

NOTICE INVITING TENDER FOR PRINTING AND SUPPLY OF NEW YEAR DIARIES AND TABLE CALENDARS-2016-REG.

Schedule of Events

Nature of the Work (Procurement of Services/Goods)	Supply of New Year Diaries and Table Calendars
Details of Contact Person for clarifications/queries	Shri Partha P. Adhikari , Dy. Director (Systems) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Email:partho@nielit.gov.in
Cost of Tender Document (non-refundable)	Nil
Estimated Tender Price (Cost of items to be procured)	2.00 Lakhs (approx.)
Earnest Money Deposit (EMD)	Rs.10,000/-
Publishing Date	30/10/2015
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://www/nielit.gov.in http://eprocure.gov.in/
Bid Submission Start Date & Time	30/10/2015, 14.00 hrs
Bid Submission Closing Date & Time	20/11/2015, 13.00 hrs
Technical Bid Opening Date & Time	20/11/2015, 14.30 hrs
Address where the Tenders are to be submitted	Shri Partha P. Adhikari , Dy. Director (Systems) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Venue for Technical Bid opening	NIELIT Headquarters
Date, Time and Venue of opening of Financial bids	Will be intimated later to the technically qualified bidders
Bid Validity	180 Days from the closing date of bid submission

Sub.: Submission of Bids for printing & supply of New Year Diaries & Table Calendars-2016-reg.**Sir,**

National Institute of Electronics & Information Technology (NIELIT),(erstwhile DOEACC Society), an Autonomous Scientific Society under the administrative control of Department of Electronics & Information Technology (DeitY), Ministry of Communications and Information Technology, Government of India, was set up to carry out Human Resource Development and related activities in the area of Information, Electronics & Communications Technology (IECT). NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training programmes in the state-of-the-art areas. NIELIT has also endeavoured to establish standards to be the country's premier institution for Examination and Certification in the field of IECT. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IECT in the non-formal sector. NIELIT has demonstrated its capability and capacity to undertake R&D projects, consultancy services, turnkey projects in office automation, software development, website development etc. some of the key projects includes National Population Register (NPR), Agriculture Census and Input Survey project.

At present, NIELIT has thirty one (31) offices located all across the country with HQs at New Delhi. It is also well networked throughout India with the presence of about 800 accredited institutes & 6000+ facilitations centres. NIELIT has planned a road map for adopting appropriate pedagogy for metamorphosing NIELIT into an Institute of National Importance.

NIELIT, Head Quarter wishes to identify vendors towards printing & supply of New Year Diaries & Table Calendars. The details of scope of work, terms and conditions for award of job are elaborated in the Document enclosed. **In case you have any queries or you want to see the samples of the Diary & Table Calendar printed for 2015, you may contact the undersigned between 2.00 pm to 5.00 pm on any working day during the period 03/11/2015 to 18/11/2015.** You are requested to furnish your proposal strictly as per terms and conditions stipulated in the Tender Document and as such you are requested to kindly go through the same before submitting your proposal. As per the terms of Tender, you have to submit your bid by the closing date and time given in the Tender document. You may depute your personnel for attending the Proceedings with regard to opening of bids.

Your proposal (bids) must reach the undersigned in sealed cover superscribed with "**Tender for the printing of NIELIT New Year Diaries and Table Calendars**" and addressed to the Dy. Director (Systems), NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003 at or before 13:00 hrs on 20/10/2015.

Yours faithfully,**(Partha P. Adhikari)****Dy. Director (Systems)**E-mail: partho@nielit.gov.in

Ph.(M)- 8527644545

No. 1(57)2014-NIELIT

National Institute of Electronics and Information Technology (NIELIT)

An Autonomous Scientific Society of Department of Information Technology
Ministry of Communications and Information Technology, Govt. of India
Electronics Niketan, 6, CGO Complex,
Lodhi Road, New Delhi – 110 003

To be submitted on or before 20/11/2015 by 13.00 hrs.
Opening of Technical Bids on 20/11/2015 at 14.30 hrs

Subject: Identification of vendors for printing & supply of New Year Diaries & Table Calendars– 2016 – req.

Bids are invited for the supply of 800 nos. of Diaries as per our sample and 1500 nos. of high quality Table Calendars as per following specification:-

I. For New Year Diaries (Code SE-1: Quantity – 800 Nos.): (As per our sample)

a. The Approximate size of the page of diary should be as follows

24 cms X 18 cms

b. A page of one day of the year including Sunday etc. with month cutting.

c. The diary should contain month planner on a single sheet affixed on top of pages for specific month and other usual information and telephone index.

d. Pages for each month should have separate colour strip on three edges of the pages. The government holidays have to be shown in a single sheet on inside pages.

e. The paper should be of 70 GSM of good quality map litho super sun shine.

f. The diary should be premium notebook like with speciality bright paper, durable, long life cover, problem free smooth strictly as per our sample, which can be seen by the bidders before submission of Bids with prior appointment.

g. The delivery shall be with cardboard cover for each Diary. Cover should be single colour offset printing on duplex card of 300 gsm.

h. NIELIT Logo should be printed on the front cushion cover of the diary as per sample and on cardboard cover containing the diary. The front page of the diary is to be designed as per our specification. The NIELIT logo should also be printed on front page inside the cover.

i. NIELIT will provide its own profile (preferably 10 pages), which is to be printed and bounded in the Diary.

II. For Table Calendars (Code SE -2: Quantity – 1500 Nos.): (As per our previous year sample)

a. The Approximate size of the pages of the Table Calendar should be as follows:

23 cm X 17 cm

b. A page for each month of the year i.e 12 pages for a year(six sheets, both side printing) and one extra page having logo and address of NIELIT on one side and the address and phone numbers of NIELIT Centres on the other side.

c. The Table Calendar will contain photographs and usual information of NIELIT Centres as per our sample.

d. The government holidays are to be highlighted in each page/month of the Calendars.

e. Multi colour printing on both sides of the sheet and printing would be on 250 GSM Art Card paper with wire binding (as per NIELIT sample)

f. The delivery shall be with cardboard cover for each Table Calendar. Cover should be single colour offset printing on duplex card of 300 gsm.

2. The samples of Diary/Table Calendar can be inspected in NIELIT office from 2.00 P.M to 5.00 P.M, during the period 03/11/2015 to 18/11/2015.

3. The delivery time will be 20 days from the date of placing firm orders. Late delivery charges @ 2% will be levied per week with a maximum of 4% for two weeks. After expiry of two weeks, the order will be cancelled and Diaries/Table Calendars will be procured from any other vendor forfeiting the EMD/Security Deposits.

4. NIELIT office will undertake a 100% Pre-delivery inspection of the Diary/Table Calendar. The Diaries/Table Calendars not confirming to the specifications would be rejected outrightly & payment deducted proportionately. NIELIT will not be liable for non-conformance to the specifications.

5. An EMD of Rs. 10,000/-(Rupees Ten thousand only) in the form of demand Draft in favour of NIELIT, New Delhi, should be submitted along with the bids containing “General Information for the Bidder”, failing which the bid shall be rejected.

6. The tender should be submitted in two separate inner covers. The first cover containing details as per Annexure- I containing the company profile, CST/LST numbers, PAN, EMD and one sample each of a Diary and a Table Calendar each sealed and super scribed – “Tender for Diary/Table Calendar – General Information”. The Diaries/Table Calendars should be numbered as SE-1 and SE-2. The second cover will contain the cost details as per Annexure –II and should be sealed and super scribed - “Tender for Diary/Table Calendar – Financial Bids”. Both these covers should be placed in an outer cover addressed to Deputy Director (Sustems), National Institute of Electronics and Information Technology(NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi- 110 003.

7. **The sealed cover containing General Information will be opened in the first instance in the presence of bidders representative at 2.30 P.M on 20/11/2015.** One representative per tender would be permitted to be present at the time of opening the tender. A committee would evaluate the sample Diary/Table Calendar against the tendered specifications, quality of paper, getup and weight. From all the sample Diaries/Table Calendar submitted by each vendors, the committee would evaluate one Diary and one Table Calendar conforming to the specifications for each vendor. Only those bidders will be declared technically qualified whose samples i.e either Diary or Table Calendar are acceptable to the committee. The decision of the committee will be final.

8. Once the Technical Bids are accepted, the Financial Bids of the vendors (whose Diary or Table Calendar are selected by the committee) shall be opened, the date & time for which shall be communicated to the vendors through e-mail/phone. The Financial Bids will be evaluated by a duly constituted Committee. If any vendor so desires, it may depute its representative for Financial Bid opening event also.

9. The Diaries and Table Calendars to be supplied should be at par with approved sample.

10. The safe delivery of the Diaries/Table Calendars in the premises of NIELIT shall be the responsibility of the vendors. The Diary/Calendar damaged during the transit will have to be replaced by the vendor within two working days.

11. Printed conditions mentioned in the tender bids will not be binding on NIELIT. All the terms and conditions for the supply, testing and acceptance, payment terms, penalty etc. will be as those mentioned herein and no change in terms and conditions by the bidders will be acceptable. Alterations in the tender bids should be attested properly by the bidder failing, which the tender will be rejected.

12. NIELIT will not be responsible for any delay on the part of the bidder in obtaining the terms and conditions of the tender notice or submission of the tender bids.

13. In the case of bidders whose tenders are not considered for placing order, the EMD will be refunded without any interest within one month of the decision. **In the case of bidders whose tender is accepted for placing the order, EMD amount may be converted into Security deposit which will be refunded without interest after satisfactory execution of the order.**

14. **The bids complete in all respects must reach Deputy Director (Systems), National Institute of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110 003 latest by 1.00 P.M on 20/11/2015, otherwise it will be rejected.**

15. The bills (pre-receipt) shall be submitted in duplicate in the name of NIELIT, New Delhi after the delivery of the items along with a copy of the duly receipted delivery challan. The full payment of the bills will be made after complete delivery and acceptance of the items by the NIELIT.

“Tender for Diary/Table Calendar – General Information”.

(Please go through the terms and conditions stipulated in Tender Document before filling up this Proforma)

1. Name of the Organisation :
Address & Tele. No.
Email Id
- 2 Date of commencement of Business :
- 3 **Status of the organisation** :
(i.e. whether proprietorship, Partnership,
Pvt. Ltd., / Public Ltd. Company, Regd.
Under Societies Regn. Act etc.)
5. **Name of the CEO / Proprietor** :
- 7 **CST No., if any** :
- Service Tax no. if any** :
- PAN of the Organisation** :
- 8 Details of EMD (Enclosed DD) : DD no. _____ dated _____
for Rs. 10,000/- drawn on _____
_____ Bank in favour
of NIELIT payable at New Delhi

Contd...

Declaration:

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. **A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.**
- c) We understand that the decision of NIELIT to accept / reject the bids would be final and binding;
- d) The signatory to this bid is authorised to sign such bids on behalf of the organisation.

Signature

Name

Designation

Phone No.

E- Mail ID

Date.....

PROFORMA FOR FINANCIAL BID

(Please go through the terms and conditions stipulated in Tender Document before filling up this Performa)

1. Name of the Organization :
Address of the Organization :

Email ID :

Phone no. :

2. **Rates offered** :

Sl. No.	Name of the Item (A)	Sample Diary Code (B)	Unit Price in Rs. (inclusive of all taxes & other charges) (C)	Number of Units (D)	Total Price in Rs. (E)= (C) X (D)
1.	Diary	SE - 1		800 Nos.	
2.	Table Calendar	SE - 2		1,500 Nos.	

Note:

- a) **L1 will be decided on lowest total price quoted in Col.-E for each item separately.**
 b) Quantity of items listed above may be enhanced when final order is placed.(Refer clause-16 of tender)
 c) NIELIT reserves the right to accept or reject any offer without assigning any reason whatsoever.
 d) NIELIT reserves the right to cancel this tender in case no satisfactory proposal is received.

Declaration:

- i) It is certified that the information furnished above is correct.
 ii) **The above items will be supplied within 20 days from the date of placing firm orders.**
 iii) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same.
 iv) The signatory to this bid is authorised to sign such bids on behalf of the organisation

Place:.....

Signature

Date:.....

Name

Designation

Phone No.

E- Mail ID