



Renewal of MS O365 Licenses, Visio, MS Project Licenses

REQUEST FOR QUOTATION (RFQ)

(19 May 2022)

RFQ: ReBIT/CPO/2022-23/094/009

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**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/CPO/2022-23/094/009
Purpose of RFQ	Renewal of MS O365 Licenses, Visio, MS Project Licenses
Method of selection	Selection will be based on Least Cost Method
Availability of RFQ documents	19-May-2022 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	22-May-2022 up to 15:00 Hrs Queries should be submitted in the format prescribed in this RFQ (Annexure D) and sent to procurement@rebit.org.in
Pre-bid meeting	23-May-2022 at 12:00 Hrs 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 procurement@rebit.org.in 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	23-May-2022 through email to the RFQ enquired bidders.
Last date and time for bid submission (on or before)	30-May-2022 upto 12:00 Hrs through email to procurement@rebit.org.in
Bid opening	30-May-2022 at 15:00 Hrs through video conferencing.
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 Phone No: 022 50233100 / 50233139 Email: procurement@rebit.org.in

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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 for renewal of Microsoft 365 Apps for Business licenses(80 licenses) 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.

Bidders are expected to submit their bids (password protected) through email to procurement@rebit.org.in strictly as per RFQ timelines. *File size should not be more than 10 MB, if it is more than 10 MB then bidder can email multiple files.*

4. Scope of Work

Supply of below Microsoft Products for renewal of licenses.

Sr. No.	Item Description	Specifications / Model No.	Quantity
1	Microsoft 365 Apps for Business	Microsoft 365 Apps- Outlook, Word, Excel, Powerpoint, OneNote etc (Subscription from June 16, 2022 to February 23, 2023*)	220
2	Microsoft Visio Online Plan 2	Subscription from June 10, 2022 to February 23, 2023*	12
3	Microsoft Project Plan 3	Subscription from June 10, 2022 to February 23, 2023*	12

** All Subscriptions shall be as per mentioned period to align to co-terminus license arrangement.*

5. Selection Process

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 (L1).

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 as per the Schedule of Events.
3. Bidder to submit **Manufacturer Authorisation Form / Authorised Partnership Certificate** from Microsoft as per **Annexure A**
4. Bidder should not be currently blacklisted from any of the government, semi government institutions, public/ private companies etc. in India and abroad & there is no court case or insolvency proceedings pending against the bidder – **Annexure B Declaration** is required on bidder's letter head with Authorized signed & stamped.
5. Bidder should submit filled **Annexure C – Commercial Bid** with signed by authorized signatory.
6. The authorised signatory representing the Bidder shall digitally/Manually sign all proposal documents emailed to ReBIT.
7. ReBIT reserves the right to resort to re-tendering without providing any reason whatsoever. ReBIT shall not incur any liability on account of such rejection.
8. 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.
9. 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.
10. ReBIT, at its discretion, may extend the deadline for a reasonable period as decided by ReBIT for the submission of bids.
11. No query, post pre-bid meeting and clarification shall be allowed.
12. 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 C** 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 C** is allowed. Any deviations may lead to disqualification of the bid.

6.3. Bid Opening and Evaluation Process

- The Bidders shall submit the Commercial bid in the attached format - **Annexure C**. 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.
- The price bids shall be opened on the notified date and time and reviewed to determine whether the price bids are substantially responsive.
- 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.
- If a Bidder quotes NIL price / consideration, the bid shall be treated as unresponsive and will not be considered.
- Bidder with the **Lowest Commercial Bid** will be selected as successful bidder .

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	Within 2 days of the PO

2	Microsoft Visio Online Plan 2	Within 2 days of the PO
3	Microsoft Project Plan 3	Within 2 days of the PO

7.1 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 delivery of licenses, 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 / purchase order 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

ReBIT will endeavour to make all payments in relation to the software licenses/subscriptions, 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.

9. Confidentiality

The Bidder must undertake that they shall hold in trust any Information received by them, under the Contract/Purchase Order, and the strictest of confidence shall be maintained in respect of such Information. The Bidder has also to agree:

- i. To maintain and use the Information only for the purposes of the Contract/Agreement and only as permitted by ReBIT
- ii. To only make copies as specifically authorized by the prior written consent of ReBIT and with the same confidential or proprietary notices as may be printed or displayed on the original;
- iii. iv. To treat all Information as Confidential Information.

10. Tender / RFQ Cancellation

ReBIT reserves the right to cancel the Tender/RFP at any time without assigning any reasons whatsoever.

11. Jurisdiction

Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this RFP, the parties shall be subject to the jurisdiction of courts at Mumbai, Maharashtra State, India only.

12. Annexure A: Manufacturer’s Authorisation Form

(This letter of authority should be on the letterhead of the manufacturer(s) / developer(s) and should be signed by a competent person representing the manufacturer / developer.)

To,

The CEO,
Reserve Bank Information Technology Pvt Ltd. (ReBIT),
502, Building No 1, Mindspace, Juinagar,
Nerul, Navi Mumbai - 400706

Dear Sir,

We _____ who are established and reputed manufacturer / developer of _____ having organization at _____ and _____ do hereby authorize M/s _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above tender.

We hereby confirm that in case the Bidder is not able to perform obligations as per contract during the contract period, contracted services will be provided by OEM within the stipulated time.

We hereby extend our full guarantee and warranty for the following softwares / products offered by the above firm in response to ReBIT’s tender and contract for Renewal of MS O365 Licenses

1. _____
2. _____
3. _____
4. _____

(Please mention the names of the Softwares, Servers, System Softwares, RDBMS, and/or any other suites, as applicable).

Yours faithfully,

(Name)
for and on behalf of
M/s _____
(Name of Manufacturer/Developer)

13. Annexure B: Undertaking by Bidder

(To be submitted by all Bidders' on their letter head)

Place:
Date:

To,

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

We _____ (bidder name), hereby undertake that:

1. As on date of submission of tender, we are not blacklisted by the Central Government / any of the State Governments / PSUs in India or any Financial Institution etc in India.
2. We also undertake that we are not involved in any legal case case or insolvency proceedings pending against us.

Yours faithfully,

Authorized Signatories (Name, Designation and Seal of the Company)

Date:

14. Annexure C – Commercial Bid

The Financial Proposal must provide a cost breakdown. 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	Microsoft 365 Apps for Business(subscription from June 16,2022 to February 23 ,2023)	220	Nos					
2	Microsoft Visio Online Plan 2 (subscription from June 10,2022 to February 23 ,2023)	12	Nos					
3	Microsoft Project Plan 3 (subscription from June 10,2022 to February 23,2023)	12	Nos					

1. Bidder shall submit quote for Subscription Licenses renewal as mentioned in the scope of work.
2. Bidder 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. Bidder shall mention Part Nos / Configuration / Warranty / Guarranty / 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

Annexure D : Bidders Queries Format

Contact Details		
Name of Organization submitting Request (Enter Full Legal Entity Name)	:	
Full Formal Address of the Organization	:	
Tel	:	
Fax	:	
Email	:	
Name & Position of Person submitting Request		
Name	:	
Position	:	

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