

**INDRAPRASTHA COLLEGE FOR WOMEN  
(UNIVERSITY OF DELHI)**

Ref. No. IPCW/PUR/MMMC/2022/81/02

Dated: 10.02.2022

**E-PROCUREMENT TENDER NOTICE**

Tenders are invited for procurement of the following item:-

S. No.	Description of Items	Quantity
1	Adobe Creative Cloud for Team Subscription New – Educational Named License	10

**IMPORTANT DATES**

Bid Document Download Start Date	11.02.2022
Bid Submission Start Date	11.02.2022
Bid Submission End Date	22.02.2022 up to 05.00 pm
Bid Opening Date	24.02.2022 at 10:30 am

**NOTES:**

- 1) All details regarding the subject tender are available on our websites [www.ipcollege.ac.in](http://www.ipcollege.ac.in) and <https://eprocure.gov.in/eprocure/app> Bidders are therefore, requested to visit these websites regularly to keep themselves updated.
- 2) Manual bids shall not be accepted. For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- 3) Clarifications/ queries, if any, can be addressed to Principal, Indraprastha College for Women, University of Delhi, 31, Sham Nath Marg, Delhi-110054

**Sd/-  
PRINCIPAL**

**BID SUBMISSION**

A. "Bid" shall be submitted as per Annexures

**Annexure – I (Technical Bid)**

**Annexure – II (Tender Acceptance Letter)**

**Annexure – III (Specification)**

**Annexure – IV (Deviation Statement)**

**Annexure – V (Authorization Certificate from Manufacturer/Principal Firm)**

**Annexure – VI (Certificate of Manufacturer/Principal Firm)**

**B. General Instructions**

**C. Terms & Conditions**

**ANNEXURE – I****Technical Bid**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

<b>S.No.</b>	<b>Description</b>	<b>Details</b>
1	Name of the Company/Firm	
2	Status of the company (Prop./Pvt./Public/Govt.)	
3	Mailing Address	
4	Telephone and fax numbers	
5	Email Id and Website address of the Company.	
6	Year of registration of the Company	
7	GST No. of the company (Proof enclosed)	
8	PAN No. of the company (Proof enclosed)	
9	Whether the participating firm is a ISO certified company? If yes, please enclosed proof.	
10	Are you manufacturer or authorized dealers?	
11	Tender Acceptance Letter submitted as per format	
12	Make and Model of the offered equipment as per specifications of the tender.	
13	Deviation Statement filled as per format	
14	Performance Statement submitted as per format	
15	Maintenance of Infrastructure Facilities submitted as per format	

I/we agree to abide by all the terms & conditions mentioned in the tender and further undertake that details of company profile given above with proof are correct & true.

(Signature)

Date: (Name & Designation).....

Place: (Company Seal)

**[Note: The format may be printed on the letter head of the firm and attached with page numbering]**

**TENDER ACCEPTANCE LETTER**

To,

.....  
.....  
.....

**Sub: Acceptance of Terms & Condition of E-Tender.**

Tender Reference No: ..... dated

.....for procurement of .....

Dear Sir,

- 1) With reference to your tender, and after having examined and understood the instructions, terms and conditions specified in the tender, we hereby enclose our offer for the supply of the items as detailed in your tender.
- 2) I/We have downloaded/obtained the tender document(s) for the above mentioned material(s) as per your e-tender notified on the websites namely [www.ipcollege.ac.in](http://www.ipcollege.ac.in) and <https://eprocure.gov.in/>
- 3) I/We hereby certify that I/we have read the entire terms and conditions of the tender documents.
- 4) The corrigendum(s) issued from time to time by your department / organization too has also been taken into consideration, while submitting this acceptance letter.
- 5) I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
- 6) I/we do hereby declare that our firm has not been blacklisted/ debarred by any Govt. Department/Public Sector undertaking.
- 7) I/we certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason thereof can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit.

(Signature of the Bidder, with Official Seal)

**Note: The format may be printed on the letter head of the firm/service provider.**

**SPECIFICATIONS**

Adobe Creative Cloud for Team Subscription New –Educational Named License.

**STATEMENT OF DEVIATIONS**

**STATEMENT OF DEVIATIONS FROM TECHNICAL SPECIFICATION AND SCHEDULE OF REQUIREMENTS**

Following are the Technical deviations and variations from the Technical specifications and schedule of Requirements. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be performed as per your specifications and documents.

Sl. No.	Item	Statement of Deviations/ Variations

(Signature of the Bidder, with Official Seal)

**Note: The format may be printed on the letter head of the firm/service provider.**

**ANNEXURE – V**

**Authorization Certificate from Manufacturer/Principal Firm on their letterhead in  
favour of bidder**

To,  
The Principal  
Indraprastha College for Women  
University of Delhi  
31, Sham Nath Marg  
Delhi – 110 054

Subject: - .....

Ref. No.: - .....

Dear Madam,

We hereby certify that M/s .....  
located at ..... is our Authorized Distributor/Dealer for the product(s) for  
which Indraprastha College for Women has floated e-Tender on the subject above. Further, M/s  
..... is authorized to participate in tenders, quote, negotiate &  
raise invoice of these goods/services on our behalf. This authorization is valid up to  
..... after which it is subject to renewal.

(Signature)

(Name & Designation)

.....

(Company Seal)

Date:

Place:

**(Note: This certificate should be on the Letter-Head of the manufacturer/principal firm concern, and should be signed by an authorized person)**

**ANNEXURE – VI**

**Manufacturing/Proprietary Certificate**

Ref: No. ....

Date.....

To  
The Principal  
Indraprastha College for Women  
University of Delhi  
31, Sham Nath Marg  
Delhi – 110 054

Subject: .....

Tender Ref. No. ....

Dear Madam,

We, M/s ..... who are a proven and reputable manufacturer of .....

.....  
.....  
.....  
.....

(Signature)

(Name & Designation) .....

(Company Seal)

Date:

Place:

**GENERAL INSTRUCTION**



- 1) Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- 2) Bidder/Tenderer are advised to follow the instructions provided in the "Instructions to the Bidder/Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- 3) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing file size of the scanned document.
- 4) Tenderer who has downloaded the tender from the Indraprastha College for Women website [www.ipcollege.ac.in](http://www.ipcollege.ac.in) and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected.
- 5) Intending tenderers are advised to visit Indraprastha College for Women website [www.ipcollege.ac.in](http://www.ipcollege.ac.in) and CPP Portal <https://eprocure.gov.in/eprocure/app> regularly or at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

#### **FINAL DECISION-MAKING AUTHORITY**

Indraprastha College for Women reserves the right to accept or reject any bid and to annul/cancel the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the College to the bidder(s).

#### **REJECTION OF TENDER**

- 1) If the bidder proposes any alteration in or additions to the prescribed form of tender or any conditions mentioned, etc., tender is liable to be rejected.
- 2) If the signed acceptance letter is not submitted by the bidder, tender is liable to be rejected.

#### **TERMS OF PAYMENT**

PAYMENT MODE: After the issue of Purchase Order, the firm has to submit the bill in original. The Payment will be released through RTGS/NEFT after installing, satisfactorily working of the item as such participating firms are requested to submit bank details for this purpose.

#### **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

## TERMS & CONDITIONS

1. The bidder who submits the tender on behalf of their principals should produce documentary evidence in support of their authority to quote or submit proforma invoice of their principals. No sub-authorization is permitted.
2. The Tenderer is required to furnish the Permanent Account Number (PAN) allotted by the Income Tax Department. If registered with the National Small Industries Corporation, the registration number, purpose of registration and validity period of registration etc. should also be provided in Technical Bid.
3. The Tenderer's conditions printed on the tender or otherwise sent along with the tender shall not be binding on Indraprastha College for Women. The terms & conditions of this document shall prevail.
4. Tenders may be rejected if the copy of Goods and Services Tax (GST) Registration and any other applicable Taxes Registration are not furnished (if applicable).
5. **PAYMENT:** 100% payment will be made after supply, installation & satisfactory demonstration of the said item/equipment.
6. **Delivery Period:** As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the tenderer's EMD/Bid Security will be forfeited.
7. The tender/quotation/offer submitted should be valid till 90 days from the date of opening of quotations (price bid). Indraprastha College for Women reserves the right to request the firms for the extension of the validity of quotation.
8. Tenders, which are submitted without following the Two-Bid offer System, Late/Unsigned/incomplete Tenders, Conditional Offers and tenders submitted by Fax/Email/Telegraphic/Telex, will be summarily rejected.
9. Goods/items should not be dispatched until the Vendor receives a firm order.
10. Please indicate page nos. and put your seal on all pages of quotation.
11. The technical bid shall not contain any indication of the price offered for the item for which tender is given by the vendor. In case it is found that the technical bid contains the price for the item or any direct or indirect indication of it, the entire bid document will be summarily rejected.
12. While tenders are under consideration, the tenderers and their representatives or other interested parties shall refrain from contacting by any means, any persons or representative of the buyer on matters relating to the tender under study.

13. After Opening of Price Bid(s) no letter/objection will be entertained and decision of the Indraprastha College for Women shall be final.
14. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Delhi, India only.
15. The Principal, Indraprastha College for Women, Delhi reserves all the rights to accept or reject any/all tender in full or in part without assigning any reason.

To  
Principal  
Indraprastha College for Women  
University of Delhi  
31, Sham Nath Marg  
Delhi – 110054

I/We agree to abide by all the Terms & Conditions mentioned above.

Signature of the Tenderer

Date:

Name & Address of the Firm with Seal:  
(Phone/Fax No./E-mail id may also be stated for easy communication)