

HIMACHAL PRADESH POWER CORPORATION LIMITED (HPPCL)

(A State Govt. Undertaking)

**I. NOTICE INVITING TENDER (NIT)
(E-Tender Mode only)**

Online tender/bids are hereby invited by the undersigned, for & on behalf of HPPCL, from the experienced/reputed Bidders/ firms for “**Annual Maintenance Contract (AMC) Services & Annual Technical Support (ATS) Services of SAP-ERP for three (03) years and Technical Upgrade for SAP-ERP landscape and Database**”, on National Competitive Bidding Basis (Open Tendering), as briefly described hereunder:

1.	Bid No.:	4-IT/ AMC/ ATS & Upgrade (ERP)/ HPPCL (Annual Maintenance Contract (AMC) Services & Annual Technical Support (ATS) Services of SAP-ERP for three (03) years and Technical Upgrade for SAP-ERP landscape and Database).
2.	Bid Title:	“Annual Maintenance Contract (AMC) Services & Annual Technical Support (ATS) Services of SAP-ERP for three (03) years and Technical Upgrade for SAP-ERP landscape and Database”.
3.	Bidding Procedure:	Single-Stage: Two-Envelope
4.	Bid Security (Earnest Money Deposit):	INR 10,00,000.00 (Ten Lakh only)
5.	Cost of Bid/Tender Document(s):	INR 5000.00 (Five Thousand Only) (including GST) (Non-Refundable)
6.	Start Date & Time of Sale of Bid/Tender Document(s):	29.11.2021 at 10:00 Hrs
7.	Start Date & Time of Download of Bid/Tender Document(s):	29.11.2021 at 10:01 Hrs
8.	Last Date & Time of Download of Bid/Tender Document(s):	28.12.2021 at 16:00 Hrs
9.	Last Date & Time of Bid Submission:	28.12.2021 at 17:00 Hrs
10.	Date & Time of Bid Opening:	29.12.2021 at 11:00 Hrs

The detailed tender notification can be viewed/downloaded free of cost from the HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL> or HPPCL website www.hppcl.in. Bidders/Vendors shall register themselves on the HPPCL E-Tendering web Portal to download Bid/Tender Documents and to submit their bids. Subsequent amendments shall be posted only on the above Portal; hence Bidders are advised to visit the said Portal regularly. For further details, please contact:

- 1) Deputy General Manager (Electrical Contracts), H.P. Power Corporation Ltd., Himachal Pradesh, India-171009. Telephone no.:+91 177 2671737 Email address: dgm_elect@hppcl.in **(For inquiry related to bid documents etc.)**
- 2) - Manager (IT), H.P. Power Corporation Ltd., Himachal Pradesh, India-171009. Telephone +91 98164 54448 **(For inquiry related to E-tender portal etc)**
- Sh. Prakash Chand, Tender-Wizard Portal Helpdesk
+91 82619 22200 **(For inquiry related to E-tender portal etc)**

A. INSTRUCTIONS FOR REGISTRATION OF BIDDERS/ VENDORS:

- i) Before registration, the bidders must read the important information available at Register Page of HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL>.
- ii) Bidders are required to register on HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL> by using **Register** option on the Portal and after making following payment:

DESCRIPTION OF PAYMENT	MODE OF PAYMENT
Total Annual Registration Charges of INR 2000/- (Rupees Two Thousand Only) + applicable GST to be paid to the Tender Wizard (Non-Refundable) in the form of E-payment.	E-Payment applicable on web portal, only after that Bidder's account will be enabled.

- iii) As part of the registration process, the bidder(s) will be required to choose a unique username and assign a password for their accounts.
- iv) Bidders are advised to register their valid **e-mail address** and **mobile numbers** as part of the registration process. These would be used for all communications from the HPPCL E-Tendering web Portal directly with the bidder(s).
- v) Upon registration, the bidder(s) will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA (Controller of Certifying Authority), India.
- vi) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- vii) After registration, Bidder can log in to the Portal through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

Note: Bidder/Vendor Registration is valid for one (01) year. The bidders have to re-register themselves for subsequent year and so on.

B. SEARCHING FOR TENDER DOCUMENTS:

- i) The bidders shall search for various tenders published on the Portal, by using "Tender Free View" option under "E-Tenders" Tab of the Portal.

C. REQUEST FOR TENDER(S) AND DOWNLOADING OF BID/ TENDER DOCUMENT(S):

- i) Read carefully the 'Bidder Tender Manual' under 'Help Manuals' Option of the Portal.
- ii) After registration, bidders have to submit request electronically through their login User ID on the Portal.

- iii) The bid/tender Documents can be downloaded after making following prescribed payments:-

DESCRIPTION OF PAYMENT	MODE OF PAYMENT
Tender Processing fee shall be as indicated on the E-Tender Web Portal, and is to be paid to the Tender Wizard (non-refundable) in the form of e-payment.	E-payment, only after that bid/tender document(s) will be released for viewing /downloading.
Cost of bid/tender documents Rs 5,000/- (Five Thousand only) (non-refundable) inclusive of GST through electronic mode (NEFT/RTGS) as per the following Bank Detail: Name of Bank: Union Bank of India, BCS, New Shimla IFSC Code: UBIN0820598 Beneficiary: H.P. Power Corporation Ltd Account No. 205910100001635 Upload the scanned copy of UTR/ Transaction number slip in E-Tender Portal, after that tender documents will be released for viewing/ downloading.	Through electronic mode of payment. Upload the UTR/Transaction number slip in E-Tender Portal, after that tender documents will be released for viewing/downloading. UTR/Transaction number slip (in Original) should be submitted to the O/o Dy. General Manager (Electrical Contracts), HPPCL, Himfed Building, BCS, New Shimla, HP-171009 well before bid submission date & time. Otherwise, bid will not be entertained/considered in E-Portal and shall be rejected out rightly.

D. PREPARATION OF BIDS:

- i) For preparation of the bid(s), the bidder(s) should take into account the corrigendum /addendum (if any) published on the tender document before submitting their bids.
- ii) Bidder(s) is advised to go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder(s), in advance, should prepare the bids & documents to be submitted, as indicated in the tender document/schedule. The documents should be in PDF/ XLS /RAR/JPG formats.
- iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST Certificate, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "Doc Library" option available to them to upload such documents.

Note:

1. *Doc Library is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in Doc Library, this does not automatically ensure these Documents being part of Technical Bid.*
2. *For more detail, Read carefully the 'Bidder Tender Manual' under 'Help Manuals' Option of the Portal.*

E. SUBMISSION OF BIDS:

- i) Bidder should log into the Portal well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder's authorized representative has to digitally sign and upload the required bid/Tender documents one by one as indicated in the bid/tender document(s).
- iii) The bidder(s), along with its bid, should submit/upload Notarized Power of Attorney supported with necessary supporting documents in respect of its authorized representative, as written confirmation of authorization to digitally sign on behalf of the Bidder.
- iv) Bidder has to select the payment option as "online/offline" to pay the Bid/Tender Document fee/Bid Security i.e. Earnest Money Deposit (EMD) as applicable and enter details of the instrument.
- v) Bidder should prepare the EMD as per the instructions specified in the bid/tender document and upload the Scanned Copy of EMD in E-Tender Portal. The original EMD should be posted/couriered/given in person to the concerned office well in time, to reach at HPPCL Office before the bid closing date & time or as specified in the Bid/tender documents. The details of the DD/BG or any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- vi) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the Price Bid file is found to be modified by the bidder, the bid will be rejected.
- vii) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

Note:

1. *For more detail, Read carefully the 'Bidder Tender Manual' under 'Help Manuals' Option of the Portal.*

F. ASSISTANCE TO BIDDERS:

- i) Any queries relating to the bid/tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii) Any queries relating to the process of online bid submission or queries relating to HPPCL E-Tendering web Portal in general may be directed to the 24x7 Portal Helpdesk.

G. OTHER TERMS & CONDITIONS:

- i) All amounts mentioned above, except EMD, are non refundable. EMD deposited against other procurement(s) works shall not be transferable to this tender and vice versa.
- ii) The Bid/Tender Document Cost (Slip containing UTR Transaction No.) and EMD (in Original) must reach at HPPCL Office before the bid closing date & time. Bids without earnest money & Demand Draft towards Bid/Tender Document Cost will not be entertained and shall be rejected out rightly.

- iii) Pre-bid meeting (if required) with the prospective bidders for providing any clarification(s) to the bid/tender document shall be intimated later.
- iv) HPPCL will not be responsible for costs or expenses incurred by bidders in connection with the preparation or submission of bids and site visit etc.
- v) In case the Scheduled date happens to be a holiday, the tenders will be opened on next working day.
- vi) Telegraphic Tenders/ Conditional Tenders/ Tenders through other than prescribed mode will not be entertained.
- vii) Bids will be accepted only through e-mode and not through Hard Copies.
- viii) HPPCL reserves the right to reject any or all tenders without assigning any reason thereof.
- ix) The bid documents are not transferable and cost of bid document is not refundable under any circumstances.
- x) The bidder/ vendor must submit their bids with the same name in which it was registered on the HPPCL E-Tendering web Portal.
- xi) Bids after due date & time will not be accepted under any circumstance.
- xii) HPPCL shall not be responsible for delay/failure due to network problem.
- xiii) Detailed Terms & Conditions can be seen in the Bid/Tender Document.
- xiv) For any help on e-tendering on HPPCL E-Tendering web Portal <https://www.tenderwizard.com/HPPCL>, please contact: Sh. Prakash Chand, Tender-Wizard Portal Helpdesk, +91 82619 22200

-Sd/-

**Deputy General Manager (Electrical Contracts)
Himachal Pradesh Power Corporation Limited,
Shimla, Himachal Pradesh, India-171009**

Invitation for Bids
(Open Tender Bidding)

Contract No.: **4-IT/ AMC/ ATS & Upgrade (ERP)/ HPPCL (Annual Maintenance Contract (AMC) Services & Annual Technical Support (ATS) Services of SAP-ERP for three (03) years and Technical Upgrade for SAP-ERP landscape and Database)**

1. The “Himachal Pradesh Power Corporation Limited” invites tender for “**Annual Maintenance Contract (AMC) Services & Annual Technical Support (ATS) Services of SAP-ERP for three (03) years and Technical Upgrade for SAP-ERP landscape and Database**”, as per tender/bid document.
2. Tender Bidding (National Competitive Bidding) will be conducted in accordance with **Single-Stage: Two-Envelope Bidding Procedure**.
3. To obtain further information and inspect bid document, bidders should contact the Deputy General Manager at the following address during working days starting from **29-11-2021**:
Deputy General Manager (Electrical Contracts)
Himachal Pradesh Power Corporation Limited (HPPCL)
Himfed Building, BCS, New Shimla,
Shimla, Himachal Pradesh, India - 171009
Tel. No.: +91-177- 261737,
Email: dgm_elect@hppcl.in,
Website: www.hppcl.in
4. To A complete set of Request for Proposals/Bidding Documents may be downloaded by interested Bidders/Firms from the web portal <https://www.tenderwizard.com/HPPCL> upon payment of a non-refundable fee of **INR 5,000/-(Indian Rupees Five Thousand Only)** (including GST) through electronic mode (NEFT/RTGS) as per the following Bank Detail:
Name of Bank: Union Bank of India, BCS, New Shimla
IFSC Code: UBIN0820598
Beneficiary: H.P. Power Corporation Ltd
Account No. 205910100001635
5. Pre-bid meeting (if required) with the prospective bidders for providing any clarification(s) to the bid/tender document shall be intimated later.
6. Bids must be submitted online on the web portal <https://www.tenderwizard.com/HPPCL>, on or before **17:00 Hrs on 28-12-2021** and must be accompanied by Bid Security of INR 10,00,000.00 (Ten Lakh only).
7. Bids (Technical) will be opened online at **11:00 hours on 29-12-2021** in the presence of bidders' representatives who choose to attend, at the office as mentioned above.
8. The HPPCL reserves the right to accept or reject any bid and to annul the bidding process, without assigning any reason.
9. Pre-Qualification criteria is as **Attached as Annexure-A**.

-Sd/-

Deputy General Manager (Electrical Contracts)
Himachal Pradesh Power Corporation Limited,
Shimla, Himachal Pradesh, India-171009

Pre- Qualification Criteria

Sl. No	Description	Document/ Proof
1.	The bidder must have an average annual turnover of at least INR 40 Crores in the last three (03) financial years (i.e. FY 2019-20, FY2018-19, FY2017-18).	Copies of Audited Balance Sheets for the last three (03) financial years.
2.	The bidder must have a valid Registration in India along with valid GST Number	1. Copy of Certificate of Registration of the firm 2. Copy of GST Registration Certificate
3.	The bidder must have a valid Registration with Regional Provident Fund Commissioner (RPFC)/ Employees' Provident Fund Organization (EPFO) under EPF and MP Act, in India.	1. Copy of PAN Card 2. Copy of EPF Registration along with EPF code/number.
4.	The bidder must be an Authorized/ Certified Partner of the OEM's for the SAP Solution.	Copy of the OEM's Authorization Certificate along with their (OEM) confirmation for ongoing support for this contract.
5.	The bidder should have an experience of providing minimum one (01) year Annual Maintenance Contract (AMC) Support for ERP (SAP) Solution for one (01) completed projects in India, for last five (05) years. Note: Any Three (03) out of the following functional areas of ERP (SAP) Solution should have been covered: 1) Human Resource Management 2) Finance and Controlling 3) Materials Management 4) Project Systems 5) Document Management System 6) Quality management 7) Environment Health & Safety	Copy of Client/Customer Certificate(s) for satisfactory completion of the project.
6.	The bidder should have CMMi Level 3 or higher level certification.	Copy of CMMi Level 3 or higher level certification.
7.	The bidder must not have been blacklisted by a Central & State Government Institution/PSUs in India.	Self Declaration by Authorized Signatory
8.	The bidder should have atleast one (01) Support Service Centre in India.	Details of Support Service Centre(s) with address in India along with Self Certification.
9	The bidder should have experience of minimum One (01) SAP (ERP) Upgrade Project (<i>Project involving upgrade from EHP 4 or higher to EHP7/8 including Database upgrade OR upgrade to HANA</i>) in Energy/ Power Sector during the last five (05) years in India.	Copy of Client/Customer Certificate(s) for satisfactory completion of the project.

	<ol style="list-style-type: none"> 1) Human Resource Management (HR) 2) Finance and Controlling (FI) 3) Materials Management (MM) 4) Project Systems (PS) 5) Document Management System (DMS) 6) Environment Health and Safety (EHS) 7) Quality Management (QM) <p>Note: Any Three (3) of the above mentioned functional areas should have been covered.</p>	
10	<p>The bidder should have atleast twenty (20) nos. of SAP Consultants (out of which ten (10) should be SAP Certified consultants) having five (05) years of experience, in any of the following functional areas of ERP (SAP) Solution:</p> <ol style="list-style-type: none"> 1) Human Resource Management 2) Finance and Controlling 3) Materials Management 4) Project Systems 5) Document Management System 6) Basis /ABAP <p>Note: Minimum 02 no. of consultants, from each of the above mentioned functional areas should be covered.</p>	Details of SAP Consultants along with Self Certification and CV of each consultant.
11.	<p>The bidder should have at least one (01) no. of SAP Consultant (to be proposed as Project Manager for the current project) having experience as Project Manager of at least one end-to-end implementation / Upgrade of SAP(ERP) Project covering at least three (03) out of the below listed functions:</p> <ol style="list-style-type: none"> 1) Human Resource Management 2) Finance and Controlling 3) Materials Management 4) Project Systems 5) Document Management System 6) Quality Management 7) Basis /ABAP 	Details of SAP Consultant along with Self Certification and CV of consultant(s).

Note:

The Bidder should not bid under any Consortium/ Joint Venture (JV). No Consortium/JV bid shall be allowed for this Tender.