

NEDFi/IT/2025-26/ 993

Date: 12-June-2025

Limited Tender for Supply of Microsoft Office 365 Licenses

Dear Sir/Madam,

With reference to the above-mentioned subject, we are in the process of purchasing/renewing the following items

Sl. No	Item & Minimum Specification	Qty.
01	Microsoft Office 365 Business Standard (1 Year Subscription)	137
02	Microsoft Office 365 Business Basic (1 Year Subscription)	68

A. Terms & Conditions:

- 1) Only hard copy of the proposal shall be accepted. All pages of the proposal shall be sealed & signed by the authorized signatory of the bidder. Only sealed proposal will be accepted.
- 2) The Bidder should be authorized dealer/seller/re-seller of the Microsoft and should be able to provide after sale service/support. Documentary proof of partner/seller/authorization etc. (whichever is applicable) should have to be submitted as part of the bid
- 3) Bidder should have office at Guwahati. The bidder must submit duly sealed & signed copies of necessary KYC documents like PAN, GST, proof of Address, authorised signatory etc. along with the quotation.
- 4) The quantity of the license is tentative, and the actual quantity may increase/decrease and final quantity will be mentioned in the work order. List of tentative licenses with effective dates as mentioned below

Sl. No.	License Renewal Date	Microsoft Office 365 Business Standard	Microsoft Office 365 Business Basic
1	06-Aug-25	137	0
2	02-Jul-25	0	45
3	27-Nov-25	0	23
Total		137	68



- 5) The selected bidder must have to supply the licenses on the renewal date of the license so that service is not interrupted. Moreover, the successful bidder shall be also responsible for providing after sale support.
- 6) 100% payment will be released only after Reflection of License in Microsoft Admin Panel.
- 7) NEDFi reserves the right to cancel/reject/terminate/amend the limited tender at any stage without assigning any reason thereof. Bid submitted after the last date/time of submission, incomplete documents and ineligible bid shall be rejected. The decision taken by NEDFi shall be final and binding.
- 8) If there is any arbitration, the jurisdiction will be at Guwahati only.
- 9) If you agree with the terms and conditions mentioned above, you are requested to submit your bid proposal along with supporting documents in a sealed envelope on or before 25th June 2025 by 3.00 PM to the below mentioned address. The bid will be opened on the same day of submission at 3.30 PM.

Super scribe:

Limited Tender for supply of Microsoft Office 365 Licenses

Submit it to:

**The General Manager (IT),
North Eastern Development Finance Corporation Limited (NEDFi)
"NEDFi House", G. S. Road, Dispur, Guwahati – 06.
Ph: 0361-222 2200,
eMail: it@nedfi.com Web : www.nedfi.com**

With best regards,

**Sd/-
(L Loyi)
General Manager (IT)**

