

## Aarti Singh

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**From:** Procurement Invest India <procurement@investindia.org.in>  
**Sent:** 22 October 2024 19:54  
**To:** Aarti Singh  
**Cc:** Vikas Sachdev; Vikas Gupta; Procurement Desk  
**Subject:** RE: INVIN/NAF/24-25/1116 \_ Renewal & Purchase of Microsoft O365 Licenses  
**Attachments:** 4251\_001.pdf

Dear Ma'am,

PFA the PO for supply of Microsoft licenses as stated below.

1. **Period: 23<sup>rd</sup> October 2024 to 22<sup>nd</sup> October 2025.**

Sl.No	Particulars	Qty For Renewal	Total Qty
1.	Microsoft O365 Business Basic	100	100
2.	Microsoft Defender P1	50	50
3.	Microsoft Defender P2	50	50
4.	Microsoft Teams	40	40
	<b>Total</b>	<b>240</b>	<b>240</b>

2. **Period: 20<sup>th</sup> December 2024 to 19<sup>th</sup> December 2025.**

Sl.No	Particulars	Qty For Renewal	Total Qty
1.	Microsoft O365 Business Basic	85	85
2.	Microsoft Teams	100	100
	<b>Total</b>	<b>185</b>	<b>185</b>

Request you to confirm your acceptance of the same.

Regards

**From:** Aarti Singh <Aarti.Singh@claritusconsulting.com>

**Sent:** 15 October 2024 14:55

**To:** Procurement Invest India <procurement@investindia.org.in>

**Cc:** Vikas Sachdev <vikas.sachdev@investindia.org.in>; Vikas Gupta <vikas@claritusconsulting.com>

**Subject:** INVIN/NAF/24-25/1116 \_ Renewal & Purchase of Microsoft O365 Licenses

Dear Sir/Madam,

Hope this mail finds you well.!

Please find the enclosed documents against your INVIN/NAF/24-25/1116 \_ Renewal & Purchase of Microsoft O365 Licenses as per below mentioned list.

S. No.	Pre-Qualification Criteria	Supporting Documents Required
1	Firm/ Bidder should be a registered entity and must have been in operation for a minimum period of 5 years as on 30th September 2024	Attached - Page 1
2	The Bidder should have a minimum average annual turnover of Rs. 25 Lakhs (Rupees Twenty-Five Lakhs only) during the last three financial years (i.e., FY 2021-22, 2022-23 and 2023-24)	Attached - Page 2 to 45
3	Bidder shall be authorised CSP of Microsoft.	Attached - Page 46 to 50
4	The Bidder should have valid GST and PAN number	Attached - Page 51 to 54
5	Bidder should not be blacklisted by any Government entity/ PSU at the time of submission of the bid.	Attached - Page 55 to 56
6	Letter of Proposal Submission	Attached - Page 57
7	Bidder's Authorization Certificate	Attached - Page 58
8	Renewal & Purchase of Microsoft O365 Licences	Attached - Page 59
9	Information regarding Conflicting Activities and Wrong Declaration thereof	Attached - Page 60
10	Financial Bid Format	Attached - Page 61
11	Commercial for Renewal & Purchase of Microsoft O365 Licences- password protected.	PDF Password Protected file

For any further questions & assistance, please feel free to contact.

Regards,

**Aarti Singh | Corporate Account Manager**

M: +91 9560344771

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