



WEST BENGAL INFRASTRUCTURE DEVELOPMENT FINANCE CORPORATION LIMITED

(Wholly owned by Govt. of West Bengal)

ADMINISTRATIVE OFFICE : "MANGALAM" Building, Block-A, 1st Floor, 24, Hemanta Basu Sarani
(Formerly Old Court-House Street) Kolkata-700 001
Phone : (033) 2210-5436, 2242-2319, 2242-2305
Fax : (033) 2210-5437

REGD. OFFICE : 36A, Hemanta Basu Sarani, Kolkata-700 001
e-mail : wbidfc@wbidfc.co.in, Website : www.wbidfc.co.in

CIN : U74140WB1997SGC084422
Phone : (033) 2262-3501, 2262-4150, 2262-4151

Tender Ref No: WBIDFC/SR.MGR. (ESTATE)/2019-20/31

DT: 18.02.2020

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from reputed companies / agencies having experience of working of similar nature for Annual Subscription Renewal of MS 0365 Business Essentials.

Sl. No.	Item Specification	Unit	Quantity	Unit Rate Rs.	Amount (exclusive of tax) Rs.
1	Annual Subscription Renewal of MS 0365 Business Essentials	No	50		

Terms and conditions:

1. The contract will be for a period of One year which will be mentioned in the Work Order.
2. The bidder should have previous experience of providing satisfactory services in the field of Annual Subscription Renewal of MS 0365 Business Essentials at least three Government Department/PSUs. Copies of experience certificates are required to be enclosed with the tender.
3. Only those firms can participate which are working as Microsoft certified partner of the services and have to attach necessary documentary proof in this regard, otherwise bids will not be entertained.
4. A certificate that the company is never blacklisted by any Government Department.
5. Sub - contracting of AMC services is not allowed.
6. WBIDFC reserves the right to cancel this tender or modify the requirement without assigning any reasons. WBIDFC will not be under obligation to give clarifications for doing the aforementioned. In case the AMC services are not satisfactory, WBIDFC reserves the right to cancel the contract any time during the currency of AMC.
7. Any quotation received without adhering to all the above conditions or incorporating any conditions contrary to any of the above condition will be liable to be rejected summarily.
8. The rate as per the above table must be quoted on company letterhead (duly signed with stamp of the company) in sealed covers mentioning "QUOTATION FOR ANNUAL SUBSCRIPTION

Rajdeep Ghosh



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RENEWAL OF MS O365 BUSINESS ESSENTIALS" on top of the envelope and addressed to The Sr. Manager (Estate), West Bengal Infrastructure Development Finance Corporation Limited, 36A Hemanta Basu Sarani, Kolkata – 700001 by **05:00 pm on 27.02.2020**

9. Along with the financial bid, the bidders must submit the following documents:
 - a. Duly stamped and signed photocopy of valid Trade license,
 - b. GST registration,
 - c. Work Credential of similar nature of at least 3 years
 - d. Duly stamped and signed photocopy of PAN Card
 - e. Demand draft of Rs.10,000.00 towards EMD in favour of "West Bengal Infrastructure Development Finance Corporation"
10. The rates must be quoted exclusive of tax. All applicable taxes will be paid extra.
11. Taxes will be deducted as per Government Rules/Policy.
12. Bill will be processed based on time taken for completion, actual measurement of work executed and quality assured subject to satisfaction of our IT department.
13. Rates quoted must be kept unchanged during the period of execution
14. The Corporation reserves the right of imposing penalty in case of non-delivery of the materials within the stipulated time. In the event, the service provider fails to execute the entire work in respect of time or quality, he / she shall pay to WBIDFC liquidated damages equal to one per cent (1%) of the tender value per week of delay or part thereof until the entire work is executed to the satisfaction of WBIDFC.
15. Bidders may visit our registered office by 24.02.2020 on prior appointment.
16. The EMD of the successful bidder will be retained by WBIDFC as Security deposit, which will be released after three months from the last date of service tenure.


SR. MANAGER (ESTATE)