भा.क.नि.
CCI

# भारतीय कपास निगम लिमिटेड

## THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम/A Government of India Undertaking)
शाखा कार्यालय" कपास भवन-27 "ए ,रेसकोर्स रोड ,इंदौर452003 –
Branch Office: Kapas Bhavan, 27-A, Race Course Road, Indore - 452003
दूरभाष/Phone: 2434136,2547877 / Fax: 0731-2530523 मेल/email: indore@cotcorp.com
वेबसाईट/website: www.cotcorp.org.in Ministry Website : www.ministryoftextiles.gov.in निगमित पहचान संख्या/Corporate Identity No.
U51490MH197IGOI014733

सूचना का अधिकार

**Ref. No.: CCI/IND/IT/2025-26/** **19.01.2026**

## SHORT TENDER NOTICE

The Cotton Corporation of India Ltd, Indore invites sealed tender from reputed companies/ firms / agencies / authorised distributor / dealer / retailer / partner of the supply of 8 MS Office Home and Business.

The seller may submit sealed tenders in the prescribed format. Sealed tenders superscribing ***"Tender for supply of 8 MS Office Home and Business 2024. "*** Addressed to Branch Head may be dropped in the Tender Box kept at **Kapas Bhavan, 27-A, Race Course Road, Indore – 452003** on or before 22nd January**, 2026** up to 5**:00 p.m**. which will be opened on the same day at 5:30 P.M., in the presence of tenderers who may remain present.

The Corporation reserves the right to accept or reject any/all tender. However, in case any tender is rejected, parties may seek the reasons for rejections. In case, parties have any query about the tender condition they may seek clarification from the Corporation.

**Branch Head**

## Tender for supply of 8 MS Office Home and Business 2024

(1) Tender should be submitted to Branch Head, The Cotton Corporation of India Limited, Kapas Bhavan, 27-A, Race Course Road, Indore - 452003.
**Envelope A:** Sealed Envelope "A" marked as "Technical Bid-I" on the envelope should contain Technical Bid-I **except financial bid**.

**Envelope B**: Sealed Envelope "B" marked as "Financial Bid-II" on the envelope should contain Financial Bid-II (**Price Quotations**)

**Envelope C:** Sealed Envelope C should contain Envelope "A" and Envelope "B" Duly super scribing "**Tender for supply of 8 MS Office Home and Business 2024**."

**Note: Each envelope should contain the name and address of the Vender.**

(2) I/We hereby declare that I/We have downloaded the tender documents from the Cotton Corporation of India Ltd. website www.cotcorp.org.in / www.eprocure.gov.in and printed the same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.

(3) I/We declare that the information/tender form downloaded is original and in the event of this being different from the original tender documents, my tender form may be rejected by the Corporation.

(4) Date of opening of Technical Bid-I has been kept 22.01.26 at 5.30 p.m. in the presence of tenderers who may remain present.

(5) Financial Bid-II for price quotations shall be opened at the same time at 5.30 p.m. in respect of those tenderers who qualify Technical Bid-I for specifications and other requirements.

(6) The tender should be signed by the person having necessary authorization.

(7) Tenders containing false, incomplete and/or inadequate information are liable to be rejected.

(8) However, Corporation decision shall be final and binding to all. The Corporation reserves the right to accept or reject any / all tenders. However, the tenderer may seek reason for rejection in writing.

**Signature of the Tenderer:**

**Name of the Tenderer :**

**Address & Seal :**

## Terms and Conditions

1. Only those parties who have valid GST No**.** and PAN can apply. Self-Certified copy of GST Registration Certificate and PAN Card is to be enclosed.
2. Bidders must have an office in Indore to ensure delivery at short notice (within 24 hours).
3. All products supplied must be original, unused, and manufactured within the last one year.
4. Bidders must be capable of supplying 8 MS Office Home and Business 2024 on 24 hours' notice as per the requirement of the buyer. (Delivery to be made within 24 hours)
5. The bidders should not have been blacklisted or debarred by any Agency/Organization/Corporation. An undertaking to this effect must be submitted.
6. Rate should be quoted including of GST, levies, all applicable taxes, and expenses. Rate should be for above configuration only. TDS will be deducted as per rule, before making payment.
7. All logistics (i.e. transportation, labour, loading/unloading, insurance, replacement, etc.) shall be the responsibility of the supplier(s).
8. The Corporation reserves its right to accept / reject any/ all tenders partially or fully. However, Tenderer may seek the reasons for rejection of their tender from the Corporation.
9. This agreement shall be subject to jurisdiction of courts of Indore.

**Signature of the Tenderer:**

**Name of the Tenderer :**

**Address & Seal :**

**TENDER FOR SUPPLY OF 8 MS OFFICE HOME AND BUSINESS 2024**

**TECHNICAL BID- I**

(SPECIFICATIONS)

| 1) Whether the supplier has an Office in Indore: | Yes | No |
|---|---|---|

i) Name of the Organization /Firm

ii) Contact person

iii) Address of the Office.

iv) Contact No and Email id:

(Address Proof of local address to be attached)

2) PAN No: :

3) GST Number :

**Signature of the Tenderer:**

**Name of the Tenderer :**

**Address & Seal :**

**TENDER FOR SUPPLY OF 8 MS OFFICE HOME AND BUSINESS 2024**

**FINANCIAL BID – II**

| Particulars | Quantity (In Nos.) | Per Unit Price incl. Taxes (Rs.) | Total Price |
|---|---|---|---|
| 8 MS Office Home and Business 2024 | **8** | | |

**Signature of the Tenderer:**

**Name of the Tenderer :**

**Address & Seal :**