



**MANOHAR PARRIKAR INSTITUTE FOR  
DEFENCE STUDIES AND ANALYSES**

**मनोहर पर्रिकर रक्षा अध्ययन एवं विश्लेषण संस्थान**

**TENDER DOCUMENT FOR “RENEWAL OF CISCO WEBEX LICENSE SERVICES”. (IN TWO BID SYSTEM).**

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No 1 Development Enclave, Rao Tula Ram Marg,

Delhi Cantt, New Delhi – 110 010

Ph. No., 26717983 Extn.7233

Email: webmaster.idsa@nic.in

F.No. MP-IDSA/WEBEX/2025-26

Date: 01.08.2025

**E- TENDER NOTICE FOR “RENEWAL OF CISCO WEBEX LICENSE SERVICES” (IN TWO BID SYSTEM)**

Online bids are invited under two bid system from OEM or its Authorised service centers, experienced contractors / agencies for **“TENDER FOR RENEWAL OF CISCO WEBEX LICENSE SERVICES”. (IN TWO BID SYSTEM)** at MP-IDSA premises located at No. 1 Development Enclave, Rao Tula Ram Marg, Delhi Cantt, New Delhi -110010 as per details given in formats. **The bids should remain valid up to 90 days from the last date of submission of bids.**

Detailed Tender Documents are available online from the date of tender publication at <https://gem.gov.in>, [www.idsa.in](http://www.idsa.in). The interested bidders are advised to register themselves with e-procurement Portal at - **GeM** to participate in the e-Tender. The bidders should download and then upload duly signed tender form and their bids along with scanned copies of all the relevant certificates, documents etc. in support of their technical bids on the **GeM**, latest by **22<sup>nd</sup> Aug 2025 by 1500 hrs**. Hard copies of the relevant documents also to be submitted along with Demand Draft for ₹ 8000/- (**Sixteen Thousand Only**) in favour of **“Manohar Parrikar Institute for Defence Studies and Analyses” payable at New Delhi** as Earnest Money Deposit and , all pages signed and stamped, which shall be submitted in sealed cover to the **Webmaster, MP-Institute for Defence Studies and Analyses**, may be sent at the Institute’s address mentioned above either by Speed Post / By hand delivery at Tender Box kept at the reception office, should reach on or before **1500 hrs, 22<sup>nd</sup> Aug 2025** duly mentioning on top right hand corner of the sealed envelope **“EMD and Supporting documents “TENDER FOR RENEWAL OF CISCO WEBEX LICENSE SERVICES”**.

All the tenders are to be submitted on the prescribed forms, as enclosed, duly signed, stamped and dated on each page of bid document as their unconditional and explicit concurrence to the terms and conditions laid down by the Institute.

All bidders and/or their representatives, if they so desire, may be present at the opening of online opening of tender (Technical Bids/Financial Bids) by the constituted Committee at the time and date

as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained. **Both technical and financial bid should be submitted in the E-procurement portal (GeM) as mentioned above.** The Financial bid shall be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.

MP-IDSA reserves the right to accept or reject any or all quotations including the lowest bidder without assigning any reason at its sole discretion and the decision of the MP-IDSA will be final and binding to all concerned.

Bidder who has downloaded the tender /quotation from the MP-IDSA website and GeM shall not tamper/modify the tender /quotation form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with MP-IDSA.

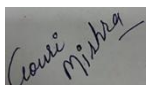
**Critical Dates of Tender:**

(i) Publish Date & Time	01/08/2025, 10:00 hrs
(ii) Document Download Start Date & Time	01/08/2025, 10:30 hrs
(iii) Bid Submission Start Date & Time	01/08/2025, 11:00 hrs
(iv) Bid Submission End Date & Time	22/08/2025, 15:00 hrs
(v) Offline submission, EMD and other supporting documents	22/08/2025, 15:00 hrs
(vi) Bid Opening Date & Time	22/08/2025, 15:30 hrs
(vii) Cost of Tender	Free of cost

**Note:**

1. Bidders may note that financial bid shall only be accepted through online mode. Kindly ensure that bid format should remain vacant, while submitting hardcopies of signed documents, otherwise financial bid shall be considered as “invalid”.

**Corrigendum / addendum / modification to this tender, if any, will be notified through <https://gem.gov.in>, [www.idsa.in](http://www.idsa.in) only.**



Gouri Mishra  
(Webmaster)

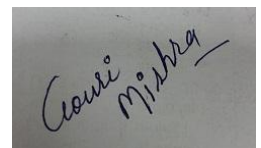
## TENDER FOR RENEWAL OF CISCO WEBEX LICENSE SERVICES

(Two Bid System)

### MEMORANDUM OF WORK IN BRIEF

S.No.	Name of work	RENEWAL OF CISCO WEBEX LICENSE SERVICES
1.	Earnest Money	Rs 8,000/-
2.	Cost of Tender Document	Free of cost/-.
3.	Validity period	90 days
4.	Security Deposit	10 % of Annual contract value
5.	Period of Contract	One year extendible upto 3 years
6.	Last date of Submission of Tender	22/08/2025 - 1500 Hrs.
7.	Mode of Sending	a. EMD and relevant documents of Technical bid n sealed cover by Speed post/Hand Delivery in the tender box kept at reception in addition to online submission. b. Tender sent by ordinary post will be rejected out rightly.
8.	Description essential to be made on sealed cover	a. Name of work and Tender No, name of Bidder... b.

Signature of bidder



Gouri Mishra  
(Webmaster)

**Manohar Parrikar Institute for Defence Studies and Analyses  
No 1, Development Enclave, Rao Tula Ram Marg, New Delhi-110010**

**TENDER DOCUMENT FOR**

**RENEWAL OF CISCO WEBEX LICENSE SERVICES**

**LAST DATE OF SUBMISSION: 01<sup>st</sup> Aug 2025 UP TO 1500 HRS**

**Subject: RENEWAL OF CISCO WEBEX LICENSE SERVICES**

Dear Sir(s),

**Online Bids are invited for Renewal of Cisco WebEx License Services through Two Bid system as per scope of works enclosed. Conditions of the order shall be as follows:**

- a. Tender Document can also be downloaded from our website or online portal of GeM, free of cost.
- b. Tenderers are advised to go through this tender document carefully as well as visit the MP-IDSA (<https://www.idsa.in/>) and acquaint the website conditions before submission of tender.
- c. Hard Copy of the duly filled and sealed tender document including complete set of supporting documents in two separate envelopes as indicated below, shall be submitted to the Webmaster at the address indicated above before the last date. Price bid shall accepted through online mode only. Open/manual price bid shall be rejected immediately.

## 1.0 SCOPE OF WORK

The selected bidder shall be responsible for the **renewal of Cisco WebEx licenses** for a period of one year (or as specified), ensuring uninterrupted services for virtual meetings, webinars, and collaboration tools used by the organisation. The scope of work includes, but is not limited to, the following:

### 1. Renewal of Existing Licenses:

- Renewal of Cisco WebEx licenses (with same or enhanced configuration) as currently being used by the organisation. Below the existing configuration:

Line Number	Part Number	Smart Account Mandatory	Description	Service Duration (Months)	Qty.
1	A-FLEX	-	Collaboration Flex Plan	---	1
	Initial Term - 12.00 Months   Auto Renewal Term – 0 Months   Billing Model - Yearly   Requested Start Date - 01-Sep-2025   Requested End Date - 31-Aug-2026				
1.1	SVS-SPK-SUPT-BAS	-	Collaboration Support Services - Basic Support	---	1
1.2	A-FLEX-NU-PRO-PACK	-	NU Pro Pack for Cisco WebEx Control Hub (1)	---	5
1.3	A-FLEX-NUCM-EE	-	NU Cloud Meetings - Meetings Suite (1)	---	5
1.4	A-SPK-VOIP	-	Included VoIP (1)	---	1
1.5	A-FLEX-FILESTG-ENT	-	File Storage Entitlement	---	100
1.6	A-FLEX-MSG-ENT	-	Messaging Entitlement	---	5
1.7	A-FLEX-EE-ENT	-	Meetings Suite Entitlement (1)	---	5
1.8	A-FLEX-WX-STG	-	Included WebEx Storage for Flex	---	10

- Maintain continuity without any disruption in services.

### 2. License Details:

- The bidder shall provide the same quantity and type of Cisco WebEx licenses as mentioned in the Bill of Quantity (BoQ)/Annexure.
- Licenses must include all features currently in use, including but not limited to:
  - HD video conferencing
  - Screen sharing

- Cloud recording
  - Webinar hosting
  - Breakout sessions
  - Mobile and desktop access
3. **Validity:**
    - License shall be valid for a period of **36 months**, starting from the date of activation or end date of the existing license, whichever is later.
  4. **Support and Maintenance:**
    - The bidder shall ensure **OEM support** during the license period.
    - Technical support shall include issue resolution, feature enablement, and liaison with Cisco (if needed).
    - Regular updates, patches, and security features should be included.
  5. **Delivery Timeline:**
    - The renewed licenses shall be activated **immediately upon the expiry of the current license period**, ensuring **uninterrupted continuity of service**.
    - Under no circumstances should there be any break/disruption in the availability of Cisco WebEx services.
    - A confirmation of license activation along with license keys and access details must be shared.
  6. **Documentation:**
    - The bidder shall submit the following documents post-renewal:
      - License summary and activation proof
      - OEM authorization letter
      - OEM support agreement
  7. **OEM Authorization:**
    - The bidder must be an authorized partner/reseller of Cisco.
    - A valid **Manufacturer Authorization Form (MAF)** from Cisco must be enclosed with the bid.
  8. **Billing and Invoicing:**
    - The invoice shall be raised only after successful renewal and confirmation from the buyer department.
  9. **Confidentiality:**
    - All user data, meeting content, and recorded files shall remain confidential and governed under relevant data protection policies of the Government of India.

## **General Conditions of Tender:**

### **1. Applicability of GFR Rules**

The procurement process shall be governed by the **General Financial Rules (GFR), 2017** issued by the Ministry of Finance, Government of India, and any amendments thereof from time to time.

### **2. Eligibility of Bidders**

- The bidder must be a registered Indian firm/company authorized to deal in Cisco products.
- The bidder should provide a valid **OEM Authorization Certificate/MAF** from Cisco for this specific tender.
- The bidder must not be blacklisted by any government department/organization.

### **3. Price Basis**

- Prices quoted must be **inclusive of all applicable taxes, duties, levies, and charges**, including GST.
- Price should be quoted in Indian Rupees (INR) and must remain **firm and fixed** during the contract period.

### **4. Validity of Bid**

- The bid shall remain valid for a period of **minimum 90 days** from the date of opening of the tender.

### **5. Delivery Timeline**

- The bidder shall ensure seamless activation of renewed licenses **immediately after the expiry** of the existing license period, without any disruption in service.

### **6. Payment Terms**

- Payment shall be made through **RTGS/NEFT** after successful renewal and submission of valid invoice and supporting documents.
- Payment will be subject to deduction of statutory taxes as applicable.

#### **• Payment Schedule:**

- 100% payment shall be made **after successful activation of the renewed license for each year** and submission of the following documents:
  - Valid invoice in the name of the organisation
  - License activation confirmation / delivery report
  - OEM (Cisco) support document or confirmation
  - Any other document as required by the purchaser

#### **• No Advance Payment:**

- **No advance payment** will be made under any circumstances.

#### **• Price Basis:**

- The quoted price shall be on a **per-year basis**, inclusive of all taxes, duties, charges, and levies, including GST.
- The price shall remain **firm and fixed** for the entire contract duration (3 years), unless otherwise specified.

#### **• Deductions:**



- Statutory deductions (such as TDS, GST TDS, etc.) shall be made as applicable under government rules

#### 7. **Liquidated Damages**

- In case of delay in activation of licenses beyond the stipulated period, **a penalty @ 0.5% of the contract value per week** (maximum up to 5%) may be levied.

#### 8. **Resolution of Disputes**

- In the event of any dispute arising out of or in connection with the contract, the same shall be referred to the competent authority of the organisation.
- Jurisdiction of court will be **New Delhi**, unless otherwise specified.

#### 9. **Right to Accept or Reject**

- The competent authority reserves the right to accept or reject any or all tenders without assigning any reason.

#### 10. **Force Majeure**

- No liability shall be incurred if the performance of the contract is delayed or prevented by circumstances beyond the control of the contractor (natural disaster, war, pandemic, etc.), provided timely intimation is given to the purchaser.

#### 11. **Subletting and Assignment**

- The contractor shall not sublet, transfer, or assign the contract or any part thereof without prior written consent from the purchaser.

**12. Routine maintenance/ Preventive Maintenance:** The contractor shall do the preventive maintenance as per requirement of Cisco WebEx Software.

**13. Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) along with their bids. While submitting the bid, the vendor shall deposit Earnest Money of **₹ 8,000/-** by demand draft / PO favoring **“Manohar Parrikar for Defence Studies and Analyses” payable at New Delhi**. No other mode of remittance shall be accepted. EMD is to remain valid for a period of 90 days beyond the final bid is accepted. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity or latest on or before the 30th day after the award of the contract. The EMD of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from the awardee as called for in the contract. EMD is not required to be submitted by those Bidders who are registered MSME, etc. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender. The bidders found without EMD are liable for outright rejection.

#### **14. SECURITY DEPOSIT:**

On receipt of the Letter of intent (LOI), the successful bidder shall furnish 10% of the annual contract value as security deposit in accordance with the conditions of contract and as acceptable to the Institute, valid for 15 months. For each subsequent year of the contract, the security deposit equivalent to 10% of the respective annual value shall be renewed and submitted at least 15 days prior to the expiry of the previous year's deposit.

Failure of the successful bidder to comply with requirement of above clause shall constitute sufficient grounds for forfeiture of the EMD, in which event the MP-IDSA may make the award to the next lowest evaluated bidder.

No Interest will be payable on Security Deposit.

EMD of successful bidders may be converted into security deposit, if bidder wishes so.

**15. Duration Of contract:** The contract shall be valid for **one year extendible upto 3 years but price to be quoted** one year which will be subject to further extension upto 3 years at the discretion of the competent authority before expiry of the contract as mutually agreed terms and conditions, subject to satisfactory performance. **The contract can be cancelled unilaterally by the institute in case service is not rendered satisfactorily. The Contract shall be reviewed every year, if services not found satisfactory, the contract shall be terminated after giving three months' notice.**

**16. Termination of the contract:**

(a) The contract can be terminated by MP- IDSA by serving Three month notice in writing without assigning any reason to the contractor. If the contractor wants to terminate the contract, he has to give three months notice in writing to Institute with valid reasons.

(b) Termination or expiry of the contract shall be without prejudice to any rights and remedies of the Institute and the contractor accrued before such termination or expiration and nothing in the contract shall prejudice the right of either party to recover any amount outstanding at such termination or expiry.

(c) At the end of contract period or upon termination thereof, the contractor shall forth with return to the institute upon request, all the institute's property (including but not limited to the material, documents, information, access keys).

(d) During MP- IDSA's, Audit if any over payment /under payment detected by either parties, both parties shall reconcile the accounts and shall be liable for payment.

**17. Liability to Damage**

- The selected bidder shall be fully responsible for ensuring **uninterrupted availability** of Cisco WebEx services during the entire license period.
- Any disruption, delay, or failure in license activation due to negligence, error, or non-compliance by the bidder, resulting in operational hindrance to the organisation, shall make the bidder liable for **appropriate damages or penalties**, as decided by the competent authority.

#### 18. **Eligibility Criteria and Technical Bid:**

Bidders must meet the following eligibility conditions and provide documentary proof for each:

1. **Legal Entity:**
  - The bidder must be a **registered Indian company/firm** under applicable laws.
  - Valid **GST registration certificate** and **PAN card** must be submitted.
2. **OEM Authorization:**
  - The bidder must be an **authorized reseller/partner of Cisco**.
  - A valid **Manufacturer Authorization Form (MAF)** or authorization letter from Cisco must be enclosed.
3. **Experience:**
  - The bidder must have successfully completed **at least 2 similar assignments** of Cisco WebEx license supply/renewal to any Central/State Government department or PSU in the last **3 financial years**.
  - Copies of work orders/completion certificates must be submitted as proof.
4. **Financial Standing:**
  - The bidder should have had a **minimum average annual turnover of ₹ 15,000,00/- (Fifteen lakhs only)** during the last **three financial years**.
5. **Non-Blacklisting Declaration:**
  - The bidder must provide a self-declaration that they have **not been blacklisted or debarred** by any Government organisation in India on **₹ 100/- Stamp paper** duly notarised.
6. **Compliance with Tender Terms:**
  - The bidder must accept all terms and conditions of the tender. A signed and stamped copy of the tender document must be submitted.

#### 19. **INDEMNITY**

- a) The Contractor shall indemnify, and keep indemnified, the Institute fully against all claims, proceedings, actions, damages, legal costs, expenses and any other liabilities whatsoever arising out of, in respect of or in connection with the Contract including in respect of any death or personal injury, loss of or damage to property, financial loss arising from fault/negligence, faulty operation, inadequate maintenance, mishandling of plant and equipment and /or any advice given or omitted to be given by the Contractor/his employees/ agents and /or representatives, or any other loss which is caused directly or indirectly by any act or omission of the Contractor/ his employees / agents and /or representatives.
- b) The decision of the Director General, MP-IDSA in this regard shall be final and binding.

**20. Dispute Resolution:** Disputes, if any with regard to the interpretation, execution and /or implementation of these terms and conditions shall vest exclusively in the Director General, MP-IDSA whose decision shall be final and binding upon the parties. Disputes, if any with regard to the

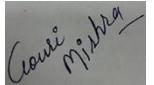
decision of the Director General, MP-IDSA in the regard, shall be referred to Arbitration at the hands of a sole Arbitrator to be appointed by IDSA shall all proceedings in this regard shall be subject to the sole and exclusive jurisdiction of Courts of Courts of competent jurisdiction at New Delhi. Upon acceptance of the bid, no sub-letting/transfer would be allowed by the contractor except with the prior written permission of the Director General, MP- IDSA.

26. Standard force-majeure conditions would apply.

**21. Mode of selection:** Contract will be awarded to the bidders who emerged over all lowest in table given in price bid format.

Kindly Acknowledge.

**22.** The contract shall remain valid for a period of three (03) years on the same price, terms, and conditions as mentioned herein.



Gouri Mishra  
(Webmaster)

**Eligibility Criteria/ Prequalification Requirement:-**

<b>Sr. No.</b>	<b>Parameter</b>	<b>General Bidder</b>	<b>MSME Bidder</b>	<b>Remarks</b>
1	Legal Entity	Registered Indian company/firm	Registered MSME with valid Udyam/Udyog Aadhaar	Registration certificate to be submitted
2	PAN & GST Registration	Mandatory – PAN and GSTIN must be submitted	Mandatory – PAN and GSTIN must be submitted	Self-attested copies required
3	OEM Authorization (Cisco)	Valid MAF / Authorization Letter from Cisco	Valid MAF / Authorization Letter from Cisco	Specific to this tender
4	Past Experience (in Govt. Sector)	Minimum 2 similar completed assignments in last 3 financial years	Relaxation may be allowed as per GFR-2017 provisions, if capable	Work Orders/Completion Certificates to be submitted
5	Average Annual Turnover (Last 3 FYs)	₹ 15 Lakhs minimum	Exemption as per GFR 2017 Rule 170(i) and MSME guidelines (may submit self-certification if exempt)	CA-certified balance sheet or ITRs
6	Blacklisting / Debarment Declaration	Self-declaration that bidder is not blacklisted by any Govt. Department/Organisation	Same as General	Attached Notary certificate of Rs 100 As per Annexure II
7	Acceptance of Terms & Conditions	Signed and stamped copy of tender terms OR separate undertaking	Same as General	Must accept all tender terms unconditionally
8	EMD (Earnest Money Deposit)	Required as per tender notice	<b>EMD exemption applicable</b> on submission of valid MSME certificate as per Rule 170 of GFR 2017	MSME bidders must attach exemption claim & certificate copy

**PREQUALIFICATION OF CONTRACTOR**

**Basic information**

1.	a) Name of the applicant / organisation b) Address of the Registered Office c) Address of office at Delhi (with Phone Nos Fax Nos & Email ID & Contact Person)	
2.	Year of establishment	
3.	Type of the organisation (Whether sole proprietorship, Partnership, Private Ltd. Or Ltd. Co. etc.) (Enclosed certified copies of documents as evidence)	
4.	Name & qualification of the Proprietor / Partners / Directors of the Organisation/Firm a)  b)  c)  Enclose certified copies of document as evidence	
5.	Details of registration – Whether partnership firm, Company, etc. Name of Registering Authority, Date and Registration number. Enclose certified copies of document as evidence	

6.	Whether registered with Government / Semi-Government / Institute Authorities of any other Public Organisation and if so, in which class and since when? (Enclose certified copies of document as evidence	
7.	No. of years of experience in the field and details of work in any other field.	
8.	Address of Delhi office through which the proposed work of the Institute will be handled and the Name & Designation of officer in charge.	
9.	Yearly turnover of the organisation during last 3 years (year wise) and furnish audited balance sheet including Profit & Loss A/c (Audited) for the last 3 financial years.	
10.	Name & Address of PF office (where registration carried out, also mention year of registration)	
11.	Enclose copy of latest income tax clearance certificate.	
12.	PAN No/ GST No.	
13.	Details of registration for ESI.	
14.	Detailed description and value of works done (Proforma 1) and works on hand (Proforma 2)	
15.	Details of Key Personnel Permanently employed (Proforma – 3)	
16.	Furnish the names organization, you have completed the above mentioned jobs.	

17.	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted.	
18.	Have you ever been put on a holiday list or banned by any Public sector units? If so give details	
19.	Certificate /Undertaking on non-judicial stamp paper that the firm has not blacklisted by any of the organization dealt with	

I/We confirm that to the best of our knowledge the information is authentic and accept that any deliberate concealment will amount to disqualification at any stage.

**Sign. & Seal of the Tenderer**

**DATE:**

**PLACE:**



**PROFORMA – 1****LIST OF Works EXECUTED BY THE ORGANISATION DURING THE LAST 3 Years**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify	Contract Amount (₹)	Stipulated time of completion (Years)	Actual time of completion (years)	Any other relevant information Actual amount of the work, if increased, give reasons	Enclose clients certificate for satisfactory completion.
1	2	3	4	5	6	7	8

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.
2. Date shall be reckoned from the date of advertisement of the notice.
3. For certificates, the issuing authority shall not be less than an Executive In Charge.

**PERFORMA – 2****B) LIST OF IMPORTANT WORKS IN HAND**

Sl. No.	Name of work with address	Name & full postal address of the owner. Specify whether Govt. undertaking along with name, address and contact nos. of 2-persons (Engineers or top officials of the organization)	Contract Amount (₹) with copy of Work Order & completion certificate from project in-charge	Stipulated time of completion (Years)	Present status of the project	Any other relevant information.
1	2	3	4	5	6	7

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Notes:

1. Information has to be filled up specifically in this format. Please do not write remarks “As indicated in Brochure”.

### Proforma – 3

#### DETAILS ABOUT THEIR TECHNICAL QUALIFICATION & EXPERIENCE.

Sr. No.	Name and designation	Age	Qualification	Experience	Nature of works handled	Name of the projects handled along with amounts	Date from which employed in your organization	Indicate details of experience for similar projects.
1	2	3	4	5	6	7	8	9

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Notes:

1. Information has to be filled up specifically in this format. Please do not write remark “As indicated in Brochure”.
2. Indicate other points, if any, to show your technical and managerial competency to indicate any important point in your favour.

**Form of Tender**

**(Note: the appendix forms part of the tender)**

**To,**

**MP-IDSA**

**No 1, Development Enclave**

**Rao Tularam Marg, New Delhi-110010.**

**Sir,**

**Name of work : TENDER FOR RENEWAL OF CISCO WEBEX LICENSE SERVICES**

- a.** Having visited the website and examined the conditions of contract, specifications and schedule of quantities for the above named work, we offer to undertake and complete the whole of subject work in conformity with the said conditions of the contract, specifications and schedule of quantities of this tender documents or such other sum as may be ascertained in accordance with the said condition of contract.
- (a) We undertake to complete and deliver the whole of the works comprised in the contract within the time started in appendix hereto.
- (b) We have independently considered the amount of liquidated damages shown in the appendix hereto and agree that it represents a fair estimates of loss likely to be suffered by you in the event of the works not being completed properly.
- (c) If our tender is accepted, we will remit the initial security deposit by demand draft or obtain a guarantee from a scheduled bank to be jointly and severally bound by us for the sum named in appendix hereto for initial security deposit. Third party insurance policy shall also be obtained from an insurance company approved by you.
- (d) We agree to abide by this tender for the period of one year from the date fixed for receiving the same or agreed extended period and it shall remain binding upon us may be accepted at any time before the expiry of the period.
- (e) Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.
- (f) We understand that if our tender is accepted, we are to be jointly and severally responsible for the due performance of the contract.
- (g) We understand that you are not bound to accept the lowest or any tender you may receive.

(h) We understand that our rates will be firm throughout the contract period.

Dated ..... Day of .....

Signature.....In the capacity of .....

Duly authorized to sign for and on behalf of.....

Name and address of the tenderer.

(IN BLOCK CAPITALS)

---

**(Through Online Mode only, offline price bid will be outrightly rejected)**

**Annexure-II**

**Price Bid**

<b><u>Sr No</u></b>	<b><u>Description</u></b>	<b><u>Total Amount per Annum (Rs)</u> <u>Including GST</u></b>
1.	Renewal of Cisco Webex License (per year)	
	Total Amount	

Amount in Words

(Rupees -----.)

Signature of the bidder/applicant.

Date:

Seal

Note 1. These rates should remain same for entire contract period.

Note 2. TDS and GST shall be deducted as applicable.

Note 3. If any discrepancy found with the quoted amount in figures and words, higher of the two would be considered.

**Non Blacklisted Certificate**

**(To be provided on (Rs.100/-) - A non-judicial stamp paper duly notarized)**

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India. I also certify that the above information is true and correct in any every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Place:

Name:

Designation:

Contact No.

Email ID: