SPEED POST

Procurement Department

LIMITED TENDER ENQUIRY

TWO BID SYSTEM

Ref: Q/NIB/19-20/86 Date: 27.08.2019

Due date of submission: 18.09.2019, Due Time: Up to 15:00 hrs
Due date of opening: 18.09.2019, Due Time: 15:30 hrs onwards
Pre-Bid Meeting: 06.09.2019, Due Time: 15:00 hrs onwards

To,

Sub: -Tender enquiry for Digital printing of Training Manual – Reg:-

Dear Sir,

I am to send you this Tender Enquiry with the request to submit the most competitive offer for printing and supply of the following items as per details given below.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Material</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Digital printing of Training Manual, Specification:</td>
<td>200 Nos. (Required throughout the year)</td>
</tr>
<tr>
<td>2.</td>
<td>Printing:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Process:</td>
<td>Quality Digital Printing</td>
</tr>
<tr>
<td></td>
<td>Cover:</td>
<td>Multi Colours</td>
</tr>
<tr>
<td></td>
<td>Inside Pages:</td>
<td>Multi Colours</td>
</tr>
<tr>
<td></td>
<td>Font:</td>
<td>Heading: 24Pt, Sub Heading: 18Pt &amp; Text: 12Pt</td>
</tr>
<tr>
<td></td>
<td>Paper:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cover:</td>
<td>300gsm 'Imported art card matte finish' paper both side printed plus lamination</td>
</tr>
<tr>
<td></td>
<td>Text:</td>
<td>100 gsm DO paper</td>
</tr>
<tr>
<td></td>
<td>Book Size:</td>
<td>11.5 x 8 inch (approx.)</td>
</tr>
<tr>
<td>3.</td>
<td>Quantity:</td>
<td>200 Books (It is a tentative annual requirement. The quantity may increase or decrease)</td>
</tr>
<tr>
<td>4.</td>
<td>Binding:</td>
<td>Thermal Perfect binding</td>
</tr>
<tr>
<td>5.</td>
<td>Lamination:</td>
<td>Cover pages in matte finish lamination</td>
</tr>
<tr>
<td>6.</td>
<td>No. of pages:</td>
<td>208 approximately</td>
</tr>
</tbody>
</table>

Please indicate price on following terms:

i) Price: - FOR Destination NIB, NOIDA. These are our tentative annual requirement and required in phase manner. Therefore the rate quoted shall be valid for at least one year from the placement of order. No change in price is acceptable during this period.

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) Quantities: The quantities as mentioned in the enquiry are tentative and it may be increased or decreased by 25% during one year contract period.

vi) Delivery: - As & when required basis; and must be delivered within one week from the date of intimation.

vii) Earnest Money Deposit – The Bidder shall furnish a bid security of Rs.10000/- (Ten 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 – II 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 INSTITUTE OF BIOLOGICALS</td>
</tr>
<tr>
<td>S.B.ACCOUNT</td>
<td>26290100001774</td>
</tr>
<tr>
<td>IFSC CODE</td>
<td>BARBONOIDAX (5&quot; 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.

viii) Any bid not accomplished by EMD will be rejected by the Purchaser as non-responsive.

ix) 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.

x) 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.

xi) 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 0.5% (point five 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.

xii) 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.

xiii) Period of Contract – The contract period is initially for one year and extendable for another
one year on same terms & conditions, subject to satisfactory performance and on mutual consent of both the parties.

xiv) Sample Product: The bidder has to enclose sample of earlier printed similar books, etc to assess the quality of printing.

xv) Sample Copy: Sample copy of Training Manual is available in Procurement Section if any vendor/printer intends to see the manual may please visit NIB, Noida on any working days between 10:00 AM to 5:00 PM.

Pre-Bid Meeting: To clarify any doubts of Bidders in respect of Prescribed Terms and Conditions in the Tender Document, NIB shall be conducting a pre-bid meeting on 6th March.

Terms and conditions for MSME

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

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

5. Copy of GST registration certificate should be submitted...

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

7. 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.

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

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

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

Yours faithfully

(W.Z. Quazi)
Procurement Officer

Encl: 1) Annexure – I Price Schedule
      2) Annexure - II – Bid Security Form (EMD – BG)
Annexure-I

FORMAT FOR SPECIFICATION CUM FINANCIAL BID-NIB TRAINING MANUAL
(To be given on the letter head of the agency)

(A) Price per copy of Training Manual based on the specification mentioned at Annexure
(complete in all respect).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nomenclature</th>
<th>Qty.</th>
<th>Unit Price (Rs.)</th>
<th>Total Price (Rs.)</th>
<th>GST (Rs. %)</th>
<th>Total Price (including GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Training Manual</td>
<td>200</td>
<td>Books</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rupees in words:

**NOTE:** Since these manuals are required for training programme being organised by NIB therefore the Institute required supply as per the requirement of training batch i.e. 45 copies approximately per each programme.
ANNEXURE -II

(On Non-Judicial Stamp Paper appropriate value)

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) ...........................................................................................................
......................................................................................................................... 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 under-taking 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).
4. 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.