



**THE MUNICIPAL CO-OP BANK LTD, MUMBAI**  
WE VALUE YOUR TRUST AND YOUR MONEY

## Request for Proposal For

### Authorized dealer for purchasing Microsoft office 365 Business Standard

<b>Document Name</b>	Request for Proposal - Authorized dealer for purchasing Microsoft office 365 Business Standard for The Municipal Co-op Bank Ltd, Mumbai
<b>Document Version</b>	V1.0
<b>Date of Issue/Release of RFP</b>	<b>23-04-2024</b>
<b>Date of Submission of</b>	<b>02-05-2024 up to 1.00 PM</b>
<b>Cost of Tender</b>	<b>Rs. 1000/-</b>
<b>EMD Amount</b>	<b>Rs 10000/-</b>
<b>No. of Pages</b>	6
<b>Email id</b>	<b>mcb.itcell@mcbmumbai.com</b>

## General Terms

### TENDER NOTICE

#### **The Municipal Co-operative Bank Limited, Mumbai**

##### **1) INTRODUCTION**

The Municipal Co-operative Bank Ltd. Mumbai, established as a Co-operative Bank having 21 Branches, and Head office within jurisdiction of Greater Mumbai. The Municipal Co-op. Bank Ltd., Mumbai is on Core Banking Solution. Bank has 10 ATM in Mumbai with Switching Services and Core Banking Solution from service provider. Bank is issuing RuPay debit card to the Customers and has Mobile Banking Solution with IMPS transaction and also UPI transaction as issuer. Bank has issued 1, 15,000 Debit card to the Customers of the Bank.

##### **2) Note**

None of the Technical terms used in the RFP are intended to be proprietary/vendor-specific. If, inadvertently, such terms are used bidders are encouraged to point out and offer equivalent open/industry-standard solution with similar functionality.

##### **3) Invitation for tender offers**

Vendors are requested to submit Annual Subscription Cost of Microsoft 365 Business Standard Edition License with Software Assurance as per details given below.

<b>Sr.No.</b>	<b>Product Description</b>	<b>License Type</b>	<b>QTY</b>
1	Microsoft office 365 Business Standard (No Teams)	Subscription	150
2	Microsoft office 365 Business Standard (with Teams)	Subscription	50

#### **Terms & Conditions:-**

- I. Vendor should be Authorized distributor/Partner for Microsoft.
- II. Payment Terms – 90% after Delivery of License Balance 10% on satisfactory Performance
- III. Vendor should take care to avoid corrections/erasures in the tender offer.
- IV. Corrections/erasures, if any, made in the tender have to be authenticated by full signature with official seal of the tendering firm.

- V. Vendor should specify item wise cost of product with Tax details.
- VI. The RFP must be submitted in prescribed format in "Annex A" on Company's business letter head duly stamped, sequentially numbered and signed by the authorized signatory.
- VII. Last date for submitted the RFP is 02<sup>nd</sup> May 2024 up to 1.00 PM at the following address.

The Municipal Co. Op. Bank Ltd., Mumbai  
Municipal Bank Bhavan, 245, P D'mello Road,  
Fort, Mumbai -400001.  
Contact No: 022-22717858/53  
E-mail: mcb.itcell@mcbmumbai.com

#### **4) Terms and Conditions**

Sealed Technical & Commercial Proposals are invited by the The Municipal Co-op. Bank Ltd., Mumbai from Authorized dealer for purchasing Microsoft office 365 Business Standard for The Municipal Co-op Bank Ltd, Mumbai at Branches, Head Office and central office at The Municipal Co-op. Bank Ltd., Mumbai, with 1 years warranty as per the terms and conditions governing the RFP as under:

- I. The sealed tenders are to be submitted in prescribed format on the organization's business letter head duly stamped, signed and dated on each page as your unconditional acceptance to the terms prescribed by the Bank in the tender document. Details/supporting documents wherever applicable, if attached with the tender should be fully authenticated by the tenderer / bidder. No overwriting shall be accepted unless authenticated with full signature of the bidder. Incomplete bids received shall be summarily rejected.
- II. The tender document can be downloaded from the website of the Bank [www.municipalbankmumbai.com](http://www.municipalbankmumbai.com) for which tenderer / bidder would be required to enclose a Demand Draft of Rs. 1000/- towards the cost of the tender document along with their quotes, failing which the tender shall be out rightly rejected. Bank NEFT details are provided to remit the tender amount
- III. Tenderer(s) / Bidder (s) are required to deposit Rs.10,000/- [Rupees Twenty Five Thousand only] towards earnest deposit money (EMD) by way of crossed demand draft in favor of "The Municipal Co-op. Bank Ltd. Mumbai" payable at Mumbai. The earnest money of tenderer(s) / bidder(s) will be refunded without interest/Bank commission within 90 (Ninety) days from the date of acceptance /finalization of the RFP.

- IV. The tenderer / bidder is required to submit the **Technical/Infrastructure and Commercial bids separately in two different sealed envelopes**. Sequential page numbering should be marked on all the pages of the bid submitted (including supporting documents). The sealed envelopes containing the technical/infrastructure bid and commercial bid should be duly superscripted as 'Technical/Infrastructure Bid' and 'Commercial Bid' respectively for easy identification. The Demand Draft pertaining to EMD amount should be submitted with the Technical/Infrastructure Bid. Both the envelopes should be placed together in a bigger envelope super scribed, as "Authorized dealer for purchasing Microsoft office 365 Business Standard for The Municipal Co-op Bank Ltd, Mumbai"
- V. The sealed tender duly super scribed, "**Authorized dealer for purchasing Microsoft office 365 Business Standard for The Municipal Co-op Bank Ltd, Mumbai**", should be addressed to General Manager, The Municipal Co-op Bank Ltd. Mumbai and sent to the Bank's address given below either by registered post/speed post/or by dropping in the tender box placed at Head Office of the Bank **& should reach before 1.00 PM on or before 02<sup>nd</sup> May 2024.**

Address:

**The Municipal Co-operative Bank Ltd. Mumbai**

Municipal Bank Bhavan

245, P Dmello Road

Fort, Mumbai 400001

Tenders received after the stipulated date and time shall not be entertained. Bank shall not be liable for any postal delays what so ever and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason.

- VI. The Eligibility Criteria & Technical Bid shall be opened by the Bank for Technical Evaluation as First Step.
- VII. Bank shall have the right to assess the competencies and capabilities of the tenderer / bidder by going through the credentials given in the Technical / Infrastructure Bid and on the basis of such credentials, Bank may reject the candidature of the tenderer / bidder without assigning any reason. In such case(s) the Commercial Bid shall not be opened for that particular tenderer / bidder. The Commercial Bid of only those parties who qualify in the technical scrutiny shall be opened in the IT Committee of the Bank.
- VIII. Non acceptance of any of the terms & conditions as stated in tender and non-submission of the stipulated Earnest Money Deposit (EMD) shall render the Tender invalid. Only tenderer(s) / bidder(s) whose Technical / Infrastructure

particulars as stated in tender are determined to be in consonance with Banks requirements shall be considered further in the Tender Evaluation Process.

- IX. The tenderer / bidder should be a registered company under the Companies Act, 1956 of India for at least 3 (Three) years on the date of the submission of the tender.
- X. Escalation matrix up to the level of CEO must be provided with phone number and email address of all personnel in the matrix.

## 5) Clarifications

For any details / clarifications, Bidders should contact  
**Assistant General Manager IT (I/C)**  
**The Municipal Co-op. Bank Ltd. Mumbai**  
Municipal Bank Bhavan  
245, P'Dmello Road  
Fort,Mumbai- 400 001  
Contact Details: [022-22717858/52](tel:022-22717858/52)

## 6) Terms of Payment

The Municipal Co-op. Bank Ltd., Mumbai, will make payment as follows:

- I. 90 % of the order value will be paid on installation of Microsoft Office 365
- II. The balance of 10% will be paid after satisfactory performance after one month.

<b>BANK NEFT DETAILS</b>	
<b>1. NEFT Details to submit Tender Fee</b> The Municipal Co-op. Bank Ltd., Mumbai Ac. No. : <b>G7417 (Tender Fee)</b> IFSC : MUBL0000001 GST NO. : 27AAAAT3942P1ZZ HO : Fort ADD : MUNICIPAL BANK BHAVAN, 245, P D'MELLO ROAD, FORT, MUMBAI – 400001	<b>2. NEFT Details to submit EMD</b> The Municipal Co-op. Bank Ltd., Mumbai Ac. No. : <b>G20010711 (EMD)</b> IFSC : MUBL0000001 GST NO. : 27AAAAT3942P1ZZ HO : Fort ADD : MUNICIPAL BANK BHAVAN, 245, P D'MELLO ROAD, FORT, MUMBAI – 400001

The Municipal co-operative Bank Ltd. Mumbai

Annexure A

Sr. No	Description	QTY	License Type	Part Code	Unit Cost	CGST\SGST	Total Cost
1	Microsoft 365 Business Standard (No Teams)	150	Subscription	CFQ7TTC0LDPB			
2	Microsoft 365 Business Standard (with Teams)	50	Subscription	CFQ7TTC0LDPB			