



REF/.....2539...../CREDA/RE-V/Microsoft 365/2022-23

Raipur, Date:- 20/05/2022

Request for Quotation

CREDA invites sealed quotations from eligible IT services solution firms across India for procurement of Microsoft 365 license/subscription and a domain for its staff for one year with option of renewal for subsequent years on rolling basis.

Interested parties are requested to submit their quotations at **Head Office, CREDA** by 30.05.2022.

Terms & Conditions:-

1. **Scope of work:-**

Microsoft 365 Business Basic plan:

The party shall provide the license for the above plan, as per the details (without any change) mentioned in the link - <https://bit.ly/3yD0Ydz>.

2. **Eligibility:-**

a. The party should be a firm registered/incorporated under Companies Act, 1956 or Companies Act, 2013/ and further amendment (s),

OR

A registered partnership firm (registered under section 59 of the Partnership Act, 1932)

OR

A limited liability partnership (under the Limited Liability Partnership Act, 2002)

AND;

Operating for the last five (or more) years in IT/ITeS Services as of 31st March 2022.

b. The Party should be an Information Technology Solution and Service Provider with a registered office and operations in India. The Party should be operational in India for at least the last five financial years as of 31st March 2022.

c. The party should have experience of providing IT/ITeS solutions and services to central / state government bodies/PSUs/SPSUs/agencies etc. in the last five years. Duly attested copies of experience certificate or work orders issued by Competent Authorities of Central/State Government bodies/PSUs/SPSUs/Agencies etc. must be submitted. LOIs for such work shall not be considered.

d. Turnover and Networth: The Party should have a minimum aggregate turnover of INR 2Cr in last five financial years in IT/ITeS Services as of 31st March 2022. Certified copies of the annual returns submitted to the Registrar of Companies/ Income Tax Authorities should be enclosed. For the preceding years a Certified Summarized Sheet of turnover certified by registered CA must be enclosed.

e. The party must have to submit a positive net worth of INR 20 lacs as on 31st March 2021/22. The networth certificate shall also have to be duly authorized by a registered CA as in sub clause-c above.

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- f. The party must be an Authorized Reseller of Microsoft products and services of Gold Category and shall have to submit relevant authorization of dealership/partnership of the firm of gold category with Microsoft.
- g. The Party should not be blacklisted by any Central/State Government, Ministry or Agency for breach of Contractual Conditions. The Party should also not be entangled in any legal disputes with any Govt. / PSU body. A self-declaration regarding the same shall have to be submitted by the party.
- h. Party shall have to provide round the year software support to CREDA excluding Microsoft's own 24/7 support/help desk.

The parties quoting for the above has to submit the following documents along with their quotations.

SN	Envelope	Particulars
1.	Envelope A	Copy of original RfQ document duly signed & with stamp on each page, as a confirmation of acceptance of Terms & Conditions (T&C).
2.		PAN, GSTIN issued in the name of the Party
3.		Self-certificate from Party on not being a debarred from Government contract or a blacklisted company.
4.		Copy of Experience certificate or Work orders as per Clause 2 (c) in Terms & Conditions
5.		Proof of Authorization/Dealership/Partnership with Microsoft Corporation or Microsoft Corporation (India) Pvt Ltd.
6.		Original Net Worth Certificate duly signed by Chartered Accountant
7.		Copy of Certificate for last five consecutive year's turnover of works done regarding IT/ITeS services as of 31 st March 2022.
8.		Copy of ITRs for last three Financial Years of the Party
9.	Envelope B	Price Bid as per Annexure – 1 duly filled, sealed and signed by the authorized signatory of the party.

3. **Validity:** -This tender will be valid for one year and may be extended further after the approval of competent authority of CREDA on mutual agreement basis.
4. **Payment:-** Full payment against invoice as per the price bid, inclusive of GST.
5. Your offer must reach this office on or before 05:00 PM Date 30.05.2022.
6. **Submission:-** The quotation (as per Annexure – 1) along with the mandatory copies of documents mentioned in the checklist above must be submitted in the tender box kept at the tender cell room no B-4 of CREDA. The quotation must be submitted in following manner:-
- Envelope A:-** Documents as mentioned in the checklist.
- Envelope B:-** The price Bid duly sealed and signed.
- The documents which will not be submitted in above manner will be rejected.
7. **Procurement method:-** The quantity of purchase is fixed as per the Price Bid.

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8. Evaluation:- The party which who will quote the lowest rate shall be eligible for availing the service. CREDA reserves the right to amend the rates or negotiate with the selected party.

CREDA reserve all rights to accept or reject any offer partly or fully without assigning reason.



(Sanjeev Jain)
Chief Engineer (RE-V)

Annexure – 1

Quotation

Schedule of Rates for the Microsoft 365 subscription and domain name for CREDA.

SN	Particulars	No. of users	Unit Price (Cost per user excl. GST)	Total Cost of subscription for one year	Total cost of subscription for further extension for one year
1	Microsoft 365 Business Basic subscription for 1 year	50	INR ----- /-	INR ----- /-	INR ----- /-

Certified that rates quoted above are as per the requirement and terms & condition mentioned in this document.

The GST payable on the bill produced for payment to CREDA shall be paid in addition to above quoted price as per rate of GST applicable at the time of billing.

(No other cost will be claimed above the price quoted)

Name of the authorized Signatory:

Signature of the Authorized Signatory:

Seal of Company:

Date: