



Request for Proposal (RFP)

Procurement of Microsoft Power BI Pro Licenses

Issued by: Kerala State Co-operative Bank (Kerala Bank)

Head Office - IT Department

RFP Reference No.: KB/IT/PBI/2025-2026

Date of Issue: 26th September 2025

Bid Details in Brief

SL.NO	Description	Details
1	RFP No and Date	KB/IT/PBI/2025-2026
2	Brief Description of the RFP	Procurement of Microsoft Power BI licenses from authorized Microsoft Licensing Solutions Partner (LSP)
3	Banks address for communication and tender	Chief Executive Officer, Kerala State Co-operative Bank Limited, Co-Bank Towers, Vikas Bhavan P.O-695033,Kerala. Ph-0471-2547206 email : srm1itho@keralabank.co.in
4	Date of issue	26-09-2025 2.00 PM
5	Last date of submission of queries for pre-bid	03-10-2025 5.00 PM
6	Bid submission start date	06-10-2025 9.00 AM
7	Last date of submission of Bids	13-10-2025 4.00 PM
8	Date and time of Opening of Pre-qualification bid	14-10-2025 4.00 PM
9	Application Fee (Non-refundable)	Rs.1000/-
10	Earnest Money Deposit (Refundable)	Rs.5000/-
11	Name and the Details of the Contact Person	Shri. Rajesh A R, Chief General Manager, Kerala State Co-operative Bank Limited, Co-Bank Towers, Vikas Bhavan P.O-695033, Kerala. Ph-0471-2547206 email : srm1itho@keralabank.co.in
12	Website from which tender document can be downloaded	https://www.etenders.kerala.gov.in

Notice Inviting Request for Proposal

KB/IT/PBI/2025-2026

Sl.No.	Name of Work
1.	This tender is an e-Tender and is being published online for Procurement of Microsoft Power BI Pro licenses from authorized Microsoft Licensing Solutions Partner (LSP)

The documents may be downloaded from the website <https://www.etenders.kerala.gov.in>. RFP shall be accompanied with Earnest Money (EMD) of Rs. 5000/- (Rupees Five thousand Only), deposited through the e payment system in the e-procurement portal of the Government of Kerala, <https://www.etenders.kerala.gov.in>. A bid will not be considered, if not accompanied with the EMD.

Application for this RFP supported by prescribed annexure shall be submitted through the e-procurement portal of the Government of Kerala. The bid applications will be received till 16:00 hours on 13-10-2025 (last date of submission)

The bidders are advised to keep visiting the website of Kerala State Cooperative Bank (KSCB), www.etenders.kerala.gov.in from time to time (till the deadline for bid submission) for any updates in respect of the RFP document notice, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the RFP document complete in all respects including updates thereof, if any. An incomplete application is liable for rejection.

The Kerala State Co-operative Bank reserves the right to verify the particulars furnished by the bidder independently. If any information furnished by the bidder is found incorrect at a later stage, he shall be debarred from tendering and taking up of any work in the KSCB.

The Chief Executive Officer, KSCB reserves the right to reject any or all prospective application without assigning any reason and to restrict the list of pre-qualified firms to any number deemed suitable.

General Tender Terms & Conditions for e-Procurement**This tender is an e-Tender and is being published online for Microsoft Power BI Pro License**

The tender is invited in two cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the 'bid-details in brief section' of this tender published in <https://www.etenders.kerala.gov.in>.

A). Online Bidder Registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on <https://www.etenders.kerala.gov.in> website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-257 7088, 2577188, 257 7388 or 0484-233 6006, 233 2262 and through email: etendershelp@kerala.gov.in for any assistance in this regard.

B). Online Tender Process:

The tender process shall consist of the following stages:

- i. **Downloading of tender document:** Tender document will be available for free download on <https://www.etenders.kerala.gov.in>. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document.
- ii. **Pre-bid meeting:** Please refer 'Bid details in brief' section
- iii. **Publishing of Corrigendum:** Corrigendum (if any) shall be published on <https://www.etenders.kerala.gov.in> and shall not be available elsewhere.
- iv. **Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on <https://www.etenders.kerala.gov.in>. All documents in support of bid (Pre-qualifications/technical bid & Financial bid) shall be submitted online. Failure to submit the documents online will attract disqualification. No manual submission of bid is allowed and manual bids shall not be accepted. However manual submission in sealed covers as mentioned in "clause v" shall be adopted as a risk mitigation approach which will be a part of the failure over mechanism.

- v. A hard copy of sealed bid which forms an exact copy of the uploaded bid in the e tender site with Pre-Qualification/Technical and financial proposal has to be submitted by the bidder to the below address.

Shri. Rajesh A R,
Chief General Manager,
Kerala State Co-operative Bank Limited,
Co-Bank Towers,
Vikas Bhavan P.O 695033,
Kerala.
Ph-0471-2547206

A copy of the bid which forms an exact copy of the uploaded bid in the e tender site with Pre-Qualification/Technical and financial proposal has to be submitted by the bidder through password protected soft copy of the same to email : srm1itho@keralabank.co.in. The password will be kept under bidders custody to be revealed only in case of a fall back where this alternate copy to be opened.

- vi. **Opening of Pre-qualification/Technical:** In this stage, the Pre-qualification documents submitted by the Bidders are verified. Those bidders qualified in the PQ, will be approved to go for next stage of evaluation (i.e., Financial evaluation).
- vii. **Opening of Financial Bids:** Bids of the pre-qualify/technically qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in 'Bid-details in brief section'.

C). Documents Comprising Bid:

Pre-Qualification/Technical and financial proposal shall contain scanned copies of documents.

The Bank doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name; otherwise, price bid will not get uploaded. The bidder should fill in details in the same file and upload it back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non - responsive and shall be rejected.

Online Payment modes: The tender document fee and EMD can be paid through the online facility provided by the e-Procurement system.

State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility in any of the Banks listed for making tender remittances in e-Procurement System.

During the online bid submission process, bidder shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the e-

Procurement system will re-direct the bidder to MOPS Gateway, where two options namely **SBI** and **Other Banks*** will be shown. Here, Bidder may proceed as per below:

- a) SBI Account Holders shall click **SBI** option with its Net Banking Facility., where bidder can enter their internet Banking credentials and transfer the Tender Fee and EMD amount.
- b) Other Bank Account Holders may click **Other Banks** option to view the Bank selection page. Here, bidders can select from any of the Banks to proceed with its Net Banking Facility for remitting tender payments.

**Transaction Charges: as applicable*

** Bidders who are using Other Banks option under SBI MOPS Payment Gateway are advised by SBI to make online payment 72 hours in advance before tender closing time.*

Any transaction charges levied while using any of the above modes of online payment have to be borne by the bidder. The bid will be evaluated only if payment status against bidder is showing “**Success**” during bid opening.

SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Pre-qualification and financial bid online on <https://www.etenders.kerala.gov.in> along with online payment of tender document fee and EMD.

It is necessary to click on “Freeze bid” link/ icon to complete the process of bid submission, otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

Kerala State Co-operative Bank

General conditions of bid

1. Not more than one bid shall be submitted by the bidder.
2. The bid submitted by the bidder is not transferable
3. The RFP document for the bid shall be prepared in English
4. The RFP document, its connected documents/ deliverables submitted by the bidder shall be the property of the Bank.
5. The bidder shall raise no claim as to the ownership or possession of the same
6. The buyer is free to cancel the e-tender at any point prior to awarding of contract. In that case, the buyer shall not be responsible for any damages to the bidder.
7. The buyer is at liberty to withdraw the e-tender without any liability to the bidder at any point of time. In such case no reason for withdrawal shall be attributed by the buyer.



1. Introduction

The Kerala State Co-operative Bank Ltd (Kerala Bank), a Scheduled Cooperative Bank, invites proposals from eligible bidders for the supply of **40 (Forty) Microsoft Power BI Pro licenses** under subscription model through an e-tender process.

The purpose of this RFP is to select a Microsoft authorized partner of providing genuine licenses, installation support, and value-added services in compliance with organizational IT and security standards.

2. Scope of Work

The successful bidder shall be responsible for:

1. Supply of **40 Microsoft Power BI Pro licenses** (latest available version, subscription-based).
2. Validity of license: **One year from activation date** (renewable on mutually agreed terms).
3. Ensuring the licenses are genuine, procured through authorized Microsoft channels.
4. Support in activation, configuration, and assignment of licenses to designated users.
5. Providing standard OEM technical support and updates during the subscription period.
6. Ensuring compliance with data security and IT policies of the organization.

3. Eligibility Criteria

Bidders must meet the following criteria:

1. Be an **authorized Microsoft Licensing Solutions Partner (LSP)**
2. Minimum **3 years' experience** in supplying Microsoft licenses to Government/Banks/Financial Institutions.
3. Should have executed at least **two similar projects (Microsoft Power BI pro)** of supplying Microsoft licenses (≥ 50 licenses) to Government/Banks/Financial Institutions in the last 3 years.
4. Valid **GST registration and PAN**.
5. Bidder's Office at Thiruvananthapuram, Ernakulam and Kozhikode Districts
6. Not blacklisted by any Government/PSU/Bank.

4. Submission of Bids

1. The RFP will be conducted through the **e-tender portal of Government of Kerala**.
2. Bidders shall submit proposals in **two-cover system**:
 - **Technical Bid** (Eligibility, Company profile)
 - **Financial Bid** (Price per license, Taxes, Total cost)

5. Evaluation Methodology

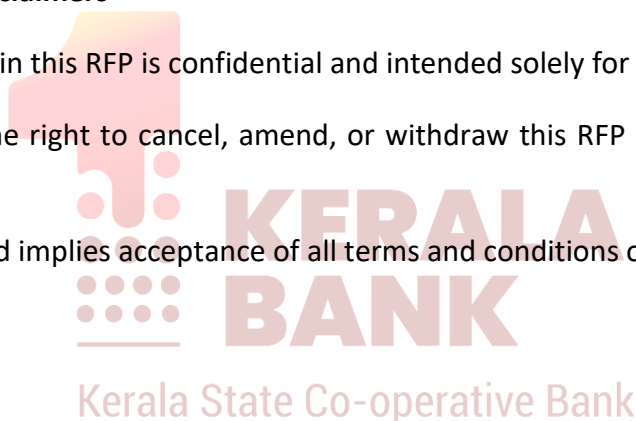
1. **Pre-qualification/Technical evaluation** will be conducted first, based on eligibility criteria and compliance with requirements.
2. Only technically qualified bidders will be considered for **financial evaluation**.
3. The contract will be awarded to the **Lowest Cost (L1) bidder** among technically qualified vendors.

6. Commercial Terms

1. Prices must be quoted in **INR inclusive of all applicable taxes**.
2. Payment terms: 100% payment after successful delivery, activation, and verification
3. Delivery & activation: Within **7 working days** from Purchase Order date.
4. Penalty: Delay beyond stipulated period will attract a penalty of **0.5% of order value per week**, subject to a maximum of 5%.

7. Confidentiality & Disclaimers

- The information in this RFP is confidential and intended solely for bidders.
- Bank reserves the right to cancel, amend, or withdraw this RFP at any stage without assigning any reason.
- Submission of bid implies acceptance of all terms and conditions of this RFP.



Annexure – I: Eligibility Criteria

Sl. No.	Eligibility Criteria	Documents to be Submitted
1	The bidder must be an Authorized Microsoft Licensing Solutions Partner (LSP)	Valid authorization letter / certificate from Microsoft.
2	The bidder must have minimum 3 years' experience in supply and support of Microsoft licenses to Government / Banks / Financial Institutions.	Work orders / completion certificates / client references.
3	The bidder Should have executed at least two similar projects (Microsoft Power BI pro) of supplying Microsoft licenses (≥ 50 licenses) to Government/Banks/Financial Institutions in the last 3 years.	Purchase Orders / Client Certificates / Contract Copies.
4	The bidder must have valid GST registration and PAN .	Copy of GST Registration Certificate and PAN card.
5	Bidder's Office at Thiruvananthapuram, Ernakulam and Kozhikode Districts	Self Declaration
6	The bidder should not have been blacklisted / debarred by any Government, PSU, or Bank.	Self-declaration on company letterhead duly signed by authorized signatory.

Annecure-II : Format of Pre-Bid Queries

The Pre-Bid queries must be submitted in the following format (in Excel file).

Sr. No	Page No (RFP)	Clause No. (RFP)	Reference/Subject	Clarification Sought

