## CLARIFICATION NO. 01

## TENDER ENQUIRY NO. PROC-SERVICES/CB/SCM-4862/2020

## THE ASSIGNMENT OF
## PERFORMANCE AUDIT OF PROCUREMENT SYSTEM

Reference to subject Tender Enquiry, following clarifications have been made in the subject tender in response to the Pre-bid Meeting held with prospective bidders on October 19, 2020 as per subject tender clause 15 (Pre-Bidding Meeting):

**Serial No. 03 of Clause 16(A) (Technical Evaluation Criteria) to be read as under instead of existing:**

**FOR:**

| 3. | Chartered Institute of Procurement & Supply (CIPS) Certified Staff | 20 | 04 marks for each CIPS certified professional. Maximum marks will be 20. |
|---|---|---|---|

**READ:**

| 3. | Chartered Institute of Procurement & Supply (CIPS) Certified Staff | 20 | 10 marks for each CIPS certified professional with 05 years of experience. Maximum marks will be 20. |
|---|---|---|---|
| | OR | | OR |
| | Procurement Professionals | | 10 marks for each Procurement Professional having 10 years of experience or 20 marks for one (01) Procurement Professional with 15 years of experience. Maximum marks will be 20. |
| | OR | | OR |
| | Chartered Accountants | | 10 marks for each Chartered Accountant having 10 years of experience, who has performed at least 02 Procurement Performance Audits. Maximum marks will be 20. |

**Following Scope to be added in Clause 4 (Scope of Work):**

Estimated number of Procurement Cases (Local, Foreign & Services) are 750 per Year and estimated number of Petty Purchase Cases are 550 per Year.

**Scope for Review of SAP ERP Ariba Module as per sub-clause 4.8 of Clause 4 (Scope of Work) is as under:**

| Sr. No. | Functional Requirement | Vendor Response | Module | Remarks |
|---|---|---|---|---|
| 1 | System should be able to support purchase requisitions for purchases of services, assets and mixed purchases (service and inventory) | | | |
| 2 | System should have the ability to configure PR approval hierarchy and automatically determine who is authorized to approve purchase requisition based on material type, department, cost center etc. (order and number of required approvals can vary based on the total value of the requisition) | | | |
| 3 | System should be able To Transfer capital job number mentioned on Purchase requisition to purchase order | | | |
| 4 | System should allow users to raise urgent purchase requisitions which will be tagged and reported separately | | | |
| 5 | System should allow the users to be able to track PR statuses | | | |
| 6 | System should require mandatory approval from designated approvers in case of certain items exceeding a set amount. | | | |
| 7 | The Purchase requisition should be able to capture all pertinent data | | | |
| 8 | System should have budget check and control feature at PR level | | | |
| 8 | System should have the ability to generate request from quotation based on purchase requisition and also should have the ability to | | | |

| Sr. No. | Functional Requirement | Vendor Response | Module | Remarks |
|---|---|---|---|---|
| | support request for quotation for purchases (applicable to purchases above certain value) | | | |
| 9 | System should have the ability to enter vendor's quotations and store the history in the system | | | |
| 10 | System should be able to store vendor quotation in the system (key in details or file upload) and also should have ability to compare quotations from multiple vendors | | | |
| 11 | System should provide portal to suppliers for entering required details and other communication with OGDCL. | | | |
| 12 | System should allow for the approval of comparative statement in the system | | | |
| 13 | System should automate RFPs and their responses and approvals | | | |
| 14 | System should automate bidding and their responses | | | |
| 15 | Evaluation criteria and scoring mechanism of bids should be in the system | | | |
| 16 | Supplier portal should allow for supplier registration as well as all correspondence (including submission and clearance of grievances and disputes) | | | |
| 17 | System should provide templates for entering requirements for the purpose of technical evaluation | | | |
| 18 | System should be capable of only listing shortlisted supplier quotes for financial evaluation. | | | |
| 19 | System should be capable of saving protected financial bids | | | |

| Sr. No. | Functional Requirement | Vendor Response | Module | Remarks |
|---|---|---|---|---|
| 20 | System should cater to the end-to-end awarding process and should aid in contract writing and contract lifecycle management | | | |
| 21 | System should be able to evaluate and rank / grade vendor performance based on quality, price, delivery accuracy (quantity and timing) | | | |
| 22 | System should have the ability to manage and track complaints to vendors | | | |
| 23 | System should be able to generate comprehensive executive summary of purchasing cases | | | |
| 24 | System should allow for the auto creation of purchase orders with reference to the approved quotations and indents | | | |
| 25 | System should track when LOI was issued or what details formed part of it | | | |
| 26 | System should provide for entering Performance bond details | | | |
| 27 | System should automate creation of RFQs from Third Party Inspectors in specific cases and cater to inspection details entry | | | |
| 28 | System should have the ability to enter purchase order manually and also creation of purchase orders for inventory items, on stock items, assets, services and capital projects | | | |
| 29 | System should be able to assign alternative approvers in case of absence and should support purchase order approval and rejection reasons and notifications | | | |
| 30 | System should have the ability to track revision number and dates for changed purchase orders | | | |
| 31 | System should be able to include supplier's lead time for a procurement material | | | |

| Sr. No. | Functional Requirement | Vendor Response | Module | Remarks |
|---|---|---|---|---|
| 32 | System should be able to send purchase order approval on-line / via email and approve the purchase order electronically | | | |
| 33 | System should have ability to create PO with multiple delivery dates for one item and with individual quantities for each delivery (scheduling order) | | | |
| 34 | System should support multiple shipping / freight terms and also have ability to include miscellaneous charges on PO | | | |
| 35 | System should have ability to match invoices with PO receipts | | | |
| 36 | Vendors can issue confirmations to the relevant purchasing organization indicating their compliance or non-compliance with scheduled delivery dates. Confirmations (maintenance and monitoring) should be possible. | | | |
| 37 | System should allow editing a PO before receiving | | | |
| 38 | System should follow same approval hierarchy for amended Purchase order, previously approved | | | |
| 39 | System should be able to keep track of changes in PO | | | |
| 40 | System should have comprehensive document and content management features including online signatures and attachment functionalities | | | |
| 41 | System should cater to service contract related scenarios | | | |
| 42 | System should offer a process for services receipt marking and invoice matching | | | |
| 43 | System should provide project wise costing of service contracts and their tracking against milestones of projects | | | |

| Sr. No. | Functional Requirement | Vendor Response | Module | Remarks |
|---|---|---|---|---|
| 44 | System should provide automated solution for calculation of tax and maintenance of tax information | | | |
| 45 | System should provide a mechanism for submission of performance bank guarantees and bid bonds online | | | |
| 46 | Notifications for on-hand stock positions are required at the time of raising PR | | | |
| 47 | System should maintain separation of local and foreign bidders | | | |
| 48 | System should track buyer wise PR assignment | | | |
| 49 | System should provide budget check notifications before payments | | | |
| 50 | System should be able to reserve budget against purchases in the year they relate to. | | | |
| 51 | System should maintain detailed revision histories of all important control documents | | | |
| 52 | System should offer easy to use reports and offer intelligent dashboard based reporting | | | |
| 53 | System should keep track of repeat Purchase Orders | | | |
| 54 | System should report and maintain PO discount details | | | |
| 55 | Mechanism is required for reporting and alerts based on late delivery of contract goods and services, Liquidated Damages (LD), calculation of LD charges | | | |
| 56 | System should be capable of tracking/record of Pay Order deposited in OGDCL Account and afterword its release by Accounts Department against procurement cases | | | |
| 57 | System should address blanket Purchase Orders and Purchase Agreement scenarios | | | |