



Stock Holding Corporation of India Limited

All India Integrated Financial Services

STOCK HOLDING CORPORATION OF INDIA LIMITED



RFP REFERENCE NUMBER : IT-01/2018-19

DATE: 13th April 2018

For

**Renewal of Microsoft Software Licenses with Software Assurance (SA)
under Microsoft Enterprise Agreement (EA)**



Contents

I.	Request for Proposal RFP)	03
II.	Disclaimer	05
III.	Opening of Technical & Commercial offers:	06
IV.	Schedule of Requirements	06
V.	Instructions	07
VI.	Terms and Conditions	09
VII.	Annexures	10
	Annexure 1A - <i>StockHolding</i> BOQ	10
	Annexure 1B - SHCILServices Limited (SSL) BOQ	11
	Annexure 1C - Future Pricing BOQ	12
	Annexure 2 - Covering letter format	14
	Annexure 3 - RFP Compliance Table	15
	Annexure 4 - Commercial Bid Format	16
	Annexure 5 - Details of the bidder	24

I. Request for Proposal RFP)

Stock Holding Corporation of India (*StockHolding*) invites sealed offers from only eligible Microsoft partners who are eligible to sign a Microsoft Enterprise Agreement for Renewal of Microsoft Software Licenses and Software Assurance based on the requirement as described in this document. The details are given below:

Name of Organisation	Stock Holding Corporation of India Limited
RFP Reference No.	IT-01/2018-19 dated 13 th April 2018
Requirement	Renewal of Microsoft Software Licenses with Software Assurance (SA) under Microsoft Enterprise Agreement (EA)
Date of issue of RFP document	13 th April 2018
Pre-bid meeting	20 th April 2018, 11:00 a.m. to 11:30 p.m. at Mahape SHCIL House, Plot No. 51, T.T.C. Industrial Area, M.I.D.C., Mahape, Navi Mumbai PIN 400 710 Ph. 6177 8200
Email Address for any query	itpr@stockholding.com
Date of submission of technical and commercial sealed bids	From 20 th April 2018 till 5 th May 2018 between 10:00 a.m. to 05:00 p.m.
Date for commercial bid opening	9 th May 2018 at 03:00 p.m.
This bid document is not transferable	

Submission of Proposal:

The response to this RFP will be submitted by way of two stage bidding process. The technical proposal with the relevant information/documents/acceptance of all terms and conditions as described in this RFP document will be submitted in sealed bid mentioning “Renewal of Microsoft Software Licenses with Software Assurance (SA)”.

The Technical Bid with relative documents must be submitted within stipulated time and no extension of bid will normally be permitted for submission of bid.

Due Diligence:

The bidder is expected to examine all instructions, Forms, Terms, Conditions and Specifications in this RFP. Bids shall be deemed to have been made after careful study and examination of this RFP with full understanding of its Implications. The Bid should be precise, complete with all details required as per this RFP document. Failure to furnish all information required by this RFP or submission of Bid not as per RFP requirements will be at the bidder’s risk and may result in rejection of the bid and the decision of *StockHolding* in this regard will be final and conclusive and binding.

Cost of Bidding:

The bidder shall bear all costs associated with the preparation & submission of its bid and *StockHolding* will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Validity of offer:

The offer should remain valid for a period of at least 90 days from the date of submission

Clarifications regarding RFP Document:

- Before bidding, the bidders are requested to carefully examine the RFP Document and the Terms and Conditions specified therein, and if there appears to be any ambiguity, contradictions, gap(s) and/or discrepancy in the RFP Document, they should forthwith refer the matter to *StockHolding* for necessary clarifications.
- A bidder requiring any clarification on this RFP may be obtained via email to itpr@stockholding.com
- *StockHolding* shall not be responsible for any external agency delays.
- *StockHolding* reserves the sole right for carrying out any amendments / modifications / changes in the bidding process including any addendum to the entire RFP
- At any time before the deadline for submission of bids / offers, *StockHolding* may, for any reason whatsoever, whether at its own initiative or in response to a clarification requested by bidders, modify this RFP Document.
- *StockHolding* reserves the rights to extend the deadline for the submission of bids, if required. However, no request from the bidders for extending the deadline for submission of bids, shall be binding on *StockHolding*.
- *StockHolding* reserves the right to amend / extend / pre-pone / postpone / cancel the RFP without assigning any reasons at any stage of the process and this will be binding on all bidders and/or OEM

Eligibility Criteria (to be submitted along with Technical Bid)

SN.	Criteria	Documents to be submitted by bidder (vendor)
1	The vendor (bidder) should have registered office in India	Self-attested copy of incorporation certificate and self-declaration by the bidder
2	Letter from Microsoft stating the vendor is eligible to sign Microsoft Enterprise Agreement as Large Account Reseller (LAR)	Letter from Microsoft to be submitted by the bidder with appropriate validity

Submission of Bids

“Renewal of Microsoft Licenses & Software Assurance under Microsoft Enterprise Agreement”, due date, name of the bidder, etc. Technical Bid should be complete in all respects and contain all information, documents with RFP, **except price information**.

Evaluation of Bids

StockHolding will evaluate the bid submitted by the bidders under this RFP. It is *StockHolding's* discretion to decide at the relevant point of time. The Technical Bid will be opened first for Technical evaluation. The eligibility bid submitted by the bidder will be evaluated against the Eligibility criteria set forth in the RFP. The bidder needs to comply with all the eligibility criteria, terms & conditions and requirements mentioned in the RFP to be evaluated for technical evaluation. Non-compliance to any of the mentioned criteria would result in outright rejection of the bidder's proposal. The decision of *StockHolding* would be final and binding on all the bidders to this document. *StockHolding* may accept or reject an offer without assigning any reason what so ever. Commercial bids of only technically eligible/qualified bidders will be opened.

II. DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of *StockHolding*, is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by *StockHolding* to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. *StockHolding* makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. *StockHolding* may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officials of the *StockHolding* with the selected Bidder.

III. Opening of Technical & Commercial offers:

- Technical offers along with Eligibility Criteria with required documents asked for, received by the *StockHolding* will be opened first by StockHolding.
- Only shortlisted bidders who have submitted and complied their offers and technically qualified in response to this RFP will be intimated and permitted to attend the commercial bid opening.
- Commercial bids of only bidder's satisfying the Eligibility Criteria and technically qualified as mentioned in this RFP will be opened in the presence of bidder's representatives on 9th May 2018 at 03:00 p.m. at our Mahape office.
- The bidder representatives must carry a letter of authorization from their Organisation authorizing them to attend the commercial bid opening process. Maximum Two representatives will be allowed from each bidder in the bid opening on 9th May 2018 at 3:00 p.m. at our Mahape office

StockHolding reserves the right to open Technical Bids and/or subsequently Commercial Bids for those bidders satisfying the Eligibility Criteria and technically qualified in response to this RFP, and carry on its process even if none or few bidders' representatives attend the opening of bids on 9th May 2018 at Mahape.

The bidders should also enclose the RFP documents along with technical offer.

- Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.
- The information provided by the bidders in response to this RFP document will become the property of *StockHolding*.

IV. Schedule of Requirements

This RFP comprises of the following schedule.

SN.	Description of Requirement
1.	Renewal of Microsoft Software Licenses and Software Assurance (SA) under Microsoft Enterprise Agreement (EA)

StockHolding invites technically viable and commercially competitive proposals from only eligible Microsoft partners who are eligible to sign an 'Enterprise Agreement' for Renewal of Microsoft licenses and maintenance of Microsoft software licenses under Software assurance. The required Bill of Quantities (BOQ) is provided in Annexure - 1A, Annexure - 1B and Annexure - 1C

V. Instructions

1. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding Document. Failure to furnish all information required by the RFP Document or to submit a Bid not substantially responsive to the RFP Document in every respect will be risk and may result in the rejection of the bid.
2. Bidder requiring any clarification of the bidding Document may notify *StockHolding* in writing by e-mail indicated in Schedule of Dates on or before date / time indicated therein.
3. Text of queries raised, (without identifying source of query), and response of *StockHolding* together with amendment to the RFP document, if any, will be posted on *StockHolding's* website. It is the responsibility of the bidder to check the website before final submission of bids.
4. Relaxation in any of the terms contained in the bid, in general, will not be permitted.
5. All bidders must ensure that such clarifications / amendments have been considered by them before submitting the bid. *StockHolding* will not take responsibility for any omissions by bidder.
6. At any time prior to the deadline for submission of Bids, *StockHolding*, for any reason, whether, at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the RFP Document, by amendment.
7. In order to enable bidders reasonable time in which to take amendments into account in preparing the bids, *StockHolding*, at its discretion, may extend the deadline for submission of bids.
8. The Bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and *StockHolding* and supporting documents and printed literature shall be submitted in English
9. Documents comprising the Technical Bid Envelope, should contain following:
 - (a) List of documents
 - (b) Documents as Eligibility Criteria
 - (c) Covering Letter. This should be as per Annexure 2
 - (d) Bill of Quantities (BOQ) - As per Annexure 1A, 1B and 1C
 - (e) Terms & Conditions Compliance Table - As per Annexure 3. This must be duly filled and submitted
 - (f) Details of the vendor – As per format mentioned in Annexure 5
10. Above mentioned documents in clause no. 9 should be completed in accordance with the clauses in the Bid / RFP and duly signed by the authorized representative of the bidder and stamped with the official stamp of the bidder.
11. While submitting the Technical Bid, literature on the software / hardware if any, should be segregated and kept together in one section / lot. The other forms as mentioned above etc. should form the main

section and should be submitted in one lot, separate from the section containing literature (if any).

12. Any Technical Proposal not containing the above will be rejected.
13. The Technical Proposal should Not contain any price information. Such proposal, if received, will be rejected.
14. The Commercial Bid Envelope should contain single document as per Annexure 4 (Table 4A, 4B, G and 4C) one bidder's letter. All heads inclusive of taxes Indicative except Octroi / Entry Tax under the signature and seal of the bidder. The Indicative Price must include all the price components mentioned in Annexure 4 and its respective tables.
15. Documents comprising the Commercial Bid Envelope, should contain following:
 - a) List of documents
 - b) Covering Letter. This should be as per Annexure 2
 - c) Bill of Quantities (BOQ) - As per Annexure 1A, 1B & 1C
 - d) Terms & Conditions Compliance Table – As per Annexure 3. This must be duly filled and submitted
 - e) Commercial Offer / Bid – As per formats given in Annexure 4 (Table 4A, 4B, G & 4C).
16. The Bidder shall complete both the Envelopes of the bid Form furnished in the bidding Document separately and submit them simultaneously *StockHolding* Bids are liable to be rejected if only one (i.e. Technical Bid or Indicative Price Bid) is received.
17. Prices are to be quoted in Indian Rupees only.
18. Prices quoted should be inclusive of all Central / State Government levies, taxes, sales tax, excise duty, custom duty, etc., as also cost of incidental services such as transportation, insurance etc. but exclusive of GST.
19. Prices quoted by the bidder shall be final for the Contract and shall not be subject to variation on any account including exchange rate fluctuations, changes in taxes, duties, levies, etc.
20. The proposal and all supporting documentation submitted by the bidders shall become the property of Stock Holding Corporation of India Limited
21. Bidders are not allowed to modify their offers once submitted. However, bidders are allowed to withdraw their offers any time before the last date and time specified for receipt of offers. No offer can be withdrawn by a bidder after the closing date and time for submission of offers.
22. It is absolutely essential for the bidders to quote the lowest price at the time of making the offer in their own interest. The lowest bidder (L1) will be based on Grand Total of Table G.
23. Prices quoted for Table 4C will not be considered for evaluation of L1. These prices are only for future pricing.
24. Stock Holding Corporation of India Limited (*StockHolding*) shall be under no obligation to accept the lowest or any other Offer received in response to this RFP and reserves its right to reject any or all

the offers including incomplete offers without assigning any reason whatsoever. *StockHolding* reserves the right to make any changes in the terms and conditions of purchase as and when need is felt. *StockHolding* will not be obliged to meet and have discussions with any bidder and / or to entertain any representations.

VI. Terms and Conditions

1. Delivery of Licenses & Software Assurance:

The delivery of software licenses shall be completed within 6 weeks from the date of Purchase order. The delivery will be deemed as complete only after license copies are updated in the Microsoft Volume Licensing portal. The Bidder shall deliver all the product licenses in the name of "Stock Holding Corporation of India Limited". Delivery of Microsoft Licenses shall be electronic. The relevant username and passwords / any other authentication required for electronically downloading the software from Microsoft website shall be made available within 4 weeks from the date of issue of Purchase Order

2. Payment Terms:

2.1 Yearly payment on submission of invoice (separate invoice for StockHolding and SHCILServices Limited), with delivery challan (if applicable) and confirmation of licenses on Microsoft Volume Licensing Portal

2.2 Entry Tax, if applicable, will be paid on submission of Original / Entry Tax receipt in the name of "Stock Holding Corporation of India Limited" and "SHCILServices Limited"

3. Upgrades / Updates:

During the course of Software Assurance period apart from guidance, trouble shooting and other standard support, Bidder should update on the availability of updates and upgrades of the product as and when released via email to *StockHolding*.

4. Penalties:

Delay in delivery & updating in Microsoft Volume Licensing Portal

There will be a penalty of 0.5% of the order value of particular software component per week's delay if the bidder fails to deliver within the time limit specified in the RFP. This penalty will also be applicable if the Software offered has serious discrepancy in the software components. However this penalty will not be applicable if the delay is with the prior written approval of *StockHolding*. The total penalty shall be limited to 10% of the total value of the order.

5. Order Cancellation:

StockHolding reserves its right to cancel the entire / unexecuted part of the Purchase order at any time by assigning appropriate reasons in the event of one or more of the following conditions:

1. Delay in delivery beyond the specified period for delivery.
2. Any other reason as determined by *StockHolding*

6. Force Majeure:

The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the parties, i.e. Force Majeure.

For the purpose of this clause, “Force Majeure” the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earthquake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.

In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the parties shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding above, the decision of *StockHolding* shall be final and binding on the bidder.

VII. ANNEXURES

Annexure 1A – StockHolding BOQ

Microsoft Software Licenses (L+SA) and SA required for the following products under Microsoft Enterprise Agreement (BOQ for Stock Holding Corporation of India Limited). Stock Holding (StockHolding) reserves the right to issue one or multiple Purchase Order for the BOQ mentioned in Annexure 1A.

Product Description	Part Number	License Quantity
Enterprise		
OfficeProPlus ALNG SA MVL Pltfrm		100
OfficeStd ALNG LicSAPk MVL Pltfrm		450
OfficeStd ALNG SA MVL Pltfrm		250
WinEntforSA ALNG UpgrdSAPk MVL Pltfrm		200
WinEntforSAwMDOP ALNG SA MVL Pltfrm		374
CoreCAL ALNG LicSAPk MVL Pltfrm DvcCAL		200
CoreCAL ALNG SA MVL Pltfrm DvcCAL		374
Line of Business		
WinEntforSA ALNG SA MVL		1,126
CoreCAL ALNG SA MVL DvcCAL		1,126

Additional Products		
Prjct ALNG SA MVL		6
VisioStd ALNG SA MVL		1
VSProwMSDN ALNG SA MVL		20
CISStd ALNG SA MVL 2Proc		68
ExchgSvrStd ALNG SA MVL		1
SQLSvrEnt ALNG SA MVL		3
SQLSvrEntCore ALNG SA MVL 2Lic CoreLic		2
SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic		16
SQLSvrStdCore ALNG SA MVL 2Lic CoreLic		4

Annexure 1B – SSL BOQ

BOQ for Stock Holding Corporation of India's Subsidiary i.e.SHCILServices Limited (SSL). The same prices under Microsoft EA should be extended to SSL's BOQ. However, a separate Purchase Order will be issued by SSL for their BOQ subject to their processes and approval(s). Also, all payments under EA for SSL BOQ will be made by SHCILServices Limited (SSL).

Product Description	Part Number	License Quantity
Enterprise		
OfficeProPlus ALNG SA MVL Pltfrm		01
OfficeStd ALNG SA MVL Pltfrm		23
Line of Business		
WinEntforSA ALNG SA MVL		61
CoreCAL ALNG SA MVL DvcCAL		61
Additional Products		
VisioStd ALNG SA MVL		2
VSProwMSDN ALNG SA MVL		5
CISStd ALNG SA MVL 2Proc		2
SQLCAL ALNG SA MVL DvcCAL		15
SQLSvrEnt ALNG SA MVL		3
SQLSvrStd ALNG SA MVL		3
WinSvrStd ALNG SA MVL 2Proc		10

Annexure 1C – Future Pricing BOQ

BOQ for Future Pricing under Microsoft EA (TrueUps, StepUps, etc).

Future Pricing	
Enterprise Products	
Product Description	Part Number
True-Ups - Enterprise Products	
OfficeProPlus ALNG LicSAPk MVL Pltfrm	
OfficeStd ALNG LicSAPk MVL Pltfrm	
WinEntforSA ALNG UpgrdSAPk MVL Pltfrm	
WinEntforSAwMDOP ALNG UpgrdSAPk MVL Pltfrm	
CoreCAL ALNG LicSAPk MVL Pltfrm DvcCAL	
True-Ups - Line of Business Products	
WinEntforSA ALNG UpgrdSAPk MVL	
CoreCAL ALNG LicSAPk MVL DvcCAL	
Step-Ups - Enterprise Products	
OfficeProPlus ALNG SASU MVL fromOfficeStd Pltfrm	



EntCAL ALNG SASU MVL fromCoreCAL Pltfrm DvcCAL wSrvcs	
Step-Ups - Line of Business Products	
EntCAL ALNG SASU MVL fromCoreCAL DvcCAL wSrvcs	
Higher Editions - Enterprise Products	
EntCAL ALNG LicSAPk MVL Pltfrm DvcCAL wSrvcs	
Higher Editions - Line of Business Products	
EntCAL ALNG LicSAPk MVL DvcCAL wSrvcs	
Enterprise Online Services	
Product Description	Part Number
O365ProPlus ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OffProPls	
VDA ALNG SubsVL MVL Pltfrm Trnstn PerDvc WinEnt	
IntunUSL ALNG SubsVL MVL Trnstn PerUsr CoreCAL	
O365PE1 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr CoreCAL	
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr CoreCAL	
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OfficeStd	
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OfficeStd/CoreCAL	
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OffProPls	
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OffProPls/CoreCAL	
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr CoreCAL	
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OfficeStd	
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OfficeStd/CoreCAL	
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OffProPls	
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr OffProPls/CoreCAL	
VDA ALNG SubsVL MVL Trnstn PerDvc WinEnt	
IntunUSL ALNG SubsVL MVL Trnstn PerUsr CoreCAL	
O365PE1 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr CoreCAL	
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr CoreCAL	
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstn PerUsr CoreCAL	
O365ProPlus ShrdSvr ALNG SubsVL MVL PerUsr	
DsktpOptmztnPkforSA ALNG SubsVL MVL PerDvc forWinSA	
VDA ALNG SubsVL MVL Pltfrm PerDvc	
VDAPerUsrUSL ALNG SubsVL MVL Pltfrm PerUsr	
VDAPerUsrUSLw/MDOP ALNG SubsVL MVL Pltfrm PerUsr	
WinEntSAPerUsrAddOn ALNG SubsVL MVL	
WinEntSAPerUsrUSL ALNG SubsVL MVL Pltfrm PerUsr	
WinEntSAPerUsrUSLw/MDOP ALNG SubsVL MVL Pltfrm PerUsr	
IntunUSL ALNG SubsVL MVL PerUsr	
O365PE1 ShrdSvr ALNG SubsVL MVL PerUsr	
O365PE4 ShrdSvr ALNG SubsVL MVL PerUsr	
Off365PE3 ShrdSvr ALNG SubsVL MVL PerUsr	
DsktpOptmztnPkforSA ALNG SubsVL MVL PerDvc forWinSA	
VDA ALNG SubsVL MVL PerDvc	
VDAPerUsrUSL ALNG SubsVL MVL PerUsr	
VDAPerUsrUSLw/MDOP ALNG SubsVL MVL PerUsr	
WinEntSAPerUsrAddOn ALNG SubsVL MVL	
WinEntSAPerUsrUSL ALNG SubsVL MVL PerUsr	
WinEntSAPerUsrUSLw/MDOP ALNG SubsVL MVL PerUsr	
IntunUSL ALNG SubsVL MVL PerUsr	
O365PE1 ShrdSvr ALNG SubsVL MVL PerUsr	



O365PE4 ShrdSvr ALNG SubsVL MVL PerUsr	
Off365PE3 ShrdSvr ALNG SubsVL MVL PerUsr	
Product Description	Part Number
Bridge CAL Transition Enterprise Products	
CoreCALBrdgIntuneandO365 ALNG LicSAPk MVL PltfrmTrnstrn DvcCAL	
CoreCALBrdgIntuneandO365 ALNG SA MVL Pltfrm DvcCAL	
CoreCALBridgeIntune ALNG LicSAPk MVL PltfrmTrnstrn DvcCAL	
CoreCALBridgeIntune ALNG SA MVL Pltfrm DvcCAL	
CoreCALBridgeO365 ALNG LicSAPk MVL PltfrmTrnstrn DvcCAL	
CoreCALBridgeO365 ALNG SA MVL Pltfrm DvcCAL	
Bridge CAL Transition Line of Business Products	
CoreCALBrdgIntuneandO365 ALNG LicSAPk MVL Trnstrn DvcCAL	
CoreCALBrdgIntuneandO365 ALNG SA MVL DvcCAL	
CoreCALBridgeIntune ALNG LicSAPk MVL Trnstrn DvcCAL	
CoreCALBridgeIntune ALNG SA MVL DvcCAL	
CoreCALBridgeO365 ALNG LicSAPk MVL Trnstrn DvcCAL	
CoreCALBridgeO365 ALNG SA MVL DvcCAL	
Product Description	Part Number
True-Ups	
Prjct ALNG LicSAPk MVL	
VisioStd ALNG LicSAPk MVL	
VSProwMSDN ALNG LicSAPk MVL	
CISStd ALNG LicSAPk MVL 2Proc	
ExchgSvrStd ALNG LicSAPk MVL	
SQLCAL ALNG LicSAPk MVL DvcCAL	
SQLSvrEntCore ALNG LicSAPk MVL 2Lic CoreLic	
SQLSvrStd ALNG LicSAPk MVL	
SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic	
WinSvrStd ALNG LicSAPk MVL 2Proc	
Step-Ups	
PrjctPro ALNG SASU MVL PrjctStd w1PrjctSvrCAL	
VisioPro ALNG SASU MVL VisioStd	
CISDataCtr ALNG SASU MVL CISStd 2Proc	
ExchgSvrEnt ALNG SASU MVL ExchgSvrStd	
SQLSvrBsnsIntelligence ALNG SASU MVL SQLSvrStd	
SQLSvrEntCore ALNG SASU MVL 2Lic SQLSvrStdCore CoreLic	
WinSvrDataCtr ALNG SASU MVL WinSvrStd 2Proc	
Higher Editions	
PrjctPro ALNG LicSAPk MVL w1PrjctSvrCAL	
VisioPro ALNG LicSAPk MVL	
CISDataCtr ALNG LicSAPk MVL 2Proc	
ExchgSvrEnt ALNG LicSAPk MVL	
SQLSvrBsnsIntelligence ALNG LicSAPk MVL	
WinSvrDataCtr ALNG LicSAPk MVL 2Proc	

Annexure 2 - Covering letter format

Date: _____ 2018

Offer Reference No.: _____

To,
The Vice President - IT
Stock Holding Corporation of India Limited
SHCIL House, Plot No. p-51, T.T.C. Industrial Area
M.I.D.C., Mahape, Navi Mumbai 400710

Dear Sir,

RFP Ref: IT-01/2018-19 dated 13th April 2018

Having examined the RFP document including all Annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Renewal of Microsoft Licenses in conformity with the said RFP in accordance with the Schedule of Prices indicated in the commercial offer and made part of this offer.

We agree and abide by the terms of the RFP that we will not assign or sub-contract the assignment or any part thereof to any other person / firm. We confirm that we have not modified the RFP format published in any manner. Further, we confirm that we have not been blacklisted by Government of India or any Government bodies, stock exchanges (like NSE and BSE), depositories (like NSDL, CDSL), regulators (like SEBI, RBI) , any commercial Banks in India or Insurers.

We agree to abide by this offer till 90 days from the date of opening of the commercial offer by the *StockHolding* and our offer shall remain binding upon us and may be accepted by *StockHolding* any time before the expiration of that period.

We agree that until a formal contract is prepared and execute written acceptance thereof and shall constitute the *StockHolding's* binding contract notify between us.

We understand that *StockHolding* is not bound to accept the lowest or any offer. *StockHolding* may receive without assigning any reason whatsoever.

Dated this _____ day of _____ 2018

Signature: _____

(in the Capacity of:) _____

Duly authorized to sign the offer for and on behalf of

Name:

Contact No:

Email id:

Annexure 4 - Commercial Bid Format

Note:

1. The BOQ must be attached to Commercial Offer.
2. Bidder must take care in filling price information in the Commercial Offer, to ensure that there are no typographical or arithmetic errors. All fields must be filled in correctly.
3. Please note that any Commercial Offer, which is conditional and / or qualified or subjected to suggestions, will also be summarily rejected. This offer shall not contain any deviation in terms & conditions or any specifications, if so such an offer will also be summarily rejected. **Table 4C will not be part of commercial evaluation (determination of L1 bidder) under this RFP**

Table 4A – Commercial Bid Format for BOQ for StockHolding under Microsoft EA

Product Description	Part Number	License Quantity	Unit Price (INR)	Price for Year1 (INR)	Price for Year2 (INR)	Price for Year3 (INR)
				Y1	Y2	Y3
Enterprise						
OfficeProPlus ALNG SA MVL Pltfrm		100				
OfficeStd ALNG LicSAPk MVL Pltfrm		200				
OfficeStd ALNG SA MVL Pltfrm		250				
WinEntforSA ALNG UpgrdSAPk MVL Pltfrm		200				
WinEntforSAwMDOP ALNG SA MVL Pltfrm		374				
CoreCAL ALNG LicSAPk MVL Pltfrm DvcCAL		200				
CoreCAL ALNG SA MVL Pltfrm DvcCAL		374				
Line of Business						
WinEntforSA ALNG SA MVL		1,126				
CoreCAL ALNG SA MVL DvcCAL		1,126				
Additional Products						
Prjct ALNG SA MVL		6				
VisioStd ALNG SA MVL		1				
VSProwMSDN ALNG SA MVL		6				
CISStd ALNG SA MVL 2Proc		68				
ExchgSvrStd ALNG SA MVL		1				
SQLSvrEnt ALNG SA MVL		3				
SQLSvrEntCore ALNG SA MVL 2Lic CoreLic		2				
SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic		16				
SQLSvrStdCore ALNG SA MVL 2Lic CoreLic		4				
Total Price						

TOTAL of Rebate (if any)						
TOTAL of all Taxes, Levies, Duty, etc.*						
TOTAL (including all Taxes, Levies, Duties, etc.						
Grand Total (T1) = Total including all Taxes, Levies, Duties, etc for Year1 + Total including all Taxes, Levies, Duties, etc for Year2 + Total including all Taxes, Levies, Duties, etc for Year3						

*The bidder is required to mention all the taxation components with rates for Table 4A

Bidder should mention break-up of all taxes, levies, duties, etc in the format given in the table below:

Item	Rate	Total
Taxes		
Levies		
Duties		
Others (specify)		

Table 4B - Commercial Bid Format for BOQ for SHCILServices Limited (SSL) StockHolding's Subsidiary under Microsoft EA

Product Description	Part Number	License Quantity	Unit Price (INR)	Price for Year1 (INR)	Price for Year2 (INR)	Price for Year3 (INR)
Enterprise						
OfficeProPlus ALNG SA MVL Pltfrm		01				
OfficeStd ALNG SA MVL Pltfrm		23				
Line of Business						
WinEntforSA ALNG SA MVL		61				
CoreCAL ALNG SA MVL DvcCAL		61				
Additional Products						
VisioStd ALNG SA MVL		2				
VSProwMSDN ALNG SA MVL		5				
CISStd ALNG SA MVL 2Proc		2				
SQLCAL ALNG SA MVL DvcCAL		15				
SQLSvrEnt ALNG SA MVL		3				
SQLSvrStd ALNG SA MVL		3				
WinSvrStd ALNG SA MVL 2Proc		10				
Total Price						



Total Rebates (if any)						
Total of all Taxes, Levies, Duty, etc. *						
TOTAL (including all Taxes, Levies, Duties, etc.						
Grand Total (T2) = Total including all Taxes, Levies, Duties, etc for Year1 + Total including all Taxes, Levies, Duties, etc for Year2 + Total including all Taxes, Levies, Duties, etc. for Year3						

*The bidder is required to mention all the taxation components with rates for Table 4B.

Item	Rate	Total
Taxes		
Levies		
Duties		
Others (specify)		

Table G – Summary of Grand Total for *StockHolding* BOQ and *SHCILServices* Limited BOQ

SN.	Price (INR)
Final Total (F) = T1 + T2	
Final Total is equal to Grand Total (T1) of Table 4A + Grand Total (T2) of Table 4B	

Table 4C - Commercial Bid Format for Microsoft Software Products for Future Pricing (TrueUps, StepUps, etc.) under Microsoft EA.

The Prices quoted for Table 4C will not be part of Commercial evaluation (determination of L1 bidder) under this RFP.



Future Pricing				
Enterprise Products				
Product Description	Part Number	Pricing Information		
		True up Price (INR)		
True-Ups - Enterprise Products		Year1 - Payment 1	Year2 - Payment 1	Year3 - Payment 1
OfficeProPlus ALNG LicSAPk MVL Pltfrm				
OfficeStd ALNG LicSAPk MVL Pltfrm				
WinEntforSA ALNG UpgrdSAPk MVL Pltfrm				
WinEntforSAwMDOP ALNG UpgrdSAPk MVL Pltfrm				
CoreCAL ALNG LicSAPk MVL Pltfrm DvcCAL				
		True up Price (INR)		
True-Ups - Line of Business Products		Year1 - Payment 1	Year2 - Payment 1	Year3 - Payment 1
WinEntforSA ALNG UpgrdSAPk MVL				
CoreCAL ALNG LicSAPk MVL DvcCAL				
		True up Price (INR)		
Step-Ups - Enterprise Products		Year1 - Payment 1	Year2 - Payment 1	Year3 - Payment 1
OfficeProPlus ALNG SASU MVL fromOfficeStd Pltfrm				
EntCAL ALNG SASU MVL fromCoreCAL Pltfrm DvcCAL wSrvcs				
		True up Price (INR)		
Step-Ups - Line of Business Products		Year1 - Payment 1	Year2 - Payment 1	Year 3 - Payment 1
EntCAL ALNG SASU MVL fromCoreCAL DvcCAL wSrvcs				
		True up Price (INR)		
Higher Editions - Enterprise Products		Year1 - Payment 1	Year2 - Payment 1	Year3 - Payment 1
EntCAL ALNG LicSAPk MVL Pltfrm DvcCAL wSrvcs				
		True up Price (INR)		
Higher Editions - Line of Business Products		Year1 - Payment 1	Year2 - Payment 1	Year3 - Payment 1
EntCAL ALNG LicSAPk MVL DvcCAL wSrvcs				
Enterprise Online Services				
Product Description	Part Number	Price (INR) / Month		
Transition Enterprise Products				
O365ProPlus ShrdSvr ALNG SubsVL MVL Trmstn PerUsr OffProPls				



VDA ALNG SubsVL MVL Pltfrm Trnstm PerDvc WinEnt		
IntunUSL ALNG SubsVL MVL Trnstm PerUsr CoreCAL		
O365PE1 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr CoreCAL		
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr CoreCAL		
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr OfficeStd		
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr OfficeStd/CoreCAL		
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr OffProPls		
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr OffProPls/CoreCAL		
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr CoreCAL		
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr OfficeStd		
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr OfficeStd/CoreCAL		
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr OffProPls		
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr OffProPls/CoreCAL		
Transition Line of Business Products		
VDA ALNG SubsVL MVL Trnstm PerDvc WinEnt		
IntunUSL ALNG SubsVL MVL Trnstm PerUsr CoreCAL		
O365PE1 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr CoreCAL		
O365PE3 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr CoreCAL		
O365PE4 ShrdSvr ALNG SubsVL MVL Trnstm PerUsr CoreCAL		
Suggested Enterprise Products		
O365ProPlus ShrdSvr ALNG SubsVL MVL PerUsr		
DsktpOptmztnPkforSA ALNG SubsVL MVL PerDvc forWinSA		
VDA ALNG SubsVL MVL Pltfrm PerDvc		
VDAPerUsrUSL ALNG SubsVL MVL Pltfrm PerUsr		
VDAPerUsrUSLw/MDOP ALNG SubsVL MVL Pltfrm PerUsr		
WinEntSAPerUsrAddOn ALNG SubsVL MVL		



WinEntSAPerUsrUSL ALNG SubsVL MVL Pltfrm PerUsr			
WinEntSAPerUsrUSLw/MDOP ALNG SubsVL MVL Pltfrm PerUsr			
IntunUSL ALNG SubsVL MVL PerUsr			
O365PE1 ShrdSvr ALNG SubsVL MVL PerUsr			
O365PE4 ShrdSvr ALNG SubsVL MVL PerUsr			
Off365PE3 ShrdSvr ALNG SubsVL MVL PerUsr			
Suggested Line of Business Products			
DsktpOptmztnPkforSA ALNG SubsVL MVL PerDvc forWinSA			
VDA ALNG SubsVL MVL PerDvc			
VDAPerUsrUSL ALNG SubsVL MVL PerUsr			
VDAPerUsrUSLw/MDOP ALNG SubsVL MVL PerUsr			
WinEntSAPerUsrAddOn ALNG SubsVL MVL			
WinEntSAPerUsrUSL ALNG SubsVL MVL PerUsr			
WinEntSAPerUsrUSLw/MDOP ALNG SubsVL MVL PerUsr			
IntunUSL ALNG SubsVL MVL PerUsr			
O365PE1 ShrdSvr ALNG SubsVL MVL PerUsr			
O365PE4 ShrdSvr ALNG SubsVL MVL PerUsr			
Off365PE3 ShrdSvr ALNG SubsVL MVL PerUsr			
Enterprise Bridge CAL Transitions			
Product Description	Part Number	Pricing Information	
		True up Price (INR)	
Bridge CAL Transition Enterprise Products		Year1 - Payment 1	Year2 - Payment 1
		Year3 - Payment 1	
CoreCALBrdgIntuneandO365 ALNG LicSAPk MVL PltfrmTrnstn DvcCAL			
CoreCALBrdgIntuneandO365 ALNG SA MVL Pltfrm DvcCAL			
CoreCALBridgeIntune ALNG LicSAPk MVL PltfrmTrnstn DvcCAL			
CoreCALBridgeIntune ALNG SA MVL Pltfrm DvcCAL			
CoreCALBridgeO365 ALNG LicSAPk MVL PltfrmTrnstn DvcCAL			
CoreCALBridgeO365 ALNG SA			



MVL Pltfrm DvcCAL					
Bridge CAL Transition Line of Business Products			Year2 - Payment 1	Year2 - Payment 1	Year3 - Payment 1
CoreCALBrdgIntuneandO365 ALNG LicSAPk MVL Trnstn DvcCAL					
CoreCALBrdgIntuneandO365 ALNG SA MVL DvcCAL					
CoreCALBridgeIntune ALNG LicSAPk MVL Trnstn DvcCAL					
CoreCALBridgeIntune ALNG SA MVL DvcCAL					
CoreCALBridgeO365 ALNG LicSAPk MVL Trnstn DvcCAL					
CoreCALBridgeO365 ALNG SA MVL DvcCAL					
Additional Products					
Product Description	Part Number	Pricing Information			
		True up Price (INR)			
True-Ups		Year1 - Payment 1	Year2 - Payment 1	Year3 - Payment 1	
Prjct ALNG LicSAPk MVL					
VisioStd ALNG LicSAPk MVL					
VSProwMSDN ALNG LicSAPk MVL					
CISStd ALNG LicSAPk MVL 2Proc					
ExchgSvrStd ALNG LicSAPk MVL					
SQLCAL ALNG LicSAPk MVL DvcCAL					
SQLSvrEntCore ALNG LicSAPk MVL 2Lic CoreLic					
SQLSvrStd ALNG LicSAPk MVL					
SQLSvrStdCore ALNG LicSAPk MVL 2Lic CoreLic					
WinSvrStd ALNG LicSAPk MVL 2Proc					
		True up Price (INR)			
Step-Ups		Year1 - Payment 1	Year2 - Payment 1	Year3 - Payment 1	
PrjctPro ALNG SASU MVL PrjctStd w1PrjctSvrCAL					
VisioPro ALNG SASU MVL VisioStd					
CISDataCtr ALNG SASU MVL CISStd 2Proc					
ExchgSvrEnt ALNG SASU MVL ExchgSvrStd					
SQLSvrBsnssIntelligence ALNG SASU MVL SQLSvrStd					
SQLSvrEntCore ALNG SASU MVL 2Lic SQLSvrStdCore					



CoreLic				
WinSvrDataCtr ALNG SASU MVL WinSvrStd 2Proc				
	True up Price (INR)			
Higher Editions		Year1 - Payment 1	Year2 – Payment 1	Year3 – Payment 1
PrjctPro ALNG LicSAPk MVL w1PrjctSvrCAL				
VisioPro ALNG LicSAPk MVL				
CISDataCtr ALNG LicSAPk MVL 2Proc				
ExchgSvrEnt ALNG LicSAPk MVL				
SQLSvrBsnssIntelligence ALNG LicSAPk MVL				
WinSvrDataCtr ALNG LicSAPk MVL 2Proc				

The bidder is required to mention all the taxation components with rates for Table 4C.

Item	Rate	Total
Taxes		
Levies		
Duties		
Others (specify)		



Annexure 5 - Details of the bidder

Details filled in this form must be accompanied by sufficient documentary evidence, in order to facilitate *StockHolding* to verify the correctness of the information.

SN.	Item	Details
1	Name of Company	
2	Postal Address	
3	Telephone, Mobile and Fax numbers	
4	Constitution of the Company	
5	Name and designation of the person authorized to make commitments to the StockHolding	
6	Email Address	
7	Year of commencement of Business	
8	GST Registration Number	
9	Income Tax PAN Number	
10	Website address of the Company	
11	Authorized partner / dealer / agent	
12	The name, address Telephone no., name of the contact persons, email etc., of your office on whom the Purchase Order shall be placed	

Place

Signature of authorized official

Date