



**National Institute of Electronics & Information Technology (NIELIT)**  
(An Autonomous Scientific Society of Department of Electronics and Information Technology (DeitY),  
Ministry of Communications and Information Technology, Govt. of India)

Ref.No..1(13)2016-NIELIT

March 9<sup>th</sup>, 2016

**TENDER FOR JOB WORK PERTAINING TO PRINTING, SCANNING AND OTHER OUTSOURCED SERVICES**

**Schedule of Events**

Nature of the Work (Procurement of Services/Goods) Outsourcing	Printing, Scanning and related data processing activities
Details of Contact Person for clarifications/queries	Shri Patho P. Adhikari, DD (Systems) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 8527644545 Email: partho@nielit.gov.in
Cost of Tender Document (non-refundable)	Nil
Estimated cost of works over a period of one year	Rs 2.5 to Rs. 3 Lakhs
Earnest Money Deposit (EMD)	Rs.5,000/-
Publishing Date	09/3/2016
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	<a href="http://www.nielit.gov.in">http://www.nielit.gov.in</a> , eprocure.gov.in
Date & time upto which the queries including inspection of samples on the Tender Document will be received	28/3/2016, 17.00 hrs
Bid Submission Start Date & Time	09/3/2016, 15.00 hrs
Bid Submission Closing Date & Time	30/3/2016, 13.00 hrs
Technical Bid Opening Date & Time	30/3/2016, 14.30 hrs
Address where the Tenders are to be submitted	<b>Dy. Director(Systems)</b> 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.: Invitation of Bids for the job works pertaining to Printing, Scanning and other outsourced services.**

**TENDER CLOSES ON 30/3/2016 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 Printing, Scanning and related data processing activities. 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 Tender Document. Before submitting the quotation you must thoroughly 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 want to see the samples of the articles/documents to be supplied/handled, you may contact the undersigned with prior appointment on any working day between 10.00 am to 4.00 pm before the closing date for submission of this Tender. Please note that the printing of OMR Sheets has to be executed by the vendor at his own premises except for scanning of the OMR sheets, which would be undertaken at our premises by deploying the personnel and equipment of the vendor selected. Since our office is located in a building owned by Department of Information Technology, Ministry of Communications and Information Technology, Government of India, all security instructions/guidelines issued by the said Department will have to be strictly followed by the personnel of the vendors selected while visiting this Office.

4. Your Technical Bid in the proforma at Appendix - I and Financial Bid in the Proforma at Appendix II duly sealed in separate covers superscribed with "**Technical Bid**" and "**Financial Bid**", as the case may be, and then finally sealed in a single bigger cover superscribed with "**Quotation for Printing, Scanning and other outsourced services**" and addressed to **Dy. Director (Systems), NIELIT**, Electronics Niketan, Ground Floor, 6, CGO Complex, New Delhi - 110 003 must reach this Office at or **before 13.00 hrs on 30/3/2016. The Technical Bids would be opened on 30/3/2016 at 14.30 hrs. in this Institute.** 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 and hence liable to be rejected.

**Yours faithfully,**

**(Partha P. Adhikari)**

**Dy. Director (Systems)**

E-mail: [partho@nielit.gov.in](mailto:partho@nielit.gov.in)

Ph.(M)- 8527644545

**TENDER DOCUMENT FOR PRINTING, SCANNING AND OTHER  
OUTSOURCED SERVICES CLOSING ON 30/3/2016 AT 13.00 HRS. AND OPENING OF  
TECHNICAL BIDS ON 30/3/2016 AT 14.30 HRS**

**1. Background:**

1.1 National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society of the Department of Electronics and Information Technology, Ministry of Communications & IT, Government of India is a premier IT Education & Training Institution of the Government of India in the formal and non-formal sector. The objective of the Institute is to carry out Human Resource Development activities in the area of Information, Electronics and Communications Technology (IECT) through its various Centres in the country, apart from consultancy and related activities. The Institute is presently engaged in implementation of national level schemes for Education & Training in Computers, Bio-Informatics, Computer Hardware, ITES- BPO, Embedded Systems, VLSI Design, Multi-media and Animation, amongst other programmes.

1.2 NIELIT is implementing the DOEACC Scheme, which has been launched jointly by AICTE and Department of Electronics and Information Technology [DeitY], (Formerly Deptt. of Electronics) 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 area of IT. The scheme consists of courses at four levels namely 'O' Level - Foundation, 'A' Level - Advance Diploma, 'B' Level - MCA level, 'C' Level – designed to be at par with M.Tech Level. The Institute conducts examinations twice a year in the months of January and July for all the above four Levels at more than 110 centres located all over India

1.3 For appearing in the Examinations conducted by the Institute for O, A, B and C Levels, each candidate is required to get himself / herself registered with the Institute in advance by submitting his / her application by filling on-line Registration Form. Registered candidates can appear for NIELIT Examinations Each candidate wishing to appear for any of the Examinations is required to fill up the Examination Application Form in on-line mode.

1.4 NIELIT is looking for a vendor to provide the services listed in Scope of Work in this document. The entire job i.e **Designing & Printing of Blank OMR Sheets and other Data Processing Activities** included in the Scope or Work in the Tender Document will be assigned to a single vendor selected on the basis of this tender process.

**2. Terms and Conditions:**

2.1 The tentative time schedule for completion of the jobs shall be as under:

2.1.1 The vendor shall submit the proof of the OMR Sheets within a period of two days from the date of request, oral or in writing. After approval of the proof, the vendor shall supply the OMR Sheets for different Levels within 5 days of the oral or written request from the representative of NIELIT

2.1.2 Regarding Scanning of OMR Sheets, the vendor selected will install the set up in NIELIT Premises within two days on oral request from NIELIT and shall complete the job within a period of seven days.

2.2. Each day of delay in completion of the job shall attract a penalty of 1% of the total cost of the particular activity delayed subject to a maximum 10%. For this purpose, Activities of Scanning, and supply of images in CDs / DVDs shall be treated as one activity. NIELIT reserves the right to cancel the order without any notice in addition to imposition of penalty as above in case of failure on the part of vendor to meet time schedules.

2.3 No mistakes in the scanning and data capturing/verification of OMR shall be allowed and each mistake shall carry the penalty @ 2% of the cost of scanning and verification subject to a maximum of 10%. In case the mistakes beyond above limits are noticed the entire job will be cancelled and no payment shall be made. In such an event NIELIT may also cancel the contract and forfeit the Security Deposits.

2.4 In case the vendor selected fails to perform to the satisfaction of NIELIT, the NIELIT shall get the job done at the risk and cost of the vendor.

## **2.5 Payments:**

2.5.1 For the activities pertaining to printing and scanning of OMR Sheets , the payments shall be made on receipt of all deliverables against the pre-receipt bills of the vendor.

2.5.2 All payments shall be subject to TDS.

2.5.3 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 later shall prevail

2.5.4 Any overwriting / use of fluid, correction in tender document should be authenticated by the signatures of the authority signing the bids, failing which the bid may be rejected at the discretion of the Director General, NIELIT.

2.5.5 The bid should be valid for a minimum period of six months after the closing date for submission.

## **2.6 Scope of Work**

### **Examination Activities**

2.6.1 The objective type answer sheets for O,A& B Level i.e designing & printing of OMR Sheets are to be provided by the selected vendor. The OMR Sheets are required to be given to the candidates appearing in the Examination along with the Question Paper .After the completion of the Examination, these filled in OMR sheets are also to be scanned by the vendor. Estimated no. of OMR Sheets to be printed would be around 1.00 lakhs (annually) and those to be scanned would be about 80,000(annually)i.e 50,000 numbers(approx.) of OMR Sheets each would be required in the month of June and December. Similarly 40,000 numbers (approx.) of OMR Sheets to be scanned in the month of July and January. This quantity is purely indicative and may vary depending upon the no. of candidates applying for Examinations and actually appearing in the Examinations. **The user department at NIELIT may ask the vendor to scan the OMR Sheets twice to ensure the accuracy of the Result. Under such condition the number of pages to be scanned will be increase and payment will be released accordingly.** The OMR Sheets are to be designed and printed by the selected vendor on 105 gsm paper. The specification and design are to be got approved from NIELIT before final printing of the OMR Sheets.

2.6.2 The entire job of scanning is to be executed at NIELIT premises by the vendor selected and for this purpose, the vendor will deploy its manpower as well as the scanning/validation/verification infrastructure at NIELIT premises.

2.6.3 The quality of each item supplied under this contract should scrupulously match with the specifications indicated above, failing which, the supply shall be rejected and no payments will be made. In case NIELIT gets to know of the inferior quality has been supplied by the vendor only after using the item and having released the payment, the payments made shall be recovered from the vendor. It will be obligatory on the part of the vendor to surrender the payments received against the poor/inferior quality materials.

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 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 Lakhs. This is, however, only indicative and subject to change as per actual.

**2.9 Earnest Money Deposits:** Earnest money deposit (EMD) of Rs. 5,000/- by Demand Draft favouring NIELIT payable at Delhi must be attached with the offer (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 receipt of Security Deposits. In case the party selected backs out, the EMD shall be forfeited.

**2.10 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 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.

**2.11 Termination of the Contract:** Either party may terminate the contract by giving a notice of two months. However, in case the vendor gives the notice for termination, it will ensure that activities pertaining to any Examination are not commencing within two months. If any activity is likely to commence within two months of the date of notice given by the Vendor, it will be obligation of the vendor to undertake the job for that particular examination and for other Examinations, shall make appropriate arrangements.

**2.12 Security Deposits:** Successful bidder will have to provide a Security Deposit for an amount of Rs. 20,000/-. The Security Deposits can be submitted in the form of a Bank Draft/Pay Order or FDR or Bank Guarantee in favour of NIELIT payable at Delhi. The instrument furnished towards Security Deposits should be valid for a period of twenty six (26) months from the date of award of the contract. The Security Deposits shall be invoked in case the contractor fails to meet their obligations under this contract.

**2.13** 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.

**2.14.** 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.

**2.15** Incomplete quotation shall be summarily rejected. The Director General, NIELIT reserves the right to reject any quotation without assigning any reason.

**2.16 Eligibility criteria:-**

2.16.1 The bidder should have been in the business of providing Scanning and Data Processing Services for a minimum of 3 years.

2.16.2 The vendor must furnish turnover of the Company for the last three financial years 2012-13, 2013-14, 2014-15 duly certified by the Chartered Accountants along with copy of Audited Annual Accounts as a proof of its Turnover.

2.16.3 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.

2.16.4 A copy of this Tender Document with each page 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.

**2.17 Procedure for submission of the proposal:**

The vendors desirous of participating in the tender process shall have to submit its bid in two parts, viz., Technical Bid as per proforma at Appendix I and Financial Bid as per proforma at Appendix II.

2.17.1 **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 served in the business of providing Scanning and Data Processing Services for a minimum of 3 years with comprehensive list of such customers etc., must be submitted with this Bid.

2.17.1.1 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.

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

**2.17.2 Financial Bid-** All columns of the proforma should be correctly and clearly filled.

2.17.2.1 Cost for each activity shown separately in the Appendix II must be indicated separately.

2.17.2.2 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.

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

2.17.2.4 The vendors will have to quote for all items included in Appendix II

2.17.2.5 The Proforma for Technical Bid ( Appendix I) and Financial Bid ( Appendix II) duly filled in, 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, address and telephone No. of the Bidder printed/written on the same.

2.17.2.6 The two sealed covers containing Technical and Financial Bids sealed in a single cover superscribed with "**Quotation for Printing, Scanning and other Outsourced Services**" and addressed to the Dy. Director(Systems), NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi - 110 003, must reach the addressee latest by the date and time indicated in the Schedule of event indicated in the covering statement of this Document.

## **2.18 Bid Evaluation Criteria:**

2.18.1 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.

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

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

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

2.18.5 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.

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

2.18.7 The L1 bidder will be arrived at by calculating the total cost of all the items included based on the estimated quantities multiplied by the rates quoted. 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.

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

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**Proforma for Furnishing Technical Bid**

(Please go through the terms and conditions stipulated in Annexure - I before filling up this Proforma)

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, 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 : 2012-13  
(Attach Photostat copies of Balance Sheet / 2013-14  
I.T. Returns / C.A.'s Certificate). 2014-15
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 :
11. Details of three prominent organizations served / being served with similar services (attach  
a comprehensive list).

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

12. Details of E.M.D. (enclosed D.D.) : D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs.  
5,000/- drawn on \_\_\_\_\_  
\_\_\_\_\_ Bank in  
favour of NIELIT, payable at New Delhi.



13. Number of employees on the rolls of the vendor. : Managerial :  
Supervisory :  
Clericals :  
Others (please specify) :

14. 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:**

- 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:**\_\_\_\_\_

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

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

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

**Proforma for Financial Bid**

1. Name & address of the Organisation :  
(including phone nos., e-mail id)

2.	Items	Rates offered per Unit (In Rupees) <b>(please indicate the rate per Sheet basis)</b>	Estimated Annual requirement in Nos. Refer 2.6.1 of tender document)	Amount in figures[Rs.]	Amount in words
	<b>[A]</b>	<b>[B]</b>	<b>[C]</b>	<b>[B] X [C]</b>	
i)	Designing, Printing & Supply of OMR Sheet		1,00,000 Nos.		
ii)	Scanning of Examination OMR Sheet		80,000 Nos.		
iii)	Taxes or any other costs to be levied (please specify)				
iv)	Total				

- 3 It is certified that the information furnished above is correct to the best of our knowledge & belief.

New Delhi

Signature \_\_\_\_\_

Dated \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal of the Organization \_\_\_\_\_