



**OFFICE OF KARNATAKA URBAN INFRASTRUCTURE DEVELOPMENT AND
FINANCE CORPORATION LTD.,**

INVITATION FOR QUOTATIONS FOR SUPPLY OF GOODS AND EQUIPMENT

No: KUIDFC/IT Sn/SW Appln Issues/01/2013

17th March, 2020

To:

All the competitive Bidders

Dear Sir/s,

Sub: Invitation of quotation for supply of Microsoft Office 365 Home (6 PC) – reg

1. Sealed competitive quotations are invited by the undersigned for the following items of goods/equipment.

Sl. No.	Description	Qty.	Delivery period	Place of delivery
1	Microsoft Office 365 Home for 6 PC (Office applications should include Word, Excel, PowerPoint, Outlook, Publisher, Access, OneDrive) Warranty: 1 year	1	Within 7 days	KUIDFC, Bangalore

2. Quoted Price:

- The tenderer shall quote for items in the format of quotation attached.
- All duties, taxes and other levies payable by the tenderer (including GST on the finished goods) shall be included in the item rate.
- The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment
- Rates for supply of partial quantity of an item is not acceptable
- Corrections if any shall be made by crossing out, initialing, dating and rewriting
- Cable or Facsimile quotations are not acceptable

3. Each tenderer must submit only one quotation

4. Validity of quotations:

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

5. Evaluation of quotations:

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- The evaluation will be done including the GST. If the tenderer has not indicated the rate of GST in his quotation for the item rate, and has also not indicated the rate of GST applicable, the quoted rate will be treated as though it is inclusive of the GST and no extra payment for GST will be made;

- b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as Zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

6. Award of contract:

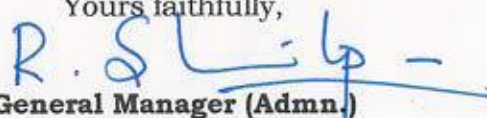
- a) The purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- b) The purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.
- c) The purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the purchase order.
- d) Normal commercial warranty/guarantee shall be applicable to the supplied goods;
- e) Payment shall be made immediately after the delivery of the goods and their acceptance.
- f) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations super-scribed on the envelope as "**Quotation for supply of Microsoft Office 365 Home (6 PC)**". The last date for receiving the quotations is latest by 15.00 hrs. on 23/03/2020.

We look forward to receiving your quotations.

Yours faithfully,


General Manager (Admn.)
KUIDFC, Bangalore.

FORMAT OF QUOTATION

Sl. No.	Description of goods/ equipment	Qty.	Unit rate	Total Amt. (in figures & words)
1	Microsoft Office 365 Home for 6 PC (Office applications should include Word, Excel, PowerPoint, Outlook, Publisher, Access, OneDrive) Warranty: 1 year	1		

Gross Total Cost: Rs. _____ (in figures)

Rs. _____ (in words)

1. We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs. _____ (in figures) (Rupees _____ (in words) within the period specified in the invitation for quotations.
2. We also confirm that the normal commercial warranty / guarantee of _____ months shall apply to the offered goods.

(Tenderer)

Name: _____

Signature: _____

Date: _____