TENDER ENQUIRY

The Director, NIB invites manual tenders, in two bid format (Technical & Price Bid) from reputed manufacturers and their authorized agencies for supply of Bengal Gram for Laboratory Animal Feed on as & when required basis throughout the year.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Quantity of annual Requirement</th>
<th>EMD Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bengal Gram</td>
<td>4500Kg</td>
<td>Rs. 6000/- (Rs. Six Thousand Only)</td>
</tr>
</tbody>
</table>

The above-mentioned annual requirement is approximate and may vary according to requirement. The supply order will be placed on as and when required basis or as decided by the Director, NIB. The detailed general conditions and technical specifications of required feed may be referred in attached “Annexure -I”

Last Date and time of submission of Tender : 26.12.2019 up to 3:00PM


EMD : The Bidder shall furnish bid security (Rs. 6000/-) in the form of Demand Draft in favour of National Institute of Biologicals, NOIDA payable at NOIDA from a schedule bank OR Bank Guarantee as per the format enclosed as Annexure- II

EMD AMOUNT OF RS. 6000/- MUST BE SUBMITTED THROUGH DD/PAY ORDER/ BANK GUARANTEE/ NEFT OTHERWISE THE TENDER OF CONCERNED AGENCIES WILL BE SUMMARILY REJECTED. Eligible Micro & Small Enterprises (MSE’s) are exempted from payment of EMD. The details of NEFT for EMD through Bank Transfer are as under:

<table>
<thead>
<tr>
<th>NAME OF BANK</th>
<th>BANK OF BARODA, SECTOR-29,NOIDA (U.P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF ACCOUNT</td>
<td>NATIONAL INSTITUTE OF BIOLOGICALS</td>
</tr>
<tr>
<td>S.B. ACCOUNT</td>
<td>2629010001774</td>
</tr>
</tbody>
</table>
In case of EMD deposited through NEFT / RTGS directly in NIB’s Bank Account relevant details should be provided necessarily in the Technical-Bid.

**TWO BID SYSTEM:** Tender must be submitted in duly sealed envelope and in two envelope separately, i.e. “Technical Bid” (Part-A) and “Price Bid” (Part – B). Both the envelope should be further sealed in a bigger envelope which must be duly superscribed in capital letters “OFFER FOR SUPPLY OF LABORATORY ANIMAL FEED FOR ANNUAL REQUIREMENT”. Tender, if submitted in person should be dropped in the tender box kept at the reception and should not be handed over to any employee of NIB. The sealed offer should be sent to the Director, National Institute of Biologocals, Ministry of Health & Family Welfare, Govt. of India A-32, Sector 62, Noida – 201309, Uttar Pradesh so as to reach on or before 26.12.2019 at 3:00PM.

The envelopes must be super-scribed with the following information:

1. Tender Reference Number;
2. Details of EMD;
3. Name and address of bidding agency;
4. Date & Time of submission of tender:

NIB shall not be responsible for bids received late by Post / Courier etc. resulting in disqualification / rejection of any bid on the grounds that the tender had not reached NIB on or before the due date and time. **Tenders sent by Fax / Email will not be accepted.**

Offer must be received on or before the scheduled due date & time. If the scheduled date of tender opening happens to be a holiday, the bids shall be opened on next immediate working day at same time. Request for postponement will not be entertained.

- The offer should be completed in all respect. Each page of the bid should be singed and stamped. Any cutting / corrections, if any, also must be duly signed.
- The tenders must be clearly written or typed without any cancellations / corrections or overwriting.
- The Technical bid and Price Bid must be submitted in an organized and structured manner. Brochures / leaflets etc. should not be submitted in loose form. Please indicate page numbers on your offer e.g. if the offer contains total 25 pages then indicate as 1/25,2/25,3/25.......25/25.

**(A) Technical Bid should consist of:**

All relevant information asked in the specifications of feed proposed to be supplied. **Technical Bid should consist of:**

- The technical bid along with other relevant document must be submitted in hard copy.
- All relevant information asked in the specifications of Bengal Gram proposed to be supplied.
c) Compliance certificate in respect of Technical Specifications Catalogue, Technical Literature, if any, should be submitted with Technical Bid only.
d) In case of distributors / dealers of reputed manufacturer, copy of authorization certificate from manufacturer in original should be submitted with the offer.
e) Demand Draft for EMD amount and stipulated Tender Document Fee has to be submitted. However, the agencies registered with NSIC / MSME/ SSI along with its Annexure for these items are exempted from depositing Tender Fee and (Earnest Money) bid security. However, they have to submit valid registration certificate with tender in a sealed envelope superscripted “BID SECURITY DEPOSIT”. It is also to clearly state that the NSIC / MSME/ SSI registered supplier are not exempted from depositing Performance Security, thus performance security to be deposited as per terms of the Tender, which will be retained by NIB throughout the year till completion of contractual obligation.
f) Copies of GST Registration Certificate and PAN card should be submitted with bid.
g) Sample of minimum 2kg of Bengal Gram should be submitted along with the bid.
h) Statement of infrastructure used in pelleting, drying and packaging of product under hygienic conditions.
i) Agreements / Purchase Orders for similar supply to other reputed Labs. / Govt. Institutes along with the satisfactory performance certificates from the customers.
j) Addresses and contact numbers of the present customers.
k) Please note that there should not be any price information in the Technical Bid failing the offer will be summarily rejected.
   - Tenderer has to give an affidavit (in a non-judicial stamp paper worth Rs. 100/- duly notarised) that Annexure-IV and should be submitted.
   - My/ our firm has not been blacklisted during last three years by any of the Govt. Department / Govt. Autonomous Body / Institute / PSU, etc.
   - My / our Firm has not any dispute with any of the Govt. Department / Govt. Autonomous Bodies / Institutions / PSUs / Plus etc.
   - My / our Firm has not submitted any fake certificates / documents and later on if any such certificates / documents’ found to be fake / wrong, any criminal and legal action can be taken against their Firm / Agency besides forfeiture of Earnest Money & blacklisting etc.
   - There are no complaints exists against my / our Firm such as delayed supply, non-submission of performance Bank Guarantee (BG) and refusal of supply and for which no punishment imposed.
(B) **Price BID should consist of:**

I. Offer must be in Indian Rupee Only.

II. The Price Bids should be submitted as per the format (Annexure-III).

III. The price bid should be completed in all respects.

IV. Discount, if any, should be mentioned clearly in the price bid at appropriate place only.

V. All the quoted rates should be in both figures and words without any overwriting. In case of numeric error, the amount in words will be prevailed. Copy of latest supply order received from other Govt. Organization, Deptt. Or Institute for the same item to justify the price reasonability.

VI. **Taxes / duties are to be specified clearly, else price will be treated as inclusive of all.**

VII. The bidder should quote unconditional rates and indicate the item wise prices along with taxes and discount offer, packing, forwarding, transit insurance, freight paid and door delivery basis including handling / unloading at purchaser site separately. The contract prices shall also include all taxes and duties applicable at the time of supply of goods except GST which should indicate separately in the price bid as applicable. Further the rates quoted by the tenderer shall include all eventualities such as rain, accidents, fire, riots etc.

VIII. Price charged for the stores supplied after awarding contract should under no event higher than the lowest prices at which the agency sells the items of identical descriptions to any other Govt. Organisation during the period of contract failing with the “Fall Clause” shall be applicable. A certificate to this effect may be provided by the tenderer in NIB format **Annexure ‘V’**

IX. Custom Duty Exemption: 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 and Central Excise Duty exemption in terms of Government Notification No. 10/97- Central Excise dated 1 March 1997 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.

X. **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.

**TERMS AND CONDITIONS**

1) **Tender Document:** Tender document may be downloaded from our website [https://nib.euniwizarde.com](https://nib.euniwizarde.com) or from [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app).

2) **Earnest Money Deposit:** The total EMD amount Rs.6000/- (Rs. Six Thousand Only) must be submitted along with Technical Bid in the form of a Demand Draft or Pay Order only (from a NATIONALIZED/schedule BANK ONLY) FDR or BG or NEFT drawn in favour of the **NATIONAL INSTITUTE OF BIOLOGICALS, NOIDA. No**
The particulars of EMD (i.e. D.D. No. & date) must be clearly mentioned in the technical bid.

3) The offer will be summarily rejected if EMD is not submitted with Technical Bid.

4) **Quantity of the item may also be increased or decreased by 25% as per requirement of NIB.**

5) **Price:- FOR Destination NIB, Noida, U.P. This is our Annual requirement and will be procured on as and when required basis. The contract price may be reviewed by NIB at any time throughout the year. In case of (+ -) 20% variation of rates in Market for said item.**

6) **Refund of EMD:** The EMD will be returned to the unsuccessful bidders as soon as possible after the completion of tendering process. No interest will be paid on EMD amount.

7) **Performance Security:- 10% of total value of contract** will be obtained from successful bidder. Performance Security may be furnished in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, Bank Guarantee (Annexure-VI) from a Nationalised Bank/Schedule bank. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations as decided by NIB. Bid security (EMD) will be refunded to the successful bidder on receipt of performance Security. It may be noted that MSME/NSIC registered bidder shall submit 10% of total value of contract as a Performance Security.

8) **NIB, RESERVES THE RIGHT** to verify the credentials furnished by the bidder through a Technical Evaluation Committee of experts, constituted by the Director, NIB. **If any information furnished** is found to be incorrect at any stage, then the respective agency shall be liable to be debarred from tendering in NIB in future.

9) **Validity of the Tender:** Bids shall be valid for a period of 90 days from the date of opening of the Technical Bid.

10) In exceptional circumstances, the purchaser may request the consent of the bidder for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security provided for this tender shall also be suitably extended. A bidder may refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his bid.

11) **Amalgamation/Acquisition etc.:** In the event the Manufacturer/Supplier proposes for amalgamation, acquisition or sale of it business to any firm during the contract period, the Buyer/Successor of the Principal Company are liable for execution of the contract and also fulfilment of contractual obligations. While submitting your bid, you may confirm this condition.

12) **Award of Contract:** NIB shall consider awarding the contract to the eligible bidder whose bid is determined as the lowest evaluated Price bid subject to quality of material and specifications mentioned in the tender.
However, competent authority at NIB does not bind itself to accept the lowest or any other tender and reserves the right to choose, accept or reject any or all offers, in full or part, at any stage, reduce or increase the quantity upto 25%, split of the order quantity without assigning any reason thereof.

13) **Validity of Contract:** The contract shall initially be valid for one year which may be extended for further one year on the same rates and terms & conditions subject to satisfactory performance of the agency.

14) **Delivery Period:** (As and when required basis throughout the year) the material should be delivered within 7-10 days (For NCR Region) and 10-15 days for other places from the date of supply order as feed is required daily basis and crucial for the health and life of lab animals. The material shall be delivered to Stores & Purchase Section of NIB, NOIDA between 9.30 AM to 01.00 PM and 2.00 PM to 04.30 PM during any working days except all Saturday, Sunday & Gazetted Holidays. Unloading of goods /stores and delivery to stores at above mentioned place shall be responsibility of the agency.

15) The supplier will be liable to replace the rejected /damaged stores within 10 days, failing which the legal action will be taken as deemed fit by **NIB**.

16) If the supplier fails to supply the material within the delivery period, the **NIB** reserve the right to procure the material from an alternative source on emergency basis at the risk and cost of the supplier. If the failure continues for the second time or repeated on the part of approved supplier, the contract may be cancelled and performance security would be forfeited apart from taking other legal action by this Department.

17) **Delay Delivery Discount:** In case of delayed delivery of all or any item(s) this Institute 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.

18) **Payment Terms:** 100% payment shall be released within 30 days by RTGS after receipt and acceptance of material in good condition on submission of pre-receipted bill in triplicate. (RTGS details will be furnished by vendor) after deduction of Taxes (if applicable) or such payment.

19) **Arbitration** :- In the event of any dispute arising between NIB and the agency in any matter covered by contract or arising directly or indirectly there from or connected or concerned with the contact, the matter shall be referred to the Director, NIB who may himself act as sole arbitrator or may name as sole arbitrator an officer of NIB notwithstanding the fact that such officer has been directly or indirectly associated with contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The agency expressly agrees that the arbitration proceedings shall be held at NIB, Noida and the decision given by the arbitrator shall be binding for both the parties. The Arbitration and Conciliation Act of 1996 as amended from time to time shall govern the arbitration proceedings.
20) **Minimum Economic Quantity:** Please confirm minimum Economic Order Quantity.

21) The Supply Order copies received from other Government department/institution/PSU for the same items received by you earlier should be attached with your offer. (If possible for the same quantity or above).

22) Price-Bid of technically qualified bidders will be opened.

23) **Jurisdiction:** - Disputes, legal matters, court matters, if any, shall be subject to Delhi Jurisdiction only.

(W.Z Quazi)

Procurement Officer

1. Specification of feed required is attached at Annexure I
2. Bid Security Form is attached at Annexure II
3. Price bid Schedule is attached at Annexure III
4. Undertaking format is attached at Annexure IV
5. Fall Clause Certificate format is attached at Annexure V
6. PBG format is attached at Annexure VI
ANNEXURE-"IV"

UNDEARTAKING

An undertaking is given herewith that:

- My/ our firm has not been blacklisted during last three years by any of the Govt. Department / Govt. Autonomous Body / Institute / PSU, etc.
- My / our Firm has no dispute with any of the Govt. Department / Govt. Autonomous Bodies / Institutions / PSUs / Plus etc.
- My / our Firm has not submitted any fake certificates / documents and later on if any such certificates / documents’ found to be fake / wrong, any criminal and legal action can be taken against their Firm / Agency besides forfeiture of Earnest Money & blacklisting etc.
- There are no complaints against my / our Firm such as delayed supply, non-submission of performance Bank Guarantee (BG) and refusal of supply and for which no punishment of any type.
- We unconditionally accept all the terms & conditions of the Tender Enquiry.

Bidder's Signature and Seal

(Full name, designation of the person in the Firm/Agency)

Note:- Tenderer has to give above statement on an non-judicial stamp paper worth Rs. 100/- duly notarised.
ANNEXURE-"V"

PROFORMA 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 Tenderers with Rubber Stamp.)

Instructions for Online Bid Submission

Instructions for Online Bid Submission 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
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 anyCertifying 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).