



PASCHIM BANGA GRAMIN BANK

HEAD OFFICE: Natabar Paul Road, Chatterjee Para More, Tikiapara, Howrah- 711 101
Phone No.: 2667-0052/6078/9327/9961, Fax No: 2667-0051/9589

Short Term Limited tender Notice For Purchase of Microsoft Office Standard 2013

Last Date and Time of Receipt of Tender: 31.03.2014 15:00 Hrs

Date and Time of opening of Tender : 31.03.2014 15:30 Hrs.

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General Manager (IT)
Paschim Banga Gramin Bank
Head Office

Section-I

1. **Invitation of Bids:** - Sealed Quotations are invited from reputed authorized dealers/distributors/show rooms for supply of the item (as mentioned in Section-II) in the prescribed Performa at **Section IV- , Annexure-A** on company letter head.
2. **Earnest Money :** Quotations must be submitted along with EMD amount ₹ 2000/- (Rupees Two Thousands Only) in the form of DD of any scheduled commercial bank , drawn in favor of Paschim Banga Gramin Bank , Payable at Kolkata . Quotations submitted without EMD amount are liable for rejection.

Section-II

1. **Software Features and Quantity**
a Microsoft Office Standard 2013

Item	Quantity	Validity	Make
Microsoft Office Standard 2013 under Volume Licensing Program.	For One Hundred Users	As per Microsoft Software terms and conditions to use	Microsoft Corporation

Sl.No.	Features	Details
1.	Word 2013	Create beautiful documents and enjoy the read.
2.	Excel 2013	Achieve valuable insights with powerful analysis tools.
3.	PowerPoint 2013	Design and deliver beautiful presentations with ease and confidence.
4.	OneNote 2013	Take notes and have them where we want when we need them.
5.	Outlook 2013	Manage email, contacts, schedules, and to-dos.
6.	Publisher 2013	Create professional and impactful publications.
7.	Office Online (Word, Excel, PowerPoint, OneNote)	
8.	Group policy	As per Microsoft Terms & Conditions to use the product.
9.	Volume activation	
10.	Terminal service	
11.	App telemetry	

12.	Information rights management and policy capabilities.	Safeguard digital information from unauthorized use through integration with Windows Rights Management Services (RMS) for Windows Server.
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Section-III

1. General Terms and Conditions

- ✓ Validity period of offer Two month.
- ✓ Quotations must be submitted along with EMD amount Rs. 2000/- (Rupees Two Thousands Only) in the form of DD of any scheduled commercial bank , drawn in favor of Paschim Banga Gramin Bank , Payable at Kolkata. Quotations submitted without EMD amount are liable for rejection.
- ✓ Sealed quotations will be accepted at Paschim Banga Gramin Bank Head Office, Tikiapara, Howrah up to 31.03.2014, 15:00 Hrs. in prescribed format at Section IV - Annexure-"A" on Company Letter Head.
- ✓ Supply Period: Within Seven Days from the date of issuance of Purchase Order.
- ✓ Supplier will install the Microsoft Office Standard 2013 Software on computers as instructed by IT Section and will provide a soft copy of Keys.
- ✓ Payment Terms: 100% payment shall be made against supply, its installation & commissioning, and on receipt of **Goods Receipt Note along with satisfactory report of supply and in good working condition.**
- ✓ Paschim Banga Gramin Bank, Tikiapara, Howrah reserves the right to accept or reject any one or all the quotations without assigning any reason.

Section-IV

(Annexure-A)

To
The General Manager (IT)
Paschim Banga Gramin Bank
HEAD OFFICE
Natabar Paul Road,
Chatterjee Para More,
Tikiapara, Howrah- 711 101

Sir,

We have examined the tender for supply of Microsoft Office Standard 2013 software for 100(One Hundred) Users with the features/specification described at Section-II. Our rates for the items according to your specification and terms are as under:-

Sl. No.	Item	Features/ Specification	Quantity	Make	Amount (Per Unit). ₹	Tax (if any)	Other Charges, Packing Forwarding , installation etc.(If any)	Total Amount (including all taxes and other charges) ₹.
1.	Microsoft Office Standard 2013	As per Section II	One Hundred Users	Microso ft				
Total Amount (In words):								₹

(Signature and stamp of the firm)

From,

Date:

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Tel. No.(Office).....

E-Mail:.....@.....