

### Bid Document

Bid Details	
Bid End Date/Time	05-04-2021 14:00:00
Bid Opening Date/Time	05-04-2021 14:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Petroleum And Natural Gas
Department Name	Na
Organisation Name	Directorate General Of Hydrocarbons (dgh) Noida
Office Name	Oidb Bhwan, Sector-73, Noida
Total Quantity	2
Item Category	Office Suite Software (Version 2.0)
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	OEM Authorization Certificate *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	5 Days
Inspection Required	No
Evaluation Method	Total value wise evaluation

### EMD Detail

Required	No
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### ePBG Detail

Required	No
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### Splitting

Bid splitting not applied.

### Office Suite Software (Version 2.0) ( 2 pieces )

Brand Type		Registered Brand
Technical Specifications		
* <a href="#">As per GeM Category Specification</a>		
Specification	Specification Name	Bid Requirement (Allowed Values)
BASIC INFORMATION	Product Type	Proprietary Suites
	Offered Product are	2. Government Edition
SCOPE OF LICENCE	"Types of Licence (Hint : Select 'NA' if not applicable)"	1.Perpetual
	"Duration of Subscription (in Years) (Hint : Select '0' if not applicable)"	0.0 - 5.0 Or higher
	Licencing option	4.Device based
	Number of CORE /Users /Socket/ Device Supported for Each licence (Hint : - Inline with licence option selected)	1.0 - 100.0 Or higher
OFFICE SUITE	Proprietary Suite	1. Microsoft Office
	"Open Source Suite (Hint:- Vendor can offer support service to open source suite on subscription basis)"	6. Not Applicable
	Components of Office Suite covered in the offered product	1. Word Processor, 2. Spreadsheet, 3. Presentation, 4. FILE CONVERSION, 5.GRAPHICS
	Operating Systems Supported by the offered product	1. Windows
	The offered product have support from OEM for	1. Updation for Patches and Bug fixes within supooort period.
	Number of Years upto which support is available from OEM/Seller for Updation (Patches and Bug fixes) within support period	5
	Number of Years upto which support is available from OEM/Seller for Upgradation of version within support period	NA
	No of days Training Provided at Site	0
Word Processor	Word Processor FEATURES	1. Word, 2.Themes, 3. File Annotation, 4.Built in Spell Checker/ Grammer & Style, 5. Dictionary/ Theasaurus, 6. Utilities for manipulating and editing text
Spreadsheet	Spreadsheet FEATURES	1. Excel, 3.Open XML File Format, 5.Queries, 7.Formula Calculation Function, 8.Pivot Table/ Tables
Presentation	PPT FEATURES	1. Presentation Tool, 2.Slide Transitions, 3.Themes, 4.Power View
FILE CONVERSION	PDF Editor & Convertor Features	1. Word to PDF,, 2. PDF to word,, 3. Excel to PDF,
GRAPHICS	GRAPHICS FEATURES	1. GRAPHIC TOOL, 2. Drawings and Diagrams, 3.Path editing tool, 4. Raster Graphics Editor, 5. Vector Graphics Editor
COLLABORATION TOOL	COLLABORATION TOOL FEATURES	10.Real time Document Co- Authoring, 11.Collaboration over Same Platform Suite, 2. Relationships, 5.Exchange

		Server Support, 6.Outlook Social Connector
GENERIC	<b>GENERIC FEATURES 1</b>	1. Accessibility, 2. Support for many native languages, 3. 3rd Party Add -ons, 4.ActiveX Control, 5.Writing Support, 6.Gradient and pattern tools, 7.Files and Printing, 8. Editing and Formatting, 9.Language Tools, 11.Forms, 12. Reports
	<b>GENERIC FEATURES 2</b>	16. Templates, 18.Equation Editor, 19.Version Information, 23. Live Preview, 24.Research Button, 25. Bug report, 26. Notetaking software, 27. Email client, 28. HTML Editor, 29. Online Editing
	<b>Cloud storage support for</b>	4. NA
	<b>Capacity of cloud storage support(in GB) Hint:- Select '0' if not applicable</b>	0.0 - 10000.0 Or higher
SUPPORTED HARDWARE REQUIREMENTS AT USEREND	<b>Processor Supported in Bits</b>	32, 64

#### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Jyotirmayee Mohanta	751003,5th floor, STPI Elite Building, Gothapatna, Bhubaneswar, Odisha	2	15

#### Bid Specific Additional Terms and Conditions

- 1.Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
- 2.**Upload Manufacturer authorization:** Wherever Authorised Distributors are submitting the bid, Manufacturers Authorisation Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---Thank You---**