

Rajasthan Drugs & Pharmaceuticals Ltd.

Road No, 12 VKI Area, Jaipur

Tender Ref No. RDPL/IT/ERP/2013

Dated 22/06/2013

SUB: Tender for “ERP Management Consultancy Service to review the existing ERP system and facilitating selection and appointment of ERP system service provider for a feasible and scalable Enterprise Resource Planning (ERP) solution across the company for all its business functions”.

Rajasthan Drugs & Pharmaceuticals Ltd (RDPL) is profit making Central Public Sector Enterprise. Company has started his commercial production in April 1981. Company has its Manufacturing Unit & registered office in VKI Area, Jaipur (Rajasthan).

RDPL is a Government of India enterprise under the administrative control Department of Pharmaceuticals, Ministry of chemicals & fertilizers, Government of India. It is co- promoted by Government of Rajasthan (49%) through Rajasthan Industrial & Investment Corporation (RIICO).

Company is schedule ‘M’ Compliant having manufacturing facility of Tablets, Capsules, Liquids, Powder & Ophalemic.

RDPL is a professionally managed, multi-locational manufacturing company with businesses spanning in pharmaceuticals products. Please visit www.rdpl-india.in for more details of RDPL RDPL is currently having multiple IT systems. It is expected that a seamlessly integrated ERP system can help RDPL to achieve improved operating efficiency parameters e.g.

- Functional Enhancements
- Regulatory Compliance
- Business Process Standardization
- Information Management
- Competitive Advantage through structural changes

RDPL invites sealed Bids (A) TECHNICAL BID & (B) FINANCIAL BID for ERP Consultancy Management Service to review the existing ERP system and facilitate the selection of a feasible and scalable Enterprise Resource Planning (ERP) solution across the company for all its business functions. The Bidder should be a reputed firm in India and meet the qualification criteria as detailed in the bid document.

Note : The Chosen Management Consultancy organization or any of its associate concerns will not be considered for the Selection Process of Implementation Partner to be done at a later date.

A complete set of Tender Document may be purchased from the below mentioned address, by paying the fees as mentioned in “Tender Fees” para:

Manager (Materials)
Rajasthan Drugs & Pharmaceuticals Ltd.
Road No. 12, VKI Area
Jaipur, 302013

The Tender Document can also be downloaded from our website www.rdpl-india.in, In such cases the Tender Document fees has to be remitted to the above mentioned addressee, one week before the pre bid meeting. The tender fees and payment modality is described in the “Tender Fees” para.

1. Scope of Work

The detailed scope of work is given in **Annexure-I**.

2. Validity of Offer

The offer shall remain valid for acceptance for a period of Ninety (90) days from date of submission of the Bid. All prices shall remain firm and valid till the completion of project.

3. Delivery & Payment Schedule

The deliverables & Time frames of scope of work are tabulated in **Annexure-II**

4. Tender Fees

- The bidders have to buy the Tender papers for Rs 500/- (Rupees Five Hundred only) payable by Pay Order / Demand Draft drawn on “Rajasthan Drugs & Pharmaceuticals Ltd” payable at Jaipur.
- Tender fee is non-refundable.

5. Earnest Money Deposit (EMD)

- The bidder will require to submit interest-free earnest money of Rs 5000/- (Rupees Five Thousand only) payable by Pay Order / Demand Draft drawn on “Rajasthan Drugs & Pharmaceuticals Ltd” payable at Jaipur. Offers not accompanied with earnest Money, are liable to be rejected.
- The Earnest money deposited shall be refunded to the unsuccessful bidders
- The Earnest money will be converted to security deposit in case of the successful bidder and will remain deposited with Rajasthan Drugs & Pharmaceuticals Ltd , till the end of the engagement in an interest free form.

6. Taxes and Duties

Taxes and duties as applicable on the date of invoice shall be payable additionally at actuals.

7. Process for Selection of Project Consultant

The responses received pursuant to this RFP will be evaluated as per the criteria specified in **Annexure III**.

8. Important Dates:

Date of Tender:	22/06/2013
Due date of Tender	12/07/2013 upto 3.30PM
Date of Opening Technical Bids	12/07/2013 at 3.30PM

Tender for “ERP Management Consultancy Service to review the existing ERP system and facilitating selection and appointment of ERP system service provider for a feasible and scalable Enterprise Resource Planning (ERP) solution across the company for all its business functions”.

TECHNICAL BID: ACCEPTANCE OF COMMERCIAL TERMS

Manager (IT)
Rajasthan Drugs & Pharmaceuticals Ltd.
Road No.12, VKI Area
Jaipur.

We are pleased to submit our Technical offer for Tender for “ERP Consultancy Service to review the existing ERP system and facilitate selection of a feasible and scalable Enterprise Resource Planning (ERP) solution across the company for all its business functions” against your **TENDER ENQUIRY NO.: RDPL/IT/ERP/2013 Dated 22/06/2013.**

1.0 Particulars of Company

1.1 Name of company:

(Please enclose certificate of Incorporation)

1.2 Nature of Business:

1.3 Is the Company registered under SSI/MSME Act (Y/N):

1.4 Full address:

1.4.1 Registered Office:

1.4.2 Dealing Office:

1.5 Phone:

1.6 Fax:

1.7 E-mail:

1.8 Contact Person:

1.8.1 Name:

1.8.2 Mobile No.:

2.0 Details of Income Tax and Service Tax

Sr. No.	Particulars	Registration Nos	Remarks
2.1	Income Tax		Copy of Registration Certificate
2.2	Service Tax		Copy of Registration Certificate

Note: Please attach copy of latest certificates.

3.0 List of Branches in India.

Please enclose list of branches in India in the under noted format:

Sr. No.	Name of City	Address	Contact Person	Phone No.	Remarks

4.0 Financial Information.

Sr. No.	Financial Information	FY 2012-13	FY 2011-12	FY 2010- 11.	Remarks
4.1	Turnover				
4.2	Profit after Tax				

Note: Please enclose Balance sheets of last three audited / unaudited financial years.

5.0 Financial Information

5.1	Vendor's Name
5.2	Account
5.3	Name of the Bank
5.4	Name of the Branch
5.5	Branch Code
5.6	Address *
5.7	City Name
5.8	Telephone No. of Bank
5.9	IFSC Code No.
5.10	Type of account (SB, Current or Cash Credit with code)
5.11	Ledger and Ledger Folio number
5.12	Account No. (as appearing on cheque book)
5.13	Whether the Bank is participating in NEFT or not

* Bank cancelled cheque/photocopy of a cheque to be attached

6.0 Other Informations

6.1	Is the company ISO 9001 Is the company a sick potentially sick company? certified?	Yes	No
6.4	Has the company been black listed by any Public Sector Enterprise?	Yes	No
6.5	Does the company have business with RDPL (If yes, attach details).	Yes	No

We agree to all the 'Terms and Conditions' set in the Tender Enquiry No. RDPL/IT/ERP/2013 Dated 22/06/2013 and submit herewith a signed and sealed copy of the "Tender Notice No. RDPL/IT/ERP/2013, as our token of acceptance of all terms and conditions of the Tender.

We also agree that if we are selected in this Tender, we / our associate concerns, will not be considered for the Selection Process of Implementation Partner to be done at a later date.

(Signature of Authorized Signatory with stamp)

Name (in block letters) :

Date:

Place:

Enclosed:

Tender for “ERP Management Consultancy Service to review the existing ERP system and facilitating selection and appointment of ERP system service provider for a feasible and scalable Enterprise Resource Planning (ERP) solution across the company for all its business functions”.

FINANCIAL BID

Manager (IT)

Rajasthan Drugs & Pharmaceuticals Ltd.
Road No.12, VKI Area
Jaipur 302013

We are pleased to submit our best Price offer for **Tender for “ERP Consultancy Service to review the existing ERP system and facilitate selection of a feasible and scalable Enterprise Resource Planning (ERP) solution across the company for all its business functions”.** against your TENDER ENQUIRY NO.: RDPL/IT/ERP/2013 Dated 22/06/2013.

BASIC PRICE

Sr. No.	Description	Basic Price (Inclusive of all charges except applicable taxes) (Rs)
1	ERP Management Consultancy Service to Review the existing ERP system and facilitate the selection of a feasible and scalable Enterprise Resource Planning (ERP) solution across the company for all its business functions	

Note: The price offered by the bidder should be inclusive of all charges including travelling, stay, incidentals and out of pocket expenses, excepting applicable statutory taxes

2.1 Taxes and Duties

The following taxes and duties will be applicable:

2.1	Service Tax %	
2.2	Education cess on Service Tax %	
2.3	Higher Education cess on Service Tax %	
2.4	Any other taxes & duties %	

We agree to keep the above price valid for acceptance for a period of Ninety (90) days from date of opening of the Price Bid. The Quoted Price shall remain firm and valid till the completion of project.

(Signature of Authorized Signatory with stamp)

Name (in block letters):

Date:

Place:

1.0 The Scope of Work

Review Existing ERP System, Suggest Ought To Be System & Develop Platform For New ERP System		
Track	Activities	Deliverables to RDPL
Review Existing ERP System	<p>Review existing ERP system and assist in creating the Benefits Management organization structure of the IT dept.</p> <p>Study the existing ERP system – coverage of all business functions, technology, state-of-art functionality & fully integrated system, user & management satisfaction from their business needs, MIS, and Business Intelligence.</p> <p>Understand As-Is processes across all departments.</p> <p>The As-Is business process will be documented by the core team based on guidance from Consultant.</p> <p>The business processes should be classified as “Critical”, “Essential” or “Desirable” depending on assessment of the perceived importance of the process's in the context of RDPL's operations.</p>	<p>Feasibility report commenting current state of implementation, further areas required to be brought onto the ERP system and reasons if any, for upgrading or replacing the existing ERP system.</p>
Ought To Be ERP System	<p>Develop & Suggest ought to be ERP system.</p> <p>Envision Improvements - The process Key.</p> <p>Performance Indicator (KPIs) should be defined across multiple dimensions and to-be performance levels should be defined based on leading practices.</p> <p>The Functional Requirement Specifications (part of the tender document) should be prepared based on the As-Is and the agreed</p>	<p>Cost Benefit analysis including Return on Investment.</p> <p>Envision Report, Functional Requirement Specification (FRS) – Part of Request for Proposal (RFP) document for inviting quotations from ERP vendors.</p> <p>Submission of RFP</p>

Review Existing ERP System, Suggest Ought To Be System & Develop Platform For New ERP System

Track	Activities	Deliverables to RDPL
	<p>improvement opportunities.</p> <p>Define required ERP system capabilities - technical, commercial, acceptability and past credentials.</p> <p>Recommend procurement method, technical and commercial evaluation criteria and selection process.</p> <p>Liaise with RDPL commercial team to finalize the legal components of the RFP.</p>	
<p>Finalise RFP and Selection of ERP Implementation Partner</p>	<p>Finalize the draft RFP for ERP package.</p> <p>Facilitate pre-bid conference.</p> <p>Assist RDPL in Techno-Commercial evaluation of offers.</p> <p>Assist in finalizing agreement with ERP implementation partner.</p> <p>Finalize the hardware specifications with the implementation partner.</p>	<p>Submission of final RFP.</p> <p>Selection of ERP Implementation partner.</p>

The Timelines, Deliverables and Payment

Sr. No.	Scope	Deliverables	Timelines	Payment %
1.	Appointment of ERP Consultant	Signing of agreement	NA	10%
2.	Review of Existing ERP System	Submission of Feasibility report	5 Weeks	35%
3.	Suggest Ought To Be System and Finalise RFP	Submission of Envision report and RFP document	4 Weeks	35%
4.	RFP and Selection of ERP Implementation Partner	Selection & appointment of ERP implementation partner	3 Weeks	20%

I. PROCESS FOR SELECTION OF ERP MANAGEMENT CONSULTANCY SERVICE PROVIDER

The evaluation of responsive bids shall be done in 4 stages:

1.0 Stage - I: Eligibility Criteria:

These are mandatory requirements to be met by the Consultant. Only those bidders who meet all the mandatory requirements shall be considered for stage II evaluation.

The following are the mandatory requirements for the consultant

Experience/Knowledge Profile

Sr No.	Parameter	Requirement Description
1	Knowledge of Leading ERP Pharmaceuticals products	Should have thorough knowledge of various leading Pharmaceuticals ERP products and direct experience with at least two Tier I ERP products of International Repute and Largest Global Market Share. The experience should include (a) ERP Advisory Services (as per scope defined in bid) (b) Comprehensive domain knowledge of ERP for key functions as a prime implementation partner or implementation facilitator: Finance, Production, Sales-marketing, Materials Management-Procurement, Plant Maintenance, QC & QA, HR and Excise
2	Experience in Pharmaceuticals	Should have experience in offering end to end ERP Implementation / ERP advisory Services for Industry large manufacturing companies in India.
3	Experience Warehouse / Depot connectivity Through web based ERP	Should have experience in offering end to end ERP Implementation / ERP advisory Services for at least two Travel / tourism / logistics organizations in India.
4	Experience in end to end ERP advisory service	Experience in end to end ERP advisory service
5	Experience in Public Sector in India	Should have experience in providing ERP implementation/advisory services in at least 1 public sectors undertaking, body or corporations in India
6	Taskforce	The bidder should provide CV of the Taskforce members, earmarked for executing the subject work who will co-ordinate with RDPL. Team leader should have an experience of 5 years of relevant experience in handling ERP projects (preferred to be CA and CISA qualified). The Taskforce should be engaged full timepurpose of RDPL till the completion of the project.

Documentary evidence to be included in the Technical Bid.

2.0 Stage - II: Evaluation of Technical Bid & Commercial Bid

Bidder may seek clarification(if any) from RDPL before the last date of the Tender

- RDPL will be available for responding to any query/clarification the intending bidder may have.

Submission of Bids

- The offer shall be submitted in the bid format enclosed for “TECHNICAL BID” and “FINACIAL BID”
- The Technical Bid, FINACIAL BID & EMD shall be submitted in separate sealed envelopes superscribed Tender for “**RDPL/IT/ERP/2013**” respectively.
- Each page of the document shall be sealed and signed by the authorized respectively.
- The company reserves the right to accept or reject any or all offers without assigning any cause. Incomplete offers are liable to be rejected. Offers not accompanied with requisite EMD will be rejected.

Note : Bids of any tenderer may be rejected if a conflict of interest between the tenderer and the company is detected at any stage.

3.0 Stage III: Technical presentation & Evaluation

Technical presentation (only parties meeting the eligibility criteria[will be eligible_for Technical presentation])

- Bidders who submit the Technical Bid, Price bid & requisite EMD and satisfy the eligibility criteria, will only be eligible to participate
- The bidder has to give a presentation about their technical proposal.
- The presentation should focus on the parameters stated below that would be considered for the purpose of technical evaluation.
- It would be preferred that the presentation is made by the project team who will be involved in the assignments.
- Special attention shall be paid to the approach, methodology and understanding by the project team. Any queries from their side should be sent to us beforehand

Technical Score (TS) Evaluation

- For calculating the Technical Score (TS), the individual scores, as per (TS), the individual scores, as per respective weightages, for each of the parameters mentioned below will be considered

Category	Weightage
<i>I. Approach, Methodology, Deliverables</i> a.Understanding of RDPL requirements 50% b.Approach, Methodology 20% c.Resource Deployment plan 30%	60%
<i>II. Team Profiles</i> a. Project leadership team (Project Director, Project Manager, Track Leaders) 30% b. Team Leaders (functional and technical) 30% c. Team members 20% d. Subject matter Experts 20%	40%
Total Technical Score	100

4.0 Stage–IV: Evaluation of the Price Bid

Based on Stage III evaluation, top three party's Price Bids would be opened (date of which will be informed) in their presence, who qualify the technical evaluation, as per technical evaluation process described above. The proposal with lowest total Project Cost (PC) will be designated as L1 and will be awarded the contract