



**Speed post**  
**TENDER ENQUIRY**

No.Q/NIB/15-16/75

Date: 22.12.2017

Due Date of submission:03.01.2018; Time: 15.00 Hours  
Due Date of Opening: 03.01.2018; Time 15.30 Hours onwards

To:

All	
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Sub: Invitation of Quotation for Printing of News Letter Haemovigilance / NIB, Pamphlets, Certificate and Programme Schedule etc. Reg

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.

Sl. No.	Item	Qty.
1.	<b>News Letter:-</b> Designing, Printing and Supply of News Letter of Haemovigilance/NIB <b>Specifications:</b> Paper: 170 GSM Imported Art Paper ,Size: A4(8 ¼" x 11 ¾"), Printing: 4+4 offset printing, Page: 16 Approx., Binding: Centre Stitching, Matt Laminated Spot UV and graining on Cover Laminated, UV effect on Cover	3000 copies in Hindi
2.	Envelopes for A-4 papers duly printed size 9"X12" (229 X 324mm) 100GSM matt finish paper laminated inside for water proof, yellow colour printed with NIB logo and address, as per your sample.	3000 copies In Hindi

**Please indicate price under following terms and conditions:**

- I. Price: - FOR NIB/ Free Delivery at A-32, Sector-62, Noida-201307.
- II. Taxes:-GST should clearly be mentioned in price bid.
- III. Earliest Money Deposit:- The Vendor has to submit EMD ( Returnable) of Rs. 7000/- in shape of Demand Draft drawn in favor of National Institute of Biologicals Payable at Noida/ Delhi
- IV. Quantity: Numbers of copies of each item may be Increased/Decreased as per the actual requirement at the time of printing.
- V. Excise Duty: - Applicable Excise Duty.
- VI. Payment:-100% payment within 30 days from the date of receipt of items in good condition. Through RTGS/ NEFT.
- VII. Delivery: Within 10 Days.

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- VIII. Draft Copy The proof shall have to be submitted by the vendor on next day from the date of handing over the printing matter.
- IX. 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 1% (one 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.
- X. The vendors have to submit their profile to assess that the similar works have been executed by them.
- XI. The Offer must be submitted along with two own designed & printed similar nature of work preferable of each item with Programme Schedule and Certificate.
- XII. Any bid not accomplished by EMD (Returnable) will be considered non-responsive and will summarily be rejected.
- XIII. 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.
- XIV. Performance Security:- 10% of total value of contract will be obtained from successful bidder. Performance Security may be furnished in the form of an account payee demand draft, fixed deposit receipt from a commercial bank, Bank Guarantee (Annexure-V) from a Nationalised Bank/Schedule bank. Performance Security should remain valid for a period of 60 (sixty) days beyond the date of completion of all conformational obligations of the supplier including warranty obligations as decided by NIB. Bid security (EMD) will be refunded to the successful bidder on receipt of performance Security.

### Specific terms

1. The printer should have worked for Govt. Departments for at least two years especially for printing of Annual Report / Technical brochures / Magazines / Newsletter.
2. The printer must ensure that the document with regard to S.No.(2) (Annual Report / Technical brochures / Magazines / Newsletter) has been attached with the offer in original. Photocopy will not be accepted and the offer stands rejected forthwith.
3. Designing: NIB will provide the matter / text. However, printer has to submit design concept with color combination.
4. Separate material would be given for Haemovigilance & NIB Newsletter respectively.
5. Details Specifications of Newsletter should be clearly be mentioned in your quotation. Otherwise, your offer will not be accepted and will be rejected forthwith.
6. The vendor has to quote for extra copies of Newsletter and envelope for minimum 200 copies.

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**General Conditions.**

1. The offer should be submitted in two sets, one 'Technical Bid' and second 'Price Bid'.
  - a. First set should have in a separate sealed cover containing a copy of this Tender Document duly signed and stamped, Technical details like Literature, Catalogue, and Specification etc.
  - b. Second set should have in a separate sealed cover containing Price schedule, mentioning the discount and GST etc. Fall Clause certificate, price list and copy of earlier supply order may be retained in price bid.
  - c. The 'Technical-Bid & Price Bid' should be in a single sealed cover clearly indicating the name of documents, Tender No. & Due Date of opening on the sealed cover.
  - d. Technical bids will be opened on due date of opening of bids and the technically suitable bidders will be called for opening of price bids.
2. The quotation should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
3. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
4. The resultant contract will be interpreted under Indian laws.
5. A bidder shall be debarred for minimum 1 year to maximum 3 years to participate in procurement process if he has been convicted of an offence under the prevention of Corruption Act, 1988; or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
6. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
7. 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.
8. 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 included.
9. The bidder and its authorized distributor either for supply of good or to quote against Tender Enquiry should not be blacklisted by any Government Organization/ Central and State autonomous/ statutory bodies etc. If it is found that the bidder or its authorized distributor is blacklisted, its bid will be summarily rejected at any stage of Tender process.
10. Quotation will be opened on due at 3.30 pm at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
11. Validity of the offer should have for a period of 90 days from the date of bid opening.

Please submit your offer latest by 03/01/2018

Yours faithfully



(W.Z. Quazi)  
Procurement Officer