

No. D-19014/6/2014-Genl.  
Government of India  
Ministry of Minority affairs

11<sup>th</sup> Floor, Paryavaran Bhawan,  
C.G.O. Complex, Lodhi Road, New Delhi,  
Dated: 21 August, 2015

Sub:- Calling sealed quotations for Purchasing of 31(thirty one) nos. Microsoft Office 2013 Licenses (Professional Edition) for this Ministry-reg.

Sir,

The Ministry of Minority Affairs, 11<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 invites sealed financial bids from authorized software vendors/resellers for purchase of 31(thirty one) nos. Microsoft Office 2013 Licenses (Professional Edition) with media for use in its offices

**TERMS AND CONDITIONS:**

1. The bidder should be a Microsoft authorized reseller. Certificate to this effect from Microsoft Corporation needs to be attached along with the bid.
2. The financial bid should be valid for a period of not less than 60 days from the date of opening of bid.
3. The bid should be inclusive of all taxes.
4. An EMD amount of Rs.10,000/- (Rupees ten thousand only) is to be deposited with the tender.
5. The tender should be accompanied with a copy of the signed in each page by the representative of the party.
6. The bid should be super scribed with "FINANCIAL BID FOR PURCHASE OF MICROSOFT OFFICE LICENSES" and addressed to the "Under Secretary (Admin), Ministry of Minority Affairs, 11<sup>th</sup> Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003".
7. Bids will be opened in the presence of bidders' representatives, who choose to attend on the specified date and time.
8. Sealed bids should be dropped in Ministry of Minority Affairs tender box kept at Ground Floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
9. The Microsoft office license with media is to be supplied within a period of 2 weeks from the date of issue of Purchase Order (PO) by the Ministry.
10. Payment will be released after successful delivery of the product.
11. The Ministry does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
12. In case the reseller is not able to execute the Order, EMD amount of Rs.10,000/- (Rupees ten only) shall be forfeited.
13. In the event of dispute, the Under Secretary (Admin), Ministry of Minority Affairs, shall be the sole arbitrator and his decision shall be final and binding on both the parties.

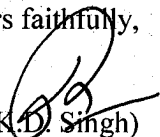
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**Details of Bid :**

- I. Last date & time for submission of Tender : 04.09.2015, 3:00 PM
- II. Date & Time of opening of Tender : 04.09.2015, 3:30 PM
- III. EMD (Details of Bank Draft/ Pay Order No. & Date) : Rs.10,000/- (Rupees ten thousand only) payable to "DDO, Ministry of Minority Affairs, New Delhi" in shape of Bank Draft/Pay Order.

Note: Firm should enclose copy of TIN No., Service Tax, PAN No., failing which such quotations are liable to be rejected.

Yours faithfully,

  
(K.D. Singh)

Under Secretary to the Govt. of India

Copy to:

Director (NIC)- please upload in the Ministry's website.