

Bid Document

Bid Details	
Bid End Date/Time	20-09-2021 12:00:00
Bid Opening Date/Time	20-09-2021 12:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Niti Aayog - National Institution For Transforming India
Department Name	Na
Organisation Name	N/a
Office Name	Development Monitoring And Evaluation Office (hqrs)
Total Quantity	50
Item Category	Office Suite Software (Version 2.0)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Evaluation Method	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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Competent Authority Approval for not opting Make In India Preference : [View Document](#)

MSE Purchase Preference

MSE Purchase Preference	Yes
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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) (50 pieces)

Brand Type	Registered Brand
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Technical Specifications

[* As per GeM Category Specification](#)

Specification	Specification Name	Bid Requirement (Allowed Values)
BASIC INFORMATION	Product Type	Proprietary Suites
	Offered Product are	2. Government Edition
SCOPE OF LICENCE	"Types of Licence (Hint : Select 'NA' if not applicable)"	1.Perpetual
	"Duration of Subscription (in Years) (Hint : Select '0' if not applicable)"	0.0 - 5.0 Or higher
	Licencing option	1. CORE BASED,, 2.Users Based,, 3.Socket Based,, 4.Device based, 5.NA
	Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected)	1 - 100
OFFICE SUITE	Proprietary Suite	1. Microsoft Office, 2. Microsoft Office Mobile, 3. G Suite, 4. Adobe, 5.Polaris Office, 6.Hancom Office Suite & ThinkFree Office, 7. Ability Office, 8. Mobisystems office suite, 9. Google Docs, 10. iWork, 11.WPS Office, 12.Not Applicable
	"Open Source Suite (Hint:- Vendor can offer support service to open source suite on subscription basis)"	1.Apache Open Office,, 2.Calligra Suite,, 3.Libre Office,, 4.ONLYOFFICE Desktop Editors,, 5. Neo office, 6. Not Applicable

Specification	Specification Name	Bid Requirement (Allowed Values)
	Components of Office Suite covered in the offered product	1. Word Processor, 2. Spreadsheet, 3. Presentation, 4. FILE CONVERSION, 5.GRAPHICS, 6. COLLABORATION TOOL
	Operating Systems Supported by the offered product	1. Windows, 2. Windows Mobile/ Phone, 3. Mac, 4. Android, 5. Linux, 6. iOS, 7. DOS
	The offered product have support from OEM for	1. Updation for Patches and Bug fixes within support period., 2. Upgradation of version within support period ., 3. NA
	Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period	1, 2, 3, 4, 5, 10, NA
	Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period	1, 2, 3, 4, 5, 10, NA
	No of days Training Provided at Site	0, upto 5, 6 to 10, 11 to 20, 21 to 30
Word Processor	Word Processor FEATURES	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	Spreadsheet FEATURES	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	PPT FEATURES	1. Presentation Tool, 2.Slide Transitions, 3.Themes, 4.Power View
FILE CONVERSION	PDF Editor & Convertor Features	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	GRAPHICS FEATURES	1. GRAPHIC TOOL, 2. Drawings and Diagrams, 3.Path editing tool, 4. Raster Graphics Editor, 5. Vector Graphics Editor
COLLABORATION TOOL	COLLABORATION TOOL FEATURES	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	GENERIC FEATURES 1	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

Specification	Specification Name	Bid Requirement (Allowed Values)
	GENERIC FEATURES 2	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
	Cloud storage support for	1. Google Drive, 2. Drops Box, 3. One Drive, 4. NA
	Capacity of cloud storage support(in GB) Hint:- Select'0' if not applicable	0 - 10000
SUPPORTED HARDWARE REQUIREMENTS AT USEREND	Processor Supported in Bits	32, 64

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Dharmender Singh Sajwan	110001,Room No. 212, NITI Aayog, Sansad Marg	50	15

Buyer Added Bid Specific Additional Terms and Conditions

1. 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.

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 specification 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.

[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---