



**National Institute of Electronics and Information Technology (NIELIT)
Chandigarh, Ropar Campus
Ministry of Electronics and IT (MeitY), Government of India**

**eTender Document for Empanelment of Vendor for
Printing ,Supply and Scanning of OMR Sheets**

IMPORTANT NOTE

- 1) Tender documents 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 regarding 'Online Bid Submission' on CPP Portal.
- 2) Bidders can access Tender documents on the website, fill them with all relevant information and submit the completed documents into electronic bids on the website <https://eprocure.gov.in/eprocure/app>.
- 3) Bid and supporting documents must be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.

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INVITATION FOR BIDS AND SCHEDULE

NIELIT Chandigarh (hereinafter called "The Purchaser") invites e-bids in the prescribed format to be submitted on Central Public Procurement Portal (CPP portal) from Eligible Bidders for Empanelment for Printing, Supply and scanning of OMR sheets. The schedule is as under:

| S.N. | Particulars | Details |
|------|--|--|
| 1. | Name and Address of Purchaser | National Institute of Electronics and Information Technology (NIELIT), Chandigarh Permanent Campus: Vill. Bada Phull, Rupnagar - 140001 |
| 2. | Estimated Tender Value | 12 lakhs |
| 3. | Tender Document Fee | Nil |
| 4. | Earnest Money Deposit (EMD) | Nil |
| 5. | Bid Document Download Start Date & Time | 10 th June 2021 1850 hrs |
| 6. | Last date for receipt of Pre-Bid queries by e-mail (in prescribed format) | NA |
| 7. | Pre-Bid Conference | NA |
| 8. | Pre-Bid Clarification, if any / Public Corrigendum on Website & CPP portal | NA |
| 9. | Start Date & Time of Bid Submission | 10 th June 2021 1850 Hrs |
| 10. | Closing Date & Time of Bid Submission | 01 st July 2021 1100 Hrs |
| 11. | Date & Time of Opening of Technical Bid | 02 nd July 2021 1100 Hrs |
| 12. | Date & Time of Technical Presentation | NA |
| 13. | Date & Time of opening of Financial bids | Will be intimated later to the technically qualified bidders on website & CPP portal |
| 14. | Online Submission of Performance Security, wherever applicable | Bank Details: Punjab National Bank, College Road, Rupnagar, Punjab A/c Type: Current A/c No.: 78540059000000019 IFSC Code: PUNB0040800 |
| 15. | Website for downloading Document, Corrigendum, Addendums etc | http://www.nielit.gov.in/chandigarh http://eprocure.gov.in |
| 16. | Bid Validity | 90 Days from the date of bid submission |
| 17. | Contact person for queries | 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 |

Disclaimer

This Tender is not an offer by NIELIT, but an invitation to receive offer from **Eligible Bidders**. No contractual obligation whatsoever shall arise from the tender process unless and until the offer is accepted and executed by duly authorized Officer of NIELIT Chandigarh with the vendor.

Director
NIELIT Chandigarh

ABOUT NIELIT

National Institute of Electronics and Information Technology (NIELIT) is an Autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology, Govt. of India. NIELIT was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communication Technologies (IECT).

NIELIT is engaged in carrying out Education & Training Programs - both in the Formal & Non-Formal sectors in the area of IECT. Its mandate includes development of Industry oriented quality education and training programs in the state-of-the-art areas, to establish standards and to be the country's premier institution for Examination and Certification in the field of IECT. It is also a National Examination Body, which accredits institutes/organizations for conducting courses in the Non-Formal Sector of Education in the field of IT and related areas.

NIELIT Centres are also imparting training in Short Term Courses in the areas of Information Technology, Electronics System Design & Manufacturing (ESDM), Maintenance Engineering, ITES-BPO etc. Besides the training activities, NIELIT Centres are offering consultancy services and undertaking software development projects in addition to Govt. sponsored projects in the area of Education & Training, R & D, etc

NIELIT Chandigarh, a premier institute of the northern region, was setup as "Regional Computer Centre" 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.

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.

The permanent Campus of NIELIT Chandigarh is situated at Vill. Bada Phull, Rupnagar (Punjab) – 140001.

1. INSTRUCTIONS TO BIDDERS

1.1 Eligibility Criteria and Pre-Qualification Criteria

Bidders shall provide such evidence of their continued eligibility satisfactory to the tendering authority as per the "Eligibility & Pre-qualification criteria" mentioned in the bidding document and/ or as the tendering authority shall reasonably request. The Bidder must furnish the self-attested copies of supporting documents as per following details in the Technical Bid, failing which the proposal shall not be considered.

| S. No. | Eligibility & Pre-Qualification Criteria | Supporting documents | To be uploaded as Annexure- |
|--------|---|--|-----------------------------|
| 1. | Contract Form as per format provided in the tender document | | |
| 2. | Tender Acceptance Letter | On Applicant's Letter head as per format at Annexure-2. | A |
| 3. | Bidder must possess and submit a valid: i. Permanent Account Number (PAN) of Bidder ii. GST Registration Certificate, if applicable | Valid copy of all the mentioned/ required Certificates / Documents. | B |
| 4. | The bidder should not have been under sanction, cross-debarred, debarred in participating in any procurement activities in India by NIELIT or any State or Central Government or autonomous body/SPSUs/CPSUs/any other govt organisation or its undertakings. | Undertaking to this effect shall be submitted by the applicant as per Annexure-3. | C |
| 5. | The bidder must submit Bid Securing Declaration. | Bid Securing Declaration as per Annexure-4. | D |
| 6. | a) The Bidder should have average annual turnover of at least Rs 10 lakhs during the last three financial years i.e. 2017-18, 2018-19 and 2019-20 as evidenced by the audited accounts of the organization / CA Certificate certifying turnover. If the vendor is a joint venture, the turnover of at least one partner should be as above. b) The bidder should not have incurred loss in last three years i.e. 2017-18, 2018-19 and 2019-20 as evidenced in audited Profit & Loss Account. | Copies of audited balance sheets including profit & loss accounts/ CA Certificate. | E |
| 7. | The bidder should have experience in Printing ,supplying and scanning of OMR Sheets for minimum 2 lacs candidates in each examination and | Documentary evidence such as supply orders, invoices with proof of payment, etc. | F |

| | | | |
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| | in atleast 3 examination during last 5 years as on 31-03-2021 . | | |
| 8. | The bidder should have ownership of atleast 10 OMR scanners of same make. | Proof of purchase with Model No. must be enclosed | G |
| 9. | The bidder should have ownership of atleast 7 Optical/Image scanners | Proof of purchase with Model No. must be enclosed | H |

Note: No Consortium or subletting will be allowed. The bidder must meet all the eligibility criteria by itself.

1.2 General Instructions

- 1.2.1 No physical sale of tender document will be done.
- 1.2.2 Any subsequent corrigenda/clarifications related to this Tender Document will be published on the website of the Purchaser at 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.
- 1.2.3 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 deemed to be have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- 1.2.4 The Bidder shall bear all costs associated with the preparation and submission of its bid and NIELIT will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
- 1.2.5 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.
- 1.2.6 The bids, and forms are strictly to be submitted as per specified formats.
- 1.2.7 In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, or to encourage wider participation, 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/chandigarh> & www.eprocure.gov.in.

1.3 Bid Securing Declaration (BSD)

All bids submitted in response to this Tender document shall be accompanied by **Bid Securing Declaration in prescribed format**. The provisions of the Bid Securing Declaration shall be invoked 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 refuses to take up the job within the time stipulated by the purchaser.
- e. If the bidder fails to furnish the performance security within the prescribed time.
- f. If the bidder fails to comply with any of the provisions of the tender document.

- g. If the Bidder, having been notified of his selection, fails or refuses to submit the acceptance of the award of contract or the required Performance Security in the prescribed format within the time stipulated by the Purchaser.
- h. Suspension 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 Agency/ Bidder such as severing future business relation or black listing, etc., as may be deemed fit.

1.4 Security Deposit / Performance Bank Guarantee / Contract Security:

- 1.4.1 The person/persons, whose bid is accepted (hereinafter called contractor) shall submit Security Deposit/Performance Bank Guarantee/Contract Security equivalent to **3% (Three Percent)** of the contract value, in the form of NEFT/RTGS/Electronic Fund Transfer to designated bank account of NIELIT Chandigarh or unconditional, unequivocal and irrevocable Performance Bank Guarantee within 10 days of award of the job order/purchase order. The Bank Guarantee/Security Deposit shall be valid for a period of 60 days beyond the date of completion of all contractual obligations including warranty obligations. The format for PBG is provided in **Annexure- 5, Format of Performance Bank Guarantee (PBG)**.
- 1.4.2 NIELIT, Chandigarh bank details are given in the **Invitation and Schedule** page.
- 1.4.3 The PBG must be routed through Structured Financial Messaging System (SFMS) from issuing bank to NIELIT bank by sending IFN 760 COV Bank Guarantee Advice Message. Thereafter only physical Bank Guarantee will be taken as submitted and become operational. NIELIT, Chandigarh bank details are given in the **Invitation and Schedule** page.
- 1.4.4 The proceeds of the Performance Security 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.

1.5 Bid Submission

- 1.5.1 The bidders will need to upload their Bid and the documents at Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Hard copy of the tender documents / bid will not be accepted.
- 1.5.2 **Documents required to be uploaded with the technical bid are as per Eligibility Criteria defined in Section 1.1.** Scanned copy of **Index of Uploaded Documents** mandatorily required is also to be uploaded. Bids without the specified documents are liable to be summarily rejected.
- 1.5.3 **Financial bid should be uploaded in BoQ format only containing the quote of the prices/rates as specified in the BoQ format (Price Schedule).**
- 1.5.4 In case, any bidder encloses the financial bid within technical bid or sends hard copy of financial bid, the bid shall be rejected summarily.
- 1.5.5 The bidder must quote for all items failing which the bid is liable to be rejected.
- 1.5.6 The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected. Bidders are allowed to enter the Bidder Name and Values only.

1.5.7 NIELIT will not be responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. The bidders are advised to submit the bids through online eProcurement system well before the bid submission end date and time (as per CPP Portal Server System Clock).

1.5.8 At any time prior to the deadline for submission of the Bid, the Purchaser may for any reason, amend the Tender document by issuing suitable Corrigendum. Any corrigendum in this regard will be published on the website <https://eprocure.gov.in/eprocure/app> and the website of the Purchaser at nielit.gov.in/Chandigarh and such amendments shall be binding on bidder(s).

1.5.9 Undertaking for reasonableness:

The bidder will be presumed to have given an undertaking with submission of financial bid that to the best of their knowledge and belief:

- (a) Tendered rates are at par with the prevailing market rates and not more than the price usually charged for items of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- (b) In respect of indigenous items for which there is a controlled price fixed by law, the price quoted is not higher than the controlled price.
- (c) Services/Products/Goods supplied, will be of requisite specification and quality

1.5.10 Completeness of Bids

Information must be furnished in comprehensive manner against each column of Bid Document. NIELIT will examine the Bids to determine as to whether they are complete in all respects. In particular, whether

- a) they meet all the conditions of the Tender Document and Technical Specifications
- b) any computational errors have been made
- c) required sureties have been furnished
- d) the documents are as prescribed and have been properly signed
- e) the Bid Documents are substantially responsive to the requirements of the Tender Document

1.5.11 If a firm quotes **NIL Charges / consideration**, the bid shall be treated as unresponsive and will not be considered.

1.6 Disqualification

The Purchaser may at its sole discretion and at any time during the evaluation of bid, disqualify any bidder, if the bidder:

- a. makes misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- b. exhibits a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any job allotted in the preceding three years;
- c. submits a bid which is not accompanied with required documentation or which is non- responsive to the terms and conditions and stipulations herein;

- d. fails to provide clarifications related thereto within given time frame, when sought;
- e. submits more than one bid;
- f. has been declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

1.7 Bid Evaluation

- 1.7.1 The bids will be evaluated under Two-Bid System.
- 1.7.2 'Technical Bid' of all the Bids uploaded on CPP Portal will be opened at specified date time mentioned in the Tender Schedule.
- 1.7.3 The Technical evaluation of the bids will be done on the basis of the information supplied by the bidders in their bid as well as all other relevant documents submitted by the bidder.
- 1.7.4 During evaluation, the Purchaser may, at its discretion, ask the respondents for clarifications on their bids. The Bidders are required to respond within the time frame prescribed by the Purchaser.
- 1.7.5 Financial bids of only technically short-listed qualified bidders as per the terms of this document shall be opened by the Tender Evaluation Committee for which separate date will be fixed and displayed on CPPP portal: <http://eprocure.gov.in/eprocure/app>.
- 1.7.6 The Director, NIELIT Chandigarh shall at its own discretion have the authority to disqualify any or all bid(s) that it finds to be inappropriate without giving any reason/justification to the bidder.
- 1.7.7 The decision of the Director, NIELIT Chandigarh on any of the above matters will be final and binding on all the bidders and no further discussion/interface will be held with the bidders whose bids are disqualified/rejected.
- 1.7.8 **Evaluation of Financial Bids:**
All bids shall be ranked as L1, L2, L3 on basis of Grand Total of the cost of all items in the financial bid and work will be awarded to L1 (Lowest quote).

2. GENERAL CONDITIONS OF CONTRACT

2.1 Income Tax & GST Number

Only Bidders who hold a valid PAN from Income Tax department and have GST Registration number, if applicable, shall bid. The PAN and the GST Registration Number, if applicable, should be quoted in the tender document without which the tender is liable to rejection.

2.2 Acceptance of the award of Contract

The selected bidder(s) shall be required to give acceptance within seven to ten days of the award of the contract or within such extended period, as may be specified by the Purchaser.

The acceptance of the award of the contract shall constitute a binding contract between the Purchaser and the selected bidder incorporating all the terms and conditions of the tender document and such other terms and conditions as may be communicated by the Purchaser in the award letter necessary for the due performance of the work, as envisaged herein and in accordance with the Bid and the acceptance thereof.

2.3 Period of Contract

The contract for empanelment would be for an initial period of one (1) year, which may be extended at Purchaser's discretion, depending upon the nature of work and performance of the selected bidder, for a maximum period of 1 year. Work orders shall be issued to the empaneled agency for each exam / activity.

2.4 Contract Documents (Non – Disclosure Agreement)

Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Bidder shall not, without prior written consent from NIELIT, disclose the Contract or any provision thereof or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of NIELIT in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract.

Disclosure to any such employed person shall be made in confidence and shall extend only so far, as may be necessary for purposes of such performance. The Bidder shall not, without prior written consent of NIELIT, make use of any document or information made available for the project, except for purposes of performing the Contract. All project related documents issued by NIELIT, other than the Contract itself, shall remain the property of NIELIT and shall be returned (in all copies) to NIELIT, on completion of the Bidder's performance under the Contract if so required by NIELIT.

2.5 Confidentiality

Information relating to the examination, clarification, comparison and evaluation of the bids submitted shall not be disclosed to any of the responding firms or their representatives or to any other persons not officially concerned with such process until the selection process is over. The undue use by any responding firm of confidential information related to the process may result in rejection of its bid

2.6 Interpretation

- a) If the context so requires it, singular means plural and vice versa.
- b) **Commercial Terms:** The meaning of any trade term and the rights and obligations of parties there under shall be as prescribed by commercial terms. All the terms shall be governed by the rules prescribed in the current edition of commercial terms, published by the Indian Chamber of Commerce at the date of the Invitation for Bids or as specified in the bidding document.
- c) **Entire Agreement:** The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.
- d) **Amendment:** No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by duly authorized representatives of each party thereto.
- e) **No waiver:** Subject to the conditions (f) and (g) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- f) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.
- g) The contract shall be governed by the provisions of GFRs and instructions issued by various government organizations (e.g. but not limited to Ministry of Finance, CVC etc.) having jurisdiction to issue orders/instructions of procurement related matters. In case the provisions of Contract/Agreement/this Document are at variance with the Orders/Instructions issued by such government organizations, the Orders/Instructions will prevail.
- h) **Severability:** If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
- i) In case of any ambiguity in the interpretation of any of the clauses in the tender document, the interpretation of the clauses by Authorized Representative of NIELIT shall be final and binding on all parties.

2.7 Language

- a) The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/ Bidder and the Purchaser, shall be written in English and/or Hindi languages only or as specified in the special conditions of the contract.
- b) Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate and authenticated translation of the relevant passages in English language. Supporting material, which is not translated in English and/or Hindi, will not be considered for evaluation.
- c) For the purpose of evaluation and interpretation of the proposal, the English and/or Hindi language translation shall prevail.
- d) The Supplier/ Bidder shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

2.8 Notices

- a) Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the contract. The term "in writing" means communicated

in written form with signatures. Faxes/emails shall be followed by written signed letter.

- b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

2.9 Applicable Law

- a) The contract shall be interpreted in accordance with the laws of the Union of India and the Government of Punjab.
- b) Governing Law and Choice of Forum:
- i. The laws of India shall govern this tender process. Any suit, action or proceeding shall be confined to the exclusive jurisdiction of Courts at district Rupnagar, Punjab.
 - ii. Any suit/legal action filed by any third party on account of the goods / services provided by the bidder against any item related/pertaining to order awarded to the successful bidder shall be settled by the bidder at its own cost. NIELIT will NOT be a party to the same.

2.10 Terms of Payment

- a) The currency or currencies in which payments shall be made to the Bidder under this Contract shall be Indian Rupees (INR) only.
- b) No advance payment shall be made including payments of handling charges/service charges /transport charges, etc. under any circumstances to the bidder.
- c) **Payment will be made within 30 days after successful supply of OMR sheets and scanning of OMR sheets on submission of tax invoice. Payment will be made for number of OMR sheets ordered and actual number of OMR sheet scanned.**
- d) All remittance charges will be borne by the bidder.
- e) In case the bidder fails to execute the order, NIELIT shall have liberty to get it executed through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- f) The prices quoted shall not be conditional /optional.
- g) All payments to the Bidder/agency shall be made through RTGS only for which they are required to submit the following information:
1. Bank Account Number of bidder/agency
 2. Name of the Account
 3. Bank Name
 4. Branch Name
 5. IFSC Code.
- h) **Tax deduction at source:** All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract. NIELIT shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments. The supplier shall furnish to the purchaser tax registration nos., PAN (for TDS), etc., as applicable.
- i) For all goods/services supplied, the Bidder shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed/incurred until delivery of the contracted products or services.
- j) The rates quoted shall be firm. However, after the award of contract, any variation in government levies shall be as per actuals.

2.11 Penalty Clause / Liquidated Damages

If the ordered items are not delivered within stipulated time schedule, due to reasons solely and entirely attributable to the successful bidder and not in any way attributable to the

delay on the part of NIELIT, a penalty @0.5% (half percent) per day shall be levied on total order value subject to a maximum of 5%.

In case items are not supplied within **10 days** after the specified period, Director, NIELIT Chandigarh, will have the right to source the items from any other source at the risk and cost of the vendor and 5% penalty will have to be paid by the defaulting vendor in addition to the difference in actual cost of purchase.

In case double OMR scanning and Image scanning by the vendor is not completed within stipulated time schedule, penalty at the rate of 1% per hour shall be deducted subject to maximum of total value of the Scanning component of the work order. In case of delay/unsatisfactory performance, Director, NIELIT Chandigarh, will have the right to get the work done from any other source at the risk and cost of the vendor.

Further, if any act or failure by the bidder results in failure or non-operation of Scanning Activity and if NIELIT has to take corrective actions to ensure smooth conduct of Scanning activity, NIELIT reserves the right to claim/recover damages from the bidder, which shall be equal to the cost it incurs or loss it suffers from such act or failure.

NIELIT reserves its right to recover these amounts by any mode including adjusting from any payments to be made by NIELIT to the bidder, irrespective of whether such payment is related to this contract or otherwise.

2.12 Termination

a) Termination for Insolvency

NIELIT may at any time terminate the Contract by giving Notice to the Bidder/Contractor if the Bidder/Contractor becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Bidder/Contractor, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to NIELIT. Performance Guarantee Bond/Security in any form submitted by the bidder shall stand forfeited.

b) Termination for Default

- i. NIELIT may, without prejudice to any other remedy for breach of contract, by giving 15 (fifteen) days' notice in writing of default sent to the successful Bidder, cancel the order in whole or in part if the Bidder: -
 - a. has abandoned or repudiated the Contract; or
 - b. has without valid reason failed to supply the goods/services as per the terms of this document; or
 - c. fails to deliver any or all quantities of the goods/service within the time period specified in the contract, or any extension thereof granted by NIELIT; or
 - d. fails to perform any obligation under the contract within the specified period of delivery of service or any extension granted thereof; or
 - e. in the judgment of the Purchaser has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the contract; or
 - f. commits breach of any condition of the contract.
- ii. **If NIELIT terminates the contract in whole or in part then amount of performance security will be forfeited / invoked.**
- iii. No claim/compensation shall be payable by NIELIT as a result of such termination.
- iv. NIELIT shall reserve the right to get order fulfilled / completed at the risk and cost of the bidder and to recover from the bidder any amount by which the cost of completing the order by any other agency shall exceed the value of the contract.

- v. The bidder shall have no claim to compensation for any loss sustained by him by reason of having entered into any commitment or made any advances on account of or with a view to the execution of order or on account of loss of expected profits.
- vi. The above shall be without prejudice to any other remedies/rights/claims etc. that may be available to NIELIT under the law.

c) Termination for Convenience

- i. NIELIT, by Notice sent to the successful Bidder, may cancel the order, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- ii. Depending on merits of the case the successful bidder may be appropriately compensated on mutually agreed terms for the loss incurred by the bidder if any due to such termination.

2.13 Disputes and Arbitration

In the event of any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred (as per the Arbitration and Conciliation Act, 1996 of Government of India or any statutory modifications or re-enactment thereof) to the sole arbitrator to be appointed by the **Director**, NIELIT Chandigarh. The award of the arbitrator shall be final and binding on both the parties.

2.14 Jurisdiction

In case of failure of arbitration proceedings, appropriate courts at Rupnagar under the jurisdiction of Hon'ble High Court of Punjab and Haryana at Chandigarh shall have exclusive jurisdiction to try and entertain any dispute arising there from.

2.15 Reservation of Rights

NIELIT reserves the right to:

- a. Extend the Closing Date for submission of the bids
- b. Amend the tender requirements at any time prior to the Closing Date, provided that the amendment is displayed on NIELIT website <http://www.nielit.gov.in/chandigarh>, and www.eprocure.gov.in.
- c. Seek information from the bidders on any issue at any time.
- d. Allow a Bidder to change its Technical bid if the same opportunity is given to all Bidders.
- e. To accept any bid not necessarily the lowest, reject any bid without assigning any reasons and accept bid for all or anyone options for which bid has been invited or distribute options to more than one bidder.
- f. Terminate or abandon this procedure or the entire project whether before or after the receipt of proposals.
- g. Seek the advice of external consultants to assist NIELIT in the evaluation or review of bids.
- h. Make enquiries of any person, company or organization to ascertain information regarding the Bidders and its bids.
- i. Reproduce for the purposes of this Procedure the whole or any portion of the bid despite any copyright or other intellectual property right that may subsist in the bid.

2.16 Force Majeure

- a) Notwithstanding anything contained in the Bid Document, the bidder shall not be liable for forfeiture of security, liquidated damages or termination for default, if and to the

extent that, its delay in performance or other failures to perform its obligations under the agreement is the result of an event of Force Majeure.

- b) For purposes of this clause "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and which was not foreseeable. Such events may include wars or revolutions, fires, floods, earth quakes, epidemics. The preventive measures for fire breakdown must be followed, otherwise will not be applicable here. The decision of NIELIT, regarding Force Majeure shall be final and binding on the Bidder.
- c) If a Force Majeure situation arises, the bidder shall promptly notify to NIELIT in writing, of such conditions and the cause thereof immediately but latest within 15 days of occurrence of such event. Unless otherwise directed by NIELIT in writing, the successful bidder shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

2.17 Patent Indemnity

- a) The Bidder shall, subject to NIELIT compliance with sub-clause (b) below, indemnify and hold harmless NIELIT and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which NIELIT may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other IPR registered or otherwise existing at the date of the Contract by reason of: -

- i. the installation of the Products/Services by the Bidder or the use of the Products/Services in the country where the Site is located; and
- ii. the sale in any country of the products produced by using the Products/materials purchased under the contract.

Such indemnity shall not cover any use of the Products/Services or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Products/Services or any part thereof, or any Products/Services produced thereby in association or combination with any other goods, equipment, plant, or materials not supplied by the Bidder, pursuant to the Contract.

- b) If any proceedings are brought or any claim is made against NIELIT out of the matters referred to above, NIELIT shall give the Bidder a notice thereof, and the Bidder shall at its own expense and in NIELIT's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- c) If the Bidder fails to notify NIELIT within fifteen (15) days after receipt of such notice that it intends to conduct any such proceedings or claim, then NIELIT shall be free to conduct the same to the cost of Bidder.
- d) NIELIT shall, at the Bidder's request, afford all available assistance to the Bidder in conducting such proceedings or claim, and shall be reimbursed by the Bidder for all reasonable expenses incurred in so doing.

2.18 Limits on Promotion / Publicity / Advertisement

The selected bidders shall not perform any kind of promotion, publicity or advertising etc. at the Purchaser and their field offices through any kinds of hoardings, banners or the like.

2.19 Corrupt or Fraudulent Practices

In the event of the bidder engaging in any corrupt or fraudulent practices during the bidding process, the Purchaser reserves the right to reject such bids at its sole discretion.

For the purpose of this clause:

“Corrupt Practice” includes the offering, giving, receiving or soliciting of anything of value to influence the action of an official of the Purchaser in the selection process. It also includes bringing undue influence through any quarter or interfering directly or indirectly in the selection process to affect its outcome.

“Fraudulent Practice” includes a misrepresentation of facts in order to influence the evaluation and selection process to the detriment of the Purchaser.

2.20 Criminal Charges and Conviction

The Bidder warrants that it has disclosed and will continue to disclose during the term of this Contract full details of all criminal convictions and all pending criminal charges against it or any of its personnel and associates that would reasonably be expected to adversely affect the Bidder and the company who owns the patent of the technology being offered or the Bidder’s capacity to fulfil its obligations under this contract.

2.21 Conflict of Interest

NIELIT considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party’s performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited practice under NIELIT’s Procurement Ethics.

In pursuance of NIELIT's Procurement Ethics requirement that bidders, suppliers, and contractors under contracts, observe the highest standard of ethics, NIELIT will take appropriate actions against the bidder, if it determines that a conflict of interest has flawed the integrity of any procurement process. Consequently, all Bidders found to have a conflict of interest shall be disqualified.

A Bidder may be considered to be in a conflict of interest with one or more parties in the bidding process if, including but not limited to:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of the Bid; or
- d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the tendering authority regarding this bidding process; or
- e) A Bidder participates in more than one bid in this bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one bid.

3. SCHEDULE OF REQUIREMENTS (SCOPE OF WORK)

A. Printing and Supply of OMR sheets

- 3.1 The price quoted shall be firm and OMR Sheets shall be delivered at Ropar(Punjab) and/or Chandigarh and exact location address will be specified at the time of purchase order.
- 3.2 The running numbering given to the answer sheets should be unique and it should not have missing/duplicate number. The numbering is to be given in Sheet Number column as provided in the purchase order. Discrepancy, if any, will be considered as mistake.
- 3.3 The size and Text of the Answer sheets will be as per sample provided along with purchase order. Before printing, artwork has to be got approved from the officer concerned of this Centre.
- 3.4 These Answer Sheets should be of good quality to ensure that they should run properly and smoothly on OMR and do not cause any error/problem while scanning. There should not be any deviation from the specifications of stationery. In case the stationery is not found according to the specifications mentioned or of the required quality, the same will be rejected without assigning any reason. Copies found defective in printing or of inferior quality with respect to paper/card/impressions/binding, the entire printed material is liable to be rejected at your risk and cost.
- 3.5 The OMR Sheets are to be supplied with packing in **small lots of 100 sheets for ordered quantity upto 20000** in vacuum free and dust free box/ container. Serial Number of Answer sheets packed should be indicated on each envelope.
- 3.6 The OMR Sheets are to be supplied with packing in **Roomwise lots as specified in the list provided with the work order for ordered quantity greater than 20000**. The OMR sheets will be packed for each room in a plastic envelope with sheet no. range slip inserted in each packet. Further these room wise packets will be packed in a sturdy cardboard box for each exam centre.
- 3.7 The vendor will print only the specified number of Answer sheets and will destroy plates, extra Answer sheets printed, if any, including wastage and submit a certificate to this effect to this Centre alongwith the bill of the completed purchase order.
- 3.8 The vendor shall ensure that standard security checks in the Answer sheets are observed.
- 3.9 The vendor will be required to adhere to the specifications of paper, get the final proofs approved from this Centre, before final printing. Printing will be done after due approval of final proof or art work by this Centre for which vendor will also be required to submit the proof at different stages as many time as may be required by this Centre for which no separate charges shall be payable.
- 3.10 The Purchaser reserves the right to reject the full/part of purchase order if items received are found not confirming to the required specifications or unsuitable or of substandard quality and damaged. Rejected material will be sent back to you at your cost.
- 3.11 Items damaged in transit will have to be replaced at your own cost.

NOTE : The total amount payable for ordered value under a particular slab shall be limited to the minimum value of next slab.

B. Double Scanning and Image Scanning of OMR sheets

- 3.12** Double Scanning/processing of OMR Answer Sheets will be done at Ropar(Punjab) and/or Chandigarh and exact location address will be intimated by NIELIT . Adequate number of OMR Scanners and Image Scanners and other peripherals for the purpose will have to be arranged by the firm/agencies itself
- 3.13** Double OMR scanning shall be made with scanner of same make at 2 (Two) threshold/sensitivity.
- 3.14** The Image scanning of the used OMR answer sheets are to be done in JPG/JPEG format. Filename of the scanned JPG/JPEG image should be same as the header printed on the OMR sheet during OMR scanning.
- 3.15** The whole scanning activity in respect of each assignment shall be completed within 24 hours of the examination or the period stipulated by NIELIT.
- 3.16** The vendor shall provide back-up data on DVD or in such form as may be specified by the NIELIT, immediately after completion of Scanning of Answer Sheets.

NOTE : If desired ,NIELIT can provide stay arrangement for vendor staff in it Guest House at Ropar during the scanning job.

4. SPECIFICATIONS AND ALLIED TECHNICAL DETAILS

- 4.1** The quality of paper (100- 105 gsm Super Sunshine paper), printing quality, ink used in printing and printing facing is to be as per industry standard to be used on OMR.
- 4.2** All answer sheets must be supplied after testing on Scanner. Only those answer sheets which go through proving process successfully, be packed and supplied. Pre scanning of blank sheet and a certificate to this affect will be provided by the vendor to ensure that the OMR sheets to be supplied are properly scanable and measures to 48 track scales.
- 4.3** The colour of the response OMR sheets shall be intimated while placing the purchase order.
- 4.4** The Scanners should:
 - a. Capture mark sense (bubbles)
 - b. Discriminate between smudges/ erasures and valid marks
 - c. Vendor shall take all sorts of measures to ensure 100% accuracy;
- 4.5** Image scanning will be done at resolution falling in the range of 75dpi to 150 dpi. Exact resolution for image scan will be specified at the time of placing work order.

5. PRICE SCHEDULE

(Financial Bid in the form of BOQ_XXXX.xls)
To be utilized by bidder for quoting their prices

| | | |
|--|--|--|
| Tender Inviting Authority: NIELIT Chandigarh | | |
| Name of Work: Empanelment for Printing and Supply of OMR Sheets | | |
| Contract No: | | |
| Bidder Name : | | |
| <p align="center">PRICE SCHEDULE</p> <p align="center">(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant 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. | Item Description | Quantity slabs | Quantity to be taken for arriving at L-1 Rates | Unit Rate Excluding GST, Including other applicable taxes and Freight (in Rs.) | Total Excluding GST, Including other applicable taxes and Freight Amount(in Rs.) |
|---------|--|----------------|--|--|--|
| A | <u>Printing of OMR Sheets</u> | | | | |
| 1. | Rates for printing of OMR Sheets in colour for MCQ <u>WITH BAR CODE</u> <u>(Single side printing)</u> | Upto 4000 | 2000 | | |
| | | 4001-10,000 | 5000 | | |
| | | 10,001-20,000 | 10000 | | |
| | | 20,001 & above | 50000 | | |
| 2. | Printing of OMR Sheets in colour for MCQ <u>WITHOUT BAR CODE</u> <u>(Double side printing)</u> | Upto 4000 | 2000 | | |
| | | 4001-10,000 | 5000 | | |
| | | 10,001-20,000 | 10000 | | |
| | | 20,001 & above | 50000 | | |
| B | <u>Double OMR Scanning and Image Scanning of OMR sheets</u> | Per sheet | 100000 | | |

Note: The total amount payable for ordered value under a particular slab shall be limited to the minimum value of next slab.

I undertake that:

- Tendered rates are at par with the prevailing market rates and not more than the price usually charged for services/products/goods supplied of same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- In respect of indigenous items for which there is a controlled price fixed by law, the price quoted is not higher than the controlled price.
- Services/Products/Goods supplied, will be of requisite specification and quality.

Notes:

1. The rate not be provided as a percentage figure. The Bidder must quote rate in absolute Indian Rupees.
2. The rate quoted will be valid till the period specified in the tender document. The period of validity of rates can be extended with mutual agreement.
3. No condition will be entertained and conditional tender will be rejected outrightly.

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:

Place:

6. CONTRACT FORM

(Priced Bid)

(On the letter head of the firm submitting the bid document)

To

The Director
National Institute of Electronics and Information Technology, Chandigarh
Permanent Campus, Vill. Bada Phull, Rupnagar – 140001

Ref: Tender ID.....Dated: for

Sir,

Having examined the bidding documents and having submitted the techno commercial un-priced bid for the same, we, the undersigned, hereby submit the priced bid for supply of goods and services as per the schedule of requirements and in conformity with the said bidding documents.

1. We hereby offer to supply the Goods/Services at the prices and rates mentioned in the enclosed schedule of requirement.
2. We do hereby undertake that, in the event of acceptance of our bid, the supply of Goods/Services shall be made as stipulated in the schedule of requirement and that we shall perform all the incidental services.
3. The prices quoted are excluding GST but inclusive of all taxes/charges net F.O.R NIELIT Chandigarh, Permanent Campus, Vill. Bada Phull, Rupnagar - 140001. We enclose herewith the complete Price Bid (Price Schedule (Bill of Quantity-BOQ) and .xls format) as required by you.
4. C We agree to abide by our offer for a period of 90 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.
5. We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to supply as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.
6. The Bid Securing Declaration in prescribed format is attached.
7. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed; and
8. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
9. It is certified that I/WE , the undersign , donot have relationship with any of the employees working at NIELIT

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/
constituted attorney of sole proprietor,

Or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

Or

A company and the person signing the bid document is the constituted attorney.

We do hereby undertake that, until a formal notification of award, this bid, together with NIELIT Chandigarh's written acceptance thereof, shall constitute a binding contract between us.

Name of Bidder :

Full Address :

.....

Telephone No :

Mobile No :

Fax No :

E-mail :

GST Registration No :

PAN No :

Dated this day of :

Signature of Authorised
Signatory :

Name and Designation
of Authorized Signatory :

Summary of Turnover
as per Eligibility criteria :

Summary of Experience
as per Eligibility criteria :

| | | |
|-----------------------|-----------------|--------------|
| Details of enclosures | : Annexure ____ | Page No.____ |
| | Annexure ____ | Page No.____ |
| | Annexure ____ | Page No.____ |
| | ... | |

Company Seal

ANNEXURE 1 - 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 and updated information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

REGISTRATION

- 1.7.9 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.
- 1.7.10 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 1.7.11 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.
- 1.7.12 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.
- 1.7.13 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.
- 1.7.14 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 submit the EMD 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 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.

ANNEXURE 2 - Tender Acceptance Letter

(TO BE GIVEN ON COMPANY LETTER HEAD)

To,

The Director
National Institute of Electronics & Information Technology, Chandigarh
Permanent Campus, Vill. Bada Phull,
Rupnagar - 140001.

Sub: **Acceptance of Terms & Conditions of Tender for _____ Tender ID _____.**

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the CPPP 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. 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. 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, if any, absolutely and suspension as per terms of BSD.

Place: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Authorized Signatories

Seal

ANNEXURE 3 - Self-Declaration – Non Blacklisting

(Duly attested by the Notary Public)

(To Be Submitted With Technical Bid)

To

The Director

National Institute of Electronics and Information Technology, Chandigarh

Permanent Campus, Vill. Bada Phull,

Rupnagar - 140001.

Sir,

In response to this tender for _____(tender title here), tender ID _____, 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/ 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, if any, may be forfeited in full, we may be suspended as per terms of BSD and the award of Work Order may be cancelled.

Thanking you,

Place: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Authorized Signatories

Seal

ANNEXURE 4 - Bid Securing Declaration in Lieu Of Earnest Money Deposit

To

The Director

National Institute of Electronics and Information Technology (NIELIT)

Permanent Campus, Vill. BadaPhull,Ropar, Punjab-140001.

**Sub : Submission of Bid Securing Declaration in Lieu of Earnest Money Deposit
against tender for _____(title of the work/tender)**

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: _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Authorized Signatories

Seal