

### Bid Document

Bid Details	
<b>Bid End Date/Time</b>	18-11-2022 17:00:00
<b>Bid Opening Date/Time</b>	18-11-2022 17:30:00
<b>Bid Offer Validity (From End Date)</b>	30 (Days)
<b>Ministry/State Name</b>	Pmo
<b>Department Name</b>	Department Of Atomic Energy
<b>Organisation Name</b>	Iter India Ipr
<b>Office Name</b>	literindia Ipr Blocka Sangath Skyz Bhatmote
<b>Total Quantity</b>	100
<b>Item Category</b>	Office Suite Software (Version 2.0) (Q2) ( <b>PAC Only</b> )
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	OEM Authorization Certificate *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
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	5 Days
<b>Evaluation Method</b>	Total value wise evaluation

#### EMD Detail

Required	No
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#### ePBG Detail

Required	No
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#### Splitting

Bid splitting not applied.

#### MSE Purchase Preference

MSE Purchase Preference	No
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**Details of the Competent Authority for MSE**

Name of Competent Authority	MRS. RAKHI DHARAMDASANI
Designation of Competent Authority	SR. OFFICER (PURCHASE & STORES)
Office / Department / Division of Competent Authority	
CA Approval Number	
Competent Authority Approval Date	25-10-2022
Brief Description of the Approval Granted by Competent Authority	The procurement of Microsoft 365 Business Basic Annual Subscription is processed through PAC Bidding process. The authorized dealer/distributors/traders of OEM will participate in bidding process. Hence MSE purchase preference will not applicable in this bid.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

**MII Purchase Preference**

MII Purchase Preference	No
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**Details of the Competent Authority for MII**

Name of Competent Authority	Mrs. Rakhi Dharamdasani
Designation of Competent Authority	Sr. Officer (Purchase & Stores)
Office / Department / Division of Competent Authority	
CA Approval Number	
Competent Authority Approval Date	25-10-2022
Brief Description of the Approval Granted by Competent Authority	The procurement of Microsoft 365 Business Basic Annual Subscription is processed through PAC Bidding process. The indent value is less than 5 lakhs MII purchase preference will not applicable in this bid.

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

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

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

Name of Competent Authority	MRS. RAKHI DHARAMDASANI
Designation of Competent Authority	Sr. Officer (Purchase & Stores)
Office / Department / Division of Competent Authority	
CA Approval Number	
Competent Authority Approval Date	2022-10-25 00:00:00

Brief Description of the Approval Granted by Competent Authority

The procurement of Microsoft 365 Business Basic Annual Subscription is processed through PAC Bidding process. Existing software license used is Microsoft and renewal of licence can be provided only by Microsoft. Considering the above reasons, competent authority has approved procurement through PAC Bidding.

### Office Suite Software (Version 2.0) ( 100 pieces ) ( Under PAC )

Make	microsoft
Model	microsoft365businessstandard

Brand Type	Registered Brand
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#### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
BASIC INFORMATION	<b>Product Type</b>	Proprietary Suites
	<b>Offered Product are</b>	2. Government Edition
SCOPE OF LICENCE	<b>"Types of Licence (Hint : Select 'NA' if not applicable)"</b>	2.Subscription
	<b>"Duration of Subscription (in Years) (Hint : Select '0' if not applicable)"</b>	1.0 - 5.0 Or higher
	<b>Licencing option</b>	2.Users Based,
	<b>Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected)</b>	1.0 - 100.0 Or higher
OFFICE SUITE	<b>Proprietary Suite</b>	1. Microsoft Office
	<b>"Open Source Suite (Hint:- Vendor can offer support service to open source suite on subscription basis)"</b>	6. Not Applicable
	<b>Components of Office Suite covered in the offered product</b>	1. Word Processor, 2. Spreadsheet, 3. Presentation, 4. FILE CONVERSION, 5.GRAPHICS, 6. COLLABORATION TOOL
	<b>Operating Systems Supported by the offered product</b>	1. Windows, 2. Windows Mobile/ Phone, 3. Mac, 4. Android, 5. Linux, 6. iOS, 7. DOS
	<b>The offered product have support from OEM for</b>	1. Updation for Patches and Bug fixes within support period., 2. Upgradation of version within support period ., 3. NA

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period</b>	1
	<b>Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period</b>	1
	<b>No of days Training Provided at Site</b>	0, upto 5, 6 to 10, 11 to 20, 21 to 30
Word Processor	<b>Word Processor FEATURES</b>	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	<b>Spreadsheet FEATURES</b>	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	<b>PPT FEATURES</b>	1. Presentation Tool, 2.Slide Transitions, 3.Themes, 4.Power View
FILE CONVERSION	<b>PDF Editor &amp; Convertor Features</b>	1. Word to PDF,
GRAPHICS	<b>GRAPHICS FEATURES</b>	2. Drawings and Diagrams
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
	Minimum Hard Disk Space Required in GB	3
	Minimum RAM Size required in GB	1
GENERIC PARAMETERS	Valid Licence copy to be provided	YES
	Software supplied through	URL Link

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Mayurkumar Navinchandra Patel	380005,ITER-INDIA, IPR, BLOCK-A, SANGATH SKYZ, BHAT-MOTERA ROAD, KOTESHWAR, AHMEDABAD-380005, GUJARAT, INDIA	100	30

### Buyer Added Bid Specific Terms and Conditions

#### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

#### 2. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address ITER-India IPR Block-A, Sangath SKYZ Bhat-Motera Road, Koteshwar Ahmedabad - 380005 Gujarat India.

#### 3. Generic

**Upload Manufacturer authorization:** Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

#### 4. Scope of Supply

Scope of supply (Bid price to include all cost components) : Only supply of Goods

#### 5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- Bidding is for Microsoft 365 Business Basic - 100 Nos.(Annual Subscription)
- Bidder are requested to submit duly filled, signed & stamped Technical Compliance sheet attached in Buyer Added Bid Specific ATC document.
- Bidder are requested to note that Technical Evaluation of the bid is based only on technical compliance sheet attached in buyer added bid specific ATC documents.
- Bidder are requested to note following amendment in technical specification of the GeM Bid and submit their bids in line with Revised Values as mentioned below.

Specification Name	Bid Requirement (Allowed Values)	Revised Value
Model	microsoft365businessstandard	microsoft365businessbasic

No of days Training Provided at Site 0, upto 5, 6 to 10, 11 to 20, 21 to 30 0

#### 6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. 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 incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[This Bid is also governed by the General Terms and Conditions.](#)

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.

**---Thank You---**