



NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY
An Autonomous Scientific Society of Ministry of Electronics and Information Technology,
Govt. of India

Ref.No.1(31)2016-NIELIT

December 14th, 2017

TENDER PERTAINING TO DESIGNING, PRINTING AND SUPPLY OF NIELIT NEWSLETTER
Schedule of Events

Nature of the Work	Designing and Printing of NIELIT quarterly Newsletter
Details of Contact Person for clarifications/queries	Shri Sandeep Kumar Ahlawat, Joint Director (Procurement) NIELIT Bhawan Plot No.-3, PSP Pocket Institutional Area, Sector-8, Dwarka New Delhi – 110077 Email: sandeep.k.ahlawat@nielit.gov.in
Estimated cost of works over a period of one year	Rs. 2.5 to 3.5 Lakhs
Earnest Money Deposit(EMD)	Rs. 10,000/- (Rupees Ten Thousand Only) through RTGS/NEFT. 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).
Publishing Date	14/12/2017
Mode of tendering	e-Tender(online) on URL https://eprocure.gov.in/eprocure/app
Date & time upto which the queries including inspection of samples(Newspaper of previous quarter) on the Tender Document will be received	03/1/2018, 13.00 hrs
No. of Bids	a) Technical Bid b) Financial Bid
Bid Submission Start Date & Time	14/12/2017, 12.30 hrs
Bid Submission Closing Date & Time	04/1/2018, 13.00 hrs
Technical Bid Opening Date & Time	05/1/2018, 14.30 hrs
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	90 Days from the closing date of bid submission

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 enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-1 regarding “Procedure for submission of the Proposal”.
- 2) Bidder 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.

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

TENDER CLOSES ON 04/1/2018 at 13.00 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 the 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 for submission of the Bids. 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 Performa at Appendix II with columns of the Proforma should be correctly and clearly filled. Cost for each activity 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 hence liable to be rejected.

Yours Sincerely,

(Sandeep Kumar Ahlawat)

Joint Director

E-mail: sandeep.k.ahlawat@nielit.gov.in

Ph.(M)- 9868227537

**TENDER DOCUMENT FOR DESIGNING, PRINTING AND SUPPLY OF NIELIT
NEWSLETTER CLOSING ON 04/1/2018 AT 13.00 HRS. AND OPENING OF TECHNICAL BIDS
ON 05/1/2018 AT 14.30 HRS**

1. Background:

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 erstwhile DOEACC Society came into existence in 1994 with the primary objective of implementing the Scheme of All India Council for Technical Education(AICTE), and the Department of Electronics (now MeitY) 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 areas of IT. Under the scheme, the Institute conducts Examinations twice in a year for 'O','A','B'&'C' Level courses and issues certificates to the successful candidates in respect of all the courses offered under the Scheme. The DOEACC Society was renamed as 'National Institute of Electronics and Information Technology' (NIELIT) on 10th October, 2011.

NIELIT is engaged both in Formal & Non-Formal Education in the area of IECT besides development of industry oriented quality education and training in the state-of-the-art areas. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

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 as well as in Hindi 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)
- [ii] Colour : 4 colour
- [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 the Purchase Order has been placed. The difference of the cost in such case, if any shall be recovered from the vendor from 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- 3.5 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., GST No. and also attach a copy each of these documents with 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 shall be required to visit NIELIT HQs number of times for designing of the Newsletter and liaise with the concerned Officers.

2.14 The Agency/Designer should have necessary expertise to correct/improve 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 two years and no change in rates shall be allowed. The contract may be further extended for a period of another one year on same terms and conditions subject to the 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 Bank Guarantee in addition to any other 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 by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. 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):

Scanned copy of NEFT Details for Earnest Money Deposit of Rs. 10,000/- as stated in Appendix- I. Quotation uploaded without EMD shall be summarily be rejected.

While the amount deposited by the unsuccessful bidders would be refunded within a month of the opening of the bids, the amount in respect of successful bidder shall be refunded after receipt of Security Deposit. In case the party selected backs out, the EMD shall be forfeited.

7. Performance Security:

- a) Successful bidders shall submit a Performance Security of 10% of the total cost of the contract within 10 days of the communication from NIELIT, failing which the award letter may be withdrawn and the EMD submitted by the vendor forfeited.
- 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 favor of NIELIT payable at Delhi.
- c) The Bank Guarantee/FDR should be valid for a period of twenty seven (27) months from the date of award of the contract. 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.

- d) No interest will be paid by NIELIT on the Performance Security.
- e) It is mandatory that for Bank Guarantee to be acted upon must be routed through Structure Financial Messaging Systems (SFMS) from issuing Bank to our Bank by sending IFM 760 COB Bank Guarantee Advice Message. Thereafter, only physical Bank Guarantee will be taken as submitted and become operational. Our bank details for this purpose are:-

1.	Beneficiary Name and Address	National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.
2.	Name of the Bank	Bank of India
3.	Bank Branch & Address	Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.
4.	Beneficiary Account No.	604820100000012
5.	IFSC Code	BKID0006048

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. 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 by an Arbitrator appointed as per the provisions of Arbitration and Conciliations Act, 1956. The decision of the Arbitrator shall be final and binding.

8. Eligibility criteria:-

8.1 The bidder should have been in the business of providing Printing Services for a minimum of three years in any of the Departments /Autonomous Institutions /Universities /Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.

8.2 **The Registered Office or one of the Branch Office's of the Firm should be located either in Delhi or New Delhi or in NCR of Delhi. The vendor who does not have an Office located in Delhi/New Delhi/National Capital Region of Delhi, their bids shall not be entertained.**

- 8.3 The Vendor should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (**Prescribe Performa as per Annexure II**).
- 8.4 The vendor must furnish details of PAN No., GST number, and also upload the scanned copy of these documents in e-procure portal as specified in Appendix-I.
- 8.5 The rates quoted by the firm should be in Indian Rupees.
- 8.6 The bid should be valid for a minimum period of 90 days after the closing date for submission.
- 8.7 The bidder must submit self-attested copy of Certificate of Registration/Incorporation of the firm in case the bid is submitted by a firm.
- 8.8 The bidder should have an average turnover of Rs.15.00 lakh during the last three financial years 2014-15, 2015-16 & 2016-17. The bidder must submit self-attested photocopies of Balance Sheet/CA's certificate as proof of the turnover along with copy of Audited/ self-attested Accounts as a proof of its Turnover.
- 8.9 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 bidder's confirmation to accept the terms and conditions and other provisions contained in it.
- 8.10 The bidder shall quote the Technical and Financial bids only as per the format enclosed at Appendix I and Appendix II.
- 8.11 The Director General of National Institute of Electronics and Information Technology (NIELIT), Ministry of Electronics and Information Technology, New Delhi-110077 reserves the right to accept/reject any or all bids without assigning any reason.
- 8.12 The Firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and shall not be further considered:
- (i) Scanned copy of Earnest Money Deposit (EMD)
 - (ii) Scanned copy of PAN/GIR Card, GST registration certificate.
 - (iii) The bidder must submit self-attested photocopies of Balance Sheet/CA's certificate as proof of the turnover along with copy of Audited/ self-attested scanned copy of Profit & Loss Accounts of last 3 financial years i.e 2014-15, 2015-16 and 2016-17 as a proof of its Turnover.
 - (iv) Scanned copy of Work experience of similar work during the last 3 years (requisite proof thereof)
 - (v) Scanned copy of undertaking that his/her firm is not blacklisted by any Govt. Departments/organization.
- 8.13 Conditional bids in any form shall not be considered and shall be summarily rejected at the first instance.

9. Procedure for submission of the proposal:

- a. The vendors desirous of participating in the tender process shall have to upload its bid online in two parts, viz., Technical Bid as per Performa at Appendix - I and Financial Bid in the form of BOQ_Newsletter.xls as per Performa at Appendix II.
- b. Technical Bid - The following documents are to be furnished by the bidder along with technical Bid as per the tender document.
- c. Scanned copy of the valid GST No. of the firm allotted by the Government, as well as PAN number of the firm allotted by the income tax department failing which bidder's bid may be rejected.
- d. Financial Bid-All columns of the Performa should be correctly and clearly filled. NIELIT shall not be responsible for any erroneous value entered during filling of Financial bid.
- e. Cost for each activity shown separately in the Appendix II must be indicated separately.

10. Price Bid:

- a. Schedule of price bid in the form of Newsletter.xls
- b. The 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
- c. 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 shall be summarily be rejected.
- d. 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.
- e. NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- f. Incomplete quotations shall summarily be rejected.
- g. Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- h. 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 endeavor 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.
- i. 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. The quoted rates should be inclusive of all levies, statutory taxes and charges such as Octroi, Packaging & Forwarding charges etc.

11. 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 fails to comply with any of the provisions of the terms and conditions of the bid document.
- c. If the selected bidder fails to execute agreement in prescribed format and do not furnish the bank guarantee within the prescribed time.

12. 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 cost of the contract..
- 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.

13. ARBITRATION:

- a. 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.

14. Bid Evaluation Criteria:

14.1 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.

14.2 The date and time for opening of the Technical Bids is given on the top of this document;

14.3 The Bidders may depute their representatives for the Technical Bid opening event.

14.4 The Technical Bids will then be evaluated by NIELIT, internally;

14.5 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.

14.6 If any vendor so desires, it may depute its representative for Financial Bid opening event also.

14.7 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.

14.8 The decision of the Director General, NIELIT shall be final and binding.

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

To

Joint Director (Technical)
National Institute of Electronics and Information Technology (NIELIT),
NIELIT Bhawan, Plot No.- 3,PSP Pocket
Institutional Area, Sector – 8, Dwarka
New Delhi- 110 077.

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: _____

National Institute of Electronics and Information Technology (NIELIT)
Headquarters:- NIELIT Bhawan,Plot No.-3, PSP Pocket, Institutional Area,
Sector – 8, Dwraka, New Delhi – 110077

Technical Bid Format

- 1. Agencies are requested to upload and send following documents in following format:**

Sl. No.	Company Profile	(Yes/No)
1.	a) Name of the bidder	
	b) Full postal address	
	c) Name, designation, phone/mobile number and E-mail ID of the contact person	
	d) Telephone number	
	e) E-mail address	
	f) PAN(Permanent Account Number) and registered with Sales/Service Tax[GST] and the scanned documents for the same is to be attached.	
2.	Prior working experience with NGO/Govt./Corporate etc. Please furnish details	
3.	No Blacklisting Self Declaration (upload- Annexure – II)	
4.	Financial Status- Turnover certificate/ Audited financial statement for the year 2014-2015, 2015-2016 & 2016-2017.	
5.	EMD of Rs. 10.000/- (Please upload the scanned copy of the NEFT details in the e-Procure Portal)	

**Format for Financial Bid for Designing, Printing & Supply of NIELIT quarterly Newsletter
(The Financial bids are to be uploaded in the e-procure portal)**

Sl. No	Item Description	Item Code / Make	Quantity	Units	Rate (Rs.) per sheet, where size of the sheet is 8.50"X12" (finished) and 17"X12"(open)	TOTAL AMOUNT (inclusive of all Taxes)
			(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).	Item 1	3000.00	Sheets	Financial bids as per BOQ (BOQ_Newsletter.xls) document to be submitted in e-Procure portal only	
2.	Duly designed and both sides printed one Inside Sheet (corresponding to 4 pages) in multi colour on 170 GSM paper (without lamination).	Item 2	9000.00	Sheets		
			Total			

Terms & Conditions:

1. The above rates as quoted by the bidder in Column (B) **should be inclusive** of all Taxes, Transportation, Binding (as per specifications), Packing, Incidental and Miscellaneous Charges.
2. 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 (B) shall be applied on pro-rata basis based on the increased/decreased value of Quantity (A). The **size** and **quality** of paper shall be as per **clause 2** of the tender document.
3. 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 above table*).
4. The job work should conform to acceptable quality standards.

Declaration:

I hereby 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: _____