



Government of India  
Ministry of External Affairs  
XPD Division  
Room No. 255, A-Wing, Shastri Bhawan,  
New Delhi-110001, INDIA

**REQUEST FOR PROPOSAL (RFP) INVITING TENDERS FOR  
'BHARAT EK PARICHAY' PROGRAMME MATERIAL VIZ. BOXES, COASTERS, BOOKMARKS  
AND SHOW-CARDS**

Tender No: <b>K/PMS/308/1/2018</b>	Dated: 14.08.2018
<b>IMPORTANT DATES</b>	
Published dated	14.08.2018
Bid Document Download Start Date	14.08.2018
Clarification Start Date	14.08.2018
Clarification End Date	04.09.2018
Bid Submission Start Date(online)	14.08.2018
Bid Submission End Date(online)	04.09.2018
Pre-Bid Meeting Date	23.08.2018
Date of Technical Bid Opening(Online)	05.09.2018
Date of Financial Bid Opening(online)	TBD

\*The bid shall be submitted online only at Central Public Procurement Portal Website:  
<http://eprocure.gov.in/eprocure/app>

\*Manual bids shall not be accepted.

\*The dates can be changed at the direction of Ministry of External Affairs.

\* Each submitted .pdf document (as requested under Annexure A) must clearly mention the S. No. and title from the above table to identify corresponding to which point the document has been submitted.

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## **E-TENDER**

### **1. Introduction**

'Bharat Ek Parichay' Programme is an important initiative of the Ministry of External Affairs. As part of this initiative, a selected set of India-themed books, alongwith other India-themed based appurtenances will be shared with the Indian Missions/ Posts abroad. The gifting and distribution of these materials through our Missions/ Posts will facilitate propagation of knowledge and understanding of India's cultural diversity, its heritage, its ethos, religions, geography, etc. abroad.

External Publicity and Public Diplomacy (XPD) Division of the Ministry of External Affairs invites E-Tenders from reputed Companies/ Agencies/ Firms to supply high-quality gift boxes, coasters, bookmarks, and show-cards as a part of the India-themed based appurtenances, under the 'Bharat Ek Parichay' programme.

### **2. Scope of Work**

As part of the programme, a pre-selected set of 10 books, two sets of 6 tea-coasters each of size 3.75 x 3.75 inches, Show-cards each of 17.5 W X 23.5 H and a set of 6 bookmarks each of size 2 x 7.5 inches will be encased in a high quality gift box of dimensions 10 x 10 x 9.4 inches.

The required gift box would be of a foldable/ collapsible, robust construct, with outer latch & hinge provisions to securely fasten the contents of the box. There would be fitted a handle on the upper face of the box to facilitate portability. The upper face of the box would have a perforated top to allow the handle to drop into, thus, providing the top-view of the box a seamless look.

The design and layout of all the items, and any further detailing will be considered for discussion during the pre-bid meeting.

The project entails preparation and production of the aforementioned 4 items viz. the tea-coasters, the bookmarks, the gift box, and the show-card, in overall quantities of 900 each (**Technical Details under Para 3**).

**Note: Should the project requirements deem additional demands of the aforementioned items at a later stage, at the same price, such may be ordered by the Ministry.**

Deriving from the name of the programme: Bharat Ek Parichay, the content to be printed on the materials would be India-themed. The content would highlight the major milestones in the annals of India's journey, which have garnered international fame and repute for the country, ranging from the ancient Indian heritage upto India's contemporary achievements – a greater emphasis to be laid upon showcasing the latter through the printed material.

The Company/Firm/Agency being awarded the contract would work under the instructions and overall supervision of JS (XP), Ministry of External Affairs, New Delhi, and would be responsible for the following in regard of the preparation of the required items:

(a) Collating the content to be displayed over the box, the bookmarks, the coasters, and the show-cards

(b) Preparation and approval of the designs

(c) Ensuring veracity and accuracy of the content

(d) Ensuring usage of high-quality material

(e) Timely delivery of the said items as per the contract

**(f) Constant/ daily feedback is to be given to the Ministry of External Affairs regarding the progress of work.**

(g) There may possibly be a review of the design(s)/ content(s), as per the wish/ requirements of the Ministry.

***NOTE: Creativity, innovation and high standard of work concerning the required items will be of essence in consideration for the selection. The capacity to complete the job within the given time frame and with desired quality will be of essence for this RFP.***

### **3. Technical Specifications**

<b>S. No.</b>	<b>Item Name</b>	<b>Item Description</b>	<b>Quantity</b>
a.	<b>Gift Box</b>	<p><b>Size:</b> 10 W x 10 L x 9.4 H inches</p> <p>Foldable/ collapsible gift box, capable of encasing 10 books, 2 sets of 6 tea-coasters each and 1 set of 6 bookmarks each.</p> <p>Box should be portable through the provision of a fitted handle; the handle should be collapsible into a perforated top on the upper face of the box.</p>	900 boxes

		<p><b><u>Top and bottom:</u></b></p> <p>Box should be made with 3 mm Indian thick board with duly pasted outer and inner covers.</p> <p>Whole box should have laminations of gloss, and its outer and inner faces should be printed on 170 gsm imp. matt with 4+0 colours.</p> <p><b><u>Inside:</u></b></p> <p>Inner compartment should be made with 3 mm Indian thick board, with duly pasted imp. specialized, colored paper.</p>	
b.	<b>Coaster</b>	<p><b><u>Two sets of coasters:</u></b></p> <p>Each set – 6 coasters</p> <p>Types of coasters:</p> <ol style="list-style-type: none"> <li>1) Printed</li> <li>2) Engraved</li> </ol> <p><b><u>Size:</u></b></p> <p>3.75 x 3.75 inches</p> <p>Coasters should be of printed &amp; textured lamination, and should be duly pasted on 3.75 mm MDF board. Each set of coasters to be provided in a 1 mm imp. board box.</p>	<p>900 x 2 sets of coasters;</p> <p>6 different coasters in one set; Thus, 900 printed and 900 engraved coasters' sets</p>
c.	<b>Bookmark</b>	<p><b><u>Size:</u></b></p> <p>2 W x 7.50 H inches</p> <p><b><u>Paper:</u></b></p> <p>300 gsm imp. matt; with 4+4 Colour printing</p>	<p>900 sets of Bookmarks;</p> <p>6 different bookmarks in each set</p>

d.	<b>Show-card</b>	<p><b><u>Size:</u></b></p> <p>17.5 W x 23.5 H inches</p> <p><b><u>Paper:</u></b> 240 gsm imp. textured card (Indian Emblem in Gold Foiling) with 4+0 Colour printing</p> <p>Back side of show-card should be of imp. coloured paper, duly pasted on 2 mm MDF and 1.5 mm clear acrylic sheet.</p> <p>Show-card should be fixable on walls through provisions of 4 steel studs.</p>	900 Show-cards
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#### **4. Minimum Eligibility Criteria for Bidder**

(a) EMD amount of Rs. 60,000/- should be submitted by the prospective bidders. **(Refer Para 5 below)**

(b) The bidder should have a minimum experience of 03 years in designing of gift boxes, coasters, bookmarks, show-cards, etc.

(c) The bidder should have experience in providing services to other organisations of the Govt. of India, and/or to the State Governments, and/or to the Public Sector Undertakings, and/or to private firms.

(d) The bidder should provide 'User Satisfaction Certificates' from at least three different organisations.

(e) Bidder shall be required to submit copies of Income Tax Returns along with Turnover certificate for the last three years (minimum turnover of Rs. 3 lakhs and above for each year) by a practising Chartered Accountant.

(f) The Bidder will submit an affidavit/certificate to the effect that the information submitted by him is correct and he will abide by the decision of competent authority of Ministry of External Affairs regarding the designing of aforementioned material. In the event of the information submitted by bidder is found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred from bidding for all future projects/proposals of Ministry of External Affairs.

(g) The bidder is to confirm in writing the acceptance of all the terms & conditions given in this RFP for consideration of his application in the declaration as shown in Annexure D.

(h) The bidder should have a background in providing an in-time service.

(i) The bidder should not have been de-registered/blacklisted, previously by any governmental organisation.

## **5. Earnest Money Deposit (EMD)**

The Bidder shall furnish the original Earnest Money Deposit (EMD) amounting to Rs. 60,000/- together with the Technical Bid Cover. The EMD shall be in Indian Rupees and shall be in the form of Demand Draft from any of the Nationalized / Scheduled Bank in favour of **'Pay and Accounts Officer, Ministry of External Affairs, New Delhi, payable at New Delhi'**.

The EMD is required to be submitted in a sealed envelope superscribed: **'Tender for engaging services for the processing of 'Bharat Ek Parichay' programme material'**, on or before the closing time and date of the online bids (ref. table **'Important Dates'**) to Publicity Officer (IP/PMS), Room No. 255 A-Wing, Shastri Bhawan, New Delhi-110001, failing which the bids will not be considered.

The earnest money of unsuccessful Bidders shall be refunded after final award of Contract. EMD of the successful Bidder will be released after the Bidder signs the final agreement and furnishes the Performance Guarantee. The EMD shall not carry any interest. The Earnest Money will be forfeited on account of one or more of the following reasons:

(a) Bidder withdraws or amends its tender, impairs or derogates from the tender in any respect within the period of validity or fails to extend the validity if required and as requested.

(b) Bidder does not respond to requests for clarification of its Proposal/ substandard works.

(c) Bidder fails to provide required information during the evaluation process or is found to be non-responsive.

(d) In case of a successful Bidder, fails to sign the Agreement in time as per schedule; or furnish Performance Guarantee within 15 days of awarding the contract and the bidder will be barred from participating in future tenders of the Ministry.

## **6. Pre-Bid Meeting**

A pre-bid meeting will be held (ref. table **'Important Dates'**) to provide clarification(s) on the expected requirements pertaining to the design and layout of the products to be processed viz. the gift boxes, coasters, bookmarks and show-cards. During the meeting, the Bidders would be shown a sample each of the above mentioned items, on the lines on which each of these items would be processed.

The pre-bid would be held at the Conference Room of the Ministry of External Affairs, 1<sup>st</sup> Floor, A-wing, Shastri Bhawan, New Delhi 110001.

In addition to attending the pre-bid meeting, the prospective bidder may choose to reach-out to the XPD Division of the Ministry at the email: [poip@mea.gov.in](mailto:poip@mea.gov.in) and/or [popms@mea.gov.in](mailto:popms@mea.gov.in), with the subject: '*Bharat Ek Parichay Programme – RFP Clarifications*', and/or at the number: 01123381719, upto the scheduled time & date for seeking clarifications (ref. table 'Important Dates').

## **7. Brief description of the Selection Process: Least Cost system basis**

External Publicity and Public Diplomacy Division will adopt a two stage selection process (collectively the '**Selection Process**') in evaluating the E-Proposals comprising of:

- (a) Technical Bids: to be uploaded in the format as given in Annexure A
- (b) Financial Bids: to be uploaded in the format as given in Annexure B

Bids completed in all respects to be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app>

Bidders who fulfill the 'Minimum Eligibility Criteria' will qualify for Technical evaluation. Bidders who do not submit/upload all the required documents with proper labeling of the documents as requested under Annexure A will be liable for rejection. In the Technical evaluations, each bidder will be assessed out of 50 marks by a Technical Evaluations Committee on the basis of the responses to the questions mentioned in the table under Annexure A: Questionnaire. Only those bidders scoring 70% and above in all will be considered qualified for opening of their respective financial bids.

The bidder must submit their financial bid in the prescribed format (BOQ.XXXX File) – specified at Annexure B of this tender document and no other format is acceptable. Bidders are required to download the BOQ File, open it and complete the unprotected cells with their respective financial quotes (the rate per unit for each item in both figures and words and other details, such as name of the bidder, etc.) No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name.

If the BOQ file is found to be modified by the bidder, the bid will be rejected. The bidders are strictly advised to refrain from quoting unrealistic prices at which they may not make supplies later.

## **8. Performance Bank Guarantee:**

(a) The value of the Performance Bank Guarantee will be an amount equal to 10% of the total amount of the contract.

(b) The Performance Bank Guarantee shall be made in favour of '**Pay & Accounts Officer, Ministry of External Affairs, New Delhi, payable at New Delhi**'.

(c) The Performance Bank Guarantee shall be submitted by the bidder through a nationalized bank before the commencement/print out order is given at the time of signing the final agreement with the successful bidder and it shall remain valid upto 60 days after the completion of the tenure of contract period.

(d) This Performance Bank Guarantee shall be encashed by the Ministry of External Affairs in case the contractor fails to adhere to the terms and conditions of the RFP.

(e) No Interest shall be paid on the Performance Bank Guarantee.

**9. Disqualification:** Even though the Bidders meet the above criteria, they are subject to be disqualified should any Bidder have:

(a) A criminal history or has been convicted by any court of law for any of the offences under any Indian laws.

(b) If, any criminal proceedings is/are pending in any court of law in India against any of the Bidder and if any such proceeding culminates into conviction.

(c) Make misleading or false representation in the forms, statements and attachments submitted.

(d) The bidder who does not submit hardcopy of the EMD in the Technical bid envelope will be disqualified from the tendering process.

## **10. Notification of Award of Contract**

Within the validity of the period of bid prescribed by Ministry of External Affairs, the Ministry will notify the successful bidder by fax/e-mail and confirm by letter that the particular bid has been accepted. This notification of award shall name the sum which Ministry of External Affairs will pay to the bidder in consideration of the performance of the scope of work by the bidder as prescribed by the contract.

The successful bidder on receipt of the notification shall convey his/her acceptance by return e-mail or fax and to be confirmed through speed post within three (3) working days through a letter. The acceptance is to be accompanied by a signed contract in favour of '**The Joint Secretary (XP), Ministry of External Affairs**'. The Notification of Award of Contract and the letter of acceptance shall constitute the formation of the contract.



In the event, the letter of acceptance, duly signed by the successful applicant, is not received by the stipulated period – within 3 working days of notification of awarding of contract – MEA may, unless it consents to extension of time for submission thereof, appropriate the EMD of such applicant as mutually agreed as per genuine pre-estimated loss and damage suffered by MEA on account of failure of the successful applicant to acknowledge the notification of award of contract, and the next higher ranking applicant be considered.

#### **11. Validity of the Contract**

The validity period of the contract shall be 1 year from the date of signing of the Contract. MEA may decide to extend the contract, if required.

#### **12. Monitoring the Contract**

Before commencement of the services, the service provider shall submit a program showing the general methods, arrangements, order and timing for all the work activities.

#### **13. Terminating Services**

Terminating the contract or services prior to end of the contract if any from the side of the Ministry should be executed before, giving prior notice.

#### **14. Penalty Clause**

(a) In case bidder withdraws or changes his quotation, EMD will be forfeited. Refusal or inability or delay by the successful bidder to supply all deliverable as per scope of work at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiture of EMD/Performance Guarantee as well as disqualification of the bidder from participating in future tenders.

(b) For any kind of delay in adhering to the time schedule or substandard work, bidder shall be liable to pay 0.5% of the total amount of the contract for delay of every day of delay and multiples thereof from the decided date of the final submissions.

#### **15. Settlement of Laws and Arbitration:-**

The Jurisdiction in case of any dispute shall be of the courts in Delhi only. All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative's rights, duties or liability of the parties shall be referred to the sole arbitration of the Foreign Secretary, MEA or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration Act 1966 or any other law that takes place in this regard. The Arbitration proceedings will be held in New Delhi.

## **16. Force Majeure:**

(a) Ministry may consider relaxing the penalty and delivery requirements, as specified in tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.

(b) Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.

(c) In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.

(d) The affected Party shall also notify the other party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.

(e) If the contractor is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Ministry of External Affairs shall have the right to suspend or terminate the Contract on the same terms and conditions with immediate effect. In any case, the Ministry of External Affairs shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of force majeure.

**17. OPENING OF E-TENDER:** Technical Proposals shall be opened as per Schedule mentioned in table (**ref. table 'Important dates'**) at the office of the Ministry of External Affairs in the presence of Bidders or their authorized representatives who choose to attend the opening of Bids. Authorized representative with authority letter on the letter head of tendering company/firm/agency etc. duly signed by the tenderer will only be allowed to attend the meeting of the Tender Committee to be held on **05.09.2018** at **1430 hrs** in Room No. 255, A wing, External Publicity & Public Diplomacy Division, Ministry of External Affairs, 2<sup>nd</sup> Floor, A-Wing, Shastri Bhawan New Delhi - 110001 for opening of technical bids.

**Annexure – A**

**Technical Bid**

**(Following documents to be uploaded online in .pdf format)**

<b>S. No.</b>	<b>Document</b>	<b>Format</b>
1	EMD of Rs. 60,000/- (Rupees Sixty Thousand only)  (scanned copy of the original)	.pdf
2	Name of the Company/Firm/Agency with the Year of Establishment along with the detailed office address, telephone and fax no. with the Company/Firm/Agency registration details (Certificate of Registration/Incorporation).	.pdf
3	Income Tax Returns for the last 3 years, and PAN/TAN/ Service Tax/GST registration certificates.  (Attested copies).	.pdf
4	Details of staff strength – pertaining to the staff for the production of the mentioned items in this RFP viz. Box, Coasters, Bookmarks, and Show-cards.	.pdf
5	The Bidder should have minimum 3 years of experience in creating boxes, tea-coasters, bookmarks, show-cards, etc.  Bidder should illustrate proofs for the experience through relevant documents (authentic company catalogues) exhibiting profile of past projects handled, contracts awarded, etc. during the last 3 years.	.pdf
6	The bidder should provide 'User Satisfaction Certificates' from at least three different organisations serviced in similar production works in the last 3 years.	.pdf
7	Attested copies of Minimum Turnover of Rs. 3 Lakhs per annum for each of the last 3 years, certified by Chartered Accountant.	.pdf
8	Undertaking that the bidder has not been blacklisted by any Departments/ Ministry/ Organizations of the Govt of India / State Govt.	.pdf
9	Affidavit/Certificate to the effect that the information submitted by him is correct and he will abide by the decision of competent authority of Ministry of External Affairs regarding production of the requested material as per the requirements of the RFP.	.pdf
10	Signed and stamped declaration in the format given in Annexure D	.pdf

**QUESTIONNAIRE**

<b>S.No</b>	<b>Scoring Criteria</b>	<b>Max. Points</b>
1.	Details of staff (Number and experience), pertaining to the technical staff involved in the preparation of the boxes, tea-coasters, bookmarks, show-cards, etc.  * Relative grading will be done.	10
2.	The Bidder should have an annual turnover of atleast Rs. 3,00,000	10

	(Rupees Three Lakhs Only), during the last three financial years (2015-2016, 2016-2017 and 2017-2018).  * Relative grading will be done	
3.	(a) The Bidder should have experience in creating gift boxes, tea-coasters, bookmarks, show-cards, etc. during the last 3 years. Bidders to illustrate experience through copies of work orders received and the work completion certificates issued by the clients during the last 3 years.  (b) Illustrate through sample pictures of similar works completed, and authentic company catalogues issued.  * Relative grading will be done	10+10
4.	The bidder would be required to table before the Technical Evaluation Committee, on the day of opening of the Technical Bids (Ref. table <b>Important Dates</b> ), samples of the materials intended to be used for producing the appurtenances required as per this RFP; Samples of materials such as, MDF boards, gloss laminations, specialized coloured paper, etc.  * Relative grading will be done	10
Total Points / Marks		50
Cut-Off Percentage to qualify the Technical Evaluations		70%

**NOTE: Each submitted .pdf document must clearly mention the S. No. and title from the above table to identify corresponding to which point the document has been submitted.**

## Annexure B

### Financial Bid Format

Please quote rate (all Inclusive) in the following format.

S. No.	Item Description	Quantity	All Inclusive Rate Per Item (in Rs.)
1.	1 Gift Box	900	
2.	1 Set of 6 Printed Coasters each	900 sets (of 6 Coasters)	
3.	1 Set of 6 Engraved Coasters each	900 sets (of 6 Coasters)	
4.	1 Set of 6 Bookmarks	900 sets	
5.	1 Show-card	900	

**Note:** Bidders are requested to read the eligibility criteria and the terms & conditions specified in the tender document while submitting the online bids.

## Annexure C

### Terms & conditions

1. Fulfil all the columns in Technical Bid format (from S. No. 1 to 10).
2. Online bidders submitting all the required documents in the prescribed format/manner (**as mentioned in Annexure A, given under the header 'Technical Bid'**) only shall qualify the bid.
3. **Validity of Proposal**: 60 days; Ministry of External Affairs reserves the right to reject a proposal valid for a shorter period as non-responsive.
4. **Right to Accept or Reject any Proposal**:
  - (a) Ministry of External Affairs reserves the right to annul the E-Tendering process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder (s) of the grounds for such decision.
  - (b) The Ministry reserves the right to terminate the contract at any time, if the performance of the agency so selected is not to the satisfaction of the Ministry, after giving a notice of 15 days. In that case the competent authority may forfeit the Performance Bank Guarantee.
  - (c) In case of any material breach of any of terms and conditions mentioned in the Tender Document, the Competent Authority will have the right to terminate the contract, cancel the work order without assigning any reason and nothing will be payable by this Ministry in that event and the Performance Security Deposit may also be forfeited.
5. (a) **Clarifications & amendments of E-Tender Notice**: During the process of evaluation of Proposals, Ministry of External Affairs may, at its discretion, ask Bidders for clarifications on their proposal. The Bidders are required to respond within the prescribed time-frame. Ministry of External Affairs may for any reason, modify the E-Tender document before the date of submission of proposal. The amendment(s) to the E-Tender document would be clearly spelt out and the Bidders will be given sufficient time to amend their proposal due to such modifications.

- (b) **Withdrawal, Substitution and Modification of Tenders:** The bidder, after submitting the bids, is permitted to withdraw, substitute or modify the bids in writing without forfeiture of EMD, provided these are received duly sealed and marked like the original tender, up to date and time of receipt of the tender. Any such request received after the prescribed date and time of receipt of tenders will not be considered. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity. Withdrawal of a bid during this period will result in forfeiture of the bidder's bid security (EMD) and other sanctions.
6. If two or more bidders have offered the same rate, the Ministry reserves the right to classify all such bidders as lowest and divide the purchase order suitably between them, if required to do so.
  7. **Late Bids:** Late Bids (i.e. bids received after the specified date and time for receipt of bids) would not be considered.
  8. **Agreement Deed:** The successful bidder shall execute an agreement for the fulfilment of the contract on Rs. 100/- non-judicial stamp paper within 14 days from the date of award of the contract. Agreement/ contract will be signed after the submission of the performance bank guarantee. The incidental expenses of execution of the Agreement/ Contract shall be borne by the successful bidder.
  9. **Bid Currency:** Prices shall be expressed in Indian Rupees only.
  10. For verification of information submitted by the Bidders, the Committee may visit Bidder's offices at its own cost.
  11. The Bidders shall provide all the necessary documents, samples and reference information as desired by the Committee.
  12. The Bidders shall also assist the Committee in getting relevant information from the Bidders references, if desired.
  13. The cost indicated in the Financial Bid shall be treated as final and will reflect the cost all inclusive.
  14. All documents as per e-tender requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and further no documents will be accepted offline.

15. Both Technical and Financial bids are to be submitted simultaneously duly digitally signed on the Central Public Procurement (CPP) Portal;
16. The bidders shall have a valid digital signature certificate for participation in the online tender. The cost of digital signatures, if any, will be borne by respective tenderer;
17. Prospective bidders are accordingly advised to go through instructions provided at CPP Portal;
18. Each submitted .pdf document (as requested under Annexure A) must clearly mention the S. No. and title from the above table to identify corresponding to which point the document has been submitted.
19. Ministry of External Affairs also reserves the right to call for additional information from the Bidders.
20. (a) Additional pieces of gift boxes alongwith the appurtenances, if required, will be paid on pro-rata basis on the total cost quoted by the selected bidder.  
  
(b) Company/Firm/Agency will furnish the dummies/prototypes of the finished products before the final production as per the timelines set out by MEA in the Contract with the Company/Firm/Agency, and the orders to commence the final production would be provided post consent given to the dummies/prototypes.  
  
(c) A bidder cannot claim other than the quoted rate in the Financial bid template (exclusive of applicable taxes).



**Annexure D**

**Declaration Certificate**

This is to certify that I/We before signing this E-Tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature:

Name:

Stamp