

EXPRESSION OF INTEREST NO.: EOI/O/623/2020-21 dated 28.01.2021

FOR

“HIRING OF CONSULTANCY SERVICE TO STUDY OIL’S CURRENT BUSINESS NEEDS AND EXPECTATIONS AND PREPARE BUSINESS CASE OUTLINING VALUE PROPOSITION OF MIGRATING OIL’S SAP SYSTEM TO S/4 HANA.”

A) INTRODUCTION:

In 2005, Oil India Ltd. integrated the management of its core business processes by implementing Enterprise Resource Planning (ERP) using the then state of the art SAP R3 platform which was subsequently upgraded to ECC 6.0 in 2013. Since its implementation till present date, the ERP system has been efficiently handling OIL’s all essential business functionalities and requirements.

M/s SAP has been advocating to shift to its new platform S/4 HANA and has declared S/4 HANA as its long-term strategic solution. Most innovations are only occurring in S/4 HANA and hence, OIL intends to adopt S/4 HANA. To identify the pain areas along with the business benefits in shifting to SAP’s next generation of ERP software S/4 HANA, a Business Case outlining value proposition of migrating OIL’s SAP SYSTEM to S/4 HANA, is required to be prepared through a Consultancy Service Contract. Therefore, OIL invites Expression of Interests (EOIs) from prospective Vendor(s) / Service Providers meeting the eligibility criteria as specified below, for attending a Pre-Tender Meeting which will be conducted among the eligible participants for formulating suitable Terms & Conditions for an open tender to be floated later for awarding the stated Consultancy Service Contract.

A broad scope of work and duration of the Consultancy Service Contract are as under:

I. Broad Scope of Work:

Deliverables to include:

(a) Current Business Processes and Limitations

1. Study of OIL’s existing SAP system and associated applications e.g. BW, SRM, PI, Enterprise Portal, DMS etc. and prepare detailed mapping of each process implemented and recommend corresponding applications / solutions in S/4 HANA environment and identifying areas of improvement, wherever applicable.

2. The solution mapping document to specifically identify:

- Custom processes in current system and proposed solution in S/4 HANA environment including fair level of detail.
- Current Processes / solution(s) which are not available in latest release of S/4 and recommend best choice alternative.

3. Interacting with representatives of various departments / functions in OIL to identify OIL's business needs and expectations and accordingly propose additional business processes which can be digitalised during proposed S/4 HANA migration. The focus should be to optimally use Technology investments for automation, workflows, and analytics. The proposal should include the Solution path in S/4 HANA, benefits envisaged, business value or cost saving etc.

4. Identify Mobility apps to be specifically included in minimum scope during S/4 Hana implementation considering factors e.g. No. of target users, simplification of process, process enablement etc.

5. Strategy for integration of SAP with 3rd party applications of OIL and related SAP licencing requirement if any.

(b) Developing an ERP Strategy

1. Recommendation of **Deployment strategy** from available options provided by SAP.

2. Analysis and recommendation of **Implementation approach** addressing System Conversion, New Implementation or Selective Data Transition (Green-field, Brown-field etc.).

3. Analysis of the technical configuration of OIL's existing SAP system and identify the actions that need to be executed to properly convert ECC 6.0 to S/4HANA. The assessment should include:

- S/4 release
- Size of HANA database.
- Compatibility of extensions with SAP S/4 HANA.
- IT infrastructure requirement for 3-DC architecture as per chosen deployment strategy with perspective of current / future IT infrastructure in place.

4. Preparation of a detailed Project Plan for all plausible alternatives including:

- Estimation of overall project Time.
- Manpower requirement
- Change management
- Cutover strategy etc.

5. Preparation of draft RFP for procurement and implementation.

(c) Project Cost and Benefit of ERP Upgrade

1. Details of Estimated Project cost including **Software Licence, IT infrastructure (both Hardware & Software), Implementation**, any other cost, in perspective of OIL's current deployment and recommendations for proposed S/4 HANA project.

2. Cost benefit analysis for the project.

II. Duration:

Tentative period for preparing the Business Case along with presentation of recommendations will be **60 days from date of award of contract / issue of work order.**

B) PURPOSE OF EOI:

After scrutinizing the responses of all participants against the EOI, a Pre-Tender meeting will be conducted among eligible participants (who qualify the eligibility criteria mentioned below) for formulating suitable Terms & Conditions for an open tender to be floated later for awarding the aforesaid Consultancy Service Contract.

C) ELIGIBILITY CRITERIA FOR EOI:

Participants having experience in providing similar consultancy service in preparing Business Case for ERP Upgrade / Implementation in reputed organizations having a minimum system user-base of 750 (Seven Hundred and Fifty) in the last 07 (Seven) financial years shall qualify for attending the Pre-tender meet.

This eligibility criteria is only for participation in the EOI and subsequent Pre-Tender Meeting and fulfilment of the same does not merit as qualifying criteria for the subsequent competitive tender.

D) SUBMISSION OF EOI:

Interested parties meeting the eligibility criteria as above are invited to submit their EOI(s) at e-mail id: eoicontracts@oilindia.in or tanushree_agarwal@oilindia.in with the Subject Title as **“EOI No. EOI/O/623/2020-21 dated 28.01.2021”** within **12.02.2021** up to **15:30 Hrs (IST)**.

The offer(s) may also be uploaded in Parties' FTP server / File sharing website (portal) and the link(s) may be provided to us at our e-mail within the above specified period.

E) FORMAT OF RESPONSE AGAINST EOI:

Following information are requested in response to the EOI:

- 1) Name of the participating organization
- 2) Contact details including Name of Contact person, E-mail ID for correspondence and Contact Number.
- 3) Name of Organization where similar Consultancy Service was provided.
- 4) Period of Consultancy Service provided.
- 5) SAP User Base of the Client Organization where service was rendered.
- 6) Brief Description of Service Provided.
- 7) Particulars of S/4 HANA implementation experience, if any.

F) MEANS OF COMMUNICATION FOR PRE-TENDER MEET:

The intimation regarding the date, time and related information for Pre-Tender Meet to all shortlisted parties will be formally notified to their respective E-mail ID as provided in the EOI response.

G) GENERAL TERMS & CONDITIONS

- a. All expenditure incurred in preparation / submission or presentation of this EOI shall be borne by the participating firm.
- b. Participation in EOI does not guarantee any association with OIL unless notified by OIL in writing.
- c. Any offer received after due date will be rejected.
- d. There is no business guarantee / commitment from OIL to the shortlisted Service Provider.
- e. The offer(s) should have clear indication whether the same meet the Pre-qualifying criteria.**
- f. OIL reserves the right to (a) accept or reject any / all offers submitted by parties (b) cancel the process at any time without any liability and assigning any reason thereof.
- g. All Corrigenda, addenda, amendments, time extensions to the EOI will be hosted on OIL's website. Prospective participants against the EOIs are requested to visit the website regularly to keep themselves updated. For clarifications, if any, the interested party may contact the following email addresses:

- i. arup_changkakoti@oilindia.in
- ii. tuhinkbhat@oilindia.in
