

NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY
Delhi Centre

F.12/12/2020/NDL/PRO

12.03.2021.

NOTICE INVITING TECHNICAL & FINANCIAL BIDS FOR VIDEOGRAPHY OF EXAMS

Schedule of Events

Nature of Work	Videography of Exams
Details of contact person for collection/clarifications/ queries of Tender Document	Ms.Kalpna Dudeja, Assistant Director, NIELIT Delhi Ceter, 2 nd Floor, Parasvnath Metro Mall, Inderlok Metro Station, Delhi-110052
Details of contact person for clarifications/approvals with regard to “Scope of Work under Tender Document	Shri.M.S.Nandi, Joint Director (Sys.) NIELIT Delhi Center, 2 nd Floor, Parasvnath Metro Mall, Inderlok Metro Station, Delhi-110052
Estimated Cost of the Tender	Rs.10 Lakhs
Earnest Money Deposit (EMD)	Rs.50,000/- (Rs. Fifty Thousand Only)
Performance Security Deposit	Rs.80,000/- (Rs. Eighty Thousand Only)
Website for downloading Tender Documents, Corrigendum’s, Addendums etc.	http://www.nielit.gov.in/delhi
Bid Submission Closing Day & Time	3.00 P.M.on the 10 th day
Technical Bid Opening Day	3.00 P.M.on the 12 th day
Financial Bid Opening Day	Will be informed to successful Bidders.
Address where the Tenders are to be submitted	The Director in Charge, NIELIT Delhi Center, 2 nd Floor,Parasvnath Metro Mall, Inderlok Metro Station, Delhi-110052
Venue of Opening of the Bids	NIELIT Delhi Center, 2 nd Floor, Parasvnath Metro Mall, Inderlok Metro Station, Delhi-110052
Bid Validity	90 Days

Subject : Limited Tender Notice of Videography for Exam

NIELIT invites sealed Limited Tenders under two Bid systems for the Videography recruitment Exam as per the quantity and specification as per the scope of this Tender. The vendor must furnish details of GST No/PAN No. and also upload the scanned copy of these documents in e-procure portal. The rates quoted should be firm and in Indian Rupees. In case of any difference / discrepancy between the rates quoted in figures and words, the later shall prevail. A copy of this Tender Document with each page duly signed by the authorized signatory (who has signed the Bid), should also be uploaded in e-procure portal with the Technical Bid in taken of bidders confirmation to accept the terms and conditions and other provisions contained in it. The bidder shall quote the Technical and Commercial bids only as per the format enclosed Conditional bids shall not be considered and will be rejected out-rightly at the first instance.

The Tender bids duly-filled in all respects along with all necessary documents may be addressed to the Director in Charge, NIELIT Delhi Center, 2nd Floor, Parasvnath Metro Mall , Inderlok Metro Station, Delhi-so as to reach on or before 3.00 p.m. 23.03.2021.the Tender may be dropped in Tender Box placed at Training Block of NIELIT Delhi Center. Tenderer should sign and seal in all pages of the tender, otherwise the tender will be summarily rejected .

1. Background:

1.1 National Institute of Electronics & Information Technology (NIELIT),an Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MeitY), Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT) NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has endeavored to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector. At present, NIELIT has forty-three (43) offices located across length & breadth of India with its Headquarters at New Delhi. It is also well networked throughout India with the presence of about 800 accredited institutes.

1.2 NIELIT Delhi Centre has been conducting about two National Level Recruitment Examinations per year & is looking for a reputed and well experienced vendor to be empanelled for providing Videography services from time to time in Delhi & NCR (Gurgaon, Ghaziabad, Noida and Faridabad) as included in the Scope of work in this Tender Document.

2. Value of the contract:

The estimated value of the work during an year is Rs.Ten Lakh.

3. Eligibility Criteria

3.1 Vendors who are in the similar business for at-least last three years as on 31.12.2020

3.2 The average annual Turnover of the bidder during past 3 years should be Rs.Five Lacs Only)
(Attach self certified copies of Balance Sheet /I.T. Returns/C.A.'s Certificate)

3.3 The bidder must have G.S.T.No. and PAN No.(Attach self certified copies)

3.4 The Bidder must have at least **125** Videography Cameras.

4. EARNEST MONEY DEPOSIT

4.1 Tenderer shall enclose a demand draft/pay order of any nationalized Banks/scheduled bank in favour of NIELIT, Delhi Center payable at Delhi as the non-interest bearing EMD in Technical Bid. Technical bid without EMD shall be rejected unless any category of Tenderer specially of tenderer specially exempted by the Govt. from the payment of Earnest Money Deposit, reasons and proof of the same has to be enclosed.

4.2 Cheques, Bank Guarantee will not be accepted towards EMD,

4.3 The Earnest Money Deposit will be forfeited if:

- I. Tenderer withdraws tender or backs out after acceptance.
- II. Tenderer fails to remit the E.M.D.,
- III. Tenderer violates any of the conditions prescribed in the Tender Document.
- IV. Tenderer revises any of the terms quoted, during validity period.

4.4 REFUND OF EMD

I. The Earnest Money Deposit of the unsuccessful tenders will be returned, after the acceptance of the successful tender, at the expense of the Tenderer within reasonable time. EMD will not bear any interest thereon.

II. Earnest Money of the successful tenderer shall be returned on receipt of the Preferential Security Deposit.

5. Performance Security Deposit:

5.1 The successful Supplier/ Bidder shall, within Two (02) days of the notification of contract award, provide a Performance Security Deposit for an amount of Rs.80,000/- (Rs.Eighty Thousand Only.) of the value of the awarded contract.

5.2 The proceeds of the Performance Security deposit shall be payable to the Purchaser as

Compensation for any loss (including loss of opportunity, time or cost) resulting from the Bidder's failure to comply with its obligations under the Contract.

5.3 Performance Security Deposit in the form of cash will not be accepted. Performance Security Deposit may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in favour of NIELIT, payable at Delhi.

5.4 Performance Security Deposit should remain valid for a period of 60 (Sixty) days beyond the completion of all obligations. Validity of Tender (One Year).

Forfeiture of Performance Security Deposit: Performance Security deposit shall be forfeited/invoked in the following cases:

- a) When any terms and conditions of the contract are breached by the vendor / service provider.
- b) When the vendor fails to commence the activity or fails to provide deliverables/ partially executes the work order.
- c) When the vendor fails to fulfill its obligation under the contract,
- d) No interest will be paid by NIELIT on the amount of performance security deposit,
- e) 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 to take such action against the vendor such as severing future business relation or black listing.

6.Scope of work :

NIELIT Delhi Centre is going to conduct a recruitment examination on 11th April 2021 approximately at 50 Examination Centers in the Delhi [Exam is likely to be held on 11/04/2021].The exam is OMR based and will be conducted in shifts & the shift timings are as follows:

First Shift: 09:30A.M. to 11A.M

Second Shift: 12:30 P.M.to 02 P.M.

Third Shift : 04.00 P.M. to 06 P.M.

Whole process of examination is to be video-graphed right from opening the seal of question papers, conduct of examination in all rooms and sealing of all examination material. For the same, the services of professional videographer are required. The videographer shall be present at the examination venue from 8:00 AM onwards till all material is sealed (6:30 PM). Approximate 125 videographers with Video Cameras will be required for the whole day one each at approx. 50 exam venues.

The details of activities to be carried out are as under:

1. Session wise recording of opening the seal of examination material.
2. Session wise recording/capturing the image of each candidate appearing in the exam.
3. Session wise recording of sealing of examination material after exam is over.

4. Any other task assigned at the examination center.
5. Recording mode should be standard.
6. Providing the session wise recordings/images on external hard disk to NIELIT Delhi Centre on 12.04.2021 till 12:00 without any delay.
7. Recording to cover each and every room and the Videographer should try to cover faces of the candidate.
8. First of all, main entrance of the Centre is to be videographed along with the seating plan and other information displayed outside the Centre. It may be ensured that the name of the Centre is videographed properly.
9. The entry of the candidates in the Centre may be video-graphed.
10. Thereafter, videographer will make video of the arrangements in Exam Superintendent's Room/Control Room including duty chart and Room allocation. It may be ensured to videograph the opening of the Iron Box(es)/ Trunk(s) containing confidential material.
11. Once exam starts videography from Room-no.1 to last room be done in such a manner that first of all the seating arrangement displayed at the entry of the room be videographed clearly. Thereafter broad view of Room with Invigilators face to be captured. Then in ascending order of roll number videography of candidate along with Admit card is to be made. While videography is done in the rooms, instructions may be issued to the candidates that they will keep their face in upright position after removing the mask (only for the duration of videography) for clear videography.
12. It is to be ensured that videography of all rooms and candidates be completed during the conduct of examination.
13. Videography of final packing to be done.
14. Any video or Photo graph not to be shared on social media, Whats App Group etc.
15. The same procedure from point no. 2 to 6 to be followed for each session.
16. Videographer to follow COVI D- 19 guidelines as will be applicable.

7. Duration of contract:

The contract awarded shall be valid for a period of **one year and extendable up to two years** on mutual consent, no change in rates shall be allowed.

8. Terms and Conditions:

8.1 Bids should be valid for a minimum period of ninety days (90) after the due date. The rates quoted should be firm and in Indian rupees. In case of any difference/ discrepancy between the rates quoted in figures and words, the latter shall prevail.

8.2 **The rate should be submitted on Full day basis or till the sealing of answer sheets and leftover materials is over.**

8.3 The items to be used in execution of the work order should be genuine and of standard make. In case it is found that the items are duplicate/ fictitious, it would be open to the NIELIT to terminate the Agreement, forfeit the Performance Security and black list the firm.

8.4 Copy of GST Registration Certificate and PAN number allotted by concerned authorities. Those vendors who have not migrated to or registered with GST Regime will not be eligible to participate in this tender. Any offer received from such vendors without GST Registration details will be summarily rejected.

8.5 Documentary evidence about legal entity of the bidder and the authorized person who would interact with NIELIT must be mentioned.

8.6 The rates must be quoted as per the Price Schedule Performa (Appendix-II). Incomplete bids are liable to be rejected. The authorized signatory/ bidder must attest corrections, insertions, overwriting, if any.

8.7 The vendor awarded the contract shall have to provide the services for the entire period and any failure on this account shall entail invocation of the Bank Guarantee/Forfeiture of amount paid through DD towards Performance Security Deposits in addition to any other action as may be deemed fit.

8.8 In case of breach of Contract by the vendor, NIELIT shall have the authority to cancel/terminate the Contract besides forfeiting the Security Deposits.

8.9 NIELIT reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever.

8.10 The contract shall be subject to Delhi jurisdiction. This document and the contract or job award letter issued as a result of the tender process shall be interpreted in terms of Indian Laws.

8.11 All disputes arising out of this contract shall be settled amicably by NIELIT and the vendor/contractor. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.

8.12 After handing over all the examination videography, the complete videography must be deleted from all media.

8.13 Videography should be done on **minimum resolution 720 x 568**

9.0 Payments:

9.1 No advance payments of handling /service charges etc. under any circumstances shall be

made to the vendors.

9.2 Payments shall be made by NIELIT only on receipt of pre-receipted bill in duplicate. After 15 days of completion of all activities.

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

9.4 No change in prices quoted shall be permitted during the validity period of the contract.

10. **Procedure for submission of the bids:**

10.1 The bidders desirous of participating in tender shall submit Technical and Financial Bid in the Proforma at Appendix I & II respectively duly sealed in separate envelopes super scribed with "Technical and Financial Bid separately for providing Videography Services".

10.2 Both the sealed envelopes may be placed in One Envelop along-with **EMD for an amount of RS.50,000/-** in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in favour of NIELIT, payable at Delhi and addressed to Director, must reach this Office on or before **10th day 03:00 PM**.

10.3 The Technical Bids would be opened on **12th day at 03:00 PM** in this Institute. Bidders may depute their representative(s) for attending the proceedings with prior intimation to this office. The proposal received without Annexure –I, II & III duly signed will be treated as incomplete and hence liable to be rejected.

10.4 Any overwriting/cutting/use of whitener etc. will lead to rejection of the Bid.

10.5 Incomplete Bids shall not be considered and will be summarily rejected.

11. **Bid Evaluation Criteria**

11.1 The Technical Bids shall be opened by the authorized representatives of NIELIT Delhi in the presence of representatives of bidders, if available, as per the schedule given in this document. The Financial Bids of those vendors who qualify all the criteria/eligibility requirements elaborated in this document shall only be opened.

11.2 The Bidders may depute their representatives at the time of Technical/Financial Bid opening event.

11.3 The L1 bidder arrived by considering total cost as per Videographer (Rate /Candidate) (Rs.) will normally be awarded the contract. However, NIELIT reserves the right to ignore any (including L1) bidder for the reasons, to be recorded in writing.

11.4 If the bidder awarded the contract fails to submit the Performance Security as per schedule defined in this document, his EMD shall be forfeited.

11.5 The decision of the Director, NIELIT Delhi Centre, shall be final and binding in all matters.

12. **Penalty:**

For missed/ improper videography, penalty @ Rs.150/-per candidate shall be imposed.

13. Arbitration, Laws and Jurisdiction

13.1 The contract shall be governed by and construed in accordance with the laws of India and would come under the exclusive jurisdiction of the Courts in Delhi, India.

13.2 The contract shall be executed in duplicate and the original copy of the contract will be retained by either party of the contract.

13.3 All disputes arising out of this contract shall be settled amicably by NIELIT and the bidder. In the event of failure to reach amicable settlement, the same shall be settled by an Arbitrator appointed by NIELIT, as per the provisions of "Arbitration and Conciliations Act, 1956". The decision of the Arbitrator shall be final and binding.

13.4 The place of Arbitration and other legal issues shall be Delhi for the purposes of this contract/work/agreement.

14. Force Majeure

Any delay or failure in the performance by either party here under shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, wars, hurricane, sabotage terrorism, vandalism, accident, restraint of government, governmental acts, injunctions, other than those of the party or its suppliers, that prevent party from furnishing the materials or equipment, and other like events that are beyond the reasonable anticipation and control of the Party affected thereby, despite such Party's reasonable efforts to prevent, avoid, delay, or mitigate the effect of such acts, events or occurrences, and which events or the effects thereof are not attributable to a Party's failure to perform its obligations under this Agreement.

If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the non performing party must prove that the party took reasonable steps to

minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this Clause (Force Majeure).

14.Precautions in view of the Pandemic COVID 19

Keeping in view the sensitivity of the recruitment exam the following precautions may be taken:

- Videographer must wear masks and gloves and keep a safe distance from each candidate or invigilator (follow social distancing norms) while recording the video.
- Videographer (s) should be known to the school locality and must possess high integrity.
- Videographer is not carrying any of the barred electronic communication devices.
- Identity proof of the videographer must be ensured and verified.
- It may also be ensured that none of the near relative of the photographer is appearing in recruitment exam. In no case, videographer will be allowed to leave the center before Examination is over and all sealing of documents are complete.
- All norms in respect of COVID-19 must be adhered to, all costs.

Appendix – I

Proforma for furnishing Technical Bid

1. Name, Address, e-mail & Mobile No. of Authorised Signatory :
2. Name of the C.E.O./Proprietor/Partner :
3. Name, designation and address including phone / mobile number & , e-mail of the Contact person :
4. Status of the organization :
5. Public Limited Company, Registered under Societies Registration Act, etc.
6. Date of commencement of Business :
7. Registration No. of Organization :
8. Annual Turnover :
2017-18,
2018-19,
2019-20
[Attach Photostat copies of Balance Sheet / I.T. Returns / C.A.'s Certificate]
9. GST No. { Enclose a copy of GST: Registration]
- 10.
11. PAN of the Organization /Owner[in case of proprietorship organization where no PAN has been issued in the name of the organization] [Enclose a copy] :
12. Details of the organizations served with similar services during 2017-18 to 2019-20.

S. No	Name & Address	Name & Phone No. of the contact person	Work/Purchase Order No. & Date

13. Number of clients being served in and around Delhi on the date of submission of bid [Enclose a comprehensive list with addresses and telephone numbers]

14. Details of E.M.D. enclosed : D.D./Pay Order/FD Receipt
No. _____
dated _____
for **Rs.** _____ /-drawn on _____
Bank in favour of NIELIT,
payable at New Delhi

DECLARATION: -

- A] It is certified that the information furnished above is correct.
- B] I/We have gone through the Terms and Conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed as token of acceptance of the “Terms and Conditions” is enclosed.
- C] The signatory of this Bid is authorized to sign Bids on behalf of the organization.

Signature:

Name:

Designation:

Seal of the organization: _____

Date: _____

Appendix – II

Proforma for Financial Bid

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

2. GST Registration No. :

3. PAN :

4. Videographer (Rate /Candidate) (Rs,) :

5. Taxes etc.(in Rupees) :

6. Other Charges (to be specified in Rupees) :

7. Any other conditions :

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....

Seal of the Company

Annexure – I

UNDERTAKING FOR REASONABLENESS

It is certified that I am authorized by the bidder to fill and verify the costs in this bid. To the best of my knowledge & belief,

1. The information furnished in this bid is correct.
2. Tendered rates are at par with the prevailing market rates and not more than the price usually charged for secure code of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
3. In respect of indigenous items for which there is a controlled price fixed by law, the prices quoted are not higher than the controlled price.
4. Services/Products/Goods supplied, will be of requisite specification and quality.
5. We understand that the decision of the NIELIT to accept / reject “the points of disagreements and proposed solution provided by us” would be final and binding.
6. We understand that the decision of the NIELIT to accept / reject the bid without assigning any reason whatsoever would be final and binding.
7. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Seal of the Company

Annexure – II

SELF-DECLARATION – NO BLACKLISTING

To

The Director
National Institute of Electronics and Information Technology,
NIELIT Delhi Centre,
2nd Floor, Parsvnath Metro Mall,
Inderlok Metro Station,
Delhi – 110052.

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 _____ is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect at any stage then without prejudice to any other action that may be taken, my/ our security deposit may be forfeited in full and the award of work contract if any to the extent accepted may be cancelled.

Thanking you,

Place: _____

Signature: _____

Date: _____

Name: _____

Designation:

Seal of the Company/Office:

Annexure – III

DECLARATION

I/We have read the Terms & Conditions to BIDDERS and accepted the same. I/We have made my /our offer keeping in view of all these conditions forming part of the tender inquiry.

I/We have remitted an EMD of Rs. /- (Rupees only) vide NEFT/RTGS NO. dated . A copy of the Tender Document with each page duly signed (by the signatory signing this Declaration and the Bid Proforma) is also uploaded

GST/PAN No. of the Bidder:
(Mandatory)
Mobile No. :
Telephone No.:
Place:

Signature,
Name and Address of the Bidder with Seal