



The Business School
UNIVERSITY OF JAMMU, JAMMU



SHORT TERM TENDER NOTICE FOR THE SUPPLY OF
MICROSOFT OFFICE

Sealed tenders are invited from **AUTHORISED PARTNER(S)** of **MICROSOFT COMPANY** for supply of **Microsoft office Student Edition/Academic** for **The Business School, University of Jammu, Jammu** Terms and conditions attached as Annexure – I with tender Notice on the University Website: www.jammuuniversity.in. The interested parties may apply and submit their sealed addressed to **THE DIRECTOR, THE BUSINESS SCHOOL, UNIVERSITY OF JAMMU** within 10 days of issuance of tender through registered /speed post.

Approx. No of Lic is 70 user.

Ref. No.
Dated: 07-11-2019

DIRECTOR (T.B.S)

Annexure-I

Terms and Conditions:-

1. Supplier should have valid have **AUTHORISED PARTNERS CERTIFICATE of MICROSOFT Company**. Quotation without the authorization from the company will not be accepted.
2. The filled quotations should be submitted in sealed envelopes with the cover titles as “**Microsoft office Student Edition 2019**”
3. The License has to be generated on the Name of **The Director The Business School, University of Jammu, Jammu**
4. Firm shall be required to submit complete information/brochure/catalogue of the product along with the offer (if any).
5. In case company/firm is registered with Gem/ any other Government organization/ undertaking; should be clearly mentioned.
6. The quotation should be on the letter head of the firm with reference no. and date.
7. Quotations should be inclusive of all installation charges if applicable.
8. Quotation must be in accordance with our specifications otherwise it will not be accepted.
9. Quotation should be only for the items and specification mentioned in the tender document only.
10. The delivery period of Product/items should be clearly mentioned in the quotation.
11. Prices are to be quoted only in Indian currency only (whole numbers)
12. The rates finalized shall be valid for the current financial year only (ie, 2019-2020).
13. The supply shall be made F.O.R. TBS, Jammu University.
14. Quotation received after due date will not be considered.
15. All taxes/duties should be clearly mentioned in the quotation.
16. Payments to the company shall be made only after the verification of product/Material is found genuine by the verification committee constituted by the university.
17. TBS, University of Jammu reserves the right to accept or reject any or all proposals either in part or in full without assigning reasons whatsoever.
18. Copy of GST registration and authorized partners certificate of the Microsoft Company should be attached with the offer.
19. Best and final offer (rates/catalogues) along with requisite information should reach aforementioned address on or before 18-11-2019 latest by 4.00 pm to T.B.S. University of Jammu through Regd /Speed post only. In case of holiday on the last day of submission of offer, next working day will be taken into consideration.
20. Any dispute arising out of this purchase shall be subject to Jammu (J&K) jurisdiction”.

Thanking you