

Gujarat Electricity Regulatory Commission



TENDER DOCUMENT FOR
SUPPLY OF MICROSOFT WINDOWS 10
PROFESSIONAL OPERAING SYSTEM

October, 2016

Gujarat Electricity Regulatory Commission
6th Floor, GIFT ONE, Road 5C, Zone 5,
GIFT City, Gandhinagar, Gujarat - 382355.
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Gujarat Electricity Regulatory Commission

Introduction

The **Gujarat Electricity Regulatory Commission** (hereafter referred as GERC) is a statutory body established under the Electricity Act 2003 to regulate the operations of the electricity supply industry in the state of Gujarat. It, inter-alia, deals with determination of tariff for electricity and regulates electricity purchase and procurement process of distribution licensees. The basic intention of this tender is to purchase Microsoft paper license for Windows 10 Professional Operating System (50 Nos.)

1. Tender Description:

Tender Description	: Microsoft Windows 10 Professional SNGL OLP Non-Academic NL Legalization Get Genuine (Paper License)
General Terms	: The offer/ quotation must be in the sealed cover and strictly as per required specifications and the tender terms & conditions.
Bid Processing Fee	: Rs. 1000/-
EMD	: Rs. 8000/-
Issuing Blank Tender Copy	: Download from www.gercin.org
Last date of Submitting Tender (By RPAD/Speed Post Only)	: 21.10.2016 (Up to 18:00 Hours)
Date & Time for Opening tender (If Possible)	: 22.10.2016 (at 12:30 Hours)
Location for Supply	6th Floor, GIFT ONE, Road 5C, Zone 5, GIFT City, GANDHINAGAR-382355
Payment Terms	After receiving License and Installation. You have to submit the bills in triplicate addressed to Joint Director (A & A), GERC.
Bid Validity	: 120 Days



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2. Scope of Work:

- a) The supplier shall supply the ordered products with licenses and media.
- b) The bidder should uninstall previously loaded Operating System after taking the backup of every computer. The bidder will be responsible to install the licenses and other software which was installed with the previous version of windows.

3. Eligibility Criteria:

- a) Bidder shall attach Microsoft Authorization Certificate / Form in order to be eligible for participation in the above bidding.
- b) The bidder should have conducted business in India for more than two years for Microsoft Products.
- c) The bidder should have experience of supply of 25 windows operating system paper licenses in a single order during the past one year.
- d) The bidder should not have been black-listed by any Government / Department. A certificate on letter head of the bidder, stating that the bidder has not been blacklisted by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations with bidder's stamp and signed on behalf of the bidder by it's authorized signatory should also be submitted.

4. Terms and Conditions

- a) The offer/quotation should be submitted in two separate envelopes containing Techno-Commercial bid and Price bid and these shall be put in one envelope.
- b) The outer cover containing the offer/quote should be super-scribed with "Bid for Microsoft Windows 10 Professional Operating System" and Due date for the Tender.



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- c) The Techno-commercial offers should be super-scribed with “Techno-Commercial Bid” and must contain the Technical Leaflets/literature and the required amount EMD and Bid processing fees. The bidder should submit a Microsoft Authorization Certificate / Form along with techno-commercial offer. The second envelop for Price bid should be super-scribed as “Price Bid”.
- d) All bids must be reached before the last date for submitting tender. Late bids will not be accepted.
- e) Bidders shall submit Bid processing fees of Rs. 1,000/-in the form of Demand Drafft in the name of “Gujarat Electricity Regulatory Commission” payable at Gandhinagar along with the covering letter.
- f) Bidders shall submit Bid security/EMD of Rs. 8,000/- in the form of Demand Drafft in the name of “Gujarat Electricity Regulatory Commission” payable at Gandhinagar and must be submitted along with the covering letter.
- g) The Vendor shall submit its company profile as per Form A of the RFP.
- h) The vendor shall furnish the details of past experiences of executing similar assignments to large clients in Form B.
- i) GERC reserves the right to adjust arithmetical or other errors in RFP, in the manner in which it considers suitable/deem fit.
- j) Bids should be valid up to 120 days from the above mentioned submission date.
- k) The Vendors shall submit their offers strictly in accordance with the terms and conditions of RFP Document(s) as stated therein/herein. Any proposal, which stipulates conditions contrary to the conditions given in the RFP Document(s), is liable for rejection.
- l) The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. The prices should be inclusive of all taxes, central excise duty, standard



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packing, freight, transit, insurance, loading and unloading charges including Service Tax, Cess, etc. for each of the items quoted.

- m) All prices shall be fixed and shall not be subject to escalation of any description.
- n) GERC will not pay the Vendor any expenses, which may have been incurred in the Preparation of the RFP Document(s) for submission.
- o) GERC does not bind itself to accept the lowest or any bid to this RFP and reserves the right to reject all or any bid or cancel the RFP without assigning any reason whatsoever. GERC has the right to re-issue the RFP without the vendors having the right to object to such re-issue.
- p) In case the Vendor desires to clarify any issue of the RFP before submitting the proposal, you may contact Executive-IT through e-mail: executive.it@gercin.org
- q) The number of licenses to be procured may be decreased or increased at the sole option of the purchaser.

5. Evaluation of the Proposals

GERC will evaluate only those proposals, which meet the eligibility criteria as well as complete and responsive in all respects, for comparison and final selection. The evaluation criteria for selection shall be based on the requirements of GERC, the delivery & training schedule of the vendor and customer feedback on products and services of the vendor. Also, sufficient expertise and experience of the vendors during the last three years in carrying out similar assignments for other companies and the eligibility criteria as given in the RFP will be part of the evaluation criteria.

6. Selection Criteria

The GERC will award the contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most competent bid, provided further that the vendor is determined to be qualified to perform the assignment satisfactorily.



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Check list for Documents to be sent:

- a) Authorized Reseller Certificate from Microsoft mentioning the validity of the same.
- b) Supporting document for having conducted business for Microsoft products in India for two years or more.
- c) Copy of supply order for supply of 25 Windows Operating System licenses in a single order during past one year.
- d) Certificate to the effect that bidder has not been blacklisted by any Government, Public Authority, Government Institution /Corporation.
- e) Commitment to provide for free updates for the lifetime of the Product(i.e. Till Microsoft Provide Support for the product)
- f) Financial Bid in the enclosed format (Form-D)
- g) Proof of CST / VAT no., TAN No., Service Tax Registration No. etc.
- h) Copy of the Income Tax Return for last two years.
- i) Name of the contact person with mobile, email address and postal address.

7. Delivery

The supplier shall supply the ordered products with licenses and media and documentation within 4 (Four) weeks from the date of the order to GERC's office at 6th Floor, GIFT ONE, Road 5C, Zone 5, GIFT City, GANDHINAGAR-382355. The delivery will not be deemed to be complete until and unless the ordered products are checked and accepted by the Purchaser as per order.

If any of the successful bidders fail to supply within the contracted period, the contract can be awarded to the L2 bidder for that item subject to the condition that the L2 bidder agrees to supply on the price on which the contract was awarded to the successful L1 bidder.

8. Penalty for Delay

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule for implementation of various projects of the Purchaser. Time shall be of essence of the contract. Any delay in delivery shall render the supplier liable for liquidated damages at the rate of 1½% (One and Half Percent of ordered value) per week subject to a maximum of Five weeks and thereafter the purchaser shall have the option to cancel the order for pending supply and procure the same from any other supplier at the risk and cost of the supplier.



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9. Terms of payment:

The payment terms of the assignment will be as follows:

- a) The prices shall be inclusive of all taxes as applicable, standard packing, freight, transit, insurances, loading and unloading charges. GERC shall not be required to pay any additional or extra amount on account of variation of the above charges if any, till the completion of work as per the contract to the satisfaction of GERC and no extra claim on this account will be entertained in any case.
- b) 100% after receipt of Licenses, Media and installation.

10. Formats to be submitted by the Vendor:

Forms for submitting Bids	Explanatory note
Technical Proposal A : Vendor's Particulars B : Customers' List & Experience of similar assignments C : Terms and Conditions as agreed Commercial Proposal D : Rates of the products and services	Bids for each of the Products/Services should be submitted in the relevant Forms as given below



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Technical Proposal

FORM A: VENDOR'S PARTICULARS FOR SUBMITTING OFFERS

1	Name of the Company			
2	Registered Office Address			
3	Year of Incorporation			
4	Details for Correspondence: Contact Person's Name & Designation Address & Telephone No/s, Fax No/s, E-mail ID			
5	CST / VAT no., TAN No., Service Tax Registration No. etc.			
6	Financial Details (for last 3 years) a. Turnover (Rs. In lakhs) b. Profit after Tax (Rs. In lakhs)	F.Y. 2012-13	F.Y. 2013-14	F.Y. 2014-15
7	Details regarding technical support persons (like, number of personnel, qualifications, number of years of experience, etc.) of the company			

*** Please attach copies of certificates issued by the principal company in this regard**

Note:

- The vendor may furnish any other related information, not mentioned above, which the vendor wishes to furnish.
- Any Deviation from General Terms & Conditions, which the vendor wishes to furnish.

Date:

Signature:

Place:

Name:

Designation:

Company:

Seal of the Company:



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Form B: LIST OF CUSTOMERS OF THE VENDOR FOR SAME TYPE OF ASSIGNMENT

Sr. No	Name of the Client, Contact person, Designation & Telephone No.	Date of the Assignment	Details of the assignment done for the client with project details

Note: The list should include at least THREE customers where supply more than 10 number of licenses in single order

Date:

Place:

Signature:

Name:

Designation:

Company:

Seal of the Company:



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Form C: TERMS AND CONDITIONS AS AGREED

Our company is agreeable to supply and install all the equipments and provide the required training to GERC officials as stated in the scope of work and the General Terms and Conditions of the tender document. A copy of the same duly signed by us is attached.

(The Bidder should sign each page of the Scope of Work and the General Terms and Conditions mentioned therein and attach with Form C in confirmation of the Terms and Conditions agreed by the Bidder. If the Bidder has reservations about any of the scope of work or Terms and Conditions

mentioned therein, the same has to be stated as an additional Annexure to this Form and signed.)

Date:

Place:

Signature:

Name:

Designation:

Company:

Seal of the Company:



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Commercial Proposal

FORM D: RATES OFFERED FOR THE PRODUCTS AND SERVICES

Sr. No.	Product /Service/License Description	Total (in Rs.) [inclusive of taxes]	Quantity	Total Price (inRs.)
1.	Microsoft Windows 10 Professional SNGL OLP Non-Academic NL Legalization Get Genuine (Paper Licenses) Product ID: 319935900		50	
2.	Charges for backup and installation in all the computers		-	
Total				
Amount in words				

Note:

1. The grand total shall be written both in figures and words. In case of any discrepancy in the figures and the words, the bid is liable to be rejected.
2. The prices shall be inclusive of all taxes (including VAT, Service Tax, etc. if applicable).

Date:

Signature:

Place:

Name:

Designation:

Company:

Seal of the Company: