



Government of Maharashtra – Agriculture Department
Nanaji Deshmukh Krishi Sanjivani Prakalp
30, Arcade, World Trade Center, Cuff Parade, Mumbai-5
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NDKSP-20025(35)/3/2026-20

Date: . . 2026

REQUEST FOR QUOTATION (RFQ)
Procurement of Microsoft Email Services (80 User Licenses)

1. Invitation for Quotations

Nanaji Deshmukh Krishi Sanjivani Prakalp (PoCRA) Phase-II, Government of Maharashtra, invites sealed quotations from eligible and authorized Microsoft Solution Providers / Cloud Service Providers for providing Microsoft Email Services for Project Management Unit officials, employees, IT consultants, and developers.

2. Product

Microsoft 365 Business Basic with teams

3. Scope of Services

The selected service provider shall provide and maintain Microsoft Email Services for a total of **80 users**.

The scope includes:

1. Provision of Microsoft Email Licenses (Microsoft 365 Business Basic / Equivalent).
2. Email hosting and management services.
3. Administration and technical support.
4. Continuity of existing email services and migration support, if required.
5. Configuration of email accounts and security settings.
6. Data backup and recovery support as per Microsoft standards.
7. Antivirus, anti-spam and security protection.
8. Technical support during the contract period.

4. Technical Specifications

Description	Requirement
Number of Email Accounts	80 Users
Platform	Microsoft Outlook / Microsoft 365
Mailbox Size	Minimum 50 GB per user
Web Access	Required
Mobile Access	Android and iOS Support
Anti-Spam Protection	Required
Multi-Factor Authentication	Required
Data Security	As per Microsoft Standards
Technical Support	During Office Hours / Remote Support
Migration Support	Required, if applicable

5. Contract Period

The contract shall be valid for an initial period of **one year**, extendable annually based on satisfactory performance and project requirements, up to the completion of PoCRA Phase-II or a maximum period of four years.

6. Eligibility Criteria

The bidder shall:

1. Be a legally registered company/entity in India.
2. Be an authorized Microsoft Partner / Solution Provider.
3. Have experience in providing Microsoft Email Services.
4. Possess valid GST registration.
5. Submit PAN and relevant statutory registrations.
6. Not be blacklisted/debarred by any Government Department, PSU, World Bank funded project, or autonomous body.

7. Documents to be Submitted

The bidder shall submit:

- Certificate of Incorporation/Registration.
- GST Registration Certificate.
- PAN Card.
- Authorization Certificate from Microsoft.
- Experience details of similar assignments.
- Self-declaration regarding non-blacklisting.
- Financial quotation in prescribed format.

8. Evaluation Method

The quotations shall be evaluated based on:

- Compliance with technical specifications.
- Eligibility requirements.
- Lowest evaluated responsive quotation (L1).

The contract shall be awarded to the bidder offering the lowest evaluated cost while meeting all technical and eligibility requirements.

9. Price Schedule

Sr. No.	Description	Qty.	Unit Rate (₹)	GST (₹)	Total Cost (₹)
1	Microsoft Email Service License	80 Users			
Grand Total					

10. Payment Terms

Payment shall be made monthly after successful provisioning of services and submission of invoice along with service acceptance certificate issued by PoCRA.

11. Service Level Requirements

- Minimum 99.9% uptime.
- Response to critical issues within 4 hours.
- Resolution of major issues within 24 hours.
- Dedicated support contact.

12. Submission of Quotations

The quotation shall be submitted in sealed cover superscribing:

“Quotation for Procurement of Microsoft Outlook Email Services (80 Users)”

13. Deadline for Submission

Date: 22/06/2026

Time: 3.00 PM

14. Purchaser's Rights

The Purchaser reserves the right to accept or reject any or all quotations without assigning any reason thereof and to annul the procurement process at any stage.

Digitally signed by

Minal Karanwal

Date: 12-06-2026

15:01:35
Minal Karanwal

Project Director

Nanaji Deshmukh Krushi Sanjivani Project (PoCRA)

Format of Quotation
(on the Letter Head of Supplier)

Date:

To,
The Project Director,
Nanaji Deshmukh Krushi Sanjivani Prkalp,
30B, Arcade, World Trade Centre,
Cuffe Parade, Mumbai-400005.

Sub :- Quotation for Procurement of Microsoft Outlook Email Services (80 Users) for Nanaji Deshmukh Krishi Sanjivani Project Phase 2.

Ref:

RFQ no

Dated

Sr. No.	Description	Qty.	Unit Rate (₹)	GST (₹)	Total Cost (₹)
1	Microsoft Email Service License	80 Users			
Grand Total					

- The total cost Procurement of Microsoft Outlook Email Services (80 User Licenses) for Nanaji Deshmukh Krishi Sanjivani Project Phase 2 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)