SINGLE TENDER ENQUIRY

Due date of submission of offer up to 26.12.19 (15.00 hrs.)
Due date of opening of offer: 26.12.19 (15.30 hrs.) onwards.

No. Q/NIB/18-19/120


Sir,

I am to refer to the above mentioned subject and to request you to submit your best competitive offer for the following items on the said terms and conditions:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tips 20-200 µL Sterile racked Cat No. 4423 (Integra)</td>
<td>20 Pkts.</td>
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<tr>
<td>2.</td>
<td>Pipette Stand with charging unit four places Cat No. 4215 (Integra)</td>
<td>02 Pkts.</td>
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Terms and Conditions:

I. Price: FOR Destination NIB, NOIDA, U.P.

II. Taxes: Percentage of GST should be clearly mentioned. Otherwise, offer will be rejected.

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. **Delivery**: 3-4 weeks.

V. **Earnest Money Deposit** – The Bidder shall furnish a bid security of **Rs. 7,500/- (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.

VI. Any bid not accomplished by EMD will be rejected by the Purchaser as non-responsive.

VII. **Payment**: Payment within 30 days from the date of satisfactory receipt and acceptance of items at NIB, Noida.

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) on “all risks” basis including strikes.

IX. **Delay Delivery Discount** – In case of delayed delivery of all or any item(s) of 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.

<table>
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<th>Terms and conditions for MSME</th>
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<td>The latest Govt. Notification No. S.O. 5670(E) dated 9th November, 2018 for MSMEs shall be applicable.</td>
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**General Terms**

1. Offer to be given by authorized dealer/distributor and the authorization certificate given by the principal should accompany with the offer. Otherwise, offer will be rejected.
2. Tender No., item description and due date of opening should be clearly mentioned on the envelope.
3. Current valid certificate of registration including its annexure in case registered with SSI/NSIC etc.
4. If the item is available on DGS&D Rate Contract, copy of Rate Contract may please be provided/enclosed.
5. Valid Authorization certificate of your principal (in case of distributor) authorizing you for supply of these items.
6. Validity of the offer should be kept open for a period of not less than three months.
7. A bidder shall be debarred for minimum 1 year to maximum 3 years to participate in procurement process if he has been convicted of an offence under the prevention of Corruption Act, 1988; or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
8. Copies of supply orders received from other Govt. /Private organizations for the same items should be enclosed with your offer.
9. To submit “Fall Clause Certificate” as per attached format.
Yours faithfully,

(W.Z.Quazi)
Procurement Officer
FORMAT OF FALL CLAUSE CERTIFICATE

If any subsequent date after submission of quotation or placing of supply order, the 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 than 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)
UNDERTAKING BY THE BIDDER

We agree to accept all the terms and conditions mentioned in the Tender enquiry unconditionally.

Signature and Seal 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 e-tender Portal may be obtained at: [https://nib.euniwizarde.com](https://nib.euniwizarde.com)

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement Portal (URL [https://nib.euniwizarde.com](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).](#)
<table>
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<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>
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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.