भा.क.नि.
CCI
भारतीय कपास निगम लिमिटेड
(भारत सरकार का उपक्रम)
''पारसकर टॉवर्स'' पहला माला, विद्या नगर, अकोला–444001 दूरभाष नं.: 0724-2401183; फैक्स : 0724-2401184
email : akola@cotcorp.com ; website : www.cotcorp.org.in
CIN: U 51490 MH 1970 GOI 014733

The Cotton Corporation Of India Ltd.
(A Government of India Undertaking)
"Paraskar Towers" 1st Floor, Vidya Nagar , Akola - 4
001, Tel.No. : 0724-2401183; Fax : 0724-2401184
email : akola@cotcorp.com ; website : www.cotcorp.o
CIN: U 51490 MH 1970 GOI 014733

सूचना का अधिकार

Tender Notice for supply of 22 nos. of MS-Office Home & Business 2019 with Media & Documentation Software

The Cotton Corporation of India Ltd., Paraskar Towers, 1st Floor, Vidya Nagar, Akola-444001 invites sealed tenders for supply of following software on the terms and conditions mentioned below :

The eligibility criteria are as under:

The Vendor must be an Authorized Sales Partner/Dealer for Microsoft and should hold a valid certificate.

Specifications for Software :-

Sr.No.	Particulars	Qty.
1	MS-Office Home & Business 2019 with Media & Documentation Software	22

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 General Manager.

5. The Self certified Xerox copy of Authorized Sales Partner/Dealer for Microsoft Software Products, Copy of Certificate issued from Microsoft must be attached along with the tender.

6. 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.

7. Certified copy of GST Registration Certificate and PAN Card is to be enclosed.

8. 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.

Submit your sealed tenders in the tender box located at The Cotton Corporation of India Ltd., Paraskar Towers, 1st Floor, Vidya Nagar, Akola- 444001 on or before 27.10.2020 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.

General Manager

Date: 12.10.2020

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, Authorised Sales/Dealer Partner Certificate from Microsoft having validity date printed on it duly self certified copy attached with Bid?		
3	Whether the tenderer has GST number & PAN number and it is mentioned on Bid?		
4	Whether the Bid along with necessary documents/certificates has been stapled properly and page no. has been put on each paper ?		
5	Whether the quoted price in Bid is inclusive of all applicable taxes, transportation, octroi etc. ?		
6	Whether sealed envelope duly superscribing" Tender for MS-Office Home & Business 2019 Software"?		
7	Whether the Tender and attached documents are signed by the Authorized Representative?		