



NOTIFICATION FOR SELECTION OF CONTRACTOR FOR SUBSCRIPTION OF MICROSOFT OFFICE 365 LICENSES AT PETRONET LNG LIMITED

Petronet LNG Limited, a company promoted by Bharat Petroleum Corporation Limited (“**BPCL**”), GAIL (India) Limited (“**GAIL**”), Indian Oil Corporation Limited (“**IOC**”) and Oil & Natural Gas Corporation Limited (“**ONGC**”), is engaged in the business of import, storage, regasification and marketing of Liquefied Natural Gas in India.

The company invites bids through Open Domestic Competitive Bidding under single stage two-bid system from prospective bidders to submit their qualification proposals in accordance with tender document (**PLDELIT000372022**), for Selection of Contractor for Subscription of Microsoft Office 365 Licenses at Petronet LNG Limited.

The Bidder should meet the following Techno Commercial Criteria and any Bidder not meeting the same will be rejected.

1. Technical & Financial Evaluation Criteria

TECHNICAL CRITERIA

1. The Bidder should be an Authorized dealer / System Integrator of Volume Licensing Program of Microsoft.
2. The Bidder should have already executed Licensing Agreements of the Microsoft in any one organization with minimum 500 users during the last five years in India prior to the last date of submission of the bid.

FINANCIAL CRITERIA

- i. Bidder should have a minimum annual turnover shall be INR 68 Lakhs (Indian rupees Sixty-Eight lakhs only) in any of the preceding three audited financial years prior to the prescribed bid submission date i.e. 2021-22, 2020-21, 2019-20.
- ii. Net worth of the Bidder as on 31st March of previous audited financial Year i.e FY 2021-22 should be positive.
- iii. Working capital of the Bidder must be minimum of INR 13.6 Lakhs (Indian rupees Thirteen lakh and Sixty Thousand only) in latest audited financial year.

Documents in support of Technical Criteria:

- 1) Bidder shall submit following documents in support of the Technical Bid Evaluation Criteria (BEC) duly certified/attested by independent chartered engineer and notary public with his legible seal and signature.

- a) Authorization letter from Microsoft for the subject scope of work as stated in Section D of bidding document.
 - b) PO / LOA/ Work Order /Contract copy;
 - c) Execution/ experience/ completion certificate from client;
- 2) Jobs executed by subsidiary/fellow subsidiary/holding company:
A job executed by a Bidder for its own plant/projects cannot be considered as experience for the purpose of meeting the requirements of BEC of the tender. However, jobs executed for subsidiary / fellow subsidiary / holding company will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice(s) duly certified by statutory auditor of the Bidder towards payment of statutory tax in support of the job executed for subsidiary / fellow subsidiary / holding company. Such Bidders are required to submit these documents in addition to the documents specified in the bidding documents to meet BEC of the tender.

Documents in support of Financial Criteria:

- 1) All relevant document submitted in support of financial criteria shall be duly certified by independent chartered accountant with his legible seal and signature and UDIN number.
- 2) If the bidder's working capital is negative or inadequate, then such bidder shall submit a letter from any scheduled commercial bank, as per RBI Act, 1934, confirming the availability of the line of credit to cover working capital requirement specified above, as per the format provided in tender document.
- 3) "Net worth" means the aggregate value of the paid-up share capital and all reserves created out of the profits and securities premium account, after deducting the aggregate value of the accumulated losses, deferred expenditure and miscellaneous expenditure not written off, as per the audited balance sheet, but does not include reserves created out of revaluation of assets, write-back of depreciation and amalgamation.
- 4) In case any Bidder is not able to provide audited balance sheet as on 31st March 2022, such bidder may provide audited balance sheet as on 31st March 2021 as last financial year. Bidder's turnover, net worth and working capital shall be evaluated accordingly. Bidder would be required to provide declaration to this effect and the same shall be certified by its statutory Auditor.

General Instructions

For participation and more details Interested Party(ies) can buy the Request for Proposal (RFP) Document on payment of tender fee (Non-refundable) as per details below:

1.	Tender Name of work	Tender for the Selection of Contractor for Subscription of Microsoft Office 365 Licenses.
2.	Tender No. And Date	PLLDELIT000372022 Date: 08.09.2022
3.	Type of tender	Open Domestic Tender
4.	Type of Bidding System	Single Stage Two-bid
5.	Job Completion Period	03 years from the date of appointment by PLL
6.	Site / Location	Petronet LNG Limited, 1st Floor world Trade Centre, Babar Road, Barakhamba Lane, New Delhi.
7.	Earnest Money Deposit (EMD)	INR 6,15,000 (Indian Rupees Six Lakh and Fifteen Thousand only)
8.	Tender Document fee (non-refundable)	INR 2500 (Indian Rupees Two Thousand and Five Hundred only). (The above amount is inclusive of GST, Bidder to bear any and all bank charges to ensure that above net amount (Tender fee) is credited to PLL.)
9.	Mode of payment Tender Fee and EMD	EMD can be submitted either in the form of Bank Guarantee (i.e. as per Form-9) or through online banking at below PLL account details. Tender fee : INR 2500 EMD Amount : INR 6,15,000 Beneficiary Name : Petronet LNG limited Account Number : PLLDELIT000372022 Bank Name : HDFC Bank Ltd Branch Name : K G Marg, Delhi IFSC Code : HDFC0000003 Note: Payment shall not be made via IMPS.
10.	Place and time of issue of Bid Document	From 08/09/2022 to 30/09/2022 up to (15:00 hrs, IST) Note: After submission of requisite amount of Tender fee, Bidder will email the receipt of the Payment along with Bidder's GST registration certificate and PAN card on cnp@petronetlng.in . PLL will issue the Tender document to such interested Bidders via email.

11.	Contact Details and Address of Tender Dealing Officer	Designation: GM (C&P) Ph. No.: 011 23472525 E-mail: cnp@petronetlng.in Address: Petronet LNG Limited, 1st Floor World Trade Centre, Babar Road, Barakhamba Lane, New Delhi
12.	Last Date/Time of Submission of Bids	On or before 30th September 2022 (1500 Hrs.)
13.	Last date for submission of Query	On or before 16th September 2022 (Through email on cnp@petronetlng.in)

- Bids must be submitted strictly in accordance with Clause No. 4 of ITB. The NIT is an integral and inseparable part of the bidding document.
- The Bidding Documents shall remain the exclusive property of the Owner without any right with the Bidder to use them for any purpose except for the purpose of Bidding and for use by the successful Bidder with reference to the Work.
- No tender documents will, however, be sold / issued to the bidders who are on Holiday by PLL (if any) or have initiated any court proceedings, arbitration or started any litigation process against PLL. If the documents were issued inadvertently / downloaded from website, offers submitted by such bidder shall not be considered if the bidder is on holiday as stated above on the due date of Bid submission, offer from such bidder shall be returned. The above is with prejudice to other rights of PLL.
- PLL reserves the right to reject any or all Bid or cancel / withdraw the invitation to bid without assigning any reason whatsoever and in such case no bidder / intending bidder shall have any claim arising out of such actions.
- If the date of receiving and opening of Tender happens to be holiday/declared holiday, the Tender shall be received and opened on the next working day at the same time and in the same manner.

Contact details are given below:

GM (C&P)

Petronet LNG Limited

World Trade Centre, 1st Floor, Babar Road, Barakhamba Lane, New Delhi-110 001

Tel. No.: +91-11-23472525

Email id: cnp@petronetlng.in