

## **Tender Notice**

NSIC TECHNICAL SERVICES CENTRE  
Okhla Industrial Estate, Phase III,  
Near Govindpuri Metro Station,  
New Delhi-110020  
Tel: +91-11-26826796/26826848  
Email: ntscok@nsic.co.in

Tender no. : NTSC/STP/09/32

Date: 18<sup>th</sup> March 2014

**Subject: Supply of tool kits of Mobile Phone Repair, Electrician and Beautician.**

We are pleased to invite your offer in two parts viz. (a) Technical and (b) Financial, strictly as per enclosed terms and conditions, in sealed covers for one or all kits mentioned below:-

1. Mobile Phone Repair
2. Electrician
3. Beautician

The above tool kits shall be of reputed make/brand and to be supplied by dealer, trader or manufacturer (bidder).

The detailed tender document can be obtained at the cost of Rs 1000/- from Chief Manager (Electronics) at the above address. The tender document can also be downloaded from NSIC website [www.nsic.co.in](http://www.nsic.co.in). Any clarification on technical specifications can be obtained in writing from NSIC Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govindpuri Metro Station, New Delhi-110020 before submission date of tender.

Please submit your lowest quotation / offer for the above requirement subject to our terms and conditions. Your offer should be submitted to General Manager, NSIC Technical Services Centre, Okhla Industrial Estate, Phase III, Near Govindpuri Metro Station, New Delhi-110020, latest by 01st April 2014 till 5:00 P.M. Offers received after the last date and scheduled time shall not be considered.

The format for technical bid shall be as per Annexure-I, Annexure-II, Annexure -III and enclosure. For financial bid format shall be as per Annexure-IV, Annexure-V and Annexure -VI .The Supplier can submit their bids for any or all of the annexure mentioned in this tender document. The offer should be submitted in a **sealed envelope clearly mentioning the above tender number on top of the envelope.**

The technical bid shall be opened on 01st April 2014 at 5.30 P.M.in the presence of authorized representatives of the bidders who may like to be present.

**Note:** The vendor should submit their best price while submitting their bids itself and they will not be allowed to revise the price any time thereafter.

General Manager NSIC Technical Services Centre reserves the right to reject one or all of the bids during any stage of above tender process without assigning any reasons.

**KINDLY READ ALL TERMS AND CONDITIONS MENTIONED IN "TENDER DOCUMENT" THOROUGHLY. QUOTATION NOT IN ACCORDANCE WITH THE TERMS AND CONDITIONS IS LIABLE TO BE DISQUALIFIED AND IGNORED.**

General Manager

## **Terms and conditions for submission of tender**

### **1) Preparation of Bids:**

The bids should be prepared in the following manner:-

- a. The Bid shall be neatly arranged and clearly filled up.
- b. Each page of the bid should be signed by the authorised person.
- c. Insertions, postscripts, additions and alterations shall not be recognized, unless confirmed by bidder's signature.
- d. Bids should not contain any terms and conditions, printed or otherwise, which are not applicable to the Bid.
- e. Any conditional bid not adhering to the terms & conditions of the tender or part bid shall be rejected.
- f. The bidders should have executed supply orders / contracts of tool kits for three supplies in last five years. The bidder is required to submit reference of the past supply of equipment for the same or similar specification giving details of customer with name of the contact person, Fax no, phone no, E-mail.
- g. In the Financial Bid, prices are to be indicated in both figures and words. In case of any discrepancy of value the prices quoted in words shall be considered for evaluation and establishing competitiveness.
- h. No price variation clause will be entertained.
- i. Specifications are the basic essence of the "Product" i.e. tool kits. Appropriate and sufficient evidence of conformity by way of data (catalogues etc.) shall be furnished.
- j. Bid with any pre-conditions (like conditional discounts) for price are liable to be "Not considered/Rejected".

### **2) Submission of Bids:**

- a. The bidder can submit their bids for any or all of the annexure mentioned in this tender document.
- b. Any bid received by NSIC Technical Services Centre after the deadline for submission of bids, will not be accepted and returned unopened to the bidder.

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- c. If the bidder submits only one envelop / cover containing all the bids or combined bids e.g. techno-commercial bid & price bid together, the bid is liable for rejection.
- d. Bidder shall submit a separate envelope containing Demand draft of Rs 5000/- as EMD. The cost of tender i.e. Rs 1000/- in the form of Demand draft or cash receipt issued by NSIC Technical Services Centre also be enclosed in the envelope.
- e. **All the three envelopes (I) Technical bid (II) Price bid (III) EMD & Cost of tender shall be placed in a bigger envelope.**

**NOTE:** The bidder should submit their best price at this stage itself and they will not be allowed to revise the price. Any revision / discount given by bidder subsequently will be ignored.

### **3) Bid opening and evaluation of Bids:**

- a. The technical bids shall be opened on 01st April 2014 at 5.30 P.M.
- b. Bidder, whose technical bid is qualified as per terms & condition specified in this tender document, will be considered for financial bid evaluation. The date and time of opening of the financial bid will be informed separately to such bidders.
- c. NSIC Technical Services Centre will open financial bids of only the technically qualified, in the presence of the bidders or their authorised representative who choose to attend the bid opening.
- d. The bidder's authorised representative who attends the bid opening shall sign an attendance register as a proof of having attended the bid opening.

### **4) Award of Contract**

- a. The financial bids of the technically qualified bidders shall be opened by the constituted committee. Thereafter the committee shall prepare the comparative statement (CST) based on the price offered at NSIC Technical Services Centre, Okhla Ind. Estate P-III, New Delhi-110020. This will facilitate to shortlist the bidder quoting the lowest price.
- b. L-1 will be decided on the basis of total value of the bid in each tool kit for particular trade.

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- c. NSIC Technical Services Centre shall award the contract to the eligible bidder whose financial bid has been accepted and determined as the lowest evaluated financial bid.
- d. If more than one bidder happens to quote the same lowest price, NSIC Technical Services Centre reserves the right to award the contract to any one bidder. No representation in this regard shall be entertained for any reason.
- e. Supply order shall be placed for supply the items at NSIC Technical Services Centre, Okhla Ind. Estate, P-III New Delhi-110020.
- f. The successful bidder, on award of supply order, must send the supply order acceptance in writing, within 10 days of award of supply order, failing which the EMD will be forfeited.

**5) Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, NSIC Technical Services Centre interpretation of the clauses shall be final and binding on all parties.

**6) Earnest Money Deposit:**

- a. The units registered with Central Purchase Organization (DGS&D), National Small Industries Corporation (NSIC) or the concerned Ministry or Department shall be exempted from the payment of Earnest Money as defined under Rule 157 of General Financial Rules (GFR), 2005.

In such case, copy of the certificate showing registration with the above mentioned institutions to be enclosed in the envelope of EMD & Tender cost.

- b. In case, the unit is not covered under clause 6 (a) above, it should submit the offer along with Earnest Money Deposit (EMD) for Rs. 5,000/- (Rupees five Thousand only) by way of Demand Draft (DD) drawn in favour of "NSIC Ltd. A/C NTSC" payable at New Delhi .No cash / cheque towards EMD shall be accepted. The offers without EMD shall be rejected.
- c. The EMD of unsuccessful bidder shall be refunded within 30 days from the award of supply order.

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- d. No interest will be allowed for earnest money deposited with the Company.
- e. The EMD shall be forfeited:
  - 1. If the bidder withdraws the bid during the period of bid validity specified in the tender.
  - 2. If the successful bidder fails to furnish the acceptance in writing, within 10 days of award of supply order.

**7) Prices:**

All items are to be quoted in INR only in the format as per Annexure-IV, Annexure-V and Annexure-VI. The price quoted should be inclusive of insurance and freight on FOR, NSIC Technical Services Centre, Okhla, New Delhi basis. The price quoted shall be considered firm and no price escalation shall be permitted.

**8) Validity of the Quote:**

The validity of quote should be at least six months (180 days) from the closing date of tender. A bid valid for a shorter period shall stand rejected.

NSIC Technical Services Centre may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

**9) Delivery period:**

The goods shall be delivered to NSIC Technical Services Centre, Okhla Ind. Estate, P-III, New Delhi-110020, within 30 days from the date of award of supply order. The supplier shall be competent enough to supply tool kits in a span of 30 days period after placing the supply order as detailed under:-

<b>S.No</b>	<b>Name of Tool Kit</b>	<b>Quantity</b>
01	Mobile Phone Repair Tool Kit	50 No.
02	Electrician Tool Kit	60 No.
03	Beautician Tool Kit	120 No.

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Part delivery shall not be permitted. No other delivery terms shall be acceptable.

**10) Taxes / Duties:**

- a. The bidders should be registered with sales tax / income tax department of Govt. of India and should hold a valid VAT registration certificate, as applicable.
- b. Sales tax, excise duty, VAT, or any other tax shall be paid on actual as per rule applicable and on production of documentary proof. **No tax concession /form shall be issued.**

**11) Payment terms:**

100% of order value to be released on submission of following documents:-

- a. Signed commercial Invoice-two copies certifying that the goods are exactly as per the supply order and the specification quoted and same shall be endorsed by officer in charge of NSIC Technical Services Centre, Okhla Ind. Estate P-III, New Delhi-110020
- b. One copy of NSIC Technical Services Centre supply order.
- c. Proof of delivery of the items at Site (NSIC Technical Services Centre, Okhla Ind. Estate New Delhi-110020).

**12) Packing & Marking:**

Tool kits items must be packed in Tool Kit bag (Mobile Phone Repair, Electrician and Beautician) taking all precaution against damage during handling and transportation.

Proper marking on the packing cases should be made for smooth handling of tool kits. The supplier will be held responsible for the tool kits not being sufficiently and properly packed.

Each packet shall contain a packing note quoting number of tool kit & showing its contents/items in detail.

**13) Risk Purchase:**

In case of delays in supplies / defective supplies not of reputed brand or non-fulfillment of any other terms and conditions given in the Supply Order, NSIC Technical Services Centre may cancel the

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supply order in full or part thereof, and may also make the purchase of such material from elsewhere / alternative source at the risk and cost of the supplier.

In case vendor does not agree to above risk purchase clause, their offer is liable to be rejected. In case any vendor accepts risk purchase clause initially and subsequently declines to honour the term in the eventuality of RISK PURCHASE, they may be banned for business with NSIC.

**14) Cancellation of Bids:**

- a. NSIC Technical Services Centre reserves the rights to cancel any bid without assigning any reasons at any stage of tendering.
- b. NSIC Technical Services Centre reserves the rights to cancel bids and refloat a fresh tender, at any time after opening of the bids, in case it finds the response to its bid are not meeting its requirement. This shall be at the sole discretion of NSIC Technical Services Centre.

**15) Dispute Redressal :**

In event of any dispute, the legal matter shall be subjected to the Jurisdiction of Delhi Courts only.

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**Technical bid Enclosures:**

1. Company profile with catalogues.
2. Copy of Supply order of similar nature for three supplies in last five years.

S.No.	Supply details:- 1)Name of buyer 2)contact number 3) Address	Value in Rupees	Year of supply

3. Copy of Pan Card
4. Copy of Sales tax / VAT registration certificate.
5. Authorization letter in favour of authorized signatory from the bidder.

Note:-Committee constituted by General Manager has authority to take a call on the brand of individual item offered in the technical bid for each tool kits. Committee decision will not be challengeable and binding to all concerned without any liability to justify so.

Bidder can quote for all the three bids or any of the three bids; the evaluation of technical & commercial bid shall be made for individual kit basis instead of all the three kits together.

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**Annexure-I**

(Mobile Phone Repair Tool Kit)

**Format for technical bid**

<b>Sl. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Brand Proposed for the supplies</b>	<b>Compliance (Yes/No)</b>
	Mobile Phone Repair Tool Kit consist the following items:			
01	Micro solder Iron	01 No.		
02	Solder Iron - 25 Watt	01 No.		
03	Solder Wire - 50gm	01 Roll.		
04	Flux (Paste) (15 gm box)	01 No.		
05	Cleaning brush (for cleaning mobile PCBs)	01 No.		
06	Mobile Battery Booster	01 No.		
07	Screw driver set (for mobile phones)	01 No.		
08	BGA Kit - Mobile	01 No.		
09	BGA Paste - 50 gm	01 No.		
10	Jumper Wire(small roll)	01 No.		
11	Multi-meter(Digital)	01 No.		
12	Tweezer set	01 No.		
13	Magnifying glass	01 No.		
14	PCB Holder	01 No.		
15	Circuit Book (in English language)	01 No.		
16	De solder Pump	01 No.		
17	Small Torch	01 No.		
18	Extension Board(02 socket &02 switch)	01 No.		
19	Components Box	01 No.		
20	Wire Stripper cum cutter	01 No.		
21	Tool Box/ Kit Bag (all the items shall be properly packed in this bag)	01 No.		

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**Annexure-II**

(Electrician Tool Kit)

**Format for Technical bid**

<b>Sl. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Brand Proposed for the supplies</b>	<b>Compliance (Yes/No)</b>
Electrician Tool Kit consist the following items:				
01	Solder Iron - 25 Watt	01 No.		
02	Solder Wire - 50gm	01 Roll		
03	Wire Stripper cum cutter	01 No.		
04	Screw driver set (consisting cross head, flat head, poker, tester)	01 No.		
05	Pliers/combination plier	01 No.		
06	Fuse Wire( Small roll 05amps)	01 Roll		
07	File (small flat & round)	01 No.		
08	Multi-meter(Digital)	01 No.		
09	Electrician knife	01 No.		
10	Measuring tape(small)	01 No.		
11	Torch(small ,1.5vx2nos)	01 No.		
12	Power line tester	01 No.		
13	De solder Pump	01 No.		
14	Component Box(Small)	01 No.		
15	Extension Board(02 socket & 02 switch, Minimum 02 meter wire)	01 No.		
16	PVC Insulation Tape	01 No.		
17	Hacksaw frame with blade(small)	01 No.		
18	Tool Box/ Kit Bag (all the items shall be properly packed in this bag)	01 No.		

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**Annexure-III**  
(Beautician Tool Kit)

**Format for technical bid**

Sl. No.	Description	Quantity	Brand Proposed for the supplies	Compliance (Yes/No)
Beautician Tool Kit consist the following items:				
01	Manicure kit (minimum 07 pieces)	01 Roll		
02	Hydrogen Para oxide (100 ml)	01 No.		
03	Massage cream(100 grams)	01 No.		
04	Metal Scrubber	01 No.		
05	Cleansing Milk (100 ml)	01 No.		
06	Pumice Stone	01 No.		
07	Cotton Thread(40 number)	01 Roll		
08	Vax Strip(Min 25 sheets)	01 No.		
09	Make up Kit(200 grams)	01 No.		
10	Foundation(30 ml)	01 No.		
11	Make up -Brush Set(05 pieces)	01 No.		
12	Wooden Scrubber	01 No.		
13	Outliner Pencil	01 No.		
14	Lipstick (04 grams)	01 No.		
15	Cutting scissor( 6" middle size)	01 No.		
16	Astringent (100 ml)	01 No.		
17	Tail comb	01 No.		
18	Cutting Sheet(1meter x 1meter)	01 No.		
19	Face Pack Brush(6" size)	01 No.		
20	Facial Kit (80 grams)	01 No.		
21	Apron(75 cm x 75 cm)	01 No.		
22	Nail Polish(8 ml)	01 No.		
23	Eye Liner (06 grams)	01 No.		
24	Mascara(06 grams)	01 No.		
25	Base coat(08 ml)	01 No.		
26	Cotton(70 grams)	01 No.		
27	Wax(500/600 grams)	01 No.		
28	Nail brush	01 No.		
29	Waxing knife(normal size)	01 No.		
30	Wax heater	01 No.		
31	Pedicure shampoo (100 ml)	01 No.		
32	Ammonia(100 ml)	01 No.		
33	Pedicure Scrubber(150 grams)	01 No.		
34	Dettol (50 ml)	01 No.		
35	Bleach(35 grams)	01 No.		
36	Tool kit Bag/Tool kit Box(all the items shall be properly packed in this bag)	01 No.		

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**Annexure-IV**

(Mobile Phone Repair Tool)

**Financial price schedule**

Sl. No.	Description and Technical specification	Price (INR)	Tax & Duties (INR)	Total price (FOR, Delhi) (INR)
Mobile Phone Repair Tool Kit for Supply at NSIC Technical Services Centre ,Okhla, New Delhi , consist the following items:				
1.	Micro solder Iron	01 No.		
2.	Solder Iron - 25 Watt	01 No.		
3.	Solder Wire - 50gm	01 Roll		
4.	Flux (Paste) (15 gm box)	01 No.		
5.	Cleaning brush (for cleaning mobile PCBs)	01 No.		
6.	Mobile Battery Booster	01 No.		
7.	Screw driver set (for mobile phones)	01 No.		
8.	BGA Kit - Mobile	01 No.		
9.	BGA Paste - 50 gm	01 No.		
10.	Jumper Wire(small roll)	01 No.		
11.	Multi-meter(Digital)	01 No.		
12.	Tweezer set	01 No.		
13.	Magnifying glass	01 No.		
14.	PCB Holder	01 No.		
15.	Circuit Book (in English language)	01 No.		
16.	De solder Pump	01 No.		
17.	Small Torch	01 No.		
18.	Extension Board(02 socket &02 switch)	01 No.		
19.	Components Box	01 No.		
20.	Wire Stripper cum cutter	01 No.		
21.	Tool Box/ Kit Bag(all the items shall be properly packed in this bag)	01 No.		
<b>Total price FOR, NSIC Technical Services Centre, New Delhi (Sl. No. 1 to 21)</b>				

Total price of Mobile Phone Repair Tool Kit: Rs. \_\_\_\_\_ (in words Rupees: \_\_\_\_\_)

Validity of offer: 180 days (As per point no 8 of tender document)

Delivery Period: 50 No. of tool kits in 30 days period after placing the supply order.

**Note:** The above price should be inclusive of packing, transportation, insurance, taxes & duties etc. **No tax concession /form shall be issued.**

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**Annexure-V**  
(Electrician Tool Kit)

**Financial price schedule**

Sl. No.	Description and Technical specification	Price (INR)	Tax & Duties (INR)	Total price (FOR, Delhi) (INR)
Electrician Tool Kit for Supply at NSIC Technical Services Centre, Okhla, New Delhi , consist the following items:				
01	Solder Iron - 25 Watt	01 No.		
02	Solder Wire - 50gm	01 Roll		
03	Wire Stripper cum cutter	01 No.		
04	Screw driver set (consisting cross head, flat head, poker, tester)	01 No.		
05	Pliers/combination plier	01 No.		
06	Fuse Wire( Small roll 05amps)	01 Roll		
07	File (small flat & round)	01 No.		
08	Multi-meter(Digital)	01 No.		
09	Electrician knife	01 No.		
10	Measuring tape(small)	01 No.		
11	Torch(small ,1.5vx2nos)	01 No.		
12	Power line tester	01 No.		
13	De solder Pump	01 No.		
14	Component Box(Small)	01 No.		
15	Extension Board(02 socket & 02 switch, Minimum 02 meter wire)	01 No.		
16	PVC Insulation Tape	01 No.		
17	Hacksaw frame with blade(small)	01 No.		
18	Tool Box/ Kit Bag (all the items shall be properly packed in this bag)	01 No.		
<b>Total price FOR, NSIC Technical Services Centre, New Delhi (Sl. No. 1 to 18)</b>				

Total price of Electrician Tool Kit: Rs. \_\_\_\_\_ (in words Rupees: \_\_\_\_\_)

Validity of offer: 180 days (As per point no 8 of tender document)

Delivery Period: 60 No. of tool kits in 30 days period after placing the supply order.

**Note:** The above price should be inclusive of packing, transportation, insurance, taxes & duties etc. **No tax concession/ form shall be issued.**

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**Annexure-VI**  
(Beautician Tool Kit)

**Financial price schedule**

Sl. No.	Description and Technical specification	Price (INR)	Tax & Duties (INR)	Total price (FOR, Delhi) (INR)
Beautician Tool Kit for Supply at NSIC Technical Services Centre Okhla, New Delhi , consist the following items:				
01	Manicure kit (minimum 07 pieces)	01 Roll		
02	Hydrogen Para oxide (100 ml)	01 No.		
03	Massage cream(100 grams)	01 No.		
04	Metal Scrubber	01 No.		
05	Cleansing Milk (100 ml)	01 No.		
06	Pumice Stone	01 No.		
07	Cotton Thread(40 number)	01 Roll		
08	Vax Strip(Min 25 sheets)	01 No.		
09	Make up Kit(200 grams)	01 No.		
10	Foundation(30 ml)	01 No.		
11	Make up -Brush Set(05 pieces)	01 No.		
12	Wooden Scrubber	01 No.		
13	Outliner Pencil	01 No.		
14	Lipstick (04 grams)	01 No.		
15	Cutting scissor( 6" middle size)	01 No.		
16	Astringent (100 ml)	01 No.		
17	Tail comb	01 No.		
18	Cutting Sheet(1meter x 1meter)	01 No.		
19	Face Pack Brush(6" size)	01 No.		
20	Facial Kit (80 grams)	01 No.		
21	Apron(75 cm x 75 cm)	01 No.		

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22	Nail Polish(8 ml)	01 No.			
23	Eye Liner (06 grams)	01 No.			
24	Mascara(06 grams)	01 No.			
25	Base coat(08 ml)	01 No.			
26	Cotton(70 grams)	01 No.			
27	Wax(500/600 grams)	01 No.			
28	Nail brush	01 No.			
29	Waxing knife(normal size)	01 No.			
30	Wax heater	01 No.			
31	Pedicure shampoo (100 ml)	01 No.			
32	Ammonia(100 ml)	01 No.			
33	Pedicure Scrubber(150 grams)	01 No.			
34	Dettol (50 ml)	01 No.			
35	Bleach(35 grams)	01 No.			
36	Tool kit Bag/Tool kit Box((all the items shall be properly packed in this bag)	01 No.			
<b>Total price FOR, NSIC Technical Service Centre, New Delhi (Sl. No. 1 to 36)</b>					

Total price of Beautician Tool Kit: Rs. \_\_\_\_\_ (in words Rupees : \_\_\_\_\_)

Validity of offer: 180 days (As per point no 8 of tender document)

Delivery Period: 120 No. of tool kits in 30 days period after placing the supply order.

**Note:** The above price should be inclusive of packing, transportation, insurance, taxes & duties etc. **No tax concession /form shall be issued.**

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