HIDAYATULLAH NATIONAL LAW UNIVERSITY,
NAVA RAIPUR, ATAL NAGAR 493 661, CHHATTISGARH

NOTICE INVITING QUOTATION

N.I.Q. NO.	: **HNLU/PURCHASE/NIQ/15/2024-25**
NAME OF WORK	: **Renewal Subscription of Microsoft 365 A3 for Faculty for One Year**
SUPPLY PERIOD	: 7 Days
TYPE OF WORK	: Procurement

Contact information:

Purchase (I/c)
Department of Stores and Purchase
Hidayatullah National Law University,
Sector 40, Nava Raipur, Pin 493661
Chhattisgarh
Phone: +91-7587017924
Email: purchase@hnlu.ac.in
Website: www.hnlu.ac.in

HIDAYATULLAH NATIONAL LAW UNIVERSITY,
NAVA RAIPUR, ATAL NAGAR-493661, CHHATTISGARH

No.: HNLU/PURCHASE/NIQ/15/2024-25 **Date: 07.01.2025**

NOTICE INVITING QUOTATION

Sealed quotations are invited by Courier / By Hand from intending registered Stockiest / Distributors / traders having GST and relevant documents for **Renewal Subscription of Microsoft 365 A3 for Faculty for One Year** at HNLU Nava Raipur (C.G.).

The quotation with the copy of certificate of GST & other documents should be submitted to the office of the Department of Stores & Purchase, HNLU Nava Raipur Chhattisgarh up to 20/01/2025 before 03:00 pm. Details of item are given as under:

S. No.	Item Description	Qty. (A)	Unit	Unit Rate Per User In Rs. (B)	GST On (B) In Rs. (C)	Unit Rate with GST In Rs. (D) (D = B+C)	Total Amount in Rs. (E) (E = A x D)
1	Renewal Subscription of Microsoft 365 A3 for Faculty for One Year	80	User				
	Total Value in Figures (Rounded-off to two decimal places)						
	In words (Rounded-off to two decimal places): _____						
Specification of the products: Attached at "Annexure-A"							

Terms & Condition:

1. **Rate / Price:** The Rate should be inclusive of GST which should be indicated separately as applicable. All the rates should be FOR Destination (i.e. concerned department).
2. **Taxes:** Taxes, if any (Kindly mention in above table) should be clearly mentioned in the offer.

3. **Supply:** The successful vendor shall require providing the renewal subscription of Microsoft 365 A3 for Faculty within 07 Days after placing the Purchase Order.
4. **Sample:** N.A.
5. **Validity:** Quotation should be valid for a period of 90 Days from the date of Submission of Quotation.
6. **Consignee:** Purchase In-Charge, Hidayatullah National Law University, Nava Raipur, Atal Nagar, District - Raipur 493661 (C.G.)
7. **Packaging and forwarding charges, Freight, Loading / Unloading:** Inclusive.
8. **Defective Supply:** If there will be any difficulty in installation of Microsoft 365 A3, the vendor shall have to provide another license for 80 users for one year.
9. **Payment:** 100% Payment will be made / released within 45 days or in queue whichever is later from the date of receipt of materials in good condition and certification from the department concerned. The Tax Invoice in Triplicate may please be submitted to the consignee under intimation to the office.
10. **Penalty:** In case of Delay in Non-Completion of supply, Penalty / LD @ 1/2% (Half Percent) of Price for Each week or part thereof, subject to maximum of 10% (Ten Percent) shall be imposed.
11. Documents relating to the registration of the firm i.e., GST and relevant documents should be submitted along with quotation.
12. Quotation Name/No. must be mentioned on top of envelopes.
13. The HNLU, Raipur reserves the right to increase/decrease the number of required quantities.
14. In case of firms quoting the same price, HNLU reserves the right to place order for full or part quantities to one or more firms at its discretion.
15. Bidders should submit their email id, contact details with GST registration.
16. HNLU Nava Raipur reserves the right to ask the bidders to arrange a demonstration of their samples for the committee concerned, if required.
17. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Document, the interpretation of the clauses by Hon'ble Vice Chancellor, HNLU shall be final and binding on all parties.
18. Quotations are invited exclusively from authorized dealers or resellers of Microsoft Office 365. Bidders must possess a valid authorization certificate issued by Microsoft Corporation, certifying their status as an authorized dealer or reseller
19. Submission of Proof of Authorization - Bidders must submit the following documents along with their quotation:
    (a) A valid authorization certificate issued by Microsoft Corporation
    (b) Proof of the bidder's dealership or reseller agreement with Microsoft
    (c) Any other relevant document establishing the bidder's authorization to supply Microsoft Office 365 licenses
20. The bidder must provide genuine and licensed versions of Microsoft Office 365, with subscription validity as per the requirements detailed in this NIQ. Licenses must be verifiable through Microsoft's official verification channels.
21. All interested vendors are required to submit technical information/documents in one envelope and the financial information/rate quoted for the Microsoft 365 A3 for Faculty for One Year in a separate envelope.

Sd/-

Purchase (I/c)
HNLU, Nava Raipur (C.G.)