

## 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 Upgradation, Enhancement, Support & maintenance of the ICCR A2A (Admission to Alumni) portal (a2ascholarships.iccr.gov.in) and DBT Portal (dbt.iccr.gov.in).

<b>1</b>	<b>Tender No. &amp; Date</b>	<b>A2A/17-B/2022-23 , Dated 06.02.2025</b>
<b>2</b>	<b>Name of the work/Services</b>	Tender for Upgradation, Enhancement, Support & maintenance of the ICCR A2A (Admission to Alumni) portal (a2ascholarships.iccr.gov.in) and DBT Portal (dbt.iccr.gov.in).
<b>3</b>	<b>Date &amp; Time of tender publication &amp; download</b>	Date 6th February 2025, 14:30 hours
<b>4</b>	<b>Last Date and Time of submission of tender</b>	Date 26th February 2025 Up to Time 14:30 hrs.
<b>5</b>	<b>Date and Time of opening of Technical Bid</b>	Date 26th February 2025 at 16:00 hrs.
<b>6</b>	<b>Estimated Cost for Tender in Rs.</b>	Rs. 18,00,000/- (Eighteen Lakh rupees only)
<b>7</b>	<b>** Cost of Tender Document</b>	Nil
<b>8</b>	<b>Earnest Money Deposit(EMD)</b>	EMD of INR 54,000/- (Rupees Fifty Four Thousand only) in the form of the Account Payee Demand Draft, Fixed Deposit, 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 the below details: <b>Account Name:</b> ICCR <b>Account Number:</b> 10310541422 <b>IFSC Code:</b> SBIN0001187 <b>Bank Name:</b> STATE BANK OF INDIA <b>Bank Branch:</b> IP Estate, Delhi

The detailed requirements, specifications of procurement and Bid document will be published on website iccr.gov.in under Tender section & CPPP (Central Public Procurement Portal of Government of India). If any future updates /corrigendum regarding Bid will be there, it will be only published in website iccr.gov.in & CPPP during the bid period. Bidders may check iccr.gov.in & CPPP regularly during Bid period.

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 is required to provide a 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 Upgradation, Enhancement, Support & maintenance of the ICCR A2A (Admission to Alumni) portal (a2ascholarships.iccr.gov.in) and DBT Portal (dbt.iccr.gov.in)

### SCOPE OF WORK:

The scope of work would include:

- Upgradation, Enhancement, Support & maintenance of the ICCR A2A (Admission to Alumni) portal (a2ascholarships.iccr.gov.in) and DBT Portal (dbt.iccr.gov.in) for a period up to 31.12.2025 which may be further extended subject to the functional requirement.
- Enhance the website; add/modify new/existing web pages as per the requirements of the ICCR from time to time as part of the scope.
- Develop Customized report as and when required.
- Website design changes (which will include changing the website design, adding, replacing, updating and uploading content and links) as and when required. Website should have a responsive design based on current trends and technologies.
- Monitoring and maintaining website speed, sign up process, navigation links etc.
- To design and upload banners, iQuery, etc. on the website.
- Bug fixing and cyber security measures to keep the website secure
- Security audit as and when required.
- Keeping activity log for all web updates.
- Creation and maintenance of archive section on the website
- To provide support through email, phone and remote login to address, analyse and fix any technical glitches within the existing features.
- Content upload, update, website support and troubleshooting on 24X7 basis.
- Vendor must have proven expertise in System Study, Design, Development, Implementation, Support and Maintenance of Web Portals, Web Enabled Applications, Websites and Mobile Apps, SMS and Email based Alerts/messages, Secured Access, etc. ,using latest available technologies like PHP, Codeigniter, MySQL, MariaDB, Drupal, JAVA, Dot Net, React.js, Customized CMS, etc as per user requirement.
- The bidder should have a minimum 25 certified professionals on their payroll (documentary evidence is needed).
- Deployment of a dedicated team on a 24 x 7 basis. The team should consist of a Designer, Developer, Security Auditor, Database Administrator, Network and Infrastructure Support

professionals. This will be in addition to the on-site manpower (Sr. Software Developer) employed by the bidder.

- One (1) on-Site Sr. Software Developer with 3-5 Years experience, who shall be B. Tech/ B.E /MCA having experience in Web Designing, Database Management & Integration, Content Management System along with PHP, Codeigniter, MySQL, MariaDB, Drupal, JAVA, Dot Net, React.js, Customized CMS, etc and other related software. He/She can Develop/customize new functionality in the web site/pages as and when required.
- The on-site manpower employed by the bidder shall be required to work according to the Council's regular working days, i.e., Monday to Friday from 0930 to 1800 hours. The manpower may be required to work outside regular office hours and on holidays as and when required. In case the manpower deployed at ICCR is on leave, the bidder must provide alternate personnel during that period.
- The Registered Office or one of the Branch Offices of the bidder should be located in Delhi NCR region.
- To ensure that the website is GIGW (Guidelines for Indian Government Website) compliant.
- Carrying out security audits of the website and procurement of digital and other security certificates (e.g. SSL, website quality certificate etc.) as and when required.
- SMS & E-mail Gateway would be implemented for event based reminders/notifications. The SMS & E-mail Gateway APIs shall be provided by the Dept/ICCR.
- The bidder shall share the escalation matrix for any complaint/clarification regarding A2A (Admission to Alumni) portal's support and maintenance. Bidder shall also share, if they have their own established mechanism for complaint registration and redressal.
- It is the responsibility of the bidder for smooth transition of code and other necessary information at the time of in and exit of the project.
- Website technical functionality upgrade as and when required.
- Managing the complete migration of the website to new infrastructure or hosting environment whenever the need arises.

### **WEBSITE HOSTING**

Currently the website is hosted at NIC Cloud infrastructure, so support and maintenance of the website will be done by the bidder with the allocated credentials provided by ICCR. The bidder will need to work closely with ICCR & NIC team to deploy, design, develop, incorporate and implement requirements of the website at hosted infrastructure.

### **VALIDITY & EXTENSION OF CONTRACT**

The contract will be signed initially for a period up to 31.12.2025 which may be further extended

subject to the functional requirement. On satisfactory completion of the initial 9 months contract period, the contract may be extendable on a year-to-year basis, based on satisfactory performance and mutual agreement subject to the functional requirement. The extension would be under the same terms and conditions as stipulated in the original contract. The bidder during the period of contract will carry out changes to the website, migration of website, without any additional cost, as may be necessary [viz., technical, content, design, security features or other parameters] if and when such changes are mandated by the ICCR.

### **BIDS DETAIL**

The Indian Council for Cultural Relations (ICCR), invites bids from eligible and qualified bidders for Upgradation, Enhancement, Support & maintenance of the ICCR A2A (Admission to Alumni) portal (a2ascholarships.iccr.gov.in) and DBT Portal (dbt.iccr.gov.in) initially for a period up to 31.12.2025. The tender is being conducted through the ICCR Website and CPPP 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:**

- Earnest Money Deposit (EMD) of an amount of INR. 54000/- in the form of Bank Guarantee in favour of the “Director General, Indian Council For Cultural Relations, Azad Bhavan, 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 bidder should hold valid PAN, TAN, Sales tax/GST/VAT registrations.

- A minimum of 05 financial years of experience in the relevant area such as working on projects involving design, development and maintenance of websites/ applications for Government of India / State Government / PSU, portals applications and execution of at least 03 such works per year in the last three financial years wherein the total value of the order should be at least INR 30 lacs per year. Documentary evidence in the form of Work Order/Completion Certificate from the relevant client is to be submitted in this regard.
- The average annual turnover of the bidder should be at least INR 30 lacs for the last three financial years. The bidder is required to submit a certificate from its auditor to this effect. Turnover figures only for complete (not partial) financial years shall be accepted. In case the bidder has multiple business wings, turnover figures of only the software development /related

branch shall be considered and the bidder will have to submit the said figure.

- The bidder should neither be blacklisted by any Government/ Semi Government organisation/ public sector/ corporate sector nor should any Criminal Case be registered against the bidder or its owner or partners anywhere in India. The bidder shall furnish a written declaration in this regard.
- The bidder must have filed Tax Returns for the last three years.
- Only bidders having ISO 9001:2015 (Quality Management) or/and ISO 27001:2013 (Information Security) should apply.
- Documents of Completion Certificate issued by client to be submitted in support of the experience of having successfully completed similar works during the last 3 years.
- The bidder shall share the escalation matrix for any complaint/clarification regarding support and maintenance of A2A (Admission to Alumni) portal's and ICCR DBT Portal. Bidder shall also share, if they have their own established mechanism for complaint registration and redressal.
- The successful bidder shall not assign a sub-contract.

#### **PRE-BID MEETING**

- A prospective bidder, requiring a clarification on the Tender document shall notify ICCR via email to [directoradmin.iccr@gov.in](mailto:directoradmin.iccr@gov.in), [ccd2.iccr@gov.in](mailto:ccd2.iccr@gov.in), [po-egit@iccr.gov.in](mailto:po-egit@iccr.gov.in) within the time-frame as indicated in the Data Sheet.
- ICCR will conduct the Pre-bid Meeting to address the submitted queries on dated 12.02.2025.

#### **BID SUBMISSION DETAIL**

**A two-bid system (Technical & Financial Bids) will be followed.** The bids must be submitted in two separate sealed envelopes envelopes, superscribing 'Technical Bid' and 'Financial Bid'. Both envelopes must be sealed and placed inside a larger envelope, superscribed as: "Tender for Upgradation, Enhancement, Support & maintenance of the ICCR A2A (Admission to Alumni) portal ([a2ascholarships.iccr.gov.in](http://a2ascholarships.iccr.gov.in)) and DBT Portal ([dbt.iccr.gov.in](http://dbt.iccr.gov.in))".

**Technical Bid:** The first envelope shall be super scribed with the name of work and the words "Technical Bid" in capital letters. The bidding agencies are required to submit documents as detailed in Annexure- I. Only the bids complying with the Minimum Eligibility Criteria shall be allowed to participate in the technical bid.

**Financial Bid:** The second envelope shall be super scribed with the name of work and the words "Price Bid "(Financial)" in capital letters. All the prospective service providers should invariably share the contact details of the person to coordinate in this process. The financial bid should be valid for 3 months from the date of opening.

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 dated 26th February 2025 at 16:00 hrs.

**SELECTION OF BIDDERS**

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

**TECHNICAL EVALUATION**

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

**EVALUATION CRITERIA**

<p>The average annual turnover of the bidder should be at least INR 30 lacs for the last three financial years. The turnover figures for the preceding 3 financial years should be marked clearly on the balance sheet. Turnover figures only for the complete (not partial) financial years shall be accepted. In case the bidder has multiple business wings, turnover figures of only the software development /related branch shall be considered.</p>	<p>25 marks          [ INR 30 lacs = 10 marks          Greater than INR 30 lacs &amp; less than equal to INR 40 lacs = 15 marks          Greater than INR 40 lacs &amp; less than equal to INR 50 lacs = 20 marks          More than INR 50 lacs = 25 marks]</p>
<p>Document of Completion Certificate issued by client to be submitted in support of the experience of having successfully completed at least 9 similar works during the last 3 years.</p>	<p>25 Marks          [No. of Projects equal to 09 = 10 marks          Greater than 09 &amp; less than equal to 12 = 15 marks          Greater than 12 &amp; less than equal to 15 = 20 marks          More than 15 = 25 marks]</p>
<p>Overall Approach &amp; Methodology:          Submission of document of details work plan for Website changes/modification, continuous improvements, Periodic monitoring, patching, and avoid issues before they occur.</p>	<p>25 Marks</p>

Company Standards: ISO 9001:2015 and ISO 27001:2013 or CMMI Level 3 or 5 or Both ISO and CMMI Level 3 or 5	15 Marks  10 Marks  25 Marks
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- Bidders must obtain at least 60% (i.e. 60 marks) from above said criteria to gain Minimum Eligibility Criteria.

### **FINANCIAL ROUND**

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

### **TERMS & CONDITIONS**

- Bidders must have five years of experience in executing similar works.
- Tender bids received after the closing date and time will not be entertained.
- The ICCR reserves the right to extend the last date and time for submission of the bids on its own discretion.
- The bidder 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.
- The bids shall remain valid for a period of 90 (Ninety) days from the publishing of the bid.
- Failure to furnish all the required information may result in rejection of the bid.
- EMD of INR. 54,000/- 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.
- Hard copy of the EMD (if DD) must reach the office of The “Director General, ICCR, Azad Bhawan, I.P Estate, New Delhi-110002“, mentioning the “Tender for Upgradation, Enhancement, Support & maintenance of the ICCR A2A (Admission to Alumni) portal (a2ascholarships.iccr.gov.in) and DBT Portal (dbt.iccr.gov.in))” on the top of the envelope as

per bid document within last date of submission of tender

- Bidders 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 bidder is found to be false and/ or incorrect in any manner, the bidder can be suspended and/or debarred from future tendering.
- To assist in Technical evaluation, the ICCR reserves the right to call for any clarification from any/all bidders 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.
- 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.
- 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.
- In all matters related to the dispute relating to this tender, the decision of ICCR will be final and binding upon the bidder.
- The ICCR reserves the right to accept or reject any or all bids without assigning any reasons at any stage of the tender process. No bidder shall have any cause or claim against the ICCR for rejection of their bid.
- All disputes including Court Proceedings shall be settled within the New Delhi Jurisdiction only.
- The ICCR expects the bidder to engage professionals to undertake the project and reserves the right to call for resumes, documents relating to their professional background, expertise and their achievements.
- Quality of work and completion of tasks within the time schedule (as notified with each assignment) are of paramount importance and any lapse may lead to cancellation of the contract with the bidder without any further notice.
- Notwithstanding any of the provisions mentioned above, for rates and other terms and conditions, in case of any disagreement etc., the decision of the ICCR will be final and binding on all bidders participating in this bid.
- The bidder has to provide services on a 24 x 7 basis.
- Bidders are required to submit documents exactly as described in Annexure I.

**PAYMENT TERMS:**

- The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
- The bidder who has been awarded the contract shall submit the bills within a week of expiry of the billing period.
- Payment will be made on a Quarterly (3 months) basis on successful and satisfactory completion of the work as specified in the scope of work.



### **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. The Performance Bank Guarantee should remain valid for a period of 60 days beyond the date of completion of contractual obligations.
- 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 Bank Guarantee (PBG) as well as disqualification of the bidder from participating in future tenders.
- The Performance Bank Guarantee 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 Number: 10310541422

IFSC Code: SBIN0001187

Bank Name: STATE BANK OF INDIA

Bank Branch: IP Estate, Delhi

- The Performance Bank Guarantee shall remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the bidder, i.e. till the period contract expires.

### **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) which shall be 5% of the contract value.

### **PENALTY CLAUSE**

- If any bidder withdraws or alters the bid before the expiry of bid validity period or till the completion of bid, ICCR may take a decision to forfeit the EMD and debar the bidder from participating in future tenders.
- If the bidder withdraws after the selection, ICCR may take the decision to forfeit the EMD and debar it from participating in future tenders.
- If at any 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 specified 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.
- It would be the first and foremost responsibility of the bidder to ensure that the services are being provided satisfactorily and the contract is executed as per agreed terms and conditions. In the event of delayed or unsatisfactory services, ICCR may impose a penalty, equivalent to a minimum of 0.5% of the total contract value on each occasion, subject to a maximum of 5% of the total contract value in a year.

### **FORCE MAJEURE**

- 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.
- 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 bidder.
- 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.
- 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.
- If the bidder 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 bidder permanently unable to perform its obligations under the Contract in case the bidder is unable to perform its obligations, wholly or in part, by reason of force majeure.

### **LIQUIDATED DAMAGES AND TERMINATION**

- In case of quality of service provided by the bidder 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.
- 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.

**INDIAN COUNCIL FOR CULTURAL AND RELATIONS**

**GENERAL INFORMATION**

**(To be filled by the Bidder)**

<b>Bidder Information</b>	
1. Name of 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. Whether MSME (Yes/ No)	
10. 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)

Annexure I

Sl. No.	Document	Submitted Yes/NO	Page No.
1	EMD of INR. 54,000/- 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	Copy of Certificate to the effect that the bidder is neither blacklisted by any Government Department nor any Criminal Case is registered against the bidder or its owner or partners anywhere in India.		
7	Copies of award of contracts.		
8	Copy of an audited statement of account of the bidder and relevant documents in support of Annual Turn-over. ( <b>turnover figures must be highlighted</b> )		
9	Details of the bank account for release of payment through the Electronic Fund Transfer System.		
10	Contact details of the bidder's representative.		

**Annexure-II**

**FINANCIAL BID PROFORMA**

<b>S. No.</b>	<b>Description of Work</b>	<b>Annual Cost (in Rupees)</b>
1.	Upgradation, Enhancement, Support & maintenance of the ICCR A2A (Admission to Alumni) portal (a2ascholarships.iccr.gov.in) and DBT Portal (dbt.iccr.gov.in)	
2.	Taxes (if any)	
3.	Grand Total	
<i>[Note: No other cost/ amount would be paid over and above the aforesaid proposal amount. Payment will be released on a Quarterly basis (03 months) based on satisfactory performance.]</i>		

## **PREPARATION OF BIDS**

- Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. The number of documents - including the names and content of each of the documents that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidders are required to prepare and organise the bid documents in advance, ensuring they are in accordance with the specifications outlined in the tender document schedule for timely submission.

## 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 cavilor 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]