

EXPRESSION OF INTEREST (EOI)
FOR
IMPLEMENTATION OF ON-PREMISE HRMS SOLUTION

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR
IMPLEMENTATION OF ON-PREMISE HRMS SOLUTION**

BEML Limited invites 'Expression of Interest (EOI)' from eligible reputed firms for Implementation of On-Premise HRMS Solution at BEML.

This EOI is for conducting technical feasibility study only on No Cost No Commitment basis.

Last date for submission of EOI is **27.04.2024**.

Any further Addendum/ Corrigendum/ Extension of dates, Clarifications/ Responses to bidders' queries in respect of the above EOI shall be posted on BEML website (<https://www.bemlindia.in>) only and no separate notification shall be issued.

1. SCHEDULE DETAILS:

- 1.1 For better understanding on the EOI scope & existing BEML landscape, you may please take prior appointment to have F2F / VC meeting with our technical team. For taking appointment, mail should be sent to office.dto@bemlltd.in and should have the subject **“Expression of Interest for Implementation of On-Premise HRMS Solution at BEML”**.
- 1.2 The response to the EOI should be submitted through email- office.dto@bemlltd.in, super scribing IN THE EMAIL SUBJECT " **EOI for BEML – Implementation of On-Premise HRMS Solution at BEML.**
- 1.3 The due date for submission of EOI is **27.04.2024.**

2. INTRODUCTION:

BEML Limited, a Multi-Technology, Multi-Location, Mini Ratna Schedule-A Company under the Ministry of Defence, is a leading public sector undertaking for manufacturing a wide range of Defence & Aerospace, Mining & Construction and Rail & Metro products.

3. PURPOSE:

- This EOI is issued for inviting responses from prospective firms to express their interest in **Implementation of On-Premise HRMS Solution at BEML**.
- This EOI is neither an offer letter nor a legal contract, but an invitation for Expression of Interest on No Cost No Commitment Basis.

4. OBJECTIVE:

BEML intends to have an on-premise web-based HR Solution having extensive collaboration, self-service, reporting and analysis tools to align with our human resource management practices and our business objectives along with Integration to our existing ERP System.

The solution must tightly integrate with our organization's Human Resources, Payroll, Training & Appraisal functions, providing comprehensive administrative and workflow capabilities, as well as employee and manager self-service.

5. EXISTING ERP SET-UP:

BEML has ERP System, i.e., SAP ECC 6.0 & EHP 7 with the Core modules FICO, MM, SD, PP, PM, QM, HR & Payrolls.

BEML is in the process of upgrading SAP ECC 6.0 to S4 HANA solution.

6. TECHNICAL REQUIREMENT:

- The solution to be on-premise model.
- The solution to be setup at BEML DC & DR (hardware will be supplied by BEML).
- The solution to meet all cyber security standards such as data encryption, Multifactor authentication, https, use secured ports, etc.
- Multi-browser Compatibility.
- Multi-level user definable Organization Structure.
- User-defined multi-policy definition within application and linking the policy to an employee.
- Standard Reports to have option to select fields, sort and group by various criteria.
- User defined Leave Types and Policies.
- Use definable Reports.
- Org chart and standard reports within the application.
- Reports to have option to export into EXCEL, CSV or PDF formats.
- Email Alerts for all approvals and expiry date fields.
- Strong Audit Trail for all transactions and for system usage.
- Maker and Checker option for all key transactions system has.
- Analytical reports with Graphical representation.
- Mobile App and Mobile Browser Compatibility
- Integration with Active Directory.
- Integration with SAP ERP & to S4 HANA in future.
- Import Employee data from EXCEL Pre-defined Formats.

7. THIRD PARTY INTERFACE REQUIREMENT:

- SAP ERP & S4 HANA (In future)
- Time and Attendance – Biometric Attendance Unit
- ID Card Reader

8. MODULES:

1. Employee Self Service (ESS)
2. Manager Self Service (MSS)
3. Performance Appraisal (Permanent & Contractual)
4. Succession Planning
5. Manpower Planning / Career Planning
6. HR / Personnel
7. Employee Time and Attendance
8. Training
9. Onboarding
10. Expense Reimbursement
11. Exit Management
12. Labour Contract Management
13. Help Desk
14. Dashboard & Analytics
15. Customized Applications for Vigilance Clearance Systems & Annual Property Returns

9. PROCESS:

The following process shall be followed:

- Issue of EOI.
- Receipt of EOI from bidders.
- Evaluation of Bidders post fulfilment of the minimum eligibility criteria including presentation of technical recommendation.

10. ELIGIBILITY CRITERIA:

Sl. No.	Criteria Details	Documents required	Remarks
1	Brief Details about the Firm	Annexure - A to be submitted.	
2	The Bidder shall be approved/ authorized partners of HR Solution Product OEM. In case, if vendor themselves are OEM, please indicate and produce self-declaration document for the same.	Upload OEM Authorization Document / supporting / necessary document.	
3	Experience of having successfully implemented HR Product Solution during last 03 years.	Copy of PO.	
4	Technical Proposal Document including Product Supply, Features, Project Implementation Plan & Deliverables including Hardware specification	Technical Proposal to be submitted.	

5	Financial turnover for last 3 financial years	Please provide CA certified document Or Balance Sheet / Profit & Loss Statement.	
6	<p>The bidder/OEM must possess all valid certificates as mentioned below and should upload copies of the same:</p> <ul style="list-style-type: none"> • PAN Number • GST Registration details/ Certificate 	Please upload copies of registration certificates and copy of PAN card.	

Note:

- The Bidders must ensure that the documentary proofs to substantiate clauses above are given, without which their EOI will not be considered.
- BEML reserves the right to seek clarifications from the bidder/s for the documents submitted above by the bidder/s at any point of time during the evaluation.

11. PRESENTATION:

- The firms fulfilling the eligibility criteria will be invited to make a presentation to BEML Committee at a date, time and location notified by BEML.
- Firm to present keeping in mind of the objective and technical requirements shared in this EOI.

12. TERMS & CONDITIONS:

- BEML reserves the right to accept or reject any responses, in whole or in part, and to enter into discussions with any one or more prospective bidders on no cost no commitment basis.
- Commercials should not be quoted/indicated at any place and in any form in the EOI response. The response of any respondent quoting/indicating commercials, whether directly or indirectly, will be liable to be summarily rejected.

Annexure - A

DETAILS TO BE FILLED/ UPLOADED BY THE PARTICIPATING FIRM

Sl. No.	Description	Details to be filled/uploaded
1	Name of the Firm & Postal address for correspondence (With name of the Contact Person) with telephone number, fax and email id	
2	Bank Details like Bank account numbers & IFSC code with Banker's Name, Address & Contact No.:	Bank account numbers :- IFSC Code: Banker's Name :- Address :- Contact Number :-

I / we hereby certify that all the information given above is factual.

Signature with date of Authorized signatory

Name: _____

Designation: _____

Firm's Seal: _____