

**NOTICE INVITING QUOTATION (NIQ)**  
**FOR**  
**COMMERCIAL QUOTE FOR SUPPLY OF**  
**Canon EOS 5D Mark IV Kit (EF 24- 105 IS II USM)**



**NATIONAL PRODUCTIVITY COUNCIL**  
Utpadakta Bhawan 5-6, Lodhi Road Institutional Area,  
New Delhi-110003

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**National Productivity Council**

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**NIQ No- IS-11023/112022/Canon/IS-HQ**

**NOTICE INVITING QUOTATION**

## 1 NOTICE INVITING QUOTATION

- 1.1 NPC for up-gradation and strengthening of the Media Centre (Studio in NPC, HQ) is required to purchase Canon EOS 5D Mark IV Kit (EF 24-105 IS II USM)

**Table 1: Specifications of Canon Camera Kit**

Item	Description	Qty.	Unit
Canon Camera Kit	Canon EOS 5D Mark IV Kit (EF 24-105 IS II USM)	1	No.

- 1.2 The National Productivity Council (NPC) invites commercial quotation in sealed A4 size envelope for providing and installation of Canon Camera Kit as per specifications and details of item as mentioned in Table-1.
- 1.3 Single sealed A4 size envelope mentioned at point 1.2 needs to be sealed properly with envelope cover duly marked **ON TOP** with
1. “**NIQ No- IS-11023/112022/Canon/IS-HQ**
  2. “**COMMERCIAL QUOTE FOR SUPPLY OF Canon EOS 5D Mark IV Kit (EF 24- 105 IS II USM)**”
- 1.4 The prospective bidder/agency/vendor shall fulfill the following mandatory eligibility criteria:
1. The bidder/agency/vendor must have valid GSTIN, Aadhaar No., and the PAN number allotted by the concerned authorities. Copies of GSTIN, Aadhaar No., and the PAN number with bidder/agency/vendor’s signature and seal need to be attached.
  2. The bidder/agency/vendor should be an authorized dealer of Canon. Copy of Certificate of Authorized Dealership of Canon should be attached.
  3. The bidder/agency/vendor should not be blacklisted or banned or barred from any Government/ Semi Government Organization/ Public Sector Undertaking institute / office / body / organization, and Department of Commerce or Ministry / Department concerned. An undertaking in this regard is required with duly signed and stamped by bidder/agency/vendor
- 1.5 Each page of the commercial quote/bid document should be duly signed and stamped by the

bidder/agency/vendor.

- 1.6 The commercial quote/bid document should be accompanied with “**Bid Security Declaration**” accepting that if the bidder/agency/vendor withdraws or modifies its commercial quote/bid document during the period of validity, etc. they will be suspended from participating in tender process / bid process of the NPC for a period of one year. An undertaking in this regard is required with duly signed and stamped by bidder/agency/vendor
- 1.7 The Council reserves the right to accept any or reject one or all the offers/bids/commercial quotes made by one or more agencies/bidders/vendors without assigning any reason(s) thereof. The Council also reserves the right to cancel or change the bid process at any stage without assigning any reason(s) thereof. The Council’s decision regarding evaluation and finalization of the bids will be binding on all the parties. If there are two L1 bidders quoting the same financial quote, then both the bidders will be called to NPC office for negotiation and the bidder quoting the lower financial/commercial quote out of two L1 bidders after negotiation will be awarded the work.

## **2 GENERAL TERMS AND CONDITIONS**

- 2.1 Terms and conditions for the work will be as under: -
- 2.2 The tenderer should submit attested copies of their Registered GST, Aadhaar Number and PAN Number along with the bid which should depict their complete address. In case this information is not provided, NPC reserves the right to reject the quotation.
- 2.3 The Council reserves the right to reject the supply/service in whole or in part if the same is found sub-standard and the decision of the Council in this regard will be final.
- 2.4 No change in the rates shall be allowed under any circumstances whatsoever in the item after submission of quotation or during the course of supply / procurement / installation of Canon Camera Kit as per specifications and details of item as mentioned in Table-1
- 2.5 The firm will be entirely responsible for the quality of supplied item/ material/ service provided. The supplier should replace the rejected/ damaged item within 2 days, failing which penalty will be imposed 1% per day of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.
- 2.6 The work shall be awarded to a single firm/agency/bidder/vendor whose consolidated bid value is lowest (L1) meeting all scopes of work/service/supply of item and fulfilling all the terms and conditions of the NIQ.
- 2.7 At the time of submission of Commercial Quotation, the firm/agency/bidder/vendor shall furnish a Self-Declaration that their firm/ organization/ agency has not been banned or blacklisted or barred by any Govt. Deptt. / Financial Institution / Court, etc.
- 2.8 If the bidder refuses to accept the work order and the council gets the work done from outside. In that case the council will recover the amount from the selected firm/agency/bidder/vendor
- 2.9 The payment shall be made on presentation of bills after the satisfactory supply of item/ installation service and after the satisfaction of end users regarding the durability, quality and functionality of item supplied and service provided.
- 2.10 NIQ Validity: The quoted rate must be valid for a period of 180 days from the date of closing and finalization of the NIQ. The overall offer for the assignment and bidder's quoted price shall remain unchanged during the period of validity. If the bidder/agency/vendor quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

- 2.11 In case any of the required document (s) is found not enclosed with the quotation, the quotation is liable for rejection.
- 2.12 Performa for furnishing quotation/rate for supply of service & item is enclosed.
- 2.13 Each page of the commercial quote document shall have to be mandatorily signed by the authorized signatory of the prospective bidder/agency/firm/vendor and seal of the same affixed. Noncompliance in this regard will make the bid/commercial quote ineligible for consideration.
- 2.14 Delivery period: The bidder/agency/firm/vendor must supply the required item/installation service within 7 days of the issue of work order. All the aspects of safe delivery/ supply of item / installation of service shall be the exclusive responsibility of the supplier. If the bidder/agency/firm/vendor fails to complete the supply on or before the stipulated date, then a penalty at the rate of 1% per day of the total order/work value shall be levied subject to maximum of 10% of the total order/work value
- 2.15 The Evaluation Criteria:
1. Stage 1: - Evaluation will be undertaken for those bids/commercial quotes who have submitted documents as mentioned above.
  2. Stage 2: - The bids/commercial quotes will be scrutinized with respect of eligibility conditions. The final work will be awarded on the basis of the lowest total commercial value quoted.
- 2.16 Schedule of payment and payment terms. The following payment schedule is specified: -
- 1. There shall be no provision for any advance payment.**
  2. 95% after successful supply of item/service as per specifications and details of item as mentioned in Table-1. 5% after one month of supply of item/service after the satisfaction of end user regarding the durability, quality and functionality of item/service supplied and installed by the bidder/firm/agency/vendor
  3. Income Tax, Service Tax and any other taxes, as per statutory rules of the Central Govt., shall be deducted from the Bill(s). The payment of eligible bill(s) shall be made after submission of the Bill by the Firm / Company /Bidder /Agency/ Vendor.
  4. The work will be considered complete after all the item/service supplied and installed and end users are satisfied with the durability, quality and functionality of item/service supplied and installed by the bidder/firm/agency/vendor.

- 2.17 Consortium and sub-contracting for the job mentioned in this document is not allowed. The applicant must have the capacity to supply the item and service.
- 2.18 Commercial quotes/Bids will be opened in front of the Committee Members of NPC. Only successful bidder will be communicated about the award of work.
- 2.19 After selection of L1 Bidder, bidder/vendor/agency /firm (L1) selected for supply of item as per specifications mentioned in NIQ will be required to provide and sign Proprietary Article Certificate (PAC) as per format attached with this NIQ
- 2.20 Arbitration
1. Any dispute of differences whatsoever arising between the two parties relating to the work contract shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act.1996 and the award made in pursuance thereof shall be binding on the parties.
  2. The work under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the supplier/bidder/vendor/agency is specifically directed by the NPC to do so in writing.
  3. The venue of arbitration shall be at New Delhi
  4. The language of the proceedings shall be in English.
  5. The Law governing the substantive issue between the parties shall be the Laws of the Land in India.
  6. For this purpose, Director General, NPC shall be the sole arbitrator.



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### 3 ANNEXURE – I (PARTICULARS OF THE COMPANY/ FIRM /BIDDER / VENDOR / AGENCY)

**Table 2: - Particulars of the Company/Firm/Bidder/Vendor/Agency**

<b>Particulars of the Company/ Firm/ Bidder/ Vendor/ Agency</b>	
1.	Name of bidding Company/ Firm / Bidder / Vendor / Agency
2.	Office address
3.	Year of Commencement of business
4.	i)Telephone No.
	ii)Mobile phone No.
	iii) E-mail address
	iv) Fax No.
5.	Name/ Residential address/ Phone no. of Contact person
6.	Whether the firm is Proprietary/ Partnership/ Company
7.	Name and address of partner in case of partnership firm (Please enclose a copy of Partnership deed/ Power of Attorney)
8.	Date of establishment of the firm (Enclose Certificate)
9.	<b>GST No. of the Firm</b> (attach attested copy)
10.	<b>PAN No. of the Firm</b> (attach attested copy)

<b>Particulars of the Company/ Firm/ Bidder/ Vendor/ Agency</b>	
11.	<b>Registration no. of the firm</b> (attach attested copy)
12	<b>Aadhaar No. of concerned person</b> (attach attested copy)
12.	Is bidding Company/ Firm / Bidder / Vendor / Agency authorized dealer of M/s Canon (Yes/No)  (attach attested copy of Certificate of Authorized Dealership of Canon)
13	Any other relevant information

Certified that all above information's are correct to the best of my/ our information, knowledge, and belief

Signature(s)

Name & Address of the company /firm /bidder /agency with seal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**4 ANNEXURE-II (COMMERCIAL QUOTE)**

**4.1 Proforma for quoting Commercial Rate (Table 3)**

**Table 3: - Proforma for quoting Commercial Rate**

<b>Items</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Unit Price (in Rs.)</b>	<b>Total Price (in Rs.)</b>
Canon Camera Kit	Canon EOS 5D Mark IV Kit (EF 24-105 IS II USM)	1	No.		

**4.2 Note:**

1. Above rates should be quoted inclusive of packing, loading, unloading, transportation, safe stacking, etc.
2. Please note and ensure that these pages are duly filled in and all the pages of the commercial quote document are duly signed by the authorized person, affixing seal along with signature.

Signature(s)

Name & Address of the firm with seal

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## 5 ANNEXURE-III (FORM-1) [COVERING LETTER]

To,  
National Productivity Council  
5-6, Institutional Area  
Lodi Road  
New Delhi- 110003

Dear Sir,

1. We/I, the undersigned, offer to provide services related to NIQ No- IS-11023/112022/Canon/IS-HQ
2. We/I will abide by the decision of NPC regarding the bid process.
3. We/I have read & understood the NIQ and agree to all the terms & conditions stated therein.
4. We/I hereby declare that all the information and statements made in this quotation are true and accept that any misinterpretation contained in it may lead to our disqualification.
5. We/I further undertake, if our quotation is accepted, to initiate the services related to the assignment within period as mentioned in work order
6. We/I understand, NPC is not bound to accept any bid(s)/commercial quote (s) you receive.
7. We/I understand that there is no provision of advance payment.
8. We/I understand that after selection of L1 Bidder; bidder/vendor/agency /firm (L1) selected for supply of item as per specifications mentioned in NIQ will be required to provide and sign Proprietary Article Certificate (PAC) as per format attached with this NIQ

Yours sincerely,

Authorized Signature [In full and initials]:  
Name and Title of Signatory:  
Name of Company/Firm/Bidder/Agency/Vendor:  
Address:  
E-mail & Mobile No.  
Location:  
Date:

## **6 ADDRESS TO REACH BID/COMMERCIAL QUOTE**

**Mr. Amitava Ray, GH(Admin.)  
National Productivity Council  
4<sup>th</sup> Floor, 5-6, Institutional Area, Lodi Road  
New Delhi- 110003**

*Bid/Commercial Quote sealed in A4 size envelope needs to be sent to above mentioned address through speed post only. No other form / medium / method of receiving Bid/Commercial Quote will be entertained. No other form of postal means will be accepted.*

## **7 IMPORTANT DATES**

7.1 Last date of submission of Bid/Commercial Quote is **20<sup>th</sup> December 2022 by 4:00 pm.**

## **8 CHECKLIST BEFORE SUBMITTING THE BID/COMMERCIAL QUOTE**

8.1 Commercial Quote/Bid needs to be submitted in sealed A4 size envelope.

8.2 Single sealed A4 size envelope should be duly marked **ON TOP** with

- 1. “NIQ No- IS-11023/112022/Canon/IS-HQ**
- 2. “COMMERCIAL QUOTE FOR SUPPLY OF Canon EOS 5D Mark IV Kit (EF 24- 105 IS II USM)”**

8.3 Single sealed A4 size envelope should have following address: -

**Mr. Amitava Ray, GH(Admin.)  
National Productivity Council  
5-6, Institutional Area, Lodi Road  
New Delhi- 110003**

8.4 Single sealed A4 size envelope should have following documents **IN THIS ORDER** only: -

- 1. ANNEXURE-III (FORM-1) [COVERING LETTER]**
- 2. ANNEXURE-I (PARTICULARS OF THE COMPANY/ FIRM /BIDDER / VENDOR / AGENCY)**

3. ANNEXURE-III (COMMERCIAL QUOTE)
4. **“Bid Security Declaration”** accepting that if the bidder/agency/vendor withdraws or modifies its commercial quote/bid document during the period of validity, etc. they will be suspended from participating in tender process / bid process of the NPC for a period of one year.
5. An undertaking duly signed and stamped by the bidder/agency/vendor stating that bidder/agency/vendor has not been blacklisted or banned or barred from any Government/ Semi Government Organization/ Public Sector Undertaking institute / office / body / organization, and Department of Commerce or Ministry / Department concerned.
6. Attested copies of Registered GST, Aadhaar Number and PAN Number

***Note: - Please note and ensure that all the pages are duly filled in and all the pages of the documents are duly signed by the authorized person, affixing seal along with signature.***

## **9 PROPRIETARY ARTICLE CERTIFICATE**

**Annexure 6: Proprietary Article Certificate**

(Refer Para 4.6.1)

Valid for the Current Financial Year

File Number and Date Reference			
1	Description of article		
2	Forecast of quantity/annual requirement		
3	Approximate estimated value for above quantity		
4	Maker's name and address		
5	Name(s) of authorised dealers/stockists		
6	I approve the above purchase on PAC basis and certify that: - Note- Tick to retain only one out of (b), (c-1) or (c-2) whichever is applicable and cross out others. Please do confirm (a) by ticking it – without which PAC certificate will be invalid.		
6(a)	This is the only firm who is manufacturing/stocking this item. AND	<input type="checkbox"/>	
6(b)	A similar article is not manufactured/sold by any other firm, which could be used in lieu OR	<input type="checkbox"/>	
6 (c-1)	No other make/brand will be suitable for following tangible reasons (like OEM/warranty spares): OR .....	<input type="checkbox"/>	
6(c)	No other make/brand will be suitable for following intangible reasons (if PAC was also given in the last procurement cycle, please also bring out efforts made since then to locate more sources): OR .....	<input type="checkbox"/>	
7	Reference of concurrence of finance wing to the proposal:	.....	
History of PAC purchases of this item for past three years may be given below			
Name of the Supplier			
Order/Tender Reference & Date	Quantity Ordered	Basic Rate on Order (Rs.)	Adverse Performance Reported if Any

Signature of Approving Authority .....

Date ..... Designation of Officer .....