

### Bid Document

Bid Details	
Bid End Date/Time	01-02-2021 17:00:00
Bid Opening Date/Time	01-02-2021 17:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Power
Department Name	Na
Organisation Name	N/a
Office Name	Rec Power Distribution Company Limited
Total Quantity	300
Item Category	ELECTRONIC MAIL AND MESSAGING SOFTWARE ( <b>PAC Only</b> )
Bidder Turnover (Last 3 Years)	4 Lakh (s)
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,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *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	80 %
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Inspection Required	No
Evaluation Method	Total value wise evaluation

#### EMD Detail

Advisory Bank	ICICI
EMD Percentage(%)	1.00
EMD Amount	8028

#### ePBG Detail

Advisory Bank	ICICI
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ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	2

(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:**

Sr. Executive  
 REC Power Distribution Company Limited, NA, N/A, Ministry of Power  
 (Sumit Kumar Singh)

**Splitting**

Bid splitting not applied.

**MII Purchase Preference**

MII Purchase Preference	Yes
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**MSE Purchase Preference**

MSE Purchase Preference	Yes
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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 Financial years as indicated above 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 Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

2. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

3. 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.

4. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar

Category Products for 80% of bid quantity, in at least one of the last three Financial 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 financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

## ELECTRONIC MAIL AND MESSAGING SOFTWARE ( 300 pieces ) ( Under PAC )

(Minimum 50% Local content required for MII compliance)

Make	shivaami
Model	googleworkspace

### Technical Specifications

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

Specification	Specification Name	Bid Requirement (Allowed Values)
BASIC INFORMATION OF ELECTRONIC MAIL AND MESSAGING SOFTWARE	<b>Type of Software</b>	Email Software, Messaging, Audio & Video Software, Email, Messaging, Audio & Video Software
	<b>Type of Licenses</b>	Subscription, Renewal of licence for one year
	<b>Number of users</b>	Upto 25, Upto 50, Upto 100, Upto 250, Upto 500, Upto 1000, Above 1000
	<b>Deployment options</b>	On-Premises (Client Server), Cloud, Hybrid, Virtual
FEATURES AND FUNCTIONALITY PARAMETERS(GOLDEN)	<b>Instant messaging</b>	Yes
	<b>File transfer</b>	Yes
	<b>Video calls and conferencing</b>	Yes
	<b>Remote desktop sharing</b>	Yes
	<b>Storage tearing</b>	Yes, No
	<b>Capability of user to restore deleted mails from trash by himself</b>	Yes
	<b>Free Upgradation to Higher Version within support period</b>	YES
	<b>Installation and Demonstration</b>	Yes
	<b>No of days Training Provided at Site</b>	0, upto to 5, 6 to 10, 11 to 20, 21 to 30
<b>Number of Years upto which Support is available from OEM</b>	1, 2, 3, 5	

### Additional Specification Parameters - ELECTRONIC MAIL AND MESSAGING SOFTWARE ( 300 pieces )

Specification Parameter Name	Bid Requirement (Allowed Values)
Contract Period/Validity, Deployment Environment & Training	One Year from the date of commissioning/renewal of existing 300 email accounts subject to the verification of RECPDCL. Deployment only in Cloud environment and provide Admin Level training for email account management activities like account creation, deletion, suspension, creating workgroups, aliases, backup, archival and restoration of data in case of new email accounts. 90% Payment- after successful commissioning & 10%ter successful completion of the assignment/contract period of one year.

Configuration, Integration, Migration & Reports	Configuration & Integration of Email accounts with Domain Server and to provide reports as per RECPDCL requirement, alert notification if any security breach and exhaust of data storage space. The bidder shall be responsible for all kind of migration activities required for the existing email accounts as per the list provided by RECPDCL to ensure the successful renewal/commissioning of the same with zero data loss.
24*7 Technical Support	Providing 24*7 Technical supports (Telephonic/ Remote/ Onsite) for any kind of query raised by users The selected Vendor should offer 24x7x365 days uninterrupted service as per Scope of work and Terms & conditions. The vendor should provide a relationship manager to handle all support services and should be capable of resolving any service deficiency / issue which we can escalate and get resolved to our satisfaction.
Experience/ Eligibility Criteria - Average Annual Turnover Criteria & Authorization/Consent from Google	Average annual financial turnover of the bidder during the last four years should not be less than 70% of the estimated cost of tender of the bid. The bidder should be a Google authorized partner/distributor for license of Google App/ Suite/Workspace as per the requirement & scope of work as on the date of release of tender/bids on GeM Portal. Accordingly, bidder is required to submit Authorization certificate/Consent for this GeM eBid from Google either through GeM Portal or email.
Experience Criteria - Past Performance	The bidder should have successfully executed similar contracts of distribution of license of Google App/ Suite for Works/ Business/Workspace for Starter/Business/Enterprise edition for any Central/ State Government/ Semi Government/ Public Sector/Private Sector in last four financial years in either of the (a)Single work order/Contract Value of 80% of the estimated price OR (b) Two work orders/Contract Value each of 50% of the estimated price each.

\* 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	Rama Krishna Kumar Akunuri	110003,Core-4, SCOPE Complex,7, Lodhi Road, New Delhi-110003	300	15

#### Bid Specific Additional Terms and Conditions

1. 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.
2. Bidders can also submit the EMD with Account Payee Demand Draft in favour of REC POWER DISTRIBUTION COMPANY LTD payable at NEW DELHI. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
3. Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name REC POWER DISTRIBUTION COMPANY LTD Account No. 000705041275 IFSC Code ICIC0000007 Bank Name ICICI Bank Branch address 9A PHELPS, CONNAUGHT PLACE, NEW DELHI- 110001. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.
4. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
5. Bidders shall quote only those products in the bid which are not obsolete in the market and has at least 1 years residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period.
6. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
7. Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

8. Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

9. Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
10. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
11. For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:
- a. Purchase Order copy along with Invoice(s) with self-certification by the bidder that supplies against the invoices have been executed.
  - b. Execution certificate by client with order value.
  - c. Any other document in support of order execution like Third Party Inspection release note, etc.
12. **OPTION CLAUSE:** The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 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 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.
13. **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% 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 percentage of 25% of total value.
14. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of REC POWER DISTRIBUTION COMPANY LTD payable at NEW DELHI. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
15. Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name REC POWER DISTRIBUTION COMPANY LTD Account No. 000705041275 IFSC Code ICIC0000007 Bank Name ICICI bank Branch address 9A PHELPS, CONNAUGHT PLACE, NEW DELHI- 110001. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.
16. Successful bidder will have to ensure that adequate number of dedicated technical service personals / engineers are designated / deployed for attending to the Service Request in a time bound manner and for ensuring Timely Servicing / rectification of defects during warranty period, as per Service level agreement indicated in the relevant clause of the bid.
17. 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.
- 18.1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.  
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.  
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
19. **Upload Manufacturer authorization:** Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.
20. Without prejudice to Buyer's right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Seller, if:
- i) The Seller fails to comply with any material term of the Contract.
  - ii) The Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.

- iii) The Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
  - iv) The Seller becomes bankrupt or goes into liquidation.
  - v) The Seller makes a general assignment for the benefit of creditors.
  - vi) A receiver is appointed for any substantial property owned by the Seller.
  - vii) The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.
21. While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

[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---**