

PROCUREMENT OF MICROSOFT PRODUCTS FOR NHAI-HQ, NEW DELHI

SPECIFICATION OF MICROSOFT PRODUCTS ARE GIVEN BELLOW

A. Item Details with Quantity and Part Codes are given bellow.

- I. **Subscription based products (3 Years subscription)**
- II. **Perpetual Products (Perpetual License with 3 Years Software Assurance)**

| I. Subscription based products (3 Years subscription) | | | | |
|--|---------------|---------------------------------|-----------------------------------|------------|
| PART | Part # | Microsoft Product | Description | Qty |
| - A | 3JJ-00003 | Microsoft Office 365 Enterprise | M365 Apps Enterprise Sub Per User | 250 |
| | TRA-00047 | Microsoft Exchange Online | Exchange Online P1 Sub Per User | 2000 |

| II. Perpetual Products (Perpetual License with 3 Years Software Assurance) | | | | |
|---|---------------|--|---|------------|
| PAR | Part # | Microsoft Product | Description | Qty |
| T – B | 9EM-00562 | Microsoft Windows Server 2022 with 2 core Licence | Win Server Standard Core ALng LSA 2L | 128 |
| | 9EA-00039 | | Win Server DC Core ALng LSA 2L | 4 |
| | R18-00096 | Microsoft Windows CAL Licence | Win Server CAL ALng LSA UCAL | 750 |
| | 7JQ-00341 | Microsoft SQL Server 2022 with 2 core Licence | SQL Server Enterprise Core ALng LSA 2L | 1 |
| | 7NQ-00302 | | SQL Server Standard Core ALng LSA 2L | 7 |
| | 9EN-00494 | Microsoft System Center 2022 2 Core Licence | System Center Standard Core ALng LSA 2L | 9 |
| | QEK-00001 | Visual Studio 2022 | Visual Studio Pro with GitHub ALng LSA | 5 |

B. Scope of Work

1. Project Overview:

1.1. The purpose of this tender is to invite bids from Microsoft Authorized Licensing Solution Providers (LSP) or Large Account Resellers (LAR) for the implementation of Microsoft products under an Enterprise Agreement for a period of 3 years from the date of signing the agreement. This will encompass the following areas:

1.2. Provision, activation, and configuration of Microsoft product licenses as detailed in the Bill of Quantity (BOQ).

1.3. Migration of NHAI's email systems, including subsidiaries, from the current On-premises MS Exchange 2013 to Microsoft Office 365-based email systems.

1.4. Upgrade of the current On-premises Active Directory solution based on Windows Server 2012 to Windows Server 2022, aligned with NHAI's requirements.

1.5. Configuration and integration of Active Directory Connect (AD Connect) with the On-premises Active Directory solution to enable authentication for all Office 365 services.

1.6. Provision of administrative and user training on all Office 365 modules by Microsoft Certified Professionals (in relevant technologies). Training for administrators will be conducted on-site, while user training will be provided online.

1.7. The bidder will be responsible for coordinating and facilitating the necessary arrangements with Microsoft to finalize the Enterprise Agreement with NHAI.

2. Deployment of Microsoft Office 365 Services - Infrastructure:

The scope of work includes the procurement, activation, and deployment of the necessary licenses specified in the BOQ. It also covers one-time implementation, training, and support services over a period of 3 years. The tasks are categorized as follows:

2.1. Supply of Licenses as per BOQ:

2.1.1. Provision, activation, and configuration of Microsoft product licenses as outlined in the Bill of Quantity.

2.2. Installation and Configuration of Email Services for Licensed Users.

2.2.1. Set up an Office 365 tenant, create users, and assign licenses. Configure the domains of NHAJ and its subsidiaries in the Office 365 tenant.

2.2.2. Provision users in Office 365 using the Azure AD Connect tool (hardware for AD Connect will be provided by NHAJ).

2.2.3. Configure Autodiscover, SPF Records, and other required settings in the Public DNS.

2.2.4. Migrate mailboxes from On-premises Exchange 2013 to Office 365 email. Any configurations needed on NHAJ's servers will be handled by the bidder.

2.2.5. Set up email forwarders for each user to redirect emails from the existing Exchange 2013 to the new Office 365 tenant.

2.2.6. Migrate archived emails stored on users' local machines using an appropriate technology or methodology.

2.2.7. Configure transport rules and litigation hold rules for eligible accounts.

2.2.8. Recreate and configure existing static and dynamic distribution lists from Exchange in the Office 365 environment.

2.2.9. Ensure the solution supports industry-standard protocols such as SMTP and ActiveSync.

2.2.10. Implement centralized e-discovery for Office 365 E3 and enable Global Address List (GAL) search capabilities to locate relevant information across organizational mailboxes.

Note:-

1. The OEM Manufacturer Authorization Form (MAF) is required for above Microsoft products. The client will verify the MAF from OEM.
2. The warranty for three (03) years will start from the date of installation and installation certificate along with specification must be submitted before release of payment.
3. The responsibility of maintaining the serviceability of the Microsoft products and associated support from the OEM for the entire duration of the warranty of the items will be of the successful bidder. The supplied products must be compatible with existing products.
4. Installation and implementation by successful bidder as follows.
 - Presently, Email services to employees in NHAJ is provided through on-premises Microsoft Exchange 2013 (2000 accounts).
 - Microsoft Active Directory Service based on Windows Server 2012 is deployed to centrally manage user authentication.
 - Supply, activation, configuration of Microsoft product licenses as per Bill of Quantity.
 - Migration of NHAJ email systems from existing On-premises MS Exchange 2013 infrastructure to Microsoft online Exchange based email system (domain: nhai.org).
 - Up-gradation of existing on-premises Active Directory solution based on Windows Server 2012 to on-premises latest Windows Server as per NHAJ requirements.
 - Microsoft System center configuration manager installation and configuration.
 - Imparting administration and usage trainings on all Office 365 modules, online exchange, active directory through the Microsoft's Certified (relevant technologies) professional for the various components of the proposed solution. The mode of training shall be on-site for administrators & online for users.

5. The successful bidder will provide the following: -

- Electronic Performance Bank Guarantee (E-PBG). This E-PBG is given in favor of "CHAIRMAN" Address: G 5&6, Sector-10, Dwarka, NHAI HQ, and New Delhi-110075 along with SFMS Report with following bank details.

Please find the NHAI Bank details as follows:-

| Bank name with address | Nature of Account | IFSC Code | Account no. |
|--|--------------------------|------------------|--------------------|
| Canara Bank, NHAI Building, G- 5&6, Sector-10, Dwarka, New Delhi - 110 075 | Current Account | CNRB0008598 | 8598201005819 |

- a. Installation report of Printers.
 - b. GeM generated invoice.
 - c. Bill Tracking System (BTS) [URL:- https://bts.nhai.org/BTS/UserHomePage/HomePage.aspx](https://bts.nhai.org/BTS/UserHomePage/HomePage.aspx)
- The successful bidder has to register on this portal and applied respective bill(s) for payment.

PART-II: FORMAT FOR GEM BID SUBMISSION

Form T-1: Technical Bid Covering Letter

(To be prepared on letterhead of the Bidder, scanned & uploaded on GEM portal)

Dated: /...../2024

Sub. : PROCUREMENT OF MICROSOFT LICENCES FOR NHAI-HQ, NEW DELHI -Reg.

Dear Sir,

1. I/We, the undersigned, have carefully examined the contents of the above referred Bid document(s) including amendments/ addendums (if any) thereof and we undertake to fully comply and abide by the terms and conditions specified therein and hereby submit our Bid for the aforesaid service. Our bid for the subject above Bid document(s) is unconditional and unqualified.
2. I/We offer to execute the work in accordance with the Scope of work and the Conditions of Contract of this Bid document(s) both explicit and implied.
3. I/We undertake that, in competing for (and, if the award is made to us), for executing the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
4. I/We understand that:
 - (a) This bid, if found incomplete in any respect and/ or if found with conditional compliance or not accompanied with the requisite Bid Security Declaration, shall be summarily rejected.
 - (b) If at any time, any averments made or information furnished as part of this bid is found incorrect, then the bid will be rejected and the contract if awarded on the basis of such information shall be cancelled.
5. I/We declare that:
 - (a) I/We have not been blacklisted/ declared ineligible by NHAI or Ministry of Road Transport & Highways, Government of India or any other agency. I/We also confirm that I/We have not been declared as non-performing or debarred by NHAI or Ministry of Road Transport & Highways, Government of India.
 - (b) I/We haven't been blacklisted by a Central/ State Government Institution/ Public Sector Undertaking/ Autonomous body and there has been no litigation with any Government Department/ PSU/ Autonomous body on account of similar services.
 - (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the Contract Agreement, in respect of any tender or request for proposal issued by or any Contract entered into with NHAI or any other public sector enterprise or any government, Central or State; and I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/We hereby confirm that
 - a) We have submitted the bid security in accordance with the Bid document(s) as per the details furnished below :-

| | DD/ Bankers Cheque No. | Date | Amount (Rs.) | Issuing Bank/ Branch |
|-------------------|-----------------------------------|-------------|-------------------------|---------------------------------|
| Bid Security/ EMD | | | | |

The documents in original accompanying the bid document have been submitted.

OR

b) Exemption for bid security/ EMD are given below :-

As per GeM General Terms and Conditions on GeM 4.0 (Version 1.12) dated 16th August 2023, following categories of Sellers shall however, be exempted from furnishing Bid Security:-

- i. for MSME bidder - Micro and Small Enterprises (MSEs) who are holding valid Udyam Registration and are manufacturer of the offered Product or Service (Primary Product / Service).
- ii. for Start-up bidder - Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT), holding valid Start-up Recognition Certificate which is to be uploaded while bidding and claiming EMD exemption and to be validated by the Buyer.
- iii. KVIC, ACASH, WDO, Coir Board, TRIFED and Kendriya Bhandar.
- iv. GeM Vendor Assessment Report - Sellers who have got their credentials verified through the process of Vendor Assessment by Vendor Assessment Agencies for the Primary Product / Primary Service for which Bid / RA has been invited and holding valid Vendor Assessment or Vendor Assessment Exemption Report / confirmation (Seller to upload VA report / VAE confirmation to be validated by the Buyer).
- v. Annual Turnover automatic by GeM -Sellers / Service Provider having annual turnover of INR 500 Crore or more, at least in one of the past three completed financial year(s)
- vi. Micro and Small Enterprises registered with NSIC for the Primary Product Category whose credentials are validated through NSIC database and through uploaded supporting documents.
- vii. Micro and Small Enterprises registered with DIC for the Primary Product Category whose credentials are validated through DIC database and through uploaded supporting documents.
- viii. Sellers / Service Providers holding BIS License for the Primary Product Category whose credentials are validated through BIS database and through uploaded supporting documents.

I/ We have availed the benefit of waiver of Bid security/ EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

I/ We hereby confirm that I/ we are eligible for exemption for bid security under above categories and the details of our claim for exemption is as under :-

| Details | Exemption claimed under which of above category of para [6(b)] above | Proof of the document. | File/Page mentioned in bid document | number in bid |
|-------------------|--|------------------------|-------------------------------------|---------------|
| Bid Security/ EMD | | | | |

I/ We hereby declare that in the event we withdraw/ modify our bid during the period of validity OR we fail to execute formal contract agreement within the given timeline OR we fail to submit a Performance Security within the given timeline OR I/we commit any breach of Tender Conditions/Contract which attracts penal action of forfeiture of Bid Security/ EMD and we will be suspended from being eligible for bidding/award of all future contract(s) of Ministry Of Road Transports And Highways for a period of 03(three) year from the date of committing such breach.

7. I/We certify that:

- (i) I/We have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the subject work or which relates to a grave offence that outrages the moral sense of the community.
- (ii) Neither the bidder nor any of its Directors are the subject of criminal or civil proceedings that could be expected to adversely affect its business or its ability to bid in the present tender.
- (iii) No investigation by a regulatory authority is pending either against us or against our CEO or any of our directors/ managers/ employees.

- (iv) The information provided in this technical bid (including the attachments) as well as the financial bid is true, accurate and complete to the best of my knowledge and belief. Nothing has been omitted which renders such information misleading; and all documents accompanying my/our bid are true copies of their respective originals. I/We shall be liable for disqualification or termination of contract at any stage, if any information/ declaration is found to be incorrect or false. I/We will intimate NHAI promptly in case of any change in the information submitted as part of this technical bid.
- (v) I am the Director / Authorized Signatory of the aforesaid company / firm and I am authorized to sign this bid on behalf of the firm / company. I am submitting this bid after carefully reading all the terms and conditions contained in the bid document and its addendum/ amendment, if any, and undertake to abide by the same. It is also certified that the bid is being submitted in the prescribed formats without any addition / deviation / alteration and our bid is unconditional.

Yours sincerely,

Name

Designation/ Title of the Authorized Signatory.....

Form T-2 : General information and Self-Declaration

(To be prepared on letterhead of the Bidder, scanned & uploaded on GEM portal)

Dated: /...../2024

Sub. : PROCUREMENT OF MICROSOFT LICENCES FOR NHAI-HQ, NEW DELHI -Reg.

In case the Bidder has to furnish no information against any of the items below, either 'Nil', 'No' or 'Not applicable', as the case may be, should be mentioned. If in the information supplied, against any item, a dash is marked or is left blank, it shall be treated as incomplete

1. (a) Name of Bidder

(b) Constitution of the Bidder entity e.g. Government enterprise, private limited company, limited company etc.

(c) In case of a Government enterprise, please indicate as to whether legally and financially autonomous and operate under commercial law.

Yes/ No/ Not applicable

(d) Name(s) of Partners/ Directors

2. Complete postal address with Telephone/ Fax numbers/ e-mail address

i) Corporate Office

ii) Registered Office

3. Address for correspondence with Telephone/ Fax numbers/ e-mail address. Please provide at least one fixed and one mobile telephone number on which the Authorized Person can be contacted during the tender process. It is the Applicant's responsibility to ensure that ALL these means of communications are working and being monitored regularly from the date of Application to the conclusion of the tender process:

(a) Complete postal address :
(to which the correspondence will be made)

(b) Fixed telephone number

(c) Mobile telephone number
(Note: the mobile telephone specified should be capable of receiving SMS)

(d) E-mail address

4. We _____ (Name of the Bidder), having registered office at _____ (address) hereby declare and confirm that

(a) Submission of OEM authorization certificate is placed at _____ (File/Page number mentioned in our bid document).

(b) Submission of Bid Security OR Exemption documents is placed at _____ (File/Page number mentioned in our bid document).

Date:

Signature of the Authorized Signatory

Name & Designation/ Title of the Authorized Signatory

Place:

(Company's Seal)

Important Notes:

1. The above information should relate only to the Company (Bidder) who has submitted the tender.