

No.6-Stores/NCDC/Tender/Computer/Misc. Items/2014-15
Government Of India
NATIONAL CENTRE FOR DISEASES CONTROL
(Directorate General Of Health Services)
22-Sham NathMarg, Delhi-110054

Dated : 05.09.14

To,
M/s _____,

Sub.: Tender for procurement MS Office standard 2013 license for windows 8 for use in new laptops of GDDIC of this Instt.- reg.

Sir,

Please let this office know if you can supply Original Microsoft Office standard 2013 license including installation in laptops, as detailed below from ready stock to meet day to day requirements of this Institute, if so, please send your quotations for the same, as per our **enclosed terms and conditions** :

Sl. No	Description of Goods/items	Quantity (Nos.)
1.	Microsoft Office 2013 Standard Licenses (without media)	15

The quotation which should remain valid for **at least 03 Months** may be sent in duly wax sealed and prominently subscribed '**Tender for Microsoft Office standard 2013**' to be **opened up on 12.09.2014 at 11.30 AM. Original Equipment Manufacturer (OEM) and authorized distributor/dealer with manufacturer's authorization can only quote for this tender.** (Manufacturer's Authorization Form enclosed at Annexure IV)

It should be addressed to the 'The Chairperson, Purchase Committee, NCDC, 22, Sham NathMarg, Delhi-110054' and should reach this office on or before **12.09.2014 at 11.00 AM.** The quotations, which are not received duly sealed, mentioning this office letter number and last date of receiving will not be accepted. Further, it is mandatory to mention the details in respect of contact person, contact nos. (landline no. as well as mobile no.) and e-mail ID. In the quotation, PAN No., Service Tax Regn. No. alongwith other required documents should also be enclosed with the quotation. It is the responsibility of the tenderer to see that complete tender document must be dropped in tender box by the date & time stipulated, after making necessary entry in the Register kept with the Suptd., Stores, failing which tender will be considered late & rejected. More handing over tender document in R & I Section or at any other counter or person cannot be considered as submission of bid and shall not be entertained.

Yours faithfully,

Enc. : T&C

(PANKAJ KUMAR)
Stores Officer
For Director