



Corrigendum-1 to GeM bid ref no. GEM/2024/B/5177632 dated 19/07/2024 for Procurement of 15000 Numbers of M365 Apps for Enterprise Microsoft office software subscription licenses for a period of five years from the authorized partners of Microsoft.

It is decided to amend the following in respect of the above GeM bid:

Sl. No.	Section/ Annexure/ Appendix of the RFP	Clause No.	Existing	Amended
a.	Section-C	Project Timelines	Project Timelines	<u>Amended Project Timelines</u>
b.	Annexure-2	Pre-Qualification Criteria	Pre-Qualification Criteria	<u>Amended Pre-Qualification Criteria</u>
c.	Annexure-8	Scope of Work	Scope of Work	<u>Amended Scope of Work.</u>
d.	Annexure-15	Bill of Material	Bill of Material	<u>Amended Bill of Material.</u>
e.	Section-B-Introduction-	8.Scope Work of	8.3 During the course of the project, there might be related areas, which Bank would like the selected Bidder/Consultant to undertake which may not have envisaged earlier. Bank reserves the right to pause the work at any point of time and use the services for partial delivery of select modules of the Solution	<u>This Clause Stands Deleted.</u>

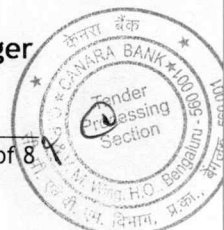
All the other instructions and terms & conditions of the above GeM bid shall remain unchanged.

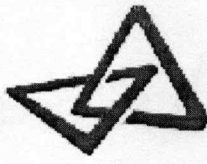
Please take note of the above amendments while submitting your response to the subject GeM bid.

Date: 05/08/2024

Place: Bengaluru


Deputy General Manager





1. Project Timelines

- 1.1 Bank shall provide the address and contact details for delivery of all the items related to M365 Apps for Enterprise licenses while placing the order.
- 1.2 The vendor shall submit the acceptance of the Purchase Order within seven (7) days from the date of issuance of Purchase Order. In case of non-receipt of acceptance by the due date, the Purchase Order shall deem to have been accepted by the vendor.
- 1.3 **Delivery of Licenses:** Delivery of all new mandatory licenses (14000 Nos) should be within 20 days from the date of acceptance of the Purchase Order. For the rest of the optional licenses (1000 Nos) Bank will intimate separately as and when required in multiples of 100 licenses. All Licenses should have minimum validity of one year period and should be renewed automatically without requirement of separate intimation from Bank thereby ensuring there is no discontinuation to the subscription for the licenses during the contract period.
- 1.4 **Renewal of Licenses:** Since the licenses are of subscription model, all the supplied licenses are to be renewed yearly on or before the expiry date of the existing licenses. The renewal should extend the license validity at least for a period of one year.
- 1.5 Any extension/modification of the completion date due to unforeseen delays shall be by mutual consent.
- 1.6 Bank shall reserve the right to change the timelines in order to comply with regulatory guidelines or for any other reason without any additional cost.
- 1.7 The delivery will be deemed as complete only when the same is accepted by the Bank and sign off given in accordance with the terms & conditions of this RFP and satisfactory working of the solution.



Annexure-2

Pre-Qualification Criteria

[On Firm's / Company's letter head]

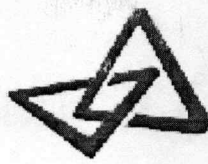
SUB: Selection of Vendor for "Supply of 15000 Numbers of M365 Apps for Enterprise Microsoft office software subscription licenses for a period of five years" from the authorized partners of Microsoft.

Ref: GEM/2024/B/5177632 dated 19/07/2024.

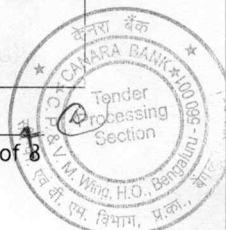
We have carefully gone through the contents of the above referred RFP along with replies to pre-bid queries & amendment, if any and furnish the following information relating to Pre-Qualification Criteria.

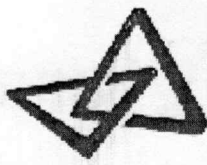
Sl. No.	Pre-Qualification Criteria	Documents to be submitted In compliance with Pre-Qualification Criteria	Bidders Response
A.	General		
1.	Signing of Pre-Contract Integrity Pact	The bidder should submit signed Pre Contract integrity pact on Non Judicial Stamp Paper of Rs.500/- or more (as per respective state Stamp Act) as per Appendix-F.	
2.	The bidder (including OEM and OSD/OSO, if any) should either be Class-I or Class-II local supplier as defined in Public Procurement (Preference to Make in India) Revised Order (English) dated 16/09/2020.	Certificate of local content to be submitted as per Annexure-5.	
3.	The Company operating should be legally compliant company and can be: a. A partnership firm or a Limited Liability Partnership duly registered under the Limited Liability Partnership Act, 2008. (OR) b. Company duly registered in India as per Indian Companies Act, 1956 or Indian Companies Act, 2013. (OR) c. Proprietorship firm duly registered under the applicable shops and commercial	Copy of Certificate of LLP registration. (OR) Copy of Certificate of Incorporation and Certificate of Commencement of business in case of Public Limited Company or Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies. (OR) Copy of Certificate of registration under and Certificate of Commencement of business in case of Public Limited Company or Certificate of Incorporation in case of Private Limited Company, issued by the Registrar of Companies.	





	Establishments Act and should be compliant to all the applicable laws.	For (c) Documentary proof for confirming registration of Proprietorship firm (e.g. Copy of Certificate of registration under shops and commercial Establishments Act., GST etc)	
4.	The Bidder to provide information that any of its subsidiary or associate or holding company or companies having common director/s or companies in the same group of promoters/management or partnership firms/LLPs having common partners has not participated in the bid process.	The bidder should submit letter of confirmation on the Company's letter head to this effect.	
5.	Bidder to provide undertaking that none of the proprietor/ partners/ directors of the bidder(s) is/are relatives of any member of the Bank's Board of directors.	Letter of Undertaking in company's letter head.	
6.	Bidders should not be under debarment/ blacklist period for breach of contract/ fraud/ corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/ departments on the date of submission of this RFP.	The Bidder should submit self-declaration on the Company's letter head to this effect.	
7.	Any Bidder (including OEM and OSD/OSO, if any) from a country which shares a land border with India will be eligible to bid, only if the Bidder (including OEM and OSD/OSO) are registered with the Competent Authority. Bidder (entity) from a country which shares a land border with India means: a. An entity incorporated, established or registered in such a country; or b. A subsidiary of an entity incorporated, established or registered in such a country; or c. An entity substantially controlled through entities incorporated, established or registered in such a country; or d. An entity whose beneficial owner is situated in such a country; or e. An Indian (or other) agent of such an entity; or	A declaration stating "We have read the clause regarding restrictions on procurement from a Bidder of a country which shares a land border with India. We further certify that we and our OEM are not from such a country or if from such a country, has been registered with Competent Authority. We hereby certify that we and our OEM fulfills all requirements in this regard and are eligible to be considered" to be submitted in Company's letter head. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]	





	f. A natural person who is a citizen of such a country; or g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.		
8.	The Bidder should have an average turnover of Rs.100 Cr or above in the last 3 (three) financial years (i.e., 2020-21, 2021-22 and 2022-23). This must be the individual company turnover and not of any group of companies.	Bidder has to submit audited Balance Sheet copies for last 3 Years i.e. 2020-21, 2021-22 and 2022-23 along with certificate from the Company's Chartered Accountant to this effect with Unique Document Identification Number.	
9.	The bidder should have positive Net Worth as on 31/03/2023 and also should have not eroded by more than 30% in the last three financial years, ending on 31/03/2023.	The bidder must produce a certificate from the Company's Chartered Accountant to this effect. The documents certified by Chartered Accountants should mandatorily contain Unique Document Identification Number.	
10.	The Bidder should have Supplied at least 10000 M365(Microsoft 365) licenses in a single purchase order during the last three years in any of Scheduled Commercial Banks/PSUs/Government Departments/ Public Sector Enterprises/Corporates in India.	The bidder should submit Purchase Order/Contract Agreement, with proof of delivery or reference letter from the customer duly mentioning the details of the supply.	
11.	Authorization Certificate Whether the Bid is authenticated by authorized person?	Copy of Power of Attorney or Authorization letter from the company authorizing the person to sign the bid document to be submitted in Conformity to Eligibility Criteria?	

We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection. All documentary evidence / certificates confirming compliance to Pre-Qualification Criteria should be part of the RFP.

Date:

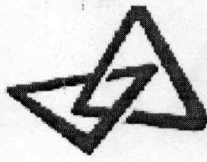
Signature with seal

Place:

Name:

Designation



Annexure-8Scope of Work

SUB: Selection of Vendor for "Supply of 15000 Numbers of M365 Apps for Enterprise Microsoft office software subscription licenses for a period of five years" from the authorized partners of Microsoft.

Ref: GEM/2024/B/5177632 dated 19/07/2024.

The Broad Scope of Work:

The broad scope of work for the Bidder under this RFP shall be as below:

1. The Bidder should supply Microsoft 365 Apps for Enterprise licenses to the Bank comprising of Microsoft Office Word, Excel, PowerPoint, Outlook, OneNote etc.
2. Licenses should be in the name of Canara Bank and will be used across the Bank.
3. The Bidder should support the deployment of the Microsoft 365 Apps for Enterprise software to the required systems including supply of the setup file and troubleshooting of any issues with the installation.
4. The Bidder should support regarding any issues in managing the licenses in the central console including license assignment/removal to specific users or groups either individually or in bulk.
5. The Bidder should support regarding issues in activation of licenses in systems as per requirement.
6. The Bidder should have back-to-back support arrangements with the OEM and should support and resolve any issues related to the Apps for Enterprise product supplied for the duration of the contract at no extra cost to the Bank.
7. The Bidder should support the central configuration of any access controls or restrictions on the product.

Bidder has to comply with the Scope of Work mentioned above. Non-compliance to any of the scope of work will lead to disqualification of the bidder in Technical proposal.

Declaration:

We hereby comply with the above Scope of Work without any deviations.

Date:

Signature with seal:

Place :

Name:

Designation :



Annexure-15

Bill of Material

SUB: Selection of Vendor for “Supply of 15000 Numbers of M365 Apps for Enterprise Microsoft office software subscription licenses for a period of five years” from the authorized partners of Microsoft.

Ref: GEM/2024/B/5177632 dated 19/07/2024.

Notes

1. These details should be on the letterhead of Bidder and each & every page should be signed by an Authorized Signatory with Name and Seal of the Company.
2. The base location for the project execution would be Bangalore.
3. Please be guided by RFP terms, subsequent amendments and replies to pre-bid queries (if any) while quoting.
4. Do not change the structure of the format nor add any extra items.
5. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid.

Table - A

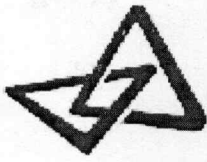
Cost for the proposed procurement of 15000 Numbers of M365 Apps for Enterprise Microsoft office software subscription licenses for a period of five years.

[Amount in Rupees]

S. No.	Item details	Unit Cost per year (excl. of taxes)	No. of years	Qty.	Total cost for 5 years (excl. of taxes)	Tax for column d		Total cost for 5 years (incl. of tax)
						% of tax	Tax amt.	
		a	b	c	d=a*b*c	e	f=d*e	g=d+f
1.	Microsoft 365 Apps for Enterprise-mandatory Licenses		5	14000				
2.	Microsoft 365 Apps for Enterprise-Optional Licenses		5	1000				
Total Cost of 15000 Licenses for the period of Five years.								

- For the licenses under the optional item category, Bank shall avail the same in multiples of 100 licenses at its discretion by issuing separate purchase orders and payment for first year license cost will be paid on pro-rata basis and yearly renewal charges will be paid from next year onwards as per clause 3.1.
- The unit cost for the mandatory and optional licenses should be the same.



Undertaking

- i. Bill of material is submitted on the letter head and is signed by an Authorized Signatory with Name and Seal of the Company.
- ii. We confirm that we have gone through RFP clauses, subsequent amendments and replies to pre-bid queries (if any) and abide by the same.
- iii. We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- iv. We agree that no counter condition/assumption in response to commercial bid will be accepted by the Bank. Bank has a right to reject such bid.
- v. We are agreeable to the payment schedule as per "Payment Terms" of the RFP.

Date:

Signature with seal

Name:

Designation:

