



भारत सरकार / GOVERNMENT OF INDIA  
गृह मंत्रालय / MINISTRY OF HOME AFFAIRS  
राष्ट्रीय अन्वेषण अभिकरण / NATIONAL INVESTIGATION AGENCY

**Invitation of Bids for procurement of Digital Boards**

**Tender No.02/2017 Dated 24<sup>th</sup> Aug 2017**

1. Sealed bids are invited on behalf of the President of India by Director General, NIA, New Delhi from the specialized agencies/vendors dealing in the business of making Digital Boards as per the details of specifications mentioned in Part-II of this tender. Please super scribe the above mentioned title, tender number and date of opening of the bids on the sealed cover to avoid invalidation of bids. The cost of tender processing charge is Rs.250/- (non-refundable).
2. The address and contact numbers for sending bids or seeking clarifications regarding this tender are given below -
  - a. Bids/queries to be addressed to: The DIG (Admin)
  - b. Postal address for sending the Bids: 7<sup>th</sup> Floor, NDCC-II Building  
Palika Kendra, Jai Singh  
New Delhi-110001
  - c. Name/designation of the contact personnel: Shri N N D Dubey,  
DIG (Admin)
  - d. Telephone numbers of the contact personnel: 011-23438211
  - e. e-mail address of contact personnel: dig1.delhi.nia@gov.in
  - f. Fax number: 011-23438235
3. This TENDER is divided into 5 parts as follows:
  - Part I** – Contains general information and instructions for the bidders about the tender such as the time, place of submission and opening of tenders, validity period of tenders, EMD etc.
  - Part II** – Contains essential details of the services required, such as the Schedule of Requirements (SOR), eligibility criteria, contract period etc.
  - Part III** – Contains standard conditions of RFP, which shall form part of the contract with the successful bidder.
  - Part IV** – Contains special conditions applicable to this tender and which shall also form part of the contract with the successful Bidder.

*Handwritten:*  
24.8.17

**Part V** – Contains evaluation criteria and format for price bids.

4. This tender is being issued with no financial commitment and the buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw this Tender, should it become necessary at any stage.

**Part I – General informations**

**1. Last date and time for depositing the bids:**

**15 September 2017 at 1400 hrs**

The sealed bids should be submitted/reach to the addressee by the due date and time. The responsibility to ensure timely submission of the bids lies with the bidder. Late tenders will not be considered. No responsibility will be taken for postal delay or non-delivery/ non-receipt of bid documents by the NIA.

**2. Depositing the bids:** Sealed bids should be either dropped in the tender box marked for the tender or sent by the registered post at the address given above so as to reach by the due date and time. Bids sent by FAX or e-mail will not be considered.

**3. Time and date for opening the Bids:**

**15<sup>th</sup> September 2017 at 1600 hrs**

(If due to any reasons, the due date for opening the bids is declared a closed holiday, the bids will be opened on the next working day at the same time or on any other day/time, as intimated by the buyer).

**4. Location of the Tender Box:**

Reception, 7<sup>th</sup> Floor, NIA HQ, NDCC-II Building, Palika Kendra, Jai Singh, New Delhi -110 011.

*Handwritten: 2-11-17*  
Only those bids that are found in the tender box will be opened by the committee. Bids dropped in the wrong tender box will be rendered invalid.

**5. Place of opening the bids:**

Main Conference Hall, 7<sup>th</sup> Floor, NIA HQ, NDCC-II Building, Palika Kendra, Jai Singh, New Delhi.

The bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time. Rates and important commercial/ technical clauses quoted by all bidders will be read out in the presence of the representatives of the bidders present at the schedule date

and time. This event will not be postponed due to non-presence of representative (s) of any of the vendors.

**6. Two-Envelop bid System:** In this case, only the Technical Bids to assess the eligibility would be opened at the time and date mentioned above. Date of opening the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only in case of those firms will be opened, which are found compliant/suitable after evaluation by the buyer.

**7. Forwarding of bids** – Bids should be forwarded by bidders under their original memo / letter pad inter alia furnishing details like complete registered & postal address, telephone/mobile Nos.& e-mail address of their office.

**8. Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 07 days prior to the date of opening of the bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents. During evaluation and comparison of bids, the buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

**9. Modification and Withdrawal of Bids:** No bid shall be modified after the deadline for submission of the bids. No bid will be withdrawn in the interval between the deadline for submission of bids and expiry of the period of bid validity specified. Withdrawal of a bid during this period will result in bidder's forfeiture of bid security. A bidder may, however, modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the buyer prior to the deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy which may be sent by hand/post and such signed confirmation should reach the Purchaser not later than the deadline for submission of bids.

*Handwritten signature*  
24.8.17

**10. Rejection of the bids:** Canvassing by the bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of bid with forfeiture of EMD. Conditional tenders will be rejected.

**11. Validity of Bids:** The Bids should remain valid for 90 days from the last date of submission of the Bids.

**12. Earnest Money Deposit:**–Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs.10,000/- along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, banker's cheque or bank guarantee from any of the public sector

banks or a private sector bank authorized to conduct government business in favour of Pay & Accounts Officer, NIA, New Delhi. EMD should remain valid for a period of sixty days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security of the successful bidder would be returned, without any interest whatsoever, after the receipt of performance security from them as called for in the contract. EMD is not required to be submitted by those bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries Corporation (NSIC). However, they have to enclose valid registration certificate (s) with their tender in a sealed envelope super scribed "BID SECURITY DEPOSIT". The EMD will be forfeited if the bidder withdraws, amends, impairs or derogates from the tender in any respect within the validity period of their tender.

**13. Misc.:** A contractor shall not be permitted to tender for works in the concerned division of NIA responsible for award and execution of contracts in which his near relative is posted as Gazetted Officers. He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted Officer in the NIA or in the Ministry of Home Affairs. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this department. If however the contractor is registered in any other department, he shall be debarred from tendering in NIA for any breach of this condition.

**NOTE: "Near relatives" is meant wife, husband, parents and grand-parents, children and grand-children, brothers and sisters, uncles, aunts and cousins and their corresponding in-laws.**

No Gazetted officer (Group-A) employed in NIA shall work as a contractor or employee of a contractor for a period of one year after his retirement/voluntary retirement from government service without the previous permission of Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Government of India as aforesaid, before submission of the tender or engagement in the contractor's service, as the case may be.

Tender document may be downloaded from website [www.nia.nic.in](http://www.nia.nic.in) or [www.eprocurement.gov.in](http://www.eprocurement.gov.in) or may be obtained from the office of the DIG (Admn), NIA, HQ, Delhi. Bidders who have downloaded the tender document from website may submit the tender processing fee by DD in favour of PAO, NIA payable at New Delhi. Tender without EMD and tender processing fee will not be considered.

Handwritten  
24/8/17