

# National Institute of Electronics and Information Technology (NIELIT)

## Schedule of Events

Particulars	Details
Nature of the Project	TENDER DOCUMENT FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF DOCUMENT SCANNERS
Mode of Tendering	e-Tender(online) on URL <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
No. of covers	a) Technical Bid b) Financial Bid
Cost of Tender Fee	Nil
Approx. cost of works over a period of one year	Rs 4,00,000/-
Earnest Money Deposit (EMD)	Rs.10,000/- (Rupees Ten Thousand Only) through DD/NEFT/Bankers' Cheque in favour of NIELIT payable at New Delhi. 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/corrigendum at NIELIT, New Delhi.
Details of Contact Person for clarifications/queries	Shri Partha P Adhikari , Deputy Director (Systems.) NIELIT Headquarters, Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 8527644545 Email: partho@nielit.gov.in
Date & Time of Publishing of e-Tender	<b>2<sup>nd</sup> December 2016; 18:00 hrs. NIELIT HQ.</b>
Last date of receipt of Pre-Bid queries by e-mail (in prescribed format at Appendix III)	Queries related to pre-bid may be sent through e-mail at partho@nielit.gov.in latest by <b>9<sup>th</sup> December 2016; 1700 hrs.</b>
Date, Time & Venue of Pre-Bid Meeting	<b>12<sup>th</sup> December 2016 at 11.00 hrs. NIELIT HQ. Electronics Niketan</b>
Date & Time published of Minutes of Pre-Bid Meeting.	<b>14<sup>th</sup> December 2016 16:30 Hrs.</b>
Last Date, Time for Submission of Bid	<b>23<sup>rd</sup> December 2016; 17.00 hrs. NIELIT HQ.</b>
Start Date and Time for Submission of Bid	<b>16<sup>th</sup> December 2016; 9:00 AM</b>
Date & Time for Opening of Technical Bid	<b>26<sup>th</sup> December 2016; 11.00 hrs. NIELIT HQ.</b>
Date & Time for opening of Financial Bid	Shall be conveyed separately through email/phone
Validity of Bid	180 days from the specified date of closing of bid.

## **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 enrollment is free of cost. Bidders are advised to go through instructions provided at Annexure-III regarding 'Instructions for online Bid Submission.
  
- 2) Bidders 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 Supply, Installation, Testing and Commissioning of Document Scanners.**

**TENDER CLOSES ON 23<sup>rd</sup> December 2016 at 17.00 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 **Supply and Installation of Document Scanners**. In this regard, a Tender Document containing detailed scope of work, for which we are looking for a vendor and the terms and conditions for such award of job, is enclosed at Annexure-I.

2. We would appreciate if you could upload 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-II and get yourself satisfied prior to submission of the bids.

3. In case you have any queries, 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 of submission of pre bid queries. A pre-bid query needs to be submitted in the prescribed format as per Appendix III. All the pre-bid queries would be addressed during the pre-bid meeting as per schedule. 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 per Performa at Appendix II with columns of the proforma should be correctly and clearly filled. Cost for each activity shown 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 Appendix-I & II 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 SUPPLY, INSTALLATION, TESTING AND COMMISSIONING  
OF DOCUMENT SCANNERS  
CLOSING ON 23<sup>rd</sup> December 2016 AT 17.00 HRS. AND OPENING OF TECHNICAL BIDS  
ON 26<sup>th</sup> December 2016 AT 11.00 HRS**

**1. BACKGROUND:**

- 1.1 National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society of Ministry of Electronics and Information Technology, 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 Dept. 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

**2. SCOPE OF WORK:**

- (i) Provision, installation and Commissioning of Scanner as per Specification.
- (ii) Training of designated officials in operation of the scanner.
- (iii) The supplier shall be required to undertake to provide the technical training to the personnel involved in the use of the equipment at the NIELIT premises, immediately after completing the installation of the equipment.
- (iv) On-site warranty for a period of one year from the date of commissioning of the scanner and installation of the software, whichever is later, for the supplied hardware and integrated software as per customized requirement of the NIELIT.
- (v) Order shall be issued for supply of 15 nos. of scanners. However, if required, repeat order for 50% quantity shall also be issued within 6 months of original order.

### **3. SPECIFICATIONS:**

3.1 The Scanner shall be of following specifications:

#### **Technical specifications**

1. Flatbed, ADF, duplex scanning,
2. Scan up to 600 dpi (color and monochrome, ADF). Up to 1200 dpi (color and monochrome, flatbed)
3. Task speed; Up to 10ppm
4. Scan Size (flatbed), maximum 216X297 MM
5. Media type: Paper (banner, inkjet, photo, plain), envelope, labels, cards (greeting, index)
6. Scan files format: For text and images, PDF, JPEG,PNG, BMP,TIFF,TEXT(Text), RTF (Rich Text) and searchable PDF.
7. ADF specifications
  - i. Automatic document feeder capacity: Standard, 50 sheets
  - ii. Automatic document feeder speed: Up to 20 ppm/40 ipm (black & white, grey and colour, 300 dpi)
  - iii. Scanning options (ADF): Single-pass E-Duplex
  - iv. Scan size (ADF), maximum: 216 x3100 mm
8. Compatible operating systems - Windows 10,8/8.1,7/Mac OS X v10.9 (Mavericks)/ OS X v10.10 (Yosemite).

### **4. ELIGIBILITY:**

- 4.1 The vendor must be OEM or authorized by OEM for supply of scanner. It will be sole responsibility of the bidder to customize and commissioning of the Hardware as per requirements of NIELIT, the certificate issued in this regard from OEM must be attached with Appendix-I. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be upload.
- 4.2 The vendor should have the experience of supply of Document Scanner for at least last two years from Jan' 2014 onwards 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.
- 4.3 The Bidder/agency/Vendor should have a valid registrations such as VAT Registration No., Permanent Account Number (PAN) of the Income Tax Dept; Service Tax Registration Number; Registration No. of the Agency/Firm.
- 4.4 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 V).
- 4.5 Resolution of Board meeting authorizing the person to sign tender Document (if applicable).
- 4.6 The Vendor should submit an undertaking with the Technical Bid to the effect that Terms and conditions of the Tender are duly accepted/signed with the stamp of the prospective bidder.

- 4.7 The vendor must furnish details of PAN No., Service Tax No. (if applicable), Sales Tax/ VAT Registration No. Sales Tax clearance Certificate of September 2016 quarter ending issued by concern Sales Tax Dept. on or before the date of submission of bid and also upload the scanned copy of these documents in e-procure portal as specified in Appendix-I.
- 4.8 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
- 4.9 The bid should be valid for a minimum period of 180 days after the closing date for submission.
- 4.10 The bidder must submit self-attested copy of Certificate of Registration/Incorporation of the firm.
- 4.11 The bidder should have an average turnover of Rs.10.00 lakh during the last three financial years 2013-14, 2014-15& 2015-16. 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.
- 4.12 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 bidders confirmation to accept the terms and conditions and other provisions contained in it.
- 4.13 The bidder must upload self-attested photostat copies of the job award letters from at least three customers being served in the business of Supply and Installation of scanner for a minimum of 3 years with comprehensive list of such customers etc.

**5. TERMS & CONDITIONS:**

Terms and Conditions of the tender are as under:

- A. The successful Bidder shall supply Document Scanners with software solution to NIELIT with On-site warranty (Hardware and software integrated) for a period of one year from the date of commissioning of the scanner and installation of the software, whichever is later and On-site comprehensive AMC (hardware and software integrated) for a period of three years after expiry of free on-site warranty.
- B. The bidder will provide the operational, technical support and necessary training to the NIELIT staff. **The bidder shall also ensure that the supplied documents will not reach the “End of Life” during the warranty period and 5 years after the completion of the warranty period. A Certificate in this regard shall be submitted by the bidder / OEM.**
- C. In case of malfunctioning of the Document Scanners the Bidder will do the necessary repair of the Document Scanners in 24 hours or otherwise provide the standby Document scanners of same or higher configuration for the smooth function.
- D. The Vendor shall be required to supply the articles in required quantity and in time and equipment made available to NIELIT shall strictly adhere to the specifications set out in the tender.
- E. The Vendor is required to pay all taxes and duties applicable. The rates for the said work laid down herein shall not be negotiable during the currency of the period of validity.
- F. The Vendor shall be responsible for total maintenance of the Document Scanners with software solution Sets provided by the said Vendor. All Document Scanners with software solution shall be in good condition.
- G. Any act on the part of the Vendor to influence anybody in the NIELIT is liable for rejection of the tender.
- H. The successful Vendor shall have to deposit a performance security by way of a bank guarantee /Fixed Deposit Receipt from a commercial Bank of 10% of the tender cost within 15 days of award of tender. No interest will be paid on the amount of performance Security. The bid security of the L1 will be released only after fulfilling the said conditions after/ till the filing performance security.
- I. NIELIT reserves its right to forfeit the Performance Security/ bid security in case of inability to provide the Document Scanners with software solution on the pre decided date and time by the Vendor. NIEIT also reserves the right for termination of the contract debarring the said Vendor from awarding any work in future and/or blacklisting the said Vendor. These rights of NIELIT shall be without prejudice to any other right or remedy which NIELIT may have against the Vendor, including the right to recover damages.

- J. The successful Vendor shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The Vendor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- K. Tenders not conforming to the requirements of NIELIT will be rejected and no correspondence thereof shall be entertained, whatsoever. The equipment made available to NIELIT shall strictly adhere to the specifications set out in this Tender.
- L. Any person who is in Govt. service or an employee of NIELIT should not be made partner to the contract by the Vendor directly or indirectly in any manner whatsoever.
- M. The Vendor shall indemnify NIELIT against all other damages/charges and expenses for which NIELIT may be held liable or pay on account of the negligence of the Vendor or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. NIELIT shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Vendor during the course of performing duties.
- N. During the period of validity, the rates of the Scanners will not be revised on account of revision of any taxes by the Government of NCT of Delhi or by the Government of India.
- O. All the disputes shall be subject to Delhi Jurisdiction
- P. 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 as per the provisions of Indian Arbitration and Conciliations Act, 1996. The decision of the Arbitrator shall be final and binding.

## **6. EARNEST MONEY DEPOSIT (EMD):**

The Technical Bid must be accompanied by scanned copy of NEFT/DD/Bankers' Cheque for Earnest Money Deposit, as stated in Appendix- I drawn on any Nationalized Bank/Scheduled bank in favor of NIELIT New Delhi. EMD shall be valid for a maximum period of 90 days from the closing date (original) of the tender. Quotation uploaded without EMD will be rejected.

The DD/Bankers' Cheque in physical form duly sealed in envelope superscribed with "DDs towards EMD and Tender Document cost for the tender no. <Tender No> for Supply and Installation of Scanner shall be dispatched/submitted at NIELIT Office at the address mentioned below:

The Deputy Director (Systems)  
National Institute of Electronics and Information Technology  
Electronics Niketan,6,CGO Complex,  
New Delhi-110003

## **7. PERFORMANCE SECURITY:**

- a) Successful bidders shall submit a Performance Security of 10% of the total cost of the contract within 15 days of the placement of purchase order.



- 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 60 days more than the duration of the warranty period.
- d) 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.
- e) No interest will be paid by NIELIT on the Performance Security.
- f) 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.	<b>Beneficiary Name and Address</b>	National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.
2.	<b>Name of the Bank</b>	Bank of India
3.	<b>Bank Branch &amp; Address</b>	Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.
4.	<b>Beneficiary Account No.</b>	604820100000012
5.	<b>IFSC Code</b>	BKID0006048

## 8. PROCEDURE FOR SUBMISSION OF THE PROPOSAL:

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 as per Performa at Appendix II.

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.

**8.1 Technical Bid** - The following documents are to be furnished by the bidder along with technical Bid as per the tender document:

1. Scanned copy of the valid Service Tax Registration No. of the bidder from Service Tax Department of the Government of India, scanned copy of the valid registration number of the firm along with the CST/VAT No. allotted by the sales tax department, as well as PAN number of the firm allotted by the income tax department and Tender Acceptance as per point no 4.12 failing which bidder's bid may be rejected.
2. Scanned copy of technical specifications of the items offered along with the supporting literature, brochures, names of the supplier / manufacturer, standard warranty period as offered by OEM and commercial terms, etc.
3. Scanned copy of documents like copies of DDs/RTGS/NEFT for Earnest Money Deposit should be uploaded on the portal. The original payment instruments like Demand Draft etc as specified in this

tender document have to be sent to the following address by post/speed post/courier/by hand on or before Bid submission Closing Date &Time. Otherwise the tender will be summarily rejected without assigning any reason.

**The Deputy Director (Systems)  
National Institute of Electronics and Information Technology,  
Electronics Niketan,6, CGO Complex,  
New Delhi-110003**

**8.2 Financial Bid**-All columns of the Performa should be correctly and clearly filled

1. Cost for each activity shown separately in the Appendix II must be indicated separately
2. The vendors will have to quote for all items included in Appendix II

**9. PRICE BID**

- 9.1 The below mentioned Financial Proposal/Commercial bid format is provided as BOQ along with this tender document at <https://eprocure.gov.in/eprocure/app>. Bidders are advised to download this BOQ\_Scanners.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 the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
- 9.2 L1 shall be evaluated on total amount inclusive of taxes as mentioned in the Financial Bid Format.
- 9.3 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 will be rejected.
- 9.4 Bidder 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.
- 9.5 NIELIT reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
- 9.6 NIELIT reserves the right to change (increase/decrease) the quantity of items to be procured or to place Purchase Order for the selected items only, that is, some of the items may be omitted from procurement in entirety.
- 9.7 Incomplete quotations are liable to be rejected.
- 9.8 In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
- 9.9 Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 9.10 Any attempt of direct or indirect negotiation on the part of the bidder with the authority who is competent to finally accept it after the submission of the tender; or any other endeavour to secure any interest or any influence by the bidder by any means for acceptance of a particular

tender will render the bidder liable to be excluded from considerations.

**10. INSPECTION:** NIELIT or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications. The supplier shall provide all reasonable facilities and assistance to the inspector at no charge to NIELIT. In case any inspected or tested goods fail to conform to the specifications, NIELIT may reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to NIELIT.

**11. FORFEITURE OF EMD:** The EMD will be forfeited under the following condition:

- a. If the bidder withdraws or amend, impairs or derogates from the tender in any respect within the period of validity of the tender.
- b. If the bidder withdraws the bid before the expiry of the validity period of 180 days of the bid or within the time frame of extension given by NIELIT in special case communicated before the expiry of the bid.
- c. If the bidder fails to comply with any of the provisions of the terms and conditions of the bid document.
- d. If the selected bidder fails to execute agreement in prescribed format and furnish the bank guarantee within the prescribed time.

**12. RETURN OF EMD:**

- (a) The earnest money of all the unsuccessful bidders 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 submission of Performance Bank Guarantee of the amount equivalent to 10% of the total price of the items to be supplied as per the purchase order placed.
- (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. EVALUATION CRITERIA**

L1 shall be evaluated on total amount of that category inclusive of taxes as mentioned in the Financial Bid Format.

**14. DELIVERY:**

- a) All aspects of safe delivery shall be the exclusive responsibility of the vendors. The delivery of the items must be within 10 days after placement of the purchase order.
- b) If the delivery is not made within the due date for any reason, the NIELIT will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.

- c) Delivery Challan needs to be signed and stamped on completion of delivery of items. In case any discrepancy with regard to sign, stamp or date etc on above delivery challan, a mail from concern user may be treated as delivery challan.

## 15. PAYMENT

- a) A pre-receipted bill in triplicate in the name of NIELIT New Delhi duly supported by Purchase Order, Delivery Challan, should be submitted to NIELIT for processing of the documents for making the payment.
- b) 90% payment shall be release against delivery of Scanners.
- c) 10% payment shall be release only after installation & completion of training and submission of Performance Security.
- d) All payments shall be subject to TDS.

## 16. Warranty

All scanners shall be supplied/carried out strictly in accordance with the specifications, drawings, datasheets, other attachments and conditions stated in the Bid/Order/LOI. All materials supplied by the Vendor shall be guaranteed to be of the best quality of their respective kinds and shall be free from faulty design, workmanship and materials.

The Vendor shall be responsible for the warranty support and also for the post warranty support and as required by the NIELIT.

- a. In case of failure, the Vendor needs to replace or repair the faulty part/component/device to restore the services at the earliest **during the warranty period of 1 year from the date of acceptance of entire system with all subcomponents used in the project.**
- b. In case of equipment failure, the Vendor needs to replace or repair the faulty part/component/device to restore the services within **24 Hours** during the warranty period of 1 year from the date of acceptance of entire system with all subcomponents used in the project.
- c. Local office: Vendor/Contractor shall have Delhi based local office with a full-fledged support facility. Vendor to give the list of the support staff and their capabilities along with technical bid.
- d. The cost of the repairing or replacement of faulty part/component/device has to be entirely borne by the Vendor.
- e. In the event of default originating with the design, material arising at any time during the warranty period, the Vendor shall replace as may be necessary to ensure the material should function in accordance with the specification and to fulfil the foregoing Warranty without any delay.

- f. The Vendor shall warrant that every work executed under the contract shall be free from all defects and faults in material, workmanship etc during warranty period.
- g. The Vendor also has to make alternate arrangement in case of major failure happening in the network, due to which services may be affected for longer period.
- h. After repairing or replacement of the part/component/device, the Vendor needs to put the same into operation.

**17. ARBITRATION:** 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 to the agreement. The intending party will serve notice in writing 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. Courts in Delhi will have jurisdiction over affairs relating to this agreement.

## Pre-Bid Meeting

NIELIT will host a Pre-Bid Meeting of prospective bidders as per the schedule mentioned at page no-1. The representatives of the interested organizations may attend the pre -bid Meeting at their own cost. The purpose of the Meeting is to clarify any doubts regarding the scope of work. It will also provide each bidder with an opportunity to seek clarifications regarding any aspect of the tender document. A maximum of two representatives of each Bidder shall be allowed to participate in the conference. The venue for the Pre bid Meeting is mentioned below:

**National Institute of Electronics and Information Technology  
Electronics Niketan, 6, CGO Complex,  
Lodhi Road, New Delhi - 110 003**

Any change in Venue and Time for Pre-Bid Conference will be displayed on NIELIT website <http://nielit.gov.in>, <http://meity.gov.in>, and <https://eprocure.gov.in> at least one day before the schedule of Pre-Bid Meeting

Enquiries and clarification:, if any, shall be addressed to:

**Sh. Partha P. Adhikari,  
Deputy Director (Systems)  
National Institute of Electronics and Information Technology,  
Electronics Niketan, 6, CGO Complex, New Delhi – 110003  
Phone. No: 91 11 24363330, 24365592  
Email: [partho@nielit.gov.in](mailto:partho@nielit.gov.in)**

i. All pre-bid queries that are received by email in prescribed format on or before the date mentioned in the schedule will be addressed by NIELIT in the Pre-bid Conference. NIELIT shall aggregate and respond to all such queries as per the schedule bidding. The response to clarifications will be issued as a Corrigendum to the original tender document.

ii. During the course of Pre-Bid Conference, the Bidders will be free to seek clarifications and make suggestions for consideration. NIELIT shall endeavour to provide clarifications and such further information as it may, in its own sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding.

iii. In respect of clarification received, the following shall apply:

- a) NIELIT reserves the right not to consider any condition or query that, in the own sole discretion of NIELIT, is found unacceptable.
- b) If in NIELIT's opinion, certain conditions are acceptable, in whole or in part, the same shall be finalized by NIELIT and the accepted conditions will be on NIELIT <http://nielit.gov.in> , <http://meity.gov.in> and <https://eprocure.gov.in>
- c) In respect of suggestions/alterations proposed, NIELIT may consider them and the result will be published on NIELIT Website <http://nielit.gov.in>, <http://meity.gov.in> and <https://eprocure.gov.in>
- d) If NIELIT deems it appropriate to revise any part of this Tender Document or to issue

additional data to clarify an interpretation of the provisions of this Tender Document, it may issue supplements to this Tender Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by putting up on NIELIT Website (<http://nielit.gov.in>), <http://meity.gov.in> and <https://eprocure.gov.in>. Any such supplement shall be deemed to be incorporated by this reference into this RFP.

- e) In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, NIELIT, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website <http://nielit.gov.in> <http://meity.gov.in> & <https://eprocure.gov.in>.

## Bid Evaluation Criteria:

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. The date and time for opening of the Technical Bids is given on the first page of this document.
3. The Bidders may depute their representatives for the Technical Bid opening event.
4. The Technical Bids will then be evaluated by NIELIT, internally
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.
6. If any vendor so desires, it may depute its representative for Financial Bid opening event also.
7. The L1 bidder will be arrived at by calculating the total cost of all the items strictly as per the format in Performa 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.
8. The decision of the Director General, NIELIT shall be final and binding.

## **Annexure- III**

### **Instructions for Online Bid Submission**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in> ). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

1. Online bids are invited for purchase of Document Scanners from reputed vendors having capacity to supply the required numbers of Document Scanners and having experience in this field for the last two years from Jan 2014 onwards to any Departments/Organizations of the Government of India/Autonomous Body/Government of NCT of Delhi.
2. The Vendors/Bidders have supplied the document scanners with similar application.
3. Vendors/Bidders are advised to study the tender Document carefully before submitting the tender form. It will be presumed that the Vendor/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
4. The Vendor should take care that no column in the e-tender should be left blanks which would be otherwise made the tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".
5. Online Bids should be prepared in accordance with the prescribed format Annexure-I (Technical Bid i.e. Details of the Agency) and Annexure-II (Financial Bid) of the tender Document, and to be submitted on e-procurement portal
6. The tender form is nontransferable.

#### **REGISTRATION**

7. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.



8. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
9. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
10. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
11. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
12. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#### **SEARCHING FOR TENDER DOCUMENTS**

13. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
14. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
15. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

16. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
17. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

18. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
19. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

20. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
21. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
22. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
23. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
24. Bidders are requested to note that they should necessarily submit their bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
25. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
26. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

27. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
28. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
29. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

30. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
31. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

**Annexure - IV**

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

To

**Additional Director (P & A)**

National Institute of Electronics and Information Technology (NIELIT),  
Electronics Niketan,  
6, CGO Complex, Lodhi Road,  
New Delhi- 110 003.

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 of 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: \_\_\_\_\_

**Appendix- I**

**Proforma for Furnishing Technical Bid**

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

1. Name, Address and Telephone Number of :  
the Organization.
  2. Date of commencement of Business (Please :  
uploaded scanned copy in e-procure portal)  
self-certified copy of Certificate of  
Registration/Incorporation of the firm as  
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. Name of the C.E.O. / Proprietor/Partner :
  5. Name, designation and address, including :  
phone/mobile number of the Contact Person.
  6. Annual Turnover (Please uploaded scan : 2013-14  
copy in e-procure portal) self certified 2014-15  
photocopies of Balance Sheet/CA's 2015-16  
certificate as proof of the turnover along  
with copy of Audited/ self-certified  
Accounts as a proof of its Turnover.
  7. Sales Tax / VAT No., if any (*Must, if ST /VAT :  
is charged*)& *Sales Tax Clearance  
Certificate copy upto Sept. 2016 quarter  
ending.*
  8. Service Tax No., if any (*Must, if ST is :  
charged*)
  9. P.A.N. of the Organization :
  10. Details of three prominent organizations served / being served with similar services  
(scanned copy to be uploaded in e-procure portal *a comprehensive list along with the work  
orders issued for this*).
-

RFP for Supply, Installation, Testing and Commissioning of Document Scanners

<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>

11. 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
- Or
- NEFT No..... Dated.....

12. 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.
- d) If any document is found to be forged/fraudulent then action appropriate as per provision of Corruption Act 1988 and Indian Penal Code may be taken.

RFP for Supply, Installation, Testing and Commissioning of Document Scanners

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

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

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

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

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

**APPENDIX-II**

**Format for Financial Bid for Supply, Installation, Testing and Commissioning of Scanners at NIELIT HQ, New Delhi**

**(The financial bids are to be uploaded in the e-Procure portal (<https://eprocure.gov.in/eprocure/app>) as specified in BoQ File (BOQ Scanners.xls) only)**

S.No.	Item Description	Quantity	Unit Price in Rs. F.O.R. NIELIT HQ (inclusive of all duties & taxes)	Total in Rs. (inclusive of all duties and taxes)
		15 Nos.		
1.	Document Scanner*			
	<b>Total Rupees in words:</b>			<b>Total (Rs.)</b>

**\* Specifications as per point no. 3.1 of the tender document or higher.**

**Terms & Conditions:**

The cost includes:-

- (i) Training of NIELIT officials and
- (ii) On-site warranty for one year
- (iii) The quoted price are F.O.R NIELIT HQ, including of all duties and taxes.
- (iv) The L1 will be lowest G.Total

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

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



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

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

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



**Appendix -III**

**PRE-BID QUERIES FORMAT**

**Name of the Company/Firm:**

**Address of the Company/Firm:**

**Name of Person(s) Representing the Company/ Firm:**

Name of Person	Designation	Email-Id (S)	Tel. Nos. & Fax Nos., Mob. Nos.

**Query / Clarification Sought:**

S. No.	RFP Pg.No.	RFP Rule No./Clause	Rule Details	Query/Suggestion/C larification

**Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ . PDF). Queries not submitted in the prescribed format will not be considered/ responded at all by the tendering authority.**

Representative Authorization Letter

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

Ref : \_\_\_\_\_

To

The Director General

National Institute of Electronics and Information Technology (NIELIT),

Electronics Niketan, 6, CGO Complex, Lodhi Road,

New Delhi - 110 003, India

Dear Sir,

Ms. /Mr. \_\_\_\_\_ is hereby authorised to sign relevant documents on behalf of our organisation for the TENDER DOCUMENTs **for Supply, Installation, Testing and Commissioning of document Scanners**. She/he is also authorised to attend meetings & submit technical & financial information as may be required by you in the course of processing above said TENDER DOCUMENT.

Thanking you,

Authorised Signatory

Representative Signature

Company Seal