



डेडीक्रेटेड फ्रेट कोरीडोर

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/IT Services Manpower

Date: 6th Mar'2018

The _____,
_____.

Sub: E-quotations are invited for providing IT Services for SAP - BASIS / HCM / Payroll for six months.

Sir / Madam,

Scope of Work: Providing IT Services for SAP - BASIS / HCM / Payroll for six months.

DFCCIL has implemented SAP-ERP System consisting of FI/CO, HCM, Payroll, PS, MM, DMS, ESS Portal, Land Acquisition Information System and Geographical Information System. SAP Certified Consultants with experience are needed to provide IT Services i.e. to perform operational related System Administration / Management Roles etc. at DFCCIL.

Please arrange to submit your e-quotation online using the link www.tenderwizard.com/DFCCIL on or before 15:00 Hrs. on 13.03.2018 for the subject item. The E-quotations shall be opened online on www.tenderwizard.com/DFCCIL at 15:30 Hrs. on 13.03.2018 at 4th 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 on or before 15:00 Hrs. of 13.03.2018. This e-quotation will be opened online at 15:30 Hrs. on 13.03.2018 on www.tenderwizard.com/DFCCIL.
- 1.2 E-quotation shall be submitted through online mode only at 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] 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) 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 need not pay registration charges to M/s ITIL.
- 1.5 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.

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 13.03.2018 (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 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.

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 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 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. Firms who wishes to view Quotation Document can visit www.tenderwizard.com/DFCCIL.

(b) DFCCIL may issue Corrigendum to the Quotation Document which shall be placed on website 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 in 'Document Library'.

1.12 Financial Bid (Microsoft Excel File) is to be downloaded from website www.tenderwizard.com/DFCCIL and then is to be filled, saved and uploaded (through Digital Signature) on the same website.

Schedule of Rates and Quantities

SN	Description	Qty.	Rate per Man Month (Rs.)	Period (Month)	Total Amount (Rs.)
1	IT Services for SAP - BASIS / HCM / Payroll Consultant i.e. (a) SAP Consultant - BASIS Certified with more than 6 years' Experience.	1		6	
	(b) SAP Consultant - HCM Certified with more than 2 years' Experience in HCM / Payroll.	1		6	
				Total	

Total Amount (In Words) Rs. _____

Mandatory Terms & Conditions:

- 1 Firm is required to quote their rate online in the given format of Excel Sheet on website www.tenderwizard.com/DFCCIL in terms of rate per man month exclusive of applicable taxes. Only rates quoted online shall be considered for evaluation.
- 2 Validity of offer should be at least 120 days, from the last date of submission of current quote.
- 3 The quoted rates should be exclusive of taxes. Applicable taxes will be paid extra.
- 4 Consultant should report at Corporate Office, DFCCIL, New Delhi within 7 days from the date of issue of the Purchase Order.
- 5 The Firm on award of above Work to sign and abide by the Non-Disclosure Agreement with DFCCIL.
- 6 Payment terms: no advance payment will be made. Payment would be made on successful completion of providing IT Services at the end of each month on submission of invoice.
- 7 Services shall be provided during DFCCIL office hours except on DFCCIL Holidays by the Consultants from the Firm for providing IT Services. For this purpose a "Daily Visit Register" will be maintained in IT Department. During absence of consultants, Firm shall provide a suitable replacement for the same. Notwithstanding, there will be pro-rata deduction from the payment.
- 8 DFCCIL reserves the right to reject all offers received without any reason thereof.
- 9 Self-certified copies of SAP Certification and experience details of Consultants must be submitted with the Quote Documents.
- 10 Consultants can be replaced with the prior notice of 15 days from both sides.
- 11 The work awarded / acceptance can be terminated with prior notice of one month period.

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.

Signature of Bidder _____

General Manager/IT