

Bid Document

Bid Details	
Bid End Date/Time	10-08-2022 17:00:00
Bid Opening Date/Time	10-08-2022 17:30:00
Bid Offer Validity (From End Date)	75 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Numaligarh Refinery Limited
Organisation Name	Numaligarh Refinery Limited
Office Name	Numaligarh Refinery Limited
Total Quantity	1400
Item Category	Office Suite Software (Version 2.0) (Q2) (PAC Only)
Years of Past Experience Required for same/similar service	1 Year (s)
MSE Exemption for Years Of Experience	Yes
Startup Exemption for Years Of Experience	Yes
Document required from seller	Experience Criteria,Certificate (Requested in ATC),OEM Authorization Certificate,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	No
Time allowed for Technical Clarifications during technical evaluation	3 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	18

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Company
CGM (Commercial) Administrative Building, Numaligarh Refinery Limited Pankagrang, P.O. Numaligarh Refinery;
Project (NRP) , District: Golaghat, Assam, India. Pin Code : 785699. Ministry of Petroleum and Natural Gas
(Numaligarh Refinery Limited)

Splitting

Bid splitting not applied.

MSE Purchase Preference

MSE Purchase Preference	No
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Details of the Competent Authority for MSE

Name of Competent Authority	Sanjeev Dibragade
Designation of Competent Authority	GM(IIS)
Office / Department / Division of Competent Authority	IIS
CA Approval Number	Approval of OEM
Competent Authority Approval Date	01-07-2022
Brief Description of the Approval Granted by Competent Authority	NRL has standardized its office application in microsoft platform.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

MII Purchase Preference

MII Purchase Preference	No
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Details of the Competent Authority for MII

Name of Competent Authority	Sanjeev Dibragade
Designation of Competent Authority	GM(IIS)
Office / Department / Division of Competent Authority	IIS
CA Approval Number	Approval of OEM
Competent Authority Approval Date	01-07-2022
Brief Description of the Approval Granted by Competent Authority	NRL has standardized its office application in microsoft platform.

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

Details of the Competent Authority approval for PAC

Competent Authority Approval document for PAC : [View Document](#)

Name of Competent Authority	Sanjeev Dibragede
Designation of Competent Authority	GM(IIS)
Office / Department / Division of Competent Authority	IIS
CA Approval Number	Approval of OEM
Competent Authority Approval Date	2022-07-01 00:00:00
Brief Description of the Approval Granted by Competent Authority	NRL has standardized its office application in microsoft platform.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

3. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

Office Suite Software (Version 2.0) (1400 pieces) (Under PAC)

Make	microsoft
Model	office365e3
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)"	2.Subscription
	"Duration of Subscription (in Years) (Hint : Select '0' if not applicable)"	0 - 5
	Licencing option	2.Users Based,

Specification	Specification Name	Bid Requirement (Allowed Values)
	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, 2. Microsoft Office Mobile
	"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, 6. COLLABORATION TOOL
	Operating Systems Supported by the offered product	1. Windows, 2. Windows Mobile/ Phone, 3. Mac, 4. Android, 5. Linux, 6. iOS
	The offered product have support from OEM for	1. Updation for Patches and Bug fixes within support period., 2. Upgradation of version within support period ., 3. NA
	Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period	1, 2, 3, 4, 5, 10, NA
	Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period	1, 2, 3, 4, 5, 10, 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 manipulating and editing text
Spreadsheet	Spreadsheet FEATURES	1. Excel, 2. Database, 3.Open XML File Format, 4. XML File Filter Tool, 5.Queries, 6.Advance data manipulation, 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,, 4. PDF to Excel,, 5.Scanned Images editing supported., 6.PDF Split & Extract facility, 7. Search words within PDF file
GRAPHICS	GRAPHICS FEATURES	1. GRAPHIC TOOL, 2. Drawings and Diagrams, 3.Path editing tool, 4. Raster Graphics Editor, 5. Vector Graphics Editor

Specification	Specification Name	Bid Requirement (Allowed Values)
COLLABORATION TOOL	COLLABORATION TOOL FEATURES	1. Schedule meetings & Events, 2. Relationships, 3.Cached Exchange Mode Sync, 4.Slider, 5.Exchange Server Support, 6.Outlook Social Connector, 7.People Pane, 8.PRF Files, 9.Video/ Audio Conferencing, 10.Real time Document Co- Authoring, 11.Collaboration over Same Platform Suite
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, 10. Flexi Licence policy, 11.Forms, 12. Reports, 13.Billing, 14.Inbuilt security for documents
	GENERIC FEATURES 2	15.Compatibility with SQL/ MySQL Integration, 17. Visual Basic Language, 20. Web Apps, 25. Bug report, 26. Notetaking software, 27. Email client, 28. HTML Editor, 29. Online Editing
	Cloud storage support for	2. Drops Box, 3. One Drive
	Capacity of cloud storage support(in GB) Hint:- Select'0' if not applicable	1024.0 - 10000.0 Or higher
SUPPORTED HARDWARE REQUIREMENTS AT USEREND	Processor Supported in Bits	32, 64
	Minimum Hard Disk Space Required in GB	4
	Minimum RAM Size required in GB	2
GENERIC PARAMETERS	Valid Licence copy to be provided	YES
	Software supplied through	URL Link

Additional Specification Parameters - Office Suite Software (Version 2.0) (1400 pieces)

Specification Parameter Name	Bid Requirement (Allowed Values)
Microsoft office subscription	Need 500 license subscription for 15 month and 900 subscription for 12 month and Only Office 365 E3 subscription required.

* Bidders offering must also comply with the additional specification parameters mentioned above.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Gaurav Borgohain	785699,Numaligarh Refinery Limited, Chief General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562	1400	15

Buyer Added Bid Specific Terms and Conditions

1. Generic

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.

2. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file](#).

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 specifications 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. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[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---