



No. D-15020/1/2018-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26102597; टेलीफैक्स / FAX - 011-26104183

दिनांक/ Date: 17.08.2018

e-Procurement Notice

Subject: e-Notice Inviting Tender for purchase of Jute Folder.

On behalf of President of India, Director, Institute of Secretariat Training and Management (I.S.T.M.) invites e-Tenders on CPP Portal from eligible and reputed firms for Tender for **Jute Folder** at ISTM, Admn Block, Old JNU Campus, Olof Palme Marg, New Delhi on the terms & conditions enumerated in detail in the tender document. The tender can be downloaded from the website <http://eprocure.gov.in/cppp/app> or www.istm.gov.in.

2. **The last date of receipt of bid is 3.00 PM on 10.09.2018.** The bids, in prescribed format and other required document as per tender notice should be submitted on CPP Portal website i.e. <http://eprocure.gov.in/cppp>. Bidders are requested to furnish/upload scanned copies of all documents in pdf format. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned documents. **The bids will be opened on 11.09.2018 at 3.30 pm.**

3. Bidders may also contact toll free No. 18002337315 of Central Public Procurement Portal for obtaining guidance to fill online tender.

(P.P. Ambashta)
Dy. Director (Admn.)

Bids are invited for supply of Jute Folder (**As per approved specification/sample**) to the ISTM, Old JNU Campus, New Delhi from bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Government Ministries/Departments and Semi Government organization with satisfying all other terms and condition in this tender document. Details of the Jute Folder is given below:

Sl. No.	Item	Specification
1	Document file of Jute with Zip	Size – 13.5" x 9.5" Zip – 8 Number Material – Linen Jute Inside – blue velvet in two pockets – one expandable 2 Card pockets One pen holder pocket Next side – Pad holder with printing of ISTM logo and address
2	Quantity	4000 in a year approximately (purchase order will be placed on quarterly basis)

All rates shall be quoted strictly in the prescribed format (i.e. Annexure II, Financial Bid) enclosed with the tender notice.

1. **Important Instructions to the Tenderers**

(i) **Only Micro and Small Enterprises (MSEs)** having registration as per provisions of the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 i.e. registration with District Industries Centre (DIC) or Khadi and Village Industries ommission (KVIC) or Khadi and Industries Board (KVIB) or Coir Board or National Small Industries Commission (NSIC) or directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSME **are eligible to participate** in the above tender.

(ii) The tenders are invited under **two bid system i.e. Technical Bid and Financial Bid**.

(iii) The Technical bids (Annexure-I) shall be opened on the scheduled date and time on 10.09.2018 at 3.30 pm in the committee room of ISTM, Old JNU Campus, New Delhi, by the Committee appointed for the purpose by the ISTM.

(iv) The Financial Bid (Annexure-II) of only those tenderers will be opened whose Technical bids are found in the order. The date for opening of financial bid shall be intimated separately.

(v) The rates quoted must be in whole rupees inclusive of transportation charges etc. and the applicable GST rate (%) be quoted separately in the financial bid.

(vi) Successful bidder will have to deposit performance Guarantee amounting to Rs. 30,000/- (Rupees Thirty Thousand only) in the form of F.D.R.

(vii) The performance guarantee shall bear no interest.

- (viii) Contract for supply of Jute folder will be awarded for 2 years and will be extended for a further period if both the parties i.e. buyer and seller are agreed to.
- (ix) The conditional bids shall not be considered and will be out rightly rejected in very first instance
- (x) All the pages of tender documents should be singed and properly numbered and total number of pages must be indicated on the forwarding letter. The forwarding letter should be the firm's official letter head.
- (xi) Purchase order will be issued as and when required (Preferably on quarterly basis). Goods are to be supplied within 7 days from the date of issue of purchase order. If the firm fails to complete the work within the prescribed time as per approved sample and rates, it would be liable to face the penalty as imposed by the competent authority.
- (xii) ISTM reserve the right to accept or reject in part or in full any or all the tenders at any stage without assigning any reason thereof.
- (xiii) Goods are to be supplied by the firm as per specification given at para 1. Sub-standard material will not be accepted at all.
- (xiv) No request for change in the rate quoted by the vendor and accepted by Institute will be entertained during the currency of the contract irrespective of the market situation/conditions.
- (xv) A copy of the terms and conditions duly signed by the tenderer in token of having understood and agreed to the same should be attached alongwith the tender.
- (xvi) All disputes arising out of the contract shall be settled in Delhi and in the court of Delhi.
- (xvii) All required documents including signed copy of tender documents should be uploaded on CPPP portal in pdf format on or before last date of submission of tender.

2. Eligibility Condition:

The firms shall furnish the following documents with the Technical Bid failing which the bid will be summarily rejected:

- (i) Proof of Registration as per MSE's order 2012.
- (ii) Proof of GST Registration
- (iii) Copy of PAN card number.
- (iv) Copy of Income Tax returns for the last three years
- (v) Proof of supply of similar items to Govt. Ministries/ Semi-Government
- (vi) An undertaking that the firm is not blacklisted/ debarred from any Govt. organization/ Departments.

3. Other Terms and conditions:

- (i) The transportation charges or any other charges shall be borne entirely by the firm to whom the work will be awarded.
- (ii) The department at any time can terminate the work order without assigning any reason, if the work of the firm is found unsatisfactory. In this respect, the decision of the department will be final and binding on the firm.
- (iii) There is no obligation on the part of the department to inform the unsuccessful tenderers of the outcome of the tender process.
- (iv) All the tenderers should read and understand the term and conditions of the contract as detailed out in the forgoing paragraphs before furnishing their quotations as no change or violation of the aforesaid terms and conditions are permissible once the quotations are accepted by the department.
- (v) No advance payment will be made. The approved vendor shall submit bill on completion of work.
- (vi) TDS will be deducted as applicable.

(Praveen Prakash Ambashta)
Dy. Director (Adm.)
Tel. 26102597

Annexure – I**PROFORMA (Technical Bid)
of the NIT F. No. D-15020/1/2018-ISTM**

Sl. No.	Particulars	To be filled by the Tenderer
1	(A) Name of the Firm/ Agency	
	(B) Address	
	(C) Telephone No.	
	(D) Mobile No.	
	(E) Email Address	
	(F) Type of firm (Propriety /Private/ Private Ltd./ MNC/ Cooperative/Govt. Undertaking)	
2.	Proof of Registration as per MSE's order 2012 (copy to be enclosed)	
3.	PAN Number (copy to be enclosed)	
4.	GST Registration No. (Copy to be enclosed)	
5.	List of Govt. Ministries/ Departments/ Clients Showing experience in the field (Copies of Contracts/ Orders placed on the agency during last 3 years should be attached).	
6.	Whether copies of Income Tax return for last 3 Years attached.	
7.	Whether terms and conditions of the Tender is signed as a token of acceptance of the T&C	
8.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India (If no, an undertaking to this effect is to be attached in this regard.	

Date:
Place:(Signature of the authorized person)
Name:
Full address & Seal:

Annexure-II

PROFORMA (Financial Bid)
of the NIT F. No. D-15020/1/2018-ISTM

Sl. No.	Item description	Rate per unit (in Rupees) Excluding taxes.		GST rate (%)
		In figure	In word	
1	Jute Folder as per specifications given in the NIT			

Date:
Place:

(Signature of the authorized person)
Name:
Full address & Seal:

Instructions for online Bid submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for Procurement at <http://eprocure.gov.in/eprocure/app>

1. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/ e-tender portal is a pre-requisite for E-tendering.
2. Bidder should do the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/ registration, the bidders should provide the correct/true information including valid email id. All the correspondence shall be made directly with the contractor/bidders through email id provided.
3. Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
4. Then the Digital Signature Certificate (Class II or Class III Certificate with signing key usage) issued by SIFY/TCS/Code/e-Mudra or any Certifying Authority recognized by CCA India on e-Token/Smart Card, should be registered.
5. The DSC that is registered only should be used by the bidder and should ensure safety of the same.
6. 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
7. After downloading / getting the tender document/ schedules, the Bidder should go through the contact details. Bidder should take into account the corrigendum published before submitting the bids online
8. If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online
9. Bidder then logs in to the site through the secured log in by giving the user id/ password chosen during enrolment/registration and then by giving the password of e-Token/Smartcard to access DSC
10. Bidder selects the tender which he/ she is interested in by using the search option & then moves it to the 'any tenders' folder
11. From my tender folder, he selects the tender to view all the details indicated

12. 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
13. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender documents/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through rar and the same can be uploaded, if permitted. However, if the file size is less than 1 MB the transaction uploading time will be very fast.
14. If there are any clarifications required, 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
15. The Bidders can update well in advance, the documents such as certificates, annual report details etc., under My Space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids
16. While submitting the bids online, the bidder reads the terms & conditions and accepts the same to proceed further to submit the bid packets
17. 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 including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
18. The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected
19. If the price bid format is provided in a spread sheet file like BoQ_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for this tender
20. The bidders are requested to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission last date & time (as per Server System Clock). 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

21. After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number, given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and will also act as an entry pass to participate in the bid opening date
22. 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 e-tender system. The bidders should follow this time during bid submission.
23. 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 be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
24. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
25. 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
26. The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exist option in the browser
27. For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallely for any further queries, the bidders are asked to contact over phone:1-800-233-7315 or send a mail over to -cphp-nic@nic.in