E Procurement TWO BID SYSTEM
LIMITED TENDER ENQUIRY

Ref: Q/NIB/19-20/137 Date: 07.10.2019

Due date of submission: 25.10.2019, Due Time: Up to 15:00 Hours
Due date of opening: 25.10.2019, Due Time: 15:30 hrs. onwards.

This is procuring through online on https://nib.euniwizarde.com and no offline bids should be accepted.

To,

Sub: - Tender Enquiry for Lab. Equipments – Reg:-

This is procuring through online on https://nib.euniwizarde.com and no offline bids should be accepted.

E 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>Single Channel Micropipette (10 - 100μl) (Gilson, Eppendorf &amp; Brand only)</td>
<td>04 Nos.</td>
</tr>
<tr>
<td>2.</td>
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<tr>
<td>3.</td>
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<td>7.</td>
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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.

iii) Custom Duty: NIB will provide necessary certificate as NIB is registered with DSIR for the

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. 7,500/- (Seven thousand five hundred only) in the form of NEFT/RTGS.

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.

xi) **Warranty** – Two years from the date of supply & acceptance of material at NIB.

xii) **Performance Security** – In case of award of Supply order, vendor is required to submit Performance Security Deposit within 7-10 days from the date of award of order for 10% of the order value in the form of DD drawn in favour of “National Institute of Biologicals” payable at Noida / New Delhi.

### Terms and conditions for MSME

The latest Govt. Notification No. S.O. 5670(E) dated 9\textsuperscript{th} November, 2018 for MSMEs shall be applicable.

### Notes:

1 The offer should be submitted online at [https://nib.euniwizarde.com](https://nib.euniwizarde.com) in two sets, One Set containing Technical details, Literature, Catalogue etc. and Tender commercial terms should be submitted online.

1.1 ‘Price – Bid’ also uploaded through online mode.
1.2 Tender No., Item description and Due Date of opening should be clearly mentioned on the Envelope.

1.3 Both the ‘Technical – Bid’ & ‘Price – Bid’ should be uploaded through online.

1.4 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.**

1.5 Copy of GST may please submitted.

1.6 Customer reference list for the similar / materials for last two years.

1.7 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.**

Yours faithfully

(W.Z. Quazi)

Procurement Officer

Encl: 1) Annexure – II Price Schedule
**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 e-tender 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 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 2. Mr. Saurabh Rai (7042643428).
## ANNEXURE – II
### PRICE SCHEDULE

<table>
<thead>
<tr>
<th>S.No</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Make &amp; Model</th>
<th>Ex – Works Price</th>
<th>Excise duty, if any. Indicate % age applicable as per DSIR Exemption</th>
<th>Packing &amp; forwarding</th>
<th>Inland transportation insurance and other local costs incidental to delivery</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

Total bid price in fig________________ In words__________________________

Tender No: Q/NIB/19-20/137
Place: ___________________ Name_____________________
Date: ____________________ Business Address_________________
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.
THE DETAILS OF NEFT FOR EMD THROUGH BANK TRANSFER ARE AS UNDER:-

<table>
<thead>
<tr>
<th><strong>NAME OF BANK</strong></th>
<th>BANK OF BARODA, SECTOR-29, NOIDA (U.P)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME OF ACCOUNT</strong></td>
<td>NATIONAL INSTITUTE OF BIOLOGICALS</td>
</tr>
<tr>
<td><strong>S.B. ACCOUNT</strong></td>
<td>26290100001774</td>
</tr>
<tr>
<td><strong>IFSC CODE</strong></td>
<td>BARBONOIDAX (5th digit is Zero)</td>
</tr>
</tbody>
</table>