



GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute of Engineering of Maharashtra)

शासकीय अभियांत्रिकी महाविद्यालय जळगाव

(महाराष्ट्र शासनाची स्वतंत्र संस्था)

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No.GCOEJ/purchase/2025-2026/211

Date: 05 FEB 2026

### ENQUIRY LETTER

To: \_\_\_\_\_

**Subject: - Quotation for the Microsoft 365- education faculty A3 license.**

Sir

With reference to above subject, sealed quotations are invited for the equipment / items, mentioned below on or before 16/02/2026 05:00 pm. Quotations received against this inquiry will be opened on 17/02/2026 at **05.00 PM**. The representatives of all those suppliers who have submitted the quotations on or before the due date may present on the date and time of opening of the quotations. Those who will fulfill following terms and conditions will be considered for competitive bidding.

#### TERMS & CONDITIONS :-

1. Quotation shall be submitted in sealed envelope Super scribing "The Principal, Government College of Engineering, Jalgaon" (GCOEJ/purchase/2025-26/ dated / /2026) during the office hours.
2. Quotations can be dropped in the quotation box placed in the office of this institute. However, this office does not take any guarantee of not receiving the sealed envelope within time.
3. Separate sealed envelopes should be submitted for each enquiry.
4. Rate shall be inclusive of all taxes, Excise, freight charges etc., including delivery to the college site.
5. GST if applicable (should be clearly mentioned in quotation) will be as per latest Govt. rules.
6. Period of supply of these items shall be 6-8 weeks after issuing the order.
7. All other taxes and any miscellaneous expenses shall be inclusive in the quoted rate.
8. Vendors submitting the quotation must have experience of providing Microsoft 365 license( education faculty license) to at least one government or semi government educational institution and proof of the same must be attached with quotation.
9. The vendor submitting the quotation must be the Microsoft Certified Dealer and a copy of the certificate must be attached with the quotation.
8. Validity of your quotation will be considered for 3 months.
9. The principal can call for a pre-bid qualification demonstration, if required.
10. The principal reserves the right to cancel the bidding process, without giving any reasons.

| Sr.No. | Name of the items with details specification  | Quantity | Remark |
|--------|---|----------|--------|
| 1      | Microsoft 365 license ( Education faculty license with 40 students license free per faculty license) for 3 years. ( <ul style="list-style-type: none"> <li>• Quote must include onsite training and installation and configuration.</li> <li>• Quote for each year must be separately mentioned in the submitted quotation with the final total mentioned.</li> <li>• Comparison will be on total cost submitted )</li> </ul> | 50       |        |

Note : Submit your rate in your quotation inclusive of GST, all Taxes with Free delivery at college.

  
PRINCIPAL

GOVT. COLLEGE OF ENGINEERING, JALGAON.