



## AAVANTIKA GAS LIMITED

(A JOINT VENTURE COMPANY OF GAIL & HPCL)

CITY GAS DISTRIBUTION PROJECT IN INDORE, UJJAIN,  
PITHAMPUR & GWALIOR

REQUEST FOR QUOTATION

RFQ for Renewal of MS Office 365 business basic licenses for email services

RFQ No.: AGL/73/IT/MS 365/03/2026

**DOMESTIC COMPETITIVE BIDDING**

ISSUE DATE: 07.03.2026

Date & Time for Quotation submission duration of Technical Bid & Price Bid at AGL HO:

### Important Dates

Last Date & Time of Submission of RFQ	21/03/2026 up to 16.00 Hrs
Date & Time of Opening of Quotation	21/03/2026 up to 16.30 Hrs

**RFQ (Pages 1 to 4) along with Annexure-1 (SOR):**

Prepared By :

Reviewed By :

Verified By :

Avantika Gas Limited (AGL) is a Joint venture of GAIL (INDIA) Ltd. & HPCL for implementation of City Gas Distribution (CGD) projects in Indore, Ujjain, Pithampur & Gwalior cities of Madhya Pradesh. Natural Gas is distributed in the form of PNG (Piped Natural Gas) and CNG (Compressed Natural Gas) for domestic, commercial, industrial and automotive sectors.

AGL Intends for Renewal of MS Office 365 business basic license for email services.

**1. Technical Specifications & Scope of Work for Vendor & Deliverables: -**

**SCOPE OF WORK: -**

Vendor will perform following services: -

- Renewal of 100 Nos of MS 365 Business basic with team's licenses.
- Initial Configuration for the new email client including: -
  - A. Complete User Account management.
  - B. Fully Assist with regular domain updates.
- User Configuration on the new email client including: -
  - A. Setup individual user accounts and assign a license to each account.
- Provide email client setup demonstration for one user as identified by the administrator.
- Office 365 Admin panel handover to IT person after successful testing of email services.

**DELIVERBLES: -**

- Office 365 Email Licenses with Admin panel handover with Global Admin access.

**2. QUALIFICATION CRITERIA :**

The bidder should be an Original Equipment Manufacturer (OEM) authorized partner/Distributor/Reseller/Channel Partner of Microsoft OEM or authorized by OEM to Supply, Install and Maintain the MS 365 Licenses.

- Bidder has to submit the valid Authorization Certificate/Compliance from the manufacturer/OEM for the product quoted by them.

**3. EVALUATION AND COMPARISON OF BIDS:**

- a. Evaluation shall be done for total scope of work on overall lowest basis at least cost to the Purchaser considering Input Tax Credit, if any
- b. In case there are two or more L-1 bidders then work will be awarded to bidder whose turnover is higher in last FY (24-25).
- c. The complete job shall be awarded to L1 bidder.

**4. SUBMISSION OF QUOTATION:**

PLEASE SUBMIT YOUR MOST COMPETITIVE QUOTATION IN SEALED ENVELOPE COMPLETE WITH ABOVE DETAILS IN SCHEDULES OF RATES(SOR) ATTACHED AS ANNEXURE-1 LATEST BY **21/03/2026 UPTO 16:00 HRS.**

**Quotation Opening Time: 21/03/2026 at 16:30 HRS.**

Quotation shall be submitted in as under:

**PRICED QUOTATION:**

- i. This should contain the Original copy of SOR (Annexure-1) with QUOTED prices.
- ii. Bidder should not modify the format.

Along with Price Quotation please submit following documents also:

- a. Sealed and Signed copy of RFQ.
- b. Documents as per Sr. No. 2 Qualification Criteria.

All the above are to be enclosed in a Sealed Master Envelope super scripted as – “QUOTATION – NOT TO BE OPENED” Name of the Work and Due Date and shall be submitted to –

Contracts and Procurement Department  
Aavantika Gas Limited  
202 – B, 2nd Floor, NRK Business Park,  
Vijay Nagar Square, A.B. Road,  
Indore (M.P), Pin – 452010  
Contact No. 0731-4222520

**5. Completion period and Contract Period:**

Completion Period for Renewal of MS 365 BUSINESS BASIC licenses shall be Fifteen (15) Business Working Days from PO/WO Order issuance date including Supply-Installation-Testing-Commissioning of SOR Items mentioned in ANNEXURE-1 (SOR).

Schedule contract period shall be One year from the date of Renewal of respective 100 Nos of MS365 Business basic Licenses for AGL.

All the transportation cost/boarding cost/lodging cost in this respect would be borne by the vendor.

**6. PAYMENT TERMS:**

**For SITC (Supply-Installation-Testing-Commissioning/Configuration) of MS OFFICE 365 BUSINESS BASIC EDITION: -**

Payment shall be made strictly as per below schedule: -

- i. 90% (GST Compliant Invoice) Invoice value with taxes and duties will be paid within 15 days, after successful renewal of MS OFFICE 365 Business Basic Edition on submission of invoice, in duplicate duly certified by EIC (Engineer-in-charge).
- ii. Remaining 10% (GST Compliant Invoice) Invoice value with taxes and duties will be paid after ensuring the smooth operational of MS OFFICE 365 Business Basic Edition in next 10 days as per instructions under OIC, on submission of invoice, in duplicate duly certified by EIC (Engineer-in-charge).
- iii. Payment will be made only after successful renewal/setup/implementation & configuration of MS OFFICE 365 Business Basic Edition at AGL Office matching with the above-mentioned scope of work and ensuring technical suitability/feasibility.
- iv. Payment will be made by way of normal banking channels.

**7. PRICE REDUCTION SCHEDULE (PRS):**

**WITH RESPECT TO INSTALLATION/SETUP/IMPLEMENTATION & CONFIGURATION PERIOD: -**

In case, the vendor fails to complete the work/services within stipulated period then unless such failure is due to force majeure, there will be reduction in contract price @ ½% for each week of delay or part thereof subject to maximum of 5% of Work/Purchase Order Value (Excluding Taxes and Duties). In case of delay, the invoices shall be submitted after deducting the price, as above, due to delay. However, PRS shall not be applicable, in case the delay is for the reasons beyond Contractor's control, to be established by EIC(Engineer-in-charge).

**8. APPLICABILITY OF LAW & JURISDICTION:**

The RFQ shall be governed and interpreted in accordance with the applicable laws of India and Courts at Indore (Madhya Pradesh) shall be exclusive Jurisdiction.

**9. OTHER TERMS & CONDITIONS:**

- a. Quotation received after the due date and time, are liable to be rejected. Quotations through Telex / Fax / Photocopied are not acceptable.
- b. AGL reserves the right to accept or reject any or all Quotations received at its absolute Discretion without assigning any reason whatsoever.
- c. Bidders must abide to follow all statutory norms and regulations & labour laws and comply with all as applicable.
- d. Validity of Submitted Bid/Offer should be one Month from the due date of submission.

Please submit your most competitive **Quotation in Sealed Envelope** complete with above details in Schedule of Rates (SOR) attached as Annexure-1 latest by **21/03/2026 UPTO 16:00 HRS.**