



REQUEST FOR QUOTES [RFQ 11/2024-25]

for

Renewal of Subscription of Three (3) numbers of Adobe Acrobat Pro DC License for a period of 1 year.

**Issued by: Canara Bank
Centralised Procurement &
Vendor Management Wing,
HO (Annex)
1st Floor, Naveen Complex
14, M G Road
Bengaluru-560 001
Phone No:080-25590070
Email: singletender@canarabank.com**

BID SCHEDULE

Sl. No.	Description	Details
1.	RFQ No. and Date	RFQ 11/2024-25 dated 06/06/2024.
2.	Name of the Wing	Information Technology Wing
3.	Brief Description of the RFQ	Renewal of subscription of Three (3) numbers of Adobe Acrobat Pro DC License for a period of One year.
4.	Location Address for submission of Bid/s [Address for Communication]	<p>The Senior Manager Canara Bank, Centralised Procurement & Vendor Management Wing, Head Office (Annex) 1st Floor, Naveen Complex 14, M G Road Bengaluru -560 001 Karnataka</p> <p>Tel - 080-25590070 Email: singletender@canarabank.com</p>
5.	Date of Issue	06/06/2024, Thursday
6.	Last Date of Submission of Bids	26/06/2024, Wednesday up to 03:00 PM.
7.	Date and Time of Opening Bid	26/06/2024, Wednesday up to 03:30 PM

Dear Bidders,

The Bank intends to renew subscription of Three (3) numbers of Adobe Acrobat Pro DC License against VIP id 8C51FC473A8177BB3C5A for a period of 1 year. Find the details below:

1.	Details of the Assessment	Renewal of Subscription of Three (3) numbers of Adobe Acrobat DC License for a period of One year.
2.	Technical Specification of the Item to be procured	NA
4.	Time Lines for Delivery/ installation/Implementation	1 Day from the date of acceptance of PO
5.	Warranty Period (If applicable)	NA (Subscription for One Year)
6.	AMC /ATS/ Support Charges as Applicable	NA
7.	Payment Terms	100% payment on delivery and submission of invoices.
8.	Bill of Material	As per Annexure-2
9.	Mode of Submission of Bid/Quote	Softcopy (PDF file of the bid which is Password protected should be send to the below mentioned mail ID) Email: singletender@canarabank.com
10.	Bid Submission Due Date & Time	26/06/2024, Wednesday up to 03:00 PM.
12.	Any Other Information	VIP ID 8C51FC473A8177BB3C5A Anniversary date:28/06/2024 Contract Owner: Secretarial DEPT

Yours Faithfully,

Authorized Signatory

Note: For further clarification, if any, please contact us.

Address:

The Senior Manager,
Canara Bank
Centralised Procurement &
Vendor Management Wing,
First Floor, Naveen Complex,
#14, MG Road,
Bangalore-560001
Phone No.: 080-25590070
Email: singletender@canarabank.com

Annexure-1

Bid Details

SUB: Renewal of subscription of Three (3) numbers of Adobe Acrobat DC License against VIP id 8C51FC473A8177BB3C5A for a period of One Year.

Ref: Your RFQ 11/2024-25 dated 06/06/2024.

1. Objective:

The Bank proposes to renew the subscription for Three (3) numbers of Adobe Acrobat Pro DC License for a period of One year.

2. Payment:

Payment schedule will be as under:

Sl. No.	Payment Stage	% of Payment
1.	100 % on delivery of licenses Certificate duly signed by the concerned Bank officials to be submitted while claiming payment. VIP id 8C51FC473A8177BB3C5A expiring on 28/06/2024	100 %

The payments will be released through NEFT / RTGS and Selected Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc.

Date:

Signature with seal:

Name :

Designation :

Annexure-2
Bill of Material

SUB: Renewal of subscription of Three (3) numbers of Adobe Acrobat Pro DC License for a period of One year.

Ref: Your RFQ 11/2024-25 dated 06/06/2024

Notes

1. These details should be on the letter head of Bidder and each & every page should be signed by an Authorized Signatory with Name and Seal of the Company.
2. Please be guided by RFQ terms, subsequent amendments and replies to pre-bid queries (if any) while quoting.
3. Do not change the structure of the format nor add any extra items.
4. No counter condition/assumption in response to commercial bid will be accepted. Bank has a right to reject such bid.

Sl. No.	Asset	Qty.	Cost Price				
			Unit Price with One year Subscription cost (Excl. of Tax)	Total Price with One year Subscription cost (Excl. of Tax)	Tax for Column		Total Price with One year Subscription (Incl. of Tax)
		A	B	C=A*B	D % of tax	E Tax Amt.	F = C+E
1.	Renewal of subscription of Adobe Acrobat Pro DC Licenses for a period of One year VIP id: 8C51FC473A8177BB3C5A	3	-	-	-	-	-
2.	Total						

Undertaking

- 1) Bill of material is submitted on the letter head and is signed by an Authorized Signatory with Name and Seal of the Company.
- 2) We confirm that we have gone through RFQ clauses, subsequent amendments and replies to pre-bid queries (if any) and abide by the same.
- 3) We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- 4) We agree that no counter condition/assumption in response to commercial bid will be accepted by the Bank. Bank has a right to reject such bid.
- 5) We are agreeable to the payment schedule as per "Payment Terms" of the RFQ.

Date

Signature with seal

Name:

Designation: