

Date: 04.08.2026

Quotation Notice

Subject: Invitation for Quotation for Renewal of Microsoft 365 Business Basic User IDs

1. This is to invite sealed quotations from authorized vendors/service providers for the renewal of **Microsoft 365 Business Basic user IDs** currently in use by the Institute.
2. The requirement is for the renewal of the existing Microsoft 365 Business Basic subscriptions as per the details mentioned below:

<u>S. No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Subscription Period</u>
(a)	Microsoft 365 Business Basic User IDs Renewal	24 Users	1 Year

3. Interested vendors are requested to submit their sealed quotation including the following details duly typed '**Renewal of Microsoft 365 Business Basic user IDs**' on the envelop:-

- (a) Subscription charges with applicable taxes.
- (b) Validity period of the quotation.
- (c) Renewal process and expected completion timeline.
- (d) Details of authorized Microsoft partnership/reseller status (if applicable).
- (e) Payment terms and conditions.
- (f) Any additional charges, if applicable.

4. The quotation should reach this office on or before **12 August 2026 at 5:00PM** and should be submitted to: **The Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024**. The Institute reserves all rights to accept or reject any quotation without assigning any reason(s). For further inquiry, if any, may contact to the stores of the Institute during office hours.

Director
Giri Institute of Development Studies,
Lucknow