



Government of Maharashtra
Department of Agriculture

Nanaji Deshmukh Krishi Sanjeevani Prakalp

30B, Arcade, World Trade Center, Cuffe Parade, Mumbai 400 005

Telephone No. 022-22163351/52

e-mail: procurement.pmu@mahapocra.gov.in

NDKSP-20025(16)/1/2025-20
/2026

Date: 03/02/2026

To,

Sub:- Quotation for Supply and Installation of Microsoft 365 Personal for Project on Climate Resilient Agriculture, PoCRA.

Sr. No	Description of items with specifications	Quantity	Lump sum Rate (In Rs. Without GST)	GST	Lump sum Rate (In Rs. With GST)	Location
1	Microsoft 365 Personal for Laptop	10				Nanaji Deshmukh Krushi Sanjivani Prakalp, 30, World Trade Centre, Cuffe Parade, Mumbai-400005 Maharashtra, INDIA

2. Quotation Price

- The price will include all taxes.
- Goods and service tax should be shown separately.
- The rates submitted by the vendor will be fixed for the Contract Period.
- The Quotation rates should be submitted in Indian Rupee.

3. Each vendor will submit a single sealed quotation or Online Quotation through Email. The vendor will not contact the other vendors regarding this quotation.

4. Validity of quotation

The quotation will be valid for 45 days from the date of submission of the quotation.

5. Appraisal of quotations

The buyer will compare and evaluate the quotations with the quotation response to the following matters.

- The quotations are properly signed.
- Meet the terms, conditions and criteria mentioned in the quotation.
 - Quotation should be signed, stamped & properly sealed.
 - GST rates will not be considered for assessment.
 - The bidder should submit the copy of Registration certificate (Shop Act Certificate).
 - The bidder should submit copy of GST Certificate & Pan Card.

6. Issue of Work-Order

Microsoft 365 Personal for Laptop will be delivered within 5 days after receipt of Work Order.

The Work Order will be issued to bidder whose quotation is the most responsive (Most Appropriate quotations) bidder and whose rate is the lowest (bid) will be ordered.

- A. The Buyer shall have the right to approve or reject any quotations and to cancel all quotations by canceling the process of quotations.
- B. The supply order will be given to the vendor whose rates have been agreed. The terms of the agreed rate will be included in the supply order.
- C. The supply pursuant to this quotation shall be valid for one year from the date of order.

7. Payment mode

Payment of the Invoice shall be arranged within thirty (45) days upon submission of original Invoice against the actual supplied quantity of good.

8. Warranty

After-sales services required Warranty as per industry standard.

You are requested to provide your sealed Quotation or Online Quotation through Email (procurement.pmu@mahapocra.gov.in) or at Nanaji Deshmukh Krushi Sanjivani Prkalp, 30B, Arcade, World Trade Centre, Cuffe Parade, Mumbai-400005 for _____ Submit by 13/02/2026 03:00 PM, in the format given with this request for quotation. This quotation will be open at 03.30 pm on same day.

We hope that you will submit your quotation, as well as thank you for your interest in this Project.

Digitally signed by
SANTOSH BASAVESHWAR MAMADAPURE
Date: 02-02-2026 16:55:59

Santosh Mamdapure
Dy Project Director, PoCRA

Format of Quotation
(on the Letter Head of Supplier)

Date:

To,
The Project Director,
Nanaji Deshmukh Krushi Sanjivani Prakalp,
30 B, Arcade, World Trade Centre,
Cuffe Parade, Mumbai-400005.

Sub:- Quotation for Supply and Installation of Microsoft 365 Personal for Project on Climate Resilient Agriculture, PoCRA.

Ref: Your quotation dated ___ / ___ / ___

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- The total cost for Microsoft 365 Personal for Laptop business requirements for Project on Climate Resilient Agriculture, PoCRA is Rs._____(amount in figures) Rs._____(amount in words) and we are ready to do so within the period mentioned in the quotation.
- We also certify that anyone who acts on our behalf or on our behalf is pursuing a corrupt course, defrauding, coercing, oppressing, obstructing, etc. We have taken appropriate measures to ensure that these rates will not be adopted while submitting the rate sheet and fulfilling the contract.

(Signature and seal of the supplier)