



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
HOWRAH – 711 103, WEST BENGAL**

**Date: 21/02/2017**

**ADVT. NO. Web/DEIPM/IIEST/16-17/106**

**Supply, installation and training of 1 no. Adobe Creative Suite 6 Master Collection Software – box pack**

The Office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur invites sealed quotations from bonafide vendors for supply, installation of **1 no. Adobe Creative Suite 6 Master Collection Software – box pack** along with requisite training. Last date for submission of quotation to the office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur, is February 28, 2017. Quotations are to be submitted at the Office of the Dean, Infrastructure Planning and Management latest by 11:45 AM on 28.02.2017.

Dean  
Infrastructure Planning and Management

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
**HOWRAH – 711 103, WEST BENGAL**

**NOTICE INVITING TENDER**

Sealed Quotations are invited from bonafide vendors on behalf of the Office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur for supply, installation of **1 no. Adobe Creative Suite 6 Master Collection Software – box pack** along with requisite training. Last date for submission of quotation to the office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur, is February 28, 2017.

**LAST DATE AND TIME FOR RECEIVING THE BIDS: 28.02.2017 at 11.45 A.M. in the Office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur.**

**DATE AND TIME OF OPENING OF BIDS: 28.02.2017 at 12:15 PM at the Office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur.**

**REQUIREMENTS AND TECHNICAL SPECIFICATIONS:**

<b>Adobe Creative Suite 6 Master Collection Software – box pack</b>	
<b>Quantity – 1 no.</b>	
<b>GENERAL</b>	
Packaged Quantity	1
Category	creativity application
Subcategory	creativity - desktop publishing, creativity - graphics & image editing, creativity - multimedia authoring, creativity - music or sound creation, creativity - video editing & production, creativity - web design / publishing
Package Type	retail
Distribution Media	DVD-ROM
Manufacturer	Adobe
<b>SOFTWARE</b>	
Software Suite Components	Adobe Acrobat X Pro, Adobe After Effects CS6, Adobe Prelude CS6, Adobe Premiere Pro CS6, Adobe SpeedGrade CS6, Adobe Audition CS6, Adobe Dreamweaver CS6, Adobe Encore CS6, Adobe Fireworks CS6, Adobe Flash Professional CS6, Adobe Illustrator CS6, Adobe InDesign CS6, Adobe Photoshop CS6 Extended
Licensing Details	Specialty Camera & ProVideo program for Brick and Mortar in North America only or please specify
Subcategory	creativity - desktop publishing, creativity - graphics & image editing, creativity - multimedia authoring, creativity - music or sound creation, creativity - video editing & production, creativity - web design / publishing
Category	creativity application
License Type	box pack
Min Supported	16-bit (64K colours)

Colour Depth	
License Category	shrinkwrap
<b>SYSTEM REQUIREMENTS</b>	Preferably Windows 10 64 bit OS or please specify
<b>HEADER</b>	
Brand	Adobe
Product Line	Adobe Creative Suite
Model	6 Master Collection
Packaged Quantity	1
<b>LICENSING</b>	
License Pricing	Value Added Reseller
Licensing Details	Specialty Camera & ProVideo program for Brick and Mortar in North America only or please specify
<b>SYSTEM REQUIREMENTS DETAILS</b>	
Processor Type	Intel multi-core processor
Min RAM Size	4 GB
Min Hard Drive Space	15.5 GB
<b>Installation of the Software</b>	
<b>Training</b>	Training for at least 10 hours at the convenience of the buyer.

## Instructions to bidders

### 1. Following documents need to be submitted along with quotation:

1. Valid Licence (Trade, etc.) along with Company / Proprietor Pan Card, as applicable.
2. Valid Service Tax Registration, VAT Registration as applicable.
3. Documentary proof of Income Tax Return of at least one (1) year from last three (3) financial years.
4. Duly signed and self-attested declaration that, the bidder hasn't been blacklisted by any organisation for performing below standard.
5. Details of any litigation, current or during the last 3 years in which the bidder is involved, the parties concerned and disputed amount in each case.

### 2. Bid Price

- a. The contract shall be for the individual items or whole works as described in the Requirements and technical specifications as above.
- b. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- c. The bidders are required to quote their rates, both in digits and in words.
- d. All duties, taxes and other levies, payment to persons at delivery counters payable by the bidder under the contract shall be included in the total price.
- e. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f. The rates should be quoted in Indian Rupees only.

### 3. Submission of Quotations

- a. Each bidder shall submit only one quotation.
- b. The quotation submitted by the bidder shall comprise the following:-
  - i) Quotation in the format given in Annexure 2.
  - ii) Priced Bill of Quantities duly signed by the bidder; and
  - iii) Necessary documents as indicated in Section 1.
  - iv) Bid security of 2 % of the quoted amount in the form of DD/Pay order/Banker's cheque in favour of "Registrar, IEST, Shibpur" payable at Howrah, without which quotation will not be considered.

### 4. Bid Security:

- a) The Bid Security shall have to be valid for a period not less than 90 days after the deadline date specified for submission.
- b) The Bid Security of the unsuccessful bidders will be returned within 28 days of the end of bid validity period specified in Clause no 8.

5. The bidder shall seal the quotation in an envelope addressed to "The Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science and Technology, Shibpur, Howrah-711103" and mention the Tender Advertisement Number.

The envelope will also bear the following identification: -

#### Quotation for:

"Do not open before 12.15 hours dated February 28, 2017."

6. Quotations must be received in the office of the Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103, latest by the specified time and date.
7. Any quotation received by the office of the Dean, Infrastructure Planning and Management, Town and Regional Planning, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103 after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

### 8. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

**9. Opening of Quotations**

Quotations will be opened on the specified date and time in the presence of Bidders or their representatives who choose to attend at the specified time and date in the office of "The Dean, Infrastructure Planning and Management, Indian Institute of Engineering Science & Technology, Shibpur, Howrah-711103. "

10. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

**11. Evaluation of Quotations**

The Office of the Dean, Infrastructure Planning and Management authority will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 1 above;
- (b) contain the bid security as specified in clause 3(iv) above;
- (c) are properly signed ; and
- (d) conform to the terms and conditions and specifications without material deviations.

**12. Award of contract**

The Office of the Dean, Infrastructure Planning and Management authority will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria and provided the bid security.

13. Notwithstanding the above, the Office of the Dean, Infrastructure Planning and Management authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
14. The bidder whose bid is accepted will be notified of the award of contract by the Office of the Dean, Infrastructure Planning and Management authority prior to expiration of the quotation validity period.

Dean  
Infrastructure Planning and Management

**QUOTATION**

To,  
The Dean,  
Infrastructure Planning and Management  
Indian Institute of Engineering Science and Technology, Shibpur,  
Howrah-711103

Subject: **Submission of quotation for “supply, installation of 1 no. Adobe Creative Suite 6 Master Collection Software – box pack along with requisite training.”**

Reference: **ADVT. NO. Web/DEIPM/IIEST/16-17/106**

Dear Sir/Madam,  
I/We offer to execute the works described in tender no referred to above in accordance with the Conditions of Contract enclosed therewith for a total Contract Price of Rs. \_\_\_\_\_ [in figures]\*\* Rs.

\_\_\_\_\_ [in words]\*\*

This quotation shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this quotation is valid for 45 days as required in Clause 8 of the Instructions to Bidders.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Yours faithfully,

Authorized Signature:

Date: \_\_\_\_\_

Name & Title of Signatory:

\_\_\_\_\_ Contact Address and Phone No. of Bidder:

\_\_\_\_\_ \*\* To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this form.

**Note:** the Bidder shall attach duly priced and duly signed Bid offer as shown in Annexure-2 of this Tender Document.

**BID OFFER**

<b>Adobe Creative Suite 6 Master Collection Software – box pack</b>		<b>Unit Price</b>	<b>Taxes</b>	<b>Gross Total</b>
<b>Quantity – 1 no.</b>				
<b>GENERAL</b>				
Packaged Quantity	1			
Category	creativity application			
Subcategory	creativity - desktop publishing, creativity - graphics & image editing, creativity - multimedia authoring, creativity - music or sound creation, creativity - video editing & production, creativity - web design / publishing			
Package Type	retail			
Distribution Media	DVD-ROM			
Manufacturer	Adobe			
<b>SOFTWARE</b>				
Software Suite Components	Adobe Acrobat X Pro, Adobe After Effects CS6, Adobe Prelude CS6, Adobe Premiere Pro CS6, Adobe SpeedGrade CS6, Adobe Audition CS6, Adobe Dreamweaver CS6, Adobe Encore CS6, Adobe Fireworks CS6, Adobe Flash Professional CS6, Adobe Illustrator CS6, Adobe InDesign CS6, Adobe Photoshop CS6 Extended			
Licensing Details	Specialty Camera & ProVideo program for Brick and Mortar in North America only or please specify			
Subcategory	creativity - desktop publishing, creativity - graphics & image editing, creativity - multimedia authoring, creativity - music or sound creation, creativity - video editing & production, creativity - web design / publishing			
Category	creativity application			

License Type	box pack			
Min Supported Colour Depth	16-bit (64K colours)			
License Category	shrinkwrap			
<b>SYSTEM REQUIREMENTS</b>	Preferably Windows 10 64 bit OS or please specify			
<b>HEADER</b>				
Brand	Adobe			
Product Line	Adobe Creative Suite			
Model	6 Master Collection			
Packaged Quantity	1			
<b>LICENSING</b>				
License Pricing	Value Added Reseller			
Licensing Details	Specialty Camera & ProVideo program for Brick and Mortar in North America only or please specify			
<b>SYSTEM REQUIREMENTS DETAILS</b>				
Processor Type	Intel multi-core processor			
Min RAM Size	4 GB			
Min Hard Drive Space	15.5 GB			
<b>Installation of the Software</b>				
Training	Training for at least 10 hours at the convenience of the buyer.			

Authorized Signature:

Date: \_\_\_\_\_

Name & Title of Signatory: \_\_\_\_\_

Contact Address and Phone No. of Bidder: \_\_\_\_\_