

**NATIONAL AGRICULTURAL HIGHER EDUCATION PROJECT**

**Dr. Rajendra Prasad Central Agricultural University**

**Pusa (Samastipur) – 848 125, Bihar**

No: 21(F)/NAHEP/COEWM/RPCAU, Pusa

Dated: 16/01/2023

From,

Principal Investigator, NAHEP  
Centre of Excellence on Water Management

To,

-----  
-----  
-----

Sub: Invitation for sealed Quotations for the supply of MS office....

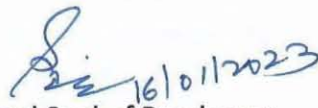
Dear Sir,

The NAHEP, RPCAU, Pusa wishes to purchase the following item for which specification are given below. You are requested to quote your lowest rate for the supply of the said items with F.O.R. at RPCAU, Pusa (Samastipur), Bihar.

The catalogue containing full specifications, make model of each item should be enclosed with the quotation. The term and condition including the validity of the offer for supply should be indicated in the quotation. The enquiry number and subject should be super scribed on the envelope.

Your quotation should reach to the office of **PI, NAHEP, RPCAU Pusa, Samastipur, Bihar-848 125**, in a sealed cover by registered/speed post only, latest by 31<sup>st</sup> January, 2023.

Sl. No.	Name of Instruments	Quantity (No.)	Specification
1.	MS Office Academic	50	Microsoft Office LTSC Standard 2021 Perpetual Lic

  
Signature and Seal of Purchaser  
Principal Investigator, NAHEP  
Dr. RPCAU, Pusa (Samastipur)

Designation:

Department:

**Terms and Conditions:**

1. Rates: quoted should be F.O.R. destination. The rate should include packing forwarding and transit insurance and in no case separate rates for above should be quoted. In case the separate rate is quoted the same shall be loaded on the basic quoted price for comparison purpose. The goods should be insured against theft loss or brakeage during transit by the supplier before dispatch is made. The responsibility in this respect will be of the supplying firm and not of the University.
2. The rate of GST should be clearly indicated.
3. Please quote your GST No. and PAN/TAN No. also on your quotation.
4. The rates quoted should be valid for 90 days from the date of opening of quotations.
5. Corrections if any shall be made by crossing out, initialing, dating and rewriting.
6. On demand on sample of each quoted item may please be sent to judge the quality of material along with quotation. The sample should invariably be received in this office before due date.
7. In case of the item being on GeM. Please enclose a certificate/attested copy of the valid rate.
8. **Each quotation should be submitted in a sealed cover duly super-scribed. Quotation for the supply of MS OFFICE Your No..... Dated ..... Due (date) ..... with the name and address of the firm on it.**
9. The quotation shall be received only through registered /Speed Post. Please do not insist to submit the same in person in any conditions as the same shall be rejected out rightly.
10. The quotations received shall be opened on the next working day after the expiry of due date.
11. The quotation as received shall be evaluated as per exiting guidelines by the duly constituted committee.
12. The PI, NAHEP, RPCAU, Pusa reserve its right either to accept or reject the quotations without assigning any reason.
13. In case of order placed to the successful firms, the delivery scheduled should strictly be maintained.
14. In case of any dispute the matter shall be referred to the Hon'ble Vice-Chancellor of this university being sole arbitrator whose decision shall be final & binding to both the parties.
15. The quotations are liable to be cancelled, if any of the above conditions are not complied with.
16. Payment will be made by crossed cheque/Account payee draft/online transfer on the request & cost of supplier within 30 days after the receipt of material in satisfactory condition.
17. All purchases are subject to Patna High Court jurisdiction.

  
Signature and Seal of Purchaser

Principal Investigator, NAHEP  
Dr. RPCAU, Pusa (Samastipur)