



Srinivasa Ramanujan Institute For Basic Sciences

(An institution under Kerala State Council for Science Technology and Environment)

II Hills, 8th Mile, Velloor P. O., Pampady, Kottayam, Kerala, 686 501, INDIA

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<https://sribs.res.in>



No.SRIBS/52/2025-GA1

04 March 2026

Quotation Notice

Sealed quotations (or password-protected electronic quotations) are invited from authorized partners/vendors or directly from the service provider/company (OEM – preferred) for providing Professional Cloud Email Hosting Services, including institutional or educational offerings where applicable, for KSCSTE–Srinivasa Ramanujan Institute for Basic Sciences (SRIBS) using the institute’s existing domain sribs.res.in.

The required specifications are given below:

TECHNICAL SPECIFICATIONS

1. **Service Type:** Managed Cloud Email Hosting Suite
2. **User Accounts:** 9 user accounts initially. The system should support addition of more users in future if required.
3. **Storage Capacity:** Minimum 30 GB cloud storage per user
4. **Domain Integration:** Mapping to existing domain (@sribs.res.in)
5. **Admin Console:** Centralized control panel for user management
6. **Security:** Spam protection, malware filtering, and Two-Factor Authentication
7. **Uptime SLA:** Minimum 99.9% service availability
8. **DNS Configuration:** MX, SPF, DKIM, and DMARC record configuration support
9. **Setup & Onboarding:** Email account creation and administrative setup
10. **Data Protection & Recovery:** The email service shall provide built-in data protection features such as data redundancy, email recovery, retention options, or backup mechanisms to prevent loss of email data.
11. **Subscription Period:** One year

Terms and Conditions

1. The quotation may be submitted either in a sealed cover or through official email (in PDF format), addressed to

The Director,

KSCSTE–Srinivasa Ramanujan Institute for Basic Sciences (SRIBS),

II Hills, 8th Mile, Velloor P. O., Pampady,

Kottayam – 686501,

or by email to: sribs.kscste@gmail.com , (with Subject Heading: *Submission of Quotation: Professional Cloud Email Hosting for KSCSTE–SRIBS*)

and should reach this office on or before **11 March 2026 at 3.00 PM (IST)**.

2. The envelope/pdf shall be super scribed as: “Quotation for Email Hosting Services”.
3. The quotations will be opened at **3.30 PM on 11 March 2026** in the presence of the tenderers or their authorized representatives, whoever is present at that time.
4. The quotation may be submitted either directly by the service provider/company (OEM – preferred) or through an authorized reseller/partner of leading enterprise cloud email and collaboration platforms, or equivalent. Authorized partners shall enclose valid proof of authorization

5. **Preference of Plans:** If the Institute is found eligible for any free or concessional educational/institutional plan offered by the service provider, the same shall be considered in the evaluation. In cases where such plans are not available, not technically suitable, not eligible, or not the most economical option, paid professional or enterprise plans meeting the technical specifications may also be considered. Selection shall be based on technical compliance, eligibility, and overall cost-effectiveness.
6. The rates quoted shall be inclusive of all applicable taxes, implementation charges, setup costs, and one-year subscription fees.

The quotation shall clearly indicate the per-user per-year rate, and additional users, if any, shall be provisioned at the same rate on a pro-rata basis during the subscription period.

7. Payment shall be released only after successful completion of the following milestones:
 - Activation of institutional email services for the domain sribs.res.in
 - Configuration of the admin console with administrative access provided to SRIBS
 - Successful creation and verification of the initial set of user email accounts
8. Payment will be made within 30 days from the date of satisfactory completion of the above setup and submission of a valid invoice, subject to applicable government financial procedures and timelines.
9. The Director/Assistant Registrar, KSCSTE–SRIBS, reserves the right to accept or reject any or all quotations, wholly or partially, without assigning any reason thereof.

(Sd/-)

Director

KSCSTE–SRIBS

Dr. SURESH C. H.

Director

Srinivasa Ramanujan Institute

for Basic Sciences

Velloor P.O., Pampady, Kottayam

