



**Tender Invitation**  
**For**  
**Procurement of Microsoft Office Licenses**  
**RHFL/Admin/RFP-6/2026-27**  
**DT. 27-05-2026**

**Inviting quotations for Microsoft Power BI and Microsoft 365 Apps for  
Business Licenses for Repco Home Finance Ltd: Procurement and  
Implementation**

**I. ABOUT REPCO HOME FINANCE LTD (RHFL):**

RHFL is a professionally managed housing finance company headquartered in Chennai, Tamil Nadu. The company was incorporated in April 2000 to tap the growth potential in the housing finance market. We had been registered with the National Housing Bank. As of now, RHFL is operating through 200+ locations across pan India. All the branches and satellite centers are connected to the corporate office through a core banking platform.

**II. REQUIREMENT DETAILS:**

Procurement and Implementation of MS Office Licenses to Enhance Operational Efficiency at RHFL.

**Details of the Subscription License Requirements are as follows:**

S.No	Description	Licensing	Period	Quantity
1	Microsoft 365 Apps for Business	Subscription	1 Year	400
2	Microsoft Power BI (Premium Per User)	Subscription	1 Year	10

**Note:**

- ❖ Microsoft 365 Apps for Business licenses should include only Word, Excel, PowerPoint, and Outlook. Domain setup, domain migration, and email migration are not included in the scope.
- ❖ As Microsoft permits a maximum of 300 Microsoft 365 Apps for Business licenses per domain/tenant, vendors are requested to quote and provision the licenses as follows:
  - 300 licenses under one domain/tenant
  - 100 licenses under a separate domain/tenant

### **III. SCOPE OF WORK:**

#### **1. Objective:**

The objective of this project is to procure and implement a Microsoft Office license for Repco Home Finance Limited. The goal is to equip all designated employees with the necessary software to enhance organisational productivity and collaboration.

#### **2. Deliverables:**

##### **A. Procurement:**

- Purchase of **350** Microsoft Office licenses.
- Deliver the licenses and product keys to the admin department for distribution and use.

##### **B. Installation and Activation:**

- Installation of Microsoft Office on user machines (desktops/laptops).
- Activation of licenses for each user/ Mechanize.
- Configuration of Microsoft Office settings based on company standards.

##### **C. Administrative Support:**

- Assist the Admin team with installation issues or software compatibility challenges.
- Provide guidance and troubleshoot problems related to Microsoft Office applications.
- Document and manage license keys for future reference and proper management.

### **IV. PARTICIPATION METHODOLOGY:**

- The vendor must submit the proposal directly and should not delegate or appoint a representative or third party to submit on their behalf.
- Submission made through intermediaries, agents or any party acting on behalf of the vendor will stand ineligible and will not be considered for evaluation.
- The Company requires a direct line of communication and accountability with the vendor throughout the tender process to ensure transparency, authenticity and adherence to procurement policies.
- Interested Vendors are advised to go through the entire document before submitting their proposals to avoid any chance of elimination. The eligible vendors desirous of taking up the project are invited to submit their proposal in response to this RFP. The criteria and the actual process of evaluation of the responses to this RFP and subsequent selection of the successful vendor will be

entirely at RHFL's discretion. This RFP seeks proposals from vendors who have the necessary experience, capability and expertise for disposing of unserviceable/ obsolete hardware assets, adhering to RHFL's requirements outlined in this RFP.

#### **V. PERIOD OF CONTRACT**

- The contract will remain valid for one year, starting from the date of purchase of the license.

#### **VI. PRE-QUALIFICATION CRITERIA**

1. The participating vendors must be officially OEM suppliers/Microsoft Authorized Resellers/companies that have partnerships with Microsoft and are licensed to distribute OEM licenses.
2. They should demonstrate proven experience in delivering Microsoft solutions and services to ensure quality and compliance with industry standards.
3. Partnership Firm/ Public or Private Limited Company / Government Institutions / Public Sector / Private Companies / Any other entity, those have completed three years of business after the date of incorporation of business.
4. Minimum turnover of Rs.2 crores in last two financial years.
5. They must have supplied and installed Microsoft Office licenses to government institutions / Public sector Banks / Private sector Banks / large corporates across the country. A Satisfactory supply completion letter from the customer has to be provided.
6. The applicants must have their Corporate Office / Branch Office in Chennai.
7. The participating vendors should submit a declaration that they have not been blacklisted by any organization elsewhere for a minimum period of preceding FIVE years from the date of submitting the proposals. Any vendor who has been blacklisted and has appealed against the blacklisting and is awaiting a final verdict will be considered ineligible to participate in this process.
8. The participating vendors must have valid Registration of GST and PAN. Copies of the same should be enclosed.

#### **VII. METHOD OF SUBMISSION:**

1. Technical details clearly describing the Product details, Company profile, past work history with client list, and proof of eligibility as per pre-qualification criterion No. VI should be submitted in a sealed envelope super scribing the envelope with "Technical Proposal for the supply of Microsoft Office Licenses".

2. The Commercial Proposal should be submitted in another sealed envelope super scribing the envelope with "Commercial Proposal for the Microsoft Office Licenses"
3. **Both the sealed envelopes should be submitted at the following address in a large-size sealed envelope super scribing with "Proposal for the Microsoft Office Licenses" must be submitted on or before 11-06-2026, 05:00 PM either by Speed Post/Courier or by dropping it in the designated box available at the Corporate Office."**

**The General Manager  
Repc Home Finance Ltd.,  
Third Floor, Alexander Square,  
2, Sardar Patel Road,  
Guindy, Chennai - 600 032**

#### **VIII. Selection of Vendor:**

##### **a. Preliminary Scrutiny:**

- ❖ The Company will scrutinize the technical proposals received to determine whether they are complete in all aspects, the documents have been properly signed & items are offered as per RFP requirements and technical documentation as required to evaluate the offer has been submitted.
- ❖ Prior to detailed evaluation, the Company will determine the substantial responsiveness of each proposal to RFP. Substantial responsiveness means that the proposal conforms to all terms and conditions, scope of work and the proposal is submitted without any deviations.
- ❖ Proposals will be rejected if any of the submitted documents stands unclear/deceptive.

##### **b. Clarification of offers:**

- ❖ During the process of scrutiny, evaluation and comparison of offers, the Company may, at its discretion, seek clarifications from all the vendors /any of the vendors on the offer made by them. The vendor has to respond to the company and submit the relevant proof /supporting documents required against clarifications, if applicable. The request for such clarifications and the vendor's response will necessarily be in writing and it should be submitted within the time frame stipulated by the Company.
- ❖ The Company may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. Company's decision with regard to 'minor non-conformity' is final and the waiver shall be binding on all the vendors and the Company reserves the right for such waivers.

**c. Evaluation:**

- ❖ After the closing date, the Company will evaluate the proposal submitted by the vendors under this RFP. The proposal will be evaluated by a Committee of officers of RHFL. If warranted, the company may engage the services of an external consultant for evaluation of the proposal. It is the Company's discretion to decide at the relevant point of time.
- ❖ The offer in commercial proposal must be made in Indian Rupees only.
- ❖ The commercial should explicitly contain a percentage of applicable tax.
- ❖ The Price mentioned in the empanelment order should have a Validity for the period of one year from the date of empanelment.

**d. Award of Work:**

- ❖ On completion of the evaluation process of Indicative Technical & Commercial proposals, the purchase order will be issued to the vendors, who are technically competent and commercially viable, post negotiation, if required.
- ❖ The work order shall be awarded and the order shall be provided to the selected L1 vendor.
- ❖ The selected vendor shall submit the acceptance of the order within seven days from the date of receipt of the order. No conditional or qualified acceptance shall be permitted. The effective date for start of provisional contract with the selected vendors shall be the date of acceptance of the order by the vendor.
- ❖ Company reserves its right to consider at its sole discretion the late acceptance of the order by selected vendor.
- ❖ The shortlisted vendor/s will be required to customize the services as per requirement of the Company at the rates not higher than the agreed rate finalized under this RFP.
- ❖ The Company shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reason whatsoever. Further, the company can scrap the project at any time without assigning any reason whatsoever. Canvassing in any form will lead to disqualification.

**e. Penalty**

- ❖ Ordered licenses should be delivered within one week from the date of placing the order. In the event of the licenses not being delivered within stipulated time, an amount of Rs.100/- (Rupees One Hundred only) will be levied as penalty for delaying every day.

**IX. GENERAL CONDITIONS:**

- 1) This RFP is not an offer by RHFL, but an invitation to receive responses from

the eligible vendors. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized official(s) of RHFL with the selected vendor.

- 2) The purpose of this RFP is to provide the vendor(s) with information to assist preparation of their technical/commercial proposals. RHFL may in its absolute discretion update, amend or supplement the information in this RFP.
- 3) RHFL, its employees and advisers make no representation or warranty and shall have no liability to any person, including any applicant or vendor under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this process.
- 4) RHFL, also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any vendor upon the statements contained in this RFP.
- 5) The issue of this RFP does not imply that RHFL is bound to select a vendor or to appoint the selected vendor for the Purchase process and RHFL reserves the right to reject all or any of the vendors or proposals without assigning any reason whatsoever.
- 6) Failure to furnish any or all information required by the document or to submit a proposal not substantially responsive to the RFP in all respect will be at the vendor's risk and may result in rejection of the proposal.

**X. RESOLUTION OF DISPUTES:**

All disputes and differences of any kind whatsoever, arising out of or in connection with this offer or in the discharge of any obligation arising under this offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably, the matter may be referred to a sole arbitrator mutually agreed upon after issuing at least 30 days' notice in writing to the other party clearly setting out there in the specific disputes. In the event of the absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. The venue of arbitration shall be Chennai, INDIA.

**XI. LEGAL DISPUTES AND JURISDICTION OF THE COURT:**

The Company Clarifies that the Company shall be entitled to an injunction, restraining order, right for recovery, specific performance or such other equitable relief as a court of competent jurisdiction may deem necessary or appropriate to restrain vendor/prospective vendor from committing any violation or enforce the performance of the covenants, obligations and representations contained in this RFP. These injunctive remedies are cumulative and are in addition to any other rights and remedies the Company may have at law or in equity, including without limitation, a right for recovery of any amounts and related costs and a right for damages. All disputes and controversies between RHFL and the vendor shall be subject to the exclusive jurisdiction of the courts in Chennai and the parties agree to submit themselves to the jurisdiction of such court as this RFP/contract agreement shall be governed by the laws of India.

**XII. DISCLAIMER:**

RHFL reserves the right not to consider the proposals submitted by any vendor without assigning any reason whatsoever. Bringing any outside influence will lead to disqualification.

**XIII. GRIEVANCE MECHANISM:**

Any Vendor participating in this process but aggrieved by the decision of the Company may submit his/her representation in writing (within 10 days of completion of the process) to:

**The Chief Operating Officer,  
REPCO HOME FINANCE LTD,  
Third Floor, Alexander Square,  
New No: 2, Sardar Patel Road, Guindy,  
Chennai - 600 032.**

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