



NOTICE INVITING TENDER (NIT)

FOR

SUPPLY OF MICROSOFT 365 & POWER BI LICENSES AT M/S. ASSAM BIO ETHANOL PRIVATE LIMITED (ABEPL) AT NUMALIGARH, ASSAM

**BIDDING DOCUMENT NO.: ABEPL/NIT/MICROSOFT 365 & POWER BI LICENSES /486
(DOMESTIC COMPETITIVE BIDDING)**

e-Tendering

1.0 INTRODUCTION:

1.1 M/s. Assam Bio Ethanol Private Limited (ABEPL), invites e-bids under **Single Stage Two Part Bid** System for **"SUPPLY OF MICROSOFT 365 & POWER BI LICENSES"** at Assam Bio Ethanol Private Limited, Numaligarh from competent agencies with sound technical and commercial capabilities meeting the Bidder's Qualification Criteria stated in **Clause no: 7.0 below**.

It is hereby notified that the name "Assam Bio Refinery Private Limited (ABRPL)" has been officially changed to "Assam Bio Ethanol Private Limited (ABEPL)". This name change shall apply to all documents and communications related to this tender process. All references to "Assam Bio Refinery Private Limited (ABRPL)" in this tender document, annexures, agreements, contracts, and any associated correspondence shall henceforth be interpreted as referring to "Assam Bio Ethanol Private Limited (ABEPL)".

2.0 BRIEF SCOPE OF WORK:

The vendor shall supply **MICROSOFT 365 & POWER BI LICENSES** as per **ANNEXURE_A_SCOPE OF WORK**.

3.0 LICENSE DURATION AND EFFECTIVE DATE:

- The license shall be valid for one (1) year, effective from 01/04/2026.
- The Vendor shall ensure that all licenses are activated and operational on the effective date.

4.0 SALIENT DETAILS:

a)	Bidding Document available on Website	:	From 09/02/2026 to 17/02/2026 .
b)	Last date of Receipt of Bidder's Queries	:	On 12/02/2026.
c)	Date of Pre-Bid Meeting	:	Not Applicable
d)	Last Date and time of Online submission of Bids (Bid Due Date)	:	Up to 1200 Hrs. (IST) on 17/02/2026 .
e)	Online Opening of Techno-commercial Unpriced Bid	:	1500 Hrs. (IST) on 17/02/2026 (*)
f)	Cost of Bidding Document (Non-Refundable)	:	Not Applicable
g)	EMD	:	Not Applicable

If dates identified as (*) above happen to be a declared holiday in ABEPL Assam, the next working day shall be considered.

The complete Bidding Document is available on e-tendering Website: www.tenderwizard.com/ABRPLEPROC. Bidders can view / download the document from the website mentioned above.

All amendments, time extension, clarifications, etc. will be uploaded on the website only and will not be published in Newspapers. Bidders should regularly visit the above website to keep themselves updated.

Request for extension or any queries received from any bidder with less than four working days prior to bid due date shall generally be ignored, since there will not be adequate time for proper communication with Client and other Bidders. Bidders shall submit the bid directly and in their own name without involving any intermediaries.

5.0 This bid is intended to be “**ZERO DEVIATION BID**”.

5.1 Technical specifications should be strictly as per tender document. Submission of prices by the bidder shall be construed to mean compliance with all technical specifications of tender document. Bidder should not write any technical conditions/clarifications/comments in the price schedule or elsewhere in the offer document. Bidder shall submit ZERO DEVIATION bid and bids with any deviation shall be liable for Rejection.

5.2 Bidder to submit all pre-requisite documents, as mentioned in the tender document, with all relevant details & information duly filled in along-with bid in one go. No Commercial or Technical Query or clarification shall be sought from bidder after submission of bid. In-complete bids or bids with deviations/clarifications/comments (Commercial or Technical) shall be rejected without further notifications to bidders. Bidder to exercise utmost care while uploading requisite documents in the tender portal and ensure total compliance with bid requirement.

6.0 PRE-BID MEETING:

6.1 Not Applicable.

6.2 Should bidders essentially feel the requirement of certain clarifications; they shall seek clarifications on such points within 5 days of receipt of tender, so that the same could be clarified well ahead of bid closing date. Bidder may submit their queries, if any, latest by 12/02/2026 to ABEPL addressed to **Mr. Rudra Prasad Nag**, at email: **rudra.nag@chempolis.com** with copy to **trinayan.gogoi@abepl.co.in**.

6.3 The text of questions raised by bidder as pre-bid clarifications through mail (without identifying the source of the query) and the responses given will be transmitted to all the vendors.

7.0 BIDDER'S QUALIFICATION CRITERIA (BQC):

Agencies intending to participate shall fulfil the following qualification criteria:

TECHNICAL CRITERIA:

- a) The Vendor must be a Microsoft Authorized Solution Provider (CSP) at the time of bid submission and throughout the contract period.
- b) The Vendor shall furnish valid Microsoft partner authorization and credentials along with the bid and whenever requested by the Purchaser.
- c) The Vendor must have a minimum of four (4) years of experience in supplying and renewing Microsoft 365 / Microsoft cloud subscription licenses.
- d) The Vendor shall submit documentary proof of experience, such as copies of purchase orders, service completion certificates.

FINANCIAL CRITERIA:

a) Annual Turnover:

Annual Turnover of the Bidder shall not be less than **Rs. 11,00,000/- (Indian Rupees Eleven Lakhs only)** in **at least one of the immediately preceding three financial years** as on the date of submission of bid.

b) Net Worth:

Net Worth of the Bidder shall be at **POSITIVE** as per the immediate preceding year's.

c) Working Capital:

Minimum Working Capital of the bidder as per the immediate preceding year's should not be less than **Rs. 1,10,000/- (Indian Rupees One Lakhs Ten Thousand only)**.

- d) Financial years/ previous period as above shall be reckoned from the due date of submission of bids.
- e) **Bidder to evidence the meeting of financial criteria shall furnish the complete ITR, balance sheets, profit & loss accounts statement, CA certificate and all other schedules for the preceding three financial years.**
- f) All documents furnished by the bidder in support of meeting the technical and financial criteria of BQC shall be submitted in a separate section/booklet along with their offer.

Bidder shall submit the following documents duly filled, signed & stamped by authorized person.

PART-I (TECHNO-COMMERCIAL BID):

- (i) Notice Inviting Tender
- (ii) ANNEXURE_A_SCOPE OF WORK
- (iii) Documents as per BQC
- (iv) Duly Filled Proposal Forms
- (v) Supplier Code of Conduct duly signed & stamped.
- (vi) Compliance to bid requirements.

Part-II (PRICED BID):

- (i) Duly filled Price Schedule
- a. Any additional documents if deemed necessary to establish the qualifying requirements may be submitted by the Bidder.
- b. Submission of authentic BQC documents is the prime responsibility of the Bidder. However, ABEPL reserves the right to getting the document cross verified, at their discretion from the document issuing authority & negotiation.
- c. In the event of submission of any document / certificate by the bidder in a language other than English, the bidder shall get the same translated into English and submit the same after getting the translation duly authenticated by local Chamber of Commerce of bidder's country.
- d. Failure to meet the above Qualification Criteria will render the Bid to be summarily rejected. Therefore, the bidder shall in his own interest furnish complete documentary evidence in the first instance itself along with their bids, in support of their fulfilling the Qualification Criteria as given above.
- e. ABEPL reserves the right to complete the evaluation based on the details furnished without seeking any additional information and/or in-house data, survey or other work.

8.0 SUBMISSION OF BIDS & VALIDITY

- 8.1 Bids are required to be submitted only through e-tendering website: www.tenderwizard.com/ABRPLEPROC on or before the Bid submission date and time. It may also be noted that the price details are required to be filled & submitted only in the Schedule of Price format downloaded from above e-Tendering website.
- 8.2 Physical Bids / Offers or Bids through any other mode shall not be accepted. The Offers submitted through e-tendering system, as above shall only be considered for evaluation and ordering.
- 8.3 Validity of bid shall be **4 (four)** months from the date of opening of Techno-commercial (Un-priced) Bids.

9.0 EVALUATION AND AWARD:

Price Evaluation and Award to be done on overall L1 basis of the techno commercial qualified bidders.

10.0 PAYMENT TERMS:

100% Payment shall be released within 30 days after Delivery of licenses, Successful activation of licenses, certification of Engineer In Charge (EIC) and submission of correct invoice.

11.0 BID REJECTION CRITERIA:

The Provisions under Clause 5.9A12 (**Bid Rejection Criteria**) of SIB stand modified as follows:

The bidders shall adhere to the following provisions of the Bidding Document without taking any deviations, failing which the Bid shall be considered to be non-responsive and may be liable for rejection.

- a) Delivery schedule / License activation date.
- b) Bids with Price Variation Clause (PVC).
- c) Insufficient validity period.
- d) Payment Terms
- e) Price implication after submission of Bid.
- f) Non submission of Documents as per BQC.

12.0 CONTRACT PERFORMANCE BANK GUARANTEE / PERFORMANCE BANK GUARANTEE:

Not applicable.

13.0 DELIVERY & INSTALLATION CHARGES:

- All delivery and installation charges shall be included in the quoted price.
- No additional charges shall be payable by the Purchaser for delivery, installation, or commissioning of the licenses.

14.0 TERMINATION OF CONTRACT:

ABEPL reserves the right to terminate the contract with immediate effect in the event of:

- Non-compliance with Microsoft licensing policies.
- Delay or failure in the delivery or activation of licenses.
- Breach of confidentiality or any other contractual obligations.

Upon termination, the vendor shall refund any payments made for undelivered or invalid licenses.

15.0 OTHER TERMS & CONDITIONS

- 15.1 ABEPL reserves the right to negotiate and carry out capacity & capability assessment of the bidder using in-house information and past performance.
- 15.2 The bidders who are on Holiday/Negative/ Black-listing/Suspension/Banning list of ABEPL/NRL/ Fortum or any Government Department / Public / Private Sector companies on due date of submission of bid/ during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/Award. If the bidding document were issued inadvertently/ downloaded from website, offers submitted by such bidders shall also be not considered for bid opening/evaluation/Award.
- 15.3 ABEPL will not be responsible or liable for cost incurred in preparation, submission & delivery of bids, regardless of the conduct or outcome of the bidding process.
- 15.4 In case any Bidder is found to be involved in cartel formation, his Bid will not be considered for evaluation / placement of order. Such Bidder will also be debarred from bidding in future.
- 15.5 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 15.6 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.
- 15.7 Bidder shall not be under liquidation, court receivership or similar proceeding.
- 15.8 ABEPL reserves the right to reject any or all the bids received or annul the bidding process at any time.
- 15.9 ABEPL reserves the right to make any changes in the terms and conditions of purchase / Bidding Document and to reject any or all the bids without assigning any reason.
- 15.10 A bidder (i.e., the bidding entity) shall, on no account submit more than one bid either directly (as a single bidder or as a member of consortium) or indirectly as a subcontractor.
- 15.11 Consultant for the Project or their subsidiary company or companies under the management of consultant, are not eligible to quote for the execution of the same job for which they are working as consultant.
- 15.12 Bids submitted on Consortium or un-incorporated Joint-Venture basis shall not be accepted.
- 15.13 Bidders to note that price changes against Technical / commercial clarifications, in line with terms & conditions of enquiry documents are not allowed. In case any bidder gives revised prices / price implications against such clarifications, their bid shall be liable for rejection.
- 15.14 Any other terms and conditions shall be as per ABEPL General Purchase Conditions (GPC).

15.15 Clarification, if any, can be obtained from Mr Trinayan Gogoi through following numbers.

Telephone No.: 7002280922

E-mail: trinayan.gogoi@abepl.co.in

*Please specify RFQ No.: **ABEPL/NIT/MICROSOFT 365 & POWER BI LICENSES /486** in all Correspondence.

THIS IS NOT AN ORDER

Very truly yours,

For & on Behalf of ABEPL

LIST OF ENCLOSURES DOCUMENT

1. ABEPL SUPPLIER CODE OF CONDUCT
2. COMPLIANCE STATEMENT
3. PRICE SCHEDULE FORMAT
4. SPECIAL INSTRUCTION TO BIDDERS
5. GENERAL PURCHASE CONDITIONS
6. ANNEXURE_A_SCOPE OF WORK
7. PROPOSAL_FORMS

