

SECTION I

TENDER NUMBER NBER (Answer booklet)/2024-25/P.S.

Office of Issue	<p align="center">National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan) <i>(Under Ministry of Social Justice & Empowerment, Govt. of India)</i> 116, Rajpur Road, Dehradun -248001 (Uttarakhand) India Email. directornivh@gmail.com</p> <p>Tender Number-: <u>NBER(Answer booklet)/2024-25/P.S.</u> dated – 03.10.2024</p>	
Tender No.	<u>NBER(Answer booklet)/2024-25/P.S.</u>	
Tender forms available at Website	www.niepvd.nic.in, http://eprocure.gov.in www.ua.nic.in ,	
Date and Time of Issue/Publishing	03.10.2024	18.30 PM
Document download/sale start date and time	03.10.2024	18.30 PM
Bid submission start date and time	03.10.2024	18.30 PM
Bid submission last date and time	24.10.2024	15.00 PM
Date and time of opening of technical bid	25.10.2024	15.00 PM
Place of opening of technical bid	<p align="center">National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan) 116, Rajpur Road, Dehradun, Uttarakhand, India</p>	
Date of opening of financial bid	Will be intimated later	

On behalf of the Director, **National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan)** (NIEPVD), 116 Rajpur Road, Dehradun -248001 (Uttarakhand), India, online tenders through e-procurement portal are invited in Twin bid systems (Techno & Commercial) from Original Manufacturers (OEM) or authorized distributors/authorized dealers & general suppliers for printing of Answer Booklet. The description of the item is as follows:

Specification	Qty
<ul style="list-style-type: none"> • To be printed in single colour (Colour: BLUE) on 60 gsm maplitho paper (Page 02 to 30) and 100gsm maplitho paper (Page 01&02 and page 31&32). • Size of booklet: ¼ Demy, 28 cm X 21.3 cm (actual). • First two pages (Page No. 1 & 2) to be printed with examination related details/information and examination instruction. First page will be printed as OMR sheet with booklet serial number and barcodes. 2nd page will be printed instruction to candidates, Evaluator and Re-evaluator. Last 02 pages (Page No.31 & 32) to be left for rough work and caution note to be printed on it “ROUGH WORK” and in box below “This page is meant for ROUGH WORK only. The content of 	3 lakh answer booklets (approx.)

this page will not be considered for evaluation”.

- Rest of the pages (Page No. 03 to 30) should be ruled horizontally with 1 cm space between lines and one vertical line written with NBER to be printed on all the pages. All the pages to be serially numbered. RCI logo watermark to be printed on all the pages.
- Each answer booklet should have a serial number printed / punched on its top right corner on first page. Stitching at left margin.

The quantity may increase or decrease as per requirement and the item will be purchased in phased manner and as and when required. Bidders shall have to deposit EMD of Rs. 60,000 /- (Rupees Sixty thousand only) in the form of demand draft in favor of the Director NIEPVD-NBER payable at Dehradun along with the technical bid.

The tender document with terms and conditions is available on the Institute's Website www.nivh.gov.in, www.ua.nic.in, [cphp-nic@nic.in](mailto:cppp-nic@nic.in), and <http://eprocure.gov.in> for downloading purpose. A demand draft of Rs.1000/- + 18% GST totaling to Rs. 1180.00 (Not Refundable) should be paid in favour of the Director NIEPVD-NBER payable at Dehradun. Bidder should submit the tender fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date and time for the tender. Scanned copy of the instrument should be uploaded as part of the bid.

The Director NIEPVD, reserves the right to reject any or all on-line tenders without assigning any reason.

Sd/-

**DIRECTOR
NIEPVD**

INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

1. DEFINITIONS:

- (a) "The Purchaser" means the Director, National Institute for the Empowerment of Persons with Visual Disabilities.
- (b) "The Bidder" means the individual or firm who participates in this tender and submits its bid.
- (c) "The Supplier" means the individual or firm supplying the goods.
- (d) "The Goods" means all the equipment, machinery, Computer Hardware/Software and/or other materials, which the Supplier is required to supply to the Purchaser under the contract.
- (e) "The Purchase Order" means the order placed by the Purchaser on the Supplier signed by the Purchaser including all attachments and appendices thereto and all documents incorporated by reference therein. The purchase order shall be deemed as "Contract" appearing in the document.
- (f) "Validation" is a process through which the equipment/System is tested to ascertain its performance against set technical standards as per Tender Specifications.

2. ELIGIBLE BIDDERS:

This invitation for bids is open to Original Manufacturers (OEM)/ Authorized Dealers / Authorized distributors and general suppliers of the tendered equipment as given in **Annexure-I**. The Bidder must have a Permanent Account Number (PAN). A copy of PAN is to be submitted. The Bidder must have a currently valid GST. Registration Certificate. A copy of GST. Registration Certificate is to be submitted.

3. COST OF BIDDING:

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser, will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.

4. INSTRUCTIONS FOR ONLINE BID SUBMISSION:

- 4.1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-procurement portal is a prerequisite for e-tendering.
- 4.2 Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 4.3 After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise bid will be rejected.
- 4.4 If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.

- 4.5 It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- 4.6 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they can be in PDF/xls formats. If there is more than one document, they can be clubbed together and can be provided in the requested format.
- 4.7 Bidder should submit the Tender Fee/ EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission due date & time for the tender. Scanned copy of the instrument should be uploaded as part of the offer.**
- 4.8 The details of the FDR /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 submitted bid will not be accepted.
- 4.9 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document without any exception and have understood the entire document and are clear about the requirements of the tender requirements.**
- 4.10 The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time. The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bid online by the bidders at the eleventh hour.
- 4.11 Rates to be quoted in Indian rupee and the delivery on FOR at NIEPVD, Dehradun (UK).
- 4.12 After sale service /AMC facilities in India should also be specified in the bid document

B. THE BID DOCUMENTS:

5. BID DOCUMENTS:

The Bid Documents include:

- (a) Notice Inviting Tender (Section I)
- (b) Instructions to Bidders (Section II)
- (c) Technical Specifications and Schedule of Requirements (Annexure I)
- (d) Format for Bid Form (Annexure II)
- (e) Price Schedule/Price Bid (Annexure III)
- (f) Format for Tender Acceptance Letter (Annexure IV)

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect, will be at the bidder's risk and may result in rejection of the bid.

6. CLARIFICATION OF BID DOCUMENTS:

A prospective bidder, requiring any clarification of the Bid Documents shall notify the Purchaser online. The Purchaser shall respond online to any request for clarification of the Bid Documents in given specific date & time and clarification by the Purchaser shall be sent to the prospective bidder online. Any clarification issued by this institute in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of bid document.

7 AMENDMENT OF BID DOCUMENTS:

At any time, prior to the date of submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid documents by amendments. The amendments shall be notified online only through corrigendum, if any.

C. PREPARATION OF BIDS

8. DOCUMENTS COMPRISING THE BID:

Online bids under two envelope/ cover systems comprising of (1) The Technical bid and (2) Financial bid should be submitted online on CPP Portal Website <http://eprocure.gov.in/eprocure/app>

The technical bid should contain the scanned copy of following documents. The documents shall be arranged in the same order as mentioned below with the checklist being on the top of documents.

(a) Bid security in the form of FDR of Rs. 60,000 /-

(b) The Check list

- Tender Fee of Rs. 1180/- in the form of demand draft in favour of the Director, NBER, NIVH
- EMD/bid security of Rs. 60,000 /- (Rupees Sixty thousand only) in the form of FDR in favour of the Director NIEPVD-NBER.
- Experience certificate of any Govt, semi Govt/Private Organization for supply of similar type of printing i.e. Answer Booklet/Answer Sheet for the last three years (upload proof).
- Certificate of Incorporation/ Registration of Firm Certificate/ Memorandum and Articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be.
- Copy of Income Tax Return for last two Financial Years
- Copy of PAN
- Copy of GST/ Service Tax/ Trade Tax Registration Certificate
- Tender Acceptance Letter
- Proof of registered office
- Undertaking to supply printed material within 25 days after award of contract
- Undertaking to supply on credit of 30 days after clear receipt of material

(c) Important

- The bidders must carefully follow the instructions to submit the bids online through the Central Public Procurement Portal for e-Procurement at <http://eprocure.gov.in/eprocure/app>
- Tender Acceptance Letter should be filled, signed and stamped/certified properly.
- The bidder should submit the sample before the bid opening date and time. The sample can also be submitted in the institute on the day of the bid opening date.
- Valid document required for EMD exemption. (upload proof)
- Sample answer booklet can be seen in our office in Dehradun during all working days i.e. Monday to Friday (09.00 AM to 04.30PM). Vendor not inspecting answer sheet will be considered as answer sheet verified and should print the same booklet as provided by NIEPVD.
- Quoted rate will be valid for 03 years, on yearly performance basis. Purchase order will be issued for one year; further extension will be provided on performance analysis basis.

- Tender submitted shall remain valid for 60 days from the date of opening of tender document for the purpose of acceptance and award of contract, validity beyond 60 days from the date of opening shall be by mutual consent.
- The Director, NIEPVD, reserves all rights to extend last date of bidding, reject any tender including of those tenders who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. The decision of Director, NIEPVD in this regard shall be final binding.
- In case of any dispute arising with regard to this tender or its conclusion, the decision of the Director, NIEPVD shall be final.
- The material should be delivered at the address mentioned in the purchase order.
- Approval with a sample copy of pre- printed answer booklet to be obtained before final printing.
- Printing charges will be paid for actual quantity to be printed. Document printed with wrong data will be re-printed with no cost.
- Vendor will make all correspondence through NIEPVD, purchase department only. No direct communication with user department will be accepted.

We agree to all terms and conditions as mentioned above including the validity of the offer. Utmost confidentiality of the data provided shall be maintained.

Name, Designation & Signature of the bidder with the seal

9. BID FORM:

The bidder shall complete the Bid Form (Annexure-II) and the appropriate Price Schedule (Annexure-III) furnished in the Bid Documents, indicating the goods to be supplied, a brief description of the goods and quantity.

10. DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION:

The bidder should scan and submit online, as part of his bid documents establishing the bidder's eligibility; all the following documents or whichever is required as per terms and conditions of bid documents.

- (i) Certificate of Incorporation/ Registration of Firm Certificate/ Memorandum and Articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be.
- (ii) Registration Certificate
- (iii) Copy of Income Tax Return for last two Financial Years
- (iv) Copy of PAN
- (v) Copy of Sales Tax/ GST/ Service Tax/ Trade Tax Registration Certificate

11. EMD/bid security:

The bidders shall furnish, as part of his bid, an EMD/bid security for an amount of Rs. 60,000 /- (Rupees Sixty thousand only) in the form of FDR in favour of Director NIEPVD-NBER valid for a period of 01 year from the date of tender opening and shall be delivered physically to the Director, **National Institute for the Empowerment of Persons with Visual Disabilities (Divyangjan)**, 116, Rajpur Road, Dehradun on or before bid submission end date & time. **Tender fee also needs to be delivered physically at the same address on or before bid submission end date & time.**

The bid security of the unsuccessful bidder will be returned to the bidder at the earliest after evaluation of the bid and latest on or before the 30th day after the award of the contract. The bid security may be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on The Bid form or
- (b) In the case of a successful bidder, if the bidder withdraws or amends the tender or impairs or derogates from the tender:
 - . to furnish performance security
 - . to supply the items within stipulated time as given in Purchase Order

12. PERIOD OF VALIDITY OF BIDS:

Bid shall remain valid for one year after the date of bid opening and can be extended for another 01 + 01 year. In exceptional circumstances, the Purchaser may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security Shall also be suitably extended. A bidder may refuse the request without forfeiting his bid Security. A bidder accepting the request and granting extension will not be permitted to modify his bid.

13. SUBMISSION OF BIDS

While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid. Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.

Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.

Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time. The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the last moment.

14. LATE BIDS:

Any bid will not be strictly received by the Purchaser after the deadline for online submission of bids is over.

15. OPENING OF BIDS:

Bid opening committee will open the bids online in the presence of bidders or their authorized representatives who chose to attend on opening date and time. Also the bidders can participate online during the bid opening process from their remote end through their dashboard. The bidder's representatives, who are present, shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in Annexure IV)

A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening process physically. The date fixed for opening of bids, if subsequently declared as holiday by the Govt., the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.

16. CLARIFICATION OF BIDS:

To assist in the examination, evaluation and comparison of bids, the Purchaser may, at its discretion, ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

17. TECHNICAL EVALUATION:

Purchaser shall evaluate the technical bids to determine whether they are complete, required securities/ sureties have been furnished, the documents have been properly signed and the bids are generally in order and would upload the result of Technical Evaluation online on CPP Portal.

18. FINANCIAL BID OPENING:

The purchaser shall shortlist those who are eligible and have submitted substantially technical responsive bid for opening of financial bid. The Financial Bids of Technically unsuccessful bidders would not be opened.

The evaluation shall be done on L-1 and L-2 vendor of Total Cost of tendered items. Also the result of Financial Evaluation would be uploaded online on CPP Portal. If the L-1 vendor will be fail to supply the material in the stipulated time, order will be cancelled and earnest money will be forfeited. Thereafter the order will be placed to L-2 vendor.

The Purchaser may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

19. CONTACTING THE PURCHASER:

No bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the contract is awarded. Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award, decision shall result in the rejection of the bid.

20. PLACEMENT OF ORDER

The Purchaser shall consider placement of orders for commercial supplies on those bidders whose offers have been found technically, commercially and financially acceptable and whose goods have been approved/validated by the purchaser.

21. PURCHASER'S RIGHT TO VARY QUANTITIES:

In exceptional situation where the requirement is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order within a period of twelve months from the earliest date of acceptance of Purchase Order.

22. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever.

23. INSPECTION AND TESTS

The Purchaser or his representative shall have the right to inspect and test the goods as per prescribed test schedules for their conformity to the specifications. Should any inspected or tested goods fail to conform to the specifications, the purchaser may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet specification requirements free of cost to the purchaser.

Notwithstanding the pre-supply tests and inspections, the equipment and accessories on receipt in the Purchaser's premises will also be tested during and after installation before "take over" and if any equipment or part thereof is found defective, the same shall be replaced free of all cost to the purchaser.

24. DELIVERY:

Delivery of the goods and documents shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements and the goods shall remain at the risk of the Supplier until delivery has been completed. The delivery of the equipment shall be to the ultimate consignee as given in the purchase order.

The delivery of the goods and documents shall commence immediately on placement of Purchase Order and be completed within the specified period mentioned in the Purchase Order.

25. WARRANTY:

The supplier shall warrant that the stores to be supplied shall be new and free from all defects and faults in materials used workmanship and manufacture and shall be consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications and drawings. The supplier shall be responsible for any defect such as corrosion of the equipment and/or otherwise and shall remedy such defects at his own cost when called upon to do so by the Purchaser who shall state in writing in what respect the stores are faulty.

26. PAYMENT TERMS:

100% Payment shall be made on receipt of goods by the consignee. For claiming this payment, the following documents are to be submitted to the paying authority.

- (i) Invoice
- (ii) Delivery Challan/ Bills in duplicate duly pre-receipted
- (iii) Excise gate pass / invoice or equivalent document in case of manufacturer.
- (v) Consignee receipt

Note- No payment will be made for goods rejected at the site on testing.

27. TERMINATION FOR DEFAULT

The Purchaser may, without prejudice to any other remedy for breach of order, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

- i) If the supplier fails to deliver any or all of the goods within the time period(s) specified in the order.
- ii) If the supplier fails to perform any other obligation(s) under the Contract; and
- iii) If the supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchase may authorize in writing) after receipt of the default.

28. ARBITRATION:

In case of any dispute whatsoever, decision of the Director, NIEPVD will be final. For any legal dispute, the territorial jurisdiction will be Dehradun, Uttarakhand only.

(Signature of the Bidder with official seal)

SCHEDULE OF REQUIREMENTS

Specification	Qty
<ul style="list-style-type: none">• To be printed in single colour (Colour: BLUE) on 60 gsm maplitho paper (Page 02 to 30) and 100gsm maplitho paper (Page 01&02 and page 31&32).• Size of booklet: ¼ Demy, 28 cm X 21.3 cm (actual).• First two pages (Page No. 1 & 2) to be printed with examination related details/information and examination instruction. First page will be printed as OMR sheet with booklet serial number and barcodes. 2nd page will be printed instruction to candidates, Evaluator and Re-evaluator. Last 02 pages (Page No.31 & 32) to be left for rough work and caution note to be printed on it “ROUGH WORK” and in box below “This page is meant for ROUGH WORK only. The content of this page will not be considered for evaluation”.• Rest of the pages (Page No. 03 to 30) should be ruled horizontally with 1 cm space between lines and one vertical line written with NBER to be printed on all the pages. All the pages to be serially numbered. RCI logo watermark to be printed on all the pages.• Each answer booklet should have a serial number printed / punched on its top right corner on first page. Stitching at left margin.	3 lakh Answer Booklets (approx.)

The quantity may increase or decrease as per requirement and the item will be purchased on installment basis as and when required.

(Signature of the Bidder with official seal)

BID FORM

Tender No. Date.....

Name of the Tender/Work:

To,
(Name & Address of the Purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with conditions of contract and specifications for sum of _____ (Total Bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence deliveries within _____ months and to complete delivery of all the items specified in the contract within _____ months calculated from the date of issue of your purchase order.

If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 5 % of the contract sum for the due performance of the Contract.

We agree to abide by this Bid for a period of _____ from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

(Signature)

Signature of.....

in capacity of.....

Duly authorized to sign the bid for and on behalf of.....

Address.....

E-Mail Address: -

Tele No.(s): -

PRICE SCHEDULE (PRICE BID)

(The price bid must be submitted online in the .xls format only)

1. Name of the e- tender/Work
2. The tender shall remain valid for acceptance, for one year from the date of opening of E-tender and can be extended for another one year.
3. Place & date on which delivery is to be made : NIVH,116, Rajpur Road, Dehradun (UK)

Sl. No.	Item Description along with full specification given by the firm	Make	Quantity	Unit price	Taxes	Total price

Charges (if any) _____

Signature of the Supplier with seal

Address

Fax/ Email.

Tel no.

Station

**TENDER ACCEPTANCE LETTER
(TO BE GIVEN ON COMPANY LETTER HEAD)**

Date:

To

Sub: Acceptance of Terms and Conditions of Tender

Tender Reference No. _____

Name of the Tender/Work:

Dear Sir/Madam,

1. I/We have downloaded/obtained the tender documents(s) for the above mentioned 'Tender/Work from _____ the _____ website(s) _____ namely _____
2. As per your advertisement, given in the above mentioned website(s), I/We certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ including all documents like Annexures etc. and I/We shall abide hereby, by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety and agree to supply/commission/erect the equipment's and complete the whole of the work and hand over to the purchaser within a period of _____ weeks from the date of supply order.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the earnest money deposit absolutely.

(Signature of the Bidder with official seal)