

**SPEED POST**

Dated: 19.02.2014

C-45013/01/2013-14/Mat./

To,

Sub.: Quotation for procurement of MS Office 2013 software Standard INDIC MOLP with media (non academic) for computer and MS office 2013 professional MOLP with media (non-academic version) for Laptop.

Sir,

Sealed quotations are invited for purchase to MS Office 2013 software Standard INDIC MOLP with media (non academic) for computer and MS office 2013 professional MOLP with media (non-academic version) for Laptop form the authorized dealers / distributors as per terms & conditions given below:-

1. The quotation should reach this office by 06.03.2014. *Present requirement 20 Nos for Pcs & 05 Nos for Laptop.*
2. Payment terms-100% payment will be released on supply and installation of the items in good and satisfactory condition. No advance payment will be made. Hence, no preference will be given for such advance payment proposal.
3. The quotation should be sent by Registered / speed post / by hand.
4. The rate should be written both in words and figures. There should not be any variations in the same. In case of any variation in the price quoted, the price mentioned in words will be considered as final.
5. It may be noted that more quoting the lowest rates will not entitle any firms to get the order. The terms and conditions such as guarantee / warranty period, taxes, installation charges, other charges etc. if any, should be clearly mentioned in the quotation.
6. The item should be supplied within 15 days from the date of issue of confirmed order. Failure to supply within the specified time, the order is liable to be cancelled.
7. You are requested to quote the price of Material as FOR Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, Delhi - 110032.
8. A copy of valid & authorized dealership certificate should be enclosed with the quotation otherwise your quotation will not considered.
9. The Chairman Central Pollution Control Board reserves the right to cancel any or all quotation without assigning any reasons thereof. Your quotation should be valid upto 31.03.2014.
10. All correspondence in this regard may be addressed to the Administration Officer (Materials) Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, Delhi-110032.
11. Typographical and clerical errors are subject to corrections.
12. In the event of any dispute, the decision of the Chairman, Central Pollution Control Board shall be final and binding upon both the parties.

Yours faithfully,  
*M. Varghese* 20/2/2014

**M. Varghese**  
**Admn. Officer (M)**