



HINDUSTAN ORGANIC CHEMICALS LTD
(A Govt. of India Enterprise)
AMBALAMUGAL PO
ERNAKULAM DIST, KERALA, INDIA
Phone :04842720911 ; Email :kochi@hoclindia.com
Fax :0484-2720893 ; Web :www.hoclindia.com

REQUEST FOR QUOTATION

HOCL
AMBALAMUGAL
, Kerala
India-682302
Vendor Code : **1003142**

Service RFQ NO. : 70000320
Tender Type : Limited Tender Service
Due Date/Time : 31-Dec-25/14:00:00 hrs
Opening date/Time : 31-Dec-25/15:00:00 hrs
Contact Person :
Date : 23-12-2025

SERVICES REQUIRED AT:

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

Subject: RENEWAL OF MICROSOFT 365 BUSINESS BASIC LICENSES 9 NOS FOR ONE YEAR 2026

Sealed quotations in duplicate are invited by Hindustan Organic Chemicals Ltd.,Ambalamugal for the works as detailed below.A set of tender documents is enclosed for submitting your quotation.

Name of Work:RENEWAL OF MICROSOFT 365 BUSINESS BASIC LICENSES 9 NOS FOR ONE YEAR 2026. A brief description of the scope of work is given separately which is attached herewith.

Last date of receipt of quotations:Tenders will be received at the office of General Manager(HR), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 31-Dec-25/14:00:00 hrs. Bids received after the due date will not be considered.

Schedule of Rates,Scope of Work,Terms & Conditions and Other Documents are enclosed

Bidders shall go through all documents attached to the quotation and fill in the blank spaces provided for and submit the same duly signed and dated. Quotation should be completed in all respects and in accordance with the various terms and conditions specified in the enquiry documents. Incomplete quotations are liable to be rejected.

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Goods and Service Tax (GST) :

The quoted amount shall be inclusive of GST.

Rates :

The Tenderer should quote the rates in English both in figures as well as in words. Offers received without the rates in figures and in words are liable for rejection. In case of discrepancy exists between the rates quoted in figures and words, the rates quoted in words will prevail.

ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements :

Refer Annexure A, B and C attached.

Validity of Offer :

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the 'Form of Rate List' or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of letter of acceptance

Contract Preference :

Contract / Price Preference or any other concessions applicable for MSME / SSI Units / PSUs will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

Other Terms & Conditions :

The tenderers have to download the GCC (General Conditions of Contract) from our website www.hoclkochi.com and the same has to be returned along with the technical bid duly signed and stamped in all pages. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

ARBITRATION OF DISPUTES:-

All disputes, differences, questions and claims arising out of, under or touching upon this Tender /Agreement/ Purchase Order/ Work Order shall be settled amicably between the parties through mutual discussion. If the parties fail to resolve the dispute by such mutual consultation within 21 days, then such disputes, difference, questions or claims shall be referred for resolution through arbitration by either of the parties to the India International Arbitration Centre or a Sole Arbitrator mutually agreed upon by the parties from a panel of arbitrators. The award of Arbitration shall be final and binding on the parties. The seat of the Arbitration shall be at Kochi, Kerala, India and the proceedings of the arbitration shall be held at Kochi, Kerala, India in accordance with the India International Arbitration Centre Act 2019 / Indian Arbitration ; Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time being in force.

When the contract is with foreign vendor, the vendor has the option to choose arbitration in accordance with the provisions of The India International Arbitration Centre Act 2019 /The Indian Arbitration and Conciliation Act, 1996 / UNCITRAL (United Nations Commission on International Trade Law Arbitration) Arbitration Rules.

In addition to Clause No. 3.7 of our GCC, the tenderers who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services, etc. will be treated as unresponsive and the tender will be liable to rejection.

In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.

Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number, Due Date and Name of Work.

For all future correspondences, please mention the Service RFQ Number , Contractor Name and Vendor Code.

The tender notice may be read in conjunction with the standard General Conditions of Contract (available in www.hoclkochi.com), Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

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Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor:

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figure / Words (Inclusive of GST)	Amount (INR) (Inclusive of GST)
1	S9000475 Microsoft 365 business basic-subscription for one year	Numbers	9.0000		
Service Account Code(SAC) for S9000475 :.....					
Rate of GST %:					

All fields including Service Account Code and tax rate for all the items to be filled by the vendor /contractor failing which your offer is liable to be rejected.

Total Amount(Inclusive of GST) Rs:

In Words(Inclusive of GST)Rupees:.....

Date :

Signature and Seal of the Contractor

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NOTES

1.SCOPE OF WORK:-

1. Email hosting with 50 GB mail box and custom email domain address
- 2.Desktop versions of Office applications: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only) - not included.
3. Web versions of Word, Excel, PowerPoint and Outlook
4. File storage and sharing with 1 TB of One Drive storage
5. Online meetings and video conferencing for up to 250 people Tooltip about Skype for Business compatibility
6. Hub for teamwork to connect your teams with Microsoft Teams
7. Schedule and record meeting

2.PERIOD OF CONTRACT:-

THE PERIOD OF CONTRACT SHALL BE ONE YEAR

3.PAYMENT TERMS:-

PAYMENT SHALL BE RELEASED WITHIN 30 DAYS OF SUBMISSION OF BILLS

4.SECURITY DEPOSIT:NIL

5.DEFECT LIABILITY PERIOD:NIL

6.PERFORMANCE SECURITY:NIL

Thanking You,

Yours Faithfully,

FOR HINDUSTAN ORGANIC CHEMICALS LTD

NASEEMA A P

CHIEF MANAGER(SYSTEMS)

Attachments: -

1. Annexure 'A & B' - ESI, PF, Labour Law Requirements.
2. Annexure 'C' - Safety, Health and Environment (SHE) Conditions.
3. Annexure 'D' - Proforma of declaration of black listing / Holiday listing
4. Annexure 'E' - MSME Details.
5. General Conditions of Contract. (can be downloaded from HOCL website)
6. Special Conditions of Contract

-----Tear off portion to be pasted on the Envelope containing Offer-----

Offer for RENEWAL OF MICROSOFT 365 BUSINESS BASIC LICENSES 9 NOS FOR ONE YEAR 2026

From : HOCL
1003142

RFQ No. : **70000320**

Due Date :31-Dec-25
Due Time : 14:00:00 hrs

To,
General Manager(P & A)

Continued...

Hindustan Organic Chemicals Limited
P.O Ambalamugal, Ernakulam - 682302
Kerala , India