

Reference No. QCI/0522/109

**Request for Proposal for
Engagement of Microsoft Certified Partner for
Microsoft Azure Cloud Subscription for UNNATI**



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

Tender Notice

1. Quality Council of India invites proposals for **“Engagement of Microsoft Certified Partner for Microsoft Azure Cloud Subscription for UNNATI”**
2. The content of this RFP enlists the requirements of Quality Council of India. 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 the Quality Council of India wish to specify at this stage.
3. After the submission of the proposal according to the instructions provided in the sections below, the bids will be evaluated through a two-bid system.
4. The Documents to be submitted:

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

5. The Proposal may be submitted at the following address on or before 17th May, 2022 by 12 Noon 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	Project Scope	Microsoft Azure Cloud Subscription for UNNATI
2	Duration of Contract	6 Months
4	Bid Selection	Two – Bid System Technical and Financial Evaluation
5	Payment	Payment shall be made within 21 days of submission of monthly invoices
6	Earnest Money Deposit	Not Applicable
7	Last Date of Submission of Bid	17 th May 2022
8	PBG	Not Applicable

1. About Unnati

Unnati, supported by the Government of India, is a livelihood access platform developed for India's 30 crore blue and grey collar workforce. Unnati is an omni-channel technology platform connecting job providers and job seekers. The product has been designed to address the unique needs and requirements of blue and grey collar workers and is built on a state-of-the-art technology stack that ensure ease of access and use. In the long term, Unnati will act as career and livelihood growth platform for workers through linkages with government schemes and initiatives

2. Background:

QCI is using Azure cloud for Unnati deployments including staging and production servers. QCI has been using other services too like Enterprise Databases, Docker containers, blob storage, etc.

QCI is proposing to engage a third-party Microsoft certified partner to access to Azure cloud services.

3. Scope of Work

- i. Pay-as-you-go, consumption-based subscription from Microsoft certified partners.
- ii. Cost management + Cost analysis reports (Cost review assessment once every 3 months)
- iii. Access for support ticket (unlimited) creation to Microsoft.
- iv. Monitor various service of azure (In Future)
- v. Security Review assessment once every 3 months
- vi. Transfer of subscription should **not** have any impact on currently used services for Unnati
- vii. Following are the Azure services that QCI uses:
 - a) App Service plan
 - b) Application Gateway
 - c) Azure cache for Redis
 - d) Azure Database for PostgreSQL + Cosmos DB
 - e) B2C
 - f) Event Grid
 - g) Function app
 - h) Docker & Kubernetes
 - i) Storage accounts
 - j) Virtual network and public IP addresses

4. Terms of Engagement

4.1. Pre-Qualification Criteria

S. No	Basic Requirements	Specific Requirements	Documents Required
a.	Legal Entity	The Applicant should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or Partnership Firm registered under Partnership Act 1932	- Copy of valid Registration Certificates - Copy of Certificates of incorporation/PAN and GST
b.	Certified Partner of Microsoft	The Applicant should be certified partner of Microsoft for providing Microsoft Azure Subscription	Valid Certificate from Microsoft
c.	Technical Capability & Experience	The Applicant shall have at least 1 project for Microsoft Azure Subscription for Govt/Pvt	Work Order / Work Completion Certificates from the client
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.

4.2. **Bid Evaluation and Selection Process**

Overall evaluation of the bids will be done in two stages namely Technical and Financial evaluation.

4.2.1. **Proposal Submission Guidelines**

All applicants 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: **“Engagement of Microsoft Certified Partner for Microsoft Azure Cloud Subscription for UNNATI”**. Also

mention on top of the sealed envelope, the nature of the document “Technical Proposal” or “Financial Proposal”.

4.2.1.1. **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) including following:
 - i. Form - 1
 - ii. Form - 2

4.2.1.2. **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. Interested parties may send their detailed proposal including best possible discounts and benefits to be offered regarding executing above activities. The applicants should submit the proposal as per the format given in **Annexure - A**

Taxes would be additional and as per applicable statutory norms.

4.3. Other Terms and Conditions:

- i. The applicant must be certified partner with Microsoft for Azure Services, valid certificate must be submitted along with the proposal.
- ii. The applicant must not sub-contract the work to other providers.
- iii. The duration of contract will be 6 months from June 2022, which can be extended as per the requirements of QCI.
- iv. QCI reserves the right to extend/terminate the subscription with 30 days prior notice as and when required without assigning any reasons thereof.
- v. Billing will be done based on Microsoft actual usage at same rates as invoiced by Microsoft that is on landing page.
- vi. Payments will be made within 21 days of submission of monthly invoices.
- vii. 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.
- viii. The contract will be awarded to the Vendor/applicant 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.

- ix. 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 prior written 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.
- x. QCI, by issuance of this RFP does not necessarily indicate or imply that the project will be commenced. The Vendor will absolve QCI of all responsibilities if the project does not start within a stipulated timeframe. QCI reserves the right to withdraw this assignment any time without prior consultation or intimation to the Vendors.
- xi. The interested Vendors shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the Vendor or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations with QCI. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the Vendor to complete the requirements as given in the RFP.
- xii. 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 entertained.
- xiii. 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.
- xiv. 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
- xv. 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.

- xvi. 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.
- xvii. 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.
- xviii. 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.
- xix. 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.
- xx. QCI reserves the right to (a) reject any / all proposals without assigning any reasons thereof, (b) relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of QCI and the objectives of the project without assigning any reasons thereof and (c) include any other item(s) in the Scope of work at any time after consultation.

For any further queries, you may please contact the below mentioned email id:

procurement@qcin.org

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 **“Engagement of Microsoft Certified Partner for Microsoft Azure Cloud Subscription for UNNATI”**.

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

x

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) from operations in India;		
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-A: Financial Bid Format

S. No.	Service Description	Monthly Estimated Amount in INR	Discount offered in % on Microsoft Monthly Usage
1	Azure Cloud Services-Pay as you go basis, including Cloud Monitoring and Support	As per actual usage	____%

*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: