

**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.	The documents as uploaded in website can be viewed and downloaded free of cost by anyone including the intending bidder. Notes: i) Download the tender documents on free of cost from web site <a href="https://www.cag.gov.in/">https://www.cag.gov.in/</a> 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 submission iii) 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, <b>scanned with 100 dpi with black and white option</b> 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	<b>15.03.2024 (17.00 hrs) onwards</b>
2.	Clarification start date	<b>15.03.2024 (18.00 hrs.)</b>
3.	Clarification end date	<b>25.03.2024 (17.00 hrs.)</b>
4.	Start date and time of submission	<b>15.03.2024 (18.00 hrs)</b>
5.	Last date and time of closing of submission of tender	<b>25.03.2024 ( 15.00 hrs)</b>
6.	Last date of submission of original DD/FDR/BG towards EMD etc.	<b>25.03.2024 (16.00 hrs)</b>
7.	Date and time of opening of Technical Bid	<b>25.03.2024 (18.00 hrs)</b>
8.	Date of opening of Financial Bid	<b>25.03.2024 (18.30hrs)</b>

**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)**