

LIMITED TENDER FOR SUPPLY OF MICROSOFT 365 BUSINESS STANDARD LICENSES

REF: NEDFi/IT/26-27/1410

Date: 30-July-2026

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 365 Business Standard (1 Year Subscription)	140

A. Terms & Conditions

1. Only physical hard copies of the bid shall be accepted. Every page of the bid and all supporting documents shall be duly signed and sealed by the authorized signatory of the bidder. Quotations submitted without proper signature and seal shall be liable for rejection.
2. The bidder shall be a Partner/Dealer/Reseller/Seller of Microsoft and shall submit valid documentary evidence of such authorization along with the bid.
3. The bidder shall have a functional office at Guwahati, Assam. Self-attested copies of PAN, GST Registration Certificate, proof of office address and other applicable KYC documents shall be submitted along with the quotation.
4. The quantity indicated is tentative and may increase or decrease at the time of placement of the Purchase Order. The final quantity shall be as mentioned in the Purchase Order.

Sl. No.	Renewal Date	Microsoft 365 Business Standard
1	08-Aug-2026	140 Licenses

5. The successful bidder shall provision the Microsoft Office 365 Business Standard licenses on or before the renewal date so that there is no interruption in the existing services.
6. The licenses supplied shall be genuine Microsoft subscriptions eligible for activation and management through NEDFi's Microsoft 365 Admin Centre. NEDFi reserves the right to verify the authenticity and validity of the licenses directly with Microsoft, if required.

7. The bidder shall provide necessary post-sales support and coordinate with Microsoft for resolution of any licensing-related issues during the subscription period.
8. The quoted price shall be inclusive of all applicable charges, including delivery, provisioning, activation and incidental expenses, excluding GST, which shall be indicated separately.
9. 100% payment shall be released only after successful provisioning of all licenses in NEDFi's Microsoft 365 Admin Centre and verification by the IT Department.
10. NEDFi reserves the right to accept or reject any or all quotations, wholly or partially, and to cancel, amend, modify or terminate the limited tender process at any stage without assigning any reason whatsoever. NEDFi shall not be liable for any cost incurred by the bidder in connection with preparation or submission of the quotation.
11. Quotations received after the prescribed date and time or found incomplete or otherwise non-responsive shall be rejected.
12. The bidder shall adhere to the highest standards of integrity, transparency, and fair competition throughout the procurement process. The bidder shall not engage in any collusive bidding, cartelization, bid-rigging, fraudulent, coercive, or corrupt practice, directly or indirectly, in violation of the applicable provisions of law and the guidelines issued by the Central Vigilance Commission (CVC). If, at any stage of the tender process or during execution of the Purchase Order, NEDFi finds evidence of such practices, the bid shall be liable for rejection or the Purchase Order may be terminated, as the case may be, without prejudice to any other action available under law.
13. The bidder shall submit a self-declaration, duly signed by the authorized signatory, confirming that neither the bidder nor any of its holding/subsidiary/associate companies (current or past), Directors, Partners, Proprietor, Promoters, or Key Managerial Personnel has been blacklisted, debarred, banned, suspended, or declared ineligible by any Government Department, PSU, Statutory or Regulatory Authority, Financial Institution, or Court of Law in India as on the date of submission of the bid. The declaration shall also confirm that no entity under substantially common ownership or control has been so blacklisted or debarred. Any false declaration shall render the bid liable for rejection or termination of the Purchase Order, without prejudice to any other action under law.
14. Any dispute arising out of or relating to this tender or the resultant Purchase Order shall be subject to arbitration in accordance with the Arbitration and Conciliation Act, 1996 (as amended from time to time). The seat and venue of arbitration shall be Guwahati, Assam, and the courts at Guwahati shall have exclusive jurisdiction.

B. Bid Submission Instructions

If you agree with the above terms and conditions, you are requested to submit your quotation in a sealed envelope superscribed:

"Limited Tender for Supply of Microsoft 365 Business Standard Licenses"

The sealed quotation should reach the following address on or before 05-August-2026 by 3:00 PM. The quotations will be opened on the same day at 3:30 PM.

To

***The Executive Director
North Eastern Development Finance Corporation Limited (NEDFi)
NEDFi House, G. S. Road, Dispur, Guwahati – 781006
Ph: 0361-2222200
Email: it@nedfi.com***

C. Documents to be Submitted

The bidder shall submit the following documents along with the quotation:

1. Covering Letter.
2. Self-Declaration Regarding Blacklisting
3. Microsoft Partner/Dealer/Reseller Certificate.
4. PAN.
5. GST Registration Certificate.
6. Office Address Proof.
7. Any other applicable KYC documents.
8. Financial quotation indicating unit price, GST and total amount.