



**TENDER DOCUMENT**

**FOR**

**SUPPLY OF**

**TRAINING MATERIAL**

**(Ref. NTSC/WST/TRAINING MATERIAL/15-16/85)**

**NSIC- Technical Services Centre**  
**The National Small Industries Corporation Limited**

(A Government of India Enterprise)  
Okhla Industrial Estate, Phase III  
New Delhi-110020

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**NSIC-Technical Services Centre,  
Okhla Industrial Estate,  
New Delhi**

Ref: -NTSC/WST/TRAINING MATERIAL/15-16/85

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**NSIC-Technical Services Centre,  
Okhla Industrial Estate,  
New Delhi**

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**NOTICE INVITING TENDER**

NSIC-Technical Services Centre (NTSC), Okhla, New Delhi invites sealed tender in Two bid system (Technical & Commercial bid in two separate envelopes) from **Manufacturers / Suppliers** for supply of Training Material as mentioned in Annexure-A at NSIC Technical Services Centre (NTSC), Okhla Industrial Estate, New Delhi-110020.

The details are summarized below:-

a)	Name of work	Supply of Training Material
b)	Technical Bid	The details for submission of Technical Bid is placed at <b>Annexure-`A`</b>
c)	Commercial Bid	The details for submission of Commercial Bid is placed at <b>Annexure-`B`</b>
d)	Cost of Tender Documents	The tender document can be collected free of cost from the office of General Manager of the centre w.e.f. <b>8th January, 2016 to 29th January, 2016</b> (except Saturday & Sunday) between 10:00 hours to 15:00 hours. Alternatively tender form can be downloaded from our website <b><u>www.nsic.co.in</u></b> from 8th January to 29th January, 2016
e)	Earnest Money Deposit (EMD) along with Tender	The EMD of Rs.2000/- (Rupees Two thousand only) shall be submitted in the form of Cheque/D.D. in favour of <b>`NSIC Ltd.-NTSC A/c`</b> payable at New Delhi along-with the Technical Bid envelope while submitting the tender.
f)	Last date of submission of tender	Tender shall be received by 29th January, 2016 up to 15:30 hours at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi-110020
g)	Date of opening of Technical Bid (Envelope-1)	The first envelope containing Technical Bid will be opened on 29th January 2016 at 16:00 hours, at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Near Govindpuri Metro Station, New Delhi-110020.
h)	Date of opening of Commercial Bid (Envelope-2)	The date for opening second envelope containing Commercial Bid will be intimated to the qualified bidders separately.

**Note:** In case of any further details required, the same can be collected from the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi from 8th January to 29th January, 2016 (except Saturday & Sunday) between 10:00 hours to 15:00 hours.

General Manager  
NSIC- Technical Services Centre  
New Delhi

**NSIC-Technical Services Centre**  
Okhla Industrial Estate, New Delhi

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**COMMERCIAL AND GENERAL TERMS & CONDITIONS**

**1. Submission of tender:**

Sealed tenders in the two cover system should be submitted in the prescribed form and should be addressed to the General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi-110020. The bigger envelope must be super-scribed "Tender for the supply of Training Material for Workshop training department" with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be as under:

*i) Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Tender for the supply of TRAINING MATERIAL-Technical Bid"*

*ii) Envelope No-2: The said envelope is for commercial bid & shall be super-scribed as "Tender for the supply of TRAINING MATERIAL - Commercial Bid".*

**2. Authority of tenderer:**

The Bidder shall be a direct supplier of material to deal with NSIC.

**3. Duly filled in Tender:**

All the columns of the tender shall be duly filled in. Any cutting/over writing in the tender must be signed by the person who is signing the tender. The rates shall not be overwritten. The financial part in commercial bid shall always be both in figures and words. In case of any discrepancy, amount mentioned in words will be considered for evaluation.

**4. Rejection of Tender:**

While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.

**5. Earnest Money Deposit:**

- a) An EMD of Rs. 2,000/- (Two Thousand only) shall be paid along with the tender (in Technical Bid) either by way of Cheque/DD drawn in favour of '**NSIC Ltd.-NTSC A/c**' payable at Delhi. The EMD will be returned to the unsuccessful bidders after the orders are placed on the successful bidder. The unit registered with Central Purchase Organization i.e. DGS&D, NSIC or with the concerned Ministry or Dept. shall be exempted from the payment of earnest money under rule 157 of GFR, 2005. In such cases, the necessary certificate has to be enclosed along with the Technical Bid.
- b) The EMD will be forfeited in following cases:
  - I. If the bidder fails to accept the order based on his offer (bid) within the time stipulated in supply order.

II. If the bidder fails to timely supply the Material with specifications in compliance to as mentioned in Annexure –B.

**6. Bid Price:** The price shall be firm and shall include all applicable taxes and other charges. Any variation in the taxes duties, levies, charges, insurance etc. till the delivery of goods shall be to the Tenderer account.

**7. Validity of tender:** The tender shall be valid for a period of 45 days from the date of opening of the Technical Bid of tender.

**8. Opening of Technical Bid:**

The Technical Bid shall be opened on 29th January 2016 at 16:00 hours, at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Near Govindpuri Metro Station, New Delhi. One of the authorized representatives of the bidder may present at the time of opening of the tender.

**9. Opening of Commercial Bid:**

The Commercial Bid of technically qualified tenderer will be opened on stipulated due date. The date & time for opening of Commercial Bid shall be intimated to the qualified tenderers. One of the authorized representatives may present at the time of opening of the tender.

**10. Delivery:**

- a) The successful tenderer shall complete supply within 10 days after acceptance of order.
- b) The training material is to be delivered at NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi along with the necessary & other related documents / reports for ensuring quality.

**11. Packing:** The training material shall be supplied in packed condition. Defective, Broken or unsealed material will not be accepted.

**12. Payment:** 100% payment will be released by account payee cheque within five working days after the supply as per the supply order released.

**13.** General Manager, NSIC-Technical Services Centre reserves the right to reject the tender/ bid wholly or partly without assigning any reason and to restrict the list of qualified Tenderer for opening of commercial bid to any number deemed suitable by him from out of bids received.

**14.** In the event of any dispute the legal matter shall be subjected to the jurisdiction of Delhi Court only.

*We confirm with our acceptance to the Commercial & General Terms & Conditions (S.No-1 to 14) as given above.*

Signature of the Tenderer with seal

**NSIC-Technical Services Centre**  
Okhla Industrial Estate, New Delhi

Ref: -NTSC/WST/TRAINING MATERIAL/15-16/85

**FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID**

1. Name of Tenderer: .....
2. Complete office address.....
3. Contact details of authorized person of tenderer who have signed the tender.
  - a. Name & Designation.....
  - b. Phone (office).....
  - c. Mobile number.....
  - d. E mail.....
4. PAN of supplier (copy to be enclosed).....
5. TIN of supplier (copy to be enclosed).....

**TECHNICAL SPECIFICATION**

<b>S No</b>	<b>Description of Items</b>	<b>Quantity</b>	<b>Unit</b>	<b>Accepted to supply as per description (Yes/No)</b>
01	Pre laminated Particle board 6'X9'X19mm as per IS:12823 (Color* - Topside-Blue & Bottom side-White)	20	Nos	
02	MS pipe-1"x1"□ - 18 SWG	5040	Feet	
03	MS Sheet- 8'X4'-20SWG	25	Nos	
04	MS Angle- 1"X1"X3mm	800	Feet	
05	Welding Electrode,E6013 , Dia 2.5mm, 350mm Length	20	Pkts.	

\* For sample shade please visit NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi from Monday to Friday between 10.A.M to 04.30 P.M.

**Note-**

**The Tenderer can participate for any one and/ or all above items. The technical and cost evaluation of tender shall be made on individual basis.**

We hereby undertake the supply of items in Annexure-A

1. The documents as under attached-
  - a. Duly signed copy of page no 3 to 9 of tender document number NTSC/WST/TRAINING MATERIAL/15-16/85.
  - b. Copy of Authority letter from manufacturer.
  - c. Copy of PAN & TIN
  - d. EMD (if applicable)
2. We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time.

(Signature of Tenderer)



**NSIC-Technical Services Centre**  
Okhla Industrial Estate, New Delhi

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FORMAT & REQUIREMENTS FOR SUBMITTING COMMERCIAL BID

1. Name & Address of the Tenderer:

.....

S No	Description of Items	Quantity	Unit	Price in Rupees	
				Rate per unit	Amount
01	Pre laminated Particle board 6'X9'X19mm as per IS:12823 (Color - Topside-Blue & Bottom side-White)	20	Nos		
02	MS pipe-1"x1"□ - 18 SWG	5040	Feet		
03	MS Sheet- 8'X4'-20SWG	25	Nos		
04	MS Angle- 1"X1"X3mm	800	Feet		
05	Welding Electrode,E6013 , Dia. 2.5mm, 350mm Length	20	Pkts.		
			<b>Taxes</b>		
			<b>Other charges</b>		
			<b>Total</b>		

**Total in words:** \_\_\_\_\_

**Note:**

1. The prices quoted above are on FOR delivery to the address **NSIC Technical Services Center, Okhla Industrial Estate, New Delhi-110020.**
2. The Tenderer can participate for any one and/ or all above items. The technical and cost evaluation of tender shall be made on individual basis.
3. No "C" Form will be issued.

(Signature of Tenderer)

**\*\*\*\*\*END OF TENDER DOCUMENT\*\*\*\*\***