Sub: Invitation of offer for supply of New Year Diary 2020 printed with NIB Logo & Address etc.- reg.

Sir,

This E-Tender Enquiry on above mentioned subject to be submitted on https://nib.euniwizarde.com with the request to submit your best competitive offer for supply of the following items on the said terms and conditions:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>New Year Diary 2020 printed with NIB Logo and address (in bilingual preferably in golden colour) on front cover, one photograph on the first inner page and one photograph in last page. Size 7.50” X 10” approx. Good quality paper with individual date page and Saturday / Sunday in one page, good quality hard binding cover (Please enclose sample Diary /Diaries. Identification No./Name of samples should match with the item wise price mention in your offer)</td>
<td>625 nos.</td>
</tr>
<tr>
<td>2.</td>
<td>-Do- with individual name Bilingual ( English &amp; Hindi)</td>
<td>125 Nos.</td>
</tr>
</tbody>
</table>

Please indicate the price on following terms & Conditions

1. **Price:** - FOR NIB/ Free Delivery at A-32, Sector-62, NOIDA-201309.
2. **Taxes / Other charges:** -GST & other charges should clearly be mentioned in price bid.
exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty.

4. Payment: -100% payments within 30 days from the date of receipt of items in good condition.

5. Photograph & List of name for printing:- Photographs & List of names will be provided by NIB for printing.

6. Sample:- The sample of Diary/Diaries will be submitted along with your Technical offer. The vendor who have not submitted sample along with Technical bid their offer will be rejected.

7. Delivery: - Within 7 days on from the date of supply order issued. Offered by vender........

8. Director, NIB has right to cancel order at any time.

9. Earnest Money Deposit: – The Bidder shall furnish a bid security of Rs.8000/- (Eight Thousand 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.

OR

EMD can 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:-

<table>
<thead>
<tr>
<th>NAME OF THE BANK</th>
<th>BANK OF BARODA , SECTOR-29, NOIDA(UP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF ACCOUNT</td>
<td>NATIONAL INSTITUE OF BIOLOGICALS</td>
</tr>
<tr>
<td>S.B.ACCOUNT</td>
<td>26290100001774</td>
</tr>
<tr>
<td>IFSC CODE</td>
<td>BARB0NOIDAX (5TH digit is zero)</td>
</tr>
</tbody>
</table>

EMD can be deposited through NEFT/ RTGS must be transferred before the due date of submission of the bid/ tender.

10. 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 undiscouted/ unreduced contract price for the relative good items/ and / or risk purchase will be affected at your risk and expenses.

11. 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.

Terms and conditions for MSME

If the vender is registered as MSME supplier, vender must enclose valid registration Certificate. Prevailing rules will be applicable.

General Conditions.

1. The bidders should have valid class 3 Digital signature certificate with encryption.

2. Bidders are requested to register on E Tendering portal on https://nib.euniwizarde.com and also please read the instruction on our website www.nib.gov.in as well as on https://eprocure.gov.in/epublish/app.

3. Tenderer may download the Tender Enquiry documents from the website i.e, https://nib.euniwizarde.com as well as www.nib.gov.in.
4. The submission of tender online can only be done through E Tendering portal only i.e https://nib.euniwizarde.com.
5. Tenderer should ensure that their tender complete in all respects are submitted online through e-portal only.
6. Technical bid (consisting of eligibility criteria & technical specification, viz, product specification sheets / OEM Certificate etc.). Bidders may name the files indicating the nature of content in pdf format which would be required to be attached in e-tender.
7. Price is to be quoted in the price bid online on e-tender portal in xls format & apply digital signature certificate.
8. Bidders are requested NOT to submit the hard copy of Financial Bid. In case the hard copy of financial bid is submitted in Physical form the tender shall be straightway rejected.
9. Price-Bid of technically qualified bidders will be opened, online.
10. Soft copies of the latest purchase order received from other Govt. institutions for these items may please be submitted in PDF format.
11. Fall Clause Certificate: To submit as per format enclosed (Annexure I) in PDF format.
12. Customer reference list for the similar items for last three years.
13. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
14. The resultant contract will be interpreted under Indian laws.
15. 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.
16. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
17. 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.
18. 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.
19. 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.
20. All supplies are subject to inspection and approval before acceptance.
21. The Institute reserves the right to inspect and approval before acceptance.
22. The Institute reserves the right to modify the quantity specified in this enquiry.
23. 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 inclusive.
24. 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.
25. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Delhi only.
26. Online bids will be opened on due dated at 3.30 pm online.
27. Validity of the offer should have for a period of 90 days from the date of bid opening.

Please read tender conditions carefully and submit your offer latest by 22/11/2019
Yours faithfully,

(W.Z.Quazi)
Procurement Officer

Encl.: 1) Annexure I – Fall Clause Certificate
2) Annexure II – Price Schedule
3) Annexure III - Bid Security Form (EMD – BG)
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 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 forthwith 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

**Price Schedule** – Tender No. Q/NIB/19-20/147

**New Year Diary 2020 printed with NIB Logo & Address**

| Sl. No. | Item Description | Qty. in (Nos.) | Manufacture/O
Country | Price for each Unit | Ex-Works Price | Packing & forwarding | Inland transport, insurance and other local costs incidental to delivery etc. | Unit Price | Applicable GST | Total Price in INR |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>New Year Diary 2020 printed with NIB Logo and address (in bilingual preferably in golden colour) on front cover, one photograph on the first inner page and one photograph in last page. Size 7.50&quot; X 10&quot; approx. Good quality paper with individual date page and Saturday/Sunday in one page, good quality hard binding cover (Please enclose sample Diary/Diaries. Identification No./Name of samples should match with the item wise price mention in your offer)</td>
<td>625 nos.</td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Do- with individual name Bilingual (English &amp; Hindi)</td>
<td>125 Nos.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
1. Delivery Schedule: Material required by NIB – 3-4 days from the date of receipt of Supply order. Delivery offered by supplier: ……… days/week.
2. In case of discrepancy between unit price and total price, the unit price shall prevail.
3. Destination of material: National Institute of Biologicals, Noida (UP)
4. Bidders to quote Ex-Works price in Rupees and other charges (if any) towards Packing & Forwarding, GST, and 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.23.7.1996 and 10/97-Central Excise dated 01.03.1997
5. “Technical Bid” (Un-price bid) to contain this price schedule keeping price as ‘Blank’. However, bidder to fill up all other columns and indicate in percentage the charges, if any, for Packing & Forwarding, GST, Freight etc.

Total bid price in fig ___________________________ in words ________________________________

Tender No: Q/NIB/19-20/147

Signature of Bidder ____________________________

Place: ____________________________

Date: ____________________________

Business address ____________________________

*Taxes if not mentioned may be treated as inclusive*
PROFORMA OF BANK GUARANTEE (PERFORMANCE)

To
National Institute of Biologicals,
A-32, Institutional Area,
Sector-62, NOIDA-201307
India

Dear Sirs,

In consideration of the National Institute of Biologicals (hereinafter called “the Institute” which expression shall include its successors and assigns) having awarded to:

M/s...........................................................(Constitution)
.......................................................... (Address)
.......................................................... (Hereinafter referred to as “the Contractor” which expression shall include its successors) a works/ purchase contract in terms, inter-alia, of the Institute(s) Letter of Acceptance No./Purchase Order No. ..........................................................
.......................................................... dated......................... and the Tender Documents (hereinafter called the “said contract” which expression shall include any and all formal contracts entered into in addition to in supersession of the said Letter of Acceptance and all amendments and modifications in the said contract upon the condition of contractor furnishing an undertaking from a Bank as performance guarantee for a sum of (currency) ..................................................(currency) .................................................. .................................................. only) amounting to 10% (ten percent) of the total contract value for the payment of the Owner’s claims under the said contract.

We (Name) ..........................................................
(Constitution) ..........................................................
(hereinafter called “the Bank” which expression shall include its successors and assigns) hereby undertake to pay the Institute in (currency) forthwith on first demand in writing and without protest or demur or proof or condition any and all moneys anywise claimed by the Institute from the Contractor under, in respect of or in connection with the said contract as specified in any notice of demand made by the Institute on the bank with reference to this undertaking up to an aggregate limit of (currency) .................................................. (currency-in words) .......................................................... only).

AND the Bank hereby agrees with the Institute that:

i) This undertaking shall be a continuing undertaking and shall remain valid and irrevocable for all claims of the Institute and liabilities of the Contractor arising up to and until the midnight of .............................................. .

ii) This undertaking shall be in addition to any other undertaking or guarantee or security whatsoever that the Institute may now or at any time have in relation to its claims or the Contractor's obligations/liabilities under and/or in connection with the said Contract, and the Institute shall have full authority to take recourse to or enforce this undertaking in preference to the other undertaking or security(ies) at its sole discretion, and no failure on the part of the Institute in enforcing or requiring enforcement of any other undertaking or security shall have the effect of releasing the Bank from its full liability hereunder.
iii) The Institute shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other undertaking or security in respect of the contract’s obligations and/or liabilities under or in connection with the said contract or to vary the terms vis-a-vis the Contractor or the said contract or to grant time and/or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices or the total contract value or to release or to forebear from enforcement of all or any of the obligations of the contractor under the said contract and/or the remedies of the Institute under any security(ies), now, or hereafter held by the Institute and no such dealing(s), variation(s), reduction(s), increase(s), or other indulgence(s) or arrangements with the supplier or release or forbearance whatsoever shall have the effect of releasing the bank from the full liability to the Institute hereunder or of prejudicing rights of the Institute against the bank.

iv) This undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution of insolvency of the contractor but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to the Institute in terms hereof.

v) The Bank hereby waives all rights at any time inconsistent with the terms of this undertaking and the obligations of the bank in terms hereof shall not be any wise affected or suspended by reason of any dispute or disputes having been raised by the Contractor (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Contractor or any other order or communication whatsoever by the Contractor stopping or preventing or purporting to stop or prevent payment by the Bank to the Corporation hereunder.

vi) The amount stated in any notice of demand addressed by the Institute to the bank as claimed by the Institute from the Contractor or as liable to be paid to the Corporation by the Contractor or as suffered or incurred by the Corporation on account of any losses or damages or costs, charges and/or expenses shall be between the bank and the Institute be conclusive of the amount so claimed or liable to be paid to the Corporation or suffered or incurred by the Institute, as the case may be, and payable by the bank to Institute in terms hereof.

vii) The bank doth hereby declare that Shri ..................................................who is .............................................................(his designation) is authorised to sign this undertaking on behalf of the Bank and to bind the Bank thereby.

This........................................day of ..........20 ...... .

Yours faithfully

For ........................................

(Signature)

Name ........................................

Designation .................................

Name of Bank ...............................

Dated: ........................................

Note:
1. This Guarantee/Undertaking is not to be witnessed.
2. This guarantee/undertaking is required to be stamped as an agreement according to the stamp duty prescribed in the country in which it is executed.
3. This guarantee/undertaking is required to be sent by the Vendor’s banker directly to the purchaser (the Institute).

The Bank Guarantee should be (Nationalized or Schedule Bank) from any Indian or foreign bank having branch in India, on non-judicial stamp paper of value commensurate with amount as per norms. The Bank Guarantee issuing branch should be situated in India.