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The Kangra Central Co-op. Bank Ltd.  
H.O. Civil Line, Dharamshala,  
Distt. Kangra (H.P.) 176215

कांगड़ा केन्द्रीय सहकारी बैंक सीमित  
मु. का.: सिविल लाईन, धर्मशाला,  
जिला कांगड़ा (हि.प्र.) 176215



Ref. No. NIQ/KCCB/DC/MSL/2025

Date 19-11-2025

**LIMITED TENDER FOR INVITING QUOTATIONS**

To,

All the vendors concerned.

**Sub: Notice inviting Sealed Quotations for supply of Microsoft Server Licenses (2019/2022)**

Sir/Madam,

The **Kangra Central Cooperative Bank Ltd. (KCCB Ltd.)**, Dharamshala, Himachal Pradesh, invites sealed or password protected quotations from reseller/vendors for the supply of **Microsoft Server Licenses (Standard)** as per the following details:

**Requirements**

- Quantity: 5 to 10 Licenses
- Version: Microsoft Windows Server 2019 / 2022 (Standard)
- Delivery: Digital License Keys with proper documentation and activation support.

It is a single envelope bid system. Bidders shall enclose:-

1. Copy of valid PAN No. & GST registration certificate.
2. Duly signed pages 1 to 2 of NIQ document.
3. Duly filled and signed Annexures I.
4. Duly filled and signed price bid as per Annexure-II.

Quotation filled in all respect shall be sealed in an envelope and super scribed as "QUOTATION FOR SUPPLY OF **Microsoft Server Licenses (2019/2022)** FOR THE KANGRA CENTRAL COOPERATIVE BANK LTD. DHARAMSHALA."

Or

Through email enclosing Quotation as a password protected file and password to be communicated over phone at the time of opening the quotations.

Sealed/Password protected quotations shall be submitted on or before 03.12.2025 at 11:00 AM addressed to "The General Manager, The Kangra Central Cooperative Bank Ltd. Head Office Dharamshala" or shall be sent to email id [it@kccbhp.bank.in](mailto:it@kccbhp.bank.in).

**Terms & Conditions:-**

1. The quotations will be opened by a committee on the same day at 3.00 PM. The Bank will not be responsible for delay in submission of quotations sent by post.
2. The quotations should include licenses with Microsoft Software Assurance (SA) for the following reasons:





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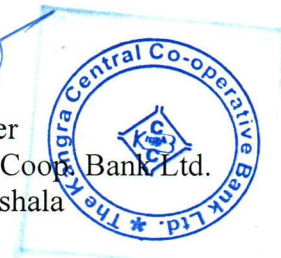


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1. **Future Upgrade Rights:** This enables free upgrades from Windows Server 2019/2022 to Windows Server 2025, and any future versions, without the need to purchase new licenses.
2. **Additional Benefits:** These include 24/7 technical support, disaster recovery rights, and license mobility.
3. The quotation will remain valid for acceptance for a period of 60 days from the date of receipt by the Bank.
4. Incomplete and ambiguous quotations shall be rejected.
5. Delivery: Within 15 days from the date of supply order.
6. 100% payment will be made through NEFT / RTGS facility after successful supply of Licenses.
7. The Bank reserves the right to accept / reject any quotation without assigning any reason.
8. The quoted rates in the Annexure-II shall be firm on F.O.R. The Kangra Central Cooperative Bank Ltd. Dharamshala. and inclusive of all taxes and any other Charges, if any. No extra claim shall be entertained in this connection.
9. The rates shall be in whole numbers. The rates shall be entered in figures as well as in words. For the purpose of the quotation, the metric system of units shall be used. In the event of any discrepancy, the rates quoted by the vendor in words will be taken as the correct basis and not the rates shown in figures.
10. The person(s) signing the bid, with date, shall sign all changes, alterations, and corrections in the bid in full (if necessary).
11. Quotation, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and /or prescribed conditions are not fulfilled, shall be considered non responsive and are liable to be rejected.
12. No correspondence shall be entertained from the vendors after the opening of the Quotation.
13. Date of acceptance and opening of quotation can be extended on the sole discretion of the Bank.
14. The competent authority of this office reserves the right to reject/cancel any quotation or all quotations without assigning any reasons.

The General Manager  
The Kangra Central Co-op. Bank Ltd.  
Head office Dharamshala



I AM ACCEPTING ALL THE TERMS & CONDITIONS OF THE BANK MENTIONED ABOVE WITHOUT ANY PREJUDICE.

(SIGNATURE & SEAL OF BIDDER)





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### Annexure-I

### PROFORMA OF LETTER FOR E-PAYMENT

To

The General Manager,  
The Kangra Central Cooperative Bank Ltd.  
Head Office Dharamshala-176215

**Subject: Request for E-Payment.**

Sir,

Following particulars are given for effecting E-payment in respect of our claim / Bill.

1. Name of the Company:
2. Address:
3. Bank A/c number:
4. Name of Bank / Branch & Address:
5. Branch Code:
6. IFSC Code of the Bank:
7. PAN of the Company:
8. Mobile No. of the Account Holder:

We also enclose herewith a cheque duly cancelled of our bank A/c.

Thanking You.

Yours Faithfully

(Authorized Signatory)

Note: Any erroneous information may lead to harmful transaction for which the Bank will not be liable / responsible.



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## Annexure-II

### PRICE BID & SCHEDULE OF QUANTITY

#### Microsoft Windows Server 2019 (Standard)

Sr. No	Description	Quantity(A)	Unit rate exclusive of GST in Rupees (B)	GST (____%)	Amount including GST
1	Supply of Microsoft Windows Server 2019	1			

Total In Words: \_\_\_\_\_

#### Microsoft Windows Server 2022 (Standard)

Sr. No	Description	Quantity(A)	Unit rate exclusive of GST in Rupees (B)	GST (____%)	Amount including GST
1	Supply of Microsoft Windows Server 2022	1			

Total In Words: \_\_\_\_\_