



Ref. No.: LPC/IT/Software License/2025-26

02.01.2026

**Tender for Procurement of Microsoft Office 365 Software License (Family Pack – Annual Subscription)**

The Institute of Cost Accountants of India invites quotations from reputed company with proven track records, for procurement of **Microsoft Office 365 Software License (Family Pack – Annual Subscription)**. Vendors fulfilling the eligibility conditions can submit their quotations.

The quotation should be addressed to

**The Convener – Local Purchase Committee**  
**The Institute of Cost Accountants of India**  
**12 Sudder Street**  
**Kolkata – 700 016**

**Eligibility Criteria**

1. The tenderer should be a Company registered in India.
2. The tenderer should have a good reputation in the market and their clientele shall preferably include reputed Govt. & Private concerns.
3. **The tenderer should have executed similar work order of same or higher value during the last three years (2022–2023, 2023–2024, 2024–2025).**
4. **Tenderer must be a profit making organization in the previous three financial years with an annual turnover of at least 10 lakhs per year for last three financial years (2022–2023, 2023–2024, 2024–2025).**

**Scope of Work:**

Delivery & Installation of the **Microsoft Office 365 Software License (Family Pack – Annual Subscription)** at

The Institute of Cost Accountants of India CMA Bhawan 12, Sudder Street Kolkata – 700 016	
	<b>Quantity</b>
<b>(a) Microsoft Office 365 Software License (Family Pack – Annual Subscription) –</b>	<b>05</b>



### Instructions to the tenderers

1. The tender shall submit the bid, super-subscribing with “**Quotation for Procurement of Microsoft Office 365 Software License (Family Pack – Annual Subscription)**” (Bid Reference -: LPC/IT/Software License/2025-26 Dated 02.01.2026) and to be submitted in the LPC Tender Box kept at the ground floor of the Institute. Address: **The Convener, Local Purchase Committee, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, on or before 3:00 pm, 23<sup>rd</sup> January, 2026.**
2. All the quotations have to be submitted within the dates mentioned in the document and The Institute shall not be held liable for any delay.
3. The quotations are to be submitted as per details given in the enclosed **Annexure-I, Annexure-II and Annexure-III** on vendor’s letter head duly signed, stamped and dated on each page as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.
4. ***Incomplete documents or incomplete submission of bids will be liable to be rejected.***

### Terms and Conditions

1. The tenderer must be in its legal existence for minimum period of 10 years.
2. The tenderer shall not sub-contract the mentioned work to any organization, person, firm or its franchisee without the prior approval of Institute.
3. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
4. ***The Institute is not bound to accept the lowest tender and reserves the right to accept either in full or in part of any tender. The Institute also reserves the right to reject the tenders without assigning any reason thereof***
5. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
6. ***100% Payment will be made after successful delivery within 1-2 weeks and satisfactory installation subject to submission of invoice.***
7. ***Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to deliver the item within 1-2 weeks, failing which LD will be imposed based on the calculation 0.5% per week of the quoted price of the delayed item(s) and the same would be deducted from the submitted Invoice, while releasing the payment.***



8. Upon being selected as the successful tenderer and being awarded the Order, the tenderer is expected to reply to all queries/ complaints that may be raised by the Institute from time to time.
9. The institute, at its sole discretion, reserves the right to accept or reject any or all the quotations including the lowest tender at any stage without assigning any reason thereof and the decision of the Institute will be final and binding on all concerned.
10. All disputes, claims and demands arising under or pursuant to or effecting/touching the contract shall be referred to the arbitrator appointed by the Secretary of The Institute of cost Accountants of India, Kolkata. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Kolkata.

#### **Statutory Requirements**

1. PAN, GST along with the copy of registration.
2. Audited Balance Sheet for the last three financial years.
3. IT Return of last three assessment years.
4. GST Return of last three quarters.
5. Bank Account number with IFSC code, Bank name and Branch
6. Proof of document that the tenderer has executed similar work order during.



**ANNEXURE-I**

**BIDDER DETAILS**

**(To be filled by the bidder)**

NAME OF THE ORGANISATION	
ADDRESS	
CONTACT DETAILS TELEPHONE NO: E-MAIL ID:	
COMPANY REGISTERED IN INDIA UNDER REGISTRAR OF COMPANIES (Attach a copy of Certificate)	
PAN NUMBER (COMPANY / PROPRIETOR) enclose copy of PAN	
GST REGISTRATION NUMBER Enclose copy	
TRADE LICENCE NO. (attach copy)	

**Declaration:** We / our company, together with this Technical Bid, have submitted all necessary documents required for the Tender.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



**ANNEXURE-II**

**TECHNICAL SPECIFICATION**

Sl. No.	Generic Configuration	Please Specify (To be filled by the bidder)
01.	Microsoft Office 365 Software License (Family Pack – Annual Subscription)	Yes / No

**Declaration:** We / our company, together with this Technical Bid, have submitted all necessary documents required for the Tender.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**



**ANNEXURE-III**

**FINANCIAL BID**

Sl. No.	Item	Quantity (no.)	Unit Price (Rs.)	Taxes (Rs.)	Total Price (Rs.)
01.	Microsoft Office 365 Software License (Family Pack – Annual Subscription)	05			
GRAND TOTAL					

**Declaration:** We /our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization / Institute.

**Date:**

**Signature of bidder:**

**Place:**

**Seal:**