

ABV-IIITM Gwalior

Ref – ABV-IIITM/Reg./2024/3922

Date: 04/07/2024

Notice for Inviting Quotation

Sub: Quotation for supply and installation of Office 365-A3 for faculty.

1. Quotations are invited in sealed cover for supply and installation of Office 365-A3 for faculty (Qty-35 licenses). You are requested to submit the competitive rates as per the specification below.

S.No.	Description of Services	Quantity
1	Office 365 - A3 for faculty Components: - <ul style="list-style-type: none">• Latest Office 365-A3 Suite of Apps & Services (Outlook, Word, Excel, Power Point, OneNote, Publisher, Access, Teams, Sway, Forms, Stream, SharePoint, Exchange, OneDrive, Yammer, OneDrive, Mailbox (50GB).• Install the office desktop apps on PCs. Office 365 Legal Downloadable Version.	35 Nos.
2	Deployment / Setup Charges (New Tenant, Domain Verification, Edub Verification, Teams Policy, Technical Training).	35 Nos.

2. Quotation (Terms and Conditions):

- a. The price should be quoted on F.O.R. ABV-IIITM Gwalior delivery basis.
 - b. The quotation should be valid for 30 days from the date of submission.
 - c. **The quoted prices should be inclusive of applicable educational discount (if any).**
 - d. The institute has the right to increase or decrease the number of quantity.
 - e. All duties and other levies payable by the supplier under the contract shall be included in the unit Price.
 - f. Applicable taxes, if any shall be quoted separately.
 - g. Payment after successful delivery and provisioning of the licenses.
 - h. Delivered licences should have warranty as per OEM.
 - i. The quotations should contain the PAN, GSTIN number of the firm.
3. Last date for submitting the quotation is **14.07.2024** up to 5.00 PM. Any quotations submitted after the specified time and with incomplete information will not be accepted.
 4. Sealed quotation (with “**Quotations for supply and installation of Office 365-A3 for faculty (Qty-35 licenses) for Server Room**” written on top of sealed envelope cover) to be submitted/ delivered at the address mentioned below,

**The Registrar,
ABV-Indian Institute of Information Technology and Management Gwalior,
Morena Link Road, Gwalior,
Madhya Pradesh, India-474015**