

## **Tata Institute of Social Sciences School of Vocational Education**

Date : 25/04/2016

### **Notice inviting “Expression of interest for supply of CorelDraw, Adobe Photoshop and Adobe Acrobat DC for TISS-SVE”.**

The School of Vocational Education, Tata Institute of Social Sciences invites expression of interest from reputed Companies / supply agencies for procurement of below mentioned softwares.

#### **Background brief for Agencies:**

Kindly refer the About us section of [www.sve.tiss.edu](http://www.sve.tiss.edu).

Below is the list of required softwares :

| Sr. No. | Item Name                                              | Specification               | Quantity |
|---------|--------------------------------------------------------|-----------------------------|----------|
| 1.      | Corel Draw Graphics suite X7 for Educational Institute | Yearly and one time license | 1        |
| 2.      | Adobe Photoshop CC for Educational Institute           | Yearly and one time license | 1        |
| 3.      | Adobe Acrobat DC for Educational Institute             | Yearly and one time license | 1        |

#### **Tax and Duty Exemption:**

The Institute may provide necessary certificates for tax/duty exemption as applicable.

The Institute may also provide necessary certificates for educational institute discount.

#### **Cancellation of Tender:**

1. The Institute may cancel the tender processing at any point of time prior to the issuance of purchase order without assigning any reason whatsoever for unforeseen and unavoidable circumstances.

2. The Institute may also cancel the tender processing for want of any participating Bidder or if all the participating Bidders fail to qualify eligibility in terms with technical or other reasons.

Technical & commercial bids should be submitted in separate sealed envelopes mentioning the contents on it. Any Technical Bid not containing the above specifications may be rejected. The Technical Bid should not contain any price information; such proposal will be rejected.

**Mandatory to provide the quotation in the below format :**

**Technical Bid :**

| Sr. No. | Item Name | Description | Make/ Model/ Version Part Number | Principal Vendor/ Manufacturer | Quantity/ No. of Licenses per installation |
|---------|-----------|-------------|----------------------------------|--------------------------------|--------------------------------------------|
| 1.      |           |             |                                  |                                |                                            |
| 2.      |           |             |                                  |                                |                                            |
| 3.      |           |             |                                  |                                |                                            |

**Commercial Bid :**

| Sr. No. | Item Name | Description | Make/ Model/ Version Part Number | Principal Vendor/ Manufacturer | Quantity/ No. of Licenses per installation | Taxes (Service Tax and VAT) | Octroi, handling charges and any other charges | Unit Price | Total Price with Tax and all other charges |
|---------|-----------|-------------|----------------------------------|--------------------------------|--------------------------------------------|-----------------------------|------------------------------------------------|------------|--------------------------------------------|
| 1.      |           |             |                                  |                                |                                            |                             |                                                |            |                                            |
| 2.      |           |             |                                  |                                |                                            |                             |                                                |            |                                            |
| 3.      |           |             |                                  |                                |                                            |                             |                                                |            |                                            |

**Required documents to be submitted:**

- Each ITEM will be ordered separately.
- Write **NA** for the product which cannot be supplied.
- Write **NA** if octroi is **not applicable**.
- Quote pricing for item mentioned only.
- Total amount should be inclusive of all the taxes, octroi and handling charges.
- Total amount mentioned would be considered as final price and PO would be created on Total Price.

**Required documents to be submitted:**

- a) Profile of the Organisation
- b) Additional documents/information may be sought at a later stage.

Please note: For any queries, please call Mr. Vaibhav Thorat 022-25525604 (Mon-Fri, 10am-6pm).

**Timelines:**

The last date for submission of complete application is **29th April 2016**.

The quotation should be valid for 60 Days from the Last Date of receiving the Quotations.

Expression of Interest completed in all respects should reach by SPEED POST/REGISTERED POST/HAND DELIVERED in a sealed envelope superscribed "**Expression of interest for supply of CorelDraw, Adobe Photoshop and Adobe Acrobat DC for TISS-SVE**".

The envelope shall be addressed to the following:

Vaibhav Thorat,  
System and Network Administrator,  
Tata Institute of Social Sciences,  
Room No 404, G-10 Building,  
Naorji Campus, Deonar Farm Road,  
Deonar, Mumbai – 400 088