



बैंकिंग प्रौद्योगिकी विकास एवं अनुसंधान संस्थान  
(भारतीय रिजर्व बैंक द्वारा स्थापित)  
Institute for Development & Research in  
Banking Technology (IDRBT)  
(Estd. By Reserve Bank of India)

## **Request for Proposal for procurement of Microsoft Licenses and its Migration & implementation**

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## Introduction

The Institute for Development and Research in Banking Technology (IDRBT) is the premier organisation driving technological advancements in the banking and financial sector. Established by the Reserve Bank of India in 1996, IDRBT has been instrumental in transforming banking through innovative solutions, research, and capacity building. IDRBT is registered as a Society under Society Registration Act and the aims and objectives of IDRBT is governed by the Governing Council (GC) and is the apex policy making body at IDRBT.

It has pioneered initiatives such as secure communication networks, financial messaging systems, and cutting-edge platforms like NEFT and RTGS, revolutionizing digital payments in India. The institute offers specialized training, advanced academic programs, and collaborates with global leaders to shape the future of banking technology. With a focus on fostering innovation and addressing industry needs, IDRBT remains at the forefront of developing secure, efficient, and futuristic banking systems for a digital economy.

The Institute proposes to procure following Microsoft Products for use in its Research and Academic activities. For further details, Bidder may visit IDRBT website [www.idrbt.ac.in](http://www.idrbt.ac.in)

## Language of the Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and IDRBT shall be written in English.

## Earnest Money Deposit

The bidder shall submit a e-EMD for Bid Earnest Money Deposit (EMD) of Rs. 75,000 (Rupees seventy-five thousand only) (Registered MSE and Startup-India bidder is exempted from payment of Earnest Money Deposit if bidder can furnish requisite proof subject to the satisfaction of Bank), which should be submitted in the form of online deposit favoring IDRBT and filling all the details. EMD should have a validity of at least 6 months from the date of submission of the bid with claim period of another 3 months. The details of EMD should be submitted at the time of bid submission.

## Details for online payment:

Bidder can submit the EMD in the form of Payment online through RTGS / internet banking besides in the form of Bank Guarantee. On-line payment shall be in Beneficiary name

Beneficiary name	Institute for Development and Research in Banking Technology (IDRBT)
Address	Castle Hills, Road No. 1, Masab Tank, Hyderabad, Telangana-500057, India.
Bank Name	Axis Bank Limited
Branch Details	Humayun Nagar, Mehdiapatnam, Hyderabad
Saving Account No.	426010100018823
IFSC Code	UTIB000042
MICR Code	500211012

## Terms and Conditions of the Bidding firms

The bidder must accept all terms and conditions of the IDRBT and should not impose any of its own conditions upon the IDRBT. A bidder who does not accept any or all conditions of the IDRBT shall be disqualified from the selection process at any stage as deemed fit by the IDRBT.

## Terms and Conditions

### IDRBT Right to Accept or Reject any Bid or all Bids.

The IDRBT reserves the right to accept or reject any bid and annul the bidding process or even reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or without any obligation to inform the affected bidder or bidders about the grounds for the IDRBT 's action. The IDRBT reserves the right to accept or reject any technology proposed by any bidder.

### Opening of Bids

The date, time and location of bid opening is as published on GeM portal. Bidders need to check the details on GeM portal for any change in Date/time of bid opening.

### Clarification of Bids

To assist in the examination, evaluation and comparison of bids the IDRBT may, at its discretion, ask the bidder for clarification and response shall be submitted with documents duly signed & stamped by the authorized signatory and no change in the price or substance of the bid shall be sought, offered or permitted. The clarification and response received from bidder will be subsequently part of bid submitted by that bidder.

### Indemnity

- Successful bidder assumes responsibility for and shall indemnify and keep the IDRBT harmless from all liabilities, claims, costs, expenses, taxes and assessments including penalties, punitive damages, attorney's fees and court costs which are or may be required to be paid by reasons of any breach of the Successful bidder's obligations under (a) this Agreement for which the Bidder has assumed responsibilities including those imposed under any Agreement, (b) local or national law or laws, or (c) in respect to all salaries, wages or other compensation to all persons employed/hired/deployed/ services utilized by the Successful bidder in connection with the performance/discharge of its obligations under this Agreement.
- The Successful bidder shall execute, deliver such other further instruments to comply with all the requirements of such laws and regulations as may be necessary there under to conform and effectuate the terms of this Agreement and to protect the IDRBT during the tenure of the Agreement.
- Where any patent, trademark, registered design, copyrights and/ or intellectual property rights vest in a third party, the Successful bidder shall be liable for settling with such third party and paying any license fee, royalty and/ or compensation thereon. In the event of any third party raising claim or bringing action against the IDRBT including but not limited to action for injunction in connection with any rights affecting the machine/licenses/services supplied/rendered by the Successful bidder under this Agreement or uses thereof, the Successful bidder agrees and undertakes to defend and / or to assist the IDRBT in defending, if IDRBT in its discretion so decides, at the Successful bidder's cost against such third party's claim and / or actions and against any law suits of any kind initiated against the IDRBT.
- If any Licensed Material becomes the subject of any Claim or if a court judgment is made that any Licensed Material does infringe, or if the use of licensing of any part of any Licensed Material is restricted, Vendor at its option and expense shall:

Obtain for the IDRBT the right to continue to use the Licensed Material.

Replace or modify the Licensed Material so that it becomes non-infringing. If not possible, return the entire consideration received from the IDRBT for the Licensed Material on a pro rata portion basis. The terms of this clause shall survive the termination of this Agreement.

### Patent Rights

The supplier shall indemnify the IDRBT against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods, or any part thereof in India.

### Disputes Resolution / Arbitration

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of this Agreement or breach thereof shall be settled amicably. If, however, the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996, the matter may be referred to a sole arbitrator nominated by the IDRBT and the award made in pursuance thereof shall be binding on the parties. The venue of the arbitration shall be Hyderabad.

### Privacy & Security Safeguards

The Bidder shall not publish or disclose to third parties in any manner, without the IDRBT prior written consent, the details of any security safeguards designed, developed, or implemented by the Bidder or existing at any IDRBT location. The Bidder shall develop procedures and implementation plans to ensure that IT resources leaving the control the assigned user (such as being reassigned, removed for repair, replaced, or upgraded).

### Data Protection

Bidder will process IDRBT's personal data on IDRBT's behalf as part of the Services, bidder shall comply with the Information Technology Act, 2000 and shall comply with all applicable privacy and data protection provisions and applicable laws / future laws. Further, it must be ensured that due care be taken while collecting and dealing with sensitive personal data or information.

### Use of Name/Logo of the IDRBT

Vendor shall not use for publicity, promotion, or otherwise, any logo, name, trade name, service mark, or trademark or any simulation, abbreviation, or adaptation of the same of the IDRBT without prior, written, express consent. Entire Agreement

### Intellectual Property Rights

The Vendor claims and represents that it has obtained all the appropriate rights to provide the Deliverables upon the terms and conditions contained in this contract. The IDRBT agrees and acknowledges that save as expressly provided in this agreement, all Intellectual Property Rights in relation to the Software, Services and Documentation and any adaptations, translations and derivative works thereof, whether protectable as a copyright, trade mark, patent, trade secret design or otherwise, provided by the Vendor during, in connection with or in relation to fulfilling its obligations under this contract belong to and shall remain a property of the Vendor or its licensor.

### Confidential Information

Except as required by law, the parties shall ensure that all the confidential information- business or otherwise as disclosed by one party to other/s during negotiation/ implementation/execution of this Agreement or which may in any manner by any of its officers comes into the other party's knowledge

or possession or control, shall not be used for any purposes other than those required or permitted by this Agreement and shall remain confidential and shall not be disclosed to any other party except insofar as may be required for the proper implementation of this Agreement or permitted by other party expressly in writing.

#### Non-Disclosure Agreement

By virtue of Contract, as and when it is entered into between the IDRBT and the vendor, and its implementation thereof, the vendor may have access to the confidential information and data of the IDRBT and its customers. The vendor will enter into a Non-Disclosure Agreement to maintain the secrecy of IDRBT data including but not limited to the following: -

- That the vendor will treat the confidential information as confidential and shall not disclose to any third party. The vendor will also agree that its employees, agents, shall maintain confidentiality of the confidential information.
- That the vendor will agree that it shall neither use, nor reproduce for use in any way, any confidential information of the IDRBT without consent of the IDRBT. That the vendor will also agree to protect the confidential information of the IDRBT with at least the same standard of care and procedures used by them to protect its own confidential Information of similar importance. Without limitation of the foregoing, the vendor shall use full efforts to advise the IDRBT immediately in the event that the vendor learns or has reason to believe that any person who has had access to confidential information has violated or intends to violate the terms of the Contract to be entered into between the IDRBT and the vendor and will cooperate in all manner in seeking injunctive relieve against any such person.
- That if the vendor hires another person to assist it in the performance of its obligations under the Contract or assigns any portion of its rights or delegates any portion of its responsibilities or obligations under the Contract to another person, it shall cause its assignee or delegate to be bound to retain the confidentiality of the confidential information in the same manner as the Vendor is bound to maintain the confidentiality. This clause will remain valid even after the termination or expiry of this agreement.
- That the vendor will strictly maintain the secrecy of IDRBT's data.
- The IDRBT shall provide access to its premises to the authorized personnel of the vendor to carry out the work related to installation etc. which is required to perform its obligation to IDRBT. In accessing IDRBT's premises, the vendor shall however comply with any and all rules, regulations, policies and procedures relating to the access, entry, safety and security to discharge their obligation as per the terms and condition of the agreement.
- Even if any employee of the vendor leaves the job or his services are terminated/expires, the vendor shall ensure that IDRBT confidential information is not shared with any third party nor IDRBT confidential information is used to derive unauthorized profits out of it. Vendor shall continue to be responsible for any such act of its ex-employee and agrees to indemnify the IDRBT against any loss suffered by IDRBT due to disclosure of confidential information in such circumstances.
- The obligation contained in this clause shall survive even after the termination of this Agreement. Confidentiality of customer information shall be maintained and survive even after the Agreement expires or terminated.
- The infraction of confidentiality terms shall constitute material breach of the Agreement, and the IDRBT shall be entitled to take appropriate actions as available in law or under this Agreement against the Vendor as the case may be. Vendor agrees to indemnify the IDRBT

against any loss suffered by IDRBT due to breach of confidential terms as mentioned hereinabove.

### Cancellation of Purchase Order

After issuance of purchase order to the successful bidder, IDRBT reserves the right to cancel the purchase order for following reasons –

- Non submission of acceptance of order by the bidder within twenty-one (21) calendar days of placement of Purchase Order.
- Non submission of any report/undertaking/document/compliance which was due from the date of Purchase Order.
- The Seller fails to comply with any material term of the Contract.
- 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.
- 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.
- The Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase Order on the Seller.

### Liquidated Damages

The Bidder should adhere to laws of the land and rules, regulations and guidelines issued by the various regulatory, statutory and Government authorities as required from time to time during the course of the contract.

#### Bidding Document

The Bidder is expected to examine all instructions, forms, terms and conditions in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidders' risk and may result in the rejection of its bid without any further reference to the bidder. Bidder should submit the bid strictly as per RFP failing which bid will be treated as non-responsive and will be liable for rejection.

### Pre-Bid Queries

Bidders/OEMs are required to submit pre-bid queries, through GeM portal within the timeline as stipulated by GeM. In case any bidder/OEM is unable to submit the queries through GeM, Bidders/OEMs may raise the queries through the email ID of the buyer as displayed on GeM in the following formal in excel file only:

Sr. No.	RFP Page No.	RFP Clause Name & No.	RFP Clause	Bidder's Query/ies

Bidders are required to go through the RFP and any subsequent Corrigendum/clarifications meticulously and submit their queries timely to avoid any last minute issues.

After publishing replies of pre bid queries/Corrigendum, bidders will be allowed **seven working days** from the date of publishing of replies of pre bid queries/Corrigendum to raise any relevant query to

the IDRBT. No further queries may be entertained from bidders by the IDRBT.

The communication sent should contain the containing following information of the Bidder, so that in case of any clarification the same may be share with them:

- Name of Bidder
- Contact person
- Mailing address with Pin Code,
- Contact Number.
- e-mail etc.

Bidders shall contact/correspond/communicate only on the aforementioned contact details and any communication received on any other email-id/address and /or through any other mode/medium other than the one mentioned above, will not be attended.

### Taxes and Duties

It will be the responsibility of the successful bidder to provide clarifications/particulars/ documents etc. to the appropriate tax authorities for assessment of tax, compliance with labor and other laws, etc. at its cost.

Tax deduction at Source - Wherever the laws and regulations require deduction of such taxes at the source of payment, the IDRBT shall be within its right to affect such deductions from the payment due to Vendor. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by the IDRBT as per the laws and regulations in force. Nothing in the Contract shall relieve Vendor from his responsibility to pay any tax that may be levied on income and profits made by Vendor in respect of this contract.

### Scope of Work

The successful bidder needs to supply the licenses for the following Microsoft products:

**The license for Microsoft 365 Business premium version shall be subscription based. The subscription shall be renewed on yearly basis and price quoted should be valid for next three years from the date of purchase order. Bidder may submit separate price for 2<sup>nd</sup> and 3<sup>rd</sup> year. For other products, the license shall be perpetual.**

### Delivery of licenses of the Microsoft products.

The successful Bidder shall be responsible for delivery, installation and activation of the products/service as per IDRBT's requirement within 60 days from the date of acceptance of the purchase order for 90% of the no. of licenses ordered.

### Sub-Contracting

Subcontracting is not allowed under this RFP, IDRBT will only deal with the bidding Bidder, who will be responsible for delivery of all products/services. The bidder will be fully responsible to IDRBT for execution of the contract in its entirety and compliance of SLA, the delivery of all the services as per, end-to-end delivery of services and will be a single point of contact.

### Eligibility Criteria

The eligibility criteria to participate in bidding process are as in the tender document. Only those bidders, who satisfy all the eligibility criteria, may respond. Document in support of all eligibility criteria is required to be submitted along with the Bid. Offers received from the bidders who do not

fulfil any of the eligibility criteria are liable to be rejected. Any decision of IDRBT in this regard shall be final, conclusive, and binding upon the bidder.

**Payment Terms:**

- Software items: A payment of 100 percent (100%) of the contracted sum would be payable on successful installation, integration and issue of acceptance certificate by the Institute.
- All payments will be released based on the invoices submitted to Institute by the vendor.

**Bid Submission Process**

Interested and eligible bidders may submit their proposal in the prescribed format with complete information as in

**Bid Document.**

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	10.06.2025 15:00:00
<b>Bid Opening Date/Time</b>	10.06.2025 16:00:00
<b>Bid Offer Validity (From End Date)</b>	60 (Days)
<b>Organization Name</b>	Institute for Development and Research in Banking Technology (IDRBT)
<b>Department Name</b>	SYSTEM
<b>Office Place</b>	Hyderabad, Telangana
<b>All Queries to be mailed to</b>	<a href="mailto:itprocurement@idrbt.ac.in">itprocurement@idrbt.ac.in</a>
<b>Total Quantity and /</b>  <b>Item Category</b> <b>The offered product must have support from OEM ie Microsoft for</b> 1. Updation for Patches and Bug fixes within support period, 2. Upgradation of version within support period.	<b>For 2 servers - 1 each at DC and DR - The Server has 16 Dual Core</b>  1. Windows Datacenter Edition Ver. (Latest) – Perpetual License – (16*2*2) 2. Exchange Server - Standard 2019 (Latest) - 2 3. Exchange Server Standard User CAL - 100 4. Win Server User CAL -100 5. Microsoft 365 Business Premium (BP) - 1 Year (Validity for 3 years) -60 6. Migration and Implementation - Current MS Windows server -AD, DHCP, MS Exchange Server 2016 to the latest version of new licenses being procured, M365 BP new implementation

Number of Years up to which support is available from OEM for Updation (Patches and Bug fixes)	
Number of Years up to which support is available from OEM for Upgradation of version within support period	
Bidder should be a OEM Authorized partner/ System Integrator/ Representative.	Document for this bid
Legal Entity	The Bidder shall provide evidence that it is a current legal entity. Attested copy of the Certificate of Incorporation/ Registration of the Bidder.
GST Certificate	Certificate
Quantities	IDRBT reserves right to change the Quantity, the quantity mentioned in the RFP is indicative.

#### Minimum average annual financial turnover

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 Rs.3 crores. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered 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 considered for this criteria.

Bid Details/	
<b>Document required from Bidder</b>	Experience Criteria, Past Performance, Bidder Turnover, <b>Certificate</b> and supporting document
<b>Type of Bid</b>	Two Stage Bid – Technical and Commercial
Commercial Bid	The prices quoted in the bid shall be firm and not subjected to any variation during Contract period, irrespective of reasons whatsoever, including exchange rate fluctuations, changes in taxes, duties, levies, charges etc.
Primary product category	Microsoft Software Licences
Time allowed for Technical Clarifications during technical evaluation	4 Days
Estimated Bid Value/	Rs. 37,50,000/-
Input Tax Credit(ITC)/ and/ Reverse	

Charge(RCM)/ Details	
Evaluation Method	Contract will be awarded on basis of completeness of Bid and implementation plan and then determination of L1.

### EMD Detail

Advisory Bank	Axis Bank (Details given)
EMD Amount	Rs. 75,000/- (Rupees seventy five thousand only)

The EMD Amount will be applicable during Bid creation.  
EMD security should be in favor of Beneficiary, wherever it is applicable.

#### Details of the Competent Authority

Name of Competent Authority (CA)	Shri Subodh Kumar
Designation of Competent Authority	General Manager
Office / Department / Division of Competent Authority	Admin and Finance
Competent Authority Approval Date	20/05/2025
Email for any Communication	itprocurement@idrbt.ac.in

Excel Upload Required:  
Price Break up details to be attached in PDF file format along with Price bid Link

Consignee Reporting/	Address/	Email	Delivery /Implementation
Subodh Kumar	IDRBT, Castle Hills, Road No. 1, Masab Tank, Hyderabad, Telangana-500057, India.	<a href="mailto:itprocurement@idrbt.ac.in">itprocurement@idrbt.ac.in</a>	As stipulated

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 EMD along with submission of the bid..

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

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.



Bid Number:  
GEM/2025/B/625465  
Dated : 21-05-2025

### Bid Document

Bid Details	
<b>Bid End Date/Time</b>	11-06-2025 14:00:00
<b>Bid Opening Date/Time</b>	11-06-2025 14:30:00
<b>Bid Offer Validity (From End Date)</b>	180 (Days)
<b>Ministry/State Name</b>	Ministry Of Finance
<b>Department Name</b>	Banking Sector
<b>Organisation Name</b>	Idrbt
<b>Office Name</b>	Hyderabad
<b>Buyer Email</b>	hod1.idrbt.te@nic.in
<b>Total Quantity</b>	328
<b>Item Category</b>	MS Data Center Licenses , MS Exchange Server , Exchange Server CALs , Win User CAL , M365 - Licenses , Implementation Cost
<b>GeMARPTS/ Searched Strings used in GeMARPTS</b>	Microsoft Windows Products with Implementation
<b>GeMARPTS / Searched Result generated in GeMARPTS</b>	FRP SECURITY CABIN
<b>Relevant Categories selected for notification</b>	<ul style="list-style-type: none"><li>• ELECTRONIC MAIL AND MESSAGING SOFTWARE</li><li>• Operating System Software (V2)</li><li>• Virtualisation and Cloud Software (V2)</li></ul>

<b>BOQ Title</b>	PROCUREMENT OF MICROSOFT LICENSES
<b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>	19 Lakh (s)
<b>OEM Average Turnover (Last 3 Years)</b>	150 Lakh (s)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>MSE Exemption for Years of Experience and Turnover</b>	No

<b>Bid Details</b>	
<b>Startup Exemption for Years of Experience and Turnover</b>	No
<b>Document required from seller</b>	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Compliance of BoQ specification and supporting document  *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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?</b>	No
<b>Past Performance</b>	50 %
<b>Bid to RA enabled</b>	Yes
<b>RA Qualification Rule</b>	H1-Highest Priced Bid Elimination
<b>ITC available to buyer</b>	Yes
<b>RCM Applicable</b>	Yes
<b>Type of Bid</b>	Two Packet Bid
<b>Primary product category</b>	MS Data Center Licenses
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)</b>	No
<b>Evaluation Method</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No

<b>Mediation Clause</b>	No
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**EMD Detail**

Advisory Bank	AXIS BANK LTD
EMD Amount	75000

**ePBG Detail**

Required	No
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(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:**  
 General Manager  
 IDRBT, Castle Hills, Road No -01, Masab Tank, Hyderabad Telangana  
 - 57 (Shri. Subodh Kumar)

**MSE Purchase Preference**

MSE Purchase Preference	No
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**Details of the Competent Authority for MSE**

Name of Competent Authority	Shri. Subodh Kumar
Designation of Competent Authority	General Manager
Office / Department / Division of Competent Authority	IDRBT
CA Approval Number	IDRBT/SYS/MS/183
Competent Authority Approval Date	20-05-2025
Brief Description of the Approval Granted by Competent Authority	Procurement of Microsoft Licenses for internal purpose for hosting critical applications at both Data Center and DR. There will be support including critical security updates, patch updates and latest versions of the proposed microsoft licenses. The windows data center edition, exchange server, Windows User cals, window exchange CAL and microsoft 365 Business Premium as a new setup at IDRBT.

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

**MII Purchase Preference**

MII Purchase Preference	No
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## Details of the Competent Authority for MII

Name of Competent Authority	Subodh Kumar
Designation of Competent Authority	General Manager
Office / Department / Division of Competent Authority	IDRBT Ministry of Finance
CA Approval Number	IDRBT/SYS/MS/184/2025-26

Competent Authority Approval Date	20-05-2025
Brief Description of the Approval Granted by Competent Authority	2. We do not want to reserve this procurement for MII class 1 local supplier. Neither we want to provide Purchase Preference to MII class 1 local supplier? 3. CA approves exemption from MII compliance for the enlisted products of Microsoft for use in IDRBT. As these products are Software of Overseas OEM and there is no local content per se, except distribution.

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

1. 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 above 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. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM of the product offered in the bid {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts and delivery acceptance certificates like CRAC 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.
3. OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product 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 OEM 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.
4. 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.
5. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 50% 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. 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

6. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

**Section 9(3) Of GST**

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

**Excel Upload Required:** Technical bid - Procurement of Microsoft

Licenses - [1747810575.xlsx](#) **MS Data Center Licenses**

**Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

ITC on GST	ITC on GST Cess	RCM Applicable	GST as per RCM	GST Cess 1 as per RCM	GST Cess 2 as per RCM	Optional RCM
18%	NA	Yes	18%	18%	NA	No

**Consignees/Reporting Officer and Quantity:**

S.No.	Consignee Reporting/Officer	Address	Quantity	Delivery Days

1	Edunuri Sri Hari	500057,Road No.1, Castle Hills, Masab Tank	64	15
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## MS Exchange Server

### Technical Specifications

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

### Input Tax Credit(ITC) and Reverse Charge(RCM Details)

ITC on GST	ITC on GST Cess	RCM Applicable	GST as per RCM	GST Cess 1 as per RCM	GST Cess 2 as per RCM	Optional RCM
18%	NA	Yes	18%	18%	NA	No

### Consignees/Reporting Officer and Quantity

S.No.	Consignee Reporting/Officer	Address	Quantity	Delivery Days
1	Edunuri Sri Hari	500057,Road No.1, Castle Hills, Masab Tank	2	15

## Exchange Server CALs

### Technical Specifications

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

### Input Tax Credit(ITC) and Reverse Charge(RCM) Details

ITC on GST	ITC on GST	RCM Applicable	GST as per	GST Cess 1	GST	Optional
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	<b>Cess</b>		<b>RCM</b>	<b>as per RCM</b>	<b>Cess 2 as per RCM</b>	<b>RCM</b>
18%	NA	Yes	18%	18%	NA	No

**Consignees/Reporting Officer and Quantity**

<b>S.No.</b>	<b>Consignee Reporting/Officer</b>	<b>Address</b>	<b>Quantity</b>	<b>Delivery Days</b>
1	Edunuri Sri Hari	500057,Road No.1, Castle Hills, Masab Tank	100	15

## Win User CAL

### Technical Specifications

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

### Input Tax Credit(ITC) and Reverse Charge(RCM) Details

ITC on GST	ITC on GST Cess	RCM Applicable	GST as per RCM	GST Cess 1 as per RCM	GST Cess 2 as per RCM	Optional RCM
18%	NA	Yes	18%	18%	NA	No

### Consignees/Reporting Officer and Quantity

S.No.	Consignee Reporting/Officer	Address	Quantity	Delivery Days
1	Edunuri Sri Hari	500057,Road No.1, Castle Hills, Masab Tank	100	15

## M365 - Licenses

### Technical Specifications

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**Input Tax Credit(ITC) and Reverse Charge(RCM Details**

ITC on GST	ITC on GST Cess	RCM Applicable	GST as per RCM	GST Cess 1 as per RCM	GST Cess 2 as per RCM	Optional RCM
18%	NA	Yes	18%	18%	NA	No

**Consignees/Reporting Officer and Quantity**

S.No.	Consignee Reporting/Officer	Address	Quantity	Delivery Days
1	Edunuri Sri Hari	500057,Road No.1, Castle Hills, Masab Tank	60	15

**Implementation Cost**

**Technical Specifications**

<b>Specification Document</b>	<a href="#">View File</a>
<b>BOQ Detail Document</b>	<a href="#">View File</a>

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

**Input Tax Credit(ITC) and Reverse Charge(RCM) Details**

ITC on GST	ITC on GST Cess	RCM Applicable	GST as per RCM	GST Cess 1 as per RCM	GST Cess 2 as per RCM	Optional RCM
18%	NA	Yes	18%	18%	NA	No

### Consignees/Reporting Officer and Quantity

S.No.	Consignee Reporting/Officer /	Address	Quantity	Delivery Days
1	Edunuri Sri Hari	500057,Road No.1, Castle Hills, Masab Tank	2	16

### Buyer Added Bid Specific Terms and Conditions

#### 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 up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be  $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$ , subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

#### 2. Service & Support

Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.

#### 3. Turnover

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.

#### 4. Buyback for Non PFMS / Non GPA

Buyback for Non PFMS/Non GPA:

1. GST will apply on the value of buyback and separate invoice is to be prepared by Government buyer/Consignee for buyback items offline outside the GeM system. Vendor should work out input credit for that GST applicable on the buy back while quoting the product/services.

2. Input GST Credit consideration by seller- seller shall offer the prices in the bid by the total amount of new goods including GST- total amount of old goods quoted by the firm excluding GST. This is because GST charged by buyer on buy-back value will be available for full ITC (input tax credit) on the hands of bidder. Therefore, for the purpose of quoting in the bid and evaluation, value as quoted by the bidder (excluding any GST on buy back) as indicated in column G below will be considered.

Illustrative examples for bidders are as under for understanding of the seller.

Excel sheet for explanation to Buyback ATC

S . n o	Cost of Fresh Good (A)	%age of GST on Fresh Good as considered by seller at the time of quote (B).	GST Amount on Fresh Good (C)	Cost of Buyba ck item (D)	%age of GST on Buyback items (E) as fixed by buyer in the bid	GST Amount on Buyback item (F) as applicable at the time of invoice by buyer	Quote of the Bidder (G= {A+C- D})
1	100	28	28	20	8	1.6	108
2	100	9	9	20	8	1.6	89
3	110	10	11	24	8	1.92	97

Seller after the award of the GeM contract, will indicate all column A to G which will not alter their quoted price indicated in Colum-G

3. Successful lowest bidder has to provide detailed cost break up of tendered items as well as buy back items separately after award of contract through email to the government buyer/consignee.
4. The seller of new item /service provider shall deposit the cost of invoiced buy back item with GST to the buyer for allowing seller to lift up the material from the buyer/consignee premise.
5. Transportation of buy back items from buyer premises shall be arranged by the seller itself without any extra cost.
6. Government Buyer organisation /consignee will issue invoice of buy back items to the seller at the cost of buyback to be indicated to the buyer by the seller offline after receipt of order. This in no case will modify the bid in any manner.
7. The seller will be entirely responsible for the safe disposal of old items without affecting the environment in any manner as per prevailing statutory rules and Act/ law of the land.
8. The seller may visit the site and inspect the condition of buy back item in advance before quoting for the bid.
9. Receipt of payment by the buyer for Old items and invoicing by buyer will be out of GeM portal.
10. Government Buyer will upload the details of old goods along with the bid in the corrigendum with minimum price.
11. If the minimum price (Optional) is indicated and sellers of new item who are not agreeing to take back the old item at equal to or above that minimum price should not participate in the bid.
12. In case they participate into the bid and afterwards indicates the price of old goods, less than the minimum price shown by Government Buyer in corrigendum, EMD of the bidder will be forfeited.
13. Item Details Consignee wise will be indicated in the corrigendum like -
  1. Consignee wise
  2. Item Description
  3. Serial Number
  4. Model
  5. Brand
  6. Year of manufacturing
  7. Purchased on
  8. Age
  9. Size, Rating, Designation
  10. Quantity
  11. Min price (Optional)
  12. Unit
  13. Working Guidelines (/Functional/Non-Functional)
  14. Remarks
14. The successful bidder shall remove the old goods from the premise of the Government buyer/consignee at the time of the supply, installation and commis-sioning of fresh goods. Seller will be entitled for payment only after removal of old goods from Government buyer/consignee/user's premise and after supplying the fresh goods in terms of contract.
15. Note: This clause of ATC shall be operated by non PFMS; non GPA buyer i.e. all PSU working through their ERP and not integrated with GPA.

## 5. **Forms of EMD and PBG**

Bidders can also submit the EMD with Payment online through RTGS / internet banking in

Beneficiary name: IDRBT

Account No. 426010100018823

IFSC Code: UTIB000042

Bank Name: AXIS BANK

Branch address: Castle Hills, Road No. 1, Masab Tank, Hyderabad, Telangana - 57

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.

## 6. **Generic**

**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.

## 7. **OEM**

**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.

## 8. **Certificates**

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.

## 9. **Generic**

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 %.

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

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

## 11. **Generic**

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.

## 12. **Generic**

**End User Certificate:** Wherever Bidders are insisting for End User Certificate from the Buyer, same shall be provided in Buyer's standard format only.

## 13. **Generic**

**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 for 3 years 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 year. In case of bunch bids, the primary product having highest value should meet this criterion.

## 14. **Scope of Supply**

Scope of supply (Bid price to include all cost components) : Supply Installation Testing and Commissioning of Goods

15. **Certificates**

ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.

## Disclaimer

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.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

[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 ---**

