



REGIONAL INSTITUTE OF MEDICAL SCIENCES: IMPHAL-795004
(An Autonomous Institute under Ministry of Health & Family Welfare, Govt. of India.)

No.PUR/COM/PRINT/RIMS-15

Imphal the 23rd Dec 2015

To ,

Subject:- Submission of Rate Quotations along with dealership/authorized Stockiest /Manufacturer, certificate, catalogue, terms and conditions for supply of “**Microsoft Operating System and Microsoft Office**”.

Dear Sirs,

I am directed to request you kindly to submit the rate quotation along with a copy of dealership /authorized stockiest/manufacturer certificate, terms and conditions for supply of

- i) WinPro 10 SNGL OLP NL Legalization Get Genuine
- ii) OfficeStd 2016 SNGL OLP NL Acdms

in favour of the Director RIMS, Imphal on or before 26th December 2015 up to 4.00 p.m. The total number required is estimated to be 25 (twenty five) each approximately.

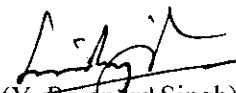
The following terms and conditions may be noted.

- (1) The rate tendered should be valid for six months from the due date of submitting the tenders for future procurement if required.
- (2) Firm's TIN No., Registration No., PAN No., etc.(without these particulars and the dealership/stockiest certificate the quotation is liable to rejected)
- (3) The supplies should be made within 7 days from the date of placing supply order. Payment shall be made within 7 days of installation of the goods.
- (4) Failure to supply the items within the stipulated period and also within the validity period, the successful bidder/supplier is liable to be blacklisted

The following may please be furnished.

- (1) The items should clearly show brand name, warranty period etc
- (2) The price in words and figures should be indicated clearly.
- (3) The cover of the rate quotation should be subscribed “ quotations for “**Microsoft Operating System and Microsoft Office**”
- (4) VAT charges for the items.

Yours faithfully,


(V. Rajendra Singh)

Deputy Director (Admn),
Regional Institute of Medical Sciences,
Imphal.