



OWNER

PRAYAGRAJ POWER GENERATION COMPANY LIMITED

PACKAGE

TENDER FOR RENEWAL OF MICROSOFT OFFICE 365 SUBSCRIPTION

**At 3x660 MW PRAYAGRAJ POWER GENERATION COMPANY LIMITED
PPGCL, BARA, PRAYAGRAJ, UTTAR PRADESH-INDIA**

**Tender Ref: PPGCL/FY23/MKM/PPGCL
RENEWAL OF MICROSOFT OFFICE 365 SUBSCRIPTION -JUNE'23**

TENDER FOR RENEWAL OF MICROSOFT OFFICE 365 SUBSCRIPTION AT PPGCL PRAYAGRAJ

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| <p>Enquiry reference no.: Tender Ref: PPGCL/FY23/MKM/PPGCL RENEWAL OF MICROSOFT OFFICE 365 SUBSCRIPTION -JUNE'23</p> |
| <p>Title of Work to be awarded: RENEWAL OF MICROSOFT OFFICE 365 SUBSCRIPTION</p> |
| <p>Type of Bidding: E-tendering / Two-Part</p> |
| <p>Contact Details: All communication including EOI submission shall be addressed to following officer/s:</p> <p>Mr. Mangesh Mandape Plant Engineer- Contracts Email: mangesh.mandape@ppgcl.co.in</p> <p>AND Mr. U N JHA Head – <u>Fuel, Contracts and Materials</u> Email: jhaun@tatapower.com</p> |

Prayagraj Power Generation Company Limited Invites Expression of Interest (EOI) from interested parties for the e-Tendering Process of following Relevant Work Package:

Table-1

| Plant Details | Estimated Quantity | Tender Fee | Bid Security |
|---------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------|-----------------------------|
| 3x660 MW Prayagraj Thermal Power Station of (PPGCL) at Tehsil, Bara, Dist- Prayagraj. | Contract period: 3 years | 2000/- (INR Two Thousands Only as Bank Transfer)- To be submitted along with EOI. | 50,000 (Fifty Thousand Rs.) |

1. INTRODUCTION:

Prayagraj Power Generation Company Limited (PPGCL) owns and operates 3x660 MW capacity Indian coal based thermal power generation station based on pulverized coal-based super-critical boiler technology. The generating plant is in Tehsil Bara, Dist-Prayagraj in the state of Uttar Pradesh in India. A brief overview of Owner and Site is given below:

Table-2

| | |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Site Name | 3 X 660 MW Prayagraj Power Generation Company Limited |
| Owner | PRAYAGRAJ POWER GENERATION COMPANY LIMITED (PPGCL) |
| Project Manager | THE TATA POWER COMPANY LIMITED |
| Site Location | Site is located in Bara Tehsil of Prayagraj Dist in state of Uttar Pradesh. Site is at distance of about 34 KM from Prayagraj town in the district of Prayagraj. Latitude and Longitude of site is 25.200 N and 81.660 E respectively. The site is well connected by rail (nearest railway station is Lohgara on the Mumbai-Allahabad route) and road (located on NH35). |
| Elevation Above Mean Sea Level | 98 m above Mean Sea Level |
| Access to Site | Plant is located on National Highway NH 35. Bamrauli Airport, Prayagraj is the nearest airport which is about 55 KM from Site. |

PPGCL intends to renew the ongoing Microsoft Office 365 Subscription for the next 3 years. The objective of this EOI is to invite competent vendors having the relevant experience in the above work of "MS Office 365 Subscription."

The tendering/procurement activities for this Project are going to be driven from Prayagraj Power's following Office:

Administrative Block,
Prayagraj Power Gen. Com Ltd.
PO: Lohgara, Tehsil: Bara,
Prayagraj. UP-212107

2. SCOPE OF WORK:

Scope of works includes the renewal of below mentioned MS 365 Office License for next three years.

| Sr. No | License Name | Yearly Current Qty |
|--------|--------------------------------------------|--------------------|
| 1 | OFFICE 365 E1 | 110 |
| 2 | OFFICE 365 E3 | 210 |
| 3 | ONLINE MAIL ARCHIVAL + LEGAL HOLD | 110 |
| 4 | OFFICE 365 ADVANCED THREAT PROT.(PLAN-1) | 320 |
| 5 | ITSE, EMS (WINDOWS CAL+SCCM PATCH MANAGE.) | 345 |

Detailed Scope of Work for and Terms & conditions for this Tender/ Contract shall be provided in the Tender/RFQ document to all bidders submitting the valid EOI with due tender fees.

3. TENDER FEE & EOI SUBMISSION GUIDELINES AND TIMELINES:

- a) Interested parties meeting the "Bidder pre-qualification criteria" specified under point no. 4 in this document can request tender document and participate in the bidding process by submitting the Expression of Interest (EOI) Letter along with the Tender Fee Payment Details to the contact details mentioned below not later than deadline specified below. Request for Bid Document / EOI will not be entertained beyond this deadline.
- b) Tender Fee, as indicated in the Table1 above may be paid through **NEFT** as per details for payment of Tender Fee given in Table3 below:

Table 3

| Details for payment of Tender Fee & Bid Security (EMD will be accepted in form of NEFT/RTGS/BG/DD/ | |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bank details for submitting Tender fees through bank transfer/NEFT: | Beneficiary Name: PRAYAGRAJ POWER GENERATION CO. LTD. Bank Name: State Bank of India Branch Name: C.A.G. Mumbai (09995) Account No.: 39007729765 IFSC Code: SBIN0009995 |
| Deadline for tender fee payment and submission of EOI: | 15th June'23 |

- c) **Interested bidders should submit the Expression of Interest (EOI) letter and tender fee payment details to below mentioned email addresses:**

- Mails shall be addressed to (To): mangesh.mandape@ppgcl.co.in
- Must mark a copy also to (CC): jhaun@tatapower.com

EOI/ requests without complete information and communication as above within deadline shall be liable to be rejected and will not be considered further.

- d) **Expression of Interest letter to be submitted along with tender fee payment details should include the following details (To be mentioned in editable format in email body):**

- Company Name and Office Address
- Authorized Contact person name, contact number and e-mail id (mandatory) for bidding purpose and for all other communications to be addressed for this tender.
- Tender fee payment details / reference no (ensuring that tender fee is received by us within specified deadline)
- Attach the supporting documents substantiating your fulfilment of Bidder's Pre-Qualification Requirements (PQR), with the EOI. In case of supporting documents are not readily available, bidder to provide confirmation that they shall arrange to share PQR supporting documents later on as required by owner.

- e) Detailed Bid Document (also referred as RFQ) shall be issued through PPGCL e-tender portal (Ariba System) only to the parties submitting a valid EOI as per terms mentioned in this document.

4. BIDDER PRE-QUALIFICATION CRITERIA:

Interested parties to note that Bidder shall be required to fulfil the following bidder pre-qualification criteria in order to qualify for the subject work. Bidder will be required to submit relevant supporting documents to demonstrate their qualification during the bid submission stage against Tender document/RFQ.

4.1 TECHNICAL REQUIREMENTS:

- a) Bidder should furnish the List of clients to whom similar type of Licenses are being provided during the last 3 years FY 22-23, FY 21-22, FY 20-21 along with PO's & performance certificate from clients. (Attach certificates from concerned).
- b) Parties having experience of implementation of Licenses along with report to be certified by respective client.
- c) Successful completion certificate mentioning the scope of work, date of start and completion of the work duly signed by the client organization's project in-charge / any equivalent officer / the authorized signatory.
- d) Bidder should be OEM certified (Document Required).
- e) Bidder should have technical expertise for all the list of licenses.

4.2 FINANCIAL REQUIREMENTS:

The bidder should have an minimum annual turnover of Rs. 3.0 Crore during the last three financial year. FY 20-21, FY 21-22, FY22-23(Attach the certificate from Chartered Accountant in this regards)

It may be noted that the above requirements are minimum qualification criteria. However, PPGCL reserves its right to further assess the capabilities of the parties and reserves its rights to further shortlist, accept or reject any party without assigning any reason.

Notes for financial requirements:

- a) Bidder should be an independent company, a proprietorship firm, a partnership firm or a combination of above in form of Joint venture Company, registered as per Companies Act. Bidder to share relevant details of the bidding entity.
- b) Bidder should share Certified copy of Income TAX, PAN, GST/ Other Taxes Duties Certificate and EPF registration (or undertaking in case not applicable) issued by competent authority.

5. BID SECURITY:

Interested parties to note that Bidder will be required to furnish a Bid Security along with their Bid, in the format prescribed in Bid Document **in the form of Bank Guarantee or through RTGS or Demand Draft**, for an amount as defined in the covering page of this notice document. Bids not accompanied by an acceptable Bid Security shall be rejected by the Owner as being non-responsive and returned to the bidder without being opened.

Interested parties to note that Bid Security is not required with the EOI and it is required to be submitted with the Bid only during Bid Submission stage once RFQ is released to the interested parties that have submitted a valid EOI.

6. BIDDING PROCESS:

Detailed Bid Document (also referred as RFQ) shall be issued through PPGCL e-tender portal(Ariba System) only to the parties submitting a valid EOI as per terms mentioned in this document.

Bidder to note that commercials for subject tender may be conducted through e-auction. Detailed bidding and auction process shall be detailed in the RFQ / tender.