



MD Zakir, CGM (Gen)

Notice No: APGCL/CGM(GEN)/2025-26/Office Software/01

Date: 05/07/2025

REQUEST FOR QUOTATION

The Chief General Manager (Gen), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1 invites sealed quotations from intending firms/bidders having valid GST registration in their letter heads for **Renewal & Installation of 15 (fifteen) nos. of Microsoft Office 365 Licenses of 1(one) year subscription for Assam Power Generation Corporation Limited (APGCL)** as per specifications given below:

TABLE-A

Sl. No.	Particulars	Quantity (Nos.)
1	Microsoft Office 365 Business Standard	14 (fourteen)
2	Microsoft Office 365 Business Premium	1 (one)

The sealed quotations shall be submitted at the Office of **Chief General Manager (Generation), APGCL, 3rd Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001** **on or before 11.07.2025 up to 15:00 Hrs.** The received sealed quotations shall be opened on the same date i.e., **11.07.2025 at 16:00 Hrs.** at Office of **Chief General Manager (Generation), APGCL**. The participating bidders/firms or their authorized representatives may be present at the time of opening of the sealed quotations.

Note:

- The sealed quotations shall be submitted in the tender box in the O/o the Chief General Manager (Gen), APGCL **on or before 11.07.2025 up to 15:00 Hrs.**
- The participating bidder shall **superscribe the envelope** with the following information: -
 - Quotation Title/Name of Work.
 - Enquiry Notice Number.
 - Due Date & Time of submission.
 - Name and address of the bidder.

Terms and Conditions:

- Price:** The rates should be quoted for per unit of each item. GST shall be quoted separately for each unit. The rates should be inclusive of all other charges. Final total quoted price inclusive of all price components, GST, etc. shall also be stated by bidders.
- Rate Basis:** APGCL, 3rd Floor, Bijulee Bhawan, Paltan Bazar, Guwahati.
- Price Validity:** The prices quoted by the bidders shall be valid up to 30 (thirty) days from the date of opening of the sealed quotations.
- Work Completion Period:** The entire work of Renewal & Installation of the 15 (fifteen) nos. Microsoft Office 365 Licenses of APGCL shall be fully completed within **7 (seven) days** from

the date of issue of Work Order and such that the current subscription of APGCL shall continue without interruption.

Note: The present license shall expire on 29.07.2025.

Liquidated damage due to delay in completion of the work in full shall be levied as per the Liquidated Damage Clause.

- e. **Place of Delivery/Work:** Office of the Chief General Manager (Generation), APGCL, 3rd Floor Bijulee Bhawan, Paltan Bazar, Guwahati-781001.
- f. **Consignee:** IT Cell,
O/o CGM (Gen), APGCL, 3rd Floor,
Bijulee Bhawan, Guwahati – 781001, Assam.
E-mail: it-cell@apgcl.org.
- g. **Payment Terms:** 100% payment shall be made after successful completion of the work of renewal & installation of 1 (one) year subscription of 14 (fourteen) nos. of Microsoft Office 365 Business Standard and 1 (one) no. of Microsoft Office 365 Business Premium licenses of APGCL.
- h. **Liquidated Damage:** In case of delay in work completion beyond the work completion period, APGCL shall be entitled to: -
- Recover an amount at the rate of 0.5% of the total value of Uncompleted Work per week or part thereof of delay, subjected to maximum of 10% (ten percent) of the Contract Price/Work Order value of Uncompleted Work as Liquidated Damage. However, the payment of liquidated damage shall not in any way relieve the Contractor from any of its obligation to complete the work or from any other obligation and liabilities of the Contractor under the Contract/as per work order.
 - Complete the balance work giving notice to the Contractor and to recover any extra expenditure incurred thereby for having to complete the work at a higher price, at the risk and responsibility of the Contractor.
 - Cancel the Work Order wholly or in part and to execute the work at the full risk and cost of the Contractor.
- i. The rates once quoted shall be firm without any variations until the successful completion of the entire work of Renewal & Installation of 15 (fifteen) nos. of Microsoft Office 365 Licenses of 1(one) year subscription for Assam Power Generation Corporation Limited (APGCL).
- j. All other terms and conditions shall be as per the "General Conditions for Supply and Erection, 2014" of APGCL. The same may be obtained from APGCL website.
- k. The undersigned is not bound to accept the lowest rates and reserves the right to accept or reject any or all quotations without assigning any reasons thereof.
- l. Documents to be submitted by the firm/bidder with their offer:
- i. GST certificate.
 - ii. PAN card.
 - iii. ITR for F.Y. 2023-24.
 - iv. **Valid Microsoft Partner/Reseller Authorization Document.**
- (Note: The non-submission of these documents may lead to rejection of the bidder.)

- m. The renewal of the licenses shall be done against the following Customer Domain of APGCL:
"assampower.onmicrosoft.com"
- n. The entire work of renewal and installation of the software, whether remotely or by visiting the site/APGCL HQ, shall be to the contractor's scope.
- o. The L1 bidder shall be selected based on the lowest total price (inclusive of GST and all other price components) quoted by bidder.


Chief General Manager (Gen),
APGCL

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Copy to:

- 1) OSD to The Chairman, APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for favour of kind information of the Chairman.
- 2) OSD to The Managing Director, APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for favour of kind information of the Managing Director.
- 3) The Chief General Manager (F&A), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for kind information.
- 4) The General Manager (HQ), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for information.
- 5) The DGM (Procurement/O&M), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for information.
- 6) The IT Cell, APGCL, for necessary action.
- 7) Notice Board.
- 8) Relevant File.


Chief General Manager (Gen),
APGCL