



NOTIFICATION OF TENDER DOCUMENT FOR APPOINTMENT OF SERVICE PROVIDER FOR SAP APPLICATION SUPPORT SERVICES AT PETRONET LNG LTD., NEW DELHI

Petronet LNG Limited, a company with its registered office at World Trade Centre, 1st Floor, Babar Road, Barakhamba Lane, New Delhi, 110 001, India, incorporated in April, 1998 under the provisions of the (Indian) Companies Act, 1956 (“**PLL**” or the “**Company**”) and promoted by Bharat Petroleum Corporation Limited (“**BPCL**”), GAIL (India) Limited (“**GAIL**”), Indian Oil Corporation Limited (“**IOCL**”) and Oil & Natural Gas Corporation Limited (“**ONGC**”), is engaged in the business of import, storage, regasification and marketing of Liquefied Natural Gas in India. Its shares are listed on the Bombay Stock Exchange and the National Stock Exchange of India

The company invites bids under single stage two-bid system for Tender for APPOINTMENT OF SERVICE PROVIDER FOR SAP APPLICATION SUPPORT SERVICES AT PETRONET LNG LTD., NEW DELHI, to submit their bid in accordance with Tender Document (**PLLDELIT000382022**).

For selection of bidders, Eligibility Criteria is described below. The Bidder should meet the following Techno Commercial Criteria and any Bidder not meeting the same will be rejected.

Bid Eligibility Criteria (BEC)

The interested bidder should meet the following technical and financial qualifying criteria.

Sl. No.	Parameter	Pre-Qualification Criteria	Document Required
1	Age of the Company	The bidder should be registered company under Companies Act, 1956/2013/2020 or as amended or a Partnership firm registered under LLP Act, 2008 and should be operating for last seven (7) years.	<i>Copy of the Certificate of incorporation issued by Registrar of Companies/ Partnership Deed duly certified/ attested by Chartered Engineer and notary public with legible stamp</i>
2	Turnover	The Bidder should have an annual turnover of at least Rs. 2 Cr. (or equivalent amount in foreign currency) from IT Services Business (including SAP services) from Indian	<i>Bidder to submit Certificate duly certified by Chartered</i>

		operations during last three financial years (2021-22,2020-21,2019-20).	<i>Accountant in Practice in the form attached as Exhibit 1.</i>
3	Net-worth	The bidder should have positive net worth as on 31/03/2022.	<i>Bidder to submit Certificate duly certified by Chartered Accountant in Practice in the form attached as Exhibit 1.</i>
4	Working Capital	The bidder should have Working Capital of at least Rs. 20 Lakh as on 31/03/2022.	<i>Bidder to submit Certificate duly certified by Chartered Accountant in Practice in the form attached as Exhibit 1.</i>
5	Technical IT employees	The bidder must have at least 150 graduate IT technical employees (including SAP) on its payroll at the time of bidding, performing software design/ development/ testing / maintenance activities.	<i>Certificate on the letterhead of company duly certified/ attested Director/Company Secretary with legible stamp.</i>
6	SAP skilled employees	The bidder must have at least 80 SAP technical/Functional employees on its payroll other than SAP certified employees at the time of bidding, having prior experience of at least 5 years in Implementation / Support/ Customization of SAP systems.	<i>Certificate on the letterhead of company duly certified/ attested Director/Company Secretary with legible stamp. (Exhibit 2)</i>
7	SAP certified employees	The bidder should have at least 50 SAP certified employees on its payroll as of the bidding date with at least 2 in each of the following modules: FI, MM, SD, ABAP, BASIS and HR	<i>Certificate on the letterhead of company duly certified/ attested Director/Company Secretary with legible stamp. (Exhibit 2)</i>
8	SAP experience (Support)	The bidder should have provided SAP support (onsite / offsite) to at least 10 SAP projects (out of 10 SAP Projects, at least 5	<i>Copy of Work Order and Work Completion</i>

		<p>projects must be in India) in last 7 years (as on bid submission date) with modules as stated below:</p> <ol style="list-style-type: none"> 1. FICO: at least in 8 projects 2. MM: at least in 5 projects 3. SD: at least in 3 projects 4. HR, ESS, Payroll: at least in 3 projects 5. BI/BO: at least in 2 projects 6. PM (Plant Maintenance): at least in 2 projects 7. Enterprise Portal (EP) / Fiori / GRC: at least in 2 projects. <p>Out of the above 10 SAP support projects one project (having at least one of the above modules) should have annualised value of at least 1 Cr (as on bid submission date) in last 7 years.</p> <p>In case where the contracts /work orders are still running the contract value executed prior to due date of bid submission shall be equal to or more Rs. 1 Crore.</p>	<p><i>certificate of the project from the client duly certified/ attested by Chartered Engineer and notary public with legible stamp.</i></p> <p><i>(Support as a sub-contractor will not be considered)</i></p> <p><i>(Type of support experience must be stated in the work order/completion certificate).</i></p> <p><i>If the work order is not in English language, the bidder shall provide the English translation of the work order.</i></p>
9	SAP Experience (Oil and Gas)	<p>The bidder should have provided SAP support (onsite / offsite) to at least 1 SAP projects in oil & gas sector consisting of single work order having annualised value of at least Rs. 1 Cr. in last 7 years (as on bid submission date).</p> <p>In case where the contracts /work orders are still running the contract value executed prior to due date of bid submission shall be equal to or more Rs. 1 Cr.</p>	<p><i>Copy of Work Order & Work Completion certificate of the project from the client duly certified/ attested by Chartered Engineer and notary public with legible stamp.</i></p> <p><i>(Support as a sub-contractor will not be considered)</i></p> <p><i>(Mention of type of support experience must be stated in the work order).</i></p> <p><i>If the work order is not in English language, the bidder shall provide the English</i></p>

			<i>translation of the work order.</i>
10	SAP Partner	The Bidder should be SAP Platinum partner.	<i>Copies of the valid certificate duly certified/ attested by Chartered Engineer and notary public with legible stamp.</i>
11	Office location	Bidder should have office in India	<i>Proof of the office address duly certified/ attested by Chartered Engineer and notary public with legible stamp.</i>

Note:

1. All charges of the Third party for verification and certification shall be borne by the Bidder.
2. PLL reserves the right to call for any further information that it deems necessary. In case, the Company finds the submitted information to be false / forged / misleading in any manner, the bidder is liable to be put on a holiday for a three-year period.
3. **In case where the contracts/work orders are still running** the contract value executed prior to due date of bid submission shall be equal to or more than the minimum prescribed value in the BEC.

General Instructions

For participation bidders can collect the Tender Document as per details provided below:

1.	Tender Name of work	Tender for Appointment of Service Provider for SAP Application Support Services at Petronet LNG Ltd., New Delhi
2.	Type of tender	Open/Single Stage Two-bid
3.	Job Completion Period	02 years from the date of appointment by PLL
4.	Site Location	Petronet LNG Limited, 1 st Floor world Trade Centre, Babar Road, Barakhamba Lane, New Delhi.
5.	Tender Document fee (non-refundable)	Rs. 2,500/- (INR Two Thousand and Five Hundred only). (The above amount is inclusive of GST, Bidder to bear any and all bank charges to ensure that above net amount (Tender fee) is credited to PLL.
6.	Earnest Money Deposit (EMD)	INR 6,00,000 /- (Indian Rupees Six Lakh only)

7.	Mode of payment of Tender fee and EMD	EMD can be submitted either in the form of Bank Guarantee (i.e. as per Form-9) or through online banking at below PLL account details: Beneficiary Name : Petronet LNG limited Account Number : PLLDELIT000382022 Bank Name : HDFC Bank Ltd Branch Name : K G Marg, Delhi IFSC Code : HDFC0000003 <i>Tender Fee to be paid only through online banking at the above-mentioned Account Number.</i> Note: Payment shall not be made via IMPS.
8.	Place and time of issue of Tender Document	On any working day from 10:00 hrs up to 17:00 hours from 30/09/22 to 20/10/22. Note: After submission of requisite amount of Tender fee, Bidder will email the receipt of the Payment along with Bidder's GST registration certificate and PAN card on cnp@petronetlng.in . PLL will issue the Tender document to such interested Bidders via email.
9.	Tender Issuing / Receiving Authority	Senior Manager (C&P) Petronet LNG Limited 1 st Floor World Trade Centre Babar Road, Barakhamba Lane, New Delhi-110001 <u>Tel. No. 011-23472525, Email: CNP@petronetlng.in</u>
10.	Last Date/Time of Submission of Bids	On or before October 21, 2022 (1500 Hrs.)
11.	Last date for submission of Query	On or before October 07, 2022 (1500 Hrs.). <i>Bidders to note that PLL shall not consider or be obligated to respond to any query(ies) submitted after the query submission date and time.</i>
12.	Mode of submission	Physical submission (in hard copy) as per clause 4 of the ITB at the address given below: Petronet LNG Limited 1 st Floor, World Trade Centre Babar Road, Barakhamba Lane, New Delhi-110001

- Bids must be submitted strictly in accordance with Clause No. 4 of ITB. The NIT is an integral and inseparable part of the bidding document.
- Any revision, Addendum, time extension, etc. to this Tender Document will be hosted on www.petronetlng.in; Bidders are requested to visit the website regularly to keep themselves updated.

- No tender documents will be sold / issued to the bidders who are on holiday by PLL (if any) or have initiated any court proceedings, arbitration or started any litigation process against PLL. If the documents were issued inadvertently / downloaded from website, offers submitted by such bidder shall not be considered if the bidder is on holiday as stated above on the due date of Bid submission, Offer/ proposal from such bidder shall be returned. The above is with prejudice to other rights of PLL.
- PLL reserves the right not to issue the tender document and/or accept or reject any or all the proposals at any stage of the process and/or annul / modify the process without assigning any reasons at its sole discretion.

Contact details are given below:

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