

**ARMY INSTITUTE OF FASHION AND DESIGN**  
NAGARESHWARA NAGENAHALLI, KOTHANUR POST,  
BANGALORE-560077

**REQUEST FOR PROPOSAL (RFP)**

**PROCUREMENT/RENEWAL OF ANNUAL SUBSCRIPTION OF ADOBE  
CREATIVE CLOUD ALL APPS (DEVICE LICENSE) EDUCATIONAL**

Sealed quotations are invited from registered vendors having their own office for Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational VIP No. xxxxxx of “Army Institute of Fashion and Design Bangalore-560077”. RFP Forms can be downloaded from the website (www.aifd.edu.in) and submitted along with the Commercial and Technical Bids on payment of Rs 1000/- (Non-Refundable) by way of Demand Draft/Pay Order in favour of “Army Institute of Fashion and Design”, Bangalore payable at Bangalore.

Date of issue of RFP	:	09 Jan 2024
Last date for submission of offers	:	24 Jan 2024 upto 10:30 AM
Opening of Quotations	:	24 Jan 2024 at 11:00 AM

All conditions and parameters will be evaluated with reference to firms submitting tenders. AIFD Reserves the right to reject any/all applications without assigning any reason what so ever.

**Scope of Work**

1. The Scope of Work/Specification of Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational VIP No. xxxxxx of Army Institute of Fashion and Design Bangalore are attached at **Annexure I**.

**Terms and Conditions**

2. The Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational VIP No. xxxxxxx License should be completed within a period of **Thirty days** commencing from the date of acceptance of the offer by AIFD. Any delay in execution of work within stipulated period will attract penalty of 3.5% of the Bid amount (condition apply). AIFD Reserves the right to recover the amount.

3. All arrangement for P Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational of Army Institute of Fashion and Design Bangalore should be done by the Selected Vendor only. No men/material support will be offered by AWES/AIFD.

**Eligibility Criteria for Short-Listing**

4. The following mandatory documents will be attached in support of quotations: -

(a) **Common Documents from Contractor**

- (i) Copy of License / Registration in the name of the Firm.
- (ii) Proof of own infrastructure and office.
- (iii) Copy of PAN Card / TAN / TIN.
- (iv) Details of GST Number be reflected in the quotation.
- (v) Demand draft for Rs 1000/- (Non-refundable) towards Cost of RFP Forms, downloaded from AIFD website (www.aifd.edu.in).
- (vi) Certificate as per format attached to this RFP on letter head of the firm as per **Annexure –II**.

Contd...2/-

(b) **Documents for specific procurement**

- (i) The Vendor should be either registered companies or registered partnership or sole proprietorship firms reputed for computers (proof attached).
- (ii) Technical specification of their equipment/components.
- (iii) Documentation (Brochures, leaflets, manuals etc, if any).
- (iv) Vendor/Organization profile as per **Annexure-III**.
- (v) EMD for Rs 16,000.00 (Rupees sixteen thousand only) in the form of Demand Draft.

5. The Vendor will be required to produce all original documents for verification by the Board of Officers or authorized staff of AIFD for verification of credentials of the Vendor.

6. **Earnest Money Deposit (EMD)**. Bidders are required to submit Earnest Money Deposit (EMD) for amount of **Rs 16,000.00 (Rupees sixteen thousand only)** along with their Quotation. The EMD may be submitted in the form of Demand Draft/Fixed Deposit Receipt or Bank Guarantee from any of the Public Sector Banks or a Private Sector Bank authorized to conduct Government business. EMD is to remain valid for a period of two months beyond the quotation validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the quotation validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after completion of the work. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC) or any Department of MoD for MoD itself. In such cases, Valid proof of exemption of EMD should be attached with quotations failing which the quotations will be rejected by the Board. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

7. **Single Bid System Offer**. The offer/quotation along with documents at Para 2 above should be submitted in a sealed covers duly marked as **“PROCUREMENT/RENEWAL OF ANNUAL SUBSCRIPTION OF ADOBE CREATIVE CLOUD ALL APPS (DEVICE LICENSE) EDUCATIONAL”**. Tender documents should be dropped in the Tender Box placed at Registrar’s Office or by post to AIFD, Nagareshwara Nagenahalli, Kothanur Post Bengaluru – 560077.

8. **Late Bids**. Any bid received after the deadline for submission of bid prescribed, will not be entertained and returned unopened to the Bidder.

9. **Quoting of Price**. The cost factor involved be indicated in the format given below including all taxes:-

Ser No	Description	A/U	Qty	Rate	Amount
(a)	Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational	Nos	20		
	<b>Total</b>				

Contd...3/-

10. **No Erasers/Alterations.** Rates must be completely filled up. Corrections or alterations, if any, should be authenticated. If rate of any items/group of items are not filled by the vendors, such quotations will be rejected by the Board.
11. **Validity of Offer.** The offer of quotation should be valid for period of minimum **60 days** from the date of opening of quotations.
12. **NO COMMITMENT TO ACCEPT LOWER OR ANY TENDER.** AIFD shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.
13. **Opening of Quotations.** Quotations will be opened at AIFD office on **24 Jan 2024 at 11:00 AM.** The Vendors/their representatives may be present at the time of opening of the Quotations. No separate intimation will be sent in this regard to the suppliers for deputing their representatives.
14. **Order Cancellation.** If the selected Vendor fails to carry out the assigned job within the stipulated time schedule or the extended date communicated, AIFD Reserves the right to cancel the order.
15. **Payment Terms.** No advance amount will be paid to the Vendor. The final payment will be made to the Vendor on completion of the assigned job/completion of the work as per scope of work and authenticated by Board of Officers. The Proper Invoice will be submitted by the Vendor to AIFD on completion of work and other formalities. On scrutiny of the invoice/bill, AIFD shall make payment after deduction of payable TDS as applicable.
14. **Clarification Regarding Contents of RFP.** A perspective vendor who requires clarification regarding contents of the bidding documents, the same shall be notify to the Principal, AIFD in writing or verbal about the clarification sought not later than two days prior to the date of opening the quotations. Contact address/tele Nos are asunder:-

The Principal,  
Army Institute of Fashion and Design  
Nagareshwara Nagenahalli  
Kothanur Post,  
Bangalore – 560 077

Email : [aifd@awesindia.edu.in](mailto:aifd@awesindia.edu.in)

Web : [aifd.edu.in](http://aifd.edu.in)

Tele: 6363849144/8792660001

**PROCUREMENT/RENEWAL OF ANNUAL SUBSCRIPTION OF ADOBE  
CREATIVE CLOUD ALL APPS (DEVICE LICENSE) EDUCATIONAL  
OF ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE**

1. Details of Items and quantities called for Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational at AIFD, Bangalore as under:-

2. Scope of Work / Specification

Ser No	Description of Items	Remarks
(a)	Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational	

**Annexure – II**  
**(Ref Para 4 (a) (vi) of RFP)**

(Letter on the Vendor Letter Head)

The Principal,  
Army Institute of Fashion and Design  
Nagareshwara Nagenahalli  
Kothanur Post,  
Bangalore – 560 077

Dear Sir,

**Sub: Your RFP for PROCUREMENT/RENEWAL OF ANNUAL SUBSCRIPTION OF ADOBE CREATIVE CLOUD ALL APPS (DEVICE LICENSE) EDUCATIONAL OF ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE**

1. With reference to your tender notice published in News paper dated \_\_\_\_ Jan 2024 and the RFP published in Your website with effect from \_\_\_\_ Jan 2024, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer to the Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational of Army Institute of Fashion and Design, Bangalore in your above referred RFP.
2. We confirm that we have not been disqualified by any PSUs/ Govt undertaking for contract of work.
3. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. We also confirm that the offer of bid shall remain valid for 60 days from the last date of submission of the offer.
4. We hereby confirm that we have read the terms and conditions given in the RFP and agree to them fully.
5. We enclose herewith a Demand Draft/Pay Order of Rs.1000/- (Rupees One Thousand only) favour of “ARMY INSTITUTE OF FASHION AND DESIGN” and payable at Bengaluru, towards cost of RFP Form. Details of the same are as under:

Demand Draft/PayOrder No :  
Date of Demand Draft/PayOrder :  
Name of issuing Bank :

Authorized Signatories  
(Name & Designation, seal of the firm)

Contd...6/-

**Annexure-III**  
**(Ref Para 4 (b) (iv) of RFP)**

(Letter to the Principal AIFD Bangalore on the Vendors letterhead)

**VENDOR / ORGANISATION PROFILE**

1. Name of the Organization and Address: \_\_\_\_\_

2. Year of Establishment : \_\_\_\_\_

3. Status of the firm : \_\_\_\_\_  
(Whether Pvt. Ltd. Company/Public Ltd. Company / Partnership Firm)

4. Whether registered with the Registrar of Companies/Registrar of Firms in India, if so, mention number and date and enclose Registration Certificate copy.

5. Name and Address of Bankers:

(i)

(ii)

6. Whether registered for Service Tax purposes. If so, mention number and date.

7. Since when and how long your Company/firm has been supplying Computer items?

8. Certified that:-

(a) All the information furnished by me / us above here is correct to the best of my / our knowledge and belief.

(b) I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and / or in the accompanying sheets.

Place:

Date:

SIGNATURE:

Name & Designation & seal of the Company

**Annexure IV**  
**(Ref Para 7 of RFP)**

(Letter to AIFD on the Supplier's Letter Head)

The Principal,  
Army Institute of Fashion and Design  
Nagareshwara Nagenahalli  
Kothanur Post,  
Bangalore – 560 077

Dear Sir,

**PRICE BID FOR PROCUREMENT/RENEWAL OF ANNUAL SUBSCRIPTION OF ADOBE CREATIVE CLOUD ALL APPS (DEVICE LICENSE) EDUCATIONAL OF ARMY INSTITUTE OF FASHION AND DESIGN, BANGALORE**

With reference to Para 7 of your RFP published in your website, we hereby quote our best **PRICE** as under:-

Ser No	Description	A/U	Qty	Rate	Amount
(a)	Procurement/Renewal of annual subscription of Adobe Creative Cloud all Apps (Device License) Educational	Nos	20		
	<b>Total</b>				

**TERMS AND CONDITIONS**

Price : Prices quoted above is inclusive of all GST & all other charges (Transportation, Supervision & commissioning/ installation and as applicable and quoted).

Discrepancy in Rates: In case the rate quoted by vendor in figure and words is varies, the rates quoted in words will be taken into account for determining the value of tender.

Delivery : **10 Days** from the date of receipt of Work Order.

**Terms of payment:** Within 15 days from the date of completion of work.

Signature of Vendor

**EMD BANK GUARANTEE FORMAT**

Where as ..... (Here in after called the “bidder (has submitted their offer dated.....) for the Provision and Installation of Adobe Creative Cloud License of Army Institute of Fashion and Design Bangalore in (herein after called the bid).....Having our registered office at .....are bound unto ..... (Hereinafter called ..... The.....Buyer ” in the sum of buyer, the Bank binds itself, its successors and assigns by these presents.

Sealed with the common seal of the said bank this ..... Day of ..... 20....

The conditions of obligations are

1. If the bidder withdraws or amends, impairs or derogates from the bid in any respect within the period of validity of this tender.
2. If the bidder having been notified of the acceptance of his tender by the buyer during the period of its validity.
3. If the bidder fails to furnish the performance security for the due performance of the contract.
4. Fails or refuses to accept/execute the contract.

We undertake to pay the buyer up to the above amount upon receipt of its first written demand, without the buyer having to substantiate its demand, provided that in is demand the buyer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred conditions or conditions.

This guarantee will remain in force up to and including 60 days after the period of RFP validity and any demand in respect thereof should reach the bank not later than the above date.

.....  
(Signature of the authorized officer of the bank)  
Name and designation of the officer  
Seal, name & address of the bank and address of the branch

(Signature of Tenderer)