



**Notice Inviting Tender**

**For**

**Supply of National Tenders Information  
to NSIC's Infomediary Members**

**and**

**their availability through NSIC's B2B  
Portal.**

**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 24 pages. No change in the document by the bidder is permissible**



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## **NOTICE INVITING TENDER**

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

**Subject:** Tender for Supply of National Tenders Information to NSIC's Infomediary Members and their availability through NSIC's B2B Portal.

Sealed bids are invited in the two bid system (Technical & Financial bid separate sealed envelopes contained in one bigger envelope) in the prescribed format for **Tender for Supply of National Tenders Information to NSIC's Infomediary Members and their availability through NSIC's B2B Portal.**

<b>Requirement</b>	Supply of National Tenders to NSIC's Members and availability of Web Platforms through NSIC Website's
<b>Tender Document No. &amp; Date</b>	NSIC/HO/TISDC/18, Dated: 28-06-2017
<b>Last date &amp; time of submission of Response tender</b>	<b>05-07-2017 at 16:00hrs</b>
<b>Date of opening of Technical Bid</b>	<b>05-07-2017 at 16:30hrs</b>
<b>Technical Bid</b>	The details for submission of Technical Bid is placed at <b>Annexure - `A`</b>
<b>Commercial Bid</b>	The details for submission of Commercial Bid is placed at <b>Annexure - `B`</b>
<b>Cost of Tender Documents (Non-refundable)</b>	Rs. 500/- (Rupees Five Hundred Only) in the form of DD or exempted as detailed, available in " <b>Instructions to the Tenderers</b> " at <b>Page No. 5.</b>
<b>Earnest Money Deposit along with Tender</b>	Rs.10,000/- (Rupees Ten thousand only) in the form of DD or exempted as detailed, available in " <b>Instructions to the Tenderers</b> " at <b>Page No. 5.</b>
<b>Address for Tender Inquiry and Delivery</b>	<b>Chief General Manager (TISDC) The National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan, Okhla Industrial Estate, Phase – III, New Delhi – 110 020</b>
<b>Contact Person for Queries</b>	<b>Sh. Sandeep Tomer Dy. Manager (IT) The National Small Industries Corporation Limited NSIC Bhawan, Okhla Industrial Estate, Phase – III , New Delhi – 110020 Tel. – 011 - 26920906 Email: dmit@nsic.co.in</b>

## **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 **28-06-2017** to **05-07-2017**. The cost of tender document is **Rs. 500/ - (Rs. Five hundred only)** may be enclosed in the form of demand draft only drawn in favour of **"The National Small Industries Corporation Ltd."** payable at **New Delhi**.

2. The **Earnest Money Deposit of Rs. 10,000/- (Rupees Ten 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 Bid**.

The offers without EMD will be rejected. However, there is exemption of EMD and Tender fee applicable to the units registered with Central Purchase Organization (DGS&D), The National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005. 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 bid for availing exemption.**

3. The Bidder/ 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 – "C"**.
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. 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 commercial bid 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.**
6. The Tenderer shall submit the copy of PAN, VAT/TIN / Service Tax Registration Certificate along with the Technical Bid of the tender document.

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

**Chief General Manager (TISDC),  
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 Technical & Financial bids.**

8. The bigger envelope shall be super - scribed as "**Supply of National Tenders to NSIC's Members and availability of Web Platforms through NSIC's B2B Portal**". The two sealed envelopes inside the bigger envelope must be super - scribed as:
- Envelope No-1:** The said envelope is for technical bid & shall be super-scribed as "**Supply of National Tenders to NSIC's Members and availability of Web Platforms through NSIC's B2B Portal – TECHNICAL BID**".
  - Envelope No-2:** The said envelope is for financial bid & shall be super scribed as "**Supply of National Tenders to NSIC's Members and availability of Web Platforms through NSIC's B2B Portal – FINANCIAL BID**".
9. The Technical Proposal should be submitted in One Hard Copy and One Soft Copy (in CD/DVD/Pen Drive). In case of discrepancy, the hard copy submitted will be considered as final.
10. Technical bid will be opened on **05-07-2017 at 16:30hrs** in the office of **Chief General Manager (TISDC)**. A representative of the Bidder may be present at the time of opening of the tender. The date for opening of second envelope containing financial bid will be intimated to the qualified bidders separately.
11. The NSIC reserves the right to reject any bid and to annul the bidding process or reject all bids at any time prior to award of contract without assigning any reason whatsoever.
12. In the event of any dates mentioned in the tender document is declared as holiday for NSIC, the bids will be received / opened on the next working day at the appointed time.
13. This tender document is not transferrable. We confirm with our acceptance to the Instruction to the tenderers at S. No. 1 to 13 as stated above.

**Terms of Reference**

**For**

**Supply of National Tenders**

**Information to NSIC's**

**Infomediary Members**

**and**

**their availability through**

**NSIC's B2B 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 has 6,000 Live Members (approximately) and expected to increase upto 10,000 (approximately) by next one year.

## 2. Scope of Work

Sealed bids are invited for providing comprehensive information on the National Tenders sector specific for the period of **One Year** from the date of release of work order.

1. Web based information on National Tenders with regular update a cross linkage for accessibility of tenders from NSIC Website's as and when required with NSIC theme shown on the pages.
2. Tender Information should cover
  - Government tenders
  - Public Sector Tenders
  - Private sector Tenders
3. Tender Email Alerts
  - Provision of Daily Tender Notices through e-mails to NSIC Customers based on their Sector specific choice through the email address provided by NSIC.



4. 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 tender information related to Micro, Small & Medium Enterprises (SMEs) can be added.
5. The bidder should keep provision of a User ID and Password for every member. The member can log on to website any time, from any part of the world, and get the tender of his choice. This service allows member to access tenders from the website directly.
6. Tender information through E- Mail alerts for the specific sectors should be sent to their mailboxes on daily basis.
7. The Bidder will ensure the readability of attachment if any, sent along with the E-mail alerts.
8. 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.
9. The access to the tender information to NSIC Members shall be unlimited.
10. Project/Business News Information from all over the India to be provided.
11. The entire responsibility of authenticity of Tender Information should be born by Bidder and any legal dispute that may arise will be taken care by Bidder.

### 3. Technology and Platform

The web platform to be developed can be developed in any platform like .NET, PHP etc. and should be made accessible through a url on NSIC's B2B Portal.

### 4. Report Format

Service provider will provide monthly log reports in the following format:

#### Report-I

##### Selection Criteria

**From Date: 01-04-2014 To Date: 31-03-2015**

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

Email Address: .....

Total No. of Tenders Sent: ...2000...

Validity Date: 01-04-2014

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

#### Report-II

##### Selection Criteria Date: 01-04-2014

#	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: 01-04-2014 To Date: 31-03-2015**

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

## 5. BID SUBMISSION PROCEDURE

5.1 The bid 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 bid & shall be super-scribed as "**Supply of National Tenders Information to NSIC's Infomediary Members and their availability through NSIC's B2B Portal – TECHNICAL BID**".
- b. **Envelope No-2:** The said envelope is for financial bid & shall be super scribed as "**Supply of National Tenders Information to NSIC's Infomediary Members and their availability through NSIC's B2B Portal – FINANCIAL BID**".

### 5.2 Bid Validity

The bid shall be valid for 90 days from last date of submission.

## 6. Earnest money and Request for Proposal Format

- 6.1 The tender document is available on the NSIC website [www.nsic.co.in](http://www.nsic.co.in). Bidders can download the Request for Proposal (RFP) and use it for submission. Cost of the tender document is Rs.500/- (Rs. Five hundred only) 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. 10,000/- (Ten Thousand only) should be in the form of Demand Draft favoring "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 the Central Purchase Organizations (DGS&D), The National Small Industries Corporation (NSIC) or the concerned Ministry or Department as defined under Rule 157 of General Financial Rules (GFR), 2005. Further exemption will also be provided as per the "Public Procurement Policy for Micro & Small Enterprises (MSEs) order 2012".

## **7. Payment Schedule**

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

25% of total yearly amount at the end of each quarter will be released on satisfactory performance and submission of bills.

## **8. Performance**

8.1 In case, the Bidder does not perform under the contract to the full satisfaction of the Corporation, NSIC reserves its right to reject the services rendered under the contract in its entirety or partially, as the case may be, during the evaluation period of rendered services and Bidder shall be liable to refund the full amount of that quarter received from NSIC. In this regard the decision of the Chief General Manager of NSIC, Head Office, TISDC Department, New Delhi shall be final & binding.

## **9. Timely Availability of Support Services**

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

## **10. Eligibility Criteria**

Only those Bidders fulfilling the following criteria should bid:

### **A. General**

- a. Bidder should have experience of 3 years in rendering services for National Tenders. Company registration certificate as an evidence should be provided by the bidder.
- b. The Bidder should have given services to Government sector/ PSU Sector in any one of the similar project. Documentary evidence like Purchase Order (P.O.). etc.

- c. Should have executed more than three similar projects in last three years. Documentary evidence like Purchase Order (P.O.). etc.

Bidder should submit documentary evidence in respect of all above mentioned criteria while submitting the proposal. Proposal of Bidder who do not fulfill the above criteria or fail to submit documentary evidence thereon would be rejected.

## **B. Organizational Parameter**

- a. The bidder submitting the offer should be a registered Company/ Partnership firm/ Proprietorship concerned (Attach Proof) i.e. Certificate of Incorporation/ Valid Registration. Bids submitted as Joint Ventures, Consortiums and similar arrangement will not be considered as technically qualified bid.
- b. The bidder should NOT have been blacklisted by any Govt. Organization/ Department. A self - declaration in this regard should be submitted by the bidder as per **Annexure - 'D'**.

## **C. Human Capital Strength**

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

- a. The bidders should have at-least 50 experienced and qualified professional permanently employed on Bidder's Payroll. A Self-declaration in this regard should be submitted by the bidder as per **Annexure - 'G'**.

## **D. Financial Prospective**

- a. The bidder should have a sales turnover of at-least 50lakhs in each of last three financial years (i.e. 2014-15, 2015-16 & 2016-17). Bidder should provide last three years audited Annual Accounts/ CA Certificate / Audited Balance Sheet along with the technical bid to support the same.
- b. The Tenderer shall submit the copy of PAN, VAT/TIN / Service Tax Registration Certificate along with the Technical Bid of the tender document.

The NSIC reserves the right to reject any bid and to annul the bidding process and reject all bids 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 bidder has to qualify in all the parameter and submit the relevant documents as per each clause.

## **11. LIQUIDATED DAMAGES**

Time is the essence of the assignment. On the occurrence of any of the event of default on the part of bidder, 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 bidder shall be liable to pay the 25% of total contract value along with damages if any, claimed by NSIC Members.

## **12. ARBITRATION**

12.1 Any dispute of difference whatsoever arising between NSIC and the Bidder out of or relation to the construction, meaning, scope, operation or effect of this tender document or the validity of the breach thereof or relating to the meaning of the words, terms, specification, operations and instructions mentioned in the tender document and as to quality of performance of the tender any other question. 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 in accordance with the Arbitration and Conciliation Act, 1996 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 Delhi.

**Annexure - 'A'**

**TECHNICAL BID**

**FORMAT & REQUIREMENTS**

1. Tender Ref. No: **NSIC/HO/TISDC/18**
2. Name of Bidder: .....
3. Complete office address of Bidder.....  
.....  
.....
4. Contact details of authorized person of Bidder 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 bid 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, VAT/TIN/Service Tax Registration duly Signed & Stamp.
  - d. Bidder's Authorization Certificate as per **Annexure "C"**.
  - e. Self-declaration / Undertaking on letter head as per **Annexure "D"**.

Signature of the Bidder with stamp

Name: .....

Designation: .....

Date: .....

**Annexure - `B`**

**FINANCIAL BID**

**FORMAT & REQUIREMENTS**

1. Tender Ref. No.: **NSIC/HO/TISDC/18**
2. Name of the Bidder: .....
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:

<b>S.N</b>	<b>Description</b>	<b>Amount (in Rs.)</b>
<b>1</b>	<b>Lump sum amount for Supply of National Tenders Information to NSIC's Infomediary Members and their availability through NSIC's B2B Portal for a period of one year.</b>	
<b>2</b>	<b>Taxes</b>	
<b>3</b>	<b>Total (Including Taxes)</b>	

In words (Rs.....)

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 bid. 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 Bidder 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 bid. 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 Bidder with stamp

Name: .....

Designation: .....

Date: .....

**Annexure - `C`**

**Bidder's Authorization Certificate**

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

To,

Chief General Manager (TISDC),  
The National Small Industries Corporation Limited,  
NSIC Bhawan, Okhla Industrial Estate, Phase-III  
New Delhi-110020

<Bidder'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 & commercial information as may be required by you in  
the course of processing above said tender.

Yours Sincerely,

Signature of the Bidder with stamp

Name: .....

Designation: .....

Date: .....

**Annexure -`D`**

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

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

To,

Chief General Manager (TISDC)  
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 Bidder with stamp

Name: .....

Designation: .....

Date: .....

**Annexure - `E`**

**Details of Projects Executed in Last 3 Years**

**(Refer Clause 5(A))**

<b>S.No.</b>	<b>Name, Address, Contact Number &amp; e-mail of Client</b>	<b>Turnover of the Client</b>	<b>Date of Award</b>	<b>Date of Completion</b>	<b>Value (Rs. In lakhs)</b>

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

Signature of the Bidder 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 Bidder with stamp

Name: .....

Designation: .....

Date: .....

**Annexure - `G`**

**Self-Declaration for Human Capital Strength**

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

To,

Chief General Manager (TISDC)  
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 Bidder 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	Bid Submission Form (Tender document)	<input type="checkbox"/>
2	Bidder's Authorization Certificate	<input type="checkbox"/>
3	Self-Declaration	<input type="checkbox"/>
4	Non-Disclosure Agreement (NDA)	<input type="checkbox"/>
5	PAN/TIN / Service Tax Copy	<input type="checkbox"/>
6	Details of Earnest Money Deposit/ Registration Certificate	<input type="checkbox"/>
7	The bidder should not have been blacklisted by any Govt. Organization/ Department.	<input type="checkbox"/>
8	Financial Bid Submitted	<input type="checkbox"/>
<b>B</b>	<b>Bidder's Organization &amp; Experience Proof</b>	
1	General Parameter of PQR	<input type="checkbox"/>
2	Organizational Parameter	<input type="checkbox"/>
3	Human capital strength	<input type="checkbox"/>
4	Financial Perspective	<input type="checkbox"/>
<b>C</b>	<b>Annexures</b>	
1	Annexure 'A'	<input type="checkbox"/>
2	Annexure 'B'	<input type="checkbox"/>
3	Annexure 'C'	<input type="checkbox"/>
4	Annexure 'D'	<input type="checkbox"/>
5	Annexure 'F'	<input type="checkbox"/>
6	Annexure 'G'	<input type="checkbox"/>

**End of the document**