

Sub: Inviting quotation for Microsoft 365 on Subscription Model

Quotation Reference Number	IT/KB/10022/2021-22
Due Date and Time for receipt of Quotation	13-09-2021
Date upto which the rates are to remain firm for acceptance	30 Days
Quotation Fee and EMD	NIL
Designation and Address of offer to whom quotation is to be addressed	The General Manager IT Department Kerala State Cooperative Bank Ltd Cobank Towers, Trivandrum-695033 Ph: 0471-254228 GST NO: 32AAAAK4255G2ZZ

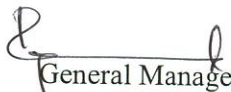
Competitive quotations are invited from reputed and experienced firms for the below solutions. Bidder must submit Manufacturer Authorization Form (MAF) from Microsoft quoting this tender reference.

SI No	Description
1	Supply of 50 Microsoft 365 Business Basic Licenses on monthly subscription model
3	Support for activating the subscription licenses, configuring new email ids troubleshooting and migrate out to any other system for 6 months.

Terms and Conditions

1. Microsoft 365 Business Basic Services should provide an uptime of 99.9%.
2. The above rates must be frozen for a period of 6 months during which the bank may place order for more licenses.
3. The services should comply with all the Regulatory/ Compliance guidelines of the Banks/ Regulatory authority in India like RBI, MEITY, Cert-IN, etc.
4. All data in the subscription-based software must reside on servers located in India as per regulations.
5. Advertising products shall not be built out of the banks data or scan email or documents.
6. The licenses shall be delivered in not more than 15 days from issuing purchase order.
7. Bank may choose to procure the specified number of licenses only in a phased manner. However, the Bank shall not be under any commitment to procure the specified number of licenses. If additional numbers of licenses are ordered by the bank during the 6 months period, the vendor shall provide the same at the same Rate.
8. All the subscription licenses have to be supplied to the bank by hardcopy and softcopy.
9. Invoice shall be raised on the subscription licenses that are configured successfully for monthly period.
10. The Bidder shall provide proposal with credentials of the firm, MAF and financial in the format given below.




General Manager
IT Department

Quotation must be submitted in the form of Bill of Quantity (BOQ) specified in the below

A).

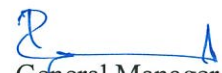
Item	Quantity	Subscription Cost per month, exclusive of taxes	Total Cost per month, exclusive of taxes	Applicable Tax	Total cost for month
	[a]	[b]	[c]=[a]*[b]	[d]	[x]=[c]+[d]
Microsoft 365 Business Basic subscription license	50				

B).

Item	Total cost excluding taxes	Applicable taxes	Total cost including taxes
	[a]	[b]	[y]=[a]+[b]
For support of installation, configuration and troubleshooting for a period of 6 months			

Total Cost=A+B




General Manager
IT Department