Short Tender (RFP)

for SAP training at Odisha State Civil Supplies Corporation (OSCSC) Limited

RFP Number:

Date: 30-09-2022

Odisha State Civil Supplies Corporation Limited
Food Supplies & Consumer Welfare Department, Govt of Odisha

SAP training at Odisha State Civil Supplies Corporation (OSCSC) Limited

Bid ..e invited from eligible and interested institutes for SAP training to be conducted at OSCSC head office Bhubaneshwar. This SAP functional consultant training will be provided to the SAP core team members of OSCSC.

1. Qualification Criteria for SAP Training Institutes to apply

Sl. No.	Qualifying Criteria
1	The training Institute should have office in Bhubaneshwar
2	The training institute should have been established in 2018 or earlier
3	The training institute should have minimum 4 Lakh turn over for the Financial year 2021-22.
4	The training institute should have minimum 6 permanent employees in its payroll
5	The training institute should have coached minimum 50 students in the past FY 2021-22 in SAP modules

Please Note:

All bidders are instructed to provide a self-declaration (mentioning all the above-mentioned points) that they meet all the above- mentioned criteria. If the declaration is found to be false at any time, OSCSC is deemed entitled to take any punitive action against the bidder as may deem fit by OSCSC.

2. Details of the responding Institute:

Name of Institute:
Address of Institute:
Institute Establishment Date:
Number of permanent employees:
Turnover of the past year (FY 2021-22):
Name of the Contact person:
Designation of Contact Person:
Phone of Contact Person:
Email of Contact Person:

3. Scope of Work

Training Venue: OSCSC Head office at C/2, Nayapalli, Bhubaneshwar – 751012

Training Subject: SAP FICO module for functional Consultant
SAP MM module for functional Consultant
SAP SD module for functional Consultant
Hands on creation of dummy client and entire project implementation in cloud-based sand box.
5 mock tests on each module in line with SAP certification online test standard

Number of Students: 4 (2-FICO, 1 – MM, 1-SD)
Observers from the side of OSCSC can be present at any time during the live classrooms.

4. **Provide Training Schedule Details**

   FICO module classroom schedule (including sandbox dummy project):
   FICO module course duration (including sandbox dummy project):
   MM module classroom schedule (including sandbox dummy project):
   MM module course duration (including sandbox dummy project):
   SD module classroom schedule (including sandbox dummy project):
   SD module course duration (including sandbox dummy project):

   Example:
   FICO module classroom schedule (including sandbox dummy project): Monday (11 am – 1pm)
   Wednesday (11 am – 1pm)
   Friday (11 am – 1pm)
   FICO module course duration (including sandbox dummy project): As per the above schedule it will take 60 hours or 30 classrooms or 10 weeks or 2.5 months

5. **Provide Trainer Profile Details**

   The profile of the instructor will be the key in choosing the institute. Therefore, mention the instructor profile in details. Attach the 3 resumes of the inspectors along with your application.
   - Resume of SAP FICO Instructor with experience and educational background details along with SAP certification if obtained.
   - Resume of SAP MM Instructor with experience and educational background details along with SAP certification if obtained.
   - Resume of SAP SD Instructor with experience and educational background details along with SAP certification if obtained.

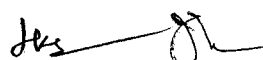6. **Provide Financial Quote for the Services in the following format:**

Sl. No.	Service Description	Per Student Charge in INR inclusive of taxes	Number of Students	Total Cost in INR inclusive of taxes
		A	B	C = A x B
1	SAP FICO module functional consultant training (including sandbox dummy project):		2	
2	SAP MM module functional consultant training (including sandbox dummy project):		1	
3	SAP SD module functional consultant training (including sandbox dummy project):		1	
			Grand Total =	

The SAP training at Odisha State Civil Supplies Corporation (OSCSC) Limited will be Rupees

_____(in words) inclusive of all taxes and charges etc. as may be applicable

7. **Submission of Proposal**

   The proposal should be submitted as a single PDF file

The proposal should be submitted to Email ID: cgmoscsc@gmail.com

The subject of the Email should be: SAP Training----<Institute Name>

The proposal should be submitted by 3 pm of 10th October 2022

The mail should read as mentioned below:

> "Dear Sir,
>
> We, (Institute name) hereby propose to provide SAP functional consultant training for the modules FICO, MM and SD to your personnel. In this regard, please find our proposal attached with the mail. We look forward to your response to take up the assignment.
>
> Regards
>
> (Name)
>
> (designation)
>
> (Institute name)
>
> (Mobile number)"

The attached single PDF file with the mail, should be consisting of the following points (which are described in detail and formats above)

- ➢ Details of the responding Institute
- ➢ Provide Training Schedule Details
- ➢ Provide Trainer Profile Details
- ➢ Provide Financial Quote for the Services in the provided format
- ➢ Provide self-declaration on company letter head (duly signed and stamped) that the bidder is qualified for all the qualifying parameters (mention the qualifying parameters each in the declaration letter) as mentioned in point 1 of this document.