

International Centre for Environment Audit and Sustainable development (iCED)

**Tender Document No. DG/iCED/T&R/F-02/2021-22/IT-01/2021
Dt. 19.06.2021**

**Tender Enquiry for Comprehensive Annual Maintenance Contract (CAMC) for IT Assets
installed in the iCED Campus, Jaipur**

**O/o The Director General (iCED)
SP 6-7 Kant-Kalwar RIICO Industrial Area,
Jaipur Delhi Highway, Near Achrol , Jaipur
Tel: 0141-2772000/2009/2012/2017, Fax: 0141-2772011/2030**

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Section 1: Notice Inviting Tender

iCED, Jaipur, invites tenders from eligible vendors for Comprehensive Maintenance Contract for its IT assets installed in the office of the Director General at iCED, SP 6-7 Kant-Kalwar, RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur (iCED campus). For the period starting from 08.07.2021 and ending on 07.07.2022. Our IT Assets include *Desktop computers, all-in-one desktops, printers and peripherals including Laptops, UPSs, Local Area Network (including servers, Apps etc)*

Section 2 : Instructions to Tenderers.

2.1 Basic Instructions

Name of the Purchaser. Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur for & on behalf of President of India.

Tender Enquiry Number. DG/iCED/T&R/F-02/2019-20/IT-01/2021

Date for issue of Tender document. 19.06.2021

Place of issue of Tender document. Tender documents either can be obtained free of cost from the iCED office or can be downloaded from iCED's website http://iCED.cag.gov.in/?page_id=1279

Clarifications to the tender documents. Clarifications required, if any, will have to be addressed in the name of Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur, Tel: 0141-2772000/2009/2012/2017, Fax: 0141-2772011/2030, email: iCED@cag.gov.in

Date, time and address at which Tenders are to be submitted. Tenders are required to be submitted on or before 05.07. 2021 at 15.00 PM in the Tender Box maintained in office on 1st Floor at O/o the Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur.

Date, time and place of opening of Tenders. Tenders shall be opened at 15:30 Hours on 5.07.2021 in 1st Floor Section in O/o the Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur in the presence of trade representatives who wish to attend the bid opening.

Mode of Submission of Tender

Tender are required to be submitted in three separate sealed envelopes, each containing as under:

- i) **First envelope - Earnest Money Deposit in prescribed manner.**
- ii) **Second envelope - Volume I (Technical bid).**
- iii) **Third envelope - Volume II (Price bid).**

All three sealed envelopes, each one properly superscribed "Earnest Money Deposit Only", "Technical Bid Only" and "Price Bid Only" respectively, shall then be placed under single sealed envelope and dropped in to the tender box kept in the office up to 15:00 hrs. on the last date of receipt of tender i.e. 05.07.2021. The name of work, the name and mailing address of Tenderer and the contents of the envelope shall be clearly mentioned on the sealed outer envelope.

Date till which the Tender shall be valid: 15 days from the date of opening of the

Bid.

Earnest Money Deposit. All tenders must be accompanied by an Earnest Money Deposit (EMD) of Rs 20,000/- (Rupees Twenty thousand only).

Date of issue of Tender document	20.06.2021
Cost of Tender	Free
Last Date & time for submission of Tender	05.07.2021 at 15.00 PM
Due Date & time for Tender Opening (Technical Bid)	05.07.2021 at 15.30 PM
Tender to remain valid till	15 days from the date of Tender Opening
Venue and Time of Tender Opening	1st Floor Section O/o the Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur
Tender System	Sealed tenders are invited in Two bid system
Contact Officer for clarification	Director (T&R), O/o the Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur
EMD	Rs.20,000/-(Rupees Twenty thousand only), in the form of demand draft/ Bank guarantee in favour of PAO, IA&AD, Jaipur payable at Jaipur.

- 2.2** The prices quoted should be in Indian Rupee basis and should include all the charges till the Project Completion date along with applicable taxes and duties. The taxes and duties, if any, shall be indicated clearly in the price bid. The Purchaser does not bind itself to accept claims for extra payment for items not included in the Tender. Any revision to the taxes and duties during the contract period made by Government would be paid at actual by the purchaser, on receiving documentary evidence for such revisions against the information furnished in the Tender.
- 2.3** The details of IT Assets to be covered under CAMC are given in **Annexure-I**. Bidders shall be responsible for providing **comprehensive AMC** including repairs, spares and or any other component/services required for satisfactory operations of these items. The purchaser shall be responsible for providing only the consumables used in these machines viz. printer Teflon, cartridges, printer scanner units, drum/fuser assembly. All other components / assembles required to be replaced shall be the sole responsibility of AMC contractor. The tenderers are required to quote comprehensive AMC charges for each of the individual item mentioned in Annexure-I. The format of price bid is enclosed at Annexure-I. The bids shall be evaluated based upon all inclusive cost of service for providing comprehensive AMC for IT assets including cost of replacements / consumables. The tenderer may also note that certain IT assets may get added in AMC after expiry of their respective warranty period. Similarly, certain existing equipment's may get deleted from AMC based upon discard policy of iCED. Accordingly, the total cost of AMC may increase or decrease depending upon the addition/deletion of new/old machines from AMC.

- 2.4 Tender responses that do not cover all items shall be summarily rejected.
- 2.5 The Tenderer should enclose, documentary evidence in support of their claim that they are **meeting the eligibility requirement** as detailed in the section '3'. All documentation required is to be in English/Hindi Language.
- 2.6 The Tender should be complete in all respects and if the Tender is incomplete the offer may be rejected.
- 2.7 The amount of **Earnest Money Deposit** is **Rs.20,000/- (Rupees Twenty thousand only)**. The amount may be paid in the form of Bank Guarantee/Demand Draft drawn on any Scheduled Bank in favour of PAO IAAD, payable at Jaipur. Format of the Bank Guarantee (if required) is enclosed as "Annexure – II"
- Bid Security is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department. A certificate in this regard to be furnished by the bidder for exemption.*
- 2.8 The Earnest Money deposited by the unsuccessful Tenderer will be refunded without any interest on award of contract to the successful Tenderer. The EMD for the successful Tenderer shall be refunded on submission of Performance Security.
- 2.9 EMD of the tenderer would be forfeited if
- a) The tenderer is not willing to abide by the terms and conditions after submission of tender.
 - b) The tenderer withdraws the tender before receipt of final acceptance
 - c) The tenderer fails to furnish Performance Bank Guarantee as indicated in this tender within the stipulated time.
- 2.10 The tenderer shall abide by the "Schedule of Requirement and terms & conditions" as mentioned in this tender. It must be clearly understood that the prices quoted in the tender are to include everything required to be done for the proper completion of the project as per the "Schedule of Requirement and terms & conditions" mentioned in the tender although special mention thereof may have been omitted in the "Schedule of Requirement and terms & conditions".
- 2.11 The scope of work indicated in the section "Schedule of Requirement and terms & conditions" refer to the minimum requirements that the Tenderer is required to meet. Tenders in non-compliance of the scope of work indicated in section "Schedule of Requirement and terms & conditions" would be summarily rejected. The tenderer is required to quote for any accessories etc., which are required to effectively deliver the services as required.
- 2.12 The Purchaser does not bind itself to recommend for acceptance of the lowest or any tender or to assign any reason for non-acceptance.
- 2.13 Offers received through Fax/E-Mail will be treated as defective, invalid and rejected.

- 2.14 Only detailed complete offers received prior to closing time and date of the Tenders will be taken as valid.
- 2.15 **Award of Contract.** First evaluation of technical bids will be done, bidder whose technical bid is not acceptable or fails the evaluation, financial bid of such bidder will not be opened by iCED. iCED if required, may call for additional information from vendors for clarification of claims furnished by vendors before opening of financial bids. Purchaser would award Contract to the lowest bidder, whose bid is **technically acceptable** and meets the eligibility requirement.
- 2.16 **Performance Security.** Within 10 days of award of contract, the successful tenderer is required to submit a Performance Bank Guarantee as per the Performa attached in **Annexure -III**, for 10% of the contract value towards Performance Security. The Bank Guarantee would be valid for *period of contract + two months* (60 days) from the date of signing of contract.
- 2.17 The Purchaser reserves the right to modify the terms and conditions to the Contract, during the Project execution, so as to meet contingency situations, which can arise from time to time. Such modifications would be discussed and agreed upon by the successful Tenderer taking into consideration the cost, time and other implications. After finalization of modification, the Contract Agreement may be suitably amended, if required.
- 2.18 The purchaser at his discretion may extend the contract for another one year by giving notice of at least 30 days prior to the expiry of the contract. The prices (exclusive of taxes) shall remain firm and unchanged for the next year of operation. In case of extension of contract for next year, the Performance Bank Guarantee shall be required to be extended accordingly for another one year.
- 2.19 Tender documents are not transferable.
- 2.20 **The bidders are advised to visit iCED campus and physically ascertain the items to be covered under AMC on any working day by prior intimation between 10:00 AM to 5:00 PM.**

Section 3. Eligibility Criteria for Tenderers

3.1 The bidder must have at least two years' experience in maintenance of Desktops Computers in Government Organizations, PSU's or Private companies/Institutions having at least 100 PCs and peripherals with LAN/Internet Connectivity. Copy (s) of such contract should be submitted by the bidder along with the tender document. **Turnover of Not less than Rs. 50 Lakhs for each of the last three years preferably derived from the activities of providing Maintenance Services /Supply of desktops/peripherals/Networking / Wifi solution.** Copies of financial statements for the last three years duly certified by a qualified Chartered Accountant should be submitted along with the tender document. Format for technical bid is placed at Annexure IV.

Desirable: Vendors with OEM certifications/Authorized Service Centers/Authorized for service will be preferred. Document in support from manufacturers in this regard needs to be furnished along with bid documents.

Section 4. Schedule of Requirement and Conditions of Contract

4.1 The services to be provided by the contractor are as follows:

- a) Contractor shall provide comprehensive maintenance services, including labour, repair and replacement of the faulty parts of IT assets in order to keep the equipment in good working condition. The Contractor shall keep sufficient quantity of spare parts as applicable to the items in the scope of coverage for rendering MC services with the minimum possible downtime throughout the tenure of the contract.
- b) The scope does not include Electrical work external to equipment or maintenance of accessories, attachments, equipment or other devices not covered under the agreement. Repair of damage resulting from accidents, natural disasters fire etc. are not covered by the provisions of the contract. **Adaptors/chords are part of IT equipment and are to be replaced and thus included in scope of work.**
- c) The above service consists of preventive and corrective maintenance and includes carrying out of the necessary repairs with original spare parts only. The contractor is expected to repair / replace the item in case of any hardware failure, within 24 hours (next business day) after the defect has arisen. In cases where it is not possible to repair an asset with prescribed limit, permission from competent authority must be sought for relaxation in limit or vendor may provide back up for the asset under repair.
- d) In case the Desk top system is to be repaired with parts other than original parts due to non-availability of original spare part, the contractor should give proof of non-availability of original spare from the OEM. The alternative spare part should be approved by the Purchaser before replacement. The supply of spares is the responsibility of Contractor.
- e) All replacements of defective parts of equipments carried out during the above maintenance would be the property of Purchaser while the defective part becomes the property of Contractor.

4.2 Within 07 days of such award of contract, the successful Tenderer, shall commence the services, covering the entire scope of work, under the contract after taking over the assignment from Current AMC provider, if any.

4.3 Equipment to be covered under AMC

- a) A detailed list of Desktops/laptops & peripherals to be covered under AMC is placed at **Annexure -I**.

b) The system may undergo changes due to shifting of various equipment, additions or deletions at the time of signing of contract or during the currency of the contract. For any such alterations, intimation shall be given to the contractor and if any new addition is not maintained through warranty clause but through AMC. Similarly, the deletion shall also be intimated to the contractor and charges shall be added/deducted for the purpose of payment to contractor accordingly.

4.4 Service Level Agreement (SLA) and Penalty for shortfall in SLA

4.4.1 The Contractor shall depute their Resident Engineer at iCED office from 9:30 AM to 6:00 PM on all working days. Whenever extra manpower is required in any case the contractor will make that arrangement. Without any additional payment.

4.4.2 All the defects reported shall be repaired/ replaced and system made operational within 24 hours of lodging of the complaint. If complaint is pending for no justifiable reasons or without iCED's permission, **A penalty of Rs.200 per day, per complaint will be imposed on the contractor if the defects are not rectified within aforesaid period of 24 hours of lodging the complaints.** Faults booked will be treated as rectified only if the AMC holder gets satisfactory report from the user on the date of rectification. In case fault persists beyond one Week or faulty equipment is taken by the Contractor for repair and not returned within one week after repair, iCED shall be at liberty to get the same repaired from outside source and recover the cost from MC Contractor from the pending MC bill or from performance Bank Guarantee.

4.5 Arbitration

In the event of any dispute relating to the import or meaning of any terms and conditions which could not be solved amicably by the parties, may refer the matter to the Sole Arbitrator to be appointed by iCED on the request of either of the parties for arbitration in consonance with the provisions of the Arbitration and Conciliation Act, 1996(Act 26 of 1996), on the designated reference in dispute.

4.6 Governing Laws & regulation

All legal proceedings shall be under the jurisdiction of courts situated Jaipur. This Agreement shall be covered and construed in accordance with Laws of India including without limitation, the relevant Central Acts and Rules, Regulations and Notifications issued and amended there under from time to time.

4.7 Contract Termination

4.7.1 Termination for Default.

iCED may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the Contractor, terminate the contract in whole or in part if:

- a) The qualified Contractor fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by iCED.
- b) The qualified Contractor fails to perform any other obligation(s) under the contract.

In case of termination for default, iCED reserves the right to forfeit the Performance Bank Guarantee submitted by the Contractor for successful execution of project.

4.7.2 Termination for Insolvency, Dissolution etc.

iCED may at any time terminate the contract by giving written notice to the Contractor without compensation to the Contractor, if the Contractor becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to iCED.

4.7.3 Termination for Convenience.

iCED reserves the right to terminate by prior written notice, the whole or part of the contract. The notice of termination shall specify that termination be for iCED's convenience, the extent to which performance of work under the contract is terminated and the date on which such termination becomes effective.

4.8 No Claim Certificate

The qualified Contractor shall not, be entitled to make any claim, whatsoever, against iCED under or by virtue of or arising out of this contract nor shall iCED entertain or consider any such claim after Contractor shall have signed a "no claim" certificate in favour iCED in such forms as shall be required by iCED after the works are finally accepted.

4.9 Suspension

iCED may, by a written notice of suspension, suspend all payments to the Contractor under the contract, if the Contractor fails to perform any of its obligations under this contract, (including the carrying out of the services) provided that such notice of suspension:

- a) Shall specify the nature of the failure and
- b) Shall request the Contractor to remedy such failure within a specified period from the date of issue of such notice of suspension.

4.10 Force Majeure

Notwithstanding the provisions of the contract, the Contractor shall not be liable for forfeiture of its performance guarantee, Penalty or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of standard iCED Force Majeure.

4.11 Protection & Limitations

4.11.1 Contractor (the "Indemnifying Party") undertakes to indemnify ICED (the "Indemnified Party") from and against all losses, claims or damages including losses, claims or damages on account of bodily injury, death or damage to any tangible assets.

4.11.2 There shall be no limitation of liability in case of any damages for bodily injury (including death) and damage to real property and tangible personal property as also

intangible personal property and intellectual property rights. Personnel assigned by Contractor to perform the Services shall be employees of Contractor, and under no circumstances will such personnel be considered employees of client. **Contractor shall have the sole responsibility for supervision and control of its personnel and for payment of such personnel's entire compensation, including salary, worker's compensation, employee and disability benefits and shall be responsible for all employer obligations under all applicable laws including obligations for withholding tax under the Income Tax Act and other social security taxes under the relevant laws.**

4.11.3 Contractor shall provide indemnity towards any damage, misdemeanour of the Contractor's employees or authorized personnel, appointed distributors, agents or subcontractors to iCED. Further iCED shall not be responsible for any payments, statutory obligations like insurance cover, PF, etc., for accident, mishap, handicap and/or death occurring and affecting Service Providers employees or authorized personnel, appointed distributors, agents or subcontractors during and after the provision of the Services at iCED premises. iCED shall be entitled to full disclaimer and immunity towards compensations of any type and in any form, for the consequences of the services being provided including any eventual loss or damage suffered by the service provider, in any manner.

4.12 Sub-contracting. No sub-contracting is allowed.

4.13 Payment Terms & Schedule. The bills shall be prepared by the contractor in triplicate and submitted to iCED. Payment shall be made on following conditions:-

- a) All payments to the Contractor shall be made subject to deduction of TDS (Tax deduction at Source) as per the Income -Tax Act 1961 and other taxes if any as per the Government of India Rule.
- b) Payment will be made to the Contractor on Quarterly basis after services has been satisfactory rendered in the preceding quarter.
- c) Payment shall be made after making recoveries on account of penalties for short fall in SLA as detailed in **para 4.4 above**.
- d) iCED can convey specific observations to any incorrect/wrong-invoiced amounts by written notice to the Contractor.

4.14 Warranty

- a) The Contractor shall provide the warranty for 12 months that items supplied/replaced shall be new and free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications and drawings. The Contractor shall be responsible for any defects that may develop under the conditions provided by the Contract and under proper use, arising from faulty materials, design or workmanship such as corrosion of the equipment, inadequate quantity of materials to meet equipment requirements,

inadequate Contract protection, deficiencies in circuit design and/or otherwise and shall remedy such defects at his own cost when called upon to do so by iCED who shall state in writing in what respect the stores are faulty. This warranty shall survive inspection or payment for, and acceptance of goods, but shall expire except in respect of complaints notified prior to such date, twelve months after the store have been taken over.

- b) If it becomes necessary for the Contractor to replace or renew any defective portion/portions of the equipment under this clause, the provisions of the clause shall apply to the portion/portions equipment so replaced or renewed or until the end of the above mentioned period of twelve months, whichever may be later. If any defect is not remedied within a reasonable time. iCED may proceed to do the work at the contractor's risk and expenses, but without prejudice to any other rights, which iCED may have against the Contractor in respect of such defects.
- c) Replacement under warranty clause shall be made by the Contractor free of all charges at site including freight, insurance and other incidental charges.

4.15 The Maintenance Contractor shall maintain a proper log book. The contractor shall record the calls attended and get the signature of the user along with User's name.

4.16 After expiry of the Contract, It is expected that all the machines are to be handed over by the outgoing Contractor to the in-charge or to the new Contractor within 7 working days of expiry of Contract in working conditions and a certificate to this effect is required to be obtained by the Contractor from the concerned Officer in-charge of the maintenance and to be produced along with the final claim of the MC charges. The faults pointed out by new Contractor during the inspection before takeover of the Services are to be rectified within next one working day by the outgoing Contractor, and any further delay in rectification of faults thus pointed out shall make him liable for imposition of penalty as per Tender terms and conditions applicable to outgoing AMC Contractor. Failure to handover all the machines within 7 days will attract penalty at the rate of Rs. 2000/- per day.

4.17 Nodal Officer: Director (T&R) iCED shall officiate as Nodal Officer for dealing all matters relating to this contract.

4.18 In charge: Director (Administration), iCED shall officiate as the In-charge for dealing matters relating to this contract.

4.19 Commencement of the Contract: The Contractor shall commence the work within 7 days of issue of the contract document. The period of operation of the Contract shall be 12 months from the date of start of contract. The Contract may be renewed for additional period of 12 more months at the option of the Purchaser. Immediately after placing of the contract, the Contractor shall designate its representatives, who will work closely with Nodal Officer for the execution of the work. The Contractor's representatives are obliged to work in close coordination with the Nodal Officer and abide by the directives issued to them that are consistent with the terms of the contract.

The Contractor's representative shall be responsible for managing the activities of all personnel engaged for performance under the contract.

4.20 PERFORMANCE SECURITY

- a) The Service Provider shall furnish performance security to iCED for an amount equivalent to 10% of Contract value _____ in the form of Bank Guarantee as per the pro-forma in Annexure 'III'.
In the name of A/c payee DD/FDR/BG in favour of "PAO, IA&AD, Jaipur"
- b) Performance Guarantee will be valid for contract period + 2 months. In case of extension of contract, the performance security is to be extended accordingly.
- c) The proceeds of the performance security shall be payable to iCED as compensation for any loss resulting from the supplier's failure to complete their obligations under the Contract.
- d) The Performance Security Bond will be discharged by iCED after completion of the Supplier's performance obligations under the contract.

Director (T&R)

Annexure-I

Format for Price Schedule

**1. Format for price schedule for CAMC of IT Assets in the O/o of DG (iCED)
(Contract period: 08.07.2021 to 07.07.2022)**

Sl. No.	Particular	Qty.	Date of Purchase	Unit Rate for maintenance of equipment for contract period	Rate of applicable duties & taxes in %	Amount of applicable duties & taxes in Rs.	Total Rate of AMC for 1 year including duties & taxes
Printer							
1	HP 1522NF	2	27 Mar 2009				
2	HP 1319 NF	1	27 Mar 2009				
3	DCP 7065DN	1	25 Mar 2013				
4	SAMSUNG ML 3310D	2	06 Sept 2011				
5	SAMSUNG CLP 775ND	1	06 Sept 2011				
6	CANON MFP 4820D	4	19 Dec 2013				
7	CANON iR2420	1	19 Dec 2013				
8	HP PROM451DN	1	19 Dec 2013				
9	HP 1606DN	3	19 Dec 2013				
10	HP PRO M476 DW CLR MFP	1	31 July 2015				
11	Toshiba e Studio 2309A	1	13 Sept 2018				
Desktop							
1	DELL AIO2010	35	25 Sept 2013				
2	DELL OPTI9010MT	34	08 Aug 2013				
3	HP DC8100	4	03 Aug 2011				
4	HP DC7900	3	27 Mar 2009				
5	LENOVO DESKTOP	2	17 June 2013				

6	LENOVO ALL IN ONE DESKTOP COR I3 RC#35	22	29 Sept 2014				
7	Lenovo AIO	50	10 Feb 2018				
TABLET							
1	TABLET ASUS	10	07 Nov 2013				
Transceivers (NETWORK)							
1	Transceivers HPX121 1GSFP LC SX	14	29 Oct 2013				
WIRELESS ACCESS POINT(NETWORK)							
1	WIRELESS ACCESS POINT HP MSM430 DUAL RADIO 802.11N AP WW J9651A	40	29 Oct 2013				
2	Ruckus out door AP zf7762 +zf7372	1+3	2015				
PORT POWER INJECTOR(NETWORK)							
1	1-PORT POWER INJECTOR HP 9407B	30	29 Oct 2013				
Wireless Controller(NETWORK)							
1	Wireless Controller HP MSM720 Premium Mobility Cntrl WW J9694A	1	29 Oct 2013				
2	Wifi Controller Ruckus	1	2015				
ROUTER(NETWORK)							
1	ROUTER HP MSR30-20 ROUTER JF284A	1	29 Oct 2013				
SIC MODULE(NETWORK)							
1	SIC MODULE HP MSR 4- PORT10/100		29 Oct 2013				

	SIC MODULE JD573B						
AC POWER SUPPLY (NETWORK)							
1	AC POWER SUPPLYHP 5500 150W AC POWRE SUPPLY JD362A	1	29 Oct 2013				
Router wireless(NETWORK)							
1	Router wireless 3G/4G MR 3040 TP link+ Dlink routers	42	25 Mar 2015				
MICROTEK UPS							
1	MICROTEK	10	20 Nov 2013				
2	UNILINE	1	30 Oct 2013				
3	MICROTEK	8	25.Feb.2016				
4	MICROTEK	40	24.Aug.2016				
SERVER (NETWORK)							
1	HP Xeon E-5 2407 QC	1	31 Oct 2013				
2	HP Xeon E-5 2403 QC	1	31 Oct 2013				
3	HP elite desk 800	1	21 Apr 2014				
Network Switch (NETWORK)							
1	Network Switch J9776A HP2530- 24G	15	29 Oct 2013				
2	Network Switch HP 1910-8G Switch	2	29 Oct 2013				
3	Network Switch HP 1910-16G Switch	2	29 Oct 2013				
4	Network SwitchHPA5500- 24G-SFP EI SWITCH	1	29 Oct 2013				
5	D-link Network Switch (8-port)	10	27 Sep 2018				

PROJECTOR							
1	SONY + Casio MULTIMEDIA PROJECTOR	1+ 2	31 May 2014				
LAPTOP							
1	HP PRO 450 INTEL CORE I3	16	10 June 2014				
2	HP	7	06 Aug 2015				
3	VOSTRO 3560	1	15 Sept 2014				
4	Apple	1	11 Oct 2017				
5	Dell Latitude	1	02. Nov 2018				
Camera							
1	People link iCAM HD 1080P	1	23 Nov 2018				
2	Logitech C900	1	01 Aug 2016				

BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas..... (Hereinafter called the "tenderer") has submitted their offer dated..... for the supply of.....
(Hereinafter called the "tender") KNOW ALL MEN by these presents that WE.....
Of.....having our registered office at are bound unto.....
(Hereinafter called the "Bank")in the sum of..... (Hereinafter called the "Purchaser) for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this.....day of.....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity.
 - If the tenderer fails to furnish the Performance Security for the due performance of the contract.
 - Fails or refuses to execute the contract. WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 60 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the Bank)

Annexure `III`

**SUGGESTED BANK GUARANTEE PROFORMA FOR FURNISHING
PERFORMANCE SECURITY**

In consideration for the President of India (hereinafter called "the Government") having agreed to exempt.....(hereinafter called "the said Contractor(s)" from the demand, under the terms and conditions of an Agreement dated.....made between.and.... of Performance Security for the due fulfilment of the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs.....(Rupees..... (indicated the name of the Bank) Bank") at the request of.....contractor(s) do hereby undertake to pay to the Government an amount not exceeding Rs..... against any loss or damage caused to or suffered would be caused to or suffered by the Government by reason of any breach of the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We.....do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Government stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said contractor(s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s)'s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs....

3. We undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any Court or Tribunal relating thereto liability under this present being absolute and unequivocal. The payment so made by us under this Bond shall be a valid discharge of our liability for payment thereunder and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We,.....further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claim satisfied or discharged or till..... that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before the... guarantee thereafter.

5. We,.....further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the Government or any

indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. Notwithstanding anything contained herein above our liability under the guarantee is restricted to Rs._____ and shall remain in force until_____. Unless a claim or suit under this guarantee is filed with us on or before_____. **ALL OUR RIGHTS UNDER THE GUARANTEE SHALL BE FORFEITED** and the Bank shall be relieved and discharged from all liabilities therein.

7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)/supplier(s).

8. We,.....lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the Government in writing.

Dated the.....date of.....2021.

for.....
(indicate the name of Bank)
Signature.....
Name of the Officer.....
(in Block Capitals)
Designation of
Code No.
Name of the Bank and Branch.....

ANNEXURE-IV

**International Centre for Environment Audit and Sustainable
Development (iCED) Jaipur**

(FORMAT FOR TECHNICAL BID)

Sl. No.	Required Information	To be filled in by the tenderer <i>(Please provide page number where the document is kept at.)</i>
1	Name and Address of the Agency alongwith telephone number, fax mobile and email.	
2	Details of EMD of Rs. 20,000/- to be enclosed in form of a Fixed Deposit/Bank Draft in favour of "PAO IA&AD, Jaipur"	Amount, Draft No/FD No, Date, Issuing Bank.
3	Date of establishment of the agency (Copy of incorporation certificate.)	
4	PAN No (Copy to be enclosed)	
5	EPF Registration (Copy to be enclosed), if applicable	
6	ESIC Registration (copy to be enclosed), if applicable	
7	GST Registration (Copy to be enclosed)	
8	Current license from labour department (if any copy to be enclosed), if applicable	
9	Name and addresses of two persons (institutions/offices) of standing from where credentials of the agency can be verified.	
10	Have you/your representative physically inspected/surveyed the Institute before submitting the tender.	
11	Details of reputed clients (Minimum Three). Please enclose a copy of work/contract and contact person's contact details.)	
12	Details of Annual Turnover (for last 3 years) with documentary support.	
13.	The location of nearest service Centre of the firm/company from which services would be provided.	

14	Copy of Income/Service Tax returns for last three years of the firm must be enclosed.	
15	Are you in a position to deploy one resident service engineers at this office i.e., O/O the iCED Jaipur Resident engineer having at least one year experience are required to be posted.	
16	OEM/Recognition or certificate from any major PC/Server/peripheral vendors for providing authorised services on their behalf (if any) (Certificate to be enclosed). Preference will be accorded to those having OEM certificates.	
17.	Enclose an affidavit certified by the Notary at the location of the Registered office/local office (Jaipur) that the agency has never been black listed or punished by any court for any criminal offence/breach of contract and the no police, vigilance enquiry/criminal case is pending.	

Signature of authorized representative of firm with Seal (On each page).