

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING  
**(DESS/NATIONAL POPULATION EDUCATION PROJECT)**

**Tender Notice No.2-50/2022-23/DESS/NPEP NRP&FDC**

Dated: 11.11.2022

**Notice Inviting e-Tender**

Online e-tenders are invited in two bid system i.e Technical Bid and Price Bid by the undersigned from the manufacture/authorized distributors/vendors dealing in the trade for the arrangements of stage and other materials as per following scheduled for the National level Role Play & Folk Dance Competitions scheduled from 6-9 December, 2022 at NCERT, New Delhi.

**CRITICAL DATESHEET**

Published Date on	11.11.2022 (12.30 PM)
Bid document download/Sale Start date	11.11.2022 (12.45 PM)
Bid Submission Start Date	12.11.2022 (10.00 AM)
Bid Submission End Date	21.11.2022 (15.00 PM)
Bid Opening Date	23.11.2022 (15.00 PM)

**Technical Bid:**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

1. The Demand draft of **Rs.1000/-** as tender cost as per clause No.6
2. E.M.D. in favour of Secretary NCERT payable at New Delhi amounting **Rs.60,000/-** as per clause No.7.
3. Certificate regarding registration with DGS&D/NSIC/MSME, if claim EMD exemption as per clause No.8.
4. GST Registration Certificate as per clause No.5.
5. Copy of latest GST deposit receipt as per clause No.9
6. Technical specifications alongwith literature/brochure of the quoted product.
7. Tender Acceptance Letter (**Annexure-C**).
8. List of owners/partners/directors etc. as per clause No.27.
9. Certificate for non-blacklisting of firm and non-registration of criminal case, as per clause 27.
10. Scanned copy of PAN card (in name of firm) as per clause 34.
11. Scanned copy of ITR for the last three year of the firm as per clause 35.
12. Scanned copy of ATR for last three year of the firm as per clause 36.
13. Experience certificate of last three year as per clause 37.
14. Scanned copy of undertaking that the firm will not sublet/transfer the contract to any other item as per clause 39.

**Annexure A**

S.N.	Description of Goods	Approx. Area/Quantity*	Remarks
Items for 02 days (06 and 09 December, 2022)			Rate should be quoted including GST and no other taxes shall be entertained by NCERT
1	Platform/Riser (40x32x1)	Appx 1280 Sq Ft	
2	Tables with cover and frill	15	
3	Banquet Chair with cover	170	
4	2 Seated Sofa with cover	5	
5	Centre Table with glass	3	
6	Stage covered with matting (24x20x4)	480 Sq Ft	
7	Steps covered with matting	2	
8	Woolen Carpet (5x15)	12	
9	Side wall with truss structure (14x200)	Appx 2800 Sq Ft	
10	Matting (Red + Green)	Appx 6462 Sq Ft	
Items for 04 days (06 to 09 December, 2022)			
11	Sidewall Black	Appx 160 Sq Ft	
12	Tables with cover and frill	10	
13	Chairs with covers	30	
14	Matting (Red + Green)	Appx 1680 Sq Ft	
Items for 05 days (05 to 10 December, 2022)			
15	Folding Cot	200	
16	Mattress with cover	200	
17	Bed Sheet	200	
18	Pillow with cover	200	
19	Quilt with cover	200	
20	Tables with cover and frill	60	
21	Chairs with covers	230	

**Remarks :** \*The area / quantity is tentative and it can be increased as decreased as per the site requirements.

The technical specification and Schedule of Requirement of required items including accessories are enclosed with form at **Annexure-B**, instructions for submitting on-line e-tender are enclosed as **Annexure-D**. Bidders are advised to quote their rate/price after careful study of the tender specifications as well as the terms and conditions.

## **Terms & Conditions**

1. The tender document can be downloaded from Central Public Procurement Portal website <http://eprocure.govt.in/eprocure/app> and [www.ncert.nic.in](http://www.ncert.nic.in). Bid submission will be started from **12.11.2022 at 10.00 AM and will be closed on 21.11.2022 at 15.00 PM.**
2. Online technical bids will be opened at **23.11.2022 at 15.00 PM** in the S&S Section, Workshop building, NCERT Sri Aurobindo Marg New Delhi. The bidders or their authorized representative may be present, if they so desire.
3. Only authorized representatives will be allowed to attend the meeting of the tender Committee. They should also bring letter-Head of the firm with an undertaking that any decision/negotiation taken by them would be accepted by firm.
4. Only one representative shall be allowed to attend the meeting of the tender Committee on behalf of tendering firm. The representative, who is deputed to attend the meeting, should be Director or Partner or Owner or an employee of firm bearing an authority letter, whose specimen signatures should attested by the firm's authorized signatory having seal of the firm.
5. **Only GST payee agencies are eligible to fill this tender.** Interested agencies shall quote their GST Number in their quotation and also **attach legible scanned documentary proof of having registered with GST department for such store/items etc. with the technical bid.**
6. The legible scanned copy of application fee of **Rs.1000/- (Rupees One Thousand only)** in the form of Account Payee Demand Draft/Pay Order/Banker's Cheque drawn in favour of Secretary NCERT, payable at New Delhi shall be **attached in the prescribed column alongwith the Technical Bid of Tender.** The Original DD/Pay Order/ Bankers Cheque of Application Fee shall be submitted by the bidder in the office of the undersigned on or before of tender opening. **The application fee is non-refundable and failure to do so will result in rejection of the bid.**
7. The legible scanned copy of Earnest Money Deposit (EMD) of **Rs.60,000/- (Rupees Sixty thousand only)** shall be deposited by the bidders with the Technical bid. **No tender will be accepted without requisite E.M.D** as mentioned in tender notice. The E.M.D. shall be in the shape of A/C Payee Demand Draft/BC in favour of Secretary NCERT, payable at New Delhi. The EMD can also be submitted either in the shape of FDR, Banker's cheque or Bank Guarantee. No interest will be given on E.M.D. The EMD should be valid for Forty Five days beyond bid validity. The original DD/Bankers Cheque/FDR/BG i.e. EMD shall be submitted by the bidder on or before of tender opening. Failure to do so will result in rejection of the bid.
8. All SSI units registered with NSIC/DGS&D/MSME for this item as per specification are exempted from the EMD. **They have to attach the legible scanned copy of valid registration document/exemption certificate with the technical bid.**
9. The legible scanned copy of latest receipt/return in respect of GST deposited with GST department in the language of English/Hindi **must be attached with the technical bid.** The latest deposit receipt/return of GST should be of previous financial year showing therein that the tax is deposited upto 31.03.2022 or for the subsequent period in the current finance year.

10. As per instructions of the Government, the tender document has been published on the Central Public Procurement Portal: <http://eprocure.gov.in> The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates before the stipulated date & time.
11. Tender would not be permitted to alter or modify their bids after expiry of the deadline for receipt of Bids.
12. Submission of on line scanned copies of unwanted/irrelevant documents/out of contest document of disturb/misuse the online procurement system will be taken seriously and stringent action will be taken against the such bidders, besides action for rejection of bids and blacklisting of firm will be initiated.
13. Conditional and optional tender will not be accepted.
14. In case, the firm does not complete the work as per requirement the EMD deposited by the firm will be forfeited.
15. The price must be quoted as per BOQ **Annexure "B"**. Nothing over and above the quoted price would be payable to the successful bidder. The Tenderer must quote the price both in words as well as in figures. Any over writing/cutting etc render the tender invalid. The option in the rates will not be entertained and the tender will be rejected straightway.
- 16. The Bid shall remain valid for six calendar months from the date of opening of the tender.**
17. The rates will be F.O.R. at NCERT New Delhi-110016.
- 18. In case the firm fails to supply the item within stipulated deliver period, the item will be procured from the open market and the difference of cost, if any, will be recovered from the Performance Security Money or pending bills of the defaulting firm as the case may be, by calling explanation after issuing notice.**
19. The quantity of the items mentioned in the tender notice can be increased or decreased, at any stage till the delivery of consignment is completed.
20. After examination of the technical bid and price bid, the tender committee will have discretion to award the contract to more than one firm, if their L-1 rates are same.
21. The payment will be made after receipt/final acceptance of goods in good condition as per prescribed specification. **No advance payment will be made. Under no circumstances, sub-standard material will be accepted.**
22. The payment will made depending upon the availability/release of funds by the Govt. and the agencies/contractors shall have no claim in case of delayed payment and no interest will be paid for the delayed payment.
23. The tender Committee reserves the right to relax any terms and conditions in the govt. /Council interest with the approval of Competent Authority.

24. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
25. The tender Committee reserves the right to reject any tender or all tenders without assigning any reasons thereof.
26. The legible scanned copy of proper filled "Tender Acceptance Letter" (**Annexure-C**) duly signed & stamped by the bidder should be attached with the technical bid.
27. All the firms participating in the Tender must attach a list of their owners/partners etc. and a Certificate to the effect that the firm is neither blacklisted by any Govt. department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India be attached with technical bid.
28. The tender will be rejected straightway without assigning any reasons if the firm involves in any criminal cases, declared black listed by an Govt./Semi govt./agencies etc.
29. In case of any differences, the firm can be called for negotiation to patch up the difference on table prior to approaching court.
30. **In case of violation of any clause of contract/agreement deed, the explanation of the firm can be called by issuing show cause notice, if the reply is not found satisfactory. Security money can be forfeited as well as action for blacklisting can also be taken prior to taking any legal action.**
31. All the bidders whose technical bid is declared qualified by the tender Committee will demonstrate their product before the Technical Evaluation Committee for assessing its suitability/compatibility as per tender's Technical Specifications within short notice.
32. The tender committee, in order to satisfy itself can order on the spot enquiry to verify the soundness & capability of the item and any other information given by the tendering firms.
33. **The tendering firm will also submit an undertaking that the product offered by them is as per technical specifications of the tender.**
34. The firm will have to submit a scanned copy of PAN card of the firm (no individual PAN card will be considered by the NCERT). However, if the firm is proprietorship the proper evidence of the firm should be registered with Govt. agency in this regard relevant document is also to be enclosed with the technical bid.
35. ITR of the firm only for the last three years i.e. 2019-20, 2020-21 & 2021-22 to be enclosed with the technical bid (no individual PAN card will be considered by the NCERT).
36. Annual turnover for the last three year i.e. 2019-20, 2020-21 & 2021-22 of **Rs. 25.00 lakhs** each year duly certified by Chartered Accountant.
37. Experience certificate for the last three 2019-20, 2020-21 & 2021-22 in supply of above mentioned items.
38. In case of authorized dealer, latest scanned copy of the same may be enclosed.
39. The contract will not be sublet/transfer to any other firm.

**Remarks**

**The rates may be quoted including transportation charges, loading, unloading of tents etc. up to NCERT will be borne by the firm.**

**NOTE :-**

**THE SELF ATTESTED & STAMPED SCANNING COPIES OF FOLLOWING DOCUMENTS REQUIRED TO BE ATTACHED WITH TECHNICAL BID:-**

- a. The Demand draft of **Rs.1000/-** as Application Fee as per clause No.6.
- b. E.M.D. in favour of Secretary, NCERT payable at New Delhi amounting **Rs.60,000/-** as per clause No.7.
- c. Certificate regarding registration with DGS&D/NSIC/MSME, if claim EMD exemption as clause No.8.
- d. GST Registration Certificate as per clause No.5.
- e. Copy of latest GST deposit receipt as per clause No.9.
- f. Technical specifications alongwith literature/brochure of the quoted product.
- g. Tender Acceptance letter (**Annexure-C**).
- h. list of owners/partners/directors etc. as per clause No.27.
- i. Certificate for non-blacklisting of firm and non-registration of criminal case, as per clause 27.
- j. Scanned copy of PAN card( in name of firm) as per clause 34.
- k. Scanned copy of ITR for the last three years of the firm as per clause 35.
- l. Scanned copy of ATR for last three year as per clause 36.
- m. Experience certificate of last three year as per clause 37.
- n. Scanned copy of undertaking that the firm will not sublet/transfer the contract of any to other firm.

**(B) PRICE BID:- The price schedule will be filled in Excel Sheet provided with the tender document.**

**PRICE BID shall contain price only and no other documents shall be attached with the Price Bid.**

**The financial bids shall be filled on-line as per proforms available at Central Public Procurement Portal (eProcurement) e-Procurement system website <https://eprocure.gov.in/eprocure/app>**

**The offline financial bids will not be accepted.**

**The option in the rates will not be entertained.**

(R. Selvaraj)  
Sr. Stores Officer  
S&S Section, NCERT

SIGN. OF TENDERER: \_\_\_\_\_

NAME IN BLOCK LETTERS: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**ANNEXURE "B"****PRICE SCHEDULE**

S.N.	Description of Goods	Approx. Area/Quantity *	Total price	GST amount as applicable	Total price with GST
Items for 02 days (06 and 09 December, 2022)					
1	Platform/Riser (40x32x1)	Appx 1280 Sq Ft			
2	Tables with cover and frill	15			
3	Banquet Chair with cover	170			
4	2 Seated Sofa with cover	5			
5	Centre Table with glass	3			
6	Stage covered with matting (24x20x4)	480 Sq Ft			
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**Remarks :** \*The area / quantity is tentative and it can be increased as decreased as per the site requirements.

The technical specification and Schedule of Requirement of required items including accessories are enclosed with form at **Annexure-B**, instructions for submitting on-line e-tender are enclosed as **Annexure-D**. Bidders are advised to quote their rate/price after careful study of the tender specifications as well as the terms and conditions.

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**(Enclose with Technical Bid)**

**Date:** \_\_\_\_\_

To

The Senior Stores Officer  
S&S Section, Workshop Building  
NCERT, Sri Aurobindo Marg, New Delhi-110016

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender/Work:-**

**TENDER FOR TENT AND OTHER MISC. ITEMS FOR INSTALLATION AT NCERT**

**Dear Sir,**

1. I/We have downloaded/obtained the tender document(s) for the above mentioned "Tender/Work" from the web site (s) namely: \_\_\_\_\_ as per your advertisement given in the above mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too 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.
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 full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)



**INSTRUCITONS FOR ONLINE BID SUBMISSION**

As per the directive of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL : <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link “Click **here to Enroll**” on the CPP Portal is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username assign a password for their accounts.
- iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g.Sify/TCS/nCode/eMudhra etc.), with their profile.
- v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC”s to others which may lead to misuse.
- vi) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- ii) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective “My Tender” folder. This would enable the CPP Portal to intimate the bidders through SMS/e-mail in case there is any corrigendum issued to the tender document.
- iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help form the Helpdesk.

## **PREPARATION OF BIDS**

- i) Bidder should take into account any corrigendum published on the tender document before submitted their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents-including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLS/RAR/DWF formats. Bids documents may be scanned with 100 dpi with black and white option.
- iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents ( e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- i) Bidder should log into the site well in advance for bid submission so that he/she uploaded the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as “offline” to pay the tender fee/EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) A standard Price Schedule provided with tender document (excel sheet) format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the Price Schedule provided with tender document (excel sheet) file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit the online, without changing the filename. If the Price Schedule provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.
- vi) The serve time (which is displayed on the bidders” dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii) All the documents being submitted by the bidders would be encrypted using PLI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by

unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- viii) The uploaded tender documents become readable only after the tender opening by the Authorized bid openers.
- ix) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- I) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal.