

**भारतीयबीमाविनियामकऔरविकासप्राधिकरण**  
**Insurance Regulatory and Development Authority of India**



RFP No. - IRDAI/IT/18-19/09

11th September 2018

**Tender Document**

**RFP for SUPPLY of Microsoft SQL Server 2017(x64) and Visual Studio 2017(x64)**

**Licenses**

**Through E-Procurement (CPPP) - Open tender in two bid system**

Issued By

**Insurance Regulatory and Development Authority of India**

Survey No. 115/1, Financial District,

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**INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA**  
**Sy No. 115/1, Financial District, Nanakramguda, Hyderabad – 500032**

**NOTICE INVITING e-TENDER SUPPLY of Microsoft SQL Server 2017 and Visual Studio 2017 Licenses**

On-line bids(e-Tenders)are invitedunder two bid system (technical and financial) from the Authorized resellers/distributors/dealers/certified partnersof Microsoft for the supply of **Microsoft SQL Server 2017 Standard and Visual Studio 2017 Professional**. The detailed bidding document etc. can be viewed / downloaded from the website: <http://eprocure.gov.in>. Bidders are required to upload and submit their e-Tenders on Central Public Procurement Portal only. All amendments, time extension, clarifications, etc., will be uploaded on the website only. Bidders should regularly visit website to keep themselves updated.

**IRDAI Background**

Insurance Regulatory and Development Authority of India (hereinafter 'IRDAI') is a Statutory body established under Section 3(1) of IRDAI Act, 1999 to protect the interests of policyholders of insurance policies and to regulate, promote and ensure orderly growth of the Insurance Industry and for matter connected therewith or incidental thereto. Please visit the website [www.irdai.gov.in](http://www.irdai.gov.in) for information about the IRDAI. IRDAI is having its head office at Hyderabad and regional offices at Mumbai and New Delhi.

<b>Schedule</b>		
1.	Publish date of tender	06:00 PM on 11/09/2018
2.	Document download Start Date	06.00 PM on 11/09/2018
3.	Bid submission Start date and end date by the intending bidders.	02.00 PM on 12/09/2018 To 03.00 PM on 18/09/2018
4.	Technical Bids opening	03.00 PM on 19/09/2018
5.	Financial Bids opening	03.00 PM on 21/09/2018
6.	For any query	Ph: (040) 2020 4462 email: <a href="mailto:it@irda.gov.in">it@irda.gov.in</a> ("RFP No – IRDAI/IT/18-19/09" shall be present in subject line)

**Scope of work:**

Supply of **Microsoft SQL Server 2017 Standard and Microsoft Visual Studio 2017 Professional** as mentioned in Annexure – A. The vendor should provide above mentioned licenses in IRDAI Hyderabad head office. Estimated cost is expected to be around Rs 3,42,000.

The bid should be submitted in two packets-

1. Pre-Qualification Criteria/Eligibility Criteria as per **Annexure A**,  
contact details as per **Annexure D**

And Technical Bid document as per **Annexure B**

2. Financial Bid document as per BoQ (sample attached as **Annexure C**).

This is an off the shelf product, hence pre-bid conference will not be scheduled.

All the queries from bidder's side can be raised through <http://eprocure.gov.in>.

Technical bid opening committee will verify whether the products as requested in RFP have been proposed in their technical bids by the bidders. Any mismatch will lead to bidder being disqualified.

The documents should be **page numbered** and separately contain a list of contents with page numbers. Please try to follow the same order as stated in Annexure A and **refrain from submitting extraneous documents** not specifically asked in the RFP.

**ANNEXURE - A****Pre-Qualification (PQ) / Eligibility Criteria**

S. No.	Basic Requirement	Specific Requirements	Documents Required	
1	Legal Entity	The Bidder should be a registered firm / company must have well established Business Representative Office / Person in India.  Also the company should be registered with the Tax Authorities and operating for the last three years.	Certificates of incorporation	Attached at page no. _____
			Registration Certificates	Attached at page no. _____
			PAN NO	Attached at page no. _____
			GSTIN	Attached at page no. _____

			Latest IT returns of the bidder(last 3 years)	Attached at page no. _____
2	Debarment	The bidder should not have been blacklisted by any State Government/Central Government and/or any Central PSU	A Self Certified letter that the bidder (or any of its successor) is not in the active debarred list Published by DGS&D or Central Public Procurement Portal; or Procuring Ministry / Department	Attached at page no. _____
3	Authorized re-sellers /distributors/dealers/certified partners of Microsoft	The bidder should be authorized resellers/distributors/dealers/certified partner of Microsoft	Proof for reseller/dealer/distributors/certified partner of Microsoft	Attached at page no. _____
4	Technical Specifications	The bidder shall submit the part number, license information and the product information of the product quoted.	'Annexure B' properly filled and signed. (Yes/No)	Attached at page no. _____
5	Financial Specification	Bidder shall submit the price quotation as per 'Bill of Quantities' format given in the RFP, <b>including taxes</b> .	'Bill of Quantities' properly filled and signed. (Yes/No)	Attached at page no. _____

**ANNEXURE – B**

S No.	Description	Part Number	Product Information	License Information
1	Microsoft SQL 2017 Server Standard 2-Core License Open Business (x64)	7NQ-01158		
2	Microsoft Visual Studio 2017 Professional (x64) Standalone	C5E-01307		

**ANNEXURE – C: Sample BoQ** (do not include price information in any place other than Financial Bid document)

S No.	Description	Part Number	Quantity	Unit Price for licenses	Total Price Including all taxes
1	Microsoft SQL 2017 Server Standard 2-Core License Open Business (x64)	7NQ-01158	1		
2	Microsoft Visual Studio 2017 Professional (x64) Standalone	C5E-01307	2		

**ANNEXURE – D: Details of bidder**

S.No	Particulars	Details to be furnished
<b>1</b>	<b>Details of the bidder</b>	
	Name	
	Address:	
	Telephone	
	Website	
	e-Mail	
<b>2</b>	<b>Details of the authorized person for the bid</b>	
	Name	
	Designation	
	Telephone	
	e-Mail	
<b>3</b>	<b>Status of the firm</b>	
	Details of registration	
	ROC Ref No	
	Date	

**Terms and Conditions:**

1. **Price shall be valid for a period of three months from the date of submission of bid.**The quoted price should **include all taxes** as per the format given. The applicable taxes will be payable at the time of payment. There will not be any extra charges like duties, freight, octroi, installation, other levies etc.
2. The bid price has to be mentioned in Indian Rupees only. The risk of currency fluctuation, calculation of Principle Company, change in taxes, Government duties etc. will have to be borne by the bidder
3. **Payment Terms: -**
  1. 100% against delivery, installation, testing, commissioning and verification by IRDAI.
  2. Penalty of 1% per week for the late delivery beyond the indicated delivery period.
4. Bid document Bids shall be submitted on-line at CPP Portal website: **<https://eprocure.gov.in>** only. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.
5. Hard copy of the documents mentioned above must be submitted on or before bid submission closing date and time to the under signed. Failure to do so is likely to entail rejection of bids. Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstances will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
6. The vendor is required to furnish PAN & GST number along with the tender.
7. The delivery location is IRDAI Hyderabad office.
8. Delivery time – within 7 working days after receiving the purchase order via registered email id of the selected vendor.
9. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person.

10. If the vendor for any reason fails to supply the **software/licenses** on time or fails to complete the supply within the stipulated time, the undersigned will have the right to cancel the order or agreement and appoint another supplier for the same.
11. IRDAI reserves the right to cancel any/all the tender(s) without assigning any reason.
12. IRDAI's decision in any of the matter(s) is final and binding on each other.
13. Suite or any legal proceedings in regard to this matter arising in any respect under this contract shall be instituted in any court in HYDERABAD only.

Sd/-

A.R.Nithiyantham

Chief General Manager (IT)

IRDAI