

भारत हेवी इलेक्ट्रिकल लिमिटेड
Bharat Heavy Electricals Limited



कॉर्पोरेट डिजिटल ट्रांसफॉर्मेशन
CORPORATE DIGITAL TRANSFORMATION (CDT)

CDT Hall, 2nd Floor, HRD & ESI Complex, Plot No. 25,
Sector 16A, NOIDA, U.P.-201301

Request for Proposal

FOR

Procurement of 03 nos. of SAP Business Suite Developer User Licenses



भारत हेवी इलेक्ट्रिकल लिमिटेड
BHARAT HEAVY ELECTRICALS LIMITED
कॉर्पोरेट डिजिटल ट्रांसफॉर्मेशन
Corporate Digital Transformation

Ref. No.: AA:CDT:SAP/Licenses
Date: 18th July 2018

Dear Sir / Madam,

Sub: Procurement of 03 nos. of SAP Business Suite Developer User Licenses

Sealed bid is invited for the Procurement of 03 nos. of SAP Business Suite Developer User Licenses deployed at CDT, Noida as per the terms and conditions of RFP enclosed.

Any corrigendum / notifications issued by BHEL, related to this tender, shall be available / hosted on www.bhel.com and cpp portal. Hence bidder is expected to keep visiting www.bhel.com and cpp portal for any corrigendum / notification in their own interest.


The bidder is expected to examine all instructions, formats, terms, specifications, conditions and all other information in the bidding documents. Failure to furnish all information asked for or to submit a bid not substantially responsive to the bidding documents may result in rejection of the bid as decided by the BHEL. BHEL's decision shall be final and binding.

Please ensure that your response complete in all respect in requisite format with necessary enclosures is delivered on or before the due date & time i.e., 25.07.2018 at 1400 hrs.

Bids shall be addressed to:

DGM (CDT)
Bharat Heavy Electricals Limited,
CDT-Hall, 2nd Floor, HRD & ESI Complex,
Plot no. 25, Sector-16a, Noida (UP) – 201301.

Thanking you,
Yours faithfully,
For and on behalf of BHEL


DGM (CDT)

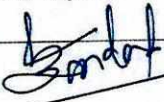


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1. Objective:

Procurement of 03 nos. of SAP Business Suite Developer User Licenses. BHEL will have the right to use the software for deployment of Business Continuity Plan, Disaster Recovery and development activities without paying any extra charges.

2. Key Activities and Dates of tender:

S.No.	Key Activity	Date
1	Issuance of Request For Proposal (RFP)	18/07/2018
2	Last date and time for submission of bids	25/07/2018 at 1400hrs at CDT, Noida
3	Bid opening	25/07/2018 at 1630hrs, at CDT, Noida

3. Special Terms and Conditions:

3.1. Payment Terms:

- i) **Total charges for SAP Business Suite Developer User Licenses** – 100% payment will be made within 30 days of the submission of invoice.
- ii) **Total charges for Enterprise Support Charges** – Exact value will be calculated on pro-rata basis based on order date and 100% payment will be made within 30 days of the submission of invoice and on submission of bank guarantee of equal amount having validity till Enterprise support plus 3 months.

4. General Terms and Conditions:

4.1. Cost of Bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid and the Purchaser will in no case be responsible or liable for those costs.

4.2. Procedure for Submission & Opening of Bids:

Bid shall be accepted by the official inviting the tender in two parts.

Part-I : Techno-Commercial Bid

Bid shall consists of the following:

- 4.2.1. Unpriced copy of PRICE BID as per format enclosed as **Annexure-I**.
- 4.2.2. No Deviation Certificate as per format enclosed as **Annexure-II**.
- 4.2.3. A copy of complete RFP along with corrigendum, if any, where each page is signed & stamped by the bidder.

Part-II : Price Bid

Price bid containing PRICES only is to be submitted (in the Price Schedule format enclosed as **Annexure-I** only). Prices shall be quoted in Indian Rupees only. Bidder shall give details of Direct Applicable Taxes (between Bidder & BHEL as asked in the Price Bid Format) clearly.

Any changes in these Direct Applicable Tax rates during the complete contract period will only be payable as per actuals, subject to submission of documentary evidence.

Price Bid should not contain any technical details and/or Commercial Terms & Conditions as the same are supposed to be contained in PART-I only, so that the same can be evaluated before opening of Price Bid.

4.3. Marking On Envelope :

Part-I and Part-II offers shall be submitted in two separate sealed envelopes with bidder's distinctive SEAL and super-scribed as follows:

Part-I : 1. Tender Enquiry No. and Its Description

2. Due Date of Opening

3. Techno-Commercial Bid

Part-II : 1. Tender Enquiry No. and Its Description

2. Due Date of Opening

3. "Price Bid" as per enclosed Format.

Un-sealed envelopes or envelopes not super-scribed as above may not be accepted/considered.

4.4. Bid Submission :

4.4.1. Bids shall be addressed to the official inviting Bids by name and designation and sent at the following address:

DGM (CDT)

Bharat Heavy Electricals Limited,

CDT Hall, 2nd Floor, HRD & ESI Complex, Plot No. 25,

Sector – 16A, Noida (UP) 201301

Telephone no. : (0120) 2416496 / 2416462

Email : shivali@bhel.in/ajay.bagati@bhel.in

4.4.2. Bids can also be delivered in person to the official inviting Bids.

4.4.3. Bids submitted by post shall be sent by "REGISTERED POST" only and shall be posted with due allowance for any postal delay. Bids shall be submitted latest by 1400 Hrs. of the due date.

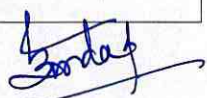
4.5. Bid Opening :

4.5.1. PART-I (Techno-commercial Bid) may be opened on the due date and time as specified in the Enquiry Letter, in the presence of bidder who may like to attend. Part-II (Price Bid) shall be opened subsequently. However, Purchaser/Lessee reserves the right to open both the parts simultaneously i.e. Part-I and Part-II together.

4.5.2. In case of public opening, date and time of Price Bid (Part-II) opening shall be intimated to the technically and commercially acceptable bidder.

4.5.3. Not more than two representatives from the bidder will be permitted to be present during tender opening.

4.5.4. No correspondence shall be entertained from the bidder after the opening of Price Bid.



- 4.5.5. Standard pre-printed conditions of the bidder attached to the offer will not be accepted and only those mentioned in the body of his offer will be considered.
- 4.5.6. Unsolicited bids shall not be entertained. Unsolicited revised Price Bid also, shall not be entertained at any stage of the tendering process and will lead to automatic disqualification of the party's bid.
- 4.5.7. No Literature, Pamphlets other than what is specified is to be enclosed. All such enclosures shall be considered as unread and also will not be considered as part of the quotation.
- 4.5.8. Manufacturer's name, trade Mark or Patent No., if any, should be specified.
- 4.5.9. Purchaser/Lessee reserves the right to negotiate the tender, if required.

4.6. Validity of Offer :

Offer shall be kept valid for FOUR months from the due date of tender opening (Part-I) for Purchaser/Lessee's acceptance.

4.7. Deviations :

Bids shall be submitted strictly in accordance with the requirements and terms & conditions of the Tender Enquiry. Vendors have to submit a "No Deviation Certificate" in Part-I of the offer as per **Annexure-II**.

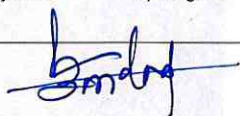
Technical & Commercial - No deviation is acceptable.

4.8. Language of the Bid & Corrections:

- 4.8.1. The bidder shall quote the rates in Hindi/English language and international numerals only. The metric system of units shall be used, for the purpose of tender.
- 4.8.2. Bidder shall fill the tender documents as per formats enclosed in this tender enquiry. All entries and signatures in the bid shall be in **BLUE/BLACK INK** only. Each page of the bid shall be signed and stamped using official seal of the company by the bidder.
- 4.8.3. All entries shall be filled in neat and legible handwriting. No over-writings, erasures and corrections are permitted and may render such bids liable for rejection.
- 4.8.4. However, if any cancellations, corrections and insertions are in the bid, the same shall be duly attested by the bidder.

4.9. Rejection Of Bid and Other Conditions:

- 4.9.1. Any format not properly filled, partially filled or not filled will make the bid liable for rejection. Bidder is requested to note that all columns, rows and spaces provided to fill up the data must be filled with relevant data without fail. In case any bidder fails to do so or fills up irrelevant data, BHEL is not bound to seek clarifications on such items and will be free to reject the tender summarily.
- 4.9.2. No change in clauses of contract, Terms and Conditions, etc. shall be entertained by BHEL under any circumstances.
- 4.9.3. Canvassing in any way concerning this tender, wrong declaration, incorrect information, misleading or incorrect certifications, etc. shall make the Bidder debarred to participate in this tender and also for a further period of 3 years in any tender of any of the BHEL units.



- 4.9.4. The offer is liable to be rejected, if it is found after the Price Bid Opening that the Checklist of Price Bid submitted by the bidder, as a part of Part-I offer, is different from the actual Price Bid.
- 4.9.5. If the bidder deliberately gives wrong information in his bid, Purchaser/Lessee reserves the right to reject such a bid at any stage or to cancel the Order/Contract, if awarded and forfeit the EMD/ security deposit/ Performance Bank Guarantee, if any.
- 4.9.6. If the Prices/Rates of one or more of the enquired equipments/service/software have not been quoted, the offer is liable to be rejected.
- 4.9.7. Non-compliance with any of the requirements and instructions of the Tender Enquiry may result in the rejection of the bid.
- 4.10. Clarification on Bidding Documents:**
The Bidder is expected to carefully go through this Tender Document and understand the functional requirements thoroughly before submitting their offer. All legitimate queries and clarifications regarding this tender must be submitted in writing to the official inviting tender.
- 4.11. Amendment of Bidding Documents:**
The Purchaser may at its sole discretion amend the Bidding Documents at any time prior to the deadline for submission of bids. However, in case of such amendment, the bid submission date may be extended at the discretion of the purchaser.
Amendments made prior to submission of bid will be provided in the form of Addenda / Corrigendum to the Bidding Documents and will be posted on the BHEL website (<http://www.bhel.com>) and cpp portal in Tender Notification section under the original tender enquiry number.
- 4.12. Purchaser's Right to accept or Reject the Bid:**
The Purchaser reserves the full right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the Bidders.
- 4.13. Exemption:**
MSMEs, registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, are entitled to avail the benefit of Public Procurement Policy for Micro and Small Enterprises (MSEs), dated 23.03.2012, subject to furnishing the documentary proof in support of claim along with their request letters and feasibility in terms of ordering and supply.
- 4.14. Other terms and conditions:**
As per End User License Agreement (EULA) dated 29th June 2006.
- 4.15. List of Annexures:**
- 4.15.1. Annexure-I: Price Bid Format
- 4.15.2. Annexure-II: No-Deviation Certificate Format

Price Bid format

S No.	Item Description	Qty.	Total amount for total quantities (INR) – Excluding taxes
1	SAP Business Suite Developer User Licenses (A)	3 nos.	
2	Enterprise Support Charges for S. no. 1 above from 01.08.2018 to 31.12.2018 (B)	3 nos.	
Total charges (C=A+B) (Excl. taxes)			

Total offered price in words (C) (Excl. taxes) (INR):

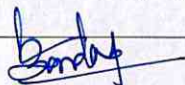
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S. No.	Applicable Taxes	%age

Note:

1. The rate should be quoted in Indian Rupees.
2. The total cost should be mentioned in this format. The prices should be fixed and should avoid use of vague terms as 'Extra as applicable'.

Seal & Signature of the Company



No Deviation Certificate

This is to certify that our offer is exactly in line with your tender enquiry no. **AA:CDT:SAP/Licenses dated 18th July 2018**. This is to expressly certify that our offer contains no deviation either Technical or Commercial in either direct or indirect form.

Signed By:**Name:** _____**Designation:** _____**Organization:** _____**Date & Place:** _____**Phone/Fax/Mobile:** _____**Email:** _____**Stamp & Seal:** _____