



SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
PROPOSALS ARE INVITED
FOR
PURCHASE OF MS OFFICE STANDARD 2007 & MS VISUAL SAFE SOURCE 2005

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Tender No.: 400/2010/559/BYO/ISD

Dated 01-01- 2010

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
Information Service Department, 3rd Floor
SME Development Center, C-11, 'G' Block,
Bandra Kurla Complex, Bandra (E), Mumbai - 400 051

Tender for Purchase of 100 Microsoft Office (MS) Standard 2007 & Microsoft Visual Source Safe 2005

Small Industries Development Bank of India [SIDBI] intends to purchase 100 MS Office Standard 2007 [Part No.021-07777] & 10 Microsoft Visual Source Safe 2005 [Part No.324-00522]. Currently, SIDBI is enrolled with Microsoft under Level A of their licensing program. Proposals are invited from authorised resellers / business associates of Microsoft for reselling of MS Office Software/ Licenses for supply of 100 MS Office standard 2007 and 10 Microsoft Visual Safe Source 2005 licenses. You are requested to submit your proposal as per following annexures.

- ❖ Annexure I : Bid Information
- ❖ Annexure II : General Terms and Conditions
- ❖ Annexure III : Format for Technical Bid
- ❖ Annexure IV : Format for Commercial Bid
- ❖ Annexure V : Format of forwarding letter.

Your proposal complete in all respects should reach SIDBI on or before 3:00PM on **January 22, 2010** addressed to:

The Chief General Manager (Systems)
SIDBI, 3rd Floor
Information Services Department
SME Development Center
Plot No.C-11, 'G' Block,
Bandra Kurla Complex,Bandra(East)
Mumbai - 400 051

Please note that SIDBI reserves the right to consider/ reject any or all applications without assigning any reason thereof

Annexure - I**Biding Information Sheet**

S.N	Tender Reference :			
1	Purpose	Purchase of 100 Microsoft Office (MS) Standard 2007 and 10 Microsoft Visual Safe Souce 2005		
2	Cost of Tender	Rs.500/- (To be submitted as Demand Draft in favour of SIDBI payable at Mumbai.)		
3	EMD	Rs. 34,000/- (To be submitted as Demand Draft in favour of SIDBI, payable at Mumbai. EMD in any other form will not be accepted and bid is liable to be rejected)		
4	No. Of Envelopes (Non window, sealed)	02 (Two) , containing: <u>First Enevelop should contain:</u> <ul style="list-style-type: none"> ➤ Technical Bid – as per Annexure III ➤ Forwarding letter – as per Annexure V ➤ Authority letter from Microsoft. ➤ DD of Rs.500/- towards Cost of Tender Form ➤ DD of Rs.34,000/- towards EMD. <u>Second Envelop should contain:</u> <ul style="list-style-type: none"> ➤ Commercial bid – as per Annexure IV 		
5	Last Date of Submission of Bids	3:00PM on January 22, 2010		
6	Last Date for seeking clarifications, if any	January 15, 2010 [SIDBI's response to clarifications , if any, will be posted on January 18, 2010. Vendor to check SIDBI website prior to submission of proposal. No individual clarification will be forwarded.]		
7	Bid Validity, till	One month from the last date of submission of proposals ie.,February 19 , 2010		
8	Address for submission of Bids	The Chief General Manager (Systems) SIDBI, 3rd Floor Information Services Department SME Development Center Plot No.C-11, 'G' Block, Bandra Kurla Complex,Bandra(East) Mumbai - 400 051		
9	Data and time of opening of Technical Bids	4:00PM on January 22, 2010 at the address given in item no.11 of this annexure.		
10	Date and time of opening of Commercial Bids.	To be intimated after the evaluation of technical bids.		
11	Contact Details	SIDBI, Information Services Department [ISD], 3 rd Floor SME Development Center Plot No.C-11, 'G' Block, Bandra Kurla Complex, Bandra(East) Mumbai - 400 051		
	Name	Designation	Phone	Fax
	C R Prasad	M(Systems)	67531238	
	A M Prabhu	AGM Systems)	67531296	67531236
				E-mail
				crprasad@sidbi.in
				amprabhu@sidbi.in

General Terms and Conditions

1. **Cost Details & Validity:**

The quoted Rate / Cost should be inclusive of all levies/ taxes like Service tax, VAT, Educational cess, Sales Tax, Transportation, Customs, Excise, traveling charges etc, if any. However, SIDBI would reimburse Octroi, if any, to the vendor on actuals on production of original Octroi receipts in SIDBI's name.

2. **Validity of Proposal:**

The validity of the proposal against this RfP should be till February 19, 2010.

3. **Payment Terms:**

100% payment after supplying all items as per PO at SIDBI office and raising of invoice.

4. SIDBI reserve the right to accept or reject any quotation in full or part, and to suspend this process and reject all quotations or part at any time prior to the award of contract, without thereby incurring any liability to the affected vendors on the grounds of the purchasers inaction.

5. **Bid Submission:**

- a) Vendors should submit the bids strictly in accordance with the information given in the **Annexure - I** (Bid Information).
- b) Technical and commercial bids should be enclosed in two separate non-window envelopes.
- c) Technical bid cover should be superscribed "**RfP - Microsoft Office Standard 2007 Licenses (OLP C) & Microsoft Visual Safe Source 2005- Technical Bid**".
- d) Commercial bid cover should be superscribed "**RfP - Microsoft Office Standard 2007 Licenses (OLP C) & Microsoft Visual Safe Source 2005- Commercial Bid**".

6. **Opening of Bids:**

Bids, except commercial bids, received within stipulated time, shall be opened as per schedule given in the bid information sheet. As the bids shall be opened in the presence of bidders, bidder may ensure to be present at the venue on stipulated date and time.

7. **Responsive bids:**

Bids conforming to the following essential requirements shall be considered as responsive:

- i. Bids submitted at the prescribed address on or before the stipulated date and time.
- ii. Bids accompanied with following documents:

A. The technical bid should contain:

- a) Technical bid
- b) Forwarding letter
- c) Authorising letter from microsoft.
- d) DD towards cost of tender form
- e) DD towards the EMD.

B. The Commercial bid should contain:

- f) Commercial bids in the prescribed format

8. **Opening of bids:**

- a) **Technical bids:** shall be opened on January 22, 2010, 4:00PM at the address given in Annexure –I [item no.11]
- b) **Commercial bids:** shall be opened only for the vendors whose bids shall be found to be substantially responsive. Venue, date and time of opening of the commercial bids shall be intimated, in due course, only to the bidders whose bids are found responsive.

9. **Delivery Schedule:**

The contracted vendor shall ensure to deliver the paper licenses within four weeks from the date of award of contract [issue of PO].

10. **Delivery Location:**

Delivery of paper licenses are to be made at **our New Delhi office**, whose contact details are given below:

Manager (Systems)
Small Industries Development Bank of India [SIDBI]
Ground Floor, Videocon Tower,
Jhandewalan Extension,
E-1, Rani Jhansi Road,
New Delhi - 110 055

11. **Penalty for Default in Services:**

If the vendor fails to deliver the items within stipulated time, SIDBI will impose a penalty of 1% of the order value for the late delivered items for each weeks delay or part thereof, subject to maximum of 5% of value of the late delivered items. In case the delay exceeds five weeks, SIDBI reserves the right to cancel the order and in such a case the earnest money deposit (EMD) recieved from the vendor shall be forfeited.

12. **Earnest Money Deposit (EMD):**

Vendors are required to submit EMD as metnioned in the Bid Information Sheet. EMD for the unsuccessful bidders shall be returned within three weeks after the end of the bid validity period or after the acceptance of the order placed with the successful bidder, which ever is earlier. However, the EMD for the successful bidder shall be returned at the time of release of 100% payment. **The EMD will be forfeited if any bidder dishonors its bidding commitments.**

13. **Right to make a copy of Master CD/DVD:**

SIDBI should have a right to make duplicate copies of the master media to distribute it to various SIDBI locations, if required, and at the same time not crossing the usage of more than 100 licenses for Microsoft Office 2007 and 10 licenses for Microsoft Visual Safe Source 2005.

14. **Right to Load the software at the vendor warehouse for installation:**

SIDBI should have a right to get the software pre-installed on newly procured PCs at the vendors warehouse before dispatching for delivery at various SIDBI locations, if required, and at the same time not crossing the usage of more than 100 licenses for Microsoft Office 2007 and 10 licenses for Microsoft Visual Safe Source 2005.

15. **Indemnity:**

The vendor will indemnify SIDBI to the extent of direct damages against all claims, demands, costs, charges, expenses, award, compensations etc. due to vendor's violation of any patents and copy rights.

16. **Force Majeure:**

If the performance as specified in this order is prevented, restricted, delayed or interfered by reason of Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo, Any law, order, proclamation, ordinance, demand or requirements of any Government or authority or representative of any such Government including restrict trade practices or regulations, Strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or Any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its performance to the extent such performance relates to prevention, restriction, delay or interference and provided the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost dispatch.

17. **Arbitration:**

In the event of a dispute or difference or difference of any nature whatsoever between the vendor and SIDBI during the course of the assignment arising as a result of this order, the same will be referred for arbitration to a Board of arbitration. This Board will be constituted prior to the commencement of the arbitration and will comprise two arbitrators and an umpire. Vendor and SIDBI will each nominate an arbitrator to the Board and these arbitrators will appoint the umpire. Arbitration will be carried out at a place mutually decided by Vendor and SIDBI.

18. **Contact Information:**

For any clarifications vendor may contact Shri C R Prasad, Manager(Systems) on 67531238, Shri A M Prabhu, AGM (System) on 67531296

Annexure - IV

Format - Commercial Bid

(To be submitted on company letterhead)

RfP - Purchase of 100 Microsoft Office Standard 2007 & 10 Microsoft Visual Safe Souce 2005

Amount in Indian Rupees (Rs.)				
S.N	License Description	Qty. [A]	Unit Cost [B]	Total Cost C= [A*B]
1	Microsoft Office Standard 2007 – Part No. 021-07777	100		
2	Microsoft Visual Safe Source 2005	10		
Total Cost of Ownership (TCO)				

Note :

1. Total cost should be inclusive of all taxes.
2. TDS will be deducted at source as per rules, if it is applicable.
3. SIDBI would reimburse Octroi / entry tax, if any, to the vendor on actuals on production of original Octroi receipts in SIDBI's name.
4. Vendor should be authorised reseller / business associate of Microsoft for reselling of MS Office Software/ Licenses. A copy of authorisation letter from Micorsoft should be enclosed with the proposal.
5. Any deviation in general terms and conditions OR not submitting of the autorisation letter, the proposals liable to be rejected.

Date:...../...../2010

Authorised Signatory.

Name:

Designation:

Forwarding Letter

(To be submitted on company's letter head)

To:

The Chief General Manager (Systems)
SIDBI, 3rd Floor,
Information Services Department
SME Development Center
C-11, 'G' Block, Bandra Kurla Complex
Bandra (East)
Mumbai - 400 051

Dear Sir,

Purchase of 100 Microsoft Office Standard 2007 & 10 Microsoft Visual Safe Souce 2005

Your Tender No.: 400/2010/559/BYO/ISD

Dated: 01-01-2010

This is in reference to your above mentioned tender for the procurement of 100 MS Office Standard 2007 and 10 Microsoft Visual Safe Source 2005 licenses. Having examined the tender document, the receipt of which is hereby duly acknowledged, we the undersigned, hereby submit our proposal along with the necessary documents as mentioned at Sr. No. 6 of the Annexure II (General Terms and Conditions) of the tender.

Further, we agree to abide by all the terms and conditions as mentioned in Annexure II of the tender document. We have also noted that SIDBI reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Date:...../...../2010

Authorised Signatory.

Name:

Designation:

Format - Technical Bid

S.N.	Description	Vendor's Response
1	Company Details	
a	Name of Company	
b	Address of Company	Phone No.: Fax No.: Mail id : Website :
2	Contact Details	
a	Name	
b	Designation	
c	Contact No.	Mobile No.: Phone No.: Mail id :
3	Type of Partnership with Microsoft [Authorised reseller / Business associate / partner]	
4	Partnership Certificate enclosed [Yes / No]	

Date:...../...../2010

Authorised Signatory.

Name:

Designation:
