



## **TENDER DOCUMENT**

for

**Provision of hiring of trainer for Training of SAP Core team members**

**TENDER NO.: OVL/DLH/MM/SAP/TRG/1361/2018-19**

**Last date of submission of Query, if any: 02/11/2018**

**Last date of submission of request for RFQ: 30/10/2018**

**Bid Closing/Opening date & time: 12/11/2018 at 14.00 hrs. & 15.00hrs.**

**This tender document is non-transferable.**

**ONGC VIDESH LIMITED  
MM-department,  
3<sup>rd</sup> Floor, Deendayal Urja Bhawan,  
5B, Nelson Mandela Marg, Vasant Kunj  
NEW DELHI**



# ONGC VIDESH LIMITED

## COMMERCIAL DEPARTMENT

3<sup>RD</sup> FLOOR, B WING, DEENDAYAL URJA BHAWAN,  
5, NELSON MANDELA MARG,  
NEW DELHI-110 070

PHONE:+91 11 26753340 / 3302/3308

FAX: +91 11 26129345 / 9346

No: OVL/DLH/MM/SAP/TRG/1361/2018-19

Date: 23/10/2018

### INVITATION TO BID - INDIGENOUS (LIMITED TENDER)

To,

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### **Subject: Tender for Provision of hiring of trainer for Training of SAP Core team members**

ONGC Videsh invites Bids under "Two Bid System" for above mentioned subject, with following terms & conditions:

#### 1.0 The details of the tender are as under:

1.	Tender Number	OVL/DLH/MM/SAP/TRG/1361/2018-19
2.	Tender Description	Provision of hiring of trainer for Training of SAP Core team members
3.	Scope of Work (SOW)	Refer Scope of Work at Annexure-III
4.	Type of Tender	Indigenous Limited Tender
5.	Bidding System	Two Bid System
6.	Contract Period	2 years from the date of placement of NOA.
7.	Mobilisation Period	07 days from the date of NOA.
8.	Payment Term	Payment shall be made on quarterly basis after availing services of that quarter.
9.	PQC (Pre-Qualification Criteria)	<p>(i) <b>The prospective bidder should be a SAP Education Partner.</b> To this effect, the bidder name should appear on the SAP website as under:</p> <p><a href="https://partneredge.sap.com/content/partnerfinder/search.html#/search/results?engagement=002_04&amp;itemsPerPage=10&amp;scm a engagement category=002&amp;sortBy=shortname&amp;sortOrder=asc">https://partneredge.sap.com/content/partnerfinder/search.html#/search/results?engagement=002_04&amp;itemsPerPage=10&amp;scm a engagement category=002&amp;sortBy=shortname&amp;sortOrder=asc</a>.</p> <p>(ii) <b>Prospective bidders</b> whose name is not appearing as SAP Educational Partner on the SAP website <b>are also eligible to participate in the tender subject to submission</b> of either of the following:</p> <p>(a) A certificate issued by SAP India, clearly indicating that the bidder is an educational partner of SAP.</p>

		<p>or</p> <p>(b) Authorization letter from SAP India clearly stating that the Prospective bidder is SAP PartnerEdge Partner and is authorized by SAP India to provide trainings. Further the authorization letter should clearly state the bidder is eligible to participate in the tender of ONGC Videsh for providing trainer support through Learning Hub on behalf of SAP India</p>
10.	Pre-Qualified Vendors	Tender document has been issued to following pre-qualified vendors based on above PQC. However other interested vendors, who meet the PQC may apply us for issuance of RFQ along with supporting document for meeting the above mentioned PQC, within the cut-off date.
11.	Last date of submission of request for RFQ (for vendors other than 16 pre-qualified vendors)	30/10/2018
12.	Last date for receipt of queries from bidders	<p><b>02/11/2018</b></p> <p>The queries may be sent directly to <a href="mailto:vijay_pt@ongcvidesh.in">vijay_pt@ongcvidesh.in</a>; <a href="mailto:arun_fotedar@ongcvidesh.in">arun_fotedar@ongcvidesh.in</a>; <a href="mailto:rakesh_khurana@ongcvidesh.in">rakesh_khurana@ongcvidesh.in</a> or by Post to Head Commercial, Room No. 3308, 3<sup>rd</sup> Floor, B Wing, Deendayal Urja Bhawan, 5-B Nelson Mandela Marg, Vasant Kunj, New Delhi-110070.  Fax No: (91) 11 26129345/ 9346  Tel: No. 011- 2675 3340/3338/3331.  Mobile: 9868 28 2192 (Arun Fotedar)  Mobile: 9968 60 2099 (Vijay.P.T)</p>
13.	Tender Closing /Opening Date and Time	<b>12/11/2018 by 14.00 hrs/ 15.00 hrs.</b>
14.	Name of Tender Receiving Officer (Physical documents):	Shri Pankaj Malik, Sr. MMO Contact No.: +91-11-26753412
15.	Tender submission address and Opening Venue	Sealed bid can be dropped in tender box or can be sent by post to the office of Head Commercial, 3 <sup>rd</sup> Floor, B Wing, Deen Dayal Urja Bhawan, 5 Nelson Mandela Marg, Vasant Kunj, New Delhi-110070, India.
16.	Price bid opening date & time	<b>Shall be intimated to all shortlisted bidders.</b>
17.	Bid validity up to	90 days from the date of opening of techno-commercial Bid.
18.	Bid Security/ Earnest Money Deposit (EMD)	EMD amount for ₹ INR 77,800/- ( <b>Indian Rupees Seventy-seven Thousand Eight Hundred only</b> ) to be submitted along with the techno-commercial bids either by way of Demand Draft in the name of <b>ONGC Videsh Ltd. payable at Delhi</b> or in the form of Bid Bond (Bank Guarantee) on Non-judicial Stamp Paper of requisite value as per prescribed format at Appendix-4 of Annexure-I, <b>valid for 30 days beyond the validity of bid.</b>

19.	Security Deposit / Performance Bank Guarantee/ Contract Security	The successful bidder shall have to submit Security Deposit/Performance Bank Guarantee / Contract Security as described at Clause 10, Annexure-II of tender document amounting to 12.20% of the Annual Contract Value, within 15 days from date of LOA/LOI.
	Validity of Performance Bank Guarantee	60 days or more beyond the date of expiry of the contract/delivery period. The contractor will have to provide the validity of the bank guarantee accordingly.
20.	Correspondence Address and Address for submission of bid. (Tender document can be dropped in tender box kept at this address or can be sent by post on this address)	Head-Commercial, ONGC Videsh Limited, 3 <sup>rd</sup> Floor, B Wing, Deen Dayal Urja Bhawan, 5 Nelson Mandela Marg, New Delhi-110070, India. Fax No: 011 26129345/9346 Tel. No: 011- 2675 3340/3338/3331/3308 Email: <a href="mailto:vijay_pt@ongcvidesh.in">vijay_pt@ongcvidesh.in</a> ; <a href="mailto:arun_fotedar@ongcvidesh.in">arun_fotedar@ongcvidesh.in</a> ; <a href="mailto:rakesh_khurana@ongcvidesh.in">rakesh_khurana@ongcvidesh.in</a> Mobile: 9868 28 2192 (Arun Fotedar) Mobile: 9968 60 2099 (Vijay.P.T)

2.0 The tender will be governed by the following:

- (i) "Instructions to Bidders" and "Model Contract & General Contract Conditions" provided at **Annexure-I** and **Annexure-II** of the Tender Document respectively.
- (ii) Scope of Work provided at **Annexure-III** of the Tender document,
- (iii) Bid Evaluation Criteria (BEC) (**Annexure-IV**),
- (iv) Bid Matrix (**Annexure-V**)
- (v) Price Bid Format (**Annexure-VI**) of the Tender document.
- (vi) Prescribed Bid forms in the tender document.

Offers not accompanied with prescribed bid security will be ignored straightway.

3.0 RFQ has been issued to 16 pre-qualified bidders, whose names are appearing below. However new vendors, desirous to participate in this tender may download the tender document from GOI e-procurement portal <https://eprocure.gov.in> or ONGC Videsh website [www.ongcvidesh.com](http://www.ongcvidesh.com) and should apply for issuance of RFQ along with supporting documents for fulfilment of PQC. ONGC Videsh will scrutinise such requests and if found in line with PQC then they will also be allowed to participate in the tender.  
No id and password is needed to download the tender document from ongc videsh tender site. **No hard copy of tender document shall be issued from this office.**

4.0 In case of any amendment/addendum/ corrigendum, it will be uploaded on ONGC Videsh web site [www.ongcvidesh.com/tenders](http://www.ongcvidesh.com/tenders) and GOI e-procurement portal <https://eprocure.gov.in>.

Bidders in their own interest should regularly visit the above referred website for amendment/addendum/ corrigendum, if any, and should take cognizance of the same while submitting the bid, failing which bid shall be ignored.

Bidder shall solely be responsible for ensuring that their bid has been submitted after taking due consideration of all corrigendum / amendment issued / uploaded in the

above referred website, failing which bid shall be termed as non-compliant and hence is liable for rejection.

- 5.0 In case of an unscheduled holiday being declared in Delhi on the prescribed closing / opening day of the tender, the next working day will be treated as the scheduled prescribed day of closing / opening of the tender.
- 6.0 ONGC Videsh reserves its right to accept/reject any/all the bids and cancel the tender at its sole discretion.
- 7.0 List of Pre-qualified vendors for this tender:

S.No	Prospective Bidder Name	Contact Name	Email ID	Contact Address
1	Shivansh Solutions Private Limited	Amit Kuthiala	amitk@shivansh.co.in	Amit Kuthiala AVP Sales & Marketing Shivansh Solutions Private Limited p: +91 11 41880000 m: +91 9810188189 a: 506-507, Kailash Building, 26 KG Marg, New Delhi w: www.shivansh.co.in e: amitk@shivansh.co.in
2	Adroit Infotech Ltd.	Raghavendra Lingala, Sridhar	<a href="mailto:raghavendra.lingala@adroitinfotech.com">raghavendra.lingala@adroitinfotech.com</a> , <a href="mailto:sridhar@adroitinfotech.com">sridhar@adroitinfotech.com</a>	<b>Raghavendra Lingala</b> 2 <sup>nd</sup> Floor, LP Towers, HUDA Techno Enclave, Behind Pride Honda Showroom, Madhapur, Hyderabad Tel. 91+(40) 42407078 Mobile : 9848660007
3	Softwin Technologies Pvt Ltd	Anil Mahajan	anil.m@softwintechnologies.com	Anil Mahajan Softwin Technologies Pvt. Ltd. 101,308 Raja Rammohan Roy Complex, MTH Compound, Indore 452 007 (MP) <b>+91-9098351551/0731-2544903</b> <b>+91-731-4045650/+91-731-4226306</b>
4	PRIMUS Techsystems Pvt. Ltd	Chinmay Nanoty	chinmay.nanoty@primustechsys.com	<b>Chinmay Nanoty</b> <b>Manager Sales- SAP Products</b> <b>PRIMUS Techsystems Pvt. Ltd.</b> Cyber-city Tower S-4, Office 301, Level 3 Magarpatta, Hadapsar, Pune 411013 M +91 8669836223 T + 91 020 65 40 00 04
5	Numeric Technologies (India) Private Limited.	Ashish Mehta	ashish.mehta@numerictech.com	Ashish Mehta Vice President & SAP Business Head Numeric Technologies (India) Private Limited. +91 99720 92301
6	Atos India Ltd	Archana Padhy	archana.padhy@atos.net; sargar.vairagkar@atos.net	Archana Padhy Team Lead – Bangalore – Training Service Group Mob: +91-7259497420 Tele: +91- 8067435521 archana.padhy@atos.net Salarpuria House, 2nd floor, # 496, CMH Road, Indiranagar, Pin code 560038
7	Electo-Mech Enterprises Pvt. Ltd	Sahad kharim, Ramprasad V	<a href="mailto:sahad@electromechglobal.com">sahad@electromechglobal.com</a> , <a href="mailto:support@electromechglobal.com">support@electromechglobal.com</a> , operations@electromechglobal.com	Saipriya Shaji Assistant Manager (Operations and Training) Electro-Mech Enterprises Pvt. Ltd. I Door No: XXV11/430   NH 47 I Edappally Toll Jn.   Ernakulam   Kerala   India- 682 024 I Tel: +91 484 2551222 I +91 90370 14409 I Sahad kharim -9947142888 Ramprasad V -9037014409
8	VACS Technology Pvt. Ltd	Pontha Banerjee	pontha.banerjee@vacsglobal.com	Pontha Banerjee Regional Head - Retail VACS Technology Pvt. Ltd.

				6th Floor, Amfotech Park, Opp. Old Passport Office, Wagle Estate, MIDC, Thane - 400604, India. T: +91 (22) 61 786 786 / 89 M: +91 93238 20959
9	IT Champs	Govind Saligrama	govind.s@itchamps.com	Govind Saligrama Contact No : 8095875111 Email : govind.s@itchamps.com
10	Fujitsu India Private Limited	Mr Santhosh NS	Santhosh.NS@ts.fujitsu.com	Mr Santhosh NS Contact Phone +91 (9845186208) Contact Email Santhosh.NS@ts.fujitsu.com
11	Zensar Technologies Limited	Mr. S K Mohapatra	mohapatra.s@zensar.com	Mr. S K Mohapatra, Zensar Technologies Limited Contact Phone +91 (20) 66057500 Contact Email mohapatra.s@zensar.com
12	MANUH GLOBAL TECHNOLOGIES PRIVATE LIMITED	Mr. Srinivas Panchakarla	s.panchakala@manuhindia.com	Mr. Srinivas Panchakarla Contact Phone +91 (9966912669) Contact Email s.panchakala@manuhindia.com
13	Sashakta Technologies Private Limited Sashakta Manor- I	Mr. kailash Rathi	kailash.rathi@sashakta.com	Mr. kailash Rathi Contact Phone +91 (9636552000) Contact Email kailash.rathi@sashakta.com
14	Tata Technologies Limited			25, Rajiv Gandhi Infotech Park Hinjawadi, Pune 411057 India Tel +91 20 6652 9090 Fax +91 20 6652 9035
15	Cronos Consulting India Private Limited			2733, 16th Cross Rd, PWD Quarters, 1st Sector, HSR Layout, Bengaluru, Karnataka 560102 Ph: 080 6940 0012
16	ITSL Limited		info@itsl.in	ITSL LIMITED 5, Main Mehrauli Road, New Delhi-110030 Telephone: +91 97179 91551-552-553

Yours' Sincerely,

For Head-Commercial  
ONGC VIDESH LIMITED, Delhi