



## 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..1(61)2015-NIELIT

August 31<sup>st</sup>, 2015

### **NOTICE INVITING RETENDERING FOR PRINTING AND SUPPLY OF ANNUAL REPORT OF NIELIT**

#### **Schedule of Events**

Nature of the Work (Procurement of Services/Goods) Outsourcing	Printing of Annual Report of NIELIT
Details of Contact Person for clarifications/queries	Shri Kamal, Admin. Officer, NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003 e-mail: kamal@nielit.gov.in
Cost of Tender Document (non-refundable)	Nil
Estimated cost of contract/work	Rs.1.5 Lakhs
Earnest Money Deposit (EMD)	Rs.6,000/-
Publishing Date	31/8/2015
Website for downloading Tender Document, Corrigendum's, Addendums etc.	<a href="http://www.nielit.gov.in">http://www.nielit.gov.in</a> , <a href="http://eprocure.gov.in">http://eprocure.gov.in</a>
Bid Submission Closing Date & Time	08/9/2015, 13.00 hrs
Technical Bid Opening Date & Time	08/9//2015, 14.30 hrs
Address where the Tenders are to be submitted	The Registrar 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

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)  
**National Institute of Electronics and Information Technology (NIELIT)**  
(An Autonomous Scientific Society of Department of Electronics & Information Technology,  
Ministry of Communications & Information Technology, Govt. of India)

Ref. No. 1(61)2015- NIELIT

August 31<sup>st</sup>, 2015

**Subject: Identification of a vendor for printing of Annual Report on rate contract.**

**Sir,**

As you may be aware that 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, Government of India mandated with carrying out Human Resource Development and related activities in the area of Information Technology, Electronics and Telecommunication 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 in the state-of-the-art areas. It is also one of the National Examination Body, which accredits courses in IT, Hardware & Multimedia in the non-formal sector.

Being a Government Autonomous Society, 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 suitable vendor/agency for printing of Annual Report. The contract awarded shall be valid for a period of two years towards printing of Annual Reports for the years 2014-15 and 2015-16. The tender document prepared for the purpose is forwarded herewith. You are requested to furnish your proposal strictly as per terms and conditions stipulated in the Tender Document.

The last date for submission of the Bid is 08/9/2015 at 13.00 Hrs and the Technical Bids would be opened on the same day i.e 08/9/2015 at 14.30 Hrs. You may depute your representative for the Technical Bid opening event.

Your proposal (bids) must reach NIELIT Head Quarters in sealed cover superscribed with **“Tender for printing of Annual Report”** and addressed to The Registrar, NIELIT, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi – 110 003 on or before 1300 hrs on **08-9-2015**. A specimen copy of Annual Report 2013-14 of NIELIT is enclosed for reference regarding quality of work.

**Yours faithfully,**

**(Partha P. Adhikari)**  
**Dy. Director (Systems)**  
E-mail: [partho@nielit.gov.in](mailto:partho@nielit.gov.in)  
Ph.(M)- 8527644545

**Tender Document towards identification of a Vendor  
for Printing of Annual Report of NIELIT on rate contract**

**Closing Date 08/9/2015 (1300 hrs)  
Date of Opening of Technical Bids 08/9/2015 (1430 hrs)**

**I. Procedure for submission of the proposal:**

1.1 The vendors desirous of being considered for rate contract with NIELIT shall have to submit bid in two parts, viz., Technical Bid as per proforma at Appendix I and Financial Bid as per proforma at Appendix II.

**1.2 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

1.2.1 Demand Draft of Rs.6,000/- containing EMD shall be attached with the Technical Bid.

1.2.2 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 the tender.

1.2.3 Incomplete Bid shall not be considered and will be summarily rejected.

**1.3 Financial Bid-** all columns of the proforma should be correctly and clearly filled.

1.3.1 Rates quoted shall be inclusive of all the cost components of designing, page setting and printing as well as binding of cover page and inside sheets on per page basis. The tentative number of pages would be about 130 + covers.

1.3.2 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.

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

**1.4** The two proforma duly filled, should be sealed in separate covers and respective covers superscribed with the statement 'Technical Bid' or 'Financial Bid' as the case may be. The covers used must contain the name of the vendor printed/written on the same.

**1.5** The two sealed covers containing Technical and Financial Bids sealed in a single cover superscribed with 'Proposal for Printing of Annual Report' and addressed to the Registrar, NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi - 110 003, must reach the addressee latest by the date and time indicated in the covering letter.

## **2. Earnest Money Deposit (EMD)**

Earnest Money Deposit (EMD) of Rs.6,000/- by DD favouring NIELIT payable at 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 10 days of the issue of requisition by NIELIT, the EMD shall be forfeited.

## **3. Security Deposit:**

Successful bidders will have to provide a Security Deposit for an amount equivalent to 8% of the estimated value of the contract calculated based on 500 copies (200 copies in Hindi & 300 copies in English) on the rates approved by NIELIT for the year 2014-15 in the form of a Demand Draft or Bank Guarantee valid upto December 2017 from the date of award of the contract. The Bank Guarantee shall be invoked in case the vendor selected fails to meet the obligations under this contract.

**4. Delivery Period:-** The Bidder must be in a position to supply the printed Annual Report on very short notice as and when the order is placed. However, in any case, the delivery shall be required to be completed within 10 days of placement of the purchase order. In case the supplier fails to deliver the printed Annual Report within stipulated delivery period, NIELIT may recover Liquidated Damages as per clause 5, cancel the purchase order, terminate the Agreement and forfeit the Performance Security.

**5. Liquidated Damage:-** If the supplier fails to deliver the printed Annual Report within the period specified in the purchase order, NIELIT shall without prejudice to its other remedies, deduct as liquidated damage @ 1.5% of the price of the delayed goods for each week (part of the week shall be considered as full week) of delay subject to a maximum of 7.5% of the value of goods delayed and the same shall be deducted from the bill(s) or any other payment due to the party. NIELIT shall be at liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, vendor fails to deliver the items within stipulated delivery period.

## **6. Scope of Work**

6.1 The entire job right from typesetting, designing printing and binding of Annual Report as included in the scope of work in this Document will be assigned to a single vendor selected as L1 bidder. The vendor would be provided with the content in both Hindi and English and would be required to compose the material in required format for printing. Information to be printed in tables (mainly figures) would be provided in English only and the vendor would have to copy the same in appropriate columns in Hindi also.

6.2 The size and quality of paper to be used for Annual Report printing shall be of following specifications:

- [i] Size : 280 mm(height) X 214mm(width)+ 5mm(bleeds)
- [ii] Colour : Cover - 4 colours, Inside pages may be of different combinations of 2 & 4 colours to be decided by NIELIT at the time of printing
- [iii] Cover page : Duly designed & printed cover page in 4 colour
- [iv] Pages : Cover + 130 pages(approx) subject to change
- [v] Paper : Cover - 250 gsm Imported Matt finish Art Card  
Inside pages-120 gsm Imported Matt finish Art Paper  
(Paper sample to be attached)
- [vi] Lamination : Outer Cover Only
- [vii] Binding : Perfect bound(Pasting)
- [viii] Finish : Cover page Gloss Matt and inside pages Matt finish
- [ix] Quantity : As per requirement, subject to a minimum of 200 copies in Hindi and 300 copies in English.

6.3 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.

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

6.5 The vendor shall be provided the material in MS-Word format and they would carry out type setting etc., after which the material would be sent 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 design of cover pages to NIELIT for approval. Printing of final report would start by the vendor only after approval of design and final proof reading of the material / text. The Report shall be printed in Hindi and English separately. The vendor should also quote separately for proof reading of the matter. This is, however, subject to the condition that the vendor will own full responsibility of the correctness of the information to be printed in the Annual Report, both in Hindi as well English versions. **If need arises, NIELIT may finalise the design of cover as well as the inside pages and provide the material in COVER Proof Form/CRC Form to the selected vendor for printing of the Annual Report. In such circumstances, the vendor will not be paid towards charges for composing and proof reading in the bill to be submitted to NIELIT after completion of the job.**

## **7. Eligibility:**

- 7.1 The agency/vendor should have an experience in the business for at least last five years.
- 7.2 The average annual turnover of the agency/vendor should not be less than Rs. 10 Lakhs during last three years (2011-12, 2012-13, 2013-14).
- 7.3 The vendor should have appropriate Registration/Licence/Permission/Authority for handling such printing activities.

## **8. Bid Evaluation Criteria:**

- 8.1 In the first instance the Technical Bids shall be opened by the authorized representatives of NIELIT.
- 8.2 The date and time for opening of the Technical Bids is given in the schedule of Events.
- 8.3 The Bidders may depute their representative for the Technical Bid opening event.
- 8.4 The Technical Bids will then be evaluated by NIELIT, internally;
- 8.5 The Financial Bids of the vendors whose Technical Bids have been accepted shall be opened, the date for which shall be communicated to the concerned vendors through e-mail/phone. If any vendor so desires, they may depute their representative for Financial Bid opening event also.
- 8.6 The L1 Bidder would be selected based on total rates as per Sl. No. 4 of the Financial Bid at Appendix II. The tentative number of inside pages is about 130(single side), i.e., 65 both side printed sheets. The pages are liable to be increased and in case of increase, pro-rata rates will apply. The **size** and **quality** of paper shall be as per **clause 6.2** of the tender document. Rates should be quoted strictly as per the format for Financial Bid of Appendix II, failing which, the Bid is liable to be rejected.
- 8.7 The decision of the Managing Director, NIELIT shall be final and binding.

## **9. General Terms & Conditions:**

- 9.1 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.
- 9.2 Documentary evidence of commencement of Business/experience of 5 years should be enclosed.
- 9.3 Copies of Work orders of similar items placed by Government Departments, PSUs, Autonomous Bodies and reputed business organizations in the last two financial years (2012-13 & 2013-14) must be attached.
- 9.4 Copies of profit and loss account along with balance sheet clearly showing turnover for the three financial years (2011-12, 2012-13 & 2013-14) duly certified by Chartered Accountant must be attached.

9.5 Copy of CST/VAT Registration Certificate and PAN number allotted by concerned authorities must be attached.

9.6 Documentary evidence about legal entity of the bidder and the authorized person who would interact with NIELIT must be enclosed.

9.7 The rates should be quoted in Indian Rupees for delivery of Annual Reports at the premises of the NIELIT and shall remain fixed during the currency of the contract (for a period of two years) and should not be subject to escalation of any description. The rates quoted must be inclusive of all Taxes, transportation, packing, forwarding, handling and miscellaneous charges. Incomplete bids are liable to be rejected. The authorized signatory/ bidder must attest corrections, insertions, overwriting, if any.

9.8 In case, the empanelled supplier is found in breach of any condition(s) of tender/ Agreement at any stage or services of supplier are found not to the satisfaction of the NIELIT, the Agreement may be terminated besides forfeiting the Security Deposits. The decision of the NIELIT shall be final in this regard.

9.9 The contract shall be awarded for a period of two years 2014-15 and 2015-16 and no change in prices quoted shall be permitted during the validity period of the contract. The validity of the contract can be extended with mutual consent for a further period of one year.

9.10 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/Forfeiture of amount paid through DD towards Security Deposits in addition to any other action as may be deemed fit.

9.11 Either party may terminate the contract by giving a clear notice of two months. The period of two months will be counted from the date of receipt of such a notice by the either party.

9.12 NIELIT reserves the right to accept or reject any bid or cancel the tender proceeding without assigning any reason whatsoever.

9.13 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.

9.14 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.

## **10. Payments**

10.1 No advance payments of handling /service charges etc. under any circumstances shall be made to the vendor.

10.2 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 materials at NIELIT Headquarters (Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi - 110 003).

10.3 All payments shall be subject to TDS.

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## Appendix-I

### NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

#### PROFORMA FOR FURNISHING TECHNICAL BID

*(Please go through the terms and conditions before filling up this Pro forma)*

1. Name, Address and Telephone :  
number 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 and e-  
mail ID of the Contact Person.
7. Annual Turnover : 2011-12  
*(Attach Photo copies of Balance 2012-13  
Sheet / I.T. Returns / C.A.'s 2013-14  
Certificate).*
8. Sales Tax / VAT No., if any *(Must, if :  
ST /VAT is charged)*
9. Service Tax No., if any *(Must, if ST is :  
charged)*
10. P.A.N. of the Organization / Owner *(in :  
case of proprietorship organization  
where no P.A.N. has been issued in  
the name of the organization).*
11. Registration  
No./Licence/Permission/Authority  
for handling such printing  
activities.



12. Details of three prominent organisations 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 &amp; Address</i>	<i>Name &amp; Phone No. of contact person</i>	<i>Annual value of contract (in lakhs of ruppes)</i>	<i>Since when the services are being provided</i>

13. Details of E.M.D. (enclose D.D.) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.6,000/- drawn on \_\_\_\_\_ Bank in favour of NIELIT, payable at New Delhi.

**DECLARATION:**

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) The signatory to this bid is authorized to sign such bids on behalf of the organization.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal of the Company:** \_\_\_\_\_

**Format for Financial Bid for Printing & Supply of NIELIT Annual Report**

S. No	Topic	Rate in INR	Tentative number of Sheet(s)	Quantity	Total Amount in INR
		(A)	(B)	(C)	Total=A X B X C
1.	Duly designed and one side printed Cover Pages (Front and Back) in 4 colour, for each Annual Report.		1	500 (300 - English 200 - Hindi)	
2.	Duly printed 4 colour both side printed sheets..		65 <i>(i.e., 130 single side pages)</i>	500 (300 - English 200 - Hindi)	
3.	Composing, Designing and Proof Reading Charges (in lump sum), in both English and Hindi for entire job work.	One Job	One Job	One Job	
4.	<b>Total</b>			<b>(1 + 2 + 3)</b>	
5.	Cost of one Digitally Printed Copy ( <i>refer Point 2 below</i> )				

**Terms & Conditions:**

1. The above rates **should be inclusive** of all Taxes, Transportation, Binding (as per specifications), Packing, Incidental and Miscellaneous Charges.
2. L1 bidder shall provide **digitally printed final proof copies - 2 Nos**, as per paper/binding specifications, the cost of which should also be included in the above quoted rates. Rates for additional requirement of digitally printed copies should also be quoted separately on per copy basis at Srl No 5 above.
3. The tentative number of inside pages is about 130 (single side), i.e., 65 both side printed sheets and the pages are liable to be increased. In case of increase, pro-rata rates will apply. The **size** and **quality** of paper shall be as per **clause 6.2** of the tender document.
4. Rates should be quoted **strictly as per above format**, failing which, the bid is liable to be rejected. Incomplete bids or bids with discrepancy may not be considered. L1 shall be decided based total rates (*as per Sl. No 4 in the above table*).
5. The rates quoted should be valid till December 2016.
6. The job work should conform to acceptable quality standards and should be free from hickies, dot grain variations, scummings, smudges or other defects.

**Declaration:**

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

Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Name: \_\_\_\_\_

Designation: \_\_\_\_\_