



An ISPS Code Compliant Port



Certified for ISO 9001:2015 and ISO 14001:2015 management systems

FA/IT(7-DATACENTRE)/2025/00148

12.08.2025

Dear Sir,

**Sub: Quotation for Supply of 5 nos. Microsoft Windows 2022 Server Licenses**

You are requested to kindly furnish your quotation for the subject item with the following technical specifications:

Details	Quantity
Microsoft 16C ROK Windows Server 2022 Standard Licenses	05 nos.

**TERMS & CONDITIONS**

1. **PAYMENT:** Kindly note that we are an autonomous body under the Ministry of Ports, Shipping & Waterways, and as such our payment shall be 100% payment within 30 days of receipt of material/invoice/documents by ECS/EFT/RTGS. Suppliers Invoice should indicate the suppliers and MPA's GST numbers, and the HSN number.
2. **DELIVERY:** The material should be supplied to IT Cell, First Floor, A.O. Bldg, Sada within 1 week from the date of receipt of order.
3. **VALIDITY:** Your quotation should be valid for 90 days from the date of opening.
4. **LIQUIDATED DAMAGES:** Supply schedule as per order should be strictly adhered to. In the event of delay in supplies, Liquidated Damages at 0.5% of the total basic value of the undelivered quantity will be levied per week or part thereof of delay. The total Liquidated Damages shall however not 10% of the total basic value of the order exceed.
5. **FORCE MAJEURE & EXTENSION IN DELIVERY PERIOD:** In case of failure to deliver the goods in time which shall have arisen due to war, insurrection, restraint imposed by the Government Act or Legislation or other Authority, accident, strike, riot, lock-out or unforeseen events beyond human control directly or indirectly interfering with the supplies of stores or from any cause which the purchaser may admit as reasonable ground for an extension of time, the purchaser will allow such additional time he considers reasonable provided that the contractor shall report to the purchaser the occurrence of any cause as aforesaid which will or might affect the performance of the contract within a reasonable time. Requests for extension received after expiry of the delivery schedule will not be entertained.

**NOTE:** Bidders has to accept all the clauses at Sr. Nos. 1 to 5, failing which the offers will be summarily rejected.

Kindly furnish your typed offer in cover marked "FA/IT(7-DATACENTRE)/2025/00148 due on 20.08.2025", which shall be opened on 20.08.2025 at 1100hrs.

## **INSTRUCTIONS TO BIDDERS:-**

- a. **Offers may be sent by e-mail with protected password.** The protected password of the e-mail shall be sent between 10.00 hrs. to 10.30 hrs. on 20.08.2025, before the tender opening time on the official e-mail navisha.miranda@mptgoa.gov.in. Offers by e-mail without protected password will be summarily rejected.
- b. Offers received after the due date and time will not be considered.
- c. The bidders, if desire, may witness the bids opening at our premises on the due date 20.08.2025 at 11.00 hrs.
- d. The bidder shall submit only one bid for this tender. In case the bidder submits more than one Bid for this tender all his bids will be summarily rejected.
- e. Those bidders whose working/trade license, GSTN, etc. are suspended, their offers will be summarily rejected.
- f. The bidders should take into account any corrigendum published on the Tender document before submitting their bids.

Thanking You,

Yours faithfully,

FA & CAO