



National Institute of Electronics and Information Technology (NIELIT)
Chennai

An Autonomous Body under Ministry of Electronics and Information Technology,
Govt. of India

1st Floor, ISTE Complex, 25, Opp. To Anna Centenary Library,
Gandhi Mandapam Road, Chennai – 600 025
Tele No: 044 - 24421445 /46/47

Ref: DC-CHE\VI\I\I\SEA\443\17-18\software\Enq-511

Date: 05/02/2018

INVITATION TO QUOTE RATES

To

Dear Sir / Madam,

You are requested to quote rate for the license mentioned below as per specifications indicated:-

Sr. No	Description & Specification of the items required	Qty
1	Microsoft Imagine Premium for Three Years	01 No

Quotes duly filled and sealed along with signed terms and conditions shall be submitted by hand/post at the office in the below address. *Write due date, Enquiry reference on sealed envelope of quotation.*

**The Director, NIELIT Chennai, 1st Floor, ISTE Complex,
No. 25, Gandhi Mandapam Road, Chennai – 600 025.**

**Time & date of submission: With in 7 days from the dates of issue of this letter
(i.e on 12/02/2018 at 15.00Hrs)**

- *The attached Terms & Conditions/Contract terms should be carefully noted and complied with.*

- ***It is compulsory to submit the following Annexures with supporting documents:-***

- (i) *Duly filled & signed Price Bid- Annexure-I*
- (ii) *Details of Supplier – Annexure – II*
- (iii) *Duly signed Terms & Condition/contract form- Annexure-III*

For NIELIT, Chennai

Authorized Signatory



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Price Bid

S. No.	Item(s)	Qty.	Unit Price	Total Price	GST Amount	Total Amount (Inclusive of all)
1	Microsoft Imagine Premium for Three Years	01 No				

Taxes & Duties : **All included**
 Delivery Period : **15days**
 Delivery Charges : **Nil**
 Validity : **60 Days from the day of tender opening**
 Payment Terms : **100% Payment against receipt, installation and acceptance at NIELIT**

DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by client.

Place :
Date :

Signature of supplier
(With Rubber Stamp)

NIELIT, Chennai

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Date: 05/02/2018

Details of Supplier

➤ Name and Complete address of the firm* :-

➤ Contact details:

Contact Person: _____ Designation: _____

Off. Ph. No.* : _____

Mobile No.* : _____

FAX No.* : _____

E-mail.* : _____

➤ Goods and Service Tax (GST)

➤ Income Tax P.A.N. No.* (enclosed photocopy):- _____

➤ Details of ITCC / NSIC /
DGS&D Registration.*:- _____
(enclosed photocopy)

**Compulsory Fields, vendor has to fill up carefully,*

Date:

Name & Signature

Seal of the Firm Address:

NIELIT, Chennai

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Date: 05/02/2018

Sub. : Terms and Conditions for Supply of Microsoft Imagine Premium for Three Years to NIELIT Chennai.

1. The sealed cover addressed to Director, NIELIT Chennai containing the tender along with ***duly signed terms and condition*** in original shall be submitted in the office of NIELIT Chennai, 1st Floor, ISTE Building, 25, Gandhi Mandapam Road, Chennai – 600 025. Up-to **12/02/2018**, on or before 15:00 Hrs. The specification and terms & conditions for the above said item is enclosed.
2. The validity of the offer is to be kept valid up to **60 days** from the date of opening of the tender.
3. Goods and Service Tax (GST), any other tax on materials shall be indicated in the quote and NIELIT Chennai will not entertain any claim whatsoever in this respect nor shall be responsible in any way.
4. The cover shall super-scribe "**TENDER FOR MICROSOFT IMAGINE PREMIUM FOR THREE YEARS FOR NIELIT, CHENNAI CENTRE**" and should bear the enquiry number and due date on the top. Quotations received after the due date will not be considered.
5. **Payment Terms:**
*No advance payment (Prepayment) will be made at any cost.
100 % of the bill value to the successful bidder will be made after satisfactory completion of supply, installation, commissioning of the goods at our site and on submission of duly signed OEM warranty certificate.*
6. The schedule of purchase quantities may vary (increase or decrease) at the time of placing orders. Contractor shall supply goods as per the actual requirement. Increase or decrease in quantity of item / items shall be executed by the contractor at the quoted rates. NIELIT Chennai may add or delete any of the optional items from the scope of material ordered and is not bound to execute all the optional item/items of purchase order placed.
7. On Completion of supply, each item of goods shall be jointly tested by officer-in-charge and the supplier or his authorized representative. An Installation/Test report to be attached for payment.
8. On satisfactory completion of supply, final bill shall be submitted to the officer in charge / Director and the same shall be processed with the following documents.
Pre-receipted bill in triplicate
Test certificate issued by the officer in charge
Any relevant documents, if any.

9. All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Director, NIELIT Chennai.
10. E-mail / Fax / Telegraphic /conditional tender will not be entertained.
11. The rate quoted by the tender ***should be inclusive of Goods and Service Tax (GST), and all other levies, if any.*** However, ***break up has to be shown clearly.***
12. Deduction of Income Tax at source on application as per provision of the section 194 of the Income tax Act 1961 will be made from the payments to be made to the contractor.
13. The schedule of quantities is only approximate and all the units commissioned shall be paid in accordance with the actual requirements.
14. Any damage done to the property of the NIELIT, Chennai during supply of equipment shall be responsibility of the contractor and it shall be made good by him, at his cost to the entire satisfaction of officer in charge, NIELIT, Chennai.
15. The rate quoted in the tender should be inclusive of all accessories needed for the installation and proper functioning of the items mentioned.
16. The contractor/Vendor shall have no right to ask for alteration of the rates, terms and conditions quoted by him.
17. The Purchaser reserves the right to reject unsatisfactory supply and installations of equipment and the tenderer is required to carry out the supply and installations once again at his own cost. The decision of the Director i/c, NIELIT Chennai, will be final and binding.
18. The Vendor/Contractor shall bear all incidental charges for cartage, storage, and safe custody of materials against damage due to sun, rain, dampness, fire, theft etc until installation and testing is over. Nothing shall be paid to the contractor on this account.

We agree to the above terms and conditions of the Contract.

Date :

Place :

SIGNATURE OF AUTHORIZED PERSON WITH SEAL