



Tender Ref. No.: SIC/HO/MIS/MDBP/Signage/2020

Tender

for

**Supply, Installation & Commissioning
of
Signage Board at MDBP Building**

The National Small Industries Corporation Ltd.

(A Government of India Enterprise)

Ministry of MSME

Okhla Industrial Estate, Phase III,

New Delhi-110020

Tel No. 011-26926275

Weblink : www.nsic.co.in/tender/Current-Tenders.aspx
www.eprocure.gov.in

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NOTICE INVITING TENDER

NSIC Limited invites sealed tender in two Envelope system (Technical & Financial Tender in two separate envelopes inside a bigger envelope) from experienced signage Board Providers for Supply, Installation & Commissioning of signage Boards with NSIC logo.

The details are summarized below: -

a)	Tender number	Reference number for inviting Tenders through this tender is SIC/HO/MIS/MDBP/Signage/2020
b)	Eligible Tenderer (Qualifying requirement)	Intending Tenderer should have successfully completed one work of Rs. 3,43,680/- or two works, each of Rs. 2,57,760/- or three work, each of Rs. 1,71,840/- during last five years.
c)	Purchaser	The National Small Industries Corporation Ltd., (A Government of India Enterprise under Ministry of MSME)
d)	Usage of Signage Boards	To make NSIC Logo visible to Public by displaying on top of the MDBP building, NSIC Complex, Okhla, New Delhi-110 020 and on the boundary wall of MDBP campus, etc.
e)	Scope of Tender	To supply, install & commission LED Signage Boards & other boards as per Bill of quantity, Annexure-I.
f)	Details of Signage Boards	The details of Signage Boards are specified in bill of quantity placed at Annexure-I.
g)	Web page for details of tender	Web page: www.nsic.co.in/tender and www.eprocure.gov.in The prospective Tenderers are advised to visit the website periodically for any update in respect of this tender. No separate advertisement/communication will be sent to the individual and/or Tenderers.
h)	Addresses of Supplies	The Signage boards are proposed to be supplied at NSIC-Head Office, MDBP building at Okhla Industrial Estate, Phase III, New Delhi-110020
j)	Earnest Money Deposit (EMD) along with Tender	Interest free, EMD of Rs. 10,000/- (Rupees Ten Thousand Only) shall be submitted in the form of D.D. in favour of 'NSIC Limited' payable at New Delhi and to be placed in the Tender technical envelope while submitting the tender. Alternatively, EMD can be submitted through Online Banking Mode for which the details are given below in "Terms & Conditions" section. For online EMD submission, UTR No. and date of the online banking transaction on letter head of the Tenderer is to be submitted in the Technical Tender envelope while submitting the tender.
k)	Exemption from the payment of EMD and Tender document amount	The exemption for the payment of EMD as well as tender document amount will be applicable under Rule 170 & 173 of General Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro & Small Enterprises Order 2012". To claim the exemption, self-certified copy of valid certificate/proof of registration for the goods for which this tender floated, must be enclosed with Technical Tender.
l)	Cost of Tender Documents	The tender document can be collected from the office of General Manager, C&P, NSIC Ltd., Okhla Industrial Estate, Phase-III, New Delhi-20 in between the period from 29.02.2020 to 09.03.2020 between 10:30 hours to 14:00 hours against payment of Rs. 525/-

		<p>(Rupees Five Hundred Twenty Five Only) (Non-refundable, Inclusive of GST) by way of demand draft, in favour of 'NSIC Limited' payable at New Delhi on working days.</p> <p>Alternatively, tender document form can be downloaded from our website www.nsic.co.in/tender/Current-Tenders.aspx and www.eprocure.gov.in from 29.02.2020 to 09.03.2020. In case the tender document are downloaded for submission, the non-refundable tender document amount of Rs.525/- in form of demand draft in favour of 'NSIC Limited' payable at New Delhi shall be enclosed with Technical Tender of the tender while submitting the tender or through Online Banking for which details are given in "Terms & Conditions" section.</p>
m)	Last date of submission of Tender	<p>Tender must be delivered to the address below on or before 09.03.2020 up to 14:00 hours (Time) in tender box or through speed-post so as to reach before schedule date and time.</p> <p>General Manager (C&P) Contract & Procurement NSIC Limited, Okhla Industrial Estate, Phase-III, New Delhi-110020.</p> <p>The Tenders received after the due date and time shall be rejected.</p>
n)	Date of opening of Technical & Financial Bid	<p>The technical Tender for the tender shall be opened on 09.03.2020 at 14:30 hours at the address as under: Office of the General Manager(C&P), NSIC Ltd., Okhla Industrial Estate, Phase-III, New Delhi-110020.</p>

Note: In case of any clarifications required, the same can be sought on email procurement@nsic.co.in or submitted in hard copy at of the office of the General Manager, C&P, NSIC Ltd., Okhla Industrial Estate, Phase-III, New Delhi-20 from **02.03.2020 To 08.03.2020** (except Saturday & Sunday) between 11:00 hours to 15:00 hours.

General Manager(C&P),
NSIC Ltd.,
Okhla Industrial Estate, Phase-III,
New Delhi-110020.

Terms & Conditions

The Tender shall be submitted in accordance with these terms & conditions, as under.

1. Abbreviations:

Throughout this tender document, the word/ term:

- a) "NSIC" means The National Small Industries Corporation Ltd. Okhla Industrial Estate, Phase III, New Delhi - 110020
- b) "day" means Calendar day
- c) "tender" means tender number SIC/HO/MIS/MDBP/Signage/2020
- d) "LED Boards" means the LED Light Signage Board with NSIC Logo + Frame + Support.
- e) If context so requires, "singular" means "plural" and vice versa.
- f) "EMD" means Earnest Money Deposit, without interest.
- g) "Purchaser" means The NSIC Limited, Head Office, Okhla Industrial Estate, Phase III, New Delhi - 110020
- h) "Tender" means the Binding Tender submitted by Tenderer in response to this Notice of tender.
- i) "Tenderer" means the eligible and qualified Tenderer i.e. Executor of Signage Boards
- j) EIC / NSIC means Engineer in charge of NSIC for the subject package, is CM(M.I.S.).

2. Eligible Tenderer/ Qualifying Requirements:

Intending Tenderer should have successfully completed, minimum-

one work of Rs. 3,43,680/- (Rupees Three Lakhs Forty Three Thousand Six Hundred and Eighty only), or

two works, each of Rs. 2,57,760/- (Rupees Two Lakhs Fifty seven Thousand Seven Hundred and Sixty only), or

three works, each of Rs. 1,71,840/- (Rupees One Lakhs Seventy One Thousand Eight Hundred and Fourty only), or **more, during the last five years.**

3. Scope of Supply & Work:

- a) **To supply, install & commission LED Signage Boards & other boards as per Bill of quantity.**
- b) **The sizes mentioned in the Annexure-I are the requirements of boards on approximation basis.**
- c) The successful Tenderer shall give on-site comprehensive warranty of the installed & commissioned Systems for a duration of one years from the date of successful commissioning of Boards at the designated address. The purchaser is not liable to pay any extra charges on any account during warranty period. All LED lights shall have warranty of two years.

4. Address of supplies:

The details of addresses where the Signage Boards are to be supplied, installed & commissioned through this tender are as under:

**MDBP Building, NSIC Complex,
Okhla Industrial Estate, Phase III,
New Delhi-110020**

5. Pre-Tender Visit :

The Tenderer shall inspect the site and ensure themselves in all respect before submitting their offers and no claim whatsoever shall be entertained on any account.

6. Special Provision for Micro & Small Enterprises:-

Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST/Women entrepreneurs will also be given benefits as per Public Procurement Policy, 2012. The definition of MSEs owned by SC/ST/Women is as given under:

- (a) In case of proprietary MSE. Proprietor shall be SC/ST/Women
- (b) In case of partnership MSE, the SC/ST/Women partners shall be holding at least 51% shares in the unit
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

Document to claim benefits shall be enclosed in Technical Envelope of Tender.

7. Delivery

The purchaser expects to complete delivery, installation & commissioning of Signage Boards by the successful Tenderer within Fourteen (14) days (including Saturday & Sunday) from the date of issue of work order at the designated address.

8. Comprehensive Warranty

- a) The successful Tenderer shall offer on-site comprehensive warranty of Signage Boards for **one year** from the date of successful commissioning of Signage Boards at the designated address & shall cover each and every part of the System including parts having limited life, etc. The purchaser is not liable to pay any extra charges on any account during warranty period.
- b) Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the Tenderer shall have to replace them with spares only without asking for any charges. LED light to have two year warranty.
- c) During the warranty period, technician shall be deputed at site by the successful Tenderer within two days from the date of request from purchaser, to rectify and fix the defects/ malfunctioning of Signage Boards. The cost of deputation of Technician and any other associated expenditure to attend the rectification/ fixing of fault, shall be borne by the Tenderer.

9. Tender documents:

- a) The tender document can be collected from the office of the **General Manager (C & P), NSIC Ltd., Okhla Industrial Estate, Phase-III, New Delhi-20** in between the period from **02.03.2020 To 08.03.2020** (Except Saturday & Sunday) between 10:30 hours to 14:00 hours against payment of Rs. 500.00 +5%GST = Rs.525/- (Rupees Five Hundred and Twenty Five Only) (Non-refundable, inclusive of GST) by way of demand draft, in favour of **NSIC Limited** payable at **New Delhi**.
- b) Alternatively tender form can be downloaded from our website <https://nsic.co.in/tender> or www.eprocure.gov.in from **29.02.2020 to 09.03.2020**. In case the tender downloaded for submission of offer, the tender document amount of Rs. 525/- in form of demand draft in favour of **“NSIC Limited”** payable at **New Delhi**, shall be enclosed with Technical Tender of the tender while submitting the tender.

The other option is to pay Rs.525/- by RTGS/NEFT to the bank of purchaser as detailed under:

ACCOUNT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
NSIC Limited	PUNJAB NATIONAL BANK, OKHLA, NEW DELHI	0602002100000892	PUNB0060200

The Tenderer is requested to attach the UTR No. / Bank Statement / RTGS Slip in the Technical Tender, to prove the transfer of payment to the purchaser's Account.

- c) At any time prior to the deadline for submission of Tenders, the Purchaser may amend the Tender Documents by issuing addendum/ corrigendum which will be placed on website only. The prospective Tenderers are advised to visit the Website (www.nsic.co.in) and www.eprocure.gov.in for any update in respect of this tender.

10. Authorization for Submission of Tender:

- a) The original and all copies of the Tender shall be signed and stamped, on every page, by a person duly authorized to sign on behalf of the Tenderer. The written confirmation of authorization (in form of letter on the Tenderer's letter head) to sign on behalf of the Tenderer confirming the signature as a person duly authorized to sign should be attached with the technical Tender of the tender.
- b) The person signing the tender document or any other documents on behalf of the Tenderer shall be deemed to warrant that he has authority to bind the Tender. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any, consider civil & criminal remedies and cancel the tender and hold the Tenderer liable for all costs, charges and damages.

11. Earnest Money & Tender Document amounts:

- a) The EMD of Rs. 10,000/- (Rupees Ten Thousand Only) shall be submitted in the first envelope super-scribed as "Technical Tender", of prescribed amount by way of Demand Draft drawn in favour of "**NSIC Limited**", or online banking mode for the Signage Boards submitted by the Tenderer. No cash towards EMD shall be accepted. The Tenders without EMD from the Tenderers shall be rejected.
- b) In case tender documents downloaded from website, Tender Document amount of Rs. 525/- shall be submitted by way of D.D. drawn in favour of "**NSIC Limited**" along with the Technical Tender of the tender documents. Tender document amount is non-refundable. The option for payment of EMD/Tender document amount by RTGS/NEFT is also available and bank details of purchaser, are as under:

ACCOUNT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
NSIC Limited	PUNJAB NATIONAL BANK, OKHLA, NEW DELHI	0602002100000892	PUNB0060200

The Tenderer is requested to attach the UTR No. /Bank Statement / RTGS Slip in the Technical Tender, to prove the transfer of payment to the purchaser's Account.

- c) **The exemption for the payment of EMD as well as tender document amount will be applicable under Rule 170 & 173 of General Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the “Public Procurement Policy for Micro & Small Enterprises Order 2012”. To claim the exemption, self-attested copy of valid certificate/proof of registration for the goods for which this tender floated, must be enclosed with Technical Tender.**
- d) The Purchaser shall not be liable for payment of any interest on EMD. Tender document amount is non-refundable.
- e) Any request by the Tenderers to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.
- f) The EMD will be returned to the unsuccessful Tenderers within 30 days after the orders are placed on the successful Tenderer.
- g) Security Deposit of 10% of awarded value is to be submitted by the successful Tenderer as Tender security and therefore, the EMD submitted by Tenderer shall be converted into security deposit and remaining amount of security deposit is to be submitted to NSIC by successful Tenderer with award of work.

12. Submission of Tender:

- a) The prospective Tenderers should examine all the terms & conditions, Bill of Quantity for works in the tender documents and to furnish with its Tender, all documents or information as required for Tendering.
- b) The language for all the correspondence and documents related to this tender shall be in English/ Hindi only. Moreover, the printed literature/technical details for the Signage Boards shall also be in English/ Hindi.
- c) The Tender must be placed in a properly sealed bigger envelope addressed to The General Manager, C&P, NSIC Ltd., Okhla Industrial Estate, Phase III, New Delhi- 110020 and the said bigger envelope shall contain two sealed envelopes, each containing, Technical & Financial Tenders, respectively and separately. The bigger envelope must be super-scribed “Tender for Supply, Installation and Commissioning of Signage Boards for MDBP building ” with its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:

Envelope No-1: The said envelope is for technical Tender & shall be super-scribed as “Tender for the Supply, Installation, Commissioning of Signage Boards for MDBP building -Technical Tender”.

Envelope No-2: The said envelope is for Financial Tender & shall be super-scribed as “Tender for the Supply, Installation, Commissioning of Signage Boards for MDBP building -Financial Tender”.

- d) If both or either of the envelopes are not sealed and marked as required, the Purchaser shall not be responsible for misplacement or premature opening of the Tender.
- e) All the columns of the tender document shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender document must be signed by the person who is signing the Tender.
- f) Tenders received in open covers/open letters/ fax/ email will not be considered.

13. Financial Tender Submission:

- a) Tenderer shall take into account all Prices including Packing, Forwarding, Transportation, Insurance including unloading of Signage Boards at the address of the purchaser for giving delivery, installation & commissioning of Signage Boards at site as specified elsewhere and these prices are deemed to be included in the TOTAL offered price.

- b) The “Price of Signage Boards & other Boards ” in submitted Tender shall remain firm & inclusive of all prices involved for the delivery to the destination(s) also including the price of Installation & Commissioning at destination, Price of services to be provided during Comprehensive Warranty of one year, LED light shall have warranty of two years.
- c) **No extra payment or revision of “Price of Signage Boards & other boards” shall be acceptable on account of any discrepancy in nomenclature of items. The prospective Tenderers are advised to seek clarification, if any, desired before submitting the Tender.**
- c) No representation for the revision of the quoted “Price of Signage Boards & other boards” shall be considered by NSIC.

14. Last date of submission of Tender:

- a) The Tender should reach the office of the **General Manager, C&P, NSIC Ltd., Okhla Industrial Estate, Phase III, New Delhi by 09.03.2020 up to 14:00 hours.**
- b) The purchaser may, at his discretion, extend the deadline for the submission of Tenders by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective Tenderers are advised to remain in touch with website for any update in respect of this tender.
- c) The purchaser shall not consider any Tender that submitted/received after the deadline i.e. date and time for submission of Tenders. Any Tender received by the Purchaser after the deadline for submission of Tenders shall not be considered and shall be rejected.

15. Rights of Purchaser:

- a) It may be noted that the General Manager, C&P, NSIC Ltd., Okhla Industrial Estate, Phase III, New Delhi, without assigning any reason whatsoever, reserves the right to **cancel** the procurement even after calling the offers from Tenderers but before the issue of work order to execute the supply by the successful Tenderer. The reason for cancellation of supply would not be disclosed and the Tenderer has no right to ask for so.
- b) The Purchaser reserves the right to accept or reject any Tender, without assigning any reason, thereof, and to annul the Tendering process and reject all Tenders at any time prior to work order, without thereby incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically EMD deposits shall be returned to the Tenderers but in no case Tender document amounts shall be refunded.

16. Opening of Technical Tender:

- a) The Technical Tender of tenderers will be opened at office of General Manager, C&P, NSIC Ltd., Okhla Industrial Estate, Phase III, New Delhi on **09.03.2020 at 14:30 hours**. The Tenderer or their authorized representative (One person only) may be present at the time of opening of the Tender.

17. Opening of Financial Tender:

The Financial Tender of only technically qualified Tenderers will be opened on the same date.

18. Validity of Tender:

- a) The tender shall be valid for a period of 120 days from the date of opening of the Tender of this subject tender. The Terms and financial details submitted in the Tender shall be treated as firm during the said period of 120 days.
- b) In exceptional circumstances, prior to the expiry of the Tender validity period, the Purchaser may request Tenderers to extend the period of validity of their Tenders by another 15 days. The request and the responses shall be made in writing.

19. Evaluation of Tenders:

The Tenders shall be financially evaluated (after Technical evaluation) on the basis of TOTAL PRICES offered for the Signage Boards by Tenderers.

- a) To assist in the examination, evaluation, comparison of the Tenders and qualification of the Tenderers, the Purchaser may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.
- b) The Purchaser is authorized to ask for the evidence from Tenderer to counter-check that the GST as claimed by the Tenderer at the time of issue of invoice after the supply of Signage Boards has been submitted to government.

20. Earnest Money Forfeit:

- a) If any Tenderer withdraws his Tender before the period of 120 days from the date of opening of Tender or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- b) The EMD will also be forfeited in following cases:
 - i. If the successful Tenderer fails to accept the work order issued, based on his/her offer (Tender) within the prescribed time.
 - ii. If the successful Tenderer fails to supply the Signage Boards with details as per Bill of Quantity mentioned in Annexure –I.
 - iii. If the successful Tenderer delays supplies or work beyond a reasonable time resulting in disruption of project.
 - iv. Successful Tenderer for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the work order within stipulated delivery period.
 - v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies/work.

21. Notification of Award:

Prior to the expiry of the period of Tender validity, the purchaser shall notify the successful Tenderer, in writing, that its Tender has been accepted. The notification letter shall specify the sum that the Purchaser will pay to the Tenderer in consideration of the supply and work of Signage Boards with the details of selected location/ address.

22. Packing:

- a) The successful Tenderer shall provide packing of the Signage Boards, as necessary to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment of Signage Boards received with damaged packaging, the purchaser shall not accept the delivery of the same.
- b) The Signage Boards shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The Tenderer shall be responsible for any loss/ damage to material during transportation to the designated address.

23. Delivery Time:

The Tenderer confirms and agrees that the period within which the ordered quantity along with installation & commissioning will be completed is 14 days, including Saturday & Sunday. The Tenderer shall note that in case Tenderer fails to supply & complete installation & commissioning within the period indicated by the Tenderer in technical Tender of this tender, penalty @0.5% of value of the order per week of delay would be levied subject to a maximum of 5 percent. After that the supply & work order shall be cancelled and EMD will be forfeited and Tenderer will be debarred from participation in any future tenders. The successful Tenderer shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful Tenderer shall complete supplies strictly as per the accepted delivery period.

24. Payment Terms:

- a) The 90% payment of total bill value will be made by the purchaser by RTGS/ NEFT for which the Tenderer shall send bills in duplicate (original + copy) after Supply, Installation & Commissioning of Signage Boards, giving the reference number of the work order along with copies of delivery note & satisfactory report of the Installation of Signage Boards from designated EIC/NSIC. The details about the designated EIC/NSIC who is authorized to take the delivery of Signage Boards shall be informed to the successful Tenderer through the work order placed for the supply, installation & commissioning of Signage Boards.
- b) However, 10% (ten percent) amount (including Security deposit in this ten percent) will be retained for one year as Performance Guarantee and shall be released only after completion of one year from the date of commissioning (without interest).

25. Causes of Rejection of Tender:

- a) While submitting the Tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the Tender shall be rejected.
- b) If any Tenderer stipulates any condition of his own, such conditional Tender shall be liable to be rejected.

26. Claims:

- a) If the Signage Boards supplied are found to be of size and shape different than those in the Bill of Quantity & those stipulated in the accepted offer, the purchaser shall have right to totally reject the Signage Boards and/or to claim for compensation from successful Tenderer. The successful Tenderer shall be responsible for arranging the rejected signage Boards to be removed at his cost from purchaser premises.

27. Address for communication:

All the communication with respect to the tender shall be addressed to:

General Manager, C&P,
NSIC Limited,
Okhla Industrial Estate, Phase III, New Delhi-20.
Ph: 011-26926275
Email: procurement@nsic.co.in
Website: www.nsic.co.in

28. Force Majeure:

In the event of any unforeseen circumstances directly interfering with the supply/work of Signage Boards arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the successful Tenderer shall, within 7 working days, from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 60 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

29. Code of Ethics:

The Purchaser as well as the Tenderer shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the Tenderers are found in Tender pooling, cartelisation or against law on fraud and corruption then their firms may be blacklisted.

30. Arbitration:

All questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the quality of workmanship or performance of the contractor any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders or these conditions; or otherwise concerning the performance of the contract, the execution or failure to execute the same whether arising during the existence of the contract or after the termination of the contract, the same shall be referred to the sole arbitrator appointed by the Chairman-Cum-Managing Director of the Corporation.

The law under the Arbitration and Conciliation Act, 1996 as amended by the Arbitration and Conciliation (Amendment) Act 2015 shall be applicable to such proceedings.

31. Jurisdiction:

In the event of any dispute the legal matter shall be subjected to the jurisdiction of the court at Delhi.

We confirm with our acceptance to the terms & conditions (S. No. 1 to 31 above) as given above.

TENDERER'S NAME & SIGNATURE WITH SEAL

The duly signed pages of "Terms & Conditions of the Tender" as above shall be attached with technical Tender of the tender as a mark of acceptance of Tenderer and any Tender/ tender not confirming the terms & conditions as above, is liable to be rejected.

S.No.	Item	Quantity	Unit
1	LED Signage Board - Design, fabrication, supply and fixing 3D LED Sign Board of size 30ft (width) x 7ft (height) to be fixed on the terrace (4th floor) of the NSIC Business Park at NSIC Complex, Okhla Industrial Estate, New Delhi with following specifications:	1 (ONE)	each
(a)	The English & Hindi letters having 2 ft height and 2.5 inch depth made with 3mm thick acrylic sheet (black in the day and white glowing in the night). The base of the letter should be of ACP sheet of minimum 3mm thickness. The matter of the Board shall be as per indicative drawing enclosed as Annexure-A .		
(b)	The letters will be fixed on 4mm thick perforated ACP sheet (Alstone/ Alumax/AluDecor or equivalent make).		
(c)	The acrylic letters will be fitted with LED lighting with Samsung LED modules 12V DC (IP67) water proof along with water proof adaptor (Hi-Tech or equivalent), cables, plug and sockets, as per site requirement. Adequate number of LED modules should be provided in the letter to ensure uniform and bright illumination during night as per the satisfaction of the Engineer-in-charge. The LED modules shall have a warranty of 2 years.		
(d)	The logo of NSIC will be 5.5 ft high, 2.5 inch in depth made of acrylic with UV printing on acrylic with Samsung LED modules and accessories as per specification mentioned in 1 (c) above. Letters in the logo will be laser cut embossed with 3mm thick ACP sheet as base. The design of the logo is enclosed as Annexure-B .		
2	Supporting Structure for LED signage board at Item No. 1 above- The supporting structure will consist of hollow circular/ square MS sections as per attached indicative drawing fixed with base plate, anchor fastner/ nut-bolts, concrete pedestals on the terrace including a coat of red-oxide primer with two or more coats of enamel paint. The indicative drawing of the supporting structure is enclosed as Annexure-C .	800	kg
3	Main Gate Signage - Design, fabrication, supply & fixing of computer cut High Intensity Prismatic (HIP) Retroreflective Sheet mounted on 4mm ACP sheet (Alstone/ Alumax/AluDecor or equivalent make) to be fixed on MS frame made of 1 inch x 1 inch MS hollow pipe (medium duty) to be fixed on existing MS grill on the boundary wall. The size of Board shall be 20 ft x 2.5 ft. The matter for the Board shall be as per indicative drawing enclosed as Annexure-D .	1 (ONE)	each
4	Inauguration Plaque - Stainless Steel (Grade-304) plate of thickness 16 gauge with matter engraved on it fixed on wall using SS studs of appropriate size, supported on back with SS pipe (1 inch x 1 inch) base frame as per drawing enclosed at Annexure-E . The matter for the plaque (including colour of letter, logos etc.) shall be provided separately.	24	Sqft
5	Directory Signage - The directory signage (size-32inch x 96inch) made of Stainless Steel (Grade-304) sheet having thickness of 18 gauge fixed on concrete wall with stainless steel studs. The SS base sheet will have the arrangement of acrylic slider sheet (3mm thick) name plate bearing company names pasted on it with vinyl cut stickers. The width of each acrylic slider sheet name plate shall be 4 inch. Each directory signage board shall have minimum 20 acrylic slider sheet name plate.	4 (FOUR)	each

(Undertaking from Tenderer on their official stationery)

To,
Chief General Manager-SG
M.I.S. DIVISION,
NSIC Limited
Okhla Industrial Estate, Phase-III
New Delhi-110020.

Sir,

Subject: Undertaking for the participation in the tender No. SIC/HO/MIS/MDBP/Signage/2020 of signage board due for opening of tender on 09.03.2020.

Dear Sir,

HAVING EXAMINED AND SATISFIED WITH THE FOLLOWING DOCUMENTS:

- 1. Notice Inviting Tender
- 2. Terms & Conditions
- 3. Bill of quantity of Signage Boards (Annexure-I)
- 4. Financial Bid (Annexure-III)

I/Wedo hereby submit the above Tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We undertake to accept Tender by and fulfil all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge and undertake that before the submission of this Tender, I/We have carefully read and followed the instructions and I/We have understood the existing system of supply at the address(es) of purchaser including the scope and nature of duties expected from the Tenderer.

I/We distinctly undertake that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We undertake & declare that our unit has never made any default in supplying the Signage Boards to Government / Semi Government/ Central or State Public sector enterprise(s) for any reasons in the last Two years.

Any notice required to be served on me/us shall be sufficiently served on me/us through email or post (registered or ordinary) or courier or left at my/our address furnished herein.

.....
.....

I/We fully understand the terms and conditions in the tender documents.
I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of.....2020

Authorized Signatory
Seal:

1. **Tender document amount payment details** (if tender document downloaded from website)
 Details of DD/ RTGS/ NEFT by which tender document amount paid.....
2. **EMD payment details** (Not applicable if the Tenderer is holding valid registration/ exemption certificate): Details of DD/RTGS/NEFT by which EMD paid

3. **PAN of Tenderer** (self-attested copy to be enclosed)
4. **GSTIN registration number of Tenderer** (self-attested copy to be enclosed)

5. **Delivery period after receipt of supply order from purchaser:** (The purchaser expects to complete delivery installation & commissioning of Signage Boards by the Tenderer within fourteen (14) days including Saturday & Sunday, from the date of issue of supply cum work order. After 14 days Liquidated damages shall apply at 0.5percent per week to a maximum of 5 percent of the total order value.
6. **Details of address with contact details from where the Tenderer planned to offer After Sales Services during the Warranty period:**

Details of address of Tenderer for rendering 'After Sales Services'	Address

7. **Qualifying Requirements:**
 Intending Tenderer should have successfully completed-one work of Rs. 3,43,680/- or two works, each of Rs. 2,57,760/- or three works, each of Rs. 1,71,840/- during the last five years.
Copy of Purchase order and completion certificate to validate the Qualifying requirements are to be enclosed.
 (The purchaser shall have liberty to contact any or all of purchaser to assess the performance of Signage Boards supplied by Tenderer)
8. **Documents - Details to be enclosed with the Tender by Tenderer are as under:**
 - a) To avail benefit of Public Procurement Policy by SC/ST Micro & Small Enterprises, the requirement of documents to substantiate their claim (As per Para 6 of this tender) shall be submitted with Technical Tender.
 - b) Undertaking as per Annexure-II (Page-14) on official stationery.
 - c) All the pages are to be duly signed by the Tenderer for the tender document as a mark of acceptance.
 - d) Authorization letter in favour of their representative to sign the tender on behalf of Tenderer.
 - e) Self-attested copy of valid certificate of MSME category (or SC/ST category) for claiming exemption from EMD & Tender document amount.
 - f) Self-attested copy of valid GSTIN registration.
 - g) Self-attested copy of valid PAN.
 - h) In case EMD paid through online banking system, the details of UTR Number and date shall be submitted.

i) In case the tender is downloaded from website, then either the Demand Draft towards tender document amount or UTR number and date for the transfer of tender document amounts shall be enclosed with the technical Tender.

I/We as Tenderer agree and certify that:

- a. The Tender submitted through this tender shall remain valid for acceptance for 120 days from the date of opening the Tender.
- b. Agree to offer onsite comprehensive warranty on the Signage Boards for one Year supplied through this tender. LED light shall have two years warranty.
- c. Agree to offer services during warranty period of one (01) year for the Signage Boards supplied and an amount equal to 10 percent shall remain with NSIC as **performance security** to be released after completion of one year (without interest).
- d. The work measurement shall be as per EIC /NSIC as authorised by CM (MIS) for this package.

Name & Signature of the authorized Tenderer with stamp

Contact details of authorized person of Tenderer who have signed the tender.

Name.....

Designation.....

Ph
(office).....

(Mobile)

Email.....

FORM FOR SUBMISSION OF FINANCIAL BID

1. Tender Ref. No: SIC/HO/MIS/MDBP/Signage/2020
2. Name of the Tenderer:
3. The Financial offer to execute the supply, installation & commissioning of Signage Boards as per the tender:

**Supply, installation and commissioning of Signage BOARDS at NSIC Business Park at
NSIC Complex, Okhla Industrial Estate, New Delhi**

S.No.	Item	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
1	LED Signage Board - Design, fabrication, supply and fixing 3D LED Sign Board of size 30ft (width) x 7ft (height) to be fixed on the terrace (4th floor) of the NSIC Business Park at NSIC Complex, Okhla Industrial Estate, New Delhi with following specifications:	1 (ONE)	each		
(a)	The English & Hindi letters having 2 ft height and 2.5 inch depth made with 3mm thick acrylic sheet (black in the day and white glowing in the night). The base of the letter should be of ACP sheet of minimum 3mm thickness. The matter of the Board shall be as per indicative drawing enclosed as Annexure-A .				
(b)	The letters will be fixed on 4mm thick perforated ACP sheet (Alstone/ Alumax/AluDecor or equivalent make).				
(c)	The acrylic letters will be fitted with LED lighting with Samsung LED modules 12V DC (IP67) water proof along with water proof adaptor (Hi-Tech or equivalent), cables, plug and sockets, as per site requirement. Adequate number of LED modules should be provided in the letter to ensure uniform and bright illumination during night as per the satisfaction of the Engineer-in-charge. The LED modules shall have a warranty of 2 years.				
(d)	The logo of NSIC will be 5.5 ft high, 2.5 inch in depth made of acrylic with UV printing on acrylic with Samsung LED modules and accessories as per specification mentioned in 1 (c) above. Letters in the logo will be laser cut embossed with 3mm thick ACP sheet as base. The design of the logo is enclosed as Annexure-B .				
2	Supporting Structure for LED signage board at item No.1 above. The supporting structure will consist of hollow circular/square MS sections as per attached indicative drawing fixed with base plate, anchor fastener/nut-bolts, concrete pedestals on the terrace including a coat of red-oxide primer with two or more coats of enamel paint. The indicative drawing of the supporting structure is enclosed as Annexure-C .	800	kg		

3	Main Gate Signage - Design, fabrication, supply & fixing of computer cut High Intensity Prismatic (HIP) Retroreflective Sheet mounted on 4mm ACP sheet (Alstone/ Alumax/AluDecor or equivalent make) to be fixed on MS frame made of 1 inch x 1 inch MS hollow pipe (medium duty) to be fixed on existing MS grill on the boundary wall. The size of Board shall be 20 ft x 2.5 ft. The matter for the Board shall be as per indicative drawing enclosed as Annexure-D .	1 (ONE)	each		
4	Inauguration Plaque - Stainless Steel (Grade-304) plate of thickness 16 gauge with matter engraved on it fixed on wall using SS studs of appropriate size, supported on back with SS pipe (1 inch x 1 inch) base frame as per drawing enclosed at Annexure-E . The matter for the plaque (including colour of letter, logos etc.) shall be provided separately.	24	Sqft		
5	Directory Signage - The directory signage (size-32inch x 96 inches) made of Stainless Steel (Grade-304) sheet having thickness of 18 gauges fixed on concrete wall with stainless steel studs. The SS base sheet will have the arrangement of acrylic slider sheet (3mm thick) name plate bearing company names pasted on it with vinyl cut stickers. The width of each acrylic slider sheet name plate shall be 4 inch. Each directory signage board shall have minimum 20 acrylic slider sheet name plate.	4 (FOUR)	each		
	Total				
	GST				
	Grand Total				
	Grand Total (in words)				

We hereby confirm and agree to the terms and conditions of the contract and if we succeed, the execution of supplies would be made in compliance. Further:

1. The rates is inclusive of loading, unloading, transportation with FOR at NSIC Business, Park, NSIC Complex, Okhla, New Delhi.
2. Water & electricity, if required, shall be made available at site by NSIC for execution of work, free of cost.
3. Security deposit @10% of the value of the work executed shall be withheld which will be released (without interest) after completion of the defect liability period, which is one year from the date of completion of the work.
4. The work shall be completed within 14 days from the date of award of work (including Saturday & Sunday).

Name & Signature of the authorized Tenderer with stamp
Contact details of authorized person of Tenderer who have signed the tender.

Name.....

Designation.....

Phone (office).....

Phone (Mobile)

E mail.....



एन एस आई सी बिजनेस पार्क NSIC BUSINESS PARK

LED Signage Board – To be fixed on terrace of size 30 ft (width) x 7 ft (height)



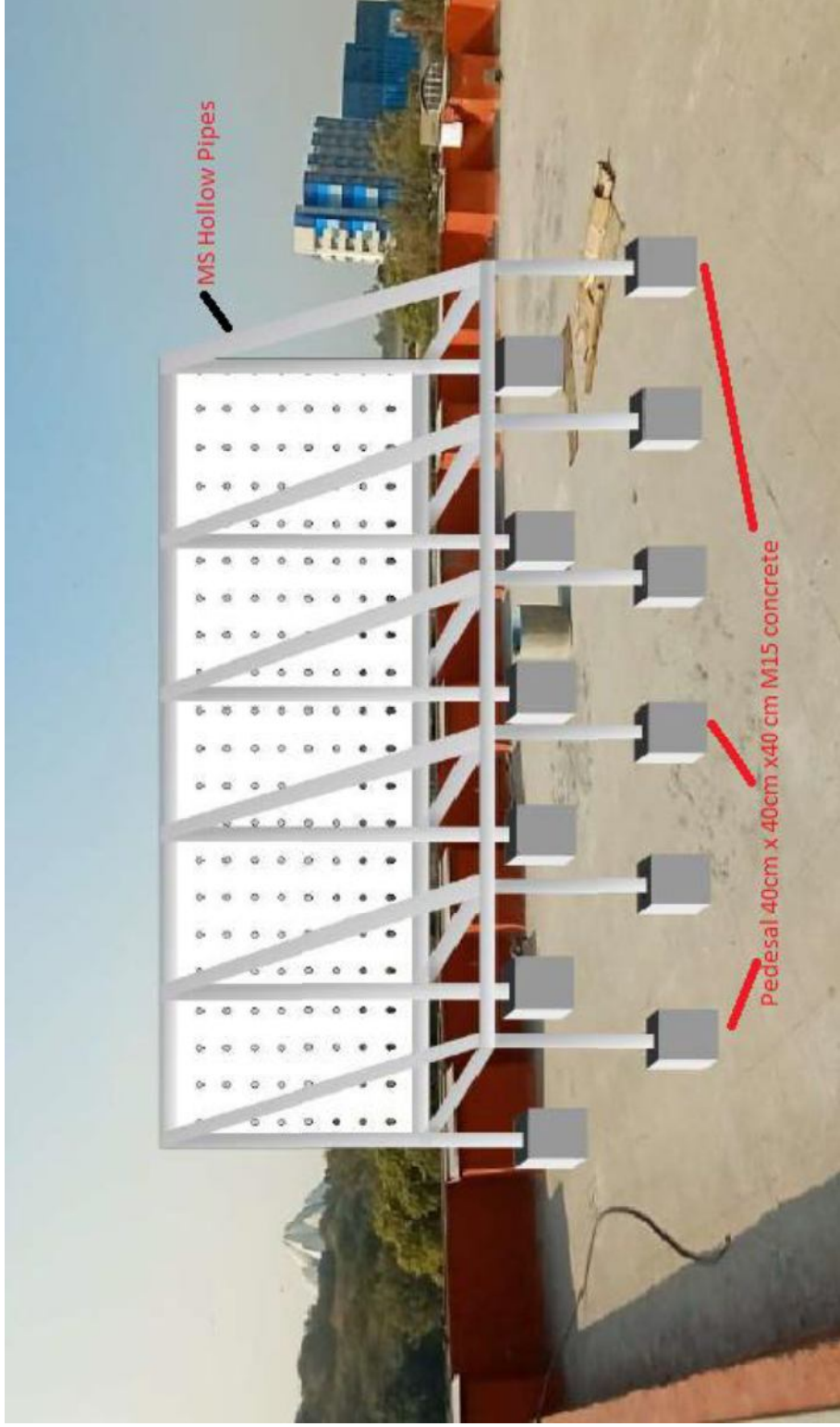
Location of the LED Signage Board to be fixed on terrace (4th floor level) as per item description in BOQ



एन एस आई सी
N S I C

NSIC Logo

Annexure-C



Supporting Structure for LED Board – The structure shown here is indicative only. Design of the structure to be got approved from NSIC before execution



एन एस आई सी बिजनेस पार्क

एन एस आई सी कॉम्प्लेक्स, ओखला औद्योगिक
एस्टेट, नई दिल्ली - 110 020

NSIC BUSINESS PARK
NSIC Complex, Okhla Industrial Estate,
New Delhi – 110 020

Main Gate Signage - Outside Board with Retroreflective Stickers on ACP sheets – 20 ft x 2 ½ ft



Location of the Board to be fixed on existing grills over boundary wall as per item description in BOQ

Annexure-E



Inauguration Plaque Indicative Representation