



CENTRE OF EXCELLENCE IN MICROBIOME

An initiative of the Govt. of Kerala under KSCSTE

KINFRA Film and Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala 695585, India.

NOTICE INVITING QUOTATION

Quotation Number	CoEM/Purchase/Comp & Acc/Non-Con/2026/01-QTN
Date of publishing the Quotation	23/05/2026
Due date and time for receipt of quotations	01/06/2026; 10:30 AM
Date and time for opening of quotations	01/06/2026; 12:30 PM
Designation and address of officer to whom the quotation is to be addressed	The Director Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakoottam, Thiruvananthapuram, Kerala – 695585
Superscription: Quotation for the supply and installation of Microsoft Office	

Sealed quotations for the supply and installation of Microsoft Office specified in the schedule attached below/overleaf for the use of Centre of Excellence in Microbiome.

I. Items required:

SI No.	Item	Qty
1	Microsoft office	10 nos

II. Specifications:

Particulars	Specifications
Product Type	Proprietary Suites
Offered Product	Microsoft Office
Name of the OEM	Microsoft
Variant	Home & Student / Business / Professional
Licensing option	Device based
Types of Licenses	Genuine & perpetual licenses (life time license)
Date of Launch of Version	2021 or later

GENERAL TERMS AND CONDITIONS

- Period of Delivery: Within 15 days from the date of work order at **the Centre of Excellence in Microbiome, First floor- RGCB Bio Innovation Center, KINFRA Film & Video Park, Chanthavila, Kazhakkootam, Thiruvananthapuram, Kerala – 695585.**
- The Bidder has to submit a license key along with invoices.
- The quoted rates should be inclusive of GST, installation, testing and training etc.
- The vendor shall provide software reinstallation and technical support in case of future system servicing or operating system reinstallation.

- The bidder should have valid GST registration and the same must be mentioned and enclosed along with the quotation.
- The bidder should have valid PAN/Taxation Index Number. Copy of PAN/Taxation Index Number allocation letter should be enclosed along with the quotation.
- The bidders must submit the quotations and technical compliance statement as per the format attached as **Annexure I (Part A and Part B)** and the undertaking as per **Annexure II** on their own papers/letter head with seal and sign. The technical details such as make, drawings/pamphlets etc. so as to confirm that the offered product is meeting the technical specification as per schedule of supply are to be submitted along with the quotation.
- The maximum period required for delivery of the articles should also be mentioned.
- The quotations will be opened at the prescribed time in the presence of the bidders or their authorized representatives who may wish to be present at that time.
- Acceptance of the quotation constitutes a concluded contract.
- CoEM reserves the right to cancel the order in case the items are not supplied within the stipulated period or non-fulfilment of contractual obligation. Payment will be made only after the satisfactory supply, installation and submission of invoice in duplicate.
- The quotation should be addressed to;

Superscription: Quotation – Microsoft Office

Address:

**The Director,
Centre of Excellence in Microbiome,
First floor- RGCB Bio Innovation Center,
KINFRA Film and Video Park, Chanthavila,
Kazhakkootam, Thiruvananthapuram,
Kerala-695 585.**

DIRECTOR, CoEM

Place: Thiruvananthapuram

Date: 23.05.2026

ANNEXURE-I

[To be submitted on letter head of the bidder]

QUOTATION / BID**PART A**

1	Name of the firm	
2	Quotation No.	CoEM/Purchase/Comp & ACC/Non Con/2026/01-QTN
3	Name and Address for Correspondence	
4	Contact number: (a)	
	(b)	
5	E-mail ID	
6	Total no. of pages in the document (to be filled mandatorily)	
7	PAN (Copy to be enclosed mandatorily)	Yes / No
8	GST Number (Copy to be enclosed mandatorily)	Yes / No
9	No. of days within which the items can be delivered to CoEM (Maximum: 15 days)	

Place:**Signature****Date:****Name of the authorised Signatory.**

(Seal of the Company /Firm)

PART B

SL. No.	Details of the item(s)	Quantity	Total price INR	GST (@ Rate)	Amount
1	Supply and installation of Microsoft Office	10			
Total Amount (Inclusive of Taxes): _____ Total Amount in words (Inclusive of Taxes): _____					

Place:**Signature:****Date:
Signatory:****Name of the authorised**

(Seal of the Company/ Firm)

CoEM

ANNEXURE II

[To be submitted on letter head of the bidder]

To,

**The Director
Centre of Excellence in Microbiome**

UNDERTAKING BY THE BIDDER

I/We _____ have carefully gone through the various terms and conditions mentioned in the quotation notice CoEM/Purchase/Comp & ACC/Non-Con/2026/01-QTN Dated 23-05-2026 including all annexures, for the supply and installation of Microsoft Office.

I hereby sign this undertaking as token of our acceptance of various conditions mentioned in quotation notice.

Place: _____ (Authorised Name & Signatory of Agency/firm with seal)

Date:



CoEM