



No. D.12-55/2017-NIB

Dated: 05.11.2018

Due date of submission: 27.11.2018, Due Time: 15.00 Hours
Due date of opening: 27.11.2018, Due Time: 15.30 Hours

To,

Subject: Invitation of offer for supply of Canon 046 toner cartridges – Reg.

Sir,

I am directed to send to you this tender enquiry with the request to submit the most competitive offer for supply of Canon make original toner cartridges as per details as under:

S.No.	Item Description	Quantity
1.	Canon 046 Cartridge (Black)	02 No.
2.	Canon 046 Cartridge (Cyan)	02 No.
3.	Canon 046 Cartridge (Magenta)	02 No.
4.	Canon 046 Cartridge (Yellow)	02 No.

Please indicate price on following terms:

- i. Price : FOR Destination NIB, Noida
- ii. Taxes: GST / IGST should be clearly mentioned in offer.
- iii. Excise Duty: NIB will provide the necessary certificate as the Institute is registered with DSIR for the purpose of availing of Custom Duty Exemption in terms of Govt. Notification No. 51/96-Customs dt. 23.07.1996, Notification No. 28/2003 – Customs dt. 01.03.2003, Notification No. 43/2017 – Customs dt. 30.06.2017 & Notification No. 47/2017 – Integrated Tax (Rate) dt. 14.11.2017, Notification No. 10/2018 – Integrated Tax (Rate) dt. 25.01.2018 and Notification No. 45/2017 – Central Tax (Rate) dt. 14.11.2017, Notification No. 45/2017 – Union Territory Tax (Rate) dt. 14.11.2017, Notification No. 9/2018 – Central Tax (Rate) dt. 25.01.2018, Notification No. 9/2018 – Union Territory Tax (Rate) dt. 25.01.2018, as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with supply order, subject to above, indicated applicable duty.
- iv. Delivery: within One week required by NIB. Offered by vendor _____.
- v. Warranty: The warranty given on toner cartridge by the OEM will be run by the vendor / supplier.
- vi. Transit Insurance: For delivery of goods at site, the insurance shall be obtained by the supplier for an amount equal to 110% of the value of goods from “warehouse to warehouse” (ultimate destination) on “all risks” basis including strikes.
- vii. Delay delivery discount: In case of delayed delivery of all or any item (s) or goods, the Purchaser shall be entitled to a discount or reduction on the contract price to a sum equivalent to 1% (one percent) of the value of goods / items delivered late for each week or part thereof subject to a maximum of 10% (ten percent) of undiscounted / unreduced contract price for the relative goods/ items, and / or, risk purchase will be affected at your risk and expenses.
- viii. Settlement of dispute: All disputes or differences of any kind whatsoever that may arise between the NIB and the Vendor / Contractor / Supplier in connection with or arising out of the contract or subject matter thereof or the execution of works, whether during the progress of works or after their completion, whether before or after determination of contract shall be settled or resolved by Arbitration proceedings as per the provisions of the (Indian) Arbitration Conciliation Act 1996 or any statutory modification or re-enactment thereof and

the rules made there under and for the time being in force shall apply to the Arbitration proceeding. Such arbitration shall be settled by Sole arbitrator who shall be appointed by the Director, NIB. The arbitration shall take place in Noida / Delhi unless both parties agree otherwise.

- ix. Right to accept or reject the tender: The Institute reserve the right to accept or reject any or all the tenders without assigning any reason thereof.
- x. NIB reserves the right to award all the items to single vendor or place order to multiple vendors on item wise.
- xi. The requirement of toner cartridge in quantity may be increased or decreased.

Notes:

1. The offer should be submitted in Single Bid System.
2. Offer to be given by the authorised dealer / distributor and authorisation certificate given by principal should be accompanied with the offer. In the absence of authorisation letter, offer will not be considered.
3. All the items mentioned in the list should be genuine & original and of the specified branded company. If the material supplied is found to be of sub-standard quality, the same will be returned / replaced and the NIB will not be responsible for any loss to the concerned supplier for such supply.
4. The bidder should have their office located at Delhi / NCR.
5. The bidder has to submit declaration regarding not blacklisting by any Govt. Deptt. / Ministry of Govt. of India / PSU etc.
6. The bidder has to submit an undertaking to accept all the terms & conditions mentioned in the tender enquiry unconditionally.
7. Bidders will not be permitted to alter or modify their bids after expiry of deadline.
8. The rate (%) and amount of GST applicable should be mentioned very clearly and any vague terms, i.e., applicable as per rule etc., will not be entertained and it will be treated as inclusive.
9. Tender Enquiry No., Item Description, and Due date of opening should be clearly mentioned on the envelope.
10. The tender submitted after the due date and time shall be rejected. Offer must be clearly legible, duly signed and stamp by authorised signatory.
11. If the item is available on GeM, Copy of the rates may please be provided / enclosed.
12. Copies of orders received from other Govt. Department/Autonomous Bodies / PSUs / Ministry, Govt. of India for these item may be enclosed.
13. Current valid certificate of registration for the subject work / relevant field including its annexures in case registered with SSI / NSIC etc., to be attached with bid document. All terms & conditions with respect to MSME shall be applicable as per rules.
14. Validity of the offer should be kept open for a period of not less than **90 days**.

Please indicate item, our tender enquiry number and date of opening of bid on the top of the envelope positively.

Yours faithfully,



(W.Z. Quazi)
Procurement Officer

(Annexure-I)

No. File No. D.12-55/2017-NIB

Date: 05.11.2018

PROFORMA OF FALL CLAUSE CERTIFICATE

Manufacturer (the term manufacturer will also include his authorized distributor/ agent) reduces the sale price of such stores or sells such stores to any party at a price lower the price charged/ chargeable against supply order placed by the National Institute of Biologicals, Noida, the manufacturer (including his authorized distributor /agent) as aforesaid in case the quotation is submitted by them and supply/service is also effected by them) will forth-with notify such reduction in Sale price to National Institute of Biologicals, NOIDA and price payable for the stores to be supplied against the Supply Order after the date of such reduction in sale price coming force, shall stand reduced correspondingly and will be reimbursed to the Institute.

(Signature & Date of Tender with Rubber Stamp.)

(ANNEXURE II)

CHECK LIST

BIDDERS SHOULD FURNISH SPECIFIC ANSWER TO ALL THE QUESTIONS GIVEN BELOW TENDERERS MAY PLEASE NOTE THAT IF THE ANSWER SO FURNISHED ARE NOT CLEAR AND/OR EVASIVE THE TENDER WILL BE LIABLE TO BE IGNORED

Sl. No.	Question	Remarks
1.	DULY SIGNED AND STAMPED TENDER ENQUIRY	
2.	SPECIFICATION OF PRODUCT WITH COAS.	
3.	AUTHORIZATION CERTIFICATE OF PRINCIPAL	
4.	FALL CLAUSE CERTIFICATE ON COMPANY'S LETTER HEAD	
5.	COPIES OF SUPPLY ORDER IF MATERIAL SUPPLIED ANYWHERE ELSE.	
6.	SELECTED COMPANY WILL SUBMIT ITS INVOICE WITH GST NUMBER OF NIB AFTER COMPLTION OF SUPPLY.	
7.	EMD if required.	

SIGNATURE OF THE TENDERER