

Date: 2nd July, 2026

To,

The Hardware and Software Supply & Servicing Vendors.

Mumbai.

Re: Spot Quote for Procurement of Microsoft Windows Server RDS User CAL Licenses – Qty. 100

Sealed techno-commercial quotations are invited from eligible vendors for supply of Microsoft Windows Server Remote Desktop Services (RDS) User CAL Licenses as detailed in Annexure–A enclosed herewith.

The quotation shall be submitted subject to the following Terms & Conditions:

TERMS & CONDITIONS

1. Scope of Supply

The bidder shall supply genuine, new and unused Microsoft Windows Server Remote Desktop Services (RDS) User CAL Licenses, complete in all respects, as specified in Annexure–A.

The licenses supplied should be sourced through authorized Microsoft channels and should comply with the latest applicable Microsoft licensing norms.

2. Delivery Location

The Purchase Order (PO) will be issued by LIC of India, Central Office, Mumbai.

The software/licenses shall be delivered/activated at:

- IT/Digital Transformation Department, Jeevan Seva Annexe Building, Santacruz (W), Mumbai; and/or
- Yogakshema Building, Churchgate, Mumbai,

as may be specified in the Purchase Order.

3. Delivery Period

The complete delivery, activation and submission of all relevant license details/documents shall be completed within 15 days from the date of issue of Purchase Order.

4. Liquidated Damages / Penalty for Delay

In case of delay in delivery beyond the stipulated delivery period, Liquidated Damages (LD) at the rate of 2% of the basic order value per week or part thereof, subject to a maximum of 10% of the basic order value, may be levied by LIC of India.

LIC reserves the right to cancel the Purchase Order wholly or partly if delivery is not completed within 20 days from the date of issue of Purchase Order.

5. Warranty / Support

The supplied licenses/software shall carry standard OEM support/subscription/warranty entitlement, wherever applicable.

6. Payment Terms

100% payment shall be released after successful delivery/activation of licenses and submission of invoice along with all supporting documents, subject to verification and acceptance by LIC.

7. Taxes and Duties

The quoted rates shall be strictly in Indian Rupees (INR) and exclusive of GST.

GST shall be paid extra at actuals against submission of valid tax invoice.

The bidder shall clearly indicate:

- GST percentage,
- HSN/SAC code,
- PAN,
- GSTIN,
- Bank account/NEFT details

in the quotation/invoice.

Statutory deductions including TDS, wherever applicable, shall be made as per prevailing Government rules.

8. Price Validity

The quoted rates shall remain valid up to 31/10/2026.

9. Authorized Supplier

The bidder should be an authorized supplier/reseller/channel partner for Microsoft licenses and should submit documentary proof, if required by LIC.

10. Compliance to Specifications

The bidder shall ensure that the offered licenses fully comply with the specifications mentioned in Annexure–A.

In case of any deviation, the same shall be clearly mentioned separately in the quotation.

11. Right to Accept or Reject

LIC reserves the right to:

- accept or reject any or all quotations,
- cancel the Spot Quote process,
- place order fully or partially,
- increase or decrease the quantity at the time of placing Purchase Order,

without assigning any reason whatsoever.

The decision of LIC in this regard shall be final and binding on all bidders.

12. Submission of Quotation

The duly signed and stamped quotation strictly as per Annexure–A should be submitted on the bidder's letterhead in a sealed envelope superscribed as:

“Spot Quote for Microsoft Windows Server RDS User CAL Licenses – Qty. 100”

and addressed to:

The ED (IT/DT)

LIC of India

Central Office, IT/Digital Transformation Department

Jeevan Seva Annexe Building, 2nd Floor

S.V. Road, Santacruz (W)

Mumbai – 400054

13. Last Date & Time for Submission

The quotation should reach the above office on or before 3:00 PM on 09/07/2026.

14. Bidder Responsibility

It shall be the responsibility of the bidder to ensure correctness of the quoted product/license part number and compatibility with LIC's existing environment.

15. Fraudulent / Counterfeit Supply

In case the supplied licenses are found to be counterfeit, invalid, unauthorized, or non-genuine at any stage, LIC reserves the right to:

- reject the supply,

IT/DIGITAL TRANSFORMATION (IT/DT) DEPT, CENTRAL OFFICE, JEEVAN SEVA ANNEXE, S.V.ROAD, SANTACRUZ (W), MUMBAI- 400 054

TEL.NO.: (022) 67090374,67090331,404, FAX NO.: (022) 22851915, email: co_ithwdev@licindia.com

- cancel the Purchase Order,
- recover the payment made, if any,
- blacklist the bidder,
- Initiate appropriate legal action.

All vendors are requested to quote their most competitive rates.

ED (IT/DT)

IT/Digital Transformation Department
Central Office, Jeevan Seva Annexe
S.V. Road, Santacruz (W)
Mumbai – 400054

ED (IT/DT)



IT/DIGITAL TRANSFORMATION (IT/DT) DEPT, CENTRAL OFFICE, JEEVAN SEVA ANNEXE, S.V.ROAD, SANTACRUZ (W), MUMBAI- 400 054

TEL.NO.: (022) 67090374,67090331,404, FAX NO.: (022) 22851915, email: co_ithwdev@licindia.com

Annexure -A

Software Item Description	Quantity	Price per unit excl of GST	Total Cost excl of GST
Microsoft Windows Server Remote Desktop Services (RDS) User CAL License	100		
TOTAL			

Bidder Details

Particulars Details

Name of the Bidder

Address

Contact Person

Mobile Number

Email ID

GSTIN

PAN

Authorized Signatory

(Name & Seal of Bidder)