

INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM
 Andhra Bank School of Business Building, Andhra University Campus,
 Visakhapatnam – 530 003, Andhra Pradesh, INDIA.
 Tel: +91 891 2824 444 | e-mail: info@iimv.ac.in

30 October 2018

Ref: Tender No.: IIMV/IT/Tender/SW/18-19/02

Request for Proposal (RFP) for Supply and Installation of Acrobat Adobe Professional 2017 Software Perpetual Licenses at IIM Visakhapatnam Campus

Indian Institute of Management Visakhapatnam, having its office at Andhra Bank School of Business Building, Andhra University Campus, Visakhapatnam – 530 003, invites tenders for supply of Acrobat Adobe Professional 2017 Software Perpetual Licenses at IIM Visakhapatnam Campus as per the details given below based on the eligibility criteria and general terms and conditions mentioned in this document.

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from reputed Reseller/vendor/dealer/supplier/partner/Retailer for the following:

1.	Acrobat Adobe Professional 2017 Software	40 User License
	License Type: Perpetual Only	
	Part No.65280356AE01A00	

A. Technical Features and Specifications of the Acrobat Adobe Professional 2017 Software

I. Create PDFs

- Convert documents and images to PDF files
- Create PDFs from any application that prints
- Create, protect, and send PDFs in popular Microsoft Office apps for Windows
- Combine multiple documents and file types into one PDF file
- Convert web pages to interactive PDFs, complete with links
- Prevent others from copying or editing information in PDFs
- Create a password-protected PDF
- Recognize text in scans, and then preview and correct suspect errors with a side-by-side view
- Automatically fix photos of documents to remove backgrounds and adjust perspective
- Turn scanned paper documents into instantly searchable and editable PDFs with fonts that match the original
- Prepare PDFs consistently with guided actions
- Convert and validate PDFs for compliance with ISO standards like PDF/A and PDF/X
- Create technical PDFs in Microsoft Project, Visio, or Autodesk AutoCAD

- Create and validate PDFs to meet accessibility standards for people with disabilities

II. Edit PDFs

- Edit PDF text and images with full-page paragraph reflow
- Turn PDFs into editable Microsoft Word, Excel, or PowerPoint files
- Convert PDFs to JPEG, TIFF, or PNG image formats
- Insert, delete, rotate, and reorder pages in a PDF
- Split a PDF by extracting one or multiple pages
- Add bookmarks, headers, numbering, and watermarks
- Permanently remove hidden sensitive information in PDFs
- Redact to permanently remove visible information in PDFs
- Add audio, video, and interactive objects to PDFs
- Add Bates numbering to legal documents

III. Share & Sign

- Add comments to PDFs with a full suite of commenting tools including text editing, highlighter, and sticky notes
- Collect legally binding e-signatures from others and track responses in real time
- Digitally sign, certify, and verify documents
- Mark PDFs with stamps, such as “approved” or “draft”
- Automatically optimize PDFs to reduce file size
- Preflight and prepare files for high-end print production

IV. Interact with PDFs

- Store, manage, and share files online with instant access to files across devices
- Access, edit, and store in your Box, Dropbox, Google Drive, and Microsoft OneDrive accounts
- Compare two versions of a PDF to review all differences
- Measure the distance, area, and perimeter of objects in PDFs

V. Software should be compatible of all Operating System platforms. (Windows, MAC etc.)

B. Terms & Conditions:

1. Bidder shall be a reputed reseller/vendor/dealer/supplier/partner/retailer of Adobe. A copy of the certificate shall be attached by the bidder.
2. License shall be perpetual only. Forceable upgradation from the perpetual type to the subscription type is not allowed. Product shall get the regular updates. The same shall be mentioned in the proposal.
3. Software shall be provided through download link / media.
4. Technical support shall be provided through telephonic and email at a free of cost for one year.
5. Quotations shall contain complete specifications and brand/model name/number of the above item.
6. Rates quoted shall be inclusive of all taxes, and packing and forwarding charges, if any. Any other charges over the quoted rate shall be clearly indicated.
7. The bidder should have registered for GST & Income Tax (Self-attested copy of GST Registration

Certificate and PAN Card to be submitted with the bid).

8. An undertaking on the letter head of the bidder that all the terms and conditions as given in the tender document are acceptable. (as per format provided in Annexure 1). This tender document must be duly signed by authorized signatory with bidder's company seal and initial as an acceptance on each page of the tender document and all other required documents.
9. A declaration to the effect that the bidder has not been blacklisted by any of the organization at any point of time. (Annexure-2)
10. Delivery schedule shall clearly be indicated. Delivery shall be made at Indian Institute of Management, Andhra Bank School of Business Building, A.U. Campus, Visakhapatnam – 530 003.
11. Indian Institute of Management Visakhapatnam reserves the right to accept or reject any or all the tenders or cancel this process at any stage without assigning any reason whatsoever. The decision of IIMV in the matter shall be final and binding on the parties.
12. The bidder is expected to read and understand all instructions, terms and specifications given in this tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of the bid.
13. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the bidder by correction of the non-conformity.
14. If at any stage it is found that any of the details/documents furnished by the bidder is false/misleading/fabricated, his/her/its bid would be liable for cancellation without intimation to the bidder.
15. Notwithstanding anything contained above, the Institute reserves the right to reject all or any bid as recommended by the Tender Committee and is not bound to divulge any reason to the unsuccessful bidders.
16. The bidder shall have necessary licenses/ authorizations for providing services and obtain the same at its costs and expenses, as and when required. The bidder himself, shall be responsible for any statutory / mandatory claims or penalties in light of the default concerning the above provisions.

C. Payment Terms and Conditions:

1. IIM Visakhapatnam will not pay any advance amount.
2. Payment will be made after deducting TDS and any other taxes as applicable from time to time as per Gol rules within 21 days from the date of satisfactory delivery and receiving the Invoice through bank transfer.

D. Quotation Submission

1. Quotations shall be submitted in sealed envelopes super scribing reference number of the quotation notice on it. Financial Bid shall be submitted as per the prescribed format. (Annexure-3) Quotations received without super scribing reference number of the quotation notice on the envelope shall be rejected.
2. Quotations shall be submitted by speed post/courier/in person. Given below is the address to which above documents are to be submitted in person through entry by the security at the Institute's Reception.

The Assistant Manager – IT, Indian Institute of Management Visakhapatnam, Andhra Bank School

of Business Building, Andhra University Campus Visakhapatnam 530 003 Andhra Pradesh

3. IIM Visakhapatnam not be responsible for quotations received in damaged condition.
4. IIM Visakhapatnam shall not be responsible for delay in transit.

Envelope should be super-scribed as “Application for Tender for Acrobat Adobe Professional 2017 Software”.

Please visit <http://www.iimv.ac.in/tender-notices.html>. For further details, please contact the **Assistant Manager – IT** (+91 891 282 4483)

Resellers/vendors/dealers/suppliers/partners/retailers are requested to send their quotations in sealed covers superscribing reference of Quotation Notice on it so as to reach the undersigned latest by **15:00 PM on 12.11.2018**.

Quotations received till 15:00 Hrs on 12.11.2018 shall be opened at 16:00 Hrs on the same day.

Sd/-

Kamal Keerthi
Assistant Manager - IT

Annexure - 1

Bidder's Particulars

S No.	Particulars	Details
1	Name of the bidder	
2	Year of Incorporation	
3	Address for communication	
4	Contact Details	
	Name of the contact person	
	Designation	
	Telephone Number (Office)	
	Mobile Number	
	Email Id	
5	Firm Registration No.	
6	PAN Number	
7	GST registration number and Date	
8	Bank Particulars	
	Account name	
	Type of A/C : (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

I/We hereby declare and affirm that I/We have read and understood the term and conditions of this tender document as stipulated in the tender notice No. dated. Accordingt, I/we accept the terms and conditions and hereby offer the rates for Tender for supply and installation of Acrobat Adobe Professional 2017 Software Perpetual Licenses at IIM Visakhapatnam Campus

Date:

Authorized Signatory

Name:

Place:

Designation:

Company:

Contact No.

Company Seal

Annexure-2

Declaration regarding Non-Blacklisting of company and acceptance of tender terms and conditions

(To be provided on letter head of the Bidder)

I / We _____ do hereby certify that our firm is not blacklisted and no enquiries / cases are pending against us by Govt. of India / Govt. of Andhra Pradesh or any State Board Universities, since inception of the firm / company.

All the terms and conditions given in the document “**Supply of Acrobat Adobe Professional 2017 Software**” issued by IIM Visakhapatnam are acceptable to us.

We also certify that the above information is true and complete in any every respect and explicitly agree that in case at a later date it is found out by the Institute (IIMV) that any details provided herein by us are incomplete/incorrect, any contract given to us may be summarily terminated forthwith, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.

Company Seal

Annexure – 3

Financial Bid

Name of Bidder: _____

S.No.	Description	Quantity	Unit Price (INR)	Amount (INR)
1	Supply of Acrobat Adobe Professional 2017 Software License Type: Perpetual Only Part No.65280356AE01A00	40		
	Discount if any			
	GST@			
	Grand Total			

Amount in words: Rupees _____

Date:

Place:

Authorized Signatory

Name:

Designation:

Contact No.

Company Seal