



# The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020

*A Century of Service to the Nation*

## NOTICE INVITING TENDER

No. T-1863

Dated: 13.02.2026

### **Supply, Installation & Commissioning of Software Licenses (Windows 11, Microsoft Office 2024 and Visual Studio Professional 2026) at IEI-HQ**

The Institution of Engineers (India) invites sealed Tenders from eligible bidder(s) in Single Stage two Envelope bid system for **Supply, Installation & Commissioning of Software Licenses (Windows 11, Microsoft Office 2024 and Visual Studio Professional 2026) at IEI-HQ**

**The sealed tenders are to be submitted duly stamped and signed and dated on each page of the tender document** as their unconditional acceptance to the terms prescribed by the Institution. Details/supporting documents wherever applicable, if attached with the tender should be duly authenticated by the vendor/s. No over-writings shall be accepted unless authenticated with full signature of the vendor/s.

The tender shall be in two parts viz. **Technical Part – (Envelope – 'A')** and **Financial bids (Envelope 'B')** (Envelope 'A' and 'B' with the content shall be clearly marked on the top of the envelopes separately). **Technical Part (Envelope – 'A')** shall comprise of compliance documents against Qualification Requirement, company profile and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document in **Envelope – 'B'**. Both Envelope – A & B shall be put in a third envelope, sealed and submitted within the prescribed date & time and with signature of the tender applicant over it.

The sealed tender duly superscribed, "**Supply, Installation & Commissioning of Software Licenses (Windows 11, Microsoft Office 2024 and Visual Studio Professional 2026)**" with Tender No. should be addressed to Deputy Director (IT & Admin) sent at the Institution's address either by registered post/speed post or by hand. Postal / courier of the tender document must reach to this office within stipulated date & time i.e., upto 16.00 hrs of **23 Feb 2026**.

Tenders received after the stipulated date and time shall not be entertained. The Institution shall not be liable for any postal delays for what so ever reason and tender received after the stipulated time/date are liable to be rejected summarily without giving any reason and any correspondence.

  
Deputy Director (IT & Admin)

## Objective

The purpose of this procurement is to upgrade and standardize licensed software across the organization, ensure use of genuine and legally compliant Microsoft software, to enhance system security, performance, and compatibility, support development and office productivity requirements and to provide seamless technical support.

## Total Quantity

This includes procurement and deployment of:

- 52 Nos. Microsoft Windows 11 licenses
- 52 Nos. Microsoft Office 2024 licenses (excluding MS Access)
- 5 Nos. Microsoft Visual Studio Professional 2026 licenses

## Qualification Criteria

1. The Bidder should be a registered company.
2. Must have GST and Pan registration
3. The Bidder should have operation Office/Centre in and around Kolkata.
4. Bidder shall be a authorized partner of Microsoft
5. The Bidder should not be currently blacklisted or have been blacklisted with any Government of India Agency/ PSU, any State Government department. i.e., The bidder shall furnish a written declaration in this regards in their letterhead.
6. The Bidder has to submit copy of the work order / work completion certificate showing the Supply/ Installation / support of Microsoft Softwares during the last three years.
7. The bidder must have single fully functional contact support centre with 24 X 7 support.
8. Bidder must have turnover atleast 1 crore turnover in each of the last three years

## Guidelines on Bid submission:

1. The language of the documentation & details in the Bids must be in English.
2. All bids to be submitted in single stage two envelope in separate covers:
  - a. **Technical Bid** :- Envelope A should be superscribed with Tender No and Name of Job i.e." **Supply, Installation & Commissioning of Software Licenses (Windows 11, Microsoft Office 2024 and Visual Studio Professional 2026)**" and word "TECHNICAL BID" along with the duly signed and stamped photocopy of documents in support of their candidature for Tender and each document to be signed by authorized representative.
  - b. **Financial Bid** :- Envelope should be superscribed with Tender No and Name of Job i.e." **Supply, Installation & Commissioning of Software Licenses (Windows 11, Microsoft Office 2024 and Visual Studio Professional 2026)**" and word "FINANCIAL BID" containing rate coated by the party duly signed and stamped by authorized representative.
3. These two bids to be placed in separate large envelope superscribed with Tender No and Name of Job i.e." **Supply, Installation & Commissioning of Software Licenses (Windows 11, Microsoft Office 2024 and Visual Studio Professional 2026)**".

4. **For any query please contact:**

Sudip Roy, Deputy Director, IT & Admin  
9830744323 / sudip.roy@ieindia.org

## **General Terms and Conditions**

1. The price shall include all taxes, duties, levies, delivery charges, installation charges etc and no additional payment shall be admissible on any account.
2. The vendor will have to submit Income Tax / Sales Tax / VAT Clearance Certificate.
3. Payment shall be made on submission of Invoice after completion of the job and Bidder has to submit Tax Invoice once the payment is made.
4. Standard LD Clause for delay in supply @ 2% per week or part thereof subject to maximum of 10% of the order value will be applicable.
5. The successful bidder has to deposit a performance guarantee of Rs. 20,000/- (Rupees Twenty Thousand only) and shall be refunded back after completion of warranty period without any interest. In case of non-satisfactory performance the penalty shall be adjusted from the performance guarantee deposited. The decision of IEI shall be final in this regard
6. IEI reserves the right to reject any or all the quotations without assigning any reason whatsoever.

## **Scope of Work**

### **1. Installation & Configuration**

The bidder shall:

- Install Windows 11 on designated desktops/laptops.
- Install and configure Microsoft Office 2024 (excluding MS Access).
- Install Visual Studio Professional 2026 on 5 designated systems.
- Activate all licenses.
- Configure updates, security patches, and settings.
- Integrate with existing domain/network (if applicable).
- Ensure compatibility with existing hardware.
- Take backup before installation (if required).

### **2. Documentation & Handover**

The Bidder shall provide:

- License certificates and activation details
- OEM authorization certificate
- Installation & commissioning report
- Asset mapping with system/user details
- Soft copy of manuals and license keys

### **3. Support & Warranty**

- **One year installation/configuration support**
- Assistance for reinstallation and activation during support period
- OEM support as applicable

#### **4. Delivery & Installation**

- Delivery of licenses: Within 2–3 weeks from Purchase Order
- Installation & activation: Within 7 days of delivery
- Location: IEI-HQ (above mention address)

### **Technical Specifications**

#### **Windows 11**

- Latest version of Windows 11 Professional/Enterprise.
- 64-bit license.
- Compatible with existing hardware.
- Latest updates and security patches.

#### **Microsoft Office 2024 (Excluding MS Access)**

- Word
- Excel
- PowerPoint
- Outlook
- OneNote (if included by Microsoft)
- No MS Access

License Type: Perpetual / Volume License (Open/MAK/KMS as applicable).

#### **Visual Studio Professional 2026**

- Latest Professional edition
- Perpetual license
- With activation and updates
- Compatible with existing development environment

**Signature of the bidder with date and seal**

## **Financial Part**

| Slno           | Item                               | Qty | Unit Price | Total |
|----------------|------------------------------------|-----|------------|-------|
| 1              | Windows 11                         | 52  |            |       |
| 2              | MS Office 2024                     | 52  |            |       |
| 3              | Visual Studio Pro 2026             | 5   |            |       |
| 4              | Installation/Configuration charges | -   |            |       |
| GST@....%      |                                    |     |            |       |
| Total With GST |                                    |     |            |       |

(Rs.....)

We do hereby accept all the terms and conditions as mentioned in the notice (T-1863).

**Signature of the bidder with date and seal**

*Company name :*

*Address :*

*Phone No. :*

*E-mail :*