

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH
MULTIPLE DISABILITIES (NIEPMD)

(Department of Empowerment of Persons with Disability (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India)

E.C.R. Muttukadu, Kovalam P.O, Chennai- 603 112

**TENDER DOCUMENT: RATE CONTRACT FOR PURCHASE OF TEACHING
LEARNING MATERIALS (MULTIPLE DISABILITIES KITS)**

FILE NO. NIEPMD/PUR 4 (16)/2016-17

E- Tender is invited through NIC e-procurement portal URL <http://eprocure.gov.in/eprocure/app> in two bid system from reputed TLM manufactures and their authorised suppliers & Distributers having proven track record in supplying of Teaching Learning Materials to institutes / colleges / Special schools / NGOs. The bidder must have a minimum experience of 03 years for supplying TLM duly supported by proper testimonials certificates. The bidder must have an annual average turnover of last 02 financial years not less than 2 crores. The tender document can also be downloaded from over website www.niepmd.tn.nic.in.

Last date for E-bidding	- 06.00 PM. on	18-03-2017
Tender fee	- Rs.1, 000/-	
EMD Amount	- Rs. 1,70,000/-	
Date & Time of Opening of Tender Documents	- 11.00 A.M. on	20-03-2017

Tele: 044-27472046/27472113 Telefax: 044-27472389 Email:niepmd@gmail.com

DIRECTOR

Account Officer:-

ASPO:

Permission may be given to publish the Tender notice in one National daily (all India edition), Indian Trade Journal (ITJ), CPPP portal and NIEPMD website for wide publicity.

Director

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E.C.R. Muttukadu, Kovalam P.O, Chennai- 603 112

**TENDER DOCUMENT: RATE CONTRACT FOR PURCHASE OF TEACHING
LEARNING MATERIALS (MENTALLY RETARDED KITS)**

FILE NO. NIEPMD/PUR 4 (16)/2016-17

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National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under the Ministry of Social Justice & Empowerment, Government of India. The Institute intends finalize Annual Rate Contract for Purchase of approximately 1000 Nos of Teaching Learning Materials (TLM) Kits (Multiple Disabilities), to institute for a period of One year after finalisation of contract. Contract may be extended for one more year subject to satisfactory performance and discretion of Director, NIEPMD. However tenderer has got full right not to extend the rate contract beyond one year. The materials will be for free of cost distribution to beneficiaries in Tamilnadu and other parts of country based on NIEPMD programme requirement under ADIP scheme. .

NIEPMD is inviting e- tenders from reputed TLM manufactures and their authorised suppliers & Distributers having proven track record in supplying TLM materials for minimum 03 years and with an average annual turnover of not less than Rupees **02 Crores** for last 02 financial Years. The materials to be supplied as per the specifications mentioned in the scope of work provided in Tender Notice. Interested bidders can apply on line through NIC e-procurement portal URL <http://eprocure.gov.in/eprocure/app>". Copy of Notice Inviting Tender can also be downloaded from the institute's website www.niepmd.tn.nic.in.

Date: 02-03-2017

Director

GENERAL TERMS & CONDITIONS:

1. **Tender will be available on NIC e-procurement portal URL <http://eprocure.gov.in/eprocure/app>** from 02nd Mar 2017 to 18th Mar 2017.
2. EMD amount of Rs. 1,70,000/- & Tender fee of Rs. 1,000/- should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with tender document. Bids without Tender fee and EMD amount shall not be considered for further evaluation Tender received without Tender Fee or lesser amounts will be summarily rejected. No further correspondence will be accepted on the subject.
3. No alteration or amendments shall be allowed after submission and opening of the tenders.
4. The bidders should display the complete set of kits during the Technical evaluation that is on the day of tender opening.
5. The items made of plastic / paints should be non-toxic with no sharp edges as a safety measures and no material made using wax is permitted.
6. The financial bids of technically qualified bidders only will be opened same day or the time of opening with the list of technical qualified bidder list will be published on official website of NIEPMD.
7. The Rate contract will be awarded for supply of TLM Kits with the lowest cost per Kit from the qualified bidder.
8. Bidder must submit a certificate of undertaking that he is in position to supply the materials with a credit of 30 days after clear receipt of materials.
9. Bidder must submit a certificate of undertaking that quoted rate will remain firm for one year from the date of award of contract. No request for change of rates will be made during contract period i.e. one year.
10. The Director, NIEPMD, reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason what so ever and does not bind itself to accept the lowest or any specific tender. The decision of Director, NIEPMD in this regard shall be final and binding.
11. In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director NIEPMD shall be final.

DEFINITION

- a) The term Institute shall mean NIEPMD, Chennai.
- b) The term Bidder shall mean the bidder selected by the Institute for the supply of materials.

SCOPE OF WORK

NIEPMD is inviting on line tender from reputed suppliers & agencies to the purchase of Teaching Learning Materials. Detail annual requirement as follows:-

Sl. No.	Type of Kit	Annual requirement
03	TLM KIT-I (03-06 Years)	300 Kits
04	TLM KIT-II (06-10 Years)	400 Kits
05	TLM KIT-III (10 Years & Above)	300 Kits

Details of Kits:-

KIT 1: AGE GROUP 3-6 YEARS

Sl. No	Item Name	Required Nos.
1	Sign Language Tutor set (Animals, Fruits, Flowers, Vegetables, Birds ,Body Parts, Transports, Colors).	1 set
2	Pre-Braille Book (Shape , Lines, Reading) or Typo Scope reading and writing device(for children having residual vision and reading stand)	1 set
3	Embossed picture book	1 set
4	Tangible symbols and calendar system	1 set
5	Trampoline	1 Nos

KIT 2: AGE GROUP 6-10 YEARS

Sl. No	Item name	Required Nos.
1	Sign Language Tutor set (Animals, Fruits, Flowers, Vegetables, Birds ,Body Parts, Transports, Colors)	1 set
2	Sign language Tutor set (Daily Expression, Professions, Games and Sports, God, Religious, Festivals, Time concept, health and Ailments)	1 set
3	Pre-Braille Book (Shape , Lines, Reading) or Typo Scope reading and writing device(for children having residual vision and reading stand)	1 set
4	Sign language tutor set (Verbs)	1 set
5	Embossed picture book	1 set
6	Tangible symbols and calendar system	1 set
7	Trampoline	1 set
8	Android tablet	1 Nos.

KIT 3 AGE GROUP 10 YEARS AND ABOVE

Sl. No	Item name	Required Nos.
1	Sign Language Tutor set (Animals, Fruits, Flowers, Vegetables, Birds ,Body Parts, Transports, Colors)	1 set
2	Pre-Braille Book (Shape , Lines, Reading) or Typo Scope reading and writing device(for children having residual vision and reading stand)	1 set
3	Sign language Tutor set (Daily Expression, Professions, Games and Sports, God, Religious, Festivals, Time concept, health and Ailments)	1 set

4	Sign language tutor set (Verbs)	1 set
5	Embossed picture book	1 set
6	Tangible symbols and calendar system	1 set
7	Trampoline	1 set
8	Android tablet	1 Nos.

Tender Submission process

Interested bidder may submit their quotes by giving all the necessary documents in English or Hindi as specified. **The TENDER must be submitted online through Central Public Procurement Portal e-procurement application only through URL: <http://eprocure.gov.in/eprocure/app> only.** No manual bids will be entertained under any circumstances.

The Tender document attached must be direct, concise, and complete and arranged in an organized and structured manner.

To participate in online bidding process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, eMudhra etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

NIEPMD will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

Bidders are also advised to refer visit any local NIC office or call CPPP 24x7 toll free number 1800-3070-223 or mobile No. 07878007972, 07878007973 for further details about the e-tendering / bidding process.

Procedure for e-payment:

EMD of Rs. 1,70,000/- and Tender fee of Rs. 1,000/- should be paid online through NEFT or RTGS in NIEPMD account and payment receipt to be uploaded with technical bid. Technical bids without EMD and Tender Fee shall not be considered for further evaluation. NIEPMD Bank details are as follows:

A/C No. 761297290

Type of Account: Saving Bank

Name of Bank: Indian Bank, Kovalam Branch

IFS Code: IDIB000K122

Branch Code: 01176

- **Caution:** Please ensure that you need to mention the correct beneficiary account number and IFSC code as mentioned above while making payment via RTGS / NEFT. In the event of funds remitted to wrong beneficiary account number, NIEPMD, Chennai or its Bank would not responsible for the same.

Special Terms & Conditions:

1. The bidder should have their own agency facility. Proof to be uploaded in the Tech Bid.
2. The bidder should have a minimum average annual turnover of **Rs. 02 (Two) crore** during last Two FYs. Proof of certificate for turnover is required to be uploaded with the tender (**CA attested certificate or copy of the balance sheet with profit and loss account should be uploaded with technical bid.**)
3. The applying firm must be registered with the **Sales Tax / Value Added Tax** and the supporting proof for the same is to be uploaded.
4. Bidders should provide brief profile of their work experience for the last three years along with the relevant samples of the similar work done earlier.
5. The tender received through fax / e-mail or received by post etc. will not be accepted. The parties have to ensure the uploading of bids well in time.
6. The successful bidder will be required to execute a performance security of ten percent of the order value. The 10% security deposit will be deducted from processing bills. The SD will be returned at the end of contract period. No interest will be paid on SD and EMD.
7. The materials should be delivered at Chennai and to other parts of the country. **The transportation charges in the cheapest available mode to Chennai and other locations in India will be paid by NIEPMD on production of transport receipts. No other charges will be paid.**
8. **The total cost quoted should be exclusive of taxes. Applicable taxes to be mentioned separately. Tax applicable at the time of invoice will be paid.**
9. **The price quoted should be valid for twelve months. NIEPMD, based on various program/activities, the requirements may increase or decrease the estimated Quantity.**
10. NIEPMD reserves the right to accept / reject / select more than one Agency and to annul the bidding process of any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
11. The tender will be appraised by committee formed by NIEPMD.
12. NIEPMD shall without prejudice to its other remedies under the contract, deduct from the Contract price, as Liquidated Damages a sum equivalent to 2.5% of the price of delayed Goods or unperformed services for delay of each day until actual delivery or performance, up to a maximum deduction of 20% of the contract price. Once the maximum is reached, NIEPMD may consider termination of the contract and can forfeit the Performance Guarantee amount.
13. The payment will be made within thirty working days after the clear receipt of supply.
14. There are three categories for TLM, viz 1, 2, &3. Items should be delivered in a packed condition. Packing charges, if any should be included in the cost of the TLM. No packing charges will be paid separately.

We agree to all terms and conditions as mentioned above including the validity of the offer.

Utmost confidentiality of the data provided shall be maintained.

Name, Designation & Signature of the bidder with the seal

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(Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India)

East coast Road, Muttukadu, Kovalam (post) Chennai-603 112

[Tel:044-27472113,27472046](tel:044-27472113,27472046) Fax: 044-27472389

www.niepmd.tn.nic.in Email:niepmd@mail.com

TECHNICAL BID

(To be uploaded)

Name and address of the bidder:

1. Name of the bidder
 - a) Full postal address
 - b) Full address of the premises
 - c) Telegraphic address
 - d) Telex number
 - e) Telephone number
 - f) Fax number
2. Monthly supply capacity of goods quoted for
 - a) Normal
 - b) Maximum
3. Total annual turn-over (value in Rupees) (Last Two FYs.)
(Copy of Balance Sheet s Audit Statement / IT returns, etc. to be attached as proof)
4. Past supply details for 3 years (major orders only)
5. Whether similar job work undertaken in the past, if so details
(Samples to be displayed if required)

Customer	Quantity supplied	Year
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Information to be furnished for the Technical bid for Teaching Learning Materials
Rate Contract:-

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES (NIEPMD)

(Department of Disability Affairs, Ministry of Social Justice & Empowerment, Govt. of India)
East coast Road, Muttukadu, Kovalam(post) Chennai-603 112

[Tel:044-27472113,27472046](tel:044-27472113,27472046) Fax: 044-27472389

www.niepmd.tn.nic.in Email:niepmd@mail.com

FINANCIAL BID

(No price to be filled here for reference purpose only.
BOQ available in excel sheet to filled up carefully and uploaded)

Teaching Learning Materials Rate Contract:-

Sl. No	Description	Qty.	Tax	Rate	Amount
02	Kit II (03-06) years)	300 Kits			
03	Kit II (6-10) years)	400 Kits			
04	Kit III (10 years and above)	300 Kits			

CHECK LIST

The Technically Bid shall be summarily rejected, if these documents are not uploaded. Documents must be uploaded in following serial order only.

Sl. No.	Particulars	Yes / No
01	Name, address & telephone number of the agency/firm	Attach Proof
02	Name, designation, address & telephone number of authorized person	Attach Proof
03	Please specify as to whether Tenderer is sole Proprietor / Partnership Firm/Private or Limited Company.	Attach Proof
04	Name, address & telephone number of Directors / Partners, Fax No., e-mail address	Attach Proof
05	Receipt of Tender Fee payment for `1000/- (Rupees One Thousand only) to be uploaded. (Non-Refundable).	Attach Proof
06	Receipt for EMD payment of ` 1,70,000/- (Rupees One Lakh Seventy Five Thousand Only) to be uploaded.	Attach Proof
07	Firm / Company Registration certificate (Copy to be uploaded)	Attach Proof
08	Certificate by the bidder to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.	Attach Proof
09	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	Upload undertaking
10	Copy of appropriate PAN Card	Attach Proof
11	Copy of Registration with Service Tax/ Sales Tax/ VAT Department.	Attach Proof
12	Undertaking to supply on credit of 30 days after clear receipt of materials. (Self-Certificate on company letter head to be uploaded)	Upload undertaking
13	Undertaking regarding rates will be firm during contract period. (Self-Certificate on company letter head to be uploaded)	Upload undertaking
14	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 03 financial years.	Attach Proof
15	Experience Certificates / details of 3 years in supplying the TLM to the office of Central Government / State Government/Public Sector Undertakings/Autonomous Bodies/Organizations (Proof of experience of 03 years in the business of supplying TLM Equipments to be uploaded.)	Attach Proof
16	Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of 02 years average annual financial turnover, should be at least 02 Crores . (Attach Proof as specified in NIT)	Attach Proof
17	The Bidder must either be the Original Equipment Manufacturer (OEM) or an authorized dealer. In case of OEM, Proof of being Original Equipment Manufacturer (OEM) or authorized dealer must be uploaded	Attach Proof

OR

	<p>In case of authorized representative of OEM - current authorization from the OEM must be uploaded.</p> <p style="text-align: center;">OR</p> <p>In case of Authorised distributor of OEM detailed and valid agreement between Distributor and the OEM(s) defining clearly the role, responsibility, scope of work and contribution towards the tendered Equipment/System for each OEM(s).must be uploaded.</p>	
18	<p>Copy of NIT duly signed and stamped by the bidder on all pages Must be uploaded.</p>	Upload