



Indian Institute of Technology Bombay

MATERIALS MANAGEMENT DIVISION

Direct : (+91-22) 2576 8800 (DR) / 8803 (Local) / 8804 (Import) / 8805 (Enquiry & Bill tracking), 8802(Progress) Email : drmm@iitb.ac.in, bkganesh@iitb.ac.in

Sealed Tenders are invited by the Indian Institute of Technology Bombay, Powai, Mumbai from reputed manufactures / suppliers for the supply of the following item :-

Tender Details			
Tender Number: 201501556		Tender Date: 25-JAN-2016	
Tender Type: Open		Form of Contract: SERVICES	
No. of Covers: 2			
Payment Instruments			
Payment Mode Offline		Instrument Type: As per Tender Document	
Covers Information			
Cover No.	Cover Type	Description	Document Type
1	Technical	Tender Document, Tender Fee, EMD and Technical Specification	.pdf
2	Financial	Financial Bid	.pdf
Tender should be submitted on the schedule with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two envelopes Technical Bid and Commercial Bid superscribing on both the envelopes the tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed with our Tender No. & Due Date			
Tender Fee Details			
Tender Fee(INR): 500.00		Payable to: The Registrar, IIT Bombay Payable at: Mumbai	
EMD Fee Details			
EMD Fee (INR):200000.00		In favour of : The Registrar, IIT Bombay	
EMD Fee Type: Fixed		Payable at: Mumbai	
Item Details			
Item Name		Item Description	
Training for various SAP Modules		Providing Training of various SAP Modules to IIT staff	
Pre Qualification:		As per tender document	
Period of Work/ Delivery Period (Days)		90 days	180 days
		Bid Validity (Days)	



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Product Category	Others	Product Sub Category	N/A
Contract Type	Tender	Pre Bid Meeting Date & Time	08-FEB-2016 03:00 PM
Location	IIT Campus	Pre Bid Meeting Address & Place	Materials Management Division, IIT Bombay
Pincode	400076		
Critical Dates			
Bid Submission End Date/ Date & Time of Submission	19-FEB-2016 01:00 PM	Bid Opening Date & Time	19-FEB-2016 03:00 PM
Place of Submission	Materials Management Division, IIT Bombay	Bid Opening Place	Materials Management Division, IIT Bombay
Other Terms & Conditions:			
Technical Clarification			
Name:		Prof. Incharge	
Dept:		Application Software Centre	
E-mail:		head.asc@iitb.ac.in	
Contact No.		25764747	
Tender Inviting Authority			
Name:		Deputy Registrar	
Address:		Materials Management Division, IIT Bombay, Powai, Mumbai 400076	
Date: 25-JAN-2016		Signing Authority: Deputy Registrar (MM)	



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Scope of Work:

Core SAP modules which will be covered from SAP Training perspective will be as follow:

Functional : MM, SRM, PS, PM, REM, FI, HR and Payroll.

Technical : Basis, ABAP, EP, PI, Fiori

SAP Functional and Technical Areas	Course Details
MM	Procurement with SAP ECC (latest version) TSCM50, TSCM52, TERP01
SRM	Supplier Relationship Management with SAP ECC (latest version): SAPSRM, SRM210, SRM215, SRMEP
Project System and Plant Maintenance	Project System and Plant Maintenance with SAP ECC (latest version) PLM200, PLM210, PLM220, PLM230, , PLM300, PLM305, PLM310, PLM315
Real Estate Management	Real Estate Management with SAP ECC (latest version) RE010, RE200, RE300
HR and Payroll	Human Resource and Payroll with SAP ECC (latest version) HR050, HR110, HR250, HR260, HR280, HR290, HR305, HR306, HR310, HR400, HR505, HR510, HR940
FI	Financial Accounting with SAP ECC (latest version): TFIN50, TFIN52, TERP20, TERP01
BASIS	TADM10, TADM12



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Process Integration	Process Integration with SAP ECC (latest version): BIT100, BIT400, BIT420, BIT430, BIT460, BIT480
Fiori	Fiori Implementation with SAP ECC (latest version): SAPX03, SAPX04, SAPX05, SAPX08, SAPX11
Enterprise Portal	SAPEP, EP120, EP200, TEP10, TEP12
ABAP	BC100, BC400, BC402, BC403, BC405

- IIT Bombay will prefer 'special batches' for training.
- 'Online training only' mode shall not be acceptable to IIT Bombay.
- All training sessions shall be conducted on customer location IIT Bombay.
- Infrastructure requirements should be clearly stated by the vendor.
- IIT Bombay can provide only classroom, computers and network connectivity. IITB SAP servers are not available for the purpose of training
- Training should include scenario relevant to IIT-B business processes. Vendor should provide flexibility to split total batch duration into 2 parts
- Training should be imparted in English language only
- Training in above mentioned modules shall be sequenced according to IITB needs. IITB requires the training to be imparted in two back to back phases lasting 4 weeks each. During phase-1 (i.e. first 4 weeks), MM, FI, PS, HCM and ABAP shall be taken up. During Phase-2 all the remaining SAP modules shall be taken up.

Eligibility Criteria:

The vendor has to comply with following requirements:-

1. Vendor has to be authorized SAP R3 training Partner. SAP OEM authorized training partner certificate should be provided to IIT Bombay
2. Should have at least 10 years of experience in SAP training to external agencies.
3. All training sessions must be instructor lead
4. Preferably Platinum / gVAR partner of SAP



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TENDER DOCUMENT

for Indigenous Items

I) GENERAL:

1. Indian Institute of Technology Bombay hereinafter is referred as “BUYER” and Tenderer is referred as “BIDDER”, hereby invites tenders from indigenous suppliers confirming specifications of tender documents.
2. As per Govt. of India Notification no. 10/97-CE dt. 1st March 1997, IIT Bombay is exempted from Excise duty for SCIENTIFIC / TECHNICAL INSTRUMENTS WHICH ARE USED FOR RESEARCH PURPOSE ONLY. We shall provide all the documents under this notification to enable you to clear the goods without payment of excise duty, whenever required. Please state clearly that this certificate is required.
3. As per Govt. of India Notification no. 51/96 Custom dtd. 23rd July 1996, IIT Bombay is exempted from Custom duty for all research equipment. We shall provide all the documents under this notification to enable you to clear the goods without payment of Custom duty, whenever required. Please state clearly that this certificate is required. Concessional Custom duty has to be paid.

II) SUBMISSION OF OFFER:

1. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender number / due date & should reach the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not sealed, it will be rejected.
2. Tender should be dropped in the tender box kept in the office of concerned Department / Section or to Indenter. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
3. Quoting of Price (s) : Price quoted should be in Indian Rupees, training will be provided in IIT Bombay Campus only.
4. Quantity : The employee count shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
5. VAT/Other Govt. Taxes : Excise Duty (ED), other taxes, levies, like Service Tax (ST), Education



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Cess, etc., are to be indicated separately. BIDDER should mention Central and State Sales Tax/VAT Registration, PAN Number are to be necessarily indicated in the offer.

III) COMMUNICATION FOR NONPARTICIPATION OF TENDERS: For registered vendors with IIT Bombay, in case you choose not to participate in the tender a regret letter by way of fax/letter/email may be submitted before the due date duly superscribing “Regret” and tender No. If no communication received by the due date and time, it shall be inferred that you are not interested in participation and your name is liable to be removed from the vendor’s list.

IV) DELIVERY : The successful BIDDER should deliver the services as per tender document/purchase order.

V) SUPPLEMENTARY OFFER/MODIFICATION OF ORIGINAL OFFER: Tender submitted against Notice Inviting Tender (NIT) shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/supplementary offer (s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updation done to the original offer. The purchaser reserves the right to open the original offer along with the revised offer.

VI) CANCELLATION OF TENDER: Notwithstanding anything specified in this tender document, Purchaser / IIT Bombay in his sole discretion, unconditionally and without having assigned any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tenders terms.
- d) To give purchase preference to Public Sector undertakings when applicable as per Govt. Policy/ Guidelines.

VII) TERMS OF PAYMENT :



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1. The payment of charges will be made within 30 days only after the successful training of employees.
2. Payment shall be made by Cheque or such other mode / electronic fund transfer offered by the Bank.

VIII) EVALUATION OF OFFER :

1. IIT Bombay evaluate technical and commercial acceptable offers on landed net Price basis.
2. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:
 - a) Non-submission of complete offers.
 - b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
 - c) Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender documents, IIT Bombay shall construe that the BIDDER had accepted the clauses as per the invitation to tender no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders.
5. In case of two bid system the date and time of Price Bid shall be intimated to technically qualifying bidders only.

IX) SPECIFICATION AND SERVICE : The suppliers shall deliver service in accordance with the specifications/ descriptions of the service given in the acceptance of tender. The Purchaser reserved the rights to alter the description of Service given in the acceptance of tender. In the event any such alteration result in any implication to the deliver and price, such implication shall be mutually agreed between the Purchaser and supplier.

X) LIQUIDATED DAMAGES : Timely delivery in essence of the contract and hence if the training be delayed, liquidated damages at the rate 0.5% of the price of the training contract, for each week or part whereof shall be levied and recovered subject to maximum of 5% of total purchase order value.



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XI) TRANSFER AND SUBLETTING : The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

XII) FORCE MAJEURE : Force Majeure will be accepted on adequate proof thereof.

XIII) SUPERVISION OF ERECTION & COMMISSIONING : Successful BIDDER shall depute concerned specialist, for supervision and setting-up of training-servers/server authentication credentials and other training related (non-infrastructural) activities. The successful BIDDER shall make necessary arrangement at their own expenses for stay, transport and other expenses of their specialist during their stay in Mumbai which also includes imparting training to IIT Bombay personnel.

XIV) LEGAL MATTER : All Domestic and International disputes are subject to Mumbai Jurisdiction Only.

XV) ARBITRATION:

- a) In case of any dispute or difference arising out of or in connection with the tender conditions / service order and Contract, the Institute and the Service Provider will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.
- b) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Mumbai only. The decision of the Arbitrator shall be final and binding on both the parties.

XVI) DEADLINE FOR SUBMISSION OF BIDS:

Bids must be received by IIT Bombay before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday for IIT Bombay the bid-closing deadline will stand extended to the next working day up to



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the same time.

XVII) COST OF BIDDING:

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

XVIII) AMENDMENT OF BIDDING DOCUMENTS:

At any time prior to the deadline for submission of bids, IIT Bombay may for any reason, whether on its own initiative or in response to the clarification request by a prospective BIDDER may modify the bid document.

All prospective BIDDER who have downloaded the bidding document may visit IIT Bombay, website for amendments/modifications which will be binding on them.



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1. EARNEST MONEY DEPOSIT

1.1 Earnest Money Deposit is mandatory to be enclosed in the tender.

1.2 While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the IIT Bombay through the following instruments:

- A confirmed Bank Guarantee by an Indian Nationalized Bank promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the IIT Bombay shall be treated as conclusive proof of payment.
- The Earnest Money shall be valid upto a period of **180 days** or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER whichever is later.
- No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.
- If successful bidder fails to submit the Performance Guarantee Bond within 30 days from the date of placing of Purchase Order then purchase order will be canceled and EMD will be forfeited.
- If there is any difficulty in submitting Bank Guarantee then **Demand draft** can be submitted in the favour of '**The Registrar, IIT Bombay**' payable at Mumbai.
- **Return of EMD:** In case of successful BIDDER, EMD in the form of Bank guarantee will be returned within 30 days from the date of submission of Performance Guarantee Bond.
- For unsuccessful bidder, Bank Guarantee will be returned within 30 days from the date of placing the Purchase Order.
- In case of Demand Draft, amount of EMD will be returned within 60 days from the date of placing the purchase order.



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2. SECURITY DEPOSIT /PERFORMANCE GUARANTEE :

- **Performance Guarantee Bond is mandatory.**
- Successful tenderer/ bidder should submit performance guarantee as prescribed above to be sent to Dy. Registrar, Materials management Division, IIT Bombay on or before 15 days from the due date of issue of order acknowledgment. The PGB to be furnished in the form of bank guarantee as per proforma or annexure of the tender documents, for an amount covering 5 % of the purchase order value.
- The Performance Guarantee should be established in favour of **“Registrar, IIT Bombay”**.
- PBG to be established through any of the National Banks (whether situated at Mumbai or outstation) with a clause to enforced the same on their local branch of Mumbai or any scheduled bank (other than national bank) situated at Mumbai. Bonds issued by co-operative banks will not be accepted.
- Performance Guarantee Bond shall be for the due and faithfully performance of the contract and shall remain binding, notwithstanding such variations, alterations for extensions of time as may be made, given, conceded or agreed to between the successful tenderer and the purchaser under the terms & conditions of acceptance to the tender.
- The successful tenderer is entirely responsible for due performance of the contract in letter and spirit and all other documents referred to in the acceptance of tenders.
- The PBG shall be kept valid during the period of contract and shall continue to be enforceable for a period of one year or upto warranty period whichever is later from the date of order acknowledge. In case PBG needs extensions upto extension period then supplier shall initiate extensions to PBG one month prior to expiry of PBG.
- For successful suppliers, if PBG is not submitted within **15 days** from the date of Order Acknowledgement, then the Purchase Order will be cancelled with forfeiting of EMD.
- **No interest shall be payable by the buyer to the Bidder on PBG.**



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FORMAT FOR EARNEST MONEY DEPOSIT / BID BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT MUMBAI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MUMBAI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT MUMBAI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED)

LETTER OF GUARANTEE

To,

Registrar,

Indian Institute of Technology,

Powai, Mumbai – 400 076

IN ACCORDANCE WITH YOUR TENDER for supply of, M/s. (hereinafter called the “Bidder”) having its Registered Office at, wish to participate in the said bid for the supply as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. (Rupees.....) valid up to **(180 days from the date of issue of Bank Guarantee)**, is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition with in the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

During the validity of this Bank Guarantee :

We,(Bank name) having its registered Office atguarantee and undertake to pay immediately on first demand by the amount of Rs..... (Rupees.....) without any reservation, protest, demur and recourse. Any such demand made by the IIT Bombay shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.



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The Guarantee shall be irrevocable and shall remain valid up to(180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction from the Bidder, on whose behalf the Guarantee is issued.

Notwithstanding anything contained herein :

- * Our liability under this Bank Guarantee shall not exceed Rs..... (Rupees.....) .
- * This Bank Guarantee shall be valid up to(date).
- * We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee Only and only if you serve upon us a written claim or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank: Address: Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.



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FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT MUMBAI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT MUMBAI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT MUMBAI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,

Registrar,

Indian Institute of Technology,

Powai, Mumbai – 400 076.

LETTER OF GUARANTEE

WHEREAS Indian Institute of Technology, Bombay (Buyer) have invited Tenders vide Tender No..... Dt. for purchase of AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. In response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Registrar, Indian Institute of Technology, Bombay**” in the form of Bank Guarantee for Rs (5% (five percent) of the purchase value) and valid till **one year** from the date of issue of Performance Guarantee Bond may be submitted within 30 (Thirty) days from the date of Acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Technology, Bombay on demand and without protest or demur Rs (Rupees.....).

This Bank further agrees that the decision of Indian Institute of Technology, Bombay (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.



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We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Technology, Bombay(Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to(date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IIT Bombay serve upon us a written claim or demand on or before (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,

Signature and seal of the guarantor: Name of Bank: Address: Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.



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PRICE BID

for Indigenous Supplies

Tender No. :- 201501556

Due Date: 19.02.2016

Sr. No.	Description of Item & Specification	No. of Participants	Rate Per Participant Rs	Service Tax %	Total Price Rs.
1	MM	2 Participants			
2.	SRM	2 Participants			
3.	Project System	3 Participants			
4.	Plant Maintenance	2 Participants			
5.	Real Estate Management	2 Participants			
6.	HCM with Payroll	2 Participants			
7.	FI	2 Participants			
8.	BASIS	4 Participants			
9..	ABAP	3 Participants			
10.	EP (Enterprise Portal)	2 Participants			
11.	Fiori	2 Participants			
Total					

Note:

- 1) In addition to above participants IITB will have additional team members attending the training but will not go for certification. (Cost may be factored in the above Price Bid)

Note :

1. Delivery Mode : Delivery at IIT Bombay, at site only.
2. Total bid price should be inclusive of all taxes and levies, etc.
3. Delivery Period :..... days.



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4. Validity Date : Minimum 90 days from the date of submission of quotation/tender.
5. Payment Term : Payment within 30 days from the date submission of bill Acceptance Certificate to concerned Dept./ Sect./ MMD

PAN No : _____

VAT / TIN Registration No. : _____

Signature : _____

Name : _____

Business Address : _____

Place :

Date:

Affix Rubber Stamp : _____

Note: Price Bid should be submitted in given format only. For additional information/extra items above format may be typed and used.