



KERALA AGRICULTURAL UNIVERSITY

Directorate of Information Systems
Main Campus, Vellanikkara
K.A.U. (P.O.), Thrissur - 680656
Email: dis@kau.in

KAUDIS/264/2025-DIS A1

Dated 01.12.2025

TENDER NOTICE

Sub:- KAU - DIS **supply of Microsoft 365 A3 Licenses** under the **Microsoft Campus Agreement** for Kerala Agricultural University (KAU) -reg

Important Information

Bid Inviting Authority	Directorate of Information System, Kerala Agricultural University
Contact Person	Director, Directorate of Information Systems, Academic Block 1, College of Agriculture, Vellanikkara. KAU- PO, Thrissur - 680656. Ph: 0487-243818
Mode of Tender Submission	Direct/ By post**
Non refundable Tender document fee	Tender Fee: 0.2% of the cost of tender rounded to the nearest multiple of 100, subject to a minimum of Rs. 400/- and maximum Rs.1500/- + 18% GST
Earnest Money Deposit (EMD) payable *	1% of quoted amount (to be remitted as separate DD drawn in favor of Director, Directorate of Information Systems, payable at SBI, Vellanikkara)
GST Rate Applicable	As per GST rules
Last Date of Submitting the Tender Documents	3.00 pm on 20 December 2025
Opening of Tenders	11.00 AM on 22 December 2025

*** Exemption is allowed to MSME companies as per Govt. rules. Copy of relevant document should be submitted**

****In the case of Courier, ensure the company has delivery at this office**

Scope of Work

Kerala Agricultural University invites sealed Tenders from Service provider/ firm/ Supplier/ Contractor for **supply of Microsoft 365 A3 Licenses** under the **Microsoft Campus Agreement** for Kerala Agricultural University (KAU) .Details given in Annexure 1 . AND BOQ in Annexure 2.Terms and conditions mentioned given below.

Terms and conditions:

1. The Tenders superscribed “ Microsoft 365 Campus Agreement ” should be addressed to the **Director of Information Systems, Academic Block 1, College of Agriculture, Vellanikkara**. The last date for the receipt of filled in Tenders is **3.00 pm on 20 December 2025** and the same will be opened at **11.00 AM on 22 December 2025** in the presence of tenderers or their authorized representatives who may be present at that time. The cost of tenders has to be remitted in the by means of DD or cheque drawn in the name of Comptroller Kerala Agricultural University
2. Tender should be submitted in the prescribed form which can be downloaded from the website www.kau.in/tenders. The cost of the tender forms will not be refunded under any circumstances.
3. Each tender should be accompanied by an Earnest Money Deposit of 1% of the total quoted amount in the form of demand draft drawn in favour of Director of Information Systems, Kerala Agricultural University payable at SBI, Vellanikkara branch. Full details regarding DD of EMD/Tender Fee should be mentioned in the tender document. The tender should be accompanied by an agreement in Kerala Stamp Paper worth Rs. 200/- (Rupees Two Hundred only) and format can be downloaded from the above website. Withdrawal of tenders after its acceptance or failure to supply the items or supplies not in accordance with the specification will entail cancellation of the tender. The successful tenderer should supply the item to Directorate of Information Systems, Vellanikkara within ten days from the date of the receipt of supply order. The Director of Information Systems reserves the right to remove the defaulted name from the list of suppliers permanently or for a specific period.

4. Copies of Registration certificate, GST Registration are also enclosed along with tender documents
5. The successful tenderer should execute an agreement in Kerala Stamp Paper worth Rs.200/- (Rupees Two Hundred only) and furnish a security deposit of 5% of the cost of the entire quantity of items quoted in the form of term deposit/ bank guarantee/ demand draft drawn in favour of Director of Information Systems, Vellanikkara. The format for the agreement can be downloaded from the KAU website.
6. The cost of the items should be quoted inclusive of all taxes and installation, transportation, loading and unloading and other applicable charges.
7. The rate shall be valid for a period of one year from the date of acceptance of tender.
8. The Director of Information Systems, KAU reserves the right to accept or reject any or all of the offers without assigning any reason.
9. If any Hartal/ Strike/ any unexpected holidays occur on the date of opening of tender, the tender will be opened at the same time on the next working day.
10. All the rules and regulations applicable to Government Tenders will be applicable to this tender also.
11. Duly filled BOQ along with Data Sheet of the above items should be enclosed along with tender documents and specification parameters are highlighted /Marked in the data sheet for better evaluations.

Director of Information Systems

To

- b. KAU website (web team to upload)
- c. Notice Board
- d. Systems Manager, DIS

Annexure 1

SLNO	supply of Microsoft 365 A3 Licenses under the Microsoft Campus Agreement
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Annexure 2

B O Q

SLNO	Specification	
1	supply of Microsoft 365 A3 Licenses under the Microsoft Campus Agreement	No of Faculty 050 Nos