

## Tender Notice

**LPC/DEL/2020-21/IT/MSWIN10-1**

**Date:**03rd Sep 2020

**Date of Invitation:**03rd Sep 2020

**Date of Closure:**10<sup>th</sup>Sep 2020

The Institute of Cost Accountants of India invites sealed quotations from reputed Authorized OEM Partner, for the supply of Three Windows 10 Professional Licenses. Vendors fulfilling the eligibility conditions can submit their quotation in sealed envelope at the institute's tender box

In case you are interested you may send your quote for the supplying Windows 10 Professional Licenses in a sealed envelope mentioning "Quotation for supply of Three Windows 10 Professional Licenses" to be dropped in the tender box on **CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003** on the following specifications latest by 12:00 PM on 10 Sep 2020.

The item specification is as follows:

Item Specifications	Quantity
Microsoft Windows 10 Professional License	3

### Terms and Conditions

1. Purchase order will be communicated to you by email.
2. Taxes shall be paid as applicable and quoted by the vendor.
3. Payment will be made within 15 days against the invoice subject to successful delivery of all the items with the quality as per the specifications as per the tender.
4. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
5. The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
6. The delivery charges (if any) should be included in the price quoted. No extra charges would be payable for delivery.
7. Conditional / Incomplete bids would be rejected.
8. For clarification, please write to [it@icmai.in](mailto:it@icmai.in) during the validity time for receipt of quotations.

**The quotation should be in the following format:**

**Part A: Details of the Company:**

<b>S.No.</b>	<b>Details Requested</b>	<b>Provide Details</b>
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	PAN No	
4.	TAN/ TIN No	
5.	GST No.	
6.	Complete Address (with Phone, Mobile, Email)	
7.	Turnover of last three consecutive years (attach proof)	
8.	Whether supplied Tie to Govt. Departments/Ministries/PSU/Autonomous bodies during last three years ending Mar, 2017. (attach proof)	
9.	RTGS Bank Account Details	

**Part B: Financial Bid**

<b>Item Specifications</b>	<b>Qty.</b>	<b>Unit Price (INR)</b>	<b>Taxes (INR)</b>	<b>Total (INR)</b>
Microsoft Windows 10 Professional License	3			
Any Other Charges	1			
<b>Grand Total (Rs.)</b>				

Signature of Bidder

Date :Seal

Place: Mob. No.

**Convenor (Local Purchase Committee)**