



NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT

(Ministry of Food Processing Industries, Government of India)
Plot No. 97, Sector-56, HSIIDC, Industrial Estate, Kundli, Sonapat, Haryana
Website-www.niftem.ac.in

REQUEST FOR PROPOSAL (RFP)

FOR

DEVELOPMENT AND REVIEW OF SMART E-LEARNING MATERIAL FOR CAPACITY
BUILDING

FOR

NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT

FOR TWO YEAR

DISCLAIMER

THIS REQUEST FOR PROPOSAL IS NOT AN OFFER BY THE NATIONAL INSTITUTE OF FOOD TECHNOLOGY ENTREPRENEURSHIP AND MANAGEMENT BUT AN INVITATION TO RECEIVE RESPONSE FROM ELIGIBLE INTRESTED BIDDERS FOR SELECTION OF MULTI MEDIA CREATIVE AGENCY. NO CONTRACTUAL OBLIGATION WHATSOEVER SHALL ARISE FROM THE RFP PROCESS UNLESS AND UNTIL A FORMAL CONTRACT IS SIGNED AND EXECUTED BY NIFTEM WITH THE BIDDER. THIS DOCUMENT SHOULD BE READ IN ITS ENTIRETY.

Tender document may be downloaded from e-procurement website of CPPP
www.eprocure.gov.in/eprocure/app as per the schedule given CRITICAL DATA SHEET

CRITICAL DATA SHEET

RFP No.	N/PM/P/2021/31/23
Name of Organization	National Institute of Food Technology Entrepreneurship and Management Ministry of Food Processing Industries
Date and Time of Issue/ Publishing	27.03.2023 (06.00 PM)
Document Download/ Sale Start Date and Time	27.03.2023 (06.00 PM)
Pre- Bid Meeting date and time	03.04.2023 (11.00 AM)
Bid submission start Date and Time	06.04.2023 (04.00 PM)
Bid submission end Date and Time	17.04.2023 (02.00 PM)
Technical Bid opening Date and Time	18.04.2023 (03.00 PM)
Address for communication	Plot No. 97, Sector-56, HSIIDC, Industrial Estate, Kundli, Sonapat

1. SCOPE OF WORK:

Ministry of Food Processing Industries launched centrally sponsored, Prime Minister Formalization of Micro Food Processing Enterprises (PM FME) scheme to address the challenges faced by the micro enterprises and to tap the potential of groups and cooperatives in supporting the up gradation and formalization of food processing enterprises. Capacity building and training is a critical component in technical up gradation and formalization of micro food processing enterprises.

The agency will be required to support with:

- A) Develop and Review e-learning Course Content in form of Power Point Presentation on processing, packaging and FSSAI guidelines, Audio Visuals (Graphics, Animation, illustration, Demonstrative Video, etc.), e-Manuals, Hand books, Detailed Project Reports in English and other regional languages in the various domain of food processing sector. It includes authoring concise, accessible and memorable e-learning content.
- B) Develop smart e-learning material or self-learning related to food domains/Industry and e-learning material on Entrepreneurship development (EDP+).
It includes-
 - QA Testing/ Quiz based Assessment Criterion.
 - Demonstrative Videos as per requirement.
 - Authoring concise, accessible and memorable e-learning content.
 - Product or Industry Expert Consultation as per requirement, designing and storyboarding for Smart e-learning/Self -Learning material development.
- C) Translation of required (ODOP-One District One Product) Material or New learning or e-learning material for capacity Building in more than 13 Regional languages in Video, PPT, handbook and DPR form under PMFME.

To accomplish the above scope, tenderer/agency would be free to refer to authentic resources along with the already existing contents available at <http://NIFTEMK.ac.in/newsite/pmfme/>.

The participation under the PMFME Scheme offers a rare chance to contribute to India's Food and MSME sector by promoting upgraded and innovative learning material or methods.

2. ELIGIBILITY CRITERIA (Documentary Evidence to be attached):

- a. Tender Fee of **Rs. 1,180/- (non-refundable) and EMD of Rs. 50,000/-** are payable only in the form of Bank Draft from State bank of India, in favour of NIFTEM payable at Delhi. Cheque/Bank Guarantee are not accepted, if so in the tenders will not be acceptable.
- b. A registered firm / Organization (under applicable act) with appropriate credentials in providing services (in relevant area) to Central Government / State Government Department Institute / Research or Academic Institution including Public Sector Companies / Undertaking/ Autonomous bodies/ Multinational Companies / Private Institution.
- c. The agency should have minimum 3 years of experience in similar kind of work. The annual financial turnover of the bidder during the last 03 financial years should be atleast Rs. 20 lakhs and above. Chartered Accountants signed statement for Annual Turnover of last 3 years will only be accepted as proof along with relevant tax returns as applicable, in this regards.

- d. The participant should have valid PAN/TAN/ GST / VAT Registration as applicable and should submit a copy of each of the documents.
- e. The participant should enclose the details of contact person with telephone number and Email IDs.
- f. Copy of contract / agreement / experience and satisfactory work completion certificate to be enclosed for last 03 financial years.
- g. Please note that Bids should be submitted via online and offline both ways. As hardcopies to be sent offline along with the online submission.
- h. The participant is requested to mention their scope of regional languages into which the course content can be converted by them.
- i. An undertaking to declare that Bidder has not been black listed in India and abroad need to be submitted by the agency (Self declaration on Company Letterhead).
- j. The participant is required to submit model work of course content as specified under in any relevant topic of the specified food processing domain mentioned under scope of work.

S.N.	Particulars
1.	Power Point Presentation on processing, packaging and FSSAI guidelines (minimum-25 slides each)
2.	One Product development (or) Processing video with audio (AV) in English Language (duration 5-10 minutes)
3.	Model Detailed Project Report
4.	Manual related to the training module (in English/ minimum pages 25 to 50)
5.	Smart E-Learning material related to Food Industry and EDP+ Topics (Video and handbook form)
6.	Translated Content in different regional languages (in video or handbook form)

- k. The Hard Copy of original instruments in respect of cost of tender document, earnest money must be reached at this addressed to the “Registrar, National Institute of Food Technology Entrepreneurship and Management, Plot No.-97, Sector-56, HSIIDC Industrial Estate, Kundli-131028, District-Sonepat (Haryana)” on or before bid opening date and time as mentioned in critical date sheet.

Caution: All the bidders are specifically informed that while submitting tender, must ensure that signed documents as indicated in the tender documents are mandatory, otherwise tender will be similarly rejected and no second opportunity will be given to submit shortfall documents. In case of less bids, Institute has liberty to invite shortfall documents.

The agencies (registered with MSME /NSIC registration) willing to claim any relaxation/exemption in tender fee, Turnover and Experience, etc, must submit claim for the same alongwith support document for consideration, otherwise, the same will not be extended. The relaxation/exemption will only be given, if you are registered for **applied category** of item(s)/services, etc. Upload proper Udyog Adhar Certificate from both sides with specified validity and relevant service category. The bidders who are claiming relaxation/exemption are required to submit undertaking as per **Annexure-IV**.

3. BID EVALUATION CRITERIA:

Each Tenderer would be evaluated as per the criterion below:

S.No	Particulars	Marks
Stage I (40 Marks)		
1	<p>Experience in providing services (Marks will be given on the basis of no. of years in providing relevant services as per the scope of work) i.e.-</p> <ol style="list-style-type: none"> 1. Experience of 0-3 years= 09 marks 2. Experience of 4-6 years= 18 marks 3. Experience of 7- 9 years = 27 marks 4. Experience of 10 years or above = 30 marks 	Max 30
Stage II (60 Marks)		
2	<p>Model Course Material- In Video and Handbook Form (A weightage would be given if the content is on Food Processing and Entrepreneurship Development programme).</p> <p>A. E-Learning Course Content (Max 45 marks)</p> <ol style="list-style-type: none"> 1. Technical aspects on Subject 2. Designing, Storyboarding, Quality and Visual impact of Content 3. User Interactive content (i.e. Q/A) <p>B. Translation Work sample (Max 25 marks)</p> <ol style="list-style-type: none"> 1. Experience having translation in Food sector, English, Hindi and other regional languages. Non- food sector can also be considered as under: <ol style="list-style-type: none"> A. English + 5 or more Indian Regional Languages in: <ul style="list-style-type: none"> • Food processing sector (10 marks) • Other Sectors (08 marks) B. English +2 Indian Regional Languages in: <ul style="list-style-type: none"> • Food processing sector (08 marks) • Other Sectors (06 marks) C. English & Hindi Only in: <ul style="list-style-type: none"> • Food processing sector (04 marks) • Other Sectors (02 marks) 2. Quality of Translated Voice Over 3. Subtitles 	Max 70
Total		100
Bid Scoring >70 will be considered for successful empanelment.		

4. EMPANELMENT/AWARD OF WORK:

- a. NIFTEM shall empanel only those successful bidders who will qualify as per the evaluation criteria.
- b. The successful bidders will have to enter into an agreement with NIFTEM comprising of the clauses as per parameters mentioned in this RFP. Suitable and mandatory changes will also be added in the agreement for smooth execution of the contract.
- c. The successful empanelled bidder is required to submit Performance Security of ₹ 50,000/- through DD/ Bank Guarantee before taking up any work. The Performance Security will be valid for the entire duration

of empanelment (including extendable period) in favor of NIFTEM. If the successful agency has submitted EMD of ₹ 50,000/-, the same will be retained as performance security.

- d. Empanelment does not guarantee that any work will necessarily be provided to an empanelled agency.
- e. The entrusted work should be completed within 5 to 15 days of its allocation and may vary according to the need.
- f. The developed course content will be evaluated by technical experts and if any required corrections suggested should be carried out by the empanelled participant/agency and after concurrence of technical experts only the work will be approved.
- g. Access to database of organization related to this field, ensuring that there are no copy right issues, of Pictures/ content / process / product and plagiarized content from any other institute/ individual patented works and NIFTEM shall not liable for any IPR related issue subsequently.
- h. The bidder should need to quote their rates as per Table 1 with due negotiation individually (head wise) in BOQ. NIFTEM authority will decide to award the work as per quote and the quality of presentation.

5. TERMS OF PAYMENT:

The payment will be made at the rates agreed and not more than the MoFPI Guidelines rates (as given in Table 1) on work to work/pro rata basis after the completion as well as approval of the work by the Competent Authority and on the Production of Proper Invoice.

Table 1: Rates for the Training Modules, Content & Translation

S.No	Content	Per unit cost capping (Rs.)
I	Entire module of EDP/ Product (Including Video (for 10 mins duration: Rs. 50,000), DPR (Rs.5000), Power Point presentation, packaging, food safety, (Min 25 slides of each: Rs.7000), audio voice over per language (Rs.5000) and reading manuals (Rs.5000); For conversion of reading material from English into other languages (Rs 1.50 to 1.75 per word; About 1700 to 2000 words: Rs. 3000)	75,000*/-
II	One video with English language (duration: 5-10 min, Rs.25,000/- for up to 5 mins and Rs. 50,000/- for up to 10 mins)	50,000/-
	For audio voice over per language for up to 5 mins (Rs.2500) and above 5 mins to 10 mins (Rs.5000)	5000 /-
	Reading manuals related to the training modules (in English/Hindi) (min pages 25 to 100)	5000 /-
	DPR for bankable project	5000 /-
	Powerpoint presentation on product development, packaging, and food safety (min 25 slides of each)	7,000/-
III	For conversion of reading material from English into other languages (Rs 1.50 to 1.75 per word; About 1700 to 2000 words: Rs.3000)	3000/-
* For Entire Module in English, the applicable capping of total cost will be Rs.62, 000 (less voice over and conversion charges)		
^ Additional amount on the account of GST as applicable		
Reference: MoFPI (No-M-16/14/2020-AS-Part (1) dt.19.11.2020)		

General Term & Conditions

- i. **In case, after Pre-bid meeting (wherever applicable) any modification(s)/addition(s)/ deletion(s) or any alternation in the requirement(s)/ specification(s) etc is required, the same will be appended on the NIFTEM website- www.niftem.ac.in, therefore, all the bidders are advised to visit our website before filling/submitted their tenders. No separate advertisement/information will be published in this regard in the Newspapers.**
 - ii. Acceptance of tender will be intimated to the successful tenderer through a letter of intent (LOI) duly signed by the authorized signatory of the institution.
 - iii. EMD/Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
 - iv. **Validity of bids should be 180 days from the opening of technical bid.**
 - v. **The Performance Security will be refunded/ returned to the agency, without any interest after the expiry of contract period.**
 - vi. **The rates quoted by the bidder shall be complete for supply and placing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation from works to NIFTEM, installation etc and nothing extra/additional shall be payable on these rates.**
 - vii. In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders.
 - viii. Conditional Tender will not be accepted.
 - ix. The EMD of the unsuccessful bidder will be returned to them at the earliest on or before the 30th day after the award of the contract.
 - x. Tender without EMD & Tender Fee will be summarily rejected.
 - xi. The Institute can ask any clarifications & documents at any stage of the procurement depending upon the circumstances to ascertain quality of material used in manufacturing of items. All wood should be fully seasoned with no defect.
 - xii. All the documents attached with the technical bid should be properly tagged, numbered, signed and stamped by the competent authority.
 - xiii. The EMD/performance security shall be forfeited in case:-
 1. If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
 2. If the bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity,
 3. If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 4. If the Bidder fails to sign the agreement.
 5. Fails or refuse to execute the contract.
 6. Fails to respond to queries by the NIFTEM.
 - xiv. NIFTEM will not responsible for any loss of property, manpower, issues related to labour and/or labour laws of the agency, involved in the CAMC of ROs & Water- Coolers at NIFTEM.
 - xv. NIFTEM has all the rights to cancel the contract agreement at any stage if the services of the concern agency not found satisfactory.
- 6. Arbitration Clause:** That in case of any dispute between party of first part (NIFTEM) and the part of other party (Agency) arising out of or in relation to the agreement, the dispute shall be referred to Hon'ble Director for arbitration. The award of the said Arbitrator shall be binding upon both parties. The seat of the arbitration shall be at NIFTEM, Kundli, Sonapat.
- 7. Withholding of Payment:** This clause authorizes Buyer to withhold payment till end when seller fails in its contractual obligation. The standard text of this clause is as under:

“In the event of the Seller’s failure to submit the Bonds, Guarantees and Documents, supply the deliverables etc as specified in the Contract, the Buyer may at his discretion, withhold any payment until the completion of the Contract”.

8. Right of Acceptance of Offer.

- (a) Buyer reserves the right to accept partly or reject any offer without assigning any reason thereof. The Buyer does not pledge itself to accept the lowest or any other tender and reserves to itself the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the Seller shall supply the same at the Rate quoted.
- (b) In respect of enquiries, which call for procurement of more than one item, the Buyer reserves the right to consider and accept the offer for any of the items in the enquiry reserving the right to utilize the offer for balance items at a later stage within the validity of offer.

Patent Rights: The Seller shall indemnify and hold the Buyer harmless against all third party claims of infringement of patent, trade mark of industrial design rights arising from use of the stores supplied or any part thereof.

9. Force Majeure

Should any force majeure circumstances arise, each of the contracting party shall be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 14 days of its occurrence informs in a written form the other party.

Force majeure shall mean fires, floods, natural disasters or other acts such as war, turmoil, strikes, sabotage, explosions, and quarantine restriction beyond the control of either party.

10. Penalty for Use of Undue Influence

The Seller undertakes that he has not given, offered or promised to give, directly or indirectly any gift, consideration, reward, commission, fees brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or for borne to do any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government. Any breach of the aforesaid undertaking by the seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the seller) or the commission of any offers by the seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1988 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the seller and recover from the seller the amount of any loss arising from such cancellation. A decision of the buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the seller towards any officer/employee of the buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

11. Right to Variation Clause

To take care of any change in the requirement during the period between issue of RFP and conclusion of contract, Buyer reserves the right to increase or decrease the quantity of the required deliverables by 50% without any change in the terms & conditions and prices quoted by the Seller. While concluding the contract, the quantity can be accordingly increased or decreased at the same terms of conditions.

12. Liquidated Damages (LD)

In the event of the seller's failure to submit the Bonds/Guarantees/ Documents or/and supply/performance items/services as per Delivery schedule specified in the contract, the Buyer may, at his discretion, withhold any payment until the completion of the contract. The buyer may also deduct LD to the sum of 0.5% of the contract price of the delayed/undelivered stores/ services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores/services.

13. Cancellation of the Contract

NIFTEM shall have the right to terminate the Contract, arising out of finalization of this tender, in part or in full in any of the following cases :-

- a. The delivery of the material or start of works is delayed for causes not attributable to Force Majeure for more than 10 days after the scheduled date of delivery.
- b. When both parties mutually agree to terminate the contract.

14. Modification and Withdrawal of Bids

Bidder can modify his bid any number of times before bid submission closing date and time. Bidder can also withdraw his bid before bid submission closing date and time. Withdrawal is allowed only once in a tender. If a bidder withdraws his bid, he cannot participate in the particular tender again. No bid may be withdrawn in the interval between the deadline for submission of bids and expiry of the period of specified bid validity. Withdrawal and modification of bid during this period will result in forfeiture of Bidder's Bid Security.

15. Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

Registration

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 2) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 3) Upon enrolment, the bidders will be required to register their valid Digital Signature
- 4) Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

Searching for Tender Documents

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

Preparation of bids

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS/ RAR/ DWF/ JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „Other Important Documents“ area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again.

This will lead to a reduction in the time required for bid submission process.

Submission of Bids

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

Assistance to Bidders

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Place: Haryana

Date:

Sd/-
The Registrar
NIFTEM
Haryana

NIFTEM Official single point of contact for this RFP and the delivery point for response and correspondence is:

Designated Point of Contract: Minakshi Chaudhary

Contact No. 7014289211

CHECK LIST
RFP Form (Technical Bid)

(To be submitted by the tenderer on their letter head. All columns must be filled in. Relevant documents in relation to these must be enclosed with the technical bid. The bid will be examined on the same).

S.N.	Documents uploaded	Status of uploading	Page No.
1.	MSME & NSIC Details	Yes /No	
2.	Name of Firm with address, mobile no./phone no. and email	Yes /No	
3.	Tender fee details (Amount DD no., Bank name, Amount date)	Yes /No	
4.	EMD Details (Amount DD no., Bank name, Amount date)		
5.	Type of the firm (Proprietor/Partnership/Pvt. Ltd./Public Ltd.)	Yes /No	
6.	Permanent Account Number (PAN) and GST Details	Yes /No	
7.	Tender Acceptance letter (with letter head) & Complete tender documents including all Annexure duly signed and stamped on each page.	Yes /No	
8.	Client List / Previous work order and performance certificate	Yes /No	
9.	Mentioned about scope of Regional Language	Yes /No	
10.	Model work of course content	Yes /No	
11.	PPT on processing, packaging & FSSAI guidelines	Yes /No	
12.	AV in English on any one of product development	Yes /No	
13.	Copies of contract/ agreement/ experience and satisfactory work completion certificate to be enclosed last three financial years.	Yes /No	
14.	The average annual financial turnover of the bidder during the last 3 financial years should be at least Rs. 20 lakhs and above. Chartered Accountants signed statement for Annual Turnover of the last 3 F.Y. will only be accepted as proof along with relevant tax returns as applicable, in this regards.	Yes /No	
15.	Copies of Income Tax Returns and Copies of the audited balance sheet and Profit & Loss Account for the last 03 F.Y.	Yes /No	
16.	Incorporation details	Yes /No	
17.	Bank account details	Yes /No	
18.	An Authorization letter from bidder in favour of person signing tender.	Yes /No	

The above documents must be enclosed with proper pagination.

Signature:.....
Name:.....
Address:.....
Mobile:.....
Seal of firm:.....

Date:
Place: Stamp &Signature

Name of the Authorized Signatory

TENDER CONDITIONS ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,

Registrar,
NIFTEM,
HSIIDC Ind. Area, Kundli
Sonepat, Haryana

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of RFP/ Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned „Tender/Work“ from the web site(s) namely: **CPPP e-Procurement website** <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents from Page No. 01 to 15 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated , your department/ organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely and we shall not have any claim/right against deptt in satisfaction of this condition.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

UNDERTAKING

To,
Registrar,
National Institute Of Food Technology Entrepreneurship and Management
Plot no 97, sector-56, HSIIDC industrial estate,
Kundli-131008,
District-Sonepat (Haryana)

Sir,

- 1 I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.
3. We will supply the goods in accordance to the specifications of the work order. At any stage, if it is found that the sub standard/deviation from the specifications/ design/quality has been made by us, we shall be liable for penalty and legal action.

Dated:

**SIGNATURE OF THE TENDERER
WITH SEAL**

**NAME OF THE TENDERER
WITH ADDRESS**

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 100/- (Rs One Hundred Only)

Dated:

Undertaking to Claim Exemption/Relaxation under MSME/NSIC/Start up
(to be submitted on Company Letter head with stamp)

I am (.....) is Owner/Director of M/s.....registered with MSME/NSIC/Start UpUnit under.....category.

- 1) Firm Name :
- 2) Udhyog Adhaar No :
- 3) NSIC No :
- 4) Year of Registration :
- 5) Category of Registration (Manufacture/Dealer/Supplier):
- 6) Turnover :

As per the benefits extended to MSEs registered with NSIC under single point registration scheme, we are entitled for:

- 1. Exemption in Tender Fee :
- 2. Exemption in EMD :
- 3. Relaxation in Turnover : How much Relaxation required (please specify)
- 4. Relaxation in Experience : How much Relaxation required (please specify)

(Kindly tick the box(es) for the same)

We are enclosing herewith relevant certificate and documents in support of our claim of exemption/relaxation of the same.

Signature of Authorized signatory
Name:
Designation:
Stamp:

(Note: Undertaking must be submitted on company's letterhead duly signed and stamped)