



**PROCUREMENT DEPARTMENT**

**TENDER ENQUIRY**

Due date of submission of offer up to 15/12/2016 (3.00 P.M hrs.)  
Due date of opening of offers 15/12/2016(3.30 P.M. hrs.) onwards.

Q/NIB/14-15/141

Date.29/11/2016

To,

As per List

**Sub: Invitation of offer for supply of New Year Diary 2017 printed with NIB Logo & Address etc.-  
reg.**

Sir,

I am directed to send you this Tender Enquiry with the request to submit your most Competitive offer for the printing and supply of New Year Diary as per the details mentioned below:

S.No.	Item Description	Qty
1.	New Year Diary 2017 printed with NIB Logo and address (in bilingual preferably in golden colour) on front cover, one photograph on the 1st inner page and one photograph in last page. Size 7.50" X 10" approx. Good quality paper with individual date page and Saturday / Sunday in one page, good quality hard Binding cover (Please enclose sample Diary /Diaries. Identification No./Name of samples should match with the item wise price mention in your offer)	680 nos.
2.	-Do- with individual name Bilingual (English & Hindi)	70 nos.
Please indicate price on following terms: I. <b>Price:-</b> FOR Destination NIB, NOIDA, U.P. II. <b>Taxes:-</b> Sales Tax/CST/VAT without Form C/D III. <b>Payment:-</b> 100% payment within 30 days from the date of satisfactory receipt and acceptance of items at NIB, NOIDA IV. <b>Photograph &amp; List of name for printing:-</b> Photographs & List of names will be provided by NIB for printing. V. <b>Sample:-</b> The sample of Diary/Diaries will be submitted along with your offer. The vendor who have not submitted sample along with offer their offer will be rejected. VI. <b>Delivery:-</b> Within week after placing of order. VII. <b>Earnest Money Deposit:-</b> The Bidder shall furnish a bid security of Rs.7500/- ( Seven Thousand Five Hundred only) in the form of a Demand Draft drawn in favour of, "National Institute of Biologicals" payable at Noida/New Delhi or Bank Guarantee as per the enclosed format at Annexure-II from a Schedule bank. The Bank Guarantee issuing branch should be situated in India and the Bank Guarantee should remain valid for a periods of 45 days after the bid validity period. Demand Draft/BG is to be enclosed along with "Un-priced" bid only. VIII. <b>Transit Insurance:-</b> 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) of the value of goods/items delivered late for each week or part thereof subject to a maximum of 10% (ten present) of undiscounted/unreduced contract price for the relative good/items, and/or risk purchase will be affected at your risk and expenses.		

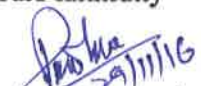
- Tender No., Item description and Due Date of opening should be clearly super scribed on envelop of the Quotation.
- NIB reserve the right to inspect the samples and select the Diary. NIB decision on selection of Diary is final.

#### TERMS & CONDITIONS FOR MSME/NSIC

1. The bidder 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 Unit 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 Centres or Khandi and Village Industries commission or Khadi and village Industries 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 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 MSEs and the MSEs accept L-1 price.
5. In case of and MSEs is the L-1 bidder for an items, the 100% tendered quantities shall be placed an order to MSEs firm.
6. In case of an MSEs pawner by SC/Stand price quoted is within 15% of the L-1 price quoted by the L-1 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 price are within 15% of L-1 price and L-1 bidder is an enterprises 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 price bidder price who is not a MSEs and one of the MSEs 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 ST/St owned MSEs subject to their acceptance of L-1.
9. In case of more than on MSEs owned by SC or St entrepreneurs exclusively subject to their acceptance.

Please submit your quotation with full details, catalogues & delivery period. The validity of the offer should be for a period 90 days from the date of opening. A specific confirmation in this regard must be made in the offer.

Yours faithfully

  
(P.K. Mohapatra)  
Section Officer (Admin)

