

GeM Government e Marketplace Bid Number: GEM/2021/B/1486652

Dated: 03-09-2021

## **Bid Document**

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Bid Details			
Bid End Date/Time	18-09-2021 15:00:00		
Bid Opening Date/Time	18-09-2021 15:30:00		
Bid Life Cycle (From Publish Date)	90 (Days) 70 (Days)		
Bid Offer Validity (From End Date)			
Ministry/State Name	Gujarat		
Department Name	Urban Development And Urban Housing Department Gujarat		
Organisation Name	N/a		
Office Name	Souadtga Kevadia		
Total Quantity	17		
Item Category	Office Suite Software (Version 2.0)		
der 3 Lakh (s)			
OEM Average Turnover (Last 3 Years)	22 Lakh (s)		
MSE Exemption for Years of Experience and Turnover	No		
Startup Exemption for Years of Experience and Turnover	No		
Document required from seller	Bidder Turnover, Certificate (Requested in ATC), OEM Authorization Certificate, OEM Annual Turnover, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC) *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		
Bid to RA enabled	Yes		
RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders		
Time allowed for Technical Clarifications during technical evaluation	2 Days		
Evaluation Method	Total value wise evaluation		
-			

## **EMD Detail**

Advisory Bank	HDFC Bank
EMD Percentage(%)	2.00
EMD Amount	11237

#### ePBG Detail

Doguired	No
Required	No

- (a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.
- (b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### **Beneficiary:**

Mamlatdar

SOUADTGA Kevadia, Urban Development and Urban Housing Department Gujarat, N/A, (Gadhavi Dharnidharsinh)

#### **Splitting**

Bid splitting not applied.

#### **MSE Purchase Preference**

	MSE Purchase Preference	No	
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#### **MII Purchase Preference**

MII Purchase Preference	No

- 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. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product
- 2. 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.
- 3. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

### Office Suite Software (Version 2.0) (17 pieces)

Brand Type Registered Brand

# **Technical Specifications**

# \* As per GeM Category Specification

Specification	Specification Name	Bid Requirement (Allowed Values)	
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	
"Duration of Subscription (in Years) (Hint : Select 'if not applicable)"		0.0 - 5.0 Or higher	
	Licencing option	4.Device based	
Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected)		1 - 100	
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	
	Operating Systems Supported by the offered product	1. Windows	
	The offered product have support from OEM for	Updation for Patches and Bug fixes within supcort period.	
	Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period	5	
	Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period	NA	
	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	

Specification	Specification Name	Bid Requirement (Allowed Values)	
Spreadsheet	Spreadsheet FEATURES	1. Excel, 3.Open XML File Format, 5.Queries, 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,, 2. PDF to word,, 3. Excel to PDF,	
GRAPHICS	GRAPHICS FEATURES	1. GRAPHIC TOOL, 2. Drawings and Diagrams, 3.Path editing tool, 4. Raster Graphics Editor, 5. Vector Graphics Editor	
COLLABORATION TOOL	COLLABORATION TOOL FEATURES	10.Real time Document Co- Authoring, 11.Collaboration over Same Platform Suite, 2. Relationships, 5.Exchange Server Support, 6.Outlook Social Connector	
GENERIC GENERIC FEATURES 1		1. Accessibility, 2. Support for many native languages, 3. 3rd Party Add -ons, 4.ActiveX Control, 5.Writing Support, 6.Gradient and pattern tools, 7.Files and Printing, 8. Editing and Formatting, 9.Language Tools, 11.Forms, 12. Reports	
	GENERIC FEATURES 2	16. Templates, 18.Equation Editor, 19.Version Information, 23. Live Preview, 24.Research Button, 25. Bug report, 26. Notetaking software, 27. Email client, 28. HTML Editor, 29. Online Editing	
Cloud storage support for		4. NA	
	Capacity of cloud storage support(in GB) Hint:- Select'0' if not applicable	0 - 10000	
SUPPORTED HARDWARE REQUIREMENTS AT USEREND	Processor Supported in Bits	32, 64	

# **Consignees/Reporting Officer and Quantity**

S.No.	Consignee/Reporti ng Officer	Address	Quantity	Delivery Days
1	Gadhavi Dharnidharsinh	393151,Public relation office, B/H Ekta Mall, Near Statue Of Unity, Kevadia, Garudeshvar, Narmada	17	15

# **Buyer Added Bid Specific Additional Terms and Conditions**

- Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address Statue of Unity Area Development and Tourism Regulatory Authority Kevadia Taluka – Garudeswar District – Narmada 393155.
- 2. Bidder Turn Over Criteria: 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 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.
- 3. Bidders can also submit the EMD with Account Payee Demand Draft in favour of Gujarat Informatics Ltd. payable at Gandhinagar.

  Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
- 4. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of Gujarat Informatics Ltd., Gandhinagar A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter.

  Bidder has to upload scanned copy / proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
- Bidders can also submit the EMD with Banker's Cheque in favour of Gujarat Informatics Ltd. payable at Gandhinagar.
   Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
- 6. Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name SOU AREA DEV AND TOURISM GOVN AUTHORITY Account No. 50100425323130 IFSC Code HDFC0001693 Bank Name HDFC BANK Branch address RAJPIPLA.

  Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of online transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.
- 7. **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.
- 8. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
- 9. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
- 10. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
- 11. Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
- 12. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
- 13. IMPORTED PRODUCTS: In case of imported products, OEM or Authorized Seller of OEM should have a registered office in India to provide after sales service support in India. The certificate to this effect should be submitted.
- 14. 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.
- 15. 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. In case of bunch bids, the OEM of CATEGORY RELATED TO primary product having highest bid value should meet this criterion.
- 16. Scope of supply (Bid price to include all cost components): Supply Installation Testing and

Commissioning of Goods

17. **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.

## **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 specification 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.

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---