To,

Sub: - Tender Enquiry for Lab. Misc. items – Reg:-

Dear Sir,

I am to send you this e-Tender Enquiry with the request to submit the most competitive offer for supply of Lab Misc. item 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>1 ML Racked Filter Tips, Sterile</td>
<td>90,000 Pieces.</td>
</tr>
</tbody>
</table>
| 2.     | Disposable Lab Coats(White Color) Anti-Static disposable unisex lab coat.  
**Brand** – Safetyware, 3M, Kimberly-Clark, VWR  
**Specification:** White colour, Antistatic, knee height, stripped front, unisex lab coat, Knit Cuffs, unisex lab coat is made of a 3-layer fabric with traditional Collar, to use in testing laboratory. | 1800 Pcs.    |
| 3.     | Mask N-95 with respiratory valve. NIOSH approved /EN149:FFP3  
**Brand** – Kimberly-Clark, Honeywell, 3M, Safetyware, Venus, Shigematsu (Japan)  
**Specification:** N-95 mask with respiratory valve, elastic adjustment, metal nose strip, NIOSH certified, Chemical Splash protection | 2200 Pcs.    |
Please indicate price on following terms:

i) Price: - FOR Destination NIB, NOIDA.

ii) Taxes: - GST as applicable against DSIR.


iv) Payment: - 100% payment within 30 days from the date of satisfactory receipt and acceptance of material at NIB, NOIDA

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

vi) Delivery: - “As and when required basis” within 3 days of confirmation.

vii) Earnest Money Deposit – The Bidder shall furnish a bid security in the form of a Demand Draft drawn in favour of, “National Institute of Biologicals” payable at Noida/New Delhi per details below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Material</th>
<th>EMD Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 ML Racked Filter Tips, Sterile</td>
<td>5,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Disposable Lab Coats(White Color) Anti-Static disposable unisex lab coat. <strong>Brand</strong> – Safetyware, 3M, Kimberly-Clark, VWR <strong>Specification:</strong> White colour, Antistatic, knee height, stripped front, unisex lab coat, Knit Cuffs, unisex lab coat is made of a 3-layer fabric with traditional Collar, to use in testing laboratory.</td>
<td>24,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Mask N-95 with respiratory valve. NIOSH approved /EN149:FFP3 <strong>Brand</strong> – Kimberly-Clark, Honeywell, 3M, Safetyware, Venus, Shigematsu (Japan) <strong>Specification:</strong> N-95 mask with respiratory valve, elastic adjustment, metal nose strip, NIOSH certified, Chemical Splash protection</td>
<td>19,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Disposable Coveralls White, Liquid Splash Proof, Front Zipped, Elastic Seal at Waist Cuffs and Face hooded</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

EMD can be deposited by way of NEFT/RTGS and bidder need to indicate transaction ID
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>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.

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) Sample must be provided for the quoted item along with the tender for evaluation. Otherwise bid will be rejected.

xii) Offer to be given by authorized dealer / distributor shall accompany with valid Authorization Certificate issued by the principal for item at Sr. No. 1 only. If bidder has opted to quote more than one item and for each item their principal is different, then in such cases the bidder must submit authorization certificate for each quoted item from their principals. Please note that your offer will not be entertained without the valid authorization and the same will be summarily rejected.

xiii) In exceptional situation, where the requirement of material under this tender is of an emergent nature and it is necessary to ensure continued supplies from the existing vendors, the purchaser reserves the right to place repeat order up to 50% of the quantity of the goods contained in the running tender/contract up to a period of six month from the earliest date of acceptance of letter of acceptance (LOA) at the same rate or a rate negotiated (downwardly) with the existing vendors considering the reasonability of rates based on prevailing market conditions and the impact of reduction in duties and taxes etc.

xiv) If the L-1 supplier has failed to supply the required goods within the stipulated time or within the extended time, as the case may be, NIB may cancel such purchase orders and on cancellation, NIB may place Purchase Orders with the Matched rates of Lowest Tenderer or to the other tenderers, at the risk and cost of the defaulted supplier. Difference in cost will be recovered from the L-1 Supplier whom order was placed from any other payment done. Also the supplier may be debarred for one year to participate in the further tenders of NIB.

xv) If the existing vendor is not in a capacity to supply the full quantities of items, then purchaser reserve the right to split the quantities as the case may be with the next lowest tenderer after matching the rates with L-1.

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**Terms and conditions for MSME**

The latest Govt. Notification No. S.O.567(E) dated 9\textsuperscript{th} November, 2018 for MSMEs shall 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. The offer should be submitted in two sets, one ‘Technical Bid’ and second ‘Price Bid’.
4. Tenderer may download the Tender Enquiry documents from the website i.e, https://nib.euniwizarde.com as well as www.nib.gov.in.
5. The submission of tender online can only be done through E Tendering portal only i.e https://nib.euniwizarde.com.
6. Tenderer should ensure that their tender complete in all respects are submitted online through e-portal only.
7. 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.
8. Price is to be quoted in the price bid online on e-tender portal in xls format & apply digital signature certificate.
9. 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.
10. Price-Bid of technically qualified bidders will be opened, online.
11. Soft copies of the latest purchase order received from other Govt. institutions for these items may please be submitted 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 modify the quantity specified in this enquiry.
22. In case the items in the enquiry are covered by any rate contract or available on GeM or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. Also uploading the price bid in the Technical Bid will result in the rejection of the tender.
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 thereby 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.
28. As per latest Govt. Notification preference will be given to ‘Make in India’ manufacturers.

Please read tender conditions carefully and submit your offer latest by 03/08/2020.

Yours faithfully

(W.Z. Quazi)
Sr. A.O.(Procurement)

Encl:
1) Annexure – I Price Schedule
2) Annexure - II – Bid Security Form (EMD – BG)
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item Description</th>
<th>Qty. in (Nos.)</th>
<th>Price for each Unit</th>
<th>Ex-Works Price</th>
<th>Packing &amp; forwarding</th>
<th>Inland transp., insurance and other local costs incidental to delivery etc.</th>
<th>Unit price INR</th>
<th>Applicable GST</th>
<th>Total Price in INR</th>
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Notes:

1. Delivery: - “As and when required basis” within 3 days of confirmation.

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/20-21/49

Signature of Bidder ______________

Place: __________________________

Name __________________________

Date: __________________________

Business address __________________

*Taxes if not mentioned may be treated as inclusive
Annexure-II

(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:

i) If the Bidder withdraws its Bid during the period of bid validity specified by the bidder on the bid form; or

ii) 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
UNDERTAKING BY THE BIDDER

We agree to accept all the terms and conditions mentioned in the Tender enquiry unconditionally.
Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: https://nib.euniwizarde.com/

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: https://nib.euniwizarde.com/ with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.

2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.

3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.

4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.

5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.

7. The scanned copies of all original documents should be uploaded on portal.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs.-/ excluding GST@18% (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective “Register” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060