

**NATIONAL INSTITUTE OF ELECTRONICS AND
INFORMATION TECHNOLOGY (NIELIT), CHANDIGARH**

Permanent Campus : Village Bada Phull, Ropar (Punjab)

**AN AUTONOMOUS SCIENTIFIC SOCIETY
OF
MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY
GOVERNMENT OF INDIA**



**Tender Document for Empanelment of Vendors for
Supply of Computer Stationery**

Note : The details of bank account for payment of Performance Security Amount through NEFT is as below :

ACCOUNT NAME	:	NIELIT, Chandigarh
ACCOUNT NO.	:	7854005900000019
BANK NAME	:	Punjab National Bank
ACCOUNT TYPE	:	CURRENT
BRANCH	:	College Road, Ruppnagar
IFSC CODE	:	PUNB0040800

*** Tender without Bid Securing Declaration will not be entertained.**

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1. IMPORTANT NOTE

- i) Tender document may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Aspiring bidders who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrollment is free of cost. Bidders are advised to go through “Instructions for online Bid Submission” provided at **Annexure-A**.
- ii) Bidders can access Tender document 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/eprocure/app>
- iii) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

2. BACKGROUND

- i) NIELIT Chandigarh, a premier institute of the northern region, is a registered society under ‘The Societies Registration ACT XXI’ of 1860. It was setup as “Regional Computer Centre” (RCC) by the erstwhile Department of Electronics, Govt. of India in the year 1978 to promote the use of Information Technology and to provide IT education to various Government Organizations, Public Sector Undertakings and Autonomous Bodies of northern region. RCC upon merger with DOEACC Society, Department of Information Technology, Ministry of Communication and Information Technology, in the year 2002, was re-christened as DOEACC Society, Chandigarh Centre. The centre has now been renamed as NIELIT Chandigarh w.e.f. 10th Oct., 2011. NIELIT Chandigarh is a professionally managed Centre with clear-cut strategies and aims at developing excellence in IECT and reaching out to masses for their skill development. Permanent Campus of NIELIT Chandigarh is situated at Bada Phull, Rupnagar – 140001.
- ii) NIELIT Chandigarh has been imparting education and training in the field of Electronics and Information Technology in formal and non-formal sector. Students of various Engineering Colleges as well as employees of various Govt. departments, Defence personnel etc. have been undergoing training in various advanced courses. It has also been extending its services in various other fields of Electronics and Information Technology at national level.

3. INVITATION TO BID

3.1 General Instructions

- i) National Institute of Electronics & Information Technology Chandigarh, Permanent Campus, Vill. Bada Phull, Near New IIT Campus, Ropar (Punjab) 140001 (hereinafter called "the **Purchaser**") invites technically complete and commercially competitive bids from reputed bidders for Empanelment of Vendors for supply of Computer Stationery items for NIELIT Chandigarh at Chandigarh, Ropar, Sub-centres at Yamunanagar, Kurukshetra, Jhajjar and Rohtak. The tender document would be available on NIELIT website www.nielit.gov.in/Chandigarh and on **Central Public Procurement Portal eprocure.gov.in/eprocure/app** as per schedule of events as per Important Information at Section 3.2. The detailed scope of work for this assignment is provided in **Section 4 – Scope of Services**.
- ii) The selected bidder will be called **Supplier** for the purpose of this tender and for the whole duration of the contract thereof.
- iii) Notice regarding issue of this Tender will be displayed on the website of Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and the website of the Purchaser at www.nielit.gov.in/Chandigarh.
- iv) Any subsequent corrigenda/clarifications related to this Tender Document will be published on the website of the Purchaser at www.nielit.gov.in/Chandigarh and website of Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. All such subsequent corrigenda/ clarifications shall be binding on the bidders.
- v) The bidders are advised to study this Tender document carefully before submitting their bids in response to the bid Invitation. Submission of a bid in response to this invitation shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- vi) The bidders will need to upload their bid and the documents at Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. The format for Submission of Technical Bids has been given at **Annexure-D** of this Tender document and shall be followed by the bidder.
- vii) The Purchaser is not bound to accept any bids, and at its sole discretion reserves the right to annul the selection process at any time prior to the award of contract without assigning any reasons to the bidders whatsoever and without thereby incurring any liability to the bidders. Format of Technical Bid and Financial Bid are enclosed at **Annexure-D** and **Annexure-E** respectively.
- viii) **Value of the Contract** is Rs. 35 Lakhs (approximate).
- ix) **Tender Document Fees**:
NIL.
- x) **Bid Securing Declaration (BSD)** :

All bids submitted in response to this Tender document shall be accompanied by 'Bid Securing Declaration (as per format at Annexure-G) in lieu of Earnest Money Deposit (EMD).

xi) Invocation of terms of Bid Securing Declaration :

The action shall be taken as per terms of Bid Securing Declaration under the following conditions:

- a) If the bid is withdrawn during the validity period or any extension agreed to by the bidder thereof.
- b) If the bid is varied or modified in a manner not acceptable to the Purchaser after opening of bid during the validity period or any extended period.
- c) If the bidder tries to influence the evaluation process.
- d) If the bidder fails to comply with any of the provisions of the tender document.
- e) If the bidder having been notified of the selection, fails or refuses to submit the required Performance Security Deposit within the time stipulated by the Purchaser.
- f) If the Supplier fails to provide the acceptance letter within the time stipulated by the Purchaser.
- g) If the Supplier refuses to supply the Computer stationery items within the time stipulated by the purchaser on respective supply orders.
- h) The action shall be without prejudice to any other right of NIELIT to claim any damages as admissible under the law as well as to take such action against the bidder such as severing future business relation or black listing, etc., as may be deemed fit.

xii) Refund of EMD :

NA.

xiii) Performance Security Deposit:

- a) Performance Security Deposit **in the form of cash WILL NOT be accepted.**
- b) **Performance Security Deposit of Rs. 1,05,000/-** through NEFT/RTGS/Electronic Bank Transfer will be submitted within a period of ten days from the date of issue of empanelment letter, valid for the entire period of contract plus an additional 2 months beyond the contract period and any applicable extensions period as may be required by the Purchaser.

xiv) Forfeiture of Performance Security Deposit:

- a) Performance Security Deposit shall be forfeited in case the Supplier fails to fulfill its obligation under the contract.
- b) Proper notice will be given to the Supplier with reasonable time before Performance Security Deposit is forfeited.
- c) Forfeiture of performance security deposit shall be without prejudice to any other right of NIELIT to claim any damages as admissible under the law as

well as to take such action against the bidder such as severing future business relation or black listing, etc., as may be deemed fit.

3.2 Important Information

S. No.	Information	Details
1.	Name & Address of Purchaser	National Institute of Electronics & Information Technology (NIELIT), Chandigarh. Vill. Bada Phull, Near New IIT Campus, Ropar (Punjab) - 140001
2.	Date of Publishing of Tender Document	08-12-2021 (17:00 PM)
3.	Tender Document download start date	08-12-2021 (17:00 PM)
4.	Bid Submission Start date	08-12-2021 (17:00 PM)
5.	Last date and time for Bid submission (Technical & Financial)	29-12-2021 (11:00 AM)
6.	Date and Time for opening of Technical bids	30-12-2021 (11:00 AM)
7.	Date and Time for opening of Financial Bid	To be informed to qualified bidders later on through Portal
8.	Validity of Bids	90 days from the last date for bid submission.
9.	Contact Person(s)	Sh. Amit Jain, Joint Director(Tech.) M: 94173 79950 E: amitjain@nielit.gov.in Sh. Jasbir Singh, Deputy Director Mob: 9855533449, E: jasbir@nielit.gov.in

3.3 General Eligibility Criteria:

- i) The bidder quoting for the tender should have at least 3 years of experience in similar business as on 31-03-2021.
- ii) The bidder should have annual turnover of at least Rs 30 lakhs each during the financial years i.e. 2018-19 and 2019-20.
- iii) The bidder should have positive Net Worth as per the Balance Sheet. A copy of financial years (2018-19 and 2019-20 Balance Sheets, Profit & Loss statement. However in case audited balanced sheet of any financial year is not available then it is mandatory to submit CA certificate of Turnover along with Networth of that particular year should be submitted with the Technical Bid.
- iv) Copy of Income Tax Return for the financial years (2018-19 and 2019-20) should be submitted with the Technical bid.
- v) The bidder firm should not have been blacklisted by the Central, any State/UT Government, or any central or state Government agency or its public sector organizations during the last three years from the date of publishing of this

Tender document or during the subsequent bid processing and evaluation. Affidavit duly attested by Notary Public as per **Annexure C** is required to be submitted along with Technical bid.

- vi) The Registration number of the firm along with the GST No. allotted by the Sales Tax Authorities, PAN with a copy of each of the above documents is to be submitted with Technical Bid.
- vii) For a bidder, who has submitted the tender, it will be automatically assumed that bidder had accepted all the terms and conditions of the tender. No request for deviation in the terms and conditions of the tender will be entertained. If there is any deviation from the terms and conditions of the tender or the bidder has submitted conditional bids, the bid will be summarily rejected.
- viii) Upon verification, evaluation/assessment, if in case any information furnished by the bidder is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained. In such cases, terms of BSD shall be invoked.

3.4 Mandatory List of Documents to be Submitted alongwith Technical Bid

- i) Scanned copy of duly filled Tender Acceptance Letter as per **Annexure-B**.
- ii) Scanned copy of Non blacklisting certificate as per **Annexure – C**.
- iii) Scanned copy of Technical bid duly signed by authorized signatory of the bidder along with seal of firm as per **Annexure-D**.
- iv) Scanned copy of complete Tender document duly signed by authorized signatory of the bidder on each page of the tender along with seal of firm.
- v) Scanned copy of Bid Securing Declaration duly signed by authorized signatory of the bidder along with seal of firm as per **Annexure-G**.
- vi) Scanned copy of certificate of Registration No. of the organization.
- vii) Scanned copy of Supply Order/s from atleast three organizations where the bidder has supplied the relevant material during the financial years as per eligibility criteria. (Please include Customer's Certificate of Satisfaction from three organizations during the financial years as per eligibility criteria)
- viii) Scanned copy of Balance sheets duly certified by CA along with certificate of CA certifying Annual Turnover as specified in eligibility criteria duly signed by authorized signatory of the bidder along with seal of firm.
- ix) Scanned copy of Income Tax Return for the financial years as specified in eligibility criteria.
- x) Scanned copy of valid GST No. allotted by the Tax Authorities, PAN of the firm allotted by the income tax department duly signed by authorized signatory of the bidder along with seal of firm.
- xi) Scanned copy of HSN code and GST Chargeable rate of each item in the proforma as per **ANEXURE-F**.

3.5 Definitions and Acronyms

- i) SD – Security Deposit.

- ii) Bid – Bid means the entire set of documents including the financial bid that have been submitted by the bidders in response to this Tender Document.
- iii) Bidder – Shall mean supplier participating in this bidding process.
- iv) EMD – Earnest Money Deposit.
- v) BSD – Bid Securing Declaration
- vi) Period of Contract – One year from the date of signing of contract with the Supplier.
- vii) Purchaser - “Purchaser” means the entity with which the Supplier enters into Contract for the supplies. In this Tender document and for the purposes of this project, the ‘Purchaser’ means ‘NIELIT Chandigarh’.
- viii) Lot – The total quantity of a particular stationery type ordered in a supply order.

4. SCOPE OF SERVICES

- a) The successful bidder shall be required to supply stationery as per the supply orders placed during the empanelment period, as per the specifications, terms and conditions of this tender.
- b) Tenderers must quote rate for each of all the items as per annexure-E. In case the tender submitted does not contain all items, it will be summarily rejected.
- c) Tenderers must give gross weight of one pack of 1000 sheets, 500 sheets (ref. Item no.4 AND 5) on 57/60/70/75/80 gsm paper as applicable and allowable tolerance as per relevant ISI specification is : 12766/1997 (reaffirmed 2008) or equivalent. Maximum allowable tolerance will be +- 4%. Tenders beyond this limit will not be acceptable.
- d) Tenderers can examine the samples of stationery mentioned above in the office of NIELIT Chandigarh on any working day, before submitting their tender.
- e) The Director, NIELIT Chandigarh reserves the right to reject any tender without assigning any reason.
- f) The bidder will be required to provide good quality stationery items as per the Supply Orders placed by Purchaser as per requirement from time to time.

5. TIME SCHEDULE

Purchase Order shall be raised to the Supplier. All the **computer stationery items** must be supplied **within 20 days** from the date of issue of the Purchase Order but before/on the last date of delivery given in the purchase order. (Penalty for late delivery would be leviable at the rate of 0.5% per day subject to a maximum of 5 percent of the value of Supply Order / such portion of material as has not been supplied within the stipulated period). In case delivery is not completed within 10 days after the specified delivery period, NIELIT may cancel the order and arrange to procure the said items from any other source at the risk and cost of the bidder(s) and Performance Security deposit shall be forfeited by the Purchaser.

6. EVALUATION CRITERIA:

- i) 'Financial Bids' of only those bidders will be opened who have been found qualified in Technical bids. The Opening date of Financial Bids will be intimated later.
- ii) Technical bid shall be opened and eligibility of the tenderers will be evaluated according to the qualification criteria given in Technical Bid **Annexure-D**.
- iii) A team of technical officers from Purchaser may visit the tendering firm's works of qualified tenderers and assess their capacity to print and supply all the items.
- iv) In case NIELIT Chandigarh, is satisfied that the tenderer is capable of supplying quality computer stationery as per our requirement, then the Financial Bid will be opened.
- v) FINANCIAL BID as per Annexure-E of the technically short-listed qualified tenderers shall be opened by the Purchase Committee for which separate date will be fixed.
- vi) The bidder must quote for all the items.
- vii) In case of increase in requirement of any item during the period of contract, the bidder will have to supply the items at the quoted price.
- viii) Ranking of tenderers (L-1, L-2.....) will be done on the basis of weighted average of all items for quantities mentioned with Description of each item as per Commercial Bid.
- ix) Maximum of two vendors will be empanelled.
- x) Item wise L-1 rate will be evaluated out of overall L1 and L2 vendors.
- xi) Tenderers in the order of their ranking will be offered to accept the item wise L-1 rates for all items and if the tenderer accept the same, then the tenderer will be empanelled for supply of stationery.
- xii) Supply orders of 55% and 45% of total value of stationery will be placed to the L-1 and L-2 tenderers respectively, if they agree to supply all the items on item wise L-1 rate. If any of the lowest two vendors does not agree, then the L3 vendor shall be offered to accept the lowest rates and so on.

7. OTHER TERMS & CONDITIONS

- i. In case of increase in requirement of any item during the period of contract, the bidder will have to supply the stationery of the similar specifications at quoted price.
- ii. Prices quoted should be F.O.R. destination at Purchaser office i.e.National Institute of Electronics & Information Technology Chandigarh, Vill. Bada Phull, Near New IIT Campus, Ropar (Punjab), NIELIT Chandigarh at IETE Campus, Sector 30, Chandigarh and its Subcentres at Yamunanagar, Kurukshetra, Jhajjar and Rohtak mentioned in the tender (quantity may vary at the time of placing the order) inclusive of GST / Freight/any other charges. GST shall be payable as applicable from time to time. No other charges/taxes/levies shall be payable. No Form C/D undertaking will be provided by Purchaser. The

- freight charges included in the rates quoted shall include stacking of stationery supplied in store room of NIELIT offices mentioned above.
- iii. Purchaser reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any tender and call for revised tenders.
 - iv. Purchaser reserves the right to reject all or any item, if supplied material is found defective within 30 days after delivery.
 - v. Supply of stationery items will be accepted only if and when all items of a supply order are received. Supplier shall ensure that all stationery items are as per specifications. The Supplier will replace the defective items within 48 hours. In case, the Supplier fails to meet this requirement within 48 hours, Purchaser will have the right to arrange replacements at the cost and risk of the Supplier.
 - vi. Supplier will not sublet/transfer whole or any part of the assigned supplies to other(s).
 - vii. Non-compliance of the above terms and conditions will be treated as non-responsive and such bids are liable to be rejected.
 - viii. Canvassing whether directly or indirectly in connection with tenders is strictly prohibited and the tenders submitted by the bidder who resort to canvassing will be liable to rejection.
 - ix. Incomplete / conditional tenders will be rejected.
 - x. The decision of Director, NIELIT Chandigarh in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the bidder/Supplier.

8. DESCRIPTION AND SPECIFICATION OF ITEMS WITH APPROX. REQUIREMENT

Quantities of computer stationery, detailed specifications and terms and conditions for the supply are as under:-

Sr. No.	Type of Computer Stationery	Estimated Yearly Requirement in packs **
1	38.1 x 30.48 cms blank continuous stationery, Single part , pure white paper (57 GSM)	1020
2	38.1 x 30.48 cms blank continuous stationery, Single part, pure white paper (80 GSM)	50
3	25.4 x 30.48 cms blank continuous stationery, Single part , pure white paper(57 GSM)	60
4	38.1 x 30.48 cms blank continuous stationery, Two Part, pure white paper (Two pages with one Carbon Paper)(57 GSM) (pack of 500 sheets)	36

5	A4 size sheets, white first quality paper , 75 GSM for UT Bills (Single side text printing in Black colour), (One RIM contains 500 sheets)	3500
6	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (57 GSM)	132
7	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for TDCO on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (57 GSM)	24
8	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blanks on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (60GSM)	48
9	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bills on behalf of U.T. Water with perforation (Front side printing in 2 Colour (Blue and Black) and Single colour text (Black) on back side) (70 GSM)	660
10	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger of U.T. Water Billing of Public Health (One side printing in Brown Colour) (57 GSM)	150
11	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper in Brown colour for Meter Blanks of U.T. Water Billing of Public Health (One side printing in Brown Colour) (60 GSM)	36
12	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bill Ledger on behalf of U.T. Electricity Deptt. (Front side printing in single colour Green) (60 GSM)	8
13	38.1 x 30.48 cms pre printed continuous stationery, single part, pure white paper for SP/MS Meter Blank on behalf of U.T. Electricity Deptt. (Single side green color text) (60 GSM)	8
14	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Bill Ledger on behalf of U.T. Electricity Deptt. (One side printing in Sky Blue Colour) (60 GSM)	6
15	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Meter Blank on behalf of U.T. Electricity (One side printing in Sky Blue Colour) (70 GSM)	2
16	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Bills Ledger on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (60 GSM)	5
17	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Meter Blank on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (70 GSM)	5
18	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Rural Water Bills (Front side printing in 2 Colour (Royal Blue and Light Grey) and Single Royal blue colour in back side) (60 GSM)	200

19	25.4 x 30.48 cms pre-printed continuous stationery, single part, for Bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and Single colour on back side) Blue (70 GSM)	2844
20	25.4 x 30.48 cms pre-printed continuous stationery, single part, for Bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and Single colour on back side) Red (70 GSM)	1320
21	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger on behalf of UHBVN (One side printing in Red Colour) (57 GSM)	696

** (One pack contains 1000 sheets, except sr.no. 4 & 5)

The estimated yearly requirement in packs / RIMS may vary depending upon the actual usage in the respective Billing Project.

NOTE:

- NIELIT can also purchase computer stationery with different description/content but having specifications mentioned above as and when required during the empaneled period. The rates of stationery matching specification shall apply for such computer stationery. The art work of such computer stationery shall be provided to the vendor before/ along with the supply order.
- Tenderers must quote rate for each of all the above items. In case the tender submitted does not contain all items, it will be summarily rejected.
- Tenderers must give gross weight of one pack of 1000 sheets and of 500 sheets for Ref. Item no.4 & 5) on 57/60/70/75/80 GSM paper as applicable and allowable tolerance as per relevant ISI specification is : 12766/1997 (reaffirmed 2008) or equivalent. Maximum allowable tolerance will be +- 4%. Tenders beyond this limit will not be acceptable.
- Tenderers can examine the samples of stationery mentioned above in the office of NIELIT Chandigarh on any working day, before submitting their tender.
- The Director, NIELIT Chandigarh reserves the right to reject any tender without assigning any reason.

9. SPECIFICATIONS

- The size of the paper to be supplied has been indicated above and must not have any variation failing which entire lot may be rejected. The colour of printing in case of pre-printed stationery can be changed from time to time.
- The paper to be supplied should conform to the ISI specifications No. IS:12766/1997(Reaffirmed 2008) and pure white (except where mentioned otherwise). For continuous Computer Stationery items at serial no 1 to 4 and 6 to 26, the paper should be either **Ballarpur Industries Ltd., Tamil Nadu News Print & Papers Ltd., Century Paper Mills Ltd or Seshasayee Paper and Board Ltd. and for item at serial No. 5 the paper should be of first quality**, the vendor will enclose two samples of each thickness with GSM written on it & duly signed by authorized signatory and super scribed with the words "**Sample against NIELIT/CH/PUR-127/V-11/2020**" before the last date of submitting the technical bids. The paper supplied during the contract period should strictly be according to specifications mentioned in this Tender Document and the sample(s) so approved. Samples will be approved for the Name of Mill and its appearance etc. The carbon paper to be used in Two Part stationery shall meet the following requirements:-

- a) Carbon paper quality: (for use with two part computer paper)
1. Base Paper shall be of type A as per ISI specifications IS:9055/79 (reaffirmed 2003) with Amdt No. 1.
 2. The base paper shall be coated on one side with suitable carbon ink necessary to give the required manifold characteristics. The coating shall be smooth, uniform and free from smudginess and tendency to separate as flakes when used.
 3. Mass of coating shall be 4 – 6 gm/m².
 4. Manifold characteristics (minimum number of legible carbon copies) 3 for all 57 and 60 GSM paper as applicable. This test is applicable to carbonless computer stationery also.
- iii) Uniform quality of stationery will have to be maintained throughout the period of contract.
- iv) The computer stationery items mentioned at serial No1 to 4 and 6 to 26 is required for use on high speed Line Printers (1000/1500/1800/2000 lines per minute) and stationery item at serial no. 5 is required to be use on high speed Laser Printers (more than 80 ppm) of NIELIT Chandigarh and its Sub Centres. The paper should run smoothly on them without getting damaged and without damaging the printers.
- v) Stationery should be completely free from paper pieces of round punches made for sprockets and the punched holes should be free from fibres etc.
- vi) Perforation (except for Item No. 5) should be of proper intensity so that the paper does not tear off automatically during printing and simultaneously it should be possible to tear it off easily when desired. Carbon paper should not get separated automatically during handling.
- vii) Printing should be clear, sharp and without smudges. The complete lot of stationery supplied in a consignment will be rejected if found to be of unacceptable quality and the decision of the Director, NIELIT Chandigarh, in this regard will be final.
- viii) Unless otherwise specified each form would bear name and logo of NIELIT Chandigarh, on left top corner. Each form in a pack would be numbered. Numbering on every type of stationery will be done in chronological order continuously from 00001 to 01000 and so on. Alternately numbering may commence from any digit and will end after 1000 numbers so as to ensure that each pack contains 1000 sheets. The name of the supplying firm would be printed in very small font on the right hand side of the form. A sample should be got approved by the Supplier from NIELIT Chandigarh well in advance.
- ix) NIELIT Chandigarh, may require some stationery without name and logo of NIELIT and also that of the manufacturer. However, such requirement would be specifically indicated on supply order e.g. Item No. 5**
- x) It will be the responsibility of the supplier to get the art work for pre-preprinted stationery approved within 10 days from receipt of instructions from the officer authorised by NIELIT Chandigarh, for the same in one or more visits through

special messenger only. **The submission of art work through courier/post will not be entertained.** In urgent cases, art work will be got approved on priority basis and stationery shall be supplied within the stipulated period. The approved art work may require some changes or modifications from time to time and the vendor shall be liable to incorporate the changes and to ensure its accuracy before printing the stationery.

The time taken for more than one day for approval of art work would add to the period allowed to the supplier as above. However, no extra time will be allowed for rectification of errors in art work due to fault of the supplier.

Penalty would be levied as per penalty clause, if the supply of stationery is delayed due to extra time taken by the supplier for approval of the art work.

Negative and positive of the art work and zinc/polymer plates got prepared by the vendor(s) shall become property of NIELIT Chandigarh. The Centre will be free to use the same for getting the printing done from any other source(s).

- xi) The colour of paper/printing would also be got approved. Colour of printing can be changed at any time while placing subsequent repeat orders. Printing should be clear, sharp and without smudges.
- xii) Each pack should indicate, on the cover, the type of stationery it contains, serial number and month of supply.
- xiii) The Supplier shall submit the details regarding the manufacturer's name, paper used and the lot Nos. along with invoice of every supply failing which payment will not be released.
- xiv) The bill stationery may have one or more than one type of advertisement. Some of the bill stationery may have one advertisement and remaining may have the others. Advertisement on the bills can be changed any time after 2 months. Supplier will be intimated accordingly in time.

xv) WEIGHT PER PACK SPECIFICATIONS

The weight per pack of computer stationery should be as under with tolerance of +/- 4%

1.	Single Part, 57 GSM, 1000 sheets	38.1 x 30.48	6.584 kg
2.	Single Part, 60 GSM, 1000 sheets	38.1 x 30.48	6.931 kg
3.	Single Part, 70 GSM, 1000 sheets	38.1 x 30.48	8.086 kg
4.	Single Part, 80 GSM, 1000 sheets	38.1 x 30.48	9.242 kg
5.	Single Part, 57 GSM, 1000 sheets	25.4 x 30.48	4.378 kg
6.	Single Part, 60 GSM, 1000 sheets	25.4 x 30.48	4.609 kg
7.	Single Part, 70 GSM, 1000 sheets	25.4 x 30.48	5.377 kg
8.	Two Part, 57 GSM, 500 set of forms	38.1 x 30.48	8.144 kg
9.	A4 Size , 75 GSM , 500 set of forms	A4 Size	2.340 kg

10. SUBMISSION OF BID

The bid shall be submitted online in two parts, viz., Technical bid and Financial bid.

10.1 TECHNICAL BID

- i. The scanned copies of the required documents are to be uploaded by the bidder as per details mentioned in Section 3.4.
- ii. In case Purchaser, is satisfied that the bidder is capable of supplying quality computer stationery items as per its requirement, then the Financial bid will be opened.
- iii. Financial bid of the technically short-listed qualified bidder shall be opened for which separate date and time will be fixed.

10.2 FINANCIAL BID

The Financial bid format as per **Annexure-E** is provided as BoQ_XXXX.xls file along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/rates, inclusive of GST and any other charges, if any and freight in the permitted column and upload the same in the financial bid. The taxes including GST shall be as applicable from time to time. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and terms of the BSD shall be invoked.

11. BID OPENING

11.1 Evaluation Committee(s)

The Evaluation Committee constituted by the Purchaser shall evaluate the Bids as per procedures.

11.2 Bid Opening

- i) The Bids must be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. on or before the due date. Bids submitted after the due date & time are liable to be rejected.
- ii) Technical bid shall be opened and eligibility of the tenderers will be evaluated according to the qualification criteria given in Technical Bid **Annexure-D**.
- iii) A team of technical officers from Purchaser may visit the tendering firm's works of qualified tenderers and assess their capacity to print and supply all the items.
- iv) In case NIELIT Chandigarh, is satisfied that the tenderer is capable of supplying quality computer stationery as per our requirement, then the Financial Bid will be opened.
- v) FINANCIAL BID of the technically short-listed qualified tenderers shall be opened by the Committee for which separate date will be fixed.
- vi) The bidder must quote for all the items.
- vii) In case of increase in requirement of any item during the period of contract, the bidder will have to supply the items at the quoted price.

12 VALIDITY OF TENDER

The tender should be valid for 90 days for acceptance, from the date of opening of tenders.

13 OTHER INSTRUCTIONS

13.1 Clarifications on Bid submitted

During evaluation, the Purchaser may, at its discretion, ask the bidders for clarifications on their bids. The Bidders are required to respond within the time frame prescribed by the Purchaser.

14 QUANTITIES – VARIATIONS etc.

The quantities indicated in Annexure-E are with tolerance mentioned in Note (ii) of clause 16(b). The total quantity of stationery shall be distributed as per Clause 6. The vendor shall be required to supply the quantities according to our requirements within the specified period failing which the security deposited by the vendor shall be forfeited.

The supply would be arranged by the supplier strictly as per schedule given by the Centre from time to time. All the items mentioned in the supply order will have to be supplied together as per schedule given by the purchaser. Unless all the items are supplied as per supply order, part items/quantities will not be accepted and penalties of delay, disturbance and risk purchase etc. may be imposed on entire supply order.

15 DELIVERY SCHEDULE PACKING AND MARKING INSTRUCTIONS

On execution of contract agreement as mentioned in para 27 below, the vendor will be given delivery schedule from time to time for making supplies keeping in view our requirements and the vendor will have to make the supplies accordingly. The supply will be arranged according to priority schedule given by the Centre from time to time. Normally, delivery period of 20 days will be given to the vendor for execution of the supply order.

Unless specified otherwise each consignment should be securely and properly packed and every precaution taken to avoid loss or damage during transit. Each pack should be clearly marked to indicate description and quantity of Stores, name and address of consignee, gross weight of the pack, supply order No. and date. Unless all the items are supplied as per supply order, part items/quantities will not be accepted and penalties of delay, disturbance and risk purchase etc. may be imposed on entire supply order.

16 PENALTY

a) For late delivery:

The supplier will be liable to pay penalty @ 1/2% (half percent) per day on entire supply order to be supplied together subject to a maximum of 5% or the actual loss, if any, whichever is higher, as a result of delay/undelivered stationery. In case the stationery is not supplied within 10 days after the specified period, Director, NIELIT Chandigarh, will have the right to purchase stationery from any other source at the risk and cost of the supplier and 10% penalty will also be payable by the

defaulting supplier in addition to the difference in actual cost of stationery.

- b) If computer stationery supplied is not as per specifications, the penalty may be imposed at the following rates:-
- The stationery supplied will be checked by weighing as per ISI norms.
 - Computer stationery with +/- 4% tolerance limit relating to weight as per ISI norms may be accepted without penalty.
 - Penalty will be imposed in case of less weight after tolerance limit as under:-

Quantum of Less weight	If weight of less than or equal to 50% sample test checked is less	If weight of more than 50 % sample test checked is less
More than 4% or equal to 5%	8% on proportionate basis of supplied lot	8% on entire lot
More than 5% or equal to 6%	12% on proportionate basis of supplied lot	12% on entire lot
More than 6% or equal to 7.5%	20% on proportionate basis of supplied lot	20% on entire lot
More than 7.5%	If accepted, 30% on proportionate basis of supplied lot (normally supply will be rejected)	30% on entire lot, if accepted. However, normally supply will be rejected

- iv) In addition to above, the penalty separately in each case would be imposed if computer stationery supplied carries one or more of the following defects:-
- At the rate of 2% on entire lot if printing is not clear, sharp, smudged and not as per the approved sample.
 - At the rate of 2% on entire lot if alignment of sprockets is not proper or perforation is not of proper intensity.
 - At the rate of 2% on entire lot if Packs carry pieces of round punches, joints, omission of logo or dust in the packs.
 - 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.
 - At the rate of 2% on entire lot if Stationery supplied is not as per approved art work.
 - At the rate of 2% on entire lot if Stationery supplied is not as per specifications of the tender document not covered above.
 - 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.
- v) If size of stationery is not as per specifications, entire lot is liable to be rejected. If accepted, penalty at the rate of 5% in addition to any other applicable penalty, shall be imposed on entire lot.

17 INSPECTION

- The stationery supplied in each consignment will be subject to inspection as per Clause II under heading "**SPECIFICATIONS**" by a Committee constituted by Director, NIELIT Chandigarh. A sample of 10%, subject to minimum of 5 packs of each type of stationery whichever is higher may be checked by the Committee in each supply order.
- In case the stationery supplied is found to be under weight and/or the quality of printing is not found satisfactory, and /or not as per specifications in Clause

16(b)(ii) above and/or parameters defined elsewhere in this tender, Director, NIELIT Chandigarh may reject the entire lot.

- iii) Stationery supplied may also be got tested from a laboratory by sending sample from any of the lot(s) supplied by the supplier. In case the stationery does not conform to the following specifications, and specifications in Clause 16(b)(ii) above and elsewhere in this tender the entire lot will be rejected. The test charges shall be borne by the supplier and shall be remitted in advance to the lab irrespective of result of test.

Weight	- Specified Grammage (57/60/70/80 GSM) with Plus Minus 4 percent variation (Test as prescribed in specification No. 6 of 1S 1060 (Part I): 1966)
Tensile Index-	Minimum CD 1700 (MD 2500) (Test as prescribed in specification No. 12.4 of 1S 1060 (Part I) : 1966)
Brightness	- Minimum 70 (Test as prescribed in specification No. 13 of 1S 1060 (Part 2) : 1960)

For computer stationery items at serial no. 1 to 4 and 6 to 26, at both the sides of computer paper, on the width side, there shall be uniformed punched feed holes, free from fibres and lavers. The diameter of these holes shall be 4 +/- 0.05 mm at a distance of 12.5 +/- 0.05 mm from each side. The hole center from the edge of the paper shall be 6.5 +/- 0.05 mm.

18 GUARANTEE AND QUALITY OF THE STATIONERY

The period of guarantee/warranty shall be 12 months from date of receipt of the computer stationery.

The Director, NIELIT Chandigarh, will have the right to reject the stationery of unacceptable quality. Director, NIELIT Chandigarh, may also impose such penalty as defined in Clause 16 for supply of poor/unsatisfactory quality of stationery or defect in printing even if the same is accepted for use by this Centre. The decision of Director, NIELIT Chandigarh, in this regard will be final.

The rejected pre-printed stationery would be lifted by the supplier within 15 days after the date of letter of rejection issued by NIELIT Chandigarh, after getting the same defaced to the satisfaction of NIELIT Chandigarh before lifting. If the supplier does not lift the rejected material after defacing it within stipulated period, NIELIT Chandigarh, would be at liberty to get the stationery suitably defaced at the cost of supplier and dispose of the same as per discretion of Director, NIELIT Chandigarh. Otherwise NIELIT Chandigarh, may claim the storage charges at the rate of Rs.2/- per pack per month or part thereof for the rejected stationery not lifted within the stipulated period.

19 RISK PURCHASE

If the supplier fails to make supplies even within ten days after the specified delivery period, NIELIT Chandigarh would be within its rights to obtain supplies of the quantities ordered from other sources/ suppliers at the then prevailing market rates without floating any formal enquiry at the cost and risk of the supplier. In such event, the defaulting supplier would also be liable to pay 10% penalty (5% for disturbance and 5% for delay) over and above the cost of

stationery. Similar purchases would be made in the case of supplies of stationery which is rejected on account of poor quality at the risk and cost of the supplier. Each empanelled vendor would be required to provide one plate and final artwork on CD/email after getting the art work approved of the urgently required item as specified, for the use of this Centre as and when necessitated.

20 TERMINATION OF THE CONTRACT

If the supplier is found to have defaulted in making supplies in full or part on more than one occasion or has delayed supplies on more than one occasion, or has tried to supply stationery of a quality not acceptable to Director, NIELIT Chandigarh, more than once, it will be open to NIELIT Chandigarh, after serving a show cause notice of 15 days of its intention to do so, to terminate the contract and to make purchases at risk and cost of the supplier. The security deposit will be forfeited and no further dealings with such a firm would be had by this Centre. The firm may also be black listed.

21 DURATION OF THE CONTRACT

The contract shall be for the period of one year from the date of placement of rate contract or the duration of the respective Billing Projects for which these items are required, whichever is earlier. Rate contract may be extended to maximum of three months by the competent authority. Supply order can be placed upto the last date of rate contract with delivery period mentioned in the individual supply order. The rates offered and once accepted by both the parties, will be valid for one year and during the subsistence of the contract. The rate contract will be firm. The contract shall be irrevocable by the vendor and the vendor shall be required to maintain regular supplies throughout the period of contract according to the schedule of supply given to the vendor.

22 TERMS OF PAYMENT

Subject to any deduction, as covered by the terms and conditions of the contract, amount of bill would be paid within 4 to 6 weeks of the receipt of the consignment, conforming to the terms and conditions of the order. Payment will be made preferably by NEFT/RTGS. The vendor is required to provide NEFT/RTGS details.

23 ARBITRATION

If a disputes arises out of or in connection with the tender, or in respect of any defined legal relationship associated therewith or derived there from, and has not been settled amicably, any party can refer that dispute for arbitration under the Arbitration and Conciliation Act, 1996 as per ICADR guidelines/rules on the subject matter. The Authority to appoint the arbitrators(s) shall be the International Centre for Alternative Dispute Resolution. The International Centre for Alternative Dispute Resolution will provide administrative services in accordance with the guidelines/rules. The place of arbitration proceeding shall be New Delhi.

In all matters and disputes arising hereunder, the appropriate courts at Chandigarh and Ropar under the jurisdiction of the High Court of Punjab and Haryana at Chandigarh shall have the jurisdiction to entertain and try them.

24 SECURITY DEPOSIT

The successful tenderer(s) will be required to deposit prescribed amount as Performance Security Deposit by way of NEFT/RTGS/Electronic Bank Transfer within ten days from the date of issue of empanelment letter failing which the terms of Bid Securing Declaration(BSD) shall be invoked. The amount of EMD, if any, can be adjusted against Performance Security Deposit which will be kept as security for faithful execution of the contract. In the event of default on the part of the contractor in the faithful execution of the contract, the security deposit shall be forfeited in full or part thereof. On successful completion of the contract the amount of security deposit will be released after 60 days from the date of expiry of the contract.

25 PRICE VARIATION

The prices of various items will remain firm during the period of contract and no price variation will be applicable.

26 FORCE MAJURE

During the pendency of the contract, if the performance in whole/part by either party or obligation there under is prevented/ delayed by cause arising out of any war hostilities, civil commotion, acts of the public, enemy sabotage, fire, floods, explosion/epidemics or embargo, act of civil/military authorities or any other causes beyond their reasonable control, neither of the party shall be made liable for loss or damage due to delay or failure to perform the contract during the currency of force majeure conditions provided that the happening is notified in writing (with documentary proof) within 30 days from the date of occurrence. The work shall be resumed under the contract as soon as practicable after happening (event) ceases to exist.

27 EXECUTION OF AGREEMENT

The supplier who is awarded the contract for supply would be required to execute, within a period of ten days from the date of issue of empanelment letter awarding the contract, a contract agreement on non- judicial paper valuing Rs.100/- alongwith specified Security Deposit failing which the contract will be terminated and the earnest money deposited by the tenderer will be forfeited.

28 EXPERIENCE

Only those tenderers should quote the rates who are manufacturers of computer stationery as required in this tender and are supplying good quality computer stationery to Public Sector Undertaking/Private Enterprises for the last three years. Certificate from clients for last three years as per eligibility criteria should be enclosed with Technical Bid of the tender. In case any tenderer is not having such experience for last three years, their tender will be rejected.

Tenders from tenderers/firms who are blacklisted or with whom business dealings are banned or suspended by any Govt. Department will not be entertained and their tender will be rejected. An Affidavit on Rs.10/- Non-Judicial Stamp Paper to this effect should be furnished with Technical bid duly signed by owner or authorized signatory of the tenderer and duly Notarized by Notary Public.

29 GENERAL INFORMATION

The tenderers should supply the following information alongwith the technical bid failing which the tender may be rejected:-

- 29.1 Composition of the firm along with names of its Directors, partners or proprietor, as the case may be.
- 29.2 Experience and standing in the market and per day capacity and number of working shifts.
- 29.3 The vendor should have facility for 4 (four) colours printing of the bills.
- 29.4 List of major clients to whom supplies were made during the last three years (alongwith quantities supplied).
- 29.5 Turnover of the last 2 (two) years as per eligibility criteriaduly certified by Charter Accountant (copy of Balance sheets and IT return also to be attached). Financial turnover should be at least 50 lakhs each year during last two years as specified in eligibility criteria.
- 29.6 Customer's certificate of satisfaction regarding supply of computer stationery.
- 29.7 Tenderers should not sublet the whole or part of the work to any contractor/party.
- 29.8 Copies of all statutory documents like valid PAN/GST should be enclosed.
- 29.9 Non relationship certificate with any official of NIELIT (on firm's letter head).
- 29.10 Tenderers should put their endorsement (Signature and seal) on each of tender documents including all enclosures as tokens of perusal.
- 29.11 Contentions arising out of issues not mentioned in this tender will be resolved as per GFR,CVC, Ministry of Finance, Govt. of India and NIELIT Guidelines.
- 29.12 Affidavit for Non-blacklisting from vendor.
- 29.13 Proof of registration of firm should be enclosed.Information is also to be filled in Annexure-D to be attached with the Technical Bid.
- 29.14 Incomplete tenders may be rejected by Director, NIELIT Chandigarh.
- 29.15 Director, NIELIT Chandigarh, reserves the right to reject any tender without assigning any reasons.
- 29.16 Director, NIELIT Chandigarh, reserves the right to modify any of the terms and conditions of the contract without assigning any reason.
- 29.17 The vendor must agree to supply all the items. Those who offer only selected items will not be considered.

Dated: _____

Signatures _____

(Name with full postal address)

Tel. No. Off:

Seal:

ANNEXURE A - 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>.

REGISTRATION

- 1) 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 is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) 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.
- 5) 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.
- 6) Bidder then logs into 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

- 1) 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, where in 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.
- 2) 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.

- 3) 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

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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.
- 3) 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 100dpi with black and white option.
- 4) 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" are 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

- 1) Bidder should login to 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the EMD, if applicable, as applicable and enter details of the instrument.
- 4) Bidder should submit the EMD, if applicable, as per the instructions specified in the tender document.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the prices 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 coloured (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.

- 6) 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.
- 7) 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 Layer128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10)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

- 1) 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.
- 2) Any queries relating to the process of online bid submission or queries relating to CPPP or tal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

**ANNEXURE –B - TENDER ACCEPTANCE LETTER
(TO BE GIVEN ON COMPANY/ORGANISATION/FIRM LETTER HEAD)**

To

The Director
National Institute of Electronics & Information Technology(NIELIT) Chandigarh
Vill. Bada Phull,
Near New IIT Campus
Ropar (Punjab) 140 001.

Sub: **Acceptance of Terms &Conditions of Tender.**

Dear Sir,

1. I/We have downloaded the tender document(s) for the abovementioned 'Tender/Work' from the CPP Portal.
2. I/We hereby certify that I/we have read the entire terms and conditions of Tender document including all documents / Annexure's, which form part of the contract agreement and I /we shall abide hereby by the terms /conditions /clauses contained therein.
3. I/We certify that the corrigendum(s) issued from time to time by your department/organization too has also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/ entirety.
5. I/We understand that the decision of the Director, NIELIT Chandigarh to accept / reject tender would be final and binding on all bidders.
6. I/We certify that the information furnished is correct and in case any provisions of this tender are found violated, then your department/ organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.
7. I/we hereby certify that my/our firm has sufficient resources to supply computer stationery items to NIELIT Chandigarh Centre at various locations as specified in the Tender document.
8. The signatory to this bid/Tender Acceptance letter is authorized to sign such bids on behalf of the organization.

Place: _____

Signature:

Date: _____

Name:

Designation:

Authorized Signatories
Seal

ANNEXURE –C – NON BLACKLISTING

Affidavit regarding– NON BLACKLISTING (to be submitted with Technical BID) on stamp paper of Rs. 10/- duly attested by Notary Public

To

The Director,
National Institute of Electronics & Information Technology(NIELIT) Chandigarh
Vill. Bada Phull,
Near New IIT Campus
Ropar (Punjab) 140 001.

In response to this tender, 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 any reasons by any State/ Central Government/ PSU/ Autonomous 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 Earnest Money may be forfeited in full and the award of Supply Order may be cancelled.

Thanking you,

Place: _____

Signature:

Date: _____

Name:

Designation:

Seal of the Organization

ANNEXURE D–TECHNICAL BID FORMAT (TO BE SUBMITTED WITH TECHNICAL BID)

1.	Name, Registered Address and Telephone Number, Email of the Organization/firm	:	
2.	Name, Registered Address and Telephone Number of the Authorized Signatory.		
3.	Status of the organization (i.e. whether Proprietorship, Partnership, Private Limited / Public Limited Company, Registered under Societies Registration Act, etc.)	:	
4.	Scanned copy of Tender Acceptance Letter as per Annexure B attached	:	YES / NO
5.	Scanned copy of Non blacklisting certificate as per Annexure C		YES / NO
6.	Scanned copy of Technical Bid Format as per Annexure D attached		YES / NO
7.	Scanned copy of duly signed Bid Securing Declaration		YES / NO
8.	Scanned copy of duly signed complete Tender document attached		YES / NO
9.	Scanned copy of Balance sheets and Annual Turnover of financial years 2018-19 and 2019-20 duly certified by CA		YES / NO
10.	Scanned copy of Income Tax Returns of financial years 2018-19 and 2019-20		YES / NO
11.	Scanned copy of GST , PAN		YES / NO
12.	Scanned copy of duly filled Annexure F		YES / NO

Place: _____
Date: _____

Signature: _____
Name: _____
Designation: _____

Authorized Signatories
Seal

Annexure-D(contd.)**Technical Bid Format (To Be Submitted With Technical Bid)**

1.	Name, Registered Address and Telephone Number of the Organization.	:	
2.	Date of commencement of Business –Details of incorporation of the company (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 (In Lakh Rupees) (upload copies of Balance Sheet/ CA Certificate)	:	2018-19 2019-20
8.	Details of E.M.D. Amount	:	- - - -
9.	Self-Declaration duly attested by the Notary Public for never being blacklisted as per Annexure C	:	Yes / No

Annexure-D(contd.)

Sl. No.	Documentary Proof of	Registration No. with Date & validity upto	Proof Uploaded (if Yes then File Name)
1.	Proof of incorporation/inception of the Agency		
2.	PAN Card		
3.	Income Tax Return for the last 2 Financial years i.e. 2018-19 and 2019-20.		
4.	GST Registration Number		
5.	PAPER OFFERED (NAME OF THE MILLS) Refer Clause 9(ii)		
6.	GRAMMAGE OF PAPER TO BE SUPPLIED IN GSM FOR DIFFERENT ITEMS.(GSM OF PAPER) Refer Clause 4(c) and 9(xv)		
7.	SPECIFICATIONS OF CARBON PAPER TO BE SUPPLIED Refer Clause 9(ii)(a)		
8.	(a) Details of Plant and Machinery Available for manufacturing of item under Tender alongwith their details. (b) Specifications of 4 colours printing Machine.		
9.	Any other relevant information		

Annexure-D(contd.)

*Note: Tenderer should have plant machinery for complete processing of items under tender from converting Mill Paper to final printing, packing and supply of computer stationery.

Details of value of contracts in terms of clause no 3.3(i) of the tender document (attach a comprehensive list along-with copies of contracts/Purchase Orders and satisfactory performance certificate from customer organization)

Name & Address of the organization to which services performed	Purchase Order No and Date	Name & Phone No. of contact person	Brief Description of work done

Place: _____
Date: _____

Signature: _____
Name: _____
Designation: _____

Authorized Signatories
Seal

Annexure-D(contd.)

8.

Sr. No.	Details of Items	Dimensions in cms.	Weight
1.	Single Part, 57 GSM, 1000 sheets	38.1 x 30.48	
2.	Single Part, 60 GSM, 1000 sheets	38.1 x 30.48	
3.	Single Part, 70 GSM, 1000 sheets	38.1 x 30.48	
4.	Single Part, 80 GSM, 1000 sheets	38.1 x 30.48	
5.	Single Part, 57 GSM, 1000 sheets	25.4 x 30.48	
6.	Single Part, 60 GSM, 1000 sheets	25.4 x 30.48	
7.	Single Part, 70 GSM, 1000 sheets	25.4 x 30.48	
8.	Two Part, 57 GSM, 500 set of forms	38.1 x 30.48	
9.	Single Part, 75 GSM, 500 set of sheets	A4 size	

9. TOLERANCE LIMIT WHETHER AS : _____

PER PRESENT TENDER SPECIFICATIONS

(Y/N). ANY DEVIATION FROM TENDER

SPECIFICATION SHOULD BE BROUGHT
OUT CLEARLY.

10. DETAILS OF USERS FOR LAST THREE : _____

YEARS AND CERTIFICATES

FROM THE CUSTOMERS CONFIRMING
SATISFACTORY PERFORMANCE.

11. Average turnover of the last 2 (Two) years

: _____

Duly certified by Chartered Accountant : _____

(Copy of balance sheets and IT return : _____

Also to be attached). Average Financial : _____

Turnover should be atleast 30% of : _____

estimated cost.

12. Certificates from Clients : _____

For supplying of Computer Stationery for last

3 years (Y/N)

Annexure-D(contd.)

13. AFFIDAVIT FOR NON-BLACK LISTING: _____
AND SUSPENSION/BANNING OF BUSINESS
DEALING AS PER CLAUSE 28 OF TENDER.
14. Non relationship certificate with any officials of: _____
NIELIT (On firm's letter head)
15. Copy of all statutory Licences and documents : _____
like PAN/GST
16. Proof of Registration of firm should be : _____
Enclosed
17. ANY OTHER IMPORTANT INFORMATION: _____

Authorized Signatory

And seal of the Tenderer

ANNEXURE E - FORMAT FOR FINANCIAL BID

Financial Bid -Schedule of price bid in the form of BOQ_XXXX.xls

Rates for Computer Stationery

Tender Inviting Authority: NIELIT Chandigarh	
Name of Work: Supply of Computer Stationery items	
Contract No: NIELIT/CH/PUR-127/V-12/2021	
Bidder Name :	
<u>PRICE SCHEDULE</u>	
<p>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</p>	

Sr.No.	Type of Computer Stationery	Quantity to be taken for arriving at L1 (A)	Rate in Rs. per pack (inclusive of GST/ freight/any other charges) ** (B)	Total Value A X B
1	38.1 x 30.48 cms blank continuous stationery, Single part , pure white paper (57 GSM)	1020		
2	38.1 x 30.48 cms blank continuous stationery, Single part, pure white paper (80 GSM)	50		
3	25.4 x 30.48 cms blank continuous stationery, Single part , pure white paper(57 GSM)	60		
4	38.1 x 30.48 cms blank continuous stationery, Two Part, pure white paper (Two pages with one Carbon Paper)(57 GSM) (pack of 500 sheets)	36		
5	A4 size sheets, white first quality paper , 75 GSM for UT Bills (Single side text printing in Black colour), (One RIM contains 500 sheets)	3500		
6	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (57 GSM)	132		
7	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for TDCO on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (57 GSM)	24		

8	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blanks on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (60GSM)	48		
9	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bills on behalf of U.T. Water with perforation (Front side printing in 2 Colour (Blue and Black) and Single colour text (Black) on back side) (70 GSM)	660		
10	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger of U.T. Water Billing of Public Health (One side printing in Brown Colour) (57 GSM)	150		
11	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper in Brown colour for Meter Blanks of U.T. Water Billing of Public Health (One side printing in Brown Colour) (60 GSM)	36		
12	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bill Ledger on behalf of U.T. Electricity Deptt. (Front side printing in single colour Green) (60 GSM)	8		
13	38.1 x 30.48 cms pre printed continuous stationery, single part, pure white paper for SP/MS Meter Blank on behalf of U.T. Electricity Deptt. (Single side green color text) (60 GSM)	8		
14	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Bill Ledger on behalf of U.T. Electricity Deptt. (One side printing in Sky Blue Colour) (60 GSM)	6		
15	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Meter Blank on behalf of U.T. Electricity (One side printing in Sky Blue Colour) (70 GSM)	2		
16	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Bills Ledger on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (60 GSM)	5		
17	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Meter Blank on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (70 GSM)	5		

18	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Rural Water Bills (Front side printing in 2 Colour (Royal Blue and Light Grey) and Single Royal blue colour in back side) (60 GSM)	200		
19	25.4 x 30.48 cms pre-printed continuous stationery, single part, for Bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and Single colour on back side) Blue (70 GSM)	2844		
20	25.4 x 30.48 cms pre-printed continuous stationery, single part, for Bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and Single colour on back side) Red (70 GSM)	1320		
21	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger on behalf of UHBVN (One side printing in Red Colour) (57 GSM)	696		
	Grand Total			

**** Each pack contains 1000 sheets, except items at sr.no. 4 & 5**

The estimated yearly requirement in packs / RIMS may vary depending upon the actual usage in the respective Billing Project.

ANNEXURE F – HSN CODE AND GST RATE

TO BE SUBMITTED WITH TECHNICAL BID DULY FILLED

Sr. No.	Type of Computer Stationery	HSN Code	GST Chargeable rate
1	38.1 x 30.48 cms blank continuous stationery, Single part , pure white paper (57 GSM)		
2	38.1 x 30.48 cms blank continuous stationery, Single part, pure white paper (80 GSM)		
3	25.4 x 30.48 cms blank continuous stationery, Single part , pure white paper(57 GSM)		
4	38.1 x 30.48 cms blank continuous stationery, Two Part, pure white paper (Two pages with one Carbon Paper)(57 GSM) (pack of 500 sheets)		
5	A4 size sheets, white first quality paper , 75 GSM for UT Bills (Single side text printing in Black colour), (One RIM contains 500 sheets)		
6	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (57 GSM)		
7	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for TDCO on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (57 GSM)		
8	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blank on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (60GSM)		
9	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bills on behalf of U.T. Water with perforation (Front side printing in 2 Colour (Blue and Black) and Single colour text (Black) on back side) (70 GSM)		
10	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger of U.T. Water Billing of Public Health (One side printing in Brown Colour) (57 GSM)		
11	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper in Brown colour for Meter Blanks of U.T. Water Billing of Public Health (One side printing in Brown Colour) (60 GSM)		
12	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bill Ledger on behalf of U.T. Electricity Deptt. (Front side printing in single colour Green) (60 GSM)		

13	38.1 x 30.48 cms pre printed continuous stationery, single part, pure white paper for SP/MS Meter Blank on behalf of U.T. Electricity Deptt. (Single side green color text) (60 GSM)		
14	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Bill Ledger on behalf of U.T. Electricity Deptt. (One side printing in Sky Blue Colour) (60 GSM)		
15	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for AP/BS/PL Meter Blank on behalf of U.T. Electricity (One side printing in Sky Blue Colour) (70 GSM)		
16	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Bills Ledger on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (60 GSM)		
17	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for LS Meter Blank on behalf of U.T. Electricity Deptt. (One side printing in Red Colour) (70 GSM)		
18	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Rural Water Bills (Front side printing in 2 Colour (Royal Blue and Light Grey) and Single Roya blue colour in back side) (60 GSM)		
19	25.4 x 30.48 cms pre-UNTED continuous stationery, single part, for Bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and Single colour on back side) Blue (70 GSM)		
20	25.4 x 30.48 cms pre-UNTED continuous stationery, single part, for Bills on behalf of UHBVN on pure white paper in Hindi (4 colours with logo on front side and Single colour on back side) Red (70 GSM)		
21	38.1 x 30.48 cms pre-UNTED continuous stationery, single part, on pure white paper for Bill Ledger on behalf of UHBVN (One side printing in Red Colour) (57 GSM)		

**ANNEXURE-G: BID SECURING DECLARATION
IN LIEU OF EARNEST MONEY DEPOSIT**

To

The Director

National Institute of Electronics and Information Technology (NIELIT)
Permanent Campus, Vill. Bada Phull, Ropar, Punjab-140001.

Sub: Submission of Bid Securing Declaration in Lieu of Earnest Money Deposit against tender for Supply of Computer Stationery

Dear Sir,

1. I/We have downloaded / obtained the tender document for the above mentioned 'Tender/Work" from the CPPP Portal.
2. I/We understand that according to terms and conditions of this tender, bids must be supported by a bid security which may be in the form of Bid Securing Declaration.
3. I/We hereby undertake that if in case I/We withdraw or modify my/our Bid during the period of validity or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document then I/We will be suspended for the period of 2 years from being eligible to submit Bids for contracts with NIELIT Chandigarh.
4. I/We understand that this Bid Securing Declaration shall cease to be valid under the following circumstances:
 - i. Upon expiration of bid validity period, or any extension thereof pursuant to your request;
 - ii. I am/we are declared ineligible;
 - iii. I am/ We are declared as successful bidder and I/we have furnished the Performance Security and Signed the Contract.

Place: _____

Date: _____

Signature:

Name:

Designation:

Authorized Signatories

Seal