



**NOTICE INVITING TENDER  
FOR  
SERVICES FOR SUPPLY OF NATIONAL TENDERS  
INFORMATION  
AND  
AWARD OF CONTRACT (AOC) INFORMATION TO NSIC'S  
MSMEMART MEMBERS THROUGH EMAIL  
AND  
AVAILABILITY OF SAME ON WEB PLATFORMS  
THROUGH NSIC'S B2B PORTAL MSMEMART**

ISSUED BY

**The National Small Industries Corporation Limited**

(A Government of India Enterprise)

**NSIC Bhawan**

**Okhla Industrial Estate, Phase – III,**

**New Delhi – 110 020**

**[www.nsic.co.in](http://www.nsic.co.in)**

Note: This document contains a total of 29 pages. No change in the document by the Tenderer is permissible



# CONTENTS

NOTICE INVITING TENDER .....	2
INSTRUCTIONS TO THE TENDERERS.....	3
1. INTRODUCTION .....	6
2. SCOPE OF WORK.....	6
3. TECHNOLOGY AND PLATFORM .....	9
4. REPORT FORMAT.....	10
REPORT-I .....	10
REPORT-II .....	11
REPORT-III .....	11
REPORT-IV .....	11
5. CONFIDENTIALITY OF INFORMATION AND ITS USAGE .....	11
6. ELIGIBILITY CRITERIA .....	12
7. PAYMENT SCHEDULE .....	13
8. TENDER SUBMISSION PROCEDURE .....	14
9. EARNEST MONEY AND REQUEST FOR PROPOSAL FORMAT.....	14
10. DEFECT IDENTIFICATION AND IT'S REDRESSAL .....	15
11. TIMELY AVAILABILITY OF SUPPORT SERVICES.....	16
12. LIQUIDATED DAMAGES .....	16
13. ARBITRATION.....	16
ANNEXURE - `A` .....	18
ANNEXURE - `B` .....	19
ANNEXURE - `C` .....	21
ANNEXURE - `D` .....	22
ANNEXURE - `E` .....	23
ANNEXURE - `F` .....	24
ANNEXURE - `G` .....	25
ANNEXURE - `H` .....	26



## **NOTICE INVITING TENDER**

### **No. NSIC/HO/TISDC/18**

**Subject:** Tender for Services for supply of National Tenders Information and Award of Contract (AOC) information to NSIC's Members through email and availability of same on web platforms through NSIC's B2B Portal MSMEart.

Sealed Tenders are invited in the two-Tender system (Technical & Financial Tender separate sealed envelopes contained in one bigger envelope) in the prescribed format for **Tender for Services for supply of National Tenders and AOCs Information to NSIC's MSMEart Members and their availability through NSIC's MSMEart Portal.**

<b>Requirement</b>	Services for supply of National Tenders and AOC information to NSIC's Members and availability of Web Platforms through NSIC Website's
<b>Tender Document No. &amp; Tender opening Date</b>	NSIC/HO/TISDC/18, Tender opening Date: <b>30-12-2019</b>
<b>Last date &amp; time of submission of Tender</b>	<b>Date:30-12-2019 at Time: 15:00 hrs</b>
<b>Date of opening of Technical Tender</b>	<b>Date:30-12-2019 at Time: 15:30 hrs, Financial opening date, time to be informed to technically qualified Tenderers for their presence</b>
<b>Technical Tender</b>	The details for submission of Technical Tender is placed at <b>Annexure - `A`</b>
<b>Financial Tender</b>	The details for submission of Financial Tender is placed at <b>Annexure - `B`</b>
<b>Cost of Tender Documents (Non-refundable)</b>	Rs. 525/- (Rupees Five Hundred twenty Five Only) in the form of DD or exempted for MSME as detailed, available in " <b>Instructions to the Tenderers</b> " at <b>Page No. 4.</b>
<b>Earnest Money Deposit along with Tender</b>	Rs.60,000/- (Rupees Sixty thousand only) in the form of DD or exempted as detailed, available in " <b>Instructions to the Tenderers</b> " at <b>Page No. 4.</b>
<b>Address for Tender Inquiry and Delivery</b>	Designation: General Manager (C&P cell) The National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan, Okhla Industrial Estate, Phase - III, New Delhi - 110 020
<b>Clarification seeking date &amp; time</b>	Clarifications can be sought from GM(C&P cell) until 27-12-2019 15:00hrs.
<b>Designated Authority for Queries by speed post</b>	General Manager (C&P cell) The National Small Industries Corporation Limited NSIC Bhawan, Okhla Industrial Estate, Phase - III, New Delhi - 110020 Tel. - 011 - 26926275, ext no. 501 Email: procurement@nsic.co.in



## **INSTRUCTIONS TO THE TENDERERS**

1. Tender documents can be downloaded from the website of NSIC, www.nsic.co.in and www.eprocure.gov.in from **13-12-2019** to **27-12-2019**. The cost of Tender document is **Rs. 525/ - (Rs. FIVE HUNDRED TWENTY FINE only inclusive of GST)** (un-returnable) may be enclosed in the form of demand draft only drawn in favour of "**The National Small Industries Corporation Ltd.**" **payable at New Delhi** (in the Envelope-1 for Technical Tender)
2. The **Earnest Money Deposit of Rs. 60,000/- (Rupees Sixty Thousand only)** by way of demand draft only drawn in favour of "**The National Small Industries Corporation Ltd.**" **payable at New Delhi shall be submitted along with Technical Tender in Envelope-1.**

The offers without EMD will be rejected. However, there is exemption of EMD and Tender fee applicable to the units registered with MSME, Udyog Aadhar and The National Small Industries Corporation (NSIC) as defined in General Financial Rules (GFR), 2017. Further exemption will also be provided as per the "Public Procurement Policy for Micro & Small Enterprises (MSEs) Order 2012"

**A copy of valid certificate/ proof of registration must be enclosed along with the Technical Tender for availing exemption.**

3. The Tenderer must submit an undertaking on its letter head that they have not been blacklisted by any Government Department (Central/ State/ Autonomous/PSU) in India. Self-declaration is required as per **Annexure – "D"**.
4. Tender shall be duly, properly and exhaustively filled in. All pages of the Tender should be **signed with stamp by the Authorized Signatory of Tenderer with company stamp on all the pages of this Tender.**
5. The Tenderer shall submit the copy of PAN, GST Registration Certificate along with the Technical Tender of the Tender document.
6. Any cutting/over writing etc. in the Tender must be signed by the person who is signing the Tender. The rates and units shall not be overwritten. **The financial figures in Financial Tender shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.** For unit rates indicated, the total price shall be corrected to the multiplication sum of quantity required in this Tender. **Financial Tender to be submitted in Envelope-2.**

7. The Tender shall be placed in properly sealed bigger envelope addressed to:

**General Manager(C&P cell),  
The National Small Industries Corporation Limited,  
(A Government of India Enterprise),  
NSIC Bhawan, Okhla Industrial Estate,  
Phase – III, New Delhi – 110020**



And the said **bigger envelope shall contain two separate sealed envelopes containing Envelope-(1) Technical Tender & Envelope-(2) Financial Tender**. To be dropped in TENDER BOX KEPT IN C&P CELL.

8. The bigger envelope shall be super - scribed as "Tender for **Services for supply of National Tenders Information and AOCs Information to NSIC's MSME Mart Members**". The two sealed envelopes inside the bigger envelope must be super - scribed as:
  - a. **Envelope No-1:** The said envelope is for technical Tender & shall be super-scribed as "**Services for supply of National Tenders and AOCs Information to NSIC's MSMEMART members- TECHNICAL TENDER**".
  - b. **Envelope No-2:** The said envelope is for financial Tender & shall be super scribed as "**Services for supply of National Tenders and AOCs Information to NSIC's MSMEMART Members - FINANCIAL TENDER**".
9. The Technical Proposal should be submitted in One Hard Copy and One Soft Copy (in CD/DVD). In case of discrepancy, the hard copy submitted will be considered as final.
10. Technical Tender will be opened on **30-12-19 at 15:30 hrs** in the office of **General Manager(C&P cell)**. Tenderer of their authorised representative may be present at the time of opening of the Tender, but authorization letter shall be mandatory for their representatives. The date for opening of second envelope containing financial Tender will be intimated to the qualified Tenderers separately.
11. The NSIC reserves the right to reject any Tender and to annul the Tendering process as a whole or reject all Tenders at any time prior to award of contract without assigning any reason whatsoever. In case any information/document as requested is not submitted with Tender, the Tenderer shall be taken as non-responsive and shall be summarily rejected.
12. In the event of any dates mentioned in the Tender document is declared as holiday for NSIC, the Tenders will be received / opened on the next working day at the appointed time.
13. This Tender document is not transferrable.
14. We confirm with our acceptance to the Instruction to the Tenderers at S. No. 1 to 13 as stated above.



**Terms of Reference**

**For**

**Services for supply of**

**National Tenders and AOCs**

**Information to**

**NSIC's MSME Mart Members**

**and their availability through**

**NSIC's MSME Mart Portal**



## 1. INTRODUCTION

The National Small Industries Corporation Limited (NSIC) is a PSU established by the Government of India in 1955 to promote and develop micro, small and medium enterprises (MSMEs) in the country.

NSIC has proved its strength within the country and abroad by promoting MSMEs through modernization, up-gradation of technology, quality consciousness, strengthening linkages with large medium enterprises and enhancing exports - projects and products of MSMEs.

NSIC is delivering Business Information at the doorsteps of MSMEs since 2003 through a professionally managed Web Portal [www.nsic.co.in](http://www.nsic.co.in) and other supplementary value-added services. NSIC is also serving and promoting MSMEs globally through comprehensive B2B Marketplace [www.msmemart.com](http://www.msmemart.com). Currently, NSIC's B2B Portal has 15,000 active Members (approximately) and expected to increase upto 20,000 (approximately) by next one year.

## 2. Scope of Work

Sealed Tenders are invited for providing comprehensive information on the National Tenders and AOC sector specific information to NSIC MSMEMART members for the period of **One Year** from the date of start of services and further extendable to another one year (i.e. **Second Year**) based on satisfactory performance and with same rates & contract conditions.

A basic membership is offered to the NSIC MSMEMART members wherein the Tender information and AOC information is given to all members, additionally, it is also given to the units registered under the basic membership for first 30days only, which is not chargeable for such units for 30days and therefore should not be considered as part of the proposal but prices shall be deemed to be included with the Tender.



1. Providing the Tender Information and AOC Information to NSICs B2B Portal registered units through email alerts.
2. Web based information on National Tenders and AOC with regular update and cross linkage through APIs (Application programming interface) (Namely- Search, Update, Register) for accessibility of Tenders from NSICs B2B Portal as and when required with B2B Portal theme shown on the pages.
3. The agency will provide APIs (Application programming interface) for various types of reports.
4. Tender and AOC Information should cover following:
  - Government Tenders
  - Public Sector Tenders
  - Private sector TendersIt shall cover Tenders from Government of India Portal i.e. Central Public Procurement Portal, various State portals, all newspapers and any other digital or physical source available etc.
5. The Award of contract (AOC) information should include
  - Who all participated in a particular contract, i.e. information of all the Tenderers who participated in a Tender?
  - The name of the Tenderer who stood L1, L2 etc. & on what ground they were ranked so.
  - Who qualified technically or financially etc.
  - Also include & provide AOC details of all possible Tenders.
6. Tender and AOC Email Alerts
  - Provision of Daily Tender Notices through e-mails to MSMEMART Customers, based on their **specific Sector, keyword specific** choice through email address provided by NSIC.
7. The Tenderer should keep provision of a User ID and Password for every member. The member can log on to NSICs B2B Portal and can access the Tender and AOC information from the portal by using the same User ID and Password as used to login to the





portal any time, from any part of the world, and get the Tender of his choice.

In case of any password forgotten by Member, mechanism shall be in place for sending new password on their registered mobile number.

8. The Tenderer will ensure the readability of attachment (if any), sent to members on their E-mail as alerts.
9. The email alerts will be sent to the members in a specific template with logo of NSIC MSMEMART.
10. The access to the Tender information to NSICs B2B Portal Members shall be unlimited and un-restricted.
11. The Tender information should cover all the sectors, for example:-
  - INFORMATION TECHNOLOGY
  - LEATHER AND LEATHER PRODUCTS
  - KNITWEAR AND GARMENTS
  - PHARMACEUTICALS AND CHEMICALS
  - AUTO COMPONENTS
  - LIGHT ENGINEERING (BUILDING HARDWARE, PUMPS, AGRICULTURE DIESEL ENGINES, HAND TOOLS, BICYCLE COMPONENTS ETC.)
  - AGRO AND FOOD PROCESSING
  - BIO-TECHNOLOGY AND BIO MEDICAL
  - DIMENSIONAL STONES
  - LOW COST BUILDING MATERIALS
  - CERAMICS

**Any other Tender information related to Micro, Small & Medium Enterprises (SMEs) can be further added.**
12. In case a separate link is given for display of Tenders, the NSIC website theme should be applied to all the linked pages and no other advertisement or logo should be displayed.
13. Project/Business News Information from all over India shall also be provided to members.



14. The entire responsibility of authenticity, correctness of Tender Information should be borne by Tenderer and any legal dispute that may arise will be responsibility of Tenderer and the same shall be taken care by the Tenderer.

### **3. Technology and Platform**

The service provider will provide various APIs (Application program interface) for showcasing the Tender and AOC information along with various reports as desired by NSIC during the time of finalization / award of contract on NSICs B2B Portal. They shall also demonstrate Tender and AOC forwarding on email alerts and as received by the registered members and NSIC.

Screenshot of how the existing application is running and how the APIs are being consumed is placed below for reference. Any clarification may please be called within Tender clarification period.



The screenshot shows the MSME Mart website interface. At the top, there are navigation links like Home, Blog, Help, Contact, and a search bar. Below that, the MSME Global Mart logo and the Ministry of Micro, Small and Medium Enterprises Government of India are displayed. The main navigation menu includes Category, Suppliers, Buyers, Avail Loans, Tenders, Govt. Supply, MSME Registration, Exhibitions, and Quick Links. The 'Tenders By State' section is active, showing a grid of links for various Indian states and Union Territories, including Andaman and Nicobar Islands (UT), Assam, Chhattisgarh, Delhi, Haryana, Jharkhand, Lakshadweep(UT), Meghalaya, NorthEast, Punjab, Tamilnadu, Uttaranchal, APO, AndhraPradesh, Bihar, DadraandNagarHaveli(UT), Goa, HimachalPradesh, Karnataka, MadhyaPradesh, Mizoram, Orissa, Rajasthan, Tripura, WestBengal, ArunachalPradesh, Chandigarh(UT), DamanandDiu(UT), Gujarat, Jammu&Kashmir, Kerala, Maharashtra, Nagaland, Pondicherry(UT), Sikkim, UttarPradesh, and Manipur.

## 4. Report Format

Service provider will provide monthly log reports in the following format for AOC and Tender Information respectively (indicative only):

### Report-I

#### Selection Criteria

**From Date: 01-Apr-2019 To Date: 31-Mar-2020**

Name of the NSIC Members (Company Name): .....  
Email Address: .....

Total No. of Tenders Sent: ...2000...  
Validity Date: **08-Nov-2019**



#	Tender Notice	Sent Date
1	TIS/GGG/MMMM/IT,TTT/MM/KKK/222	05-06-2014

## Report-II

### Selection Criteria Date: **01-Apr-2019**

#	Name of the NSIC Members	Email Address	Count
1	XXXXXXXX	<a href="mailto:xxxxx@gmail.com">xxxxx@gmail.com</a>	05

## Report-III

### Selection Criteria

**From Date: 01-Apr-2019 To Date: 31-Mar-2020**

#	Sector	Tender Notice	Total No of NSIC members to whom Tender Notice is sent
1	IT	TIS/GGG/MMMM/IT	300

## Report-IV

### Selection Criteria

**From Date: 01-Apr-2019 To Date: 31-Mar-2020**

#	States	Tender Notice nos. Published
1	Delhi	3000
2	MP	10000
3	Rajasthan	90000

Any other report as required by NSIC from the available data fields shall also be provided by Tenderer.

## 5. Confidentiality of Information and its usage

The information provided by NSIC to the service provider will be kept confidential and the service provider will not utilize it for his / her usage for generation of any business or any other usage.

The service provider will not make any claim for the information provided by them to NSIC or its members in any way, whatsoever.



**CONFLICT OF INTEREST:** Tenderer shall not undertake any work during the contract period which shall be in conflict with NSIC awarded work.

## **6. Eligibility Criteria /Qualifying Requirements:**

Only those Tenderers fulfilling the following criteria should Tender:

### **A. General**

- a. Tenderer should have experience of 03 years in rendering services for National Tenders and AOC. Tenderer shall submit authenticated copy of Company Incorporation certificate, proprietary firm registration certificate, partnership registration certificate, as the case may be.
- b. The Tenderer should have given services to Government sector/ PSU Sector in any **one** of the similar projects. Documentary evidence like Purchase Order (P.O.). etc., is to be furnished in Technical Tender.
- c. Should have executed more than three similar projects in last three years. Documentary evidence: Purchase Order (P.O.). etc., is to be furnished in Technical Tender.

Tenderer should submit documentary evidence in respect of all the above mentioned criteria while submitting the proposal. Proposal of Tenderer who do not fulfill the above criteria or fail to submit documentary evidence thereon would be taken as non-responsive and shall be summarily rejected.

### **B. Organizational Parameter**

- a. The Tenderer submitting the offer should be a registered Company/ Partnership firm/ Proprietorship concerned (Attach Proof) i.e. Certificate of Incorporation/ Valid Registration. Tenders submitted as Joint Ventures, Consortiums and similar arrangement will not be considered as technically qualified Tender and shall be summarily rejected.



- b. The Tenderer should NOT have been blacklisted by any Government Organization/ Department. A self - declaration in this regard should be submitted by the Tenderer as per **Annexure – 'D'**.

### **C. Human Capital Strength**

Experienced and qualified professionals should be permanently employed on Tenderer payroll as given below:

- a. The Tenderers should have at-least 25 experienced and qualified professionals permanently employed on Tenderer's Payroll. A Self-declaration in this regard should be submitted by the Tenderer as per **Annexure – 'G'**.

### **D. Financial Capability**

- a. The Tenderer should have a sales turnover of at-least 50lakhs in each of the last three financial years (i.e. 2016-17, 2017-18 & 2018-19). Tenderer should provide last three years audited Annual Accounts/ CA Certificate / Audited Balance Sheet along with the technical Tender to support the same.
- b. The Tenderer shall submit the copy of PAN, GST Registration Certificate along with the Technical Tender of the Tender document.

The NSIC reserves the right to reject any Tender and to annul the Tendering process and reject all Tenders at any time prior to award of contract without assigning any reason whatsoever.

NSIC, as per its discretion, may procure services from one or more than one supplier, or procure services in parts. The detailed Tender document can be downloaded from NSIC's website [www.nsic.co.in](http://www.nsic.co.in). The Tenderer has to qualify in all the parameters and submit the relevant documents as per each clause for responsiveness.

## **7. Payment Terms & Schedule:**



7.1 NSIC will make payment for the contracted services under this Request for Proposal, as per details given below:

Twenty five percent (25%) of total yearly amount at the end of each quarter will be released on satisfactory performance and submission of Bills. For GST re-imburements at specified rate as given in Bills, NSIC may ask for proof of submission to Government account. Currency to be indicated in INDIAN RUPEES only in Price schedules.

## 8. TENDER SUBMISSION PROCEDURE

8.1 The Tender shall be submitted in two parts in separately sealed envelopes and super scribed as below:

- a. **Envelope No-1:** The said envelope is for technical Tender & shall be super-scribed as "**Services for supply of National Tenders and AOCs Information to NSIC's MSMEMART Members and their availability through NSIC's MSMEMART Portal – TECHNICAL TENDER**".
- b. **Envelope No-2:** The said envelope is for financial Tender & shall be super scribed as "**Services for supply of National Tenders and AOCs Information to NSIC's MSMEMART Members and their availability through NSIC's MSMEMART Portal – FINANCIAL TENDER**".

### 8.2 Tender Validity

The Tender shall be valid for a period of 90 days from Tender opening date.

## 9. Earnest money and Request for Proposal Format

9.1 The Tender document is available on the NSIC website [www.nsic.co.in](http://www.nsic.co.in), Tenderers can download Tender documents and use it for submission along with Tender document amount of Rs.525/- (Rs. Five Hundred Twenty five only, inclusive of GST) which may be enclosed in the form of demand draft only drawn in favour of "The National Small Industries Corporation Limited" payable at New Delhi.



- 6.2 Earnest Money Deposit of Rs. 60,000/- (Rupees Sixty Thousand only) should be in the form of Demand Draft favouring "The National Small Industries Corporation Limited" payable at New Delhi. Without the EMD, the proposal shall be rejected outright.
- 6.3 However, there is exemption of EMD and Tender Fee applicable to the units registered with MSME, Udyog Aadhar, The National Small Industries Corporation (NSIC) as defined in General Financial Rules (GFR) 2017. Further, exemption will also be provided as per the "Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012".

## **10. Foreclosure of Contract (for Service):**

In case, the Tenderer does not perform under the contract to the full satisfaction of EIC (Engineer-in-charge)/NSIC or his authorized representative, NSIC reserves the right to reject the services rendered under the contract in entirety or partially, as the case may be. During the evaluation period of rendered services, the Tenderer shall be liable to fully refund the payment received for the quarter in which deficiency of service is inferred & concluded by NSIC. In this regard, the decision of the EIC (Engineer-in-charge)/NSIC or his authorized representative, Head Office, Business Development Division, New Delhi shall be final & binding.

## **11. Defect Identification and its redressal:**

The service provider shall immediately attend the issues, bugs and complaints as noticed by them, or reported by NSIC, or MSMEMART members. The service provider shall provide and develop a system for regular redressal of complaints and upkeep, maintenance of all the services which includes issues identifications and its immediate rectification, so that services are not affected. It shall be the sole responsibility of the service provider that all the services rendered by him are kept functional round the clock during the validity of the contract. Defect Liability period shall be 03 months from the date of completion/expiry of Tender, wherein any defect, error, miss-information provided by Tenderer shall be required to be redressed and resolved at Tenderers own expenses for services carried out by him during contract period. On failure of the service provider to do





so, the same shall be completed by the NSIC at the risk and cost of the service provider (Tenderer).

## **12. Timely Availability of Support Services(post-award ):**

The successful Tenderer should have or develop proper and adequate support mechanism at New Delhi to provide all necessary services under this Tender. The Tenderer should be able to provide support services to all users/members of NSIC either through their own support office or through franchise centers. The response time for support services for service should not be more than 24 hours.

## **13. Service Continuity**

The service provider confirms and agrees to provide the continuity of the service after expiry of service period for three months in exigency conditions at same rate and condition till the hiring of new service provider.

## **14. Liquidated Damages**

Time is the essence of this service contract. On the occurrence of any of the event of default on the part of Tenderer, the NSIC may be at liberty to terminate the Contract/Work Order with prior 30 days' notice. In the event of termination of contract, the Tenderer shall be liable to pay the 25% of total contract value along with damages (if any) as claimed by NSIC MSMEMART Members.

## **15. Arbitration for any Dispute**

12.1 This is for any dispute or difference whatsoever arising between NSIC and the Tenderer out of or relation to the rendered service, meaning, scope, operation, effect of this Tender document or breach of contract or the validity of contract relating to the meaning of words, terms, specification, operations and instructions mentioned in the Tender document and as to the quality of performance of the Tender or any other question. For claim, right, matter or thing whatsoever shall be settled by arbitration, the same shall be referred to the Sole Arbitrator appointed by



CMD of NSIC or his authorized representative in accordance with the Arbitration and Conciliation Act, 1996 and as amended by The Arbitration and Conciliation (Amendment) Act, 2015 and the award made in pursuance thereof shall be binding on the parties.

12.2 The Venue of Arbitration shall be at New Delhi.

- 16. Security Deposit:** An amount equal to ten percent of awarded contract value shall be submitted by successful Tenderer to NSIC until Defect liability period completion as security deposit, which shall be returned by NSIC after completion of Defect liability period without any interest.
- 17. Mobilization Advance:** This is a contract for providing services, so no mobilization advance shall be admissible and provided by NSIC.
- 18.** Tender can be submitted in HINDI language along with its English translated version.
- 19.** Code of Integrity for Public procurement: All Bidders and procuring authorities shall observe the highest standards of ethics and shall not indulge in corrupt practices, fraudulent practice, anti-competitive practices, coercive practices, obstructive practices.
- 20.** Punitive provisions: If the code of integrity is observed to violate conclusively, then procuring entity may take appropriate measures as they deem fit as per Manual for Procurement of Consultancy & other services 2017
- 21.** Conflicting relationship: A consultant having close business or family relationship with professional staff of procuring entity who are directly or indirectly involved in any part of Bidding is to be declared at the time of Bid submission for resolution as per satisfaction of Executing contract awarding authority.
- 22.** In conditions of contract closure due to any reason whatsoever, Tenderer confirms and agrees to transfer data pertaining to subject tender to NSIC or their authorised representative.



**Annexure - 'A'**

**TECHNICAL TENDER**

**FORMAT & REQUIREMENTS**

1. Tender Ref. No: **NSIC/HO/TISDC/18**
2. Name of Tenderder: .....
3. Complete office address of Tenderer.....  
.....  
.....
4. Contact details of authorized person of Tenderer who have signed the Tender.  
Name: .....
  - a. Designation: .....
  - b. Phone (Office): .....
  - c. Phone (Mobile): .....
  - d. E-mail Id: .....
5. EMD and Tender Fee payment details (DD number & bank detail)  
.....
6. Documents to be enclosed with the Technical Tender are as under :
  - a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
  - b. Supporting information with respect to clause A to D of Pre-Qualification Criteria
  - c. Copy of PAN, GST Registration duly Signed & Stamp.
  - d. Tenderer's Authorization Certificate as per **Annexure "C"**.
  - e. Self-declaration / Undertaking on letter head as per **Annexure "D"**.

Signature of the Tenderer with stamp

Name: .....

Designation: .....

Date: .....



**Annexure - `B`**

**FINANCIAL TENDER**

**FORMAT & REQUIREMENTS**

1. Tender Ref. No.: **NSIC/HO/TISDC/18**
2. Name of the Tenderer: .....
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

#	Description	Amount (in Rs.)
1	Lump sum amount for Services for supply of National Tenders Information to MSME Mart Members (20000 nos.) through email and availability of same on web platforms through NSIC's B2B Portal for a period of one year.	
2	Lump sum amount for Services for supply of (Award of Contract) AOC to MSME Mart Members (20000 nos.) through email and availability of same on web platforms through NSIC's B2B Portal for a period of one year.	
3	Taxes	
	Total (Including Taxes)	

In words (Rs.....)

For additional requirement beyond 20000 nos.: -

#	Description	Amount (in Rs.)
1	Additional amount for Services for supply of National Tenders Information to MSME Mart Members (every 5000 nos.) beyond 20000nos.	For 1 <sup>st</sup> 5000 members i.e. 25000 nos.
		For 2 <sup>nd</sup> 5000 members i.e. 30000 nos.
2	Additional amount for Services for supply of	For 1 <sup>st</sup> 5000 members i.e. 25000 nos.



(Award of Contract) AOC to MSME Mart Members (every 5000 nos.) beyond 20000nos.	For 2 <sup>nd</sup> 5000 members i.e. 30000 nos.	
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I/we hereby confirm that to the best of our knowledge and belief:

1. The rate quoted will be reasonable and valid for the period of one year from the date of opening of financial Tender. The period can be extended with mutual consent.
2. Tendered rates are at par with the prevailing market rates and not more than the price usually charged for same nature/class or description from any other, either foreign or as well as Government purchaser.
3. In respect of indigenous items/services for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
4. Services/Products/Goods supplied, will be of requisite specification and quality.

**Note:**

1. The Tenderer is advised to quote rate in absolute Indian Rupees.
2. The rate quoted will be reasonable and valid for period of contract from the date of opening of financial Tender. The period can be extended with mutual consent.
3. No condition will be entertained and conditional Tender will be liable to be rejected.

Signature of the Tenderer with stamp

Name: .....

Designation: .....

Date: .....



**Annexure - `C`**

**Tenderer's Authorization Certificate**

(To be submitted on the letter head of the Tenderer)

To,  
GENERAL MANAGER(C & P CELL),  
The National Small Industries Corporation Limited,  
NSIC Bhawan, Okhla Industrial Estate, Phase-III  
New Delhi-110020

<Tenderer's Name> \_\_\_\_\_  
<Designation> \_\_\_\_\_ is hereby  
authorized to sign relevant documents on behalf of the company in  
dealing with Tender of reference no. NSIC/HO/TISDC/18 dated  
\_\_\_\_\_. He is also authorized to attend meetings &  
submit technical & financial information as may be required by you in the  
course of processing above said Tender.

Yours Sincerely,

Signature of the Tenderer with stamp

Name: .....

Designation: .....

Date: .....



**Annexure - `D`**

**Undertaking /Self-Declaration for Not Blacklisted**

(To be submitted on the letter head of the Tenderer)

To,

GENERAL MANAGER(C & P CELL),  
The National Small Industries Corporation Limited  
(A Government of India Enterprise)  
NSIC Bhawan, Okhla Industrial Estate, Phase-III  
New Delhi- 110 020

Sir,

With reference to the Tender No. NSIC/HO/TISDC/18,

We.....  
hereby confirm that we have not been blacklisted by any Government  
Department (Central/State/Autonomous/PSU) in India.

Signature of the Tenderer with  
stamp

Name: .....

Designation: .....

Date:.....



## Annexure - `E`

### Details of Projects Executed in Last 3 Years

#### (Refer Clause 6(A))

#	Name, Address, Contact Number & e-mail of Client	Turnover of the Client	Date of Award	Date of Completion	Value (Rs. In lakhs)

\* CA Certificate / Audited Balance Sheet / Online verifiable resource.

Signature of the Tenderer with stamp

Name: .....

Designation: .....

Date: .....





**Annexure - `F`**

**Non-Disclosure Agreement (NDA)**  
**Third Party Non-Disclosure Agreement**

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with NSIC on contract is confidential and that the nature of the business of the NSIC is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the NSIC or its members. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: systems, techniques, computer programs/data.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return the copies thereof relating in any way to NSIC business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also. I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the NSIC, and are reasonable given the nature of the business carried on by the NSIC. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of, 20\_\_\_\_\_.

Signature of the Tenderer with stamp

Name: .....

Designation: .....

Date: .....



**Annexure – G`**

**Self-Declaration for Human Capital Strength**

(To be submitted on the letter head of the Tenderer)

To,

GENERAL MANAGER(C & P CELL),  
The National Small Industries Corporation Limited  
(A Government of India Enterprise)  
NSIC Bhawan, Okhla Industrial Estate, Phase-III  
New Delhi- 110 020

Sir,

With reference to the Tender No. NSIC/HO/TISDC/18,  
We.....  
hereby confirm that we have at-least 50 experienced and qualified  
professional permanently employed on our Payroll.

Signature of the Tenderer with stamp

Name: .....

Designation: .....

Date: .....



## Annexure - `H`

### Checklist

Sl. No.	Particulars	(Please tick against the Supporting documents furnished)
<b>A</b>	<b>Qualification Document</b>	
1	Tender document signed and stamped	<input type="checkbox"/>
2	PAN/GST Copy, 3years experience	<input type="checkbox"/>
3	Details of Earnest Money Deposit submitted	<input type="checkbox"/>
4	Similar 3projects P.O. copy	<input type="checkbox"/>
<b>B</b>	<b>Tenderer's Organization &amp; Experience Proof</b>	
1	General Parameter of Qualification data	<input type="checkbox"/>
2	Organizational structure	<input type="checkbox"/>
3	Human capital strength, minimum 25numbers	<input type="checkbox"/>
4	Financial capability-50lakhs turnover (minimum)	<input type="checkbox"/>
<b>C</b>	<b>Annexures to be Enclosed</b>	
1	Annexure 'A' Technical tender	<input type="checkbox"/>
2	Annexure 'B' Financial tender(in separate envelope)	<input type="checkbox"/>
3	Annexure 'C' Authorisation certificate	<input type="checkbox"/>
4	Annexure 'D' Declaration of not Blacklisted	<input type="checkbox"/>
5	Annexure 'E' Details of Project executed in 3yrs	<input type="checkbox"/>
6	Annexure 'F' Non-disclosure Agreement	<input type="checkbox"/>
7	Annexure 'G' Human capital Strength	<input type="checkbox"/>



**End of the document**