

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI – 110124**

No. 346/04/IT/2023-24

**Online Single Tender Enquiry for Procurement of 32 Adobe Captivate
Licenses at
O/o C &AG of India, 9, DDU Marg, New Delhi-110124**

**Director (Personnel)
Office of the Comptroller and Auditor General of India,
9 Deen Dayal Uppadhyay Marg,
New Delhi-110124
Tel: 23509253**

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
NEW DELHI – 110124**

No. 346/04/IT /2023-24

Dated: 15/03/2024

**To
All Vendors**

**Subject: 32 Adobe Captivate Licenses at O/o C &AG of India, 9, DDU
Marg, New Delhi-110124**

Madam/Sir,

The office of the Comptroller and Auditor General of India, New Delhi invites online tender from the Vendors for supply of 32 Adobe Captivate Licenses at 9 DDU Marg, New Delhi-110124. Possession of OEM Authorization Certificate is mandatory.

Instruction for Online Submission:

1.	The intending bidders must read carefully all the terms and conditions of the tender documents. The firm/company should only submit bids if the firm/company fulfils all the eligible criteria.
2.	The information and instruction for bidders financial bids etc. are posted on website shall form part of the bid documents.
3.	<p>The documents as uploaded in website can be viewed and downloaded free of cost by anyone including the intending bidder.</p> <p>Notes:</p> <ul style="list-style-type: none">i) Download the tender documents on free of cost from web site https://www.cag.gov.in/ website of this office under the tab "Tenders and Contracts".ii) The financial bid shall be filled up and physically submitted within due date of submissioniii) The PDF/Excel document available in website are part of tender document and can't be uploaded on the e-tendering portal in its present form. However, the bidders may download the specific forms/data sheets etc. filled up, scanned with 100 dpi with black and white option and upload the same as required.iv) After submission of the bid/document the bidder can re-submit revised bid/document any number of times but before last time and date of submission of bid/documents notified.v) If the agency found ineligible, after opening of pre-qualification bid tender shall become invalid.vi) Tenderers are advised to submit their documents well in advance, to avoid last minute rush.vii) The tenderers are advised to submit the hard copies towards EMD and other documents etc. well in advance to the Tender Inviting Authority, so

that it would reach on or before the due date and time. Delay in receipt of hard copies due to postal delay or delay due to any other reasons etc. shall not be accepted and tender shall be rejected forthwith.

viii) The bidder(s) shall submit the quotations in the following two categories separately:

a) Technical Bid (Proof of bid security/EMD amount and OEM Authorization Certificate) **(As per Annexure II to V)** and

b) Financial Bid in the form the BOQ-xxxx.xls on to the portal. **(As per Annexure VI & VII)**

ix) **BID EVALUATION:** No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to be successful bidder(s). However, the Committee/its authorized representative and office of CAG can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else the bids of such defaulting bidders will be rejected.

x) **FINANCIAL BID EVALUATION:** Financial bids will be opened of the bidders whose of bid security/EMD amount and OEM Authorization is verified.

xi) If CAG's office considers necessary, Revised Financial Bids could be called for before opening the original financial bids for recommending the final contract order.

xii) In the event of revised financial bids being called the revised bids should NOT be higher than the original bids, otherwise the bid shall be rejected and EMD forfeited.

xiii) There will be **NO NEGOTIATION** regarding the financial bid.

xiv) The rates shall be quoted in Indian Rupees as per the Financial Annexure and should be inclusive of all taxes, levies, etc. as applicable for this solution.

Dates for BID processing:

1.	Dates of availability of Tender Documents for download	15.03.2024 (17.00 hrs) onwards
2.	Clarification start date	15.03.2024 (18.00 hrs.)
3.	Clarification end date	25.03.2024 (17.00 hrs.)
4.	Start date and time of submission	15.03.2024 (18.00 hrs)
5.	Last date and time of closing of submission of tender	25.03.2024 (15.00 hrs)
6.	Last date of submission of original DD/FDR/BG towards EMD etc.	25.03.2024 (16.00 hrs)
7.	Date and time of opening of Technical Bid	25.03.2024 (18.00 hrs)
8.	Date of opening of Financial Bid	25.03.2024 (18.30hrs)

Note: CAG's office reserves the right to accept or reject the tender(s) in full or in part, without assigning any reason thereof. Tenders with any condition including conditional rebate shall be rejected forthwith.

2. Terms & conditions of the contract stipulated at "Annexure I"

Yours truly,



Sr. Administrative Officer (IT)

'Annexure(I)'

(Terms & conditions)

1. This tender will be processed in two bid system (Technical & Financial). Prices should be quoted on a firm's rate or fixed price basis, competitive Lowest price/bid will be considered.
2. An "Earnest Money Deposit (EMD)" to the tune of **Rs. 25,000/- (Rupees Twenty Five Thousand only)** in the form of crossed Demand Draft/Pay Order/Banker's Cheque drawn in _____ favour _____ of **PAO, O/o CAG of India, New Delhi** shall be submitted.
3. This tender is non-transferable.
4. C&AG office reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
5. The contract shall be interpreted in accordance with the laws of Union of India. Any disputes shall be within the jurisdiction of Delhi.
6. Tender fee is NIL here.
7. **Maximum Reserve Price per License will be Rs. 36,000/-.**
8. Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Client. NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.


Sr. Administrative Officer (IT)

Annexure-(II)

OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA, NEW DELHI

WELFARE_IT

No. 346/04/IT /2023-24 Date: 15.03.2024

Contractor's details (Mandatory Information)

Not Filling up the Mandatory Information and non-submission of document will attract cancellation of bid.

Supporting documents be annexed with the application Form (Application found deficient in any respect are liable to be rejected without further correspondence)

S. No.	Description	Information	
1.	Name of the Applicant/Firm		
2.	Nationality		
3.	Address (attach separate paper for address of other offices)	Regd. office	
		Head Office	
4.	Telephone Numbers	Landline/Mobile No.	
		Fax No.	
		E-mail ID	
5.	Other Details (enclose copies)	PAN	
		VAT Registration No.	
6.	Earnest Money Deposit	Amount in Rs. 25,000/- (Rupees Twenty Five Thousand only)	
		DD/BC/PO No.	
		Date of issue	
		Name of issuing bank	
		Address of issuing bank	
7.	Price of the bid		
8.	Total quoted amount in Rs. (in words)		

Signature of the bidder with seal & date

Annexure-III

A. Technical Bid

1. The following documents are to be furnished by the bidder along with Bid Security/EMD amount and OEM Authorization Certificate as per the tender documents:
2. Bidder must provide a copy of the following in the name of the bidding company:
 - a) PAN Card along with GST Number
 - b) Good and Service Tax Registration
 - c) Annexure III
3. Signed and scanned copy of Tender Acceptance letter in the Annexure VII "Tender Acceptance Letter".
4. Other conditions for submission of bids
 - a) Bidder shall adhere to the Critical Date Sheet mentioned in the online Limited Tender Enquiry. No bids shall be accepted post the deadline as mentioned in the critical date sheet.
 - b) The bids submitted by fax/email etc. shall not be considered. No correspondence will be entertained on this matter.
 - c) Conditional tenders shall not be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the bids.
 - d) In case, the day of bid submission is declared Holiday by Government of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
 - e) In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, CAG's office may, at its discretion, extend the last date for the receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the tender. Withdrawal of a bid during this interval may result in forfeiture of Vendor's EMD.
 - f) The agencies will bear all costs associated with the preparation and submission of their bids. CAG's office will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.
 - g) Printed terms and conditions of the vendors will not be considered as forming part of their bid. In case terms and conditions of the tender document are not acceptable to any vendor, they should clearly specify the deviations in their bids.
 - h) Bids not submitted as the specified format and nomenclature may be out rightly rejected.
 - i) Ambiguous/Incomplete/Illegible bids may be out rightly rejected.
 - j) Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, terms and required specifications in the tender document with full understanding of its implications. Bids not complying with all the clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender document or submission of a bid not

substantially responsive to the tender document in all respect will be at the vendor's risk and may result in the rejection of the bid.

k) Bidder has to submit bid offline.

B. FINANCIAL BID

Schedule of financial bid in the form of BOQ_XXXX.xls.

Annexure IV

BID SUMMARY

Name of Bidder		
Date of Incorporation		
Registered office Address		
Authorized signatory Detail	Name	
	Designation	
	Email	
	Mobile Number	
	Office Phone Number	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Mobile Number	
	Office Phone Number	

Annexure V

Detailed Financial Bid

Note:

- It is necessary that the bidder submits financial bid in table below
- Financial bids shall be opened only for that receipt of Bid Security/EMD amount is verified.
- Prices should be quoted in Indian Rupees.
- The cost is inclusive of all taxes, levies etc.
- Taxes indicated in the financial bid will be charged as per the prevailing rate.

Table-Detailed Financial Bid

(in rupees)

(In rupees)

S.No.	Particular	Total Amount
1.	Supply of 32 Adobe Captivate Licenses at O/o C &AG of India, 9, DDU Marg, New Delhi-110124	In figures: In words:

Note: The same is provided along with the tender document in the form of BOQ_XXXX.Xls on to the portal. Bidder has to advised to download the same quote their rates and upload it on to the portal

Annexure VI

EMD

S. No.	Particular	Amount (in Rs.)	Draft No.	Date	Bank	Branch
1.	EMD	Rs. 25,000/-				

ANNEXURE VII: TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

**The Director (Personnel)
Office of the Comptroller and Auditor General of India,
9 Deen Dayal Upadhaya Marg,
New Delhi-110124.**

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No. 346/04/IT /2022-23

**Name of the Tender: Supply of 32 Adobe Captivate Licenses at O/o C &AG
of India, 9, DDU Marg, New Delhi-110124**

Sir,

1. I/We have downloaded/obtained the tender document (s) for the above mentioned 'Tender/work' from the from web site <https://www.cag.gov.in/> website of this office under the tab "Tenders and Contracts"..
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. 1-11 (including all documents like annexure(s), etc. which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum (s) in its totality/entirely.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Government Department/Public Sector Undertaking.
6. 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 therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the bidder, with official seal)