



PROCUREMENT DEPARTMENT
TENDER ENQUIRY

NIB/QF/04

Due date of submission of offer up to 08 .06 .2017 (15:00 hrs.)
Due date of opening of offers- 08 .06 .2017 (15:30 hrs. Onwards)

No. Q/NIB/17-18/25

Date: 19 05 .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 (Number of pages 400 sheets with page number form 001-400, Size;- 14" x 9" (Both Side Printed), Paper GSM: 80 GSM. Green Ledger Paper Text/Format for printing attached as Annexure-A.	20 Nos
2.	Stock Register Number of pages 001 To 150 pages(with page number form 001-150, Size;- 14" x 9" (Both Side Printed) 80GSM. Green Ledger Paper Text/Format for printing attached as Annexure-B.	10 Nos
3.	Printing & supply of File Cover (Records Files with NIB address and Logo Specification:- Compressed card boards file covers, Size: Length 350mm X Breadth 255 mm, thickness 1mm. Two colour printing on front with NIB log and matter as per sample enclosed. Red binding cloth lining 1"X12"inside file cover over left side folding point. Fabrication Die cutting and fabrication with 2 eyelids. (As per format Enclosed herewith)	10000 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
- V. Delivery:** - Within or 2-3 weeks Offered by vender _____
- 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. Demand Draft or Through RTGS.
- 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/File cover 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 & CONDOTIONS 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-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)
- 2) Annexure-B (Text/Format of printing of Stock Register)
- 3) Annexure-C (Text/Format of printing of File Cover)

NOTE:

EMD can also be deposited by way of NEFT/RTGS and bidder need to indicate transaction ID details with Date & Time etc. Bank details of NIB are as below:

For Payment of EMD through Bank transfer:

NAME OF BANK	BANK OF BARODA, SEC-29, NOIDA (U.P)
NAME OF ACCOUNT	NATIONAL INSTITUTE OF BIOLOGICALS
S.B. ACCOUNT	26290100001774
IFSC CODE	BARB0NOIDAX (5 th digit is zero)

