Development of Corporate Intranet Site
Request for Expression of Interest Document

Bharat Petroleum Corporation Limited
Integrated Information Systems
Bharat Bhavan II, 2nd Floor,
Currimbhoy Road,
Ballard Estate, Mumbai 400 001
**Preamble**

This ‘Expression of Interest’ (EOI) is *Strictly Confidential*. It is being made available to your Organisation purely for purposes of submitting your ‘EOI’ on the strict understanding that the information provided in this document will not be shown, read or passed to any person who is not a current employee of your Organisation.

This EOI has been developed based on Bharat Petroleum Corporation Limited’s (BPCL) business and technology requirements. It remains the sole property of BPCL and as such its contents may not be disclosed by your Organisation to any third party, nor may any original concepts devised by BPCL be used commercially. If BPCL decides not to proceed with the project, selects an alternative Solution Provider, or decides to execute the project by itself, BPCL requests return of this EOI together with assurances that no copies of this EOI have been made.

Should a breach of confidentiality occur at any time before or after the EOI proposal deadline, BPCL retains the right to disqualify the proposal and may choose not to invite the defaulting organisation to any future proposal exercises.
Executive Overview

Bharat Petroleum Corporation Limited (BPCL) is one of India’s leading public sector oil companies engaged in exploration, production, refining and marketing of petroleum products.

Bharat Petroleum Corporation Limited (BPCL) a ‘Navratna’ Public Sector Enterprise, with a turnover exceeding Rs. 450 billion produces and markets a diverse range of products, from Petrochemicals and Solvents to Aircraft Fuel and Speciality Lubricants. BPCL is India’s second largest Oil Company in terms of market share with a distribution network encompassing over 4500 Petrol Stations, 1000 Kerosene dealers and 1400 LPG distributors. BPCL also directly supplies fuel, lubricants and LPG to hundreds of industries and several international and domestic airlines.

The six key businesses or SBUs (Strategic Business Units) of BPC are – Refining, Aviation, Lubricants, Retail, LPG and Industrial & Commercial (I&C). Some of the popular BPC brands developed successfully over the last few years include “Speed”, High speed Diesel, MAK, “Pure for Sure” and “PetroCard”. Some other brands of the BPCL portfolio are ‘Bharatgas’, ‘Beyond LPG’, BMCG, GHAR, ‘In & Out’, ‘Smartfleet card’ etc.

Innovation, Care and Reliability (INCare) are the core values around which all of BPCL’s offerings have been designed.

BPCL recognises that the Intranet is an important medium to reach out to its employees and would therefore like to leverage the Web 2.0 technology for creating collaboration space for its employees thru Intranet. Keeping this in mind, BPCL have identified the need to refurbish its existing Intranet Website. Its existing Intranet site was developed under .NET platform.

It is with this background that EOI is being invited.
1. Overview

Bharat Petroleum Corporation Limited (BPCL) is one of India’s leading public sector oil companies engaged in exploration, production, refining and marketing of petroleum products. BPCL is ranked 287th on the prestigious Fortune 500 list and among the PLATTS top 250 energy companies in the world.

Bharat Petroleum Corporation Limited (BPCL) a ‘Navratna’ Public Sector Enterprise, with a turnover exceeding Rs. 450 billion produces and markets a diverse range of products, from Petrochemicals and Solvents to Aircraft Fuel and Speciality Lubricants. BPCL is India’s second largest Oil Company in terms of market share with a distribution network encompassing over 4500 Petrol Stations, 1000 Kerosene dealers and 1400 LPG distributors. BPCL also directly supplies fuel, lubricants and LPG to hundreds of industries and several international and domestic airlines.

The six key businesses or SBUs (Strategic Business Units) of BPC are:

- Refining,
- Aviation,
- Lubricants,
- Retail,
- LPG and
- Industrial & Commercial (I&C).

BPCL has SAP portal implemented. The proposed Intranet portal will have a link directing to SAP Portal. For employee related services such as leave, travel request etc. SAP portal shall be used.

BPCL would like to leverage the Intralink (Intranet) Web 2.0 technology for enabling the concept of ‘Office at your Desk’, and would like to refurbish its existing Corporate Intralink site.

It is with this background that Expression of Interest (EOI) is being invited. This Document covers the objectives, scope of work and deliverables of the proposed project, and outlines the broad framework within which BPCL invites Solution Providers to submit their EOI.

Submission of EOI

The EOI is to be submitted in a sealed envelope, latest by 20th May 2010 @ 16:00 hours.

The sealed envelopes should be marked ‘Expression of Interest For DEVELOPMENT OF CORPORATE INTRALINK Website / Portal’, which will
be delivered to the Office of DGM (IIS Services), Bharat Petroleum Corporation Ltd., Bharat Bhavan II, 2nd Floor, Currimbhoy Road, Ballard Estate, Mumbai – 400 001 as per the due date / time specified in the covering letter to the EOI.

2. Scope of the Work

   a. Conduct Requirement gathering study and prepare min. 3 designs for Intranet website / portal & seek BPCL’s approval for the design.

   b. Develop the Intranet website / portal as per the approved design and launch it on BPCL’s Server.

   c. The **Intended Architecture** of the Intranet Site is Given below:

      i. Each SBU / Entity will provide the Contents in soft copy (word document, PPT, Excel Sheet, scanned image or PDF) along with photographs if any in .JPG format.

      ii. The Contents would be transformed into standard publishable format by the Content Manager (Full time resource would be provided by successful bidder who would be stationed at Mumbai Office of BPCL) and would be published at the Staging Server. The concerned official of the respective SBU / Entity would verify the published contents and would provide his / her approval for final publishing it on BPCL’s Intranet along with the period, in number of days starting from the date of publishing, during which the content would be appearing on the BPCL’s Intranet. For permanent contents days would be 9999. After the expiry of the period, the contents would get removed from the Intranet, thru system scripts, and would be archived. The Archived contents would be available for search & viewing through separate modules. No contents would be physically deleted but would be archived.

      iii. The contents from Staging Server would be published / replicated on Primary Server located at our Corporate Data centre (CDC) at Sewree, from which it will get replicated to Server located at our Corporate Office (CO) at Ballard estate and at Integrated Data centre (IDC) at Greater Noida. At any instant of time contents on all three servers must be synchronised.

      iv. The Site is to be hosted on INTEL platform under Windows 2008 or higher Servers. The site is to be developed on .NET platform.

   d. The site would be maintained for **two** years by providing services of a full time Central Content Manager at BPCL’s office at CO as per details given under the heading of post warranty maintenance.

   e. The rate contract for providing services of a .NET programmer at BPCL’s office at CO as per details given under the heading of “Rate Contract for .Net Programmer”.

   f. Interested companies may submit their expression of Interest (EOI) to BPCL as per the schedule mentioned. The bidder is required to propose at least three
different designs to BPCL during Technical presentation, the bidder is required to explain the theme behind every proposed design, the platform on which site is proposed to be developed, back-end database required, license implications, if any, Server Sizing for each location, Supportive Network bandwidth required for replicating the contents to IDC & CO.

g. Short listing of parties shall be made on the basis of
   i. Annual Turnover of Rs. 50 crore per annum during last 3 years.
   ii. Evidence of developing & maintaining Intranet site for at least 1 large commercial organisation having 5000+ user base.
   iii. The technical presentation
   iv. The enrichment & easy navigation of proposed design of Intranet for BPCL.

Only short-listed companies would be issued final tender documents.

**The Scope of work includes following:**

- **Converting with updated data web pages** (about 600+) from existing intralink web-site and port it on new website.

- **Maintenance during warranty & Post warranty** of web-site for next 3 years would be carried out by the successful bidder by providing services of one full time **Central Content Manager** at its CO office at Ballard Estate from **0930 hrs to 1800 hrs** including half-an-hour lunch break and from Monday to Saturday except on holidays observed by BPCL at its Corporate office. The Charges, on per man month basis, under this head are payable on Quarterly basis after the satisfactory service is rendered.

**Responsibilities of Central Content Manager**

The Content Manager would be responsible for following activities during AMC period:

1. Centrally publishing contents as mentioned above on BPCL’s intranet.
2. Maintaining the intranet site including
   a. Administering the web site including all sub-sites / sub-modules day-to-day administration and updating of contents.
   b. Designing new sub-sites.
   c. Designing / adding new web pages as per requirement.
   d. Generating Quizzes, Surveys and analysing the same as per requirements of BPCL.
   e. Maintaining Document Management System (DMS) including day-to-day Administration.
   f. Generating periodically analytical reports of intranet site and submitting to BPCL and
g. Any web site related job assigned by BPCL.

**Rate Contract for .Net Programmer** valid for next 2 years. The bidder is required to provide a .Net Programmer with following qualifications, within 15 days of written request, for developing / maintaining web based .Net applications and developing new sub-site. The services would be required at its Corporate office at Ballard Estate from 0930 hrs to 1800 hrs including half-an-hour lunch break and from Monday to Saturday except on holidays observed by BPCL at its Corporate office. The Charges, on per man month basis, under this head are payable on Quarterly basis after the satisfactory service is rendered. The estimated work load during 2 years is approximately for 20 Man-months and may not be at a single stretch.

3. Other Information

a. **Target Audience**

Target audience for this site is BPCL Management and Non Management Staff approx 6500 users across 200 locations.

b. **Content Coverage**

The mainstay of the information architecture will be micro-sites for specific segments of the audience. The designing of these micro sites in full is also covered in the scope of this tender.

The content will be aggregated by the vendor from the existing website and finally approved by BPCL staff (respective Content Managers and IIS) to ensure that appropriate content is put up on the website.

Currently deployed on the website

- Internal News called as Flash News
- Stock Quote of BPCL (to be pulled from Internet Site)
- Safety Slogan

BPCL will assist the Solution Provider in obtaining all internal content. However, **sourcing of external content & requisite pictures or images to go with the description will be the sole responsibility of the Solution Provider and within the scope of this RFQ.** *

c. **Warranty**

The Solution Provider shall provide 6 months warranty, from date of acceptance and final signing off, against defects on all application software. In case of any defects, the Solution Provider will arrange to get the defect rectified within 2 working days, failing which BPCL will arrange to get the work done by an alternate party and charge the cost to the Solution Provider by invoking the Performance Bank Guarantee.
d. Copy Right

All Application Software developed, including admin module shall be the express property of BPCL and developed source code and documentation shall be submitted to BPCL within one month from completion of the application.
EOI Bid Format

Please provide the following information as part of your EOI bid. All information requested herein must be provided. If the information provided is found to be incomplete, the bid is liable to be rejected.

3 (Three) designs of proposed Intranet portal, highlighting special features, must be enclosed with EOI, without which bid would not be considered for evaluation.

Solution Provider’s Company Profile:

(a) Name of the company
(b) Age of the Company (in years)
(c) Main Areas of Activities
(d) Head Office / Registered Office Address & Telephone Numbers
(e) Number of Offices and their Locations
(f) Number of Technical Support Centres and their Locations
(g) Organisational Structure with name of Promoters / Firm Partners
(h) Technical Strength of Solution Provider,

- No of Programmers,
- Software Engineers,
- Project Leaders,
- Project Managers,
- Web Designers,
- Copywriters, etc.

(i) Annual Turn Over during last 3 Years.
(j) Solvency certificate from your banker
(k) Major Clients List- Websites & any special applications developed for them