

**TENDER SPECIFICATION OF MICROSOFT 365 (BUSINESS VERSION) SUBSCRIPTION**

1. **Name of the Equipment/ Service.** Microsoft 365 (Business version including Microsoft Teams) License renewal for BN.
2. **Purpose.** The main purpose of the Microsoft 365 (Business version including Microsoft Teams) License is to create secured meeting/ webinar from any device/ anywhere.
3. **Qualification of the Bidder.** The bidder should meet the under-mentioned criteria. Incomplete or partial compliance will not be acceptable to BN.
  - a. The bidder must have own valid trade license having experience in network security setup and maintenance. Work experience with any of the Bangladesh government entity or defense level is mandatory.
  - b. A list of clients should be attached with the offer for reference. The firm must have adequate number of qualified professionals in addition to the followings:
    - (1) Have valid trade license as an IT service provider (network security) with experience of at least 05 years.
    - (2) The bidder should have successfully completed minimum 03 (three) supply contracts of similar nature of goods and related services.
    - (3) The bidder should be an Authorized reseller / distributor of Microsoft 365 Subscription. Distributorship/ partnership certificates have to be enclosed with the offer.
    - (4) Registered member of BCS or equivalent organization.
    - (5) No joint venture agreement to fulfill any qualification will be accepted.
  - c. The bidder must quote all items and services stipulated in this tender. Incomplete offer will be rejected.
4. **Scope of Supply.** The scope of supply includes subscription and warranty service including hardware (if needed) as mentioned below:

Ser	Item/Services	Qty
1.	Microsoft 365 (Business version including Microsoft Teams) License for 01 (One) year	05

5. **Technical Specification.**

Ser	Item/Services	Qty
1.	<b><u>Microsoft 365 (Business version including Microsoft Teams) License</u></b> 50 GB mailbox and custom email domain address. Hub for teamwork to connect people using Microsoft Teams. Office apps for the web, including Outlook, Word, Excel, PowerPoint, and OneNote.	05



	<p>1 TB of OneDrive cloud storage per user. Facilitate online meetings and video conferencing for up to 300 users. Phone and web support from Microsoft. <b>Service Duration:</b> Microsoft 365 (Business version including Microsoft Teams) with 01 (One) year subscription.</p> <p><b>Video Conferencing Features:</b> HD video, HD voice, Active speaker view, Full screen and gallery view, Simultaneous Screen Share, Virtual Background, Waiting Room.</p> <p><b>Web Conferencing Features:</b> Desktop and application sharing, Personal room or meeting ID, Instant or scheduled meetings, Chrome &amp; Outlook plug-ins, Scheduling Chrome Extensions, MP4 or M4A local recording, Private and group chat, Host controls, Raise hand.</p> <p><b>Group Collaboration Features:</b> Breakout Rooms, Mac, Windows, Linux, iOS and Android, Group messaging and presence, Screen share any iPad/ iPhone app, Co-ordination on shared screen, Keyboard/mouse control, White boarding, Multi-share.</p>	
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6. **Installation Site.** The supplier will install and configure the above mentioned items for BN. After installation and configuration, supplier must carry out operational check. All items are to be installed and commissioned by the bidder within 15 (Fifteen) days of signing off the contract.

7. **Documents.**

a. One set of the following documents in English language are to be provided without any additional cost at the time of delivery:

- (1) Operation/ User and maintenance manual of the subscriptions.
- (2) Any other manuals provided by the OEM.

b. One set of data sheet of the offered subscriptions to be provided along with the quotation.

8. **Training.** Necessary training should be given to 10 (Ten) BN personnel for minimum 03 (Three) working days on the items at NHQ.

9. **Test, Trial, Commissioning and Acceptance.** Supplier shall carry out test/ trial and supply of the system. After successful test/ trial and commissioning, acceptance certificate will be given by the user.

10. **Installation Material.** All installation materials which are required to install and operate the system/ service are to be provided by the bidder without any additional cost.

11. **Installation, Supervision & STW.** The following are to be complied:

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- a. Installation of the items (if any) will be done by the bidder under the supervision of qualified engineers/ technicians.
  - b. A qualified bidder's representative is to supervise the installation works and setting to work.
  - c. The installation and configuration work shall be completed and full proof.
  - d. All relevant works related to installation and configurations are to be provided by bidder without any additional cost.
12. **Warranty.** Twelve months warranty for trouble free operation of the Microsoft 365 subscription will be provided by the bidder from the date of acceptance by the buyer. If the Microsoft 365 subscription becomes ineffective the supplier should replace the subscription and warranty immediately.
13. **Technical Support.** Technical support is to be provided to solve maintenance and operational problem arising with the item during warranty period (12 months). An assurance by the bidder stating agreement in this respect is to be submitted with the offer.
14. **Terms of payment.**
- a. Initial 95% of total quoted price for the service will be paid after satisfactory test, trial and acceptance of the service of Microsoft 365 subscription.
  - b. Rest 5% of total cost will be paid on successful completion of warranty period of 12 (Twelve) months.
15. **Site Visit.** The bidder may visit NHQ, Banani, Dhaka before submitting their offer.
16. **Validity.** The offer shall remain valid for at least for 06 (six) months from the date of submission of the tender.
17. **Count of Downtime.** BN will take Microsoft 365 subscription service availability into consideration by means of the time for which the service was not available due to disruption of whatever kind. Accumulation of such down time in a month will be calculated and necessary action will be taken as per existing BN procurement rules and procedures.
18. **Security Clearance.** Immediately after signing of the contract, the bidder will submit the bio-data of his Engineers/ Technicians to BN authority for obtaining security clearance. If any employee is 'not cleared', he shall be substituted. The bidder (or his employees) will guarantee complete 'security of information' while working within the naval premises.
19. **Damage to Facilities.** The bidder shall be responsible for any damage done to any of the BN facilities, if such damage is proven to be done intentionally or negligently. The bidder shall take all necessary precautions and steps to prevent any kind of damage to any BN facilities.
20. **Compliance Statement.** A clear and complete compliance statement of the bidder with necessary specification and datasheets will be submitted for evaluation of the quotation. If any clause of

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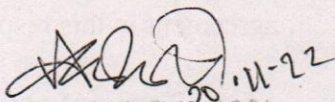
this specification does not commensurate with offered items/services practically, the deviation has to be spelt out clearly. Incomplete compliance statement will attribute to cancellation of the offer.


21. Delivery. The complete system including all accessories shall be delivered within 07 days after signing the purchase order to the following address:

Officer – In - Charge  
Naval Stores Sub Depot Dhaka  
Khilkhet Naval Area Namapara  
Khilkhet, Dhaka-1229.

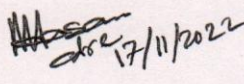
  
MAHBUBA AFROZE  
Commander BN  
DNIT (Rep), Member Secy  
Naval Headquarters  
Banani, Dhaka-1213

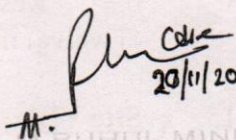
  
MEHRAB ULLAH  
Lt Commander BN  
DNS (Rep), Member  
Naval Headquarters  
Banani, Dhaka-1213

  
MD. ASIB RAHMAN  
Lt Commander BN  
DNP (Rep), Member  
Staff Officer (Plans-II)  
Naval Headquarters  
Banani, Dhaka-1213

  
AHAMED AMIN ABDULLAH  
Captain BN  
Director of Naval Materiel  
Inspection and Supply  
NHQ, Banani Dhaka-1213

  
M. MESBAH UDDIN  
Captain BN  
DNIT, Member  
Naval Headquarters  
Banani, Dhaka-1213

  
M. MOHIDUL HASAN  
Commodore BN  
DNE, Member  
Naval Headquarters  
Banani, Dhaka-1213

  
RUHUL MINHAZ  
Commodore BN  
DNW&EE, President  
NHQ, Banani, Dhaka-1213

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