

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES

(NIEPMD)



**(Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice & Empowerment, Govt. of India)
E.C.R. Muttukadu Kovalam P.O, Chennai- 603 112**

E-TENDER NOTICE- SUPPLY OF PSYCHOLOGICAL ASSESSMENT TOOLS

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Institute established by Government of India to provide various services to persons with Multiple Disabilities. The Institute invites E - Tenders through electronic tendering system under two-bid system URL <http://eprocure.gov.in/eprocure/app> from Reputed contractors/ Authorized Dealers / Manufacturer having proven track record for supplying of psychological assessment tools to Central Govt. / State Govt./ Autonomous institutes / colleges / Special schools / NGOs as per terms & conditions mentioned in tender. The bidder must have a minimum experience of 05 years for supplying psychological assessment tools duly supported by proper testimonials certificates. The tender document can also be downloaded from our website www.niepmd.tn.nic.in. EMD amount and cost of tender document to be paid online through NEFT / RTGS in NIEPMD account as per bank details mentioned in tender document. Scan copies of online payment receipt must be uploaded with tender document in support of payment proof.

File No. NIEPMD/Pur4 (59)/2017-18

Last date for e-bidding	-	3.00 PM. on 02/12/2017
Tender Fee	-	Rs.1,000/-
EMD Amount	-	Rs.25,000/--
Date & Time of Opening of Tender	-	04.00 PM. on 04/02/2017

DIRECTOR

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

(Department of Empowerment of Persons with Disabilities (Divyangjan),

Ministry of Social Justice & Empowerment, Govt. of India)

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

Tel:044-27472113,274720 46 Fax:044-27472389

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

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National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD) is a Central Autonomous Body under the Department for Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India. The Institute intends to procure Psychological Assessment tools for its campus, Muttukadu, Kovalam, Chennai -603112, Tamilnadu (India) and its extension centers and CRCs (Composite Regional Centers) located in other parts of India. The tender will be included with Psychological assessment tools requirements of Directorate of Social Welfare, Andaman & Nicobar Administration. **Tenderer must be in acknowledgement that they will be supplying the required assessment tools to all parts of India including Directorate of Social Welfare, Andaman & Nicobar Administration. A certificate in this regard must be furnished on company letter head and uploaded with technical bid. Non uploading of consent may lead to rejection of bid.**

The institute inviting e-tenders in two bid system i.e. (i) Technical bid and (ii) Financial bid from reputed contractors/ Authorized Dealers / Manufacturer having proven track record for supplying of psychological assessment tools who has proven track record with an annual turnover not less than **Rupees 50 lakh per annum during** last 03 FYs. Interested bidders can apply on line through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>". The tender document can also be downloaded from our website www.niepmd.tn.nic.in.

Date: 12th Nov 2017

DIRECTOR

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES
(NIEPMD)
(Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice & Empowerment, Govt. of India)
E.C.R. Muttukadu Kovalam P.O, Chennai- 603 112**

Tender No. NIEPMD/Pur 4 (59)/2017-18

Notice Inviting Tenders

Sub.: Annual Rate Contract for Supply of psychological assessment tools

National Institute for Empowerment of Persons with Multiple Disabilities (NIEPMD), Chennai, Under Ministry of Social Justice and Empowerment, DEPwD intends to enter in to annual rate contract for supply of psychological assessment tools for a period of one year after finalization of contract. The contract may be extendable to 02 more years subject to satisfactory performance and discretion of Director, NIEPMD. However it is not binding for either side to extend the rate contract beyond one year any party can refuse to extend the contract beyond one year without assigning any reason.

Details of tender:

1. **Submission of Bid:** The bid should be uploaded through NIC e-procurement portal URL "<http://eprocure.gov.in/eprocure/app>" up to **02.12.17 at 03.00 PM**, containing following:
 - i) EMD in the manner as prescribed at Clause No.10 below.
 - ii) Bidder shall upload the scanned copies of following:
 - a) Authorized Dealer/Distributor/Business Partner/RSR Certificate from OEM.
 - b) Relevant Documents in case of MSME/SSI/NSIC Unit.
 - c) The bidder must have a minimum experience of 05 years insupplying of Psychological Assessment Tools to Central Govt. / State Govt. / Autonomous institutes / colleges / Special schools / NGOs and this should be duly supported by proper testimonials certificates and proper firm order copy and order completion certificates.
 - c) PAN Card, Address Proof and Sales Tax / TIN No. / GST number.
 - iii) Duly filled Price Bid (BOQ Provided in Excel format).
2. **Opening of Bid:** Bid shall be opened on the **04th Dec 2017 at 04.00 PM**.
3. **Bid Validity:** Bid shall remain valid for a period of 60 days from the date of opening of bid.
4. **Bid Evaluation:** Duly filled Price Bid shall be evaluated on lowest tender basis.
5. 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.
6. Prices quoted by the bidder shall remain FIRM for delivery in NIEPMD, Chennai during the period of contract and any extension thereof.
7. The tender submitted by any other means except NIC e-procurement portal, will not be entertained under any circumstances.

8. The list of technically qualified bidders will be published on the Notice Board and website of NIEPMD.
9. The financial bids of **technically qualified bidders only will be opened**. On the same day or time of opening will be intimated after evaluation of technical bid.
10. **Earnest Money Deposit:** The Bidders shall deposit Earnest Money amounting to **Rs. 25,000 (Rs. Twenty Five Thousand only)** and non-refundable tender fees of **Rs. 1,000/- (Rs. One Thousand only)** through e-payment as per the procedure mentioned below:
11. **Procedure for e-payment:**
EMD of Rs.25,000/- and Tender fee of Rs. 1,000/- should be paid online through NEFT or RTGS in NIEPMD account. Payment receipts to be uploaded with technical bid. Technical bids without proof of EMD and Tender Fee payment shall not be considered for further evaluation. NIEPMD Bank details are as follows:
A/C No. 761297290
Account Holder Name: Director, NIEPMD
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.**
12. **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 as per the checklist provided.
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.

GENERAL TERMS AND CONDITIONS:

13. The bidder should have their own agency facility. Proof to be uploaded in the Tech Bid.
14. The bidder should have a minimum annual turnover of **Rs. 50,00,000/-** per annum during last three FYs. Proof of certificate for turnover is required to be uploaded with the tender **(CA attested certificate and must be the copy of the audited balance sheet with profit and loss account should be uploaded with technical bid.)**
15. The applying firm must be registered with the **Sales Tax / Value Added Tax /GST** and the supporting proof for the same is to be uploaded.
16. Bidders should provide brief profile of their work experience for the last Five years along with the relevant samples of the similar work done earlier.
17. 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.
18. The bid is liable to be rejected if the EMD and Tender fee is not found in order or receipt not accompanying with the Technical Bid.
19. The EMD of unsuccessful bidders shall be returned after the issuance of award to the successful bidder. No interest will be paid on EMD by the NIEPMD.
20. The EMD of successful bidders shall be retained as security deposit and released after successful completion of contract. No interest will be paid on security deposit amount.
21. 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. Director NIEPMD having full right to extend the bid submission date / bid opening date without assigning any reason. No correspondence will be entertained on said issues.
22. The NIEPMD reserves the right to increase/decrease the quantity at the time of placing the order.
23. The financial bids of technically qualified bidders only will be opened. On the same day or time of opening will be intimated.

24. The order will be awarded for supply of psychological assessment tools with the lowest tenderer from the technically qualified bidder. **As no subsequent cost negotiations will be done, the price quoted should be final.**
25. In case **04th Dec 2017** happens to be holiday, the tenders shall be opened on next working day at the same time and place.
26. **Submission of bid means that bidder has read all the terms and conditions of this NIT carefully and will comply them all unconditionally. Conditional bids will not be accepted.**
27. NIEPMD, Chennai reserves the right to split the quantity/items ordered on more than one vendor.
28. The tender will be appraised by committee formed by NIEPMD.
29. **MSME/SSI Units:** The units registered with MSME/SSI/NSIC etc., are exempted from payment of EMD subject to following:
- I. Submission/upload of registration certificate with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or National Small Industries Corporation
 - II. Valid registration during validity period of quotation.
 - III. Applied for registration or for renewal will not be accepted. Such offers will be treated as offer received without EMD
30. The award to MSME Firms shall be regulated as per Govt. Guidelines.
31. **Delivery Schedule:** Purchase order shall be issued as per requirement and the firm shall ensure delivery of material within 30 days from the date of placement of each purchase order.
32. **Payment:** payment will be made after receipt of material against each Purchase Order in good condition and full quantity to the entire satisfaction of Consignee. Normally payment will be made within thirty working days after the satisfactory supply is made to consignee.
33. **Delivery** The materials should be delivered at Chennai and to other parts of the country as per detailed mentioned in purchase order.
34. **Delayed delivery & Compensation for delay:**
- If the delivery of material/goods in full and in good condition is not completed for whatsoever reason within the stipulated period, an amount @5% (Five percent of the undelivered material) would be deducted from the payment due to supplier for each week or part thereof, subject to the maximum of 15% (Twenty five percent of the undelivered material). In case, short supply in all respect is delayed beyond 70 days of scheduled delivery period in that case besides LD, EMD shall also be forfeited without any notice.

Further if the delivery of material/goods is not commenced at all for whatsoever reason within the scheduled delivery period, in that case the NIEPMD reserve the right to cancel the order with forfeiture of EMD without any notice.

In case of any defects and material is not found to be as per specification, the same shall be made good/replaced by the concerned firm as per the instructions of Consignee failing which it will attract action as above.

- 35. The NIEPMD reserves the right to accept or reject any or all the tenders without assigning any reason thereof whatsoever.

.....I/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

SCOPE OF WORK

NIEPMD is inviting on line tender from reputed suppliers & agencies to finalise annual rate contract for following psychological Assessment tools. All material listed below should be supplied with original prints. No photocopy, scanned copy, colour print etc. will be accepted. Wherever possible digital copy of manuals may also be included in package: -

Sl. no	NAME OF THE MATERIALS
1.	Wechsler Intelligence scale for Children IV- Indian Norms
2.	Wechsler Adult Intelligence Scale - Indian Adapatation
3.	Wechsler Memory Scale III
4.	Vineland adaptive Behaviour Scale
5.	Yale Brown - Obsessive Compulsive Scale (YBOCS)
6.	Brief Psychiatric Rating Scale (BPRS)
7.	Schizophrenic Assessment on Positive symptoms (SAPS)
8.	Schizophrenic Assessment on Negative Symptoms (SANS)
9.	NiMHANS Neuropsychological Battery
10.	Brain Function Therapy
11.	Stroop Test Child
12.	Stroop Test Adult
13.	Tachistoscope
14.	Electrical Mirror Drawing
15.	Wechsler Abbreviated Scale of Intelligence - India
16.	Vineland Adaptive Behavior Scale –II
17.	DBDA Aptitude test
18.	Brief Psychiatric Rating scale
19.	Diagnostic Tool for Learning Disabilities

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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

1. Monthly supply capacity of goods quoted for

a) Normal

b) Maximum

2. Total average annual turn-over of last 05 FYs (value in Rupees).....

(Copy of Balance Sheet s Audit Statement / IT returns, etc. to be attached as proof)

3. Past supply details for 3 years (major orders only)

4. Whether similar job work undertaken in the past, if so details

(Samples to be displayed if required)

Customer

Quantity supplied

Year

CHECK LIST

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

Sl. No	Particulars	Yes/No
01.	Tender Fee Rs.1,000/- (Rupees One thousand only) as cost of Tender (Non-Refundable) . (Scan copy of receipt must be uploaded with technical bid)	
02	EMD Amount of Rs.25,000/- (receipts of online payment must be uploaded with technical bid)	
03	Proof of annual turnover of last 03 financial years Rs.50,00,000/- per annum (CA certified copies and profit and loss statement with balance sheet to be uploaded with technical bid)	
04.	Copy of appropriate PAN Card (be uploaded with technical bid)	
05.	Copy of Registration with Service Tax/ Sales Tax/ VAT /GST. (be uploaded with technical bid)	
06.	Technical Specification of materials quoted in respect to our tender document.	
07.	Undertaking to supply on credit of 30 days after clear receipt of materials (be uploaded with technical bid)	
08.	Proof of having own agency facility. (Proof to be uploaded)	
09.	Copies of supply orders / challans / contract award letter of authentic agencies as proof of in same business.	
10.	Self-certification that firm is not blacklisted.	
11.	Undertaking regarding rates will be firm during contract period. (Self-Certificate on company letter head to be uploaded).	
12.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 03 financial years.	
13	Consent certificate on company letter head duly signed by Authorised signatory Stating that firm will be supplying the psychological Assessment Tools in all parts of India including Directorate of Social Welfare, Andaman & Nicobar Administration. Non uploading of consent may lead to rejection of bid.	
14.	Copy of NIT duly signed and stamped by the bidder on all pages Must be uploaded.	

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FINANCIAL BID

(To be enclosed in separate sealed cover)

- (a) Attached BOQ in excel format should be downloaded and filled up. No commercial quote should be mentioned in technical bid.
- (b) Rate should be quoted for all the items mentioned in BOQ. In case of not quoted for all items will cause for financial rejection.

Signature and seal of the bidder