

E-Tender for "Procurement of Adobe Acrobat PRO Software"



राष्ट्रीय पवन ऊर्जा संस्थान
(नवीन और नवीकरणीय ऊर्जा मंत्रालय के अधीन स्वायत्त अनुसंधान एवं विकास संस्था, भारत सरकार)

NATIONAL INSTITUTE OF WIND ENERGY

(An Autonomous R&D Institution under Ministry of New and Renewable Energy, Government of India)

वेलचेरी ताम्बरम प्रमुख मार्ग, पल्लिकरणई, चेन्नै - 600 100, तमिल नाडु, भारत

Velachery – Tambaram High Road, Pallikaranai, Chennai - 600 100, Tamil Nadu, INDIA

NO: NIWE/PUR/4/578/24

DATE: 19.06.2024

E-Tender For "Procurement of Adobe Acrobat PRO Software" DUE AT **03.30 P.M. ON 09.07.2024** OPENING AT **3.30 P.M ON 10.07.2024**

Dear Sirs,

National Institute of Wind Energy (NIWE) invite bids from Manufacturers/Suppliers for the following item through e-tender under two bid system.

S.NO	DESCRIPTION OF ITEM	QUANTITY
1	Procurement of Adobe Acrobat Software PRO (Refer Annexure -1)	10 Nos.

Part-I Techno-commercial bid

Your bid should clearly indicate the following:

1. Manufacturer Authorization Certificate of the Software.
2. Percentage of GST(CGST/SGST/IGST) rate applicable (should be specified).
3. GST will not be considered for evaluation purposes.
4. Delivery: Free delivery at NIWE
5. Delivery period: Immediate from the issue of PO
6. Period of warranty: 12 Months
7. Special discount, if any, for R&D institution for their research purpose / educational purpose.
8. Validity of quotation: Validity should be a minimum period of 90 days from the date of opening of Tender/quotation.
9. As per Government of India directives, the tender is of Indigenous in nature and hence the only Indian establishment suppliers can participate and the quote shall be in INR only.
10. 100% payment after subscription of the software and working condition of the software.
11. Scan copy need to be enclosed.
 - Technical Details / Brochures
 - Price bid (Unpriced part)
 - Bank remittance Particulars & GST Registration Certificate
 - PAN Copy of the Organization / Company
 - OEM Authorization Certificate / Letter
 - Supportive Documents for past three year experience.
 - Duly filled Annexure- III
 - Bid Security Declaration as per Annexure IV
12. Those who are qualified in the techno-commercial offer will only be considered for further financial evaluation.

Part-II Price bid

1. Your price should be submitted in the BOQ (Price Bid-Annexure II in excel format) only.

Yours faithfully,
Administrative and Accounts officer



GENERAL TERMS AND CONDITIONS

1. The rates against each item as per serial number of the enquiry shall be quoted for the free delivery at the National Institute of Wind Energy (formerly “C-WET), Velachery Tambaram Main Road, Pallikaranai, Chennai-600 100. Installation charges shall be shown separately, if to be paid extra.
2. NIWE is a R & D institution under the Ministry of New and Renewable Energy, Government of India, running with the motive of not making profit. The special prices/concessions may be quoted as applicable to Govt. R&D Institutions.
3. Installation and Commissioning of the equipment wherever mentioned is also in the scope of bidder.
4. The Procurement is of specific in nature and hence the quoted product must match with the specification provided in the bidding documents.
5. Restrictions vide Department of Expenditure, MOF, Govt. of India OM No.6/18/2019-PPD dated 23.07.2020 and its subsequent Order dated 23.07.2020 is applicable to this tender.
6. In case of equipment, complete technical specifications, pamphlets, brochures, descriptive literature, warranty period etc., are to be specified.
7. Conditions of prior turnover & prior experience with respect to Startups and Micro & Small Enterprises (MSE) are relaxed subject to meeting quality & technical specifications.
8. In pursuance of Rule 153(iii) of GFR-2017, preference to “Make in India” shall be given in procurement.
9. The prices shall be firm for the next 90 days.
10. Percentage of GST (CGST/SGST/IGST) rate applicable shall be given separately for each item mentioned in the proposal.
11. Details of applications required to be made or clearances to be obtained by NIWE are to be furnished in the quotation.
12. Obtaining quotations from suppliers does not bind NIWE to place orders and any terms and conditions stipulated in the quotations. Similarly, NIWE is not binding to place orders on the lowest.
13. Payment: Payment shall be done through RTGS/Online mode only. The Account Number and other details shall be furnished by the Supplier. No advance payment shall be made.
14. The Director General reserves the right to accept or reject any /all the quotations in part or full without assigning any reasons what so ever.
15. The prospective Bidders should register themselves in the CPP (Central Public Procurement) Portal and submit the Bids electronically through the CPP portal (<http://eprocure.gov.in/eprocure/app>.) The paper based physical Tender submission is not permitted. Any Physical tender submitted so shall summarily be rejected. Bidders also requested to register in GEM portal <https://gem.gov.in>
16. Bidders are requested to frequently visit CPP-Portal for any Corrigendum upload. If any Corrigendum so issued with reference to this e-tender is not complied by the bidder, NIWE shall not be responsible for any such non-compliance.
17. **FOR ANY QUERIES CONTACT/MAIL: 044 22463982/83/84 E-mail: purchase@niwe.res.in**
18. **ANY OTHER:**

**Technical Specification****Procurement of Adobe Acrobat PRO Software**

Sl.NO	Software Description	Particular	Specification Requirements	Compliance (Yes/No)
1.	Adobe Acrobat Pro	Adobe Acrobat Pro Teams	Edit text and images, reorder and delete pages in a PDF	
			Convert PDFs and export to Word, Excel, and PowerPoint	
			Sign documents, request signatures and track responses in real time	
			Integrate with enterprise applications, including Microsoft 365 and SharePoint	
			Reassign licences in the web-based Admin Console	
			Redact to permanently remove sensitive visible information in PDFs	
			Collect e-signatures from anyone that fills in a web form	
			Access advanced 24/7 tech support	
			Interact with PDFs	
			View, interact and comment on PDF content from computer, mobile device or web browser	
			Store, manage and share files online with instant access to files across devices	
			Track activity across desktop, mobile and web for documents sent for viewing, reviewing and signatures	
			Access, edit, and store files in 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	
			Open PDFs are protected by Microsoft Information Protection solutions, including Azure Information Protection and Microsoft 365.	

E-Tender for “Procurement of Adobe Acrobat PRO Software”

			Create PDFs	
			Convert documents and images to PDF files	
			Create PDFs from any application that prints	
			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	
			Recognise 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 Adobe Photoshop (PSD), Illustrator (AI) or InDesign (INDD) files into PDFs from desktop or mobile device	
			Create and export PDFs on mobile device	
			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	
			Edit PDFs	
			Edit PDF text and images with full-page paragraph reflow	
			Turn PDFs into editable Microsoft Word, Excel or PowerPoint files	
			Insert, delete and organise pages in a PDF	
			Convert PDFs to JPG, TIFF or PNG image formats	
			Split a PDF by extracting one or multiple pages	
			Add bookmarks, headers, numbering and watermarks	

E-Tender for “Procurement of Adobe Acrobat PRO Software”

			Permanently remove hidden sensitive information in PDFs	
			Add or edit text and images on your tablet and mobile phone	
			Reorder, delete or rotate PDF pages on your iOS or Android tablet	
			Redact to permanently remove sensitive visible information in PDFs	
			Add audio, video and interactive objects to PDFs	
			Add Bates numbering to legal documents	
			Share and sign	
			Share links of PDFs for viewing, reviewing and signing	
			Get real-time status and activity notifications for documents sent for viewing, comments or signature	
			Collect group feedback in one PDF file online with no reviewer log in required	
			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	
			Work with certificate signatures	
			Fill, sign and send forms faster using data from your autofill collection on computer or mobile device	
			Turn paper or Word docs into fillable PDF forms	
			Choose comments and export to Word	
			Mark PDFs with stamps, such as “approved” or “draft”	
			Enhance PDF forms by adding interactivity with JavaScript	
			Automatically optimise PDFs to reduce file size and customise settings	
			Preflight and prepare files for high-end print production	
			Collect e-signatures from anyone that fills in a web form	
			Require password, security	

E-Tender for "Procurement of Adobe Acrobat PRO Software"

			certification	
			Advanced e-signature integrations with Microsoft and Box	
			Easily upload existing PDF forms and instantly create web forms	
			Use AI/ML to easily convert any document into a web form by automatically adding form and signature fields with the click of a button.	

Additional Terms and Conditions

- 1. Bidder shall supply 1-year subscription license of "Adobe Acrobat Pro for teams" from the date of issue of purchase order.**
- 2. Bidder shall renew the license in existing adminconsole.adobe.com account or create fresh account for managing the licenses. NIWE would share the adobe admin console VIP number, if needed to the successful bidder.**
- 3. The bidder shall provide a bill of materials with the name of the software, license name, license type and the number of licenses during the bid submission.**
- 4. The successful bidder shall provide the latest software version and free upgrades for the duration of the subscription's one year.**
- 5. The bidder should submit the non-malicious code certificate and OEM authorization certificate /letter.**

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. The quoted product is complying all the technical requirements stand in the bid.

Signature of Authorized Signatory Bidder:
 Name of Signatory:
 Designation:
 Date:
 Place:
 Email ID:
 MOBILE No:
 Telephone NO:
 Seal of company:



नीवे NIWE
(ISO 9001 Certified)

E-Tender for "Procurement of Adobe Acrobat PRO Software"

राष्ट्रीय पवन ऊर्जा संस्थान
NATIONAL INSTITUTE OF WIND ENERGY
(पूर्व में "पवन ऊर्जा प्रौद्योगिकी केंद्र" Formerly "Centre for Wind Energy Technology")
(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार Ministry of New and Renewable Energy, Government of India)

NIWE/PUR/4/578/24

Annexure-II

Price Bid

S. No	Particular	Qty	Rate Per Qty. Rs.	Total Amount without taxes (Rs.)	GST %	Total Amount with taxes (Rs.)
1)	Adobe Acrobat Pro Software	10				
Total						

COMPANY NAME, SEAL :

SIGNATURE :

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Annexure-III

Bidder details

(TO BE FILLED IN CAPITAL LETTERS)

1.NAME OF THE BIDDER	
2.ADDRESS	
3.PIN CODE	
BANK PARTICULARS	
A)BANK NAME	
B) BANK TELEPHONE NO. (WITH STD CODE)	
C) BRANCH ADDRESS	
D) BANK FAX NO (WITH STD CODE)	
E) BRANCH CODE	
F) BANK ACCOUNT NUMBER	
G) IFSC CODE OF THE BANK BRANCH	
H) BANK ACCOUNT TYPE (TICK ONE)	
5. PERMANENT ACCOUNT NUMBER (PAN)	
6. Valid E-MAIL Address for correspondence	
7. Valid Contact Number (Mobile)	

DATE:

(AUTHORISED SIGNATORY with seal)

Name:

E-Tender for "Procurement of Adobe Acrobat PRO Software"

Annexure- IV

BID SECURING DECLARATION

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser) I/We.

The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly

authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)