



## **National Board of Examinations**

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)  
NAMS Building, Medical Enclave, Ansari Nagar  
New Delhi - 110029

No. : NBE/Admin/Tender/Conv./Folder/2019

dated 4/12/2019

### **Invitation for Limited Bids for DNB Certificate Folders**

The National Board of Examinations (NBE) is an autonomous body of Ministry of Health and Family Welfare (MOHFW), Govt. of India, entrusted with the task of conducting uniform and high standard exams at Postgraduate level in the field of Modern Medicine. All entrance tests for admission to Medical courses, with the exception of NEET (UG) are being conducted by the NBE. Additionally, the NBE conducts three-year Post Graduation level course namely the Diplomate of National Board (DNB) and a two years Fellowship Courses.

2. The NBE intends to procure adequate number of Certificate Folders of A3 size for safekeep and secure dispatch of DNB and FNB Degree Certificates to qualified candidates. Specifications and Design of the Certificate Folders are mentioned herein.

3. NBE therefore invites Limited Bids from Certificate folder manufacturers and reputed stationery firms dealing in the manufacture or supply of Educational stationery / materials to Universities / Colleges / Educational institutions.

4. Estimated value of the contract is Rs 3,50,000/-.

#### **(A) Eligibility Criteria for bidder**

- i. The agency/firm (bidder) should be a registered body.
- ii. The agency/firm (bidder) should have a turnover of more than 20 lakhs incremental basis in each year over the last three years. Copies of Company balance sheet, certified by the chartered accountant to be submitted.
- iii. The agency/firm should have minimum of 3 years of experience in manufacturing or supplying educational stationery / material to Universities / Colleges / Educational institutions.

Contd....2/-

**(B) Indicative Deliverables**

This Tender document is to invite Bids for A3 size Certificate Folders as per the specifications mentioned below. Image of item is reproduced at Page nos. 7 & 8:

<b>Sr. No.</b>	<b>Specification of Certificate Folders</b>	
a)	Tendered item	A3 size Certificate Folders
b)	Numbers required	5600 (tentative)
c)	Size of Folder	A3 - (315 mm *445mm (+/- 2%))
d)	Folder material	Card Board 48 ounces {approx.}; Covered by PVC 170 microns {approx.}
e)	Transparent cover	100 microns {approx.} on front side
f)	Back side material	Faux leather
g)	Type of Lamination	Heat sealing by PVC
h)	Printing	Screen Printing
i)	Printing Color	Golden Color
j)	Printing Matter	NBE Logo plus address
k)	Packing	10 pieces per poly bag
l)	Delivery at	NBE Dwarka office
m)	Delivery by	Within a week of receipt of Supply Order

**(C) Competencies**

- i. Have vast experience in manufacturing or supplying customized Certificate folders to Universities / Colleges / Institutions;
- ii. Should be using modern materials /technology in the manufacture of Certificate Folders;
- iii. Ability to execute bulk orders of Certificate folders within 30 days, with proper supply chain management.
- iv. Capability to provide more numbers of A3 size Certificate Folders within a short notice of time (within a week).
- v. Capacity to provide prompt and proper replacement of damaged or unusable Certificate Folders for a period of one year.

Contd...3/-

**(D) Criteria for evaluation**

The evaluation process consists of 2 stages. Only those firm/bidder/companies that have passed the technical evaluation stage will be allowed to submit the financial bid.

Criteria for evaluation of Technical and Financial Bids:

- i. Background and Registration of organization (date of start, list of names and addressed of other clients)
- ii. Past experience in manufacturing or supplying customized Certificate folders to Universities / Colleges / Educational institutions;
- iii. Registered in Central/State Govt. Organizations/bodies. (Documents of empanelment with them)
- iv. Average income tax paid in last 3 years (on basis of attached ITR document of three years)
- v. Average Turnover for the last 3 years (on basis of CA's certified document of three years)

The above items shall be verified on the basis of the documents submitted by the bidder and the presentation given by the bidder. The day and time for presentation shall be intimated to the bidder by NBE. The successful bidder, has to score above 70% in the technical evaluation, shall be allowed to submit the financial bid. The decision of committee to provide score shall be final and binding to accept for bidders.

**(E) Cost of Tender Document**

As the Tender Document is for Limited Bids, the same can be downloaded from our website [www.natboard.edu.in](http://www.natboard.edu.in) 'free of cost'.

Contd....4/-

**(F) Single Stage Two Envelops System (Two Bid System)**

Two envelops system shall be followed by NBE to determine the successful bidder. The agency/firm (bidder) should bifurcate their quotations in two separate envelops, (with appropriate superscriptions), and submit the same in one sealed envelope.

- i. The first envelop, called the Techno-Commercial bid, should contain the eligibility, technical quality and performance aspects, photos / samples of the tendered item, documents sought in the tender, except the price and relevant financial details.
- ii. In the second envelop, called the Financial bid, the Bidder should submit its price quotation along with other financial details.
- iii. All interested bidders may submit their Limited Bids addressed to the **Hony. Executive Director, by 12 noon of 16<sup>th</sup> December, 2019** at:  

National Board of Examinations,  
NAMS Building, Medical Enclave,  
Ansari Nagar, Mahatma Gandhi Marg,  
New Delhi – 110029
- iv. The envelopes containing the Techno-Commercial bids shall be opened on the same day at **3 pm**.
- v. The Bids shall be scrutinized and evaluated by NBE's Technical and Evaluation Committee with reference to the parameters prescribed in the tender documents, and responsive, eligible and technically compliant bidders shall be decided.
- vi. Thereafter, in the second instance, the Financial bids of only the techno-commercially compliant offers (as decided in the first instance above) shall be opened **at 5 pm of 16<sup>th</sup> December, 2019** for further scrutiny, evaluation, ranking and placement of contract.
- vii. The Financial bids of technically non-compliant bidders shall be returned unopened to the respective bidders by SPEED POST/reliable courier or any other mode with proof of delivery.
- viii. Bid received the last date for submission of the said Limited Bids will be summarily rejected and returned unopened to the Bidder. NBE shall not be responsible for any postal delay or non-receipt / non-delivery / incomplete Bid documents. No further correspondence on this will be entertained.

Contd....5/-

**(G) General Instructions**

- i. The firm must be registered with Offices / institutions of the Govt. of India/ State Governments.
- ii. The bidder should be having PAN, TAN/TIN, GST (whichever applicable) and Registered for Service Tax.
- iii. Rate quoted should be inclusive of the cost of Services, Manpower cost, Printing, Transportation, maintenance for a minimum onward period of 1 year, inclusive of charges of GST and other taxes as applicable.
- iv. NBE shall not make any Advance payment. Payment shall be made only on successful execution of the Supply Order and delivery of the tendered items as per the specifications and terms and conditions of the Order.
- v. All information, document, photos and data of the firm, as a result of the execution of the job shall remain the property of NBE.
- vi. The firm has to supply the tendered item within the terms and conditions of the Joint Agreement duration and if the items are not supplied within the stipulated time, a penalty @ 10% of for each day will be imposed on the firm.
- vii. NBE will have no liability regarding transportation, boarding and loading of firm/bidder and their staff.
- viii. Under any circumstances the firm shall not appoint any subcontractor or sub lease the contract. If this condition is violated by the bidder, the contact with the firm will be terminated.
- ix. The rate quoted once will be remain firm for the duration of the Contract. Any Conditions of the firm sent along with proposal if any, shall not binding on NBE.
- x. It is not binding on the NBE to accept the lowest of the bids.
- xi. TDS as applicable on date will be deducted from firm actual bill submitted for payment.
- xii. The price accepted by the committee is final and no deviation from it will be accepted in this regard.
- xiii. Conditional offer submitted by firm/bidder or submitted by fax/email will not be accepted.
- xiv. The NBE reserves the right to accept or reject any or all Bids without assigning any reason thereof.
- xv. Jurisdiction for disputes if any, shall be at New Delhi only.

**(H) Earnest Money Deposit & Performance Security**

- i. Each Bidders shall furnish, Earnest Money Deposit (EMD) of Rs. 10,000/- as Bid Security in the form of Demand Draft / Banker's Cheque, from a scheduled commercial bank, drawn in favor of National Board of Examinations, New Delhi.
- ii. The EMD of unsuccessful bidders shall be returned without any interest only after finalization of selection and the signature on Service Level contract (SLA)/Agreement with NBE.
- iii. The EMD of the successful bidder shall be returned to the agency without interest after the agency signs the Service Level Contract (SLA)/Agreement and submits a Performance Bank Guarantee (PBG) equal to 10% of the contract value.
- iv. The EMD will be forfeited if the Bidder withdraws the bid during the period of bid validity or does not accept the correction of errors.
- v. If the successful Bidder fails to sign the Contract/Agreement within the time stipulated, the NBE will adopt measures relating to unfair practices.

**(I) Disqualification**

NBE reserves the right to reject Bids in the following cases:

- i. Bids received after due date and time.
- ii. If bid is not accompanied by all requisite documents along with the Earnest Money Deposit (EMD) by Demand Draft / Bankers Cheque.
- iii. If the hard copy of Bids is not signed by the authorized signatory.
- iv. If the bidder submits the Bids specifying his own terms and conditions.
- v. If information submitted in Bids is found to be incorrect or false.
- vi. If bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a contract even after the date of notice of award of contract or within such extended period, as may be, the selection may be rejected.

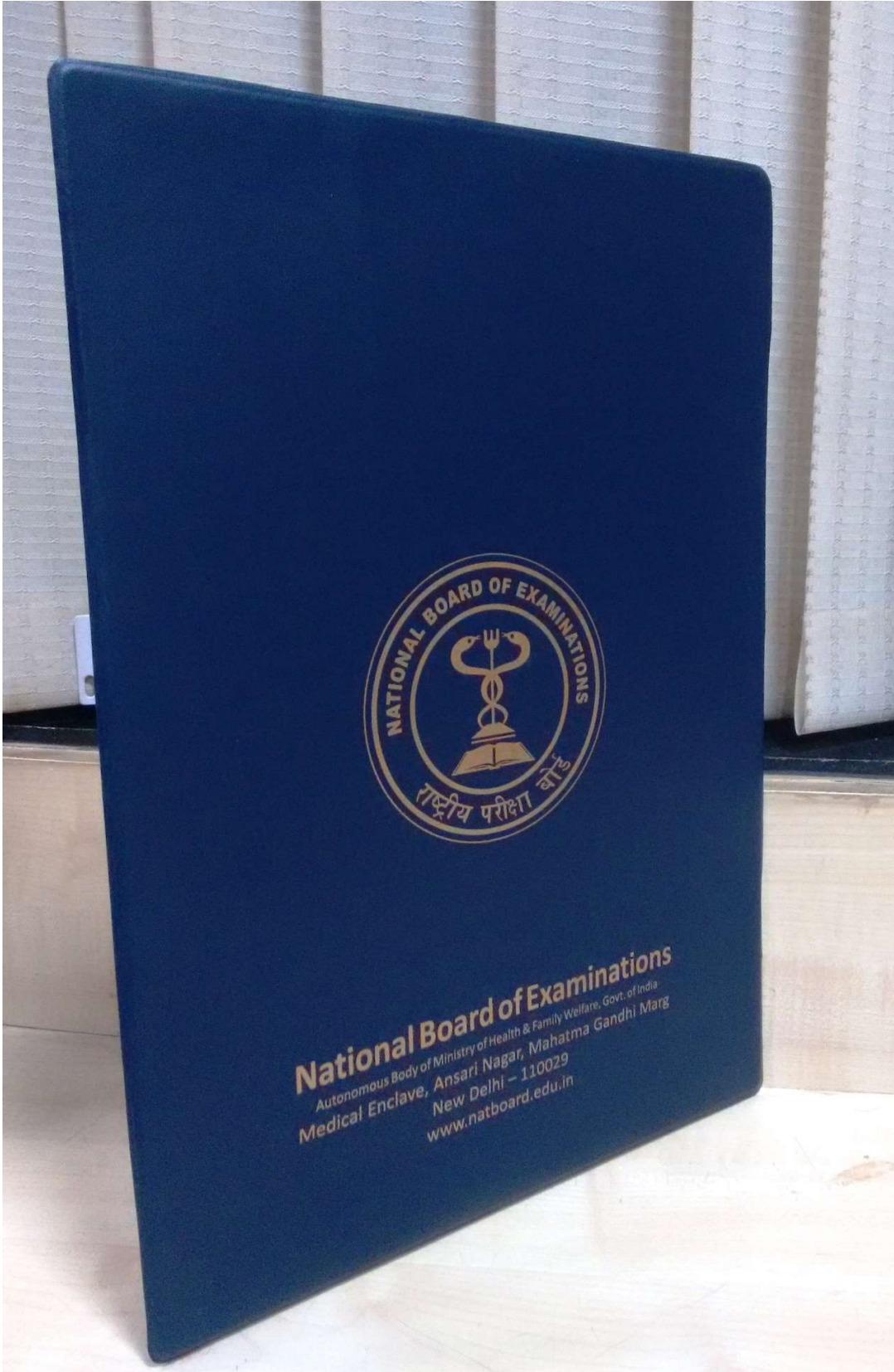
Bidders may specifically note that, while evaluating the Bids, if it comes to NBE knowledge, expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Bids, then the bidders so involved shall be disqualified.

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**(J) Front cover view of A3 size Certificate Folder**



**(K) Rear cover view of A3 size Certificate Folder**





**Financial Bid Form**(To be placed in a separate Sealed Envelope Marked as '**Financial Bid**')  
**To:**

The Honorary Executive Director,  
National Board of Examinations  
Medical Enclave, Ansari Nagar  
New Delhi 110029

Sub : **Notice inviting Bids for procurement of A3 size Certificate Folders**Ref : **Limited Tender No. NBE/Admin/Tender/Conv./Folder/2019 dt. 4/12/2019**

Bidder Name \_\_\_\_\_

Bidder Address \_\_\_\_\_  
\_\_\_\_\_

I/We on behalf of M/s .....submit the Financial Bid for **procurement of A3 size Certificate Folders** as per the Scope of work given in this tender document in accordance with the terms and conditions and shall be bound by the stipulation made by me in the bid.

Sr. No.	Description	Cost (Per Unit)	GST	Total Cost (per Unit)
1	Certificate Folder (as per Specifications at Para 'B' Page No. 2)			

**Note:**

1. The rate should be quoted in Indian Rupees only.
2. The rate quoted must be reasonable and valid for the entire period of contract from the date of opening of financial bid.
3. The rates to be furnished strictly as per the above format. No modification is allowed in the format.
4. The bidder is to submit the Product Catalogue of Product along with the Technical Bid.
5. Quoted rates should be inclusive of cartage etc.

(Signature with Seal of Bidder)

NAME (In Block Letters) : \_\_\_\_\_

Company Name : \_\_\_\_\_

(With Full Address) : \_\_\_\_\_

Date : \_\_\_\_\_

Place : \_\_\_\_\_