

### Bid Document

Bid Details	
Bid End Date/Time	14-07-2020 12:00:00
Bid Opening Date/Time	2020-07-14 12:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Pmo
Department Name	Na
Organisation Name	Ntro
Office Name	Ntro, New Delhi
Total Quantity	700
Item Category	Office Suite Software (Version 2.0)
Bidder Turnover (Last 3 Years)	100 Lakh (s)
OEM Average Turnover (Last 3 Years)	800 Lakh (s)
Experience Criteria	3 Year (s)
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,OEM Authorization Certificate,OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance	10 %
Bid to RA enabled	No
Inspection Required	No

### EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	3.00
EMD Amount	656250

**ePBG Detail**

Advisory Bank	State Bank of India
ePBG Percentage(%)	10.00
Duration of ePBG required (Months).	38

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**Beneficiary:**

Chairman

Ntro (PMO), Block-III, Old JNU Campus, New Delhi-110067

(The President Of India Thru The Chairman, Ntro)

**Splitting**

Bid splitting not applied.

1. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of years as indicated in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

2. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

3. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 10% of bid quantity, in at least one of the last three years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one year) to be submitted along with bid in support of quantity supplied in the relevant year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

## Office Suite Software (Version 2.0) ( 700 pieces )

### Technical Specifications

[\\* As per GeM Category Specification](#)

Specification	Specification Name	Values	Bid Requirement (Allowed Values)
BASIC INFORMATION	<b>Product Type</b>	Proprietary Suites	Open Source Suites, Proprietary Suites
	<b>Offered Product are</b>	2. Government Edition	1. Commercial Edition, 2. Government Edition, 3. Academic Edition
	Name of the OEM	-	*
	OEM Model / Part No	-	*
	Product Id of OEM	-	*
	Software Description	-	*
	Date of Launch of Version	-	*
SCOPE OF LICENCE	<b>"Types of Licence (Hint : Select 'NA' if not applicable)"</b>	1.Perpetual	1.Perpetual, 2.Subscription, 3.NA
	<b>"Duration of Subscription (in Years) (Hint : Select '0' if not applicable)"</b>	0	0 - 5
	<b>Licencing option</b>	4.Device based	1. CORE BASED,, 2.Users Based,, 3.Socket Based,, 4.Device based, 5.NA
	<b>Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected)</b>	1	1 - 100
OFFICE SUITE	<b>Proprietary Suite</b>	1. Microsoft Office	*
	<b>"Open Source Suite (Hint:- Vendor can offer support service to open source suite on subscription basis)"</b>	6. Not Applicable	1.Apache Open Office,, 2.Calligra Suite,, 3.Libre Office,, 4.ONLYOFFICE Desktop Editors,, 5. Neo office, 6. Not Applicable
	<b>Components of Office Suite covered in the offered product</b>	1. Word Processor,2. Spreadsheet,3. Presentation,4. FILE CONVERSION,5.GRAPHICS	1. Word Processor, 2. Spreadsheet, 3. Presentation, 4. FILE CONVERSION, 5.GRAPHICS, 6. COLLABORATION TOOL

	<b>Operating Systems Supported by the offered product</b>	1. Windows	1. Windows, 2. Windows Mobile/ Phone, 3. Mac, 4. Android, 5. Linux, 6. iOS, 7. DOS
	<b>The offered product have support from OEM for</b>	1. Updation for Patches and Bug fixes within supooort period.	1. Updation for Patches and Bug fixes within supooort period., 2. Upgradation of version within support period ., 3. NA
	<b>Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period</b>	5	1, 2, 3, 4, 5, 10, NA
	<b>Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period</b>	NA	1, 2, 3, 4, 5, 10, NA
	<b>No of days Training Provided at Site</b>	0	0, upto 5, 6 to 10, 11 to 20, 21 to 30
Word Processor	<b>Word Processor FEATURES</b>	1. Word,2.Themes,3. File Annotation,4.Built in Spell Checker/ Grammer & Style,5. Dictionary/ Theasaurus,6. Utilities for manipulating and editing text	1. Word, 2.Themes, 3. File Annotation, 4.Built in Spell Checker/ Grammer & Style, 5. Dictionary/ Theasaurus, 6. Utilities for manipulating and editing text
Spreadsheet	<b>Spreadsheet FEATURES</b>	1. Excel,3.Open XML File Format,5.Queries,7 .Formula Calculation Function,8.Pivot Table/ Tables	1. Excel, 2. Database, 3.Open XML File Format, 4. XML File Filter Tool, 5.Queries, 6.Advance data manipulation, 7.Formula Calculation Function, 8.Pivot Table/ Tables
Presentation	<b>PPT FEATURES</b>	1. Presentation Tool,2.Slide Transitions, 3.Themes,4.Power View	1. Presentation Tool, 2.Slide Transitions, 3.Themes, 4.Power View
FILE CONVERSION	<b>PDF Editor &amp; Convertor Features</b>	1. Word to PDF,,2. PDF to word,,3. Excel to PDF,	1. Word to PDF,, 2. PDF to word,, 3. Excel to PDF,, 4. PDF to Excel,, 5.Scanned Images editing supported.,

			6.PDF Split & Extract facility, 7. Search words within PDF file
GRAPHICS	<b>GRAPHICS FEATURES</b>	1. GRAPHIC TOOL,2. Drawings and Diagrams,3.Path editing tool,4. Raster Graphics Editor,5. Vector Graphics Editor	1. GRAPHIC TOOL, 2. Drawings and Diagrams, 3.Path editing tool, 4. Raster Graphics Editor, 5. Vector Graphics Editor
COLLABORATION TOOL	<b>COLLABORATION TOOL FEATURES</b>	2. Relationships,5.Exchange Server Support,6.Outlook Social Connector,10.Real time Document Co- Authoring,11.Collaboration over Same Platform Suite	*
GENERIC	<b>GENERIC FEATURES 1</b>	1. Accessibility,2. Support for many native languages,4.ActiveX Control,5.Writing Support,6.Gradient and pattern tools,7.Files and Printing,8. Editing and Formatting,9.Language Tools,11.Forms,12. Reports,3. 3rd Party Add-ons	*
	<b>GENERIC FEATURES 2</b>	16. Templates,18.Equation Editor,19.Version Information,23. Live Preview,24.Research Button,25. Bug report,26. Notetaking software,27. Email client,28. HTML Editor,29. Online Editing	*
	<b>Cloud storage support for</b>	4. NA	1. Google Drive, 2. Drops Box, 3. One Drive, 4. NA
	<b>Capacity of cloud storage support(in GB) Hint:- Select'0' if not applicable</b>	0	0 - 10000
SUPPORTED HARDWARE REQUIREMENTS AT USEREND	<b>Processor Supported in Bits</b>	32,64	32, 64
	Minimum Processor Configuration Required	-	*

	Minimum Hard Disk Space Required in GB	3	*
	Minimum RAM Size required in GB	2	*
GENERIC PARAMETERS	Valid Licence copy to be provided	YES	*
	Software supplied through	URL Link	*

\* Specifications highlighted in bold are the Golden Parameters.

\* Bidders may note that In respect of non-golden Parameters, the specifications 'Values' chosen by Buyer will generally be preferred over 'Bid requirement ( allowed Values) by the Buyer.

### Additional Specification Documents

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Ajay Kumar	110047,NTRO, Near 25Bn SSB, AYANAGAR , NEW DELHI	700	30

### Bid Specific Additional Terms and Conditions

1. Scope of supply (Bid price to include all cost components) : Only supply of Goods
2. Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
3. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria. In case of bunch bids, the OEM of CATEGORY RELATED TO primary product having highest bid value should meet this criterion.
4. IMPORTED PRODUCTS: In case of imported products, OEM or Authorized Seller of OEM should have a registered office in India to provide after sales service support in India. The certificate to this effect should be submitted.
5. Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.

6. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
7. The bidder is required to upload, along with the bid, all relevant certificates such as BIS licence, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.
8. Timely Servicing / rectification of defects during warranty period: After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / Rectification within 5 days time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of PBG. Seller shall be liable to re-imburse the cost of such service / rectification to the Buyer.

[This Bid is also governed by the General Terms and Conditions](#)

**---Thank You---**