

Request for Quotation: Renewal of Subscription for Existing Microsoft Office365 Licence

Important Dates:

Date of commencement of RFP	15 th July 2026
Last Date and Time for receipt of queries	18 th July 2026; 02:00 PM
Last Date and Time for submission of Bid	22 nd July 2026; 06:00 PM
Place of Submission of Proposals	https://nsdc.eproc.in/

1. Background & Objective

The National Skill Development Corporation (NSDC) is a not-for-profit public limited company incorporated on July 31, 2008, under Section 25 of the Companies Act, 1956 (corresponding to Section 8 of the Companies Act, 2013). It was set up by the Ministry of Finance, Government of India, and is now under the administrative control of the Ministry of Skill Development and Entrepreneurship (MSDE).

NSDC's primary mandate is to promote skill development by catalyzing the creation of large, high-quality, for-profit vocational institutions. It acts as a catalyst in skill development by providing funding to enterprises, companies, and organizations that provide skill training. NSDC is also responsible for the coordination of the Skill India Mission and plays a pivotal role in supporting skilling initiatives across sectors and geographies.

BILL OF MATERIAL (BOM) :

Microsoft 365 renewal				
SN	Item Description	Qty	Start date	End date
1	Microsoft 365 A3 for faculty (Academic)	610	29-July-26	28-July-27

TECHNICAL SCOPE OF WORK (SOW)

License renewal - Renew above licenses as per mentioned quantity with common end date

Advanced technical support - Technical help-and-how-to service for Office 365/Azure and break/fix incidents for all cloud products and their hybrid/on-premise MS environments.

New feature implementation – Technical assistance on implementation and configuration of new/existing product features such as Microsoft Intune, Defender, SharePoint, DLP etc

Technical Training and Knowledge Share - The vendor as well OEM will provide the technical training and knowledge to NSDC IT Infra team after implementing the solutions.

- **Quotation Requirements:** Vendors must submit Quotation with prices, taxes (in INR) for project as per the financial format given at Annexure I.

✓ **Eligibility Criteria**

S. No.	Criteria	Documents required
1	The bidder should have the direct Billing relationship with Microsoft from last 5 Years.	✓ Manufacturer Authorization Form to be provided by the OEM on Microsoft letter
2	The bidder should not be Debarred and / or blacklisted and / or Suspended by any Central / State Government Department/ other government agencies or government affiliate agencies/ Public Sector Undertakings (PSUs)/ any multilateral agency in the last three Financial Years till the date of submission of this bid.	✓ Undertaking to be submitted on letter head of the entity signed by the authorized signatory of the bidding organization.

If required, NSDC reserves the right to call the Bidder for the presentation through online mode.

Method of selection: The criteria for selection of **(L-1)** shall be based on the lowest total quoted price offered by eligible Criteria responsive bidder subject to fulfilment of other terms & conditions and specifications defined in this RFQ

➤ The bidders, technically qualified shall only be considered for opening of their Price Bid.

A) Payment terms:

- Payment in equal monthly payable against valid invoice & certified by NSDC.
- **No advance payment** shall be made by NSDC under any circumstances.
- **100% payment** of the total value shall be released **within 30 days** from the date of submission of the proforma invoice, along with the completion of work, duly signed and approved by the authorized representative of NSDC.
- Any **modification to the above payment terms** must receive **prior written approval** from the competent authority at NSDC, in which case the payment timeline may be extended by an **additional 15 days or more**.

B) Bid Submission Details:

- The proposal along with financial quote shall be submitted as reply to the email through which RFQ without changing of subject line “RFQ for “**Renewal of Subscription for Existing Microsoft Office365 License**”
- Late response, incomplete response, or non-compliance of rules of application will lead to rejection of proposals.
- Last date of submission of proposals: **20 July 2026; 04:00 PM.**

C) Partner Offsite Premium Support:

- Assistance with implementation and troubleshooting of issues in the Office 365 environment.
- Resolution of device synchronization problems with Office 365.
- Monitoring and analysis of the Office 365 environment to assess vulnerabilities and mitigate risks.
- Support for anti-spam filtering, logging, email tracking, and management of transport rules

D) Service Level and Penalty clause

License should be Delivery and Activation within 2-3 days from the date of mail confirmation.

If not delivered and activated within 1 stipulated timeline from the date of Confirmation, 1 % of the Total Contract Cost (work order)/day subject to maximum of 10% of the Total Solution Cost, will be levied as penalty.

Annexure I

Financial Bid submission format

Microsoft 365 A3 for Faculty			
Description	Quantity	Unit Cost	Total Cost
Microsoft 365 A3 (Education)subscription containing MS Office, MS Team, Email and other products.	610		

Note: NSDC will not pay any additional pay out without any additional work approval.