

# **REQUEST FOR QUOTATIONS**

**MS Office (home & student) software supply and support with  
lifetime license**

**For**

**Kerala Solid Waste Management Project**

**November 2023**

IT/2023/KSWMP

**NOTICE INVITING QUOTATIONS**

The Kerala Solid Waste Management Project (KSWMP), under the Local Self Government Department, invites Request for Quotations (RFQ) from eligible agencies for supply, installation of the latest version of “MS office (home & student) with lifetime validity. Interested agencies shall submit their Quotations in sealed covers, in the required format before the closing date and time. Quotations received after the closing date and time shall not be considered.

<b>Service /Supply</b>	Supply and installation of 26 (nos) of the latest version MS Office (home & student )	
<b>Quotation validity</b>	30 days from the date of submission	
<b>Quotation type</b>	Request for Quotation	
<b>Closing Date/Time</b>	27-10-2023	1500 Hrs
<b>Date of opening</b>	03-11-2023	1600 Hrs
<b>Authority</b>	Project Director Kerala Solid Waste Management Project (KSWMP) Local Self Government Department (LSGD) Upper Ground Floor, Trans Towers Vazhuthacaud, Thiruvananthapuram- 695014 Ph:0471-2333011, Email:-spmukswmp@gmail.com	

*Note: If the date of opening happens to be a public holiday it will be opened the next working day.*

**Project Director,  
KSWMP**

## **Instruction to Applicants**

### **1. Eligibility**

- 1.1. The Vendor shall be an ICT company, preferably in the business of software and web application service for at least two (2) years
- 1.2. Any vendor submitting the quotation shall have supplied MS office license to a minimum of one organization in the last 1 (one) year.

### **2. Scope of service**

The successful Applicant shall supply, install and offer training of MS Project. The licenses/subscription required are:

<b>Sl no</b>	<b>Plan/license</b>	<b>No. of licenses</b>	<b>Validity</b>
1	MS Office (home & student ) latest version	26	life time validity

### **3. Delivery period**

The Service Provider shall complete the supply of licenses and installation within a timeframe of 5 (Five) Working Days (“Delivery Period”) from the date of issue of Supply Order. The Service Provider is expected to follow the following time schedule:

<b>Sl. No.</b>	<b>Milestone</b>	<b>Time for Completion</b>
1	Project Start	T= Date of issue of LoA
2	Requirement Specifications Finalization & Sign-off	T+2 Days
3	Provision of licenses and installation	T+5 Days

### **4. Continuous Service:**

The vendor shall provide continuous support throughout the contract period to ensure that MS Office licenses are functional to the full extent. This shall include provision of all necessary updates included within the packages purchased, failing which the contract shall be terminated without any notice.

### **5. Submission of Quotation:**

The Quotation shall be submitted in a sealed cover with superscription “**Quotation for the supply, installation and of MS Office**”. The details of the supplier and the quotation shall be submitted in the format enclosed with this notice.

## **6 Quotation Prices**

- a.** The contract shall be for the full value of the latest version of 26 lifetime license of MS Office (home & student) software supply and deployment support as required herein.
- b.** All duties, taxes and other levies payable on the software, services etc. shall be included in the total price.
- c.** GST and any other taxes, which will be payable on the Non-Consulting services at the prevailing rates shall be shown separately as required in the format for the submission.
- d.** The rates quoted by the applicant shall be fixed for the duration of the contract and shall not be subject to enhancement
- e.** The Prices shall be quoted in Indian Rupees only.

## **7 Clarification of quotations:**

During opening or evaluation, the purchaser may at its discretion, seek the required clarification from the applicants. However, no change in prices or substance of the quotation shall be sought, offered or permitted. If the quotation is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the applicant by correction of the non-conformity. Unsigned communication/ quotations will not be accepted and will be rejected summarily.

## **8 Evaluation of Quotations**

- a.** The evaluation shall be based on the total quote for Supply Installation and continuous support for the latest version of MS Office (home & students ) Software including GST and any other taxes, which will be payable for these non-consulting services.
- b.** Evaluation of the quotation shall be made strictly in terms of provisions and criteria disclosed in the quotation document for the quantities mentioned in the quotation. However, KSWMP reserves the right to purchase the total quantities or in part thereof.
- c.** Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation, cancel the quotation process and reject all quotations at any time prior to the award of the contract. Also, KSWMP reserves the right to cancel the purchase order if the firm fails to comply with the delivery schedules without any notice.
- d.** Please note that KSWMP reserves the right to accept or reject any quotation and to annul the quotation process and reject all quotations at any time prior to the award of contract, without thereby incurring any liability to the affected applicant or applicants.

## **9. Award of contract:**

- a. The Client will award the contract to the applicant whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b. Notwithstanding the above, the Client reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of contract.
- c. The applicant whose quotation is accepted will be notified of the award of contract by the Client prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).

**10. Payment:**

- a. Payment will be made on successful completion of supply and installation of the latest version of MS Office (home & student) to the satisfaction of the purchase
- b. Payment will be made online through NEFT/ RTGS on production of the invoice and certified accordingly by the competent officer of KSWMP

KSWMP

## PROFORMA – DETAILS OF VENDOR

1	Name and Address email contact number of the vendor	
2	Legal Status of the agency	Company/Society/others If others, (specify).....
3	Registration (details including no, issuing authority, validity )	
4	PAN	
5	GST No	
2	Previous Experience of the Vendor	1.
		2.

**Note:**

1. All the above items shall be filled up by the contractor
2. Documentary proof for proving the registration, PAN, GST & experience shall be enclosed.

**Signature :****Name :****Address****Contact Details****Seal:**

## Price Quotation

### Format for Quotation

Sl. No.	Item	Unit rate (Monthly rate in INR excluding GST)	Qty	Monthly Subscription amount excluding GST	GST Amount @ ..... %	Total Monthly Subscription Amount (inclusive of GST)
1.	Latest version of MS Office (home & student)		26			
	Grand Total (in figures)					
	Grand Total (in words)					

\*The price shall be all inclusive and include support for installation and any other support required to ensure the smooth functioning of the software installed.

Name of the Signatory :

Signature of the Applicant with seal :

**Date of Submission** :