

West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

Human Resource Development Department

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CIN: U40109WB2007SGC113473



WBSEDCL

Tender Notice

BID DOCUMENT

For

**Imparting Training in the field of SAP (ERP & ISU)
for skill development of IT& other officers of WBSEDCL
Venue: Bidyut Bhavan**

Tender Fee: Rs 6000/- plus GST (18%)

**Estimated cost : Rs. 30 Lakh (Approximate)
(ONE TIME TRAINING COST)**

GM(HRD&TRG/PM), WBSEDCL

NIT No: WBSEDCL/HRDD/Tender/14

Dated:28/12/2018



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SECTION: I **INSTRUCTION TO BIDDER (IB)**

IB.1.

West Bengal State Electricity Distribution Company Limited herein after referred to as WBSEDCL invites e-tenders for **imparting Training in the field of SAP (ERP & ISU) for skill development of IT and other officers of WBSEDCL at Vidyut Bhavan, Salt Lake, Kolkata-700091** as per detail "Scope of Work" and other terms and conditions furnished in the different clauses of the bid document.

IB.2. Eligibility Criteria and Technical Criteria:

A. Eligibility Criteria

1. The Bidder must comply with the "Mandatory Condition" as mentioned in **Annexure I**.
2. The Bidder should give a Self Declaration Certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per **Annexure II**.
3. Faculties/Trainers/Instructors of the Bidder must have Training experience (both theoretical & hands on practical) of 3-4 Yrs of all the modules/Sub modules as mentioned in the "scope of work" under Section-II & as per business need of WBSEDCL(**Ref-GCC.1**)and must be capable to Train the officers of WBSEDCL for developing their own Capacity Building as well as to act as Master Trainer i.e. **the Training should be full proof in nature and level of Training of different modules/Sub-modules should be as mentioned in IB.22.d.**
4. The Annual **Turnover should be at least Rs. 10 lacs during each of the previous three financial years (2015-16 to 2017-18)**. Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document are to be submitted as per the **Annexure-III**.
5. This invitation for bidders is open to all Indian firms engaged in the business of imparting Training in the field of SAP (ERP & ISU) for officers level (IT and others.)
6. The firm should be neither blacklisted, banned, debarred from participation in any Govt. organization across India in last three years nor any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure IV**.
7. The bidder should have successfully executed such Training Orders in at least **one** organization during last five years, preferably in the Power Sector/ Central/State/UT/PSU's (where ERP has been implemented). The firm should attach list of Orders/ certificate of satisfaction of Training/credentials where the work had been executed during last 5 years. The details of the same along with supporting document are to be submitted as per **Annexure V**.
8. Intending Bidders desirous of participating in the tender are to log on to the website **<http://wbtenders.gov.in>**. The tender can be searched by typing **wbsecl** in the search box of the website.
9. Bidders willing to take part in the process of **e-tendering** are required to obtain **Digital Signature Certificate (DSC)** in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB eToken. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.
10. Intending bidders are to download the tender documents from the website stated above, directly with the help of the **e-Token** provided. *This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".*



B. Technical Criteria (Coverage)

Bidders must cover all the Training modules/Sub-modules/topics for Training as mentioned under 'Scope of Work' (Section-II) if required and must have following **pre-qualification criteria**:

PRE-QUALIFICATION CRITERIA FOR BIDDER: Agency/Institute/Organization possessing the following pre-qualification criteria must upload the documentary evidence (scanned copy) in support of the same in the portal under Techno-commercial folder.

Pre-Qualification criteria	Documents required (Self Attested)
<p>1. The bidder must have either</p> <p>(a) Authorized SAP R3 Training Partner. (SAP OEM authorization certificate to be provided). or,</p> <p>(b) SAP implementing partner having proficiency in working and imparting training on various SAP-Modules. or,</p> <p>(c) SAP certified trainers/instructors having proficiency in working and imparting training on various SAP-Modules</p>	<p>Copies of authentic authorization certificates in support of Trainer/Training Partner/Implementing partner etc. whichever applicable.</p>
<p>2. Experience of the Firm/Bidder in the field of training SAP (ERP & ISU) at least in one organization during last five years , preferably in the Power Sector/ Central/State/UT/PSU's (where ERP has been implemented)</p>	<p>Copy of Engagement Order received from clients in this regard along with a certificate of satisfaction for the performance issued in favour of the Firm or in favour of any Faculty or Team involved in this type of Training job for that Firm.</p>
<p>3. Faculties/Trainers/Instructors of the Bidder must have Training experience in the field of SAP (ERP & ISU) (both theoretical & hands on) of 3-4 Yrs of all the modules/Sub modules as mentioned in the "scope of work" under Section-II & as per business need of WBSEDCL (Ref-GCC.1) and must be capable to Train the officers of WBSEDCL for developing their own Capacity Building as well as to act as Master Trainer. i.e. the Training should be full proof in nature and level of Training of different modules/Sub-modules should be as mentioned in IB.22.d</p>	<p>CVs, Qualification/Authorisation certificates and Experience/Performance certificates/credential/achievement/accreditation of the Faculties/Trainers/Instructors in this regard.</p>
<p>4. Training in the power sector /utilities desirable and preferred</p>	
<p>5. All training sessions must be instructor lead.</p>	
<p>6. Must be ready for presentation by the Faculties/Trainers/Instructors during/after the Pre-Bid meeting for assessment of effectiveness of the Training to be imparted by them.</p>	



IB.3. Responsibility of Bidders:

1. It shall be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the work.
2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained by WBSEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSEDCL, which are based on the lack of such clear information of its effect.
3. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretation or deductions the bidder may derive from the data furnished by WBSEDCL . Verbal agreement or conversation with any officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.
4. The bid shall include all the information as per bid document. The bidder is expected to examine carefully all instruction, conditions, forms, schedules, terms, Annexure, specifications etc. in the bidding documents. Failure to comply with the requirement of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to the requirements of the bidding **documents, will be rejected**.
5. The bidder shall bear all the costs associated with the preparation and submission of bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
6. In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid, well in advance of the last date and time of submission of the bid.

IB.4. Formation of cartel & penal Measures:

Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes, will automatically disqualify the parties. Repeated occurrence of such evidence of above, tenderers may also be viewed seriously by the WBSEDCL authority and penal measures as deemed fit would be imposed on such tenderers.



IB.5. Key Dates:

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1.	Publishing Date	08.01.2019 (Tuesday) at 11.00 Hrs
2.	Document Download start date	08.01.2019 (Tuesday) at 11.00 Hrs
3.	Date of Pre-bid Discussion	16.01.2019 (Wednesday) at 11.00 Hrs.
4.	Bid submission start date	21.01.2019 (Monday) at 11.00 Hrs.
5.	Bid submission end date	28.01.2019 (Monday) at 14.00 Hrs
6.	Last date of physical submission of Tender Fee and EMD	28.01.2019 (Monday) at 14.00 Hrs
7.	Technical Bid opening date	30.01.2019(Tuesday) at 14.30 Hrs
8.	Financial Bid opening date	The date and time will be intimated after Proof of concept

IB.6.

If any 'Strike' or 'Holiday', falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be scheduled date for that particular matter . Any change of dates of other activities as noted above (IB.5) if required will be uploaded in the web portal <http://wbtenders.gov.in>.

IB.7. Pre Bid Discussion:

1. Pre bid discussion will be held in presence of **authorized officer of IT department and officers of HRD & TRG. Dept.** at the HRD Training Room, 5th Floor, D Block, Vidyut Bhavan as per schedule indicated in "**Key Dates Clause**" above to clarify the queries, if any, from the vendors in respect of tender. Selected vendors who shall purchase the Bid may participate (maximum two persons) in the said meeting for any such clarification.
2. Non-attendance at the pre bid discussion will not be a cause for disqualification of the bidders.

IB.8. Clarification of Bidding Documents:

If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent through email at our email id hrdd.wbsedcl@gmail.com at least **three days prior** to the date of Pre-bid discussion. Such query received from vendors prior to pre bid discussion shall only be discussed in the pre bid discussion. No other query except to the ones through will be clarified during pre-bid discussion. If any changes are decided in pre-bid meeting the same will be uploaded in the website <http://wbtenders.gov.in> and no other communication shall be entertained afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.



IB.9. Amendment / Addendum of Bidding Documents:

At any time, prior to the deadline of submission of Bid, WBSEDCL may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments and the same will be uploaded in the website (<http://wbtenders.gov.in>) only in due time. WBSEDCL shall not have any obligation to inform the vendor through any other mode of communication.

IB.10. Language of the Bid:

The bid so prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder and WBSEDCL, shall be written in British English Language only.

IB.11. Period of validity of Bid:

The bid shall remain valid for acceptance up to 90 (ninety) days from the date of opening of tender. WBSEDCL may request to extend Validity of the bid beyond 90 (ninety) if required so, without any change in offer. A Bid valid for a shorter period shall be rejected, being non responsive.

IB.12. Tender Fee (Non-refundable) :

All bids must be accompanied with a non refundable tender fee. The bid shall be considered non responsive if the tender fee is not submitted along with the bid.

1. Scanned copy of Demand Draft (DD) / Banker's Cheque (BC) towards **Tender Fee of Rs. 6000/- (Six Thousand only) plus GST (18%)** issued by any branch of any Indian Scheduled Bank in favor of West Bengal State Electricity Distribution Company Limited payable at Kolkata, is to be uploaded while submitting the bid online. The details of the instrument are to be entered while the bid is being submitted online as per **Annexure-VI**.

IB.13. Earnest money [Bid Guarantee]:

1. All bids must be accompanied with a refundable earnest money, as "Bid Guarantee". The bid shall be considered non responsive if the earnest money is not submitted along with the bid.
2. Scanned copy of Demand Draft (DD) / Bank Guarantee (BG) (as per **Annexure VIII**) towards **EMD of Rs. 75,000/- (Rupees Seventy Five Thousand only)** issued by any branch of any Indian Scheduled Bank in favor of West Bengal State Electricity Distribution Company Limited payable at Kolkata, is to be uploaded while submitting the bid online. The details of the instrument are to be entered while the bid is being submitted online as per **Annexure VII**. The EMD should be valid for atleast 180 days.
3. The Bid Guarantee of the unsuccessful Bidder/ Bidders, will be returned against their written claim within one month from the date of placement of order on the successful Bidder/ Bidders.
4. The 'Bid Guarantee', of the successful Bidder/ Bidders, may be adjusted towards the Security Deposit on request.
5. No interest shall be payable by WBSEDCL on the above Bid Guarantee.
6. The Bid Guarantee shall be forfeited for any of the following reasons:
 - If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.
 - If the bidder withdraws from the Offer after submission of the tender.
 - If any cartel is formed by the tenderer in their quotation.



IB.14. General Guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tenders have been mentioned below for assisting the bidders to participate in e-Tendering.

1. Registration of Bidders : Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system, through logging on to <https://wbtenders.gov.in>.
2. Digital Signature certificate (DSC): Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.
3. The bidder can search and download NIT & Tender Documents electronically from the <https://wbtenders.gov.in> website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

IB.15. Signing of Bids:

1. The bid shall be downloaded from the website www.wbtenders.gov.in and shall be signed by a person / persons duly authorized by the bidder.
2. To be qualified for evaluation and finalization of contract, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder in the form and manner which is acceptable by WBS&EDCL.
3. All the pages of the bid and where, entries/ amendments have been made, shall be signed by the person/persons signing the bid.
4. The complete bid shall be without alterations, interlineations or erasers, except those to accord with instructions issued by WBS&EDCL or as necessary to correct errors made by the bidders, in which case such corrections shall be initiated by the person/persons signing the bid. Bids not duly signed shall be treated as cancelled.

IB.16. Online Submission of Bid:

Bids shall be submitted as under:

1. Tenders are to be submitted online through the website(www.wbtenders.gov.in). All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for, in the tender, through the above website within the stipulated date and time as given in the Tender. **Tenders are to be submitted in two folders - one is Technical (Techno-commercial) proposal and the other is Financial Proposal (BoQ)**. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of **Techno-commercial Bid**.

The bidder needs to download the Forms / Annexure / BOQ, fill up the particulars in the designated Cell and upload the same in the designated **Techno-commercial folder and Financial folder**. **BOQ (Annexure- X) must be uploaded only in Financial Folder.**

The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

Original copies of the uploaded documents may be submitted for physical verification if required by the Tender Inviting Authority at the time of technical evaluation.



2. DOCUMENTS CONSTITUTING THE BID:

- a) **Techno-commercial folder(Cover)** : The file should be **saved and uploaded** in a PDF version and should comprise of the following items:
- i. **"NIT"** : NIT to be downloaded and Scanned PDF copy to be uploaded by the bidder.
 - ii. **"Tender Fees and EMD"**:
 - Scanned copy of Demand Draft (DD)/ Banker's Cheque (BC) in favour of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED payable at Kolkata towards tender fee as prescribed in NIT along with duly completed scanned PDF copy of **Annexure VI**.
 - Scanned copy of Demand Draft /Bank Guarantee (BG) (as per **Annexure VIII**) in favour of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED payable at Kolkata towards EMD as prescribed in NIT along with duly completed scanned PDF copy of **Annexure VII**.
 - iii. **"Mandatory Condition"**: Duly Completed Scanned PDF copy of **Annexure-I**.
 - iv. **"Annexure"**: Duly Completed Scanned PDF copy of **Annexure-II, Annexure-III, & Annexure-IV along with supporting documents.**
 - v. **"Certificate /Credentials"**:
 - Scanned PDF copy of authentic authorization certificate in support of Trainer/Training Partner/ Implementing Partner as mentioned **in the Pre-Qualification Criteria by the Bidder.**
 - Scanned PDF copy of orders issued by the Clients along with certificate of satisfaction of Training/credentials where the work had been executed during the **last 5 years**, issued in favour of the Organization (Bidder) or in favour of any Faculty or Team **involved in this particular type of Training jobs mentioned in the Pre-Qualification Criteria by the Bidder as per Annexure-V.**
 - Scanned and certified PDF copies of the CVs ,**Qualification/Authorisation certificates with credential/achievement/accreditation/Experience/Performance certificates** if any in regard to faculties who would be entrusted by the bidder for all the modules of above Training **as per Annexure-V.**
 - vi. Scanned PDF copy of declaration of the bidder that they have capacity and credential to Train all the modules/Sub-modules as mentioned in the "scope of work"(Section-II), **level & nature of Training mentioned in IB.22.d , in the eligibility criteria (IB.2 : A&B) & GCC.1 of Tender** and accordingly rate offered in all modules/Sub-modules and also can provide Sandbox Server if required as per **Annexure IX.**
 - vii. Infrastructure in classroom, PC, internet connectivity, UPS power, SAP Server, including all sorts of environments **required for Training at Vidut Bhavan as mentioned in GCC.1 (i)** must be specified by vendor **in separate sheet, scanned copy of which is to be uploaded.**

viii. **Other Important Documents (OIDs):**

The Bidder shall upload attested and scanned **PDF** copies of

- i) PAN Card.
- ii) GSTIN Registration Certificate.
- iii) Relevant documents supporting the existence of an office in India/West Bengal.
- iv) Professional Tax Certificate and **Challan (2017-2018)**
- v) Certificate of Incorporation as company under Companies Act or a registered partnership deed ,Trade License for Partnership Firm or Society Registration Copy, Trade License for a Society or **Power of Attorney, Memorandum of Association & Articles of Association of the Company as the case may be.**
- vi) Duly signed Balance Sheet / Trading Account / Profit & Loss Accounts **for the last three years** along with supporting document & and duly completed certificate **whichever is applicable.**
- vii) Income Tax Return acknowledgement of last three years.
- viii) **Duly filled Annexure- XI & XII**
- ix) Copies of returns towards payment of Taxes / statutory compliances with the Government during the last three financial year.



b) Financial Folder (Cover) :

- i) **“BoQ”**:. Financial Bid i.e. BoQ given with Tender is to be uploaded in PDF version after filling all relevant information. **The priced BoQ should be uploaded only in the financial folder and strictly as per the format available with the tender as per Annexure X** failing which the Offer is liable for rejection (renaming or changing format of BoQ sheet (file) will not be accepted by the system).

Vendors should quote rates in BoQ (Annexure-X) only and upload in the financial folder only . Offers indicating rates anywhere else shall be liable for rejection.

IB.17. Submission of original copies of documents of Tender Fee and Earnest Money Deposit:

- 1. Mode of Payment:Tender Fee** must be submitted in the form of Bank Draft (DD) / Bankers Cheque (BC) of any scheduled Bank of India. **EMD** must be submitted in the form of Bank Draft (DD) / Bank Guarantee (BG) of any scheduled Bank of India. Payment in any other form will not be accepted.
- 2. Place of submission:** The original copies of the DD/BC/BG, towards Tender Fee and Earnest Money Deposit shall be submitted in the following office:

**Office of the GM(HRD&TRG/PM),
West Bengal State Electricity Distribution Company Limited,
Vidyut Bhavan, 5th Floor, D-Block,
Salt Lake, Sector-II, Kolkata – 700091.**

- 3. Time of submission:** The original copies of DD/BC/BG towards Tender Fee and EMD shall be submitted in a sealed envelope in the office as stated above within the date and time as specified in the NIT. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

IB.18.

Conditional and incomplete tenders are liable to summary rejection.

IB.19.

No price preference will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.

IB.20.Late Submission of Bid:

Bidder shall take all possible measures to submit the bid within the schedule date & time at specified location prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.



IB.21. Opening and evaluation of tender:

1. Opening of Technical Proposal (Techno – Commercial Bids):

- Technical proposals will be opened by the Tender Inviting Authority or his authorized representative **electronically** from the website stated above, using their Digital Signature Certificate.
- Technical proposals for those tenderers whose original copies of DD/BC/BG towards tender fee & EMD have been received will only be opened. Proposals corresponding to which original copy of DD/BC/BG towards tender fee & EMD has not been received, will not be opened and will stand rejected.
- **All bids found to be responsive as regards Clause IB.16.2 will be examined. Bids which do not satisfy the "Clause IB.16.2 will be declared Technically disqualified and they will not be considered for technical evaluation.**
- The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.
- Techno-commercial deviations will not be considered in any circumstances. Negative deviations will not be accepted in any circumstances and shall be considered as non-responsive and shall be liable for rejection.
- The summary list of bidders, whose bids will be found techno- commercially eligible and the date opening Financial Bid will be uploaded in the web portal(<http://wbtenders.gov.in>).

2. Opening of Financial Proposal (Price Bids) :

- Financial proposals submitted by the tenderers in the prescribed format (ANNEXURE-X) and declared techno-commercially eligible, will be opened **electronically** by the Tender Inviting Authority from the web portal stated above on the **prescribed date**.
- No deviation in any form in the price-bid sheet is acceptable.
- The encrypted copies will be decrypted and evaluated online.
- After opening of the financial proposal the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.
- *The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.*
- For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

3. Evaluation and Comparison of Bids (Price bids):

On examination of documents submitted under different covers WBSEDCL will evaluate and compare the bids determined to be substantially responsive at each step.

4. **Evaluation of bid shall be made on the total price of all the modules/Sub-modules/items , clubbed together.** This however will not encroach on the right of WBSEDCL to go into further processes for item wise evaluation, if required.
5. Any variation, up or down, in taxes & duties or any new levy introduced subsequent to bid opening will not be considered for comparison of bids.
6. **The Commercial Bid with the lowest price in total will be the highest evaluated bid.**

WBSEDCL shall however consider placement of order on the qualified Bidder, whose offer is found to be *most suitable in all respect that includes Price, Time period for covering different modules/Sub-modules as mentioned in IB.22.d or in addendum if uploaded in the web-portal after pre-bid meeting, Faculty Pool and Feedback /performance of the Training in the field of SAP (ERP&ISU) already imparted in the similar industry/industries in India.*



IB.22.a Time Schedule:

The basic consideration and the essence of the Contract shall be strict adherence to the time schedule as it will be specified in the contract to be issued from WBSEDCL. *The entire activity as per scope of work shall be completed by **you within a stipulated period for each batch and for each module/Sub module** as mentioned in **IB.22.d** of the Tender or in the addendum/corrigendum which will be uploaded in the web-portal.*

IB.22.b Validity of Contract:

The contract will be made for a **period of one year or up to the date of completion of Training of all the modules and sub-modules whichever is earlier** which may be extended as per requirements and on the basis of satisfactory performance. However company will have the right to terminate the contract at any time if the performance is not satisfactory and non-fulfillment of other clauses as mentioned in **GCC.3** .



IB.22.c Number of Batches:Total 18 nos. Batches are to be trained.

IB.22.d Module/Sub-module wise Batch and Number of participants per batch, level of Training and tentative Training period of modules/sub-modules are given below:

Module No.	Module	Sub Module	No. of Batches to be trained	Maximum No. of participants in each batch	Participants Category	Level of Training ##	Duration of the Training (For each batch) (Days) (Tentative)
Module-1	An overview on SAP Basics	--	04 Nos.	15 Nos.	IT, HR&A and F&A officers	Basic	05
Module-2	ABAP	--	01 No.	15 Nos.	IT officers	Basic & Advanced	12
Module-3	Process Integration (PI)/ Process Orchestration(PO)	--	01 No.	15 Nos.	IT officers	Basic & Advanced	10
Module-4	BASIS and System Administration	--	01 No.	15 Nos.	IT officers	Basic & Advanced	10
Module-5	Enterprise Portal (EP)	--	01 No.	15 Nos.	IT officers	Basic & Advanced	10
Module-6	Net Weaver	--	01 No.	15 Nos.	IT officers	Basic & Advanced	5
Module-7	BI (Business Intelligence)	--	01 No.	15 Nos.	IT officers	Basic & Advanced	10
	BO (Business Objects)					Basic & Advanced	10
Module-8	ISU functional modules : Metering, Billing & Collection	--	01 No.	15 Nos.	IT officers	Basic & Advanced	05
	ISU functional modules:FICA					Basic & Advanced	05
Module-9	ERP functional Modules	HCM**	01 No.	05 Nos.	IT,HR&A and F&A officers	Basic & Advanced	9
		Payroll	01 No.	05 Nos.	IT,HR&A and F&A	Basic & Advanced	9
		MM	01 No.	05 Nos.	IT,HR&A and F&A and Technical officer	Basic & Advanced	9
		PS	01 No.	05 Nos.	IT & Technical officers	Basic & Advanced	9
		PM	01 No.	05 Nos.	IT & Technical officers	Basic & Advanced	9
		FI	01 No.	05 Nos.	IT and F&A officers	Basic & Advanced	9
		SD	01 No.	05 Nos.	IT,HR&A and F&A and Technical officers	Basic & Advanced	9
Total no. of batches			18 Nos.			Total :	160days

**** including ESS/MSS**

NB : Level and nature of Training must full proof as specified in clause IB.2.3 and should be as per the business need of WBS EDC L.



IB.23. Price:

1. Price offer shall be submitted in the prescribed format only.
2. No deviation in any form in the Price Bid Sheet is acceptable.

IB.24. Taxes, Duties and other levies:

Only GST as applicable shall be paid extra.

IB.25. Statutory Obligations:

Statutory obligations as per law of the land are to be complied.

IB.26. Issue of Order:

WBSEDCL will award the contract to the successful bidder whose bid has been determined to be substantially responsive **as mentioned IB.21.6** and has been determined the lowest priced bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. WBSEDCL shall be the sole judge in this regard.

IB.27. Acceptance of Order:

The successful bidder shall submit written unconditional acceptance of Purchase Order within 5 (Five) days from date of issuance of the same. Submission of conditional acceptance of Purchase Order shall be treated as non-compliance of this clause.

IB.28. Right to reject Bids :

WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Purchase Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.

IB.29. Conflict of Interest:

The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest as per the following reasons, shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost & effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. Any bidder found to have a conflict of interest if his near relative is posted as an employee/ officer in any capacity in WBSEDCL, who is associated with the Tender inviting Authority or vice versa.

Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of WBSEDCL associated with the Tender inviting Authority during the execution of the Contract or vice versa.

Any bidder has a relationship with another bidder/bidders directly or through common third parties that puts them in a position to have access to each other's information about or to influence the tendering processes of either or each of the other bidder.



IB.30. Settlement of Disputes:

In case of any dispute arising out the contract, the same should be settled through meeting between the WBSEDCL and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of High Court at Kolkata only.

IB.31. Communication:

The successful vendor, for communicating with WBSEDCL, for this job may use the following modes.
FAX- (033) 2359 0176.
Telephone – (033) 2358 2192, 2319 7488 2319 7373, 2319 7519.

IB.32.Representative of Vendor:

1. The successful vendor is required to nominate one officer exclusively for this project/programme from commencement to completion as a Nodal Officer **to be stationed at Kolkata**, with whom WBSEDCL will contact on all matters related to this order.
2. The vendor has to specifically furnish to WBSEDCL, the name, designation, Telephone no. including mobile no., email address of such person.



SECTION: II

Scope of work

(Different Module/Sub-module of Training to be imparted)

Module No.	Training module	Sub-module	Details to be covered in the module/Sub-module
1	An overview on SAP basics		Introduction to SAP ABAP, programming techniques including development, debugging and deployment procedure etc.
2	ABAP		ABAP Dictionary , ABAP Editor, Repository Browser, Menu Painter, Screen Painter, Module pool programming, Internal Tables, Repository Information System, Function Builder, Workbench Organizer, ALV, ABAP OOPS, Functional modules and RFC, ABAP Database Access, Modularization technique, SAP Forms(Scripts/Smart Forms), Batch data Communication, Business Application Processing Interface(BAPI)
3	Process Integration (PI)/ Process Orchestration (PO)		Architecture of SAP PI/PO , Process Monitoring Infrastructure(PMI), Computing Central Management System(CCMS), Synchronous vs. Asynchronous communication, Intermediate Document(IDOCS), Application Link Enabling(ALE), Business Process Management (BPM), XI proxy development, PI/PO proxy development, PI/PO Mapping and PI/PO Operations, Web service development through PI/PO.
4	BASIS and System Administration		An overview of SAP Basis and its architecture, Installation of SAP Front end, User Administration, Role Administration ,Client Administration ,Back Ground Processing , SAP Profiles and Parameters, Licensing, Transport management system, user and memory management, database analysis, delivery in operation and profile modes, Sap profiles & parameter ,Server Administration, Network Administration, Database Administration, OS Administration , Spool Administration ,Performance Tuning, OSS & S-Note Concepts , Patch Administration , SAP Service Marketplace, Installation& Other Administration etc.
5	Enterprise Portal (EP)		SAP EP Architecture, Building Blocks, Installations, Configuration, web page composer, Managing and Mashing up Portal Pages with Web Page Composer, Building Communities with Wikis and Forums, Running Content Management Scenarios, Managing Portal Landscape and Interoperability, ABAP SAP Java Connector (SAP JCo), System Administration, AS JAVA Administration, Web Dynpro
6	Net weaver		SAP Net Weaver Architecture and SAP Components
7	BI(Business Intelligence) & BO(Business Objects)		SAP Business Objects BI Solution, Administration - BI Solutions, Business Intelligence – Dashboard, Business Intelligence- SAP Business Objects Explorer, Business Intelligence - Crystal Reports, Business Intelligence- Web Intelligence, Business Intelligence- Analysis and Design Studio, Predictive Analytics
8	ISU functional modules (Metering Billing Collection & FICA)	Metering Billing Collection & FICA	<p>Detail of these modules has been mentioned at next pages .</p> <p><i>The training course material in respect of these modules are not limited to thementioned topics.</i></p>
9	ERP functional modules like HCM, MM, PS/PM, FI, SD etc.	HCM(including ESS & MSS)	
		Payroll	
		MM	
		PS	
		PM	
		FI	
		SD	

NB : Level and nature of Training must full proof , as specified in clause IB.2.3 & IB22.d and should be as per the business need of WBSEDCL.



SECTION: II
Scope of work(Contd.)

Detail of module - 8 and 9

1. Training Contents of Financial Accounting & Cost Accounting

Organizational structure in FICO

- Define Company
- Define Company Code
- Define Chart of Accounts
- Define Accounts Group
- Define Fiscal Year Variant
- Define Posting Period Variant
- Define Open & Close Posting Period
- Define Document Type
- Define Field Status Variant
- Define Tolerance group

General Ledger Accounting (both classical and new GL)

- GL Master Data Creation
- Parking and releasing document.
- Held and sample Document
- Accrual & Deferral document
- GL Open Item Management
- Recurring Document
- Foreign Exchange posting and Revaluation.
- Interest Calculation on Loan & Advance
- Reporting GL Accounts- Trial balance/Audit Report/Etc.
- Month end processing of GL Accounting

Accounts payable

- Vendor Master data Creation
- Bank master data creation
- Check master data creation
- Invoice posting and manual payment process.
- Invoice posting and Automatic Payment Process
- Special GL Accounts (Advance to Vendors)
- Terms of Payment Configuration.
- Dunning (Automated process for Reminder notice)
- Reporting on Accounts Payable.
- Month end processing

Financial Accounting & Cost Accounting

- Tax Deduction at source (TDS process as per Income Tax Act 1961)

Accounts Receivable

- Customer Master Data Creation.
- Invoice posting and payment process.
- Special GL Accounts (Advance from customers)
- Terms of Payment configuration
- Dunning
- Reporting on Accounts Receivable
- Month end process



SECTION: II
Scope of work(Contd.)

1. Training Contents of Financial Accounting & Cost Accounting (Contd.)

Fixed Assets Accounting

Configuration of Assets Accounting
Master data of Fixed Assets
Depreciation Posting
Sale of Fixed Assets
Retirement of Fixed Assets
WIP settlement to Final Assets
Reporting of Fixed Assets as per Companies Act & Income Tax Act.
FI-MM,SD,PP Integration
Year- end Process
Financial Statement reporting as per Schedule VI
GST Overview and process flow

Financial Accounting & Cost Accounting

GST Overview and process flow
Controlling Area configuration and settings
Cost Center Accounting
Cost Element Accounting
Internal Order
Settlement & Distribution of cost through Assessment & Distribution Cycle.
How to view Table and field for FS



SECTION: II
Scope of work(Contd.)

2. Training Contents for Material Management

Overview and Enterprise structure

- Overview of SAP functionalities
- Enterprise structure in MM
- Creation of Plant and storage location & purchase organization
- Creation of purchase organization
- Setting up of controlling area
- Setting up of cost centers
- Setting up of cost elements
- Setting up of valuation area
- Accounts determination
- Creation of material type and groups

Master Data in MM Master Data in MM Master Data in MM

- Relevance of Master Data in SAP
- Material master
- Vendor Master
- Info record
- Source list

Purchase order processing Purchase order processing Purchase order processing

- Document flow in MM
- Purchase requisition
- RFQ, Quotation, Price Comparison
- Quotation Evaluation
- Purchase order processing

Contracts and Agreements Contracts and Agreements Contracts and Agreements

- Outline agreement – Contract
- Scheduling agreement

Special stocks Special stocks Special stocks

- Special stocks – subcontracting
- Special stocks – consignment
- Special stocks – pipeline

Inventory management Inventory management Inventory management

- Goods movement
- Goods receipt
- Goods issue
- Stock transfer
- Plant to Plant St. Transfer
- St. Location to st. location st. transfer

Pricing

- Pricing overview
- Condition technique
- Access sequence
- Condition table
- Price Master
- Pricing Procedure
- Pricing continued



SECTION: II
Scope of work(Contd.)

2. Training Contents for Material Management (Contd.)

Special customization Special customization Special customization

Split valuation
Released procedure
MM – FI integration – Accounts assignment
MRP
BOM
Vendor Evaluation

FI Related to MM

Account Integration & Updates of GL
Procurement Cycle
GL Line Item Reports
Vendor Line Item Reports
Input Tax Determination

SD Configuration SD Configuration

Customer Master
Sales Document Type
Inquiry 12.4 Quotation
Sales Order
Delivery
Billing
Pricing

**Technical Concept /Table Concept / ABAP Quires - Reports /Data Migration – LSMW
/User Exit**



SECTION: II
Scope of work(Contd.)

3.Training Contents for Sales and Distribution(SD)

Enterprise structure

Master data

- Customer master data
- Material master
- Different Sales Cycle Overview (OTC Cycles with mov Typ ,Item Cat)
 - Standard Order
 - Cash sales
 - Rush order
 - Return Order
 - Debit Memo
 - Credit Memo
 - Invoice correction request
 - Consignment business process

Sales documents Customization

- Item categories for sales documents-Overview and configuration
- Schedule lines for sales documents - Overview and configuration
- Outbound deliveries—Delivery document related Customization
- Billing documents – Billing document related Customization
- Pricing
 - Introduction to the Condition Technique
 - Condition types for pricing
 - Access Sequence
 - Condition exclusion groups for pricing
 - Header conditions in pricing
- Revenue account determination
- Output determination
- Copy control for sales documents
- Incompletion log
- Material determination / Product selection
- Material listing and exclusion
- Customer Material Info Record

Credit management

- Transfer of Requirement and Availability check
- Concept of Reports
 - Concept of Enhancements and User Exits
 - Smart Forms
- Ticketing Tool Exposure
- Transport Request Exposure
- Live problem solving examples



SECTION: II
Scope of work(Contd.)

4.Training Contents for Project System(PS)

Enterprise Structure

Definitions
Assignments
Significance

Introduction to PS Module:Types Projects

Investment Projects
Customer Projects

Project Structures:

Project Definition
Work breakdown structures
Networks Activities
Milestones
Standard project structures (Templates)

Master Data for PS

Work enters
Activity Types
Cost enter
Cost Elements
Statistical Key figure

Project Planning

Cost Planning
Resource Planning
Material Planning
Bill of Material (BOM)
Other Costs Planning
External Services Planning

Easy Cost Planning

Scheduling
Bottom up Scheduling
Top Down Scheduling

Capacity planning and workforce planning

Budgeting
Revenue planning
Sales Order Account Assignment
Resource Related Billing
Miles Stones

Project Execution

Material procurement Process
Resource Cost Confirmation

Delivery from projects

Information Systems

Project Structure Reports
Actual/Cost Variance Reports
Material Components Reports
Cost Report
Project Results Reports
Other Reports

Period end closing

Results Analysis
Settlement Closing of Projects

Other Integration Scenarios



SECTION: II
Scope of work(Contd.)

5. Training Contents of Human Chain Management (HR)

SAP HCM

System Study
Discussion about current issues
SAP Human Capital Management (HR) and its areas
Discussions with Participants
The HR module
Hire an Employee
Make changes to Employee Master Data
Produce an Employee List report for the new employee
Organizational Information
Configure Positions
Configure Reporting Relationships
Produce an Organizational Structure Report
Employee Information
Employee Self Service (ESS)
Manager Self Service (MSS)
Personnel Development
Benefits
Hands On: Processing an enrolment
Personnel Cost Planning
Compensation Management
Time Management
Entering Payroll Data
Organizing a Live Payroll run
Payroll Process
Payroll Reports
Posting Payroll results to Accounting
Bank Transfer
Process Model
Introduction to Organization Management
Organizational Objects and designing Organization Structure
Organization Units, Positions, Jobs, Tasks, Reporting structure
Different interfaces of Organization Management
Organization and Staffing
General Structures
Expert mode Simple Maintenance
Expert mode Info type Maintenance

Configuration of OM and PA

Create Objects
Essential Relationships
Create Description
Create Department/Staff
Add Relationships
Maintain Plan Data
Add account assignment to the company organizational unit
Account assignment features
Structure Maintenance



SECTION: II

Scope of work(Contd.)

5. Training Contents of Human Chain Management (HR) (Contd.)

Establishing the Enterprise Structure

- Configuring Personnel Area and Sub-Area
- Employee Group and sub-group
- Grouping for Work Schedule
- Assignment of Personnel Area with Company Code.
- Assignment of employee group and sub group.

Create info group and assign with action type

- Create Info group.
- Assign infotype with info group.
- Create different action Menu.
- Infotype screen customization

Using Features

- Display Features
- Process Feature Decision Tree



SECTION: II
Scope of work(Contd.)

6. Configuration of Time and Payroll

Understanding Planned Working Time Connection to Basic Pay

- Planned Working Time
- Create Holiday.
- Assign holiday with holiday calendar
- Create daily work schedule.
- Create personal work schedule
- Generate yearly calendar
- Leave type creation
- Create Work schedule rule and work schedule.
- Work Schedules Overview, Primary Wage Type and Employee Groupings

Defining Pay scale Structures and Wage type

- Wage type creation
- Assign wage type with Finance.
- Create Payroll Area.
- Create Payroll period.
- Assignment payroll period with payroll area.
- Change Pascale-period parameter assignment
- Determine work area
- Create Basic Pay
- Understand Controls used to determine wage type assignment
- Define feature LGMST to default wage type assignment
- Setup indirect valuation

Performing Payscale reclassification and Pay increases

- Understand how to perform payscale reclassifications
 - Configure a payscale reclassification to a new payscale level after employees have been in a payscale level for one year
 - Understand how to perform standard pay increases

Confirming the new master data configuration:

- Modify an existing organizational structure to add a new organizational unit and new position
- Process a hire personnel action and confirm the functionality of the newly configured personnel subarea, employee subgroup, payscales and wage types.

Quick Tips:

- Completing an Action
- Creating Positions
- Changing Cost Centers
- Changing Bank Details
- Recurring Payments and Deductions
- Changing Addresses
- Viewing Organizational Structure
- Changing Work Rule
- Date Types

SAP ESS and MSS

- Employee Self Service (ESS) Module and its operation.
- Manager Self Service (MSS) module and its operation.



SECTION: II
Scope of work(Contd.)

7. Training Contents of Plant Management (PM)

System Overview :-

- Organization of Plant Maintenance
- Functions and Objectives of Plant Maintenance
- SAP PM Master Data
 - Functional Location
 - Equipment
 - Work Center
 - General Task List
 - Equipment Task List
 - Measuring Point
 - Measuring Counter
 - Maintenance Strategy
 - Cycle Set
 - Characteristics
 - Classes
 - Equipment Classification
- Maintenance Processing
- Process Flow Diagram

Customizing Settings for Maintenance processing

- Notification Category and Types
- Configuration of the notification interface
- Priorities, Field Selection and Object Information
- Catalogs and Catalog Profiles
- Setting up an Order Type, Work center, Capacity planning
- Scheduling, Permits, workflows
- Material Availability check
- Completion confirmation

Integration with Other Modules and Reports:-

- Integration with MM
- Integration with QM
- Integration with CO
 - Reports
 - Reports related to MTTF, MTBF, MTTR
 - Other MIS.



SECTION: II
Scope of work(Contd.)

8. Training Contents of IS-Utility (ISU)

Basic Function of IS-Utility

- Overview
- Postal Regional Structure
- Political Regional Structure
- Portioning & Scheduling
- Schedule Record

IS-Utility Master Data

- Business Master Data
- Technical Master Data

Common Facts

Notes for Maintaining Operands

Master Data Environment

Process Execution

- Move-in
- Move-out

Device Management

- Register Group
- Device Category
- Device Master Data
- Device Installation
- Device Replacement
- Device Removal
- Seal Data Maintenance

SAP Meter Reading Concepts & Meter Reading Entry

- Meter Reading Concepts
 - Creation Schedule Master Record
 - Allocation of MRU to an installation

Meter Reading Order

- Meter Reading Order Creation
- Meter Reading Result Entry
 - Single Entry
 - Fast Entry
 - Average Meter Reading Entry
 - Meter Reading Error Report
 - Reading Correction of plausible Meter Reading Results
 - Reversal
 - Monitoring
 - Billing Overall Check

Billing Master Data

- Common Facts
- Notes for maintain Operands

Billing & Invoicing

Billing

- Components
- Billing in SAP



SECTION: II
Scope of work(Contd.)

8. Training Contents of IS-Utility (ISU) (Contd.)

Invoicing

- FI-CA Accounting Document
- Create Invoice
- Mass Invoice Creation
- Display Print Document
- Bill Reversal
- Invoice Reversal
- Adjustment Reversal

Mass Billing & Invoicing

- Mass Billing in SAP
- Mass Invoicing in SAP

Mass Printing

- Mass Printing in SAP
- Adjustment Entry

Contract Account Receivable & Payable

- Reconciliation Key
- Account Balance
- Manual Posting
- Manual Posting for New Consumers
- Reverse FICA Document
- Instalment Plan
- Dunning

Payment

- Cash Journal
- Cash Desk for collection at counter
- Payment Lot
- Check Lot
- Returns
- Clearing Control

Transfer to General Ledger

- Reconciled FICA with GL
- Closing Reconciliation Key
- Transfer to GL



SECTION: III

GENERAL CONDITIONS OF CONTRACT (GCC)

GCC.1. General Terms:

- (i) **Infrastructure--classroom, PC, internet connectivity, UPS power, SAP Server, including all sorts of environments required for Training at Vidyut Bhavan must be specified by vendor in separate sheet scanned copy of which is to be submitted (uploaded) in the Technical folder.**
- (ii) All trainees shall be provided with soft copy of training materials.
- (iii) The training shall be combination of both theoretical and practical and should be full proof in nature and as per requirement as mentioned in Tender clause **IB.2 : A&B.**
- (iv) **Training scenario shall include the existing business process of WBSEDCL**
- (v) Training should be in English language only
- (vi) Each and every trainer shall have the industrial training experience of providing training **for at least 03 -04 years** covering the modules/sub-modules in the field of SAP-ERP as mentioned in the Tender
- (vii) Training shall be normally from 10 AM to 5 PM in **WBSEDCL's working days with reasonable break for lunch (Lunch and Tea will be arranged by WBSEDCL) etc.**
- (viii) WBSEDCL shall not accept **online mode** of training excepting in case of reference study/case study etc.
- (ix) One course **Coordinator/Nodal officer** shall be there from the end of vendor and one **Nodal officer** from WBSEDCL.
- (x) The bidder has to furnish all the information as required regarding their offer.
- (xi) Quotation from any sub-vendor will not be entertained.
- (xii) Any form of consortium will not be allowed.
- (xiii) The bidder shall satisfy WBSEDCL with his ability to complete the works positively within the stipulated time.
- (xiv) All correspondence, documents and Bid, exchanged between the Bidder and WBSEDCL shall be written in English language. Failure to comply with this request may disqualify a bidder.
- (xv) The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.

GCC.2a. Rates: (a) Training charges (i) per module (for module 1 to 8) per batch of maximum 15 participants and (ii) per sub-module (for module 9) per batch of maximum 05 participants as per Annexure-X (BoQ) may be quoted which would include the (a) Faculty/Trainer fees/charges,(both theoretical and practical as per requirement specified in IB.2:A&B, Section-II, IB.22.d and GCC.1) (b) Travelling Expenses, Purchase of Printing materials and any other apparatus as required for the Training ,(c)other incidental charges(if any) and (d) Applicable Taxes like GST which must be shown in the quotation clearly. (Refreshment/ Lunch/Tea will be arranged by WBSEDCL for participants & Faculty/Trainer)

(c) Validity: Rates quoted by the Bidders shall remain firm and valid during the contract period or till complete execution of the contract .



GCC.3.a.Evaluation & Feedback system after each Training module/sub-module :

Evaluation & Feedback of Training/ Trainers/Trainees from both Trainers & Trainees respectively will be arranged after each Training module/sub-module. **Training may be required to be repeated depending on the evaluation/feedback of Training from Trainees/Trainers without any extra payment.**

GCC.3.b. Cancellation/Termination of Order:

WBSEDCL shall have the right to repudiate the contract if the work is not completed within schedule completion time as per "Time Schedule" and "Completion Time" -**Clause to be mentioned in the contract in line with the Tender clause IB.22a.** The following causes may also led to cancellation of Order.

1. Non acceptance of Contract/ Order as per "Acceptance" clause.
2. If failed to implement the project.
- 3. If it is found at any stage that the Training imparted (Theoretical & Practical) are not as per the required level / not served the purpose.**
4. In each above cases 15 days termination notice shall be issued prior to termination of Contract/ Order.

GCC.4. Arbitration & Legal Jurisdiction:

1. During execution of this contract, if any dispute arises thereby, shall be settled amicably between WBSEDCL and yourself to the extent possible.
2. All disputes or differences in respect of which the decision if any has not become final shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act – 1996 or any statutory modification thereof. The venue of Arbitration shall be Kolkata only.
3. The necessary legal affairs and / or court case shall be exclusively within the jurisdiction of Calcutta High Court only.

GCC.5. Risk Purchase / Performance:

Adherence to time schedules mentioned in the foregoing clauses shall be deemed as the essence of contract and if the vendor fail to perform within the periods prescribed for such work in the rate contract order, WBSEDCL shall be entitled to execute the job through the best and nearest substitute available elsewhere on the account and at the risk of the contracting agency or to cancel the contract and the contracting agency shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on the part of the Contracting Agency.

GCC.6.Technical support :

Post Training service back up /clarification / Online support from Trainer must be provided during the contract period and further one year after the contract period free of cost.



GCC.7. Liquidated Damage:

The timely completion of entire project is the basic consideration and essence of the contract and WBSEDCL reserves the right to repudiate the contract if the successful bidder fails to complete the work within stipulated period for completion. However, the ordering authority may at his discretion waive this condition with imposition of liquidated damage indicated herein below :

1. In case of delay in starting the work , Company reserves the right of imposing penalty @ 0.5 % per week on the overall value subject to maximum 10 % of the total estimated cost of contract.
2. Liquidated Damage, if applicable during contract period, will be recovered from any outstanding bills / Security Deposit lying with WBSEDCL.

GCC.8. Termination for Insolvency

The buyer may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

GCC.9. Force Majeure :

Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

GCC.10. Submission of bills for payment :

1. Terms of Payment: No advance payment will be made against the Contract Order in any circumstances.
2. The bills (GST Invoice) in triplicate is to be submitted after successful completion of Training of each batch on the basis of execution order to be issued from HRDD (as per requirement in consultation with IT&C Cell) to the Controlling Officer as mentioned in **GCC.12** with relevant papers & documents(successful completion certificate from Nodal Officer, Feedback from of all participants etc). as would be mentioned in the Contract order for payment. Payment will be released **within 30 days of receipt** of the Bill(s) by the Accounts wing of the HRD Department. **No advance payment for the assigned Training will be made.** TDS is applicable as per norms. Bank Mandate for payment through NEFT/RTGS should be submitted along with the first Bill.

GCC.11. Price:

1. All prices should be given **module/sub-module/item wise**, although evaluation will be made on total price of all items and other parameters **as mentioned in IB21.6**. Incomplete or partial quotation will not be accepted and shall be liable to be rejected.
2. Price should be quoted in the Price Bid Sheet (**BoQ**) as per format. No deviation in any form in the Price Bid Sheet(s) is acceptable. The quoted price shall remain firm throughout the period of the contract and no adjustment shall be made to the contract price in respect of variance in cost of miscellaneous overheads.



GCC.12. WBSEDCL Personnel for Liaison :

1. **Controlling Officer:** GM(HRD&TRG/PM)
2. **Nodal Officer:** **Officers from IT wing will be Nodal officer for the entire programme.**
He/She would issue the successful completion certificate for the entire scope of work under the LoA to be issued to the eligible bidder.
3. **Course Co-ordinator :** Sr. Manager (HR&A)/ S.E.(E) /HRDD
4. **Paying Authority:** JM(HR&A)/HRDD.



Annexure - I

Mandatory Conditions:

Sl. No	Requisite Credentials	Supporting Documents to be submitted(Uploaded)	Submitted (Uploaded) (Yes / No)
1.	Self Declaration Certificate for acceptance of all terms & conditions of tender documents.	A duly completed certificate as per Annexure II	
2.	The bidder should be registered under the Companies Act, 1956 (substituted by Companies Act 2013) or a partnership firm or a firm of individual for more than 3 (three) years ending 31.03.2018 or a Society or having Power of Attorney ,MOA of Association of the Company as the case may be.	Certificate of Incorporation as company under Companies Act or a registered partnership deed , Trade License for Partnership Firm or Society Registration Copy, Trade License for a Society or Power of Attorney, Memorandum of Association & Articles of Association of the Company as the case may be.	
3.	Annual Turnover details of Rs. 10 Lacs in the previous three Financial Years (2015-16 to 2017-18)	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate as per Annexure-III	
4.	The bidder should not have been blacklisted from any Govt. organization across India in last three years	A duly completed certificate as per Annexure IV	
5.	7. The bidder must have either a) Authorised SAP R3 Training Partner. (SAP OEM authorization certificate to be provided). or, b) SAP implementing partner having proficiency in working and imparting training on various SAP-Modules. or, c) SAP certified trainers/instructors having proficiency in working and imparting training on various SAP-Modules	Copies of authentic authorization certificates in support of Trainer/Training Partner/Implementing partner etc. whichever applicable as per Annexure V	
6.	The firm should have experience in the field of SAP in at least one organization where ERP has been implemented) during last 5 years.	Copy of Engagement Order received from clients in this regard along with a certificate of satisfaction for the performance issued in favour of the Organization or in favour of any Faculty or Team involved in this type of Training job for that Firm. Annexure V	
7	Faculties/Trainers/Instructors of the Bidder must have Training experience in the field of SAP (ERP & ISU) (both theoretical & hands on) of 3-4 Yrs of all the modules/Sub modules as mentioned in the "scope of work" under Section-II & as per business need of WBSEDCL (Ref-GCC.1) and must be capable to Train the officers of WBSEDCL for developing their own Capacity Building as well as to act as Master Trainer. i.e. the Training should be full proof in nature and level of Training of different modules/Sub-modfules should be as mentioned in IB.22.d	CVs, Qualification/Authorisation certificates and Experience/Performance certificates/credential/achievement/accreditation of the Faculties/Trainers/Instructors in this regard.	



Annexure – I (Contd.)

Sl. No.	Requisite Credentials	Supporting Documents to be submitted (Uploaded)	Submitted (Uploaded) (Yes / No)
8	Must Comply with all statutory obligations <u>as applicable.</u>	Copy of PAN Card	
		Copy of GSTIN Registration Certificate	
		Copy of Registration Certificate	
		P Tax if applicable	
		Trade License details	
		Bidder's Address Proof	
9	Tender Fee	Scan Copy of Demand Draft/BC along with completed Scanned PDF copy of Annexure VI	
10	Earnest Money Deposit	Scan Copy of Demand Draft / Bank Guarantee (as per Annexure VIII) along with completed Scanned PDF copy of Annexure VII	
11	Technical Coverage	Duly completed Scanned PDF copy of undertaking with CVs of Faculties as per Annexure IX	
12	The bidder should have at least one office in India/West Bengal.	Relevant Documents supporting the existence of an office in India/West Bengal.	
13	Annexure XI & XII		



Annexure II

To
The GM(HRD&TRG/PM),
HRD & TRG Department,
Vidyut Bhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.

Sub: Self Declaration Certificate.

Ref : NIeT No. _____ dated _____
[For Training in the field of SAP (ERP & ISU)]

Dear Sir,

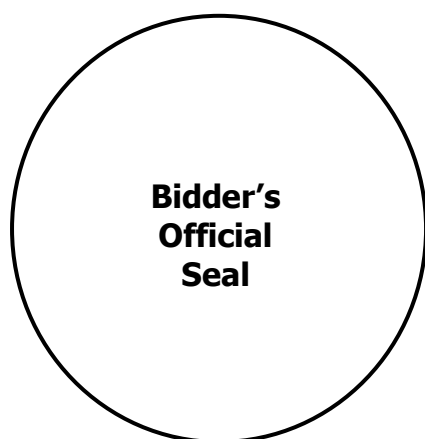
With reference to the above, I am/ We are offering our competitive bids for Training in the field of SAP (ERP & ISU), I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, Training modules/sub-modules to be covered(Scope of work), duration of each module/sub-module and all the contents stated therein.

I / We also confirm that the rates/price quoted by me / us are inclusive of(i) Faculty/Trainer fees/charges,(both theoretical and practical as per requirement of above Tender) (ii) Travelling Expenses, (iii) Purchase of Printing materials and any other apparatus as required for the Training (iv)other incidental charges(if any) (v) Providing soft copies of Study materials in **CD/DVD**except arrangement of refreshment which will be arranged by **WBSEDCL** .Charge for use of Server or Bidder's Sandbox Server is also quoted . Applicable Taxes like GST **are mentioned in the BoQ.**

Date :

Place :

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

Email ID:



Annexure III

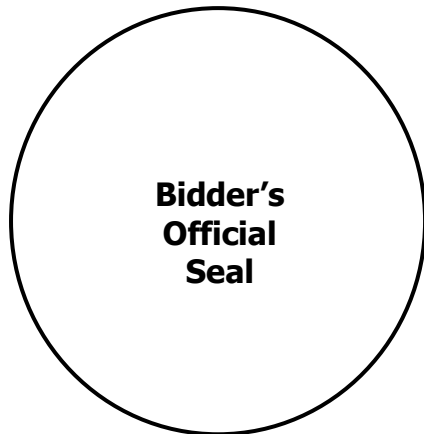
Annual Turnover Details:

Evaluation Criteria			Remark
Bidder's Annual Turnover for last three Financial years	Financial Year	Turnover in Rs.	-
	2017-18		Supporting Documents are to be attached along with the Annexure - III
	2016-17		
	2015-16		

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:



Annexure IV

CERTIFICATE

(to be provided on letter head of the firm)

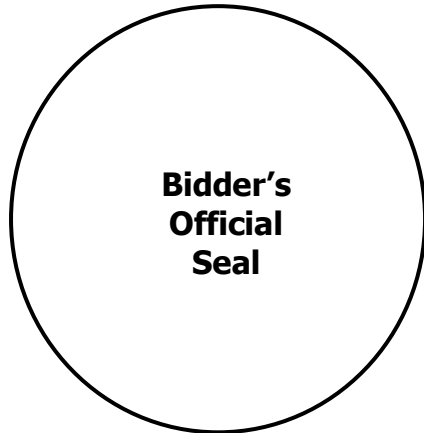
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:



Annexure V

Authorisation ,Work Order and Faculty Details:

Sl. No.	Evaluation Criteria	(1) Name of the Authorizing authority for SL.No. -1	Documents to be uploaded in Technical folder (Refer IB16.2a)
		(2) Name of the Client with Ref. No. /Order No. & date for SL. No. -2	
		(3) Name of the Faculties/Trainers/Instructors for SL. No. -3	
1	Authorisation Details of Firm/Trainers/Instructors		Scanned PDF copy of authentic authorization certificate in support of Trainer/Training Partner/ Implementing Partner as mentioned in the Pre-Qualification Criteria by the Bidder are to be uploaded (along with the Annexure-V
2	List of Orders where the similar type of Training executed by you during the last five years in different organizations where ERP has been implemented		Scanned PDF copy of orders issued by the Clients along with certificate of satisfaction of Training/credentials where the work had been executed during last 5 years, issued in favour of the Organization or in favour of any Faculty or Team involved in this type (SAP-ERP) of Training job for that Firm are to be uploaded along with the Annexure-V
3.	Faculties/Trainers /Instructors details (as per Pre-qualification Criteria of Fculties mentioned under clause IB.2.B) and as confirmed by vendor in Annexure -I)		Scanned and certified PDF copies of the CVs , Qualification/Authorisation certificates with credential/achievement/accreditation/ Experience/Performance certificates of imparting Training in the field of SAP-ERP ,if any , in regard to faculties who would be entrusted by the bidder for all the modules of above Training are to be uploaded along with the Annexure-V

Date:

Place: Authorized Signatory

Bidder's Official Seal

Name, Designation



ANNEXURE - VI

**To
The GM(HRD&TRG/PM),
HRD & TRG Department,
Vidyut Bhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.**

Sub: - Tender Fee Details.

Ref : NIeT No. _____ dated _____

[For Training in the field of SAP (ERP & ISU)]

Dear Sir,

The following DD/BC in favour of West Bengal State Electricity Distribution Company Limited, payable at Kolkata are enclosed herewith towards Tender Fee.

Detail of DD Amount :

1. DD/BC No. & Date :
2. Bank Name :
3. Tender Fee amount with **GST (18%)** (in Rs.) :

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal)



ANNEXURE - VII

To
The GM(HRD&TRG/PM),
HRD & TRG Department,
Vidyut Bhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.

Sub: - Earnest Money Deposit (EMD) Details.

Ref : NIeT No. _____ dated _____

[For Training in the field of SAP (ERP & ISU)]

Dear Sir,

The following DD/BG in favour of West Bengal State Electricity Distribution Company Limited, payable at Kolkata are enclosed herewith towards EMD.

Detail of DD Amount :

1. DD/BG No. & Date :
2. Bank Name :
3. EMD amount (in Rs.) :

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal)



Annexure VIII
PROFORMA FOR BID GUARANTEE (Earnest Money)
(To be stamped in accordance with Stamp Act)

Ref:.....

Bank Guarantee No.....

Date.....

To
The General Manager (HRD & Trg.),
Human Resource Development Department.
West Bengal State Electricity Distribution Co. Ltd.
5th floor, D-Block, Vidyut Bhawan,
Bidhannagar, Kolkata - 700091.
West Bengal.

Dear Sirs,

In accordance with Invitation to bid under your Notice Inviting e-Tender (NIeT) No.....
M/s....., having its Registered/Head Office
at.....(hereinafter called the 'Bidder') wish to participate in the
said Bid of and you, as a special favour have agreed to accept an irrevocable
and unconditional Bank Guarantee for an amount of vide up
to..... on behalf of Bidder in lieu of the Bid deposit required to be made by the bidder, as a
Condition precedent for participation in the sand tender.

We, the Bank (Name) at..... (Address)
having our Head Office at.....guarantee and undertake to pay immediately on demand
by West Bengal State Electricity Distribution Co. Ltd. the Amount of (in
words & figures) without any reservation, protest, demur and recourse. Any such demand made by said
'WBSEDCL' shall be conclusive and binding on us irrespective of any dispute or difference raised by the
Bidder.

This Guarantee shall be irrevocable and shall remain valid up to and including
.....*

If any further extension of this guarantee is required, the same shall be extended to such required
period (not exceeding one year) on receiving instruction from M/s on whose behalf this
guarantee is issued.

In witness where of the Bank, through its authorized office, has set its hand and stamp on this
..... day of20.....at.....

WITNESS

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Official Address)

Attorney as per Power of Attorney No. _____ Date _____

* This date should be initially for one hundred eighty (180) days and may be extended from time to time.



Annexure IX

To
The GM(HRD&TRG/PM),
HRD & TRG Department,
Vidyut Bhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.

Sub: Self Declaration Certificate.

Ref : NIeT No. _____ dated _____
[For Training in the field of SAP (ERP & ISU)]

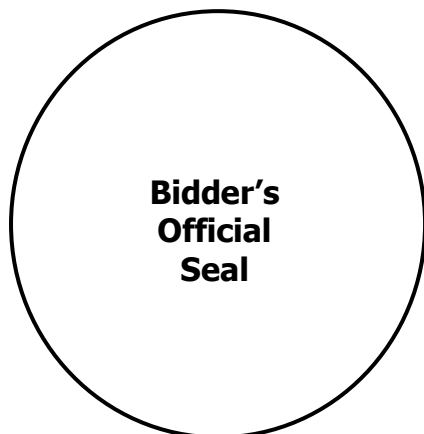
Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Training in the field of SAP (ERP & ISU), I / We hereby reconfirm and declare that we have highly qualified and experienced faculty etc. (whose CVs are uploaded with Annexure-V) to provide quality and full proof Training in all the modules and Sub-modules as mentioned under scope of work (Section-II) and as per level & nature of Training mentioned **in IB.22.d. & in eligibility criteria (IB.2: A&B).**

Date :

Place :

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

Email ID:



Annexure X

BOQ

Validate Print Help

Item Wise BoQ

Tender Inviting Authority: GM (HRD & TRG/PM), WBSEDCL.

Name of Work: Imparting Training in the field of SAP (ERP & ISU) for skill development of IT & other officers of WBSEDCL .

Contract No: WBSEDCL/HRDD/Tender/XX

Name of the Bidder/ Bidding Firm / Company :

Annexure X (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

SI. No.	Item Description	Quantity	Units	Training fees per Batch of maximum 15 Officials per Module for Module 1 to 8 (SI.No-1 of Col.No-1). and Training fees per Batch of maximum 05 Officials per Sub-module for Module 9 (SI.No-2 of Col.No-1). (IN Rs.)	GST (per unit) (IN Rs.)	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in (IN Rs.)	TOTAL AMOUNT With Taxes col (14) = (8)% X (13)+(13) in (IN Rs.)	TOTAL AMOUNT With Taxes In Words.
1	2	4	5	7	8	13	14	15
1	SAP-ERP Training to the Officers of WBSEDCL including all incidental charges and applicable Taxes like GST which must be shown in the quotation clearly. (Theoretical and Practical Training as stated in this Tender document considering total duration of training of each module and sub modules & level of training as mentioned - under scope of work - Section-(II), under clause IB.2, IB.22.d & GCC.1). and using WBSEDCL's Sand Box Server for practical training.							
1.01	Module SI. No.(as per scope of work-Section –(II))							
1.02	Module 1 : An overview on SAP basics.	1.00	Nos.			0.00	0.00	INR Zero Only
1.03	Module 2 : ABAP.	1.00	Nos.			0.00	0.00	INR Zero Only
1.04	Module 3 : Process Integration (PI).	1.00	Nos.			0.00	0.00	INR Zero Only
1.05	Module 4 : BASIS and System Administration.	1.00	Nos.			0.00	0.00	INR Zero Only
1.06	Module 5 : Enterprise Portal (EP).	1.00	Nos.			0.00	0.00	INR Zero Only
1.07	Module 6 : Net weaver.	1.00	Nos.			0.00	0.00	INR Zero Only
1.08	Module 7 : BI(Business Intelligence) /BO(Business Objects).	1.00	Nos.			0.00	0.00	INR Zero Only
1.09	Module 8 : ISU functional modules (Metering Billing Collection, FICA)	1.00	Nos.			0.00	0.00	INR Zero Only
2.00	Module 9 : ERP Functional Modules							
2.01	Sub-module -HCM	1.00	Nos.			0.00	0.00	INR Zero Only
2.02	Sub-module - Payroll	1.00	Nos.			0.00	0.00	INR Zero Only
2.03	Sub-module - MM	1.00	Nos.			0.00	0.00	INR Zero Only
2.04	Sub-module - PS	1.00	Nos.			0.00	0.00	INR Zero Only
2.05	Sub-module - PM	1.00	Nos.			0.00	0.00	INR Zero Only
2.06	Sub-module - FI	1.00	Nos.			0.00	0.00	INR Zero Only
2.07	Sub-module - SD	1.00	Nos.			0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words					INR Zero Only			



