



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-751012

CIN: U51211OR1980SGC000894

Tel: 0674-2395391, Fax No: 0674-2395291, website: www.oscsc.in



OSCSC-FINII-MISC-0003-2023 No. 9934 Date: 6.7.23

TENDER CALL NOTICE

Responses are invited to the Expression of Interest ("EOI") from experienced and qualified training providers for the following Work/Service

Name of the Work/Service	SAP Training at Head Office of Odisha State Civil Supplies Corporation Ltd, Bhubaneswar
Availability of tender documents on the website.	Date: 07.07.2023 onwards
Last date of submission of Pre-Bid Queries	Date: 12.07.2023 Time: 17:30 Hrs
Date of Pre-Bid Meeting	Date: 13.07.2023 Time: 11:00 Hrs
Last Date of Submission of Bids	Date: 31.07.2023 Time: 17:30 Hrs

All other details can be seen from the EOI document available on the websites of OSCSC Ltd (<https://oscsc.in/>) and FS&CW Dept., Govt. of Odisha (<http://www.foododisha.in/>). OSCSC reserves the right to reject any or all bids without assigning any reason thereof.


06.07.23
FA & CAO





Odisha State Civil Supplies Corporation Ltd
(A Govt. of Odisha Undertaking)
REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-12
CIN: U51211OR1980SGC000894
Tel No: 0674-2395391, Fax No:0674-2395291, website:www.oscsc.in

Notice No 9934 /Dated. 06.07.2023

Invitation for Expression of Interest (Eol) for SAP Training at the Head Office of Odisha State Civil Supplies Corporation Ltd., Bhubaneswar.

Expression of Interest (Eol) is invited in sealed cover from eligible bidders to impart SAP Training at Odisha State Civil Supplies Corporation Ltd., Bhubaneswar herein after read as OSCSC. Interested bidders fulfilling the prescribed eligibility criteria can access and download this Eol, inclusive of Terms of Reference (ToR) and other details from the website: www.oscsc.in and www.foododisha.in. The major events under the bid process are:

SI No	List of Key Events	Critical Dates
1	Date of Issue of Eol	<u>07.07.2023</u>
2	Pre bid Meeting	<u>13.07.2023</u> At 11:00 Hrs 2 nd Floor, Conference Room, Odisha State Civil Supplies Corporation Limited, C/2 Nayapalli, Bhubaneswar- 751012
3	Last Date for Submission of Eol	<u>31.07.2023</u> till 17.30 Hrs
4	Date of Opening of Technical Proposal	<u>01.08.2023</u> at 11.00 Hrs

The response to the Eol complete in all respects must reach the Managing Director, OSCSC Ltd, C/2 Nayapalli, Bhubaneswar-751012 by Speed Post/Registered Post/ Courier/ By hand (at the Issue & Despatch section of OSCSC Ltd, Bhubaneswar) only latest by 31.07.2023 till 17.30 Hrs in a sealed envelope clearly mentioning on the top of it "Eol- SAP training at Head Office of Odisha State Civil Supplies Corporation Limited, Bhubaneswar " and the name of the bidder.

For any other information relating to the Eol, the designated person can be contacted over e-mail.: mdoscsc@gmail.com.

Eol document received after the last date and time will be rejected. The authority reserves the right to reject any / all proposals without assigning any reason thereof.

Address for Submission of Proposal:

**The Managing Director
Odisha State Civil Supplies Corporation Limited
C/2 Nayapalli, Bhubaneswar – 751012**

-Sd-
Managing Director,
OSCSC Ltd, Bhubaneswar



**SAP Training at Head Office of Odisha State Civil Supplies Corporation Ltd.,
Bhubaneswar**

INVITATION FOR EXPRESSION OF INTEREST

(BID DOCUMENT)



**Odisha State Civil Supplies Corporation Limited
Food Supplies & Consumer Welfare Department, Govt. of Odisha
May, 2023**



Index

A. Key Information Sheet	4
B. Letter of Invitation (LoI)	6
C. Terms of Reference (ToR)	7
1. Introduction	7
2. Definitions	7
3. Objective	7
4. Scope of Work	8
5. Prospective participants:	9
6. Timeline (Schedule of Completion of Task)	9
7. Deliverables and Corresponding Time Frames	10
8. Eligibility Criteria	10
9. Procedure of submission of proposal	11
10. Quoting of Rates	12
11. Evaluation of Proposal	12
12. Evaluation Process	13
13. Award of Work	13
14. Security Deposit	13
15. Reporting Arrangements.....	13
16. Roles and Responsibilities of Selected Bidder	14
17. Payment Terms and Schedule.....	14
18. Jurisdiction of Dispute Resolution	14
D. Annexures	15
Annexure-I.....	15
Annexure-II.....	16
Annexure-III.....	17
Annexure-IV	18
Annexure-V	19
Annexure-VI	20
Annexure-VII	21



A. Key Information Sheet

SI No	Description	Details
1	Name of the Bid Inviting Authority	Managing Director, Odisha State Civil Supplies Corporation Ltd, Odisha, Bhubaneswar
2	Method of Selection	Least Cost(LC)
3	Date of Issue of EoI	<u>07.07.2023</u>
4	Last date of Pre Bid Query Submission	<u>12.07.2023</u> till 17:30 Hrs Queries to be submitted in following email id : mdoscsc@gmail.com
5	Pre Bid Meeting Date, Time and Venue	<u>13.07.2023</u> At 11:00 Hrs 2 nd Floor, Conference Room, Odisha State Civil Supplies Corporation Limited, C/2 Nayapalli, Bhubaneswar-751012
6	Last date & time of submission of EoI	<u>31.07.2023</u> till 17.30 Hrs
7	Date & time of Opening of Technical Proposal	<u>01.08.2023</u> At 11.00 Hrs
8	Date of Opening of Financial Proposal	Will be intimated after evaluation of Technical Proposal.
9	Expected Date of Commencement of Assignment	Within 7 to 15 days of issuance of the Work Order
10	Proposal Submission Fee(Non Refundable)	Rs. 500/- (Rupees Five Hundred Only) in shape of Demand Draft in favour of "Managing Director, OSCSC Ltd" drawn on any scheduled commercial bank payable at Bhubaneswar.
11	Earnest Money Deposit(EMD) (Refundable)	Rs.8000/- (Rupees Eight Thousand Only) only (2% of approx. value of contract) in shape of Demand Draft from any Scheduled/ Nationalized Bank in favour of "Managing Director, OSCSC Ltd" drawn on any scheduled commercial bank payable at Bhubaneswar.
12	Performance Security	The successful bidder will have to deposit



		performance security @ 3% of the awarded value in shape of Demand Draft from any Scheduled/ Nationalized Bank in favour of "Managing Director, OSCSC Ltd" drawn on any scheduled commercial bank payable at Bhubaneswar.
13	Address for Submission of Proposal	<p>Managing Director Odisha State Civil Supplies Corporation Limited ,C/2 Nayapalli, Bhubaneswar-751012</p> <p>Mode of Submission: Speed Post / Registered Post/ Courier/ By hand (at the Issue & Despatch section of OSCSC Ltd, Bhubaneswar) only at the 'Issue & Despatch' section of the address as specified above during the office hours only. Submission of bid through any other mode and later than scheduled date and time will be rejected.</p>
14	Place of Opening of Proposals	<p>2nd Floor, Conference Room, Odisha State Civil Supplies Corporation Limited, C/2 Nayapalli, Bhubaneswar-751012</p>

For Details please visit : www.oscsc.in and www.fooddisha.in



B. Letter of Invitation (LoI)

NAME OF THE ASSIGNMENT: "SAP Training at Head Office of Odisha State Civil Supplies Corporation Ltd, Bhubaneswar".

The Managing Director, Odisha State Civil Supplies Corporation Ltd, Odisha, Bhubaneswar invites proposal expressing interest to undertake the assignment "SAP Training at Head Office of Odisha State Civil Supplies Corporation Ltd, Bhubaneswar"

1. An organization/Institution will be selected through two bid system i.e. Technical Bid and Financial Bids. The bidder will be selected following least cost method from among the bidders who qualify in the technical evaluation.
2. The proposal complete in all respect as specified in the Bid Document must be accompanied with a Non- refundable amount of Rs.500/- (Rupees Five Hundred only) towards Eol Document Fee in-shape of bank draft/ DD and a Refundable(without interest) amount of Rs.8000/- towards EMD in form of Rs.8000/- (Rupees Eight Thousand only) in shape of Demand Draft from any Schedule/Nationalized Bank in favour of "Managing Director, OSCSC Ltd", Bhubaneswar and payable at Bhubaneswar, Odisha. Failure to submit the aforesaid Demand Drafts, the proposal will be rejected.
3. The proposal must be delivered at the specified address as indicated in the Key Information Sheet by Speed post/ Registered Post/ Courier/ By hand (at the Issue & Despatch section of OSCSC Ltd, Bhubaneswar) only. Submission of proposal through any other mode will not be accepted and the authority (Managing Director, OSCSC Ltd) shall not be responsible for postal delay or any consequence.
4. The last date and time for submission of proposal complete in all respects is 31-07-2023 till 17:30 Hrs and the date of opening of the technical proposals is 01-08-2023 at 11:00 Hrs in the presence of bidders or their authorized representatives at the specified location as mentioned in the Key Information Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of their respective organization/Institution This Bid Document includes the followings:-
 - a. Letter of Invitation
 - b. Terms of Reference (ToR)
5. The OSCSC holds no responsibility for accuracy of information even though all information/data given in the Bid Document are accurate within the consideration of scope of the proposed assignment to the best of its knowledge. Hence, it is the responsibility of the bidder to check the validity of information/data included in this document. OSCSC reserves the right to accept/reject any/all proposal/modify any clause of ToR/ cancel the entire selection process at any stage without assigning any reason thereof.

Managing Director,
OSCSC Ltd, Bhubaneswar



C. Terms of Reference (ToR)

1. Introduction

The OSCSC Ltd. Invites bids from experienced and qualified training providers for providing SAP training to its SAP core team and officials as mentioned in clause 5. The training should be preferably in SAP version ECC 6.0.

The training should cover essential SAP modules, including SAP Financials (FI) and Controlling (CO), SAP Sales and Distribution (SD), SAP Material Management (MM), SAP Production Planning (PP), SAP Basis Administration, SAP ABAP Development and SAP Process Integration (PI)/Process Orchestration (PO).

2. Definitions

The terms 'OSCSC'/'OSCSC Ltd.'/'Corporation', wherever used in this document shall mean the Odisha State Civil Supplies Corporation Limited registered under the Indian Companies Act 1956 having its Head Office at CI2, Nayapalli, Bhubaneswar-12, Khordha, Odisha .

The term 'Bidder' wherever used in this document shall mean person or persons, firm or company who have submitted there Expression of Interest.

3. Objective

The main objective is to impart in-house SAP training program to the SAP Core Team and officials of OSCSC Head Office. The goal of this training program is to provide the Core Team with the knowledge and skills needed to effectively manage, configure and maintain SAP system landscape and develop basic user level knowledge to officers of OSCSC. The objectives of this training program are as follows:

- I. To provide the Core Team with a comprehensive understanding of the SAP system landscape and its various components.
- II. To enable Core Team members understand and have hands on training on functional modules i.e. FI/CO, MM, SD, PP etc and make them aware of the business processes followed in the said modules.
- III. To equip the Core Team with the necessary skills to configure, customize and maintain SAP modules as per business requirements.
- IV. To acquaint the Core Team with best practices for system administration, troubleshooting and integration with other systems.
- V. To enable the Core Team to proactively monitor system performance.
- VI. To develop user level understanding of all officials of OSCSC Head Office of the level of manager and above as mentioned in clause 5.



4. Scope of Work

The methodology to be followed for imparting training to the officials and core team are outlined below:

Particulars	Duration
a) <u>For User Level Training</u>	
<p>This training is limited to business processes followed in various SAP modules. The user level training aims at imparting knowledge of basic entries and acquaintance with screens of various modules required for entering business information in SAP modules. Some of key topics are:</p> <ol style="list-style-type: none">I. SAP Financials (FI) and Controlling (CO): It covers the financial and managerial accounting aspects of SAP, including financial reporting, budgeting, and cost accounting.II. SAP Sales and Distribution (SD): It covers the sales and distribution processes in SAP, including sales order processing, pricing, and delivery.III. SAP Material Management (MM): It covers the procurement and inventory management processes in SAP, including purchase order processing, inventory control, and materials planning.	2 Weeks of 2 hours/day on 3 working days per week
b) <u>For Consultant Level Training:</u>	
<p>Consultant level training is mainly imparted to Core team members in order to enable them to acquire configuration level understanding in SAP. They will be given hands on training for creation of dummy client and entire project implementation in cloud-based sand box, enabling them to understand the working of SAP system and various settings that are required for running of SAP.</p> <ol style="list-style-type: none">I. SAP Financials (FI) and Controlling (CO): Configuration level settings, Dummy Company setup with Master Data Management, GL Creation, Financial Year ending activities etc.II. SAP Sales and Distribution (SD): In addition to order to cash cycle, Configuration level settings like pricing, text determination, output determination, plant determination, partner determination, batch management, master data,	14 Weeks of 2 hours/day on 5 working days per week.



<p>product/customer hierarchies, Account determination, credit management, material determination, material listing and exclusion, customer master info records, stock availability check etc. together with reporting modules of SD.</p> <p>III. SAP Material Management (MM): Materials Management Organizational Structure (client, company, plants, storage locations, purchasing organizations etc.), Master Data in Materials Management (Material Master, Vendor Master), Purchasing Information Data, Inventory Management (Goods Issue, Goods Receipt, Physical Inventory, Returns, Stock Transfers etc), Material Ledger together with reporting modules of MM.</p> <p>IV. SAP Production Planning (PP): Basic knowledge only.</p> <p>V. SAP Basis Administration: Basic knowledge only.</p>	
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Note: It is important to note that the above mentioned courses requirements are inclusive only and not exhaustive i.e. the above course outline is for general information of the bidders and OSCSC may include topics as per requirement at its sole discretion.

5. Prospective participants:

The target participants for this training program includes members as follows

- I. User Level Training for all Officials of the Corporation with designation of Manager and Above (Total 10 numbers)
- II. Consultant level training to all members of the SAP Core Team (Total 7 numbers).

6. Timeline (Schedule of Completion of Task)

The SAP training program will be conducted over a period of minimum 16(sixteen) weeks in two phases,

- I. Phase One: Duration of User Level Training will be 2 Weeks of 2 hours/day on 3 working days per week.
- II. Phase Two: Duration of Consultant level Training will be 14 Weeks of 2 hours/day on 5 working days per week.
- III. Date of Commencement of Training: Within 7 to 15 days of issuance of the Work Order
- IV. The training sessions will consist of classroom training and hands-on exercises.
- V. The training will be conducted at the Head Office of OSCSC. The institute has to provide trainers at the aforesaid location for conducting the training within



working hours of OSCSC. Request for change of place of training, mode of training and timing will not be entertained by OSCSC.

Note: The above duration can be extended by the authority as per need of OSCSC without any additional financial benefits.

7. Deliverables and Corresponding Time Frames

The following deliverables will be provided as part of the SAP training program:

- I. A comprehensive training plan, including a course outline, learning objectives and assessment criteria.
- II. Soft copy of Study Materials as per SAP standard. The study materials provided should be of 2 types- User level training and advanced user/Consultant level training materials.
- III. Hands-on exercises, enabling the Core Team to apply their learning to real-world scenarios and business requirements.
- IV. SAP Sandbox (IDES) access for all Participants for a period of 16 weeks or completion of course, whichever is later.
- V. Assessments as per the SAP standard to gauge the Core Team's understanding of SAP concepts and functionalities.

8. Eligibility Criteria

Reputed organizations / institutions fulfilling the following eligibility criteria should only submit the proposal and to this effect must produce the copies of the required supportive documents /information as part of their proposal:

Sl. No	Eligibility Criteria	Document required to be submitted
I.	The bidder should be a proprietorship firm / registered partnership firm/Company.	Copy of registered Partnership Deed / Certificate of incorporation in case of Partnership firm/Company. Copy of GST registration certificate/ Copy of Bank Passbook/ Income tax return in case of proprietorship firm.
II.	The training organization/ institute should have been established before three year from the date of publishing of the tender document.	Copy of registered Partnership Deed / Certificate of incorporation in case of Partnership firm/Company.



		Copy of GST registration certificate/ Income tax return in case of proprietorship firm.
III.	The Institution/firm should have delivered at least 1(One) SAP training program for any organisation.	References from at least 1(One) client who have previously used their SAP training services (Annexure-V)
IV.	The bidder should have trainers in FI/CO, MM, SD and PP, who have extensive experience in delivering SAP training programs.	Details to be submitted as per Annexure-VI
V.	The bidder should have trained minimum 50 students in SAP in the past three financial year i.e. FY 2020-21, 2021-22 & 2022-23.	Self-declaration that 50 students have been trained in the last 3 financial years.
VI.	The average turnover of the Organization/ Institution must be Rs 4,00,000/- p.a. in last three financial year i.e. FY 2019-20, 2020-21 & 2021-22.	Financial statement (Balance Sheet and P&L Account) of concerned years.(Annexure-III)
VII.	Detailed Profile of Institution	As per Annexure-II
VIII.	Proposal Submission Fee(Non Refundable)	As mentioned in Key Information Sheet.
IX.	Earnest Money Deposit(EMD) (Refundable)	As mentioned in Key Information Sheet.
X.	PAN	Copy of PAN

9. Procedure of submission of proposal

The proposal should be submitted in two parts, first part being the **Technical Proposal**, second part is the **Financial Proposal**. Both these proposals to be sealed in two separate envelopes and super- scribed **Part-A: Technical Proposal** and **Part-B: Financial Proposal** on top of the 1st and 2nd Envelope respectively. Both these two envelopes along with the EMD and Tender fee are to be inserted in a bigger envelope and sealed, which should be super-scribed "EoI- SAP training at Head Office of Odisha State Civil Supplies Corporation Limited, Bhubaneswar " on top of it should be submitted to the Managing Director, OSCSC Ltd, C/2 Nayapalli, Bhubaneswar-751012 through Registered/Speed Post/ Courier/ By hand (at the



Issue & Despatch section of OSCSC Ltd, Bhubaneswar) so as to reach the addressee on or before the scheduled date and time. The submitted Eols will be put in a sealed box which should be opened in the presence of bidders and Committee members.

10. Quoting of Rates

- I. The rates will be quoted in terms of INR.
- II. Quoting of lowest rate doesn't confer any right for selection of bidder at the rate quoted.

11. Evaluation of Proposal

A Two stage evaluation process will be conducted as explained below for evaluation of the proposals:

- a) Technical Evaluation(Stage 1): Evaluation of the proposals will be done to determine whether a proposal qualify in the technical evaluation in terms of the conditions laid down below;
 - I. Technical proposal should be submitted as per Annexure-I to Annexure-VI duly filled in along with Eol document.
 - II. It is as per the requirement as described in Clause 8.
 - III. It is received by the Bid Due Date including any extension thereof pursuant to Key Information Sheet.
 - IV. It is accompanied by the Bid Document Fee and EMD as specified in this Document;
 - V. It is accompanied by Undertaking for not having been black listed by any Central/State Government / Any other Autonomous Bodies International & National Organization in the recent past;
 - VI. All the pages of the proposal and enclosures / attachments are signed by the bidder or authorized representative of the bidder having duly executed Power of Attorney as specified at Annexure-IV. The copy of the Power of Attorney should be submitted as part of Eol document;
 - VII. It contains all the information (complete in all respects) as requested in this Eol and/or bidding document;
 - VIII. It does not contain any condition or qualification.
- b) Authority reserves the right to reject any Bid which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Bid.
- c) Financial Evaluation (Stage 2): The Financial Proposal should be submitted as per Annexure-VII only. The financial proposals of the bidders qualifying the Technical Evaluation (Stage 1) only shall be opened at this stage in the presence of the bidder's/ representative who wish to attend the meeting with proper authorization letter. The name of the bidder along with the quoted financial price will be announced during the meeting.



12. Evaluation Process

Least Cost (LC) method will be followed in the financial evaluation process for all the technically qualified bidders. The lowest financial proposal shall be marked as the Lowest-I bidder while the next lowest proposal shall be marked as Lowest-II bidder and so on.

For the purpose of evaluation, the rates quoted by the bidder shall be inclusive of all taxes & duties (except GST which shall be paid extra at prevalent rates by the client).

Quoting of same rates (Lowest-I only) by more than one bidder could be construed as an exceptional circumstance. In such cases, average annual turnover of all the bidders who have quoted the same lowest rates shall be compared and the rate quoted by the bidder with highest average annual turnover will be considered

13. Award of Work

- I. After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by OSCSC to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof, which may also be extended through email in addition to offline mode of acceptance of communication to avoid delay.
- II. The period of agreement should be taken from the date of signing of LOA till completion of 16 weeks. The agreed time line as mentioned in clause 6 cannot be increased without prior permission of OSCSC. In case of exigencies the selected bidder should take prior approval for increase in timeline.
- III. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the OSCSC may forfeit the EMD submitted by such bidder unless time extension is provided by OSCSC, and the 2nd lowest Bidder will be asked to do the work at the Lowest-I rate. If the 2nd lowest Bidder disagrees with the lowest-I rate, then OSCSC will cancel the Eol and may consider for re floating of Eol at its own discretion.

14. Security Deposit

- I. The successful bidder will have to deposit performance security @ 3% of the awarded value in shape of Demand Draft from any Scheduled/ Nationalized Bank in favour of "Managing Director, OSCSC Ltd" drawn on any scheduled commercial bank payable at Bhubaneswar.
- II. Security Deposit will be refunded within 30 days of successful completion of contract.
- III. In case of forfeiture of Security Deposit, 7 days prior notice will be provided to the selected bidder.

15. Reporting Arrangements

The organization / Institution shall work under the direct supervision of the SAP Nodal Officer of OSCSC Ltd or an officer authorized by him. The organization/ Institution are required to coordinate with SAP Nodal Officer / designated officer.



16. Roles and Responsibilities of Selected Bidder

- I. Selected Bidder shall undertake the assignment and complete different training modules in accordance with agreed ToR and contract obligation.
- II. Selected Bidder shall provide qualified and experienced trainers. OSCSC reserves the right to request for change of trainer(s) in case of unsatisfactory performance of the trainer(s) and if necessary action is not taken by the selected bidder, OSCSC reserves the right to terminate the contract with forfeiture of performance security giving 7 days prior notice.

17. Payment Terms and Schedule

- I. 25% of the Payment will be made after completion of Phase-1 Training i.e. User level training and rest 75% will be made after completion of Consultant Level Training.
- II. The selected bidder needs to furnish phase completion certificate from SAP nodal officer for each phase along with the invoices.
- III. Bill should be raised in favour of OSCSC in triplicate for payments.
- IV. Income tax will be deducted as per the rules.
- V. GST will be paid as applicable.

18. Jurisdiction of Dispute Resolution

- I. In case of any dispute The Chairman, OSCSC Ltd, Bhubaneswar will be the final authority for dispute resolution. The decision of The Chairman, OSCSC Ltd, Bhubaneswar shall be final and binding.
- II. In case of a legal dispute the jurisdiction for its settlement will be that of a Court of Law having Jurisdiction at Bhubaneswar.



D. Annexures

Annexure-I

PART-A TECHNICAL PROPOSAL

(Covering Letter on Organization/Institution's Letter Head)

(Location, Date)

To

The Managing Director
Odisha State Civil Supplies Corporation Limited ,
C/2 Nayapalli, Bhubaneswar-751012

Subject: SAP training at Head Office of Odisha State Civil Supplies Corporation Limited, Bhubaneswar -Submission of Technical Proposal.

Dear Sir,

We have the pleasure of submitting the proposal in accordance with your invitation for EoI No. _____ , Dated _____ Our proposal includes Technical Proposal and Financial Proposal sealed in two separate envelopes.

We hereby declare that all the information and statements made in the Technical Proposal are true and correct to the best of our knowledge and we accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 180 Days and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

We hereby unconditionally undertake to accept all the terms and conditions as stipulated in the document (ToR / General Instruction). In case any provision of these documents are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the fully paid earnest money deposit.

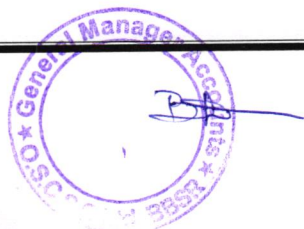
We remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder:



Annexure-II

Detailed Profile of Institution

Sl No.	Description	Full Details
1.	Name of the organization/Institution	
2.	Address for communication: Telephone No , Email id	
3.	Name of the authorized person signing & submitting the proposal on behalf of the organization / Institution. Mobile No. and Email id	
4.	Registration / Incorporation Details Registration No, Date & Year.	
5.	Contact Details of Local office in Odisha	
6.	Proposal Submission Fee Details i.e. Amount, DD No and Date. Name of the issuing Bank and Branch.	
7.	EMD Details i.e. Amount, DD No and Date. Name of the issuing Bank and Branch.	
8.	PAN Number	
9.	Goods and Services Tax Identification Number (GSTIN)(If available)	
10.	Willing to carry out assignments as per the scope of work outlined.	Yes
11.	Willing to accept all the terms and conditions as specified in document.	Yes

Authorized Signatory

Name [In full and initials]:

Designation with Date and Seal:



Annexure-III
Financial Details of Organization/Institution

Financial Information in INR				
Details	FY 2019-20	FY 2020-21	FY 2021-22	Average
Turnover (in Lakh)				

Supporting Documents:

- Financial statements for the last three FYs (2019-20, 2020-21 and 2021-22)(Submission of copies of Income & Expenditure Accounts, Profit & Loss Accounts and Balance Sheet for the respective financial years is mandatory along with this form)
- Filled in information in this format must have to be certified and sealed by the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder (with Mobile No. and Email ID):

[NB: No Scanned Signature will be entertained]



Annexure-IV
FORMAT FOR POWER OF ATTORNEY

(On Organization/Institution's Letter Head)

I, _____, the _____ (Designation) of (Name of the Organization/Institution) in witness whereof certify that <Name of person> is authorized to execute the attorney on behalf of <Name of Organization/Institution >, <Designation of the person> of the organization acting for and on behalf of the organization under the authority conferred by the < Notification/ Authority order No.>Dated<date of reference>has signed this Power of attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the organization/Institution:

Note: To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant Stamp Act.



Annexure-V

PAST EXPERIENCE OF THE ORGANIZATION/INSTITUTION IN DETAILS

Table -1 (List of completed assignments only of similar nature** in any sector during last 3 years)

SI No	Period	Name of the Assignment with details thereof	Name of the Client	Contract Value (in INR) and Duration in Month	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

Note: Organizations/Institutions are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2020-21, 2021-22 and 2022-23) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

** Organizations/ Institutions are requested to refer to the eligibility criteria available at Clause 8 of ToR.



Annexure-VI
Staffing and Study Management Plan:

The organization/Institution should propose and justify the structure and composition of the teaching staff and should enlist the main activities under the assignment in respect of the Trainers responsible for it. The duration of the course should be provided with justification.

NB organization/institutions are requested to furnish the above information limiting it up to 2-3 pages only with Arial Font Size-10.

Team Composition and Task Assignment

Sl. No	Name of Trainer / Teaching Staff	Module Assigned	Qualification	Years of Experience
1.		FI/CO		
2.		MM		
3.		SD		

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal

Note: The BASIS and PP basics only should be covered by the three trainers.



Annexure-VII

PART-B FINANCIAL PROPOSAL

(Covering Letter in organization/Institution's Letter Head)

Location _____

Date _____

To

The Managing Director
Odisha State Civil Supplies Corporation Limited
C/2 Nayapalli, Bhubaneswar – 751012

Subject: Submission of "SAP training at Head Office of Odisha State Civil Supplies Corporation Limited, Bhubaneswar "

Sir,

We have the pleasure of submitting our Expression of Interest to undertake the assignment of "SAP training at Head Office of Odisha State Civil Supplies Corporation Limited, Bhubaneswar "

Technical Proposal in accordance with your Invitation for EoI No....., Dated:.....

We are submitting herewith our Financial Proposal as mentioned in Table 2. This amount is exclusive of the taxes applicable as per GST Act. We do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the EoI documents.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 180 days. We have carefully read and understood the terms and conditions of the EoI documents and do hereby undertake to provide the service accordingly.

We fully understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory
[In full Initials]

Name and Designation of Signatory with Date and Seal
Address of the Bidder:



Table 2: Financial Proposal

Sl. No.	Service Description	Quoted Amount in INR
1	SAP training at Head Office of Odisha State Civil Supplies Corporation Limited, Bhubaneswar	

The Quoted Amount in words Rupees _____
Only exclusive of GST.

Taxes will be paid by OSCSC as per the applicable rate under GST Act from time to time and the contract amount shall remain fixed till completion of the contract.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

