

No. F. 8(2) – BBMC /UGC/XII Plan/T&SO/2014/ 101  
Government of Tripura  
Bir Bikram Memorial College,  
Agartala, Tripura West – 799 004


May 17, 2016

### NOTICE INVITING QUOTATION

Sealed quotations are invited by the undersigned on behalf of the Bir Bikram Memorial College, Agartala from the authorized dealers/ partners for MICROSOFT PRODUCTS for purchase of WINDOWS OFFICE [10 (ten) numbers] as per terms and conditions stipulated as below. The last date of receipt of quotation is **17.06.2016** upto **14.00** hours. All sealed quotations received till then will be opened on the same day before the bidder or their representatives, who wish to be present, in the office of the undersigned at **15.00** hours:

#### Terms & Conditions:

1. Quotations should be submitted alongwith photocopies of Registration/ Trade license certificate and Income, VAT & Professional Tax clearance certificates.
2. Rate should be quoted both in figure and words.
3. Value added tax or Income tax will be deducted at source, as per rules.
4. Payment will be made against bill to be produced in triplicate after satisfactory receipt and certificate by the competent authority on satisfactory receipt of the materials through account payee cheque.
5. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason what so ever.
6. The successful quotation will have to deposit 10% of the amount as caution money in the form of Demand Draft in terms of work order refundable after completion of the supply.
7. No extra payment will be made for installation of the product. Products are to be installed in the system placed in as and where basis.
8. The quotation should be inclusive of all terms and conditions from the bidder side.

  
(Dr. Dipannita Chakraborty)  
Principal

Copy to:

- 1) Notice Board, Administrative Building of the College.
- 2) The Head, Department of Information and Technology, BBM College, Agartala.
- 3) The College Website: [www.bbmc.nic.in](http://www.bbmc.nic.in)
- 4) OFFICE FILE.