

Ref No : Stores/122/2026

Date: 14.10.2026

Quotation Notice

Subject: Invitation for Quotation for Renewal of 24 Users' and 01 Creation of Microsoft 365 Business Basic User IDs without Teams for One Year

Sealed quotations are invited from reputed and authorised Microsoft partners/vendors for the **renewal of 24 (Twenty-Four) and 01 (One) Creation of Microsoft 365 Business Basic User IDs without Teams** for a period of **one year** for the Giri Institute of Development Studies (GIDS), Lucknow.

The required service is as follows:-

S. No.	Description of Service	Quantity	Period
1.	Renewal of Microsoft 365 Business Basic User IDs without Teams	24 Users	One Year
2.	Creation of One Microsoft 365 Business Basic User IDs without Teams	01 User	One Year

Additional Terms & Conditions

1. The quotation shall be submitted only by an **authorised Microsoft partner/reseller** capable of supplying genuine Microsoft 365 licences.
2. The bidder shall clearly mention the **Microsoft licence/SKU name, licence type, subscription period, quantity, unit rate, GST, and total cost** in the quotation.
3. The quotation shall be for **25 Microsoft 365 Business Basic user licences for a period of one year**.
4. The renewal shall be carried out on the Institute's **existing Microsoft 365 tenant/account**. Creation of a new tenant or transfer to a different tenant shall not be permitted without the prior written approval of the Institute.
5. The existing **user IDs, email accounts, mailboxes, One Drive data, Share Point data, Teams data, contacts, and other associated services** shall remain intact and operational after renewal.
6. The vendor shall ensure that there is **no interruption in Microsoft 365 services** during the renewal process.

7. The vendor shall coordinate with the Institute's authorised representative for the renewal and shall provide all necessary assistance required for successful activation of the renewed licences.
8. The vendor shall not make any changes to the Institute's **Microsoft 365 tenant, administrator account, domain, user accounts, security settings, or subscription configuration** without prior written approval from the Institute.
9. The Institute shall remain the **owner and administrator of its Microsoft 365 tenant, domain, user accounts, and data**. The vendor shall not claim any ownership or rights over the Institute's data.
10. The vendor shall maintain strict **confidentiality and security** of all information, credentials, data, and documents accessed during the renewal process.
11. The vendor shall not access, copy, download, disclose, transfer, or use the Institute's emails, files, documents, or other data except to the extent strictly necessary for providing the contracted service and with the Institute's authorisation.
12. Any administrative access or credentials temporarily provided to the vendor shall be used solely for the purpose of renewal and shall not be retained or misused after completion of the work.
13. The vendor shall provide the **official Microsoft subscription/licence details and proof of successful renewal** after completion of the process.
14. The subscription expiry date and renewal date shall be clearly mentioned in the invoice/subscription confirmation.
15. The vendor shall be responsible for resolving any issue arising directly from incorrect renewal, licence assignment, or configuration carried out by the vendor.
16. The vendor shall provide **technical support during the subscription period** for licence-related issues and renewal-related assistance.
17. Any additional licence, service, add-on, or charge not specifically mentioned in the quotation shall require the **prior written approval of the Institute** before procurement.
18. The quoted rates shall remain **firm during the validity period of the quotation** and no additional charges shall be payable except those expressly approved by the Institute.
19. The bidder shall clearly indicate whether the quoted amount is **inclusive or exclusive of GST**. Applicable GST shall be shown separately in the quotation.
20. The vendor shall submit a proper **GST-compliant invoice** mentioning the relevant licence/subscription details.
21. The Institute reserves the right to verify the credentials/authorisation of the bidder and may ask for supporting documents relating to its status as an authorised Microsoft partner/reseller.

22. The Institute shall not be responsible for any loss or disruption arising due to unauthorised changes made by the vendor to the Microsoft 365 tenant or user accounts.
23. The vendor shall comply with all applicable **Microsoft licensing terms, conditions, policies, and subscription rules** governing Microsoft 365 Business Basic.
24. The bidder shall ensure that the licences supplied are **genuine, valid, transferable only where permitted by Microsoft, and procured through legitimate channels**.
25. The Institute reserves the right to accept or reject any quotation, in whole or in part, and to cancel the procurement process without assigning any reason.
26. In case of any dispute regarding the quotation, supply, renewal, or service, the decision of the competent authority of the Institute shall be final, subject to applicable rules.
27. **Payment shall be released after successful renewal/Creation of all 25 user licences and submission of the invoice and required supporting documents**, subject to verification and acceptance by the Institute.
28. **Authorised Vendor Participation**: Only authorised Microsoft partners/resellers or vendors duly authorised to supply and renew Microsoft 365 Business Basic licences **shall be eligible to participate in the quotation process**. Unauthorised vendors, intermediaries, or vendors unable to provide valid proof of authorisation shall not be eligible to participate, **and their quotations shall be liable to be rejected. The Institute reserves the right to seek documentary proof of such authorisation from the bidder before considering the quotation.**
29. The quotation should reach this office on or before **21 October 2026 at 5:00PM** and should be submitted to: **The Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow - 226024**. For further inquiry, if any, may contact to the stores of the Institute during office hours.

Director
Giri Institute of Development Studies,
Lucknow