

**Government of India**  
**Ministry of Health & Family Welfare**  
**National Institute of Public Health Training & Research, 332, S.V.P. Road, Khetwadi**  
**Mumbai.**

Tender enquiry no: NIPHTR/Signage/ 2019-20/

Date- 04/09/2020

**TENDER NOTICE**

National Institute of Public Health Training & Research (NIPHTR), Mumbai is inviting sealed tender in the prescribed format from the reputed agencies for supply and installation of “**Microsoft Office License** ” at NIPHTR, 332 S.V.P. Road, Khetwadi & New Institutional building of NIPHTR at Plot no.6 & 6 A, Sector 18, New Panvel, Navi Mumbai as per Annexure-1.

Interested agencies can access the tender document, terms & conditions of the tender from the website of NIPHTR, [www.fwtrc.gov.in](http://www.fwtrc.gov.in) or collect personally from Administration section, NIPHTR, Mumbai. The cost of tender document is Rs 500/-.

**The last date of submission of tender is up to 11.09.2020 up to 5.00 PM.**

The Director, NIPHTR, Mumbai reserves the right to reject any or all tender without assigning any reason whatsoever.

**Terms & Conditions**

1. The tender fees of Rs. 500/- (Non Refundable) should be submitted with the tender in the form of DD/Pay-order in favour of Director, NIPHTR, Mumbai, payable at Mumbai.
2. The bidder has to submit EMD (Refundable) of Rs.25, 000/-(Rupees Twenty Five Thousand only) with the tender in the form of DD/Pay-order in favour of Director, NIPHTR, Mumbai, payable at Mumbai.
3. Agency should submit the experience certificate showing 3years experience in selling of Microsoft Licenses.
4. The tender is non-transferable, subletting will not be allowed.
5. Rates shall be quoted including all govt. taxes, transportation, freight charges, installation and packing charges etc.
6. Tenders in the prescribed format as per Annexure – I shall only be considered. Offers not received in the prescribed format shall be rejected without any correspondence.
7. Tenders received after due date shall not be accepted.
8. Tenders sent by e-mail and fax shall not be considered.
9. Contract shall be awarded to the firm offering lowest net bundled price and not with the reference to the lowest prices quoted for the sub items.
10. The agency should complete the entire work as per the contract within 10 days from award of the contract.

**Sd/-**  
**DIRECTOR,**  
**NIPHTR, 332 S.V.P. ROAD, KHETWADI, MUMBAI-04**  
**Phone -022-23881724 / 23893165**

**ANNEXURE-I**

<b>Sr. No</b>	<b>Name of Good</b>	<b>Specifications</b>	<b>Rates/ unit (Price in Rupees)</b>
1	<b>Office Std 2019 SNGL OLP NL</b>	Outlook, Word, Excel, Power Point and Publisher	
2	<b>Microsoft 365 Business Standard</b>	Email hosting with 50 GB mailbox and custom email domain address. Desktop versions of Office apps: Online and offline both Outlook, Word, Excel, Power Point, One note. File storage and sharing with 1 TB of One Drive Storage per user, etc.	
3	<b>MS Office Home and Student 2019</b>	Word, Excel, Power Point, One note	
4	<b>Microsoft 365Business Premium</b>	Online and offline both Outlook, Word, Excel, Power Point, One note. Exchange, SharePoint, teams, one drive, Intune and azure information protection etc.	
5	GST		
6	Sub Total		
7	Installation		
8	GST		
9	Sub Total		
10	Grand Total		

Place:

Signature with Stamp

Date;