



ODISHA POWER GENERATION CORPORATION LIMITED
Ib Thermal Power Station, Banaharpali

Name of the work:

“Implementation of Vendor Invoice Management (VIM) System in OPGC”.

Bid Document:

The Bid documents consist of the following documents.

- 1) Bid Document and Instruction to the Bidders
- 2) Qualifying Criteria
- 3) Evaluation Of Bids
- 4) Scope of Work and Special Terms & Conditions
- 5) Blank Price Bid

The bids complete in all respects must be submitted in **two parts, namely Techno-commercial part and Price part.** The envelopes containing the respective parts must be sealed and super scribed with tender enquiry number, Name of the work and the name of the part. Both the envelopes should be kept in a third envelope and sealed and super scribed with tender enquiry number and Name of the work.

NB: The bid documents are not transferable.

The bidder must enclose Copies of the following documents,

- 1) EMD (Earnest Money Deposit) as per Notice Inviting Tender (NIT) letter.
- 2) Valid PF Registration, ESI and GST Registration Certificate.
- 3) Signed & Stamped bid document (all pages) as a token of acceptance.
- 4) MSME (Micro/small/medium)/NSIC/SSI status of your firm
- 5) Documents in support to the qualifying requirement

Note: Tenders submitted without the above requirements shall be liable for rejection.

Price Bid

- 1) The price bid should be submitted in the format as specified in blank price bid format. Any breakup (if required) must be submitted separately. The rates offered by the bidder shall be clearly written in English (clearly handwritten or typed) both in words and figures and shall be free from any aberrations, deletions, corrections and overwriting. In case of any illegibility of the offer submitted by bidder the interpretation by OPGC shall be final and binding on the bidder.
- 2) Insertion, postscript, addition and alteration shall not be accepted after submission of the bid.

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- 3) **The quoted price shall be all-inclusive basis except GST** (Taxes, duties, other government levies except GST etc.) and shall remain firm during entire tenure of contract and shall not be revised under any circumstances for whatsoever reason except as given in (4) below. GST applicability and rate of GST should be shown separately and shall be paid against documentary evidence.
- 4) a) Any increase / decrease in the GST, Cess and other taxes thereon will be reimbursed / adjusted as per actual against documentary evidence.
b) Additional amount due to imposition of new tax by Govt. relevant to this work will be reimbursed by OPGC as per actual against documentary evidence.
c) Any change in Income Tax will be borne by the Contractor.
d) Quoted rate (valid on the date of opening of tender) shall be treated as base price and **all-inclusive basis except GST**.
e) Any additional payment due to change in tax structure will be admissible if the change is effective during the scheduled completion period. No such extra payment shall be made beyond the stipulated completion date if the delay is due to the fault of the contractor. No claim shall be admissible after completion of work.

Instruction to the Bidders

- a) Small scale industries/National Small Scale Industries Corporation/ MSME firms are exempted from payment of Earnest Money Deposit only if they are entitled for exemption of the offered service. Tenderers seeking exemption shall claim in advance along with the photocopy of Valid Registration Certificates at least two days before the due submission date. However, OPGC reserves the right to accept/ reject the exemption request if the same is found unauthenticated or not relevant to the offered item.
- b) Bidders are advised to submit the tender based strictly on the terms and conditions contained in the tender documents and not stipulate any deviations in normal case.
- c) OPGC reserves the right to evaluate the quotation on such deviations having financial implications by adding the cost determined by OPGC.
- d) Wherever it is mentioned in the tender conditions that the contractor shall perform certain work or provide certain facilities, it is understood that the contractor shall do so at his cost.
- e) Before submission of Bid, the Bidders are requested to make themselves fully conversant with the tender document, site conditions, safety and health aspects etc. so that no ambiguity arises in these respects subsequent to submission of the Bids.
- f) Before quoting the rates the Bidder should go through the tender document and get himself fully conversant with them. The bid should include cost towards safety PPE's as per OPGC norms, supervision overheads, profits and all incidental charges not specifically mentioned but reasonably implied and necessary to complete the work according to contract. No relaxation or request for revision of quoted/accepted rates shall be entertained subsequent to the opening of bid on account of the mobilization or Safety costs.
- g) OPGC reserves the rights to split the scope & quantity to more than one agency among the bidders.
- h) OPGC reserves the rights to cancel the tender without assigning any reasons thereof.
- i) OPGC reserves the rights of accepting the whole or any part of the tender and bidder shall be bound to perform the same at their quoted rates.

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Qualifying Criteria

Name of the work:

“Implementation of Vendor Invoice Management (VIM) System in OPGC”.

Bidders having the following criteria shall only be considered to be qualified in the Techno-commercial Bid:

1. The bidder must be an SAP partner and have a valid SAP partnership certificate/agreement.
2. Experience of having successfully completed similar nature of works* during last five (05) years ending last day of month previous to the one in which application is invited, wherein the combined value of the orders should be least Rs. 25, 00,000/- (Rupees Twenty-Five lacs only)
* Definition of similar nature of works: - Similar nature of work means experience in SAP Implementation and/or SAP Support using DMS module.
The value of the work completed shall be evaluated by OPGC based on the work orders of the clients and/or completion certificates to be submitted by the bidders.
3. The average turnover of the bidder from providing IT and IT-enabled services during the last 03 (three) financial years (FY 2018-2019, FY 2019-2020 and FY 2020-2021) shall be at least Rs. 50,00,000.00 (Rupees Fifty Lakhs Only) with positive net-worth. Audited Balance Sheet and Profit & Loss A/C must be submitted along with the Techno-commercial Bid. In case the account has not been audited, a certificate from a chartered accountant should be produced towards turnover.
4. The bidder ought not have been blacklisted by any Government or any PSU. Self-certificate from company's authorized signatory along with authorized valid signatory to be submitted.

Note: supporting documents must be provided for all the above qualifying criteria, as part of its Techno-Commercial Bid.

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EVALUATION OF BIDS

1.0 Opening of Bids

The Techno-Commercial bid shall be opened at a predetermined time, venue & date in presence of the Bidder(s) or their authorized representative(s) who may like to be present. Partner, Director or permanent employee of the firm duly authorized only can be the authorized representative. Price bid shall be opened at a future date under intimation to all technically qualified Bidders and in presence of them or their authorized representatives who shall participate.

2.0 Preliminary Examination of Proposals

OPGC will examine the Proposals to determine whether they are complete, whether required EMD have been furnished, whether the documents have been properly signed, and whether the Proposals are generally in order. If a Proposal is not substantially responsive, it shall be liable for rejection by OPGC. OPGC's determination of Proposal's responsiveness will be based on the contents of the Proposal itself and any written clarifications, if sought for by OPGC and submitted by the Bidder.

3.0 Evaluation & Comparison of Bids

3.1 Basis for Technical Evaluation

OPGC will carry out a detailed evaluation of the bids previously determined to be substantially responsive, in order to ascertain whether the technical aspects are in accordance with the requirements set forth in the Bid Document. OPGC will examine and compare the technical aspects of the bids on the basis of the information supplied by the bidders.

The evaluation committee, appointed by OPGC as a whole, evaluates the proposals on the basis of their responsiveness to the Mandatory Requirement criteria as stipulated in section "Instructions to the Bidder" of this Bid Document. Proposal shall be rejected at this stage if it does not respond to mandatory requirements criteria. Only those bidders, who meet all the mandatory requirements, shall be considered for e-Reverse Auction and/or price bid opening.

3.2 Basis for Price Evaluation:

The Techno-commercially qualified bidders will participate in the Reverse Auction through MSTC Limited. The price may be finalized based on Reverse Auction or Sealed Price Bid. OPGC reserves the right to go for reverse auction prior to opening of sealed Envelope price bid, submitted by bidder. This will be decided after techno-Commercial Evaluation. All Bidders have to give their acceptance for participating in Reverse Auction as per "Rules and Regulations of the e-Reverse Auction" which shall be binding on the bidders. Non Acceptance to participate in Reverse Auction may result in non-consideration of their bids, in case OPGC decides to go for reverse auction.

OPGC will examine the Price Proposals to determine whether any arithmetical errors have been made, whether the documents have been signed, and whether the Proposals are generally in order. Arithmetical errors will be rectified on the following basis.

- a) If there is a discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail, and the total price shall be corrected.
- b) If there is a discrepancy between words and figures, the amount in words will prevail. If a Bidder does not accept the correction of errors, its Proposal will be rejected and its bid security may be forfeited.

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3.3 The evaluation shall be based on the evaluated cost of completing the contract in compliance with all commercial, contractual and technical obligations under this Bid including taxes, duties & levies etc. The rates of taxes, duties and levies as applicable on seven (7) days prior to the date of Techno-commercial bid opening shall be considered for the purpose of evaluation.

4.0 Price Loading:

All the bidders should quote as per tender terms and conditions without any deviation. OPGC reserves the right to reject the bid in case of any deviation taken by the bidder or ask to withdraw such deviation or appropriately load the component on the quoted price.

5.0 Award Criteria

OPGC will award the contract to the successful bidder whose bid has been determined to be substantially responsive and to be economically advantageous, which will be established by Lowest Price basis (L1) amongst the qualified bidders in Techno-Commercial evaluation as per **Clause No. 13** of **"Rules and Regulations of the e-Reverse Auction"**.

6.0 Negotiation & Award

The selected bidder will be notified in writing by OPGC inviting him for further negotiations. Negotiations will be held only at ITPS, Banaharpali. On finalization of negotiation, to the mutual satisfaction of both the parties, OPGC shall award the Work order to the selected bidder.

THE VENDOR SHALL SIGN ON EACH PAGE OF THE SPECIAL CONDITIONS AND RETURN THE DOCUMENT ALONG WITH THE OFFER AS A TOKEN OF ACCEPTANCE TO ALL TERMS AND CONDITIONS WRITTEN HEREIN.

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SCOPE OF WORK AND SPECIAL TERMS & CONDITIONS

Name of the work: "Implementation of Vendor Invoice Management (VIM) System in OPGC".

OPGC is using a full-fledged SAP System for the business with the following Modules-

- Finance & Controlling with Fund Management
- Materials Management
- Plant Maintenance
- Project System
- Human Capital Management
- Document Management System
- Payroll and ESS/MSS, NetWeaver Portal
- BASIS, ABAP
- Solution Manager

Presently, all Vendor invoices are kept physically and moved manually across all the departments till payment. Although Vendor invoices are being recorded and processed in SAP, currently there is no digital/online process to review, recommendation and submit all required documents for invoice processing and auditing.

OPGC decided to streamline the present vendor invoice management process and to implement the same in SAP application System using DMS Module.

Proposed solution must have the functionality of tracking invoices from invoice receipt to payment. The bidder is required develop a customized Vendor Invoice Management module in SAP using DMS. It should be a seamless integration with SAP to minimize manual intervention complying with Delegation of Power.

The detailed scope of work is as below.

The Payment Life cycle can be sub-grouped into 3 sections as per the current Business Process. There will be no changes in the existing workflow except digitalization.

1) Invoice receipt Section:

This section will receive all vendor Invoices, Validate basic details about the Invoice, digitalize and Initiate the payment process based on available information.

2) User Section:

User Section will be responsible for validating and certifying the invoice for payment. They will gather, enter and certify all relevant information required for Invoice Processing. User Dept. should ensure all statutory clearance from respective dept. before submission to Finance for Processing.

3) Finance Section:

Finance Section will validate all relevant Information and Clearance provided before Initiation of payment any shortcoming in the clearance part should be returned to User dept. for further necessary Action at their end. Final Payment will be released by Cash section which after fulfilling all the clearance and posting by the Finance Officer.

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Invoice Receipt Section:

- 1) IRS User will initiate the Payment Process on vendor Invoice receipt. The invoice may be Soft copy/Hard Copy (scanned copy), with or without PO or any other mode.
- 2) IRS User will create DMS Document either in DRAFT or may directly SUBMIT for further processing. On Submission, the workflow will be triggered to the concerned Action owner based on the laid down Business rule. The business rule is dynamic and may consist of a combination of Designation, DOP, Department, Location, user-specific privilege etc.
- 3) Attachment provision should be provided for including Documents related to the Invoice. The document must be stored in the Existing DMS Server / Storage Category.
- 4) Attachment and fields may or may not be mandatory based on the nature of the Invoice. Scope in this subject should be decided during the BBP phase, so that mandatory checks can be maintained dynamically.
- 5) Department may not be available with IRS user, an appropriate mechanism should be laid down/ implemented so that IRS user can locate the USER Department easily.
- 6) The document may return to IRS user, provision of reprocessing the document should be provided.
- 7) A duplicate check should be in place while submitting the invoice for payment. The rule for Duplicate payment will be laid down during implementation.

User Department:

- 1) User Depart must validate the Invoice and populate all Invoice details. Provision should be provided for capturing all relevant details. Appropriate authorization for Display/Edit/Hide field should be provided for controlling user access.
- 2) In User Department, one Document may be worked by multiple users in different levels based on Job Responsibility. The mechanism should be provided so that work can be assigned to the concerned user. All logs, actions, comments must be captured and reported accordingly.
- 3) Each user must put their comments before taking action. Options should be provided so that Dynamic remarks can be added automatically based on user action.
- 4) EIC can finally approve the Invoice for Payment for the user department, the rest all can recommend for the same. EIC may delegate his Power to other users Document Wise and as a whole during a period of time.
- 5) EIC may pull back any Document any time to its original status and Reassign it to other users. Log of everything should be stored and displayed.

Finance Section:

- 1) All Documents submitted to Finance Department for payment should be landed to Finance In-Charge/ Payment In-charge or Designated Finance person.
- 2) Finance In-charge can assign jobs to its subordinates at different levels.
- 3) Cash Section will work user Finance but acting differently. The kind of display fields/ Input fields will be defined differently for the Cash section.

Common Functionality:

- 1) Pull Back Functionality:
 - Pullback Functionality is required for Department EIC/ Finance In-charge or Designated Persons so that they can call back Documents any time that they have assigned to their subordinate.
 - Pull back is possible till the document lies with their Department.
- 2) Power of Delegation during Leave:
 - Option should be provided to EIC/ Finance In-charge or designated persons for delegating his work to other users pertaining to his department.

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- Original EIC must specify the duration of Delegation and can revoke the power on or before. Cascading Delegation will not be possible.
 - Delegation Logs should be stored and all actions during should also be recorded/ reported that has been performed by a delegated user.
- 3) Work on Multiple Documents at Once:
- The option should be provided to EIC/Finance In-charge or designated person for assigning or working with Bulk Documents at once i.e same actions should be performed for all selected documents.
- 4) Notifications:
- Email Notification should be provided to Concern Action Owner and/or Predefined persons/ previous users who has already acted on this document.
 - Provision should be provided to Excluded /Included Email recipients dynamically by maintaining Business rules centrally.
 - Different Predefined Email templates can be used on Different Actions/ Document statuses.
 - Email to Vendor option should be provided as per Business rule. Details will be provided during implementation.
 - Email Sending status may be captured and shown.
- 5) Escalation on Delay of User Action:
- Automatic Escalated Email needs to be sent to the concerned user based on Business Rule. Appropriate mechanism needs to be implemented in SAP.
 - Business Rule consist of of User Level, User Department, Document Amount, No of Days document Lies with User/Department etc.
 - Whom to send mail will be fixed during BBP phase.
- 6) Forward Document to Other Department for Remarks/ Views:
- Any authorized user can forward any document to other department users for taking views on it.
 - The Action Item still lies with the Original User. The forwarded user can put their comments on this document and return the document to its original user.
 - In some cases, some kind of Acceptance/ declaration is required from the forwarded user. Provision should be provided to the Original Owner who can mark the same dynamically.
 - Appropriate check needs to be maintained based on the business rule.
- 7) Attachment Functionality:
- User can attach single or multiple documents at Once.
 - Deletion of Attachment can be possible at User End based on Document status.
- 8) Reports:
- Details interactive Dashboards with Specialized Filter for Easy Navigation.
 - Lead Time Analysis Report, Department Wise, Status Wise, and Completion Days range wise, Vendor Wise.
 - Tracking Vendor Response Report
 - Escalation Reports.
- Note:
- Graphical representation is required for all analytical Reports.
 - Additional reports (Maximum count 5) on VIM may be requested during Implementation.

Implementation:

The vendor shall use the best industry practice adhering to SAP best practices for providing the solution to OPGC. The vendor shall appoint one SPOC (Single Point of Contact) for all communication with OPGC. The bidder will be responsible for the following:

- Implementation methodology
- Project management, planning and scheduling, project status reporting

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- Quality Assurance activities during the implementation process (Milestone deliverable completeness review/checklist)
- Business process study (AS-IS business process, TO-BE business process, business blueprint)
- Design, configuration, customization and implementation to meet the solution requirements
- Reports development / configuration
- Testing throughout project phases including related audit/ validation
- Interfacing and integration with existing applications
- Training to all users (Power User, Core User, Finance and End Users), Training Manuals, User Manuals, Admin Manuals as required.
- Go-Live preparedness (including UT/SIT/UAT, Cutover)
- Warranty support services

SLA:

The vendor would be responsible for supporting and rectifying all issues identified, in line with the SLAs defined below.

- Detail Project Plan with Timelines to be shared by Vendor within 10 Days of receiving PO. The Project need to live within 2 Months.
- Once the Project timeline is agreed upon, no deviation shall be permitted failing which penalty @2.5% per week maximum to a limit of 10% of the total contract value shall be imposed at the discretion of OPGC
- All issues or requirements/improvements shall be intimated to the vendor through e-mail and the vendor shall respond the same within 2 working Hours and shall arrange the discussion call with OPGC within 1 working day. Working Day: Monday to Saturday - 9 AM to 5 PM IST.
- The Resolution time and shall be fixed mutually based on Business Criticality/severity and considering other relevant factors.
- The Designated OPGC officer will confirm all relevant details through e-mail. The Vendor may raise his concern within 1 working hour otherwise it will be assumed to be accepted by Vendor.
- No extra billing is to be made during this tenure for any changes.

Special Terms and Conditions:

- Location of Job:
Ib Thermal Power Station, Jharsuguda.
- Onsite Resource Deployment:
 - One Resource expertise in Vendor Invoice Management process need to be placed at ITPS Location at Vendor's own cost and arrangement.
 - OPGC may ask Experience Certificate of other client and/or take interview prior to deployment.
 - OPGC may provide Accommodation on chargeable basis based on availability but there is no guarantee on this.
 - Duration will be 6 Months from Project Kick-off Date or 2 Months after Project Go-Live whichever is later.
 - No extra facilities in any mannaer will be provided by OPGC.
- Project Time Line:
 - Below Project Mile Stone must be followed by Vendor.

| Milestone Description | Completed By |
|---|--------------|
| Project Kick off and Resouce Deployment ay ITPS | 10 Days. |
| Final BBP (OPGC need 7 Days for BBP Sign Off) | 35 Days |
| UAT Completion (OPGC need 10 Days for UAT Completion) | 55 Dasy |
| GO-Live | 60 Days |

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- **Contract Period:**
The job shall be completed in all respect as per scope within 02 (Two) months from the date of issuance of Purchase Order.
- **Payment Terms:**
 - a. **Implementation:**
 1. 90% payment shall be made within 30 days on receipt of invoice after Go-Live of the project.
 2. 10% payment shall be made within 30 days from the date of issuance of the completion certificate by OPGCL.
 - b. **Warranty Support:**
The warranty support payment shall be made within 30 days on receipt of invoice on quarterly basis.
- **Warranty Support Service:**
The party shall provide warranty support service for 1 year from the date of issuance of the completion certificate.
All defects in Existing system (As per BBP/ User Manual/ Agreed functionalities recorded in other form) will be fixed with no Extra Cost within Warranty Period. Minor Change (Estimated not more the 40 Hours for a single change and total cumulative hours not more than 200 hours) can also be performed by the Vendor with No Extra Cost.
- **Subletting:**
The work shall not in any manner or degree be sublet. The work shall be executed under the direct supervision of your firm.
- **Confidential Information:**
In the performance of its obligations under this Scope or in the contemplation thereof, the party and its employees may have access to private or confidential information, including but not limited to information concerning costs, charges, operating procedures and technical information, which may be owned or controlled by OPGC or its parent or affiliates. With respect to any such information so accessed or acquired, the Party and OPGC, mutually agree as follows:
 - All information provided by OPGC shall be and shall remain the exclusive property of OPGC or its parent or affiliates. The Party shall limit access to such information to its employees who have a need to know, consistent with the Party's authorized use of such information;
 - The Party shall keep, and have its employees having access keep, all such information confidential.
 - The Party shall not copy, publish or disclose to others, or permit its employees or anyone else to copy, publish or disclose to others, any such information;
 - The Party shall use such information only for the purpose of performing its obligations hereunder.
- **Conflict with Existing Support Vendor:**
If any conflict arises by the current support/other vendors then the same shall be mutually sorted out in consultation with EIC- OPGC. In case of any dispute, the decision of EIC-OPGC shall be final and binding on the party.

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BLANK PRICE BID

Name of the work: "Implementation of Vendor Invoice Management (VIM) System in OPGC".

| Item Description | Quantity | Unit | rate (Rs.) | Amount (Rs.) |
|---|----------|------|--------------|--------------|
| Implementation of Vendor Invoice Management (VIM) System in SAP at OPGC | 01 No. | | | |
| Warranty Support Service including Changes | 01 Year | | | |
| | | | Total | |

- Rate is exclusive of GST which shall be paid extra.
- Rate of GST and SAC Code must be mentioned

Total Amount in words:

Rupees _____ **Only**

Note: Bidder has to use the above Price Bid Format failing which Bid will be rejected.

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