



QCI/IT/0924/2494

Date: September 02, 2024

To,
M/s Claritus Management Consulting Private Limited
A-27C, A Block, Sector 16,
Noida, Uttar Pradesh - 201301

Subject: Purchase order for renewal of Microsoft Office Licenses

Dear Sir/Madam,

This is with reference to your quotation submitted for GeM bid reference no. GEM/2024/B/5204424 for renewal of Microsoft Office Licenses. We are pleased to inform you that pursuant to the approval of competent authority, your quotation has been accepted for renewal of Microsoft Office Licenses as per the below mentioned specifications:

I. Scope of Work:

S. no.	Description/Specification	Qty.	Unit price Offered	Total Amount
1	Renewal of Power BI Pro Licenses (1 year)	1	₹ 8,734	₹ 8,734
2	Renewal of Microsoft 365 Business Basic (1 year)	300	₹ 1,527	₹ 4,58,100
3	Renewal of Exchange Online Essential (1 year)	280	₹ 1,210	₹ 3,38,800
4	Renewal of Office 365 E3 (1 year)	6	₹ 20,717	₹ 1,24,302
5	Renewal of Exchange Online Archival (1 year)	11	₹ 2,637	₹ 29,007
6	Renewal of Microsoft 365 Business Basic (1 year)	71	₹ 1,527	₹ 1,08,417
7	Renewal of Office 365 E3 (1 year)	2	₹ 20,717	₹ 41,434
8	Renewal of Exchange Online Archival (1 year)	6	₹ 2,637	₹ 15,822
9	Renewal of Exchange Online Archival (1 year)	3	₹ 2,637	₹ 7,911
10	Renewal of Microsoft 365 Business Basic (1 year)	175	₹ 1,527	₹ 2,67,225
11	Renewal of Microsoft 365 Business Basic (1 year)	3	₹ 1,527	₹ 4,581
12	Renewal of Microsoft 365 Business Standard (Microsoft Apps license) (1 year)	18	₹ 8,107	₹ 1,45,926
	Total	876		₹ 15,50,259

*inclusive of taxes



II. Duration:

The contract shall be valid for a period of one year, i.e., from 02.09.2024 to 01.09.2025.

III. Terms and Conditions

- 1. Payment:** Payment shall be made within 30 days of submission of proper invoice, post-delivery of above-mentioned items.
- 2. Rescinding of Purchase Order:** QCI reserves the right to rescind/terminate this purchase order with 3 days prior notice without assigning any reasons thereof.
- 3. Penalty:** QCI reserves the right to lay penalty (including legal action) in case of non-compliance of any terms of this purchase order.
- 4. Acceptance:** This offer is to be accepted within 1 day from the date of receipt of purchase order.

For and on behalf of
QUALITY COUNCIL OF INDIA


AUTHORISED SIGNATORY 