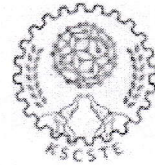




**KSCSTE - CENTRE FOR WATER RESOURCES  
DEVELOPMENT AND MANAGEMENT**

**ജലവിഭവ വികസന വിനിയോഗ കേന്ദ്രം**

An Institution of Kerala State Council for Science, Technology & Environment, Govt. of Kerala  
കേരള ശാസ്ത്ര സാങ്കേതിക പരിസ്ഥിതി കൗൺസിൽ സ്ഥാപനം, കേരള സർക്കാർ



**Terms and Conditions**

1. Tender should be submitted in sealed envelopes superscribed as Tender for 'Renewal of Annual Subscription of Google Workspace' from October 12<sup>th</sup>, 2024 to a period of one year (50 Numbers of Google Workspace Education: teaching and Learning Upgrade and 200 Numbers of Google Workspace Education fundamentals) in CWRDM in the prescribed form with all required details, to the Registrar, CWRDM, Kunnamangalam P.O, Kozhikode - 673 571, Kerala, on or before 04-10-2024, 5PM.
2. Tenders which do not conform to the terms and conditions (clauses) of this Notification will be rejected.
3. Tenders will be considered firm for acceptance for a period of six months from the last date fixed for receipt of Tenders. The rate and amount of GST, should be shown separately. . Tenders not stipulating period of firmness and with price variation clause and/or subject to the prior sales conditions, are liable to be rejected
4. In case of any matter which is not covered by this Tender Notification, or the general terms and conditions of the contract or the specifications etc. as given herewith, the decision of the Executive Director, CWRDM shall be binding on the Tenderer.
5. The acceptance of this Tender rests with the competent authorities as per the rules of the CWRDM who do not undertake to accept the lowest or any particular Tender or assign any reason for the rejection of any Tender.
6. Any further information regarding this Tender which the CWRDM do not consider to be kept confidential, can be obtained from Office of the CWRDM during working hours on any day prior to the last date fixed for the receipt of Tenders.
7. Tender should be submitted with complete technical literature/manual and required details for the renewal.
8. Tenders will be opened on next working day after the due date at 11AM. However, placing of final orders will depend upon the close scrutiny of Tenders by a duly constituted Purchase Committee in due course.
9. The Tenderer shall submit along with the tender an agreement (preliminary) executed and signed in the prescribed format, in Kerala stamp paper of value Rs.200/-, purchased in Kerala state..
10. Successful Tenderer shall submit an agreement executed and signed in the prescribed format, in Kerala stamp paper of value Rs.200/-, purchased in Kerala state and Performance security equal to 5% of total cost by means of Bank Guarantee.



11. The tenderer should have executed at least two successful implementation/ management of similar Cloud based Email Solutions in the last two financial years. Documentary evidence like Work Orders, Installation Certificates, and Client Certificate etc. for the same should be attached along with the tender

12. The tenderer should be an authorized partner of OEM and the documentary evidence for the same shall be submitted along with the tender.

13. The contract period of the services will be One (01) year from October 12, 2024. However, CWRDM reserves the right to extend/renew the contract period at its discretion.

14. The prices should remain the same for entire contract period.

15. The tender will be evaluated by taking the total amount quoted for all the items.

16. The supply order will be placed on the first lowest responsive bidder.

17. The licenses should be renewed from October 12th on receipt of the Supply Order.

18. CWRDM will have the right to increase or decrease up to 25% of the quantity of licenses specified in the schedule of requirements without any change in the unit price or other terms and conditions.

19. CWRDM reserves the right to reject any or all of the Tenders without assigning any reasons thereof. In case of any dispute the jurisdiction shall be Kozhikode District.

Registrar

Having made myself/ourselves thoroughly acquainted with the clauses of the above Tender Notification and the terms and condition thereof, I/We agree to conform thereto in all respects.

Name and Address of Tenderer in full:

(with signature & seal) Station: Date