



भा.कृ.अनु.प. - केन्द्रीय कपास अनुसंधान संस्थान
पोस्ट बैग सं. 2, शंकरनगर पोस्ट ऑफिस, नागपुर -440 010

ICAR - CENTRAL INSTITUTE FOR COTTON RESEARCH

POST BAG NO 2, SHANKAR NAGAR POST OFFICE NAGPUR - 440 010(M.S) INDIA
Tel. Phone: 07103-275536, Fax: 07103-275529, EPBAX: 07103275637/38/39/49/17

Website: www.cicr.org.in, E-mail: cicrnagpur@gmail.com

{Location: Near Khapari Phata, Panjari, Wardha Road, Nagpur – 441 108}

ISO 9001-2008 Certified



F. No.(13)St/Desktop Computer/Software/GM/HQ NGP/2017-18

Date: 16.02.2018

To,

Sub:- Quotation for the Purchase of **Software Adobe Creative Suite 6** – reg.

Sir,

Sealed quotations are invited by the Director, ICAR-Central Institute for Cotton Research, Nagpur for the purchase of **Software Adobe Creative Suite 6** as per the Specification detailed in **Annexure–A** on the terms and conditions prescribed below:

Terms & Conditions:

1. The rates quoted shall be for free delivery & installation at CICR including everything except GST may be shown separately.
2. The firm participating in the tender will be required to deposit an account payee bank draft of ₹ 10,000/- being the Earnest Money Deposit, in the name of "The Director, CICR, Nagpur" payable at Nagpur. Earnest Money in any other form shall not be accepted and the tender would be summarily rejected. The earnest money shall be refunded without interest after deposit of security money by the successful bidder. However, the successful bidder will be required to deposit security money calculated at **10% of the software cost** in the shape of Demand Draft in favour of "Director, CICR, Nagpur", payable at Nagpur which shall be refunded after six months of successful completion of the contract. **No interest shall be paid on EMD.**
3. Sealed quotation along with the literature and pamphlets should reach this office **on or before 08.03.2018 at 04.00 PM sharp and the quotations will be opened on 09.03.2018 at 02.00 PM.**
4. As the **Software Adobe Creative Suite 6** is urgently needed for our research work, the firms who will be able to make immediate supply **within 10 days of supply/purchase order** at Central Institute for Cotton Research, Panjari Farm, Wardha Road, Near Khapri, Nagpur should only quote the desired rates.

-: 2 :-

5. Envelops may please be super-scribed with the word "**Software Adobe Creative Suite 6**".
6. The supplier should ensure to provide after sales services
7. The quotation should be quoted by solely local authorized stockiest Service distributor against this **Software Adobe Creative Suite 6**, who has necessary service backup facility.
8. Authorization Certificate should be enclosed with the quotation for this **Software Adobe Creative Suite 6**.
9. Those who are unable to provide the local service facility will not be entertained.
10. The make, quality, and specifications may be stated in detail/must be as per details given by this office (**catalogue may be enclosed**). In case supply is not made within a fixed period the office reserves the right to cancel the supply order.
11. The payment will be made only after completing delivery & installation according to the specifications, quality, and quantity given in the quotation/purchase order.
12. Other terms and conditions of supply if any may also be stated.
13. **Software Adobe Creative Suite 6** will be accepted only after giving satisfactory installation/ demonstrations.
14. The Director, ICAR-CICR, reserves the right to accept or reject one or all quotations without assigning any reason thereof.
15. The quotations, without the desired specification received after the due date is liable to be rejected.

Yours faithfully,



Sr. Administrative Officer

Encl: Annexure-A

Copy to:

1. Er. G. Majumdar, Scientist, Crop Production Division, ICAR-CICR, Nagpur for information.

COMPANY LETTER HEAD
FORMAT OF QUOTATION

Sl. No.	Specification	Rate (₹)	Qty.	Amount (₹)
1.	Adobe Creative suite 6 Master Collections with one or two use license <ul style="list-style-type: none">• It includes Adobe acrobat pro, Adobe Dreamweaver, Adobe Photoshop and other related software for windows 10/ 7 / 8		01 No.	
Total				

Authorized Signatory with seal/stamp

Address:

E-mail id:

Ph./Mob. No.