



NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY

An Autonomous Scientific Society of Ministry of Electronics and Information Technology,

Govt. of India

Ref.No..1(63)2017-NIELIT

July 18th, 2017

NOTICE INVITING TENDER FOR PROVIDING SERVICES WITH REGARD TO PRINTING ACTIVITIES OF NIELIT

Schedule of Events

Nature of the Work	Identification of a vendor for providing printing services to NIELIT HQ on Annual rate contract basis.
Details of Contact Person for clarifications/queries	Akash Sharma, Dy. Director (Systems) NIELIT Headquarters, Electronics Niketan, 6, CGO Complex, New Delhi – 110003 Tel.: 8527131188 Email: : akash@nielit.gov.in
Mode of tendering	e-Tender(online) on URL https://eprocure.gov.in/eprocure/app
Cost of Tender Document	Nil
No. of Bids	a) Technical Bid b) Financial Bid
Estimated Tender Price - Cost of works over a period of one year	Rs. 14.0 Lakhs per annum
Earnest Money Deposit (EMD)	Rs.60,000/-
Date and time of publishing e-tender	18/07/2017 at 18:15 hrs
Website for downloading Tender Document, Corrigendum's, Addendums Etc.	http://www.nielit.gov.in , https://eprocure.gov.in/eprocure/app
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 akash@nielit.gov.in , <u>latest by 25/7/2017 by 17:00 hrs</u>
Date of pre-bid meeting, Queries/questions/objections including inspection of samples on the Tender Document shall be entertained	26/07/2017, 11.00 hrs
Date & time of uploading minutes of pre-bid meetings and Bid Submission Start Date & Time	27/07/2017, 11.00 hrs
Bid Submission Closing Date & Time	09/08/2017, 13.00 hrs
Technical Bid Opening Date & Time	10/08/2017, 15.00 hrs at NIELIT HQ
Address where the Tenders are to be submitted	Additional Director(P&A) NIELIT Headquarters Electronics Niketan, 6, CGO Complex, New Delhi – 110003
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

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 enrol/register before participating through the website <https://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Annexure-1 regarding “Procedure for submission of the Proposal”.
- 2) Bidder 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.

Tender Document for Identification of a Vendor for providing services with regard to Printing Activities of NIELIT HQ. on rate contract basis**Closing Date 09/08/2017 (13:00 hrs)****Date of Opening of Technical bids 09/08/2017 (15:00 hrs)****1. Background:**

1.1 National Institute of Electronics and Information Technology (NIELIT) is an autonomous Scientific Society under the administrative control of Ministry of Electronics and Information Technology, Govt. of India. NIELIT erstwhile DOEACC Society came into existence in 1994 with the primary objective of implementing the Scheme of All India Council for Technical Education(AICTE), and the Department of Electronics (now MeitY) 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 areas of IT. Under the scheme, the Institute conducts Examinations twice in a year for 'O', 'A', 'B' & 'C' Level courses and issues certificates to the successful candidates in respect of all the courses offered under the Scheme. The DOEACC Society was renamed as 'National Institute of Electronics and Information Technology' (NIELIT) on 10th October, 2011.

1.2 Discharge of the functions of this Institute at Headquarters involves extensive use of the services of printers for printing of its Answer Books, NIELIT Letterheads, Visiting Cards etc., and for these services, NIELIT Headquarter is looking for suitable vendor to be awarded contract for a period of two years.

2. Terms and Conditions:

2.1 While the vendor selected for award of contract will provide services and supply printed materials as per the time schedule indicated in the Supply Orders issued from time to time; the supplies directly connected with Examination activities such as Blank Answer Books, etc., the following tentative schedule will have to be adhered to:

Item	January Exams	July Exams
a) Submission of design and proof of the Cover Pages for O/A/B/C level Answer Books to be supplied by vendor.	1 st November	1 st May
b) Design and proof of the Cover Pages of Answer Books to be approved by the representative of NIELIT.	7 th November	7 th May
c) Order to be placed on vendor by NIELIT.	15 th November	15 th May
d) Old Answer Books for change of cover pages to be handed over to the vendor.	15 th November	15 th May
e) 1 st lot of 50% of the quantity ordered for Answer Books of each level to be supplied.	25 th November	25 th May
f) 1 st lot of 50% of the Additional Answer Sheets ordered to be supplied.	25 th November	25 th May
g) 2 nd & final lot of balance quantity of Answer Books and Additional Sheets ordered.	1 st December	1 st June
h) Any additional quantity ordered	To be supplied within three days of the date of placement of Order orally. Oral order to be confirmed subsequently in writing.	

2.2 The designated Officer of NIELIT would place orders on selected vendors for printing and supply of specific items, the rates for which would be finalized under this contract. The order shall specify the item, quantity and the schedule of supply. The vendor shall have to supply the items as per the requirement of the Order.

2.3 Each day of delay in completion of the job on the part of the vendor shall attract a penalty of 1% of the total cost of the Purchase Order for a particular activity delayed subject to a maximum of 10%. For this purpose, each supply order placed shall be treated as separate activity. The Institute 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 the vendor to meet time schedules.

2.4 Before commencement of the printing, the vendor shall have to get the proof approved by the representative of the Institute. If it is found that the articles supplied contain mistakes and the same has been supplied without getting the proof approved, the material supplied shall be summarily rejected and the vendor will have to redo the work without any payment for the rejected materials.

2.5 In case the vendor awarded the specific job fails to perform to the satisfaction of NIELIT, the NIELIT shall get the job done from any other vendor at the risk and cost of the vendor to whom job has been awarded and no claim whatsoever shall be entertained on this account.

2.6 Bidders who are black listed or debarred from participating in any such tender in any Govt. Department/Universities or Autonomous bodies are not allowed to participate in the tender. Self-declarations stating that they have not been black listed must be submitted along with bids. If, under any circumstances, the declaration(s) submitted by bidders are found false, their bids shall be outrightly rejected and EMD shall be forfeited.

2.7 Incomplete tenders or those without Earnest Money shall be rejected.

2.8 NIELIT reserves the right to reject any or all tender(s) without assigning any reason at any stage.

2.9 Any conditional tendering other than mentioned in this tender shall be liable for rejection.

2.10 All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Director General, NIELIT.

2.11 In all matters and disputes arising hereunder, the appropriate Courts in Delhi alone shall have jurisdiction to entertain and try them under Indian Law.

2.12 The Director General, NIELIT reserves the right to accept any tender or to reject any or all tenders at his sole discretion without assigning any reasons thereof. The Director General, NIELIT is not bound to accept the lowest bidder.

3. Delivery:

- a) Free **delivery at NIELIT Headquarter, New Delhi-110003 and at NIELIT HQ Building, Sector 8, Dwarka, New Delhi – 110075 as and when needed and as mentioned in the particular purchase order.**
- b) The Bidder must be in a position to supply the ordered items on very short notice as mentioned in the purchase order. In case the supplier fails to deliver the items 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.

4. Payments:

- a) No advance payments under any circumstances shall be made to the vendor.
- b) The payments shall be released by NIELIT against the pre-receipted bills received from the vendor after having completed the job to the satisfaction of NIELIT.
- c) All payments shall be subject to TDS.
- d) 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.
- e) The bid should be valid for a minimum period of six months after the closing date for submission.

5. Liquidated Damage:-

If the supplier fails to deliver any or all the goods ordered 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 10% 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; supplier fails to deliver the items within stipulated delivery period and initiate necessary legal proceedings to blacklist/debar the vendor.

6. Scope of Work

The scope of contract would involve printing and supply of the following items as and when required on the rates approved under this contract during the period of the award of contract. It may be noted that the Annual Consumption indicated against each activity is based upon past statistics. However, the same may vary depending upon actual requirement at the time of placement of Purchase Order(s). The estimated cost of the entire printing work over a period of one year is about Rs.14,00,000/-. This is, however, only indicative and subject to change as per actuals. All the printing items shall be supplied at NIELIT Headquarter in packages of appropriate size to facilitate safe handling & storage.

<u>Item</u>	<u>Annual Consumption</u>
i). Letter Heads on Executive Bond 80 gsm paper in A4 size (multicolour printing) with back side single color printing	50,000
ii). DO Letterhead ,A4 size on 160 gsm superior quality paper.	5,000
iii). Visiting Cards(back to back printing) having 210 gsm on handmade paper size (9cmsX5.5 cms), bilingual printing	5000

The above consumption are only symbolic (estimated annual consumption) and exact quantities to be supplied will be as per actual requirement ordered on case to case basis.

iv). 'O' Level Answer Books – Containing 8 sheets including covers. All sheets plain white except the top outside cover page printed in single colour, finished size of 8.25"x11.25", Center stitched, all answer books numbered on front cover page in sequence of numbers from the middle. "NIELIT" and the Exam Code to be provided by NIELIT should be embossed (size 1"x0.5") on right side top and bottom corners, respectively of the finished Answer Books in a way that each page of the Answer Book gets embossing impression. All sheets of Standard quality maplitho paper of 'A' Class Mills of 18.6 kgs(70 gsm) should be used.	1,30,000
v). 'A' level Answer Books – Containing 6 inside sheets of standard quality maplitho paper of 'A' Class Mills of 18.6 kgs (70 gsm), Cover sheets of Yellow colour Lucky Parchment 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25"x11.25", Center stitched, all answer books numbered on front cover page in sequence of numbers to be indicated by NIELIT, top cover page perforated from the middle. "NIELIT" and the Exam Code to be provided by NIELIT should be embossed (size 1"x0.5") on right side top and bottom corners, respectively of the finished Answer Books in a way that each page of the Answer Books in a way that each page of the Answer Book gets embossing impression.	30,000

- vi). **'B' level Answer Books** – Containing 10 inside sheets of standard quality maplitho paper of 'A' Class Mills of 18.6 kgs (70 gsm), Cover Sheets of Blue Colour Lucky Parchment 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25"x11.25", Center stitched, all answer books numbered on front cover page in sequence of numbers to be indicated by NIELIT, top cover page perforated from the middle. "NIELIT" and the Exam code to be provided by NIELIT should be embossed (size 1"x0.5") on right side top and bottom corners, respectively, of the finished Answer Books in a way that each page of the Answer Books gets embossing impression. 2,000
- vii). **'C' level Answer Books** – Containing 10 inside sheets of standard quality maplitho paper of 'A' Class Mills of 18.6 kgs (70 gsm), Cover sheets of Ledger 95 gsm Paper with top outside cover page printed in single colour. Finished size of 8.25"x11.25", Center stitched, all answer books numbered on front cover page perforated from the middle. "NIELIT" and the Exam Code to be provided by NIELIT should be embossed (size 1"x0.5") on right side top and bottom corners, respectively of the finished Answer Books in a way that each page of the Answer Book gets embossing impression. 1,500
- viii). **Additional Sheets** – These sheets are common for O, A, B and C levels and contain a single sheet folded (4 pages) of standard quality white paper of 18.6 kgs in a finished size of 8.25"x11.25" with front sheet printed in single colour, front sheet to contain serial number, "NIELIT" and Exam Code (to be provided by NIELIT) to be embossed on all Additional Sheets. 1,40,000
- ix). **Replacement of Cover Pages of 'O' Level** existing Answer Books provided by NIELIT. The quality of the paper should be the same as for O level Answer Book indicated above, numbered in same sequence as of fresh 'O' level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a Fresh 'O' level Answer Books. 30,000

- x). **Replacement of Cover Pages of 'A' Level** existing Answer Books provided by NIELIT. The quality of the paper should be the same as for 'A' level Answer Books indicated above (Yellow Parchment Paper of 95 gsm) numbered in the same sequence as of fresh 'A' level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a fresh 'A' level answer books. 15,000
- xi). **Replacement of Cover Pages of 'B' Level** existing Answer Books provided by NIELIT. The quality of the paper should be the same as for 'B' level Answer Books indicated above (Blue Parchment Paper of 95 gsm) numbered in the same sequence as of fresh 'B' level Answer Books, Top Cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of fresh 'B' level Answer Books. 4,000
- xii).. **Replacement of Cover Pages of 'C' Level** existing Answer Books provided by NIELIT. The quality of the paper should be the same as for 'C' level Answer Books indicated above (Ledger paper of 95 gsm) numbered in the same sequence as of fresh 'C' level Answer Books, Top cover sheet perforated, center stitched and front side cover page printed including requisite embossing same as in case of a fresh 'C' level answer books. 800
- xiii). **Recycling of Additional Sheets:** The unused Additional Sheets of previous Examination are re-used by the following examination after re-numbering the same and embossing the relevant Examination Code. Thus, these sheets are lifted from our premises by the vendor and supplied back after carrying our necessary updations. 20,000

xiv) **NIELIT Corporate Brochure** - The vendor would be provided with the soft copy of the content in English and would be required to compose the material in required format for final printing. The Brochure shall be of following specifications:

- [a] **Size** : **8.50" x 12" (finished), 17" x 12" (open) (A4 size)**
- [b] **Colour** : **multicolour**
- [c] **Pages** : **16 pages**
- [d] **Paper** : **Cover Pages (Front & Back) - both sides printing
On 220 gsm imported Art card for cover with lamination.
Inside pages- both sides printing
on 130 gsm imported Art Paper**
- [e] **Fabrication** : **Cover page Matt with lamination and centre staple binding.**
- [f] **Quantity** : **5000 copies**

xv) **Compendium (Cover with two pocket on both inside sides) and with two booklets (one each) to be placed in the two pockets-** The vendor would be provided with the soft copy of the content in English and would be required to compose the material in required format for final printing. **Quantity of Compendium required to be printed:- 2100 Copies.**

The Compendium booklet shall be of following specifications:

Docket

- [a] **Size** : **8.50" x 12" (finished), 17" x 12" (open) (A4 size)**
- [b] **Colour** : **multicolour**
- [c] **Paper** : **On 350 gsm imported Art card for cover with lamination.**
- [d] **Fabrication** : **Pocket(8" X 3.75") 350 gsm with pasted on both inside sides**
- [e] **Lamination** : **Matt on Cover, Back & both pockets**

Booklet 1

(NIELIT Projects) to be inserted in left pocket

Size: 8.25" X 11"

Pages (including cover & back) : 54

Binding : Centre pin

Paper: Cover: 220 gsm & 36 pages of 170 gsm High Gloss Art

Colour: Multi colour

Fabrication: Lamination (Cover & Back)

Booklet 2

(NIELIT Centres) to be inserted in right pocket with Index Die Cut

Size: 8.25" X 11"

Pages (including cover & back) : 40

Binding : Centre pin

Paper: Cover: 220 gsm & 36 pages of 130 gsm High Gloss Art

Colour: Multi colour

Fabrication: Lamination (Cover & Back); Index Die Cut for each Centre.

- 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 specification mentioned the consignment would be summarily rejected.
- The designer should be well-versed with designing tools and should possess a creative blend so as to ensure that the design quality is of very high standards.
- In case the bidder have any queries or they want to see the samples of the Answer books, Brochure, Compendium etc. that are required to be printed, the bidders 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. Pre-bid queries needs to be submitted in the prescribed format as per Annexure V. 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 proforma 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.

7. Eligibility criteria:-

- a. The vendor should have been in the business of providing Printing Services for a minimum of three years 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.
- b. **The Registered Office or one of the Branch Office's of the Firm should be located either in Delhi or New Delhi or in NCR of Delhi. The vendor who does not have an Office located in Delhi/New Delhi/National Capital Region of Delhi, their bids shall not be entertained.**
- c. 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 IV).
- d. The vendor must furnish details of PAN No., Service Tax No. (if applicable), GST number, and also upload the scanned copy of these documents in e-procure portal as specified in Appendix-I.

- e. The rates quoted by the firm should be in Indian Rupees.
- f. The bid should be valid for a minimum period of 180 days after the closing date for submission.
- g. The bidder must submit self-attested copy of Certificate of Registration/Incorporation of the firm in case the bid is submitted by a firm.
- h. The bidder should have an average turnover of Rs.15.00 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.
- i. 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.
- j. The bidder shall quote the technical and financial bids only as per the format enclosed at Appendix I and Appendix II.
- k. The Director General of National Institute of Electronics and Information Technology (NIELIT), Ministry of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, New Delhi-11003 reserves the right to accept/reject any or all bids without assigning any reason.
- l. The Firms are required to upload copies of the following documents along with the Technical Bid, failing which their Bids shall be summarily/out rightly rejected and shall not be further considered:
 - (i) Scanned copy of Earnest Money Deposit (EMD)
 - (ii) Scanned copy of PAN/GIR Card, VAT/Sales Tax/GST registration certificate.
 - (iii) 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 scanned copy of Profit & Loss Accounts of last 3 financial years i.e 2013-14, 2014-15 and 2015-16 as a proof of its Turnover.
 - (iv) Scanned copy of Work experience of similar work during the last 3 years (requisite proof thereof)
 - (v) Scanned copy of undertaking that his/her firm is not blacklisted by any Govt. Departments/organization.
- m. Conditional bids in any form shall not be considered and shall be summarily rejected at the first instance.

8. Procedure for submission of the proposal:

- a. 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.
- b. Technical Bid - The following documents are to be furnished by the bidder along with technical Bid as per the tender document.

- c. Scanned copy of the valid GST No. of the firm allotted by the Government, as well as PAN number of the firm allotted by the income tax department failing which bidder's bid may be rejected.
- d. 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

- e. Financial Bid-All columns of the Performa should be correctly and clearly filled. NIELIT shall not be responsible for any erroneous value entered during filling of Financial bid.
- f. Cost for each activity shown separately in the Appendix II must be indicated separately.

9. Bid Evaluation Criteria:

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.

- a. The date and time for opening of the Technical Bids is given on the first page of this document.
- b. The Bidders may depute their representatives for the Technical Bid opening event.
- c. The Technical Bids will then be evaluated by NIELIT, internally
- d. 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.
- e. If any vendor so desires, it may depute its representative for Financial Bid opening event also.
- f. The vendors will have to quote for all the items covered in the scope of contract. The lowest bidder will be selected based on the lowest total cost offered excluding taxes for all the items in the scope of contract to be calculated on the basis of consumption shown against each item. To elaborate, the L1 bidder will be arrived at by calculating the total cost of all the items in the scope of contract.
- g. The decision of the Director General, NIELIT shall be final and binding.

10. 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 shall be summarily be rejected.

The DD/Bankers' Cheque in physical form duly sealed in envelope superscribed with "DDs towards EMD for the tender no. <Tender No> for providing services with regard to printing activities of NIELIT" 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

11. Duration of contract: The contract awarded shall be valid for a period of two years from the date of its award 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/Performance Security, in addition to any other action as deemed fit

12. Price Bid

12.1 The Financial Proposal/Financial 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_ .xls as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

12.2 The lowest bidder will be selected based on the lowest total cost offered excluding taxes for all the items in the scope of contract to be calculated on the basis of consumption shown against each item. To elaborate, the L1 bidder will be arrived at by calculating the total cost of all the items in the scope of contract.

12.3 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.

12.4 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.

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

- 12.6 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.
- 12.7 Incomplete quotations will be summarily be rejected.
- 12.8 Conditional tenders, on whatsoever ground, shall not be accepted and shall be summarily rejected.
- 12.9 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.
- 12.10 **Statutory applicable taxes such as GST etc. should be mentioned separately in the Financial Bid. However quote should be inclusive of all other levies and charges such as Octroi, Packaging & Forwarding charges etc.**

13. 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 shall reject them and supplier shall either replace the rejected goods or make all alterations necessary to meet specification required free of cost to NIELIT.

14. Forfeiture of EMD: The EMD will be forfeited under the following condition:

- a. If the bidder withdraws or amends, 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.

15. Return of EMD:

- (a) The Earnest Money of the unsuccessful bidder will be returned as early as possible after the selection of the L1 bidder and submission of the performance security by the selected vendor. 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 contract value of the items to be supplied which shall be mentioned in the rate contract letter.

16. 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, and 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 enactment thereof including the rules framed there under. Courts in Delhi will have jurisdiction over affairs relating to this agreement.

17. Any dispute arising out of this document will be subject jurisdiction of Delhi Court.

18. Termination of 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 appropriate arrangements shall be made by NIELIT.

19. Performance Security:

- a) Successful bidders shall submit a Performance Security of 10% of the total annual cost of the contract within 15 days of the communication from NIELIT, failing which the award letter may be withdrawn and the EMD submitted by the vendor forfeited.
- 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 a period of twenty-six months from the date of acceptance of the contract. 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.

d) No interest will be paid by NIELIT on the Performance Security.

e) 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.	Beneficiary Name and Address	National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.
2.	Name of the Bank	Bank of India
3.	Bank Branch & Address	Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110003.
4.	Beneficiary Account No.	604820100000012
5.	IFSC Code	BKID0006048

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>, and <https://eprocure.gov.in/eprocure/app> at least one day before the schedule of Pre-Bid Meeting

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

Shri Akash Sharma,
Deputy Director (Systems)
National Institute of Electronics and Information Technology,
Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Phone. No: 011-24367715
Email: akash@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> and <https://eprocure.gov.in/eprocure/app>

c) In respect of suggestions/alterations proposed, NIELIT may consider them and the result will be published on NIELIT Website <http://nielit.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>, and <https://eprocure.gov.in/eprocure/app>. 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> & <https://eprocure.gov.in>.

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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 identification of a vendor for providing services with regard to Printing activities of NIELIT HQ from reputed vendors having experience in this field for minimum three years to any Departments/Organizations of the Government of India/Autonomous Body/Government of NCT of Delhi.
2. 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.
3. 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".
4. Online Bids should be prepared in accordance with the prescribed format Appendix-I (Technical Bid i.e. Details of the Agency) and Appendix-II (Financial Bid) of the tender Document, and to be submitted on e-procurement portal
5. The tender form is non-transferable.

REGISTRATION

6. 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.
7. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
8. 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.
9. 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.

10. 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.

11. 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

12. 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.

13. 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.

14. 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

15. Bidder should take into account any corrigendum published on the tender document before submitting their bids.

16. 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.

17. 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.

18. 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

19. 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.

20. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

21. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
22. 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.
23. 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.
24. 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.
25. 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.
26. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
27. 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.
28. 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

29. 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.
30. 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.

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 other than 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: _____

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/Clarification

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

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 :
(Upload 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. Name of the C.E.O. / Proprietor :
5. Name, designation and address, :
including phone/mobile number and
e-mail ID of the Contact Person.
6. Annual Turnover : 2013-14
(Upload self attested Photo copies of 2014-15
Balance Sheet / I.T. Returns / C.A.'s 2015-16
Certificate).
7. GST No., *(upload self attested copy)* :
8. 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)-
Upload copy
9. Registration
No./Licence/Permission/Authority
for handling such printing
activities- Upload copy

10. Details of three prominent organisations served / being served with similar services:-

<i>Name & Address</i>	<i>Name & Phone No. of contact person</i>	<i>Annual value of contract (in lakhs of ruppees)</i>	<i>Since when the services are being provided</i>

11. Details of E.M.D. (upload copy) : RTGS/NEFT/D.D. No. _____ dated _____ for Rs. 60,000/- 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: _____

PROFORMA FOR FINANCIAL BID

(Financial bids is to be submitted in the form of BoQ file only.)

[I] S.No	[II] Item name/description	[III] Unit	[IV] Probable annual consumption (A)	[V] Unit Rate (B)	[VI] Amount C=AXB	[VII] Applicable Tax(GST) at the time of bidding in %
1.	Letter Heads on Executive Bond 80 gsm paper in A4 size, (multicolor printing) with back side single color printing.	Nos.	50,000			The Financial Proposal/Financial bid format is provided as BOQ along with this tender document at https://eprocure.gov.in . Bidders are advised to download this BOQ_.xls as it is and quote their offer/rates in the permitted column and upload the same in the financial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
2.	DO Letter Heads on 160 gsm superior quality paper	Nos.	5,000			
3.	Visiting Cards(back to back printing) having 210 gsm on handmade paper size (9cms X 5.5 cms), bilingual printing.	Nos.	5,000			
4.	Answer Books – O Level	Nos.	1,30,000			
5.	Answer Books – A Level	Nos.	30,000			
6.	Answer Books – B Level	Nos.	2,000			
7.	Answer Books – C Level	Nos.	1,500			
8.	Additional Sheets(common for O,A,B and C Level	Nos.	1,40,000			
9.	Replacement of cover page of 'O' Level	Nos.	30,000			
10.	Replacement of cover page of 'A' Level	Nos.	15,000			
11.	Replacement of cover page of 'B' Level	Nos.	4,000			
12.	Replacement of cover page of 'C' Level	Nos.	800			
13.	Recycling of Additional sheets	Nos.	20,000			
14.	NIELIT Brochure	Nos.	5,000			
15.	NIELIT Compendium	Nos.	2100			
16.					Grand Total	