

Sir,

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, needs MS Office Pro 2010 Approximate quantity-25. You are requested to **quote your lowest rate for software MS Office Pro 2010 and MS Office Pro 2010 with Media, multi User and single user to suit our requirement by 16th Apr 2013 up to 11:00 AM. Bids will be opened on same day at 11:30Hrs.**

**Other terms and conditions of the tender :**

1. Specifications and make for each item should necessarily be mentioned as per specification.

1. **Place of Delivery** : Vigyan Prasar, A-50, Sector-62, Noida

2. **Delivery Period** : **03 days from the date of confirm order.**

3. **Validity period** : one month.

4. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.

5. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm. Tendering firm shall issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.

6. **Payment** : 100% payment will be released within 15 days after installation and acceptance of by VP.

7. **Insurance** : Transit insurance covering all risk for all the items is to be arranged by the supplier.

8. **Special Cause** : Any tender can be rejected by the order of the Director, Vigyan Prasar, Noida without assigning any reason whatsoever.

9. Prices should be quoted on F.O.R VP.

10. Packing & Forwarding charges, Bank Charges, Insurance and Freight Charges should mentioned clearly and separately in the quoted price. Term like "at actual & at the time of delivery" will not be acceptable and the tender will be rejected.

11. If the item is found to have any defect during the warranty Period, Transportation and other charges from VP to the Service Station will be borne by the Vendor supplying the item.

**12.** Tenders Received by only Post/Speed post/Courier/By Hand will be accepted.  
**Tender received by E-Mail will not be accepted.**

13. Sealed tender should reach "Director, Vigyan Prasar, A-50, Institutional Area, Sector-62,Noida-201309" by stipulated date. Tender received late by whatsoever reason will not be accepted at all.

14. Liquidated damage as decided by VIgyan Prasar will be charged, if the item(S) is/are not delivered within the stipulated time frame.

**Note : Please quote the tender no. and opening date on the top of the cover containing tenders.**

Yours sincerely,

(JK Chandel)  
Accounts Officer