HIGH COURT OF JAMMU AND KASHMIR & LADAKH

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TENDER NOTICE

No.: 1430 of 2026/RC/K Dated 23.10.2026.

The Registrar General, High Court of Jammu & Kashmir and Ladakh, invites sealed tenders under the two-bid system from eligible firms for supply and activation of 18 genuine Adobe Acrobat licences, including PDF editing and AI-assisted functionalities, for one year.

Particulars	Details
Name of Work	Supply and activation of 18 Adobe Acrobat licences as per specifications.
Estimated Cost	Rs. 1,20,000/-
EMD	Rs. 3,600/-
Last Date of Submission	03.11.2026 up to 2 PM
Opening of Technical Bids	03.11.2026 at 04:00 PM
Completion Period	Within 7 days of issuance of Work Order
Subscription Period	One year from successful activation

1. Eligibility Criteria

The bidder shall be a registered firm/entity engaged in supply of genuine software licences.

The bidder shall have annual turnover of at least Rs. 5 lakh from software-related business during the preceding financial year, supported by a CA certificate.

The bidder shall undertake that all 18 licences are genuine, valid for one year and include the prescribed functionalities.

23.10.2026

2. Technical Specifications

Parameter	Minimum Requirements
Software	Adobe Acrobat, genuine subscription licences
Quantity and Validity	18 named-user licences, valid for one year
PDF Tools	Editing, conversion, organisation, redaction, comparison and electronic signing of PDFs
AI Assistant	Document summarisation,

	interaction with documents, information extraction and source citations
PDF Spaces	Multi-document analysis, insights and AI-assisted interaction with source references
Activation	Accounts designated and controlled by the High Court

All specified functionalities shall be included in the quoted subscription without additional charges, subject to disclosed licensing and usage entitlements.

3. **Instructions and Terms & Conditions**

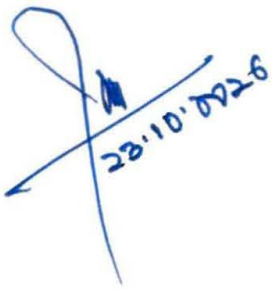
   a. **The tender shall comprise two separately sealed envelopes: Part-I (Technical Bid with eligibility documents, technical undertaking and EMD) and Part-II (Financial Bid). Both shall be enclosed in one sealed outer envelope bearing tender details and bidder's name/address.**

   b. **EMD of Rs. 3,600/- shall be furnished by Demand Draft/Pay Order/Banker's Cheque in favour of the Registrar General, High Court of Jammu & Kashmir and Ladakh, payable at Jammu. Admissible exemptions under applicable rules shall be allowed against proof.**

   c. **The financial bid shall follow Annexure-I. Rates shall include all taxes and charges and remain valid for 60 days.**

   d. **The successful bidder shall activate all 18 licences within seven days of the Work Order and provide proof of genuineness, activation and subscription validity.**

   e. **Payment shall be made after activation and verification by the IT Wing against a proper invoice. No advance payment shall be made.**



   f. **Activation assistance and license-related support shall be provided during the subscription. Invalid or non-functional licences shall be rectified/replaced within three working days of intimation without extra cost.**

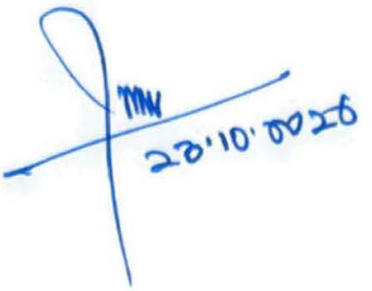
   g. **The successful bidder shall furnish performance security of 5% of the total contract value, in form of FDR/BG, in the name of Registrar General, High Court of Jammu & Kashmir and Ladakh, valid for 14 months and shall be refundable upon satisfactory fulfilment of obligations.**

   h. **The lowest evaluated technically responsive bidder (L1) shall ordinarily be considered for award, subject to compliance with tender conditions.**

   i. **The High Court may reject bids or cancel the tender process in accordance with applicable rules.**

4. **Submission of Tender**

The completed tender shall reach the Office of the Registrar (Information Technology), High Court of Jammu & Kashmir and Ladakh, Jammu, by the prescribed date and time.



ANNEXURE-I

FINANCIAL BID

(On bidder's letterhead, signed by authorised signatory)

Description	**Quantity**	**Unit Rate (incl. taxes)**	**Total Amount**
Adobe Acrobat subscription licences with prescribed AI functionalities, valid for one year	18	Rs. _____	Rs. _____

Total Quoted Amount: _____

Amount in Words: _____

I/We certify that the price includes all applicable taxes, subscription charges, activation and support for the prescribed period, without additional charges for the specified entitlements.

Name of Bidder: _____

23.10.2025

Signature & Seal:

_____ Date: _____