

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY

(An Autonomous Scientific Society of Ministry of Electronics and Information Technology,
Govt. of India)

Ref.No..1(37)2018-NIELIT

June 8th, 2018

TENDER FOR SUPPLY OF STATIONERY ITEMS

Schedule of Events

Nature of the Work	Supply of Office Stationery items and Printer Toner/Cartridges.
Details of Contact Person for clarifications/queries	Shri Ashok Verma, Deputy Director (Admn.) NIELIT Bhawan Plot No.-3, PSP Pocket Institutional Area, Sector-8, Dwarka New Delhi – 110077 Email: ashokv@nielit.gov.in
Cost of Tender Document	Nil
Mode of Tendering	e-Tender - online on URL http://eprocure.gov.in http://www.nielit.gov.in
Estimated Tender Price (Cost of items to be procured) i) Items included in Price Schedule Package A ii) Items included in Price Schedule Package B	15.00 Lakhs per annum 10.00 Lakhs per annum
Earnest Money Deposit (EMD) Price Schedule for Package A (Rate for general stationery items) Price Schedule for Package B (Rate for Toner/Cartridges) Total EMD if applying for both price schedule, Package A + Package B	Rs. 30000/- only Rs. 20000/- only Rs. 50000/- Through DD/NEFT/Bankers' Cheque in favour of NIELIT payable at New Delhi. Bank of India, SB A/c. no. 604820100000012, IFSC Code- BKID0006048 on or before bid submission closing time as mentioned in the tender document at NIELIT, New Delhi.
Date and time of Publishing of e-tender	08 th , June 2018 at 15:00 Hrs
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://www.nielit.gov.in , https://eprocure.gov.in/eprocure/app
Last date of receipt of Pre-Bid queries by E-mail(in prescribed format at Appendix III)	Queries related to Pre-Bid may be sent through e-Mail at ramesh@nielit.gov.in latest by 17 th June, 2018.
Date of Pre-Bid meeting	18 th , June 2018 at 11:00 hrs
Date and time of uploading minutes of pre-bid meeting	19 th , June 2018 at 17.00 hrs
Bid Submission Start Date & Time	19 th , June 2018 at 17.00 hrs
Bid Submission Closing Date & Time	29 th June 2018 at 17.00 hrs
Technical Bid Opening Date & Time	02 nd July 2018 at 11.00 hrs
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>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-1 regarding “Procedure for submission of the Proposal”.
- 2) Bidder 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> .
- 3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

**Tender Document for Identification of Vendor(s)
for supply of Office stationery items and Printer Toners/Cartridges on rate contract basis**

**Closing Date 29/6/2018 (17:00 hrs)
Date of Opening of Technical bids 02/7/2018 (11:00 hrs)**

I. Background:

1.1 National Institute of Electronics and Information Technology [NIELIT] [erstwhile DOEACC Society] is an Autonomous Scientific body under Ministry of Electronics and Information Technology, Govt. of India, which was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training in the state-of-the-art areas. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

1.2 On behalf of the Director General, NIELIT, e-tenders are invited from the reputed and well experienced General Order Suppliers or authorized reseller/selling agents of HP/Samsung/Canon/Ricoh computer Toner/Cartridges for award of annual rate contract(s) for supply of various stationery, and Toner/Cartridges **on as and when required basis**. Original Toner/Cartridge of HP/Canon/Samsung/Ricoh shall only be accepted. Bids wherein other brand/make of toners/cartridges have been quoted will not be accepted and the bid shall be summarily rejected.

1.3 The scope of contract includes supply of 135 Nos. of General Stationery items and 27 Nos. of Printer Toners grouped in two separate packages as indicated in Price Schedule Package A – Appendix II (Annexure I) and Price Schedule Package B – Appendix II (Annexure II) respectively. Vendors may quote their rates of all the items and then brands/varieties included in both or any one of Price Schedule Package 'A' or Price Schedule Package 'B' at their choice. **However, the vendors will have to quote rates for all items included in a particular Package. If a vendor does not quote for all the items & their brands/varieties, in any of the Price Schedule, the same shall not be entertained & will be liable to be rejected.** The Purchase Orders for supply of items will generally be placed on quarterly basis. However, there may be urgent requirement for which specific Purchase Orders shall be placed as and when need arises. The supplier selected will have to supply the items against all such orders on the rates finalized as a result of this Tender.

1.4 It should be clearly indicated in the proforma for Technical Bids as to whether the vendor has submitted bids for all the items included in Price Schedule Package 'A' or Price Schedule Package 'B' or both the packages, Price schedule Package 'A' and Price schedule Package 'B'.

2. ELIGIBILITY:

2.1 The vendor should have the experience of supply of Stationery or Toner/ Cartridges for at least last three years in any of the Departments /Autonomous Institutions /Universities /Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect is to be attached with Technical Bid.

2.2 The Registered Office or the Branch Office of the Firm should be located either in Delhi or New Delhi or in NCR of Delhi. The vendor who does not have an Office located in Delhi/New Delhi or in National Capital Region of Delhi, their bids shall not be entertained.

2.3 The Vendor should submit an undertaking with the Technical Bid to the effect that their firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure IV).

2.4 The vendor must furnish details of PAN No., GST Registration No. and also upload the scanned copy of these documents in e-procure portal as specified in Appendix-I.

2.5 The bid should be valid for a minimum period of 90 days after the closing date of submission.

2.6 The bidder should have an average turnover of Rs.25.00 lakh during the last three financial years 2014-15, 2015-16& 2016-17. The bidder must submit self-attested photocopies of complete Audited Balance Sheet or CA's certificate as proof of its turnover of last 3 financial years.

2.7 A 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.

2.8 The bidder shall quote the Technical and Financial bids only as per the format enclosed at Appendix - I and Appendix - II.

2.9 The Firms are required to upload copies of the following documents along with the Technical Bid:-

- (i) Scanned copy of Earnest Money Deposit (EMD)
- (ii) Scanned copy of PAN Card, GST registration certificate.
- (iii) The bidder must submit self-attested photocopies of complete Audited Balance Sheet or CA's certificate as proof of the turnover of last 3 financial years i.e 2014-15, 2015-16 and 2016-17 as a proof of its Turnover.
- (iv) Scanned copy of Work experience of similar work during the last 3 years (requisite proof thereof)
- (v) Scanned copy of undertaking that his/her firm is not blacklisted by any Govt. Departments/organization. Refer Annexure – III

2.10 Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

3. TERMS AND CONDITIONS

Terms and Conditions of the tender are as under:

(A) GENERAL

1. The contract has to commence from the date of Award of Contract to the Firm and shall continue for a period of one year, unless it is curtailed or terminated by NIELIT owing to deficiency of service or supply of sub-standard quality of materials.
2. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting Firm and NIELIT.
3. The contract may be extended on the same terms and conditions or with some addition/deletion/ modification and on satisfactory performance, for a further period of one year with mutual consent.
4. The contracting Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency without prior written consent of NIELIT.
5. The contracting Firm will be bound by the details furnished by it to the NIELIT, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the Firm is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
6. Financial bids of only those Firms who are technically qualified shall be evaluated.
7. The contracting Firm should be in a position to supply stationery and Toner/Cartridges mentioned in the list enclosed at Appendix –II on short notice as and when needed. It may be noted that the items entered into Annual Rate contract are to be delivered at National Institute of Electronics and Information Technology (NIELIT), NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area, Sector – 8, Dwarka, New Delhi-110077.
8. All expenses for sending the stationery/ Toner/Cartridges to National Institute of Electronics and Information Technology (NIELIT), **NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area, Sector – 8, Dwarka, New Delhi-110077** shall be borne by the firm.
9. The rates quoted shall remain unchanged during the rate contract period and no request for any increase in the rates shall be entertained.

10. The owner/firm should be available on his own direct telephone (Office) and also on mobile phone so that he may be contacted in emergency cases.

11. Order for items shall be placed on requirement basis. If the selected firm fails to deliver the items or fails to replace the defective/spurious items within one week, penalty to such effect would be charged, which would be required to be paid by the selected vendor and shall be adjusted against the firm's pending bills.

11. In the event of failure to accept the offer of contract or failure of submission of performance security deposit by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the bidding firm shall be forfeited.

12. In case of breach of Contract by the vendor, NIELIT shall have the authority to cancel/terminate the Contract besides forfeiting the Security Deposits.

13. NIELIT reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever. Further, NIELIT reserves the right to purchase or not to purchase any item listed in the price schedule Appendix -II.

14. The contract shall be subject to Delhi jurisdiction only. 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.

15. 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 by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.

16. The bidder selected will be required to supply items on very short notice as and when required even on holidays.

17. The items should be genuine and of standard make. In case it is found that the items are duplicate/ fictitious, it would be open to the NIELIT to terminate the Agreement, forfeit the Performance Security and black list the firm.

4. EARNEST MONEY DEPOSIT (EMD):

The Technical Bid must be accompanied by scanned copy of NEFT/DD/Bankers' Cheque for Earnest Money Deposit, as stated in Appendix- I drawn on any Nationalized Bank/Scheduled bank in favor of NIELIT New Delhi. EMD shall be valid for a minimum period of 90 days from the closing date (original) of the tender. Quotation uploaded without EMD will be rejected.

The DD/Bankers' Cheque in physical form duly sealed in envelope superscribed with "DDs towards EMD for the <Tender No> for Supply of Stationery and Toner/Cartridges shall be dispatched/submitted at NIELIT Office at the address mentioned below:

**The Deputy Director (Admn.)
National Institute of Electronics and Information Technology (NIELIT)
NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area, Sector – 8,
Dwarka, New Delhi-110077**

While the amount deposited by the unsuccessful bidders would be refunded after selection of a suitable/successful vendor after opening of the financial bids, the amount in respect of successful bidder shall be refunded after receipt of Security Deposit. In case the party selected backs out, the EMD shall be forfeited.

5. PERFORMANCE SECURITY:

- a) Successful bidders shall submit a Performance Security of 10% of the total annual cost of the contract within 10 days of the placement of Rate Contract with the selected vendor.
- 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 favor of NIELIT payable at New Delhi.
- c) The Bank Guarantee/FDR should be valid for 60 days above the duration of the contract period.
- d) 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.
- e) No interest will be paid by NIELIT on the Performance Security.
- f) It is mandatory that for Bank Guarantee to be acted upon must be routed through structure Financial Messaging systems (SFMS) from issuing Bank to our Bank by sending IFM 760 COB Bank Guarantee Advice Message. Thereafter, only physical Bank Guarantee will be taken as submitted and become operational. Our bank details for this purpose are:-

1.	Beneficiary Name and Address	National Institute of Electronics and Information Technology (NIELIT), NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area, Sector – 8, Dwarka, New Delhi-110077
2.	Name of the Bank	Bank of India - 110003
3.	Bank Branch & Address	Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110003
4.	Beneficiary Account No.	604820100000012
5.	IFSC Code	BKID0006048

6. Procedure for submission of the proposal:

- 6.1 The vendors desirous of participating in the tender process shall have to upload its bid online in two parts, viz., Technical Bid as per Performa at Appendix - I and Financial Bid as per Performa at Appendix - II.
- 6.2 Technical Bid - The following documents are to be furnished by the bidder along with technical Bid as per the tender document.

Scanned copy of the valid GST Registration No. of the bidder as well as PAN number of the firm allotted by the income tax department and Tender Acceptance as per point no 2.8.

Scanned copy of documents like copies of DDs/RTGS/NEFT for Earnest Money Deposit should be uploaded on the portal. The original payment instruments like Demand Draft etc as specified in this tender document have to be sent to the following address by post/speed post/courier/by hand on or before Bid submission Closing Date &Time. Otherwise the tender will be summarily rejected without assigning any reason.

The Deputy Director (Admn.)
National Institute of Electronics and Information Technology (NIELIT)
NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area, Sector – 8,
Dwarka, New Delhi-110077

- 6.3 Financial Bid-All columns of the Performa should be correctly and clearly filled.
- 6.4 Cost for each activity shown separately in the Appendix II, Annexure - I and Annexure - II must be indicated separately.

7. PRICE BID

- 7.1 The below mentioned Financial proposal – “Financial bid” format is provided as BOQ along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ BoQ_Stationary_08062018.xls as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. Bidder shall not tampered/modify downloaded price bid template in any manner. In case the same is found to be a tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 7.2 L1 shall be evaluated on total cost (probable quarterly consumption X Unit Rate) as mentioned in the Financial Bid Format separately for Package “A” and Package “B”.
- 7.3 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 will be rejected.
- 7.5 NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 7.6 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, that is, some of the items may be omitted from procurement in entirety.
- 7.7 Incomplete quotations are liable to be rejected.
- 7.8 Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 7.9 Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the tender; or any other endeavour to secure any interest or any influence by the bidder by any means for acceptance of a particular tender will render the bidder liable to be excluded from considerations.
- 7.10 Any statutory applicable taxes such as GST, etc. should be mentioned separately in the Financial Bid. However quote should be inclusive of charges such as Packaging & Forwarding charges etc.

8. INSPECTION:

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.

9. FORFEITURE OF EMD: The EMD will be forfeited under the following condition:

- a. If the bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of the tender.
- b. If the bidder withdraws the bid before the expiry of the validity period of 90 days of the bid or within the time frame of extension given by NIELIT in special case communicated before the expiry of the bid.
- c. If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- d. If the selected bidder fails to execute agreement in prescribed format and furnish the bank guarantee within the prescribed time.

10. RETURN OF EMD:

- (a) The Earnest Money of the entire unsuccessful bidder will be returned as early as possible after the expiry 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 submission of Performance Bank Guarantee of the amount equivalent to 10% of the total price of the items to be 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 .

11. DELIVERY:

- a) Free delivery at NIELIT Headquarter Building, Sector- 8, Dwarka, New Delhi – 110077 as and when needed and as mentioned in the particular purchase order.

- b) The Bidder must be in a position to supply the ordered items on very short notice as and when needed. In case the supplier fails to deliver the items within stipulated delivery period as mentioned in the purchase order, NIELIT may recover Liquidated Damages as per clause 13, cancel the purchase order, terminate the Agreement and forfeit the Performance Security. The vendor would generally be allowed 10-15 days time for supply of the ordered items. It may be required to supply the items on quarterly basis in general, however, in smaller time frame also depending upon exigencies, which shall be mentioned in the PO/supply order as and when required.

12. PAYMENT

A pre-receipt bill in duplicate 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.

13. LIQUIDATED DAMAGE

If the supplier fails to deliver any or all the goods ordered within the period specified in the purchase order, NIELIT shall without prejudice to its other remedies, deduct as liquidated damage 1.5% of the price of the delayed goods for each week (part of the week shall be considered as full week) of delay subject to a maximum of 7.5% of the value of goods delayed and the same shall be deducted from the bill(s) or any other payment due to the party. NIELIT shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case; supplier fails to deliver the items within stipulated delivery period.

14. VALIDITY:

- a) Selected lowest Bidder (s) shall be empanelled for the respective package as authorized supplier on the fixed rate for one year from the date of signing of Agreement. The quality requirement/quantities indicated in the tender document are estimated only. NILEIT does not make any commitment to purchase any or all items. Further quantities for which purchase order shall be placed may vary depending on the actual requirement. The Agreement may be extended on same time and condition for next one year if mutually agreed to by both the parties. In case, the empanelled supplies is found is breach of any condition(s) of this Agreement at any stage or services of supplier are found not to the satisfaction of the NIELIT, then the Agreement may be terminated. The decision of NIELIT shall be final in this regard.

- b) In case of breach of contract by the vendor, NIELIT shall have the right to terminate the contract and forfeit the Security.

- c) Either party may terminate the contract by giving a clear notice of two months. The period of two months will be counted from the date of receipt of such a notice by the other party.

15. ARBITRATION:

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 to the agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator Should both parties fail to agree on by mutual consent, and 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 enactment thereof including the rules framed there under. Courts in Delhi will have jurisdiction over affairs relating to this agreement.

Any dispute arising out of this document will be subject to jurisdiction of Delhi Court.

16. 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 first page 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 L1 bidders will be arrived at by calculating the total cost of all the items and their brand/variety included in a particular package. The costs of the both packages will be calculating separately based on the estimated consumption shown in the price schedule packages and for each package, the L1 bidder will be awarded the contract for supply of the items included in the respective package. **However, the vendors will have to quote rates for all items included in a particular Package. If a vendor does not quote for all the items & their brands/varieties, in any of the Price Schedule, the same shall not be entertained .**
8. The decision of the Director General, NIELIT shall be final and binding.

PRE-BID MEETING

NIELIT will host a Pre-Bid Meeting of prospective bidders as per the schedule mentioned at page no-1. The representatives of the interested organizations may attend the pre -bid Meeting 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 conference. The venue for the Pre bid Meeting is mentioned below:

**National Institute of Electronics and Information Technology (NIELIT)
NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area,
Sector – 8,
Dwarka, New Delhi-110077**

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

Enquiries and clarification: if any, shall be addressed to:

**Sh. Ramesh Kumar,
Administrative Officer**

**National Institute of Electronics and Information Technology,
NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area, Sector – 8,
Dwarka, New Delhi-110077**

Email: ramesh@nielit.gov.in

- i. All pre-bid queries 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 segregate and respond to all such queries as per the schedule bidding. The response to clarifications and final changes if at all in the tender documents 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 if 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 website <http://nielit.gov.in> and e-procure website <https://eprocure.gov.in>.
 - c) 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://nielit.gov.in> and <https://eprocure.gov.in>). Any such supplement shall be deemed to be incorporated by this reference into this RFP.
 - d) 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> & <https://eprocure.gov.in>.

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> .

1. Online bids are invited supply of Office stationery items and Toner/Cartridges from reputed vendors having capacity to supply office stationery items and Toner/Cartridges and having experience in this field for the last three years to any Departments/Organizations of the Government of India/Autonomous Body/Government of NCT of Delhi. The Vendors/Bidders must have supplied the office stationery items and Toner/Cartridges with similar application.
2. Vendors/Bidders are advised to study the tender Document carefully before submitting the tender form. It will be presumed that the Vendor/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
3. The Vendor should take care that no column in the e-tender should be left blanks which would be otherwise make the tender liable for rejection.
4. Online Bids should be prepared in accordance with the prescribed format Appendix-I (Technical Bid i.e. Details of the Agency) and Appendix-II (Financial Bid) of the tender Document, and to be submitted on e-procurement portal
5. The tender form is non-transferable.

REGISTRATION

7. 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 which is free of charge.

8. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
9. 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.
10. 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.
11. 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.
12. 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

13. 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.
14. 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.
15. 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

16. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
17. 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.
18. 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.
19. 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

20. 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.
21. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
22. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
23. 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.

24. 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 colored (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.
25. 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.
26. 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.
27. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. 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.
29. 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

30. 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.
31. 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.

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

SUPPLY OF STATIONERY ITEMS AND TONER/CARTRIDGES TO NIELIT ON RATE CONTRACT BASIS
Ref. No.1(37)2018-NIELIT

From

M/s.....

.....

.....

To

The Registrar
National Institute of Electronics and Information Technology (**NIELIT**)
NIELIT Bhawan, Plot No.-3, PSP Pocket,
Institutional Area, Sector – 8,
Dwarka, New Delhi-110077

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 other than corrupt & fraudulent practices by any State/Central Government/PSu/Autonomus 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 QUERIES FORMAT

Name of the Company/Firm:

Address of the Company/Firm:

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

Designation

E Mail Id

Telephone Number & Mobile Number

Query / Clarification Sought:

Sl. No.	Tender document page No.	Rule No./Clause of tender document	Rule/Clause detail	Query/Suggestion/Clarification

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

Appendix-I

National Institute of Electronics and Information Technology (NIELIT)
NIELIT Bhawan, Plot No.-3, PSP Pocket, Institutional Area, Sector – 8, Dwraka,
New Delhi – 110077

Technical Bid Format

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

Sl. No.	Company Profile	(Yes/No)
1.	a) Name of the bidder	
	b) Full postal address	
	c) Name, designation, phone/mobile number and E-mail ID of the contact person	
	d) Telephone number	
	e) E-mail address	
	f) PAN(Permanent Account Number) and registered with Sales/Service Tax[GST] and the scanned documents for the same is to be attached.	
2.	Prior working experience with NGO/Govt./Corporate etc. Please furnish details	
3.	No Blacklisting Self Declaration (upload-Annexure – III)	
4.	Financial Status- Turnover certificate/ complete Audited Balance Sheet or CA's certificate for the year 2014-2015, 2015-2016 & 2016-2017.	
5.	EMD of Rs. 30,000/- Package-A, EMD of Rs.20,000/- Package-B and Rs.50,000/- for Package A & Package B(Please upload the scanned copy of the EMD details)	

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY(NIELIT)

PROFORMA FOR FINANCIAL BID

Name, Address, Telephone Number and E-mail ID of the Organization:

Total Cost offered in respect of :

i) Items included in Price Schedule Package A :
(As per Annexure I)

ii) Items included in Price Schedule Package B :
(As per Annexure II)

[Rates are to be quoted only in the BoQ File: BoQ_Stationary_08062018.xls, which is available on e-Procure Portal under Financial Bid Section.]

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

Price Schedule Package 'A'

Appendix-II

(Annexure - I)

Sl. No [I]	Item Name/description [II]	III	Unit [IV]	Probable quarterly consumption [V]
		Make/Model [III]		
1.	10"X12" size envelopes (cloth inside) with single side printing of NIELIT address on 80 gsm yellow parchment paper		Nos.	5000.00
2.	12"X16" size envelopes (cloth inside) with single side printing of NIELIT address on 80 gsm yellow parchment paper		Nos.	1000.00
3.	9"X4" size white plain envelopes with single side printing of NIELIT address on 75 gsm maplitho white paper		Nos.	3000.00
4.	9"X4" size white window envelopes with single side printing of NIELIT address on 75 gsm maplitho white paper (Size of the window: 4"X2")		Nos.	5000.00
5.	A4 Size Computer Labels/Stickers		1 pkt/100 sheets	20.00
6.	Adhesive Flag Gumming Post IT (Coloured Flags), Size - 1"x3"		pkt of 150 sheets	50.00
7.	Adhesive yellow slips 3"x3"		pkt of 100 sheets	20.00
8.	Adhesive yellow slips 3"x5"		pkt of 100 sheets	10.00
9.	All Out Machine		Nos.	5.00
10.	All Out Refill		Nos.	10.00
11.	All Pin		pkts	10.00
12.	Attendance Register Aamir/Saraswati/Equivalent		Nos.	5.00
13.	Ball Pen with printing of NIELIT logo (as per sample)		pkts	250.00
14.	Binder Clips, Size-25 mm		pkts	25.00
15.	Binder Clips, Size-41 mm		pkts	10.00
16.	Binder Clips, Size-15 mm		pkts	20.00
17.	DO Paper 100 GSM, Size A-4		Ream	10.00

18	Borosil Glass Medium size		Nos.	12.00
19	Borosil Glass Large size		Nos.	12.00
20	Calculator 12 Digits, Dual power (Casio/Citizen)		Nos.	3.00
21	Card board A4 size(As per NIELIT sample)		Nos.	1000.00
22	CD Mailer, single packing		Nos.	10.00
23	CD R , single packing,80/700MB		Nos.	20.00
24	CD RW , single packing,80/700 MB		Nos.	10.00
25	Cloth Bags of different sizes having base size of all the bags to be 11"X13". Bags to be supplied in 934 guage with printing of NIELIT name & address. The bags are to be double stitched.		a.22"x12"	200.00
			b.22"x18"	200.00
			c. 22"X24"	200.00
			d. 22"X34"	200.00
26	Coaster		Nos.	20.00
27	Correction Pen, Metal Tip 10 ml		Nos.	10.00
28	Cup and Saucers (Bond China)		Set-six no. each	2.00
29	Cut glass/ colour glass		Nos..	12.00
30	Damper/Water sponge		Nos.	10.00
31	Double punch machine, Centre distance 8 cm(Kangaro)		Nos.	5.00
32	Double sided Taped 1" inches		Roll	10.00
33	Drawing Pin		pkts	5.00
34	Dustbins(Blind Plastic),Bottom diameter 7" & H-10"		Nos.	10.00
35.	Dustbins with cover -20 ltrs.		Nos.	5.00

36.	Duster (White) 40x40 cm		Fine quality	15.00
37.	Duster (Yellow) 60x60 cm		Fine quality	15.00
38	DVD R , single packing, 4.7 GB		Nos.	20.00
39	DVD RW , single packing, 4.7 GB		Nos.	10.00
40	Electric Kettle 1.5 Ltr. Steel		Nos.	3.00
41	Extension Board 4 port(Huntkey)		Nos.	5.00
42	Extension Board 8 port(Huntkey)		Nos.	5.00
43	File Tray (good quality)		Nos.	10.00
44	File Board, F/S(As per Sample)		Nos.	20.00
45	File Covers- Double Tag(Spring inside)with printing of NIELIT name, address & logo on 330 gsm thickness sheet(As per sample)		Nos.	500.00
46	File Covers with printing of NIELIT name, address & logo on 330 gsm thickness sheet(As per Sample)		Nos.	1000.00
47	Four Flap Folders, size 15x11		Nos.	20.00
48	Gem Clip Big Size(30 mm)		Pkts	10.00
49	Gem Clip Plastic Coated(30 mm)		Pkts	10.00
50	Glue Stick, 15 gram		Nos.	30.00
51	Gum Bottle 200ML		Bottle	5.00
52	Gum Bottle 700ML		Bottle	5.00
53	Gum Tube 30 ml		Nos.	20.00
54	Hand Towel (18"x15" inches)		Nos.	10.00
55	Highlighters/Glolyter		Nos.	30.00

56	Hit Spray 320ML		Nos.	5.00
57	Pen drives - 16GB,	HP	Nos.	5.00
58	Pen drives - 32GB,	HP	Nos	5.00
59	Pen drives - 64GB,	HP	Nos	5.00
60	Index File Covers		Nos.	20.00
61	Ink Hitech point Pen		Bottle	5.00
62	Ink for Stamp Pad Blue/Black/Red		Bottle	10.00
63	L Shape Plastic Folder/Neelgagan/Equivalent, Full Scape/		Nos.	50.00
64	LD Polythene Bags of thickness 400 gauge having different sizes(Samples available at NIELIT).		Kgs	100 kgs
65	Magnetic All Pin Container		Nos.	10.00
66	Meeting Folder (Full Scape) Bag type		Nos.	10.00
67	Montex Ball Pen, Mega Top		Nos.	100.00
68	Needle, 89 mm/3.5"		Nos.	20.00
69	Note Sheet Pad A-4 Size, 80 GSM(Green Sheet), Neelgagan		Pad of 100 sheets	50.00
70	Note Sheet Pad F/S Size, 80 GSM(Green Sheet)		Pad of 100 sheets	5.00
71	Office Call Bell Remote			5.00
72	Packing Cloth White(Markin),Breadth-44"		Mtrs	10.00
73	Packing Tape, Brown Size 2",48 mmX50 mtrs		Roll	216.00
74	Packing Tape, Transparent Size 2", 48 mmX65 mtrs		Roll	72.00

75	Paper Cutter with steel blade of size (80x18)mm		Nos.	20.00
76	Paper JK A-3 , 70 GSM		Ream -500 sheets	10.00
77	Paper JK A-4 , 75 GSM		Ream- 500 sheets	300.00
78	Paper JK F/S , 70 GSM		Ream -500 sheets	10.00
79	Paper weight		Nos.	15.00
80	Pen Marker OHP/CD/DVD		Nos.	10.00
81	Pen Marker Permanent(Luxor)		Nos.	50.00
82	Pen- Uniball, Micro eye UB 150		Nos.	20.00
83	Pen Pilot Hitec Point 05 (Luxor)		Nos.	100.00
84	Pen Pilot V7		Nos.	30.00
85	Pen Stand		Nos.	20.00
86	Pen White Board Marker(Luxor)		Nos.	10.00
87	Pencil Cell AA, 1.5 V		Nos.	30.00
88	Pencil Cell AAA, 1.5 V		Nos.	20.00
89	Pencil Eraser Non-dust(30X15X10)mm		Nos.	10.00
90	Pencil HB- Apsara		Nos.	30.00
91	Pencil HB- Camlin Flora		Nos.	30.00
92	Pencil HB- Natraj		Nos.	30.00
93	Pencil Sharpner, Blade size(25X6)mm		Nos.	20.00
94	Plastic Folders F/S,Size(14"x10") As per sample with printing of NIELIT address and logo		Nos.	200.00
95	Plastic Scale 12"		Nos.	20.00

96	Plastic Water Container with tap, 10 Ltrs capacity, Grade 5 or above.		Nos.	10.00
97	Plastic Water Jugs, 2 Ltr capacity, Grade 5 or above		Nos.	20.00
98	Register ruled with hand cover, thickness - 4Qr, 12"x7.5"		Nos.	20.00
99	Register ruled with hard cover, thickness- 3 Qr , size 12"x7.5"		Nos.	20.00
100	Cello Ball Pen(Fine Grip)		Nos.	50.00
101	Reynolds Trimax Pen		Nos.	50.00
102	Rubber Band, Big & Small size		Kgs	10 kgs.
103	Separator used in spiral binding (Plastic)		Nos.	20.00
104	Signature/Sketch Pen- Black	Luxor	Nos.	50.00
105	Slip /Conference Pad, size 1/8 of 20 sheets with printing of name ,address & NIELIT logo of four colour on cover page(As per sample)		Nos.	1000.00
106	Soft tissue paper		Pkts.	20.00
107	Spiral Pad Big Size(1/4) 80 Sheet		Nos.	20.00
108	Spiral Pad Small Size(1/8) 80 Sheet		Nos.	10.00
109	Spiral Pad, size 1/8 of 40 sheets with printing of name, address & NIELIT logo of four colour on cover page(As per sample)		Nos.	500.00
110	Spoon medium		Good Quality	20.00
111	Stainless Steel Scale- 12"		Nos.	20.00

112	Stainless Steel Scissor(hard & tampered) with plastic handle, blade size-5"		Nos.	10.00
113	Stamp Pad , Blue/Black/Red		Nos.	10.00
114	Staple pin size 10mm(Kangaro)		Pkts	60.00
115	Single punch pliers (40mm) chorme plated(Kangaro)		Nos.	20.00
116	Staple pin size 24/6 1M		Pkts	15.00
117	Staple Remover (kangaro)		Nos.	5.00
118	Stapler for pin size-10mm	Kangaro 10D	Nos.	20.00
119	Stapler (Big size) for pin size 24/6		Nos.	10.00
120	Sutli (Plastic) for packing of Parcels		Kgs.	50 kg
121	Tag big size, green, L-14"		Bundle	5.00
122	Tag small white, L-5.5"		Bundle	10.00
123	Tape Dispenser (Medium)		Nos.	10.00
124	Thread Ball		Nos.	50.00
125	Towel (Big white in colour)(50"x30" inches)		Nos.	10.00
126	Tray (big) for cup & saucer (Good Quality)		Nos.	10.00
127	Tray (small) for cup & saucer (Good Quality)		Nos.	10.00
128	Two Cross Computer Labels/Stickers(100X48X2)		1 pkt/1000 Labels	20.00
129	Paper A4 Size, 75 GSM, Color-Blue		1 Ream/500 sheets	10.00
130	Paper A4 Size, 75 GSM, Color-Blue		1 Ream/500 sheets	5.00

Price Schedule Package B Appendix - II (Annexure - II)

S.No	Printer model	Toner model	Probable Quarterly Consumption (in Nos.)
1	HP Laser Jet 1320	Q 5949A	2
2	HP Laser Jet 3005 N	Q 7551A	2
3	HP Laser Jet P1566 / 1606dn	CE 278A	12
4	HP Laser Jet P2014	Q 7553A	6
5	HP Pro 400	CF 280A	2
6	HP Laser Jet Pro MFP M226DN / M202DW/1007/ p 1108	CC 388A	13
7	HP Laser Jet Pro MFP M227sdn	CF 230A	6
8	HP Laser Jet Pro M 427fdn	CF 228A	2
9	HP PRO MFP M477fdw	CF 410A	6
		CF 411A	3
		CF 412A	3
		CF 413A	3
10	HP Pro 400 color	CE 410A	1
		CE 411A	1
		CE 412A	1
		CE 413A	1
11	HP Laser Jet P 3015	CE 255A	2
12	Canon LBP 3300	Canon 308	2
13	Canon LBP 6230	Canon 326	2
14	Canon MF 6180dw	Canon 319	4
15	Samsung SCX-3401 multifunction printer	MLT-D101S	5
16	Samsung ML- 1866 Laser printer	MLTD-1043S	3
17	Samsung ML- 3310ND	MLT-D 205S	5
18	Ricoh SP310sfn	Ricoh 310sfn	4
19	SHARP MFP AR 6026N	Sharp 237TN	2
20	HP Printer - 1020	Q 2612A	2