

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(12)2015-NIELIT

April 22nd, 2015

NOTICE INVITING TENDER FOR PROVIDING SERVICES WITH REGARD TO PRINTING ACTIVITIES OF NIELIT

Schedule of Events

Nature of the Work (Procurement of Services/Goods) Outsourcing	Identification of vendors for printing activities of NIELIT.
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 procured) i) Estimated cost of works for Group –I to Group V over a period of one year	Rs. 15 Lakhs per annum
Earnest Money Deposit (EMD)	Rs.30,000/-
Publishing Date	22/04/2015
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://www.nielit.gov.in http://eprocure.gov.in
Date & time upto which the queries/questions/objections including inspection of samples on the Tender Document will be received	11/05/2015, 16.00 hrs
Bid Submission Start Date & Time	22/04/2015, 15.00 hrs
Bid Submission Closing Date & Time	13/05/2015, 13.00 hrs
Technical Bid Opening Date & Time	13/05/2015, 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 PROVIDING SERVICES WITH REGARD TO PRINTING ACTIVITIES OF NIELIT
CLOSING AT 13:00 HRS. ON 13th, MAY 2015

1. Background:

1.1 The National Institute of Electronics and Information Technology (NIELIT), is an autonomous Scientific Society under the administrative control of Department of Electronics & Information Technology(DeitY), Ministry of Communications and Information Technology, Govt. of India. NIELIT erstwhile DOEACC Society came into existence in 1994 with the primary objective of implementing the Scheme of All India Council for Technical Education(AICTE), and the Department of Electronics (now DeitY) 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 areas of IT. Under the scheme, the Institute conducts Examinations twice in a year for 'O','A','B'&'C' Level courses and issues certificates to the successful candidates in respect of all the courses offered under the Scheme. The DOEACC Society was renamed as 'National Institute of Electronic and Information Technology' (NIELIT) on 10th October, 2011.

1.2 The Institute also offers a Course on Computer Concepts (CCC), which is basically an IT Literacy Course for the masses. The institutes conducting accredited O, A, B and C level courses & Facilitation Centres are authorized to conduct training for this Course and offer candidates for the Examinations conducted by this Institute every month. Also candidates are allowed to appear as direct candidates based on self study. Besides this, there is another short term course namely, Basic Computers Course(BCC) which is a 36 hours intensive programme duly approved by the Directorate General of Employment & Training (DGE&T).

1.3 Discharge of the functions of this Institute at Headquarters involves extensive use of the services of printers for printing of its Answer Books, various publications, e.g. Syllabus, Guidelines for Institutions/Accreditation Application Forms, Certificates, instructions to students etc., and for these services, NIELIT Headquarter is looking for suitable vendors to be awarded contracts for a period of two years.

2. Terms and Conditions:

2.1 While the vendor selected for award of contract will provide services and supply printed materials as per the time schedule indicated in the Supply Orders issued from time to time; the supplies directly connected with Examination activities such as Blank Answer Books, etc., the following tentative schedule will have to be adhered to:

Item	January Exams	July Exams
a) Submission of design and proof of the Cover Pages for O/A/B/C level Answer Books to be supplied by vendor.	1 st November	1 st May
b) Design and proof of the Cover Pages of Answer Books to be approved by the representative of NIELIT.	7 th November	7 th May
c) Order to be placed on vendor by NIELIT.	15 th November	15 th May
d) Old Answer Books for change of cover pages to be handed over to the vendor.	15 th November	15 th May
e) 1 st lot of 50% of the quantity ordered for Answer Books of each level to be supplied.	25 th November	25 th May
f) 1 st lot of 50% of the Additional Answer Sheets ordered to be supplied.	25 th November	25 th May
g) 2 nd & final lot of balance quantity of Answer Books and Additional Sheets ordered.	1 st December	1 st June
h) Any additional quantity ordered	To be supplied within two days of the date of placement of Order orally. Oral order to be confirmed subsequently in writing.	

2.2 The designated Officer of NIELIT would place orders on selected vendors for printing and supply of specific items, the rates for which would be finalized under this contract. The order shall specify the item, quantity and the schedule of supply. The vendor shall have to supply the items as per the requirement of the Order.

2.3 Each day of delay in completion of the job on the part of the vendor shall attract a penalty of 1% of the total cost of the Purchase Order for a particular activity delayed subject to a maximum of 10%. For this purpose, each supply order placed shall be treated as separate activity. The Institute reserves the right to cancel the order without any notice in addition to imposition of penalty as above, in case of failure on the part of the vendor to meet time schedules.

2.4 Before commencement of the printing, the vendor shall have to get the proof approved by the representative of the Institute. If it is found that the articles supplied contain mistakes and the same has been supplied without getting the proof approved, the material supplied shall be summarily rejected and the vendor will have to redo the work without any payment for the rejected materials.

2.5 In case the vendor awarded the specific job fails to perform to the satisfaction of NIELIT, the NIELIT shall get the job done from any other vendor at the risk and cost of the vendor awarded the job and no claim whatsoever shall be entertained on this account.

2.6 Bidders who are black listed or debarred from participating in any such tender in any Govt. Department/Universities or Autonomous bodies are not allowed to participate in the tender. Self-declarations stating that they are not black listed must be submitted along with bids. If, under any circumstances, the declaration(s) submitted by bidders are found false, their bids will be outrightly rejected and EMD will be forfeited.

2.7 The tenders received late including those due to postal delays shall not be considered and no correspondence in this regard shall be entertained.

2.8 Incomplete tenders or those without Earnest Money will be rejected.

2.9 NIELIT reserves the right to reject any or all tender(s) without assigning any reason at any stage.

2.10 Any conditional tendering other than mentioned in this tender will be liable for rejection.

2.11 All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Managing Director, NIELIT.

2.12 In all matters and disputes arising hereunder, the appropriate Courts in Delhi alone shall have jurisdiction to entertain and try them under Indian Law.

2.13 No tender will be accepted by fax, email, telex, or any other such means.

2.14 In case the space in the tender document is found insufficient, the bidders may attach separate sheets keeping the format intact. There should not be any deviation in terms and conditions as have been stipulated in the tender documents.

2.15 If the last date of submission of bid happens to be a holiday, then the next working day will be the last date of submission of bid. Bids will be opened at the same time & date as mentioned in this document.

2.16 The Managing Director, NIELIT reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning any reasons thereof. The Managing Director, NIELIT is not bound to accept the lowest bidder.

2.17 Total price of goods should be clearly indicated. Excise Gate Pass, if applicable, to be prepared in the name of 'NIELIT' is to be delivered in duplicate with Delivery Challan. NIELIT will not issue any Form like C,F or Road Challan etc.

3 Payments:

3.1 No advance payments under any circumstances shall be made to the vendor.

3.2 The payments shall be released by NIELIT against the pre-receipted bills received from the vendor after having completed the job to the satisfaction of NIELIT.

3.3 All payments shall be subject to TDS.

3.4 The rates quoted should be firm and in Indian Rupees. In case of any difference/discrepancy between the rates quoted in figures and words, the later shall prevail.

3.5 Any overwriting/fluiding/correction in the bid should be authenticated by the signatures of the authority signing the bids, failing which the bid may be rejected at the discretion of the Managing Director, NIELIT.

3.6 The bid should be valid for a minimum period of six months after the closing date for submission.

4. Scope of Work

4.1 **Scope of Contract:** The scope of contract would involve printing and supply of the following items under four groups as and when required on the rates approved under this contract during the period of the award of contract. It may be noted that the Annual Consumption indicated against each activity under four groups is based upon past statistics. However, the same may vary depending upon actual requirement at the time of placement of Purchase Order(s).

<u>Item</u>	<u>Annual Consumption</u>
4.2 Group I –Syllabus and Prospectus	
4.2.1 Syllabus 'O' Level – A Book containing 108 pages + cover printed in single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Orange Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching.	200
4.2.2 Syllabus 'A' Level – A Book containing 180 pages + cover printed in single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Yellow Colour Art Card 250 gsm with lamination – finished size 11.5x8 side stitching.	200
4.2.3 Syllabus 'B' Level – A Book containing 355 pages + cover printed in single colour, both sides on 18.6 kgs. White paper with Covers single side (outer site) single colour printing on Golden colour Art Card 250 gsm with lamination - finished size 11.5x8 side stitching.	200

- 4.2.4 **Syllabus 'C' Level** – A Book containing 124 pages + cover printed in single colour , both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Green Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching. 100
- 4.2.5 **Prospectus for Accreditation of 'O' Level** – A Book containing 55 pages _ cover printed in single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Orange Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching. Application Form for Accreditation is an integral part of this Book. But the same has to be provided in perforated form so that the same could be detached from the book and used separately. 500
- 4.2.6 **Prospectus for Accreditation of 'A' Level** – A Book containing 53 pages + cover printed in single colour, both sides on 18.6 kgs + white paper with Covers single side (outer site) single colour printing on Yellow Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching. Application Form for Accreditation is an integral part of this Book. But the same has to be provided in perforated form so that the same could be detached from the book and used separately. 300
- 4.2.7 **Prospectus for Accreditation of 'B' Level** – A Book containing 43 pages + cover printed in single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Golden Colour Art Card 250 gsm with lamination – finished size 11.5x8 – side stitching. Application Form for Accreditation is an integral part of this Book. But the same has to be provided in perforated form so that the same could be detached from the book and used separately. 200
- 4.2.8 **Prospectus for Accreditation of 'C' Level** – A Book containing 25 pages + cover printed in single colour, both sides on 18.6 kgs white paper with Covers single side (outer site) single colour printing on Green Colour Art Card 250 gsm with lamination – finished size 11.5x8 side stitching. Application Form for Accreditation is an integral part of this Book. But the same has to be provided in perforated form so that the same could be detached from the book and used separately. 100
- 4.2.9 As a consequence of a decision to revise the documents, there may be an increase or decrease in number of pages of above mentioned documents i.e., the Syllabus or the Guidelines for Accreditation. Thus, in case of increase, the cost would be increased proportionately and in case of decrease, the cost would be decreased proportionately and as such the rates for the same have to be quoted in the proforma for commercial bid. Rates may be quoted separately for both side printed and single side printed pages.

4.3 Group II –Letter Heads, O/A/B/C Level Certificates & Visiting Cards

4.3.1 **Letter Heads** on Executive Bond 80 gsm paper in A4 size (multicolour printing) with back side single color printing 50,000

4.3.2 **DO Letterhead**,A4 size on 160 gsm superior quality paper. 5,000

4.3.3 Certificates for O/A/B&C levels on 105 gsm paper A4 size both side printed – front four colour printing and back side single colour printing. O-10000
A-5000
B-300
C-150

4.3.4 Visiting Cards(back to back printing) having 210 gsm on handmade paper size (9cmsX5.5 cms), bilingual printing 5000

4.3.6 The above consumption are only symbolic and exact quantities to be supplied will be as per actual requirement ordered on case to case basis.

4.4 Group III – Answer Books

4.4.1 **‘O’ Level Answer Books** – Containing 8 sheets including covers. All sheets plain white except the top outside cover page printed in single colour, finished size of 8.25”x11.25”, Center stitched, all answer books numbered on front cover page in sequence of numbers from the middle. “NIELIT” and the Exam Code to be provided by NIELIT should be embossed (size 1”x0.5”) on right side top and bottom corners, respectively of the finished Answer Books in a way that each page of the Answer Book gets embossing impression. All sheets of Standard quality maplitho paper of ‘A’ Class Mills of 18.6 kgs(70 gsm) should be used. 1,30,000

4.4.2 **‘A’ level Answer Books** – Containing 6 inside sheets of standard quality maplitho paper of ‘A’ Class Mills of 18.6 kgs (70 gsm), Cover sheets of Yellow colour Lucky Parchment 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25”x11.25”, Center stitched, all answer books numbered on front cover page in sequence of numbers to be indicated by NIELIT, top cover page perforated from the middle. “NIELIT” and the Exam Code to be provided by NIELIT should be embossed (size 1”x0.5”) on right side top and bottom corners, respectively of the finished Answer Books in a way that each page of the Answer Books in a way that each page of the Answer Book gets embossing impression. 80,000

4.4.3	<p>‘B’ level Answer Books – Containing 10 inside sheets of standard quality maplitho paper of ‘A’ Class Mills of 18.6 kgs (70 gsm), Cover Sheets of Blue Colour Lucky Parchment 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25”x11.25”, Center stitched, all answer books numbered on front cover page in sequence of numbers to be indicated by NIELIT, top cover page perforated from the middle. “NIELIT” and the Exam code to be provided by NIELIT should be embossed (size 1”x0.5”) on right side top and bottom corners, respectively, of the finished Answer Books in a way that each page of the Answer Books gets embossing impression.</p>	15,000
4.4.4	<p>‘C’ level Answer Books – Containing 10 inside sheets of standard quality maplitho paper of ‘A’ Class Mills of 18.6 kgs (70 gsm), Cover sheets of Ledger 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25”x11.25”, Center stitched, all answer books numbered on front cover page perforated from the middle. “NIELIT” and the Exam Code to be provided by NIELIT should be embossed (size 1”x0.5”) on right side top and bottom corners, respectively of the finished Answer Books in a way that each page of the Answer Book gets embossing impression.</p>	2,000
4.4.5	<p>Additional Sheets – These sheets are common for O, A, B and C levels and contain a single sheet folded (4 pages) of standard quality white paper of 18.6 kgs in a finished size of 8.25”x11.25” with front sheet printed in single colour, front sheet to contain serial number, “NIELIT” and Exam Code (to be provided by NIELIT) to be embossed on all Additional Sheets.</p>	2,00,000
4.4.6	<p>Replacement of Cover Pages of ‘O’ Level existing Answer Books provided by NIELIT. The quality of the paper should be the same as for O level Answer Book indicated above, numbered in same sequence as of fresh ‘O’ level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a Fresh ‘O’ level Answer Books.</p>	60,000
4.4.7	<p>Replacement of Cover Pages of ‘A’ Level existing Answer Books provided by NIELIT. The quality of the paper should be the same as for ‘A’ level Answer Books indicated above (Yellow Parchment Paper of 95 gsm) numbered in the same sequence as of fresh ‘A’ level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a fresh ‘A’ level answer books.</p>	40,000

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|--------|--|----------|
| 4.4.8 | Replacement of Cover Pages of 'B' Level existing Answer Books provided by NIELIT. The quality of the paper should be the same as for 'B' level Answer Books indicated above (Blue Parchment Paper of 95 gsm) numbered in the same sequence as of fresh 'B' level Answer Books, Top Cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of fresh 'B' level Answer Books. | 8,000 |
| 4.4.9 | Replacement of Cover Pages of 'C' Level existing Answer Books provided by NIELIT. The quality of the paper should be the same as for 'C' level Answer Books indicated above (Ledger paper of 95 gsm) numbered in the same sequence as of fresh 'C' level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a fresh 'C' level answer books. | 1,000 |
| 4.4.10 | Recycling of Additional Sheets: The unused Additional Sheets of previous Examination are re-used by the following examination after re-numbering the same and embossing the relevant Examination Code. Thus, these sheets are lifted from our premises by the vendor and supplied back after carrying our necessary updations. | 1,00,000 |

4.5 Group-IV Miscellaneous Items

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|-------|--|--------|
| 4.5.1 | Information Brochure of NIELIT containing three sheets A4 size both side single colour printed on 130 gsm Art paper. | 5,000 |
| 4.5.2 | Any document single colour single side printed on 75 gsm Maplitho paper in A4 size. | 40,000 |
| 4.5.3 | NIELIT may have requirement of printing of materials on 75 gsm Maplitho Papers or 80 gsm papers in different combinations. Thus, the vendors have to furnish rates for different types of printing services as indicated in the proforma for Financial Bid so that as and when the requirement arises, orders can be placed on the selected vendors. | |

4.6 Group-V Printing of quarterly Newsletter

The entire job right from typesetting/designing to printing of Newsletter as included in the scope or work in this Document will be assigned to a single vendor selected on the basis of L1 bidder.

Scope of Work

4.6.1 The vendor would be provided with the content in English and would be required to compose the material in required format for printing. The Newsletter shall be of following specifications:

- [i] Size : 8.50" x 11" (finished), 17" x 11" (open)
- [ii] Colour : 4 colour
- [iii] Pages : 10-12 pages(approx) subject to change
- [iv] Paper : Front & Back Cover - 170 gsm Art paper
Inside pages on 130 gsm Art Paper
- [v] Fabrication : Stapled
- [vi] Quantity : As per requirement, subject to a minimum of 3000 copies(quarterly)

4.6.2 Since the assignment to be undertaken under this contract would be of utmost importance, the quality shall be maintained under all circumstances and if the quality does not meet with the one ordered the consignment would be summarily rejected.

4.6.3 The vendor would generally be allowed 07 days time for printing and supply of the Newsletter. However, it may be required to complete the job in smaller time frame also depending upon exigencies.

4.6.4 The vendor shall undertake the assignment in a time bound manner and the requisite number of copies will have to be supplied within stipulated time frame failing which the penalty @Rs. 0.50/- per copy per day subject to a maximum of 10% of the value of contract shall be imposed. In case the vendor fails to supply the material latest by 10 days of the date of order, NIELIT shall be free to get the job completed by another vendor.

4.6.5 The vendor shall be provided the material in MS-Word format and after carrying out type setting etc., the material would be sent to NIELIT for first proof reading in CRC format. The vendor may be required to submit the proof in CRC form again if a need is felt by NIELIT. Simultaneously the vendor would submit the draft print out & design of Newsletter to NIELIT for approval. Printing of final report would be started by the vendor only after approval of design and final proof reading of the material / text.

4.6.6 Since the activities involved are operational in nature, placing firm orders every time may not be possible and as such the telephonic conversation or handing over the materials should be considered as firm order;

4.6.7 The estimated cost of the works over a period of one year for printing of NIELIT quarterly Newsletter is about Rs.1-1.5 Lakhs This is, however, only indicative and subject to change as per actuals.

4.6.8 Cost of each item shown separately in the Appendix II must be indicated separately and combined rates for more than one item shall not be accepted.

4.6.9 The estimated cost of the works for Group –I to Group – V over a period of one year is about Rs.15,00,000/-. This is, however, only indicative and subject to change as per actuals.

4.6.10 Number of pages in prospectus and syllabus listed at Serial Number 4.2.1 to 4.2.8 above may vary. All the items under Group I to IV, when ordered, shall be supplied at NIELIT Headquarter in packages of appropriate size to facilitate safe handling & storage.

5. **Eligibility criteria:-**

5.1 The average annual turnover of the Bidder for past three years (2011-12, 2012-13, 2013-14) should be at least Rs.10 Lacs(Rupees Ten Lacs).

5.2 The bidder should have been in the business of providing Printing Services for a minimum of 3 years.

6 **Procedure for submission of the proposal:**

6.1 The vendors desirous of being considered for annual rate contract(s) towards printing services/activities with NIELIT shall have to submit its bid in two parts, viz., Technical Bid as per proforma at Appendix I and Financial Bid as per proforma at Appendix II.

6.1.1 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 Printing Services for a minimum of 3 years with comprehensive list of such customers etc., must be submitted with this Bid.

6.1.2 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.

6.1.3 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.

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

6.2.1 Cost for each activity shown separately in the Appendix II must be indicated separately and combined rates for more than one activity shall not be accepted.

6.2.2 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.

6.2.3 The vendors will have to quote for all items included in Appendix II

6.2.4 The Proforma for Technical Bid (Appendix I) and Financial Bid (Appendix II) 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.

6.2.5 The two sealed covers containing Technical and Financial Bids sealed in a single cover superscribed with "**Quotation for providing services with regard to Printing 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.

7 Bid Evaluation Criteria:

7.1 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.

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

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

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

7.5 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.

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

7.7 The vendors will have to quote for all the items covered in a particular group of items in the scope of contract. The lowest bidder will be selected based on the lowest total cost offered inclusive of all cost excluding taxes for all the items in a particular Group calculated on the basis of consumption shown against each item. To elaborate, though the vendors will have to indicate the rates separately for each item within a Group, a Group of items would be treated as one item for the purpose of arriving at the conclusion of lowest bidder for items. Thus, for each item within a Group, there may be a different lowest bidders but the cost offered for one item in a particular group will not be considered as the lowest.

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

8. Earnest Money Deposit: Earnest money deposit (EMD) of Rs.30,000/- by Demand Draft favouring NIELIT payable at Delhi must be attached with the Technical Bid (Appendix I). While the amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids. Once the vendor is selected, they will submit performance warantee of a value equal to 7% of the total cost of material calculated based on rates quoted and the estimated quantities indicated in the tender document. The security can be submitted in the form of Bank Guarantee from a scheduled Bank valid for 26 months from date of award of contract. In case the party selected backs out, the EMD shall be forfeited.

9. Duration of contract:The contract awarded shall be valid for a period of two years from the date of its award and no change in rates shall be allowed. The vendor awarded the contract shall have to provide the services for the entire period and any failure on this account shall entail invocation of the Bank Guarantee in addition to any other action as deemed fit

10. Termination of Contract: Either party may terminate the contract by giving a notice of two months. However, in case the vendor gives the notice for termination, it will ensure that activities pertaining to any Examination are not commencing within two months. If any activity is likely to commence within two months of the date of notice given by the Vendor, it will be obligation of the vendor to undertake the job for that particular examination and for other Examinations appropriate arrangements shall be made by NIELIT.

11. Security Deposit: Successful bidder will have to submit a Performance Security of an amount equal to 7% of the estimated cost of items worked out based on past consumption. Security deposit can also be submitted in the form of a Bank Guarantee valid for a period of twenty-six months from the date of award of the contract. The Bank Guarantee shall be invoked in case the vendor fails to meet their obligations under this contract. The successful bidder shall have to furnish the Performance Security within five days of the communication from NIELIT, failing which the award letter may be withdrawn and the EMD submitted by the vendor forfeited.

- 12.** The contract shall fall within the jurisdiction of legal authorities in Delhi.
- 13.** In case of any dispute, the decision of the Managing Director, NIELIT shall be binding.
- 14.** Incomplete quotation shall be summarily rejected. The Managing Director, NIELIT reserves the right to reject any quotation without assigning any reason.
- 15.** A copy of this Annexure with each page signed in token of acceptance of the terms and conditions stipulated herein should be submitted with the proforma for furnishing the quotations without which the proposal shall be treated as incomplete & liable for rejection.
- 16** Appendix I and Appendix II duly filled in with all enclosures should be sealed in separate envelopes duly superscribed with 'Technical Bid' and 'Financial Bid' as the case may be. These two envelopes may then be placed in a bigger envelope superscribed with 'Quotation for Printing and Publishing' and addressed to Registrar, NIELIT, Electronics Niketan, 6, CGO Complex, New Delhi – 110 003 and submitted to this office on or before the closing date and time for submission of the quotation.

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PRO FORMA FOR FURNISHING TECHNICAL BID

(Please go through the terms and conditions before filling up this Pro forma)

1. Name, Address, E-Mail ID and Telephone Number of the :
Organization.

2. Date of commencement of Business :
(Please furnish proof in support of your statement)

3. Status of the organization *(i.e. whether Proprietorship, :
Partnership, Private Limited/Public Limited Company,
Registered under Societies Registration Act, etc.*

4. Registration Number of the Organization. *(Please attach :
Certificate of Registration/Incorporation)*

5. Name of the C.E.O. / Proprietor :

6. Name, designation and address, including phone / :
mobile number of the Contact Person.

7. Annual Turnover : 2011-12 Rs.
(Attach Photostat copies of 2012-13 Rs.
Balance Sheet/I.T. Returns/C.A.'s 2013-14 Rs.
Certificate).

8. Sales Tax/VAT No., if any *(Must, if ST/VAT is charged.)* :

9. Service Tax No., if any *(Must, if ST is charged)* :

10. P.A.N. of the Organization / Owner *(in case of :
proprietorship organization where no P.A.N. has been issued in
the name of the Organization).*

11. Number of employees on the rolls of the vendor. : Managerial:
Engineers:
Supervisory:
Other (please specify):

12. Details of three prominent organizations served/being served with similar services (*attach a comprehensive list*)

Name & Address	Name & Phone No. of the contact person	Annual cost of contract	Since when the services are being provided
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13 Details of : D.D.
E.M.D. No. _____ dated _____
(enclosed) for Rs.30,000/- drawn
on _____ Bank
in favour of NIELIT, payable at
New Delhi.

DECLARATION:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.

Place _____

Signature: _____

Date _____

Name: _____

Designation: _____

Seal of the Company: _____

PRO FORMA FOR FINANCIAL BID

1. Name & Address of the organization :
(including phone numbers, e-mail id)
2. Rates offered in Rupees including all : O A B C Taxes
costs excluding taxes [in Rs.] if any

Group I: Syllabus & Prospectus

- i) Syllabus (per booklet) :
- ii) Prospectus for Accreditation (per :
booklet)
- iii) Cost per sheet (same quality &
specifications as used in Syllabus &
Prospectus for Accreditation) both
side printed. :
- iv) Cost per sheet (same quality &
specifications as used in Syllabus &
Prospectus for Accreditation)- single
side printed

Total of Group [I] :

Group II: Letter Heads, 'O','A','B' & 'C' Level Certificates and Visiting Cards

- | | Rates
offered in
Rupees | Taxes, if any |
|--|-------------------------------|---------------|
| v) Letter Heads Executive Bond (80 gsm, multicolour)
with back side single color printing per Letter Head | | |
| vi) DO Letter Heads on 160 gsm superior quality paper
per Letter Head | | |
| vii) Certificates for O Level on 105 gsm paper per
Certificate | | |
| viii) Certificates for A Level on 105 gsm paper per
Certificate | | |
| ix) Certificates for B Level on 105 gsm paper per
Certificate | | |
| x) Certificates for C Level on 105 gsm paper per
Certificate | | |
| xi) Visiting Cards(back to back printing) having 210 gsm
on handmade paper per visiting card | | |

Total of Group [II]

Taxes
if any

Group III: Answer Books(Rates offered in Rupees per Unit)

O A B C

- xii) Answer Books
- xii) Cover change of old Answer Books Refer 4.4.6 to 4.4.9
- xiv) Additional Sheets (item 4.4.5 of Tender Document)
- xv) Renumbering & embossing of Exam Code on Old Additional Sheets (item 4.4.10)

Total of Group [III]

Group IV: Miscellaneous Items

Rates offered in Rupees including all costs excluding taxes Taxes if any

- xvi) Any document single colour single side printed on A4 size Maplitho White Paper (75 gsm) :
- xvii) Any document single colour both side printed on A4 size Maplitho Pink Paper (75 gsm) :
- xviii) Any document single colour single side printed on A4 size White Paper (80 gms).
- xix) Any document single colour both side printed on A4 size White Paper (75 gsm) :
- xx) Any document single colour both side printed on A4 size White Paper (80 gsm) :
- xxi) Any document two colours both side printed on A4 size White Paper (80 gsm) :
- xxii) Any document both side printed on A4 size White Paper (80 gsm) one side double colour and other side single colour.
- xxiii) Any document two colours single side printed on A4 size (80 gsm) :
- xxiv) Any document two colours single side printed on A4 size White Maplitho Paper (75 gsm) :
- xxv) Any document one side four colours and other side single colour printed on A4 size White Maplitho paper (75 gsm).

xxvi) Any document one side four colours and other side :
single colour printed on A4 size White Maplitho
paper (80 gsm).

xxvii) Information Brochures of NIELIT containing three
sheets of A4 size center stapple stitched both side
single colour printed on 130 gsm Art Paper.

Total of Group [IV]

Group V – Printing of quarterly Newsletter

Rates to be offered/quoted per Sheet basis (In Rupees):

- i) Cost of printing Newsletter on 170 gsm Art Paper :-
of size 17" X 11"(Cover page plus back cover)
- ii) Cost for printing Newsletter on 130 gsm Art paper :-
of size 17" X 11"(Inside Sheets)
- iii) Any other costs to be levied (Give details) :-
- iv) Taxes if any :-
- Total of Group [V] :-**

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place _____

Signature: _____

Date _____

Name: _____

Designation: _____

Seal of the Company: _____