

**NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL**  
**P.O: SRINIVASANAGARA-575025.**

**No. Stny./2021/B6.**

**Date:12- 07-2021**

**INVITING QUOTATIONS**

Sub: NITK Surathkal: supply of M S Office 2019  
– Quotation called for– reg

Sealed quotations are invited from the suppliers for supply of M S Office 2019 detailed as below. The quotations should reach this office on or before 26 .07.2021 by 3.00 PM, subject to the following terms and conditions.

Sl. No.	Item	Quantity	Rate in Rs	Amount in Rs
01	M S Office Standard Version 2019	11 Nos		
02	M S Office Professional 2019	02 Nos		
Total				

**Terms and conditions:**

1. The sealed quotations duly super scribed on the envelope as “Quotation for Supply of M S Office 2019” due on 26.07.2021 and should reach this office on or before 26 .07.2021 at 3.00 PM, and Bid will open at 4.00 PM on the same day.
2. The quotations received after the due date will not be considered.
3. Rate should be valid for at least 60 days.
4. No advance payment will be made.
5. All applicable taxes should be inclusive of rates. GST No should be mentioned
6. Payment will be made through NEFT/RTGS only after successful supplying the Materials.
7. Quotation may be addressed to the Stationery Section, NITK, Surathkal – 575 025.
8. The lowest Total amount of the entire items, including GST, shall be considered as L1 (L1 = Lowest Bid amount)
9. The installation and commissions should be done by the vendor only

The undersigned reserves the right of accepting any quotations other than the lowest or rejecting all the quotations.

Yours faithfully,

**Sd/-**  
**Asst. Registrar A/c (Purchase)**