

**Artificial Intelligence & AgriTech Innovation Center,
Agriculture Department, Government of Maharashtra
103, 10th Floor, Maker Tower F,
Cuffe Parade, Mumbai-400005**

Email: aiaic-agri@mah.gov.in

Date: 05-02-2026

File No:AIAIC-0126/CR.No.01/05/EST

REQUEST FOR QUOTATION

Sub:- Quotation for Supply and Installation of **MS Office 365** for Artificial Intelligence & AgriTech Innovation Center (AIAIC), Mumbai

Sr. No	Description of items with specifications	Quantity	Lump sum Rate (In Rs. Without GST)	GST	Lump sum Rate (In Rs. With GST)	Location
1	MS Office 365 Personal <ul style="list-style-type: none">• Subscription (per user)per year• Sign in to five devices at once• Use on PCs, Macs, phones & tablets• Web, mobile, and desktop versions³ of Word, Excel, PowerPoint, and Outlook, chat, call, meet, and host webinars with MS Teams.• 1 TB of secure cloud storage• Productivity apps with Microsoft Copilot & MS teams• All-day video calling and Copilot1 in Teams• Provide flexibility with option to upgrade in future if required	7				Artificial Intelligence & AgriTech Innovation Center, 103, 10th Floor, Maker Tower F, Cuffe Parade, Mumbai-400005

2. Quotation Price

A. Goods and service tax should be shown separately.

- B. The rates submitted by the vendor will be fixed for the Contract Period.
C. The Quotation rates should be submitted in Indian Rupee.
3. Each vendor will submit a single sealed quotation. The vendor will not contact the other vendors regarding this quotation.
4. **Validity of quotation**

The quotation will be valid for 30 days from the date of submission of the quotation.

5. **Appraisal of quotations**

The buyer will compare and evaluate the quotations with the quotation response to the following matters.

- The quotations are properly signed.
- Meet the terms, conditions and criteria mentioned in the quotation.
 - Quotation should be signed, stamped & properly sealed.
 - GST rates will not be considered for assessment.
 - The bidder should submit copy of GST Certificate & Pan Card.
 - The bidder should submit OEM authorization letter.

6. **Issue of Work-Order**

MS Office 365 will be delivered within 8-10 days after receipt of Work Order.

The Work Order will be issued to bidder whose quotation is the most responsive (Most Appropriate quotations) bidder and whose rate is the lowest (bid) will be ordered.

- A. The Buyer shall have the right to approve or reject any quotations and to cancel all quotations by canceling the process of quotations.
- B. The supply order will be given to the vendor whose rates have been agreed. The terms of the agreed rate will be included in the supply order.

7. **Payment mode**

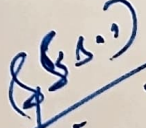
Payment of the Invoice shall be arranged within thirty (30) days upon submission of original Invoice against the actual supplied quantity of good.

8. **Warranty**

After-sales services required Warranty as per industry standard.

You are requested to provide your sealed Quotation at Artificial Intelligence & AgriTech Innovation Center, 103, 10th Floor, Maker Tower F, Cuffe Parade, Mumbai-400005 for MS Office 365. Submit by 12/02/2026 3:00 PM, in the format given with this request for quotation. This quotation will be open at 3.30 pm on same day.

We hope that you will submit your quotation, as well as thank you for your interest in this Project.


(Shrikant Andge)
Deputy Secretary & MD, AIAIC,
Department of Agriculture,
Government of Maharashtra

Format of Quotation
(on the Letter Head of Supplier)

Date:

To,
The Managing Director,
Artificial Intelligence & AgriTech Innovation Center,
103, 10th Floor, Maker Tower F,
Cuffe Parade, Mumbai-400005.

Sub:- Quotation for Supply and Installation of **MS Office 365** for Artificial Intelligence & AgriTech Innovation Center (AIAIC), Mumbai.

Ref: Your quotation dated 05/02/2026

Sr. No	Description of items with specifications	Quantity	Lump sum rate (in Rs. without GST)	GST	Lump sum rate (in Rs. with GST)	Location
1	MS Office 365	7				Artificial Intelligence & AgriTech Innovation Center, 103, 10th Floor, Maker Tower F, Cuffe Parade, Mumbai-400005

- The total cost for **MS Office 365** business requirements for Artificial Intelligence & AgriTech Innovation Center, AIAIC is Rs. _____ (amount in figures) Rs. _____ (amount in words) and we are ready to do so within the period mentioned in the quotation.
- We also certify that anyone who acts on our behalf or on our behalf is pursuing a corrupt course, defrauding, coercing, oppressing, obstructing, etc. We have taken appropriate measures to ensure that these rates will not be adopted while submitting the rate sheet and fulfilling the contract.

(Signature and seal of the supplier)