

Bid Document

Bid Details	
Bid End Date/Time	10-11-2022 18:00:00
Bid Opening Date/Time	10-11-2022 18:30:00
Bid Offer Validity (From End Date)	60 (Days)
Ministry/State Name	Ministry Of Electronics And Information Technology
Department Name	Na
Organisation Name	National Institute Of Electronics And Information Technology - Nielit (formerly Doeacc Society)
Office Name	Nielit Ropar
Item Category	Paper-based Printing Services - Supply of preprinted A4 photocopier with QR code Bill printing on the other side as per ATC; Fixed printing on one side and QR Code bills on other side of A4 sheet; Fixed format on one side as per supplier and QR code ..
Contract Period	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)	4 Lakh (s)
Years of Past Experience Required for same/similar service	1 Year (s)
MSE Exemption for Years Of Experience and Turnover	Yes
Startup Exemption for Years Of Experience and Turnover	Yes
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
ITC available to buyer	Yes
RCM Applicable	Yes
Time allowed for Technical Clarifications during technical evaluation	3 Days
Estimated Bid Value	1050000
Evaluation Method	Total value wise evaluation

EMD Detail

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Required	No
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ePBG Detail

Advisory Bank	PUNJAB NATIONAL BANK
ePBG Percentage(%)	3.00
Duration of ePBG required (Months).	14

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:

Executive Director NIELIT Chandigarh
 Nielit Ropar, NA, National Institute of Electronics and Information Technology - NIELIT (formerly DOEACC Society),
 Ministry of Electronics and Information Technology
 (Executive Director Nielit Chandigarh)

Splitting

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

Paper-based Printing Services - Supply Of Preprinted A4 Photocopier With QR Code Bill Printing On The Other Side As Per ATC; Fixed Printing On One Side And QR Code Bills On Other Side Of A4 Sheet; Fixed Format On One Side As Per Supplier And QR Code .. (1)

Technical Specifications

Specification	Values
Core	
Type of Printing	Supply of preprinted A4 photocopier with QR code Bill printing on the other side as per ATC
Category of Printing	Fixed printing on one side and QR Code bills on other side of A4 sheet
Mode of Printing	Fixed format on one side as per supplier and QR code bill printing on other side Digital
Single/ Double Sided	Double Sided (Both Sided - Front and Back)
Colour of Printing	Single Color
Printing Content	Text + Pictorial
Paper Material	Photocopier Paper
Standards of Paper	Conformity to Indian Standard IS 1848
Size of the Paper (in cm)	A4 (21.0 x 29.7)
Thickness of Paper in GSM	70 to 75 GSM
Inserts	Not Required
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	YES
Number of languages of printing	Single
Language	English
Addon(s)	

Input Tax Credit(ITC) and Reverse Charge(RCM) Details

ITC on GST	ITC on GST Cess	RCM Applicable	GST as per RCM	GST Cess 1 as per RCM	Optional RCM
100%	NA	Yes	18%	NA	No

Additional Specification Documents

Consignees/Reporting Officer

S.No.	Consignee/Reporting Officer	Address	Number of Copies	Additional Requirement
1	Ram Shabad	140001,NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, BIRLA FARMS, BADA PHULL, RUPNAGAR	1	<ul style="list-style-type: none"> Number of pages per Item : 1500000

Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- a) The NIELIT Campus is situated at NIELIT Chandigarh's permanent campus at **Vill. Bada Phull, Rupnagar** - 140001. The vendor will be required for supply of pre-printed (one side) A4 photocopier paper and printing of bills with QR Codes on them from PDF Files on High Speed Laser Printers.
- b) The specifications / details of the stationery to be supplied are as under:

SNo.	Item Description
1.	<p>Supply of pre-printed (on one side) photocopier sheets (printing by vendor can be done through Offset / Digital Printing)</p> <p>Size: A4, GSM: 70-75</p> <p>Printing of QR Code Bills on the other side from PDF files to be provided by NIELIT through Digital mode</p>

- c) Each page of pre-printed side would bear name and Logo of NIELIT Chandigarh on top left corner. Each page on pre-printed side in a RIM would be numbered. Numbering will be done in chronological order continuously from 001 to 500. The name of the supplying firm shall be printed in very small font on right side of the pre-printed page.
- d) Art work for single side pre-printed stationery shall be got approved from NIELIT Chandigarh before printing first time within 7 days. After approval of the art work, the pre-printed stationery should be available with the vendor for bills' printing within 15 days.
- e) Vendors should always have one-month requirement (250 RIMS) of approved pre-printed stationery available with them, keeping in consideration the duration of the contract. Any change in the pre-printed format shall be applicable after one month of communication, and the same should become available with the vendor accordingly.
- f) **The vendor should have requisite number of laser printers for completion and delivery of the job within the timelines. Proof of location must be uploaded to qualify.**
- g) The work can be given on any day including Holiday/Saturday/Sunday.
- h) After printing from PDF files (By e-Mails/Pen Drive/Hard Disk) (page count can go up to approximate 65000 in one lot), the vendor will deliver printed sheets at NIELIT Chandigarh Centre, Sector 30 office at Chandigarh or at any other specified location in Chandigarh by 5.00 p.m. on next calendar day.

- i) The printed A4-sheets are to be supplied with packing in lots of 500 sheets and are to be properly tagged.
- j) The monthly A4-size sheets to be printed are approximately 1.25 Lakhs (in six lots – two lots more than 50000 sheets and four lots less than 2500 sheets). However, the quantity may vary as per project requirements.
- k) The estimated total number of pages during the contract period mentioned are the number of single side pre-printed pages to be supplied and the vendor shall print the bills on the other side of these pages. The bidder per page quote shall include cost of paper and printing on both sides.
- l) Payment shall be made within 30 days after completion of work upon submission of tax invoice.
- m) Duration of the contract may be extended up to 6 months beyond initial contract duration (subject to satisfactory performance and mutual consent).

n) Time Schedule

- i) The vendor will deliver printed sheets after printing from PDF files at NIELIT Chandigarh Centre, Sector 30 office at Chandigarh or at any other specified location in Chandigarh by 5.00 p.m. on next day.
- ii) If the printed A4 sheets are not delivered within stipulated time schedule, due to reasons solely and entirely attributable to the successful bidder and not in any way attributable to the delay on the part of NIELIT, a penalty @2% (two percent) per calendar day shall be levied on total no. of pages provided to the vendor in PDF files in a lot subject to a maximum of 6% of that lot. In case Printed sheets are not supplied within 1 calendar days after the specified period, Director, NIELIT Chandigarh, will have the right to get the sheets printed from any other source at the risk and cost of the vendor and 2% penalty in such case will have to be paid by the defaulting vendor in addition to the difference in actual cost of printing.
- iii) If the A4 size sheets are not as per specifications, the penalty shall be imposed at following rates:
 - a. At the rate of 2% on entire lot, if GSM of sheets is less than 70 GSM.
 - b. At the rate of 2% on entire lot if printing is not clear, sharp, smudged and not as per the approved sample.
 - c. At the rate of 2% on entire lot if pages carry omission of logo or dust in the RIMs.
 - d. At the rate of 2% on entire lot if missing of numbering on every page in chronological order or name of supplier not properly printed.
 - e. At the rate of 2% on entire lot if Stationery supplied is not as per approved art work.
 - f. At the rate of 2% on entire lot if Stationery supplied is not as per specifications of the tender document not covered above.
 - g. If defect is such due to which computer stationery does not run properly on the Printers, or cannot be used due to administrative reasons, entire lot will summarily be rejected
- iv) Further, if any act or failure by the bidder results in failure or non-operation of systems and if NIELIT has to take corrective actions to ensure functionality of its systems, NIELIT reserves the right to claim/recover damages from the bidder, which shall be equal to the cost it incurs or loss it suffers from such act or failure.
- v) NIELIT reserves its right to recover these amounts by any mode including adjusting from any payments to be made by NIELIT to the bidder, irrespective of whether such payment is related to this contract or otherwise.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name NIELIT Chandigarh Account No. 7854005900000019 IFSC Code PUNB0040800 Bank Name Punjab National Bank Branch address College Road, Rupnagar, Punjab. Successful Bidder to

indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

This Bid is governed by the [General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---