



Speed Post

LIMITED TENDER ENQUIRY

Q/NIB/18-19/ 178

NIB/QF/02
Dated 12/ 02 /2019

Due Date of submission: 05 / 03 /2019; Time: 15.00 Hours
Due Date of Opening Technical: 05 / 03 /2019; Time 15.30 Hours onwards

To:

Sub: Procurement of Letter Head/ File Cover with NIB & WHO Logo – Reg: -

Sir,

I am to refer to the above mentioned subject and send this Tender Enquiry with the request to submit your most competitive offer for the supply of items as mentioned below in a sealed cover duly superscripted our tender inquiry number date and time of opening on the envelope.

S.N.	Item Description	Qty.
1.	Printing & supply of File Cover (Records Files with NIB address and Logo) Specifications: - Compressed card boards file covers, Size: Length 350 mm X Breadth 255 mm, thickness 1 mm. Two colour printing on front with NIB logo and matter as per sample enclosed. Red binding cloth lining 1" X 12" inside file cover over left side folding point. Fabrication Die cutting and fabrication with 2 eyelids (having clear hole). (As per format Enclosed herewith)	10000 Nos.
2.	LETTER HEAD (100 Gsm, Executive bond paper) with NIB & WHO logo (sample required), A4 size paper	500 pads

Please indicate the price on following terms & Conditions

- Price:** - FOR NIB/ Free Delivery at A-32, Sector-62, NOIDA-201309.
- Taxes / Other charges:** -GST & other charges should clearly be mentioned in price bid.
- 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
- Payment:** -100% payment within 30 days from the date of receipt of items in good condition.
- Delivery:** - within 2-3 weeks

6. Delay Delivery Discount: - Delay delivery of all or any such item(s) or goods in which event the purchase shall be entitled to a discount on or reduction of the contract price in sum equivalent of 0.5% (Zero point five percent of value of goods/items delivered late for each week or part of a week of delay, subject to 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.
7. **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. Unexpected end of Formula.
8. **EMD:** The Bids should accompany the Earnest Money Deposit or through NEFT of **Rs. 4000/- (Four Thousand Only)** in the form of Demand Draft in favor of National Institute of Biologicals payable at Noida. The same will be returned to the unsuccessful Bidders after placement of the Supply Order. However, the EMD of successful Bidders will be returned after satisfactory receipt of the material at NIB.
9. **Samples:** - Earlier printed material/ Registers etc are available in the Institute. Before quoting your rate, if felt necessary, the printer may see the samples.

General Conditions.

1. Copies of the latest purchase order received from other Govt. institutions for these items/ similar items may please be enclosed.
2. Fall Clause Certificate: To submit as per format enclosed (Annexure I).
3. **The offer should be submitted in two sets, one 'Technical Bid' and second 'Price Bid'.**
4. Customer reference list for the similar items materials for last three years.
5. Unsolicited bids will not be accepted.
6. The quotation should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
7. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
8. The resultant contract will be interpreted under Indian laws.
9. **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.**
10. If the lowest acceptable bidder against ad-hoc requirement is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder.
11. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
12. **The Institute reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.**
13. **Please quote whether your organization is large scale industry or small scale industry. If you have valid NSIC/MSME/SSI/DGS&D Certificate etc. for supply of Tender's items, so please attach it to the quotation. Mention your registration details. The Latest MSME Govt. rule SO5670(E) dated 09/11/2018 is applicable.**
14. Complete details and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
15. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
16. The Institute reserves the right to modify the quantity specified in this enquiry.

17. Payment of GST is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding GST is recorded in the quotation, the GST will be considered as included.
18. If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
19. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Delhi only.
20. **The bidder and its authorized distributor either for supply of good or to quote against Tender Enquiry should not be blacklisted by any Government Organization/ Central and State autonomous/ statutory bodies etc. If it is found that the bidder or its authorized distributor is blacklisted, its bid will be summarily rejected at any stage of Tender process.**
21. Quotation will be opened on due at 3.30 pm at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
22. **The bidder must submit check list as per Annexure II along with its Technical Bid.**
23. Validity of the offer should have for a period of 120 days from the date of bid opening.

Please read tender conditions carefully and submit your offer latest by 05/03/2019

Yours faithfully



(W.Z. Quazi)
Procurement Officer

Encl.

- 1) Annexure I- Fall clause
- 2) Annexure II- Check list.

NOTE:

EMD can also 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:

For Payment of EMD through Bank transfer:

NAME OF BANK	BANK OF BARODA, SEC-29, NOIDA (U.P)
NAME OF ACCOUNT	NATIONAL INSTITUTE OF BIOLOGICALS
S.B. ACCOUNT	26290100001774
IFSC CODE	BARB0NOIDAX (5 th digit is zero)

No. File No. Q/NIB/18-19/178

Date: 2.02.2019

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

Sl. No.	Question	Remarks
1.	DULY SIGNED AND STAMPED TENDER ENQUIRY	
2.	GST REGISTRATION CERTIFICATE	
3.	FALL CLAUSE CERTIFICATE ON COMPANY'S LETTER HEAD	
4.	COPIES OF SUPPLY ORDER IF MATERIAL SUPPLIED ANYWHERE ELSE.	
5.	SELECTED COMPANY WILL SUBMIT ITS INVOICE WITH GST NUMBER OF NIB AFTER COMPLTION OF SUPPLY.	
6.	EMD DETAILS	
7.	SAMPLE 1. Cardboard of File cover 2. Paper of Letter Head	

SIGNATURE OF THE TENDERER