



Office of the Sr. Dy. Director(EDP)
5th Floor, Administrative Building,
Willingdon Island, Cochin-682009

No. FIN/EDP/MS Office Home&Business 2024/2025

Dated: 27/06/2025

NOTICE INVITING BUDGETARY QUOTE

Cochin Port Authority (CoPA) is intending to invite Tenders from eligible vendors for purchasing 300 Nos. MS Office Home & Business 2024 (Standalone). Therefore, Budgetary Quote is invited for 300 Nos. MS Office Home & Business 2024 (Standalone) from prospective bidders for arriving budgetary estimate.

All prospective bidders are requested to submit the budgetary quote by duly filling Annexure-1 and submit the same along with this Notice Inviting Budgetary Quote in sealed cover addressed to the Sr.Dy.Director (EDP), Office of the Sr. Dy. Director(EDP), 5th Floor, Administrative Building, Cochin Port Authority, Willingdon Island, Cochin-682009 to reach the office on or before 10.07.2025 at 17.00Hrs.

Sd/-

Sr. Dy. Director (EDP)

Email: directoredp@cochinport.gov.in

Phone: 0484-2582662; 0484-2582644 ; 0484-2582651

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Annexure -1

BUDGETARY QUOTE				
Name of the Vendor				
Address of the Vendor				
City				
Phone				
e-mail				
GST No				
Item Description	Unit Price w/o tax (Rs)	Price for 300 Nos. w/o tax (Rs)	Tax for 300 Nos. (Rs)	Total price for 300 Nos. incl.tax (Rs)
300 Nos. MS Office Home & Business 2024 (standalone) with apps Word, Excel, PowerPoint, OneNote, Outlook				

Place:

Date :

Seal**Authorised Signature**