



**Maharashtra State Electricity Distribution Company Limited**  
Tender No: CGM-IT/M365/2026-27/002  
Version – 1 Date: 03/07/2026  
Website: www.mahadiscom.in

**BID NOTICE/ ई-निविदा सूचना**

The Chief General Manager (IT), on behalf of Maharashtra State Electricity Distribution Company Limited (the Employer), hereby invites online bids from the eligible bidders Request for Proposal for Procurement of Microsoft 365 Office Suite Solution (M365) for period of 2 Years.

The entire bidding document is available on MSEDCL's e-Tender portal <https://etender.mahadiscom.in> as per the dates indicated below.

<b>Calendar of Events</b>	<b>Date and Time</b>
Begin Sale of RFP Document	03-07-2026
Date of submission of pre-bid queries	10-07-2026
Date and time of Pre-BID Meeting	10-07-2026 at 15.00 Hrs.
Date and time of submission of Bids	17-07-2026 at 17.30 Hrs.
Date of Bid Opening	17-07-2026 at 18.00 Hrs.

Any changes in the Bid Schedule, corrigendum etc. shall also be notified via MSEDCL's e-Tender portal. Prospective bidders are therefore requested to regularly check the MSEDCL's e-Tender port for any updates.

**Tender Fee:** 11,800/- (including GST) via ONLINE PAYMENT ONLY (Non-Refundable)

**Bid Security:** A total amount of Rs. 8,20,314/- (**Rupees Eight Lakhs Twenty Thousand Three Hundred Fourteen Only**) should be deposited Online on MSEDCL etender portal or in the form of e-Bank Guarantee from a nationalized/scheduled bank in favour of Maharashtra State Electricity Distribution Company Ltd. payable at Mumbai for covering the entire scope of work as mentioned in details in Tender Document (RFP).

Pre-Bid meeting for the above tender is scheduled on 10 Jul 2026 at 15.00 Hrs. All pre-bid queries are required to be submitted on or **before** 10 Jul 2026 by Bidders on [msofficerfp@mahadiscom.in](mailto:msofficerfp@mahadiscom.in)

**Pre- Bid Meeting Venue: Online ( Through Video Conferencing)**

**VC Link: <https://meet.google.com/wmn-dysh-xro>**

Submit the pre-bid queries in format given in Tender document.

## Bidders Pre-Qualification criteria

- I. **Bidders Definition:** Bidder must be a single firm. The Single firm must be a legal entity registered under the Companies Act 1956 or 2013 or limited liability partnership (LLP) under the LLP act 2008 or Indian Partnership Act 1932 and should be in existence in India for at least last audited 5 years as on date of submission of the bid.
- II. **Financial Turnover:** The Bidder should have minimum average annual turnover of at least Rs.2.5 Crores in the last three audited financial years (FY 2021-2022, FY 2022-2023 & FY 2023-2024) or (FY 2022-2023, FY 2023-2024 & FY 2024-2025) as on bid submission date.
- III. **Net Worth:** The Bidder should have positive net worth in the last three audited financial years (FY 2021-2022, FY 2022-2023 & FY 2023-2024) or (FY 2022-2023, FY 2023-2024 & FY 2024-2025) as on bid submission date.
- IV. **Presence in Maharashtra:** The Bidder shall have fully functioning office in Maharashtra or shall open office in Maharashtra within three months in case of award of contract.if bidder fails to open the office within the 3 months of time limit then 0.5 % of Quarterly payment will be deducted for every months delay.
- V. **Project Experience:** The Bidder/OEM should have similar experience of supply of Microsoft Office 365 office suits license in any sector during preceding 3 years from the date of submission of bid.

And

The Bidder/OEM should have executed similar project experience/Work order as follows:
  - One similar work order/contract equivalent to at least Rs. 6.56/- Crores. OR
  - Two similar work orders/contracts costing not less than Rs. 4.10/- Crores each. OR
  - Three similar work orders/contracts costing not less than Rs.3.28/- Crores each.
- VI. **OEM MAF:** Bidder Should provide Manufacturing Authorization Letter from each Proposed OEM
- VII. **Certifications:** The Bidder should comply with following certification as on the last date of submission of bid.
  - **ISO 9001:2015** AND
  - **ISO 27001:2022**
- VIII. **Non-Blacklisting Undertaking:** The Bidder/ all members of consortium should not be debarred or blacklisted by Private/PSU/Central Govt /State Govt. or any other organization or agencies in India. The Bidder should not be under any legal action for indulging in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice with any Private/PSU/Central Govt /State Govt. or any other organization or agencies in India.
- IX. **No-deviation:** Bidder Should submit no deviation certificate.

**Brief Scope of Work:**

The scope of work of this RFP is to Supply, Installation, Commissioning & Maintenance of Microsoft 365 (M365) licenses for a period of two years .

Following is the Brief Scope of work for Procurement of Microsoft 365 Office Suite Solution (M365) for period of 2 Years

<b>Sr. No.</b>	<b>Particular</b>	<b>Essential Features</b>	<b>Qty</b>
1	M365 Apps for Enterprise for end Users.	Offline/Online version of Office Applications + 1 TB One Drive.	3000 Nos
2	Microsoft 365 Co-pilot for Corporate Office higher Authorities	Generative AI tool	50 Nos

**\* Refer RFP for more Details**

**Chief General Manager (IT),**  
MAHAVITARAN, Prakashgad, 4th Floor  
Plot No G-9, A.K. Marg, Bandra (East),  
Mumbai 400 051  
Email – msofficerfp@mahadiscom.in

## Template for Pre-Bid queries

Bidders shall all Pre-Bid queries in excel in the following format.

#	Page No.	Section (Name & No.)	Statement as per RFP	Query by Bidder	Justification for query (if any)

### Note:

- a) MSEDCL will organize a pre-bid conference at the time and place indicated in BDS. Bidders are requested to submit the queries in writing as per the above format. Any modifications to the Bidding document, which may become necessary as a result of pre-bid conference shall be made by MSEDCL exclusively by issuing Addendum and not through the clarifications of the pre-bid conference.
- b) Any requests for clarifications received after the expiry of the date and time mentioned in the Bid Data Sheet may not be entertained by MSEDCL.  
Pre-Bid queries should be sent on or before 10/07/2026 on msofficerfp@mahadiscom.in only. Other mode of communications shall not be accepted.
- c) MSEDCL is not bound to reply all the queries.
- d) Replies of Pre-Bid Queries shall be published on MSEDCL eTender website.
- e) It is requested to provide Clear query with Justification

Signature:

Name of the Authorized signatory:

Company seal:

Date and Stamp: