



**PROCUREMENT DEPARTMENT**  
**TENDER ENQUIRY**

Due date of submission of offer up to 24/11/2017 (3.00 P.M hrs.)  
Due date of opening of offers 24/11/2017 (3.30 P.M. hrs.) onwards.

Q/NIB/17-18/114

Date.09/11/2017

To,

**Sub: Invitation of offer for supply of New Year Diary 2018 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 2018 printed with NIB Logo and address (in bilingual preferably in golden colour) on front cover, one photograph on the first 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)	625 nos.
2.	-Do- with individual name Bilingual (English & Hindi)	125 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. **Payment:-** 100% payment within 30 days from the date of satisfactory receipt and acceptance of items at NIB, NOIDA
- IV. **Photograph & List of name for printing:-** Photographs & List of names will be provided by NIB for printing.
- V. **Sample:-** The sample of Diary/Diaries will be submitted along with your Technical bid. The vendor who have not submitted sample along with Technical bid their offer will be rejected.
- VI. **Delivery:-** Within 7 -10 days on placement of order. Offered by vender.....
- VII. **Earnest Money Deposit:-** The Bidder shall furnish a bid security of Rs.8000/- (Eight Thousand only) in the form of a Demand Draft drawn in favour of, "National Institute of Biologicals" payable at Noida/New Delhi . Demand Draft is to be enclosed along with bid only.
- VIII. **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) 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.
- IX. NIB reserve the right to inspect the samples and select the Diary. NIB decision on selection of Diary is final
- X. NIB reserves the right to increase or decrease quantity.

- XI. The 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. The technical bid must accompany with sample/s of Diary.
- XII. The second set should be sent in a separate sealed cover and should contain **Price Schedule** Only. 'Price- Bid' Should be clearly mentioned on the cover.
- XIII. Tender No., Item description and Due Date of Opening should be clearly mentioned on the envelop.
- XIV. Both the 'Technical- Bid' & ' Price-bid' and sample/s should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due Date of Opening on the sealed cover.
- XV. Validity of the offer should be kept open for a period of not less than 90 days.

#### **TERMS & CONDITIONS FOR MSME**

1. The bidders in the category of Micro and Small Enterprises (MSMEs) 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 (MSMEs) Order 2012, purchase preference shall be given to Micro and Small Enterprises (MSMEs) 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 MSMEs 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 MSME and the MSMEs accept the L- 1 price.
5. In case of an MSMEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed an order to MSMEs firm.
6. In case of an MSME owned by SC/ST and 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 MSMEs participates in the tender and their prices are within 15% of L- 1 price and L-1 bidder is an enterprise other than MSMEs then 20% of the tendered quantities shall be shared proportionately between participating MSMEs on their acceptance of L- 1 price.
8. In case of more than one MSMEs participates in tender and their prices are within 15% of L- 1 bidder price who is not a MSMEs and one of the MSMEs is owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantities shall be procured from MSMEs 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 MSMEs subject to their acceptance of L-1.
9. In case of more than one MSMEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSMEs owned by SC or ST entrepreneurs exclusively subject to their acceptance.

Yours faithfully

*WZ*  
(W.Z. Quazi)  
Procurement Officer

**PRICE SCHEDULE - Tender No. Q/NIB/17-18/114**

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	Packing & forwarding	Inland transportation insurance and other local costs incidental to delivery etc.	Applicable GST without Form C or D and Service Tax on services		
1	New Year Diary 2018 (Sample No.1)	625Nos	(a)	(b)	(c)	(d)	(a +b +c +d )	3 X 5
2	New Year Diary 2018 (Sample No.2)	625Nos						
3	New Year Diary 2018 (Sample No.3)	625Nos						
4	Diary with Printing of name on Cover page. Bilingual (Hindi & English )	125Nos						

**Notes:**

1. Delivery Schedule: Material required by NIB -7-10 days from the date 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, GST , Freight separately in terms of **Percentage** of Ex-Works price.
5. "Technical Bid" (Un-price bid) to contain this price schedule keeping price as 'Blank' & Sample of Diaries.

Total bid price in fig \_\_\_\_\_ In words \_\_\_\_\_

Tender No: Q/NIB/17-18/114

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_