

राष्ट्रीय इलेक्ट्रानिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)
National Institute of Electronics and Information Technology (NIELIT)
Formerly DOEACC Society

(An Autonomous Scientific Society of Department of Electronics & Information Technology,
Ministry of Communications & Information Technology, Govt. of India)

Ref. No. 1(11)2012- NIELIT

July 3rd, 2012

Subject: Empanelment of a vendor for printing of Annual Report.

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 (ICT). In execution of its mandate the Institute conducts various courses through its own Centres as also through accredited institutes. Various NIELIT Centres have been assigned the responsibilities of overall coordination and functioning as nodal centre for different courses. The NIELIT headquarters located at Electronics Niketan, 6 CGO Complex besides performing the role of headquarters, is also functioning as nodal centre for implementation of DOEACC Scheme.

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 agency for printing of Annual Report. The empanelment would be for a period of at least two years. The contract awarded shall be valid for printing of Annual Reports for the years 2011-12 and 2012-13. 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 23/7/2012 at 1700 Hrs and the Technical Bids would be opened on 24/7/2012 at 1100 Hrs. You may depute your representative for the Technical Bid opening event.

Your proposal (bids) must reach the undersigned in sealed cover superscribed with “**Tender for printing of Annual Report**” and addressed to the Dy. Director (Admn.), NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi – 110 003 on or before 1700 hrs on **23-7-2012**.

Yours faithfully,

(S.C. Dhyani)
Dy. Director (Admn)
Ph. – 24365592
E-mail: scdhyani@doeacc.edu.in

Tender Document for Empanelment of a Vendor for Printing of Annual Report

**Closing Date 23/7/2012 (1700 hrs)
Date of Opening of Technical bids 24/7/2012 (1100 hrs)**

1. 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 the DOEACC Scheme, which has been launched jointly by All India Council of 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, 'A' level - Advanced Diploma in Computer Applications, 'B' level - equivalent to MCA level 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, conducts examinations twice a year and issues certificates to the successful candidates in respect of all the courses offered under the Scheme. More than 6 lakh 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 an IT Literacy Course 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 in 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 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 proforma at Appendix I and Commercial Bid as per proforma 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 Demand Draft of Rs.10,000/- 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 Bid shall not be considered and will be summarily rejected.

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

2.3.1 Rates should be quoted for designing and printing of cover page and inside sheets on per page basis as the exact number of pages is not known. The tentative number of pages would be about 210 + 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 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 the 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 Agencies for Printing of Annual Report' and addressed to the Executive Director, 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.

2.6 Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of Rs.10,000/- 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. 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 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.

3.2 The report shall be of following specifications:

- [i] Size : 8.25" x 11.75" (finished), 16.5" x 11.75" (open)
- [ii] Colour : Cover - 4+0 colour, Text - 2 colours + one sheet 4 colour
- [iii] Cover page : Duly designed & printed cover page in 4 colour
- [iv] Pages : Cover + 208 pages(approx) subject to change
- [v] Paper : Cover - 300 gsm Imported Art Card - Gloss
Text – 2 Colours on 135 gsm Imported Art Paper - Gloss

- [vi] Lamination : Gloss lamination for Outer Cover Only
- [vii] Fabrication : Section sewn and cover drawn on perfect binding
- [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 smaller time frame also depending upon 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 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 be started by the vendor only after approval of design and final proof reading of the material / text. The Report shall be printed bilingual in Hindi and English. 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.

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 Lakhs for past three years (2010-11, 2009-10, 2008-09).
- 4.3 The vendor should have appropriate Registration/Licence/Permission/Authority for handling such activities.

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 Bid 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/phone. If any vendor so desires, they may depute their representative for Commercial Bid opening event 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 210 pages + covers.

5.7 The decision of the Executive 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 materials at NIELIT Headquarters (Electronics Niketan, 6 CGO 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 six months 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 2011-12 and 2012-13 and no change in rates shall be allowed, unless there is a price escalation of more than 10% in the market. The vendor, while seeking revision of rates shall inform NIELIT prior to June 2013, along with full justification.

6.2.2 The decision of the Executive Director on the issue of escalation of the costs shall be final.

6.2.3 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.

6.3 Termination of the Contract:

6.3.1 Either party may terminate the contract by giving a notice of two months.

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 2011-12 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 The contract shall be subject to Delhi jurisdiction.

6.6 In case of any dispute, the decision of the Executive Director, NIELIT shall be binding.

6.7 In case the vendor does not agree with any clause of this document, it should be explicitly indicated against the relevant column of the pro forma for submitting Technical Bid. The party must also indicate suitable replacement of the clause not agreed by it. A decision on the matter shall be taken by NIELIT on all points of disagreements before opening the Financial Bid. The NIELIT's decision to accept or reject the suggestion shall be final and binding. In case the decision of NIELIT in the matter is not acceptable to the party, their Financial Bid would not be opened.

6.8 The vendor must furnish a Chartered Accountant's Certificate or signed copies of the Balance Sheets as a proof of its turnover for 2010-11, 2009-10 and 2008-09.

6.9 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 Technical Bid.

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 of the
Contact Person.

7. Annual Turnover : 2008-09
*(Attach Photostat copies of Balance 2009-10
Sheet / I.T. Returns / C.A.'s 2010-11
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. Number of the Organization / :
Owner *(in case of proprietorship
organization where no P.A.N. has
been issued in the name of the
organization).*

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

12. Details of E.M.D. (enclosed D.D.) : D.D. No. _____ dated _____ for
Rs.10,000/- 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*).
14. Whether you have any point of :
disagreement with the terms and
conditions stipulated in the
Tender Document. If yes,
please specify and also indicate
suggested solution (*if space is
not sufficient, please attach
separate sheet.*)

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. Disagreement 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.
- c) We understand that the decision of the NIELIT to accept / reject “the points of disagreements and proposed solution provided by us” would be final and binding.
- d) 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: _____

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY(NIELIT)

PROFORMA FOR FINANCIAL BID

- 1 Name, Address & Telephone Number of the Organization :

- Service Tax No. :

- Sales Tax No. :

- PAN No. :

2 Rates offered	Per Copy	Total
a) Duly designed and printed cover pages (per copy)	: Rs.	
b) Composing charges two colour per page	: Rs.	
c) Composing and proof reading charges four colours per page	: Rs.	
d) Duly printed two colour per sheet both sided printed	: Rs.	
e) Duly printed two colour per sheet single side printed.....	: Rs.	
f) Duly printed four colour per sheet both side printed	: Rs.	
g) Duly printed four colour per sheet single side printed	: Rs.	
h) Duly printed both side printed – one side four colour and other side two colours ...	: Rs.	
i) 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:.....

Signature:.....

Date:.....

Name:.....

Designation:.....