

No. : VP/19/ 20 /Software/18-19

Dated: 27th Mar 2019

This office is in need of the Software **Adobe Creative Cloud All Apps Quantity-7 and Adobe Acrobat DC Pro quantity-10**. You are requested to quote your lowest rate. You are requested to send technical and Commercial/Price bid in separate envelope and both should be put up in a another larger sealed envelope and clearly marked on the cover of envelope Technical bid/ commercial/Price bid , enquiry No. , date of opening. Sealed envelope should reach to Vigyan Prasar latest by 15th Apr 2019 up to 03:00 P.M. Both Technical and Price bid of qualified bidders will be opened on same day at 03:05 P.M. If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

Other terms and conditions of the tender:

1. Place of Delivery : FOR: VP, A-50, Sector-62, Noida-201309
2. Delivery Period : 15 Days from the date of PO
3. Validity period : 60 days from the date of opening of bid.

The Technical bid should be accompanied with an EMD of Rs: 7500.00 and Non- refundable tender fee of Rs: 1000.00 in the form of DD, drawn in favor of "**Vigyan Prasar**", payable at New Delhi. and authorized Dealer/Channel Partner certificate issued by OEM must be along with the technical bid. **Without EMD, Tender fee and authorized dealer/channel partner certificate bid will not be considered.** Tender fee and EMD also can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly submit details of NEFT with the proposal) :-

Account Name/ VIGYAN PRASAR

ADDRESS- A- 50, NCMRWF BUILDING, SECTOR- 62, NOIDA.

NEFT/RTGS DETAIL

BANK NAME- UNION BANK OF INDIA.

BANK ACCOUNT NUMBER- 349902010040204.

IFSC CODE- FOR RTGS/NEFT- UBIN0534994.

BANK ADDRESS- SAFDARJANG DEVELOPMENT AREA,
C-4, COMMUNITY CENTRE, NEW DELHI- 110016

4. The EMD of selected bidder(s) will be kept as security deposit till supply of the items. If the supplier does not deliver the item within given stipulated time or not accepting the work order, the EMD will be forfeited. EMD of rest all the bidders will be released within 15 days from the date of opening of the bids.
5. All bidders can be present at the time of opening the tender. No. separate intimation shall be given in this regard.
6. The opening of the tenders shall only be attended by an authorized representative of the firm whose name, designation and address should be indicated in the offer of the firm.

Tendering firm shall issue a letter of authority to such representative indicating the tender no. date due on for the item. In no case un-authorized person shall be allowed to enter tender opening room.

7. **Payment** : 100% payment will be released after inspection and acceptance and satisfactory installation of item and submission of Performance Bank Guarantee of 10% of the total amount (including taxes) valid for two months beyond warranty period or else 10% of the amount will be released after two months beyond warranty period. No advance payment will be made. Conditional bids will not be considered.

8. **Warranty period** : As Per OEM

9. **Special Clause** : Quantities mentioned are tentative and may increase or decrease.

10. Prices should be quoted on F.O.R. VP, A-50, Sector-62, Noida-201309 with installation .

11. Sealed tender should reach "Director, Vigyan Prasara, A-50, Sector -62, Noida-201309" by stipulated date. Tender received late due to whatsoever reason will not be accepted at all.

12. Locally assembled items will not be acceptable.

13. If the selected vendor does not deliver the item within 15 days from the date of PO, the Institute reserves the right to cancel the order without any notice to the vendor and forfeit the EMD.

14. The Institute can change the number of items/quantity being procured at the time of issue of PO.

15. Any or All tenders can be rejected by the order of the Director, Vigyan Prasara, Noida without assigning any reason whatsoever.

Note: Please quote the tender no. and opening date on the top of the cover containing tenders.

Yours Sincerely,

Sd

(Rajender Kumar)
Administrative Officer