



THE KADAPA DISTRICT COOPERATIVE CENTRAL BANK LTD.

R.S.ROAD, KADAPA-516001.

Ph: 08562-245348, 224865, 277788 & 222595 Fax: 08562-224865
e-mail: ceo_kdph@apcob.orgurl: <http://www.kadapadccb.in>

Rc.No.IT Section/Quotations/2025-26

Date:09.07.2025

To

The Proprietor,

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Pincode.

Sir,


Sub: Kadapa DCCB, Head Office – Extension of date to 11.07.2025 for quotation of purchase of Genuine Microsoft Office version 2024 for 80 users - Reg.

Ref: Note orders of the CEO of the bank dated:18.06.2025.

We are planning to order **Genuine Microsoft Office version 2024 Home and Business** for **80 users** in both Head office departments and all our branches in the district.

In order to obtain at least three quotations as per procurement guidelines, the **last date for submission of quotations is here by extended to 11.07.2025**. In this connection, if you quote a reasonable rate and provide us good service as we might also consider doing more business with you in future. Waiting to hear from you soon. Thanking you in advance.

Yours faithfully,


Manager,
IT Section.



e-mail : it@kadapadccb.in
Mobile No: 8074064539