>Note:</p> <ol style="list-style-type: none"> i. Bidder must have certified professionals in minimum 4 functions / modules out of the above 6 functions / modules. ii. Min 3 OEM (SAP-ERP) certified professionals from each of the opted Functions/Modules need to be submitted iii. Mandatory Module/Functions to be opted as follows: <ol style="list-style-type: none"> a. Financial Accounting & Controlling b. Payroll/ HR 	Certificate from the Head of HR department mentioning the name of Employee, qualification, year of experience along with CV of each resource person supported with copy of the relevant certificates.

Sl. No.	Criteria	Mandatory Documents
B.	Past Performance & Relevant Project Experience	
10	<p>i)The Bidder must have successfully implemented at least one SAP based ERP project (COTS-“Commercial off-the-shelf” Product) during the last 10 financial years in a State-Level Transmission Utility having an employee base of Min 2500 and with a contract value of min. 20 Crores</p> <p>And</p> <p>ii) The Bidder must have successfully implemented at least 02 (two) SAP based ERP implementation during the last 10 financial years in any Central Govt. / State Govt. / PSU /Autonomous Body (Govt.) in India with a contract value of min. 15 Crores each.</p> <p>The bidder must have past experience in implementing the SAP based ERP (for the above i & ii criteria) with minimum 4 functions / modules out of following 6 functions / modules during the last ten (10) financial years.</p> <ol style="list-style-type: none"> i. Financial Accounting & Controlling ii. Purchasing/ Contract and Inventory Management iii. EAM (Enterprise Asset Management) iv. O&M (Operation & Maintenance) v. Project Management vi. Payroll/ HR <p>Note:</p> <ol style="list-style-type: none"> a. Bidder should have provided minimum 1 (One) year Post Go-Live support (AMC). b. Bidder need to opt minimum 4 functions / modules out of the above 6 functions / modules. c. Mandatory Module/Functions to be opted as follows: <ol style="list-style-type: none"> i. Financial Accounting & Controlling ii. Payroll/ HR 	<ol style="list-style-type: none"> a. Copy of Work order / Contract clearly highlighting the scope of work, Bill of Material and value of the contract/order. b. Certification on client letterhead/Performance certificate as proof of services needs to be submitted c. Submit suitable, verifiable evidence to demonstrate the experience. <p>Note: It should be noted that following credentials / certification will not be considered:</p> <ol style="list-style-type: none"> d. ERP Upgrade Projects (version upgradation, patch upgradation etc.) e. Internal implementation including implementation in subsidiary companies of Bidder

D.5. Technical Evaluation

The Technical evaluation will be based on the following Technical Evaluation Parameters

Note: Bidders need to score **minimum 65 (sixty-five) marks in Technical evaluation** to qualify for subsequent financial evaluation.

Srl. No.	Criteria	Description	Maximum Marks	Marks Distribution	Supporting Document Required
1	Organization's Financial Strength	The Minimum Average Annual Turnover (MAAT) from ERP Supply, Implementation and AMC services business or a combination of these services of the bidder should be at least INR 100 crores with positive net worth in each of the preceding three years <i>(best of three financial years out of the last five immediately preceding financial years)</i> .	10	<p>Best Three out of last 5 immediately preceding Financial Years' Minimum Average Annual Turnover (MAAT) of the Bidder along with positive net worth in each of the year shall be considered.</p> <p>MAAT above INR 100 Cr and up to INR 200 Cr = 6 Marks</p> <p>MAAT above INR 200 Cr and up to INR 300 Cr = 7 Marks</p> <p>MAAT above INR 300 Cr and up to INR 400 Cr = 8 Marks</p> <p>MAAT above INR 400 Cr = 10 Marks</p>	<p>Copy of the audited annual accounts of the company showing turnover of the company for the last Five financial years supported by Chartered Accountant certificate for Net-worth and turnover (MAAT) clearly mentioning the turnover & net worth from ERP Supply, Implementation and AMC services business or a combination of these services.</p> <p><i>Note: For the purpose of evaluation best three financial year's turnover will be considered.</i></p>
2	Organization's Manpower Strength	The Bidder must have on its roll at least 20 OEM (SAP-ERP) certified professionals in the area of configuration, development, customization, integration and commissioning ERP as on bid submission date.	10	<p>a. Above 40 professionals, 10 marks</p> <p>b. 30 to 40 professionals, 8 marks</p> <p>c. 20 to 30 professionals, 6 marks</p>	<p>Certificate from the Head of HR department mentioning the name of Employee, qualification, year of experience along with CV of each resource person supported with copy of the relevant certificates.</p>

Srl. No.	Criteria	Description	Maximum Marks	Marks Distribution	Supporting Document Required
3	SAP based ERP Experience in General	<p>1. Minimum 02 (two) Projects should have been completed within last 10 years (Go-Live) in any Central Govt/State Govt/PSU/ Autonomous Body (Govt.) in India with a contract value of min 15 Crore each.</p> <p>2. Minimum 4 modules out of following should have been implemented:</p> <p>a. Financial Accounting & Controlling</p> <p>b. Purchasing/ Contract and Inventory Management</p> <p>c. EAM (Enterprise Asset Management)</p> <p>d. O&M (Operation & Maintenance)</p> <p>e. Project Management</p> <p>f. Payroll/ HR</p> <p>Note:</p> <p>a. Bidder should have provided minimum 1 (One) year Post Go-Live support (AMC).</p> <p>b. Bidder need to opt minimum 4 functions / modules out of the above 6 functions / modules.</p> <p>c. Mandatory Module/Functions to be opted as follows:</p> <p>i. Financial Accounting & Controlling</p> <p>ii. Payroll/ HR</p>	20	<p>a. (10 marks for each project implemented having a contract value of 30 crore or higher) X (No. of Projects)</p> <p>b. (8 marks for each project implemented having a contract value of 20 crore and up to 30 crore) X (No. of Projects).</p> <p>c. (7 marks for each project implemented having a contract value of 15 crore and up to 20 Crore) X (No. of Projects)</p>	<p>a. Copy of Work order / Contract clearly highlighting the scope of work, Bill of Material and value of the contract/order.</p> <p>b. Certification on client letterhead/Performance certificate as proof of services provided needs to be submitted.</p> <p>c. Submit suitable, verifiable evidence to demonstrate the experience.</p>

Srl. No.	Criteria	Description	Maximum Marks	Marks Distribution	Supporting Document Required
4	SAP based ERP Experience in State Transmission Utility	<p>1. The Bidder must have successfully implemented SAP based ERP project (COTS-“Commercial off-the-shelf” Product) during the last 10 financial years in a State-Level Transmission Utility in India having an employee base of Min 2500 and with a contract value of min. 20 Crores</p> <p>2. Minimum 4 modules out of following should have been implemented:</p> <ol style="list-style-type: none"> Financial Accounting & Controlling Purchasing/ Contract and Inventory Management EAM (Enterprise Asset Management) O&M (Operation & Maintenance) Project Management Payroll/ HR Finance and Costing <p>Note:</p> <ol style="list-style-type: none"> <i>Bidder should have provided minimum 1 (One) year Post Go-Live support (AMC).</i> Bidder need to opt minimum 4 functions / modules out of the above 6 functions / modules. Mandatory Module/Functions to be opted as follows: <ol style="list-style-type: none"> Financial Accounting & Controlling Payroll/ HR 	20	<ol style="list-style-type: none"> (20 marks for each project implemented having a contract value 50 crore with min employee base of 2500) (16 marks for each project implemented having a contract value of 30 crore up to 50 crore with min employee base of 2500) X (No. of Projects). (14 marks for each project implemented having a contract value of 20 crore and up to 30 crore with min employee base of 2500) X (No. of Projects) 	<ol style="list-style-type: none"> Copy of Work order / Contract clearly highlighting the scope of work, Bill of Material and value of the contract/order. Certification on client letterhead/Performance certificate as proof of services provided needs to be submitted Submit suitable, verifiable evidence to demonstrate the experience.

Srl. No.	Criteria	Description	Maximum Marks	Marks Distribution	Supporting Document Required
5	Approach & Methodology	The approach and methodology should cover the overall understanding of the project as per the scope of work	5	5 Marks	Techno-Commercial Proposal to the Purchaser
6	Project Manager	End-to-End SAP-ERP projects (Inception to Go-live) as Project Manager Note: CVs for each resource shall be considered once	10	Experience as Project manager in SAP-ERP Project (State Transmission Utility in India): 5 Marks for each CVs Experience as Project manager in SAP-ERP Project (Central Govt/State Govt/PSU/Govt. Autonomous Body) in India: 4 Marks for each CVs Experience as Project manager in SAP-ERP Project (other) in India: 3 Marks for each CVs	CV signed by Head of HR department
7	Functional Module Leads: a. Financial Accounting & Controlling b. Purchasing/ Contract and Inventory Management c. EAM (Enterprise Asset Management) d. O&M (Operation & Maintenance) e. Project Management f. Payroll/ HR	End-to-End SAP-ERP project (BBP to module Go-live)	21	4.5 Marks for each Module Lead resources (Min 3 CVs from each module;1.5 Marks for each CVs) For any additional CV for remaining 2 modules , 1.5 mark for each additional CV Note: Bidder need to submit CVs for min 4 Modules out of 6 Modules	CV signed by Head of HR department And Copy of Certificate

Srl. No.	Criteria	Description	Maximum Marks	Marks Distribution	Supporting Document Required
	(Min 3 CVs each) Mandatory Module/Functions for which CV is to be submitted: i. Financial Accounting & Controlling ii. Payroll/ HR				
8	Technical Leads: SAP-ERP System Administration	SAP-ERP Project for SAP-ERP System Administrator	4	2 marks for each for each CV	CV signed by Head of HR department And Copy of Certificate

Srl. No.	Criteria	Marks
1	Organization's Strength(Financial & Manpower)	20
1	SAP based ERP Experience in General in India	20
2	SAP based ERP Experience in State Transmission Utility in India	20
3	Approach & Methodology	5
4	Resources(Project Manager, Module Lead and Technical Leads)	35
Total Technical Score (Total Tn)		100

Note:

1. For Bidder's experience evaluation, each credential shall be considered against only one criterion.
2. Bidder need to clearly mention the project experience(Project name, client, Contract value) against the criteria for criteria no 1 and 2 above as per the prescribed format in the " Techno-commercial Bid Sheet" to be uploaded

D.6 Evaluation of Price Bids

1. The Purchaser shall evaluate Price Bids of each Bid for which the Techno-Commercial Proposal has been determined to be responsive.
2. Bidders are allowed to quote +/-10% of the estimated project cost, otherwise the price bid will be considered as non-responsive
3. To evaluate a Techno-Commercial Proposal, the Purchaser shall only use all the criteria and methodologies defined above (D.5) and any other approach specified in the bid document.
4. To evaluate a Price Bid, the Purchaser shall consider the following:
 - a. Bid Price quoted in Price Bid Submission Sheet i.e. inclusive of all duties, levies and taxes.
 - b. Price adjustment for correction of arithmetic errors in accordance with ITB Clause.

D.7 Comparison of Bids

Price bids of those bidders who qualify the technical evaluation will be opened. A min of 65 mark out of total 100 marks has to be scored to qualify in the technical evaluation. The commercial scores will be calculated as:

$$Fn = Fmin / Fb * 100$$

Where:

(Fn = Normalized financial score of the bidder under consideration

Fb = Evaluated cost for the bidder under consideration

Fmin = Minimum evaluated cost for any bidder

Evaluation of Bid – Final Evaluation

The overall score will be calculated as follows:

$$\text{Final Score} = 0.60 * Tn + 0.40 * Fn$$

Where:

Tn = Technical score for the bidder under consideration

Fn = Normalized financial score of the bidder under consideration

Note:

- 1) Maximum possible Final Score can be 100. Final Score will be rounded-off to nearest two decimals. For example, 92.326 will be rounded-off to 92.33; 87.584 will be rounded-off to 87.58; 85.665 will be rounded-off to 85.67
- 2) The Bid having highest final score will be termed as highest evaluated bid.
- 3) **The Contract shall be awarded to the Bidder with highest Final Score as computed above. In case of a tie between two bids, the Bid with higher Technical Score shall be considered for award of the Contract**

Payment Terms for IA for use by OPTCL

The fee amount will be equal to the amount specified in **Format for Tender Response – Price Bid**. Payments will be released only on satisfactory acceptance of the deliverables for each Task as per the following schedule:

#	Description of Work	Timeline	Percentage of payment
1.	Inception Payment	After signing of the Contract	Payable against Inception Bank Guarantee (ICB) for an amount equal to 10% of the total Project Implementation cost excluding support & maintenance (AMC) for 3 years
2.	<p>Project Inception Phase This involves the following activities but not limited to:</p> <ul style="list-style-type: none"> • Site Office establishment • Team Mobilization • Project Plan (PERT Network/GANTT chart) • Resource Planning & deployment • Project Kick-off Meeting • Project Charter • SAP-ERP Overview Training 	14 weeks from the date of award of Contract.	5% of the total Project Implementation cost excluding support & maintenance (AMC) for 3 years will be released after submission and acceptance of the deliverables mentioned in Section VI: Scope of work; Point 9: Deliverables
3.	<p>Acceptance and Sign off of Business Blue Print document This involves the following activities but not limited to:</p> <ul style="list-style-type: none"> • Finalization of As-is, To-be study and gap analysis • Technical & Functional Training from SAP certified IA trainers to core IT team of OPTCL • Business Solution design / blueprint 		
4.	<p>Configuration & customization and development of all the requirements finalized in business blueprint document with respect to all functional areas. This involves the following activities:</p> <ol style="list-style-type: none"> i. Installation of the SAP ERP software in all the Development, Quality and Production Systems. ii. Mapping of business processes into ERP system & ERP system configuration & feeding of sample data. 	10 weeks from the date of acceptance and signoff of the Business Blue Print.	30% of the total Project Implementation cost excluding support & maintenance (AMC) for 3 years will be released after Pilot Go-Live and submission and acceptance of the deliverables mentioned in Section VI: Scope of work; Point 9: Deliverables

#	Description of Work	Timeline	Percentage of payment
	<ul style="list-style-type: none"> iii. Integration with legacy Systems. iv. Data Migration v. Unit and Integration Testing vi. Quality Assurance vii. User Acceptance Testing viii. Technical Training on ABAP, BASIS, FIORI and ERP System Administration, etc to core IT team of OPTCL ix. Configured ERP solution (including configuration aspects) & Module-wise training for Core Team Members (CTMs) and Core IT Teams x. Pilot Go Live including minimum SLDC & OPTCL Head Quarters and OPTCL Field Office which shall include minimum Two Zones, Two Circles (in different zones) covering min two Divisions, Sub Divisions, Stores from each Circle. 		
5.	<p>End user SAP-ERP Training: SAP-ERP end user training, conducting change management sessions to the CTMs, Core IT team and all end users of OPTCL & SLDC and submission of user manuals and all other training deliverables.</p> <p>The entire training should be completed as per the detailed scope of work for training provided in the tender document.</p> <p>Migration: Master Data, Cut over data and legacy data uploads to new system</p>	2 weeks from successful Pilot Go Live.	10% of the total Project Implementation cost excluding support & maintenance (AMC) for 3 years will be released after successful completion of all the training and submission and acceptance of the deliverables mentioned in Section VI: Scope of work; Point 9: Deliverables
6.	<p>Enterprise Go Live of the SAP-ERP System in a phased manner for OPTCL and SLDC (all locations of OPTCL, SLDC & Field offices): Module wise sign-off and complete roll-out at all locations of OPTCL and SLDC including all integration activities.</p>	8 weeks from successful pilot Go Live.	30% of the total Project Implementation cost excluding support & maintenance (AMC) for 3 years will be released after successful completion of work and submission and acceptance of the deliverables mentioned in Section VI: Scope of work; Point 9: Deliverables

#	Description of Work	Timeline	Percentage of payment
7.	Stabilization & Project Sign off - Final hand-holding support phase (Issue resolution & de- bugging) & Project Sign off after successful completion of Stabilization Period	24 weeks after Enterprise Go Live	<ul style="list-style-type: none"> • Case 1: Inception BG submitted and inception payment released to IA: 15% of the total Project Implementation cost excluding support & maintenance (AMC) for 3 years will be released after Project Sign-off i.e. after successful completion of stabilization period. (OR) • Case 2: Inception BG not submitted and inception payment not released to IA: 25% of the total Project Implementation cost excluding support & maintenance (AMC) for 3 years will be released after Project Sign-off i.e. after successful completion of stabilization period.
8.	Support Period: On site and off site support should be provided post Project Sign-off for a period of 3 years (36 months).	Support period (36 months after Project Sign-off)	Payment will be released for every quarter after submission of invoice along with the report for the progress of work done for the quarter and approval of the same by OPTCL/SLDC

- All Payments shall be made in Indian Rupees Only.
- All tax invoices in the manner prescribed in GST Law will be raised by the IA as per the payment terms. The invoices will become due for payment within forty five (45) working days after the date of receipt. The IA will also have the right to withhold provision of Services in case of continued non-payment of invoices within the stipulated time mentioned above.
- Any change in the rates of taxes, duties and/or any new levies during the stipulated contract period for different activities will be reimbursed to the IA by OPTCL against the documentary evidences on the basis of actual rates prevailing at that point of time. Each party shall be responsible for its own income taxes, corporate taxes and franchise taxes.

The Price bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all applicable taxes and other charges as may be applicable in relation to the activities proposed to be carried out. It is mandatory that such charges wherever applicable/ payable should be indicated separately in Price Bid Format. However, should there be a change in the applicable taxes till the date of delivery of products/ services any downward revision shall be passed on to Tendering authority.

PAYMENT TERM TOWARDS THE 3 YEAR SUPPORT & MAINTENANCE (AMC)

The payment towards all the 3 year support & maintenance (AMC) shall be paid on Quarterly basis on successful service delivery for the respective services as mentioned above against the submission of the following documents

1. Submission of Tax invoice in terms of GST Rules, as applicable under GST Law in triplicate.
2. SLA compliance certificate complying the SLA term and condition and satisfying the desired SLA Uptime (as the case may be) duly verified and signed by the competent authority from the purchaser side.
3. Satisfactory Performance certificate from the competent authority from the purchaser side.

The validity of the respective PBGs shall be verified and established before releasing the Quarterly Payment.

Note:

1. All payments shall be made by the Purchaser in favour of the IA.
2. The release of payments will be Performance (output) based, where the payments are made for measured deliverables and outputs. The SLAs will govern the penalty and reductions from payments for inferior deliverables.
3. Implementation Agency should obtain completion certificate for each project milestone from the OPTCL and raise an invoice against the same.
4. Payments against invoice submitted (accompanied with all requisite documents) shall be released within 45 days of submission of invoice.
5. In case go-live is delayed, the entire cost and/or time over-run shall be the responsibility of the Supplier and shall be borne by him only unless otherwise it is not attributable to them.
6. Power to withhold: Notwithstanding anything contained in the payment schedule mentioned below, if in the opinion of the Purchaser, any work done or supply made or service rendered by Supplier is deficient in any manner in comparison to the prescribed standards, Purchaser shall be at liberty to withhold a reasonable portion of the payments due to the Supplier, till such work/ supply/ service is made conforming to the prescribed standards. These powers to withhold payments shall be without prejudice to any other power/ right of the purchaser under this contract.
7. Invoices towards the 3 year support service (annual maintenance) after the project implementation period shall be raised by the IA on CGM (IT), OPTCL.
8. All payments towards the 3 year support & maintenance (annual maintenance) shall only be made after submission of the Audit reports (in original) in compliance with SLA, wherever applicable by the IA along with the invoices and acceptance of the same by the Purchaser.
9. The currencies for payments shall be in Indian Rupees (INR)

BANK GUARANTEES

I. Inception Payment Bank Guarantee (IBG):

10 % of the total Project Implementation cost excluding support & maintenance (AMC) for 3 years towards Inception Payment shall be released by purchaser on presentation of the following:

- a) Unconditional acceptance of the Letter of Award and signing of contract agreement by the IA.
- b) Submission and acceptance of unconditional & irrevocable Bank Guarantees for the equivalent amount from a scheduled bank having a branch in Bhubaneswar in the prescribed format in favor of Purchaser valid up to end of ninety (90) days beyond the scheduled month of project completion which shall be extended from time to time till ninety (90) days beyond revised scheduled month of project completion, as may be required under the Contract.
- c) Submission of detailed invoice for Inception payment.

Note:

The Inception Payment bank Guarantee shall be discharged after project sign-off. The Inception Payment bank guarantee can be reduced on two occasions. First reduction shall be on completion of 50% work (financial progress) and second reduction shall be on completion of 75% work (financial progress). The Inception Payment BG shall be proportionately reduced to 50% and 25% value respectively of initial advance BG.

II. Contract Performance Bank Guarantee (CPBG):

An unconditional & irrevocable CPBG issued by a scheduled bank having a branch in Bhubaneswar in the prescribed format for three percent (3%) of the total Contract price (*Implementation cost and support & maintenance-AMC cost for 3 years*) towards faithful performance of the contract shall be submitted in accordance with the provisions of GCC. The said bank guarantee shall be initially valid for **53 Months** [*3(Three) months after expiry of 50 months including of Project Implementation period (8 Months) , Stabilization period (6 Months) and 3yrs(36 Months) support & Maintenance period*]. The BG shall be extended from time to time if required.

III. ~~Annual Maintenance Performance Bank Guarantee (AMC-PBG):~~

~~An additional AMC-Performance Bank Guarantee (AMC -PBG) issued by a scheduled bank having a branch in Bhubaneswar in the prescribed format equal to 3% of the total AMC value/value towards 3-year support service starting from beginning of CAMC period is required to be submitted 3 months before expiry of project implementation period by the bidder and shall be extended from time to time till ninety (90) days beyond successful completion of CAMC period, as may be required under the Contract. AMC-PBG may be initially submitted for 2 years plus 90 days and extended thereafter annually provided that the extension of BG should be communicated one month prior to the expiry of previous BG.~~

Appendix F - Expected Implementation Schedule

The table below provides the time schedule for Implementation of SAP based ERP Software in OPTCL and SLDC. "T", as referred to in the table, is the date of award of contract with the selected IA by OPTCL and "T+n" refers to no of weeks thereafter.

Table: Tentative Time Schedule for Implementation

Week	Activity	Remarks
T + 0	Project Kick-off	This would be done after award of Contract. to the Implementation Agency(IA)
T+2	Project Inception	Key Activities: <ul style="list-style-type: none"> • Project Plan • Resource Planning & deployment • Project Kick-off Meeting • Project Charter • SAP-ERP Overview Training
T + 12	Acceptance and Signoff of Business Blue Print document	<ol style="list-style-type: none"> i. Finalization of As Is study & To-Be process ii. To-Be process mapping with respect to functional requirement specification and integration touch points with respect to legacy applications iii. Preparation, finalization and approval of business blueprint document. iv. Technical & Functional Training from SAP certified IA trainers to core IT team of OPTCL
T +24	Configuration & Customization and development as per the finalized Business blueprint document Pilot Go-Live	<ol style="list-style-type: none"> i. Installation of the SAP ERP software in all the Development, Quality and Production Systems. ii. Mapping of business processes into ERP system & ERP system configuration & feeding of sample data. iii. Integration with legacy Systems. iv. Data Migration v. Unit and Integration Testing vi. User Acceptance Testing vii. Consultant Training on ABAP, BASIS, FIORI to core IT team of OPTCL

Week	Activity	Remarks
		viii. Module wise detail User level Training for Core Team Members (CTMs) and Core IT Teams ix. Pilot Go Live Sign-Off in Head Quarters, Two Zones, Two Circles covering min two Divisions, Sub Divisions, Stores from each Circle.
T + 26	End user ERP Training & Migration Activities	i. ERP end user training, ii. Change management sessions to the CTMs, Core IT team and all end users of OPTCL & SLDC iii. Submission of user manuals and all other training deliverables. iv. Migration: Master Data, Cut over data and legacy data uploads to new system
T + 32	Enterprise Go Live	i. Enterprise Go Live of the ERP System in a phased manner for OPTCL and SLDC (all locations) ii. Module wise sign-off iii. Complete roll-out at all locations of OPTCL and SLDC including all integration activities.
T + 56	Stabilization Period	i. System Stabilization ii. Hand-holding support phase iii. Issue resolution & de- bugging phase iv. Incorporation of any new changes in the application as per the OPTCL's requirement v. Publication of quarterly balance sheets from SAP-ERP for 2 quarters

Note:

- **End date of the Stabilization Period will be termed as Project Sign-off date.**
- **The revised timeline shall be read in conjunction with all related terms & conditions of RfP (SLA, ITB, BDS, etc.) where timeline is mentioned.**

Support Period:

On site and off site support should be provided for 3 years (36 months) post Project Sign-off.