

## Bid Document

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	15-10-2022 18:00:00
<b>Bid Opening Date/Time</b>	15-10-2022 18:30:00
<b>Bid Offer Validity (From End Date)</b>	100 (Days)
<b>Ministry/State Name</b>	Ministry Of Health And Family Welfare
<b>Department Name</b>	Department Of Health Research
<b>Organisation Name</b>	Indian Council Of Medical Research (icmr)
<b>Office Name</b>	National Centre For Disease Informatics And Research, Bengaluru
<b>Total Quantity</b>	10
<b>Item Category</b>	Office Suite Software (Version 2.0) (Q2)
<b>MSE Exemption for Years of Experience and Turnover</b>	No
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Bid to RA enabled</b>	No
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Evaluation Method</b>	Total value wise evaluation

### EMD Detail

Required	No
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### ePBG Detail

Required	No
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### Splitting

Bid splitting not applied.

### MII Purchase Preference

MII Purchase Preference	No
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### MSE Purchase Preference

MSE Purchase Preference

Yes

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

### Office Suite Software (Version 2.0) ( 10 pieces )

Brand Type

Registered Brand

#### Technical Specifications

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

Specification	Specification Name	Bid Requirement (Allowed Values)
BASIC INFORMATION	<b>Product Type</b>	Proprietary Suites
	<b>Offered Product are</b>	2. Government Edition
SCOPE OF LICENCE	<b>"Types of Licence (Hint : Select 'NA' if not applicable)"</b>	2.Subscription
	<b>"Duration of Subscription (in Years) (Hint : Select '0' if not applicable)"</b>	1.0 - 5.0 Or higher
	<b>Licencing option</b>	2.Users Based,
	<b>Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected)</b>	1.0 - 100.0 Or higher
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
	<b>Components of Office Suite covered in the offered product</b>	1. Word Processor, 2. Spreadsheet, 3. Presentation, 4. FILE CONVERSION, 5.GRAPHICS
	<b>Operating Systems Supported by the offered product</b>	1. Windows, 2. Windows Mobile/ Phone, 3. Mac, 4. Android, 5. Linux, 6. iOS, 7. DOS

Specification	Specification Name	Bid Requirement (Allowed Values)
	<b>The offered product have support from OEM for</b>	1. Updation for Patches and Bug fixes within support 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>	1
	<b>Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period</b>	1
	<b>No of days Training Provided at Site</b>	0
Word Processor	<b>Word Processor FEATURES</b>	1. Word, 2.Themes, 3. File Annotation, 4.Built in Spell Checker/ Grammer & Style, 5. Dictionary/ Thesaurus, 6. Utilities for manupulating and editing text
Spreadsheet	<b>Spreadsheet FEATURES</b>	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
FILE CONVERSION	<b>PDF Editor &amp; Convertor Features</b>	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>	3.Path editing tool
COLLABORATION TOOL	<b>COLLABORATION TOOL FEATURES</b>	10.Real time Document Co- Authoring
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, 10. Flexi Licence policy, 11.Forms, 12. Reports, 13.Billing, 14.Inbuilt security for documents
	<b>GENERIC FEATURES 2</b>	20. Web Apps, 27. Email client, 28. HTML Editor, 29. Online Editing
	<b>Cloud storage support for</b>	2. Drops Box, 3. One Drive
	<b>Capacity of cloud storage support(in GB) Hint:- Select'0' if not applicable</b>	1024.0 - 10000.0 Or higher
SUPPORTED HARDWARE REQUIREMENTS AT USEREND	<b>Processor Supported in Bits</b>	32, 64
	Minimum Hard Disk Space Required in GB	4
	Minimum RAM Size required in GB	2

Specification	Specification Name	Bid Requirement (Allowed Values)
GENERIC PARAMETERS	Valid Licence copy to be provided	YES
	Software supplied through	URL Link

#### Additional Specification Parameters - Office Suite Software (Version 2.0) ( 10 pieces )

Specification Parameter Name	Bid Requirement (Allowed Values)
Components of Office Suite covered in the offered product	1. Access 2. Outlook

\* Bidders offering must also comply with the additional specification parameters mentioned above.

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	F S Roselind	562110,NIRMAL BHAVAN ICMR COMPLEX 2ND FLOOR POOJANAHALLI ROAD OFF N.H.7 ADJACENT TO TRUMPET FLYOVER OF BIAL KANNAMANGALA POST BENGALURU	10	15

### Buyer Added Bid Specific Terms and Conditions

1. Experience Certificate for the supply of the same to any Govt/ PSU/ any renowned private organisation along with Supply/ Purchase Order.
2. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
3. Make in india specific authorisation certificate needs to be enclosed.
4. **Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 50 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 50% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

#### 5. Scope of Supply

Scope of supply (Bid price to include all cost components) : Supply Installation Testing Commissioning of Goods and Training of operators and providing Statutory Clearances required (if any)

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

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