

### Bid Document

| Bid Details  |  |
|--|--|
| <b>Bid End Date/Time</b>   | 11-06-2022 19:00:00  |
| <b>Bid Opening Date/Time</b>   | 11-06-2022 19:30:00  |
| <b>Bid Offer Validity (From End Date)</b>                                    | 60 (Days)  |
| <b>Ministry/State Name</b>   | Ministry Of Electronics And Information Technology   |
| <b>Department Name</b>   | Na   |
| <b>Organisation Name</b>   | National Institute Of Electronics And Information Technology - Nielit (formerly Doeacc Society)  |
| <b>Office Name</b>   | Nielit Ropar   |
| <b>Item Category</b>   | Custom Bid for Services - Printing and Supply of OMR Sheets and Double OMR Scanning and Image Scanning   |
| <b>Contract Period</b>   | 1 Year(s)  |
| <b>Minimum Average Annual Turnover of the bidder (For 3 Years)</b>           | 3 Lakh (s)   |
| <b>MSE Exemption for Years of Experience and Turnover</b>                    | No   |
| <b>Startup Exemption for Years of Experience and Turnover</b>                | No   |
| <b>Document required from seller</b>   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC)<br>*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 |
| <b>Bid to RA enabled</b>   | No   |
| <b>ITC available to buyer</b>  | Yes  |
| <b>RCM Applicable</b>  | Yes  |
| <b>Time allowed for Technical Clarifications during technical evaluation</b> | 3 Days   |
| <b>Estimated Bid Value</b>   | 510000   |
| <b>Evaluation Method</b>   | Total value wise evaluation  |
| <b>Financial Document Indicating Price Breakup Required</b>                  | Yes  |

**EMD Detail**

|          |    |
|----------|----|
| Required | No |
|----------|----|

## 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:

NIELIT Chandigarh

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

(Nielit Chandigarh)

### Splitting

Bid splitting not applied.

1. 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.

2. 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.

### Additional Qualification/Data Required

**Scope of Work:**[1654067588.pdf](#)

**Service Level Agreement (SLA):**[1654067592.pdf](#)

**Payment Terms:**[1651485717.pdf](#)

**Project Experience and Qualifying Criteria Requirement:**[1654067601.pdf](#)

**GEM Availability Report ( GAR):**[1651485738.pdf](#)

**Buyers are requested to upload the format for price breakup of the lumpsum offering to be provided by the service provider (Please provide the format if financial upload required is selected as "Yes" while creating Bid):**[1654067681.pdf](#)

## Custom Bid For Services - Printing And Supply Of OMR Sheets And Double OMR Scanning And Image Scanning ( 1 )

### Technical Specifications

| Specification  | Values   |
|--|--|
| <b>Core</b>  |  |
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | Printing and Supply of OMR Sheets and Double OMR Scanning and Image Scanning |
| Regulatory/ Statutory Compliance of Service  | YES  |
| Compliance of Service to SOW, STC, SLA etc   | YES  |
| <b>Addon(s)</b>  |  |

### 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 | GST Cess 2 as per RCM | Optional RCM |
|------------|-----------------|----------------|----------------|-----------------------|-----------------------|--------------|
| 100%       | NA              | Yes            | 18%            | NA                    | NA                    | No           |

### Additional Specification Documents

### Consignees/Reporting Officer and Quantity

| S.No. | Consignee/Reporting Officer | Address  | Quantity of Procurement ( to be chosen 1 in all circumstances) | Additional Requirement |
|-------|-----------------------------|--|--|------------------------|
| 1     | Ram Shabad                  | 140001,NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY, BIRLA FARMS, BADA PHULL, RUPNAGAR | 1  | N/A                    |

## Buyer Added Bid Specific Terms and Conditions

#### 1. 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.

#### 2. Generic

Duration of the service contract may be extended up to 6 months beyond the initial contract duration

(subject to satisfactory performance and mutual consent).

### 3. 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 specification 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.

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---**