

**Kerala Start-Up Mission (KSUM)**  
**(Formerly Technopark Technology Business Incubator)**

G3B, Thejaswini, Technopark Campus  
Thiruvananthapuram 695 581  
Kerala State, India  
Phone No: 0471 2700270

**NOTICE INVITING TENDER**

SCHEDULE		
Sl No	Activity Description	Schedule
1	Tender Enquiry No	KSUM/T/SW/ACC/2025/01
2	Sale of Tender Document	<b>Mar 04, 2025 to Mar 15, 2025 till 5:00 pm</b> Tender document can be downloaded from <a href="http://www.startupmission.kerala.gov.in/tenders">www.startupmission.kerala.gov.in/tenders</a>
3	No of Covers	2 (Technical & Financial)
4	Delivery time	In 2 weeks
5	Warranty period	One year License
6	Tender Validity	90 days
7	Services to be offered	Supply and installation of Adobe Creative Cloud for teams All Apps multiple platforms with 1 year license of Adobe Stock (40 Asset/Month) (Please refer Tender Documents for more details)
8	Tender Fee	Rs 700.00
9	Earnest Money Deposit (EMD)	Rs 8000.00
10	Time and last date of offline submission of Tender/bid	Mar 15, 2025 upto 5:00 pm
11	Time and Date of Opening of Technical Bid	Mar 17, 2025 at 11:00 am
12	Probable amount of contract	Rs. 3,20,000/-

The bid documents and other details may be downloaded from the website [www.startupmission.kerala.gov.in/tenders](http://www.startupmission.kerala.gov.in/tenders)

All Bid documents are to be submitted as hardcopy in the specified format in the address given below. Please specify Quotation documents for more details.



**The Chief Executive Officer**

Kerala Start-Up Mission,  
G3B, Thejaswini, Technopark Campus,  
Kariyavattom, Trivandrum 695 581  
Phone No: 0471 2700270  
Email: [procurement@startupmission.in](mailto:procurement@startupmission.in)

Place: Trivandrum  
Date: 04-03-2025

**Procurement Officer**  
Kerala Start-Up Mission

**Note:** - If the date of opening of bids happens to be a holiday; the actual date for the same will be the next working day. No separate intimation in this regard will be issued.

**Kerala Start-Up Mission**

G3B, Thejaswini, Technopark Campus  
Thiruvananthapuram 695 581  
Kerala

**TENDER DOCUMENT**

KSUM/T/SW/ACC/2025/01

**Item required**

Supply and installation of Adobe Creative Cloud for teams				
Sl No	Description of items required	Qty	Warranty	Delivery
1	<b>Adobe Creative Cloud for teams All Apps multiple platforms</b>	3	One Year License	Within 2 weeks
2	<b>Adobe Stock (40 Assets/ Month) (Minimum) (or Bundled Option with Adobe CC)</b>	1	One Year License	Within 2 weeks

**Detailed Specification**

- 1. Adobe Creative Cloud for teams All Apps multiple platforms (Adobe CC for Teams All Apps - Suite Government) -3 nos with Adobe Stock(Bundled or Separate) - 1 nos**

Sl No.	Items	Specifications
1	General Features	Adobe Creative Cloud for teams – All Apps Multiple platforms <ul style="list-style-type: none"> <li>● Acrobat Pro</li> <li>● Photoshop</li> <li>● Illustrator</li> <li>● InDesign</li> <li>● Premiere Pro</li> <li>● After Effects</li> <li>● Lightroom</li> <li>● XD</li> <li>● Animate</li> <li>● Lightroom Classic</li> <li>● Dreamweaver</li> <li>● Audition</li> <li>● InCopy</li> <li>● Character Animator</li> <li>● Capture</li> <li>● Fresco</li> </ul>

		<ul style="list-style-type: none"> <li>• Bridge</li> <li>• Adobe Express</li> <li>• Adobe Firefly</li> <li>• Photoshop Express</li> <li>• Media Encoder</li> <li>• Aero</li> <li>• Scan</li> <li>• Fill &amp; Sign</li> <li>• Acrobat Reader</li> <li>• Admin Dashboard for allocating licenses</li> <li>• Advanced 24/7 tech support</li> <li>• Two 1:1 expert sessions per user every year</li> <li>• 1 TB of cloud storage, 1000 monthly generative credits, Adobe Portfolio, Adobe Fonts and access to the latest features and updates as soon as they're released</li> </ul>
2		<ul style="list-style-type: none"> <li>• Adobe Stock 40 Assets/ Month - 1 nos (Minimum) (Bundled Option is Fine)</li> </ul>
3	Warranty /License	<ul style="list-style-type: none"> <li>• One year License with any time upgradation</li> </ul>

## General Terms & Conditions

### 1. Eligibility Criteria:

- a) Should be a Firm/Company Incorporated in India (incorporation certificate to be attached).
- b) Bidder should be an authorized reseller of Adobe (MAF certificate to be attached).
- c) **The bidder must have supplied similar products to government departments/PSUs or organizations as part of previous contracts. Documentary proof for the same( Purchase Orders, Completion Certificates, or Work Orders) must be submitted along with the bid.**

### 2. Scope of Supply:

- a) The tenders shall be submitted as per the technical specifications as per **Annexure – I** (Part A and Part B)
- b) Submission of the tender implies that these conditions of tender have been read by the tenderer and are aware of the scope of the supply and the quality of the material to be supplied. The final acceptance of the tender rests with the Chief Executive Officer, Kerala Startup Mission who reserves the right to accept or reject any or all tenders without assigning any reason thereof.

### 3. Submission of bids (Documents to be submitted)

The tender should submit the below in 2 separate (technical bid and financial bid) envelopes, the 2 separate envelopes containing each technical bid and financial bid shall be further enclosed within a larger envelope of the bidder and shall be submitted via post/courier/by hand.

a) **Technical Bid**

The documents shall include the following:

1. Company registration details (Incorporation certificate to be attached)
2. Company profile (Company brochure to be attached)
3. Work completion report (Work completion report with at least 2 work orders to be attached)
4. Copy of GST registration and PAN certificate to be attached.
5. Tender form (The filled up tender form with GST, PAN, Sign, Name and seal of authorized signatory and name, sign of 2 witness should be clearly mentioned)
6. Annexure 1 (The compilation sheet should be filled with yes or no and with proper remarks).
7. Address of Service centers across Kerala along with the escalation matrix (as part of the software support).
8. Declaration on non blacklisting

b) **Financial Bid**

As per the Format given in Annexure 2

1. **Tender fee:** The tender fee is **Rs. 700** (Rupees Seven Hundred Only) (Non - refundable). Tender fee is to be remitted as DD and DD should be in favor of Technopark Technology Business Incubator.
  2. **Earnest money deposit:** The tenderer must pay earnest money along with the tender as given in the notice inviting tenders failing which the tender will be summarily rejected. Earnest Money deposit of Rs. 8000 (Rupees Eight Thousand Only) is to be remitted as DD and DD should be in favor of Technopark Technology Business Incubator.. No interest shall be paid by Technopark Technology Business Incubator on the Earnest Money Deposited by the tenderer. The Earnest Money deposited by the successful tenderer will be retained towards the security deposit for the fulfillment of the contract. EMD of unsuccessful bidders will be returned without any interest, directly to their account.
  3. All details as mentioned in Annexure II.
1. Public Sector Undertakings and MSMEs registered within the State are exempted from remittance of EMD/Tender fee subject to submission of valid documents
  2. None of the bidders other than those specified above are exempted from the remittance of EMD, in any case.
  3. EMD of unsuccessful bidder will be discharged
  4. The successful bidder's EMD will be discharged upon the bidder signing the contract
  5. No interest will be paid for the EMD submitted.

***The EMD will be forfeited, if a tenderer;***

1. Misrepresents facts or submit fabricated / forged/ tampered/ altered / manipulated documents during verification of tender process.
2. Withdraws its bid after the opening of bid;
3. A successful bidder, fails to sign the contract after issuance of Letter of Intent
4. Fails to furnish performance security after issuance of Letter of Intent.
5. The EMD provided could be converted as performance security to the extent possible.

The bids will not be considered for further processing if bidders fail to comply with clauses above.

#### **4. Validity of Tender**

- a) The tender shall be valid for a period of 90 days from the date of opening of the tender.
- b) Tenderer for any reason whatever, withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period, KSUM shall be at liberty to cancel the order forthwith and the EMD of the tender in such a case will be forfeited by the KSUM.
- c) No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.

#### **5. Guarantee of Quality and Warranty of Software supplied:**

- a) Guarantee/Warranty and Support and defects liability period-The supplier shall provide full fledged support to KSUM during the tenure of the license.

#### **6. Price**

- a) The price shall be firm and shall include all applicable taxes and charges. Any variation in the duties, levies etc. during the period of supplies shall be charged to the tenderer account. The rates quoted shall be all inclusive, with the delivery, up to destination i.e. KSUM, Trivandrum.

#### **7 : Software Delivery and Installation**

- The software shall be delivered via email or hardware, ensuring protection against damage or deterioration during transit.
- Packaging must be robust enough to withstand rough handling, moisture and other environmental factors, ensuring safe storage and transportation.
- The equipment containing the software shall be securely packed, created and protected against mechanical damage.
- The supplier must ensure delivery within the agreed timeline.
- The licensed software and equipment must be delivered and installed at KSUM, Trivandrum.
- Installation must be completed to the satisfaction of the concerned authority.

## **8. Payment**

The payment will be made by KSUM by e-Transfer to the bank account as mentioned in the bank mandate.

## **9. Service Facility & Support :**

In order to ensure proper and timely after-sales service, contact details with addresses of service centers at Kerala shall be provided along with the bid. The Supplier shall provide services & support on demand towards the installation, registration, activation, maintenance for smooth functioning of the software and upgrades if any, during one year license period with no extra charges. The service shall be initiated within two working days of request and shall be fully resolved maximum within 7 days.

## **10. Taxes**

Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Software to the Purchaser.

## **11. Termination for Default**

The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part:

- a) If the supplier fails to deliver any or all of the Software within the period(s) specified in the order, or within any extension thereof granted by the Purchaser; or
- b) If the Supplier fails to perform any other obligation(s) under the Contract.
- c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this Clause:

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- b) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Borrower, and includes collusive practice among Tenderers (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition".

In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Software or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such Software or Services. However, the Supplier shall continue the performance of the contract to the extent not terminated.

## **12. Claims:**

- a) If the software supplied are found different from specification given in the Annexure I or specifications lower than those stipulated in the accepted offer, KSUM shall have the right to totally reject the software supplied and/or to prefer a claim for compensation for the part of Software, which are rejected.
- b) The supplier shall reimburse to KSUM, the actual expenditure incurred, on such software, within 15 (fifteen) days of its demand.
- c) The supplier shall be responsible for arranging the rejected software to be removed at his/her cost from KSUM, Trivandrum premises.

- d) The supplier shall also compensate for losses, if any, sustained by KSUM due to defective packing and/or wrong marking of the software.
- e) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.

**We confirm with our acceptance to the Commercial & General Terms & Conditions Sl. No. 1 to 12 as given above.**

**Date:**

**Name, Signature and seal of tenderer**



**TENDER FORM**

**The Chief Executive Officer**

Kerala Start-Up Mission,  
G3B, Thejaswini,  
Technopark Campus,  
Trivandrum 695581

Dear Sir,

Sub: Bid form

Ref: Tender No.: KSUM/T/SW/ACC/2025/01

1. Having examined the conditions of tender contract, the receipt of which is hereby duly acknowledged. I/We undersigned, offer to supply all hardware & software and execute all works in conformity with tender specifications referred above and also to the said terms & conditions from the sum shown in the commercial bid(s) attached herewith and made part of this bid.
2. I/We undertake, if our Bid is accepted to complete delivery & commissioning of all Items specified in the contract within 2 weeks calculated from the date of issue of your purchase order/LOI.
3. We understand that you are not bound to accept the lowest or any bid, you may receive.
4. I / We affirm that I / We have enclosed the acceptance of all terms and conditions and also all brochures detailing the technical specification of the items quoted by me/us.
5. I / We hereby confirm that all the items supplied are in proper working condition and tested successfully.
6. The tender document for the works mentioned above have been obtained by me from the URL: <https://startupmission.kerala.gov.in/tenders> , the official website of Kerala Startup Mission and I / we hereby certify that I / we have read the entire terms and conditions of the tender document, which shall form part of the contract agreement and I / we shall abide by the conditions / clauses contained therein.
7. My /our GST & PAN Numbers are as follows.
8. GST Registration Number. ....
9. PAN Number. ....
10. Dated this .....day of..... 2025.
11. Signature of
12. In capacity of
13. Duly authorized to sign the bid for and on behalf of -----
14. Witness 1. -----
15. Signature
16. Witness 2. -----
17. Signature

### Annexure I

## Technical Specification for the supply and installation of Adobe Creative Cloud

**Adobe Creative Cloud for teams All Apps multiple platforms (Adobe CC for Teams All Apps - Suite Government) – 3 nos with Adobe Stock (Bundled or Separate) - 1 nos**

Sl No	Items	Specs	Compliance (Yes/No)	If No, Specify exact specification
1	General Features	Adobe Creative Cloud for teams – All Apps Multiple platforms <ul style="list-style-type: none"> <li>● Acrobat Pro</li> <li>● Photoshop</li> <li>● Illustrator</li> <li>● InDesign</li> <li>● Premiere Pro</li> <li>● After Effects</li> <li>● Lightroom</li> <li>● Animate</li> <li>● Lightroom Classic</li> <li>● Dreamweaver</li> <li>● Audition</li> <li>● XD</li> <li>● InCopy</li> <li>● Character Animator</li> <li>● Capture</li> <li>● Fresco</li> <li>● Bridge</li> <li>● Adobe Express</li> <li>● Adobe Firefly</li> <li>● Photoshop Express</li> <li>● Media Encoder</li> <li>● Aero</li> <li>● Scan</li> <li>● Fill &amp; Sign</li> <li>● Acrobat Reader</li> <li>● Admin Dashboard for allocating licenses</li> <li>● Advanced 24/7 tech support</li> <li>● Two 1:1 expert sessions per user every year</li> <li>● 1 TB of cloud storage, 1000 monthly generative credits, Adobe Portfolio, Adobe Fonts and access to the latest features and updates as soon as they're released</li> </ul>		
2		<ul style="list-style-type: none"> <li>● Adobe Stock (40 Asts/M) (Bundled/Separate)</li> </ul>		
3	Warranty/License	<ul style="list-style-type: none"> <li>● One year License with any time upgradation</li> </ul>		

## Annexure 2

### Financial Bid submission format

Sl No	Item	Quantity	Amount
1	Adobe Creative Cloud for teams - All Apps Multiple platforms (1 Year License)	3	
2	Adobe Stock 40 Assets Per Month (Minimum)(Bundled/Separate) (1 Year License)	1	

The rate quoted to be inclusive of all taxes and duties