



**PROCUREMENT DEPARTMENT**

LIMITED TENDER ENQUIRY

**Two Bid System**

Due date of submission of offer up to 29/11/2018 (3.00 P.M hrs.)  
Due date of opening of offers 29/11/2018 (3.30 P.M. hrs.) onwards.

Q/NIB/17-18/114

Date: 14/11/2018

To,

ALL

**Sub: Invitation of offer for supply of New Year Diary 2019 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 2019 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 offer. The vendor who have not submitted sample along with Technical bid their offer will be rejected.
- VI. **Delivery:-** Within 7 days on from the date of supply order issued. Offered by vender.....
- VII. **Earnest Money Deposit:-** EMD of Rs. 8000/- (Rupees eight thousand only) in the form of Demand Draft in the name of "National Institute of Biologicals" Payable at Noida/New Delhi.

OR

EMD can be deposited by way of NEFT/RTGS and bidder need to indicate transaction ID details with date & time etc. Bank details of NIB are as below:-

NAME OF THE BANK	BANK OF BARODA, SECTOR-29, NOIDA (UP)
NAME OF ACCOUNT	NATIONAL INSTITUTE OF BIOLOGICALS
S.B. ACCOUNT	26290100001774
IFSC CODE	BARB0NOIDAX (5 <sup>TH</sup> digit is zero)

NO CHEQUE WILL BE ACCEPTED. In the event of the withdrawal/revocation of tenders before the date specified for acceptance, earnest money shall stands forfeited. The earnest money will however, be returned without interest to tenderers whose tender is not accepted.

The tenderer whose EMD has been deposited by RTGS, must enclose the transaction details/evidence along with their bid. Otherwise, the bid will be rejected. Demand Draft/RTGS details (UTR No.) are to be enclosed along with "**Technical-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 percent) 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. Decision of NIB on selection of Diary is final
- X. NIB reserves the right to increase or decrease the 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 are 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 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/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 Khadi 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 pawned by SC/Stand 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 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

  
(W.Z. Quazi)  
(Procurement Officer)

(Annexure-I)

No. File No. Q/NIB/17-18/114

Date: 14.11.2018

**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

<b>Sl. No.</b>	<b>Question</b>	<b>Remarks</b>
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 COMPLETION OF SUPPLY.	
7.	EMD if required.	

SIGNATURE OF THE TENDERER