

F. No. D- 19016/02/2017-Gen.3
Government of India
National Institution for Transforming India
(NITI Aayog)

Sansad Marg, New Delhi
Dated: the 2nd February, 2017.

e-TENDER NOTICE

Subject Online Tender for Supply of one unit of Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier in NITI Aayog with buy back of two old Riso Duplicators.

Online quotations are invited under Rule 150 of GFR 2005 for supply, installation, testing and commissioning of Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier in NITI Aayog with buy back of two Riso Duplicators (model MZ 7700) more than 8 years old (on as is where is basis) from the Original Equipment Manufacturer (OEM)/ their authorized dealers/distributors.

2. The bidders have to submit bids as per the formats given at **Annexure-I & Annexure II** enclosed herewith. The rates of Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier to be quoted in Indian Rupees. The bids have to be uploaded as per the extant procedures of the Government of India for e-procurement. The scanned copy of Earnest Money Deposit (EMD) of Rs. 60,000/- (Rupees sixty thousand only) must be uploaded with the Tender and the EMD in original (in sealed cover superscribed, "**EMD- for Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier**") and submission of bids will begin from 03.02.2017 (2.00 p.m.) and EMD (in original) is to be dropped in the "EMD Box" kept at Reception Area of this Department during the office hours w.e.f. 03.02.2017(2.00 p.m.) to 22.02.2017 (up to 2:00 pm).

3. All the required documents in support of the eligibility criteria are also to be uploaded along with the bids. The bidders are advised, in their own interest, to submit the requisite papers/documents with their bids as per the specifications indicated in **Annexure-I** failing which their bids may be declared as non-responsive/ineligible.

4. The last time and date for submission of bids is 22.02.2017 (up to 2:00 pm). The bids shall be opened online at 3.00 P.M. on 23.02.2017 by the duly constituted Tender Opening Committee (TOC).

5. Terms & Conditions of the tender are at **Annexure-III**, the instructions to the bidders are at **Annexure-IV** and check-list for on-line bid submission is at **Annexure V**.

6. Complete e-tender documents may be downloaded from the website of Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>) or NITI Aayog website <http://niti.gov.in> with effect from the date of publication of the tender notice. Information or any issue of corrigendum related to this tender will be available only on website of Central Public Procurement Portal/NITI Aayog.

(Awinash Chandra)

Under Secretary to the Govt. of India

Tel. No. 011-23096733

(अविभाजित)
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APPLICATION

1. Name of the Bidding Company/
Firm/Agency _____
2. Status of the firm _____
(Whether Proprietary/Partnership/Company)
3. Name of the Owner/Partner/Director _____
4. Full address of Registered Office _____

Phone Nos. _____
5. Name of Banker with complete address _____

Telephone no. of the Banker _____
6. Registration Details (self-attested copies to be enclosed):
 - (a) PAN/TIN No. _____
 - (b) Service Tax Registration No. _____
 - (c) Proof of Income Tax Assessment _____
(Copies of ITR of last year)
7. Details of Earnest Money Deposit (EMD) (R. 60,000/-):
 - (a) Banker's Cheque No./DD No. _____
 - (b) Date _____
 - (c) Name of the Issuing Bank _____
8. Documents to be enclosed with the bid are as under:
 - a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
 - b. A scanned copy of EMD (DD/Banker Cheque/Pay Order)
 - c. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid.

Signature of the Bidder with seal


(अविनाश चन्द्र)
(AWINASH CHANDRA)
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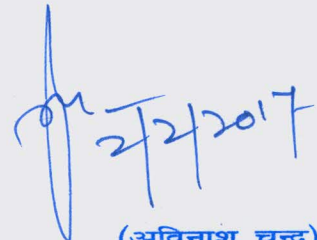
Annexure-II

Bid Format

S. No.	Items with Description/specification (1)	Quantity (2)	Amount (in Indian Rupees) per Unit excluding taxes (3)
1.	Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier (without master making). - Speed of 150 prints per minute. -High speed RADF scanner. -With networking interface. -no fuser. Completely based on cold process of printing. -with stapling unit. (Including installation, testing, commissioning and warranty etc.)	01 (one)	
2.	Buy back of Riso Duplicators (model MZ 7700) more than 8 years old (on as is where is basis)	02 (two)	
Total (Cost of S. No. 1 minus cost of S. No. 2 above).			

The L1 bidder will be decided on the basis of the lowest price quoted for one unit of the Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier (without master making) **minus** the value of two old Riso Duplicators under the buyback scheme. The Taxes will be paid extra as may be applicable.

Signature of the Bidder with seal



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I. Instructions to Bidders

1. Bids received after the specified date and time will not be accepted. If the EMD in original is not received by 22.02.2017 (2.00 P.M), the bid will be rejected. The EMD of the unsuccessful bidder will be refunded after finalization of the contract. No interest will be payable on the earnest money.
2. If any bidder withdraws his bid at any point of time during the tendering process, the EMD of the concerned bidder will stand forfeited.
3. Details of Dual Colour Line Variable Data Force Jet Production Printer -cum- Photocopier (without master making) are given Annexure-II. Rates should strictly be quoted as per the specifications. The rates must be quoted excluding taxes. Taxes will be paid extra as applicable.
4. The bidder should upload duly filled scanned copy of the details as per format at Annexure-I & II and also upload self-attested copy of the supporting documents according to Annexure -III during the on-line bid submission. List of such documents is given at Annexure-V for ready reference.

II. Eligibility Criteria

5. The Registered Office or Branch Office of the Company/firm/Agency should be located in Delhi/NCR Region. The tendering Company/Firm/Agency should upload proof of its office address along with telephone number during the online bid submission.
6. The Company/Firm/Agency should have its own Bank Account, TIN Number, PAN Card, VAT/Sale Tax registration and copies of ITR for last three years. Duly signed copy of the same should be uploaded with the Tender document.
7. Only Original Manufacturer/Authorized distributors/suppliers of Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier (without master making) are allowed to apply. The firm should have authorization from Original Equipment Manufacturer for supply of the said item valid on the date of contract. The authorization certificate submitted by the firm can be verified from OEM by NITI Aayog.
8. The bidder should upload duly signed certificate, along with its bid indicating that they have carefully read the terms and conditions of the Tender and accepted all the provisions of the Tender during online bid submission.
9. The bidder should submit an undertaking that the Company/Firm/Agency has not been blacklisted by any Ministry/Department/Organization of the Central Government/State Government and any Public Sector Undertaking.
10. The Company/Firm/Agency whose services have been terminated by the NITI Aayog and erstwhile Planning Commission before the expiry of the contract, are not eligible to participate in the bid for a period of 3 years from the date of termination of the contract. A certificate in this regard is to be submitted by the bidder during online bid submission stating that the firm has not been terminated by NITI Aayog before expiry of the contract during the last three years.

21/2/2017
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11. The average turnover of the bidder in this sector should not be less than Rs. 1.50 crore (Rupees one crore fifty lakh only) for last three years. Scanned copy of proof in this regard is to be uploaded along with the bid.

III. Earnest Money Deposit (EMD)

12. The tender must be submitted online within the scheduled time period i.e. by 22.02.2017 (2.00 PM) which should be accompanied by scanned copy of Account Payee Demand Draft/ Pay Order of Rs. 60,000/- (Rupees sixty thousand only) as Earnest Money Deposit (EMD) drawn in favour of **Pay and Accounts Officer, NITI Aayog** and payable at New Delhi. EMD in original is required to be dropped in EMD Box kept at Reception area of NITI Aayog within the office hours w.e.f. 3.02.2017 (2.00 p.m.) to 22.02.2017 (2.00 PM).

13. The bidders who are exempted from submission of EMD for tenders floated under Rule 150 of GFR, 2005 shall be dealt as per General Financial Rules, 2005 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant Orders/documents regarding such exemption should be submitted along with the bid.

IV. Bid Evaluation Criteria

14. All terms and conditions stipulated in the tender documents shall be considered for selection of a firm for signing the rate contract. The L1 bidder will be decided on the basis of the lowest price quoted for one unit of the Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier **minus** the value of two old Riso Duplicators (Cost of S. No. 1 minus value of S. No. 2 of Annexure-II) under buyback scheme. The Taxes will be paid extra as applicable.

15. The bid shall be opened by the Tender Opening Committee on the scheduled date and time **(at 3.00 PM. on 23.02.2017)** in Room No. 411, NITI Aayog, New Delhi-110001 in the presence of the representatives of the Company/Firm/Agency, if any, who wish to be present at the time of opening the tender.

V. Specific Terms and Conditions

16. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of contract.

17. The normal delivery period for supply of the selected item would be a maximum of 30 days from the date of supply order is issued.

18. If the selected firm fails to deliver the item or replace the defected/spurious items within permissible period, a penalty @ Rs. 5000/- per day would be imposed and the same would be realized from Performance Security amount.

19. The firm would be required to deliver, install, commission and provide training at their own cost in the premises of NITI Aayog, Sansad Marg, New Delhi.

20. This Department shall not be responsible for any financial loss or other injury to any person deployed by the successful bidder in the course of their performing the duties to NITI Aayog.


(अधिकारी)
(AWNS)
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VI General Terms and Conditions

21. The successful bidder/supplier (**lowest bidder**) has to deposit a Performance Security Deposit amounting to 10% of the contract value in the form of a Accounts Payee Demand Draft/ Bank Guarantee/Fixed Deposit Receipt (FDR) made in the name of the Agency and hypothecated to the Pay & Accounts Officer, NITI Aayog, New Delhi from a commercial bank covering the period of warranty. The performance security should remain valid for a period of **sixty (60)** days beyond the date of expiry of the warranty period.

22. In the event of failure to accept the Offer of Contract and submission of performance security deposit by the successful bidder for whatsoever reasons(s), Earnest Money Deposit submitted by the bidding Company/Firm/Agency shall be forfeited.

23. The successful bidder will provide training to the users in NITI Aayog free of cost, as and when required.

24. The Competent Authority in the NITI Aayog would, at his/her own discretion, be free to annul the contractual agreement if the supplies are not made on time or the items/articles supplied by the firm are deficient in quality in any way or found not upto the mark.

25. Payment will be made by Electronic Clearing System (ECS) after successful delivery and installation of photocopier. The bills raised by the selected firm should have all tax registration numbers printed on bills. Validity of the tax registration during the currency of contract shall be the sole responsibility of the firm. The bills should be inclusive of all permissible taxes.

26. The selected firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.

27. The NITI Aayog reserves the right to cancel the tender at any time/ stage or relax/amend/withdraw any of the terms and conditions contained in the Tender Documents without assigning any reason thereof. Any inquiry after submission of the bid shall not be entertained. Before submission of the bid, enquiry can be done over phone/through correspondence.

28. Any controversy or dispute arising out of this contract shall be referred to the sole arbitration of Adviser (General Admn.) or any Joint Secretary level officer of the NITI Aayog, New Delhi or to any officer nominated by him/her. There shall be no bar to the reference of dispute to the arbitration by such officer as nominated by the competent authority even though the said officer as an employee of the NITI Aayog, New Delhi might have dealt with the matter earlier or expressed his opinion thereon. In case the arbitrator to whom the matter earlier is originally referred to is transferred or vacates his office or is unable to act for any reasons, the Joint Secretary level officer shall be competent to appoint another person as Arbitrator, who shall be entitled to proceed with the reference, from the stage at which it was left by his predecessor. No person other than the one nominated by the Adviser (General Admn.) shall act as Arbitrator. The decision of the Adviser (General Admn.) or the officer nominated by him shall be final and binding on the party/parties. The arbitration proceedings shall be held at an appropriate location in Delhi/New Delhi. The

limitation for filing claim for arbitration is 180 days from the expiry of the contract period and in case no claim is filed within this period, it shall be presumed that there is no claim. The place of settlement of disputes shall be Delhi. In the case of settlement of dispute in the Court of Law, it will be in jurisdiction of Court at Delhi.

29. Subject to the above, the provisions of the Arbitration Act, 1996 or any statutory modification on enactment thereof and rules made there under and for the time being in force, shall apply to arbitration proceedings under this Clause.

30. The Arbitrator may from time to time extend the time for making and publishing the award. He may do so without any need for obtaining the consent of the parties to the dispute.

31. The validity of bids will be 180(One Hundred eighty) days from the date of opening of tender. Further extension of validity of bid will be at the discretion of HoD, NITI Aayog.

32. Bidders can obtain clarification regarding the bidding conditions, bidding process or rejection of their bids. The enquiries relating to rejection of bids would be considered for reply/consideration only until sixty (60) days after the date of award of contract.



(Awinash Chandra)

Under Secretary to the Govt. of India

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C&IT Division, NITI Aayog with the request to upload the tender document in the NITI Aayog's website.

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Instructions for Online Bid Submission
Instructions to the Bidders to submit the bids online
thro' the eProcurement site
<https://eprocure.gov.in>

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site.
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various tenders and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the tenders published in the site and download the required documents/tender schedules for the tenders he is interested.
- 5) Bidder then logs in to the site using the secured log in by giving the user id/ password chosen during registration and password of the DSC/etoken .
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the tender schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications, or during the pre-bid meeting. Bidder should take into account of the corrigenda published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the tender schedule and they should be in required format. If there are more than one document, they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the tender. The original should be posted/couriered/given in person to the specified location as per Tender Document, latest by the last date of bid submission.
- 11) Bidder selects the tender which he is interested using search option & then move it to the my favourites folder.
- 12) From the my favourites folder, he selects the tender to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) 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 bid submitted will not be acceptable.


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- 16) The bidder has to enter the password of the DSC/etoken and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each tender after the financial bid. The BOQ file, if found modified by the bidder will result in rejection of the bid.
- 18) The tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e on or before the bid submission time. If there is any delay, due to other issues, bidder only will be responsible.
- 23) Each document to be uploaded online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at lo resolution and the same can be uploaded. However if the file size is less than 1 MB, the transaction/uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 27) Any document that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted tender documents become readable only after the tender opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail cphp-nic@nic.in or by phone: 1-800-233-7315 well in advance.

22/2/2017
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ANNEXURE-V

CHECK LIST

DOCUMENTS TO BE SUBMITTED ALONG WITH THE BID

1. E.M.D. (Pay Order/Demand draft) to be dropped in EMD box. (Clause 12. at Annexure-III).
2. Proof of Registered Office / Branch Office of Company /Firm /Agency in Delhi/NCR. (Clause 5 at Annexure-III).
3. Proof of Bank Account, TIN, PAN, VAT/Sales Tax Registration & latest copy of Income Tax Return. (Clause 6 at Annexure-III).
4. Proof of Authorization/agreement from the OEM for supply of Dual Colour Line Variable Data Force Jet Production Printer -cum-Photocopier valid on the day of contract. (Clause 7 at Annexure-III).
5. Self-attested copy of a certificate indicating that the bidder has carefully read the terms and conditions of the tender and accepted al the provisions of the tender (Clause 8 at Annexure-III).
6. Self-attested copy of non-blacklisting certificate (Clause 9 at Annexure-III).
7. Certificate that the services of the firm has not been terminated by NITI Aayog and erstwhile Planning Commission before the expiry of the contract during last three years. (Clause10 at Annexure-III).
8. A proof about average annual turnover not less than Rs. 1.50 crore for last three years. (Clause11 at Annexure-III).
9. A scanned copy of E.M.D. (Pay Order/Demand draft) to be enclosed with the tender bid. (Clause 12 at Annexure-III).
10. If the bidder is exempted from submission of EMD, copy of relevant orders/documents regarding such exemption to be enclosed with the bid (Clause 13 at Annexure-III)



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