SPEED POST
Procurement Department
LIMITED TENDER ENQUIRY

Ref: Q/NIB/19-20/270

Date: 24.02.2020

Due date of submission: 16.03.2020, Due Time: Up to 15:00 Hours
Due date of opening: 16.03.2020, Due Time: 15:30 hrs onwards.

To

Sub: - Tender Enquiry for Printing of Newsletters - Reg:-

Dear Sir,

I am directed 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><strong>Newsletters</strong> : Designing, Printing and Supply of Newsletter of Haemovigilance in English (As per Specifications enclosed)</td>
<td>1000 copies</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Newsletters</strong> : Designing, Printing and Supply of Newsletter of NIB in English (As per Specifications enclosed )</td>
<td>2000 copies</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Newsletters</strong> : Designing, Printing and Supply of Newsletter of Haemovigilance in Hindi (As per Specifications enclosed)</td>
<td>300 copies</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Newsletters</strong> : Designing, Printing and Supply of Newsletter of NIB in Hindi (As per Specifications enclosed )</td>
<td>600 copies</td>
</tr>
</tbody>
</table>

Please indicate price on following terms:

i) Price: - FOR Destination NIB, NOIDA
ii) Taxes: - GST as applicable against DSIR.
iii) Deduction of Tax – Deduction of tax, if any, (TDS etc.) will be deducted from your bill as per Govt. norms
iv) Payment: - 100% payment within 30 days from the date of satisfactory receipt and acceptance of material at NIB, NOIDA
v) Delivery: - 2 weeks. Offered by the vendor
vi) Earnest Money Deposit – The Bidder shall furnish a bid security of Rs.3000/- (Three 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.
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 the 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) Performance Security – In case of award of Work 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. The Security deposit shall remain in force for 60 days after completion of the contract.

Terms and conditions for MSME

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

Specific Terms

1. Newsletter would be supplied with printed laminated envelopes having capacity to hold two Newsletters and one two pamphlets easily.
2. The printer should have worked for Govt. Departments for at least two years especially for printing of Annual Report/Technical brochures/Magazines/Newsletter.
3. The printer may ensure that the document with regard to Printing of Newsletters & Pamphlet’s has been attached with the offer in original. Photocopy will not be accepted and the offer stands rejected forthwith.
4. Designing: NIB will provide the matter/text. However, printer has to submit design concept with color combination.
5. Separate material would be given for Haemovigilance, NIB Newsletter and Pamphlets respectively.
6. Detailed Specifications of both Newsletter and Pamphlets should be clearly mentioned in your quotation. Otherwise, your offer will not be accepted and will be rejected forthwith.
7. Scope of Work – The printer must adhere stringently the compliance of quality of printing of Newsletters. It may please be noted that if the printing quality is not satisfactory then the supply order will be cancelled with immediate effect and your request will not be entertained. Further, the printer will not be allowed to participate in forthcoming tender. In addition to this, a proportionate amount from the Invoice will be deducted for the poor quality of printing.

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 cove clearly indicating the Item, Tender No. & Due Date of opening on the sealed cover.

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

6. Current valid certificate of registration including its annexure in case registered with SSI / NSIC etc. Rules and regulations in this regard will be followed as per Govt. norms.

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

8. NIB reserves the right to increase or decrease the quantity.

9. Director NIB reserves the right to accept or reject any bid or all the bids without assigning any reason.

10. On satisfactory performance of work, the contract may be extended for a further period of two years on mutual consent.

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)
## Specifications of Haemovigilance/NIB Newsletters

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**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
UNDEARTAKING BY THE BIDDER

We agree to accept all the terms and conditions mentioned in the Tender enquiry unconditionally.

Signature and Seal of the Bidder.