

राष्ट्रीय जैविक संस्थान

स्वास्थ्य, एवं परिवार कल्याण मंत्रालय

NATIONAL INSTITUTE OF BIOLOGICALS

Ministry of Health & Family Welfare, Government of India



**PROCUREMENT DEPARTMENT**

**TENDER ENQUIRY**

A-32, Sector - 62 (Institutional Area)

NOIDA - 201309 (U.P.) - INDIA

Phones : 0120 - 2400022, 2400072

Fax : 0120 - 2403014, 2400074

e-mail : info@nib.gov.in Website : www.nib.gov.in

**NIB/QF/04**

**Due date of submission of offer up to 05.05.2017 (15:00 hrs.)**

**Due date of opening of offers-05.05.2017 (15:30 hrs. Onwards)**

No. Q/NIB/ 11-12/084/92

Date: 13 04 .2017

To,

**AS Per List**

**Sub: - Tender Enquiry for printing and supply of Stationery Items reg:-**

Dear Sir,

I am to refer to the above mentioned subject and send you this Tender Enquiry with the request to submit your most competitive offer for printing and supply of items as per the detail mentioned below, in a sealed cover duly superscribed our Tender Enquiry number and due date of opening.

Sl. No	Item Description	Qty
1.	Stock Register ( Consumables), Number of pages 400 sheets with page number form 001-400, Size;- 14" x 9" (Both Side Printed), Paper GSM: 80 GSM. Text/Format for printing attached as Annexure-A.	50 Nos
2.	Register for Quality Evaluation of Biological Number of pages:200 pages(with page number form 001-200, Size;- 14" x 9" (Both Side Printed) 80GSM. Text/Format for printing attached as Annexure-B.	50 Nos
3.	Letter Head Haemovigilance ,Paper GSM:100GSM, Size; A4 Executive Bond Paper, As per Sample attached as Annexure-C.	6000 Pcs

Please indicate price on following terms:

**I. Price:** - FOR Destination NIB, NOIDA, U.P.

**II. Taxes:-** Sales Tax/CST/VAT without Form C/D

**III. Excise duty/Custom Duty:** NIB will provide necessary certificate as NIB is registered with DSIR for the purpose of availing Custom Duty exemption in terms of Government Notification No. 51/96-Customs dated 23 July 1996 and Central Excise Duty exemption in terms of Government Notification No.10/97-Central Excise dated 1 March 1997 as amended from time to time. To avail the exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty.

**IV. Payment:-**100% payment within 30 days from the date of satisfactory receipt and acceptance of items at NIB, Noida

exemption, NIB shall be providing the above certificate along with the supply order. Subject to above, indicate applicable Duty.

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- V. Delivery:** - Immediately from stock or 2-3 weeks
- VI. 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.
- VII. Earnest Money Deposit:-** The Bidder shall furnish a bid security of ₹ 2000 /- (Rs. Two 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 periods of 45 days after the bid validity period. Demand Draft / BG is to be enclosed along with "Technical Bid" only.
- VIII. Samples:-** Earlier printed material/ Registers etc are available in the Institute. Before quoting your rate, if felt necessary, the printer may see the samples.
- IX. Sample Paper:-** Sample Papers of each item must be enclosed with your offer.
- X. Validity of Rates :-** Validity of rates will be for 120 days from the date of opening of offer.
- XI.** The vendor/printer registered with NSIC must enclose their valid registration certificate and schedule items.
- XII.** The above quantity is tentative and may increase or decrease.

#### **General Conditions.**

1. Tender No. item description and due date of opening should be clearly mentioned on the envelope.
2. Copies of the order received from other Govt. institutions for these items may please be enclosed.

#### **TERMS & CONDATIONS FOR MSME/NSIC**

- a) The bidders in the category of Micro and Small Enterprises (MSEs) who are registered with MSME bodies like National small Scale Industries Corporation etc. are exempted from payment of Bid Security / Earnest Money Deposit. A proof regarding current registration with MSME/NSIC for the tendered items will have to be attached along with bid/quotation/offer.
- b) SSI Units registered with NSIC should participate in tender directly enclosing copy of NSIC certificate and offers from their agents will not be considered.
- c) 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 Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation Or Directorate of Handicrafts and Handloom or Consortia of Micro and Small Enterprises formed by National Small Industries corporation, if the price quoted by the MSEs is within 15% of L-1 price (L-1 price means Landed Lowest price ) quoted by any other bidder, for the tendered items for which they are the L-1.
- d) Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSEs and the MSEs accept the L-1 price.
- e) In case of and MSEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed an order to MSEs firm.

- f) In case of an MSE owned by SC/ST and price quoted is 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.
- g) In case of more than one MSEs participates in the tender and their prices are within 15% of L-1 price and L-1 bidder is an enterprise other than MSEs then 20% of the tendered quantities shall be shared proportionately between participating MSEs on their acceptance of L-1 price.
- h) In case of more than one MSEs participates in tender and their prices are within 15% of L-1 price 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.
- i) In case of more than on 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 exclusively subject to their acceptance.
- j) Please submit your quotation with full details, catalogues & delivery period. The validity of the offer should be for a period of 120 days from the date of opening. A specific confirmation in this regard must be made in the offer.

Yours faithfully

  
(P.K. Mohapatra)

Section Officer (Admn)

Encl:

- 1) Annexure- A (Text/Format of printing of Stock Register (Consumables)
- 2) Annexure-B (Text/Format of printing of Quality evaluation register)
- 3) Annexure-C (Sample of Letter Head Haemovigilance)



No. Q/NIB/11-12/084

Date .03.2017

**PROFORMA OF FALL CLAUSE CERTIFICATE**

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 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 al so effected by them) will forth-with 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 s ale price coming force, shall stand reduced correspondingly and will be reimbursed to the Institute.

(Signature & Date of Tenderers with Rubber Stamp.)



# NATIONAL INSTITUTE OF BIOLOGICALS

A-32, Sector-62 (Institutional Area), NOIDA-201307, INDIA

## STOCK REGISTER (Consumables)

Name of Item:

Sr. No.	Date of Receipt	GIV No. & Date	Product No. Batch No. Expiry Date	Quantity received/ Pack size	Qty. Consumed with date	Balance Qty.	Physical Status of receipt (Satisfactory/ Unsatisfactory)	Received by
1.0 cm	↔ 2.5 cm	2.5 cm	2.5 cm	3.0 cm	2.5 cm	1.5 cm	3.0 cm	2.5 cm

**Note:**

1. Height of each column will be 2.0 cm.
2. Total pages should be 400.
3. Initial Index pages A to Z should be added.



**NATIONAL INSTITUTE OF BIOLOGICALS**  
**A-32, Sector-62 (Institutional Area), NOIDA-201307, INDIA**  
**QUALITY EVALUATION OF BIOLOGICALS**

Sr. No.	Date of Receipt	SRRDU Code No.	Details of forwarding Authority and Manufacturer/ Supplier with address	Name of biologicals	Lot/ Batch No.	Date of expiry	Quantity received in Lab	Name of Analyst with date of allotment	Date of dispatch of report	Remarks
↕ 2.5 cm	3.0 cm	3.0 cm	5.5 cm	4.5 cm	3.0 cm	3.0 cm	3.0 cm	3.5 cm	3.0 cm	4.0 cm
↕ 5 cm										

Note: Height of each column will be 5 cm  
 Total No. of Pages should be 200

भारतीय रक्तसतर्कता कार्यक्रम

HAEM VIGILANCE PROGRAMME OF INDIA

राष्ट्रीय समन्वय केन्द्र

National Coordinating Centre

राष्ट्रीय जैविक संस्थान

National Institute of Biologicals

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

Ministry of Health & Family Welfare, Govt. of India



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SAMPLE