

### Bid Document

Bid Details	
Bid End Date/Time	25-07-2020 16:00:00
Bid Opening Date/Time	25-07-2020 16:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Micro Small And Medium Enterprises
Department Name	Na
Organisation Name	N/a
Office Name	Central Delhi
Total Quantity	2
Item Category	Office Suite Software (Version 2.0)
Experience Criteria	3 Year (s)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Past Performance,Certificate (Requested in ATC),OEM Authorization Certificate *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	50 %
Bid to RA enabled	No
Inspection Required	No

### EMD Detail

Required	No
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### ePBG Detail

Required	No
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### 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. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% 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) ( 2 pieces )

### Technical Specifications

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

Specification	Specification Name	Values	Bid Requirement (Allowed Values)
BASIC INFORMATION	<b>Product Type</b>	Proprietary Suites	Proprietary Suites
	<b>Offered Product are</b>	2. Government Edition	2. Government 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
	<b>"Duration of Subscription (in Years) (Hint : Select '0' if not applicable)"</b>	0	0.0 - 5.0 Or higher
	<b>Licencing option</b>	4.Device based	4.Device based
	<b>Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected)</b>	1	1.0 - 100.0 Or higher
OFFICE SUITE	<b>Proprietary Suite</b>	1. Microsoft Office	1. Microsoft Office

	<b>"Open Source Suite (Hint:- Vendor can offer support service to open source suite on subscription basis)"</b>	6. Not Applicable	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, 6. COLLABORATION TOOL	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
	<b>The offered product have support from OEM for</b>	1. Updation for Patches and Bug fixes within supoort period.	1. Updation for Patches and Bug fixes within supoort period.
	<b>Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period</b>	5	5
	<b>Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period</b>	NA	NA
	<b>No of days Training Provided at Site</b>	0	0
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, 3.Open XML File Format, 5.Queries, 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;</b>	1. Word to PDF,,3.	1. Word to PDF,, 3.

	<b>Convertor Features</b>	Excel to PDF,,4. PDF to Excel,	Excel to PDF,, 4. PDF to Excel,
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>	1. Schedule meetings & Events,2. Relationships,3.Cached Exchange Mode Sync,4. Slider,5.Exchange Server Support,6.Outlook Social Connector,7.People Pane,8.PRF Files,9.Video/ Audio Conferencing,10.Real time Document Co- Authoring,11.Collaboration over Same Platform Suite	1. Schedule meetings & Events, 2. Relationships, 3.Cached Exchange Mode Sync, 4.Slider, 5.Exchange Server Support, 6.Outlook Social Connector, 7.People Pane, 8.PRF Files, 9.Video/ Audio Conferencing, 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,3. 3rd Party Add -ons,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,13.Billing,14.Inbuilt security for documents	1. Accessibility, 2. Support for many native languages, 3. 3rd Party Add -ons, 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, 13.Billing, 14.Inbuilt security for documents
	<b>GENERIC FEATURES 2</b>	15.Compatability with SQL/ MySQL Integration,16. Templates,17. Visual Basic Language,18.Equation Editor,19.Version Information,20. Web Apps,21. Azure Marketplace Connector,22.Auto Discover,23. Live Preview,24.Research Button,25. Bug report,26. Notetaking software,27. Email client,28. HTML	15.Compatability with SQL/ MySQL Integration, 16. Templates, 17. Visual Basic Language, 18.Equation Editor, 19.Version Information, 20. Web Apps, 21. Azure Marketplace Connector, 22.Auto Discover, 23. Live Preview, 24.Research Button, 25. Bug report, 26. Notetaking software, 27. Email client, 28. HTML Editor, 29. Online Editing

		Editor,29. Online Editing	
	<b>Cloud storage support for</b>	4. NA	4. NA
	<b>Capacity of cloud storage support(in GB) Hint:- Select'0' if not applicable</b>	0	0.0 - 10000.0 Or higher
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	4	*
	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	Bachan Singh Sajwan	110011,Room No. 122-B, Udyog Bhawan, New Delhi	2	30

#### Bid Specific Additional Terms and Conditions

1. 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.
2. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
3. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
4. 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 3 years 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 primary product having highest value should meet this criterion.

5. ISO 9001: The bidder must have ISO 9001 certification.

6. 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.

**7. Malicious Code Certificate:**

The seller should upload following certificate in the bid:-

(a) This is to certify that the Hardware and the Software being offered, as part of the contract, does not contain Embedded Malicious code that would activate procedures to :-

(i) Inhibit the desires and designed function of the equipment.

(ii) Cause physical damage to the user or equipment during the exploitation.

(iii) Tap information resident or transient in the equipment/network.

(b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property Right (IPRs) are caused due to activation of any such malicious code in embedded software.

8. OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

9. Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods

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

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