



Bhagyanagar Gas Ltd.

**Hiring of Services for renewal of subscription of 120 G-Suite licenses for 02 years
Bid Document No: BGL/695/2025-26**

**VOLUME II OF
II**



**BHAGYANAGAR GAS LIMITED
(A JOINT VENTURE OF HPCL & GAIL)**

BID DOCUMENT FOR

**Hiring of Services for renewal of subscription of 120 G-Suite licenses for 02 years
Bid Document No: BGL/695/2025-26**

**UNDER OPEN DOMESTIC
COMPETITIVE BIDDING**

e-tender

Bid Document No.: BGL/684/2025-26

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SECTION 7

SPECIAL CONDITIONS OF CONTRACT (SCC)



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SPECIAL CONDITIONS OF CONTRACT (SCC)

1.0 Service Requisition

Subscription of 120 Google Workspace (G-suite) licenses at Bhagyanagar Gas Ltd for a period of 02 years.

Domain ID: BGLGAS.COM

END OF Existing LICENSE: 26.01.2026

Existing License details:

Business starter 105

Business Standard 10

2.0 Authorized Partner Status

- The bidder must be an Authorized Google Workspace Partner / Reseller.
- Valid authorization certificate / partner link to be submitted along with the bid.

3.0 Evaluation and Award Methodology

Bidders must quote for all line items mentioned in SOR

Evaluation shall be carried out on overall basis.

The award shall be made to the lowest quoted techno-commercially acceptable bidder.



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**SECTION 8
SCOPE OF WORK**

SCOPE OF WORK

1. License Renewal

- Renewal of existing Google Workspace licenses for a period of Two (2) Years, as detailed below:
 - Google Workspace Starter – 110 Users
 - Google Workspace Business Standard – 10 Users
- Renewal shall be done without any service disruption or data loss.
- **Initially payment will be made for 115 licenses (105 Business Starter + 10 Business standards) only.** Provision for extra 5 nos Business Starter licenses has been kept for future requirement which payment will be made on pro rate basis.
- Existing domain, users, mailboxes, Drive data, and configurations must remain intact.

2. License Management & Administration Support

- Verification of existing license counts and editions before renewal.
- Assistance in license assignment, modification, and re-assignment during the contract period (if required).
- Support for edition upgrades/downgrades within Google Workspace, subject to approval by the organization.

3. Technical Support

- Provide OEM-backed technical support through Google and partner support channels.
- Support coverage to include:
 - Email (Gmail)
 - Google Drive
 - Calendar
 - Meet
 - Admin Console-related issues
 - Gmail, Drive, Meet, calendar, Chat, Docs, sheet, Slides, Keep, sites, forms, Currents, customs and secure business email, 100+participant video meeting, 30 GB cloud storage per user for business starter and 2TB cloud storage per user for business standard.
 - 30GB Mailbox and Drive storage space for each mail ID of Business starter licenses and 2TB Mail Box and Drive storage space for each mail ID of Business standard licenses.
- Considering that Google Workspace is an essential App bidder will provide 24x7 on-line support. Bidder will share their helpdesk connects as a response to this bid.
- Any additional inbuilt standard features.



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4. Coordination & Escalation

- Act as a single point of contact for coordination with Google in case of service issues.
- Timely escalation of critical incidents and follow-up until closure.
- Assistance during Google policy, pricing, or feature changes impacting services.

5. Compliance & Best Practices

- Ensure compliance with Google Workspace licensing terms and conditions.
- Provide guidance on best practices related to security, storage management, and admin controls, if required.

6. Billing & Documentation

- Submission of valid GST-compliant invoices for license renewal.
- Provide subscription confirmation / license activation proof after renewal.
- Maintain accurate records of license validity and renewal dates.

Note: The initial subscription will be done for the quantity as intimated by EIC and subsequently charges will be paid at actual as per SOR (per annum) on pro rate basis.

3. TERMS OF PAYMENT:

100% advance payment to be made after renewing first year subscription immediately against the Invoice raised. And after completion of first year subscription again 100% advance payment to be made after renewing **second year** subscription.



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SECTION 8

SCHEDULE OF RATES



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Schedule of Rates (SOR)

Tender Name :- Hiring of Services for renewal of subscription of 120 G-Suite licenses for 02 years

Tender No:- BGL/695/2025-26

Tender Name				Tender Name				
Sr. No.	Description	Edition	HSN/SAC CODE	Qty/Year	UOM	Years	Unit Price per User per Year with excl. of GST (Rs.)	Total Price for 2 Years with excl. of GST (Rs.)
				(a)		(b)	(c)	d=(a*b*c)
1	Google Workspace License Renewal	Google Workspace Starter 30GB Mailbox and Drive storage space for each mail ID.		110	EA	2		
2	Google Workspace License Renewal	Google Workspace Business Standard. 2TB Mail Box and Drive storage space for each mail ID.		10	EA	2		



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Note: The initial subscription will be done for the quantity as intimated by EIC and subsequently charges will be paid at actual as per SOR (per annum) on pro rate basis. Initially Bidder must renew 105 nos business starter and 10 nos of Business standard licenses after receiving PO.

Initially payment will be made for 115 licenses (105 Business Starter + 10 Business standards) only. Provision for extra 5 nos Business Starter licenses has been kept for future requirement which payment will be made on pro rate basis.

Note: Supplier shall strictly follow this SOR format for submission of quote.

Bidder:

M/s.....

Place:

Date:.....

Signature of Authorized Signatory:.....

Name:.....

Designation:.....

Seal:.....