

No. G-14/2/5(1)/2021 – GA
Telecom Regulatory Authority of India
Mahanagar Doorsanchar Bhawan, Near Zakir Hussain College,
Jawaharlal Nehru Marg (Old Minto Road),
New Delhi-110002
(Visit us at www.trai.gov.in)

Open Tender Enquiry (OTE)

For “Renewal of MS office 365 Business Standard Software in TRAI HQ & Ros for One Year”.

Issuing Office : General Administration Section
Telecom Regulatory Authority of India,
Mahanagar Doorsanchar Bhawan, Jawahar Lal
Nehru Marg, (Old Minto Road),
New Delhi - 110 002.

Tender No. : No. G-14/2/5(1)/2021 – GA

Date of issue of Tender : 26/02/2021

Last date of receipt of Tender : Up to 26/02/2021, Time 15:00 Hrs.

Date of opening of Tender : 26/02/2021, Time 15:30 Hrs. (If the tender opening date is declared a holiday by Govt. of India then the tender shall be opened on next working day at 15:30 Hrs.)

Obtain Tender Document From : Sr. Research Officer (GA)
Telecom Regulatory Authority of India,
7th Floor, Mahanagar Doorsanchar Bhawan,
Jawahar Lal Nehru Marg, (Old Minto Road), New
Delhi - 110 002.
Or
Download from TRAI website www.trai.gov.in and
CPP portal <https://eprocure.gov.in/CPPP>

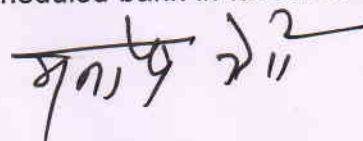
Earnest Money : Rs.50,000.00 only.
Total Estimated Cost of Work : Approximately Rs. 25,00,000/-

2. Sealed OTE is invited from Authorized Channel Partner with Manufacturer's Authorisation Form (MAF) of the Microsoft for Renewal of MS office 365 Business Standard Software in TRAI HQ and Regional Offices.

3. The tender documents should be submitted in a sealed cover envelop duly super- subscribed **“Renewal of MS office 365 Business Standard Software in person only in TRAI Office”**

4. Bidders are advised to go through the tender document carefully and understand various provisions contained therein along with their implications.

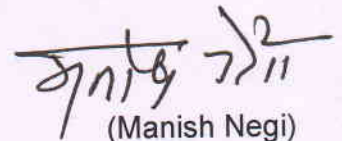
5. Bidders shall have to deposit bid security (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Pay Order/Demand Draft drawn on any scheduled bank in favour of "TRAI"



payable at New Delhi along with the tender documents. **Exemption to MSME, Startup on EMD will not be allowed as the amount of Rs. 50,000/- will be utilized as security deposit for the next 13 months after the successful installation / configuration of the work by the selected vendor.**

6. Intending eligible bidders may download tender documents from the website of TRAI i.e. www.traigov.in and also from CPP portal i.e. <https://eprocure.gov.in/CPMP>.

7. Clarification: In case the prospective bidders need any clarification regarding any terms and conditions of the tender, the bidder may contact the undersigned in person or telephonically before the last date for submission of tender.



(Manish Negi)
Sr. Research Officer (GA)
Tel. 011-23664141

TERMS AND CONDITIONS

1. Introduction

The undersigned is directed to invite sealed Open Tender Enquiry (OTE) for Renewal of MS Office (365) as per following details for the desktops installed in TRAI HQ New Delhi and its five Regional Offices located at Bhopal, Bangalore, Hyderabad, Jaipur and Kolkata :-

Sr. No.	Product	Qty. (No.)	Period
1.	MS Office 365 Business Standard (Onedrive, Teams, Word, Excel, Power Point, Outlook, Publisher, Access, Sharepoint, Exchange)	266	One year

1.1 Interested Authorized Channel Partner of the Microsoft with Manufacturer's Authorization Form (MAF) may submit Sealed OTE for Supply of above mentioned MS Office (365) Business Standard in the format attached as **Annexure-I** on the following terms and conditions.

- 1.1.1 OTE received after due date and time, those received without sealed cover and rates not quoted in the proforma annexed as **Annexure-I** along with an undertaking as per **Annexure-II** will not be entertained/considered.
- 1.1.2 The rate quoted by the firm will be valid for 90 days from the date of opening of OTE.
- 1.1.3 No request for change in rates quoted/accepted will be entertained for any reason.
- 1.1.4 Canvassing in any case or form is strictly prohibited and OTE of tenderer who resorts to canvassing will be summarily rejected.
- 1.1.5 Rates should be quoted without erases and overwriting. Any correction in rates is required to be signed by the authorized signatory of tenderer or otherwise the OTE may be summarily rejected.
- 1.1.6 The competent authority in TRAI reserves the right to reject/change any part or whole OTE without assigning any reason thereof.
- 1.1.7 TRAI is not bound to accept the lowest tender.
- 1.1.8 Work order will be issued to the firm recommended by the Tender Evaluation Committee on the approval of the Competent Authority in TRAI.
- 1.1.9 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. **REQUIRED DOCUMENTS**

- 2.1 As a token of acceptance the Bidder shall attach the self attested/signed copy of this OTE/document as a part of its bid [this document must contain sign and stamp on each and every page along with page/serial number]. A certificate that the bid document contains ___ number of pages is required to be submitted by tenderer with bid document.

- 2.2 The annual average turnover for last 3 years of the Bidder shall not be less than Rupees Ten Crore. A certificate obtained from Chartered Accountant Indicating the year wise turnover must be enclosed with bid document.
- 2.3 The bidder shall furnish PAN/TIN /Goods & Service Tax (GST) No. and firm's registration certificate along with the Audited Profit and Loss and Balance sheet for last three years.
- 2.4 The bidder must have executed at least one single order of 80% value of the Bid or 2 orders each of 50% value of the Bid or 3 orders of 40% value of the Bid for similar service(s) in the last three years to any Central/State Govt. Organization/PUC/Public Listed Company.
- 2.5 The bidder should be an Authorized Channel Partner of the Principal Manufacturer. The bidder has to submit Manufacturer's Authorization Form (MAF) from the OEM to participate in this OTE.
- 2.6 Bidder is required to quote its lowest competitive rates in the **Annexure-I** of this OTE, mentioning complete configuration, period of license along with warranty details, if any wherever applicable in the Annexure-I of this OTE.
- 2.7 Bidders shall have to deposit bid security (EMD) amount of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Pay Order/Demand Draft drawn on any scheduled bank in favour of "TRAI" payable at New Delhi along with the tender documents. This EMD amount is liable to be forfeited in the event non completion of supply/installation work of software within stipulated time period.
- 2.8 Undertaking that the bidder firm has not been barred or blacklisted by any of the Central / State Government / Departments / Organizations / Central or State PSU in the **Annexure-II** of this OTE.

3. PAYMENT TERMS

- 3.1 No advance payment will be made by TRAI. Full and final payments will be made only after successful renewal/supply, installation/configuration of required software, as applicable.
- 3.2 No extra charges for Supply/delivery, installation / configuration / Testing and Commissioning of Goods will be paid by TRAI.
- 3.3 Payment will be released after successful supply/installation of intended software.

4. PERIOD OF CONTRACT

- 4.1 Delivery period of required software purchase must be minimum and not more two (2) weeks from the date of supply order.
- 4.2 Bidders should clearly mention the delivery period/warranty of ordered software along with the rates/bid.


(Manish Negi)
Sr. Research Officer (GA)
Phone : 23664141
23664142

Part-I**SCHEDULE OF RATE FOR SUPPLY OF SOFTWARE FOR RENEWAL OF MS OFFICE IN TRAI OFFICE**

Sl. No.	Microsoft License Type	Number of License required (in numbers)	Cost per license (Single License) Per Month	Cost per license (Single License) Per Year	Total Amount (c x e)
A	B	C	d	e	F
1	MS Office 365 Business Standard (Onedrive, Teams, Word, Excel, Power Point, Outlook, Publisher, Access, Sharepoint, Exchange)	266 [Two hundred sixty six]			
Total					
Applicable GST %					
Grand Total					

Total cost in words Rs.only

Name & Signature of the tenderer
SIGNATURE OF THE TENDERER
 With firm/ company seal

Part-II**Details of Warrantee/ Guarantee and deliver period of the Software**

S. No.	Particular	Period	Cost if any
1.	Warrantee /Guarantee		
2.	Delivery Period of the software		

Name of Authorised Signatory _____
 Firm Name _____
 Address _____
 Email Address _____
 Mobile _____

Handwritten signature and date: 11/11/11

[To be provided on letter head of the company]

Annexure-II

UNDERTAKING

I / We M/s _____ hereby undertake that I / We have completely studied the tender document and certify that I / We are in a position to supply the required items. I / We also agrees to all the terms & conditions of this tender notice.

I/ We also undertake that our firm has not been barred or blacklisted by any of the Central / State Government / Departments / Organizations / Central or State PSU.

(Authorized Signature)
Stamp

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