



भारतीय प्रबन्धन संस्थान राँची

INDIAN INSTITUTE OF MANAGEMENT RANCHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन)

(Under Ministry of Education, Govt. of India)

प्रबन्धन नगर, नयासराए मार्ग, राँची, झारखण्ड , पिन- ८३५ ३०३

Prabandhan Nagar, Nayasarai Road, Ranchi, JH- 835303

Tender Name: -Open Tender Enquiry (OTE) for Procurement of Acrobat Pro, Project Professional and Risk Professional Software License.

Sealed tenders are invited for procurement of following Software licenses.

Sl. No.	Software	Number of Licenses	Period
1	Adobe Acrobat Pro for Students & teachers	2	One year
2	Microsoft Project Professional 2024	3	One year
3	@Risk Professional by Palisade Co.	1	One year

Interested bidders should submit their bids to "Administrative Officer (S&P), IIM Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303", Email: purchase@iimranchi.ac.in

Tender Schedule

Tender Number	IIM Ranchi/OTE/AcrobatProfessionalRisk/2025-26/58 dated 26.02.2026
Cost of Tender Document	Nil
Bid Security	Nil
Website for downloading Tender Document, Corrigendum/Addendum etc.	www.iimranchi.ac.in (under 'Tender' section),
Estimated Bid Value	Rs. 604,000/- (Rupees Six Lakh Four Thousand Only)
Bid Validity	The validity of bids shall be 45 (Forty-Five) days from the date of opening of bids or any extension thereof.
Last Date of bid submission	up to 03.00 PM on 19.03.2026
Opening of Tender	04.00 PM on 19.03.2026
Number of Covers	Two packet bid system
Contact Person (for any clarification during the tendering process)	Administrative Officer - Purchase & Stores Indian Institute of Management Ranchi Email: purchase@iimranchi.ac.in

Condition for Participating Vendor – Documents Should Be Produced.

1. The vendor should have PAN and GST certificates.
2. Detailed technical product catalogue.

3. Bidder should be the manufacturer / authorized dealer. In case bidder submitted the bid on behalf of OEM then Letter of Authorization from original equipment manufacturer (OEM) specific to the tender enquiry should be enclosed (as per Annexure-III).
4. A certificate from OEM to the affect that the said good/software is a proprietary item.
5. A certificate to the affect that the price quoted by you is the lowest and not more than the price quoted to other Educational Institutes in India.
6. The bidder should be a reputed and registered Company/Firm/Society/ Agency (Enclose the registration/Incorporation certificate).
7. The bidder must have at least 3 years of experience in completion of similar nature of work (experience in academic field for Supply, Support & maintaining academic and research related software modules).
8. The vendor should provide all necessary support on 24x7 basis for the entire license period.

Payment Terms: -

For Indigenous supplies, 100% payment shall be made by the Purchaser against delivery, inspection, successful installation, commissioning and acceptance of the equipment at IIM Ranchi in good condition and to the entire satisfaction of the Purchaser and on production of unconditional performance bank guarantee.

Other terms and conditions:

1. The items shall be supplied within 21 days of confirmed work order or else an amount equivalent to 1% of the total value per week of delay will be deducted from the payment to the bidder.
2. The vendor should provide the technical contact person's number, email id and the Escalation Metrics in written.
3. The vendor should be available for both online and offline if requested by the IIM Ranchi official for the Support and Configuration for the entire license period.
4. The quoted rates should include all the taxes, delivery charges, installation charges etc.
5. IIM Ranchi will seek clarification from the bidder for the evaluation of bids and the decision taken by IIM Ranchi will be final.
6. Any bids received after the time fixed on the due date is liable to be rejected.

Submission of Bids:

Sealed quotation as per Annexure-I along with Bid Forwarding Letter as per Annexure-II, other mandatory documents and copy of this tender document, duly signed and stamped by the bidder should be submitted to "The Administrative Officer (S&P), Indian Institute of Management Ranchi, Prabandhan Nagar, Naya Sarai Road, Ranchi-835303 (Jharkhand)" either by **speed post/Hand/ courier only. The price offers should be completely sealed and super-scribed** as "Open Tender for Procurement of Acrobat Pro, Project Professional and Risk Professional Software License; Tender No. IIM Ranchi/OTE/AcrobatProfessionalRisk/2025-26/58 dated 26.02.2026.

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid : _____	
Ref: OTE for Procurement of Acrobat Pro, Project Professional and Risk Professional Software License Tender No.: IIM Ranchi/OTE/AcrobatProfessionalRisk/2025-26/58 dated 26.02.2026	
Name of the Bidder:	
Correspondence Address:	
Tel/ Mob No.:	
Email:	

(Amount in INR)

Sl.	Particulars	Licenses	Unit Price	GST	Total Amount (Including GST)
1.	Adobe Acrobat Pro for Students & teachers	02			
	Microsoft Project Professional 2024	03			
	@Risk Professional by Palisade Co.	01			
Total in Words					

- i. The bidder offers the Lowest Rate (L1), will be declared as the successful bidder.
- ii. Applicability of GST will be as per the extant rules of the Govt. of India.
- iii. Selection Method: Lowest cost proposal (L1) of technical responsive bidder will be considered for award of contract.

Declaration

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the vendor/ firm/ agency) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place: _____ (Name & signature with stamp of the bidder)

Date:

BID FORWARDING LETTER

(To be submitted on letterhead of the bidder as per this format only)

Date: _____

To
The Administrative Officer (S&P),
Indian Institute of Management Ranchi,
Prabandhan Nagar, Nayasarai Road,
Ranchi, Jharkhand, PIN - 835303

Sub: OTE for Procurement of Acrobat Pro, Project Professional and Risk Professional Software License,
Tender No.: IIM Ranchi/OTE/AcrobatProfessionalRisk/2025-26/58 dated 26.02.2026.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/ We also keep the offer open for 45 (Forty-Five) days from the date of opening of bid.

Yours faithfully,

(Name & signature with stamp of the bidder)

MANUFACTURERS' AUTHORIZATION FORM

[The Tenderer shall require the Manufacturer to fill in this Form in accordance with the Instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer].

Date: -

Tender No.: IIM Ranchi/OTE/AcrobatProfessionalRisk/2025-26/58 dated 26.02.2026

To: Director, IIM Ranchi

We [insert complete name of Manufacturer], who are official manufacturers of _____ Software, having office at [insert full address of Manufacturer's factories/Head Office], do hereby authorize [insert complete name of Tenderer] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the Terms and Conditions, with respect to the Goods/Service offered by the above firm.

Signed: [insert the signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Tenderer] Dated on day of, [insert date of signing].