Speed Post
Procurement Section
LIMITED TENDER ENQUIRY

Ref: Q/NIB/19-20/67 (PT)  

Dated: 30/08/2019

Due Date of submission: 23/09/2019; Time: 15.00 Hours
Due Date of Opening Technical: 23/09/2019; Time 15.30 Hours onwards

To:

Sub: Procurement of Photocopy Paper—Reg: -

Sir,

I am to refer to the above mentioned subject and send this Tender Enquiry with the request to submit your most competitive offer for the supply of items as mentioned below in a sealed cover duly superscripted our tender inquiry number date and time of opening on the envelope.

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Item Description</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Photocopy Paper, 75 GSM, Size: A-4 Brand Century Star+/JK/MODI (Sample Required)</td>
<td>2000 Ream</td>
</tr>
</tbody>
</table>

Please indicate the price on following terms & Conditions

2. Taxes / Other charges: -GST & other charges should clearly be mentioned in price bid.
4. Payment: -100% payments within 30 days from the date of receipt of items in good condition.
5. Delivery: - On “As and when required basis.”
6. Director, NIB has right to cancel order at any time.
7. 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 undiscounted/ unreduced contract price for the relative good items/ and/or risk purchase will be affected at your risk and expenses.

8. **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.

9. **EMD**: The Bids should accompany the Earnest Money Deposit or through NEFT of Rs. 8000/- (Eight Thousand Only) in the form of Demand Draft in favor of National Institute of Biologicals payable at Noida. The same will be returned to the unsuccessful Bidders after placement of the Supply Order. However, the EMD of successful Bidders will be returned after satisfactory receipt of the material at NIB.

Terms and Conditions for MSME

1. In compliance of Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012, purchase preference shall be given to Micro and Small Enterprises (MSEs) registered with District Industries Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation, if the price quoted by the MSEs is within 15% of L-1 price means Landed Lowest price) quoted by any other bidder, for the tendered items for which they are the L-1.

2. Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSE and the MSEs accept the L-1 price.

3. In case of an MSEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed an order to MSEs firm.

4. In case of an MSEs participates in tender and their prices are within 15% of the L-1 price quoted by the L-1 bidder, then 20% quantity shall be ordered on them at L-1 rate, subject to their acceptance.

5. In case of more than one MSEs participates in tender and their prices are within 15% of L-1 bidder price who is not a MSEs and one of the MSEs is owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantities shall be procured from MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance of L-1 price in addition to sharing of equal portion of balance of 16% with other non-SC/ST owned MSEs subject to their acceptance of L-1.

6. In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSEs owned by SC or ST entrepreneurs subject to their acceptance.

7. In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSEs by SC or ST entrepreneurs subject to their acceptance.

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

Yours faithfully,

W.Z. Quazi
Procurement Officer

Encl: 1) Annexure I- Fall Clause Certificate
2) Annexure II- Price Schedule
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 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/19-20/67(Pt)**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Item Description</th>
<th>Qty. in (Nos.)</th>
<th>Manufacturer/Q Origin of Country</th>
<th>Ex-Works Price</th>
<th>Packing &amp; Forwarding</th>
<th>Inland transp., insurance and other local costs and incidental to delivery etc.</th>
<th>Unit price</th>
<th>Applicable GST</th>
<th>Total Price in INR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Photocopier Paper A-4</td>
<td>2000 ream</td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
7. Delivery Schedule: Material required by NIB – 15 days from the date of receipt of Supply order. Delivery offered by supplier: ………… days/week.
8. Installation if required will be done by the vendor free of cost.
9. In case of discrepancy between unit price and total price, the unit price shall prevail.
11. 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.
12. “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/19-20/67(PT)

Signature of Bidder __________________

Place: ____________________________ Name ____________________________

Date: ____________________________ Business address ____________________________

*Taxes if not mentioned may be treated as inclusive.*