



**Tender**  
**For**  
**Supply and Installation of**  
**Educational Licenses of**  
**ADOBE Creative Cloud for Team–All App**  
**On Subscription Basis**

**Tender Ref. No. - NTSCOK/Soft.Trq./Soft Pur./032/15-16**

**NSIC- Technical Services Centre**

National Small Industries Corporation

(A Government of India Enterprise)

Okhla, Phase – III, New Delhi-110020

Tel No. 011-26826801 Mb: 9566649691, 9958626147

Fax: - 011-26826783

Email: [ntscok@nsic.co.in](mailto:ntscok@nsic.co.in)

Website: [www.nsic.co.in](http://www.nsic.co.in)

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## **NOTICE INVITING TENDER**

**Subject: - SUPPLY AND INSTALLATION OF ADOBE SOFTWARE ON  
SUBSCRIPTION BASIS FOR ONE YEAR - EDUCATIONAL LICENSES**

NSIC-Technical Services Centre (NTSC), National Small Industries Corporation Ltd., A Govt. of India Enterprises, Okhla, New Delhi is a reputed Institute for Technical and Industrial training since 1961.

Sealed quotations are invited in two bids system (Technical & Commercial bid in two separate sealed envelopes contained in one bigger envelope) from Authorized Distributors/ Partners/ Dealers/Resellers of Adobe for **Supply and Installation of Educational Licenses in paper of Adobe Creative Cloud for Team –All App Software:**

a)	<b>Tender number</b>	Reference number for inviting bids through this tender is - <b><i>NTSCOK/Soft.Trg./Soft Pur./032/15-16</i></b>
b)	<b>Scope of Tender</b>	<b>Supply and Installation of Adobe Creative Cloud for Team –All App Educational Software licenses on subscription basis for one year</b> (Number of licenses specified in Annexure-A attached)
c)	<b>Usage of Software</b>	The purchaser would install software in their educational training centre and shall be utilized for training to youth for their skill or entrepreneurship development.
d)	<b>Purchaser</b>	<b>NSIC Technical Services Centre</b> The National Small Industries Corporation Ltd. (A Government of India Enterprise) under the Ministry of Micro, Small & Medium Enterprises.
e)	<b>Tender Document</b>	Tender form can be downloaded from our website <a href="http://nsic.co.in/tender/Current-Tenders.aspx">http://nsic.co.in/tender/Current-Tenders.aspx</a> From <b>21<sup>st</sup> April 2020 to 11<sup>th</sup> May 2020.</b> The prospective bidders are advised to remain in touch with the website for any update in respect of this tender.
f)	<b>Cost of Tender Documents</b>	Rs. 590/- (Rupees Five Hundred Ninety only) (Rs.500/- + GST@18%) to be submitted along with Technical Bid.
g)	<b>Earnest Money Deposit (EMD) along with Tender</b>	The EMD of Rs. 15,000/- (Rupees Fifteen Thousand only) to be submitted along with Technical Bid.

h)	<b>Mode of Payment for Tender Fee &amp; EMD</b>	Payment may be made through Demand Draft/ NEFT/ RTGS/ Net banking  The bidder shall attach the Demand Draft or Bank Statement / RTGS/ NEFT/Transaction Slip in the Technical Bid, in support of the of payment to the purchaser's Account.
i)	<b>Bank Details for submission of Tender Fee &amp; EMD</b>	<b>Account Name</b> - NSIC LTD.-NTSC A/C <b>Bank Name</b> - Punjab National Bank, Okhla, New Delhi <b>Bank A/C No.</b> - 0602002100009880 <b>Bank IFSC Code</b> - PUNB0060200
j)	<b>Exemption from the payment of EMD and Tender fee</b>	The exemption for the payment of EMD as well as tender fee will be applicable to the MSE's having valid Udyog Aadhaar/ NSIC registered units for the goods for which the said tender floated.
k)	<b>Locations of supplies</b>	The paper licenses of software to be delivered at NSIC- Technical Services Centres, Okhla, Phase-III, New Delhi-110020.
l)	<b>Technical Bid</b>	Format & Requirements for submission of Technical Bid is placed at <b>Annexure- `A`</b>
m)	<b>Commercial Bid</b>	Format & Requirements for submission of Commercial Bid is placed at <b>Annexure- `B`</b>
n)	<b>Date of Release of Tender</b>	<b>21<sup>st</sup> April 2020 at 18:00 hours</b>
o)	<b>Last date of submission of tender</b>	<b>11<sup>th</sup> May 2020 up to 15:00 hours</b>
p)	<b>Date of opening of Technical Bid</b>	<b>11<sup>th</sup> May 2020 at 16:00 hours</b>
q)	<b>Date of opening of Commercial Bid</b>	The date for opening second envelope containing Commercial Bid will be intimated to the qualified bidders separately.

r)	<b>Address for Tender submission &amp; Opening Bids</b>	Office of Centre Head, NSIC- Technical Services Centre, Okhla, Phase-III, New Delhi-110020
s)	<b>Documents to be enclosed with Technical Bid</b>	<ul style="list-style-type: none"> <li>a. Copy of authorization letter from OEM showing the validity of authorization.</li> <li>b. Authority Letter on company's letter head to authorize Signatory on behalf of the participating company.</li> <li>c. Demand Draft towards EMD and Tender fee or copy of valid registration certificate for exemption from Tender fee &amp; EMD</li> <li>d. Duly signed &amp; stamped Tender documents (All pages).</li> <li>e. Supporting documents regarding software details in the form of brochures with complete information must be enclosed.</li> <li>f. Copies of PAN &amp; GST registration duly Signed &amp; Stamped.</li> <li>g. Undertaking on letter head as per Annexure "C".</li> <li>h. Details of a few buyers in last one year to whom the similar supplies were made</li> <li>i. Copies of minimum two Purchase Orders during last one year to be enclosed</li> </ul>

**Note:** In case of any further details required, the same can be collected from the office of Centre Head, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi – 110020 from 22nd April 2020 (except Saturday & Sunday) between 10:30 hours to 15:00 hours, up to 11<sup>th</sup> May 2020.

(O.P.Singh)  
Centre Head  
NSIC- Technical Services Centre  
New Delhi

## **Terms & Conditions of Tender**

Submission of the duly signed tender implies that these conditions of tender have been read by the Tenderer and is aware of the scope of the supply to be supplied. The final acceptance of the tender rests with the Centre Head of NSIC-Technical Services Centre, who reserves the right to accept or reject any or all tenders without assigning any reason therefore.

The Tender shall be submitted in accordance with these terms, as under.

1. **Abbreviations/ words used** throughout this tender document are explained below:
  - a) "NTSC" means NSIC-Technical Services Centre
  - b) "NSIC" means The National Small Industries Corporation Ltd.
  - c) "Day" means Calendar day
  - d) "Working day" means Monday to Friday in a week
  - e) "Tender" means tender number ***NTSCOK/Soft.Trg./Soft Pur./032/15-16***
  - f) "Software" means the Licensed Software of Adobe Creative Cloud for team-All App as detailed at Annexure-A.
  - g) If context so requires, "Singular" means "Plural" and vice versa.
  - h) "EMD" means Earnest Money Deposit.
  - i) "Purchaser" means NSIC Technical Services Centre, NSIC Ltd., (A Govt. of India Enterprise).
  - j) "Bid" means the tender document and financial details submitted by bidder.
  - k) "Bidder" or "Tenderer" means the eligible and qualified Original Software Development Company Adobe / Authorized Reseller of Adobe.
  - l) "OEM" means Original Software Development Company i.e. Adobe.
2. **Scope of Supplies:**
  - a) The paper licenses of Adobe Creative Cloud for Teams – All App software shall be supplied in compliance to the specifications and quantity mentioned in Annexure- A of the tender.
  - b) After the supply of licenses as mentioned in the Annexure A, the bidder has to execute its installation & testing at the designated site in the location. No extra cost shall be paid for this reason.

**3. Validity of License :**

The software license to be supplied shall remain valid for one year from the date of delivery. The document in its support shall clearly specify the software details along with validity dates for subscription of licenses.

**4. Location of supplies:**

The details of location where the software licenses to be supplied through this tender are as under:

NSIC- Technical Services Centre  
Okhla, Phase-3, Near Govindpuri Metro Station,  
New Delhi-110020

**5. Eligible Bidder:**

- a) The Bidder shall be OEM or Authorized Reseller of Adobe having authorization to supply the product. A copy of Authorization letter issued by OEM to Authorized Resellers for participating in tender for the sale of Adobe software licenses for educational purpose and providing support on behalf of OEM shall be enclosed with the Technical bid.
- b) The Bidder shall not be a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non-supply of software licenses and support even after agreed to supply in stipulated time. An undertaking stating the same should be furnished by the bidder on the company letter head as per format enclosed at Annexure "C".

**6. Tender documents :**

The tender documents can be collected from the office of Centre Head, w.e.f. 21<sup>st</sup> April 2020, to 11<sup>th</sup> May 2020 (except Saturday & Sunday) between 10:00am to 15:00pm against payment of **Rs. 590/- (Rupees Five Hundred Ninety only) (non-refundable) by way of Demand Draft in favor of 'NSIC Ltd.- NTSC A/c' payable at New Delhi.**

Alternatively tender form can be downloaded from our website <http://nsic.co.in/tender/Current-Tenders.aspx>

In case tender downloaded for submission of offer, tender fee shall be submitted **by way of Demand Draft/NEFT/RTGS/Net banking for which the bank details are as under**

Account Name - NSIC LTD.-NTSC A/C  
Bank Name - Punjab National Bank, Okhla, New Delhi  
Bank A/C No. - 0602002100009880  
Bank IFSC Code - PUNB0060200

The bidder is requested to attach the Demand Draft/ Bank Statement / RTGS /NEFT/online transaction Slip or in the Technical Bid, in support of the transfer of payment to the purchaser's Account.

At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum. The prospective bidders are advised to remain in touch with the Website for any update in respect of this tender.

**7. Authorization for submission of tender:**

- a) The original and all copies of the bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The written confirmation of authorization (in form of letter on the bidder's letter head) to sign on behalf of the bidder confirming the signature as a person duly authorized to sign should be attached with the technical bid of the tender.
- b) The person signing the tender form or any other documents on behalf of the Bidder shall be deemed to warrant that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

**8. Earnest Money Deposit:**

- a) The EMD of Rs. 15,000/- (Fifteen Thousand Only) shall be submitted by way DD (Demand Draft)/RTGS/NEFT/Net banking only for the software licenses quoted by the Bidder. DD or a document in support of transaction made shall be enclosed in the first envelope super-scribed as "Technical Bid". No cash towards EMD shall be accepted. The offers without EMD from the Bidders shall be rejected.
- b) The EMD & Tender Document Fee shall be submitted by way of DD/RTGS/NEFT /Net banking only for which the bank details of purchaser, are as under:

<b>ACCOUNT NAME</b>	<b>BANK NAME</b>	<b>BANK A/C NO.</b>	<b>BANK IFSC CODE</b>
NSIC LTD.- NTSC A/C	Punjab National Bank, NSIC Bhawan, New Delhi.	0602002100009880	PUNB0060200

The bidder is requested to attach the Bank Statement / RTGS /NEFT/ online transaction slip or Demand Draft in the Technical Bid, to prove the transfer of payment to the purchaser's Account.



- c) **EMD and Tender Document Fee submission is exempted for the bidders** those having valid registration under Udyog Aadhaar, Single Point Registration Scheme of NSIC and all micro and small enterprises registered with Director of Industries from DIC for the licenses for which this tender issued. To support this, the self-certified scan copy of such valid registration/ exemption certificate is to be attached with technical bid.
- d) The Purchaser shall not be liable for payment of any interest on EMD.
- e) Any request by the bidders to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.
- f) The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be refunded along with the first payment after successful installation of software and activation of licenses. If any Bidder withdraws his tender before the period of 60 days from the date of opening of technical bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- g) The EMD will also be forfeited in following cases:
- i. If the bidder fails to accept the order based on his offer (bid) and within the prescribed time.
  - ii. If the bidder fails to supply the licenses with specifications as mentioned in Annexure -A
  - iii. If the bidder delays supplies beyond a reasonable time resulting in disruption of project.
  - iv. Bidder for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period
  - v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.
9. **Special Provision for Micro & Small Enterprises:**  
Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs

owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012.

The Definition of MSEs owned by SC/ST is as given under:

- (a) In case of proprietary MSE. Proprietor shall be SC/ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

#### 10. Submission of Tender:

- a) The bidder to examine all instructions, forms, terms and specifications in the tender documents and to furnish with its bid all documents or information as required by bidding document.
- b) The language for all the correspondence and documents related to the tender shall be in English/ Hindi only.
- c) Tender shall be duly filled in. All pages of the tender should be **signed by the Authorized Signatory of Tenderer with company seal.**
- d) Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender. The rates and units shall not be overwritten. **The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.**
- e) The Tenderer shall submit the copy of PAN & GST registration along with the Technical Bid of the tender document

The tender must be placed in a properly sealed bigger envelope addressed to The Centre Head, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govindpuri Metro Station, New Delhi-110020 and the said bigger envelope shall contain two sealed envelopes containing Technical & Commercial bids. The bigger envelope must be super-scribed as

**"Tender for Supply and Installation of Adobe Software Licenses  
Tender inquiry number - NTSCOK/Soft.Trg./Soft Pur./032/15-16  
Due Date – 11.05.2020"**

The two sealed envelopes inside the bigger envelope must be super-scribed as:

**Envelope No-1:** *The said envelope is for technical bid & shall be super-scribed as "Tender for the Supply and Installation of Adobe Creative Cloud – Technical Bid"*

**Envelope No-2:** *The said envelope is for commercial bid & shall be super-scribed as "Tender for the Supply and Installation of Adobe Creative Cloud - Commercial Bid".*

- f) If both or either of the envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.
- g) Tenders received in open covers/ letters/ fax/ email will not be considered.

**11. Financial Bid Submission:**

- a) The price quoted in financial bid shall be firm and shall include all applicable taxes.
- b) No extra payment shall be paid on account of any discrepancy in nomenclature of items. The Bidder shall seek clarifications if any before submitting the tender.
- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed to the designated location.

**12. Last date of submission of Tender:**

- a) The tender should reach the office of the Centre Head, NSIC-Technical Services Centre, Okhla, Phase-3, New Delhi by 11<sup>th</sup>, May 2020 up to 15.00 hours.
- b) The purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective bidders are advised to remain in touch with website for any update in respect of their tender.
- c) Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected and returned unopened to the Bidder.

**13. Opening of Technical Bid:**

The technical bid of tenders will be opened at NTSC-Okhla on 11<sup>th</sup> May 2020 at 16.00 Hours. The Bidder or their authorized representative (One person only) may be present at the time of opening of the tender.

#### **14. Opening of Commercial bid**

The Commercial Bid of only technically qualified bidders will be opened on the stipulated due date. The date & time for opening of Commercial Bid shall be intimated to the technically qualified bidders through email, after the evaluation of Technical Bid.

#### **15. Validity of tender:**

- a) The tender shall be valid for a period of 60 days from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the bid shall be treated as firm during the said period of 60 days.
- b) In exceptional circumstances, prior to the expiry of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing.

#### **16. Evaluation of Bids:**

- a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.
- e) If a Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.

- f) The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.
- g) The competitiveness of the bid shall be made at NTSC-Okhla.
- h) NTSC-Okhla shall compare the evaluated prices of all substantially responsive bids to determine the lowest evaluated bid. The comparison shall be on the basis of landed cost at NTSC-Okhla.
- i) At the time the order is awarded, the Purchaser may alter the Quantity of licenses without any change in the unit prices or other terms & conditions of the bid and the Bidding Documents subject to the acceptance of bidder in writing for the same.
- j) The purchaser have right to verify the particulars furnished by the bidder independently.

**17. Notification of award:**

Prior to the expiry of the period of bid validity, the purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter shall specify the sum that the Purchaser will pay to the bidder in consideration of the supply of Adobe Creative Cloud licenses with the details of location.

**18. Delivery Period :**

The delivery period for the supplies to be completed within **10 days** from the date of issue of confirmed supply order from NSIC. In case tenderer fails to supply within the accepted period or if the software supplied are found to be different than those specified in Annexure-A of this tender, Centre Head of NSIC-Technical Services Centre, reserves the right to cancel the award letter and may initiate action to debar the supplier for all future business dealing with NSIC for next three years.

**19. Services & Support:**

The Supplier shall provide services& support on demand towards the installation, registration, activation, maintenance for smooth functioning of the software and upgradations if any, during one year license period with no extra charges and to the satisfaction of the nominated Officer in NTSC, Okhla. The service shall be initiated within two working days of request and shall be fully resolved maximum within 7 days failing which NSIC Technical Services Centre may initiate action to debar Supplier for all future business dealing with NSIC for next three years.

## 20. Payment

- a) 95% payment will be made against successful installation within 10 days of delivery for which the tenderer shall submit tax invoice in duplicate (original + copy) giving the reference number of the supply order along with delivery note. Balance 5% shall be retained as security deposit by NTSC-Okhla for the period of twelve months from the date of submission of bill/ invoice for payments and will be released after completion of the subscription period subject to satisfactory performance of all the software and satisfactory services by the Supplier.
- b) All statutory deductions as applicable like TDS shall be made from the due payment to the Supplier upon submitting the tax invoice.
- c) The rates quoted in the Commercial Bid shall be firm & all-inclusive for delivery & installation at destination NSIC Technical Services Centre, Okhla, New Delhi. No extra payment shall be paid on account of any discrepancy in nomenclature of items. The bidder shall seek clarifications if any before submitting the bid. The Corporation will not issue Forms C and/ or D
- d) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.

## 21. Causes of rejection of tender:

- a) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- b) If any Bidder stipulates any condition of his own, such conditional tender is liable to be rejected.

## 22. Claims:

If the licenses supplied are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the supplied software and/or to claim for compensation from bidder. The bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The bidder shall also compensate for losses, if any, sustained by purchaser due to wrong license delivery

## 23. Address for communication:

All the communication with respect to the tender shall be addressed to:

The Centre Head,  
NSIC- Technical Services Centre,  
Okhla, Phase-III,  
New Delhi-110020.

**24. Force Majeure:**

In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 60 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

**25. Code of Ethics:**

The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such orders. If the bidders are found in Bid pooling or against law against fraud and corruption then their firms may be blacklisted.

**26. Jurisdiction:**

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.

*We confirm with our acceptance to the Terms & Conditions stated from (1) to (26) above.*

Signature of the Tenderer with seal

*These duly signed "Terms & Conditions of the Tender" shall be attached with technical bid of the tender as a mark of acceptance of bidder and any tender not confirming the instructions is liable to be rejected.*



**Annexure – `A`**

**TECHNICAL BID**

**FORMAT & REQUIREMENTS**

1. Tender Ref. No: NTSCOK/Soft.Trg./Soft. Pur./032/15-16
2. Name of Tenderer: .....
3. Complete office address of Tenderer.....  
.....
4. PAN Number .....(copy to be enclosed)
5. GST No.....(copy to be enclosed)
6. Contact details of authorized person of tenderer who have signed the tender.
  - a. Name.....
  - b. Designation.....
  - c. Phone (Office).....
  - d. Phone (Mobile).....
  - e. E mail.....
7. Due date & Time of submission of bid: 15.04.2020 by 16:00 hours
8. EMD payment details (DD number &Bank detail) .....  
.....
9. Tender fee details:  
DD no & date/ Transaction ID & date.....  
.....



10. Submission of technical confirmation to the requirement.

Description of Software	No. of Licenses required	Whether meet requirements, specify Yes/No
<p><b>Adobe Creative Cloud for Teams –All App Educational License in paper for 12 months</b>  <b>Each license is a bundle license including</b>            Photoshop, Illustrator, Indesign, Acrobat Pro, Bridge, Dreamweaver, Flash Professional, Flash Builder, Fireworks, Premiere Pro, Premiere Rush, After Effects, Audition, Speed Grade, Prelude, Media Encoder Light room, Fuse, Character Animator, GSDK Dimension, Bridge Prelude, Collaboration Tools &amp; Services</p>	20 nos.	

11. All the above licenses are for educational purpose and licenses shall remain valid for one year period from the date of delivery.
12. Delivery shall be made in the form of a certificate from Adobe wherein the validity of the license shall be defined with dates
13. The prices have been quoted in the commercial bid taking into account the total points earned previously by NSIC Technical Services Centre, Delhi
14. Delivery Period from the date of confirmed Supply order \_\_\_\_\_ days(max. upto 10 days)
15. **Documents to be enclosed with the Technical bid are as under :**
  - a. Copy of authorization letter from Original Equipment Manufacturer showing the validity of authorization.
  - b. Authority Letter on company's letter head to authorize Signatory on behalf of the participating company.
  - c. Demand Draft towards EMD and Tender fee or copy of valid registration certificate for exemption from Tender fee & EMD
  - d. Duly signed & stamped Tender documents (All pages).
  - e. Supporting documents regarding software details in the form of brochures with complete information must be enclosed.

- f. Copies of PAN & GST registration duly signed & stamped.
- g. Undertaking on letter head as per Annexure "C".
- h. Details of a few buyers in last one year to whom the similar supplies were made should be submitted in the following format :-

S. no.	Name of Client along with contact details	Quantity supplied
1		
2		
3		
4		

- i. Copies of minimum two Purchase Orders during last one year to be enclosed

Signature of the Tenderer with stamp

**Annexure – `B`**

**COMMERCIAL BID**  
**FORMAT & REQUIREMENTS**

1. Tender Ref. No.: NTSCOK/Soft.Trg./Soft. Pur./032/15-16
2. Name of the Tenderer: .....
3. The offer with rates for the schedule of requirements of items, as elaborated in the table below, to be submitted. Adhering to the format given for quoting rates is a Pre-requisite for considering your quotations:

A	B	C	D	E	F	G	H
#	Description of software for supplying & installation	No. of Licenses Required	Rate per unit license (in Rs.)	GST @ .....% (in Rs.)	Any Other Charges (in Rs.)	Total Amount per Unit (inclusive all) (in Rs.)	Total Amount for number specified under Col. C (in Rs.)
1	<b>Adobe Creative Cloud for Teams –All App Educational License in paper for 12 months</b> <b>Each license is a bundle license including</b> Photoshop, Illustrator, Indesign, Acrobat Pro, Bridge, Dreamweaver, Flash Professional, Flash Builder, Fireworks, Premiere Pro, Premiere Rush, After Effects, Audition, Speed Grade, Prelude, Media Encoder, Lightroom, Fuse, Character Animator, GSDK Dimension, Bridge Prelude, Collaboration Tools & Services	20 nos.					

*The rate quoted shall be in accounting units (A/U) and should be inclusive of basic price & all other cost including taxes & duties (as applicable). **The price competitiveness shall be given due consideration while analyzing the commercial bid.** The NTSC will not issue any form toward rebate / exclusion of GST.*

It is hereby confirmed that we shall abide all the terms & conditions as specified in this tender.

Signature of the Tenderer with stamp

**Annexure – `C`**

**Undertaking from Bidder (on their official stationery)**

To,  
The Centre Head  
NSIC- Technical Services Centre,  
Okhla Industrial Estate, New Delhi-110020

Sir,

Subject: Undertaking for the participation to the tender No. **NTSCOK/Soft.Trg./Soft Pur./032/15-16** due for opening of technical bid on 11<sup>th</sup> May 2020

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Terms & Conditions of Tender
3. Technical Specifications defined in Technical Bid (Annexure-A)
4. Annexure- B (Commercial Bid)

I/We .....do hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully followed the instructions and I/We have understood the existing system of supply at the location of purchaser including the scope and nature of duties expected from the Bidder.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We declare that our unit has never made any default in supplying the software licenses to Government / Semi Government/ Central or State Public sector enterprise(s) in terms of quality and financial agreed supply conditions.

Any notice required to be served on me/us shall be sufficiently served on me/us by post (registered or ordinary) or courier or left at my/our address furnished herein.

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I/We fully understand the terms and conditions in the tender documents.  
I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of.....2020

Authorized Signatory  
Seal:

\*\*\*\*\*END OF TENDER DOCUMENT\*\*\*\*\*