

कार्यालय महानिदेशक,
अंतर्राष्ट्रीय पर्यावरणीय लेखा परीक्षा एवं
सतत विकास केंद्र (आईसीईडी),
आरटीआई कैंपस, एजी कॉलोनी, बजाज
नगर जयपुर-302015



Office of the Director General,
International Centre for
Environment Audit and
Sustainable Development (iCED),
RTI Campus, A.G. Colony, Bajaj
Nagar, Jaipur -302015

International Centre for Environment Audit and Sustainable development (iCED)

Tender Document No. DG/iCED/EDP/2023-24/F-10/02

Date: (07/03/2025)

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

O/o The Director General (iCED)

**SP 6-7 Kant-Kalwar RIICO Industrial Area,
Jaipur Delhi Highway, Near Achrol , Jaipur**

Tel: 0141-2772000/2009/2012/2017, Fax: 0141-2772011/2030

CONTENTS

Section	Description	Page No.
Section 1:	Notice inviting Tender	3
Section 2:	Instructions to Tenderers	4
Section 3:	Eligibility Criteria for Tenderers	8
Section 4:	Schedule of Requirement & Terms and Conditions of Contract	9
Annexure I	Format for Price Schedule	15
Annexure II	Bank Guarantee Format for Furnishing EMD	19
Annexure III	Format of Performance Bank Guarantee	20
Annexure IV	Format For Technical Bid	22
Annexure V	Format For Biodata and qualification of Residential Engineer	24

Section 1: Notice Inviting Tender

iCED, Jaipur, invites tenders from eligible vendors for Comprehensive Maintenance Contract for its IT assets installed in the office of the Director General at iCED, SP 6-7 Kant-Kalwar, RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol, Jaipur (iCED campus). For the period starting from 01.04.2025 and ending on 31.03.2026.

Section 2: Instructions to Tenderers.

2.1 Basic Instructions

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

Tender Enquiry Number. DG/iCED/EDP/2024-25/F-10/02/52

Date for issue of Tender document. (07/03/2025)

Place of issue of Tender document. Tender documents can be downloaded free of cost from iCED's website and can be searched at CPPP e-publishing portal.

Clarifications to the tender documents. Clarifications required, if any, will have to be addressed in the name of Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol, Jaipur, Tel: 0141-2772000/2017/2014, Fax: 0141-2772011/2030, email: iced@cag.gov.in

Date, time and address at which Tenders are to be submitted. Tenders are required to be submitted on or before (21/03/2025) at 15:00 Hours in the Tender Box maintained in office on 1st Floor at O/o the Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol, Jaipur.

Date, time and place of opening of Tenders. Tenders shall be opened at 15:30 Hours on (21/03/2025) on 1st Floor Section in O/o the Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol, Jaipur in the presence of trade representatives who wish to attend the bid opening.

Mode of Submission of Tender

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

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

All three sealed envelopes, each one properly superscribed "Earnest Money Deposit Only", "Technical Bid Only" and "Price Bid Only" respectively, shall then be placed under single sealed envelope and deposited in the tender box located in the office no later than 15:00 hrs. on the last date of receipt of tender i.e. (21/03/2025). The name of work, the name and mailing address of Tenderer and the contents of the envelope shall be clearly mentioned on the sealed outer envelope.

Date till which the Tender shall be valid: 30 days from the date of opening of the Bid.

Date of issue of Tender document	07/03/2025
Cost of Tender	Free
Last Date & time for submission of Tender	(21/03/2025) at 15.00 Hours
Due Date & time for Tender Opening (Technical Bid)	(21/03/2025) at 15.30 Hours
Tender to remain valid till	30 days from the date of Tender Opening
Venue and Time of Tender Opening	O/o the Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur
Tender System	Sealed tenders are invited in Two bid system
Contact Officer for clarification	Director (Admin), O/o the Director General iCED, SP 6-7 Kant-Kalwar RIICO Industrial Area, Jaipur Delhi Highway, Near Achrol , Jaipur

2.2 The prices quoted should be in Indian Rupees and should include all the charges till the Project Completion date along with applicable taxes and duties. The taxes and duties, if any, shall be indicated clearly in the price bid. The Purchaser does not bind itself to accept claims for extra payment for items not included in the Tender. Any revision to the taxes and duties during the contract period made by Government would be paid at actual by the purchaser, on receiving documentary evidence for such revisions against the information furnished in the Tender.

2.3 The details of IT Assets to be covered under CAMC are given in **Annexure-I**. Bidders shall be responsible for providing **comprehensive AMC** including repairs, spares and or any other component/services required for satisfactory operations of these items. The purchaser shall be responsible for providing only the consumables used in these machines viz. printer Teflon, cartridges, printer scanner units, drum/fuser assembly. All other components / assemblies required to be replaced shall be the sole responsibility of AMC contractor. The tenderers are required to quote comprehensive AMC charges for each of the individual item mentioned in Annexure-I. The format of price bid is enclosed at Annexure-I. The bids shall be evaluated based upon all-inclusive cost of service for providing comprehensive AMC for IT assets including cost of replacements / consumables. The tenderer may also note that certain IT assets may get added in AMC after expiry of their respective warranty period. Similarly, certain existing equipment's may get deleted from AMC based upon discard policy of iCED. Accordingly, the total cost of AMC may increase or decrease depending upon the addition/deletion of new/old machines from AMC.

2.4 Tender responses that do not cover all items shall be summarily rejected.

2.5 The Tenderer should enclose, documentary evidence in support of their claim that they are **meeting the eligibility requirement** as detailed in the section '3'.

All documentation required is to be in English/Hindi Language.

2.6 The Tender should be complete in all respects and if the Tender is incomplete the offer may be rejected.

2.7 Bid Security/ Earnest Money Deposit: The bidders have to submit the EMD i.e Rs 8,000 (Rupees Eight thousand Only) in the form of demand draft/ Bank guarantee in favour of PAO, IA&AD, Jaipur payable at Jaipur and the bid security is to remain valid for a period of forty-five days beyond the final bid validity period.

As per GFR rule 170 point (i) Bid Security(also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department [or Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)].

As per GFR rule 170 point (ii) In place of a Bid security, the Ministries/ Departments may require Bidders to sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of time specified in the request for bids document from being eligible to submit Bids for contracts with the entity that invited the Bids

Those who claimed for exemption should submit relevant documents and fill the bid declaration form as per annexure-II.

2.8 The Earnest Money deposited by the unsuccessful Tenderer will be refunded without any interest on award of contract to the successful Tenderer. The EMD for the successful Tenderer shall be refunded on submission of Performance Security.

2.9 EMD of the tenderer would be forfeited if

- a) The tenderer is not willing to abide by the terms and conditions after submission of tender.
- b) The tenderer withdraws the tender before receipt of final acceptance
- c) The tenderer fails to furnish Performance Bank Guarantee as indicated in this tender within the stipulated time.

2.10 The tenderer shall abide by the “Schedule of Requirement and terms & conditions” as mentioned in this tender. It must be clearly understood that the prices quoted in the tender includes everything required to be done for the proper completion of the project as per the “Schedule of Requirement and terms & conditions” mentioned in the tender although special mention thereof may have been omitted in the “Schedule of Requirement and terms & conditions”.

2.11 The scope of work indicated in the section “Schedule of Requirement and terms & conditions” refer to the minimum requirements that the Tenderer is required to meet. Tenders in non-compliance of the scope of work indicated in section “Schedule of Requirement and terms & conditions” would be summarily rejected. The tenderer is required to quote for any accessories etc., which are required to effectively deliver the services as required.

2.12 Acceptance of Tender : iCED reserves the right to accept or reject any tender without assigning any reason.

2.13 Offers received through Fax/E-Mail will be treated as defective, invalid and rejected.

2.14 Only detailed complete offers received prior to closing time and date of the Tenders will be taken as valid.

2.15 Award of Contract. First evaluation of technical bids will be done, bidder whose technical bid is not acceptable or fails the evaluation, financial bid of such bidder will not be opened by iCED. iCED if required, may call for additional information from vendors for clarification of claims

furnished by vendors before opening of financial bids. Purchaser would award Contract to the lowest bidder, whose bid is **technically acceptable** and meets the eligibility requirement.

2.16 Performance Security. Within 10 days of award of contract, as per Rule 171 (i) of GFR 2017 the successful tenderer is required to submit a Performance Bank Guarantee i.e. three percent of the value of the contract as specified in the bid documents as per the Performa attached in **Annexure -III or In the form of Account Payee Demand Draft, Fixed Deposit Receipt from a commercial bank, Bank Guarantee from a commercial bank or online payment in an acceptable form**, for of the contract value towards Performance Security. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. (Rule 171 (ii) of GFR 2017).

2.17 The Purchaser reserves the right to modify the terms and conditions to the Contract, during the Project execution, so as to meet contingency situations, which can arise from time to time. Such modifications would be discussed and agreed upon by the successful Tenderer taking into consideration the cost, time and other implications. After finalization of modification, the Contract Agreement may be suitably amended, if required.

2.18 The purchaser at his discretion may extend the contract for another one year by giving notice of at least 30 days prior to the expiry of the contract. The prices (exclusive of taxes) shall remain firm and unchanged for the next year of operation. In case of extension of contract for next year, the Performance Bank Guarantee shall be required to be extended accordingly for another one year.

2.19 Tender documents are not transferable.

2.20 The bidders are advised to visit iCED campus and physically ascertain the items to be covered under AMC on any working day by prior intimation between 10:00 AM to 5:00 PM.

Section 3. Eligibility Criteria for Tenderers

3.1 The bidder must have at least Three years' experience in maintenance of Desktops Computers in Government Organizations, PSU's or Private companies/Institutions. Copy (s) of such contract should be submitted by the bidder along with the tender document. Turnover of Not less than Rs 20 lakh for each of the last three years preferably derived from the activities of providing Maintenance Services /Supply of desktops/ peripherals/Networking / Wifi solution. Copies of financial statements for the last three years duly certified by a qualified Chartered Accountant should be submitted along with the tender document. Format for technical bid is placed at Annexure I.

3.2 The suppliers/firms with whom government transactions have been banned or suspended due to any reason including corrupt and fraudulent practices adopted by them will not be eligible to receive government contract.

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

Section 4. Schedule of Requirement and Conditions of Contract

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

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

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

4.3 Equipment to be covered under AMC

- a) A detailed list of all the IT peripherals to be covered under AMC is placed at **Annexure -I**.
- b) The system may undergo changes due to shifting of various equipments, additions or deletions at the time of signing of contract or during the currency of the contract. For any such alterations, intimation shall be given to the contractor if any new addition is not maintained through warranty clause but through AMC. Similarly, the deletion shall also be intimated to the contractor and charges shall be added/deducted for the purpose of payment to contractor accordingly.
- c) The scope of task under the maintenance agreement is as follows:

AMC would cover all parts of PCs/Servers/Laptops/Printers/Projectors/UPS except batteries of UPSs. Parts of PCs/Servers/Laptops/Printers/Projectors/UPS which are damaged (other than due to fire/flood/earth leakage, riots, strikes, acts of God, acts of the public enemy) should be replaced with original and genuine parts of the same model & make and the cost of replacement would be borne by

the vendor. However, the notional cost of repair/service and that of parts replaced etc, may be communicated to this office for record purpose.

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

4.4.1 The Contractor shall depute Resident **Engineer on all working days during office hours at iCED campus** . Whenever extra manpower is required for maintenance of assets, in any case the contractor will make that arrangement without any additional payment. A detailed profile of Proposed Resident Engineer needs to be submitted. The work list is also enclosed for reference as per Annexure –V. The Engineer would not be replaced without informing in writing the EDP section of iCED. In case, any replacement of the Engineer is required the contractor must intimate the purchaser at least 7 days prior of such change.

If the regular engineer does not turn up and the substitute of engineer is not provided on time, then a sum of Rs. 1000/- per day will be deducted as penalty from the quarterly payable amount.

The resident engineer should have an experience of handling network related problems servers, desktops, all in one. If iCED feels anytime that the engineer is not capable of handling complaints he may be required to be replaced immediately.

The engineer so deputed must have all necessary tools to handle maintenance work.

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

4.4.3 In case, if the vendor is not able to repair / replace the faulty equipment, iCED reserves the rights to get it repaired / replaced at its own level, without intimating the firm. The cost of the same would be deducted from the CAMC amount of the vendor.

4.4.4 Sufficient stock of keyboards, mouse, mother board, LAN equipment, Testers, CAT6, I/o box, connectors, patch cords is to be maintained at iCED for meeting exigencies.

4.5 Governing Laws & regulation

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

4.6 Contract Termination

4.6.1 Termination for Default.

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

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

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

4.6.2 Termination for Insolvency, Dissolution etc.

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

4.6.3 The purchaser reserves its right to terminate the maintenance contract at any time without assigning any reason with a suitable notice period. The contractor will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for maintenance services already performed in terms of the contract, the same would be paid to it as per the contract terms.

4.7 No Claim Certificate

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

4.8 Suspension and Ban

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

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

iCED may suspend the business dealings with the contractor if:

- a. If the firm is suspected to be of doubtful loyalty to India;
- b. If the Central Bureau of Investigation or any other investigating agency recommends such a course in respect of a case under investigation;
- c. If a prima- facie case is made out that the firm is guilty of an offence involving moral turpitude in relation to business dealings which, if established, would result in business dealings with it being banned.

iCED may ban the business dealings with the contractor if:

- a. If the proprietor of the firm, its employee, partner or representative is convicted by a court of law following prosecution for offences involving moral turpitude in relation to the business dealings;
- b. If there is strong justification for believing that the proprietor or employee or representative of the firm has been guilty of malpractice such as bribery, corruption, fraud, substitution of tenders, interpolation, mis-representation, evasion or habitual default in payment of any tax levied by law;
- c. If the firm continuously refuses to return government dues without showing adequate cause and the Government are satisfied that this is not due to reasonable dispute which would attract proceeding in arbitration or court of law;
- d. If the firm employs a government servant, who has been dismissed or removed on account of corruption or employs a non-official convicted for an offence involving corruption or abetment of such an offence, in a position where he could corrupt government servants.

4.9 Force Majeure

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

4.10 Protection & Limitations

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

4.10.2 There shall be no limitation of liability in case of any damages for bodily injury (including death) and damage to real property and tangible personal property as also intangible personal property and intellectual property rights. Personnel assigned by Contractor to perform the Services shall be employees of Contractor, and under no circumstances will such personnel be considered employees of client. **Contractor shall have the sole responsibility for supervision and control of its personnel and for payment of such personnel's entire compensation, including salary, worker's compensation, employee and disability benefits and shall be responsible for all employer obligations under all applicable laws including obligations for withholding tax under the Income Tax Act and other social security taxes under the relevant laws.**

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

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

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

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

4.13 Warranty

- a) The Contractor shall provide the warranty for 12 months that items supplied/replaced shall be new and free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications and drawings. The Contractor shall be responsible for any defects that may develop under the conditions provided by the Contract and under proper use, arising from faulty materials, design or workmanship such as corrosion of the equipment, inadequate quantity of materials to meet equipment requirements, inadequate Contract protection, deficiencies in circuit design and/or otherwise and shall remedy such defects at his own cost when called upon to do so by iCED who shall state in writing in what respect the stores are faulty. This warranty shall survive inspection or payment for, and acceptance of goods, but shall expire except in respect of complaints notified prior to such date, twelve months after the store have been taken over.
- b) If it becomes necessary for the Contractor to replace or renew any defective portion/portions of the equipment under this clause, the provisions of the clause shall apply to the portion/portions equipment so replaced or renewed or until the end of the above-mentioned period of twelve months, whichever may be later. If any defect is not remedied within a reasonable time. iCED may proceed to do the work at the contractor's risk and expenses, but without prejudice to any other rights, which iCED may have against the Contractor in respect of such defects.
- c) Replacement under warranty clause shall be made by the Contractor free of all charges at site including freight, insurance and other incidental charges.

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

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

Failure to handover all the machines within 7 days will attract penalty at the rate of Rs. 2000/- per day.

4.16 Nodal Officer: Director (Administration) iCED shall officiate as Nodal Officer for dealing with all matters relating to this contract.

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

4.18 Extension: The term of contract may be extended for another term on similar terms/rate/conditions subject to the offering of satisfactory services in previous period by the competent authority.

Director (Admin)

Annexure-I

Format for price schedule for CAMC of IT Assets for period: 01.04.2025 to 31.03.2026)

Sl. No.	Particular	Qty.	Date of Purchase	Unit Rate for maintenance of equipment including taxes	Total Rate of AMC for one year including duties & taxes
Printer					
1	Toshiba e Studio 2309A	1	13-Sep-18		
2	Brother MFL-T4500 DW	1	29-Apr-23		
		2			
Desktop					
1	HP Desktop 280 G6 MT BT	2	9-Mar-21		
		2			
Iced Network					
Transceivers					
1	Transceivers HPX121 1GSFP LC SX	14	29-Oct-13		
		14			
Wireless Access Point					
1	HP MSM430 DUAL RADIO 802.11N AP WW J9651A	40	29-Oct-13		
		40			
Port Power Injector					
1	HP 9407B	30	29-Oct-13		
		30			
Wireless Controller					
1	HP MSM720 Premium Mobility Cntrl WW J9694A	1	29-Oct-13		
		1			
Router					
1	ROUTER HP MSR30-20 ROUTER JF284A	1	29-Oct-13		
		1			
SIC Module					
1	HP MSR 4-PORT10/100 SIC MODULE JD573B	1	29-Oct-13		
		1			
AC Power Supply					
1	AC POWER SUPPLY HP 5500 150W AC POWRE SUPPLY JD362A	1	29-Oct-13		
2	Router wireless 3G/4G MR 3040 TP link+ Dlink routers	41	25-Mar-15		
		42			
Network Switch					
1	Network Switch J9776A HP2530-24G	15	29-Oct-13		
2	Network Switch HP 1910-8G Switch	2	29-Oct-13		
3	Network Switch HP 1910-16G Switch	2	29-Oct-13		
4	Network SwitchHPA5500-24G-SFP EI SWITCH	1	29-Oct-13		
		20			
Camera					
	Logitech BCC950	1	5-Nov-20		
		1			

(On Bidders Letter head)

I / We, the authorized signatory of M/s , participating in the subject tender No for the item / job of..... , do hereby declare:

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(ii) That in the event we withdraw / modify our bid during the period of validity OR I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline OR I/we commit any breach of Tender Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of International Centre for Environment Audit and Sustainable Development (iCED), Jaipur for a period of Three year from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorized Signatory

Organisation Name

SUGGESTED BANK GUARANTEE PROFORMA FOR FURNISHING PERFORMANCE SECURITY

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

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

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

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

5. We,.....further agree with the iCED that the iCED shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the iCED against the said Contractor(s)and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the iCED or any indulgence by the iCED to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

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

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

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

Dated the.....date of.....2025.

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

ANNEXURE-IV

**International Centre for Environment Audit and Sustainable Development (iCED) Jaipur
(FORMAT FOR TECHNICAL BID)**

Sl. No.	Required Information	To be filled in by the tenderer (Please provide page number where the document is kept at.)
1	Name and Address of the Agency along with telephone number, fax mobile and email.	
2	Details of EMD	
3	Date of establishment of the agency (Copy of incorporation certificate.)	
4	PAN No (Copy to be enclosed)	
5	EPF Registration (Copy to be enclosed), if applicable	
6	ESIC Registration (copy to be enclosed), if applicable	
7	GST Registration (Copy to be enclosed)	
8	Current license from labour department (if applicable any copy to be enclosed), if applicable	
9	Name and addresses of two persons (institutions/offices) of standing from where credentials of the agency can be verified.	
10	Have you/your representative physically inspected/surveyed the Institute before submitting the tender.	
11	Details of reputed clients (Minimum Three). Please enclose a copy of work/contract and contact person's contact details.)	
12	Details of Annual Turnover (for last 3 years) with documentary support.	
13.	The location of nearest service Centre in Jaipur of the firm/company from which services would be provided.	
14	Copy of Income/Service Tax returns for last three years of the firm must be enclosed.	
15	Are you in a position to deploy one resident service engineers at this office i.e., O/o the iCED Jaipur having at least two years' experience.	
16	OEM/Recognition or certificate from any major PC/Server/peripheral vendors for providing authorised services on their behalf (if any)(Certificate to be enclosed). Preference will be accorded to those having OEM certificates.	
17.	Enclose an affidavit certified by the Notary at the location of the Registered office/local office (Jaipur) that the agency has never been blacklisted or punished by any court for any criminal offence/breach of contract and the no police, vigilance enquiry/criminal case is pending.	

Biodata of Proposed Residential Engineer

1. Name:
2. DOB
3. Education Qualification
4. Past Experience as below:

From	To	Organisation	Nature of duties performed

Essential Qualifications:

- **Having Minimum 2 Year of experience in** Installing, configuring, testing and maintaining operating systems, application software and system management tools or in IT field.

Job Responsibility:

- Installing, configuring, testing and maintaining operating systems, application software and system management tools
- Maintain security and backup of all installed system / Software periodically
- Manage and monitor all installed systems and infrastructure
- To do Monthly preventive maintenance of all Desktop, Laptops and Software etc
- Troubleshooting of network and software related issues.
- Any Other work related to Hardware and networking

Other Required Skill:

- Knowledge of LAN and wireless networks.
- Ability to troubleshoot complex software and hardware issues.
- Knowledge of database and networking security systems.
- Organizing Skill and the ability to Multitask
- Ability to be proactive and take the new initiative
- Good Communication Skill

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