



Bid Number/बोली क्रमांक (बिड संख्या):

GEM/2024/B/5163581

Dated/दिनांक : 17-07-2024

**Bid Document/ बिड दस्तावेज़**

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	07-08-2024 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	07-08-2024 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Power
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Nhpc Limited
Office Name/कार्यालय का नाम	Nhpc
Total Quantity/कुल मात्रा	25
Item Category/मद केटेगरी	Office Suite Software (V2) (Q2)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	OEM Authorization Certificate, Additional Doc 1 (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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

**EMD Detail/ईएमडी विवरण**

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	20000

#### ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	15

(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./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

#### Beneficiary/लाभार्थी :

Sewa-II Power Station  
NHPC Office Complex, Sector-33, Faridabad ,Haryana-121003  
(Nhpc Ltd)

#### Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

#### MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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#### Details of the Competent Authority for MSE

Name of Competent Authority	Madan Lal
Designation of Competent Authority	General Manager(in-charge)
Office / Department / Division of Competent Authority	HOP
CA Approval Number	Note#5
Competent Authority Approval Date	17-04-2024
Brief Description of the Approval Granted by Competent Authority	Competent Authority has approved the case for purchase through Proprietary Article Certificate (PAC) basis.

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

### MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	No
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### Details of the Competent Authority for MII

Name of Competent Authority	Madan Lal
Designation of Competent Authority	General Manager(in-charge)
Office / Department / Division of Competent Authority	HOP
CA Approval Number	Note#5
Competent Authority Approval Date	17-04-2024
Brief Description of the Approval Granted by Competent Authority	Competent Authority has approved the case for purchase through Proprietary Article Certificate (PAC) basis.

Competent Authority Approval for not opting Make In India Preference : [View Document](#)

1. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

### Office Suite Software (V2) ( 25 pieces )

#### Technical Specifications/तकनीकी विशिष्टियाँ

[\\* As per GeM Category Specification/जेम कैटेगरी विशिष्टि के अनुसार](#)

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
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
	Licencing option	4.Device based
OFFICE SUITE	Proprietary Suite	1. Microsoft Office
	"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/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	<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, 5. Linux
	<b>The offered product have support from OEM for</b>	2. Upgradation of version within support period .
	<b>Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period</b>	5
	<b>Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period</b>	1, 2, 3, 4, 5, 10, NA
	<b>No of days Training Provided at Site</b>	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 manupulating 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
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,, 3. Excel to PDF,
GRAPHICS	<b>GRAPHICS FEATURES</b>	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
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>	16. Templates, 18.Equation Editor, 19.Version Information, 23. Live Preview, 24.Research Button
	<b>Cloud storage support for</b>	1. Google Drive, 2. Drops Box, 3. One Drive, 4. NA

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
SUPPORTED HARDWARE REQUIREMENTS AT USEREND	Processor Supported in Bits	32, 64
GENERIC PARAMETERS	Valid Licence copy to be provided	YES
	Software supplied through	URL Link

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Ashok Kumar	184201, Sewa II Power Station, NHPC Limited, Mashka, Tehsil Basohli, Distt. Kathua, Jammu and Kashmir (Post office Khairi-176325 for postal address), KATHUA, 184201	25	30

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

**1. Generic**

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.

**2. Generic**

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

- Copy of PAN Card.
- Copy of GSTIN.
- Copy of Cancelled Cheque.
- Copy of EFT Mandate duly certified by Bank.

**3. Generic**

#### 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.

#### 4. Generic

**Manufacturer Authorization:** Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

#### 5. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

#### 6. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Sewa-II Power Station, NHPC Limited  
payable at  
SBI Khairi, IFSC Code SBIN0008844

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.

#### 7. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

Sewa-II Power Station, NHPC Limited  
payable at  
SBI Khairi, IFSC Code SBIN0008844

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

#### 8. Forms of EMD and PBG

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

Sewa-II Power Station, NHPC Limited  
payable at  
SBI Khairi, IFSC Code SBIN0008844

. 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.

#### 9. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

### **Qualifying Criteria**

1. Bids of those Bidders who have not submitted the Earnest Money Deposit (EMD/UDYAM Certificate or any certificate mentioned in GeM GTC) shall not be considered for evaluation. Micro/Small enterprises only manufacturers for goods (Primary product of tender) and Service Providers for Services (Primary Service of Tender) having UDYAM registration are eligible for exemption from EMD.

Bidder should submit Account Payee Demand Draft (DD)/Banker Cheque (BC) **In favour of: Sewa-II Power Station, NHPC Limited, Payable at Bank: State Bank of India, Branch: Khairi, IFSC Code: BIN0008844** at following address within 5 working days of bid opening, failing which the bid may be treated as incomplete & may lead to rejection of the bid by buyer without making any reference to the seller.

## **Group Senior Manager (P&C)**

### **Sewa-II Power Station**

**Post office: Khairi**

**Distt:Chamba-176325(H.P.)**

2. This case is being floated on Proprietary Article Certificate (PAC) Basis and the bidder must fulfil the following minimum Qualifying Criteria:-
3. The Bidder should be Original Equipment Manufacturer (OEM) of the system/equipment i.e. Microsoft Corporation/Microsoft India.

Or

4. Authorized dealer of Original Equipment Manufacturer (OEM) of the system/equipment i.e. Microsoft Corporation/Microsoft India to quote on behalf of their manufacturer. In such a case the authorized dealer shall have to submit relevant, "Valid Authorized dealership certificate" from the manufacturer, which should not be tender specific.
5. Bidder should submit the acceptance of Technical specifications and terms & conditions of complete bid documents.

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## **10. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby 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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.

4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, 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/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

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./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

**---Thank You/धन्यवाद---**