



NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY

(An autonomous Scientific Society of Department of Information Technology,
Ministry of Communications and Information Technology, Govt. of India)

Ref.No..NIELIT/CCU/TECH/33/12

June 17, 2013

NOTICE INVITING TENDER for PRINTING OF ANNUAL REPORT

Schedule of Events

Nature of the Work (Procurement of Services/Goods) Outsourcing	Printing of Annual Report
Details of Contact Person for clarifications/queries	Shri S.C. Dhyani, DD (Admn.) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 24365592 Email: scdhyani@nielit.in
Cost of Tender Document (non-refundable)	Nil
Estimated cost of contract/ work	Rs.1.60 Lakhs per annum
Earnest Money Deposit (EMD)	Rs.8,000/-
Publishing Date	14.06.2013
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://www.nielit.in , http://eprocurement.gov.in , http://www.deity.gov.in
Date upto which the questions/objections on the Tender Document will be received	24.06.2013
Date of publication of modifications/amendments, in Tender Document, if any	28.06.2013
Bid Submission Start Date & Time	01.07.2013
Bid Submission Closing Date & Time	10.07.2013 (02:30 PM)
Technical Bid Opening Date & Time	10.07.2013 (03.15 PM)
Address where the Tenders are to be submitted	The Joint Director (P&A) 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 date of bid submission

TENDER DOCUMENT FOR EMPANELMENT OF A VENDOR FOR PRINTING OF ANNUAL REPORT

Closing Date: 10/07/2013 (1430 hrs)

Date of Opening of Technical Bids: 10/07/2013 (1515 hrs)

I. BACKGROUND:

1.1 National Institute of Electronics and Information Technology [NIELIT] [erstwhile DOEACC Society] is an Autonomous Scientific body of Department of Electronics and Information Technology [DeitY], Ministry of Communications and Information Technology, Govt. of India and is implementing DOEACC Scheme, which has been launched jointly by All India Council for Technical Education [AICTE] and DeitY with a view to utilize the resources available with the computer training institutes in the non-formal sector to provide quality education and training in the area of IT. The Scheme consists of courses at four levels, namely, 'O' Level - foundation level course, 'A' Level - advanced diploma in computer applications, 'B' Level - equivalent to MCA and 'C' Level - equivalent to M.Tech. level. Under the Scheme, the Society designs and regularly updates syllabi, accredits the courses of the institutes, subject to meeting a well-defined criteria for respective levels, conduct examinations twice a year and issue Certificates to the successful candidates in respect of all the courses offered under the Scheme. More than 6 lakhs students are registered with the Institute and around 800 Institutes have been granted accreditation for different levels of courses under the Scheme.

1.2 The Institute also offers a Course on Computer Concepts [CCC] and Basic Course in Computers [BCC], which are basically IT literacy courses for everybody and anybody. The Institutes accredited for either or more of 'O', 'A', 'B' and 'C' level of courses and Govt. recognized schools/colleges are authorized to conduct training for this course and offer candidates for the examinations conducted by the Society thrice a year. Also, candidates with a minimum educational qualification of Matriculation or equivalent are allowed to appear as direct candidates based on self-study. Around 20,000 students appear for examinations conducted for this course every four months.

1.3 Being a Government autonomous body, registered under Registration of Societies Act, it is required to print its Annual Report every year for submission to Parliament of India, Registrar of Societies, etc. The Institute is looking for a suitable agency for printing of Annual Report. The empanelment would be for a period of at least two years.

II. PROCEDURE FOR SUBMISSION OF THE PROPOSAL:

2.1 The vendors desirous of being considered for empanelment with NIELIT shall have to submit its Bid in two parts, viz., Technical Bid, as per Pro forma at Appendix I and Commercial Bid, as per Pro forma at Appendix II.

2.2 **Technical Bid** - all the columns, in the proforma should be duly filled and supporting documents e.g. DD towards EMD, proof of turnover, proof of commencement of Business, photostat copies of the job award letters from at least three customers being provided printing services along with comprehensive list of such customers etc., must be submitted with this Bid.

2.2.1 DD of Rs. Rs.8,000/- containing EMD shall be attached with the Technical Bid.

2.2.2 A copy of this Tender Document with each page of the same, duly signed by the authorized signatory [who has signed the Bid] should be enclosed with the Technical Bid, in token of Bidders confirmation to accept the terms and conditions and other provisions contained in it.

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

2.2.4 The prospective bidders are requested to go through Clause 6.7 of this Document and submit their Bids only after taking care of Modifications/Amendments, if any, in the Tender Document, which would be published on the Web site of NIELIT www.nielit.in

2.3 **Commercial Bid** - All columns of the proforma should be correctly and clearly filled.

2.3.1 Rates should be quoted for printing of cover page on per cover basis and inside sheets on per page basis as the exact number of pages is not known. The tentative number of pages would be about 100 + covers.

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

2.3.3 In case of difference in the values quoted in figures and words, the value quoted in words shall be taken as correct.

2.4 The two proforma (Appendix I+II) duly filled should be sealed in separate covers and respective covers superscribed with the statement "Technical Bid" or "Commercial Bid" as the case may be. The covers used must contain the name of a vendor printed/written on the same.

2.5 The two sealed covers containing Technical and Commercial Bids sealed in a single cover superscribed with "Proposal for Empanelment of Agency for Printing of Annual Report" and addressed to the Registrar, NIELIT, Electronics Niketan, 6, C.G.O. Complex, Lodhi Road, New Delhi - 110 003, must reach the addressee latest by the date and time indicated in the covering letter as well as on the top of this document.

2.6 EARNEST MONEY DEPOSIT [EMD]:

EMD of Rs. Rs.8,000/- by DD favouring NIELIT payable at New Delhi must be attached with the Technical Bid [Appendix-I] 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 bidders shall be refunded after a Demand Draft or Bank Guarantee from a scheduled bank towards the security deposit is received. In case the party selected backs out or fails to submit the Security Deposit within 05 days of the issue of requisition by NIELIT, EMD shall be forfeited. Non-acceptance of rates lower than those offered in the tender will not construed as withdrawal or failure to accept the offer for the purpose of return of EMD.

III. SCOPE OF WORK:

3.1 The vendor would be provided with the content in both, Hindi and English in Cover proof form/CRC Form and would be required to print the same in desired/specified quality of paper.

3.2 The report shall be of following specifications:-

- [i] Size : 280mm (h) x 214mm(w)+5mm (bleeds)**
- [ii] Colour : Cover - 4 colours, Inside pages may be different combinations of 2 and 4 colours to be decided at the time of printing.**
- [iii] Pages : Cover + 100 pages [approx.] subject to change.**
- [iv] Paper : Cover- 250 gsm Imported Matt finish Art Card. Inside pages 120 gsm Imported Matt finish Art Paper. (Paper sample to be attached)**
- [V] Finish : Cover page Gloss Matt and inside pages matt finish.**
- [vi] Lamination : Outer cover only.**
- [vii] Binding : Perfect Bound (Pasting)**
- [viii] Quantity : As per requirement, subject to a minimum of 500 copies bi-lingual.**

3.3 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.

3.4 The vendor would generally be allowed 10 days time for printing and supply of the report. However, it may be required to complete the job in lesser time frame also depending upon the exigencies.

3.5 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.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 15 days of the date of order, NIELIT shall be free to get the job completed by another vendor at the cost of the vendor.

3.6 NIELIT shall finalise the design of cover as well as the inside pages and provide the material in Cover Proof Form/CRC Form to the vendor for printing.

IV. ELIGIBILITY:

4.1 The agency should have an experience in the business for at least last five years.

4.2 The annual turnover of the agency should not be less than Rs.10 lacs for past three years [2011-12, 2010-11 and 2009-10] (copies of Annual Income, Expenditure statement/CA Certificates should be submitted).

4.3 The vendor should have appropriate Registration/Licence/Permission/Authority for handling such activities.

4.4 The vendor should have PAN, VAT and Service Tax Regns. (Copies should be submitted).

4.5 The vendor should have positive net-worth during past three years (Copies of Audited Balance Sheet/CA Certificate should be submitted).

V. BID EVALUATION CRITERIA:-

5.1 In the first instance, the Technical Bids shall be opened by the authorized representatives of NIELIT.

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

5.3 The bidders may depute their representatives for the Technical Bids opening event.

5.4 The Technical Bids will then be evaluated by NIELIT, internally.

5.5 Once the Technical Bids are accepted, the Commercial 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/sms/phone. If any vendor so desires, they may depute their representative for Commercial Bids opening even also.

5.6 The vendor would be selected based on the rates quoted and the other details furnished in Technical Bid. The lowest per copy rate would be calculated assuming that one copy of the Report would consist of 100 pages + covers.

5.7 The decision of the Managing Director, NIELIT, shall be final and binding.

VI. TERMS AND CONDITIONS:

6.1 **Payment** - no advance payments of handling charges/service charges etc. under any circumstances shall be made to the vendor.

6.1.1 The payments shall be released by the NIELIT against the pre-receipted bill received from the vendor after having completed the job to the satisfaction of NIELIT and delivery of the material at NIELIT Headquarters [Electronics Niketan, 6. C.G.O. Complex, Lodhi Road, New Delhi - 110 003].

6.1.2 All payments shall be subject to TDS.

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

6.1.4 The bid should be valid for a minimum period of 180 days after the closing date for submission.

6.2 **Duration of Contract:-**

6.2.1 The contract awarded shall be valid for printing of Annual Reports for the years 2012-13 and 2013-14 and no change in rates shall be allowed.

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

6.3 **Termination of the contract –**

6.3.1 Either party may terminate the contract by giving a notice of two months. However, Vendor wishes to terminate the contract, it will inform the NIELIT prior to 1st May, 2014. No withdrawal from the contract would be allowed during the pendency of the job with vendor.

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

6.4 **Security Deposit :-**

Successful bidders will have to provide a Security Deposit for an amount equivalent to 10% of the estimated value of the contract calculated based on 500 copies on the rates approved by NIELIT for the year 2012-13 in the form of a Demand Draft or Bank Guarantee valid upto December 2014 from the date of award of the contract. The Bank Guarantee shall be invoked in case the contractors fail to meet their obligations under this contract.

6.5 This Tender Document shall be interpreted as per Indian Law. The contract shall be subject to Delhi jurisdiction.

6.6 All cases of dispute shall be settled amicably between the two parties. However, if no amicable solution could be found, the dispute shall be settled by a Sole arbitrator appointed as per Arbitration and Conciliation Act, 1996 and the instructions issued there under, as amended from time to time

6.7 The bidders are free to question the bidding conditions, bidding process and/or rejection of its bid. Such questions would be examined by NIELIT and responded appropriately. The decision of NIELIT in the matter shall be final.

6.8 In case any prospective bidder does not agree with any clause of this document, it should bring the matter to the notice of Dy. Director (Admn), NIELIT Headquarters preferably through a written communication (letter/fax/e-mail, etc). It can also contact the concerned officer over the telephone informing him of its reservations/objections. The party must also indicate suitable replacement of the clause not agreed by it. Such disagreement(s), if any, should be submitted latest by ten working days prior to the closing date for submission of Tender so that a decision on the matter can be considered by NIELIT and the modification/amendment, if any, in the Tender Document, can be placed on web site within three days so that all the Bidders are able to download the Tender Document along with the modification/amendments in order to submit their proposals. The NIELIT's decision to accept or reject the suggestions shall be final and binding. .

6.9 The vendor must furnish a Chartered Accountant's Certificate or signed copies of the Profit & Loss Account as a proof of its turnover for 2011-12, 2010-11 and 2009-10.

6.10 The vendor must furnish details of PAN No., Service Tax No., Sales Tax, VAT No. and also attach a copy each of these documents with the Technical Bid.

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PROFORMA FOR FURNISHING TECHNICAL BID

[Please go through the terms and conditions before filling up this Proforma]

1. Name, Address and Telephone No. of :
the Organization.
2. Date of commencement of business :
[please furnish proof in support of
your statement].
3. Status of the organization [i.e. :
whether Proprietorship, Partnership,
Private Limited / Public Limited
Company, a Body Registered under
Societies Registration Act, etc.].
4. Registration Number of the :
Organization [please attach Certificate
of Registration/Incorporation].
5. Name of the C.E.O. / Proprietor :
:
6. Name, designation and address :
[including phone/mobile number of
the contact person].
7. Annual Turnover [attach photostat : 2009-10
copies of balance sheet / IT returns / 2010-11
CAs' certificate. 2011-12
8. Sales Tax/VAT No., :
:
9. Service Tax No :
:
11. Companies Networth for past three : 2009-10
years (copies of Audited Balance 2010-11
sheets clearly showing the Profit/Loss 2011-12
Account should be submitted.
10. PAN Number of the organization / :
Owner [in case of proprietorship
organization where no PAN has been
issued in the name of the
organization].

11. Details of three prominent organizations served/being served with similar services
[attach a separate sheet if space provided is less] [also attach a comprehensive list of all clients]

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

12. Details of EMD [enclosed DD] : DD No. _____ dated _____ for Rs.5,000/- drawn on _____ Bank in favour of NIELIT, payable at New Delhi.

13. Number of clients being served in :
and around Delhi on the date of submission of bid [*please enclose a comprehensive list with address and telephone numbers*].

DECLARATION:

- It is certified that the information furnished above is correct.
- We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. Disagreements and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature: _____

Name: _____

Place: _____

Designation: _____

Date: _____

Seal of the company: _____

PROFORMA FOR FINANCIAL BID

1. Name, Address & Telephone number of the organization. :
- Service Tax No. :
- Sales Tax No. :
2. Rates offered : **Per copy** **Total**
- A] Duly printed cover pages [per copy]..... : Rs.
- B] Duly printed two colours both sided printed (per sheet)..... : Rs.
- C] Duly printed two colour single side printed (per sheet) : Rs.
- D] Duly printed four colour both side printed (per sheet)..... : Rs.
- E] Duly printed four colour single side printed (per sheet)..... : Rs.
- F] Duly printed both side printed - one side four colour and other side two colours..... : Rs.
- G] Taxes, if any..... : Rs.

DECLARATION:

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

Place: _____

Delhi: _____

Signature: _____

Name: _____

Designation: _____