

Additional Skill Acquisition Programme (ASAP)
(An Initiative of Departments of Higher Education and General Education)
Government of Kerala
3rd Floor, Trans Towers, Vazhuthacaud,
Thiruvananthapuram, Kerala

Renewal of Microsoft License and executing agreement with Microsoft

RFP DOCUMENT

Tender Reference: ASAP/ADM-ENGR/1115/2016

S/n	Event/ Details	Date / Details
1	Date of Issue of Tender	19.09.2019
2	Pre Bid Meeting	27.09.2019, 11AM
3	Bid submission end date	15.10.2019, 5PM
4	Technical Bid Opening date	18.10.2019, 11AM
5	Tender Processing Fee	Rs. 4,522/- (Including GST at 18%+1% Flood Cess)
6	Earnest Money Deposit	Rs. 25,000/-

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Section 1 – Invitation for Bids

Dear Sir/Madam

Ref No: **ASAP/ADM-ENGR/1115/2016**

Subject: Renewal of Microsoft License and executing agreement with Microsoft

1. The Additional Skill Acquisition Programme (ASAP), Department of Higher Education, Government of Kerala, (hereinafter called ASAP) invites proposals from Microsoft authorized retailers for the renewal of Microsoft License and agreement execution with Microsoft.
 - 1.1. More details on the scope of works, terms and conditions are specified in Section 3.
 - 1.2. Details/documents provided for the submission of Proposal
 - (a) Section 1 – Invitation For Bids
 - (b) Section 2 – Instructions to Bidders
 - (c) Section 3 – Scope of work, terms and conditions
 - (d) Section 4 – Selection Process
 - (e) Section 5 – Bidding formats (Technical and Financial)
 - (f) Annexure 1 : Self-Declaration - Non Blacklisting
 - (g) Annexure 2 : Details of services to be rendered

(h) Annexure 3 : Manufacture authorisation form

(i) Annexure 4 : Compliance checklist for bidder

1.1 The tender documents can be downloaded from the website www.etenders.kerala.gov.in or from ASAP website www.asapkerala.gov.in. For participating in the tender, the potential bidder shall furnish an amount of Rs.3800/-+ Rs. 722/- as taxes (GST @ 18% +1% Flood Cess) as tender fee and Rs.25,000/- as Earnest Money Deposit (EMD) through online.

1.2 Proposals must be direct, concise, and complete. ASAP will evaluate bidder's proposal based on its clarity and the directness of its response to the requirements of the project as outlined in this tender document.

1.3 **Pre-bid meeting**

ASAP will conduct a Pre-bid meeting on **27.09.2019, 11AM at ASAP Secretariat**, Transtowers Basement Floor, Conference Vazhuthacaud, Thiruvanthapuram-14. Interested bidders may attend the pre-bid meeting at their own expense and also send their queries to ASAP, only by email to procurement@asapkerala.gov.in, with the subject "RFP Clarification" on or before **26.09.2019, 05.00 PM**. The queries received without the subject line specified will not be considered. Telephone calls related to queries will not be entertained. ASAP will not be responsible for any of the bidder's email related to the query that has not been delivered to the address mentioned above. The queries from the bidders will be considered in the following format only.

S/n	Queries	Ref. Section, Page No: and Clause in the RFP Document
1		
2		

- 1.4 Bidders shall furnish the required information on their technical and financial proposals in the enclosed formats only. Any deviations in format, the tender will be liable for rejection.
- 1.5 **Submission of Bids:** Both technical and financial bids shall be submitted online through <https://etenders.kerala.gov.in> and in accordance to the instructions given in this tender document. Technical bid should be submitted in the format given. The financial bid offering the rates should be exclusive of all taxes has to be submitted in BOQ specific to the tender. The financial bids submitted in any other format will be treated as non-responsive and not be considered for evaluation.
- 1.6 Both bids should be submitted online on or before **15.10.2019, 5PM.**
- 1.7 **Opening of Proposal:** Technical proposals will be opened online, by Chief Executive Officer, Additional Skill Acquisition Programme or his authorized representative or by a committee constituted for this purpose, on **18.10.2019, 11AM.** Financial bid will not be opened until technical evaluation has been completed, results approved and notified to all qualified Suppliers eligible for bid opening.
- ASAP will follow the **Least Cost Selection (LCS)** process. One supplier will be selected based on technical and financial evaluation for renewing the Microsoft License and executing agreement with Microsoft. An agreement will be signed between the selected supplier and ASAP for the service to be provided.

1.8 Key Events/Points

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4	Technical Bid Opening date	18.10.2019, 11AM
5	Tender Processing Fee	Rs. 4,522/- (Including GST AT 18%+1% Flood Cess) (Rupees Four Thousand Five Hundred Twenty Two Only)
6	EMD	Rs. 25,000/- (Rupees Twenty Five Thousand Only)

Yours faithfully,
Chief Executive Officer
Additional Skill Acquisition Programme
Government of Kerala