



# **National Industrial Corridor Development Corporation (NICDC) Limited**

## **Request for Proposal (RFP)**

### **For**

**Procurement of licensed Microsoft O365 E1 (which gives Microsoft Teams for collaboration and video conferencing) along with Data loss prevention (DLP) for the period of 3 years for NICDC Ltd.**

**Issued by  
NICDC LIMITED.**

## **DISCLAIMER**

The information contained in this Request for Proposal (“RFP”) document or subsequently provided to bidders, verbally or in documentary or any other form by or on behalf of the National Industrial Corridor Development Corporation (NICDC) Limited (here forth referred to as NICDC in this document) or any of its employees or advisers, is provided to bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is not an invitation by the Employer to the prospective Consultants or any other person. The purpose of this RFP is to provide interested bidders with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.

This RFP includes statements, which reflect various assumptions and assessments arrived at by the Employer in relation to the bidder. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Employer, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the bidder (consultant/contractor/developer/Manufacturer/Supplier etc.) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

The Employer accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The NICDC and its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The NICDC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any bidder upon the statements contained in this RFP. The NICDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the Employer is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Supply/Consultancy and the NICDC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the NICDC or any other costs incurred in connection with or relating to its Proposal.

All such costs and expenses will remain with the bidder and the NICDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

Sd/-

**NICDC Limited,**

## Contents

A.	FACT SHEET:.....	4
B.	BID SUBMISSION: .....	4
C.	BIDDING PROCESSING FEE: Nil for all applicants.....	4
D.	BID SECURITY FEE (EMD): .....	4
E.	ELIGIBILITY OF BIDDERS:.....	5
F.	TENDER DOCUMENTS:.....	6
G.	PROCEDURE TO SUBMISSION OF THE BIDS: .....	6
H.	BID EVALUATION:.....	6
I.	AWARD OF WORK: .....	6
J.	PERFORMANCE GUARANTEE : .....	6
K.	LIQUIDITY DAMAGE: .....	7
L.	PAYMENT TERMS:.....	7
M.	WARRANTY TERMS.....	7
N.	BILL OF QUANTITY:.....	7
	Annexure-I: BID DESCRIPTIONS .....	8
	Annexure-II: Average Annual Turnover .....	9
	Annexure- III: COMPLIANCE .....	10
	Annexure-IV: Black Listed.....	11
	Annexure-V : Finance Bid .....	12
	Annexure-VI: MAF .....	13
	Annexure-VII: Bid Security Declaration .....	14

#### **A. FACT SHEET:**

This Fact Sheet comprises of important factual data for a quick reference to the Bidders.

1.	Name of the work	Procurement of licensed Microsoft O365 E1 (which gives Microsoft Teams for collaboration and video conferencing) along with Data loss prevention (DLP) for the period of 3 years for NICDC Ltd.
2.	Mode of Bid Submission	e-tendering through <a href="https://gem.gov.in/">https://gem.gov.in/</a> only.
3.	Estimated Cost (Rs.)	Rs. 15,30,612/- (Rupees Fifteen Lakhs Thirty Thousand Six Hundred and Twelve only)
4.	Bid Processing Fee	Nil
5.	Bid Security Fee (EMD)	Rs. 31000/- (Rupees Thirty-one Thousand Only)
6.	Bid Submission Start Date	As per <a href="https://gem.gov.in/">https://gem.gov.in/</a>
7.	Prebid Meeting	As per <a href="https://gem.gov.in/">https://gem.gov.in/</a>
8.	Bid Submission Due Date	As per <a href="https://gem.gov.in/">https://gem.gov.in/</a>
9.	Bid Open Date	As per <a href="https://gem.gov.in/">https://gem.gov.in/</a>

#### **B. BID SUBMISSION:**

1. National Industrial Corridor Development Corporation Limited (“NICDC”) invites online tenders through <https://gem.gov.in/> as a “Single Packet Bid System” from reputed Original Equipment Manufacturers / Local Authorized dealers / Suppliers for Procurement of licensed Microsoft O365 E1 (which gives Microsoft Teams for collaboration and video conferencing) along with Data loss prevention (DLP) for the period of 3 years for NICDC Ltd as per the specifications mentioned in Annexure-III.
2. Tenderer/Bidders are advised to study the tender document carefully before submitting the tender. It will be presumed that the tenderer / bidder have considered and accepted all the terms and conditions of this tender.
3. Conditional bids shall liable to be rejected.
4. All pages of the tender documents should essentially be signed by the bidder authorized persons.
5. NICDC has the right to cancel the tender at any stage, either partly or fully of the bid at any time without any notice.
6. The single packet bid will be opened on specified date and time as given in the GeM Portal.

#### **C. BIDDING PROCESSING FEE:** Nil for all applicants.

#### **D. BID SECURITY FEE (EMD):**

##### **For Non-MSEs Applicant:**

Amount: Rs 31,000/- (Rupees Thirty-one Thousand only)

Mode of Payment:

1. Demand Draft (DD) in favour of ‘CEO & MD, National Industrial Corridor Development Corporation (NICDC) Limited, New Delhi – 110001’; payable at New Delhi, valid for 90 days from the proposal due date and further claim period of 15 days.
2. Online/NEFT/RTGS transfer to the following account details:

National Industrial Corridor Development Corporation Limited.

Account No.: 3382752103

IFSC: CBIN0280298

Bank Name: Central Bank of India

Branch Address: ASHOKA HOTEL, NEW DELHI - 110021

Office Address: 8th Floor, Tower-1, LIC, Jeevan Bharti Building, Connaught Place, New Delhi-110001.

The scanned copy of the proof of bid security deposit shall be submitted online at the time of submission of bid proposals. The hard copy of the proof of deposit of Bid Security shall be submitted at the Client's office before last date of submission of proposals. Applicants whose bid security is not received by the Client before the last date of submission, their proposals will automatically be rejected.

**For MSEs applicant:**

"Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)" are exempt from submission of EMD (Bid security) in this tender. Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration in **Annexure-VII** accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 24 months from being eligible to submit Bids for tenders with NICDC. Scan copy of the signed documents related to exemption of EMD along with Bid Security Declaration shall be submitted online at the time of submission of bid proposal and hard copy of the same shall be submitted at the client's office before last date of submission of proposal, failing which, their proposals will automatically be rejected.

**E. ELIGIBILITY OF BIDDERS:**

Minimum eligibility criteria of the Bidders are as under: -

- (i) The bidders should have the past experience of supply of licensed Microsoft O365 E1 (which gives Microsoft Teams for collaboration and video conferencing). of minimum 70% of the total required quantity. Purchase Order/Client Certificate has to be submitted by the bidders online.
- (ii) The bidder/OEM shall have an average annual turnover of at least INR 50 lakhs or more for last three financial years (2020-21 and 2021-22, 2022-2023). The bidder shall submit duly filled **Annexure-II** and submit the same.
- (iii) Bidders should have authorization from Original Equipment Manufacturers (OEM) Certificate where it is applicable. Please enclose valid manufacturers authorization letter along with bid documents, which must be valid as on the last date of the bid submission.
- (iv) The details specifications of equipment's has been given below and should be compliance as per **Annexure-III** and submitted with bid documents.
- (iii) Bidders should not have been blacklisted by Departments / Ministries of the Govt. of India / State Govt. or PSUs during last 3 years and continues to be so. A Declaration has to be submitted in the specified format as provided in Tender Document as **Annexure 'IV'**.
- (iv) The brand / make of equipment's being supplied shall have service support i.e. Service Centre / Franchise / OEM service Centre in Delhi. The bidder must give the relevant details along with the bid.

#### **F. TENDER DOCUMENTS:**

Bidders are requested to go through the terms and conditions contained in the bid documents. All pages of tender document along with Terms and Conditions should be signed and submitted by the bidder, failing which the tender will be rejected.

#### **G. PROCEDURE TO SUBMISSION OF THE BIDS:**

1. The bids shall be submitted through online only (<https://gem.gov.in/>) as per the schedule time limits. Hard copy of bid documents is not to be considered. **Only Hard Copies of submission of EMD/ Bid Security by Non-MSE applicants and Proof of Exemption of EMD along with Bid Security Declaration by MSE applicants is to be submitted at the Client Address before the date of bid opening.**
2. The bid shall be typed or printed in English only. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.
3. Incomplete and conditional bid will be rejected.
4. Copy of authorization from manufacturer for supply, installation and warranty support in case the firm is not an Original Equipment Manufacturer (OEM) of the item should be submitted (**Annexure-VI**).
5. Price quoted shall be final and inclusive of all taxes, which includes free delivery of goods at the office of NICDC. No extra fees, cesses etc. will be paid by this office.
6. The copy of following documents should be submitted with the Bids online: -
  - I. Duly filled Bid descriptions as per Format in **Annexure – I** with supporting documents uploaded online for particulars mentioned.
  - II. Details of Average Annual Turnover as per format in **Annexure – II** duly certified by CA.
  - III. Signed copy of Compliance of Specifications as per format in **Annexure – III**
  - IV. Undertaking of Non Blacklisting on the letter Head of the firm duly signed and stamped as per format in **Annexure-IV**.
  - V. Financial Bid form as per **Annexure-V** submission through <https://gem.gov.in/> only.
  - VI. Self attested copy of authorized certificate from the manufacturer company as per format in **Annexure-VI**.
  - VII. Bid Security Declaration Format as per **Annexure-VII** for bidders claiming exemption of EMD.

#### **H. BID EVALUATION:**

The Bidder who have quoted lowest rate in totality will be the successful bidder and declared as L1 bidder as per <https://gem.gov.in/>.

#### **I. AWARD OF WORK:**

NICDC will place purchase order to successful bidder through <https://gem.gov.in/>. Successful bidder has to complete the work within 15 days from issuing of purchase order.

#### **J. PERFORMANCE GUARANTEE :**

The Performance Guarantee 3 % of the total Contract Value should be furnished inform of Online /RTGS/NEFT/BG within 7 days by the successful bidder after purchase order has been issued through GeM portal. Performance Security will be released after successful completion of 3 years of the contract. The Performance Security submitted through BG should be valid for 2 months beyond the date of completion of contract.

The Online /RTGS/NEFT/BG will be issued if favour of:

**National Industrial Corridor Development Corporation Limited.**

**Account No.: 3382752103**

**IFSC: CBIN0280298**

**Bank Name: Central Bank of India**

**Branch Address: ASHOKA HOTEL, NEW DELHI - 110021**

**Office Address: 8th Floor, Tower-1, LIC, Jeevan Bharti Building,**

**Connaught Place, New Delhi-110001.**

**K. LIQUIDITY DAMAGE:**

The Bidder has to deliver the necessary hardware, services and complete the work in accordance with the time schedule specified in award of work. However, if there is a delay in supply and completion of the work within the above-mentioned timeline, a penalty of 0.5% of the Cost of the Purchase Order will be imposed to the bidder on weekly basis. The maximum penalty that can be imposed is 5% of the total cost of Purchase Order.

**L. PAYMENT TERMS:**

NICDC will make 100% payment within 30 days after successful setup, installation and migration of MS Teams at Users' Laptop/PC and submission of installation certificate by OEM /vendor.

**M. WARRANTY TERMS**

The Vendor shall warrant that every deliverable under the contract shall be free from all defects and faults in material related to piracy of software, etc. for a period of 36 months or from the date of completion report.

In the event that the product/ software license supplied do not meet the specifications and/or are not in accordance with the requirements, and rectification is required at site, NICDC shall notify the Vendor giving full details of the issue. The Vendor shall attend the site within two (02) days of receipt of such notice to meet and agree with representatives of NICDC, the action required to correct the deficiency is the same is not resolved through remote support.

**N. BILL OF QUANTITY:**

Video Conferencing software			
S.No	Description	UOM	Qty
1	<b>SCOPE OF WORK:</b> <ul style="list-style-type: none"><li>Supply of licensed Microsoft O365 E1 version (which gives Microsoft Teams for collaboration and video conferencing) along with Data loss prevention (DLP) for the period of 3 years for NICDC ltd. (Domain: nicdc.in)</li><li>Setup and migration services as required for the installation and data migration for all the laptops as required.</li><li>Remote Support for 3 years.</li></ul>	Nos	51

*Note:*

- a. The bidder who have quoted lowest rate in totality as per Financial Bid through GeM will be the successful bidder or L1 bidder.*

### **Annexure-I: BID DESCRIPTIONS**

#### **DETAILS OF THE AUTHORIZED DEALER / AGENCY / FIRM**

<b>S. No</b>	<b>PARTICULARS</b>	
01	Name of the bidder Firm/Agency	
02	Address of the Firm/Agency	
03	Phone/ Mobile No.	
04	Registration No. of the firm/Agency	
05	Registration Certificate of the bidder firm/ agency (Attach Proof)	
06	Experience Certificate	
07	Permanent Account Number under Income Tax Act (Attached Proof)	
08	G.S.T. Number (Attach Proof)	
09	Whether Agency has been blacklisted by any of the Department / Organizations (Attach Undertaking on the letter head of the firm duly signed and stamped)	
10	Duly signed & stamped all pages of bid document	
11	Attach copy of authorized dealership Certificate / manufacturers authorization letter	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertakes myself / ourselves to abide by the same.

Signature of the Authorized Person:

Place:

Name of the Authorized Person:

Date:

Name of the Firm/agency:

Seal of the Firm/Agency:



**Annexure-II: Average Annual Turnover**

**Average Annual Turnover of last 3 years.**

The financial turnover of the company has to be provided as per the following table:

<b>S No.</b>	<b>Financial Year</b>	<b>Average Annual turnover in INR.</b>
1	FY- 2020- 2021	
2	FY- 2021- 2022	
3	FY- 2022- 2023	
4	Average of three years	[indicate sum of above divided by 3]

a) Statutory auditor's/CA certificate clearly specifying the annual turnover for the specified years. UDIN number must be mentioned on certificate.

**Annexure- III: COMPLIANCE**

**CERTIFICATE OF COMPLIANCE OF SPECIFICATIONS**

Video Conferencing software		
S.No	Description	Compliance YES/NO
1	Supply of licensed Microsoft O365 E1 version (which gives Microsoft Teams for collaboration and video conferencing) along with Data loss prevention (DLP) for the period of 3 years for NICDC Ltd.	
2	Setup and migration services as required for the installation and data migration for all the laptops as required.	
3	Remote Support for 3 years.	

Signature and seal of the  
firm/supplier

#### **Annexure-IV: Black Listed**

##### **UNDERTAKING**

(On the letter Head of the firm duly signed and stamped)

It is certified that our firm/ agency/ company has never been **Black Listed** by any of the Departments/ Autonomous Institutions/ Universities / Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm/agency as on the last date of submission of the Bids.

Signature of the Authorized Person

Place:

Name of the Authorized Person

Date:

Name of the Firm/Agency

Seal of the Firm/Agency

**Annexure-V : Finance Bid**

**Financial Bid form**

The financial bid form is available on <https://gem.gov.in/> and submitted online only as per portal.

Signature and seal of the  
firm/supplier

**Annexure-VI: MAF**

**Performa for Manufacturer Authorisation form (MAF)**

Dated: .....

To,  
CEO& MD,  
National Industrial Corridor Development Corporation (NICDC) Limited.  
8th Floor, Tower-1, LIC, Jeevan Bharti Building,  
Connaught Place, New Delhi-110001

Subject: Manufacturer Authorisation form (MAF) to M/s .....  
for.....

Ref: GeM Bid No.....dated.....

Dear Sir,

We, M/s....., are established and reputed manufacturer and service provider  
of.....(Product details), having our registered office  
at.....We hereby authorise  
M/s ..... (Bidder name),  
Office..... to participate in bid and subsequently  
upon award of the bid to execute the Supply and Installation & Commissioning of our range of  
products against your above said bid.

Thanking you,

Best regards,

Authorised Signatory

**Annexure-VII: Bid Security Declaration**

**Bid Security Declaration Format**

(On Bidders Letterhead)

Date:

Tender No: \_\_\_\_\_

To

CEO & Managing Director,  
National Industrial Corridor Development Corporation Limited, 8th  
Floor, Tower-1, LIC, Jeevan Bharti Building,  
Connaught Place, New Delhi-110001, India India

I/We undersigned declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- 2) I/We accept that I/We may be disqualified / debarred from bidding National Industrial Corridor Development Corporation Limited tenders for a period of 02 (Two) years from the date of notification if I/We are in a breach of any obligation under the bid conditions, because I/We
  - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our bid during the period of bid validity specified in the form of Bid; or
  - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security within the timeline, in accordance with the instructions to Bidders & as per tender terms & conditions.
- 3) I/We understand this Bid Security Declaration shall cease to be valid on the Thirty First day from following,
  - a) If I am/we are not the successful Bidder, the receipt of your notification of the name of the successful Bidder; or
  - b) the expiration of the validity of my/our Bid or any extension thereof.

(Signature)

Authorized Signatory

Name: .....

Designation: .....

Office Seal: .....

Place: .....

Date: .....

(Note: in case of a Joint Venture, the Bid Security Declaration must be in the name of all partners to the Joint Venture that submits the Bid)