



TWO BID SYSTEM
TENDER ENQUIRY

No. Q/NIB/15-16/104

Date : 10.11.2016

Due Date of submission :-02.12.2016 Time: 15:00 Hours
Due Date of opening 02.12.2016;Time 15.30 Hours onwards

To:

All vendors	
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Sub: Invitation of offer for supply of Desktop Computer, Printer, Software - Reg.

Dear Sir,

I am directed to send you this Tender Enquiry with the request to submit the most competitive offer for supply of items as per the details mentioned below:-

Sl.No.	Description of Material	Qty.
1	Desktop Computers (As per specification attached in Annexure I)	17 Nos
2.	Printers (As per specification attached in Annexure II)	10 Nos.
3.	MS Office Std. 2016 INC OLP	16 Nos.
4.	Anti Virus – Trend Micro Anti virus software Adv. for 3 years	16 Nos.

Please indicate price on following terms:

- I. **Price:-** FOR Destination NIB,NOIDA, U.P.
- II. **Taxes:-** Sales Tax/CST/VAT without Form C/D
- III. **Earnest Money Deposit :** Rs.26000/- for all the items or Rs.18500/- for Desktop Computer, Rs. 3000/- for Printers and Rs. 4500/- Softwares as per the choice of bidder to be submitted with the offer in shape of Demand Draft Drawn in favour of National Institute of Biologicals payable at NOIDA/New Delhi. Without EMD , the offer will not be considered . The EMD shall be refundable to un-successful bidders after placing Purchase Order. No interest shall be payable on Earnest Money by NIB.
- IV. **Excise Duty/Custom Duty :** NIB will provide necessary certificate as NIB is registered with DSIR for the purpose of availing Custom Duty exemption in terms of Government Notification No. 51/96-Customs dated 23 July 1996 and Central Excise Duty exemption in terms of Government Notification No.10/97-Central Excise dated 1 March 1997 as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty.
- V. **Payment:-**100% payment within 30 days from the date of satisfactory receipt installation and acceptance of items at NIB NOIDA.
- VI. **Authorisation Certificate :** The offer must be submitted along with valid authorisation certificate from your principal. Without authorisation certificate the offer will not be considered.

- VII. **Delivery:** - Within 2 weeks.Offered by vendor_____ .
- VIII. **Warranty:** 3 years on-site full warranty for Desktop Computer, Printers, Antivirus and the supplier shall provide warranty for MS Office 2016 INC OLP as per the industry standard on the Software in respect of Replica, the supplier warrants the replica to be free of defects in material and workmanship under normal use for 90 days from the commencement date.and replace the defective media, within 20 days.
- IX. **Performance Security :** In case of award of Supply Order, vendor is required to submit security deposit within 7 days from the date of award of Order for 10% Order Value in the form of DD drawn in favour of national Institute of Biologicals payable at NOIDA/Delhi or Bank Guarantee in the prescribed form at Annexure IV. The Security deposit shall remain in forced for 60 days after the expiry of guarantee / warranty period including extendable period.
- X. **Installation:** Installation will be done by the vendor.
- XI. **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.
- XII. **DGS&D R/C:** If the item is available on DGS&D Rate Contract, copy of Rate Contract may please be provided/enclosed.
- XIII. **Delay Delivery Discount –** In case of delayed delivery off 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 good/items, and/or, risk purchase will be affected at your risk and expenses.
- XIV. **Right to accept or reject the Tender :** Director NIB reserves the right to accept or reject any or all the tenders without assigning any reason.
- XV. **Settlement of Dispute: Disputes:** If any dispute or difference of any kind, whatsoever, shall arise between NIB and the Contractor/vendor /supplier, in connection with or arising out of the Contract, or the execution of the works/supply, whether during the progress of the works or after their completion and whether before or after the termination, abandonment or breach of the contract, it shall, be settled under the Indian Arbitration and 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 proceedings under this clause. Such arbitration shall be settled by Sole arbitrator who shall be appointed by Director, NIB. The arbitration shall take place in Noida/ Delhi unless both parties agree otherwise.
- XVI. **The National Institute of Biologicals reserves the right to split the items and place order on more than one vendor or to a single vendor for all the items.**
- XVII. The National Institute of Biologicals has reserves the right to accept or reject any tender/offer without assigning any reason.
- XVIII. **TERMS & CONDITIONS FOR MSME**
1. The bidders in the category of Micro and Small Enterprises (MSEs) who are registered with MSME bodies like National Small Scale Industries Corporation etc. are exempted from payment of Bid Security /Earnest Money Deposit. A proof regarding current registration with MSME/NSIC for the tendered items will have to be attached along with bid/quotation/offer.

2. SSI Units registered with NSIC should participate in tender directly enclosing copy of NSIC certificate and offers from their agents will not be considered.
3. In compliance of Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012, purchase preference shall be given to Micro and Small Enterprises (MSEs) registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or consortia of Micro and Small Enterprises formed by National Small Industries Corporation, if the price quoted by the MSEs is within 15% of L- 1 price (L-1 price means Landed Lowest price) quoted by any other bidder, for the tendered items for which they are the L-1.
4. Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSE and the MSEs accept the L- 1 price.
5. In case of an MSEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed an order to MSEs firm.
6. In case of an MSE owned by SC/ST and price quoted is within 15% of the L-1 price quoted by the L-bidder then 20% quantity shall be ordered on them at L-1 rate, subject to their acceptance.
7. In case of more than one MSEs participates in the tender and their prices are within 15% of L- 1 price and L-1 bidder is an enterprise other than MSEs then 20% of the tendered quantities shall be shared proportionately between participating MSEs on their acceptance of L- 1 price.
8. In case of more than one MSEs participates in tender and their prices are within 15% of L- 1 bidder price who is not a MSEs and one of the MSEs is owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantities shall be procured from MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance of L-1 price in addition to sharing of equal portion of balance of 16% with other non SC/ST owned MSEs subject to their acceptance of L-1.
9. In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance.

General Terms and Conditions

1. The Tender submitted after the due date and time shall be rejected. Your quotation must be clearly legible, duly signed by authorized signatories. Any erasure or alteration must appear specifically in the quotation. Bidder may visit NIB for inspecting site, if required prior to submission of bid. No disputes regarding the form, nature or quality of infrastructure and site shall be entertained after submission of the Bid by the Bidder.
2. All necessary permissions and approvals (including statutory, regulatory permissions, approvals etc.) required for carrying out the contract work shall be the responsibility of the bidder.
3. The award of work shall not be assigned, transferred or sub delegated to other Contractors except with the written approval of NIB. However, this clause shall not apply to purchase of equipments and material for the performance of the work.

4. The Contractor / Vendor shall indemnify NIB against the losses, destruction or damages to any property or injury caused or death of any person caused by the negligent act or omission of the Contractor / their Employees agent or subcontractors.
5. Offer should be submitted in two sets. One Set containing Technical details, Literature, Catalogue etc. and Tender commercial terms should be put in a sealed cover and marked as "Technical Bid" Prices should be kept blank.
6. The second set (in duplicate) should be sent in a separate sealed cover and should contain **Price Schedule** (Annexure-I) only. 'Price-Bid' should be clearly mentioned on the cover.
7. Tender No., Item description and Due Date of opening should be clearly mentioned on the envelop.
8. Both Technical - Bid' & Price - Bid' should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due date of opening on the sealed cover.
9. Copy of Sales Tax clearance certificate duly attested by a Gazetted Office.
10. Customer reference list for similar equipments / materials for last three years
11. Current valid certificate of registration including its annexure in case registered with SSI / NSIC etc.
12. If the item is available on DGS&D Rate Contract, copy of Rate Contract may please be provided / enclosed.
10. Validity of the offer should be kept open for a period of not less than three months.

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

Yours faithfully,



(P.K. Mohapatra)

Section Officer (Admn.)

- Encl: 1. Annexure- I (Technical Specification Desktop computers)
2. Annexure - II (Technical Specification for Printers)
3. Annexure - III (Price Schedule)
4. Annexure - IV (Bank Guarantee Format)(Performance Security)

Desktop Computer Specification

S.No.	Item	Specification
1	CPU	Intel i5 Processor;
2	Chipset	Intel Chipset
3	Memory	4GB DDR-III 1600MHz or higher expandable upto 16 GB
4	HDD/Storage	500 GB or higher SATA III HDD 7200 rpm
5	Monitor	18.5" or higher TFT LCD Monitor
6	Keyboard	104 Keys OEM Keyboard
7	Mouse	OEM Optical Scroll Mouse with Mouse pad (USB interface)
8	Ports	6 USB ports or more (at least 2 USB WITH 3.0), 1 Display port/VGA port, audio port for microphone and headphone in front
9	Video	Intel Integrated HD Graphic controller
10	DVD Drive	Dual layer DVD writer
11	Network Facility	Gigabit Ethernet
12	Sound Controller	Integrated Sound Controller
13	Operating System	Windows 10 (34 or 64 bit) with OS certification
14	OS Certification	Windows 10 OS certification
15	Power Management	System with power management features and Desktop Management features implementation
16	Warranty	3 years on-site full warranty

Qty. Required – 17 Nos.

Printer's Specification

S.No.	Description	Specification
1	Speed	25 ppm
2	Resolution	Up to 1200 x 1200 dpi
3	Processor	750 MHz
4	Memory	128 MB
5	Duty Cycle	30000 pages per month
6	Media	250 sheets input tray / 150 sheet face down bin
	Duplex Printing	Automatic
7	Connectivity	USB 2.0 port, Ethernet 10/100
	Network	Built in Ethernet, Wifi 802.11 b/g/n
8	Compatible operating system	Windows 10 / Windows 8 / Windows 7 - (32 & 64 bit)
9	Warranty	3 years onsite full support

Qty. Required - 9

Multi-function Printer's Specification (Print, Scan, Copy and Fax)

S.No.	Description	Specification
1	Function	Print, Scan, Copy and Fax
Print		
1	Speed	Up to 26 ppm
2	Duplex Printing	Yes
3	Automatic Document Feeder	Yes, 35 sheets
4	Duty Cycle monthly	Up to 8000 pages
5	Printing Technology	Laser
6	Print Quality	Up to 600 x 600 dpi
7	Connectivity	USB 2.0 port / built in fast Ethernet 10/100 base Tx network port
8	Operating System Compatibility	Windows 10, Windows 8 or 8.1 / Windows 7 - (32 or 64 bit)
9	Memory	256 MB
10	Paper Handling Input / Output	250 sheets input tray / 100 sheets
11	Digital Sending feature	Scan to email / scan to folder
12	Processor speed	600 MHz
Scan		
13	Scan type	Flatbed / ADF Technology
14	Scan speed	Up to 14 ppm (b &w), Up to 15 ppm (color)
15	File format	JPEG, PDF, PNG
16	Scan size	216x356 mm
Copy		
17	Speed	Up to 25 cpm black
18	Resolution	Up to 600 dpi x 600 dpi
19	Copy maximum	Up to 99 copies
Fax		
20	Speed	3 sec per page
Support		
21	Warranty	3 years onsite full support

Qty. Required - 1

**PRICE SCHEDULE – Tender No. Q/NIB/16-17/104
Desktop Computers/Printers/Softwares**

1 Sl. No.	2 Item Description	3 Qty. & Unit	4 Price for each Unit				5 Unit price INR	6 Total Price (FOR NIB, NOIDA) INR
			Ex-Works Price	Excise duty, if any. Indicate % age applicable as per DSIR Exemption	Packing & forwarding	Inland transportation insurance and other local costs incidental to delivery etc.		
1	Desktop Computers	17 Nos.	(a)	(b)	(c)	(d)	(e)	(a + b + c + d + e) 3 X 5
2	Printers	10 Nos.						
3.	MS Office Std. 2016 INC OLP	16 Nos.						
4.	Anti Virus-Trend Micro	16 Nos.						

Notes:

1. Delivery Schedule: Material required by NIB - 2 weeks from the date of receipt of Supply order. Delivery offered by supplier:- weeks.
2. In case of discrepancy between unit price and total price, the unit price shall prevail
3. Destination of material : National Institute of Biologicals, Noida (UP)
4. Bidders to quote Ex-Works price in Rupees and other charges (if any) towards Packing & Forwarding, Excise Duty, ST/CST/VAT (without Form C/D, Freight separately in terms of **Percentage** of Ex-Works price. NIB is exempted for Customs & Excise duty under the provision of Notification No.51/96-Customs dt.23.7.1996 and 10/97-Central Excise dated 01.03.1997
5. "Technical Bid" (Un-price bid) to contain this price schedule keeping price as 'Blank'. However, bidder to **fill up all other columns** and indicate in percentage the charges, if any, for Packing & Forwarding, ED, ST/CST/VAT, Freight etc.

Total bid price in fig _____ In words _____

Tender No: Q/NIB/16-17/104

Place:

Date:

Signature of Bidder _____

Name _____

Business address _____

*Taxes if not mentioned may be treated as inclusive

ANNEXURE IV
(On Non-Judicial Stamp Paper appropriate value)

PROFORMA OF BANK GUARANTEE (PERFORMANCE)

To
National Institute of Biologicals,
A-32, Institutional Area,
Sector-62, NOIDA-201307
India

Dear Sirs,

In consideration of the National Institute of Biologicals (hereinafter called "the Institute" which expression shall include its successors and assigns) having awarded to:

M/s. _____
(Constitution) _____ (Address)

_____ (hereinafter referred to as "the Contractor" which expression shall include its successors) a works/ purchase contract in terms, inter-alia, of the Institute(s) Letter of Acceptance No./Purchase Order No. _____ dated _____ and the Tender Documents (hereinafter called the "said contract" which expression shall include any and all formal contracts entered into in addition to in supersession of the said Letter of Acceptance and all amendments and modifications in the said contract upon the condition of contractor furnishing an undertaking from a Bank as performance guarantee for a sum of (currency) _____ (currency) _____ only) amounting to 10% (ten percent) of the total contract value for the payment of the Owner's claims under the said contract.

We (Name) _____
(Constitution) _____
(hereinafter called "the Bank" which expression shall include its successors and assigns) hereby undertake to pay the Institute in (currency) forthwith on first demand in writing and without protest or demur or proof or condition any and all moneys anyway claimed by the Institute from the Contractor under, in respect of or in connection with the said contract as specified in any notice of demand made by the Institute on the bank with reference to this undertaking up to an aggregate limit of (currency) _____ (currency-in words) _____ only).

AND the Bank hereby agrees with the Institute that:

- i) This undertaking shall be a continuing undertaking and shall remain valid and irrevocable for all claims of the Institute and liabilities of the Contractor arising up to and until the midnight of _____.

- ii) This undertaking shall be in addition to any other undertaking or guarantee or security whatsoever that the Institute may now or at any time have in relation to its claims or the Contractor's obligations/liabilities under and/or in connection with the said Contract, and the Institute shall have full authority to take recourse to or enforce this undertaking in preference to the other undertaking or security(ies) at its sole discretion, and no failure on the part of the Institute in enforcing or requiring enforcement of any other undertaking or security shall have the effect of releasing the Bank from its full liability hereunder.
- iii) The Institute shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking or security in respect of the contract's obligations and/or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and/or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices or the total contract value or to release or to forebear from enforcement of all or any of the obligations of the contractor under the said contract and/or the remedies of the Institute under any security(ies), now, or hereafter held by the Institute and no such dealing(s), variation(s), reduction(s), increase(s), or other indulgence(s) or arrangements with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from the full liability to the Institute hereunder or of prejudicing rights of the Institute against the bank.
- iv) This undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the contractor but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to the Institute in terms hereof.
- v) The Bank hereby waives all rights at any time inconsistent with the terms of this undertaking and the obligations of the bank in terms hereof shall not be any wise affected or suspended by reason of any dispute or disputes having been raised by the Contractor (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Contractor or any other order or communication whatsoever by the Contractor stopping or preventing or purporting to stop or prevent payment by the Bank to the Corporation hereunder.
- vi) The amount stated in any notice of demand addressed by the Institute to the bank as claimed by the Institute from the Contractor or as liable to be paid to the Corporation by the Contractor or as suffered or incurred by the Corporation on account of any losses or damages or costs, charges and/or expenses shall be between the bank and the Institute be conclusive of the amount so claimed or liable to be paid to the Corporation or suffered or incurred by the Institute, as the case may be, and payable by the bank to Institute in terms hereof.
- vii) The bank doth hereby declare that Shri _____ who is _____ (his designation) is authorised to sign this undertaking on behalf of the Bank and to bind the Bank thereby.

This _____ day of _____ 20 ____.

Yours faithfully

For _____
(Signature)

Name _____

Designation _____

Name of Bank _____

Dated: _____

Note:

1. This Guarantee/Undertaking is not to be witnessed.
2. This guarantee/undertaking is required to be stamped as an agreement according to the stamp duty prescribed in the country in which it is executed.
3. This guarantee/undertaking is required to be sent by the Vendor's banker directly to the purchaser (the Institute).
4. The Bank Guarantee should be (Nationalized or Schedule Bank) from any Indian or foreign bank having branch in India, on non-judicial stamp paper of value commensurate with amount as per norms. The Bank Guarantee issuing branch should be situated in India.