

**Bid Document/ बिड दस्तावेज़**

| Bid Details/बिड विवरण                                                                                                                   |                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>                                                                                      | 01-09-2023 09:00:00                                                                                                                                                                                                         |
| <b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>                                                                                     | 01-09-2023 09:30:00                                                                                                                                                                                                         |
| <b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>                                                        | 30 (Days)                                                                                                                                                                                                                   |
| <b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>                                                                                        | Ministry Of Petroleum And Natural Gas                                                                                                                                                                                       |
| <b>Department Name/विभाग का नाम</b>                                                                                                     | Numaligarh Refinery Limited                                                                                                                                                                                                 |
| <b>Organisation Name/संगठन का नाम</b>                                                                                                   | Numaligarh Refinery Limited                                                                                                                                                                                                 |
| <b>Office Name/कार्यालय का नाम</b>                                                                                                      | Numaligarh Refinery Limited                                                                                                                                                                                                 |
| <b>Total Quantity/कुल मात्रा</b>                                                                                                        | 200                                                                                                                                                                                                                         |
| <b>Item Category/मद केटेगरी</b>                                                                                                         | Office Suite Software (V2) (Q2) ( PAC Only )                                                                                                                                                                                |
| <b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>                                                 | No                                                                                                                                                                                                                          |
| <b>Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट</b>                                         | No                                                                                                                                                                                                                          |
| <b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>                                                                     | OEM Authorization Certificate<br>*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 |
| <b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>                                                                               | No                                                                                                                                                                                                                          |
| <b>Type of Bid/बिड का प्रकार</b>                                                                                                        | Two Packet Bid                                                                                                                                                                                                              |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                                                                                                                                                                                                                      |
| <b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>                                      | No                                                                                                                                                                                                                          |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>                                                                                               | Total value wise evaluation                                                                                                                                                                                                 |

**EMD Detail/ईएमडी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

#### ePBG Detail/ईपीबीजी विवरण

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

#### Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

#### MII Purchase Preference/एमआईआई खरीद वरीयता

|                                            |     |
|--------------------------------------------|-----|
| MII Purchase Preference/एमआईआई खरीद वरीयता | Yes |
|--------------------------------------------|-----|

#### MSE Purchase Preference/एमएसई खरीद वरीयता

|                                           |     |
|-------------------------------------------|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|-------------------------------------------|-----|

#### 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                                               | PUR-IIS-1006181                                                                                                                                                                   |
| Competent Authority Approval Date                                | 2023-07-28 00:00:00                                                                                                                                                               |
| Brief Description of the Approval Granted by Competent Authority | Bidder must be authorized partner of Microsoft. Manufacturer's Authorization Form (MAF) to be submitted in the technical bid with clear mention of the tender number in the form. |

1. Preference to Make In India products (For bids > 200 Crore) (can also be used in Bids < 200 Crore but only after exemption by competent authority as defined in Deptt of Expenditure OM dated 28.5.2020): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020.

The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1\\_4\\_2021\\_PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023

[OM No.1\\_4\\_2021\\_PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

### Office Suite Software (V2) ( 200 pieces ) ( Under PAC )

**(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively/क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक)**

|       |             |
|-------|-------------|
| Make  | microsoft   |
| Model | office365e3 |

### Technical Specifications/तकनीकी विशिष्टियाँ

[\\* As per GeM Category Specification/जेम केटेगरी विशिष्टि के अनुसार](#)

| Specification     | Specification Name/विशिष्टि का नाम                                                                              | Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य |
|-------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 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)"                                     | 1.0 - 5.0 Or higher                                            |
|                   | Licencing option                                                                                                | 2.Users Based,                                                 |
|                   | Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected) | 1.0 - 100.0 Or higher                                          |
| OFFICE SUITE      | Proprietary Suite                                                                                               | 2. Microsoft Office Mobile                                     |
|                   | "Open Source Suite (Hint:- Vendor can offer support service to open source suite on subscription basis)"        | 6. Not Applicable                                              |

| Specification      | Specification Name/विशिष्टि का नाम                                                                                                | Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य                                                                                                                                                                                                                                                       |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | <b>Components of Office Suite covered in the offered product</b>                                                                  | 1. Word Processor, 2. Spreadsheet, 3. Presentation, 4. FILE CONVERSION, 5.GRAPHICS, 6. COLLABORATION TOOL                                                                                                                                                                                                            |
|                    | <b>Operating Systems Supported by the offered product</b>                                                                         | 1. Windows, 2. Windows Mobile/ Phone, 3. Mac, 4. Android, 5. Linux, 6. iOS                                                                                                                                                                                                                                           |
|                    | <b>The offered product have support from OEM for</b>                                                                              | 1. Updation for Patches and Bug fixes within supoort period., 2. Upgradation of version within support period .                                                                                                                                                                                                      |
|                    | <b>Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period</b> | 1                                                                                                                                                                                                                                                                                                                    |
|                    | <b>Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period</b>           | 1                                                                                                                                                                                                                                                                                                                    |
|                    | <b>No of days Training Provided at Site</b>                                                                                       | 0                                                                                                                                                                                                                                                                                                                    |
| Word Processor     | <b>Word Processor FEATURES</b>                                                                                                    | 1. Word, 2.Themes, 3. File Annotation, 4.Built in Spell Checker/ Grammer & Style, 5. Dictionary/ Theasaurus, 6. Utilities for manupulating and editing text                                                                                                                                                          |
| Spreadsheet        | <b>Spreadsheet FEATURES</b>                                                                                                       | 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       | <b>PPT FEATURES</b>                                                                                                               | 1. Presentation Tool, 2.Slide Transitions, 3.Themes, 4.Power View                                                                                                                                                                                                                                                    |
| FILE CONVERSION    | <b>PDF Editor &amp; Convertor Features</b>                                                                                        | 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           | <b>GRAPHICS FEATURES</b>                                                                                                          | 1. GRAPHIC TOOL                                                                                                                                                                                                                                                                                                      |
| COLLABORATION TOOL | <b>COLLABORATION TOOL FEATURES</b>                                                                                                | 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            | <b>GENERIC FEATURES 1</b>                                                                                                         | 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 |
|                    | <b>GENERIC FEATURES 2</b>                                                                                                         | 20. Web Apps                                                                                                                                                                                                                                                                                                         |

| Specification                              | Specification Name/विशिष्टि का नाम                                           | Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य |
|--------------------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------|
|                                            | 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                                                         |

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता                                                                                                              | Quantity/मात्रा | Delivery Days/डिलीवरी के दिन |
|----------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------|
| 1              | Arun Gogoi                                              | 785699, Numaligarh Refinery Limited, Chief General Manager (Commercial) PO-NRP, Numaligarh Warehouse office 03776-265562 | 200             | 15                           |

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

**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.

**Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**