

Reference No. QCI/IT/0422/109

**Request for Proposal for
Rate Contract for Microsoft Business Central Essentials
Licenses for Microsoft Business Central ERP**



**Quality Council of India (QCI),
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002**

Tender Notice

Quality Council of India invites proposals for “Rate Contract for Microsoft Business Central Essentials Licenses for Microsoft Business Central ERP”

1. The content of this RFP enlists the requirements of the Quality Council of India and. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explain the contractual terms that Quality Council of India Division wish to specify at this stage.
2. After the submission of the Technical and Financial proposals according to the instructions provided in the sections below, the bids will be evaluated through a two-stage process.
3. The Documents to be submitted:

Form 1	Covering letter with the Proposal in response to RFP Notice
Form 2	Details of responding organization
Technical Documents	Documents as per Pre-Qualification
Annexure-A	Financial Bid

4. The Proposal may be submitted at the following address on or before May 09, 2022 by 5 pm via post to:
Deputy Director (Accounts),
Quality Council of India (QCI)
2nd Floor, ICCW Building,
4-Deen Dayal Upadhyaya Marg
New Delhi - 110002, India

Tender Summary

#	Item	Details
1	Description	Rate Contract for Microsoft Business Central Essentials Licenses for Microsoft Business Central ERP
2	Duration of Rate Contract	Valid till 31 st March 2023
3	Payment	Advance payment shall be made for the number of licenses purchased
5	Last Date of Submission of Bid	May 09, 2022, 5 PM

1. About Quality Council of India (QCI)

The Quality Council of India (QCI) is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

2. Scope of Work and Deliverables for the Vendor

2.1. Purpose

The purpose of this RFP is to invite bids from vendors for Rate Contract of Microsoft Business Central Essentials Licenses for Microsoft Business Central ERP

2.2. Deliverables and Timelines

The following time schedule of the activities from the date of placement of orders should be strictly adhered to:

1	Delivery	Within 3 days

3. Terms of Engagement

3.1. Pre-Qualification Criteria

S.No	Basic Requirements	Specific Requirements	Documents Required
a.	Legal Entity	The bidder should be a legal entity registered anywhere in India	- Copy of valid Registration Certificates - Copy of Certificates of incorporation
b.	Turnover	Average Annual Turnover of the Bidder during the last Three financial years, i.e., FY 2018-19, FY 2019-20, 2020-21 (as per the last published audited balance sheets), should be more than Rs. 1 Crore	Audited Annual Reports OR Balance Sheets or CA Certificate with CA's Registration Number/ Seal
c.	Microsoft Certified Partner	The Bidder should be the Microsoft Certified Partner	Copy of Authorization Certificate
d.	Tax Registration	The company shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration
e.	Blacklisting	The bidder shall not have been blacklisted by any central or state government agency, PSU etc	Undertaking in this regard to be submitted.
f.	Product Compliance Sheet	Bidder should submit the product compliance sheet for the features mentioned in the scope of work	Product Compliance Sheet

4. Bid Evaluation and Selection Process

Overall evaluation of the bids will be done in two stages namely Pre-qualification and Financial evaluation.

4.1. Proposal Submission Guidelines

All vendors shall mark the below title in bold on all submissions and their company name with address clearly mentioned at the bottom right corner of the cover. BID Submission for RFP: **“Rate Contract for Microsoft Business Essentials Licenses”**. Also mention on top of the sealed envelope, the nature of the document **“Technical Proposal”** or **“Financial Proposal”**.

4.1.1 Technical Proposal

The Technical Proposal (one hard copy) shall be submitted with the following:

1. Pre-Qualification Documents (as per the Pre-Qualification Criteria clause)
 - i. Form - 1
 - ii. Form - 2

4.1.2 Financial Proposal

The Proposal should be signed by the authorized signatory and submitted in a sealed envelope, only as a hardcopy, separate from the technical proposal. Softcopies are not permissible. The Proposal must adhere to the following guidelines:

1. The Vendors should submit the proposal as per the format given in Annexure - A (Taxes would be additional and as per applicable statutory norms)

5. General Terms and Conditions

The Vendor for this engagement would be selected through a competitive bid process, the details of which are provided below:

1. Companies wishing to bid for this engagement should respond to QCI with a proposal and required supporting documentation (indicated below). The proposal would contain 2 parts:
 - a. Technical Proposal
 - b. Financial Proposal
2. The contract will be awarded to the Vendor whose proposal conforms to the terms of the RFP and is, in the opinion of QCI, the most advantageous and represents the best value of the assignment, price and other factors considered. QCI reserves the right to negotiate with the most competitive Vendor if required.
3. Companies wishing to bid for this engagement must submit Microsoft Authorization Certificate.
4. No marketing literature pertaining to the vendor/vendor is to be enclosed along with the proposal. If enclosed, it will be treated as a factor of disqualification. However, the statutory documentation related to the company incorporation, pan card, directors, etc should be submitted as part of Technical bid.
5. The Financial and Technical Proposals should be submitted separately. There should not be any information in the Technical Proposal.

6. The Technical and Financial proposals should be submitted in the given format and signed by authorized signatory.
7. The instructions and other details pertaining to the Bid submission and the evaluation process are provided below.
8. **Duration of Rate Contract:** The duration of rate contract shall be valid till March 31, 2023, and the licenses will be procured for 1 year as and when required within the validity period. QCI reserves the right to purchase any number of licenses from the shortlisted bidder at the unit price quoted during the validity of the contract.
9. **Ethics:** QCI expect shortlisted bidder(s) to show highest ethical standards during the course of the assignment. If any complaints/information regarding any incident of malpractices (bribery, seeking monetary or non-monetary favor/gifts) is brought to the notice, the shortlisted bidder(s) shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time. QCI is absolved of any liability/claim arising out of any such above situations.
10. **Amendments:** At any time prior to the last date for receipt of proposal, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the RFP document by an amendment. In order to provide vendors a reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. The same shall be informed to the vendors.
11. **Subcontracting:** There must no further subcontracting without prior written consent of QCI.
12. **Confidentiality: Maintenance of Confidentiality:** The bidder(s) must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The shortlisted bidder(s) must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the bidder must comply with these conditions. Confidentiality clause shall survive for a longer period of one year after the termination of contract or contract expiry period.
13. **Payment Milestones:** Advance payment shall be made for the number of licenses purchased.
14. QCI reserves the right to accept or reject any bid, to annul the entire bid process or reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Vendor(s) or any obligation to inform the affected Vendor(s) the grounds for such decision. QCI also reserves the right to negotiate with the successful Vendor if necessary.
15. The selected vendor will be fully and completely responsible to the QCI for all the deliverables
16. The QCI requires that the Vendors should provide professional, objective, and impartial advice and at all times hold the QCI's interest's paramount, strictly

avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work

17. The vendor to be selected through this bid/tender process will provide deliverables as indicated in this document and as agreed upon in writing. The Vendor should note that as a part of the requirement for this assignment the Vendor will share with the QCI all intermediate documents, drafts, reports and any other item related to this assignment. No work products, methodology or any other methods used should be deemed as proprietary and non-shareable with QCI by the Vendor.
18. The contract will be awarded to the Vendor whose proposal conforms to this RFP and is, in the opinion of QCI, the most advantageous and represents the best value to the assignment, price and other factors considered.
19. No part of this document including the Annexure can be reproduced in any form or by any means, disclosed or distributed to any person without the prior consent of QCI, except to the extent required for submitting the bid and no more. The information contained in this document is only disclosed for the purposes of enabling potential Vendors to submit a proposal to QCI. This document should not therefore be used for any other purpose. This document contains proprietary information furnished for evaluation purposes only; except with the written permission of the QCI, such information may not be published, disclosed, or used for any other purpose. The bidding firms acknowledge and agree that this document and all portions thereof, including, but not limited to, any copyright, trade secret and other intellectual property rights relating thereto, are and at all times shall remain the sole property of QCI. The title and full ownership rights in the information contained herein and all portions thereof are reserved to and at all times shall remain with QCI. Vendors must agree to take utmost care in protecting the proprietary and confidential nature of the information contained herein.
20. The Vendor shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the Vendor will not be considered.
21. If at any stage of the tendering process or during the currency of the agreement any suppression / misrepresentation of such information is brought to the knowledge of QCI, QCI shall have right to reject the bid or terminate the agreement, as the case may be, without any compensation to the Vendor.
22. The Vendor shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid
23. The firms / agencies submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.
24. The proposals submitted by the firms/agencies shall remain valid for a period of one month after the closing date (deadline) for submission of proposals prescribed in this document.

25. During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
26. At any time prior to deadline for submission of proposals, QCI may for any reason, modify the RFP document. The prospective respondents having received the RFP document shall be notified of the amendments through email and such amendments shall be binding on them.
27. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
 - a. Submitted the proposal after the response deadline
 - b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
 - c. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
 - d. Submitted a proposal that is not accompanied by required documentation or is non-responsive, failed to provide clarifications related thereto, when sought
 - e. Submitted more than one proposal
 - f. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

Form 1: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,

Deputy Director (Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Submission of proposal in response to the RFP for “Rate Contract for Microsoft Business Central Essentials Licenses”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your for “<RFP Name>”, in full conformity with the said RFP document.
2. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
3. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
5. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of ONE MONTH from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bid response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.

6. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
7. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.
8. We confirm that we have not been blacklisted by any central or state government agency, PSU etc.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2022

(Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Vendor

Form 2: Details of Responding Organisation

Section No.	Sr. No.	Particular	Detail
I	COMPANY PROFILE :		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	Address for Billing Office & Address *	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	4.	Name of Contact Person (Finance & Accounts) *	
		Contact no.	
		Mobile no.	
		E mail ID *	

II	STATUTORY DETAILS:		
	1.	GST Details: -	
		Whether Registered Assessee (Yes or No)	
		If Yes: -	
		GSTIN Number # *	
		Type of Assessee	
	2.	MSME	
		Whether Registered under MSME (Yes or No) *	

		If Yes: -	
		MSME Registration No. and validity date # *	
	3.	Permanent Income Tax No. (PAN) #	
	4.	<u>NATURE OF ENTITY:</u> * PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT	
	5.	WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (YES/ NO) *	

III	BANK DETAILS: -		
		Name of Bank	
		Address of Bank	
		Bank Account No.	
		IFSC Code	
		SWIFT CODE (If party's billing address is outside India)	

IV	Details of responding Company		
1.	Current Year Turnover (Rs Crores)		
2.	Company Profile (Operations in India)		
2.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
2.2	Full-time professional staff engaged in related services	(Number of Staff)	

2.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
3.	Company Experience		
3.2	Experience of working on similar Specifications		(Number of Projects and their brief description)

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above are correct to the best of my/our knowledge / belief.

I/We undertake to inform you of any change in above particulars at the earliest.

Annexure 1: Financial Bid format

Description	Minimum License Quantity	Unit price (To be valid till 31st March 2023)
Microsoft Business Central Essentials License	40	

*exclusive of taxes

Please note the following in preparing your bid:

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this proposal for and on behalf of [Name of Vendor]

Name of Firm:

Address: