

SUPREME COURT OF INDIA
ADMN. MATERIALS

Last date for submission of Tenders: 17.08.2026 UPTO 12:00 hrs

**NOTICE INVITING TENDER (NIT) FOR RENEWAL OF CISCO WEBEX
ENTERPRISE PLAN-MEETING CENTER LICENSES FOR A PERIOD OF ONE
YEAR**

1. Supreme Court of India, an apex Judicial Body under the Constitution of India, intends to invite online bids/tenders through CPP Portal, from Delhi-NCR based reputed suppliers/retailers/authorised dealers/OEM for “renewal of 35 Units of CISCO Webex licenses for a period of one year” (with same or enhanced configuration) as currently being used by the Registry. **The Estimated value of the procurement is expected to be approximately Rs. 5,50,000/-.**

1.1 The detailed specifications are given hereunder:-

S.No.	Details	Remarks
1	Number of Licenses	35 units
2	Plan Type	Cisco Webex Enterprise Plan-Meeting Center
3.	Participant Capacity	Upto 1000 Participants per license
4.	Validity / Minimum Support Package	1 Year

1.2 Manual bids shall not be accepted under any circumstances. The offer submitted by fax / e-mail shall not be considered. No correspondence will be entertained in this matter.
The tenderers are, therefore, required to quote rates online on CPP Portal.

2. Document Download:

The bids/ tenders are to be submitted online on CPP Portal in strict compliance to the schedule mentioned in the Critical Date Sheet given hereunder:

CRITICAL DATE SHEET

<u>Published Date</u>	24.07.2026 at 15:00 hrs
<u>Bid Document Download / Sale Start Date</u>	24.07.2026 at 15:15 hrs
<u>Clarification Start Date</u>	24.07.2026 at 15:15 hrs
<u>Clarification End Date</u>	29.07.2026 at 17:00 hrs
<u>Bid Submission Start Date</u>	04.08.2026 at 11:00 hrs
<u>Bid Submission End Date</u>	17.08.2026 at 12:00 hrs
<u>Bid Opening Date</u>	18.08.2026 at 12:00 hrs

Note:- In case the date of Bid Submission End/Opening Date of Tender is declared as a Public Holiday, the tenders will be submitted/opened on the next working day at the same time.

2.1 Tender documents are also available on Supreme Court of India website <https://main.sci.gov.in/notice-category/tenders/> (for reference only).

2.2 The tenderers are advised to regularly visit CPP Portal and official website of Supreme Court of India i.e. <https://www.sci.gov.in> to keep themselves updated with any change/modification in the tender which will be intimated through this website only by corrigendum / addendum / amendment. No individual correspondence shall be entertained in this regard.

3. ELIGIBILITY CRITERIA:

The eligibility criteria for the Prospective Tenderer/ bidder which need to be strictly complied with, and will form part of Technical Evaluation are as follows:

- The bidder should have Manufacturer's Authorization Form (MAF) issued by OEM for renewal of CISCO Webex Enterprise Plan-Meeting Center licenses.
- Bidder must have valid GST Registration Certificate. A copy of the same should be enclosed with the Technical-Bid.
- Bidder must possess valid PAN Card. A copy of the same should be enclosed with the Technical-Bid.
- The Bidder must have an office in Delhi/NCR, with a view to render prompt and expeditious services.
- The bidders should have experience of supplying Cisco Webex Enterprise Plan-Meeting Center Licenses to the Government organisations etc. and should have been in existence for the last 3 years.
- The Bidder should provide two (02) Work Orders/Contracts (if any) from Government organisations, PSU or Autonomous bodies.

Note: The Tenderers will be evaluated based on meeting the tender criteria viz. submission of EMD/experience/accepting the terms and conditions etc. and shall normally be awarded to the lowest evaluated bidder and whose bid will be found to be responsive and is eligible and qualified to perform the contract satisfactorily.

4. BID SUBMISSION

4.1 EMD

4.1.1 The bidders/ tenderers are required to submit Earnest Money Deposit (EMD) of **Rs. 11,000/- (Rupees Eleven Thousand Only)** in the form of Demand Draft (DD) drawn in favour of “**The Registrar, ‘Supreme Court of India’** payable at New Delhi”, in a separate sealed envelope/ cover superscribing the title of this NIT and EMD. The sealed envelope/cover containing EMD shall be addressed to Additional Registrar (AM), Supreme Court of India, New Delhi, so as to reach Registry’s R&I Counter No. 25 or 26 at Main Building, Supreme Court of India, New Delhi-110001, on or before Bid Submission End Date and Time, and a signed/ stamped copy of the same has to be uploaded on CPP Portal.

4.1.2 The Tender not accompanied with the EMD is liable to be rejected. However, the bidders seeking EMD exemption, must submit the valid supporting document for the relevant category as per relevant guidelines viz. Udyam Registration Certificate issued by Ministry of Micro, Small & Medium Enterprises(MSME). Under MSE category, only manufacturers for goods and service providers for services are eligible for exemption from EMD. **Traders are excluded from the purview of this policy.**

4.1.3 EMD of the unsuccessful bidders/ tenderers will be returned by way of RTGS/NEFT or cheque after the contract has been finally awarded to the successful bidder/ tenderer and no interest will be payable on EMD.

4.2. Technical Bid (PART –I)

4.2.1 Technical bid shall contain the following documents to be uploaded. All the documents must be sequentially numbered and uploaded in the below mentioned chronological order.

i	Tender document signed and stamped (This complete document including Terms & Conditions and Other Instructions etc.).
ii	Signed/ Stamped Scanned copy of EMD/ Exemption Certificate, as the case may be.
iii	Signed and stamped copy of duly filled General Technical Bid Proforma as per format at Annexure ‘A’
iv	Signed and stamped copy of Undertaking/ Declaration as per format at Annexure ‘B’ (on the letter head of the bidding firm).
v	Signed and stamped copy of (MAF) as per format at Annexure ‘D’ of this document on the letter head, issued by OEM
vi	Signed and stamped copy of (Price fall certificate) as per format - Annexure ‘C’
vii	Signed/ Stamped proof of their domicile in Delhi/NCR along with address of the office
viii	Signed/ Stamped copy of PAN Number
ix	Signed/ Stamped copy of GST Registration.

i	Tender document signed and stamped (This complete document including Terms & Conditions and Other Instructions etc.).
x	Signed/ Stamped copy of Audited Accounts Statement of annual turnover for following three financial years (i.e., 2022-2023, 2023-24, 2024-25).
xi	Signed/ Stamped copy of duly filled Check List of Documents Annexure ‘E’ to be uploaded

Note : The tenderer may merge all above documents into single pdf file. It may be noted that only aforesaid documents mentioned from 5 (i) to (xi) are required to be uploaded on CPP portal but excluding Financial Bids.

4.3 FINANCIAL BID (PART –II)

4.3.1 The Price Bid shall contain only schedule of rates duly filled in the prescribed proforma as given at **Annexure ‘F’**. No stipulation, deviation, terms & conditions, presumptions etc. is permissible in the price part of the bid. The Registry shall not take any cognizance of any such conditions and may at its discretion reject such price bid.

4.3.2 In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.

4.3.3 Bidders shall submit the tender online on CPP Portal only on or before the due date and time of bid submission. Tender submitted in any other form (i.e. fax/email/courier/post/hard copy) or after the due date and time of bid submission will be summarily rejected.

4.3.4 The tenderer shall not tamper/modify the tender form including downloadable price bid template in any manner. In case the same is found to be tempered/modified in any manner, tender will be summarily rejected and EMD would be forfeited and tenderer will also be liable to be banned from doing business with the Registry for a specified period as deemed fit.

5. GENERAL TERMS AND CONDITIONS OF TENDER

5.1 The bidder/ tenderer must read all the instructions, terms & conditions and specifications carefully and ensure compliance therewith. Failing to furnish all the information as required by the tender document in any respect will be at the bidder's/ tenderer's risk and may result in rejection of the bid/ tender.

5.2 The bidder/ tenderer should have a registered office/ Branch office in Delhi/NCR and should upload proof of their domicile in Delhi/NCR along with address of the office.

5.3 The rates quoted online should be inclusive of all Govt. levies etc. and no additional charges transport/ carry charges or any other charges will be paid by the Supreme Court Registry.

5.4 The quoted rates shall remain firm throughout the Bid Validity of the Tender and no revision is permissible for any reason.

5.5 Bidders/ tenderers which fulfill the eligibility conditions may upload the technical bid along with the scanned copy of the documents as referred to under clause 4.2.1, failing which their bids/ tenders may be rejected.

5.6 Certified translated copy of supporting documents should be uploaded in English, in case of documents available in Regional/ vernacular language.

5.7 Those Technical bids which are found to be in order i.e. satisfying all the stipulated conditions for Cisco Webex Enterprise Plan-Meeting Center Licenses shall be short-listed and financial bids of only such short-listed bidders will be opened. The bidder not fulfilling eligibility conditions of the tender will not be considered under any circumstances.

5.8 Those online bids/ tenders against which original EMD are received after the Bid/ Tender Submission End Date will be out-rightly rejected. Tenders not accompanied with the EMD/ Exemption certificates, or not fulfilling any other eligibility conditions are liable to be rejected.

5.9 The Registry will deal with the tenderer directly and no middle-men/agents/commission agents etc., should be asked by the tenderer to represent their cause and they will not be entertained by the Registry.

5.10 In case of more than one L1 bid emerging, the bidder with highest average turnover during the last 3 years as given under Para 4.2.1(x) of Technical Part will be decided as L-1. If more than one L-1 emerges even at that stage, highest turnover in the latest Financial Year viz. 2024-25 shall be considered to decide L-1.

5.11 Registry is not bound to accept the lowest bid/ tender and reserves the right to reject or accept any or all the bids/ tenders, partly or completely, at any time without assigning any reason thereof.

5.12 The Registry reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.

5.13 The decision of the Registry will be final, conclusive and binding on the bidder and the Registry takes no responsibility for any delay whatsoever for submission of tender after the last date and time given in the schedule.

5.14 The Registry has the absolute right to accept or reject any or all offers, adjourn, postpone or cancel the tender. In case a single bid is received for the tender, it will be deemed to be a case of lack of competition. In this regard, decision of Supreme Court of India shall be final.

5.15 The rates should be valid for a minimum period of 90 days from the date of opening of tenders. The bidder/ tenderer shall not be entitled during the said period of 90 days to revoke or cancel its bid/ tender or to vary the tender or any terms thereof.

5.16 The bidders/ tenderers shall give an undertaking (as per Annexure -'B') that the Firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector Units/Autonomous Bodies have not been banned/terminated on the account of poor performance.

5.17 The Registry reserves the right to seek clarification or verification of any information supplied by the bidder.

5.18 Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. In the event of tender being withdrawn / altered, the tenderer may be debarred to participate in the tender process of the Supreme Court of India in future or liable for any other action as deemed fit.

5.19 Not more than one tender shall be submitted by one Bidder or Bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5.20 The tenderers are required to quote the competitive rates online for 35 units of Cisco Webex Enterprise Plan-Meeting Center Licenses of prescribed specifications_on CPP Portal only.

5.21 The tenderer should provide the name and telephone/mobile number of person, who can be contacted at any time, even beyond office hours and on holidays for after-sale-service during the support period.

5.22 In case the licenses are not found in conformity with the approved specifications of the OEM and any complaint is received about its quality and performance during the course of their use/utilization, the entire lot of licenses will have to be replaced with the approved specifications at the cost of the tenderer. The decision of the Registry in this regard shall be final.

5.23 The bidder must ensure continuous, uninterrupted availability of services. Licenses must be activated or renewed with effect from the next date of expiry of the existing licenses.

5.24 Licenses must be full commercial versions (not free/trial) and include features like end-to-end encryption, 24-hour meeting duration limit, interactive whiteboarding, local and cloud recording, and Cisco Webex Admin Portal access.

5.25 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. The support will include patches, updates, technical troubleshooting, and coordination with OEM.

5.26 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.

5.27 The bidder must offer comprehensive 24x7 or standard business hours technical helpdesk support to resolve connectivity or feature issues in the event of any requirement, if so desired.

5.28 99.9% uptime is commonly required, with a commitment to addressing outages or disruptions instantly.

5.29 The bidder shall submit License summary and activation proof documents and proof of license renewal, post-renewal.

6. Technical Scope of Work:

The Bidder must ensure to/that:

6.1 Verify that the renewed subscription is mapped to the existing Subscription ID to avoid service interruption.

6.2 Ensure that all existing licenses, host accounts, and configurations are retained during the renewal process.

6.3 Confirm that the renewed subscription includes all currently utilized enterprise features and security capabilities.

6.4 Obtain vendor confirmation regarding support SLA, software updates, and technical assistance for the entire support period.

6.5 Verify that licensing complies with Cisco's latest licensing model and that no features currently in use are excluded.

6.6 The licenses to be procured are compatible with the current hybrid hearing/VC set-up and credentials of the Court. Support package duration should be co-extensive with license duration.

7. Payment Terms:

7.1 The payment will be made within 30 days after successful License activation subject to receipt of satisfactory report from Computer Cell. No part payment or advance payment will be made on receipt of pre-receipted bill/invoice from the successful bidder.

7.2 Penalty, if any, shall be deducted from any of the outstanding payment due to the tenderer.

7.3 Statutory deductions shall be made as per applicable rules.

8. Performance Security Deposit:

8.1 The successful tenderer will also have to deposit Performance Security Deposit equivalent to 3% of the Contract value, in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt (FDR), Bank Guarantee (including E-Bank Guarantee) from a Commercial Bank or online payment in an acceptable form drawn in favour of "The Registrar, Supreme Court of India" payable at New Delhi at the time of Supply of Licenses. This security deposit will be liable to be forfeited in the event of the Tenderer's failure to perform as per contract/agreement. This deposit towards performance shall be valid for a period of 14 months from the date of contract/agreement or 60 days after the final payment of the contract is made whichever is later.

9. PENALTIES

9.1 If services are not made in time and the Registry is forced to procure services from open market at higher rates, the loss so sustained will be deducted from the EMD/Performance Security of the tenderer.

9.2 Irrespective of the fact whether the Registry gets the job done from the outside, a penalty of 1% of total cost of delayed job per hour subject to 10% of maximum will be deducted from the bill in respect of the jobs which are not done within the stipulated period. The same will not be charged if the standby arrangement is made during the prolonged repair period.

9.3 In case of breach of any conditions or unsatisfactory service during the periodicity of contract, the Registry shall have a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the Performance Security of the tenderer.

9.4 Any loss/damage sustained to the Registry's items will be recovered from the successful tenderer.

10. PRICE FALL CLAUSE CERTIFICATE: Tenderers are required to furnish the PFC (Price Fall Clause) Certificate as per the format given in **Annexure 'C'**.

11. TRANSFER AND SUB-LETTING:

The firm/bidder has no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advance of the present Contract or any part thereof.

12. RELATIONSHIP OF PARTIES

Since both the parties are independent entities, under no circumstance will the employees of the successful bidder/ tenderer be deemed the employees of the Supreme Court of India Registry. The contract shall, therefore, not grant any authority to the successful bidder/ tenderer to act for Supreme Court of India Registry in any capacity on its behalf.

13. INTELLECTUAL PROPERTY RIGHTS

Supreme Court of India Registry shall be solely entitled to any Intellectual Property Right (IPR) emanating or in any way related to this tender bid/ process. If any infringement to such IPR is observed during the currency of the contract or any time thereafter, suitable legal action may be initiated by the Supreme Court of India Registry.

14. CONFIDENTIALITY OF CONTRACT

The successful bidder/ tenderer shall ensure that the specific terms and conditions of the contract will also be treated as confidential information and that no disclosures will be made in any form without the prior written consent of the Supreme Court of India Registry, except (i) As required by applicable disclosure law; (ii) To accountants, Banks, Financing Sources, lawyers, etc., subject to a duty not to disclose to others or (iii) in connection with the enforcement of this contract.

15. JURISDICTION

Since the contract shall be governed by and interpreted under, the laws of the Republic of India and Courts at Delhi shall have exclusive jurisdiction to try, entertain and decide the matters arising out of and in relation to the Contract. All disputes and differences are, however, subject to the jurisdiction of the courts situated in Delhi.

16. ARBITRATION:

16.1 In the event of any dispute or difference or disagreement between the parties in respect of any matter relating to or arising out of the Agreement/ Contract, the parties shall endeavour to resolve amicably any such disagreement or dispute by direct informal negotiation.

16.2 If the parties fail to resolve such a dispute or difference or disagreement by mutual consultation within twenty eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the Competent Authority.

17. FORCE MAJEURE

17.1 In case the successful bidder/ tenderer is unable to fulfill the obligation under the contract owing to Force Majeure situation like war, fire, earthquake, floods, embargoes, act of terrorism etc., which are beyond the control of the parties, the successful bidder/ tenderer shall promptly notify Supreme Court Registry in writing of such condition and cause thereof. Unless otherwise directed by Supreme Court of India Registry in writing, the successful bidder/ tenderer shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

18. In case of any doubt/clarification, the parties may contact Branch Officer, Admn. Materials (Maintenance) at Telephone No. 011- 23115864 before quoting the rates. For entry pass preparation, if required the visitor may login to Suswagatam Portal at <http://suswagatam.sci.gov.in/public/Index.aspx> for making photo entry passes before visiting to the Registry. Name of the Officer – Shri Kapil Arora, Branch Officer (AM), and only two (02) representative(s) will be allowed for each firm.

Sd/-

(Madhu Arora)

Additional Registrar (AM)

Encls. : Annexures – ‘A’ to ‘ G’

ANNEXURE-'A'

**NOTICE INVITING TENDER (NIT) FOR RENEWAL OF CISCO WEBEX
ENTERPRISE PLAN-MEETING CENTER LICENSES FOR A PERIOD OF ONE
YEAR**

(General Proforma to be filled by the Tenderer)

1. Name of the Tenderer : _____
with Delhi Address
2. Name of the Contact Person
with Telephone/Mobile No./
Fax No./E-Mail ID : _____
3. PAN No. : _____
(Attach Proof)
4. GST Registration No. : _____
(Attach Proof)
5. Whether all the terms & conditions
of NIT are acceptable : Yes/No : _____
6. Delivery Schedule : _____
7. Name & address of the Govt. Offices etc.
of which the tenderer is having the contract
with name of contact person and
his telephone/mobile number : _____
8. Details of previous experience in the last three financial years
in the field & infrastructure of the Company: _____
9. Whether EMD is submitted or
Certificate for its exemption is enclosed: _____
10. Whether OEM

Authorisation Certificates is/are enclosed
with tender document: _____

**DETAILS OF 2 WORK ORDERS EXECUTED FOR LAST 3 YEARS W.R.T.
ELIGIBILITY CRITERIA (a)**

S. No.	Name / Address of the Client	Brief details of order	Job Value	Name / telephone no. (of the contact person)
1				
2				

Date:

Place:

(Signature of the Bidder, with Official Seal)

ANNEXURE-B

(On the Letter Head of the bidder)

UNDERTAKING

1 I/ we (Proprietor/ Partner/ Director/ Authorized Signatory) am/ are competent to sign this undertaking and execute this tender document.

2 I/we have carefully read and understood all the terms and conditions of the tender and hereby convey my/ our acceptance of the same.

3 The information/ documents furnished along with the tender are true and authentic to the best of my/ our knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of the tender at any stage besides liabilities towards prosecution under appropriate law.

4 I/we have apprised myself/ourselves fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.

5 I/We undertake that (Name of the Bidder/ Tenderer Firm) has not been indicted for any criminal, fraudulent or anti-competition activity and not been blacklisted/banned/terminated by any Central/State Government/ Public Sector Units/ Autonomous Bodies on account poor performance.

6 I/We undertake to abide by all relevant and existing Labour Legislation and Acts such as Minimum Wages Act, PF/ESI Act/Statutory obligations, etc., as applicable or framed by the Government of NCT of Delhi or the Government of India.

7 I/We undertaking that () have not been under Litigation, Court receivership, any similar proceedings or declared bankrupt.

Date :

Place :

Signature of the authorized/
signatory of the firm/company
organization/official stamp/seal

ANNEXURE-C

Price Fall Clause Certificate

(To be submitted on the bidder's company letter head)

I/We undertake that we have not offered to supply / supplied / are not supplying same or similar products / systems or sub systems/services at a price lower than that offered against the *Tender No.....dtd* in respect of any Organization/Ministry/Department

of the Govt. of India or its Subsidiaries or other PSU or any other private organization during the currency of the contract and if it is found at any stage that same or similar product/systems or sub systems/services was supplied by the bidder to any Organization/Ministry/Department of the Govt. of India or its Subsidiaries or other PSU or any other private organization at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the bidder to buyer, if the contract has already been concluded.

Date:

Signature of the authorized/
signatory of the firm/company
organization/official stamp/seal

ANNEXURE-'D'

(On the Letter Head of the OEM)

To,

The Registrar,
Supreme Court of India,
New Delhi – 110001

Subject: Authorization letter for renewal of 35 units of Cisco Webex Enterprise Plan-
Meeting Center Licenses

M/s. _____

Reference: _____

CPPP Bid No. _____

We M/s. _____

(name of manufacture) hereby authorize to M/s.

_____ (name
and address of dealer/distributor) for participating in subject bid on CPPP. We hereby confirm
that the item supplied by the said dealer/distributor will be authentic material manufactured
by us and will meet the quality as per tender specifications. We hereby also confirm that we
will extend our full support for the timely delivery of the material by the said dealer/distributor
and above and warranty for the same.

Signature and stamp of authorized signatory of OEM _____

Name: _____

Email ID: _____

Mobile/Phone No.: _____

Designation (if available)

Annexure – ‘E’

CHECK LIST OF DOCUMENTS TO BE SUBMITTED. BID CHECKLIST Bidder is required to fill-up this checklist as a part of Technical Document and enclose with Technical document.

Sl. No.	Documents To Be Uploaded (All the documents must be sequentially numbered and uploaded in the below mentioned chronological order)	Yes/No	Page No.
i	Tender document signed and stamped (This complete document including Terms & Conditions and Other Instructions etc.).		
ii	Signed/ Stamped Scanned copy of EMD/ Exemption Certificate, as the case may be.		
iii	Signed and stamped copy of duly filled General Technical Bid Proforma as per format at Annexure ‘A’		
iv	Signed and stamped copy of Undertaking/ Declaration as per format at Annexure ‘B’ (on the letter head of the bidding firm)		
v	Signed and stamped copy of (Price fall certificate) as per format - Annexure ‘C’		
vi	Signed and stamped copy of (MAF) as per format at Annexure ‘D’ of this document on the letter of the bidding firm, issued by OEM		
vii	Signed/ Stamped copy of duly filled Check List of Documents Annexure ‘E’ to be uploaded		
viii	Signed/ Stamped proof of their domicile in Delhi/NCR along with address of the office		
ix	Signed/ Stamped copy of PAN Number		
x	Signed/ Stamped copy of GST Registration.		
xi	Signed/ Stamped copy of Audited Accounts Statement of annual turnover for following three financial years (i.e., 2022-2023, 2023-24, 2024-25).		

ANNEXURE-'F'

**NOTICE INVITING TENDER (NIT) FOR RENEWAL OF CISCO WEBEX
ENTERPRISE PLAN-MEETING CENTER LICENSES FOR A PERIOD OF ONE
YEAR**

Financial Bid(need to be filled online only)

SCHEDULE OF PRICE BID IN THE FORM OF CPPP BOQ CISCO.xls

The below mentioned Financial Proposal/Commercial bid format is provided as **CPPP BOQ CISCO.xls** along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this **CPPP BOQ CISCO.xls** as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with the Registry.

Cisco Webex Enterprise Plan-Meeting Center Licenses:-

Sl. No.	Item Description	Quantity	Units	Per Unit RATE In Figures To be entered by the Bidder With Tax (Inclusive of Tax) in Rs.
1	2	3	4	5
1.1	RENEWAL OF CISCO WEBEX ENTERPRISE PLAN-MEETING CENTER LICENSES(1 YEAR)	35	Nos	
Grand Total (in Rs. net)				

Date:

Place:

(Signature of the Bidder, with
Official Seal)

ANNEXURE-'G'

**NOTICE INVITING TENDER (NIT) FOR RENEWAL OF CISCO WEBEX
ENTERPRISE PLAN-MEETING CENTER LICENSES FOR A PERIOD OF ONE
YEAR**

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced

search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / email in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.