



Request for Quotation -

Quotation for MS-Visual Studio MSDN and MS-SharePoint User CALs Licenses

30/08/2018

RESERVE BANK INFORMATION TECHNOLOGY PRIVATE
LIMITED

MUMBAI – 400 705

This document is the property of Reserve Bank Information Technology Private Limited (ReBIT). It may not be copied, distributed or recorded on any medium, electronic or otherwise, without the ReBIT's written permission thereof, except for the purpose of responding to ReBIT for the said purpose. The use of the contents of this document, even by the authorized personnel / agencies for any purpose other than the purpose specified herein, is strictly prohibited and shall amount to copyright violation and thus, shall be punishable under the Indian Law.

Table of Contents

1. About ReBIT	3
2. Disclaimer & Disclosures	4
3. RFQ requirements.....	5
4. RFQ Timelines	5
5. Inquiries and questions	5
6. Submittal Instructions	5
7. Vendor Evaluation Process and Criteria	6
8. Terms and Conditions for Request for Quotation	7
8.1. Submission Requirements	7
8.2. Terms of Payment.....	8
8.3. Taxes and Duties	8
8.4. Other Terms and Conditions	9
9. Annexures.....	10
9.1. Annexure A -Commercial Bid Format.....	10

1. About ReBIT

ReBIT has been set up by the Reserve Bank of India (RBI), to take care of the IT requirements, including the cyber security needs of the Reserve Bank and its regulated entities. ReBIT will act as a catalyst for innovation, big systems and new ideas apart from having the capability to guide the regulated entities in the IT areas of their operations as also for the RBI's IT related functions and initiatives. Given the need for inter-operability and cross-institutional cooperation, ReBIT will effectively participate in setting up of standards to strengthen Reserve Bank's role as regulator.

2. Disclaimer & Disclosures

Reserve Bank Information Technology Private Limited (ReBIT), Mumbai, has prepared this document to give background information for procuring SharePoint CAL and MSDN Licenses at ReBIT. While ReBIT has taken due care in the preparation of this RFQ document and believe it to be accurate, neither ReBIT nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and not rely only on the information provided by ReBIT in submitting the bid. The information is provided on the basis that it is non-binding on ReBIT or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. ReBIT reserves the right not to proceed with the project to change the configuration of the project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest. ReBIT reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. ReBIT does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason whatsoever. ReBIT also has the right to re-issue the tender without the Vendors having the right to object to such reissue.

The proposal in response to RFQ should be submitted by a person duly authorized to bind the bidder to the details submitted in the proposal. The submitter should give a declaration that he/she is empowered by the competent authority to sign the necessary documents and bind the bidding.

This RFQ is neither an offer from ReBIT nor does it constitute any binding obligation or commitment on ReBIT. This RFQ is only a document that invites interested parties to, on a non-exclusive basis, express an interest, with no obligation, commitment or liability of any manner devolving on ReBIT, either on account of the issue of this RFQ to the interested parties, or upon receipt of any response from the interested parties thereto, or any meetings or presentations made. All expenses incurred by the interested parties as a result of responding to, or further to this RFQ, are to their account and ReBIT will not be liable in this respect whatsoever.

Please note that the information provided in the RFQ is strictly confidential and by accepting this RFQ, the interested parties undertake, not to, in any manner use any part or the whole of information, directly or indirectly learnt, for any other purpose, other than for conducting work for ReBIT.

3. RFQ requirements

The purpose behind issuing this RFQ is to invite quotations from the eligible vendors who will provide the below required software Licenses.

5 MS-Visual Studio MSDN Licenses and 5 MS-SharePoint Enterprise User CAL Licenses on perpetual basis.

4. RFQ Timelines

The key timelines for this RFQ are as below.

Milestone	Target End Date
RFQ release date	30 Aug 2018
Vendors submit RFQ Questions to ReBIT by email to procurement@rebit.org.in (as needed)	5 Sep 2018
Commercial bid opening	12 Sep 2018
Award Contract	14 Sep 2018

5. Inquiries and questions

Inquiries and questions regarding the proposal document, or the terms and conditions shall be submitted via e-mail to procurement@rebit.org.in by the date and time mentioned above. All responses from ReBIT to all inquiries shall be sent via email as per above timelines.

6. Submittal Instructions

- Commercial bid, must be submitted in a sealed envelope, clearly marked as “Quotation for MS-Visual Studio MSDN and MS-SharePoint User CALs Licenses”.
- Commercial Bid should be submitted in sealed envelopes.
- Postal address for receiving commercial bid:
**Reserve Bank Information Technology Pvt Ltd (ReBIT),
18th floor, Cyber One, Opp. to CIDCO Exhibition Centre, Sector 30A,
Vashi, Navi Mumbai - 400703**
- Commercial Bid should be submitted on or before the deadline given in Table: RFQ Timelines.

- Any responses received after due date and time are liable to be rejected.
- ReBIT will not compensate the bidder for any expense incurred during the entire RFQ process.
- The Commercial bid submission must be in section as per the format given in the Annexure A- Commercial Bid Format.
- Sole responsibility rests with the Bidder to see that their RFQ response is received on time. Any responses received after due date and time are liable to be rejected.

7. Vendor Evaluation Process and Criteria

The vendor evaluation process and criteria is as follows:

1. During the 'Commercial' evaluation, the Consolidated 'Commercial Bid' score carries a weight of 100 percent. In case of non-acceptance of the offer by C1, the offer will be given to next successful Bidder i.e. C2, and so on.
2. The breakup of 100 percent is given below in Evaluation Criteria

Evaluation Criteria

Serial Number	Evaluation Category	Evaluation Parameters	Score
1	Commercial	Lowest commercial bid	90
2	Delivery Time	Maximum 2 Weeks	10
	Consolidated Score		100

Commercial Bid Evaluation

1. The Bidders will have to submit the Commercial bid in relevant format as mentioned in the Annexure A.
2. The Bidder is expected to submit the Commercial bid inclusive of all applicable taxes and taxes /levies must be indicated separately.
3. The bidder with the highest consolidated commercial score will be selected as the successful bidder. In case of a tie of Total Score between two or more Bidders, the Bid with lowest delivery time would be chosen as the successful Bidder.

4. ReBIT will notify the name of the Successful Bidder.
5. Commercial bid valuation shall be considered as below in case of any kind of discrepancy in total cost calculation:
 - 5.1.If there is a discrepancy between words and figures, the amount in words shall prevail
 - 5.2.If there is a discrepancy between percentage and amount, the amount calculated as per the stipulated percentage basis shall prevail for calculating total cost
 - 5.3.If there is discrepancy between unit price and total price, the unit price shall prevail
 - 5.4.If there is a discrepancy in the total, the correct arithmetic total shall be arrived at by ReBIT Compensation. No payment of any kind will be provided to the submitting vendor, or parties they represent, for obtaining any of the information solicited.

8. Terms and Conditions for Request for Quotation

8.1.Submission Requirements

- Proposers are expected to examine the specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
- Each proposer shall furnish all the information required in the RFQ.
- Any interpretation, correction or change of the Proposal Documents will be made by Addendum. Interpretations, corrections and changes of the Proposal Documents made in any other manner will not be binding, and Proposer shall not rely upon such interpretations, corrections and changes. ReBIT will not be responsible for oral clarification.
- ReBIT may, in its absolute discretion, seek additional information or material from any of the Bidders after the RFQ closes and all such information and material provided must be taken to form part of that Bidder's response.
- Bidders should provide details of their contact person, telephone, fax, email and full address to ensure that replies to RFQ could be conveyed promptly.
- If ReBIT, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then ReBIT reserves the right to communicate such response to all Bidders.

- ReBIT may be in its absolute discretion, engage in discussion or negotiation with any Bidder (or simultaneously with more than one Bidder) after the RFQ closes to improve or clarify any response.
- ReBIT will notify successful Bidder in writing or by mail as soon as practicable about the outcome of the RFQ. ReBIT is not obliged to provide any reasons for any such acceptance or rejection.
- Bidders are not permitted to submit more than one bid.
- The cost of bidding and submission of the bids is entirely the responsibility of the bidders, regardless of the conduct or outcome of the tendering process.
- The bids that are not submitted in the prescribed format or incomplete or after due date in any sense are liable to be rejected. ReBIT reserves the right to accept or reject any bids without assigning any reason and ReBIT's decision in this regard will be treated as final.
- The bid shall be in English Language.
- All prices shall be expressed in Indian Rupees only.
- Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.
- Contacting ReBIT - Any attempt to contact ReBIT with a view to canvas for a bid or put any pressure on any official of ReBIT may entail disqualification of the concerned bidder or its bid.

8.2. Terms of Payment

- The payment will be done within 30 Days of post successful delivery of the software licenses and valid invoice submission.
- Bidder should be willing to accept payment through Electronic Payment System (RTGS or NEFT)

8.3. Taxes and Duties

Prices should be inclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax, service taxes etc. Octroi, if any, shall be reimbursed to supplier by ReBIT at actual on production of original receipt. The benefits realized by supplier due to lower rates of taxes, duties, charges and levies shall be passed on by the Supplier to ReBIT.

8.4. Other Terms and Conditions

- The Contract/Purchase Order will be awarded to that responsible proposer whose submittal, conforming to the RFQ, will be most advantageous to the ReBIT, price and other factors considered.
- ReBIT reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of ReBIT to do so.
- ReBIT reserves the right to accept or reject any bid or scraps the Tender without assigning any reason thereof and ReBIT's decision in this regard will be treated as final.
- Ownership of this RFQ: The content of this RFQ is a copyright material of ReBIT. No part or material of this RFQ document should be published in paper or electronic media without prior written permission from ReBIT.
- Neither the contract/Purchase Order nor any rights granted under the contract/Purchase Order may be sold, leased, assigned, or otherwise transferred, in whole or in part, by the Vendor without advance written consent of ReBIT and any such sale, lease, assignment or transfer otherwise made by the Vendor shall be void and of no effect.
- ReBIT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favourable terms the vendors can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to ReBIT.
- The vendor selected as the apparently successful vendor will be expected to enter into a contract with ReBIT. Considering the immediacy of the requirement, if the selected vendor fails to sign and return the PO/Contract within five (5) business days of delivery of the final contract, ReBIT may elect to cancel the award and award the contract to the next-highest-ranked vendor.

9. Annexures

9.1. Annexure A – Commercial Bid Format

The Bidder is required to prepare the Financial Proposal in a separate envelope. The Financial Proposal must provide a cost breakdown. Provide separate figures for each functional grouping or category. The format shown below is suggested for use as a guide in preparing the Financial Proposal.

(On letterhead of the Bidder)

Sr No	Details	Qty.	Amount in INR	Applicable Taxes
1	Software Cost Includes all cost related to:			
	1. MS-Visual Studio Enterprise MSDN License	5		
	2. SharePoint Enterprise User CAL	5		
2	Total Taxes			
3	Grand Total (Total Cost + Total Taxes)			

Total Cost for in Figures & Words (inclusive of Taxes)

The fees payable by ReBIT to Bidder shall be inclusive of all costs such as insurance, taxes (GST, as per the rates applicable), custom duties, levies, cess, transportation, installation, (collectively referred to as "Taxes") that may be levied, imposed, charged or incurred and ReBIT shall pay the fees due under this RFQ and subsequent agreement after deducting any tax deductible at source ("TDS"), as applicable. Any variation in Government levies/ GST/ VAT/ cess/ excise/ custom duty etc. which has been included as part of the price will be borne by the Bidder.

Authorised Signature