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M/S

Ref No: IIT/ICT/MS Dreamspark & Office/BV/06.04.2016

Sealed Quotations along with **the Proprietary Certificate and Authorization Letter/Certificate** are invited as per the specifications given below for the following items from the authorized suppliers. The envelope must be inscribed with "**Quotation for Microsoft Dreamspark and Microsoft Office**"

SI.No.	Product Name	Qty
1	• Microsoft Dreamspark Premium 3years Online PKC Microcase	1
2	• Microsoft Office Home and Student 2016	15
3	• Microsoft Windows Pro 2010	30
4	• Microsoft Office 2016 Home and Student 2016 for Mac	10
5	• Microsoft Office Home and Business 2016	15
6	• Microsoft Office Home and Business 2016 for Mac	5

Terms and Conditions:

1. The tender shall be enclosed with proper certifications like **agency certification, authorization certificate and/or proprietary certificate**, as the case may be, in support of your offer, failing which, the quotation may not be considered. It is preferred that the supplier shall have global presence with a website showing catalogue of similar equipment.
2. The quantities mentioned are indicative and may be altered at the time of placing the order.
3. Warranty:
 - a. The quotation shall cover warranty for 3 years from the installation date.
 - b. Beyond the warranty period the supplier shall include the cost for two years annual maintenance contract from the manufacturer separately.
 - c. Warranty shall be properly mentioned in your quotation.
 - d. Provide contact number/address for complaint, else quotes may be rejected.
4. All quotation must reach undersigned on or before **11th April 2016, 3.00 PM**. IITK shall not be responsible for late postal / courier delivery. Only for technical queries, contact: rahulgr@iitk.ac.in, 9910043510
5. The quotation shall quote the product specification in the same order & sequence as the tender document.
6. The firms are requested to give detailed description and specification together with detailed drawings, printed leaflets and literature of the quoted item.



7. The firms may also quote for optional accessories which shall extend the capability or increase the use of the equipment.
 - a. **One may quote one or more options.**
8. If the item is under DGS&D rate contract, the quoted price shall not be more than DGS&D rate.
9. The Rate offered shall be free delivery to :
 - a. IIT Kanpur or
 - b. Ex-godown in case of firms situated outside Kanpur or
 - c. CIF, New Delhi or
 - d. If items are imported then the firms shall quote the price on F.O.B. basis. For pickup by our worldwide transport provider.
 - e. URL / Email in case of electronic delivery.
10. **Delivery period shall be 15 days from the receipt of the purchase order.** Extension of delivery period is not allowed.
11. Any delay in supplying the equipment from the delivery date can attract liquidated damages (LD) at 0.5% per week and limited to 10% maximum. The authority reserves the right to cancel the purchase order when LD accumulates to 10%.
12. Institute is exempted for payment of Excise Duty by DSIR, Govt. of India under notification No. 10/97 & partially @ 5.15% Custom Duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
13. You may quote in US Dollars or any other foreign currency. The price quoted need to be Ex-works only the payment shall be made through LC In favor of the principal.
14. In case of firms situated outside India, the agency commission, if any, payable to the Indian agent shall be indicated.
15. Payment Terms and Conditions:
 - All prices are to be for IIT Kanpur.
 - 90% against Delivery and a 10% balance after successful installation and initial testing. Bidder shall not ask for advance prior to supply. In case of foreign currency payment shall be through LC.
 - Maximum educational discount, if any shall be offered.
 - Validity of quotation shall be at least for 90 days.
 - Prices shall include the installation and training cost.
 - No taxes shall be paid if not mentioned in the bid.
16. The right to accept / reject any / all the quotation (s) and to procure full or part of items quoted in the quotation.

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