



**PROCUREMENT DEPARTMENT**

**TENDER ENQUIRY**

**Due date of submission of offer up to 30.03 .2017 (15:00 hrs.)**

**Due date of opening of offers- 30.03 .2017 (15:30 hrs. Onwards)**

Q/NIB/16-17/124

Date: 8/3/2017

To,

**As per list**

**Sub: - Tender Enquiry for Stationery item req:-**

Sir,

I am directed to send you this Tender Enquiry with the request to submit your most Competitive

offer for supply of items as per the details mentioned below:-

S.No	Item Description	Qty
1	Photocopy Paper 75GSm (A-4 Size) Brand CENTURY /JK/BILT/MODI ( Sample Required)	2000 Reams
2	Box File CardBoard Index File (ALF-M03) (Sample Required)	500 nos

Please indicate price on following terms:

- Price:** - FOR Destination NIB, NOIDA, U.P.
- Taxes:-** Sales Tax/CST/VAT without Form C/D
- 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.
- Payment:-**100% payment within 30 days from the date of satisfactory receipt and acceptance of items at NIB, Noida
- Delivery:** - Ex-stock or 2 to 3 weeks
- Earnest Money Deposit :-** The Bidder shall furnish a bid security of Rs. 6000/- (Six 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 "Un- priced" bid only.

- vii. Any bid not accomplished by EMD will be rejected by the Purchaser as non-responsive
- viii. Unsuccessful bidder's bid security will be discharged/returned as promptly as possible but not later than 30days 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 or 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) of goods, the Purchaser shall be entitled to a discount or reduction 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.
- xi. **Sample:** Before placement of order, the vendor may be required to supply 10-20 reams of paper on chargeable basis as sample to use to use in this Institute to examine the quality of paper.
- xii. **Validity of Rates:-** The validity of rate will be for one year from the date of opening of offer.

### General Terms

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.
3. Copy of sales Tax clearance certified duly attested.
4. Customer reference list of the similar/material for last two year.

### TERMS & CONDATIONS FOR MSME/NSIC

1. 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.
2. SSI Units registered with NSIC should participate in tender directly enclosing copy of NSIC certificate and offers from their agents will not be considered.
3. 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 MSE<sub>s</sub> 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.
4. Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSE<sub>s</sub> and the MSE<sub>s</sub> accept the L-1 price.
  5. In case of and MSE<sub>s</sub> is the L-1 bidder for an item, the 100% tendered quantities shall be placed an order to MSE<sub>s</sub> firm.
  6. In case of an MSE owned by SC/ST and price quoted is within 15% of the L-1 price quoted by the L-bidder then 20% quantity shall be ordered on them at L-1 rate, subject to their acceptance.
  7. In case of more than one MSE<sub>s</sub> participates in the tender and their prices are within 15% of L-1 price and L-1 bidder is an enterprise other than MSE<sub>s</sub> then 20% of the tendered quantities shall be shared proportionately between participating MSE<sub>s</sub> on their acceptance of L-1 price.
  8. In case of more than one MSE<sub>s</sub> participates in tender and their prices are within 15% of L-1 price bidder price who is not a MSE<sub>s</sub> and one of the MSE<sub>s</sub> is owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantities shall be procured from MSE<sub>s</sub> 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 MSE<sub>s</sub> subject to their acceptance of L-1.
  9. In case of more than on MSE<sub>s</sub> 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.

Please submit your quotation with full details, catalogues & delivery period. The validity of the offer should be for a period of 90 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(Admin)



No. Q/NIB/16-17/ "

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.)