Ref: Q/NIB/19-20/170

Date: 24.12.2019

Due date of submission: 14.01.2020, Due Time: Up to 15:00 hrs
Due date of opening: 14.01.2020, Due Time: 15:30 hrs onwards

To,

Sub: -Tender enquiry for Stationery items – Req:-

Dear Sir,

I am to send you this Tender Enquiry with the request to submit the most competitive offer to enter in rate contract for supply of Stationery items of the following items as per details given below.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Qty.</th>
<th>Estimate of item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Note Book 200 Pages (sample required)</td>
<td>400 nos.</td>
<td>(As &amp; when required basis)</td>
</tr>
<tr>
<td>2</td>
<td>Pen (sample required)</td>
<td>400 nos.</td>
<td>-do-</td>
</tr>
<tr>
<td>3</td>
<td>Glossy sheet (320 Gsm) (sample required)</td>
<td>26 pkts.</td>
<td>-do-</td>
</tr>
<tr>
<td>4</td>
<td>Badge Thread (sample required)</td>
<td>400 nos.</td>
<td>-do-</td>
</tr>
<tr>
<td>5</td>
<td>A-4 Paper Ream (sample required)</td>
<td>30 nos.</td>
<td>-do-</td>
</tr>
<tr>
<td>6</td>
<td>Permanent CD Marker Pen (sample required)</td>
<td>60 nos.</td>
<td>-do-</td>
</tr>
<tr>
<td>7</td>
<td>Ring Binder File (sample required)</td>
<td>25 nos.</td>
<td>-do-</td>
</tr>
</tbody>
</table>

Please indicate price on following terms:
1. Price: - FOR Destination NIB, NOIDA
2. Validity of Price: - The price will be valid for one year. No change in prices will be acceptable.
3. Taxes: - GST percentage should be clearly mentioned. Otherwise, Bid will not be accepted.
4. Payment: - 100% payment within 30 days from the date of satisfactory receipt and acceptance of material at NIB, NOIDA
5. Quantities: The above mentioned quantities are tentative and it may be increased or
6. **Delivery:** These are our tentative requirement and required for participants coming for Training. The number of participants is 35-40 approx. per batch. Therefore, the requirement is as and when required basis and must be delivered within 10 days from the date of intimation.

7. **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.

8. **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.

9. NIB reserves the right to enter R/C for all the items to a single vendor or multiple vendor.

10. If necessary the bidder may inspect the items.

11. The bidder has supply one set of items on returnable basis for inspection.

---

**Terms and conditions for MSME**

The latest Govt. Notification No. S.O.567 (E) dated 9th November, 2018 for MSMEs shall be applicable.

---

**General Terms:**

1. Offer to be given by authorized dealer/distributor and the authorized certificate given by the principal should accompany with the offer.

2. Tender No., item description and due date of opening should be clearly mentioned on the envelope.

3. Current valid certificate of registration including its annexure in case registered with SSI/NSIC etc.

4. If the item is available on DGS & D Rate Contract, copy of Rate Contract may please be provided/enclosed.

5. Valid Authorization certificate of your principal (in case of distributor) authorizing you for supply of these items.

6. Validity of the offer should kept open for a period of not less than three months.

7. Copies of supply orders received from other Govt./Private organisations for the same items should be enclosed with your offer.

8. Bidders must ensure that they have local representatives in Delhi/NCR for hassle free supply. The bidder must submit documentary proof along with the bid.

9. Fall Clause Certificate- To be submitted as per format.

10. Copy of GST registration certificate should be enclosed.

   Please indicate item, our enquiry number and opening date on top of the envelope positively.

---

Yours faithfully

(W.Z. Quazi)
Procurement Officer

---

Encl.: (I) Annexure I - Fall Clause Certificate
(II) Annexure II – BOQ-CUM-PRICE BID
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 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 into force, shall stand reduced correspondingly and will be reimbursed to the Institute.

(Signature & Date of Tender with Rubber Stamp.)
## ANNEXURE –II

**Tender No. Q/NIB/19-20/170**

**BOQ-CUM-PRICE BID FOR FURNISHING OF STATIONERY ITEMS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Qty. in (Nos.)</th>
<th>Price for each Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ex-Works Price</td>
</tr>
<tr>
<td>1</td>
<td>Note Book 200 Pages (sample required)</td>
<td>400 nos.</td>
<td>(a)</td>
</tr>
<tr>
<td>2</td>
<td>Pen (sample required)</td>
<td>400 nos.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Glossy sheet (320 Gsm) (sample required)</td>
<td>26 pkts.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Badge Thread (sample required)</td>
<td>400 nos.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A-4 Paper Ream (sample required)</td>
<td>30 nos.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Permanent CD Marker Pen (sample required)</td>
<td>60 nos.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Ring Binder File (sample required)</td>
<td>25 nos.</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Delivery Schedule: Material required by NIB – 15 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, 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/19-20/170

Signature of Bidder

Place: Name

Date: Business address

*Taxes if not mentioned may be treated as inclusive