



SPEED POST
Procurement Department
TENDER ENQUIRY

Ref: Q/NIB/15-16/100

Date: 14.06.2016

Due date of submission: 5.07.2016, Due Time: Up to 15:00 Hours
Due date of opening: 5.07.2016, Due Time: 15:30 hrs onwards.

Sub: - Tender Enquiry for Plasticware items - Reg:-

Dear 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.

S. No.	Description of Material	Quantity
1.	Sterile, Non Pyrogenic, Disposable, Plastic Pipettes 10ml	5000 Nos.
2.	Sterile, Non Pyrogenic, Disposable, Plastic Pipettes 5ml	2000 Nos.
3.	Sterile, Non Pyrogenic, Disposable, Plastic Pipettes 25ml	2000 Nos.
4.	Tissue culture flask 25cm ² without filter cap	500 Nos.
5.	Tissue culture flask 80cm ²	2000 Nos.
6.	Tissue culture flask 85cm ²	1000 Nos.

Please indicate price on following terms:

- i) Price:- FOR Destination NIB, NOIDA
- ii) Taxes:- Sales Tax/CST with and without Form C/D
- iii) Excise 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 material at NIB, NOIDA
- v) Delivery: - 4 weeks
- vi) Earnest Money Deposit – The Bidder shall furnish a bid security of **Rs.8500/-** (Eight Thousand Five Hundred 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 – III 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.
- vii) Any bid not accomplished by EMD will be rejected by the Purchaser as non-

- viii) 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.
- ix) 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.
- x) 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 1% (one 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.

Notes:

11. 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.
12. 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.
13. Tender No., Item description and Due Date of opening should be clearly mentioned on the envelope.
14. 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 on the sealed cover.
15. Offer to be given by authorized dealer / distributor and the authorization certificate given by the principal should accompany with the offer. **Please note that your offer will not be valid without the authorization & the same will be rejected forthwith and no further correspondence will be entertained in this regard.**
16. Copy of Sales Tax clearance certificate duly attested by a Gazette officer.
17. Customer reference list for the similar / materials for last two years.
18. Current valid certificate of registration including its annexure in case registered with SSI / NSIC etc.
19. Validity of the offer should be kept open for a period of not less than **three months**.

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

Yours faithfully



(PCP Mahapatra)

Administrative Officer & I/ C Procurement

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

**ANNEXURE – II
PRICE SCHEDULE**

1 S.No	2 Item Description	3 Quantity & Unit	4 Price of each Unit				5 Unit Price INR	6 Total Price (FOR NIB, NOIDA) INR
			Ex – Works Price	Excise duty, if any. Indicate % age applicable as per DSIR Exemption	Packing & forwarding	Inland transportation and insurance and other local costs incidental to delivery		
			(a)	(b)	(c)	(d)	(e)	(a+b+c+d+e) 3 x 5
1.	Sterile, Non Pyrogenic, Disposable, Plastic Pipettes 10ml	5000 Nos.						
2.	Sterile, Non Pyrogenic, Disposable, Plastic Pipettes 5ml	2000 Nos.						
3.	Sterile, Non Pyrogenic, Disposable, Plastic Pipettes 25ml	2000 Nos.						
4.	Tissue culture	500						

	flask 25cm ² without filter cap	Nos.							
5.	Tissue culture flask 80cm ²	2000 Nos.							
6.	Tissue culture flask 85cm ²	1000 Nos.							

Notes:

1. In case of discrepancy between unit price and total price, the unit price shall prevail.
2. Destination of material : National Institute of Biologicals, Noida (UP)
3. Bidders to quote Ex – works Price in Ruppes and other Charges (if any) towards Packing & Forwarding, Excise Duty, ST/CST/VAT (without Form C/D, 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. 23.07.1996 and 10/97 – Central Excise dated: 01.03. 1997
4. Indicate Installation & Commissioning schedule _____ (days/weeks), Cost _____, if any and inclusive / exclusive in above price.
5. Indicate Training (at NIB site/supplier site) schedule _____ (days/weeks), Cost _____, if any and inclusive / exclusive in above price
6. "Technical Bid" (Un – price bid) to contain this price schedule keeping price as 'Bank'. However, bidder to **fill up all other columns** and indicate in percentage the charges, if any, for Packing & Forwarding, ED, ST/CST/VAT, Freight etc.
7. Taxes if not mentioned, may be treated as inclusive

Total bid price in fig _____ In words _____

Tender No: Q/NIB/15-16/100

Place: _____

Date: _____

Signature of Bidder _____

Name _____

Business Address _____

ANNEXURE-III

(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:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the bidder on the bid form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity:
 - (a) fails or refuses to execute the contract form if required; or
 - (a) fails or refuses 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 reach the Bank not later than the above date.

.....
(Signature of the Bank)

Name of Bidder