Due date of submission: 26.09.2019, 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>Sterile Isopropanol – 1 litre pack</td>
<td>50 Nos. X 1 Litre</td>
</tr>
<tr>
<td>2.</td>
<td>Universal Wall Mop (Compatible with Mopping Assembly) Autooclavable &amp; reusable</td>
<td>20 Pcs.</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.


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

v) Delivery: - 4 weeks.
| vi) | Earnest Money Deposit – The Bidder shall furnish a bid security of Rs. **14,400/-** (Fourteen thousand four 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**

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 a sealed cover and marked as 'Technical Bid'. Prices should be kept blank.
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.
3. Tender No., Item description and Due Date of opening should be clearly mentioned on the Envelope.
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.
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.
6. Copy of Sales Tax clearance certificate duly attested by a Gazette officer.
7. Customer reference list for the similar / materials for last two years.
8. 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

\[\text{(W.Z. Quazi)}\]

Procurement Officer

Encl:  
1) Annexure – II Price Schedule  
2) Annexure - III – Bid Security Form (EMD – BG)
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Item Description</th>
<th>Ex - Works</th>
<th>Packing &amp; Forwarding</th>
<th>Price</th>
<th>Ex - Duty</th>
<th>% Indicte</th>
<th>Local Cost</th>
<th>Insurance and Transportation</th>
<th>Other Local Costs</th>
<th>Price of Each Unit</th>
<th>Unit</th>
<th>INR</th>
<th>NODA (For NBP)</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reusable Assembly</td>
<td>20 Pcs.</td>
<td>Universal Wall Map</td>
<td>2.5</td>
<td>10.0</td>
<td>5.0</td>
<td>2.0</td>
<td>7.0</td>
<td>5.0</td>
<td>10.0</td>
<td>1.0</td>
<td>8</td>
<td>7</td>
<td>6</td>
</tr>
</tbody>
</table>

### Price Schedule

**ANNEXURE - II**
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:

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 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
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.