



सत्यमेव जयते

**F. No.50/5/NCST/2020-Admn.
Government of India
National Commission of Scheduled Tribes**

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated: ..09-09-2021.....

TENDER DOCUMENT

For Purchase of

EVO PDF TOOLKIT COMPANY LICENCE

**Last Date and Time of Receipt of Tender
17.09.2021: 16:00 Hrs.**

**Date and Time of Opening of Tender
17.09.2021: 16:30 Hrs.**



F. No.50/5/NCST/2020-Admn.
Government of India
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6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: ...09-09-2021...

Sub: Tender Notice for **Purchase of EVO PDF Toolkit Company Licence** in National Commission for Scheduled Tribes, 6th Floor, 'B' wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

The National Commission for Scheduled Tribes (NCST), a constitutional body set up under the provision of Article 338A of the Constitution of India invites Sealed quotations for **Purchase of EVO PDF Toolkit Company Licence** in National Commission for Scheduled Tribes at 6th Floor, 'B' wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

2. The above mentioned product/material will be supplied and Installed in the Commission on urgent basis preferably in one-week time frame from the date of issue of work order. Terms and Conditions in this regards are enclosed. Interested agencies/firms are requested to submit sealed quotation to Under Secretary(Admn), National Commission for Scheduled Tribes latest by dated **17.09.2021 at 16:00 Hrs.**

Rajesh

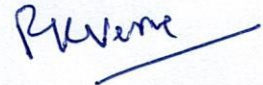
(Rajesh Kumar Verma)
Under Secretary (Admn.)
Tel: 24657271

TERMS AND CONDITIONS: -

Please read the terms & conditions governing the tender carefully.

1. The bidder should have valid PAN, TAN, TIN and GST Number.
2. The bidder should have been associated in past with similar activities as well as details for previously work for any Central Govt. Department/State Govt./PSU etc.
3. The willing bidders may visit or contact Under Secretary (Admn.) 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi on any working day and during working hours to seek any kind of assistance related to Purchase of EVO PDF Toolkit Company Licence.
4. NCST reserves the right to accept/reject any or all quotations without assigning any reasons.
5. NCST reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
6. The firms should quote clear/ unconditional rates inclusive of all taxes/charges strictly for the entire work. There should be no cutting/ overwriting in the bids.
7. Payment will be released after completion of entire work. No advance payment or part payment will be made. No price escalation adjustment or any other escalation will be payable at any time.
8. The NCST reserves the right to increase or reduce the quantity of Purchase of EVO PDF Toolkit Company Licence.
9. The vendor awarded the contract, will be required to door deliver the product/material at, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi by 24.09.2021. It shall be the duty of the vendor to pack the Installation Material appropriately/suitably so that they are door delivered/installed in good condition and to fix it in the 6th floor, NCST, Lok Nayak Bhawan, Khan Market, New Delhi.
10. Pre-approval of the Installation material is compulsorily required.
11. Interested and eligible firms may submit Financial Bids (in prescribed formats as given in Annexure-I) sealed covers, which should be super scribed "Purchase of EVO PDF Toolkit Company Licence" addressed to the "Under Secretary (Admn.), National Commission for Scheduled Tribes, 6th Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi" may be submitted to Under Secretary(Admn). The quotation should reach by **17.09.2021 at 16:00 Hrs.** positively. Tender received after the stipulated date/time shall not be

- entertained. The quotations will be opened on the same day at 04.30 PM in the presence of the bidders or their representatives who may wish to be present.
12. Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected. The bidder whose quotation is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
 13. NCST does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reasons therefor. While placing the Purchase Order, NCST further, reserves its right to delete or reduce any item without assigning any reason therefor before the printing and after the award of work.
 14. In the financial bid evaluation, the lowest bid received from amongst the eligible shortlisted bidders shall be declared as successful bid.



(Rajesh Kumar Verma)
Under Secretary (Admn.)
Tel: 24657271

Copy to: -

1. NIC Cell, NCST with request to upload on the website of NCST.
2. Office Notice Board.

ANNEXURE-I

FINANCIAL BID

Format for the Financial Bid for “Purchase of EVO PDF Toolkit Company Licence” of National Commission for Scheduled Tribes 6th Floor, ‘B’ wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

(All columns are necessary to be filled. Enclosures (Wherever Applicable) must be enclosed)

S. No.	Particulars	Bidders Response
1.	Name of the Organization/Agency/Firm	
2.	Name of the Managing Director/Director/Owner/Proprietor.	
3.	Address and Telephone number of the Organization/Agency/Firm	
4.	PAN No. (copy to be enclosed)	
5.	GST No. (copy to be enclosed)	
6.	GST Registration No. (copy to be enclosed)	
7.	Experience (in number of years)	
8.	Time period for Supply/Delivery and installation of EVO PDF Toolkit Company Licence of National Commission for Scheduled Tribes 6 th Floor, ‘B’ wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.	
9.	Cost for Supply/Delivery and installation of EVO PDF Toolkit Company Licence of National Commission for Scheduled Tribes 6 th Floor, ‘B’ wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003 with perfect and fine quality as per Specification in tender.	
10.	Taxes/VAT/GST applicable.	(In Words)
14.	Total Cost (column. 8 +13)	

Signature

Name

(Proprietor/Director/Owner/with stamp

Important Terms: -

1. Details as above may be given on organization/Agency/Firm Letter's head signed by the Authority Signatory.
2. Application should strictly adhere to the application format.
3. Financial Bids may be submitted in a super scribed envelop.
4. In case of any discrepancy the amount quoted in figures only will be considered.
