



**Government of Maharashtra**  
Department of Agriculture  
**Nanaji Deshmukh Krishi Sanjeevani Prakalp**

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

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

Date: 19/09/2025

To,

\_\_\_\_\_

\_\_\_\_\_

Sub:- Quotation for Supply and Installation of MS Office 2024 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	MS Office 2024 for Laptop	32				Nanaji Deshmukh Krushi Sanjeevani Prakalp, 30, World Trade Centre, Cuffe Parade, Mumbai-400005 Maharashtra, INDIA

## **2. Quotation Price**

- A. The price will include all taxes.
- B. Goods and service tax should be shown separately.
- C. The rates submitted by the vendor will be fixed for the Contract Period.
- D. 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 30 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
  - The bidder should submit OEM Authorization certificate

## **6. Issue of Work-Order**

MS Office 2024 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 (30) 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](mailto:procurement.pmu@mahapocra.gov.in)) or at Nanaji Deshmukh Krushi Sanjivani Prkalp, 30B, Arcade, World Trade Centre, Cuffe Parade, Mumbai-400005 for Supply and Installation of MS Office 2024 Submit by 30/09/2025 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.

Santosh Mamdapure  
**Dy Project Director, PoCRA**

**Format of Quotation**  
(on the Letter Head of Supplier)

**Date:**    /    /2025

**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 MS Office 2024 for Project on Climate Resilient Agriculture, PoCRA

**Ref: Your quotation dated** \_\_

Sr. No	Description of items with specifications	Quantity	Lump sum Rate (In Rs. Without GST)	GST	Lump sum Rate (In Rs. With GST)	Location
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- The total cost for MS Office 2024 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)