



GOVERNMENT OF INDIA: MINISTRY OF FINANCE: DEPARTMENT OF REVENUE
NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
3/86 E, ATC ROAD, NEAR AMBIT IT PARK : I, II & III FLOORS,
AMBATTUR INDUSTRIAL ESTATE, CHENNAI-600058
Telephone: 044 - 26250157, 26250159 Fax: 044 - 26250155, 26250156

C.No. IX/12/01/2015

Dated: 05.03.2016

**Notice inviting Quotations for Purchase of
MS Office 2016 Software**

1. The Additional Director General of NACEN, Chennai-58, invites quotations under a single bid system in the prescribed tender/bid document from reputed firms for purchase of **6 to 10 sets of MS Office software packages** for use in this office at 3/86 E, ATC Road, Ambattur Industrial Estate, Near AMBIT IT Park, Chennai-600058.
2. The version of software which is required by this office is **MS Office - Home and Business 2016 version** which contains MS Word, MS Excel, MS Powerpoint, MS One Note and MS Outlook.
3. Your quotations/ bids are to be submitted only in the Format prescribed along with this notice, in Sealed Covers, in person / by registered post / speed post / courier so as to reach the above mentioned address on or before **3-00 PM on 14.03.2016 (Monday)**. The **name & phone number of the tendering company** and the words "**Tender document for MS Office package**" should also be inscribed boldly on the cover. Offers / bids received beyond the stipulated time and date shall not be entertained.
4. The date and time of opening the tenders will be **3-30 PM on 14.03.2016 (Monday)**. All bidders or their competent representatives are invited to be present for the opening of the tenders.
5. The 6 to 10 Nos of software packs being purchased have to be **delivered to this office on or before 17th March 2016 (Thursday)**.
6. At the time of delivery of goods, if the said software does not conform to the specifications mentioned in this notice, the Department reserves the right to reject the said equipment summarily.
7. The Department also reserves the right to reject any of the tender offers without assigning any reasons therefor. For any further enquiries, Shri V.P.Hari, Superintendent (Ph:9381025110) may be contacted


(P.V.K.RAJASEKHAR)
DEPUTY DIRECTOR

ANNEXURE

FORMAT FOR QUOTATION

All quotes are inclusive of all taxes, transport and delivery costs

Software	Cost in Rs. (including all taxes and delivery charges)	
	Cost of 1 pack	Cost of 10 packs
MS Office - Home and Business 2016 version		

Signature of authorised signatory:

Name / Seal of company:

- All bidders should submit their quotations only in the above format.
- Supply of equipment will be on credit; Payment will be made within 20 working days.
- Along with the tender document, the bidder shall submit a copy of his PAN card/letter and VAT Registration Certificate
- All bids have to be inclusive of all taxes, transport and delivery costs