

INDIAN COUNCIL FOR CULTURAL RELATIONS

Azad Bhavan, I.P. Estate,
New Delhi-110002

Notice Inviting Tender

Indian Council for Cultural Relations invites sealed tender from eligible bidders for the following identified "Name of Work"/"Services" for the council.

1	Tender No. & Date	ICCR/Proc/2020-2021/01/Web Conference & Webinar Solutions dated 30.08.2024
2	Name of the work/Services	Renewal of the License of Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions for the period of 1 Year
3	Date & Time of tender publication & download	05.09.2024 17 00 hours
5	Last Date and Time of submission of tender	Date 26.09.2024 Up to Time 1500 hrs.
6	Date and Time of opening of Technical Bid	Date 27.09.2024 at 1500 hrs.
7	Date and Time of opening of Financial Bid	Will be intimated later
8	Estimated Cost for Tender in Rs.	Rs. 6,00,000/- Lac (Six Lacs rupees only)
9	**Cost of Tender Document	Nil
10	Earnest Money Deposit (EMD)	EMD of Rs. 18,000/- in the form of the Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any of the Commercial Banks in favour of "Director General, ICCR, Azad Bhawan, I.P. Estate, New Delhi-110002". Bidders can also submit the EMD through online Payment with below details: Account Name :- ICCR Account No.- 10310541422 IFSC Code:- SBIN0001187 Bank Name:- STATE BANK OF INDIA Branch address:- IP ESTATE, Delhi

The detail requirements, specifications of procurement and Bid document will be published on website iccr.gov.in under Tender section & on gem.gov.in under bid section. If any future updates /corrigendum regarding Bid will be there, it will be only published in website iccr.gov.in & gem.gov.in during Bid period. Bidder may check iccr.gov.in & gem.gov.in regularly during Bid period. Bidder can participate in this Bid through gem.gov.in only.

The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of the Indian Council for Cultural Relations shall be final and binding.

Those Companies which are registered with the Central purchase Organization, National Small Industries Corporation (NSIC) or the Council of Micro Small and Medium Scale Enterprises (MSME) shall be exempt from the requirements of Earnest Money Deposit (EMD). The Bidding Company in this case required providing certificate copy of their registration with any of these organizations to claim exemption of Earnest Money Deposit (EMD).



TENDER NOTICE

The ICCR invites bids from reputed agencies, for “**Renewal of the License of Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions for the period of 1 Year**”.

User Subscription license (**Subscription id-Sub646670**)

Site URL: **iccr.webex.com**

SCOPE OF WORK:

Indian Council for Cultural Relations invites tender from eligible bidders for the Procurement of Renewal of the License of Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions for the period of 1 Year.

1. The successful bidder has to renew and support for Cisco Web Conference/ Meeting and Webinar Solution User Subscription license (**Subscription id-Sub646670**) for One Year with mentioned components in **Annexure II**.
2. Since the ICCR is already utilizing the Cisco Webex services, the successful bidder has to implement the project on turnkey basis.
3. The duration of subscription is One Year from the date of renewal / activation of the software license supplied.
4. The Bidder has to provide the entire configuration and all the service support whenever requested from the ICCR. All **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions** support activities such as License installation, upgradation, and migration of data, and any other support related to this on the scope of the **Cisco Webex / Bidder**.
5. The Selected bidder is required to send the technical person for **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions** if such requirement arises at ICCR. The Registered Office or one of the Branch Offices of the Service Provider Company should be located in the National Capital Territory of Delhi.
6. The selected bidder/OEM is required to provide complete 24*7 supports for **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions** troubleshooting and any issue arise during the license period.
7. The Selected Bidder/OEM is required to provide all kind configuration support as per the instructions given by the EG & IT department of ICCR.
8. The successful bidder shall carry out all the work strictly in accordance with scope of work, technical specifications and as per detailed instructions of the EG & IT Department of ICCR.
9. The bidder shall also share escalation matrix of **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions** as well as of its own for complaint registration and redressal.



10. The bidder is required to provide end user training online/onsite for **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions** administration to EG & IT department of ICCR whenever requested by the EG & IT Department during the service period.
11. The Web Conference/ Meeting and Webinar Solution offered shall be open to install in foreign countries as ICCR Indian Cultural Centers abroad.
12. The web Conference/ Meeting and Webinar Solution offered shall be licensed for supply and installation in India.
13. The solution offered and supplied shall have Validity of license/subscription: 12 months from the date of activation.
14. The Meeting Software shall allow creation of multiple meeting/virtual rooms in parallel for different meetings scheduled at the same time or in staggered timings in-line with the licenses purchased/offered by the bidder.
15. Each Virtual Meeting Room that is created should have its own Meeting URL/ID/Link for Meetings. The virtual meeting room/link and should be accessible from any H.323 standard based third party Video System.
16. The offered solution shall provide "Centralized Management and Reporting Console/Admin Console provide User meeting and scheduling with management & diagnostics analysis.
17. The solution offered shall provide centralized control/management center for scheduling various virtual meetings/webinars, however meetings thus scheduled can be assigned different moderators/host/co-host in each meeting session to control and chair the meeting session.
18. Each meeting created shall allow at least 100 participants during the meeting.
19. The Web/Video Conference meeting and webinars duration may be configurable for long hours with staggered sessions in One Session/Multiple Session.
20. The Hosting/Meeting center shall allow having at least 12 participants displayed on the hosting screen and the participants shall move on display screen in round robin fashion during video session, or zoom in with voice control to the center screen.
21. The offered solution shall provide list of participants/attendees in a meeting.
22. All participants can join meetings from any device, anywhere, at any time by simply clicking on the meeting invite link with Password or through meeting ID with password. It should be possible attend meeting through browser based access with or without apps or software to download.
23. It should provide Email and Calendar Management for sending Invites for video calls by Hosts.
24. Platform should not have any restriction on the Number of Simultaneous Meetings as long as the meeting licenses are available.



25. The meeting/webinar control pane should be able to show the meeting host and participant/attendees names connected to the meeting along with their device type detail.

26. The host/moderator of the meeting should have full control of meeting with options to control Microphone/video Mute and unmute by participant self or by host to Force Mute any individual participant or Unmute all, Lock/unlock meeting, Sharing Screen by host/participants one at a time, Record meeting Webinar Sessions, Send reminder to participants on email, or Chat with everyone/privately, by -Hand-Raise feature etc'

BIDS DETAIL

The Indian Council for Cultural Relations (ICCR), invites bids from eligible and qualified bidders for Procurement of **Renewal of the License of Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions for the period of 1 Year**. The tender is being conducted through the Government e-Marketplace (GeM) portal under a two-bid system, comprising Technical Bid and Financial Bid. The Technical & Financial Bid will be evaluated by the Bid Evaluation Committee of ICCR.

MINIMUM ELIGIBILITY CRITERIA:

1. EMD of Rs. 18,000/- in the form of the Account Payee Demand Draft , Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any of the Commercial Banks in favour of "Director General, ICCR, Azad Bhawan, I.P Estate, New Delhi-110002". Bidders can also submit the EMD through online Payment with below details:

Account Name:- ICCR
Account No.- 10310541422
IFSC Code:- SBIN0001187
Bank Name:- STATE BANK OF INDIA
Branch address:- IP ESTATE, Delhi

The agency should hold valid PAN, TAN, Sales tax/GST/VAT registrations.

2. A minimum of 5 years of experience in the similar nature of works (Similar nature of work means "**new/renewal license related to Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions**" with complete Support for Government of India / State Government / PSU and execution of at least 3 such works per year in the last three financial years, wherein the total value of the order should be at least INR 24 lacs per year.
3. The average annual turnover of the agency should be at least INR 24 lacs for the last three financial years. The agency is required to submit a certificate from its auditor to this effect. The turnover figures for the preceding three financial years should also be marked clearly on the balance sheet. Turnover figures only for complete (not partial) financial years shall be accepted. In case the agency has multiple business wings, turnover figures of only the "new/renewal license related to **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions**" with complete Support shall be considered and the agency will have to submit the said figure.
4. The Bidder/OEM should not be blacklisted by any government/ Semi Government organization/ public sector/ corporate sector. The bidder shall furnish a written declaration in this regard.
5. The agency/OEM should neither be blacklisted by any Govt. Department nor should any Criminal Case be registered against the agency or its owner or partners anywhere in India.



6. Agency must have filed Tax Returns for the last three years.
7. Only Agency/OEM having ISO 9001:2015 (Quality Management) and ISO 27001:2013 (Information Security) should apply.
8. Documents of Completion Certificate issued by client to be submitted in support of the experience of having successfully completed similar works during last 3 years.
9. The bidder shall also share escalation matrix of **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions** as well as of its own for complaint registration and redressal.
10. Bidders should have on their payroll at-least one **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions** certified engineers who have at least 3 years' experience in installing, trouble shooting of applications therein. Kindly provide detail in terms of Name, Qualification, No of years of experience. (Required to submit at the time of acceptance of purchase order)
11. The Bidder should not be blacklisted by any government/ Semi Government organization/ public sector/ corporate sector. The bidder shall furnish a written declaration in this regard.
12. Certificate for partnership/ dealership provided by OEM. The vendor must be an OEM/Authorized Dealer/Channel Partner. A valid authorization copy is to be enclosed in the technical bid.

'AND'

The Bidder should have Experience of 5 years in the similar nature of works (Similar nature of work means "new/renewal license related to **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions**" with complete Support for Government of India / State Government / PSU and execution of at least 3 such works per year in the last 3 financial years, wherein the total value of the order should be at least Rs. 24 lacs (Rupees Twenty Four Lacs Only) per year. Documentary evidence in the form of Work Order/Completion Certificate from the relevant client is to be submitted in this regard.

13. The successful bidder shall not assign the sub-contract.

BID SUBMISSION DETAIL

A two-bid system (Technical & Financial Bids) will be followed. The Bid Evaluation Committee of ICCR, through the GeM portal, will evaluate the Technical and Financial Bids separately. Evaluation will be based on the L1 (Lowest Bid) basis, considering the total value specified in the Financial Bid. The technical bids shall be opened on GeM portal dated 27.09.2024 at 1500 hrs.

SELECTION OF BIDDERS

Selection of bidder will be done on the **L1 basis (Total value wise evaluation) obtained in bid.**



TECHNICAL EVALUATION

- i. Only the agencies who fulfill the Minimum Eligibility Criteria and upload the documents as mentioned in Annexure- I shall be eligible for technical evaluation. Such agencies shall be required to undergo a technical evaluation.
- ii. The technical evaluation of the bidders shall be made on the following points:

1. A minimum of 5 years of experience in the similar nature of works (Similar nature of work means "new/renewal license related to "Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions" with complete support for (Government of India / State Government / PSU) and execution of at least 3 such works per year in the last three financial years. Documents of such Work order to be submitted.	20 marks i. No. of Work order to 3 then 10 marks ii. No. of Work order is greater than 3 and less or equal to 7 then 14 marks iii. No. of Work order >7 then 20 marks
2. The average annual turnover of the agency should be at least INR 24 lacs for the last three financial years. The turnover figures for the preceding three financial years should also be marked clearly on the balance sheet. Turnover figures only for complete (not partial) financial years shall be accepted. In case the agency has multiple business wings, turnover figures of only the "new/renewal license related to Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions" with complete Support shall be considered and the agency will have to submit the said figure.	20 marks i. Turnover is = INR 24 lacs then 10 marks ii. Turnover is > than INR 35 lacs and <= INR 50 lacs then 14 marks iii. Turnover > INR 50 lacs then 20 marks
3. Documents of Completion Certificate issued by client to be submitted in support of the experience of having successfully completed 3 similar works during last 3 years.	20 Marks i. No. of Certificate =3 then 10 marks ii. No. of Certificate is > than 3 and <=7 then 14 marks iii. No. of Certificate >7 then 20 marks
4. Certificate for partnership/ dealership provided by OEM. The vendor must be an OEM /Authorized Dealer/Channel Partner. A valid authorization copy is to be enclosed in the technical bid.	20 Marks
5. Company Standards i. ISO 9001:2015 and ISO 27001:2013 ii. CMMI Level 3 or 5 iii. Both CMMI and ISO	20 Marks 10 Marks 10 Marks 20 Marks
TOTAL	100 marks

Companies must obtain at least 60% (60 marks) from above said criteria to gain Minimum Eligibility Criteria.



FINANCIAL ROUND

- i. Only the agencies, who qualify the Technical evaluation round, will be eligible to participate in the financial bid.
- ii. No change in financial bids is allowed after the last date of submission of tender documents.

TERMS & CONDITIONS

1. Bidders must have five years of experience in executing similar works.
 2. The bidder must upload BID SPECIFIC AUTHORIZATION from OEM for the bid with complete address and contact details of OEM & bidder.
 3. Tender bids received after the closing date and time will not be entertained.
 4. The ICCR reserves the right to extend the last date and time for submission of the bids on its own discretion.
 5. The bidder has to complete the supply / installation/ Renewal Subscription licenses **within one week** from the date of the order.
 6. Procurement for Renewal of **Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions** at Indian Council for Cultural Relations (ICCR), Hqrs, New Delhi-110002.
 7. Bidder has to upload the technical leaflets or detailed specification sheet and warranty details of the products declared by the OEM on its letter head.
 8. Bidder has to upload the last ITR return acknowledgement paper filed.
 9. The offered product must comply with the **specifications (Annexure-II) and Scope of Work asked in the bid document**.
 10. EMD of Rs. 18,000/- in the form of the Account Payee Demand Draft , Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any of the Commercial Banks in favour of "Director General, ICCR, Azad Bhawan, I.P Estate, New Delhi-110002". Bidders can also submit the EMD through online Payment with below details:
Account Name:- ICCR
Account No.- 10310541422
IFSC Code:- SBIN0001187
Bank Name:- STATE BANK OF INDIA
Branch address:- IP ESTATE, Delhi
- The soft copy of the same must be uploaded with the bid. EMD will be liquidated by the ICCR on account of one or more of the following reasons:-
- i. The Bidder withdraws/modifies his bid during the period of bid validity.
 - ii. In case the selected bidder fails to sign the agreement in time and furnish performance bank guarantee.
11. Hard copy of the EMD (if DD) must reach the office of The "Director General, ICCR, Azad Bhawan, I.P Estate, New Delhi-110002", **within last date of submission of tender**, failing which the bid will be summarily rejected.



12. PERFORMANCE BANK GUARANTEE (PBG) - The successful bidder shall provide a Performance Bank Guarantee for the due and faithful performance of contract for a sum of 5% of the total contract price before the signing of Agreement.
13. ICCR reserves the right to accept or reject any or all bids without assigning any reasons at any stage of tender process. No bidders shall have any cause or claim against the ICCR for rejection of their bid.
14. All disputes including Court Proceedings shall be settled within the New Delhi Jurisdiction only.
15. The bidding agency shall bear all costs associated with the preparation and submission of its bids and the ICCR will in no way be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. It is also clarified that no binding relationship will exist between any of the bidders and the ICCR until execution of a contractual agreement.
16. The bids shall remain valid for a period of 45(Forty Five) days from the opening of the financial bids.
17. Failure to furnish all the required information may result in rejection of the bid.
18. Agencies applying for the tender will submit a certificate that the information submitted by them is correct and they will abide by any decision of the ICCR. In case the information submitted by the agency is found to be false and/ or incorrect in any manner, the agency can be suspended and/or debarred from future tendering.
19. To assist in Technical evaluation, the ICCR reserves the right to call for any clarification from any/all bidding agencies during the evaluation of the bids. Such clarification should be submitted only in writing via email. However no other correspondence on bids will be entertained.
20. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
21. The ICCR shall have the sole proprietary rights over the content created/edited/provided by the bidder who has been awarded the contract through this tender.
22. In all matters related to dispute relating to this tender, the decision of this office will be final and binding upon the agency.
23. Bidders are required to **upload documents exactly as described in Annexure I.**

PAYMENT TERMS:

- a. The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- b. The payment of all charges shall be made after installation and satisfactory completion of the work as specified in the "scope of work" and submission of invoice along with duly certified by the ICCR official.
- c. Payment will be made yearly basis once license renewed successfully with configuration and satisfactory completion of the work as specified in the scope of work.

PERFORMANCE BANK GUARANTEE (PBG)

- a. The successful bidder shall provide a Performance Bank Guarantee for the due and faithful performance of contract for a sum of 5% of the total contract price before the signing of Agreement. The Performance Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of contractual obligations.



b. Refusal or inability or delay by successful bidder to supply all deliverables as per scope of work at the contracted rate may result in termination of the contract and forfeiture of Performance Guarantee (PG) as well as disqualification of the bidder from participating in future tenders.

c. The performance security will be furnished in the form of the Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any of the Commercial Banks in favour of "Director General, ICCR, Azad Bhawan, I.P Estate, New Delhi-110002". Bidders can also submit the EMD through online Payment with below details:

Account Name:- ICCR

Account No.- 10310541422

IFSC Code:- SBIN0001187

Bank Name:- STATE BANK OF INDIA

Branch address:- IP ESTATE, Delhi

The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier, i.e. till the period of registration/license expires. (Refer Annexure VIII)

AGREEMENT DEED

The successful bidder shall execute an agreement for the fulfillment of the contract at the time of award of contract. The incidental expenses of execution of agreement/Contract, if any, shall be borne by the successful bidder. Agreement/contract will be signed after the submission of the Performance Bank Guarantee (PBG).

PENALTY CLAUSE

(i) If the bidder withdraws or alters the bid before the expiry of bid validity period, ICCR may take the decision to forfeit the EMD and debar it from participating in future tenders.

(ii) If the bidder withdraws after the selection, ICCR may take the decision to forfeit the EMD and debar it from participating in future tenders.

(ii) If at any future point of time it is found that the bidder has submitted information which is factually incorrect or if the bidder does not fulfill any of the contractual obligations, the ICCR may take a decision to cancel the contract with immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by the ICCR and take any other action as deemed necessary. The penalty with respect to its time period shall be quantified by the ICCR at its own discretion/ satisfaction.

(iii) It would be the first and foremost responsibility of the bidder to ensure that the services are being provided satisfactorily and contract is executed as per agreed terms and conditions. In the event of delayed or unsatisfactory services, this ICCR may recover a sum from the Bidder equivalent to pay back total paid amount with 10% penalty charges to a minimum of 0.5% of the total contract value on each occasion subject to a maximum of 10% of the total contract value in a year.

FORCE MAJEURE

i. The ICCR may consider relaxing the penalty and delivery requirements as specified in the tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract are the result of Force Majeure.



ii. Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor

iii. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the contract.

iv. The affected Party shall also notify the other party of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of any cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract

v. If the contractor is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the ICCR shall have the right to suspend or terminate the Contract on the same terms and conditions with immediate effect. In any case, the ICCR shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of force majeure

LIQUIDATED DAMAGES AND TERMINATION

i. In case of quality of service provided by the contractor found wanting / inadequate, the competent authority may terminate the contract agreement after giving 15 days' notice. In that case the competent authority may liquidate the Performance Bank Guarantee.

ii. In case of a material breach of any of the terms and conditions mentioned in the tender document, the competent authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this ICCR in that event and the Performance Bank Guarantee may also be liquidated.

CLOSURE OF CONTRACT

Before releasing the PBG, a "no claim certificate" shall be taken from the Bidder as per the format given in the **ANNEXURE III** of tender document.



INDIAN COUNCIL FOR CULTURAL AND RELATIONS

GENERAL INFORMATION (To be filled by the Bidder)

Bidder Information

1. Name of supplier / firm :
2. Complete postal address :
3. Telephone Number :
4. FAX Number (if any) :
5. E-mail address (if any) :
6. Sales Tax / Service Tax No. :
7. GST No. :
8. PAN No. :
9. Any other details :

We agree to abide by the terms and conditions of supply mentioned in this Bid document.

Signature of Bidder
(With Stamp, Name & Designation)



Sl. No.	Document	Submitted Yes/NO	Page No.
1	EMD of Rs. 18,000/- in the form of the Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any of the Commercial Banks in favour of "Director General, ICCR, Azad Bhawan, I.P Estate, New Delhi-110002". Bidders can also submit the EMD through online Payment with below details: Account Name :- ICCR Account No.- 10310541422 IFSC Code:- SBIN0001187 Bank Name:- STATE BANK OF INDIA Branch address:- IP ESTATE, Delhi		
2	Copies of registration		
3	Copy of PAN & GST number as applicable.		
4	Copy of Tax returns for the last three financial years.		
5	Copy of Latest Tax/VAT/GST Clearance Certificate or copy of latest tax deposit challan		
6	Certificate for partnership/ dealership provided by OEM. The vendor must be an OEM (SOPHOS)/Authorized Dealer/Channel Partner. A valid authorization copy is to be enclosed in the technical bid. 'AND' The Bidder should have Experience of 5 years in the similar nature of works (Similar nature of work means "new/renewal license related to Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions " with complete Support for Government of India / State Government / PSU and execution of at least 3 such works per year in the last 3 financial years, wherein the total value of the order should be at least Rs. 24 Lacs (Rupees Twenty Four Lacs only) per year. Documentary evidence in the form of Work Order/Completion Certificate from the relevant client is to be submitted in this regard		
7	Copy of Certificate to the effect that the agency is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the agency or its Owner or partners anywhere in India.		
8	Copies of award of contracts		
9	Copy of an audited statement of account of the agency and relevant documents in support of Annual Turn-over. (turnover figures must be highlighted)		
10	Details of the bank account for release of payment Through Electronic Fund Transfer System.		
11	Contact details of the Bidder's representative		



FINANCIAL BID PROFORMA

S. No	Item	Quantity	Unit	Unit Rate (Rs.)	Total (Rs.)	Taxes	Total Cost Inclusive of Taxes
1	Software and Subscription Period	1	Years				
2	(Registered Users) Including Minimum Number of Virtual Meeting Rooms (VMR) Included	3	Nos				
3	Maximum Participants capacity per Video call including Video Recording facility in the offered S/w	100	In each meeting (at least)				
4	Webinar/Live Streaming including Video Recording facility in the offered S/w	10	Hosts with 1000 participants				
5	Any other Cost required for the Web Conferencing / Webinar viz; Software/Hardware required						
	Grand Total						
The Bidder should specifically note that payment will be made yearly basis once license renewed successfully with configuration and satisfactory completion of the work as specified in the scope of work. No other cost/ amount would be paid over and above the aforesaid proposal amount.							



No Claim Certificate (On company's letterhead)

To,

(Contract Executing Officer)

Procuring Entity.....

NO CLAIM CERTIFICATE

Sub: Contract Agreement no. Dated for the support and renewal license related to Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions for the period of 1 Year

We have received the sum of Rs. (Rs..... only) in full and final settlement of all the payments due to us for the support and renewal license related to Cisco Webex Cloud Software for Web Conferencing and Webinar Solutions for the period of 1 Year, Azad Bhawan, IP State, New Delhi-110002 under the above mentioned contract agreement, between us and ICCR. We here by unconditionally and without any reservation whatsoever, certify that with this payment, we shall have no claim whatsoever, of any description, on any account, against Procuring Entity, against aforesaid contract agreement executed by us. We further declare unequivocally, that with this payment, we have received all the amountspayable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us, and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,

Signatures of
contractor or officer authorized to sign the
contract documents on behalf of the
contractor (company stamp)

Date:

Place:



SECTION-VIII
(B) BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

To

Director General
Indian Council for Cultural Relations
Azad Bhavan IP Estate,
New Delhi-110002

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date(as day, month, and year)of Notification of Award]

and Contract No. _____

Bank's Branch or Office: [insert complete name of Guarantor]

Beneficiary: Director General, Indian Council for Cultural Relations, Azad Bhavan IP Estate, NEW DELHI-110002

PERFORMANCE GUARANTEE No.: [insert Performance Guarantee number]

We have been informed that [insert complete name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the supply of [description of Goods and related Services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we here by irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s) in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, with out cavior argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the [insert number] day of [insert month] [insert year], and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[signatures of authorized representatives of the bank and the Supplier]

