



**Dedicated Freight Corridor Corporation of India Limited**

(A Govt. Of India Undertaking)

5th Floor, Pragati Maidan Metro Station Building Complex, New Delhi – 110 001

No. HQ/IT/SAP\_Professional\_Lic Vol-III

Date: 17<sup>th</sup> Oct'2018

The \_\_\_\_\_,

\_\_\_\_\_.

**Sub:** E-Quotation invited for Supply of 300 units of SAP-Application Employee Self-Service (ESS) User Licenses.

DFCCIL has implemented SAP-ERP System. It is expected that there will be increase in manpower in DFCCIL, to provide them SAP access, SAP-ERP ESS Licences are required.

DFCCIL invites E-Quotations for following supply work in the following Price Bid format:

Offer to be submitted in the **online mode** only:

SN	Description	Qty. Unit	Price per Unit (Rs.)	Total Amount (Rs.)
1	<b>“Supply of 300 units SAP – Employee Self-Service User Licenses”</b> (SAP Employee Self-Service User is a Named User authorized to perform the HR self-services role of (i) employee time and attendance entry, (ii) employee appraisals, (iii) talent and skill profiles, and (iv) profile match up supported by the licensed Software (excluding SBOP), all solely for such individual’s own purpose and not for or on behalf of other individuals.)	<b>300</b>		

SN	Description	Qty. in Months	ATS / Unit (%age)	ATS / Unit / Month (Rs.)	Total Amount (Rs.)
2	ATS Charges for 300 Units of SAP ESS User Licenses.	12 Months			
			<b>Grand Total of 1 &amp; 2 =</b>		

Total Amount including ATS (In Words) Rs. \_\_\_\_\_

**Scope of Work:** Supply of 300 units of SAP-Application Employee Self-Service (ESS) User Licenses. (SAP Employee Self-Service User is a Named User authorized to perform the HR self-services role of (i) employee time and attendance entry, (ii) employee appraisals, (iii) talent and skill profiles, and (iv) profile match up supported by the licensed Software (excluding SBOP), all solely for such individual's own purpose and not for or on behalf of other individuals).

Please arrange to submit your e-quotation online using the link [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) on or before 15:00 Hrs. on 26.10.2018 for the subject item. The E-quotations shall be opened online on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) at 15:30 Hrs. on 26.10.2018 at 4<sup>th</sup> Floor, Dedicated Freight Corridor Corporation of India Limited, Pragati Maidan Metro Station Building Complex, New Delhi -110 001.

**1.0 Instructions to Firms for Online e-quotations:**

- 1.1 The E-Quotation can be submitted Online on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) on or before 15:00 Hrs. of 26.10.2018. This e-quotation will be opened online at 15:30 Hrs. on 26.10.2018 on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- 1.2 E-quotation shall be submitted through online mode only at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL). Quotations submitted by any other mode will not be accepted.
- 1.3 It is mandatory for all Firms to have Class-III Digital Signature Certificate (in the name of person who will submit the online e-quotation from any of the Licensed Certifying Agency ('CA') [Quotationer can see the list of licensed CAs from the link [www.cca.gov.in](http://www.cca.gov.in)] to participate in e-quotation of DFCCIL.
- 1.4 To participate in E-quotation, it is mandatory for Firm(s) to get themselves registered with the Tender wizard ([www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL)) and to have user ID and password. Firms have to pay Annual Registration charges of Rs. 2000/-+GST to M/s ITIL through e-payment. Already Registered Firms at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) need not pay registration charges to M/s ITIL.
- 1.5 [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) is the only website for submission of e-quotation. 'Vender Manual' containing the detailed guidelines for e-tendering available on [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- 1.6 Modification / Substitution / Withdrawal of e-quotation:
  - 1.6.1 Firm(s) may modify, substitute or withdraw their e-quotations after submission prior to 15:00 Hrs. of 26.10.2018 (Last Date & Time for e-quotation Submission termed as e-quotation closing date & time). No Bid shall be modified, substituted or withdrawn by Firm after quotation closing date & time.
  - 1.6.2 For modification of financial offer, Firm has to detach its previous offer from [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and then upload digitally signed modified offer.
  - 1.6.3 For withdrawal of e-quotation, Firm has to click on withdrawal icon at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).

- 1.6.4 Before withdrawal, it may specifically be noted that after withdrawal of e-quotation, for any reason, Firm cannot resubmit their e-quotation again.
- 1.7 Signing of Quotation:
- 1.7.1 This Quotation being E-quotation, the Digital Signature obtained from Approved Controller of Certifying Authorities (CCA) shall only be considered as authentic for submission of quotation.
- 1.7.2 For submitting the e-quotation, the Authorized Signatory shall be the Digital Signatory. In case, the Authorized Signatory and Digital Signatory are not the same, the bid shall be considered non-responsive and will be rejected.
- 1.8 Deadline for Submission of Quotation:
- Firms must ensure to complete the e-quotation submission process in time as [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) will stop accepting any online quotation after quotation closing date & time.
- 1.9 Help-Desk for e-quotation:
- For any clarification, help and registration for e-tendering / quotation and for obtaining Digital Signature, Contact at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and on telephone no. 011-49424365 or mobile no. 9599653865.
- 1.10 Availability of Quotation Documents:
- (a) Quotations Document can be downloaded from [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL). Firms who wishes to view Quotation Document can visit [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL).
- (b) DFCCIL may issue Corrigendum to the Quotation Document which shall be placed on website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) only and at least 2 days in advance of date fixed for Opening of Quotations.
- 1.11 The complete quotation document including corrigendum digitally signed would be uploaded at [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) in 'Document Library'.
- 1.12 Financial Bid (Excel File) is to be downloaded from website [www.tenderwizard.com/DFCCIL](http://www.tenderwizard.com/DFCCIL) and then is to be filled, saved and uploaded (through Digital Signature) on the same website.

### **Mandatory Terms & Conditions**

1. Bidder should be OEM or authorized by OEM to supply SAP Licenses.
2. Validity of offer should be at least 60 days, from the last date of submission of current quote.
3. The quoted rates should not include taxes (GST) but should be mentioned separately.
4. ATS (Annual Technical Support) charges are for Standard SAP Enterprise support.
5. No advance payment will be made. Payment would be made once all the Licenses are delivered.
6. Software should be delivered online (e-delivery) within 2 weeks of issue of the Purchase Order. E-delivery shall be supported by letter from SAP that Licenses have been e-delivered.

7. AMC / Software Support will start from 1<sup>st</sup> day of next month from the date of delivery i.e. If the software is delivered in the month of October then the AMC should start from 1<sup>st</sup> of November.
8. Payment terms: Payment for Software Licenses and ATS cost for one year will be paid within 30 days from the date of e-delivery of Licenses.
9. Terms of Licenses will be as per SAP-EULA (End User License Agreement).
10. DFCCIL reserves the right to reject all offers received without any reason thereof.

**In case, any of the above conditions are not accepted or any new condition is given which is not acceptable to DFCCIL, offer would be rejected summarily.**

**General Manager/IT**