



20/IT/2023/KSWMP/QN-01-2023

17/01/2023

**NOTICE INVITING SEALED QUOTATIONS**

Kerala Solid Waste Management Project (KSWMP) under Local Self Government Department invites Quotations from Google authorized partners for the supply of Google Workspace subscription for our domain kswmp.in/ kswmp.org/ kswmp.com. Interested Vendors shall submit their quotations in a sealed cover, in the enclosed format addressing **The Project Director, KSWMP** before the closing date and time with superscription “**Quotations for Google Workspace subscription**”. Quotations received after the closing date and time shall not be considered.

<b>Service /Supply</b>	Google Workspace subscription	
<b>Quotation validity</b>	30 days from the date of submission	
<b>Contract period</b>	One (1) year	
<b>Quotation type</b>	Sealed Single cover	
<b>Quotation closing Date/Time</b>	25-01-2023;	1500 Hrs
<b>Date of opening</b>	25 -01-2023;	1600 Hrs
<b>Quotation Fee</b>	Rs.1000/- (Demand Draft in favour of Project Director, KSWMP, Thiruvananthapuram, Payable at Thiruvananthapuram)	
<b>EMD</b>	Rs.12500/- (Demand Draft in favour of Project Director, KSWMP, Thiruvananthapuram, Payable at Thiruvananthapuram)	
<b>Authority</b>	Project Director Kerala Solid Waste Management Project (KSWMP) Local Self Government Department (LSGD) 4th floor, Trans Towers Vazhuthacaud, Thiruvananthapuram- 695014 Ph:0471-2333011 Email:-spmukswmp@gmail.com	

*Note: If the date of opening happens to be a public holiday it will be opened the next working day.*

**Project Director**

**Terms & Conditions**  
(Quotation for Google Workspace subscription)

**1. Minimum Service Requirement**

Sl. No.	Description of service/subscription	Max Qty (in nos)
1.1	Google Workspace Business Starter with email and drive space of 30 GB space, 100 participant video meetings with attendance tracking and standard support	210
1.2	Google Workspace Standard with 150 participant video meetings with recording, attendance tracking and enhanced support.	14
1.3	Google Workspace Business Plus with 500 participant video meetings with recording, attendance tracking and enhanced support.	1

**2. Eligibility**

- 2.1. The Vendor shall be an ICT company, preferably in the business of software and web application service for at least two (2) years holding Google authorized Partner Certificate.
- 2.2. Any vendor submitting the bid shall have minimum experience of 1 (one) year in Google Workspace services and should have experience deploying Google works space/G-suites in Government organizations.

**3. Preparation of Quotation**

- 3.1. Rate quoted must be inclusive of all taxes and the taxes should be shown separately.
- 3.2. Payment & Delivery conditions should be clearly mentioned.
- 3.3. The proposal shall detail the services and facilities available with the package for each single user /account.

**4. Submission of Proposal:**

- 4.1. The Contractor shall submit the quotation in Single Cover duly filled in the format in Annexure in sealed cover with superscription "Quotations for Google Workspace subscription" with necessary documents.
- 4.2. The Vendors shall submit self-attested copy of following documents as a part of the quotation:
  - 4.2.1. Registration / Incorporation certificate
  - 4.2.2. Google authorized Partner Certificate.
  - 4.2.3. Purchase Order of other Government organization for offering Google Work space subscription/renewal
  - 4.2.4. GST Registration certificate of the firm.
  - 4.2.5. PAN Card
  - 4.2.6. ISO QMS 9001:2015 certificate
  - 4.2.7. Documentary proof for MSME registration , if claiming the relaxation provided herein.
- 4.3. By Submission of bids, the vendors acknowledge that
  - 4.3.1. The rates quoted are not more than the rates charged from any other

Institution / Department / Organization.

- 4.3.2. I/We have gone through the terms & conditions stipulated in the bid document and confirm to abide by the same.
- 4.3.3. No other charges would be payable by KSWMP.

## **5. Quotation fee & EMD**

- 5.1.1. The Contractor shall furnish a DD for an amount of Rs. 1000/- (Rupees thousand only) in favour of Project Director, KSWMP, Thiruvananthapuram, Payable at Thiruvananthapuram towards the quotation fee.
- 5.1.2. The Quotation shall be accompanied by a Demand Draft worth Rs. Rs.12500/- (Rupees twelve thousand five hundred only) in favour of Project Director, KSWMP, Thiruvananthapuram, Payable at Thiruvananthapuram) towards EMD. The EMD of all vendors shall be released after fourteen (14) days from the Closing date of quotation submission.
- 5.1.3. Quotations without Quotation fee & EMD shall not be considered.
- 5.1.4. However, MSMEs with Udyog Aadhar registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the State of Kerala will be exempted from payment of Tender. Fee and Earnest Money Deposit and performance security.

## **6. Validity of Quotation:**

Quotations submitted by the vendors shall remain valid for a period of thirty (30) days after the Closing date of submission.

## **7. Execution of Agreement & Commencement of services**

- 7.1. Project Director, KSWMP shall issue the Work Order for Google Work Space Subscription to the selected vendor in writing by email/post.
- 7.2. The selected vendor shall acknowledge the receipt of the Work Order over email and submit a countersigned copy of the work order therein.
- 7.3. The selected vendor shall execute an agreement with KSWMP for offering Google Work Space Subscription to KSWMP in a Stamp Paper worth Rs.200/-within seven (7) working days from the date of issue of Work Order.
- 7.4. Any modification in the scope of service and the payment during this contract period shall be agreed to mutually and in writing.

## **8. Performance Guarantee**

- 8.1. The selected vendor shall furnish a Demand Draft for an amount equivalent to 5% of the quoted amount in favour of Project Director, KSWMP, Thiruvananthapuram, Payable at Thiruvananthapuram) towards Performance Guarantee within seven (7) days of issue of Work Order.
- 8.2. The performance Guarantee shall be released by KSWMP on successful completion of the contract.
- 8.3. Once performance Guarantee is furnished and agreement is executed by the selected

vendor, the EMD shall be released.

- 8.4. All the MSMEs with Udyog that are registered with the Aadhar registration, or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the State of Kerala will be exempted from furnishin performance security.

## **9. Payments**

- 9.1. Payment to the vendor shall be made on successful completion of service against invoices with details of each subscription.

## **10. Period of Contract**

- 10.1. The Contract shall be for a period of one year.
- 10.2. The Contract shall be extended on mutual agreement subject to the condition that the scope of service and rate remains unchanged.

## **11. Training to Users**

The Selected vendor shall arrange necessary online training to the users under KWMP as required. The details of training shall be furnished as part of the quotation.

**Project Director**

**PROFORMA – DETAILS OF VENDOR**

1	Name Address & contact details of the Vendor	
2	Details of Quotation fee	DD No.: Date : Amount:
2	Details of EMD	DD No.: Date : Amount:
2	Previous Experience of the Vendor	1.
		2.
		3
		4.

**Note:**

1. All the above items shall be filled up by the contractor
2. DD and other documentary proof for proving the registration, experience, eligibility etc shall be enclosed.

**Signature :****Name :****Address****Contact Details****Seal:**

## Financial Quote

Item	Description	Unit Price (INR)	Qty	Total Price (INR) excluding taxes	Tax	Total Price Including tax
1	Google Workspace Business Starter with email and drive space of 30 GB space, 100 participant video meetings with standard support		210			
2	Google Workspace Standard with 150 participant video meetings with recording and enhanced support.		14			
3	Google Workspace Business Plus with 500 participant video meetings with recording, attendance tracking, noise cancellation and enhanced support.		1			
	Total ( In figures)					
	Total ( In Words)					

Authorised Signatory on behalf of the Vendor:

Name:

Signature:

Date:

Official Seal: