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SIDDAGANGA HOSPITAL

(A unit of Sree Siddaganga Math - SMCRI)



No. H-2022-0907

Ref. No.: SMCRI/BOQ/25-26/02

Date: 07/03/2026

Last Date & Time for Receipt of Quotation: 14/03/2026 up to 14:00 Hours

Date & Time of Opening of Quotation: 15/03/2026 at 16:00 Hours

Details are also available on www.smcri.edu.in → Procurement Tab

INVITATION FOR QUOTATIONS - Supply of Microsoft Office Licenses

Dear Sir/Madam,

Sub: Invitation for Quotations – Supply of Microsoft office Licenses LTSC standard 2024

You are invited to submit your **most competitive quotation** for the supply of the above item.

1. Schedule of the items - BOQ

| SI NO | DESCRIPTION | QTY |
|-------|---------------------------------------|-----|
| 1 | Microsoft Office – LTSC standard 2024 | 50 |

2. Submission Mode

- The procurement shall be for the full quantity as described above. Quotes shall be submitted to the secure email id only – purchase.smcri@gmail.com
- Offline / physical submission is not permitted and will be summarily rejected.

3. BOQ Format

- The BOQ is provided in **Schedule of Items (BOQ)**.
- Modification of BOQ structure, columns, rows, formulas, or item descriptions is strictly prohibited.

4. Quotation

- Vendors shall quote the **unit rate and total amount** against each BOQ item.
- Rates must be quoted in **Indian Rupees (INR)** only.
- Quotation in foreign currency is **not permitted**.
- the quote shall include all prices such as GST, transportation, Loading/unloading, installation & commissioning.

5. Evaluation of Quotations

- The Purchaser will evaluate and compare quotations that are **substantially responsive**, properly signed, and conforming to the specifications and terms.

6. Award of Purchase Order

- The vendors will be invited for the Purchase Committee Meeting for technical and financial discussions.
- The Purchaser reserves the right to **accept or reject any or all quotations** and cancel the process at any time before award.

0816-2602222 9148997918 / 19

info@siddagangahospital.com

7. Taxes & Duties

- a) Quoted rates shall be **inclusive / exclusive of GST** and other applicable taxes, as specified.
- b) GST shall be quoted strictly as per **prevailing Government rules**.

8. Validity of Quote

The financial quote shall remain valid for a minimum period of **90 days** from the date of submission.

9. Rejection of Quotation

The financial Quote is liable to be rejected if:

- a) BOQ format is altered
- b) Rates are not filled for any item
- c) Multiple rates are quoted for a single item
- d) The quote should be strictly sent only to the secure mail id without any CC or BCC.

10. Final Acceptance

The purchaser reserves the right to **accept or reject any or all bids** without assigning any reason thereof.

11. General Conditions

- a) The Quotations should be addressed to "The Secretary – Medical Services, SMCRI, Tumkur "(Should not be addressed to any other personnel of the organisation)
- b) For technical Specification regarding procurement, please contact: MANAGER - IT, SMCRI. Email: it@smcric.edu.in, Phone: 9964074354
- c) **Delivery period, payment terms, validity of quotation, and warranty period** shall be clearly mentioned. The warranty period for the above-mentioned items should be for a minimum of 5 years.
- d) The supplied items shall be **new, unused, and of approved quality**.

We look forward to receive your quotations at the earliest.

SIDDAGANGA HOSPITAL
A Unit of Sree Siddaganga Math-SMCRI


CEO