



National Productivity Council
5-6, Industrial Area, Lodhi Road
New Delhi- 110003

Tender Notice

Dated: - 11.11.2025

TENDER NO: NPC/ADMN/01/MIRCROSOFT 365

LIMITED TENDER/BID DOCUMENT

LIMITED TENDER INVITING QUOTATION FOR THE SUPPLY AND INSTALLATION OF 30 LICENSES OF MICROSOFT 365 APPS FOR BUSINESS STANDARD (ANNUAL SUBSCRIPTION BASES) FOR NPC OFFICIALS FROM MICROSOFT OEM /AUTHORISED PARTNERS ONLY.

National Productivity Council, 5-6, Industrial Area, Lodhi Road, New Delhi-110003 invited sealed tender for bidders for the supply and installation of 30 Licenses of Microsoft 365 apps for business (annual subscription bases) for NPC Officials

The detailed tender document can be downloaded from NPC Website from

https://www.npcindia.gov.in/NPC/User/Notification_Tender .

The tender document in sealed envelope received up to 18.11.2025. (upto 5:00 PM) at Reception Tender box ,Ground Floor or by email ed-admin@npcindia.gov.in . Each copy of the tender document must be duly signed. No tender will be accepted after 18.11.2025 (upto 05:00 PM). Both bids technical and financial should be kept in single packet.

Important Dates -

The following table provides information regarding the important dates of the Bid process for this Bid:

CRITICAL DATE SHEET

Bid Document Download Start Date	11.11.2025 (At 05:00PM)
Bid Submission End Date	18.11.2025 (upto 05:00 PM).
Technical Bid Opening Date	19.11.2025 (At 11.00AM).
Financial Bid Opening Date	20.11.2025 (At 11.00AM)

Sr no	CHAPTER
1.	INVITATION TO BIDDERS & INSTRUCTION TO BIDDERS/BRIEF DETAILS OF BIDS
2.	TECHNICAL SPECIFICATIONS
3.	MAJOR TERMS AND CONDITIONS
4.	FORMAT OF TECHNICAL BID
5.	FORMAT OF FINANCIAL BID

CHAPTER 1: INVITATION TO BIDDERS & INSTRUCTION TO BIDDERS/BRIEF DETAILS OF BIDS

This bid is for INVITING QUOTATION FOR THE SUPPLY AND INSTALLATION OF 30 LICENSES OF MICROSOFT 365 APPS FOR BUSINESS STANDARD (ANNUAL SUBSCRIPTION BASES) for NPC Officials

1. Bidders are advised to study the Bid document carefully. Submission of bids shall be deemed to have been done after careful study and examination of the bid document with full understanding of its implications.
2. Not more than one tender shall be submitted by one bidder/ bidders. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.
3. Tender form downloaded from the NPC website www.npcindia.gov.in or Central Public Procurement Portal (CPPP) website shall not tamper/modify the tender form. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tendered is liable to be banned from doing business with NPC.
4. The Bid documents along with copies of certificates, must be delivered to the address

Vijay Kumar
Group Head, Admin
National Productivity Council
5-6, Industrial Area, Lodhi Road
New Delhi- 110003
011-24607369/359
Email id:- ed-admin@npcindia.gov.in

5. All Bids must be accompanied by an EMD (Earnest Money Deposit) / Bid Security of amount of Rs. 10,000/- (Rupees Ten Thousands only), in the form of Bank Guarantee/Demand Draft in favour of National Productivity Council. Those Bidder's who have MSME Certificate are exempted from submission from EMD (Earnest Money Deposit). However, they have to submit the copy of MSME Certificate along with the Tender Document. The bid security will be refunded to the unsuccessful bidders without any interest.
6. The bidders should not be blacklisted by any Govt. Deptt/ organization.

CHAPTER 2: TECHNICAL SPECIFICATIONS:

Microsoft 365 Business Standard (latest version)	
1.	Desktop version of Microsoft 365 apps Business Standard, including Outlook, Word, Excel, PowerPoint, and OneNote (plus Access and Publisher for PC only).#
2.	Compatible with Windows 11, Windows 10, Windows 8.1 and other versions of Windows also

1. Microsoft 365 needs to be purchased from authorized and registered Microsoft partner for which Microsoft Authorization Form (MAF) from the partner will be required.
2. In Microsoft 365 package, latest antivirus protection to protect PC by scanning for malware, virus and security threats should be included (if required by NPC)
3. In Microsoft 365 package, Windows updates to help PC safe and protect it from threats (if required by NPC)
4. Any other service/features added to Microsoft 365 during the subscription period shall be delivered unconditionally and free of charge to NPC
5. As and when required, need based support should be provided by vendor with no additional cost.
6. Any trouble shooting/problem in operation of software if required on site supervision same should be made available free of cost to NPC
7. Tenderers will have to supply software products as per specifications

CHAPTER 3: MAJOR TERMS AND CONDITIONS:

1. The bidder should have its Head Office in Delhi or NCR
2. The firm should have an experience of at least 03 years in Government entities or Government organizations. # Valid documents showing 03 years' experience in Government entities or Government organizations from the bidders are required
3. There should not been any disciplinary action against the firm.
4. No appeal/unresolved dispute/suit/case is pending at any court in India regarding the right to carry on practice.
5. The bidder should not have been blacklisted.
6. Bid received without EMD will be rejected straight way
7. The technically qualified bidder with lowest Financial bid (L1) will be awarded the work.
8. The bidder will be required to deliver the licence with 02 days from issue of work order.
9. Payment for the work will be done by NEFT Mechanism only after successful delivery of license and upon submission of Invoice.
10. The Financial bids will be opened only for those bidders who will qualify the technical bid.
11. The Council reserves the right to accept any or reject one or all the offers/bids/commercial quotes made by one or more agencies/bidders/vendors without assigning any reason(s) thereof. The Council also reserves the right to cancel or change the bid process at any stage without assigning any reason(s) thereof. The Council's decision regarding evaluation and finalization of the bids will be binding on all the parties. If there are two L1 bidders quoting the same financial quote, then both the bidders will be called to NPC office for negotiation and the bidder quoting the lower financial/commercial quote out of two L1 bidders after negotiation will be awarded the work.
12. It is the responsibility of the bidder to read all terms and conditions of this tender carefully before filling the tender.
13. The rates quoted should be inclusive of all taxes and on the basis of free delivery, installation and making the software functional for all 30 users.
14. The amount of security deposit without any interest thereon will be returned to the bidder after successful supply, installation and after making the software functional for all users.

- 15 Vendor should provide appropriate discount or subsidy to NPC as procurement is by Government Organization
- 16 Conciliation/Arbitration terms and conditions
- a. If any dispute (S) or difference (S) of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by DG –NPC.
 - b. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by DG - NPC.
 - c. The Arbitration proceedings shall be in accordance with the preventing Arbitration & Conciliation Act, 1996 & Laws of India as amended or enacted from time to time.
 - d. The venue of the Arbitration shall be New Delhi.
 - e. The Arbitrator will give the speaking & reasoned award.
- 17 Applicable laws and Jurisdiction terms and conditions need to be added.
- 18 Vendor should provide appropriate discount or subsidy to NPC as procurement is by Government Organization.

CHAPTER 04: FORMAT OF TECHNICAL BID

Sr no	Particulars	Details
1.	Name of the Bidder	
2.	Full Address of the Bidder	
3.	Name of the Company	
4.	Address of the Company	
5.	Pan Card & Adhar Card (attach photocopy)	
6.	GST NO (attach copy)	
7.	Email id	
8.	Name & address of the officer to whom all references shall be made	
9.	Telephone & Mobile no.	
10.	EMD/ Bid Security of Rs. 10,000/- (Ten Thousand only) along with the details of the bank	
11.	Whether the bidder has been blacklisted by any Govt Deptt/ Organization	YES/NO
12.	Authorization Certificate	The bidder must enclose authorization certificate from OEM to deal with the product in bid.
13.	Proof of Profit during last three years (2021-22) (2022-23) (2023-24)	Enclose Audited copy of Balance Sheet
14.	Valid documents showing 03 years' experience in Govt. entities or Govt. organizations	Enclosure

Signature_____

Designation_____

Seal of the bidder_____

CHAPTER 05: FORMAT OF FINANCIAL BID

Sr no	Description	Amount quoted for annual subscription for a period of 01 year	GST as applicable (%)	Total Amount
1.	QUOTATION FOR THE SUPPLY AND INSTALLATION OF 30 LICENSES OF MICROSOFT 365 APPS FOR BUSINESS (ANNUAL SUBSCRIPTION BASES) for NPC Officials			

Signature_____

Designation_____

Seal of the bidder_____