

Ref: CC/Adobe/2025-26/01

20-Feb-2026

Sub: Request for Quotation (RFQ) for "Renewal of Adobe Acrobat Pro for Teams"

Dear Sir/Madam,

CIRT invites sealed quotations for "Renewal of Adobe Acrobat Pro for Teams", Qty. 1 No. for a period of one year (2026-27). Kindly refer to the attached Annexure 'A' for the format for submission of the quotation. The list of mandatory documents to be submitted along with sealed quotation is enclosed as Annexure 'B'. The Terms & Conditions for the RFQ is enclosed as Annexure 'C'. The duly filled quotation format (refer Annexure - 'A') along with mandatory documents (refer Annexure 'B') should be submitted in a sealed envelope superscribed with RFQ Ref. No. CC/Adobe/2025-26/01 dated 20-Feb-2026 and title "Renewal of Adobe Acrobat Pro for Teams" addressed to "The DIRECTOR, Central Institute of Road Transport, Pune 411026. Those interested are requested to submit their quotation in the prescribed format to CIRT, Admin section.

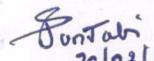
The last date and time for the submission as well as opening of the sealed quotations is given below.

Description	Date	Time
Submission of Quotation on or before	27-Feb-2026	1700 hrs.
Quotation Opening Date	02-Mar-2026	1100 hrs.

Quotations received on or before the due date and time shall be opened in the presence of vendors or their representatives if any.

Thanking you,

Yours faithfully


20/02/26
In-charge Stores

Enc:

- 1) Quotation Format – Annexure 'A'
- 2) List of Mandatory Documents – Annexure 'B'
- 3) Terms and Conditions of the Contract – Annexure 'C'

Post Box No. 1897, Pune-Nasik Road, Bhosari, Pune 411 026, India

Tel : +91 20 67345300 Fax : 091 20 67345403

Email : director@cirtindia.com Website : www.cirtindia.com

Quotation

CIRT Quote Ref: CC/Adobe/2025-26/01 dated 20-Feb-2026

Your Quote Ref:

Date :

To,

The Director,
Central Institute of Road Transport
Post Box No. 1897,
Pune 411026

Subject: Quotation for Renewal of Adobe Acrobat license

Sr. No.	Description	Qty.	Rate (INR)	Amount	GST Amount @ 18%	Total with GST
1	Acrobat Pro for Teams	01				

I hereby share all the mandatory documents mentioned in Form - I and Form - II and accept all the Terms and Conditions mention in this quotation.

Name & Signature:

Contact Number:

Company Seal:

Date:

Note: The above quotation format should be on Company Letter Head.

List of Mandatory Documents

Annexure – ‘B’

- 1) **Note:** Below forms should be on your Letter Head and kindly enclose all the below documents along with the quotation (Format as Annexure – ‘A’) in the sealed envelope as described above.

COMPANY PROFILE (Form – I)

SR.NO.	DESCRIPTION	Enclosed Copy Remarks (Yes/No)
1.	Company Profile	
2.	Company Establishment Date	

List of Certificates (Form – II)

SR.NO.	DESCRIPTION	Enclosed Copy Remarks (Yes/No)
1.	Certificate of Incorporation / Firm Registration	
2.	Certificate of GST	
3.	Certificate of PAN Number	

Name & Signature:

Contact Number:

Company Seal:

General Terms & Conditions of Contract

1. Technical support on telephone / E-mail free of cost.
2. Late and incomplete quotation is liable to be rejected. This institute shall not be responsible for any delay in transit or otherwise due to postal and or any other reason.
3. The sealed superscribed envelope as mentioned should contain the quotation (refer Annexure – 'A') and mandatory documents (Refer Annexure – 'B') on company letter head.
4. Quotation will be opened on due date as mentioned at Central Institute of Road Transport, Bhosari, Pune – 411 026, in the presence of the vendors or their representative at the time of opening.
5. The offer should be kept valid for a minimum period of **30 days** after the due date of opening of the quotation.
6. The Director CIRT can cancel the RFQ partially or fully at any stage without assigning any reason.
7. Electronic Product Delivery within 10 days from the date of Purchase Order.
8. Payment Terms: 100% payment after successful activation of license keys. Payment will be released within 15 working days.
9. If any commercial terms and conditions, stated in vendor quotation is in contradiction to the terms and conditions as stated above, the same will not be binding on the Institute & is liable to be rejected.
10. We hereby accept all the above terms and conditions of the RFQ.
11. In case of dispute between both the parties, same will be referred to the sole Arbitrator as per the Arbitration and Conciliation Act 1946 as amended by Arbitration and conciliation (Amendment) Act 2015. The Arbitrator will be appointed by CIRT at their discretion. The venue of the arbitration proceeding will be at Pune and the cost of the arbitration proceeding will be borne by each of the parties as to 50%. The language of the arbitration proceeding will be in English.

Authorized Signatory

Company Seal

Date: