



National Institute of Electronics and Information Technology (NIELIT)

Schedule of Events

Particulars	Details
Nature of the Project	<u>Empanelment of Designing, Printing and supply of NIELIT Newsletter</u>
Mode of Tendering	e-Tender(online) on URL https://eprocure.gov.in/eprocure/app
No. of covers	a) Technical Bid b) Financial Bid
Cost of Tender Fee	Nil
Approx. cost of works over a period of one year	Rs 2,50,000/-
Earnest Money Deposit (EMD)	Rs.5,000/-(Rupees Five Thousand Only) through RTGS/NEFT/DD in favour of NIELIT payable at New Delhi. Bank details- Bank of India SB A/c. no. 604820100000012 IFSC Code-BKID0006048 on or before bid submission closing time as mentioned in the tender document/corrigendum at NIELIT, New Delhi.
Details of Contact Person for clarifications/queries	Shri Basab Dasgupta, Joint Director (Tech.) NIELIT Headquarters, Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 9811907741 Email: basab@nielit.gov.in
Date & Time of Publishing of e-Tender	19/09/2016; 18:00 hrs. NIELIT HQ.
Last date of receipt of Pre-Bid queries by e-mail(in prescribed format at Appendix III)	Queries related to pre-bid may be sent through e-mail at basab@nielit.gov.in latest by 27/09/2016- 1700 hrs.
Date, Time & Venue of Pre-Bid Meeting	28/09/2016 11.00 hrs. NIELIT HQ. Electronics Niketan
Date & Time published of Minutes of Pre-Bid Meeting.	30/09/2016 16:30 hrs
Last Date, Time for Submission of Bid	10/10/2016; 17.00 hrs. NIELIT HQ.
Date & Time for Opening of Technical Bid	13/10/2016; 11.00 hrs. NIELIT HQ.
Date & Time for opening of Financial Bid	Shall be conveyed separately.
Validity of Bid	90 days from the specified date of closing of bid.

IMPORTANT NOTE

1) Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> . Aspiring Bidders/ Suppliers 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 provided at Annexure-1 regarding 'Instructions for online Bid Submission ' .

2) Tenderers can access tender documents 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> .

3) Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

Ref.No..1(31)2016-NIELIT

Date: 19th September, 2016

Sub.: Invitation of Bids pertaining to Designing, Printing and supply of NIELIT Newsletter.

TENDER CLOSES ON 10/10/2016 at 17.00 hrs

Sir,

I take this opportunity to inform you that this Institute is looking for a suitable vendor to share its workload with regard to Designing, Printing and supply of NIELIT Newsletter that is published quarterly. In this regard, a Tender Document containing detailed scope of work, for which we are looking for a vendor and the terms and conditions for such award of job, is enclosed at Annexure-I.

2. We would appreciate if you could submit your Technical and Financial bids in the prescribed Proforma enclosed with the e-Tender Document. Before submitting the quotations you must go through the terms and conditions stipulated in Annexure-I and get yourself satisfied prior to submission of the bids.

3. In case you have any queries or you want to see the samples of the Newsletter to be printed, you may contact the designated contact person with prior appointment on any working day between 10.00 am to 4.00 pm before the closing date of submission of pre bid queries. Pre-bid queries needs to be submitted in the prescribed format as per Appendix III. All the pre-bid queries would be addressed during the pre-bid meeting as per schedule. Your Technical Bid in the proforma at Appendix - I with each page signed by the signatory of the quotation in token of acceptance of the terms and conditions must be uploaded in e-procure portal before last date & time of submission of bid. Financial Bid as per proforma at Appendix II with columns of the proforma should be correctly and clearly filled. Cost for each activity shown separately in the Appendix II must be indicated separately. Acceptance of the terms and conditions must be uploaded in e-procure portal before last date & time of submission of bid. If you so desire, you may depute your personnel for attending the Proceedings. The proposal received without Annexure-I duly signed will be treated as incomplete and hence liable to be rejected.

Yours faithfully,

(Partha P. Adhikari)

Dy. Director (Systems)

E-mail: partho@nielit.gov.in

Ph.(M)- 8527644545

**TENDER DOCUMENT FOR DESIGNING, PRINTING AND SUPPLY OF NIELIT
NEWSLETTER CLOSING ON 10 /10/2016 AT 17.00 HRS. AND OPENING OF TECHNICAL BIDS
ON 13/10/2016 AT 11.00 HRS**

1. Background:

- 1.1 National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society of Ministry of Electronics and Information Technology, Government of India is a premier IT Education & Training Institution of the Government of India in the formal and non-formal sector. The objective of the Institute is to carry out Human Resource Development activities in the area of Information, Electronics and Communications Technology (IECT) through its various Centres in the country, apart from consultancy and related activities. The Institute is presently engaged in implementation of national level schemes for Education & Training in Computers, Bio-Informatics, Computer Hardware, ITES- BPO, Embedded Systems, VLSI Design, Multi-media and Animation, amongst other programmes.
- 1.2 NIELIT is implementing the DOEACC Scheme, which has been launched jointly by AICTE and Department of Electronics and Information Technology [DeitY], (Formerly Deptt. of Electronics) with a view to utilize the resources available with the Computer Training Institutions in the non-formal sector to provide quality Education and Training in the area of IT. The scheme consists of courses at four levels namely 'O' Level - Foundation, 'A' Level - Advance Diploma, 'B' Level - MCA level, 'C' Level – designed to be at par with M.Tech Level. The Institute conducts examinations twice a year in the months of January and July for all the above four Levels at more than 110 centres located all over India
- 1.3 For printing of quarterly Newsletter, NIELIT is looking for a vendor to provide the services listed in Scope of Work in this document. The entire job right from typesetting/designing to printing of Newsletter as included in the scope or work in this Document will be assigned to a single vendor selected on the basis of L1 bidder.

2 Scope of Work

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

[i]	Size	:	8.50" x 12" (finished), 17" x 12" (open) (A4 size)
[ii]	Colour	:	multicolour
[iii]	Pages	:	16-20 pages (approx) subject to change
[iv]	Paper	:	Cover Pages (Front & Back) - both sides printing On 250 gsm card paper Inside pages- both sides printing on 170 gsm Paper
[v]	Fabrication	:	Stapled
[vi]	Quantity	:	As per requirement, subject to a minimum of 3000 copies (quarterly)

- 2.2 Since the assignment to be undertaken under this contract would be of utmost importance, the quality shall be maintained under all circumstances and if the quality does not meet with the one ordered the consignment would be summarily rejected.
- 2.3 The vendor would generally be allowed 05 days time for designing, printing and supply of the Newsletter. However, it may be required to complete the job in smaller time frame also depending upon exigencies.
- 2.4 The vendor shall undertake the assignment in a time bound manner and the requisite number of copies will have to be supplied within stipulated time frame failing which the penalty @Rs. 0.50/- per copy per day subject to a maximum of 10% of the value of contract shall be imposed. In case the vendor fails to supply the material latest by 07 days of the date of order, NIELIT shall be free to get the job completed by the next higher vendor/local market at the cost of the vendor to whom Purchase Order has been placed. The difference of cost in such case, if any shall be recovered from the vendor from the any sum found due or from the performance security.
- 2.5 **The selected vendor for printing of NIELIT Newsletter shall have to deploy their designer at the Office of NIELIT along with his computer systems/laptop and design software, for at least 3 working days, to liaise with the concerned Officer of NIELIT so that the design can be completed in-house at NIELIT Office.** The vendor shall be provided the material in MS-Word format and after carrying out typesetting etc., the material is to be shown to NIELIT for first proof reading in CRC format. The vendor may be required to submit the proof in CRC form again if a need is felt by NIELIT. Simultaneously the vendor would submit the draft print out & design of Newsletter to NIELIT for approval. Printing of final report would be started by the vendor only after approval of design and final proof reading of the material / text.
- 2.6 The designer should be well-versed with designing tools and should possess a creative blend so as to ensure that the design quality is of very high standards.
- 2.7 Since the activities involved are operational in nature, placing firm orders every time may not be possible and as such the telephonic conversation/ E-mail or handing over the materials should be considered as firm order;
- 2.8 The estimated cost of the works over a period of one year is about Rs. 2.5 Lakhs. This is, however, only indicative and subject to change as per actuals.
- 2.9 Incomplete quotation shall be summarily rejected. The Director General, NIELIT reserves the right to reject any quotation without assigning any reason.
- 2.10 **The vendor must furnish details of PAN No., Service Tax No. (if applicable), Sales Tax/ VAT Registration No., Latest Sales Tax Clearance Certificate/Vat and also upload the scanned copy of these documents in e-procure portal as specified in Appendix-I.**
- 2.11 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
- 2.12 The bid should be valid for a minimum period of 90 days after the closing date for submission.

2.13 The vendors/designer should be required to visit NIELIT HQs number of times while finalizing the Newsletter and liaise with the concerned Officers.

2.14 The Agency/Designer should have necessary expertise to correct/improve/resize/enhance pictures & photographs thereby ensure the print quality of such photographs.

3. Duration of contract: The contract awarded shall be valid for a minimum period of one year which may be further extended for a period of another year on same terms and conditions subject to approval of the competent authority and no change in rates shall be allowed during the contract period or extended contract period. 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 security deposit in addition to any other punitive action as may be deemed fit.

4. Termination of the Contract:

4.1 Either party may terminate the contract by giving a notice of two months. 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.

4.2 All disputes arising out of this contract shall be settled amicably by NIELIT and the contractor. In the event of failure to reach amicable settlement, the same shall be settled as per the provisions of Indian Arbitration and Conciliations Act, 1996. The decision of the Arbitrator shall be final and binding.

5. Payments:

5.1 For the activities pertaining to designing and printing of Newsletter, the payments shall be made on receipt of all deliverables against the pre-receipt bills of the vendor.

5.2 All payments shall be subject to TDS.

6. EARNEST MONEY DEPOSIT (EMD):

Earnest money deposit (EMD) of Rs. 5,000/- by RTGS/NEFT/Demand Draft on any Nationalized Bank in favour of NIELIT, payable at Delhi must be attached with the offer (Appendix I). EMD should be valid for a minimum period of 90 days from the closing date (original) of the tender. Quotations uploaded without EMD are liable to be rejected. The DD in physical form duly sealed in envelope superscribed with "DDs towards EMD for "Designing, Printing and supply of NIELIT Newsletter" should be dispatched/submitted at NIELIT Office at the address mentioned below:

**NIELIT,
Electronics Niketan,
6 CGO Complex,
New Delhi-110003.**

7. PERFORMANCE SECURITY:

- a) Successful bidders shall submit a Performance Security of 10% of the total cost of the contract within 15 days of the placement of purchase order.
- b) The Performance Security Deposits can be submitted in the form of a Bank Draft/Pay Order or FDR or Bank Guarantee drawn on any Nationalized Bank in favour of NIELIT payable at Delhi.
- c) The Bank Guarantee should be valid for 60 days more than the duration of the warranty period.
- d) In case, supplier either fails to deliver the items within delivery period, the Performance Security submitted by the firm is liable to be forfeited.
- e) 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 Supplier's /Bidder's failure to comply with its obligations under the Contract.
- f) No interest will be paid by NIELIT on the Performance Security.

7.1 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.

7.2. Incomplete quotation shall be summarily rejected. The Director General, NIELIT reserves the right to reject any quotation without assigning any reason.

8. Eligibility criteria:-

- 8.1 The bidder should have been in the business of printing activities for a minimum of 5 years. The bidder must submit self-certified copy of Certificate of Registration/Incorporation of the firm.
- 8.2 The bidder should have an average turnover of Rs.10.00 lakh during the last three financial years 2012-13, 2013-14 & 2014-15. The bidder must submit self-certified photocopies of Balance Sheet/CA's certificate as proof of the turnover along with copy of Audited/ self-certified Accounts as a proof of its Turnover.
- 8.3 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 token of bidders confirmation to accept the terms and conditions and other provisions contained in it.
- 8.4 The bidder must submit self-certified photostat copies of the job award letters from at least three customers being served in the business of printing activities- Newsletter, Annual Reports etc. for a minimum of 3 years with comprehensive list of such customers etc.

9. Procedure for submission of the proposal:

The vendors desirous of participating in the tender process shall have to submit its bid online in two parts, viz., Technical Bid as per proforma at Appendix - I and Financial Bid as per proforma at Appendix II.

- 9.1 Any overwriting/cutting/fluiding should be authenticated by the signatures of the individual, who has signed the Bid. Non-adherence will lead to rejection of the Bid.

Technical Bid - All the columns, in the proforma of Technical Bid (Appendix-I) should be duly filled and supporting documents e.g. DD towards EMD, proof of turnover, proof of commencement of Business, photostat copies of the job award letters from at least three customers being served in the business of printing activities- Newsletter, Annual Reports etc. for a minimum of 3 years with comprehensive list of such customers etc., must be uploaded in e-procure portal with this Bid.

- 9.2 Incomplete Bid shall not be considered and will be summarily rejected.

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

- 9.4 Cost for each activity shown separately in the Appendix II must be indicated separately.

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

10. PRICE BID - Schedule of price bid in the form of BOQ_NewsLetter.xls

- 10.1 The below mentioned Financial Proposal/Commercial bid format is provided as BOQ_NewsLetter.xls along with this tender document at <https://eprocure.gov.in/eprocure/app> . Bidders are advised to download this BOQ_NewsLetter.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. 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 EMD would be forfeited .

- 10.2 L1 shall be evaluated on total amount inclusive of taxes as mentioned in the Financial Bid Format.

- 10.3 The Bids must be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. on or before the due date. Bids, submitted after the due date & time are liable to be rejected.

- 10.4 Tenderer is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Central Vigilance Commission and Government of India as in force from time to time.

- 10.5 NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.

- 10.6 NIELIT reserves the right to change (increase/decrease) the quantity of items to be procured or to place Purchase Order for the selected items only, that is, some of the items may be omitted from procurement in entirety.
- 10.7 Incomplete quotations are liable to be rejected.
- 10.8 In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 10.9 Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 10.10 Any attempt of direct or indirect negotiation on the part of the tenderer with the authority who is competent to finally accept it after the submission of the tender; or any other endeavour to secure any interest or any influence by the tenderer by any means for acceptance of a particular tender will render the tenderer liable to be excluded from consideration.
- 10.11 The rates are to be quoted by the bidders in Indian Rupees only and payment shall be made to successful bidders in Indian Rupees only. Any statutory applicable taxes such as Sales Tax, VAT, Service Tax, etc. should be mentioned separately in the Financial Bid. However quote should be inclusive of all other levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc.
11. INSPECTION: NIELIT or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance to the inspector at no charge to NIELIT. In case any inspected or tested goods fail to conform to the specifications, NIELIT may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to NIELIT.
12. Forfeiture of EMD: The EMD will be forfeited under the condition:
 - (a) If the tenderer withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.
 - (b) If the bidder withdraws the bid before the expiry of the validity period of 90 days of the bid or within the time frame of extension given by NIELIT in special case communicated before the expiry of the bid.
 - (c) If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
 - (d) If the selected bidder fails to execute agreement in prescribed format and furnish the bank guarantee within the prescribed time.

13. Return of EMD:

- (a) The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiration of the period of the bid validity but not later than 30 days of the issue of the purchase order. No interest will be paid by NIELIT on the Earnest Money Deposit.
- (b) The Earnest Money of successful bidder shall be returned after acceptance of the material subject to submission of Performance Bank Guarantee of the amount equivalent to 10% of the total price of the items supplied as per the purchase order placed.
- (c) The Financial Bids of only technically qualified bidders will be opened. The financial bids will be evaluated by a Tender Evaluation Committee for evaluation.

14. EVALUATION CRITERIA

L1 shall be evaluated on total amount of that category inclusive of taxes as mentioned in the Financial Bid Format.

15. DELIVERY:

All aspects of safe delivery shall be the exclusive responsibility of the vendors. The delivery of the items must be within one week after placement of the purchase order.

Delivery Challan needs to be signed and stamped on completion of delivery of items. In case any discrepancy with regard to sign, stamp or date etc on above delivery challan, a mail from concern user may be treated as delivery challan.

16. PAYMENT

- a) A pre-receipted bill in triplicate in the name of NIELIT New Delhi duly supported by purchase order, Delivery Challan, should be submitted to NIELIT for processing of the documents for making the payment.

- 17. ARBITRATION: In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing up on the other party notifying its intention for appointment of Arbitrator should both parties fail to agree on by mutual consent, then NIELIT will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 shall apply. The Arbitration proceedings shall be held in New Delhi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or reenactment thereof including the rules framed there under.

Pre-Bid Conference

NIELIT will host a Pre-Bid Conference of prospective bidders as per the schedule mentioned at page no-3. The representatives of the interested organizations may attend the pre -bid conference at their own cost. The purpose of the conference is to clarify any doubts regarding the scope of work. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender document. A maximum of two representatives of each Bidder shall be allowed to participate in the conference. The venue for the Pre bid conference is mentioned below:

Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi - 110 003

Any change in Venue and Time for Pre-Bid Conference will be displayed on NIELIT website <http://www.nielit.gov.in>, <http://www.deity.gov.in>, and www.eprocure.gov.in one day before the schedule of Pre-Bid Conference.

Enquiries and clarification: Enquiries, if any, shall be addressed to:

Sh. Basab Dasgupta, Joint Director (Systems)
National Institute of Electronics and Information Technology,
Electronics Niketan, 6, CGO Complex, New Delhi – 110003
PH. No: 91 11 24363330,24367715 Email: basab@nielit.gov.in

- i. All clarification that are received by email in prescribed format on or before the date mentioned in the schedule will be addressed by NIELIT in the Pre-bid Conference. NIELIT shall aggregate and respond to all such clarifications as per the schedule bidding. The response to clarifications will be issued as a Corrigendum to the original tender document.
- ii. During the course of Pre-Bid Conference, the Bidders will be free to seek clarifications and make suggestions for consideration. NIELIT shall endeavour to provide clarifications and such further information as it may, in its own sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding.
- iii. In respect of clarification received, the following shall apply:
 - a) NIELIT reserves the right not to consider any condition or query that, in the own sole discretion of NIELIT, is found unacceptable.
 - b) If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be will be on NIELIT <http://www.meity.gov.in> and www.eprocure.gov.in
 - c) In respect of suggestions/alterations proposed, NIELIT may consider them and the result will be published on NIELIT Website (<http://www.nielit.gov.in>), <http://www.meity.gov.in> and www.eprocure.gov.in

- d) In respect of clarifications received, the following shall apply:
- i. NIELIT reserves the right not to consider any condition or query that, in the own sole discretion of NIELIT, is found unacceptable.
 - ii. If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be made available on NIELIT Website (<http://www.nielit.gov.in>), <http://www.deity.gov.in> and www.eprocure.gov.in.
 - iii. In respect of suggestions / alterations proposed, NIELIT may consider them and the result will be published on NIELIT Website (<http://www.nielit.gov.in>), <http://www.deity.gov.in> and www.eprocure.gov.in.
- e) If NIELIT deems it appropriate to revise any part of this Tender Document or to issue additional data to clarify an interpretation of the provisions of this Tender Document, it may issue supplements to this Tender Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by putting up on NIELIT Website (<http://www.nielit.gov.in>), <http://www.deity.gov.in> and www.eprocure.gov.in. Any such supplement shall be deemed to be incorporated by this reference into this RFP.
- f) In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <http://www.nielit.gov.in>, <http://www.deity.gov.in>, & www.eprocure.gov.in.
- iv) If NIELIT deems it appropriate to revise any part of this Tender Document or to issue additional data to clarify an interpretation of the provisions of this Tender Document, it may issue supplements to this Tender Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, and official communication over email/post etc. will be communicated to all the bidders by putting up on NIELIT Website (<http://www.nielit.gov.in>), <http://www.meity.gov.in>, <http://www.eprocure.gov.in>. Any such supplement shall be deemed to be incorporated by this reference into this RFP.
- v) In order to allow bidders a reasonable time to take the amendment (s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the (<http://www.nielit.gov.in>), <http://www.meity.gov.in> & <http://www.eprocure.gov.in>

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 register 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 in to 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, wherein 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 100 dpi 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" area 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 log into 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 tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable. If the price 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 Layer 128 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 CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

Bid Evaluation Criteria:

1. In the first instance the Technical Bids shall be opened by the authorized representatives of NIELIT in the presence of representatives of bidders, if available.
2. The date and time for opening of the Technical Bids is given on the top of this document;
3. The Bidders may depute their representatives for the Technical Bid opening event.
4. The Technical Bids will then be evaluated by NIELIT, internally;
5. Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened, the date for which shall be communicated to the vendors through e-mail/phone.
6. If any vendor so desires, it may depute its representative for Financial Bid opening event also.
7. The L1 bidder will be arrived at by calculating the total cost of all the items strictly as per the format in Proforma of Financial Bid (Appendix- II). The L1 bidder will normally be awarded the contract. However, NIELIT reserves the right to ignore the L1 bidder for the reasons, to be recorded in writing.
8. The decision of the Director General, NIELIT shall be final and binding.

Proforma for Furnishing Technical Bid

(Please go through the terms and conditions stipulated in Annexure - I before filling up this Proforma)

1. Name, Address and Telephone Number of :
the Organization.
2. Date of commencement of Business (Please :
uploaded scanned copy in e-procure portal)
self-certified copy of Certificate of
Registration/Incorporation of the firm as
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. Name of the C.E.O. / Proprietor/Partner :
5. Name, designation and address, including :
phone/mobile number of the Contact Person.
6. Annual Turnover (Please uploaded scan : 2012-13
copy in e-procure portal) self certified 2013-14
photocopies of Balance Sheet/CA's 2014-15
certificate as proof of the turnover along
with copy of Audited/ self-certified
Accounts as a proof of its Turnover.
7. Sales Tax / VAT No., if any (*Must, if ST /VAT :
is charged*)
8. Service Tax No., if any (*Must, if ST is :
charged*)
9. P.A.N. of the Organization :
10. Details of three prominent organizations served / being served with similar services
(scanned copy to be uploaded in e-procure portal *a comprehensive list along with the work
orders issued for this*).

<i>Name & Address</i>	<i>Name & Phone No. of contact person</i>	<i>Annual cost of contract</i>	<i>Since when the services are being provided.</i>

11. Details of E.M.D. (enclosed D.D.) : D.D. No. _____ dated _____ for Rs. 5,000/- drawn on _____ Bank in favour of NIELIT, payable at New Delhi

Or
RTGS/NEFT No..... Dated.....

12. Number of clients being served in and around Delhi on the date of submission of bid (*please enclose a comprehensive list with address and telephone numbers*).

DECLARATION:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) The signatory to this bid is authorized to sign such bids on behalf of the organization.
- d) If any document is found to be forged/fraudulent then action appropriate as per provision of Corruption Act 1988 and Indian Penal Code may be taken.

Signature: _____

Name: _____

Designation: _____

Seal of the Company: _____

Date: _____

APPENDIX-II**Format for Financial Bid for Designing, Printing & Supply of NIELIT Newsletter****(The financial bids are to be uploaded in the e-Procure portal****(<https://eprocure.gov.in/eprocure/app>) as specified in BoQ File (BOQ NewsLetter.xls) only)**

S. No	Quote	Quantity	Unit	Rate (Rs.) per sheet, where the size of the sheet is 8.50"X12" (finished) and 17"X 12"(open)	Total Amount in Rs.
		(A)		(B)	(C)=(AXB)
1.	Duly designed and both side printed one Cover Sheet (front and back cover corresponding to 4 pages) in multi-colour on 250 GSM card paper (without lamination)	3000	Sheet	Financial bids as per BOQ (BOQ_NewsLetter.xls) document to be submitted in e- Procure only	
2.	Duly designed and both sides printed one Inside Sheet (corresponding to 4 pages) in multi-colour on 170 GMS paper (without lamination)	9000	Sheet	Financial bids as per BOQ (BOQ_NewsLetter.xls) document to be submitted in e- Procure only	
3.	Total Rupees in words:			Total (Rs.)	

Terms & Conditions:

1. The number of inside pages of the Newsletter may vary from 12-16 pages, which may further be increased/decreased, based on requirement. Thus the quoted rates (A and B) shall be applied on pro-rata basis. The **size** and **quality** of paper shall be as per clause 2 of the tender document.
2. The above rates should be inclusive of all for the entire job work, irrespective of any increase or decrease in the number of pages. **Composing, Designing and Proof Reading Charges** for the entire job work, irrespective of any increase or decrease in the number of pages.
3. The above rates **should be inclusive** of all Taxes, Transportation, Binding (as per specifications), Packing, Incidental and miscellaneous Charges.
4. Rates should be quoted **strictly as per above format**, failing which, the bid is liable to be rejected. Incomplete bids or bids with discrepancy may not be considered. L1 shall be decided based on total rates (*as per Column C in the table*).
5. The job work should conform to acceptable quality standards and should be free from hickies, dot grain variations, scummings, smudges or other defects.

Declaration:

I herby understand and agree to all terms and conditions (as stipulated above and also in the Tender Document). It is further certified that the information furnished above is correct and the signatory to the bid is authorized to sign such bids on behalf of the organization.

Place: _____

Date: _____



Signature: _____

Name: _____

Designation: _____

PRE-BID QUERIES FORMAT**Name of the Company/Firm:****Address of the Company/Firm:****Name of Person(s) Representing the Company/ Firm:**

Name of Person	Designation	Email-Id (S)	Tel. Nos. & Fax Nos., Mob. Nos.

Query / Clarification Sought:

S. No.	RFP Pg.No.	RFP Rule No./Clause	Rule Details	Query/Suggestion/Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority.

SELF – DECLARATION - NO BLACKLISTING
(Scanned copy to be uploaded in e-procure portal)

To

Additional Director (P & A)

National Institute of Electronics and Information Technology (NIELIT),
Electronics Niketan,
6, CGO Complex, Lodhi Road,
New Delhi- 110 003.

In response to this Financial Bid, 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 reasons other than corrupt & fraudulent practices by any State/Central Government/PSu/Autonomus 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 security deposit may be forfeited in full and the award of work contract if any to the extent may be cancelled.

Thanking you,

Place: _____

Date: _____



Signature: _____

Name: _____

Designation: _____

