

**Subject: Quotation for Delivery and Installation of Adobe Acrobat for TSG-HESPIS
Project office- EdCIL, Delhi.**

Dear Sir,

This Corporation is interested to procure Adobe Acrobat as per the specifications given at Annexure- I. The Adobe Acrobat will be supplied & installed at Delhi based project office at Wing No. 6, West Block-2, R.K.Puram, New Delhi-66.

If you are in a position to meet the specifications as per Annexure-I, you are requested to submit your quotation based on our terms & conditions as set forth hereunder.

The quotation is based on single bid (Techno-commercial) system. ***The envelope should contain the following documents strictly.***

1. Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees Two Thousand only) by Demand Draft only drawn in favor of 'EdCIL (India) Limited' Payable at Delhi/Noida. Any bid received without EMD will be rejected summarily. However, Bidders registered with DGS&D, NSIC or MSEs are exempted from payment of Bid Security.
2. Price Bid (Annexure II).
3. Letter of acceptance to the terms and conditions of the NIQ.

TERMS AND CONDITIONS: -

Your quotation will be considered only for the specifications given at the Annexure-I. Other terms & conditions will be as under: -

1. Since the delivery of above items is to be made at Delhi, sales tax to be charged should be shown separately; if no sales tax is shown separately, it will be presumed that sales tax is included in the rates.
2. *You are requested to quote your Local Sales Tax No. _____ or Central Sales Tax No. _____ whichever is applicable for the purpose of making payment on account of sales tax/central sales tax.*
3. The quotation in the enclosed format should reach in a sealed cover superscribed "**Quotation for Procurement of Adobe Acrobat for TSG-HESPIS**" addressed to the Asst. Manager (Admin.), EdCIL (India) Ltd., Ed.CIL House, 18A, Sector 16A, NOIDA so as to ***reach not later than 1500 hrs. on 27/07/2015.*** The quotation received after the due date will not be entertained. Any quotation received without the above superscription on the face of the envelop will not be entertained.

4. **OPENING OF THE TENDER**

- (i) Sealed tender received up to **15.00 hours on 27/07/2015** will be taken up for opening. Tender received after the specified date and time will not be accepted. Ed.CIL reserves the right to disqualify any or all of the tenders in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The bids will be opened up on the same day i.e on **27/07/2015 at 16.00 hrs** before the evaluation committee and the bidders in the office premises at **EdCIL (India) Limited, Sector 16A, Plot 18A, NOIDA – 201 301.**
5. All the amount shall be indicated by the vendor in figures as well as in words. Where there is any difference between price quoted in figures and words, amount quoted in words shall prevail.
6. Your quotation shall remain open for acceptance for 90 days or as may be specified from the date of opening. No revision / modifications in the quoted rate will be allowed during the period of validity of quotation or the extended period.
7. The material on receipt at our office will be inspected. The supplier shall have to replace the materials, if any found defective at site/office on free of cost basis.
8. Supplier shall guarantee/warranty that the equipment supplied by them whether manufactured by them or their subcontractor or purchased from any other source and supplied to Corporation shall be new and free from all defects arising due to defective material or manufacturing defects. The equipment supplied shall be of first class workmanship with effective design.
9. Supplier shall give on-site warranty at to replace, rectify or repair free of cost, the components or part of equipment proved to have become unserviceable due to any of the above defects within warranty period. In the event of the supplier's not complying with the above within a reasonable time, the Corporation will have the option to rectify, repair or replace the defective parts after giving one week notice to the supplier and recover the cost from the supplier.
10. The Corporation reserves the right to cancel the contract if the quality of material supplied fall below the required specifications and also if the deliveries are not made in accordance with the delivery schedule.
11. The successful vendor shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful vendor shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.
12. **Payment Terms:** 90% payment will be made within 20 days on receipt of invoice (in duplicate) against successfully delivery & installation of equipment at respective site by a

crossed a/c payee Cheque. The supplier is also required to submit delivery & installation challan signed from authorized person at respective site. Balance 10% payment will be made after one month of release of 90% payment.

13. The offers should be based on the most suitable equipment/item incorporating the latest technology to ensure smooth and trouble free working of the equipment.
14. In the event of the quotation being submitted by a firm it must be signed separately by each partner holding Power of Attorney authorizing him to do so.
15. In case of a Company the quotation should be submitted in the manner as laid down in the said Company's Articles of Association.
16. You are requested not to erase or mutilate any word(s) or figures occurring in your quotation, otherwise the quotation may be ignored. The overwriting is not allowed.
17. Delivery of goods/material is required to be made within 7 (Seven) days strictly from the date of receipt of purchase order in this regard positively, failing which the EMD deposited with the quotation will be forfeited.
18. Services during warranty period

The maximum response time for maintenance complaint during warranty period (i.e. time required for supplier's maintenance engineer to report at the installation after a request call/telegram is made or letter is written) shall not exceed 24 hours. The period for correction of defects in warranty period is 48 hours.

In case the rectification of defects is not carried out within 48 hours and replacement of defective items are not provided, a penalty of sum equivalent to 2.5% per week of the delivered price of that defective item(s) shall be levied. This penalty is applicable upto a maximum of 4 weeks (maximum 10%). Subsequently, the rectification shall be carried out by the consignee at the risk and cost of the supplier. The cost of repairs along with the penalty of 10% shall be recovered by encashing the performance bank guarantee submitted by the supplier and the balance amount if any, will be returned to the Supplier after completion of warranty obligations.

19. This Corporation also reserves the right to accept or reject any quotation in whole or in parts without assigning any reason thereof.
20. EdCIL reserves the right at the time of issue of Purchase Order to increase or decrease by up to 15 percent of the quantity of goods and services originally specified in the Bid without any change in unit price or other terms and condition.
21. The Supplier shall make all arrangements towards safe and complete delivery at the designated locations indicated by EdCIL in the Purchase Order. Such responsibility on part of the supplier will include taking care of insurance, freight, state level permits etc. as applicable.

22. The quotation submitted by the vendors will be evaluated either independently or jointly to arrive at the L-1 price, which is the sole discretion of this corporation. Further, the Corporation does not bind itself to accept the lowest tender or assign any reason for non-acceptance of the same.
23. Agencies, which have failed to fulfill earlier contractual obligations, may not be considered.
24. Your quotation should be free from overwriting. All corrections and alteration should be duly attested by the vendor/tenderer.
25. The quotation should be unambiguous in all respects.

Yours faithfully,

(Sushant Dey)
Assistant Manager (Admin.)

ANNEXURE - I

TECHNICAL COMPLIANCE STATEMENT

Sl. No.	Specification as per mentioned in the NIQ	Specification quoted by Bidder	Tax, if any
1.	<u>Adobe Acrobat Pro DC (Perpetual 2015)</u> <u>Multiple Platforms AOO ESD License</u> <u>Qty One License</u> (P/N-65258987AD01A00)	Version:	

Authorized signature with date & Seal of organization

ANNEXURE - II

PRICE SCHEDULE (Price Bid)

(in Rs.)

Items	Qty.	Total Amount without Tax	Tax, if any
Adobe Acrobat Pro DC (Perpetual 2015) Multiple Platforms AOO ESD License (P/N-65258987AD01A00)	01		
Installation charges, if any			
Total without TAX			

Total cost in Rs. (words) without tax : _____

Authorized signature with date & Seal of organization