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CCI
A MINI RATNA COMPANY

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LIMITED
(भारत सरकार का एक उपक्रम) (A Government of India Undertaking- Ministry of Textiles)
CIN: U51490MH1970GOI014733
शाखा कार्यालय: भव ननारायण निलयम निवास, होटल ज्योतिमहल के पास ,कँनवेन्ट रोड,रायगडा765001 –
BRANCH OFFICE: BHAVAN NARAYAN NILYAM NIVAS, NEAR JYOTI MAHAL HOTEL, CONVENT ROAD, RAYAGADA-765001, ODISHA.
दूरभाषसंख्याTel No: 06856-224616, फैक्ससंख्या Fax No: 06856-226013, वेबसाइट Website: www.cotcorp.org.in , ईमेल, e-mail:rayagada@cotcorp.com, Ministry of Textiles (Govt. of India), Web site : www.ministryoftextiles.gov.in

RIGHT TO INFORMATI

Ref/CCI/RGD/COMPUTER//2020-21/ Date: 07.12.2020

Short Term Tender Notice for supply of 4 nos. of MS-Office Home & Business 2019 Software

The Cotton Corporation of India Ltd., Bhavan Narayan Nilyam Nivas, Near Jyoti Mahal Hotel, Convent Road,Rayagada-765001, invites sealed tenders for supply of following software on the terms and conditions mentioned below :

Specifications for Software :-

Sr.No.	Particulars	Qty.	Rate (inclusive of all taxes)
1	MS-Office Home & Business 2019 Software	**4**	

Terms & Conditions:

1. The quoted price should be inclusive of all applicable taxes, freight, transportation, octroi at site etc.
2. Order will be awarded to the party quoting lowest rates. Negotiations if any, shall be done at the same day with parties.
3. Delivery within 15 days from the date of placing the order at above address.
4. The Vendors should submit sealed tenders superscribing the envelope "Tender for purchase & installation of MS-Office Home & Business 2019 Software" addressed to Asst.General Manager.
5. The payment will be made after deduction of taxes within two weeks time, after delivery of items as per the purchase order and satisfactory installation at site.
6. Certified copy of GST Registration Certificate and PAN Card is to be enclosed.
7. All the rights are reserved with the Corporation for rejection and acceptance of the tender, the decision of the Corporation will be final and should be acceptable by both the parties.
8. Submit your sealed tenders in the tender box located at The Cotton Corporation of India Ltd., Bhavan Narayan Nilyam Nivas, Near Jyoti Mahal Hotel, Convent Road,Rayagada-765001, on or before 10.12.2020 upto 3.00 pm. The same will be opened on the same day at 3.30 pm in presence of the representatives of the tenderers, who wish to remain present at time of opening.

In case of a Query, please contact.

Asst. General Manager

CHECK-LIST FOR PREPARING THE TENDER DOCUMENT

Sr. No.	Particulars	Yes	No
1	Whether, the bid has been prepared after reading the Tender Notice, Terms & Conditions carefully ?		
2	Whether the tenderer has GST number & PAN number and it is mentioned on Bid ?		
3	Whether the Bid along with necessary documents/certificates has been stapled properly and page no. has been put on each paper ?		
4	Whether the quoted price in Bid is inclusive of all applicable taxes, transportation, octroi etc. ?		
5	Whether sealed envelope duly superscribing" Tender for MS-Office Home & Business 2019, Software"?		
6	Whether the Tender and attached documents are signed by the Authorized Representative ?		