



# **GIC HOUSING FINANCE LTD**

**REQUEST FOR PROPOSAL  
FOR  
THE SUPPLY OF MICROSOFT LICENSES  
FOR OUR COMPANY**

**RFP Reference Number:REF:GICHF:2018-19/05, Dt. 05.06.2018**

<b>ACTIVITY SCHEDULE</b>		
<b>S.NO.</b>	<b>ACTIVITY</b>	<b>DETAILS</b>
<b>1</b>	Release of RFP	5 <sup>th</sup> June, 2018
<b>2</b>	Address for Receipt/Submission of Bid document	GIC HOUSING FINANCE LTD National Insurance Building, 6th Floor, 14, J. Tata Road, Churchgate, Mumbai – 400020.
<b>3</b>	Bid Submission	<b>Sealed</b> - Technical & Commercial Bids
<b>4</b>	Last Date & Time for submission	<b>13<sup>th</sup> June, 2018</b> <b>03:00 pm</b>
<b>5</b>	Bid Opening Date, Time & Venue	<b>13<sup>th</sup> June, 2018</b> <b>04:30 pm</b> National Insurance Building, 6th Floor, 14, J. Tata Road, Churchgate, Mumbai – 400020.
<b>6</b>	Contact Details	Mr. Ramanathan B Sr. Executive   IT Ms. Krishna Mahida Executive   IT Ph:022-22831578
<b>7</b>	E-mail ID's	<a href="mailto:ram@gichf.com">ram@gichf.com</a> <a href="mailto:krishnamahida@gichf.com">krishnamahida@gichf.com</a>

**About GIC Housing Finance Ltd:-**

GIC Housing Finance Ltd (GICHFL) is a company registered under Section 25 of the Companies Act, 1956 with its Registered Office at Royal Insurance Building, 6th Floor, 14, J. Tata Road, Churchgate, Mumbai – 400020 and its 70 Branch Offices are located across PAN India.

Our Promoters are General Insurance Corporation of India, The New India Assurance Company Ltd, United India Insurance Company Ltd, The Oriental Insurance Company Ltd and National Insurance Company Ltd.

**Objective of RFP:-**

GIC Housing Finance Ltd proposes to purchase Microsoft Licenses viz. Windows 10 Professional, Office Standard 2016 and Windows Server CAL (Client Access Licenses) for the desktops used at our branch offices located across India.

**SECTION 1 - SCOPE OF WORK:-**

The Bidder shall provide the Microsoft Licenses with Perpetual use for the desired Licenses along with the required quantity. The required list of Microsoft Licenses is mentioned below:

<b>Product Family</b>	<b>Part Number</b>	<b>Item Name</b>	<b>Qty Required</b>
Win Pro	FQC-09478	Win Pro 10 SNGL OLP NL Legalization Get Genuine	50
Windows Server CAL	R18-05121	WinSvrCAL 2016 SNGL OLP NL DvcCAL	50
Office Standard	021-10554	Office Std 2016 SNGL OLP NL	50

**SECTION 2 – TERMS & CONDITIONS:-****Notification of Award/Purchase Order:**

After selection of the L1 bidder and after obtaining internal approvals and prior to expiration of the period of Bid validity, GICHFL will send Notification of Award/Purchase Order to the selected Bidder.

**Signing of Purchase Order:**

- Within 2 days of receipt of Purchase order the successful Bidder shall accept the Purchase Order.
- Failure of the successful Bidder to comply with the above requirements shall constitute sufficient grounds for the annulment of the award.

**Taxes and Duties:**

- All taxes deductible at source, if any, at the time of release of payments, shall be deducted at source as per then prevailing rate while making any payment.
- Commercial Bid should be inclusive of all taxes, duties, charges and levies of State or Central Governments as applicable, VAT/Sales Tax, insurance, service taxes, Octroi etc.
- The benefits realized by bidder due to lower rates of taxes, duties, charges and levies shall be passed on by the bidder to GICHFL.

**SECTION 3 - PAYMENT TERMS:-**

1. No advance payment will be made against purchase order.
2. 100% Payment will be made against delivery of Paper Licenses.
3. Payment mode will be made thru RTGS/NEFT transfer.

**SECTION – 4 – COMMERCIAL BID FORMAT:-**

SR. NO.	PARTICULARS	UNIT RATE (Rs.)	GST (Rs.)	SUB-TOTAL (Rs.)	QTY	TOTAL PLUS GST (Rs.)
1	Win Pro 10 SNGL OLP NL Legalization Get Genuine (FQC-09478)				50	
2	WinSvrCAL 2016 SNGL OLP NL DvcCAL (R18-05121)				50	
3	Office Std 2016 SNGL OLP NL (021-10554)				50	
<b>TOTAL</b>						

-----END OF RFP DOCUMENT-----