



भारतीय जीवन बीमा निगम
LIFE INSURANCE CORPORATION OF INDIA

IT/DT Department, Jeevan Seva Annexe, 2nd Floor, S.V.Road, Santacruz West, Mumbai - 400054. Phone: 022-67090453, 459, 331
Email id: co_ithw@licindia.com

CO/IT-DT /HW/SpotQuote/2026-27/02

18.08.2026

Quotations in sealed envelopes are invited for the Office 365, E-5 Enterprise edition. The price quoted should be valid up to **31.12.2026**.

TERMS & CONDITIONS

- The bidder should be registered in India. Attested copies of the following documents should be submitted.
 - Certificate of Incorporation issued by the Registrar of Companies/ any other relevant authority with full address of the registered office.
 - Copy of valid GST certificate
 - Copy of PAN Card
- The bidder should have a registered office in Mumbai.
- The price quoted should be in Indian Rupees. Purchase orders for additional quantities, if required, may be placed at any time up to 31.12.2026. Hence, the price quoted should be valid up to 31.12.2026 and successful bidder should be able to supply the Office 365 E-5 Edition at the quoted rate till 31.12.2026.
- Delivery of items should be done within 5 calendar days from the date of placing Purchase Orders (POs) by LIC. The delivery will be done at LIC of India, Research & Strategy Department, Central office, Yogakshema, Nariman Point, Mumbai- 400021.
- The Purchase Order may be cancelled if the delivery is not made by the Vendor within 15 days of placing the order.
- Payment Terms: 100% on delivery and installation of Office 365 E-5 Enterprise edition.
- Prices should be all inclusive and exclusive of GST. GST, if any, will be reimbursed by LIC on production of Invoice for payment by the supply vendor. The GST details of the vendor and the NEFT details should be provided by the vendor to LIC before disbursement of the payment.
- The evaluation of the responses to the Spot Quotes and the subsequent selection of the successful vendor will be entirely at the discretion of LIC, and the decision of LIC will be final and no correspondence in this regard shall be entertained.
- The Corporation reserves the right to reject any quote without assigning any reason and LIC's decision in this matter will be final.
- Duly signed quotations printed on the letterhead of the bidder should be submitted in the format given in **Annexure-A** in a sealed envelope super scribed "Spot Quote for Office 365 E-5 enterprise edition." by 3:30 pm on 21/08/2026 to:

The Executive Director (IT/DT),

LIC of India

IT Department(Hardware Section), Central Office,

Jeevan Seva Annexe Building, 2nd floor,

S.V. Road, Santacruz (W), Mumbai - 400054


Secretary (IT/DT)

(This should be printed on the letterhead of the vendor.)

Annexure- A

Spot Quote for Office 365 E-5 Enterprise Edition

Commercial Quotation:

Description of Hardware	Part Code Details	Qty	Total Price (Exclusive of GST)/Rs	Total Price (Inclusive of GST)/Rs
Office 365 E-5 Enterprise Edition, without Video Conferencing (No Teams)		1		
Total (in figures)				
Total (in words)				
GST Percentage			_____ %	

Signature of the Authorized Signatory

Name:

Designation:

Name & Address of the company:

GST Registration Number:

(Attach attested copy of GST Registration Certificate)

PAN Number:

(Attach attested copy of PAN card)

Seal of the Company