



हर कदम, हर उमर
किसानों का हमसफर
भारतीय कृषि अनुसंधान परिषद

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BY SPEED POST/FAX

भारतीय मृदा विज्ञान संस्थान (भा0कृ0अनु0प0)
नबीबाग, बैरसिया रोड, भोपाल – 462038

**Indian Institute of Soil Science(ICAR) Nabibagh,
Berasia Road, Bhopal – 462038 (M.P.)**

Tel. No.(0755)2747375 EPABX:2730970/2734221 (Ext. No. 233 & 261) Fax. No. (0755) 2733310

F.No. 5-331/2014-15/P&S/IISS

Date: 08.09.2015

To,

Sub:- Quotation for **Supply of Licensed window and MS Office**– regarding.

Dear Sir(s),

Reputed firms/Authorized firms invited for quoting lowest rates for **Supply of Licensed window and MS Office** as mentioned below:-

Sl.No.	Name & Description	Qty.	Rate (Rs.)	Amount (Rs.)
01.	Licensed Windows 10 Genuine Academic or latest, Paper License along with Media kit	12 nos.		
02.	MS Office 2013 Professional Plus Or Latest (Academic edition) with media and 100 client Genuine Licensed Paper (MS Office 2013 MS excel 2013, MS power point 2013, MS access 2013 MS One Note 2013, MS Publisher)	26 nos.		

Terms & conditions:-

1. The rates should be quoted F.O.R.IISS, Nabi Bagh, Berasia Road, Bhopal.
2. Quantity of discount, if any, should be indicated clearly.
3. Original printed catalogue/leaflets should be enclosed along with the quotation.
4. This institute is registered with the Department of Scientific & Industrial Research (DSIR), Govt. of India for purposes of availing custom duty exemption in terms of Government. Notification No 51/96-Customs dated 23 July 1996 and central excise duty exemption in terms of Government Notification No. 10/97-Central Excise dated 1 March 1997.
5. Rates of Sales Tax and other taxes leviable should be indicated in clear terms separately. Sales Tax Registration Number both under State and Central Tax Act/Rules should be separately indicated.

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6. Unless otherwise mentioned in the quotation, it will be presumed that the quoted rates are inclusive of all taxes/levies and free delivery at our Institute.
7. The rates quoted should be valid for 90 days from the date of opening of quotation.
08. There should be no cutting/overwriting. The cutting if any should be duly attested. Unattested/amended/overwritten figures will not be considered.
09. In all matters of disputes, the decision of the Director of this Institute shall be final and binding.
10. Minimum period of delivery of the stores/materials should clearly be specified in the quotation.
11. Quantities of each item to be purchased may vary according to actual requirement of this Institute at the time of placing order.
12. **PAYMENT TERMS:** Payment will be made within reasonable time say within 30 days from the date of receipt of material in good condition without any damage and in fully installation of the equipment the in accordance with the ordered specification at the end. **Since the mode of payment will be e-payment system, hence Bank Account Number, name of bank with location and IFSC Code Number of Bank may be furnished on the body of the bill.**
13. TDS/VAT will be deducted from the bill as per applicable rules of GOI/MP Govt. The TDS deposited will be reflected in form 26 AS of Income Tax department website which may be checked quarterly for getting reflection of Tax credit and any discrepancy should be brought to the notice of this Institute.
14. Quotation should be sent in a sealed cover and the covering envelope should contain "Quotation for **Supply of Licensed window and MS Office** vide letter No **F.No. 5-331/2014-15/P&S/IISS due on 08.10.2015**. Quotation received in an unsealed cover or received after the due date and those, which are ambiguous, are liable to be rejected. **The last date of receipt of above quotation is 08.10.2015.** This institute will not be responsible for any postal/speed post/courier delays.
15. Bid Security (EMD) @ 2% of the quoted amount (**if the amount is more than Rs. 01.00 lakh**) must be submitted along with the quotation in the form of Demand Draft/Banker's Cheque drawn **in favour of "ICAR UNIT-IISS Bhopal"** otherwise the bid will not be taken into consideration.
16. Performance Security: Within 10 (Ten) days after the issue of a letter by this Institute, the supplier, shall furnish performance security to the institute for an amount of 5 % (**if the ordered value is more than Rs. 01.00 lakh**) including the warranty obligation.
17. The Institute reserves the right to reject any or all the quotation(s) received without assigning any reason thereof.

Yours faithfully,

I/c Administrative Officer

Copy to:

01. **I/c AKMU for uploading on IISS/ CPP website.**
02. **Nodal Officer, CPP Portal, IISS, Bhopal for information and needful.**