



**Supply of MS O365 Licenses, Visio, MS Project Licenses and Surface Pro 7+**  
-----  
**REQUEST FOR QUOTATION (RFQ)**

(25 May 2021)  
RFQ: ReBIT/CPO/2021/046

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.

**Reserve Bank Information Technology Pvt. Ltd.  
502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706**

### Schedule of Events

Tender inviting authority	Reserve Bank Information Technology Pvt. Ltd. (ReBIT)
RFQ BID reference number	RFQ: ReBIT/2020/CPO/046
Purpose of RFQ	Supply of Microsoft O365 Licenses, MS Visio, MS Project & Surface Pro 7+ Tablets
Method of selection	Selection will be based on Lowest Commercial
Availability of RFQ documents	<b>25-May-2021</b> RFQ document shall be e-mailed to Microsoft Authorised Resellers, Vendors who have participated in past for similar requirements.
Last date and time for submission of pre-bid queries	<b>26-May-2021 upto 11:00 Hrs</b> Queries should be submitted in the format prescribed in this RFQ and sent to <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a>
Pre-bid meeting	<b>26-May-2021 at 16:00 Hrs</b> Through Video conferencing. The video conferencing link will be shared with those bidders who are interested to participate in the meeting.  The bidders who are interested to participate in the pre-bid meeting are requested to send an e-mail request for the same with their details at <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a> along with their queries, if any, as per the last date and time specified above for submission of the pre-bid queries.
Date of communication of responses to pre-bid queries and corrigendum, if any	<b>27-May-2021</b> through email to the RFQ enquired bidders.
Last date and time for bid submission (on or before)	<b>28-May-2021 upto 15:00 Hrs</b> through email to <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a>
Bid opening	<b>28-May-2021 at 16:00 Hrs through video conferencing.</b>
Proposal validity	Proposals must remain valid up to 180 (One hundred and eighty) days from the last date of submission
Name and address for communication	Head CPO (Centralised Procurement Office), Reserve Bank Information Technology Private Limited, 502, Building No 1, Mindspace Juinagar, Nerul, Navi Mumbai – 400706 Email: <a href="mailto:procurement@rebit.org.in">procurement@rebit.org.in</a>

## Table of Contents

1.	About ReBIT .....	4
2.	Objectives of the RFQ.....	4
3.	Invitation of Tender Bids .....	4
4.	Scope of Work.....	4
5.	Selection Process .....	5
6.	Instructions for Bid Submission.....	5
6.1	Pre-Bid Meeting.....	6
6.2	Price Bid .....	6
6.3	Bid Opening and Evaluation Process .....	6
7.	Delivery Period.....	7
8.	Payment Terms and Indicative Milestone.....	8

## 1. About ReBIT

Reserve Bank Information Technology Private Limited (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 ReBIT's IT related functions and initiatives. Given the need for interoperability and cross-institutional cooperation, ReBIT will effectively participate in setting up of standards to strengthen Reserve Bank's role as regulator. ReBIT is a 100% wholly owned subsidiary of the RBI.

## 2. Objectives of the RFQ

ReBIT intends to procure MS Office 365 Apps for Business, MS Visio Plan 2, MS Project Plan 3 & MS Surface Tablet Pro for its operations from Microsoft Authorised Resellers and vendors who have participated for similar requirements in past to ReBIT.

## 3. Invitation of Tender Bids

This RFQ is an invitation for responses from eligible bidders only. No contractual obligation on behalf of ReBIT whatsoever shall arise from the RFQ process unless and until a formal contract is signed & executed by duly authorized official of ReBIT and the successful Bidder. However, until a formal contract is executed, this RFQ together with ReBIT's written acceptance & notification of award shall constitute a binding contract with the successful Bidder.

Bidder(s) are expected to examine all instructions, forms, terms, specifications, and other information in the RFQ document. Failure to furnish any information required by the RFQ document or to submit a bid not substantially responsive to the RFQ document in every respect will be at the Bidder's risk and shall result in the rejection of their bid. The procedure and terms & conditions for submission of bid are enumerated in this RFQ.

All offers of bidders shall be unconditional and once accepted (with or without modifications) by ReBIT shall be binding between ReBIT and such Bidder.

Bidders are expected to submit their bids (password protected) through email to [procurement@rebit.org.in](mailto:procurement@rebit.org.in) strictly as per RFQ timelines.

## 4. Scope of Work

Supply of below Microsoft Products & licenses.

Sr. No.	Item Description	Specifications / Model No.	Quantity
1	Microsoft 365 Apps for business	Microsoft 365 Apps- Outlook, Word, Excel, Powerpoint, OneNote etc 1 year Subscription (O365 Business enterprise E1 - Annual)	270

		(Subscription date- 6/17/2021 to 6/17/2022)	
2	Microsoft Visio Plan 2	Microsoft Visio Plan 2 (1 year Subscription) (Subscription date- 6/1/2021 to 6/1/2022)	10
3	Microsoft Project Plan 3	Microsoft Project Plan 3 (1 year Subscription) (Subscription date- 6/1/2021 to 6/1/2022)	15
4	MS Surface Tablet Pro 7+	MS Surface Pro 7+ Tablet (i5/8/256GB, Wi- Fi) (Black/Platinum) (Part No- <b>INA 00029</b> ) Standard 1 year warranty from Microsoft	5
5	Keyboard for MS Surface Tablet Pro 7+	Microsoft Smart Keyboard for Surface Pro 7+ (Part No- <b>FMN- 00015</b> ) Spro Type Cover- Black/Platinum	5

- **For Surface Tablet Pro 7+ with Keyboard- All technical specifications, Warranty, Support shall be as per Microsoft's Standard offering (Bidder to mention any deviation/non standard offering clearly in the proposal).**

## 5. Selection Process

1. ReBIT will select, to its satisfaction, successful bidder based on the Lowest Commercial Offered.
2. The contract will be awarded to the successful bidder whose bid is determined to be most responsive and has been evaluated to be the lowest commercial.

The decision of ReBIT shall be final, in this regard. any misrepresentation of facts may lead to outright rejection of the Bid.

## 6. Instructions for Bid Submission

1. This RFQ process shall be administered through e-mail specified in Schedule of Events.
2. All the necessary documents requested in the RFQ shall be emailed (password protected) to [procurement@rebit.org.in](mailto:procurement@rebit.org.in) as per the Schedule of Events.
3. Bidder to submit manufacturer authorisation form/ authorised partnership certificate from

Microsoft.

4. The authorised signatory representing the Bidder shall digitally/Manually sign all proposal documents emailed to ReBIT.
5. ReBIT reserves the right to re-tendering without providing any reason whatsoever. ReBIT shall not incur any liability on account of such rejection.
6. ReBIT further reserves the right to reject any or all offers based on its own evaluation of the offers received, or based on stability, capabilities, track records, reputation among users and other similar features of a Bidder.
7. ReBIT reserves the right to modify any terms, conditions or specifications of RFQ before date and time of submission of bids. Bidder must submit bid documents as per the changes/modifications while submitting the bid. Notification of amendments/corrigendum will be mailed to eligible bidders and will be binding on all Bidders and no separate communication will be issued.
8. ReBIT, at its discretion, may extend the deadline for a reasonable period as decided by ReBIT for the submission of bids.
9. No query, post pre-bid meeting and clarification shall be allowed.
10. Bids received after cut-off date and time will not be considered.

## 6.1 Pre-Bid Meeting

For the purpose of clarifications of doubts of the Bidders on issues related to the RFQ, ReBIT intends to hold a pre-bid meeting on the date & time as indicated in the RFQ. It may be noted that no query of any Bidder shall be entertained / received after the mentioned date. Queries raised by the prospective Bidder(s) and ReBIT's response will be available at ReBIT website. Only authorized representative of Bidder(s) (maximum two) will be allowed to attend the Pre-bid meeting.

Any modification of the RFQ, which may become necessary as a result of the Pre-bid meeting will be made available by ReBIT exclusively through the issue of a Corrigendum which will be mailed to the bidders.

ReBIT shall not be obligated to respond to any or all of the queries. ReBIT may, at its sole discretion, choose to send responses to the pre-bid queries and / or corrigendum through email or any other means

## 6.2 Price Bid

The Price Bid should include the cost of all the items offered. The suggested directive for Commercial offer is as follows:

1. The Price Bid should be submitted as per **Annexure A** by way of entering the values in the format (not in hand written). This must contain all price information, prices should be exclusive of GST & Tax (for all products, services, implementation, certificates etc.). However, all the Tax details to arrive the final payable to vendor should be mentioned in Price Bid.
2. The Bidders should not offer any options or any conditional offers to the ReBIT while giving the price information. The offer should strictly be in conformity with the items as specified by ReBIT. No additions or deletions to the **Annexure A** is allowed. Any deviations may lead to disqualification of the bid.

## 6.3 Bid Opening and Evaluation Process

- The Bidders will have to submit the Commercial bid in the attached format -

**Annexure A.** The Bidder is expected to submit the Commercial bid exclusive of the applicable taxes (GST). Taxes and levies as applicable must be indicated in detail separately.

- All the prices quoted shall be in Indian Rupees (₹). The quote shall not be subject to any price escalation subsequently. Rate should be quoted against each item separately.
  - Commercial bid valuation shall be considered as below in case of any kind of discrepancy:
    - a. If there is a discrepancy between words and figures, the amount in words shall prevail
    - b. Where there is a discrepancy between the part-wise quoted amounts and the total quoted amount, the part-wise rate will govern.
    - c. If there is a discrepancy between percentage and amount, the amount calculated as per the stipulated percentage basis shall prevail
    - d. If there is discrepancy between unit price and total price, the unit price shall prevail
    - e. If there is a discrepancy in the total, the correct total shall be arrived at by ReBIT.
  - **Commercial Bid shall be evaluated basis the Line item wise cost and the Bidder with the Lowest Commercial Bid at line item level** will be selected as successful bidder for each line item.
1. All Bidders will be notified to participate in the price bid opening process.
  2. The price bids shall be opened on the notified date and time and reviewed to determine whether the price bids are substantially responsive.
  3. If a Bidder quotes NIL price / consideration, the bid shall be treated as unresponsive and will not be considered.

## 7. Delivery Period

Timelines for Supply of Microsoft O365 licenses, Visio & Surface will be strictly as per below table.

S. No.	Activity	Timeline
1	Microsoft 365 Apps for business	17-June-2021
2	Microsoft Visio Plan 2	1-June-2021
3	Microsoft Project Plan 3	1-June-2021
4	MS Surface Tablet Pro 7+	Within 3-4 Weeks after PO receipt

### Liquidated Damages (LD)

If Successful Bidder fails to deliver any or all of the Service(s) / Systems or perform the Services within the time period(s) specified in the RFQ, ReBIT shall, without prejudice to its other rights and remedies under and in accordance with the RFQ, levy Liquidated Damages (LD) from payments, which are due to the Successful Bidder. For calculation of LD:

- i. In case of delay by the Bidder in any stage of the project milestone, the financial Penalty as per the ReBIT's discretion will be imposed on the Bidder at 1% of the total contract value per week of delay, to the maximum of 10% of the total contract value as per the PO between ReBIT

and the successful Bidder.

- ii. ReBIT reserves its right to recover these amounts by any mode such as adjusting from any payments to be made by ReBIT to the company.
- iii. Part of week will be treated as a week for this purpose.
- iv. However, ReBIT may, at its discretion, waive the liquidated damages in case the delay cannot be attributed to the Bidder.
- v. ReBIT will deduct the amount of liquidated damages from the payment due of the same project from the Successful Bidder. ReBIT may also withhold the amount to be recovered from the payment due from other projects held by the same Bidder.
- vi. Any such recovery or liquidated damages shall not in any way relieve the successful Bidder from any of its obligations to complete the works / service(s) or from any other obligations and liabilities under the Contract/Agreement/Purchase Order.
- vii. ReBIT reserves the right to condone the delay, if it is not attributable to the successful Bidder.

If the Successful Bidder fails to complete the due performance of the contract in accordance with the specification and conditions of the offer document, ReBIT reserves the right either to cancel the order or to recover a suitable amount as deemed reasonable as Penalty / Liquidated Damage for non-performance.

## 8. Payment Terms and Indicative Milestone

1. ReBIT shall endeavour to make all payments in relation to the software licenses/subscriptions, equipment/goods delivered to it, based on successful delivery & acceptance by ReBIT of products & licenses, within a period of 45 days from the date of acceptance of invoice by ReBIT.



**Annexure A – Commercial Bid**  
Line Item Wise Price Summary  
(Details of all line items of the Commercial Bid)

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)**

Total Cost of the Ownership (TCO) should be calculated in below format.

Sr. No.	Item Description	Quantity	UOM	Unit Cost	Total Cost (Excl tax) (Qty X Unit Cost)	GST %	GST Amount	Total Amount (Incl tax) (Total Cost + GST)
1	MS Office 365 Apps for Business	270	Nos					
2	MS Visio Plan 2	10	Nos					
3	MS Project Plan 3	15	Nos					
4	MS Surface Tablet Pro 7+	5	Nos					

1. Bidder shall submit quote for Subscription Licenses renewal for 1 year.
2. Vendor has to provide the license cost in INR. GST Rates are to be provided separately.
3. Subscription License Cost shall be overall cost (of products, licenses, certificates etc.) inclusive of all Taxes (whichever is applicable), however exclusive of GST.
4. Renewal of licenses from Second Year onwards will be considered based on successful implementation of the solution without any pending issues.
5. In case of renewal Cost for license will be paid to the successful bidder on yearly basis as per above mentioned cost sheet.
6. Bidder shall mention part nos, configuration, warranty, garranty, Support offered by Microsoft for the above items clearly in the proposal note.

Note:

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