

V.O.CHIDAMBARANAR PORT AUTHORITY
FINANCE DEPARTMENT
EDP CENTRE
NOTICE INVITING TENDER (NIT)
ONLY THROUGH E-TENDERING MODE

TENDER NO. FIN-EDPOPURC(O365)/1/ 2021-EDP/D. **48**

Dated:07.04.2025

Electronic Tenders (Single Cover system) are invited by V.O.Chidambaranar Port Authority, Tuticorin. Notice for the work of “**Subscription renewal of 125 User License for Office 365 Business Standard for VOC Port Authority**”.

1	Estimate Amount	Rs.8,86,250/- + GST
2	Contract Period	One Year
3	Downloading of Bid document from VOCPT online e-tendering website	From 08.04.2025 to 22.04.2025 www.vocport.gov.in or https://etenders.gov.in/eprocure/app
4	Last Date and Time for submission of Tenders through on line	On or Before 15.30 Hrs on 22.04.2025
5	Date and Time for opening	At 15.30 Hrs on 23.04.2025
6	Tender Submission through	E-Tender portal https://etenders.gov.in/eprocure/app

SECTION III – INSTRUCTIONS TO THE BIDDERS

1. GENERAL:

Electronic Tenders (Online) are invited following “**SINGLE COVER SYSTEM**” by **V.O.CHIDAMBARANAR PORT AUTHORITY (VOCPA)** from eligible bidders for “**Subscription renewal of 125 User License for Office 365 Business Standard for VOC Port Authority**”.

i. For details refer Annexure X

ii. The bid document containing the entire details is available at the E-Tender Portal www.vocport.gov.in or <https://etenders.gov.in/eprocure/app> for downloading during the period specified in the NIT (Section – I).

iii. REGISTRATION OF BIDDERS ON PORTAL:

The intending Bidders are required to register in the website <https://etenders.gov.in/eprocure/app> by clicking “**Online Bidder Enrollment**” option in order to obtain user id and password at first and then to activate their respective user id by using Digital Signature Certificate (Class III).

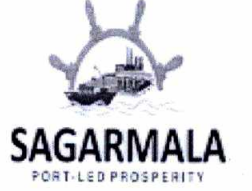
Enc: Tender Format & Terms and Conditions

Yours Faithfully,


Sr.Deputy Director



வ.உ.சிதம்பரணர் துறைமுக ஆணையம்
व.उ.चिदम्बरनार पत्तन प्राधिकरण
V.O.CHIDAMBARANAR PORT AUTHORITY
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
GOVERNMENT OF INDIA



IMS- ISO 9001:2015,
ISO 14001:2015,
ISO18001:2018 &
ISPS COMPLIANT PORT

ADMINISTRATIVE OFFICE, HARBOUR ESTATE,
TUTICORIN 628 004, TAMIL NADU
URL : www.vocport.gov.in

FIN-EDPOPURC(O365)/1/2021-EDP/D-36

Dated:27.02.2025

To

Publish in Port website
Email to registered vendors

Sub: Subscription renewal of 125 User License for Office 365
Business Standard for VOC Port Authority - reg

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Gentlemen,

You are requested to forward, your budgetary quotation for the supply of the following item for VOC Port Authority, Tuticorin on or before 10.03.2025 @15.30 hrs.

Sl. No	Description	Qty.	Offered by the vendor	
			Rate	Amount
1.	Subscription renewal of 125 User License for Microsoft 365 Business Standard	125		
2.	GST			
	TOTAL			

TERMS AND CONDITIONS

1. **PRICE BASIS:** Price quoted is firm and final and F.O.R . VOC Port Trust.
2. **EXCISE DUTY:** Inclusive
3. **SALES TAX AND SURCHARGES/VAT :** Inclusive
4. **PACKING AND FORWARDING :** Inclusive
5. **FREIGHT CHARGES:** Inclusive

..... 2/-

6. **MODE OF DESPATCH:** The software may be supplied, installed and tested to the consignee before the date of expiry of the license period.
Consignee Sr. Deputy Director (EDP), VOC Port Trust, Tuticorin - 4.
7. **DELIVERY PERIOD AND LD CLAUSE:** Ex stock will be preferred. The firm has to supply, install and test before the date of expiry of the license period. If the supplier fails to complete the supply in all respect within the date of expiry of the license period unless such failure is due to Standard Force Majeure, a sum equivalent to 1 % per week or part thereof for the period, subject to a maximum of 10% of the order value as liquidated and ascertained damages and not by way of penalty shall be deducted from any money due or become to the supplier.
8. **PAYMENT TERMS:** 100% payment will be made after the supply, installation and testing of the software and accepted by the consignee.
9. **Guarantee and Warranty:** One year warranty certificate to be issued by the vendor.
10. **GENUINENESS:** In case, the software supplied and installed are found not suitable by the Consignee, supplier may replace it at his own cost immediately. The period from which date the license is renewed, and the expiry date should be intimated to VOC Port Authority by an undertaking letter.
11. Consignee:

Sr. Deputy Director (EDP),
EDP Centre
Administrative Office Building,
V.O.C. Port Authority, Tuticorin-628004

Quotation in sealed cover and superscribed as "**Subscription renewal of 125 User License for Office 365 Business Standard for VOC Port Authority**" should be sent to the address of the Sr. Deputy Director (EDP), EDP Centre, V.O.Chidambarnar Port Authority, Tuticorin-628 004.

Yours faithfully


Sr. Deputy Director (EDP)