

TENDER

FOR

SUPPLY & INSTALLATION OF

ADOBE SOFTWARE

ON SUBSCRIPTION BASIS

(Educational Licenses)

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

NSIC- Technical Services Centre

(A Government of India Enterprise)

Okhla Industrial Estate, Phase - III

Near Govindpuri Metro Station

New Delhi-110020

Tel No. 011-26826801, 26921562, Mb.: 9810832329

Fax: - 011-26826783

Email: ntscok@nsic.co.in

Website: www.nsic.co.in

NOTICE INVITING TENDER

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

NSIC-Technical Services Centre (NTSC), A Govt. of India Enterprises, Okhla, New Delhi is a reputed Institute for Technical and Industrial training since 1965.

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 **Educational Licenses in paper of Adobe Software as detailed in Annexure- 'A' attached:**

Requirement	Supply & Installation of Adobe Software on subscription basis for one year - Educational Licenses in Paper for following software - 1. Adobe Creative Cloud for Teams 2. Adobe Photoshop, Illustrator, Indesign, After Effects, Flash, Premiere, Dreamweaver (Number of licenses specified in Annexure-A attached)
Technical Bid	The details for submission of Technical Bid is placed at Annexure-`A`
Commercial Bid	The details for submission of Commercial Bid is placed at Annexure-`B`
Cost of Tender Documents	Rs. 500/- (Rupees Five Hundred only) (Registered Bidders as detailed in "Instructions to the Tenderers" at Page no 3 are exempted)
Earnest Money Deposit along with Tender	Rs.15,000/- (Rupees Fifteen Thousand only) (Registered Bidders as detailed in "Instructions to the Tenderers" at Page no 3 are exempted)
Date of Release of Tender	23rd November 2015 at 16:00 hours
Last date of submission of tender	7th December 2015 up to 15:00 hours
Date of opening of Technical Bid	7th December 2015 at 16:00 hours
Address for Tender inquiry & Delivery	General Manager (SG), NSIC- Technical Services Centre, Okhla Industrial Estate, Phase-III, New Delhi-110020

(Satvinder Singh)
General Manager (SG)
NSIC- Technical Services Centre, New Delhi

INSTRUCTIONS TO THE TENDERERS

1. The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers/ Resellers of Adobe having authorization to supply the product. A copy of Authorization letter issued by OEM to Authorized Distributors/ Partners/ Dealers/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.
2. 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".
3. The tender documents can be collected from the office of General Manager, w.e.f. 23rd November 2015, to 7th December 2015 (except Saturday & Sunday) between 10:00 to 15:00 hours against payment of **Rs. 500/- (Rupees Five Hundred only) (non-refundable) by way of Cash/ Demand Draft, in favour of 'NSIC Ltd.- NTSC A/c' payable at New Delhi.**

Alternatively tender form can be downloaded from our website www.nsic.co.in/tenders.asp from 23rd November 2015 to 7th December 2015. In this case the tender fee shall be enclosed with Technical bid in the form of Demand Draft.

4. The **Earnest Money Deposit of Rs. 15,000/- (Rupees Fifteen Thousand only) by way of D.D.** drawn in favour of '**NSIC Ltd.- NTSC A/C**' shall be submitted along with Technical Bid.
5. There is exemption of Tender Fee and EMD applicable to those units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005. **A copy of valid certificate shall be enclosed along with the Technical bid for availing exemption from Tender Fee & EMD.**
6. Tender shall be duly filled in. All pages of the tender should be **signed by the Authorized Signatory of Tenderer with company seal.**
7. **Tenderer shall submit a letter nominating a signatory and authorizing him/her to sign this tender and to coordinate on behalf of the company regarding this tender. This letter shall be written/typed on a letter-head and be submitted along with Technical Bid.**
8. **Validity period of the quotation** shall be minimum **45 days** from the date of opening of this bid i.e. upto 21.01.2016.

9. 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.**
10. The Tenderer shall submit the copy of PAN, TIN / VAT registration & service tax registration (if applicable) along with the Technical Bid of the tender document.
11. The Tender shall be placed in a properly sealed bigger envelope addressed to General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govindpuri Metro Station, New Delhi and the said **bigger envelope shall contain two separate sealed envelopes containing Technical & Commercial bids.**
12. The bigger envelope shall be super-scribed as "*Tender for the Supply & Installation of Adobe Software*" with its due date. 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 & Installation of Adobe Software – TECHNICAL BID documents*"** **Envelope No-2: The said envelope is for commercial bid & shall be super scribed as "*Tender for the Supply & Installation of Adobe Software – COMMERCIAL BID*".**
13. Technical bid will be opened on **7th December, 2015 at 16:00 hours** in the office of General Manager at NSIC Technical Services Centre, Okhla, Phase III, New Delhi - 110020. A representative of the Tenderer may be present at the time of opening of the tender. The date for opening the second envelope containing commercial bid will be intimated to the qualifying bidders separately.

We confirm that the Instructions to the tenderers at S.No-1 to 13 as stated above have been thoroughly read while filling up the tender form.

Signature of the Tenderer with seal

TERMS & CONDITIONS

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 General Manager(S.G.) of NSIC-Technical Services Centre, who reserves the right to accept or reject any or all tenders without assigning any reason therefore.

- a) **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.**
- b) **Delivery Period** - The delivery period for the supplies to be completed within **30 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, General Manager(S.G.) 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.
- c) **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.
- d) **Payment** - 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% will be released after 30 days from the date of successful installation subject to satisfactory performance of all the software. All statutory deductions as applicable like TDS, Service Tax shall be made from the due payment to the Supplier upon submitting the tax invoice.
- e) 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
- f) 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.

- g) **Earnest Money** - Any request by the bidders to consider their EMD furnished by them to NTSC for any other contract/ tender cannot be considered as EMD for this tender.
- h) The EMD will be refunded to the unsuccessful bidders after the orders are placed on the successful bidder/s. In case of successful bidder/s, the EMD will be returned along with balance 5% payment after thirty days from the date of successful installation. No interest on EMD will be paid.
- i) The EMD will be forfeited in following cases:
- i. If the bidder fails to accept the order based on his offer within the prescribed time.
 - ii. If the bidder fails to supply & install the software with specifications in compliance to specifications given in technical bid.
 - iii. If the bidder delays supplies beyond prescribed time resulting in disruption of NTSC works.
- j) 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.
- k) The final acceptance of the bid rests with the General Manager (S.G.) of NSIC- Technical Services Centre, who reserves the right to accept or reject any or all bids without assigning any reason therefore.
- l) **Dispute** - 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 (a) to (l) above.

Signature of the Tenderer with seal

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
5. TIN / VAT
6. Service Tax registration number (if applicable).....
7. 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.....
8. Due date & Time of submission of bid : 07.12.2015 by 15:00 hours
9. EMD payment details (DD number & Bank detail)
.....
10. Tender fee details:
 - Cash receipt no & date
 - DD number & bank detail (if downloaded from website)
.....

11. Submission of technical confirmation to the requirement.

S.N.	Description of software	No. of Licences required	Whether meet requirements, specify Yes/No
1.	Adobe Creative Cloud for Teams Educational License in paper for 12 months Each license is a bundle license including - Design tools (Photoshop extended, Illustrator, Indesign, Acrobat XI Pro,) - Web tools (Dreamweaver, Flash Professional, Flash Builder, Fireworks) - Video & Audio tools (Premiere Pro, After Effects, Audition, Speed Grade, Prelude, Encore) - Creative Cloud (Photoshop Lightroom, Muse, Edge, Collaboration Tools & Services)	6 nos.	
2.	Adobe Photoshop EDU – Under CC for 12 months	10 nos.	
3.	Adobe Illustrator EDU – under CC for 12 months	2 nos.	
4.	Adobe InDesign EDU – under CC for 12 months	2 nos.	
5.	Adobe After Effects EDU – under CC for 12 months	4 nos.	
6.	Adobe Flash Professional EDU – under CC for 12 months	2 nos.	
7.	Adobe Premiere Pro EDU – under CC for 12 months	2 nos.	
8.	Adobe Dreamweaver EDU – under CC for 12 months	2 nos.	

12. All the above licenses are for educational purpose and licenses shall remain valid for one year period from the date of delivery.

13. Delivery shall be made in the form of a certificate from Adobe wherein the validity of the license shall be defined with dates

14. The prices have been quoted in the commercial bid taking into account the total points earned previously by NSIC Technical Services Centre, Delhi

15. Delivery Period from the date of confirmed Supply order _____ days (max. upto 30 days)

16. 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. 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, VAT/ TIN & Service Tax 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:-

Sr. no.	Name of Client along with contact details	Quantity supplied
1		
2		
3		
4		
5		

Signature of the Tenderer with stamp

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 on page 11, 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	I
#	Description of software for supplying & installation	No. of Licenses Required	Rate per unit license (in Rs.)	VAT @% (in Rs.)	Service Tax @% (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	Adobe Creative Cloud for Teams Educational License in paper for 12 months Each license is a bundle license including - Design tools (Photoshop extended, Illustrator, Indesign, Acrobat XI Pro,) - Web tools (Dreamweaver, Flash Professional, Flash Builder, Fireworks) - Video & Audio tools (Premiere Pro, After Effects, Audition, Speed Grade, Prelude, Encore) - Creative Cloud (Photoshop Lightroom, Muse, Edge, Collaboration Tools & Services)	6 nos.						
2	Adobe Photoshop EDU – Under CC for 12 months	10 nos.						
3	Adobe Illustrator EDU – under CC for 12 months	2 nos.						
4	Adobe InDesign EDU – under CC for 12 months	2 nos.						
5	Adobe After Effects EDU – under CC for 12 months	4 nos.						
6	Adobe Flash Professional EDU – under CC for 12 months	2 nos.						
7	Adobe Premiere Pro EDU – under CC for 12 months	2 nos.						
8	Adobe Dreamweaver EDU – under CC for 12 months	2 nos.						
Total								

*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 for each software shall be given due consideration while analyzing the commercial bid.** The NTSC will not issue any form toward rebate / exclusion of Sales tax/VAT.*

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

Signature of the Tenderer with stamp

Undertaking

(On company letter head)

- We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years from the date of issue of this tender no. NTSCOK/Soft.Trg./Soft. Pur./032/15-16 due to non-supply of software and services for any reason as agreed to supply in stipulated time.
- We hereby confirm that the notice & Instructions to the tenderers specified in this tender have been thoroughly read while filling up the tender form (Technical Bid & Commercial Bid).
- It is hereby confirmed that all the Terms & Conditions stated in this tender are acceptable to us.
- We also confirm that the service and support for the smooth functioning of the software during one year license period, shall be provided as and when demanded with no extra charges.

(Authorized Signatory)

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