

No. 27-5/2018-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)

TENDER DOCUMENT

**Limited Tender For "Supply, Installation of MS office 365 Software
in TRAI Office".**

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.27-05/2018-GA

Date of issue of Tender : 15/10/2018

Last date of receipt of Tender : Up to 02/ 11 /2018, Time 15:00 Hrs.

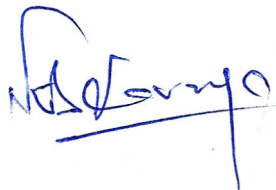
Date of opening of Tender : 02/11/2018, Time 15:30 Hrs. (If the tender
opening date is declared a holiday by Govt. of
India then the tender shall be opened on next
working day at 15:30 Hrs.)

Obtain Tender document From : Sr. Research Officer (GA)
Telecom Regulatory Authority of India, Gen.
Admn. Section, 7th Floor, Mahanagar Doorsanchar
Bhawan, Jawahar Lal Nehru Marg, (Old Minto
Road), New Delhi - 110 002.

Earnest Money : Rs.37,000.00 only.

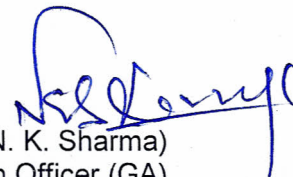
Total Estimated Cost of Work : Approximately Rs. 18,50,000/-

2. Sealed limited tenders are invited from Authorized Channel Partner of the Microsoft for Supply, Installation of MS office 365 Software in TRAI HQ and Regional Offices.
3. The tender documents should be submitted in a sealed cover envelop duly super- scribed **"Supply, Installation of MS office 365 Software 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. 37,000/- (Rupees Thirty Seven 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.



6. Intending eligible bidders may obtain a copy of tender documents from Sr. Research Officer (GA), TRAI, 7th Floor, Mahanagar Doorsanchar Bhawan, Jawahar Lal Nehru Marg, (Old Minto Road), New Delhi - 110 002 or the same can be downloaded from the website of TRAI i.e. www.trai.gov.in and also from CPP portal i.e. <https://eprocure.gov.in/CPPP>.

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.



(N. K. Sharma)
Sr. Research Officer (GA)
Tel. 011-23664141

TERMS AND CONDITIONS

1. Introduction

The undersigned is directed to invite sealed Limited Tender Enquiry (LTE) for Supply of New Version 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.)
1.	MS Office 365 Business (Word, Excel, Power Point, Outlook)	206
2.	MS Office 365 Business Premium (Word, Excel, Power Point, Outlook Skype for Business)	60

1.1 Interested Authorized Channel Partner of the Microsoft may submit Sealed LTE for Supply of above mentioned MS Office (365) in the format attached as Annexure-I on the following terms and conditions.

1.1.1 A complete set of Tender documents can be downloaded from TRAI website i.e. www.traigov.in or from cpp free of cost. LTE received after due date and time, those received without sealed cover and rates not quoted in the proforma annexed as Annexure-I alongwith 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 LTE.

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 LTE 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 LTE may be summarily rejected.

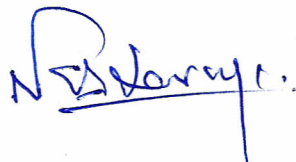
1.1.6 The competent authority TRAI reserves the right to reject/change any part or whole LTE without assigning any reason thereof.

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.

2. **Following documents must be submitted along with the Tender document failing which the tender will not be accepted:-**

2.1 As a token of acceptance the Bidder shall attach the self attested/signed copy of this LTE/document as a part of its bid [this document must contain sign and stamp on each and every page alongwith 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 shall furnish copies of minimum two works of similar nature during the last five years in Central/ State Govt./ Public Sector Units/ reputed firms / Hotels/ Private institutes / Office etc.
- 2.5 The bidder should be an Authorized Channel Partner of the Original Equipment Manufacturer (OEM). The bidder has to submit an Authorization letter obtained from the OEM to participate in this Limited Tender Enquiry.
- 2.6 Tenderers are required to quote their lowest competitive rates mentioning complete configuration, warranty details wherever applicable.
- 2.7 Bidders shall have to deposit bid security (EMD) amount of Rs. 37,000/- (Rupees Thirty Seven 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.
- 2.8 EMD amount is liable to be forfeited in the event non supply/installation of software with in stipulated time period.

3. PAYMENT TERMS

- 3.1 No advance payment will be made by TRAI. Full and final payments will be made only after successful supply, installation of required software, as applicable.
- 3.2 No extra charges for delivery & installation/configuration will be considered/ paid by TRAI.
- 3.3 Payment will be released within 15 days 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 dated of supply order.
- 4.2 Bidders should clearly mention the delivery period/warranty of ordered software along with the rates/bid.


(N.K. Sharma)
Sr. Research Officer (GA)
Phone : 23664141
23664142

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

Sl. No.	Microsoft License Type	Number of License required (in numbers)	Cost per license (Single License) for One Year	Total Amount (c x d)
a	b	c	d	e
1	Office 365 Business (Word, Excel, Power Point, Outlook)	206 [Two hundred six]		
2	Office 365 Business Premium (Word, Excel, Power Point, Outlook Skype for Business)	60 [Sixty]		
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
1.	Warrantee /Guarantee	
2.	Delivery Period of the software	

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



[To be provided on letter head of the company]

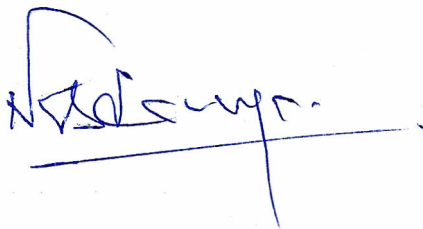
Annexure-II

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

A handwritten signature in blue ink, appearing to be 'N. S. S. S.', is written over a horizontal line. A vertical line extends downwards from the end of the signature.