

Tender No. – I-25012/30/2020-NFCSR



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Website: [www.iica.nic.in](http://www.iica.nic.in)

**NOTICE FOR INVITING TENDER (NIT) FOR SUPPLY OF SCROLLS TO THE INDIAN INSTITUTE OF CORPORATE AFFAIRS.**

E- tenders are invited under Two-Bid system (Quality and Cost Based Selection (QCBS) criteria from the interested and eligible entities for the supply of Scrolls for National CSR Awards at the Indian Institute of Corporate Affairs (IICA). Other detailed information regarding terms and conditions of NIT along with tender form can be downloaded from the CPPP at [eprocure.gov.in](http://eprocure.gov.in) as well as the official website of IICA ([www.iica.nic.in](http://www.iica.nic.in)).

2. Last date/ time for submission of e-tender(s) is 02.11.2020 as per applicable time slot provided in the CPPP platform. The e- tenders received after the above said scheduled date and time will not be considered. No tender by post/fax/ e-mail will be entertained.

3. The tenders are being invited through e-procurement module of Central Public Procurement Portal- CPPP ([e-procure.gov.in](http://e-procure.gov.in)) under two bid system i.e. “Technical Bid” and “Financial Bid”. Tenderers are requested to apprise themselves of the provisions of e- procurement system and submit their respective bids through e-procurement systems at [www.eprocure.gov.in](http://www.eprocure.gov.in).

4. The technical bids shall be opened first and evaluated by the Tender Evaluation Committee at IICA and at the second stage, financial bids of only the technically qualified bidders will be opened at a later date.

5. DG & CEO, IICA reserves the right to reject any or all of the tenders in part or full without assigning any reason(s) and also has discretion to extend the deadline for submission of tenders.

-Sd/-

(Rajesh Batra)  
Chief Administrative Officer

## **General Terms and Conditions**

This tender between the Bidder (Seller) and the Tender Inviting Authority (Buyer), is for the supply of the Goods and/ or Services, as per details given herein below in accordance with the General Terms and Conditions (GTC):

The total estimated value for supply of the goods would be Rs.6, 00,000/-per annum (Rupees Six Lakh Only) which is given hereinabove merely as a guide.

### **1. ESSENTIAL ELIGIBILITYCRITERIA**

- a. Bidder should be a Company/Firm/partnership / proprietorship firm/ entity. Copy of registration certificate/incorporate certificate to be attached.
- b. Details of successfully executed similar works along with work orders and performance certificates as per **Annexure-I**. Details of ongoing orders as per **Annexure-II**, if any.
- c. Having GST and PAN and GST Numbers. Copy of documentary proof to be attached.
- d. Vendors should have 5 years experience of preparing and supplying Gold Embossed Scroll Certificate, Scroll Box and Carry bag for the reputed Awards of the Government of India for different Ministries /Departments for National level / Presidential Awards. Copy of documentary proof to be attached.

### **2. SELECTION CRITERIA**

The selection of the successful bidder would be based on Quality and Cost Based Selection (QCBS) Criteria as per following method:

#### **2.1 Technical Evaluation:**

- a. To check and evaluate based on 10 marks for 5 years experience of the company/firm/entity in preparing and supplying Scrolls for reputed Awards of the Government of India for different Ministries / departments + 2 marks for each additional year, with maximum sealing of 20 Marks in this category;
- b. To check and evaluate numbers of awards for which scrolls supplied by the firm to Government (with Documentary proof) and to give 5 marks for each award, with maximum sealing of 50 marks in this category;
- c. Accordingly, total maximum evaluation marks for Technical Evaluation will be 70. There will be 70% weight age to technical evaluation.

#### **2.2 Financial Evaluation:**

- a. There is 30% weight age to financial evaluation. Maximum marks for financial evaluation will be 30;
- b. To identify lowest quoted rates (L1);

- c. To apply formula for each firm-  $L1 / A * 30$   
Where "A" = Rate quoted by the firm; and  
"L1" = lowest rate out of all the financial bids
- d. The Company/firm/entity, securing highest marks on the basis of QCBS criteria shall be eligible to get purchase order.

### **3. Specification and quantity of the Scrolls:**

- 3.1 Gold Embossed Scroll Certificate, Scroll Box and Carry bag for National CSR Awards;
- 3.2 Shahi Printing of Gold Embossed Ashoka Emblem and National CSR Award Logo on each item (Die size: Ashoka Emblem 2.5 inch x 1.5 inch = 4 inch; National CSR Awards Logo 1.5 inch x 1.5 inch = 3 inch);
- 3.3 Quote of rate per scroll should be inclusive of die making charges, no additional quote for die making is to be given
- 3.4 Certificate Size: 16.5 inch x 22 inch with handmade paper 450 GSM;
- 3.5 Gold Embossed Scroll Certificate, Scroll Box and Carry bag should be similar to as given for Padma Awards by the Ministry of Home Affairs, Govt. of India;
- 3.6 Required total number of scrolls is approximate 42.

### **4. EARNEST MONEY**

- 4.1 The Earnest money deposit @ 2% of the total estimated value of purchase order i.e. Rs. 12,000/- (Rupees Twelve Thousand only) is to be furnished. The EMD shall be only in form of demand draft/pay order drawn in favour of "Indian Institute of Corporate Affairs", payable at Manesar, failing which the bid will summarily be rejected. No Cheque / Cash transactions are permitted. Photocopy of the DD/pay order is to be uploaded with tender document on the CPPP and original DD/pay order to be sent before the last date of the tender to Administrative Officer, IICA. Tender received without EMD/inadequate EMD shall be summarily rejected.
- 4.2 The EMD of the unsuccessful bidder will be returned back normally within 30 days after the successful award of contract. No interest shall be payable on it under any circumstances.
- 4.3 The EMD may be forfeited under the following circumstances:-
  - a) If a bidder withdraws his bid during the period of bid validity after date of technical bid opening.
  - b) In case of a successful bidder, if he fails to submit the required security/performance deposit within the time prescribed.  
OR
  - c) If he fails to supply the goods in terms of this tender documents/ work order.
- 4.4 No interest is payable on EMD.

- 4.5 In case of inadequacy or non-submission of prescribed EMD, the tender deemed to be disqualified and summarily rejected in the technical evaluation.

#### **5. VALIDITY PERIOD OF BID**

The Bid shall remain valid for after the date of technical bid opening as per timeline given in the CPPP portal and the conditional bid shall be out rightly rejected.

#### **6. MODIFICATION AND WITHDRAWAL OF BIDS**

The bidder may modify or withdraw his bid as per guidelines of CPPP. No bidder may modify or be allowed to withdraw bid subsequent to the deadline for submission of bids.

#### **7. CLARIFICATION OF BIDS**

To assist evaluation and comparison of the bids, the IICA may ask the bidders for any clarification of the bids/documents. The clarification/documents and response from bidder shall be in writing. In case, the said clarification/documents are not submitted within the specified timelines, the bid of the bidder will be evaluation by the Tender Evaluation Committee on the available/provided document by the bidder.

#### **8. SUBMISSION OF TECHNICAL BID**

The bidders are required to upload on CPPP of e-procurement entire NIT duly signed & stamped as a token of acceptance to the NIT conditions with this bid along with the documents duly self attested as mentioned in clause 3 of this section and the Annexures. The Format as per Annexure-III duly filled and signed by the authorized signature in should also be submitted.

#### **9. FINANCIAL BID**

The Price shall be inclusive of all applicable taxes, transit insurance and freight etc. The price quoted by the bidder shall remain firm till final delivery of the goods. The bid submitted with a variation clause will be treated as non-responsive and shall be rejected. Copy of the Financial Bid is provided at **Annexure-IV**.

#### **10. ACCEPTANCE OF TENDER CONDITIONS**

The bidders are required to submit the tender documents by way of covering letter as per **Annexure-V**.

#### **11. PRE BID MEETING**

The pre-bid meeting will be held through video conferencing as per date and time schedule allocated in the CPPP Portal. For obtaining link of video conferencing, an email may be sent to [atrey.csr@gmail.com](mailto:atrey.csr@gmail.com)

#### **12. OPENING OF TECHNICAL BID**

On the date of tender opening or as specified by CPPP in E-procurement system only the technical bid (part-1) shall be opened.

### **13. EVALUATION OF TENDERS**

The Tender Evaluation Committee (TEC) at IICA shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise and shall carry out detailed evaluation thereof. The TEC shall have right to seek further clarification/documents/additional documents from the bidder(s) while evaluating the bids in the interest of justice.

### **14. PERFORMANCE GUARANTEE:**

The successful Tenderer shall be required to furnish a performance security amount i.e. 5% of the estimated amount of the tender value i.e. Rs.30, 000/-(Rupees Thirty Thousand only) within fifteen days after receipt of Award Letter in the form of a Bank Guarantee from a nationalized / scheduled bank in favour of 'Indian Institute of Corporate Affairs' and valid for a period of for three months beyond the final delivery of the goods. Copy of the same is provided at **Annexure-VI.**

### **15. RIGHT TO VARY QUANTITIES**

IICA reserves the right at the time of award of the purchase order to increase or decrease the quantities of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity and the payment would be made to the finally selected bidder as per actual supplied quantity.

### **16. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

IICA does not bind itself to accept the lowest or any other tender bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder on the grounds of IICA action.

### **17. NOTIFICATION OF SUCCESSFUL BIDDER**

Upon selection of the successful bidder, the Letter of Intent/Purchase Order will be uploaded in the CCP portal and the same will also be sent through an email. The issue of letter of intent/purchase order shall constitute the intention of the IICA to place the purchase order / work order with the successful bidder.

### **18. CANCELLATION ON LETTER OF INTENT/PURCHASE ORDER**

Failure of the successful bidder to comply with the requirement of submission of Bank guarantee in time shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in such case IICA may make the offer to the next eligible bidder at the discretion of the IICA or call for new bids.

### **19. POST BID CLARIFICATIONS**

No post bid clarification at the initiative of the bidders shall be entertained and any effort by the bidders to influence the IICA in bid evaluation, bid comparison or award of the work shall result in rejection of the bid.

## **20. OPENING OF FINANCIAL BID**

Financial bids of only those bidders will be opened whose technical bids are found to be qualified and acceptable to IICA.

## **21. SUB-CONTRACTING**

The bidder cannot assign or transfer and sub-contract its obligations for supply of goods to any other entity.

## **22. BLACKLISTING / CRIMINAL CASE:**

The tenderer shall submit a certificate on the letter head of the company/firm that they have never been blacklisted/ banned/ delisted by any of the Govt. Deptt./ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, Banks etc. Also a certificate shall be provided that no criminal case is pending against the firm's/company's proprietor/partners/ directors.

## **23. QUALITY ASSESSMENT**

It shall be the responsibility of the successful bidder to maintain the quality parameters of the scrolls with similar specification of Padma Awards, Ministry of Home Affairs keeping in view of the specification provided in clause 3 of General Terms of Condition of this tender document.

## **24. SAMPLING**

Before starting the production of Scrolls, the successful bidder shall be required to show a finished sample for approval and upon approval of the item by IICA, final production will be started. The IICA will give its approval within 7 days of submission of the sample.

## **25. REJECTION OF MATERIALS**

The IICA reserve rights to get the items lab tested. In case it is found that that material supplied by the successful bidder is not up to the mark or up to the required parameters, the consignment will be rejected and no payment of whatsoever nature will be made by the IICA to the bidder of any entity.

## **26. TAXES AND DUTIES**

Bid Prices are shall be inclusive i.e. including all taxes, duties, local levies / transportation / loading-unloading charges etc. Break up of GST shall be indicated by the Bidder (Seller). While submitting the Price bid Seller shall undertake that the Goods and Services Tax (GST) charged on is not more than what is payable under the provision on the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the charges on account of GST on these goods are correct under the provision of that Act or the rules made there under.

## **27. OCTROI DUTY AND / OR OTHER LOCAL TAXES**

Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to Bidder (Seller) towards payment of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).

## **28. DELIVERY PERIOD**

The Delivery Period/Time shall be essence of the tender / contract and delivery must be completed not later than such date(s). The supplier would also be required to furnish a self certificate on the company's/firm's letter head, mentioning the specification as mentioned in clause 3 of General Terms and Conditions.

## **29. TERMS OF DELIVERY**

The items will be delivered before 45 days of issue of purchase order or as decided by the competent authority. The delivery will be made at site including loading/unloading.

## **30. PENALTY CLAUSE**

In case, the successful bidder is failed to supply the final goods within the due date of delivery, a penalty of Rs. 1,000/- shall be levied per day upon the successful bidder till final delivery of goods and in such case, the IICA may also cancel/withdraw the letter of intent/purchase order. In the event, if any losses incurred by the IICA due to late delivery, the IICA shall have rights to recover such losses by invoking the performance security amount. Therefore, delivery is the essence of the NIT/purchase order.

## **31. ARBITRATION**

In the event of any dispute arising between IICA and the agency in any matter covered by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to the Chief Administrative Officer, IICA who may himself act as sole arbitrator or may name as sole arbitrator an officer of IICA notwithstanding the fact that such officer has been directly or indirectly associated with this contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The agency expressly agrees that the arbitration proceedings shall be held at IICA Manesar, Gurugram.

**Annexure - I**

**FORMAT FOR DETAILS OF COMPLETED WORKS IN LAST FIVE YEARS**

**Total years of experience in preparing and supplying Gold embossed Scroll Certificate, Scroll Box and Carry bag to National level Awards: \_\_\_\_\_ (enclose documentary proof for years of experience)**

Sl.No.	Name of the Ministry /State Governments/ /Departments	Name of the Award/event	Number of Scrolls supplied	Value of Purchase Order
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**Attach copy of Work orders**

**Place:**

**Signature of Bidder.....**

**Date: Official Seal.....**

**Note: In Support of submitted information, it is essential to submit copy of purchase orders. The satisfactory performance certificates issued by such Ministry/Department/State Government, if any.**



**Annexure –II**

**FORMAT FOR DETAILS OF ON-GOING WORKS**

Bidders should provide necessary information about their current commitments on all contracts that have been awarded, or for which a 'Letter of Intent/Purchase Order' is placed or 'Letter of Acceptance' has been received or for contracts approaching towards completion and full completion certificates has yet to be issued. In support of submitted information, it is essential to submit copies of orders in hand or copies of Letter of Intent / Work Order as the case may be.

**Attach copy of Work orders**

Sl.No.	Name of the Ministry /State Governments/ /Departments	Name of the Award/event	Number of Scrolls supplied	Value of Purchase Order
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**Place:**

**Signature of Bidder.....**

**Date:**

**Official seal.....**

**Annexure- III**

**CHECK LIST FOR TECHNICAL BID**

(To be submitted through e-procurement module of Central Public Procurement Portal-CPPP (eprocure.gov.in))

Affix duly attested  
P.P size, recent  
photograph of the  
authorized  
representative of the  
prospective bidder

<b>Sl. No.</b>	<b>Documents asked for</b>	<b>Page no. at which document is placed</b>
1	Name of Tendering Company/firm/entity (Attach Certificate of Registration)	
2	Name of Proprietor/ Director of Agency/Authorised person (Authority letter to be attached)	
3	Full Address of Registered Office	
4	Telephone No. : Mob. No. FAX No. : E-Mail Address :	
5	Full address of Operating/ Branch Office	
6	PAN/GIR No. (Attach attested copy)	
7	PAN Details of Authorised Representative (Attach attested copy)	
8	GST Registration certificate	
9	Given details of gross income of the Agency as per IT Returns for the	

	<p>years</p> <p>2017-18 :</p> <p>2018-19 :</p> <p>2019-20 :</p> <p>(Copies to be attached along with CA certificate for turnover of last three years)</p>	
10	<p>Details of Earnest Money Deposit (DD/ PO No.&amp; Date)</p> <p>Drawn on Bank.</p> <p>Bank branch address</p>	
11	<p>Purchase Orders/Award of Contracts for supply of Scrolls for the five three years to the Government of India/State Government/Department (Attach documents)</p>	
12	<p>Letter of Intent/purchase orders for ongoing work issued by other Government organizations, if any</p>	
13	<p>Authority letter for signing of the document on behalf of firm.</p>	
14	<p>A certificate regarding non-relationship with IICA employees</p>	
15	<p>Undertaking stating the firm is not blacklisted by any Central/ State Government/ Local Authorities, PSBs, PSUs, Autonomous Bodies, etc.</p>	
16	<p>Undertaking stating that no criminal case is pending against the Proprietor, any of the Partners, Directors, Key Managerial Persons etc.</p>	
17	<p>Additional information, if any (Attach separate sheet, if required)</p>	

Signature of authorized person

Date:

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

Place:

Seal: \_\_\_\_\_

**Declaration**

1. I. \_\_\_\_\_ Son/ Daughter/ Wife of Shri..... Proprietor /Director/Authorized signatory of the Agency, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood the “Scope of work and General instructions for the Tenderers”, the “terms and conditions” to this tender notice, all the terms and conditions of the tender and undertake to abide by them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person.

Date: \_\_\_\_\_ Full Name: \_\_\_\_\_

Place: \_\_\_\_\_ Seal: \_\_\_\_\_

**Annexure-IV**

**FINANCIAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Price bid per pc. with GST/taxes, packaging and freight, etc. (Rs.)</b>	<b>Total (Rs.)</b>
1	Supply of scrolls as per specification mentioned in Clause 3 of General Terms and Conditions		

**Declaration by the bidder**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Signature of the Tenderer**

**Annexure-V**

**ACCEPTANCE CERTIFICATE**

To,

Chief Administrative Officer  
Indian Institute of Corporate Affairs  
Plot No. P-6, 7 & 8, Sector-5  
IMT Manesar  
Gurugram-122050

**Subject - Notice for inviting tender (NIT) for supply of Scrolls to Indian Institute of Corporate Affairs.**

I/We\_\_\_\_have read the conditions of tender attached hereto and agree to abide by such conditions of the tender document. I/We offer to supply of scrolls with similar specification of Padma Awards by the Ministry of Home Affairs, Government of India.

I/We further agree to abide by the conditions of contract and to carry out all work within the specified time in accordance with specifications and workmanship and instructions referred to in the Notice Inviting Tenders.

In case of acceptance of the tender by IICA, I/We bind myself/ourselves to supply the goods as per specification of item mentioned in the tender documents, failing which; I/We shall have no objection to the forfeiture of the Earnest Money Deposit lodged with Indian Institute of Corporate Affairs, Manesar.

Thanking you,

Yours faithfully,

For M/s. \_\_\_\_\_

(Signature of Contractor/Tenderer with SEAL)

Address: \_\_\_\_\_

**Annexure-VI**  
**PERFORMANCE GUARANTEE BOND FORM**

1. In consideration of Indian Institute of Corporate Affairs (hereinafter) called IICA at Manesar having awarded to M/s ..... (Hereinafter called the Contractor) under the terms and conditions of an agreement (hereinafter called the contract), IICA have agreed to accept a deed of guarantee as herein provided for Rs. - (Rupees ..... Only) from a scheduled bank towards due performance of the contract by the contractor as per the terms & conditions of the contract.
2. We (Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the IICA stating that the amount claimed is due by way of loss or damage caused to or suffered by the IICA by reason of breach by the said Contractor(s) of the terms and conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regard the amount due and payable by the Bank under this guarantee where the decision of the IICA on these counts shall be final and binding on the Bank. However, Bank's Liability under this guarantee shall be restricted to an amount not exceeding Rs...../-.
3. We undertake to pay to the IICA any money so demanded notwithstanding any dispute, or dispute raised by the Contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto Bank's liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.
4. We (Name of the bank)\_\_\_\_\_further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the *said* agreement and that it shall continue to be enforceable till all the dues of the IICA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till IICA certifies that the terms and conditions of the said Agreement has been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ..... months from the date of purchase order, we shall be discharged from all liability under this guarantee thereafter.

We..... (Name of the Bank) further agree with the IICA that the IICA shall have the fullest liberty without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IICA against said Contractor(s) and forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the IICA or any indulgence by the IICA to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this

provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s) 1supplier(s).
7. We (Name of the Bank) ..... lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IICA in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_

For  
-----

*(Indicate the name of the Bank)*

IN WITNESS whereof I/ We of the bank have signed and sealed this Guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of  
the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

Witness-1.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_