

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY

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

Ref.No.1 (11)2015-NIELIT

April 10th, 2015

Notice inviting Tender for identification of a vendor for providing Photostat copying, Lamination, Binding etc. services

Schedule of Events

Nature of the Work (Procurement of Services/Goods) Outsourcing	Bulk outsourcing job for Photostat copying, Lamination, Binding etc. services.
Details of Contact Person for clarifications/queries	Shri B.B. Dua, Jt. Director (Tech.) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 24363936 Email: bb.dua@nielit.gov.in
Cost of Tender Document (non-refundable)	Nil
Estimated Tender Price (Cost of items to be outsourced)	1.60 Lakhs per annum
Earnest Money Deposit (EMD)	Rs.5,000/-
Publishing Date	10/04/2015
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://www.nielit.gov.in , eprocure.gov.in
Date & time upto which the queries/questions/objections including inspection of samples on the Tender Document will be received	29/04/2015, 16.00 hrs
Bid Submission Start Date & Time	10/04/2015, 16.00 hrs
Bid Submission Closing Date & Time	30/04/2015, 13.00 hrs
Technical Bid Opening Date & Time	30/04/2015, 14.30 hrs
Address where the Tenders are to be submitted	The Registrar 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	180 Days from the closing date of bid submission

**TENDER DOCUMENT FOR EMPANELMENT OF SERVICE PROVIDERS FOR PROVIDING
PHOTOSTAT COPYING, LAMINATION, BINDING ETC. SERVICES**

Closing Date 30/04/2015 (13.00 hrs)

Date of Opening of Technical bids 30/04/2015 (14.30 hrs)

- 1 National Institute of Electronics and Information Technology [NIELIT] [erstwhile DOEACC Society] is an Autonomous Scientific body of Department of Electronics and Information Technology [DeitY], Ministry of Communications and Information Technology, Govt. of India, 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 accreditates institutes/organisations for conducting courses in IT in the non-formal sector.
- 2) For various activities connected with these Examinations which are required to be completed in a time bound manner, NIELIT had been availing the services of an organization for bulk Photostat copying, lamination of documents particularly certificates and binding etc. The annual approximate expenditure on these activities is Rs. 1,60,000/-.
- 3) NIELIT proposes to empanel a service provider for a period of at least two years to periodically supply the items against the order. The present proposal accordingly seeks quotes for supply of above listed items.
- 4) Technical Bid as per proforma at Annexure II and Financial Bid as per proforma at Annexure III are to be sealed in separate covers appropriately superscribed with the statements “Technical Bid” or “Commercial Bid” as the case may be and then both these covers should be sealed in a bigger cover superscribed with “TENDER FOR PHOTOSTAT COPYING, LAMINATION, BINDING ETC. SERVICES”, addressed to The Registrar, **National Institute of Electronics and Information Technology(NIELIT)**, 6, C.G.O. Complex, Lodhi Road, New Delhi-110003. The cover must reach NIELIT on or before closing date and time prescribed. The commercial bid would be opened only after the technical bid is found satisfactory. Tender received after the prescribed cut off date and time will be rejected forthwith.
- 5) The tenderer should pay Earnest Money Deposit (EMD) of Rs.5,000/- by Demand Draft drawn in favour of **NIELIT** payable at New Delhi. DD towards EMD must be attached with the Technical Bid. In case the offer is accepted, and the vendor does not honour its obligations, the EMD shall be forfeited. The EMD will also be forfeited if the tenderer withdraws its offer after opening the same irrespective of the fact whether its offer is accepted or not.
- 6) The Earnest Money Deposit shall not bear any interest. While the DDs of the other tenderers shall be returned / refunded by NIELIT immediately after identifying the vendor, the amount of EMD remitted by successful tenderer shall be refunded only after submission of Security Deposit as per clause 19 of this document.

- 7) Delivery period - Since the material is connected with a time bound activity, it will be essential for the vendor selected to supply the material within one week of the issue of order.
- 8) NIELIT does not bind itself to accept the lowest or any Tender and reserves with itself the right of accepting the whole or any part of the Tender and the tenderer shall be bound to provide the services for accepted items at the rates quoted.
- 9) On taxable items of supply, Sales Tax and any other tax / levy shall be shown separately.
- 10) No advance payment will be made. Quotation of tenders demanding advance payment will not be accepted.
- 11) Tenders shall be preferably be typed and should be free from typographical errors. Any error or overwriting must be signed by authorised signatory.
- 12) Payment Terms: Payments shall be released against the bills received from the vendor after the supply of the materials and the quality and quantity of the material supplied and services provided by the Contractors are found to be satisfactory.
- 13) The rates quoted by the vendor should be valid for one year and the validity of the contract can be extended for a further period of one year on the same terms and conditions with mutual consent. No increase in the rates during the contract period and extension period shall be entertained for whatsoever reasons.
- 14) In case of breach of contract by the vendor, NIELIT shall have the right to terminate the contract and forfeit the Security Deposit;
- 15) 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.
- 14) The date of closing for submission as also the date of opening of quotation as per procedure spelt out in para 4 of this document shall be indicated on the forwarding letter for this Document. The tenderers shall be free to depute their personnel for opening of the tender.
- 15) The tender is liable to be rejected if complete information is not given therein or if the particulars asked for in the respective proforma at Annexure I & II to the tender are not provided or the proforma are not fully filled in or not duly signed/ authenticated. Each page of the tender document is required to be signed by the authorised signatory signing the tender.
- 16) Tenderer should have PAN No. in the name of firm/proprietor. Sales Tax / Service Tax registration numbers may also be quoted in all cases.
- 17) The rate quoted by the tenderer shall be final and no enhancement shall be allowed under any circumstances.
- 18) The successful bidder shall have to furnish a Bank Guarantee for Rs. 11,000/- in favour of **NIELIT** towards the Security deposits in the form of a Demand Draft or Bank Guarantee valid for a period of 14(fourteen) months from the date of award of the contract. Any failure on the part of successful tenderer in compliance of the terms and conditions of this document would entail invocation of the Bank Guarantee.

19) A copy of this document with each page duly signed by authorized signatory (who has signed the Tenders) in token of acceptance of the terms and conditions stipulated herein should be submitted with the Proforma for furnishing the Technical Bid without which the Quotation shall be treated as incomplete and hence summarily rejected and the Financial Bid of the Tenderer shall not be opened.

20) Incase of any vendor does not agree with any or more condition(s) of this document, the same should be clearly mentioned in proforma for technical bid. A decision on the matter would be taken at the time of opening of tender and the matter finalised before opening of Financial Bid.

21) Each day of delay in completion of the job shall attract a penalty of 1% of the total cost of the particular activity delayed subject to a maximum 10%.

22) **Scope of Work**

22.1 Photostat Copying: The service provider shall be given a good copy typed or printed for photostat copying in number of copies specified. It will also be specified if the copies are to be Photostated both sides or single side. Good quality photostat copying paper shall be used by the vendor and each copy supplied must be clearly readable.

The vendor will have to collect the material to be photo stated from NIELIT and hand over the same back alongwith the no. of copies ordered.

22.2 Lamination: Generally various certificates issued by NIELIT are laminated after the certificates are signed by authorised signatories. These certificates are handed over to the service provider for Lamination which the vendor is expected to be carrying out using Hot lamination process of 100 micron. The lamination in no circumstance should be openable.

The vendor will have to collect the material to be laminated from NIELIT and hand over the same back to NIELIT after completion of the work.

22.3 Binding: The services of the vendor are availed for different king of binding e.g.:

Spiral binding of documents

Spico binding of documents

Binding of the records / vouchers in the office etc.

The vendor identified shall have to collect the material from NIELIT and return the same after completing the binding work.

23) While handing over the material a Order slip shall be given to the contractors' personnel with clear instructions and the time by which the materials are to be returned / supplied after doing the needful. The contractors shall have to meet the time frame given.

24) Safety / Security / confidentiality of the documents handed over to the vendor shall be strictly maintained. Any failure on this account will lead to forfeiture of the Security by invocation of Bank Guarantee in addition too any other action as may be deemed fit by NIELIT.

25) While carrying out the binding work the vendor may be required to place coloured papers (title sheets) between the different topics covered in the document. The vendors may also be required to bind the document with plastic covers as per sample, which can be seen in NIELIT's office. The vendor shall have to supply such covers and bind the same as ordered. The plastic transparent as well as non-transparent to be used as covers should be of good quality.

26) A single vendor will be identified for all the items of work given in the scope of work in Clause 22 of this Tender Document. For arriving at the conclusion as to who are the lowest bidders, the costs would be worked out on proportionate basis based on the consumptions in the previous year. Where there are no quantities, the items would be ignored and the comparison would be carried out based on the rates quoted for the items for which figures are available and the other items would automatically be awarded to the vendor who is found to be lowest and otherwise accepted. The following are the quantities consumed during last year are as under:

- a) Photostat A4 size - 95,000 pages.
- b) Photostat Legal Size - 3,000 pages
- c) Colour Photostat(A4 size) – 500 pages
- d) Lamination : Certificates and Other A4 size papers - 5000.
- e) Lamination A3 size - 100 Nos.
- f) Wrapper Binding - 500 Copies.
- g) Spiral Binding - 450 documents.
- h) Card Board Binding – 200 Copies

The above quantities are only symbolic and exact quantities of outsourcing activities to be done will be as per actual requirement ordered on case to case basis.

27. Eligibility criteria:-

27.1 The average annual turnover of the Bidder for past three years (2011-12, 2012-13, 2013-14) should be at least Rs. 2 Lacs (Rupees Two Lacs)

27.2 The bidder should have been in the business of providing Photostat copying, Lamination, Binding etc. services for a minimum of 3 years.

28 Procedure for submission of the proposal:

28.1 The vendors desirous of being considered for annual rate contract(s) towards providing services of Photostat copying, Lamination, Binding etc. activities of NIELIT shall have to submit its bid in two parts, viz., Technical Bid as per proforma at Annexure II and Financial Bid as per proforma at Annexure III.

28.1.1 **Technical Bid** - All the columns, in the proforma should be duly filled and supporting documents e.g. DD towards EMD, proof of turnover, proof of commencement of Business, photostat copies of the job award letters from at least three customers being served in the business of providing services of Photostat copying, Lamination, Binding etc. for a minimum of 3 years with comprehensive list of such customers etc., must be submitted with this Bid.

28.1.2 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.

28.1.3 A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should be enclosed with the Technical Bid in token of bidders confirmation to accept the terms and conditions and other provisions contained in it.

6.1.4 Incomplete Bid shall not be considered and will be summarily rejected.

28.2 Financial Bid- All columns of the proforma should be correctly and clearly filled.

28.2.1 Cost for each activity shown separately in the Annexure III must be indicated separately and combined rates for more than one activity shall not be accepted.

28.2.2 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.

28.2.3 The vendors will have to quote for all items included in Annexure III.

28.2.4 The Proforma for Technical Bid (Annexure II) and Financial Bid (Annexure III) duly filled in, should be sealed in separate covers and respective covers superscribed with the statement '**Technical Bid**' or '**Financial Bid**' as the case may be. The covers used must contain the name, address and telephone No. of the Bidder printed/written on the same.

28.2.6 The two sealed covers containing Technical and Financial Bids sealed in a single cover superscribed with "**Quotation for providing services with regard to Photostat copying, Lamination, Binding etc. activities of NIELIT**" and addressed to the Registrar, NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi - 110 003, must reach the addressee latest by the date and time indicated in the Schedule of event indicated in the covering statement of this Document.

29 Bid Evaluation Criteria:

29.1 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.

29.2 The date and time for opening of the Technical Bids is given on the top of this document.

29.3 The Bidders may depute their representatives for the Technical Bid opening event.

29.4 The Technical Bids will then be evaluated by NIELIT, internally;

29.5 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.

29.6 If any vendor so desires, it may depute its representative for Financial Bid opening event also.

29.7 The vendors will have to quote for all the items. The lowest bidder will be selected based on the lowest total cost offered inclusive of all cost excluding taxes for all the items in the scope of the contract. The L1 bidder will normally be awarded the contract. However, NIELIT reserves the right to ignore the L1 bidder for the reasons, to be recorded in writing.

29.8 The decision of the Managing Director, NIELIT shall be final and binding.

PROFORMA FOR TECHNICAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :
Address & Tele. No.
Email Id
- 2 Date of commencement of Business :
- 3 Status of the organisation :
(i.e. whether proprietorship, Partnership,
Pvt. Ltd., / Public Ltd. Company, Regd.
Under Societies Regn. Act etc.)
- 4 Regn. No. of the Organisation. Please :
attach Certificate of Regn / Incorporation)
5. Name of the CEO / Proprietor :
6. Annual Turnover : 2011-12 2012-13 2013-14
(attach photostat copies of
Balance Sheet / IT Returns /
CA's certificate) for last 3 years
- 7 CST No., if any :
Service Tax no. if any :
(If service tax is to be charged, the Vendor
must have Service Tax No.)
- 8 Details of EMD (Enclosed DD) : DD no. _____ dated _____

for Rs.5,000/- drawn on -----

-----Bank in favour

of **NIELIT** payable at New Delhi

9. Name & address of three prominent Organisations provided similar services in the recent past (please also furnish copies of the supply orders) : 1)
2)

3)

10 Do you agree with the terms and conditions stipulated in Tender Document :

Declaration:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature

Name

Date.....

Designation

Telephone Contact/Mobile No.....

E-Mail ID

PROFORMA FOR FINANCIAL BID

1. Name of the Organisation :
 Address & Tele. No. :
 Service Tax no. :
 Sales Tax no. :
 PAN No. :

2. Rates offered :

<i>S.No</i>	Item With Specification	Unit Rate	Taxes (if any) Please Specify
1	Photostat copying a) A4 Paper single side(black & white) b) A4 Paper both sides(black & white) c) A4 Paper single side(coloured) d) A4 Paper both sides(coloured) e) Legal size Paper single side(black & white) f) Legal size Paper both sides(black & white) g) A3 single side(black & white)		
2	Lamination 100 micron a) Different Certificates of A4 size b) Any other Paper A4 size c) Any other Paper A3 size.		
3	Wrapper Binding		
4	Spiral Binding		
5	Card Board Binding including cost of Card Board		
6	Printing & insertion of title sheets (per sheet)		
7	Plastic Coversheets (transparent) a) A4 size b) A3 size		
8	Plastic Coversheets (coloured) a) A4 size b) A3 size		
9	Plastic separators(serialized with dye cutting)		
10	Total Rs.		

Note:

- a) The vendor will have to quote for all of the above items
 b) All taxes – sales tax, octroi, service tax etc. (if applicable) should be specified separately.

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 authorised to sign such bids on behalf of the organisation.

Place:.....

Date:.....

Signature

Name

Designation

Company Seal.....