

**PROCUREMENT OF
MICROSOFT PROJECT
SUBSCRIPTION THROUGH
REQUEST FOR QUOTATION
(RFQ)**

August 2023

REQUEST FOR QUOTATIONS
Procurement of Non-Consulting Services under RFQ
E-Procurement Notice

Client: Kerala Solid Waste Management Project

Contract title: MS Project Subscription for KSWMP

RFQ No: IN-SUCM-378983-GO-RFQ

Date: 26 August, 2023

Applicable Procurement Regulations Date: November 2020

- The Government of India has received financing from the World Bank in various currencies towards the cost of the **Kerala Solid Waste Management Project** (KSWMP) and intends to apply part of the proceeds towards eligible payments under the contract for which this request for quotations is issued. The Kerala Solid Waste Management Project invites quotations electronically from eligible bidders for the following non-consulting services.

Sl. No.	Brief Description of the Services	Specifications*	Unit & Quantity	Delivery Period
1	MS Project Subscription for KSWMP	As per RFQ	As per the RFQ	14 Days

- The Bidders may submit Quotations for the entire subscriptions as required under this RFQ.
- This e-Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. Implementing Agency has not issued a separate RFQ document for this purchase. The e-Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website: <https://etenders.kerala.gov.in/nicgep/app>; The bidders would be required to register in the website, which is free of cost.
- For submission of Quotation, the Bidder is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities (CA) authorized by Government of India for issuing DSC. Bidders can see the list of licensed CA's from the link

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- (www.cca.gov.in). Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website: <https://etenders.kerala.gov.in/nicgep/app>;
5. Quotations shall be submitted on <https://etenders.kerala.gov.in/nicgep/app>. on or before **16:00 Hrs on 08th September, 2023**. Any quotation or modifications to quotation received outside e-procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The Quotations will be opened online on **08th September, 2023 at 16:30 Hrs**.
 6. If the Client's office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened on the next working day at the same time.
 7. Other details can be seen in the RFQ document. The Client shall not be held liable for any delays due to system failure beyond its control. A Bidder requiring any clarification of the RFQ Document may notify the Client online or may visit the office of the Client at the address given below.

Jaffer Malik, IAS

Project Director

Address: Upper Ground Floor, Trans Towers, Vazhuthacaud,

Thiruvananthapuram -695014, Kerala, India

Telephone: +91 471-2333011

E-Mail: tenderkswmp@gmail.com;

Website: www.kswmp.org;

RFQ No: IN-SUCM-378983-GO-RFQ**Date : 26/08/2023****Terms and Conditions**

1. **Eligibility:** A Bidder (a) shall not participate in more than one Quotation; (b) shall not have conflict of interest as defined in the Bank's Procurement Regulations; and (c) should not have been (i) temporarily suspended or debarred by the World Bank Group in compliance with the Bank's Anti-Corruption Guidelines and its Sanctions Framework
2. **Clarifications & Amendments:** If the Client receives any request for clarification of this RFQ Document, it will upload its response together with any amendment to this document, on the e-procurement portal for information of all Bidders. Bidders should check on the e-procurement system, for any amendments to the terms and conditions.
3. **The Quotation shall comprise the following:**
 - (a) Letter of Quotation;
 - (b) Delivery Period Offered;
 - (c) Technical Specifications: confirmation that the offer (Non-Consulting Services) conform to the required specifications stated herein:

Cloud based MS Project Subscription/license	No. of users /licenses
Project Plan 1	125
Project Plan 3	21
Project Plan 5	2
Total	148

- (d) Evidence in accordance with Clause 6 establishing Bidder's qualifications to perform the contract, if its quotation is accepted;
- (e) Performance Statement of supplies of similar Non-Consulting Services made during the last 3 years, in the prescribed Format;
- (f) Complete address and contact details of the Bidder having the following information:
 - Name of Firm
 - Address for communication
 - Telephone No(s): Office
 - Mobile No.
 - Facsimile (FAX) No.
 - Electronic Mail Identification (E-mail ID)
- (g) Price Schedule (using the Schedule uploaded with the RFQ document) wherein the blank spaces to be filled by the bidder and to be uploaded along with the quotation as single document (Note to Bidders – Separate BOQ in excel format **WILL NOT BE** provided)

4 Quotation Prices

- a) The contract shall be for the full value of all the Subscriptions, as specified in the Price Quotation Form. Corrections, if any, can be carried out by editing the information before electronic submission. All duties, taxes and other levies payable for the Non-Consulting Service shall be included in the total price.
- b) GST and any other taxes, which will be payable on the Supplies at the time of invoicing in connection with the sale, shall be shown separately. If these are only stated to be extra, such quotations are liable to be rejected. Wherever these taxes are not shown, these will be assumed to have been included in the quoted price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be quoted in Indian Rupees only.

5. **Conformity of Non-Consulting Services offered:** Bidder shall furnish, documentary evidence that the Non-Consulting Services offered conform to the technical specifications and standards, laid down in the RFQ.

6 Qualification of the Bidder:

- a) The Bidder must have experience in supply of above said item and installation/completion certificate(s) of Central Govt/State/P.S.U/Autonomous Institutions/Pvt Organizations etc. Details of Services delivered shall be submitted in the specified Proforma.
- b) Name of the bank (With full address Type of account, Account Number, IFSC Code & RTGS Details)
- c) Certificate of Incorporation. (Copy to be enclosed)
- d) PAN /GST registration certificate. (Copy to be enclosed)
- e) Bidder should have had a business turnover of at least **INR 5.00 Lakhs** average annual turnover in the past three years. The turnover details shall be submitted in the prescribed format.
- f) Bidders should not have been blacklisted in past 5 years by Govt./BFSI/PSU Govt. Dept./Regulator/statutory body. Bidder must provide a self-declaration for the same.
- g) Bids will be accepted from manufactures or their authorized Dealers/Distributors/Resellers only. Documentary evidence to this affect shall be enclosed.

7. **Validity of Quotation:** Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.

8. **Signing of Quotations:** The name and position held by the person signing the quotation and related documents must be mentioned in the Letter of Quotation.

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9. **Quotation Submission:** The Letter of Quotation shall be filled, digitally signed and uploaded or signed and scanned copies shall be uploaded along with the Price Schedules that shall be furnished using the Forms available online without any alterations. All blank spaces shall be filled in with the information requested. Scanned copies of all other documents shall also be uploaded on this website.
10. **Online Opening and Evaluation of Quotations:** The Quotations will be opened online on the specified date and time.
- (a) The Client shall examine the quotation to determine whether the quotation
 - (a) has been properly signed (Clause 8); b) meets the eligibility criteria (Clause 1); (c) conforms to all terms, conditions and technical specifications as laid down in the RFQ ; and (d) the bidder has accepted the delivery schedule (Client's Requirement Form 1).
 - (b) Only Quotations that are substantially responsive to the RFQ document, and meet all Qualification Criteria shall qualify.
 - (c) The evaluation shall be based on the total price of the MS Project Subscriptions per month (Non-Consulting Services) including GST and any other taxes, which will be payable for these non-consulting services at the time of invoicing.
11. **Award of contract:** The Client will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- (a) Notwithstanding the above, the Client reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - (b) The bidder whose quotation is accepted will be notified of the award of contract by the Client prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
 - (c) Payments shall be made quarterly basis for the actual number of subscriptions at the unit rate quoted by the Successful bidder after certification by the Competent Officer from KSWMP. Payment of GST and other taxes payable for the Supplies at the time of invoicing, although already included in the total cost, will be at actuals or the rate/amount of these taxes at the prevailing rate notified by the Competent Authority

Quotation Forms

Letter of Quotation

The Bidder must prepare the Letter of Quotation on stationery with its letterhead clearly showing the Bidder's complete name and address. The italicized text is for Bidder's guidance in preparing these forms and shall be deleted from the final products.

RFQ No.: *[insert identification]*

Our Reference: No..... Dated.....

To:
(Client's name and address)

Subject: Supply of MS Project licenses/subscriptions for KSWMP

Sir,

1. We, the undersigned, hereby submit our Quotation. In submitting our Quotation, we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document;
- (b) **Conformity:** We offer to supply in conformity with the RFQ Document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Supplies and Related Services *[insert a brief description of the Supplies and Related Services];*
- (c) The total price of our Quotation, including any unconditional discounts offered is:
Total price of the Quotation *[insert the total price of the quotation including GST and any other taxes, which will be payable on the finished Supplies, in words and figures];*
- (d) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none."]*
- (e) **Quotation Validity Period:** Our Quotation shall be valid for the period of 30 days, from the deadline fixed for the Quotation submission;
- (f) **Eligibility:** We meet the eligibility requirements and have no conflict of interest, we are not participating in more than one quotation in this bidding process, and we have not been temporarily suspended or debarred by the World Bank.
- (e) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices.

Yours faithfully,

Authorized Signature

Name & Title of Signatory _____

In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of Bidder _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

FORMAT OF QUOTATION

Sl. No.	Description of Supplies	Specifications	Qty.	Unit	Quoted Unit Rate ³ Rs.	Amount (Monthly)		GST	Total (Monthly)	
						In Figures	In Words		In Figures	In Words
1	MS Project Subscription	Plan 5	2	Nos						
2	MS Project Subscription	Plan 3	21	Nos						
3	MS Project Subscription	Plan 1	125	Nos						
Total										

³ Any unconditional discounts if offered, shall be specified in this column along with the unit rates.

Note: Evaluation shall be done *all the subscriptions together [Information given here should be in consonance with the same information given in the RFQ and in Clause 10]*

** Payment of GST and other taxes payable for the Supplies at the time of invoicing, although already included in the total cost, will be at actuals at the prevailing rate notified by the Competent Authority*

We agree to supply the above Non Consulting Service in accordance with the technical specifications for a total contract price (including all taxes and duties) of Rs. (Amount in figures) (Rs... amount in words) within the period specified in the Request for Quotations.

We also confirm that the normal commercial warranty/guarantee/installation support of and continuing support to address issues which may arise while operating the tool.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing World Bank's sanctions procedures) in competing for or in performing the Contract.

Signature of Bidder

PROFORMA FOR PERFORMANCE STATEMENT*

Proforma for Performance Statement

RFQ No. _____

Date of opening _____

Time _____ Hours

Name of the Bidder _____

<u>Order placed by (full address of Client)</u>	<u>Order No. and date</u>	<u>Description and quantity of Subscriptions</u>	<u>Value of order of</u>	<u>Date of completion of delivery</u>	
				As per contract	Actual
1	2	3	4	5	6

* This proforma shall be deleted if requirement of Performance Statement is deleted in Clause 4.

Signature and seal of the Bid

Form-6

Financial Capacity of the Applicant

	Financial Year	Turn Over (INR)
A	2019-20	
B	2020-21	
C	2021-22	
	Average Turnover	

Certificate

This is to certify that (Name of the Applicant) has received the payments shown above against the respective years on account of professional fees.

(Signature, name and designation of the authorized signatory)

Note: Please do not attach any printed Annual Financial Statement

Client's Requirement

1. MS Project Subscription Required (NON-CONSULTING SERVICES) AND DELIVERY PERIOD

No.	MS Project Subscriptions Required	Qty	Unit	Delivery Period (Calendar days)
1	Project Plan 5	2	Nos	14 days
2	Project Plan 3	21	Nos	14 days
3	Project Plan 1	125	Nos	14 days

ATTACHMENT

OFFICE OF

PURCHASE/SUPPLY ORDER

To:

M/s

.....

Dear Sirs,

Sub: Supply of MS Project License/ Subscription

Ref: Request for Quotation no..... dated

1. Your quotation no.....of(Date) for the supply of **MS Project Subscription has been accepted. You are requested to supply the following Project plans/licenses at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:**

SI No	Brief description of Supplies/ equipment	Specifications	Quantity to be supplied (monthly)	Unit Rate (Rs.)	GST *	Total Price (Rs.) including all taxes and duties (monthly)
1	MS Project Subscription	Project Plan 5	2			
2		Project Plan 3	21			
3		Project Plan 1	125			
			Total			

*GST and similar other taxes and duties applicable on finished Supplies. Indicate each applicable tax separately.

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- 1 Delivery Period: 14 calendar days from the date of issue of this supply order.
 2. Place of delivery: Office of the State Project Management Unit, Kerala Solid Waste Management Project (KSWMP)
 3. Consignee Address: Upper Ground Floor, Trans Towers, Vazhutacaud, Thiruvananthapuram - 695014
 - 4 GST and other taxes and duties, if any will be reimbursed at actual as per conditions laid down in this RFQ.
 5. Service shall be offered for a period of 12 months and may be extended.
 6. Payment shall be made on monthly basis on satisfactory delivery of subscriptions and services upon production of invoices.
 7. Other terms and conditions are as under:
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.....

(Client)

Date:

Place:

Name:

Designation:.....