

National Institute of Electronics and Information Technology (NIELIT)

Schedule of Events

Nature of the Tender	Printing and Supply of New Year Diaries and Table Calendars - 2017
Details of Contact Person for clarifications/queries	Shri Partha P. Adhikari , Dy. Director (Systems) NIELIT Headquarters Electronics Niketan, 6, CGO Complex New Delhi – 110003 Email- partho@nielit.gov.in
Cost of Tender Document (non-refundable)	Nil
Estimated Tender Price (Cost of items to be procured)	3.00 Lakhs (approx.)
Earnest Money Deposit (EMD)	Rs.10,000/-
Earnest Money Deposit (EMD)	Rs.10, 000/- (Rupees Ten Thousand Only) through RTGS/NEFT/DD in favour of NIELIT payable at New Delhi. Bank details- Bank of India SB A/c. no. 604820100000012 IFSC Code-BKID0006048 on or before bid submission closing time as mentioned in the tender document/corrigendum at NIELIT, New Delhi.
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://nielit.gov.in http://eprocare.gov.in/
Pre Bid Meeting	30 th November 2016 at 11:00 AM
Date of uploading minutes of Pre-bid Meeting	2 nd December 2016
Bid Submission Start Date & Time	3 rd December 2016 at 09:00 AM
Bid Submission Closing Date & Time	8 th December 2016 at 05:00 PM
Technical Bid Opening Date & Time	9 th December 2016 at 11:00 AM
Address where the Tenders are to be submitted	Shri Partha P. Adhikari , Dy. Director (Systems) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Venue for Technical Bid opening	NIELIT Headquarters
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	90 Days from the closing date of bid submission

IMPORTANT NOTE

- 1) Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through instructions provided at Annexure- 1 regarding 'Instructions for online Bid Submission.
- 2) Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app>.
- 3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

Sub.: Invitation of Bids pertaining to Printing and Supply of New Year Diaries and Table Calendars - 2017

TENDER CLOSES ON 8th December 2016 at 05:00 PM

Sir,

I take this opportunity to inform you that this Institute is looking for a suitable vendor to share its workload with regard to Printing and Supply of New Year Diaries and Table Calendars – 2017. In this regard, a Tender Document containing detailed scope of work, for which we are looking for a vendor and the terms and conditions for such award of job, is enclosed at Annexure-I.

2. We would appreciate if you could submit your Technical and Financial bids in the prescribed Proforma enclosed with the e-Tender Document. Before submitting the quotations you must go through the terms and conditions stipulated in Annexure-I and get yourself satisfied prior to submission of the bids.

3. In case you have any queries or you want to see the samples of the Diaries and Table Calendars to be printed, you may contact the designated contact person with prior appointment on any working day between 10.00 am to 4.00 pm before the closing date of submission of pre bid queries. A pre-bid query needs to be submitted in the prescribed format as per Appendix III. All the pre-bid queries would be addressed during the pre-bid meeting as per schedule. Your Technical Bid in the Performa at Appendix - I with each page signed by the signatory of the quotation in token of acceptance of the terms and conditions must be uploaded in e-procure portal before last date & time of submission of bid. Financial Bid as per Performa at Appendix II with columns of the Performa should be correctly and clearly filled. Cost for each activity shown separately in the Appendix II must be indicated separately. Acceptance of the terms and conditions must be uploaded in e-procure portal before last date & time of submission of bid. If you so desire, you may depute your personnel for attending the Proceedings. The proposal received without Annexure-I duly signed will be treated as incomplete and hence liable to be rejected.

Yours faithfully,

(Partha P. Adhikari)
Dy. Director (Systems)
E-mail: partho@nielit.gov.in
Ph: 011-24365592

**TENDER DOCUMENT FOR IDENTIFICATION OF VENDORS FOR PRINTING & SUPPLY
OF NEW YEAR DIARIES & TABLE CALENDARS– 2017**

**CLOSING ON 8th December 2016 at 05:00PM AND
OPENING OF TECHNICAL BIDS ON 9th December 2016 AT 11:00 AM**

1. Background:

- a. National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society of Ministry of Electronics and Information Technology, Government of India is a premier IT Education & Training Institution of the Government of India in the formal and non-formal sector. The objective of the Institute is to carry out Human Resource Development activities in the area of Information, Electronics and Communications Technology (IECT) through its various Centres in the country, apart from consultancy and related activities. The Institute is presently engaged in implementation of national level schemes for Education & Training in Computers, Bio-Informatics, Computer Hardware, ITES- BPO, Embedded Systems, VLSI Design, Multi-media and Animation, amongst other programmes.
- b. NIELIT is implementing the DOEACC Scheme, which has been launched jointly by AICTE and Department of Electronics and Information Technology [DeitY], (Formerly Deptt. of Electronics) with a view to utilize the resources available with the Computer Training Institutions in the non-formal sector to provide quality Education and Training in the area of IT. The scheme consists of courses at four levels namely 'O' Level - Foundation, 'A' Level - Advance Diploma, 'B' Level - MCA level, 'C' Level – designed to be at par with M.Tech Level. The Institute conducts examinations twice a year in the months of January and July for all the above four Levels at more than 110 centres located all over India
- c. For Printing and Supply of New Year Diaries and Table Calendars – 2017 NIELIT is looking for vendor to provide the services listed in Scope of Work in this document.

2. Scope of Work

- a. Financial bids are invited for the supply of 1000 nos. of Diaries as per our sample and 1600 nos. of high quality Table Calendars as per following specification:-
- b. **For New Year Diaries (Code SE-1: Quantity – 1000 Nos.): (As per our sample)**
 - i. The Approximate size of the page of diary should be **24 cms X 18 cms**

- ii. A page for one day of the year including Sunday etc. with month cutting.
- iii. The diary should contain month planner on a single sheet affixed on top of pages for specific month and other usual information and telephone index.
- iv. Pages for each month should have separate color strip on three edges of the pages. The government holidays have to be shown in a single sheet on inside pages.
- v. The paper should be of 70 GSM of good quality map litho super sun shine.
- vi. The diary should be premium notebook like with specialty bright paper, durable, long life cover, problem free smooth strictly as per our sample, which can be seen by the bidders before submission of Bids with prior appointment.
- vii. The delivery shall be with cardboard cover for each Diary. Cover should be single color offset printing on duplex card of 300 GSM.
- viii. NIELIT Logo should be printed on the front cushion cover of the Diary as per sample and on cardboard cover containing the diary. The front page of the Diary is to be designed as per our specification. The NIELIT logo should also be printed on front page inside the cover.
- ix. NIELIT will provide its own profile (preferably 10 pages), which is to be printed and bounded in the Diary and 2 pages of colour photographs of NIELIT activities.
- x. 300 Nos. of Diaries to have names printed in Golden letters on cover page or on actual basis.

c. For Table Calendars (Code SE -2: Quantity – 1600 Nos.): (As per our sample)

- i. The Table Calendar will contain photographs and usual information of NIELIT Centres as per our sample.
- ii. The Government holidays are to be highlighted in each page/month of the Calendars.
- iii. Table Calendar:
 - Size : 12 X 8.25
 - Paper : 190 GSM Galgo Glade Ultra White
 - Leaf : 6 + 1 (Both Side Printing)
 - Printing : Both side 4 Color Offset Printing
 - Binding : Wiro 12 MM Power Quoted

- iv. Envelope
Paper : 120 GSM Super Printing Paper
Printing : 4 + 0
- v. Back:
Board Thickness : 400 GSM Board with 120 GSM white paper pasted with one side 4 color offset printing
- vi. The selected vendor will be provided the final CRC file based on which printing has to be done.

3. Terms and Conditions

- a. The samples of Diary/Table Calendar can be inspected in NIELIT office from 2.00 P.M to 5.00 P.M, during the period 28th November 2016 to 2nd December 2016.
- b. The delivery time will be 10 days from the date of placing firm orders. Late delivery charges @ 2% will be levied per week with a maximum of 4% for two weeks. After expiry of 10 days, the order will be cancelled and Diaries/Table Calendars will be procured from any other vendor forfeiting the EMD/Security Deposits. However the selected vendor shall be prepared to deliver the ordered items with a reduced timeline.
- c. NIELIT office will undertake a 100% Pre-delivery inspection of the Diary/Table Calendar. The Diaries/Table Calendars not confirming to the specifications would be rejected & payment deducted proportionately. NIELIT will not be liable for non-conformance to the specifications.
- d. An EMD of Rs. 10,000/-(Rupees Ten thousand only) in the form of demand Draft in favor of NIELIT, New Delhi, should be submitted as per following clause failing which the bid shall be rejected.
- e. The Diaries and Table Calendars to be supplied should be at par with approved sample.
- f. The safe delivery of the Diaries/Table Calendars in the premises of NIELIT shall be the responsibility of the vendors. The Diary/Calendar damaged during the transit will have to be replaced by the vendor within two working days.
- g. Printed conditions mentioned in the tender bids will not be binding on NIELIT. All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. will be as those mentioned herein and no change in terms and conditions by the bidders will be acceptable. Corrections in the information provided by the bidder in the tender bids should be attested properly by the bidder failing, which the tender will be rejected.

- h. NIELIT will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids.
- i. In the case of bidders whose tenders are not considered for placing order, the EMD will be refunded without any interest within one month of the decision. In the case of bidders whose tender is accepted for placing the order, EMD amount may be converted into Security deposit which will be refunded without interest after satisfactory execution of the order.
- j. The bills (pre-receipt) shall be submitted in duplicate in the name of NIELIT, New Delhi after the delivery of the items along with a copy of the duly receipted delivery challan. The full payment of the bills will be made after complete delivery and acceptance of the items by the NIELIT.
- k. NIELIT reserves the right to enhance the quantity of the items for which quotations are being invited. However in any case, the minimum quantity as mentioned at clause 2 above would be ordered.
- l. The vendors will have to quote for both the items i.e Diary and Table Calendar. The lowest bidder will be selected based on the lowest total cost multiplied by number indicated in this tender, offered for a particular item i.e Diary or Table Calendar. To elaborate, the vendors will have to indicate the rates separately for each item for the purpose of arriving at the conclusion of lowest bidder for items. Thus, for each item, there may be a different lowest bidder and order will be given accordingly.

4. Termination of the Contract:

- a. The contract shall be subject to Delhi jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian Laws.
- b. All disputes arising out of this contract shall be settled amicably by NIELIT and the contractor. In the event of failure to reach amicable settlement, the same shall be settled as per the provisions of Indian Arbitration and Conciliations Act, 1996. The decision of the Arbitrator shall be final and binding.

5. Payments:

- a. For the activities pertaining to printing and supply of New Year Diaries and Table Calendars - 2017, the payments shall be made on receipt of all deliverables against the pre-receipt bills of the vendor.
- b. All payments shall be subject to TDS.

6. **Earnest Money Deposit (EMD):**

- a. Earnest money deposit (EMD) of Rs. 10,000/- by RTGS/NEFT/Demand Draft on any Nationalized Bank in favour of NIELIT, payable at Delhi must be

attached with the offer (Appendix I). . EMD should be valid for a minimum period of 90 days from the closing date (original) of the tender. Quotations uploaded without EMD are liable to be rejected. The DD in physical form duly sealed in envelope superscribed with "DDs towards EMD for "Printing and Supply of New Year Diaries and Table Calendars - 2017" should be dispatched/submitted at NIELIT Office at the address mentioned below:

**NIELIT,
Electronics Niketan,
6 CGO Complex,
New Delhi-110003.**

7. Performance Security:

- a. Successful bidders shall submit a Performance Security of 10% of the total cost of the contract within 10 days of the placement of purchase order.
 - b. The Performance Security Deposits can be submitted in the form of a Bank Draft/Pay Order or FDR or Bank Guarantee drawn on any Nationalized Bank in favour of NIELIT payable at Delhi.
 - c. The Bank Guarantee should be valid for 90 days.
 - d. In case, supplier fails to deliver the items within delivery period, the Performance Security submitted by the firm is liable to be forfeited.
 - e. The proceeds of the Performance Security deposit shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's /Bidder's failure to comply with its obligations under the Contract.
 - f. No interest will be paid by NIELIT on the Performance Security.
8. The contract shall be subject to Delhi jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian Laws.
9. Incomplete quotation shall be summarily rejected. The Director General, NIELIT reserves the right to reject any quotation without assigning any reason.

10. Eligibility criteria:-

- a. The bidder should have been in the business of printing activities for a minimum of 3 years. The bidder must submit scanned self-attested copy of Certificate of Registration/Incorporation of the firm.
- b. The bidder should have an average turnover of Rs.10.00 lakh during the last three financial years 2013-14, 2014-15 & 2015-16. The bidder must submit scanned self-attested photocopies of Balance Sheet/CA's certificate as proof of the turnover along with copy of Audited/ self-certified Accounts as a proof of its Turnover.
- c. A scanned copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should also be uploaded in e-procure portal with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.
- d. The bidder must submit scanned self-attested photocopies of the job award letters from at least three customers being served in the business of printing activities- Printing and Supply of New Year Diaries and Table Calendars for a minimum of 3 years with comprehensive list of such customers etc.

11. Procedure for submission of the proposal:

- a. The vendors desirous of participating in the tender process shall have to submit its bid online in two parts, viz., Technical Bid as per proforma at Appendix - I and Financial Bid as per proforma at Appendix II.
- b. Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.
- c. **Technical Bid** - All the columns, in the proforma of Technical Bid (Appendix-I) should be duly filled and supporting documents e.g. DD towards EMD, proof of turnover, proof of commencement of Business, scanned copies of the job award letters from at least three customers being served in the business of printing activities- Printing and Supply of New Year Diaries and Table Calendars, Annual Reports etc. for a minimum of 3 years with comprehensive list of such customers etc., must be uploaded in e-procure portal with this Bid.
- d. Incomplete Bid shall not be considered and will be summarily rejected.
- e. Financial Bid- All columns of the BOQ_DiaryCalendar2017.xls should be correctly and clearly filled.
- f. Cost for each activity shown separately in the Appendix II must be indicated separately.

g. Price Bid:

- h. Schedule of price bid in the form of BOQ_DiaryCalendar2017.xls
- i. The below mentioned Financial Proposal/Commercial bid format is provided as BOQ_DiaryCalendar2017.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BOQ_DiaryCalendar2017.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 tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited
- j. L1 shall be evaluated separately for Diaries and Calendars based on lowest price of Diaries and Calendars.
- k. The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date. Bids, submitted after the due date & time shall be summarily be rejected.
- l. Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.
- m. NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- n. NIELIT reserves the right to change (increase/decrease) the quantity of items to be procured or to place Purchase Order for the selected items only.
- o. Incomplete quotations shall summarily be rejected.
- p. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- q. Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- r. Any attempt of direct or indirect negotiation on the part of the tenderer with the authority who is competent to finally accept it after the submission of the tender; or any other endeavor to secure any interest or any influence by the tenderer by any means for acceptance of a particular tender will render the tenderer liable to be excluded from consideration.
- s. The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. The quoted rates should be inclusive of all levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc.

12. INSPECTION:

- a. NIELIT or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance to the inspector at no charge to NIELIT. In case any inspected or tested goods fail to conform to the specifications, NIELIT may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to NIELIT.

13. Forfeiture of EMD:

The EMD will be forfeited under the condition:

- a. If the tenderer withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.
- b. If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- c. If the selected bidder fails to execute agreement in prescribed format and do not furnish the bank guarantee within the prescribed time.

14. Return of EMD:

- a. The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiration of the period of the bid validity but not later than 30 days of the issue of the purchase order. No interest will be paid by NIELIT on the Earnest Money Deposit.
- b. The Earnest Money of successful bidder shall be returned after acceptance of the material subject to submission of Performance Bank Guarantee of the amount equivalent to 10% of the total price of the items supplied as per the purchase order placed.
- c. The Financial Bids of only technically qualified bidders will be opened. The financial bids will be evaluated by a Tender Evaluation Committee for evaluation.

15. EVALUATION CRITERIA:

- a. The lowest bidder will be selected based on the lowest total cost multiplied by number indicated in this tender, offered for a particular item i.e. Diary or Table Calendar. To elaborate, the vendors will have to indicate the rates separately for each of item for the purpose of arriving at conclusion of lowest bidder for items. Thus, for each item, there may be a different lowest bidder and order will be given accordingly.

16. DELIVERY:

- a. All aspects of safe delivery shall be the exclusive responsibility of the vendors. The delivery of the items must be within 10 days after placement of the purchase order.
- b. Delivery Challan needs to be signed and stamped on completion of delivery of items. In case any discrepancy with regard to sign, stamp or date etc on above delivery challan, a mail from concern user may be treated as delivery challan.

17. PAYMENT:

- a. A pre-receipted bill in triplicate in the name of NIELIT New Delhi duly supported by purchase order, Delivery Challan, should be submitted to NIELIT for processing of the documents for making the payment.

18. ARBITRATION:

- a. In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing up on the other party notifying its intention for appointment of Arbitrator should both parties fail to agree on by mutual consent, then NIELIT will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 shall apply. The Arbitration proceedings shall be held in New Delhi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or reenactment thereof including the rules framed there under.

Instructions for Online Bid Submission

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). 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 "Click here to Enroll" on the CPP Portal 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 II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / 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 / e-mail 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 formats. Bid documents may be scanned with 100 dpi with black and white option.
- 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" 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.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she 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 Tender Processing Section, 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 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.
- 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, 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. The contact number for the helpdesk is 1800 3070 2232.

Bid Evaluation Criteria:

1. In the first instance the Technical Bids shall be opened by the authorized representatives of NIELIT in the presence of representatives of bidders, if available.
2. The date and time for opening of the Technical Bids is given on the top of this document.
3. The Bidders may depute their representatives for the Technical Bid opening event.

4. The Technical Bids will then be evaluated by NIELIT, internally;
5. Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/phone.
6. If any vendor so desires, it may depute its representative for Financial Bid opening event also.
7. The vendor will have to quote for both the items i.e. Diary and Table Calendar. The lowest bidder will be selected based on the lowest total cost multiplied by number indicated in this tender, offered for a particular item i.e. Diary or Table Calendar. To elaborate, the vendors will have to indicate the rates separately for each of item for the purpose of arriving at conclusion of lowest bidder for items. Thus, for each item, there may be a different lowest bidder and order will be given accordingly.
8. The decision of the Director General, NIELIT shall be final and binding.

SELF – DECLARATION - NO BLACKLISTING
(Scanned copy to be uploaded in e-procure portal)

To

Additional Director (P & A)

National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan,
6, CGO Complex, Lodhi Road,
New Delhi- 110 003.

In response to this Financial Bid, I/We hereby declare that presently our Company/firm M/s _____ is having unblemished record and is not declared ineligible for corrupt and/or fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU/Autonomous Body.

We further declare that presently our Company/firm M/s _____ is not blacklisted and not declared ineligible for reasons corrupt & fraudulent practices by any State/Central Government/PSU/Autonomous Body on the date of Bid submission and no Criminal case is pending against the firm/employees.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/our security deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place: _____

Date: _____



Signature:

Name:

Designation:

Pre-Bid Meeting

NIELIT will host a Pre-Bid Meeting on **30th November 2016** at 11:00AM for all prospective bidders as per the schedule mentioned at page no-1. The representatives of the interested organizations may attend the pre -bid conference at their own cost. The purpose of the Meeting is to clarify any doubts regarding the scope of work. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender document. A maximum of two representatives of each Bidder shall be allowed to participate in the Meeting. The venue for the Pre bid Meeting is mentioned below:

National Institute of Electronics and Information Technology
Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi - 110 003

Any change in Venue and Time for Pre-Bid Meeting will be displayed on NIELIT website <http://nielit.gov.in>, <http://meity.gov.in>, and <https://eprocure.gov.in> one day before the schedule of Pre-Bid Meeting.

Enquiries and clarification shall be addressed to:

Sh. Partha P. Adhikari,
Deputy Director (Systems)
National Institute of Electronics and Information Technology,
Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Phone. No: 91 11 24363330, 24365592
Email: partho@nielit.gov.in

- i. All clarification that are received by email in prescribed format on or before the date mentioned in the schedule will be addressed by NIELIT in the Pre-bid Conference. NIELIT shall aggregate and respond to all such clarifications as per the schedule bidding. The response to clarifications will be issued as a Corrigendum to the original tender document.
- ii. During the course of Pre-Bid Conference, the Bidders will be free to seek clarifications and make suggestions for consideration. NIELIT shall endeavour to provide clarifications and such further information as it may, in its own sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding.

- iii. In respect of clarification received, the following shall apply:
- a) NIELIT reserves the right not to consider any condition or query that, in the own sole discretion of NIELIT, is found unacceptable.
 - b) If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be on NIELIT <http://www.meity.gov.in> and <https://eprocure.gov.in>
 - c) In respect of suggestions/alterations proposed, NIELIT may consider them and the result will be published on NIELIT Website <http://nielit.gov.in>, <http://www.meity.gov.in> and <https://eprocure.gov.in>
 - d) If NIELIT deems it appropriate to revise any part of this Tender Document or to issue additional data to clarify an interpretation of the provisions of this Tender Document, it may issue supplements to this Tender Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by putting up on NIELIT Website (<http://www.nielit.gov.in>), <http://www.deity.gov.in> and www.eprocure.gov.in. Any such supplement shall be deemed to be incorporated by this reference into this RFP.
 - e) In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <http://nielit.gov.in> , <http://meity.gov.in> & <https://eprocure.gov.in>.

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Headquarters, Electronics Niketan,6, CGO Complex, New Delhi – 110003

Printing of New Years Promotional Material

Technical Bid Format

1. Agencies are requested to send following documents in following format:

Sl. No	Company Profile	(Yes/No)
1.	a) Name of the Bidder	
	b) Full postal address	
	c) Website address	
	d) Telephone number	
	e) email address	
	f) PAN (Permanent Account Number) and registered with the Sales/Service Tax and the scanned documents for the same is to be attached.	
2.	Prior working experience with NGO/Govt./ Corporate. Please furnish details	
3.	Sample of similar kind of the task (Previous work) attached (at least 2 sample)	
4.	No Blacklisting Self Declaration (attached-Annuxure-1)	
5.	Financial Status-Turnover certificate /Audited financial statements immediately preceding last three years duly certified by Chartered Accountant.	
6.	Having own printing press –Please furnish list of equipment available	

Please Note:-

1. Form must be complete in all respects; incomplete forms are liable to be rejected.
2. The form must be duly signed and sealed.
3. The form must be submitted on or before due date and time.
4. The rate quoted will be inclusive of all Taxes/Levies/Postal/Courier charges etc.

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Financial Bid Format:

We are submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality explained to me by the project committee.

The specification of the Printing job is given in the table below:

Sl. No.	Items	Specifications	Qty (A)	Unit Rate of Printing (inclusive of all taxes) (Rs.) (B)	Amount (Rs) ©=(A) X(B)
1.	Type 1 Diary	A-4 Size (24cm X 18cm) Sunshine paper-70 GSM Planner- Month cut Sunday full page With branding of NIELIT, as per scope of work (10 Black and White pages and 2 pages of Colour photographs)	1000		
2	Type-2 Table calendar	Size 12" X8.2" Galgo Glade Ultra white paper – 190 GSM, as per scope of work	1600		

***Separate Lowest bidder to be decided for printing of Diaries and Calendar based on quoted price.**

SI. No.	SPECIFICATIONS (FINANCIAL)	AGENCY'S ACCEPTANCE (YES/NO)
1	Rates quoted should be inclusive of all taxes, duties, levies and other cost etc. F.O.R. NIELIT HQs Electronic Niketan, 6 CGO Complex, New Delhi- 110003	
2	TDS as applicable will deduced as per IT rules	
3	Payment will be through local cheque / NEFT/ RTGS	
4	Payment will be released after successful supply within 30 days on submission of pre-receipted bill.	
5	Penalty clauses will apply as per the NIELITs policy, as per terms of the work order: the decision of the NIELIT shall be final and binding in this regard.	

PRE-BID QUERIES FORMAT

Name of the Company/Firm:

Address of the Company/Firm:

Name of Person(s) Representing the Company/ Firm:

Name of Person	Designation	Email-Id (S)	Tel. Nos. & Fax Nos., Mob. Nos.

Query / Clarification Sought:

S. No.	RFP Pg.No.	RFP Rule No./Clause	Rule Details	Query/Suggestion/Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ . PDF). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority.