



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2023/B/3716674  
Dated/दिनांक : 20-07-2023

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |   |
|--|---|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 31-07-2023 15:00:00   |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 31-07-2023 15:30:00   |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 60 (Days)   |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Ministry Of Commerce And Industry   |
| Department Name/विभाग का नाम   | Department Of Industrial Policy And Promotion   |
| Organisation Name/संगठन का नाम   | N/a   |
| Office Name/कार्यालय का नाम  | Nicdc Logistics Data Services Limited Noida   |
| Total Quantity/कुल मात्रा  | 25  |
| Item Category/मद केटेगरी   | Office Suite Software (V2) (Q2) ( PAC Only )  |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)    | 9 Lakh (s)  |
| OEM Average Turnover (Last 3 Years)/मूल उपकरण निर्माता का औसत टर्नओवर (गत 3 वर्षों का)                           | 9 Lakh (s)  |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 3 Year (s)  |
| MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट                                 | No  |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट                         | No  |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़   | Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Past Performance/विगत प्रदर्शन   | 30 %  |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया   | No  |

**Bid Details/बिड विवरण**

|   |                             |
|---|-----------------------------|
| <b>Type of Bid/बिड का प्रकार</b>  | Two Packet Bid              |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>                                      | No                          |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation |

**EMD Detail/ईएमडी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**ePBG Detail/ईपीबीजी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Purchase Preference/एमआईआई खरीद वरीयता**

|  |    |
|--|----|
| MII Purchase Preference/एमआईआई खरीद वरीयता | No |
|--|----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

|   |     |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

**Details of the Competent Authority approval for PAC**

Competent Authority Approval document for PAC : [View Document](#)

|   |                         |
|---|-------------------------|
| Name of Competent Authority                           | Anand Krishna Sharma    |
| Designation of Competent Authority                    | Chief Operating Officer |
| Office / Department / Division of Competent Authority | operations              |
| CA Approval Number                                    | 1                       |
| Competent Authority Approval Date                     | 2023-07-20 00:00:00     |

Brief Description of the Approval Granted by Competent Authority

To purchase Microsoft Office 365 Business Standard License

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
3. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.
5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 30% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

### Office Suite Software (V2) ( 25 pieces ) ( Under PAC )

|       |                              |
|-------|------------------------------|
| Make  | microsoft                    |
| Model | microsoft365businessstandard |

### Technical Specifications/तकनीकी विशिष्टियाँ

[\\* As per GeM Category Specification/जेम केटेगरी विशिष्टि के अनुसार](#)

| Specification     | Specification Name/विशिष्टि का नाम                        | Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य |
|-------------------|---|--|
| BASIC INFORMATION | Product Type  | Proprietary Suites   |
|                   | Offered Product are                                       | 2. Government Edition  |
| SCOPE OF LICENCE  | "Types of Licence (Hint : Select 'NA' if not applicable)" | 1.Perpetual, 2.Subscription                                    |

| Specification   | Specification Name/विशिष्टि का नाम   | Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य  |
|-----------------|--|---|
|                 | "Duration of Subscription (in Years) (Hint : Select '0' if not applicable)"  | 1.0 - 5.0 Or higher   |
|                 | Licencing option   | 2.Users Based,  |
|                 | Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected)            | 1.0 - 100.0 Or higher   |
| OFFICE SUITE    | Proprietary Suite  | 1. Microsoft Office   |
|                 | "Open Source Suite (Hint:- Vendor can offer support service to open source suite on subscription basis)"                   | 6. Not Applicable   |
|                 | Components of Office Suite covered in the offered product  | 1. Word Processor, 2. Spreadsheet, 3. Presentation, 4. FILE CONVERSION, 5.GRAPHICS, 6. COLLABORATION TOOL   |
|                 | Operating Systems Supported by the offered product   | 1. Windows, 2. Windows Mobile/ Phone, 3. Mac, 4. Android, 5. Linux, 6. iOS, 7. DOS  |
|                 | The offered product have support from OEM for  | 1. Updation for Patches and Bug fixes within support period., 2. Upgradation of version within support period ., 3. NA  |
|                 | Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period | 1   |
|                 | Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period           | 1   |
|                 | No of days Training Provided at Site   | 0   |
| Word Processor  | Word Processor FEATURES  | 1. Word, 2.Themes, 3. File Annotation, 4.Built in Spell Checker/ Grammer & Style, 5. Dictionary/ Theasaurus, 6. Utilities for manupulating and editing text           |
| Spreadsheet     | Spreadsheet FEATURES   | 1. Excel, 2. Database, 3.Open XML File Format, 4. XML File Filter Tool, 5.Queries, 6.Advance data manipulation, 7.Formula Calculation Function, 8.Pivot Table/ Tables |
| Presentation    | PPT FEATURES   | 1. Presentation Tool, 2.Slide Transitions, 3.Themes, 4.Power View   |
| FILE CONVERSION | PDF Editor & Convertor Features  | 1. Word to PDF,   |
| GRAPHICS        | GRAPHICS FEATURES  | 2. Drawings and Diagrams  |

| Specification                              | Specification Name/विशिष्टि का नाम   | Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य   |
|--|--|--|
| COLLABORATION TOOL                         | <b>COLLABORATION TOOL FEATURES</b>   | 1. Schedule meetings & Events, 2. Relationships, 4.Slider, 9.Video/ Audio Conferencing, 10.Real time Document Co- Authoring, 11.Collaboration over Same Platform Suite |
| GENERIC                                    | <b>GENERIC FEATURES 1</b>  | 11.Forms, 12. Reports, 14.Inbuilt security for documents, 2. Support for many native languages, 7.Files and Printing, 8. Editing and Formatting                        |
|  | <b>GENERIC FEATURES 2</b>  | 19.Version Information, 26. Notetaking software, 27. Email client, 29. Online Editing  |
|  | <b>Cloud storage support for</b>   | 3. One Drive   |
|  | <b>Capacity of cloud storage support(in GB) Hint:- Select'0' if not applicable</b> | 1000.0 - 10000.0 Or higher   |
| SUPPORTED HARDWARE REQUIREMENTS AT USEREND | <b>Processor Supported in Bits</b>   | 32, 64   |

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता  | Quantity/मात्रा | Delivery Days/डिलीवरी के दिन |
|----------------|---|--|-----------------|------------------------------|
| 1              | Mukund Dinkar Shinde                                    | 201305,NICDC Logistics Data Services Limited Unit No. - A1002, Tower A, 10th Floor, Plot No. - 7, Advant Navis Business Park, Noida Sector - 142, Gautam Budh Nagar Uttar Pradesh - 201305 | 25              | 15                           |

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

1. **Generic**

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

2. **Generic**

Malicious Code Certificate:

The seller should upload following certificate in the bid:-

(a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :-

- (i) Inhibit the desires and designed function of the equipment.
- (ii) Cause physical damage to the user or equipment during the exploitation.
- (iii) Tap information resident or transient in the equipment/network.

(b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा

जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**