

MSACS/Proc/AMC/Google Workspace/2024-25
Date – 23-09-2024

To,

Sub – Invitation of Quotation for Google Workspace Email Services for All 218 Email MSACS Office Staff.
Dear Sir,

1. We are invited to submit your most competitive Quotation for Google Workspace Email Services for All 218 Email at the MSACS Office Wadala.
2. Terms & Conditions :
 - i. The contract will award for one year only.
 - ii. Engineer will be reporting to system administrator of MSACS.
 - iii. The payment of AMC will be made quarterly, with the bill to be presented after the completion of year. The payment will be done after 15 days from, the date of submission of the quarterly bill of the AMC along with service report duly certified by System Procurement Department of MSACS.
 - iv. The rate quoted by bidder shall be fixed and inclusive of all taxes.
3. **Bid Price:**
 - a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
 - b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
 - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
 - d) The prices shall be quoted in Indian Rupees only.
5. Each bidder shall submit only one quotation for each in prescribed format attached with this inquiry letter in a separate sealed envelope superscripting.
6. **Bidder has to submit signed copy of inquiry format , copy of GST Registration certificate along with the quotation and copy of registration of agency with each quotation separately.**
7. **Validity of Quotation:**

Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.
8. **Evaluation of Quotations:**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which

 - a. are properly signed; and
 - b. Conform to the terms and conditions and specifications.

Product Description: Google Workspace (Business Starter)

- 1.) It helps users to work on Any Device, Anywhere, and Anytime.
- 2.) Increasing productivity at the same time reducing IT Overhead cost & IT Infrastructure costs.
- 3.) 30 GB Storage in Google Cloud (G-Drive) per user and can be expanded.
- 4.) Communication: Gmail, Calendar, Contacts, Google Meet(Video conferencing)
- 5.) Collaboration: Drive, Docs, Spreadsheets, Hangout Chat.
- 6.) Web forums and shared inboxes
- 7.) Groups for Business
- 8.) Other Google services: Blogger, YouTube, Currents, and More.
- 9.) 99.9% uptime guarantee
- 10.) 24/7 phone support, Priority Email support.
- 11.) Password monitoring and strength control.
- 12.) 2-step verification.
- 13.) Single Sign-On (SSO).
- 14.) Enforced SSL connections.
- 15.) Mobile device management.

The list of apps you will get in Google Workspace (Business Starter):

- 1.) Gmail 2.) Google Drive 3.) Google Docs, Sheets, and Slides 4.) Google Forms 5.) Google Sites
- 6.) Google Calendar 7.) Google Chat 8.) Google Meet 9.) Google Currents 10.) Google Keep
- 11.) Google Vault (Add on service) 12.) Jamboard 13.) Google Workspace Marketplace
- 14.) Admin Panel (For admin users only)

- For Google Workspace (Enterprise users), there is no limitation on the number of users that can be added to any domain.

Annual Premium Support Services

1. Phone and Email support from 10 AM to 6 PM Monday to Friday, However, Emergency cases will be supported 24 X 7 X 365.25
2. Resolving issues related to User Management, Calendar Setup and Mail Setup and MX records management, Setup of Google Vault, Google Sites, and Google Groups
3. Operational Support: - Create Users, Password recovery
4. Remote Desktop Assistance
5. Unlimited Break or fix Support for Google Apps Core suit
6. Open support cases with Google Enterprise Support in an emergency.
7. Escalate support cases with Google Enterprise Support cases in an emergency; please note this facility is only available to a Google Apps reseller.

8. Setup New features of Google Apps which is released 24 X 7 X 365.25
9. Help in Integration with other In-house Applications

Terms & Conditions

Price	GST @18% Applicable. [Subject to change in case of Google List Price changes]
Deployment Period	1-2 Days
Mail Migration Period	1-3 Months
The validity of the Proposal	This quotation is valid for 45 days from the proposal submission date
Payment Terms	Payment Will be made after completion of Work with Service Report
Confidentiality	The data contained in the technical and commercial proposal shall not be disclosed, duplicated, used in whole or in part for any purpose other than to evaluate the proposal.

9. Award of Contract :

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

9.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

9.2 The bidder whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

10. Payment will be made yearly after receipt of bill along with the visit report.

11. You are requested to provide your offer at latest by 27-09-2024 3.00 pm hours on

12. Quotations will be open in the presence of the bidder or representative of bidders at 3.30 PM on 30-09-2024 in the office of the MSACS.

We look forward to receiving your quotations and thank you for your interest in this project.



Assistant Director Procurement
Assistant Director
Procurement
(MSACS)



Date :-

To,
The Project Director
Maharashtra AIDS Control Society
R. A. Kidwai Marg, Near Wadala Over bridge,
Wadala (W), Mumbai – 400 031.

Sub: Quotation for “Google Workspace (Business Starter) Annual Premium Support (AMC) Setup One Year Renewal for F.Y. 2024-25.”

Ref :- Your inquiry no. _____ date _____
Due on _____

FORMAT OF QUOTATION

Annual Investment Layout				
Sl. No.	Item.	Quantity	Unit Price (INR)	Total Price (INR)
1	Google Workspace (Business Starter) Annual Premium Support (AMC) Setup One Year Renewal for @mahasacs.org	218		
2	Total			
3	GST @ 18%			
4	Total Payable (Including 18% GST)			

Gross Total Cost: Rs _____

'We agree to supply the above drugs in accordance with the technical specifications for a total contract price of Rs. _____ (amount in figures) Rs. _____ (amount in words) within the period specified in the invitation for Quotations.

We also confirm that the Expiry (Shelf life) of the drugs is _____ months shall apply to the offered drugs. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Name & Address of supplier

Signature of supplier

Note: on your letterhead