SPEED POST

Procurement Department

E - LIMITED TENDER ENQUIRY
TWO BID SYSTEM

Ref: Q/NIB/18-19/107

Date: 06.12.2019

Due date of submission: 26.12.2019, Due Time: Up to 15:00 Hours

To,

Sub: - Tender Enquiry for Lab. Misc. Items – Reg:-

Dear Sir,

I am to send you this Tender Enquiry with the request to submit the most competitive offer for supply of the following items as per details below.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Material</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Calibration Reference Standard (50 Mosmol / Kg)</td>
<td>01 Nos.</td>
</tr>
<tr>
<td>2.</td>
<td>Calibration Reference Standard (850 Mosmol / Kg)</td>
<td>01 Nos.</td>
</tr>
<tr>
<td>3.</td>
<td>Clinitrol reference solution (290 mosmol / Kg)</td>
<td>02 Kg.</td>
</tr>
<tr>
<td>4.</td>
<td>Disposable tubes &amp; probe cleaners (Osmometer) ref: no. 110825</td>
<td>05 Packet</td>
</tr>
</tbody>
</table>
Please indicate price on following terms:

i) **Price:** FOR Destination NIB, NOIDA

ii) **Taxes:** GST percentage should be clearly mentioned. Otherwise, Bid will not be accepted.

iii) **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 23rd July, 1996, Notfn. No. 28/2003 – Customs dt. 01.03.2003, Notfn. No. 43/2017-Customs dt. 30.06.2017 & Notfn. No. 47/2017 – Integrated Tax (Rate) dt. 14.11.2017, Notfn. No. 10/2018-Integrated Tax (Rate) dt. 25.01.2018 and Notfn. No. 45/2017- Central Tax (Rate) dt. 14.11.2017, Notfn. No. 45/2017-Union Territory Tax (Rate) dt. 14.11.2017 & Notfn. No. 9/2018-Central Tax (Rate) dt. 25.01.2018, Notfn. 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 the supply order. Subject to above, indicate applicable Duty.

iv) **Payment:** 100% payment within 30 days from the date of satisfactory receipt and acceptance of material at NIB, NOIDA

v) **Delivery:** 3 to 4 Weeks.

vi) **Earnest Money Deposit** – The Bidder shall furnish a bid security of Rs. 7,000/- (Seven thousand 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 – III from a Schedule Bank. The Bank Guarantee issuing branch should be situated in India and the Bank Guarantee should remain valid for a period of 45 days after the bid validity period. Demand Draft/BG is to be enclosed along with “Un – priced” bid only.

vii) Any bid not accomplished by EMD will be rejected by the Purchaser as non responsive.

viii) Unsuccessful bidder’s bid security will be discharged / returned as promptly as possible but not later than 30 days after the expiry of bid validity period prescribed by the purchaser.

ix) **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.

x) **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 good/items, and/or, risk purchase will be affected at your risk and expenses.

**Terms and conditions for MSME**

The latest Govt. Notification No. S.O. 5670(E) dated 9th November, 2018 for MSMEs shall be applicable.

**Notes:**

1. The offer should be submitted in two sets, One Set containing Technical details, Literature, Catalogue etc. and Tender commercial terms should be put in and marked as ‘Technical Bid’. Prices should be kept blank.
1.1 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.

1.2 Tender No., Item description and Due Date of opening should be clearly mentioned on the Envelope.

1.3 Both the ‘Technical – Bid’ & ‘Price – Bid’ should then be put in a single sealed cover clearly indicating the Item, Tender No. & Due Date of opening.

1.4 Offer to be given by authorized dealer / distributor shall accompany with valid authorization Certificate issued by the principal. If bidder has opted to quote more than one item and for each item their principal is different, then in such cases the bidder must submit authorization certificate for each quoted item from their principals. Please note that your offer will not be entertained without the valid authorization and the same will be summarily rejected.

1.5 Copy of GST may please submitted.

1.6 Customer reference list for the similar / materials for last two years.

1.7 Current valid certificate of registration including its annexure in case registered with SSI / NSIC etc.

1.8 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 top of the envelope positively.

Yours faithfully

(W.Z. Quazi)
Procurement Officer

Encl:
1) Annexure – II Price Schedule
2) Annexure - III – Bid Security Form (EMD – BG)
## ANNEXURE – II
### PRICE SCHEDULE

<table>
<thead>
<tr>
<th>S.No</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Make &amp; Model</th>
<th>Price of each Unit</th>
<th>Unit Price INR</th>
<th>Applicable GST on services.</th>
<th>Total Price (FOR NIB, NOIDA) INR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ex – Works Price</td>
<td>Excise duty, if any. Indicate % age applicable as per DSIR Exemption</td>
<td>Packing &amp; forwarding</td>
<td>Inland transportation insurance and other local costs incidental to delivery</td>
<td></td>
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**Notes:**

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Destination of material: National Institute of Biologicals, Noida (UP)
3. Bidders to quote Ex – works Price in Ruppes 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. 23.07.1996 and 10/97 – Central Excise dated: 01.03.1997
4. Indicate Installation & Commissioning schedule ______ (days/weeks), Cost_______, if any and inclusive / exclusive in above price.
5. Indicate Training (at NIB site/supplier site) schedule_______ (days/weeks), Cost______, if any and inclusive / exclusive in above price.
6. “Technical Bid” (Un – price bid) to contain this price schedule keeping price as ‘Bank’. 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.
7. Taxes if not mentioned, may be treated as inclusive.
Total bid price in fig______________ In words______________________________

Tender No: Q/NIB/18-19/107
Place: ________________
Date: ________________

Signature of Bidder____________
Name________________________
Business Address_______________
ANNEXURE-III

(On Non-Judicial Stamp Paper appropriate value)

BID SECURITY FORM

Whereas ..................................(hereinafter called ‘the bidder’) has submitted its bid dated ......................(date of submission of bid) for the supply of ........................................... (name and /or description of the goods) (hereinafter called ‘the Bid’)

KNOWN ALL PEOPLE by these presents that WE..........................(name of bank) of .............. (name of country), having our registered office at .................... (address of bank) (hereinafter called “the Bank”), are bound unto ...................................... (name of purchaser) (hereinafter called “the Purchaser”) in the sum of ____________ for which payment well and truly to be made to the said Purchaser the Bank binds itself, its successors, and assigns by these presents, Sealed with the common seal of the said bank this __________ day of _______ 20___ .

THE CONDITIONS of this obligation are:

I) If the Bidder withdraws its Bid during the period of bid validity specified by the bidder on the bid form; or

II) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:

(a) fails or refuse to execute the contract form if required or
(b) fails or refuse to furnish the performance security, in accordance with the Instruction to Bidders;

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including sixty (60) days after the period of the bid validity, and any demand in respect thereof should read the Bank not later than the above date.

..............................................
Signature of the Bank

_________________
Name of the Bidder
Instructions for Online Bid Submission

Instructions for Online Bid Submission: The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the etender Portal. More information useful for submitting online bids on the etender Portal may be obtained at: https://nib.euniwizarde.com

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL https://nib.euniwizarde.com with clicking on the link “Online bidder Registration” on the e-tender Portal 2360 per year

2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

7. The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc. Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective “Register” Tab.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering. 1. Helpdesk landline No: 011-49606060  Mr. Sonu kumar (9355030631).