

**NATIONAL INSTITUTE OF FASHION TECHNOLOGY**  
(A statutory body governed by the NIFT Act 2006 and set up by the Ministry of Textiles, Govt. of India)

NIFT/DD (F&A)-II/HO/E-Tendering/2017-18

**TENDER DOCUMENT**  
**FOR**  
**HIRING OF**  
**E-TENDERING SERVICES FOR NIFT HEAD**  
**OFFICE AND ITS CAMPUSES**

**Tender Issued by: NIFT, HEAD OFFICE,  
HAUZ KHAS, NEW DELHI**

**OPENING DATE FOR ONLINE SUBMISSION OF TENDER : 05th May, 2017**

**CLOSING DATE FOR ONLINE SUBMISSION OF TENDER : 26th May, 2017**

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**SUBJECT: HIRING OF E-TENDERING SERVICES FOR IMPLEMENTATION OF END TO END E-PROCUREMENT OF GOODS & SERVICES AT NATIONAL INSTITUTE OF FASHION TECHNOLOGY HEAD OFFICE AND ITS CAMPUSES**

**1. ABOUT NIFT:**

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology.

NIFT provides fashion business education across the country through its network of 16 centers. It provides four years under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management & fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion.

NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Delhi, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raibareli, Shillong and Srinagar.

**2. NOTICE INVITING TENDER:**

- (a) Tenders in two bid format (technical & financial bid) are invited from bidders for providing e-tendering services for implementation of end to end e-procurement solution for goods & services at NIFT's Head Office and its campuses.
- (b) The interested bidders should apply **online** and submit their tender and the bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & financial bids – all duly signed – on the <https://nifttenders.eproc.in> from 05<sup>th</sup> May, 2017 by 10.00 A.M to 26<sup>th</sup> May, 2017 upto 03.00 P.M. Tender documents is also available for viewing on the “tenders” link of the NIFT's official website i.e <http://www.nift.ac.in> and NIFT's E-tendering site i.e. <https://nifttenders.eproc.in>
- (c) Applications to this tender will be accepted only through the online mode through <https://nifttenders.eproc.in>. No other mode of application will be considered & application will not be accepted.
- (d) For applying online and participating in the tender, the bidders should get themselves registered at <https://nifttenders.eproc.in> by paying online the following fees:
  - **Annual Registration Charges of Rs. 3000 + service tax (non-refundable)**
  - **Bid Processing Fee charges of Rs. 1000 + service tax (non-refundable)**



- (e) The bidders needs to compulsorily pay the above two fees online for approval of **Registration and successful submission of Tender, failing which, the firm will not be able to participate in the e-tender.**
- (f) The basic requirements for registration and applying for tender online are as under:
- Operating System should be atleast windows 7.
  - Java version: Java 7 update 51.
  - Use Internet Explorer atleast 8 and above or Mozilla Firefox.
  - All java add-ons must be enable in the system.
  - Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.
- (g) The bidders should ensure that it complies with the above requirements before applying for tender. Also, the bidder should submit a hard copy of the application submitted online with all relevant supporting documents by 26<sup>th</sup> May, 2017 upto 03.00 P.M which is to be addressed to Director (Finance & Accounts), NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2<sup>nd</sup> Floor, Administrative Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 110016. Non-submission of hardcopy as directed will lead to rejection of the tender application.
- (h) The sealed hard copy of the tender shall be submitted in one big envelope superscripting as **"Hiring of E-Tendering Services for NIFT Head Office and its Campuses"** containing two separately sealed small envelopes, one for **"Technical Bid"** as per Annexure III and another for **"Financial Bid"** as per Annexure IV superscripting as such and addressed to Director (Finance & Accounts), NATIONAL INSTITUTE OF FASHION TECHNOLOGY, 2<sup>nd</sup> Floor, Administrative Block, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi – 110016. The sealed tender must be dropped in the tender box at 2<sup>nd</sup> Floor, Administrative Block, NIFT, New Delhi – 16, Head Office only, on or before 26<sup>th</sup> May, 2017 by 03.00 P.M.
- (i) The technical bid envelope must contain the technical bid in prescribed Proforma as per Annexure - III along with a demand draft of **Rs. 500/- (Rupees Five Hundred Only)** towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of **Rs. 50,000/- (Rupees Fifty Thousand Only)** favoring NATIONAL INSTITUTE OF FASHION TECHNOLOGY and payable at New Delhi with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid as per Annexure – IV. NIFT will not accept any claim other than professional fee / charges etc. mentioned in financial bid. The bidder is also required to duly fill the Information Sheet seeking general particulars of the service provider at Annexure II and submit it with the Technical Bid.
- (j) Bids not accompanied with EMD will summarily be rejected. Also, the EMD will be refunded to unsuccessful bidders after finalization of the tender. However, in the case of successful bidder, the EMD will be refunded after receipt of Performance Guarantee.



- (k) Successful tenderer shall have to deposit Performance Guarantee of Rs. 2,00,000/- (Rupees Two Lakhs only) in the form of Bank Guarantee/ Fixed Deposit from a Commercial Bank in favour of NIFT, Head Office, New Delhi valid for 60 days beyond the expiry of period of one year contract and further renewable. This will be for due performance of the agreement in all respects. The Director General, will be at liberty to adjust whole or part of this money to recover penalties or any other dues accruing to the NIFT. No appeal shall lie with any authority against the decision taken by him in pursuance of this clause.
- (l) NIFT Shall not be liable to pay any interest on Earnest Money Deposit/Security Deposit, which would stand credited to the NIFT. The successful bidder will have to deposit the Performance Security Deposit and commence the work within 15 days of acceptance of tender otherwise the contract will be cancelled and Earnest Money Deposit will be forfeited.
- (m) The technical bid will be opened at NIFT, Head Office, 2nd Floor, Accounts Department on 26<sup>th</sup> May, 2017 at 03.15 p.m. in the presence of the bidders/ their authorized representatives who wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders who are found to be technically qualified after evaluation of technical bids.
- (n) **The interested Bidders are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect will be summarily rejected.**
- (o) All the documents attached with the bid must be legible and self-attested and in PDF format & free from virus. If document is not opened at NIFT's site due to virus/ corrupt file/not uploaded properly, it will amount to non-submission of documents.
- (p) Any further clarifications can be sought from the office of Deputy Director (Finance & Accounts) on Telephone No. 011-26542010/ 011-26542059, NATIONAL INSTITUTE OF FASHION TECHNOLOGY, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi - 110016.
- (q) **A pre-bid meeting shall also be held on 16<sup>th</sup> May, 2017 at 03.00 p.m. for all the bidders who wish to participate in the tender and have queries regarding the tender.**

**3. ELIGIBILITY CRITERIA WITH DOCUMENTS REQUIRED:-**

The Bidders are advised to read and understand the eligibility criteria tabulated below before submitting their tender. They are also required to submit the relevant documents as mentioned against each of the eligibility criteria mandatorily:-

S.No	Eligibility Criteria	Documents Required
1.	The Bidder should be an Indian	Submit the necessary documents

	Company duly registered under the Companies' Act or Partnership Firm or Sole Proprietorship with minimum 05 years of existence.	with regards to the incorporation of company or registration of partnership firm / Sole Proprietorship.
2.	The Bidder should have a minimum audited annual turnover of Rs. 50 lakhs (Rupees Fifty Lakhs) in last financial years i.e. 2013-14, 2014-15, 2015-16 from e-procurement business.	Submit Audited Balance Sheet & Profit and Loss Statement for the respective years and a certificate from Chartered Accountant / Auditor / Company Secretary in r/o e-procurement business for all the three years.
3.	The bidder should be profit making unit for last three financial years i.e. 2013-14, 2014-15, 2015-16.	Certificate by Chartered Accountant /Auditor/ Company Secretary to be attached.
4.	The bidder should have successfully implemented / provided e-procurement services for at least two government organizations or PSU in India during last five years.	Appointment Letter received from Govt Organizations or PSU may be attached in this regard.
5.	The e-procurement system proposed by the bidder should have handled 100+ line items in a single tender.	Documentary proof in this regard to be submitted.
6.	The proposed e-Procurement system should be STQC (Standardization Testing & Quality Certification) audited and the ISO 9001 &27001 certified as on date of publishing of tender.	Copy of the audited report from STQC & ISO valid certificate is necessary to be enclosed.
7.	The bidder must not have been blacklisted or deregistered by any Central / State Government Department or Public Sector Undertaking .	Declaration as per in Annexure VI to be provided.
8.	Bidder should have capability to provide e-procurement services at all campuses of NIFT across India. List of NIFT's Campuses is enclosed at <b>Annexure I</b> .	Self-Certificate to be provided.
9.	Bidder should have successfully implemented e procurement work	Certificate by Auditor/ Company Secretary to be attached.




	<p>during last 5 years (ie upto March 2017) costing either of the following.</p> <p>a) 3 similar completed work costing not less than Rs. 25 lakh each. Or</p> <p>b) 2 similar completed work costing not less than Rs. 50 lakh each. Or</p> <p>c) 1 similar completed work costing not less than Rs. 1 Cr.</p>	
10.	The solution should be hosted on a Class III/Class IV data centre in India. The Disaster Recovery (DR site) should be minimum a Class III/ Class IV data centre	Details of Data Centre are Certified by Auditor/ Company Secretary to be attached.
11.	The bidder should have at least 10 technically qualified manpower on its rolls as on date of the publishing of the tender.	Self-Certificate signed by Company Secretary/ HR head. – Enclose CVs of technically qualified manpower.
12.	Bidder should have capacity to handle at least a single tender with more than 50 bidders in the tender.	Certificate by Chartered Accountant /Auditor/ Company Secretary to be attached.
13.	Have Executed at least 500 tenders per year in last 3 financial years.	Certificate by Chartered Accountant /Auditor/ Company Secretary to be attached.

#### **4. OTHER DOCUMENTS REQUIRED:**

Bidders also need to submit the following documents compulsorily:

- (a) PAN Number
- (b) Service Tax Number/GST Registration

#### **5. SCOPE OF WORK:**

The bidder's e-procurement system should provide end to end solution e-tendering services ranging from creation of Tender Document to Award of Contract on a safe, secure and password protected web platform. The following is an inclusive but not exhaustive list of services to be provided by the bidder:

- (a) Publishing of Tender Notice.




- (b) Creation of e-Tender document as approved by NIFT.
- (c) Tender document format/forms for the bidders to fill the tenders.
- (d) Provisioning for participation of Micro & Small Enterprises.
- (e) Implement anti-virus and security checks for the uploaded documents for ensuring that virus free documents are uploaded into the system.
- (f) Tender corrigendum.
- (g) Bid Submission: System should be capable of accepting Technical bid and financial bid separately.
- (h) Uploading Tender document & supporting documents as applicable for submission of hard copy of Tenders.
- (i) Notification of Vendors- email/SMS alerts
- (j) Publication of acceptance of bids.
- (k) Operate a centralized help desk with phone and email for vendors as well as internal users during the period of Contract.
- (l) Bid Closure
- (m) A secure solution to ensure 'Non Acceptance of Bids' beyond stipulated time.
- (n) Implement client side digital encryption technology that will encrypt the confidential information (as prescribed under STQC)
- (o) Multi-level Bid opening, e-processing of Eligibility Criteria – Converting the existing tender document into standard format system/ Checklist so that the eligibility of the tenderers can be drawn through system.
- (p) E processing of Price Comparative and publishing of auto generated comparative statement.
- (q) Help NIFT's staff in downloading the e Bids of eligible tenderers for manual comparison with the hard copy.
- (r) Preparation of document for Award of Rate Contract to the Qualified Bidder
- (s) E-procurement system should have facility for generating reports, which should be regularly accessible (in downloadable form) to a specially designated officer and as and when demanded by NIFT. The administrator of the service provider will duly sign the logs by his electronic signature.
- (t) Management Information System Reports.
- (u) Providing data backup as and when asked by the NIFT's Management.

**6. Vendor Registration:**

Vendor Registration will have to be done by the Service Provider in a secure password protected encrypted session. Only the registered vendors shall have access to the Tender. Service Provider should provide access to only one authorized employee of the vendor through Digital Signature Certificate.

**7. Training:**

Service Provider should provide training and user manual to NIFT Officials dealing with tender as well as to Vendors during the contract period at NIFT. Service provider for the said purpose may also provide a full time trainer preferably an IT expert, who shall be present personally for training & assistance regarding day-to-day technical problems & queries of NIFT officials, during the bidding process.

**8. Validity Period of the Contract:**

The Contract shall be valid for a period of one year from the date of issue of work order,



which can further be extended annually for a period of three year(s) based on annual satisfactory performance on the same Terms & Conditions.

**9. Migration:**

The service provider shall also be liable for migrating existing users who are already registered as on the date of the tender on the existing NIFT e-portal to the new portal of the service provider.

**10. Submission of Tender Documents:**

The bids prepared by the bidder shall comprise of (i) Technical bid and (ii) the Financial bid. All the information/ documents sought should be provided with the online technical bid. The financial bid shall specify the rates / prices in the format prescribed.

(a) **Last date of Submission:** Last date of uploading of Tender is 26<sup>th</sup> May, 2017 upto 3:00 p.m.

(b) **Date of opening of Tender:** Technical bid will be opened on 26<sup>th</sup> May, 2017 at 3:15 p.m. The tender shall be opened in presence of the bidder who will be chosen to be Present during opening of bids. If the date of opening of bid is declared a holiday, bid will be opening on next working day by 3:15 pm.

**10.1 Technical bid:** The Technical Bid to be submitted online by the bidders should be strictly as per the format at Annexure III.

**10.2 Financial Bid:** The Financial Bid to be submitted by the bidder should be strictly as per the format at Annexure IV.

**11. General Terms and Conditions:**

All the Tenderers/ Bidders must carefully observe the following terms and conditions. Offers/ Quotations/ Tenders not in accordance with these instructions are liable to be summarily rejected.

- a. There should not be any ambiguity in the tenderer's response to the Tender.
- b. No tender will be accepted after due date & time.
- c. Conditional Acceptance of the tender is liable to be rejected summarily.
- d. Incomplete or erroneous tenders or tenders not complying with instructions mentioned in the tender are also liable for outright rejection.
- e. Force Majeure will be applicable to both parties.
- f. **Penalty Charges:** If the Bidder fails to deliver or perform any or all of the services within the time period, NIFT shall without prejudice to its other remedies under the



contract, levy, as liquidated damages, a sum of 10% amount of Earnest Money of tender delayed or **Rs.5,000/-** (Rupees Five thousand only) per event whichever is higher, or part thereof & forfeiture of Security deposit in case of failure to deliver. Over and above if any penalty / damages / loss occurred to NIFT due to the reason of tender the same shall be fully born by successful bidder.

- g. **Governing Laws and Jurisdiction:** The laws in force in India shall govern the Agreement. Any dispute arising *in relation to the Agreement shall be subject to the court of competent civil jurisdiction at Delhi and only the said courts shall have jurisdiction to entertain and try such action(s) and/or proceedings to the exclusion of all the other courts.*
- h. **Arbitration:** In the event of any dispute or difference arising out or touching to this agreement/contract and/ or in relation to the implementation hereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof, the same shall be referred to sole arbitration of the Director General of the NIFT or his nominee. The decision of the Sole Arbitrator shall be final and binding upon the parties. The place of the arbitration shall be in Delhi and the arbitrator shall give his award in accordance with the provisions of "The Arbitration and Conciliation Act 1996". Both the parties know that sole arbitrator might have dealt with the contract agreement in question and is an employee or officer of NIFT but the same shall also not disqualify him in any manner from acting as a Sole Arbitrator. In this clause the expression of Director General "NIFT" shall also include any person who is for the time being the administrative head of NIFT.
- i. **Termination:** Director General, NIFT reserves the right to terminate the contract by giving 30 days' notice to the bidder in writing whereas in the case of failure to provide the services during the validity of contract period, security deposit shall be forfeited by NIFT.
- j. Director General, NIFT reserves the right to accept or reject any or all the Proposals/Tender Bid without assigning any reason whatsoever.
- k. Each page of tender documents is required to be signed by the Authorized Signatory. The documents / certificates in support along with the tender shall also be signed by the Authorized Signatory.
- l. All documents should be numbered and an index of pages should also be submitted.
- m. Tender shall be submitted in prescribed / official tender document only. If submitted in any other form, the same shall be summarily rejected.



- n. The tender documents shall be written legibly and free from erasing, corrections and over-writing, otherwise the bid will be rejected.
- o. Upon verification, evaluation / assessment, if in case any information furnished by the bidder is found to be false / incorrect, their bid shall be summarily rejected and no correspondence on the same shall be entertained.
- p. Tenders without EMD and performance guarantee will be summarily rejected. The earnest money deposit (EMD) of successful bidder will be converted into Security Deposit (SD) amount for the period of contract and will be refunded on request of the bidder after completion of period. No interest will be paid on EMD and Security Deposit.
- q. Whenever deemed necessary, NIFT may seek clarifications on any aspect from the participant bidder. However, that would not entitle the participant bidder to change or cause any change in the substance of the offer submitted or price offered.
- r. The technical bid will be evaluated as per the eligibility criteria and other terms and conditions mentioned in this tender document.
- s. NIFT reserves the right to issue a corrigendum to this tender document as and when required which would be a supplement to the main tender document. Any Corrigendum to this tender will be notified through the websites <https://nifttenders.eproc.in> / <http://www.nift.ac.in>.
- t. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- u. NIFT reserves the right to cancel this tender process at any time without assigning any reason before the selection of the bidder and the tenderers shall not be entitled to claim any damage or compensation due to such cancellation.
- v. This tender is subject to the jurisdiction of the local courts at Delhi only. All disputes arising out of the tender process shall have the jurisdiction of the local courts at Delhi only.
- w. Tenders received in the single-bid system i.e. having the technical bid as well as financial bid in the same small envelope shall be rejected.
- x. Any tender received not in conformity the aforesaid terms and conditions may not be considered and same will be rejected.
- y. In case a bidder withdraws unilaterally after submission of Bid EMD will be forfeited.



- z. The contract will be only between NIFT and the Bidder which will be built around the terms and conditions of this tender document. The contract should be accepted and signed by the bidder within a week failing which their EMD will be forfeited. The terms and conditions of the contract shall constitute the entire agreement between the bidder and NIFT. Any change will be binding only if the amendment are made in writing and signed by a competent authority of NIFT and the Bidder.

**12. Right to Amend / Withdraw / Reject of Tender:**

NIFT reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before opening of the tender or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum if any will be uploaded on the official website and e-tendering portal of NIFT only. The decision of NIFT, in this regard, shall be final and binding on all.

**13. Special Terms and Conditions:**

**13.1 Subletting of Contract:** The service provider shall not assign or sublet the tender/contract or any part thereof, in any circumstances. Any breach of this condition shall entitle NIFT to rescind the contract and render the service provider liable for payment to NIFT in respect of any loss or damage arising or ensuring from such cancellation.

**13.2 Implementation Schedule:** Service Provider has to provide implementation calendar for each event for completion of the tender.

**13.3 Time bound completion:** Service Provider is required to complete e-tendering within three working days from the date of receipt of information for uploading of tender.

**13.4 Compliance of the proposed e-Procurement System for NIFT:**

The proposed e-Procurement system should comply with the following:

1. IT Act 2000 with Amendments
2. CVC Guidelines as per circular 29/9 of 2009 dt.17.09.09 and 18/4 of 2010 dt.26.04.10 and Circular No. 01.01.2012 dated 12-01-2012.
3. GFR Provisions

**13.5 Availability -** Deployment of hardware and software by the Service Provider - Computer System, Internet, Website, Monitors, Printers, Manpower etc. for the proposed e-Procurement services should be made available to NIFT for one year after first tender is completed or after the party is engaged. Maintenance and management of the above will be the sole responsibility of the service provider



with specified commitment of uptime of these facilities as agreed and specified by NIFT. Space, electricity and other infrastructure as already existing in NIFT will be extended to the Service Provider.

**13.6 System capability** - System should be able to handle 100+ line items.

**13.7 Confidentiality –**

- aa. Service provider shall provide complete document of the tender published on e-procurement site to NIFT, in readable format.
- bb. Secure storage of the invoices transmitted electronically in Data Centre within India.
- cc. All such data will be the sole property of NIFT and the same cannot be used or shared in any form by the Service Provider.
- dd. The service provider shall keep all the information as confidential and shall not disclose the same to anyone under any circumstances. The private key or the signature creation data should be kept under the control of NIFT. Any disclosure in violation of this clause shall be deemed a material breach of the tender.

**13.8 Indemnity:**

- a. The Bidder/service provider shall be fully responsible for compliance/responsibility under all labour laws, IT laws, statutory requirements pertaining to its employees and establishment. The bidder/ service provider shall keep NIFT Indemnified against any claim, litigation, and proceedings on this account.
- b. Legal liabilities arising out of failure of performance of e-procurement web platform shall be solely of the service provider.



**14. Annexures:**

Annexure I: List of NIFT's Campuses spread all over India


Annexure II: Information Sheet

Annexure III: Format of Technical Bid

Annexure IV: Format of Financial Bid.

Annexure V: Undertaking of Authenticity

Annexure VI: Non-Banning or Delisting Certificate

  
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**Annexure I: LIST OF NIFT CAMPUSES**

<b>S.No</b>	<b>Name of NIFT Campuses</b>
1.	NIFT Bengaluru
2.	NIFT Bhopal
3.	NIFT Bhubaneswar
4.	NIFT Chennai
5.	NIFT Delhi
6.	NIFT Gandhinagar
7.	NIFT Head office
8.	NIFT Hyderabad
9.	NIFT Jodhpur
10.	NIFT Kangra
11.	NIFT Kannur
12.	NIFT Kolkata
13.	NIFT Mumbai
14.	NIFT Patna
15.	NIFT Raebareli
16.	NIFT Shillong
17.	NIFT Srinagar

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**Annexure II : INFORMATION SHEET**

<b>SCHEDULE OF GENERAL PARTICULARS OF THE SERVICE PROVIDER (PSU)</b>		
<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>BIDDERS'S REPLY</b>
1.	Name of the Bidder	
2.	Incorporation Details	
3.	Correspondence Address, Telephone & Fax Nos. of bidder.	
4.	Website address of bidder	
5.	E-mail address of the bidder	
6.	Authorized Bid Signatory, Contact Person with Name, Address, Ph. No. & email ID:	
7.	List of Clients in Govt. Sector (Proof to be attached)	
8.	List of major clients / customers of the service provider.	
9.	Full details of offices of the Agency spread across India	
10.	Details of Cost of Tender	
11.	Details of EMD amount	
12.	Details of at least three Senior level Technical manpower who would be involved with the training and implementation during the validity of the contract (one year) and further if renewed. Names, Contact Numbers & email id's.	
13.	Details of the I.T. Infrastructure setup of the service provider.	
14.	Total Staff Strength of the Firm	
15.	Any Other Information Bidder likes to furnish	

Date:

Authorized Signatory  
Name of bidder & Seal





### **Annexure III: Technical Bid**

The Bidder shall fill up the below format of the technical bid and submit the relevant documents asked for against each eligibility criteria as per Para 3 of the Tender Document.

<b>S.No</b>	<b>Eligibility Criteria</b>	<b>Reply from Bidder with details</b>
1.	Is Bidder an Indian Company duly registered under the Companies' Act or Partnership Firm or Sole Proprietorship with minimum 05 years of existence?	
2.	Whether the Bidder has a minimum audited annual turnover of Rs. 50 lakhs (Rupees Fifty Lakhs) in last financial years i.e. 2013-14, 2014-15, 2015-16 from e-procurement business?	
3.	Whether the bidder is a profit making unit for last three financial years i.e. 2013-14, 2014-15, 2015-16.	
4.	Whether the bidder has successfully implemented / provided e-procurement services for at least two government organizations or PSU in India during last Five years.	
5.	Whether the e-procurement system proposed by the bidder has handled 100+ line items in a single tender.	
6.	Whether the proposed e-Procurement system is STQC audited and ISO 9001 & 27001 certified as on date of publishing of tender.	
7.	Whether the bidder has not been blacklisted or deregistered by any Central / State Government Department or Public Sector Undertaking .	



8.	Whether the Bidder has the capability to provide e-procurement services at all campuses of NIFT across India. List of NIFT's Campuses is enclosed at <b>Annexure I</b> .	
9.	Whether the bidder has successfully implemented e procurement work during last 5 years (ie upto March 2017) costing either of the following.  b) 3 similar completed work costing not less than Rs. 25 lakh each. Or d) 2 similar completed work costing not less than Rs. 50 lakh each. Or e) 1 similar completed work costing not less than Rs. 1 Cr.	
10.	Whether the solution is hosted on a Class III/ Class IV data centre in India and the Disaster Recovery (DR site) is minimum a Class III/ Class IV data center?	
11.	Whether the bidder has at least 10 technically qualified manpower on its rolls as on date of the publishing of the tender. (Encl CVs)	
12.	Whether the bidder has the capacity to handle at least a single tender with more than 50 bidders in the tender.	
13.	Whether the bidder has executed at least 500 tenders per year in last 3 financial years.	

Authorized Signatory

Date:

Name of bidder & Seal

**Annexure IV: Financial Bid:**

Bidders are requested to submit commercial quote in the following format only.

The quote as below will be at NIL cost to NIFT. The Annual Registration Charges have been fixed at Rs. 2000/- (Two Thousand Rupees Only).

L1 Bidder will be decided on the basis of the least % quoted for Charges per Bid to be collected from Bidders.

S.No	Description	Rate
1.	Annual Registration Charges per bidder (to be collected from the Bidders)	Rs. 2000/- per Bidder Annually.
2.	Charges Per bid (to be collected from the Bidders)	.....% of Total Estimated Cost of Tender (to be Quoted in %).

Note: Taxes as applicable shall be charged extra on the above mentioned charges.

Authorized Signatory

Date:

Name of bidder & Seal



**Annexure V: Undertaking of Authenticity**

**UNDERTAKING OF AUTHENTICITY**

I/We \_\_\_\_\_ of M/s \_\_\_\_\_  
hereby undertake that if the information / declaration furnished in respect of this bid is  
found to be wrong or misleading at any stage, I/we will be liable to punitive action. The  
offer is liable to be rejected & NIFT is free to take any legal action against me/us.

Authorized Signatory

Date:

Name of bidder & Seal



**Annexure VI: Non-Banning or De-listing Certificate**

**NON-BANNING OR DELISTING CERTIFICATE**

I/We \_\_\_\_\_, the Authorized Signatory of the Firm do hereby declare that our firm has not been suspended, banned or de-listed by any Central / State Government agency or PSU's.

Authorized Signatory

Date:

Name of bidder & Seal

