

By Speed Post

**D-19011/7/2010-Ad.II
Cabinet Secretariat,
Rashtrapati Bhavan,**

New Delhi, the 17th May, 2010

QUOTATIONS/TENDER NOTICE

Sub:- Supply of Adobe Acrobat Reader alongwith writer - reg

The undersigned is directed to invite Quotations/tenders from registered/authorized firms for supply **Adobe Acrobat Reader alongwith writer** as indicated in **Annexure –I**.

2. Interested firms/suppliers may send their quotations/tender quoting rate at which they would be able to supply and install above mentioned **articles** in Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. The terms and conditions are at **Annexure – II**.

3. The cover containing the quotations/tenders should be sealed and superscribed “**Quotations/tenders for Adobe Acrobat Reader alongwith writer**” and should be addressed to the Director (Admn), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi and put it in the **Tender Box kept in the Reception of Cabinet Secretariat, Rashtrapti Bhawan, New Delhi. The quotation/tenders received after the last date and time prescribed and or received in any manner other than Tender Box would not be opened and would be summarily rejected.** The schedule of receipt and opening of quotations is as under:-

Last Date & Time for receipt of quotations/tenders: 02.06.2010 (15:00 AM)

Date & Time for opening of quotations/tenders : 02.06.2010 (15:30AM)

4. The quotations/tenders will be opened in the presence of the tenderers or their representatives who may like to be present.

(Jai Pal)
Under Secretary to the Govt of India

As per list attached

Annexure – I

| S. No | Item | Qty | Validity of offer | Rate | Tax if any | Other charges if any | Net rate |
|--------------|--|------------|--------------------------|-------------|-------------------|-----------------------------|-----------------|
| 1 | Adobe Acrobat Professional 9.0 CD (Special). | two | | | | | |

ELIGIBILITY CRITERIA AND TERMS AND CONDITIONS

1. The invitation is open to all authorized dealers/suppliers in Delhi/New Delhi who are having PAN/TAN/VAT registration.
2. The firm/dealer should be in a position to supply abobe acrobat Reader immediately.
3. Tenderers may please quote their unconditional rates/charges, which will not be allowed to be altered or negotiable. The tenderer should countersign Cutting/overwriting, if any.
4. Cabinet Secretariat reserves the right to reject any or all the quotations in full or part without assigning any reason therefore and without giving any compensation. The decision of Cabinet Secretariat in this regard shall be final and binding on all.