



**Notice Inviting Tender
For
Supply, Installation,
Commissioning & Maintenance
of Biometric Attendance System
along with Leave & Attendance
Software Application**

**The National Small Industries Corporation Limited
NSIC Bhawan
(A Government of India Enterprise)
Okhla Industrial Estate, Phase – III,
New Delhi– 110 020**

CONTENTS

Notice Inviting Tender.....	3
1. Introduction	7
2. Scope of Work.....	8
3. Expected Outcome & Deliverables with Time Schedule	11
4. Pre-Qualification Requirements.....	12
5. Evaluation Process	14
6. Selection Procedure	14
7. Payment Term.....	15
8. Timeframe	16
9. Force Majeure	16
10. Security Deposit	16
11. Liquidated Damages.....	16
12. Pre-bid Queries.....	17
13. Arbitration	17
14. Confidentiality	17
15. All-inclusive Prices	17
Annexure –`A`	18
Annexure –`B`	19
Annexure –`C`	21
Annexure –`D`	22
Annexure –`E`	23
Annexure –`F`	24
Annexure –`G`	25
Annexure –`H`	26
Annexure –`I`	28

Notice Inviting Tender

Subject: - Supply, Installation, Commissioning & Maintenance of Biometric Attendance System along with Leave & Attendance Software Application

Sealed bids are invited in two bid systems (Technical & Financial bid in two separate sealed envelopes contained in one bigger envelope) for Installation of Biometric Attendance System in various offices of NSIC as detailed below:

Requirement	Supply, Installation, Commissioning & Maintenance of Biometric Attendance System along with Leave & Attendance Software Application
Technical Bid	The details for submission of Technical Bid is placed at Annexure-`A`
Commercial Bid	The details for submission of Commercial Bid is placed at Annexure-`B`
Cost of Tender Documents	Rs. 500/- (Rupees Five Hundred Only) in the form of DD or exempted as detailed, available in "Instructions to the Tenderers" at Page No. 4.
Earnest Money Deposit along with Tender	Rs. 50,000/- or exempted as per details available in "Instructions to the Tenderers" at Page no. 4
Date & Time of Pre-Bid Meeting	August 30, 2017, 1500 HRS
Venue for Pre-Bid Meeting	National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan Okhla Industrial Estate, Phase – III, New Delhi– 110 020
Last date of submission of tender	September 8, 2017 1430 HRS
Date of opening of Technical Bid	September 8, 2017 1500 HRS
Address for Tender Inquiry and Delivery	Chief General Manager (TISDC) National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan, Okhla Industrial Estate Phase – III, New Delhi– 110 020
Contact Person for Queries	Ms. Anju Kapoor, Manager (IT) National Small Industries Corporation Limited NSIC Bhawan, Okhla Industrial Estate Phase – III New Delhi – 110020 Tel. – 011-26926275 Email: managerit@nsic.co.in

INSTRUCTIONS TO THE TENDERERS

1. Tender documents can be downloaded from the website of NSIC, www.nsic.co.in from August 24, 2017 to September 8, 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. 50,000 (Rupees Fifty 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, GST Registration 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),
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, Installation, Commissioning & Maintenance of Biometric Attendance System along with Leave & Attendance Software Application”**. The two sealed envelopes inside the bigger envelope must be super-scribed as:
 - A. **Envelope No-1: The said envelope is for technical bid & shall be super-scribed as “Supply, Installation, Commissioning & Maintenance of Biometric Attendance System along with Leave & Attendance Software Application - TECHNICAL BID”.**
 - B. **Envelope No-2: The said envelope is for financial bid & shall be super scribed as “Supply, Installation, Commissioning & Maintenance of Biometric Attendance System along with Leave & Attendance Software Application – 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 **September 8, 2017 at 3.00 p.m.** 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 technically qualified bidders separately.
11. **NSIC reserves the right to accept or reject any or all of the bids received in response to the above referred invitation at any point of time, without assigning any reason.**
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.

Signature of the Bidder with stamp

Terms of Reference

For

**Supply, Installation,
Commissioning &
Maintenance of Biometric
Attendance System along with
Leave & Attendance Software
Application**

1. Introduction

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, upgradation of technology, quality consciousness, strengthening linkages with large medium enterprises and enhancing exports - projects and products of MSMEs.

NSIC operates through countrywide network of its 100+ offices including 07 Technical Centres and 04 Training cum Incubation Centres in the Country which are well connected with the internet connection, most of them having leased lines. To manage operations in African countries, NSIC operates from its office in Johannesburg, South Africa. In addition, NSIC has set up Training cum Incubation Centres under PPP mode & with a large professional manpower, NSIC provides a package of services as per the needs of MSME sector.

2. Scope of Work

A. Supply, Installation & Commissioning

i. Supply, Installation & Commissioning of Fingerprint Based Biometric Attendance System at approximate 96 Offices of NSIC PAN India including Head office at Delhi. List of offices is enclosed at **Annexure 'H'**.

ii. Specification for Fingerprint Based Biometric Attendance Device

- Audio/ Visual confirmation of attendance punching
- Operating Voltage: DC 12V
- Power supply
- Processor: 32 Bit
- Leap year programed
- Supported Communication Modes
- RS232
- Ethernet (TCP/IP)
- USB HOST
- Ethernet Detection at Reader Level
- TCP/IP server/client Mode
- Standard RS232 Communication Baud Rate: 57600bps-N-8-1.
- **Fingerprint scanner:** Thin Fingerprint Sensor of High Quality from brand of International Repute
- **Identification Mode**
 - Fingerprint Only
 - Fingerprint + Card
 - Card + Password
- **Verification speed** < 2 Sec
- **Authentication Mode** - 1:N and 1:1
- **Fingerprint capacity**
 - For Head Office (Okhla, Delhi) - 500 Users (Each user 2 Fingers)
 - For other offices (99 locations) – 100 users (Each user 2 Fingers)
- **Log capacity** - Capacity to store offline attendance record for minimum 5 months for 500 users. (minimum 1,20,000 attendance logs)
- **Communication** - TCP/IP, RS232, USB, TCP/IP
- **Communication with Server** - Push Technology
- **Power Supply** – DC 12V

B. Leave & Attendance Software

Software should have the following functionalities:

- a. Software should be web-based, developed on Windows Based Platform using MS SQL Server or MySQL as Database,

- b. Centralized Software to be deployed in-premise on Server Provided by NSIC,
- c. The software should support registration of at least 1000 users with provision to upgrade number of users in future,
- d. Realtime attendance view of all employees across all branches of NSIC,
- e. Software should be connected and synced in real-time with all the biometric devices installed,
- f. Individual login id to each employee for viewing attendance, applying leaves, etc.,
- g. Employee should be able to regularize any miss punch / Official Duty / Leave,
- h. Employee should be able to apply for different type of leaves (CL / EL / Short Leave / RH etc.),
- i. Employee should be able to apply for Official Duty in case of not able to mark attendance,
- j. Employee should be able to see his/her records (daily In-Out time, number of leave taken in month, balance leaves)
- k. Employee's reporting manager should be able to view / approve leaves,
- l. Software should support following type of Holidays – Gazetted Holidays & Restricted Holidays
- m. Admin panel should have below functionalities:
 - i. Software should have provision to add / delete / modify Employee details (except finger print details),
 - ii. Software should have provision to add / delete / modify Branch /Department etc.,
 - iii. Rules for late coming, miss punch, half day / full day leave as per in-out Time,
 - iv. Mapping / Transfer of user to different / Multiple locations through software
 - v. Dynamic reporting (Month wise, Branch wise, Department wise, Employee wise) for in and out details, number of present details, etc.

Software should provide pre-defined excel / CSV reports (Employee ID, Number of days present, No of Leave taken, Number of Absents, Total Number of Days in the Month) which will be used in different NSIC's software's

Note :

- 1. All other software required to run the system along with the anti-viruses needed will be bought, installed and maintained by the supplier for the term of the contract. NSIC will only provide the server and network connection.*
- 2. The above mentioned are general specifications and are not to be treated as final. The specifications for the software will be finalized during the implementation of the project after discussions with the agency.*

C. Training

On successful commissioning of the entire system, the agency shall provide the following training to employees of the corporation:

- a. Process to operate (enrolment / de-enrolment of fingerprint) the biometric device to two employees in every branch of NSIC,
- b. Day-to-day operation of Leave & Attendance Software,
- c. Admin Control of the complete software solution to designated team in NSIC Head Office.
- d. The agency will also provide a full user and technical manual to operate the devices and the software

In case the training needs outstation visit, the boarding and lodging has to be arranged by the supplier free of cost.

D. Warranty and Post installation support

The successful Tenderer will be providing comprehensive Warranty for 1st year from the date of successful installation and commissioning and AMC for next 2 years from the date of completion of warranty.

E. Annual Maintenance Contract

- i) Along with the Tender bid the Tenderer must quote charge for comprehensive Annual Maintenance Contract (AMC) applicable after the expiry of the period of warranty.
- ii) Any Tender without quote for the AMC will not be considered.
- iii) The AMC shall include cost of transportation & halts of the servicing staff of the SUPPLIER and cost of any components that might require to be replaced in course of clearing faults.
- iv) The Corporation reserves the right for third party maintenance after expiry of the warranty period.
- v) **The manufacturer/supplier should give undertaking that all component / spares would be made available and comprehensive support will be provided on the whole Biometric Time attendance System, for a minimum period of five years.**
- vi) Comprehensive support will be as specified under Support and post Installation warranty.

F. Variation in Quantity

The number of offices to be covered is approximate 96 across India. NSIC may at its discretion may add or remove offices to be covered under this project. The bidders are required to quote for 96 offices.

In case of addition of office beyond 96, the payment to the bidder will be made as per the rates quoted at S.No. 1 & 2 of the Annexure 'B' (Financial Bid).

3. Expected Outcome & Deliverables with Time Schedule

The total duration for carrying out the aforesaid work encompassing the scope of work as defined above would be 8 (eight) weeks from the date of release of work order as briefed in phases.

S.No	Activity/ Objective	Timeframe
1	Supply, Installation & Commissioning of Fingerprint Based Biometric Attendance Device in 96 Location of PAN India <ul style="list-style-type: none"> - Device with 500 users (each user 2 fingers) – 1 Nos. - Device with 100 users (each user 2 fingers) – 95 Nos. 	8 Weeks from the date of Work Order
2	Training as per clause 2(c)	Simultaneously along with commissioning
3	Pilot Testing Activities	Simultaneously along with commissioning
4	Warranty	1 Year from the date of Go-Live
5	AMC	2 Years after the expiry of warranty

4. Pre-Qualification Requirements

Prequalifying Criteria

The clause mentioned below at A & B are PREREQUISITE CONDITIONS and the bids of Bidders will be evaluated against the evaluation criteria as defined below.

A. Organizational Parameter

- i. The bidder submitting the offers should be Registered Company/Partnership firm/ Proprietorship concerned (Attach Proof) i.e. Certificate of Incorporation / Registration. Bids submitted as/by Joint Ventures, Consortiums, Subsidiaries and similar arrangement will **NOT BE** considered as technically qualified bid.
- ii. The firm should have successfully completed at least 5 project of biometric fingerprint attendance machine in Government Organizations in last 5 years (Customer's Purchase Order & Satisfactory Completion Certificate from client should be provided along with the bid)
- iii. The firm should have nationwide presence. A self-declaration along with the list of locations along with address and contact numbers should be provided along with the technical bid.
- iv. The firm should have local office in Delhi / NCR. Proof in this regard should be provided along with the technical bid. Documentary evidence (such as water tax / electricity bill / municipality tax / MTNL-BSNL Landline Bill, Notarized Lease Agreement) in regard to the same should be provided in the technical bid.
- v. 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 – 'C'**.
- vi. The firm should be ISO Certified (Preferable), copy of valid ISO certificate to be enclosed along with the technical bid.
- vii. The bidder should have complete understanding of Indian statutory laws, cyber law, IT Act, governance, taxes / duties, Government budget updates, import / export updates & implementation for Clients of similar stature. A self-declaration in this regard should be submitted by the bidder.
- viii. Authorisation letter for Authorized representative on the letter head of the company duly signed and stamped.
- ix. The firm should have atleast 100 professionals employed on its payroll. A self-declaration in this regard should be provided along with the technical bid.

- x. The bidder should have a sales turnover of at least 1 Crore 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 along with the technical bid to support the same.

B. Technical Demonstration

Bidders will be required to give a working demonstration of the proposed solution before the technical evaluation committee. The demonstration will be evaluated on the basis of below parameters:

Demonstration of:

- i. Finger Print Attendance Device
- ii. Admin Dashboard
- iii. Employee Dashboard
- iv. Employee Management
- v. Leave Application & Approval Process
- vi. Attendance Regularization Process

5. Evaluation Process

The evaluation will be carried out through a two-stage process. Sealed proposals (i.e. Technical Proposal and Financial Proposal) may be submitted in two separate envelopes (marked as "Technical Proposal" or "Financial Proposal").

The Evaluation Criteria is as follows:

Technical Evaluation

S.N	Clause	Weightage	Total Weightage	
Organizational Parameter				
1.	Clause 4A (i)	5	70	
	Clause 4A (ii)	3 x 5 = 15		
	Clause 4A (iii)	5		
	Clause 4A (iv)	5		
	Clause 4A (v)	5		
	Clause 4A (vi)	5		
	Clause 4A (vii)	5		
	Clause 4A (viii)	5		
	Clause 4A (ix)	5		
	Clause 4A (x)	3 x 5 = 15		
Technical Demonstration				
2	Demo of the complete solution before the technical committee	i. Finger Print Device	5	30
		ii. Admin Dashboard	5	
		iii. Employee Dashboard	5	
		iv. Employee Management	5	
		v. Leave Application & Approval Process	5	
		vi. Attendance Regularization Process	5	
Total			100	

6. Selection Procedure

For selection of the final bidder, the following procedure shall be adopted:

All the proposals received by NSIC would be scrutinized with reference to the Technical Pre-Qualification Requirement (PQR) against the evaluation criteria. Bidders meeting the Technical PQR shall only be considered for financial evaluation. These bidders shall be called as 'Eligible' bidders. The bidders may please note that

mere meeting of the Technical PQR does not entitle any bidder the right for award of contract.

The final evaluation will be based on the Financial Bids. To qualify for the Financial evaluation, the Bidder needs to qualify in the Technical Bid by securing minimum of 80% against parameter 4(A) and 4(B) individually.

7. Payment Term

The payment shall be released on successful completion of following tasks as under:

S.No.	Deliverable	Payment Percentage
1.	Installation & Commissioning (On going @ 0.5% per location on the basis of satisfactory installation report received from the respective locations)	50%
2.	Successful installation of Leave & Attendance Software on the server / Data Centre provided by NSIC.	10%
3.	Mapping of all the locations on the Centralized Leave & Attendance Application	5%
4.	Training as per clause 2(c)	10%
5.	Post Completion of first year warranty	10%
6.	Payment Towards AMC post completion of 1-year warranty @ 1.875% per quarter	15%
	Total	100%

8. Timeframe

The assignment is for 8 weeks (approx. 2 months), 1 Year warranty from the date of Commissioning of the system and 2 years of maintenance support after warranty.

9. Force Majeure

The Term "Force Majeure" shall include, without limitation, acts of nature, fire, explosion, storm, or other similar occurrence; order or acts of military or civil authority; national emergencies, insurrections, riots, wars, strikes, work stoppages, or other labour disputes, supplier failures, shortages, breach, delays or raw water resource not being available/ getting defunct / altered/ non-usable.

10. Security Deposit

For the Selected bidder, the EMD shall be converted into interest free security deposit. The total amount of security deposit shall be Rs. Fifty thousand to be payable by the shortlisted bidder at the time of awarding the work order for Study which will be adjusted in final payment.

In case of EMD exemption as mentioned above, the successful bidder must make a security deposit of Rs 50,000/- within 07 days from the receipt of the work order. A service agreement will be duly signed with the selected bidder after submission of security deposit.

11. Liquidated Damages

Liquidated damage of (1/2) half percent per week of delay subject to a maximum of 5% of the order value will be levied for delay in execution of the contract. If the assignment is not completed in all respects or left in complete in between the study, the amount of the security deposit will be forfeited and no request for further extension shall be granted.

12. Pre-bid Queries

Pre-bid queries shall be entertained in the pre-bid meeting. Bidders are requested to submit their pre-bid queries latest by **1500 HRS on August 30, 2017** in the format provided at **Annexure 'E'**. The pre-bid queries are required to be sent to the e-mail id managerit@nsic.co.in. The hard copies of the same may be submitted at the following address:

Chief General Manager (TISDC)
National Small Industries Corporation Limited
(A Government of India Enterprise)
NSIC Bhawan, Okhla Industrial Estate,
New Delhi- 110 020

13. Arbitration

- i. For any dispute or differences arises between NSIC and the bidder with this regard to this Tender Document, the same shall be referred to the sole arbitrator appointed by CMD/ Director (Planning & Marketing)/ Director(Finance) of NSIC. Such appointed arbitrator shall be either an employee serving or retired from the office of NSIC or of any other Public Sector Undertaking (PSU) or Law Faculty Member of Government University or any other Advocate Retired Judge. There shall be no objection by any party for appointment of such person as Arbitrator. The award of the Arbitrator so appointed shall be final and binding on the parties to this Tender Document/ Agreement.
- ii. The Venue of Arbitration shall be at Delhi.

14. Confidentiality

All the material sent to the bidder shall be treated as confidential and should not be disclosed in any matter to any unauthorized person under any circumstances. The bidders are to furnish a Non-Disclosure Agreement (NDA) as per attached format at Annexure "1".

15. All-inclusive Prices

The price quoted should be inclusive of GST charges

Annexure – `A`

TECHNICAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No: NSIC/HO/TISDC/65
2. Name of Bidder:
3. Complete office address of Bidder
-
4. Contact details of authorized person of Bidder who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
6. EMD and Tender Fee payment details (DD number & bank detail)
7. 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 & B of Pre-Qualification Criteria
 - c. Copy of PAN, GST Registration duly Signed & Stamp.
 - d. Undertaking on letter head as per Annexure "C".
 - e. Bidder's Authorization Certificate as per Annexure 'F'

Signature of the Bidder with stamp

Name:.....

Designation :

Date :

Annexure – `B`

FINANCIAL BID

FORMAT & REQUIREMENTS

1. Tender Ref. No.: NSIC/HO/TISDC/65
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 bids:

S.No	Item	Qty	Basic Price	GST	Any Other specify	Total
1	Supply of Fingerprint Based Bio-metric Attendance device (500 users) – for Head Office locations	1				
2	Supply of Fingerprint Based Bio-metric Attendance Device (100 users) – for 95 locations	95				
2	Installation & Commissioning of Bio-Metric Device at locations	96				
3	Implementation & customization of Leave & Attendance Software	1				
4	Training	1				
	Grand Total					

Table – 1

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 agreement.
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 Bidders are 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 agreement.
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`

DECLARATION

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

To,

**Chief General Manager (TISDC)
National Small Industries Corporation Limited
(A Government of India Enterprise)
NSIC Bhawan, Okhla Industrial Estate,
New Delhi– 110 020**

Sir,

With reference to the Tender No. NSIC/HO/TISDC/65

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 – `D`

Details of Projects Executed in Last 5 Years

S.No	Name, Address, Contact Number & e-mail of Client	Size and Scale of the Project	Size of the Team that executed project	Brief Description of Project	Date of Award	Date of Completion	Value (in. Rs. L)

Signature of the Bidder with stamp

Name :

Designation :

Date :

Annexure – E`

Format for Pre-Bid Queries

S.N	Page No.	Clause No.	Query / Suggestion

Signature of the Bidder with stamp

Name:.....

Designation:.....

Date:

Annexure – F`

Bidder's Authorization Certificate
(To be submitted on the letter head of the bidder)

To:
Chief General Manager (TISDC),
National Small Industries Corporation Limited,
NSIC Bhawan,
Okhla Industrial
Estate, 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 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 – `G`

Checklist

S. No.	Particulars	(Please tick against the Supporting documents furnished)
A	Qualification Document	
1	Bid Submission Form	<input type="checkbox"/>
2	Bidder's Authorization Certificate	<input type="checkbox"/>
3	Self-Declaration	<input type="checkbox"/>
4	PAN/GST Copy	<input type="checkbox"/>
5	Details of Earnest Money Deposit	<input type="checkbox"/>
6	The bidder should not have been blacklisted by any Govt. Organization/ Department.	<input type="checkbox"/>
7	Financial Bid Submitted	<input type="checkbox"/>
B	Bidder's Organization & Experience Proof	
1	General Parameter of PQR	<input type="checkbox"/>
2	Organizational Parameter	<input type="checkbox"/>
3	Familiarization with respect to Indian Laws	<input type="checkbox"/>
4	Human capital strength	<input type="checkbox"/>
5	Financial Perspective	<input type="checkbox"/>
C	Annexures	
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"/>

Annexure – 'H'

Tentative List of NSIC Office Locations

S.NO.	Office Location	State	S.NO.	Office Location	State
1	Hyderabad	Andhra Pradesh	36	Andheri	Maharashtra
2	Vishakhapatnam	Andhra Pradesh	37	Nasik	Maharashtra
3	Vijayawada	Andhra Pradesh	38	Mumbai	Maharashtra
4	Hyderabad	Andhra Pradesh	39	Nagpur	Maharashtra
5	Chittoor	Andhra Pradesh	40	Vasai (E)	Maharashtra
6	Guwahati	Assam	41	Tarapur	Maharashtra
7	Tinsukia	Assam	45	Andheri (E)	Maharashtra
8	Guwahati	Assam	42	Imphal	Manipur
9	Guwahati	Assam	43	Shilong	Meghalaya
10	Patna	Bihar	44	Aizwal	Mizoram
11	Nawada	Bihar	46	Parliament street	New Delhi
12	Raipur	Chattisgarh	47	Wazirpur	New Delhi
13	Ahmedabad	Gujarat	48	Delhi	New Delhi
14	Surat	Gujarat	49	Jahangirpuri	New Delhi
15	Rajkot	Gujarat	50	Naraina	New Delhi
16	Vadodara	Gujarat	51	okhla	New Delhi
17	Ahmedabad	Gujarat	52	Jhandewalan	New Delhi
18	Gurgaon	Haryana	53	Head Office	New Delhi
19	Faridabad	Haryana	54	Rourkela	Orrisa
20	Bahadurgarh	Haryana	55	Bhubneshwar	Orrisa
21	Neemka Faridabad	Haryana	56	Puducherry	Puducherry
22	Panipat	Haryana	57	Jalandhar	Punjab
23	Mandi	Himachal Pradesh	58	Ludhiana	Punjab
24	Jammu	Jammu & Kashmir	59	Chandigarh	Punjab
25	Jamshedpur	Jharkhand	60	Rajpura	Punjab
26	Bengaluru	Karnataka	61	Ludhiana	Punjab
27	Peenya	Karnataka	62	Kota	Rajasthan
28	Belagaum	Karnataka	63	Bhiwadi	Rajasthan
29	Kolar	Karnataka	64	jaipur	Rajasthan
30	Bangalore	Karnataka	65	Jaipur	Rajasthan
31	Kochi(Cochin)	Kerala	66	Madurai	Tamil Nadu
32	Bhopal	Madhya Pradesh	67	Coimbatore	Tamil Nadu
33	Indore	Madhya Pradesh	68	Chennai	Tamil Nadu
34	Aurangabad	Maharashtra	69	Ambattur	Tamil Nadu
35	Pune	Maharashtra	70	Chennai	Tamil Nadu

S.NO.	Office Location	State
71	Trichy	Tamilnadu
72	Chennai	Tamilnadu
73	Musheerabad	Telangana
74	Hyderabad	Telangana
75	Balanagar(Hyderabad)	Telangana
76	Agartala	Tripura
77	Silvassa	UT of Dadra & Nagar Haveli
78	Naini	Uttar Pradesh
79	Lucknow	Uttar Pradesh
80	Naini(Allahabad)	Uttar Pradesh
81	Agra	Uttar Pradesh
82	Gorakhpur	Uttar Pradesh
83	Varanasi	Uttar Pradesh
84	Noida	Uttar Pradesh
85	Kanpur	Uttar Pradesh
86	Aligarh	Uttar Pradesh
87	Sahibabad	Uttar Pradesh
88	Agra	Uttar Pradesh
89	Deoria	Uttar Pradesh
90	Noida	Uttar Pradesh
91	Dehradun	Uttrakhand
92	KASHIPUR	Uttrakhand
93	Durgapur	West Bengal
94	Kolkata	West Bengal
95	Howrah	West Bengal
96	Kolkata	West Bengal

The above list is tentative and there may be change in locations / addresses at the time of implementation.

Annexure – I

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. 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: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- 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 to NSIC all documents and property of NSIC, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all 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 :

End of Document