



**SPEED POST**  
**Procurement Department**  
**TENDER ENQUIRY**

Ref: Q/NIB/18-19/64

Date: 05.07.2018

**Due date of submission: 26.07.2018, Due Time: Up to 15:00 Hours**  
**Due date of opening: 26.07.2018, Due Time: 15:30 hrs onwards.**

**Sub: - Tender Enquiry for Lab Consumables - 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.

S. No.	Description of Material	Quantity
1.	SEC Column 300mm x 7.8mm ID, 5.0um – Particle Size	03 Nos.
2.	CEX – Column 250mm x 4.0mm ID, Particle Size – 10um	03 Nos.

**Please indicate price on following terms:**

- Price:- FOR Destination NIB, NOIDA
- Taxes:- **GST percentage should be clearly mentioned. Otherwise, Bid will not be accepted.**
- Excise 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 23 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.
- Payment: - 100% payment within 30 days from the date of satisfactory receipt and acceptance of material at NIB, NOIDA
- Delivery: - 4 weeks
- Earnest Money Deposit – The Bidder shall furnish a bid security of **Rs.17500/- (Seventeen thousand five hundred 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**

- i) 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 Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir 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 other bidder, for the tendered items for which they are the L-1.
- ii) Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSE and the MSEs accept the L-1 price.
- iii) In case of an MSEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed an order to MSEs firm.
- iv) In case of an MSE owned by SC/ST and 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.
- v) In case of more than one MSEs participates in tender and their prices are within 15% of L-1 bidder price who is not a MSEs and one of the MSEs is owned by SC or STY 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-SC/ST owned MSEs subject to their acceptance of L-1.
- vi) In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance.
- vii) In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSEs owned by SC or ST entrepreneurs subject to their acceptance.

**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 a sealed cover and marked as **'Technical Bid'**. Prices should be kept blank.
- 1.2 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.
- 1.3 Tender No., Item description and Due Date of opening should be clearly mentioned on the Envelope.
- 1.4 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.
- 1.5 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.**
- 1.6 Copy of Sales Tax clearance certificate duly attested by a Gazette officer.
- 1.7 Customer reference list for the similar / materials for last two years.
- 1.8 Current valid certificate of registration including its annexure in case registered with SSI / NSIC etc.
- 1.9 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**

1 S.No	2 Item Description	3 Quantity	4 Make & Model	5 Price of each Unit			6 Unit Price INR	7 Total Price (FOR NIB, NOIDA) INR
				Ex – Works Price	Excise duty, if any. Indicate % age applicable as per DSIR Exemption	Packing & forwarding		
				(a)	(b)	(c)	(d)	(e)
1	SEC Column 300mm x 7.8mm ID, 5.0um – Particle Size	03 Nos.						
2	CEX – Column 250mm x 4.0mm ID, Particle Size – 10um	03 Nos.						

**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 Rupees and other Charges (if any) towards Packing & Forwarding, Excise Duty, GST (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, GST Freight etc.
7. Taxes if not mentioned, may be treated as inclusive

Total bid price in fig \_\_\_\_\_ In words \_\_\_\_\_

Tender No: Q/NIB/18-19/64

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

SECTION VI : 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:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the bidder on the bid form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
  - (a) fails or refuses to execute the contract form if required; or
  - (a) fails or refuses 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 forty five (60) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

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(Signature of the Bank)

\_\_\_\_\_  
Name of Bidder