Birla Institute of Management Technology

Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

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TENDER / REQUEST FOR PROPOSAL (RFP)

Procurement of Microsoft Academic Software Licenses

M/s ……. …… ……	TENDER NO. BIMTECH/Purchase/ Microsoft License Date 13.10.2026

IMPORTANT DETAILS	
Name of Services	Procurement of Microsoft Academic Software Licenses
Date of issue of tender document	13/10/2026
Last date and time for submission of tender	31/10/2026 till 5:00 PM
Venue	Birla Institute of Management Technology (BIMTECH) Plot No. 5, Knowledge Park II, Greater Noida, UP. PIN 201306

1. NOTICE INVITING TENDER

Birla Institute of Management Technology (BIMTECH), hereinafter referred to as the "Institute," invites bids from eligible and competent Microsoft-authorized resellers, licensing partners for the supply, provisioning, and activation of Microsoft academic software licenses detailed in this tender.

The procurement is intended to meet the Institute's academic and institutional requirements. The bidder shall ensure that the licenses supplied are genuine, valid, compliant with the applicable Microsoft academic licensing programme, and provisioned under the Institute's official Microsoft account.

2. SCOPE OF SUPPLY

The selected bidder shall supply and provision the Microsoft software licences specified below, including associated licensing entitlements, subscription benefits, documentation, and activation support, wherever applicable.

2.1 Schedule of Requirements

Sl. No.	Microsoft Product ID	Product Description	Required Quantity
1	2UJ-00011	Desktop Education ALng LSA OL V E1Y Academic Enterprise	150 paid licences + 10 complimentary (160 total)
2	S2Y-00002	M365 Apps Enterprise Open Student Sub OLV NL 1A Academic Student Use Benefit	2,000 licences

Note: The bidder must verify the product IDs, full product descriptions, licensing programme, licence duration, eligibility, and usage rights with Microsoft before submitting the bid. Any discrepancy must be explicitly disclosed in the technical bid. No substitution is permitted without BIMTECH's prior written approval.

2.2 Complimentary Licences

For Item No. 1, the bidder shall provide 10 additional licences free of cost against the requirement for 150 paid licences. The quotation must separately identify the price for 150 paid licences and confirm that the additional 10 licences will be provisioned without additional charge. No recurring, activation, administration, or other charges shall be levied for these complimentary licenses.

3. TECHNICAL SPECIFICATIONS AND REQUIREMENTS

1. All licences must be genuine Microsoft academic licences and suitable for the Institute's intended use.
2. The supplied products must correspond to the product IDs and descriptions specified.
3. The bidder must confirm licence type, academic eligibility requirements, subscription or agreement period, renewal conditions, and usage rights for each product.
4. The licences must be provisioned against the Institute's official Microsoft account associated with it@bimtech.ac.in, or the corresponding authorised Microsoft tenant/account as directed by the Institute.
5. The bidder shall provide agreement details, subscription information, licence entitlement records, activation instructions, and product keys wherever applicable.
6. All licence entitlements must be visible and verifiable through the relevant Microsoft administration or licensing portal accessible to the Institute.
7. The bidder shall provide assistance for provisioning, activation, verification, and resolution of licensing-related issues.
8. Trial licences, unauthorised keys, reused keys, or licences without the required academic usage rights shall not be accepted.

4. ELIGIBILITY CRITERIA FOR BIDDERS

9. The bidder must be a legally registered business entity in India and possess a valid PAN.
10. The bidder must hold valid GST registration, wherever applicable.
11. The bidder must be an authorised Microsoft reseller, licensing partner/ Gold partner.
12. The bidder must be capable of provisioning the specified licences under BIMTECH's account and providing verifiable licensing documentation.
13. The bidder should have relevant experience supplying Microsoft software licences to educational institutions, universities, colleges, or institutional customers. Purchase orders or client references may be submitted.
14. The bidder must not have been blacklisted or debarred by a competent government authority or public institution or Private Institute/ University.

Documents to be submitted: registration/incorporation proof; PAN and GST certificates; evidence of Microsoft authorisation or relevant licensing-channel eligibility; relevant experience documents; signed technical compliance statement; undertaking confirming licence authenticity and validity; acceptance of tender conditions; authorised representative's details; and any other documents requested by BIMTECH.

5. BID SUBMISSION REQUIREMENTS

5.1 Technical Bid

The technical bid shall contain eligibility documents, technical specifications, product confirmations, authorisation evidence, provisioning timelines, and acceptance of tender conditions. It must not contain conditional pricing or deviations that compromise fair financial evaluation.

5.2 Financial Bid

The financial bid shall specify the unit price for each product, paid and complimentary quantities, total basic price, applicable GST and statutory levies, total inclusive of taxes, price validity, year-wise pricing for the initial and subsequent renewal periods wherever applicable, confirmation of the two-year fixed-price commitment, and all additional charges. All prices shall be in Indian Rupees (INR). Undisclosed charges shall not be introduced after award.

6. LICENCE PROVISIONING AND DELIVERY

15. The selected bidder shall complete provisioning within the delivery period committed in its bid and accepted by BIMTECH.
16. All licence agreements, entitlement details, provisioning confirmations, subscription information, activation instructions, and product keys wherever applicable shall be communicated through it@bimtech.ac.in.
17. The bidder shall coordinate with the Institute's IT Department to complete provisioning and verification.
18. The bidder shall ensure that licences are correctly associated with the Institute's designated Microsoft account.
19. The bidder shall provide written confirmation of the quantity provisioned against each product ID.

20. BIMTECH's IT Department shall verify licence details and confirm successful provisioning and activation, as applicable.
21. Any discrepancy in quantity, product ID, licence type, duration, or entitlement shall be rectified at no additional cost.
22. An invoice or email alone shall not constitute proof of successful delivery; delivery is subject to verification of licence entitlements.

Delivery location: Electronic delivery and provisioning against BIMTECH's designated Microsoft account. Physical delivery is not required unless specifically requested by the Institute.

7. PAYMENT TERMS

23. Payment shall be processed only after successful provisioning of the contracted licences and verification that the corresponding entitlements are reflected and accessible through the Microsoft portal using the Institute's official account associated with it@bimtech.ac.in.
24. The bidder shall submit a valid tax invoice after successful provisioning and acceptance of the licences by the Institute.
25. Payment shall be made in accordance with BIMTECH's applicable financial procedures and the payment period stipulated in the purchase order or contract, calculated from receipt of the complete invoice and confirmation of satisfactory delivery.
26. No advance payment shall be made.
27. Payment shall be limited to quantities successfully provisioned and accepted by the Institute.
28. The bidder shall rectify provisioning errors, incorrect assignments, or shortfalls before the corresponding payment is released.
29. Applicable statutory deductions, including TDS wherever required by law, shall be made. GST shall be payable as per applicable law against a valid tax invoice and subject to statutory compliance.

8. FIXED PRICE AND TWO-YEAR PRICE PROTECTION

30. The prices accepted by BIMTECH shall remain fixed for a minimum period of two consecutive years from the effective date of the purchase order or contract, subject to the agreed commercial and licensing terms.
31. The bidder shall not increase accepted unit prices during the agreed two-year period due to changes in its margins, operational costs, foreign exchange fluctuations, or other commercial factors under the bidder's control.
32. Where the applicable Microsoft licensing programme permits renewal or continued supply under the agreed arrangement, the bidder shall honour the accepted prices for the relevant renewal period within the two-year protection period.
33. The financial bid must clearly indicate prices applicable to each year and confirm that unit prices remain unchanged throughout the agreed period.
34. Applicable statutory taxes shall be shown separately. Changes in statutory tax rates imposed by law shall be treated in accordance with applicable law and the contract.
35. The bidder must disclose Microsoft-imposed pricing, subscription, renewal, or licensing restrictions that may affect the two-year commitment before award. Any exception must be identified in the bid and accepted in writing by BIMTECH.

9. SUPPORT AND SERVICE LEVEL REQUIREMENTS

36. Provide support for licence provisioning, activation, entitlement verification, and renewal-related queries.
37. Acknowledge licensing-related complaints within one working day.
38. Initiate corrective action promptly and work towards resolving provisioning or entitlement issues within three working days, subject to the nature of the issue and dependencies on Microsoft.
39. Escalate unresolved issues to the relevant Microsoft licensing or support channel.
40. Provide the name and contact details of a designated support representative.
41. Assist the Institute in verifying status, validity, quantity, and duration of supplied licences.
42. Provide support during the applicable subscription or agreement period in accordance with the agreed scope.

10. EVALUATION OF BIDS

Stage 1: Preliminary Scrutiny

BIMTECH shall examine whether the bid has been submitted within the prescribed deadline and whether the required documents have been provided.

Stage 2: Technical Evaluation

Evaluation shall cover compliance with product IDs and descriptions; required quantities and complimentary licences; eligibility and Microsoft authorization certificate; provisioning capability; acceptance of delivery, payment, and two-year price

protection conditions; relevant experience; and support capability. Only technically acceptable bids shall proceed to financial evaluation.

Stage 3: Financial Evaluation

Financial bids of technically qualified bidders shall be evaluated based on the total evaluated cost, including applicable taxes and disclosed charges, taking into account complimentary licences, year-wise pricing, and applicable renewal costs stated in the tender. Written clarifications may be sought where necessary, provided they do not permit material alteration of a bid.

Stage 4: Award of Contract

The contract shall ordinarily be awarded to the lowest evaluated technically responsive bidder (L1), subject to verification, compliance with tender conditions, and approval of the competent authority. BIMTECH reserves the right to reject any or all bids, cancel or modify the tender process.

11. TERMS AND CONDITIONS

43. The bidder is responsible for authenticity, validity, and proper provisioning of all supplied licences.
44. The bidder shall comply with applicable Indian laws, statutory requirements, and relevant Microsoft licensing terms.
45. Products shall not be substituted without BIMTECH's prior written approval.
46. The bidder shall maintain confidentiality of Institute information and use it only to perform the contract.
47. Official provisioning and delivery communications shall be sent to it@bimtech.ac.in
48. Misleading information, false authorization claims, or supply of unauthorised licences may result in rejection or cancellation, subject to applicable contractual and institutional procedures.
49. Contractual obligations shall not be assigned without prior written approval from BIMTECH.

12. DELAY, NON-PERFORMANCE AND REMEDIES

50. The bidder shall adhere to the delivery and provisioning timeline accepted by BIMTECH.
51. If provisioning is delayed, the Institute may issue written notice requiring corrective action.
52. If failure remains unresolved, BIMTECH may cancel the affected portion of the order, withhold payment for undelivered or unaccepted licences, or take other action permitted by the contract and applicable procurement rules.
53. Liquidated damages, penalties, or other remedies shall apply only if specifically provided in the purchase order or contract and permitted under applicable law.
54. Invalid, unauthorised, incorrectly provisioned, or non-compliant licences shall be corrected or replaced at no additional cost, subject to the applicable Microsoft licensing programme.

13. DISPUTE RESOLUTION AND JURISDICTION

Any dispute arising from the tender, purchase order, or resulting contract shall first be referred to the authorised representatives of both parties for amicable resolution. If the dispute cannot be resolved amicably, it shall be dealt with under applicable laws of India. The competent courts having jurisdiction over BIMTECH's registered or principal institutional office, as legally applicable, shall have jurisdiction, subject to final contractual terms.

14. ACCEPTANCE OF TENDER CONDITIONS

Submission of a bid shall constitute the bidder's confirmation that it has examined the tender document and agrees to comply with its terms, except for deviations explicitly disclosed in the bid and accepted in writing by BIMTECH. The selected bidder shall execute any agreement or undertaking required by the Institute before or at the time of award, as directed by the competent authority.

15. FINANCIAL BID FORMAT

Sl. No.	Product ID	Paid Quantity	Complimentary Quantity	Unit Price (INR)	Total Basic Price (INR)	GST (INR)	Total incl. GST (INR)
1	2UJ-00011	150	10				
2	S2Y-00002	2,000	0				
	GRAND TOTAL						

The bidder shall specify whether quoted prices cover the full licence period, renewal, or recurring subscription costs. The year-wise price schedule must be consistent with the applicable Microsoft licensing programme and the two-year commitment offered.

Particulars	Year 1	Year 2
Total price before GST (INR)		
GST (INR)		
Total price including GST (INR)		
Fixed-price commitment confirmed (Yes/No)		

16. TECHNICAL COMPLIANCE STATEMENT

Sl. No.	Requirement	Complied (Yes/No)	Remarks
1	Genuine Microsoft academic licences		
2	Compliance with specified product IDs		
3	150 paid and 10 complimentary licences for Item 1		
4	Supply of 2,000 licences for Item 2		
5	Provisioning against BIMTECH's authorised Microsoft account		
6	Licence details delivered through it@bimtech.ac.in		
7	Payment after successful provisioning and verification		
8	Fixed pricing for two consecutive years		
9	Disclosure of licence duration and renewal conditions		
10	Licensing support and documentation		

17. BIDDER DECLARATION

I/We hereby declare that the information provided in this bid is true and correct to the best of my/our knowledge. I/We confirm that the proposed licences are genuine, that I/we are duly authorised to supply the specified products under the applicable licensing programme, and that I/we have read and understood the tender terms and conditions.

I/We further confirm that the prices quoted in the financial bid shall remain fixed for the agreed two-year period.

Declaration Particulars	Details
Name of the Bidder/Firm	
Name of Authorised Signatory	
Designation	
Signature	
Date	
Place	
Official Seal of the Firm	