



ASSAM POWER GENERATION CORPORATION LIMITED

Registered Office: Bijulee Bhawan, 3rd floor, Paltanbazar, Guwahati-781 001, Assam.

Email: md.zakir@apgcl.org, Tele-Fax: 0361-2739522.

MD Zakir, CGM (Gen)

Notice No: APGCL/CGM(GEN)/2026-27/Microsoft 365-HQ/NIQ1/06

Date: 03.06.2026

NOTICE INVITING QUOTATION

The Chief General Manager (Gen), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1 invites sealed quotations from intending firms/bidders having valid GST registration in their letter heads for **Renewal & Installation of 15 (fifteen) nos. of Microsoft Office 365 Licenses of 1(one) year subscription** for Assam Power Generation Corporation Limited (APGCL) as per specifications given below:

TABLE-A

Sl. No.	Particulars	Quantity (Nos.)
1	Microsoft 365 Business Premium	01
2	Microsoft 365 Business Standard	14

The sealed quotations shall be submitted at the **Office of Chief General Manager (Generation)**, APGCL, 3rd Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001 on or before **24.06.2026 up to 15:00 Hrs.** The sealed quotations received shall be opened on the same date i.e., **24.06.2026 at 16:00 Hrs.** at Office of Chief General Manager (Generation), APGCL. The participating bidders/firms or their authorized representatives may be present at the time of opening of the sealed quotations.

Note:

- a) The sealed quotations shall be submitted in the tender box in the O/o the Chief General Manager (Gen), APGCL on or before **24.06.2026 up to 15:00 Hrs.**
- b) The participating bidder shall superscribe the envelope with the following information: --
 1. Quotation Title/Name of Work.
 2. Enquiry Notice Number.
 3. Due Date & Time of submission.
 4. Name and address of the bidder.

The following Terms and Conditions are to be adhered to by the participating bidders:

- a. **Price:** FOR 3rd Floor, Bijulee Bhawan, Paltan Bazar, Ghy-01 inclusive of P&F, taxes etc.

The bidder shall submit their offer as per the format in TABLE-B

TABLE-B

Sl. No.	Item Description	Qty	Basic Rate (in Rs.)	GST (in Rs.)	Total Amount (in Rs.) (Inclusive of Taxes)
1.	Microsoft 365 Business Premium	1 No.			
2.	Microsoft 365 Business Standard	14 Nos.			

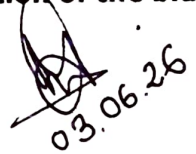
Bidder may use extra sheet if required.

- b. Price Validity:** The prices quoted by the bidders shall be valid up to **90 (Ninety) days** from the date of opening of the sealed quotations.
- c. Work Completion Period:** The entire work of Renewal & Installation of the 15 (fifteen) nos. Microsoft Office 365 Licenses of APGCL shall be fully completed within **7 (seven) days** from the date of issue of Work Order and such that the current subscription of APGCL shall continue without interruption. Work Completion Certificate shall be issued by the Consignee.
The present License shall expire on 24th July 2026.
Liquidated damage due to delay in completion of the work in full shall be levied as per the Liquidated Damage Clause.
- d. Place of Work:** Office of the **Chief General Manager (Generation), APGCL**, 3rd Floor Bijulee Bhawan, Paltan Bazar, Guwahati-781001.
- e. Consignee:**
The Assistant General Manager (IT), HQ
O/o CGM (Gen), APGCL, 3rd Floor,
Bijulee Bhawan, Guwahati – 781001, Assam.
E-mail: it-cell@apgcl.org.
- f. Payment Terms:** 100% payment shall be made after successful completion of the work of renewal & installation of 1 (one) year subscription of 14 (fourteen) nos. of Microsoft Office 365 Business Standard and 1 (one) no. of Microsoft Office 365 Business Premium licenses of APGCL.
- g. Liquidated Damage:**
The date of delivery/completion of work shall be deemed to be the essence of the contract and shall be completed not later than the date specified in the order/contract. In case of failure to deliver the material/equipment in full or to complete the work in full or to complete the same within the stipulated delivery period or delay in the erection work beyond completion schedule, the Purchaser/Employer (APGCL) shall be entitled to: -
1. Recover an amount at the rate of 1% (one percent) of the Contract Price/Work Order value per week or part thereof of delay, subjected to maximum of 10% (ten percent) of the Contract Price/Work Order value of Material/Work delayed as Liquidated Damage. However, the payment of liquidated damage shall not in any way relieve the Contractor from any of its obligation to complete the work or from any other obligation and liabilities of the Contractor under the Contract/as per work order.
 2. Purchase the undelivered material/equipment from elsewhere or to complete the balance work, giving notice to the Contractor and to recover any extra expenditure incurred thereby for having to purchase these materials or complete the work at a higher price, at risk and responsibility of the Contractor.
 3. Cancel the Contract/Work Order wholly or in part and to purchase materials/equipment and execute the work at the full risk and cost of the Contractor and forfeit the security deposit.
- h. Paying Authority:**
The Chief General Manager (F&A), APGCL,
3rd Floor, Bijulee Bhawan,
Paltan Bazar, Ghy-01.
- i.** The rates once quoted shall be firm without any variations until the successful completion of the entire work of Renewal & Installation of 15 (fifteen) nos. of Microsoft Office 365 Licenses of 1(one) year subscription for Assam Power Generation Corporation Limited (APGCL).
- j.** All other terms and conditions shall be as per the "General Conditions for supply and erection, 2014" of APGCL. The same may be obtained from APGCL website.
- k.** The undersigned is not bound to accept the lowest rate and reserves the right to accept or reject any or all quotation without assigning any reason thereof.



- l. The renewal of the licenses shall be done against the following Customer Domain of APGCL: "assampower.onmicrosoft.com"
- m. The entire work of renewal and installation of the software, shall be within the contractor's scope. However, under no circumstances shall remote access be provided, nor shall any password be shared.
- n. The L1 bidder shall be selected based on the lowest total price (inclusive of GST and all other price components) quoted by bidder.
- o. Documents to be submitted by firm/bidder with their offer:
 - i. GST certificate
 - ii. PAN card
 - iii. ITR for F.Y. 2024-25
 - iv. Valid Microsoft Partner/Reseller Authorization Document.

(Note: The non-submission of these documents may lead to rejection of the bidder.)



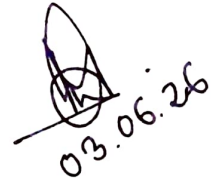
Chief General Manager (Gen),
APGCL

Memo No. APGCL/CGM(GEN)/2026-27/Microsoft 365-HQ/NIQ1/06

Date: 03.06.2026

Copy to: -

- 1) OSD to The Chairman, APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for favour of kind information of the Chairman.
- 2) OSD to The Managing Director, APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, for favour of kind information.
- 3) The Chief General Manager (F&A/H&C), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, favour of kind information.
- 4) The General Manager (HQ), APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, favour of kind information.
- 5) The Deputy General Manager (Proc), HQ, APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, favour of kind information.
- 6) The Assistant General Manager (IT), HQ, APGCL, Bijulee Bhawan, Paltanbazar, Guwahati-1, favour of kind information.
- 7) Notice Board.
- 8) Relevant File.



Chief General Manager (Gen),
APGCL