

Ref: CIRT/CC/Email/2023-24/02

03-Nov-2023

Sub: Quotation for Renewal of Microsoft Office 365 Academic Email Solution

Dear Sir/Madam,

CIRT invites sealed and superscribed quotations for **“Renewal of Microsoft Office 365 Email Solution (Academic)”** for the period of one year (2023-24) addressing to “The DIRECTOR, CENTRAL INSTITUTE OF ROAD TRANSPORT, BHOSARI, PUNE – 411 026.” Sealed and superscribed quotation to be handed over to the Admin Section.

Kindly refer to the attached Annexure for the quotation format and list of documents to be attached. Those interested are requested to submit their quotation at CIRT, Admin section according to the schedule as tabulated below. Quotations will be opened in the presence of vendors or their representatives if any.

| Description | Date | Time |
|--------------------------------------|-------------|-----------|
| Submission of Quotation on or before | 21-Nov-2023 | 1700 hrs. |
| Quotation Opening Date | 22-Nov-2023 | 1400 hrs. |

Quotation to be submitted as per enclosed format.

Thanking you,

Yours faithfully



U.K. Suryawanshi

Senior Manager

- 1) Enc: Quotation Format
- 2) List of Documents
- 3) Terms and Conditions of the Contract.

Quotation

Ref:

Date :

To,

The Director,
Central Institute of Road Transport
Post Box No. 1897,
Pune 411026

Subject: Quotation for Renewal of Microsoft Office 365 Academic Email Solution

| Sr. No. | Part Code | Description | Qty | Rate (INR) | Amount | GST in % | GST Amount | Total with all Taxes |
|---------|-----------|---|-----|------------|--------|----------|------------|----------------------|
| 1 | HVH-00009 | O365 A3 Edu Open Faculty ALng Sub OLV E 1M Each Acad Enterprise for 1 yr. | 75 | | | | | |
| | | Total inclusive of all taxes In words Rupees | | | | | | |

I hereby accept all the terms and conditions mention in this quotation.

Name & Signature

Contact Number:

Company Seal :

Date :

List of Documents to be submitted

- 1) **Note:** Below forms should be on your Letter Head and kindly enclose all the below documents and superscribed as **“Quotation for Renewal of Microsoft Office 365 Academic Email Solution”**

COMPANY PROFILE (Form – I)

| SR.NO. | DESCRIPTION | Details of Enclosures |
|--------|----------------------------|-----------------------|
| 1. | Company Profile | |
| 2. | Company Establishment Date | |

List of Certificates (Form – II)

| SR.NO. | DESCRIPTION | Enclosed Copy Remarks (Yes/No) |
|--------|---|--------------------------------------|
| 1. | Certificate of Company /Firm Registration | |
| 2. | GST Number | |
| 3. | Certificate of PAN Number | |

Name & Signature:

Contact Number:

Company Seal:

Date:

General Terms & Conditions of Contract

1. Web-based E-Mail Interface, POP, IMAP, Exchange Access with Active Sync, Web based Management of Email accounts, Authenticated SMTP, Admin Portal / Panel to create, delete users and manage mailboxes with POP3, IMAP, SMTP, Exchange Online, etc. support.
2. If any document not submitted reserve rights to submit the document through email in specified time limit beyond that quotation will be disqualified.
3. Desired Product features & Advantages
 - ❑ Provides your **Network of people** with a unique email id.
 - ❑ **Reliability** - Email Solution with 99.99% uptime.
 - ❑ **Unlimited Data** transfer free of cost.
 - ❑ **No hardware, No software** requirements for installation.
 - ❑ Dedicated and Updated **Anti Viruses and Anti Spam filters**.
 - ❑ **Address book** - Import addresses from other mail accounts.
 - ❑ **Filters** - Message filters based on pre-defined words.
 - ❑ **Preferences** - Facility for better email management.
 - ❑ **SSL encrypted POP3, SMTP and HTTP access**, compatible with Email Client like Outlook Express or Microsoft Outlook.
 - ❑ **Secured** - Ensures safe and quick delivery of crucial information.
 - ❑ **Welcome Page** - Customizable User welcome page over the web.
 - ❑ **Admin Control Panel** – To Manage & Monitor Users & Mailboxes.
 - ❑ **MIS Reports** - Access to detailed user wise reports in real time using MIS Interface.
 - ❑ In addition to above features provision for Exclusive **Corporate Branding**, using our company logo over the web-based interface. **E.g.** <http://mail.yourdomainname.com>
4. Technical support on telephone / E-mail free of cost.
5. The services of L1 vendor contract may be renewed if the services found satisfactory as well as costing remain same for the subscription services.
6. If CIRT finds that the services of the agency are not up to the mark, the Director, CIRT reserves the right to cancel the contract any time without assigning any reason and will have to remit all payments with interest to CIRT, Pune immediately.

Authorized Signatory

Company Seal

Date :

7. Late and incomplete quotation is liable to be rejected. This institute shall not be responsible for any delay in transit or otherwise due to postal and or any other reason.
8. Vendor will quote the rate for Office 365 latest version which will be on subscription basis valid for one year with regular version upgrades and updates.
9. Quotation will be opened on due date at Central Institute of Road Transport, Bhosari, Pune – 411 026, in the presence of the vendors or their representative at the time of opening.
10. The offer should be kept valid for a minimum period of 60 days after the due date of opening of the tender.
11. If any commercial terms and conditions, stated in vendor proposal is in contradiction to the terms and conditions as stated above, the same will not be binding on the Institute.
12. Electronic Product Delivery within 10 days from the date of Purchase Order.
13. Payment Terms: 100% payment after successful activation of license keys. Payment will be released within 30 working days.
14. We hereby accept all terms and condition of the contract.
15. In case of dispute between both the parties, same will be referred to the sole Arbitrator as per the Arbitration and Conciliation Act 1946 as amended by Arbitration and conciliation (Amendment) Act 2015. The Arbitrator will be appointed by CIRT at their discretion. The venue of the arbitration proceeding will be at Pune and the cost of the arbitration proceeding will be borne by each of the parties as to 50%. The language of the arbitration proceeding will be in English.

Authorized Signatory

Company Seal

Date :