



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 15579 /Dated. 26.12.24.

**SHORT QUOTATION CALL NOTICE.**

Sealed quotations in prescribed formats are invited from eligible bidders to impart SAP Training at Odisha State Civil Supplies Corporation Ltd., Bhubaneswar herein after read as OSCSC.

1. Interested bidders fulfilling the prescribed eligibility criteria can access and download this Quotation Call Notice, inclusive of Terms of Reference (ToR) and other details from the website: [www.oscsc.in](http://www.oscsc.in) and [www.foododisha.in](http://www.foododisha.in).
2. The major events and information's under the bid process are:

S N	Description	Details
1.	Name of the Quotation <i>Inviting Authority</i>	Managing Director, Odisha State Civil Supplies Corporation Ltd, Odisha, Bhubaneswar
2.	Method of Selection	Least Cost(LC)
3.	Date of Issue of Quotation	27/12/2024, 10.00 A.M onwards
4.	Pre-Bid Queries	On 03/01/2025 at 11.00 AM in the Conference Hall, 2 <sup>nd</sup> Floor of OSCSC Ltd.
5.	Last date & time of submission of Quotation	10/01/2025 till 5.30 P.M
6.	Date & time of Opening of Quotation Proposal	On 15/01/2025 at 11.00 A.M in the Conference Hall, 2 <sup>nd</sup> Floor of OSCSC Ltd.
7.	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.
8.	Earnest Money Deposit(EMD) (Refundable)	Rs.5,000/- (Rupees Five Thousand Only) 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.
9.	Performance Security	The successful bidder will have to deposit performance security @ 2% 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.
10.	Address for Submission of Proposal	Managing Director Odisha State Civil Supplies Corporation Limited ,C/2 Nayapalli, Bhubaneswar- 751012 (Mode of Submission: Speed Post / Registered Post/ Courier/ By hand (at the Dairy section of OSCSC Ltd, Bhubaneswar in case of by hand) during the office hours only. Submission of bid through any other mode and later than scheduled date and time will be rejected.)
11.	Place of Opening of Proposals	2 <sup>nd</sup> Floor, Conference Room, Odisha State Civil Supplies Corporation Limited, C/2 Nayapalli, Bhubaneswar- 751012
12.	For Details/download of Quotation Call, please visit	: <a href="http://www.oscsc.in">www.oscsc.in</a> , <a href="http://www.fooddisha.in">www.fooddisha.in</a>
13.	Term of Reference	(As below)

3. The bid shall be valid for 180 days from the last date of submission of bid.
4. The EMD of unsuccessful Quotation will be returned after completion of selection process without interest.
5. All the pages of Quotation papers shall be signed and stamped by the authorised person or persons who signed the Quotation.
6. The quotation received without any required paper or EMD will be summarily rejected.
7. The financial bids of those bidders shall be opened whose technical bids are found to be qualified. However, financial bid will not be opened in case of single bid, either before technical evaluation or after technical evaluation. In such case fresh Quotation Call Notice may be invited.
8. During the tenure of the contract, if successful bidder fails to perform and to address the urgent need and Corporation incurs additional expenses for the said works, the same shall be done at the cost and risk of the defaulting



institution/organisation & in that case Corporation has liberty to forfeit the total amount of Performance Security & debar the firm for three (3) years.

9. The authority reserves the right to modify or add any new terms and conditions or reject any or all quotation without assigning any reason thereof.
10. Quotation Response Paper/ 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.

  
26/12/29

FA & CAO,

OSCSC Ltd, Bhubaneswar

## **Annexure-I: Terms of Reference (ToR) of the Quotation**

### ***1. Introduction***

The OSCSC Ltd. Invites Quotations 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) and basic knowledge about processes of 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 having its Head Office at C12, 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 Quotation paper.

The term 'Authority' wherever used in this document shall mean the Managing Director, OSCSC Ltd.

### ***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.

**4. Scope of Work**

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

Particulars	Duration/Remarks
a) For User Level Training	
<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> <ul style="list-style-type: none"> <li>I. SAP Financials (FI) and Controlling (CO): It covers the financial and managerial accounting aspects of SAP, including financial reporting, budgeting, and cost accounting.</li> <li>II. SAP Sales and Distribution (SD): It covers the sales and distribution processes in SAP, including sales order processing, pricing, and delivery.</li> <li>III. SAP Material Management (MM): It covers the procurement and inventory management processes in SAP, including purchase order processing, inventory control, and materials planning.</li> </ul>	<p>1 Weeks of 2 hours/day on 3 (three) working days per week</p> <p>(No of Participants: 20 No's)</p>
b) For Consultant Level Training:	
<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> <ul style="list-style-type: none"> <li>I. SAP Financials (FI) and Controlling (CO): Configuration level settings, Dummy Company setup with Master Data Management, GL Creation, Financial Year ending activities etc.</li> <li>II. SAP Sales and Distribution (SD): In addition to order to cash cycle, Configuration level settings like pricing, text determination, output</li> </ul>	<p>11 Weeks of 2 hours/day on 3 (three) working days per week.</p> <p>(No of Participants: 8 No's)</p>



determination, plant determination, partner determination, batch management, master data, 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.

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.

IV. SAP Production Planning (PP): Basic knowledge only.

V. SAP Basis Administration: Basic knowledge only.

- The SAP training program will be conducted over a period of minimum 14 (Twelve) weeks in two phases.
- Date of Commencement of Training: Within 7 to 15 days of issuance of the Work Order.
- The training sessions will consist of classroom training and hands-on exercises.
- 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.
- 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 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 8 users for a minimum period of 14 weeks or completion of course, whichever is later. The cost of the sandbox (IDES) is included in the training cost.
- 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:

<b>Sl. No</b>	<b>Eligibility Criteria</b>	<b>Document required to be submitted</b>
I.	The bidder should be a proprietorship firm / registered partnership firm/LLP/Company.	Copy of registered Partnership Deed / Certificate of incorporation in case of Partnership firm/LLP/Company.
II.	The training organization/ institute should have been established before three year from the date of publishing of the Quotation Call Notice document.	Copy of registered Partnership Deed / Certificate of incorporation in case of Partnership firm/LLP/Company.
III.	Proposal Submission Fee( Non Refundable)	Rs 500/-
IV.	Earnest Money Deposit(EMD) (Refundable)	Rs 5,000/-
V.	Detailed Profile of Institution	As per Annexure-II
VI.	The average turnover of the Organization/ Institution must be Rs. 3,00,000/- in three financial years i.e. 2021-22, 2022-23 & 2023-24.	Financial statement (Balance Sheet and P&L Account) of concerned years.( Annexure-III)
VII.	The training organization/ institute 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-VI)
VIII.	PAN	Copy of PAN

IX.	GST	GST Registration Copy
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### ***9. Procedure of submission of proposal***

The quotation 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 Quotation submission fees are to be inserted in a bigger envelope and sealed, which should be super-scribed "Quotation Paper- 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 Dairy section of OSCSC Ltd, Bhubaneswar) so as to reach the addressee on or before the scheduled date and time. The submitted Quotation Paper 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 in the Financial Proposal only.
- 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 Quotation document.
  - II. It is as per the requirement as described in Clause 8 (Eligible Criteria).
  - III. It is received by the Quotation Notice Due Date including any extension thereof pursuant to Key Information Sheet.
  - IV. It is accompanied by the Quotation 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 Quotation document;

VII. It contains all the information (complete in all respects) as requested in this Quotation document;

VIII. It does not contain any condition or qualification.

- b) Authority reserves the right to reject any Quotation paper which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the Authority in respect of such Quotation paper.
- 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 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 14 weeks.
- 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 2<sup>nd</sup> lowest Bidder will be asked to do the work at the Lowest-I rate. If the 2<sup>nd</sup> lowest Bidder disagrees with the lowest-I rate, then OSCSC will cancel the



Quotation Call and may consider for re floating of Quotation 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 in three phases of Consultant level training as below.
  - 25% after completion of FI/CO module,
  - 25% after completion of MM and SD modules
  - Rest 25% after completion of PP and BASIS modules i.e. after completion of the training programme.
- 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.



## Annexure-II: Part-A: Technical Proposal

### Technical Proposal Letter

(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 Quotation Call Notice 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 Quotation.

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,

**Signature of the Authorised Signatory**

**Name and Designation:**

### **Annexure-III: Detailed Profile of Institution**

<b>Sl No.</b>	<b>Description</b>	<b>Full Details</b>
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

**Signature of the Authorised Signatory**

**Name and Designation:**



## **Annexure-IV: Financial Details of Organization/Institution**

<b>Financial Information in INR</b>				
<b>Details</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>	<b>Average</b>
Turnover (in Lakh)				

### Supporting Documents:

- Financial statements for the above three FYs (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.*

**Signature of the Authorised Signatory**

**Name and Designation:**



**Annexure-V: 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.

**(Signature of the Authorized Representative with Date)**

**Name of the Authorized Representative:**

**CERTIFIED:**

**Signature, Name & Designation of person executing attorney:**

**Address of the organization/Institution:**



**Annexure-VI: 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							

**Signature of the Authorised Signatory:**

**Name and Designation:**

Note: Organizations/Institutions are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2021-22, 2022-23 and 2023-24) 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.





**Annexure-VII: Part-B Financial Proposal**

Financial Proposal Letter  
(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 Quotation paper to undertake the assignment of "SAP training at Head Office of Odisha State Civil Supplies Corporation Limited, Bhubaneswar"

Technical Proposal in accordance with your Quotation 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 Quotation 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 Quotation 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,

**Signature of the Authorised Signatory**

**Name and Designation:**



**Table 2 - Financial Proposal**

<b>Sl. No.</b>	<b>Service Description</b>	<b>Quoted Amount in INR</b>
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.

**Signature of the Authorised Signatory:**

**Name and Designation:**

