



NATIONAL INSTITUTE OF IMMUNOLOGY

Aruna Asaf Ali Marg, New Delhi- 110 067

Telephones (EPABX): 26717121-4542, & 26717010-19; Fax: 91-011-26742626, 26742125

NOTICE INVITING TENDER

Tender Enquiry Ref No.: NII/S&P/plastic ware (Lab)/Bulk/2019-20

Date: 30/8/2019

Sealed tenders are invited on behalf of the Director, NII - NEW DELHI, India in two stage bid system (Technical Bid & Price Bid) from reputed manufacturers or their authorized distributors/dealers having currently valid authorization from the principal company for bulk supply of Laboratory Plastic ware as under. Firms/manufacturers outside and within India are eligible to participate in this tender. Agents in India authorized by firms/manufacturers outside India may also participate in the tender.

NAME OF ITEMS	Earnest Money Deposit (EMD) (Rs.)	Cost of Tender Document (Rs)
LABORATORY PLASTIC WARE (BULK REQUIREMENT)	3,50,000/-	1000/-
Copy of Tender documents can be downloaded from websites www.eprocure.gov.in OR www.nii.res.in		
EMD & Cost of Tender documents shall be Payable by DD or Pay Order in Favour of Director, National Institute of Immunology, payable at New Delhi-110067.		
<i>Please write the name of Firm/Agency and subject of tender items with complete address on the backside of the Demand Draft/Pay order.</i>		

NOTE: Tender Inviting Authority shall ask for specimen Samples from vendors prior to opening their price bids for testing purpose.

- Tender publishing date : 2/9/2019
- Last date & Time for Submission of tender : on or before 4/10/2019 by 14:30 hrs.
- Date/Time for opening of Technical bids : 4/10/2019 at 15:00 hrs.
- Date/Time for opening of Price bids : shall be intimated later

Bids submitted without EMD and Cost of Tender Document shall be outrightly rejected.

Please note that the downloaded tender document is subject to verification with original document uploaded in the Website.

The bids will be opened in the presence of representatives of bidders, if any. **If the date of opening happens to be a holiday, the bids shall be opened on the next working day at the same time. Requests for postponement will not be entertained.** Fax/email or Late/Delayed bids shall not be considered.

In case of participation in tender by the authorized distributor/dealer on behalf of principal company, the authorized distributor/dealer must submit the valid authorisation letter from their principal company for applying to this tender. Please note that required items of plastic ware may or may not be ordered from one source (make/brand). Supply of material in damaged boxes will not be acceptable.

Director, NII reserves the right to accept any or reject all tenders either in part or in full without assigning any reasons thereof.

SENIOR MANAGER

NATIONAL INSTITUTE OF IMMUNOLOGY

Aruna Asaf Ali Marg, New Delhi-110 067

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INTRODUCTION

National Institute of Immunology, New Delhi, India is an established R&D Institute and funded by the Department of Biotechnology, Government of India to bring a transformation in scientific research. NII is using chemicals and other R&D related lab Plastic wares etc. of high quality in order to ensure reproducibility of the research results and to attain scientific rigor on case to case basis. Therefore, the bids are solicited for supply of Plastic wares from original manufacturers or their authorized distributors/dealers having marketing network in India.

Original manufacturers and/or their authorized distributors/dealers requested to offer rates in the Price Bid Schedule and also submit the price list of principal company mentioning the Price Bid Schedule serial number in the price list or vice versa for quick reference. A computer CD/USB containing price list data must also be provided in the Price Bid besides the hard copy. Failing to furnish both hard and soft copy prices shall render the tender liable for rejection. Similarly, product catalogue containing technical details must also be submitted both in hard and soft copy.

GENERAL TERMS & CONDITIONS OF CONTRACT

1. DEFINITIONS AND ABBREVIATIONS

The abbreviations, which have been used in these documents, shall have the meanings and definitions as indicated below against each:

a. Definitions:

1. **“Purchaser”** means the organization purchasing goods and services as incorporated in the Tender Enquiry document.
2. **“Tender”** means Bids/Quotation/Tender received from a Firm/Tenderer /Bidder.
3. **“Tenderer”** means Bidder/the Individual or Firm submitting Bids/Quotation/Tender.
4. **“Supplier”** means the individual or the firm supplying the goods and services as incorporated in the contract.
5. **“Earnest Money Deposit”** (EMD) means Bid Security/monetary or financial guarantee to be furnished by a tenderer along with its tender.
6. **“Contract”** means the written agreement entered into between the purchaser and/or consignee and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
7. **“Performance Security”** means monetary or financial guarantee to be furnished by the successful tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit.

b. Abbreviations:

- (i) **“TIA”** means Tender Inviting Authority
- (ii) **“NIT”** means Notice Inviting Tenders.
- (iii) **“GCC”** means General Conditions of Contract
- (iv) **“DGS&D”** means Directorate General of Supplies and Disposals
- (v) **“NSIC”** means National Small Industries Corporation
- (vi) **“LC”** means Letter of Credit
- (vii) **“DP”** means Delivery Period
- (viii) **“BG”** means Bank Guarantee
- (ix) **“CD”** means Custom Duty
- (x) **“BL”** means Bill of Lading
- (xi) **“FOB”** means Free on Board
- (xii) **“FCA”** means Free Carrier
- (xiii) **“FOR”** means Free On Rail up to destination of consignee
- (xiv) **“CIF”** means Cost, Insurance and Freight
- (xv) **“CIP”** means Carriage and Insurance Paid up to named place of destination (Consignee site)

(xvi) "INCOTERMS" means International Commercial Terms as on the date of Tender Opening

2. ELIGIBLE TENDERERS

- 2.1 Manufacturers and agents should have credibility globally and locally respectively. Global manufacturers must have a satisfactory history of supplying life science research purpose plastic ware to a large number of frontline institutions in India during the last three years. Evidence in this regard should be provided. Manufacturers/Agents must have supplied life science research purpose plastic wares to the minimum five frontline institutions in India during last seven years and each order value should not be less than Rs.15 Lakh [**Annexure A**]. **Evidence in this regard should be provided with Technical Bid.**
- 2.2 Local agents should have previous history of sustained supply to internationally reputed biological laboratories and institutes in the National Capital Regional during the last seven years. Evidence for these should be provided.
- 2.3 Bidders should have minimum average turnover of Rs.3 crores during the last three years for only Plastic ware. Year-wise turnover for FY 2016-17, 2017-18 and 2018-19 should be duly certified by Chartered Accountant. Failing to provide turnover without certification of Chartered Accountant shall result into rejection of tender.
- 2.4 Firm must be manufacturing the same items for at least last 5 years; a documentary proof for the same must be enclosed.
- 2.5 The manufacturers shall essentially conform to ISO/IEC:17025, ISO:15489 and ISO:13485. Conforming of manufacturers to ISO:9001 and ISO:19011 shall have an added advantage. Proof evidencing conforming to these standards must be furnished with the technical bid.
3. Bidders meeting the eligibility criteria shall be required to provide free of cost samples for testing and product evaluation as decided by the tender inviting authority. Based on product evaluation, the price bid of eligible bidders found to be successful in technical product evaluation shall be opened for taking further decision by the purchaser. The decision of the competent authority shall be final and no further correspondence shall be entertained in this regard.
4. Tenderers may note that over writing/white fluid entries shall be deleted, unless it is duly re-written and initialled. All pages of the bid, except for un-amended printed literature, shall be initialled by the person/s signing the bid. The authorized signatory of the tenderer must sign the tender with stamp at appropriate places and initial all pages of the tender.
5. Tenderer must fill up the '**Check List Form**' provided with this tender.
- **In case of Tenderer/Bidder is a distributor/dealer of reputed Principal/Manufacturer, a copy of the authorization certificate from the Principal/Manufacturer (valid at least up to next year) must be enclosed with the Technical Bid as per Annexure-B.** However, the original shall have to be produced in such a case when demanded. If the authorized dealer/distributor/Agent has quoted item/s of different Principals, then in such cases the bidder must submit authorization certificate from their Principals along with list of items. Without the valid authorization, the bid will not be entertained and summarily rejected.
6. Tenderers shall submit duly filled-in **Proforma-A** with all the details as may be applicable.
7. If tenderer is an authorised distributor/dealer of original manufacture, the status of company/firm should be mentioned whether "Pvt. Ltd. Co." / "Proprietorship Firm" or as he case may be.
8. **Tenderer must give an affidavit as per Annexure- 'C' duly notarized on a non-judicial stamp paper of Rs.50/- that:**
 - Tenderer/Bidder has not been blacklisted during last three years by any of the Govt. Department/Govt. Autonomous Body/Institute/ PSU, etc.
 - Tenderer/Bidder has no dispute with any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs, etc.

- Tenderer/Bidder has not submitted any fake certificates/documents and later on if any such 'certificates/documents' found to be fake/wrong, any criminal and legal action can be taken against their Firm/Agency besides forfeiture of Earnest Money & blacklisting etc.
 - There are no complaints against my / our Firm/Agency such as poor quality, delayed supply, non-submission of performance guarantee (BG) and refusal of supply and for which no punishments of any type have been given by any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs, etc.
 - The Tenderer/ Bidder will not withdraw his/their Tender after opening of technical bid and if done so; his/their EMD may be forfeited.
 - My/our firm M/s _____ shall/will accept Split Orders irrespective of quantity and if refused by me, our EMD may be forfeited.
 - My/our firm M/s _____ will supply the items, which have been produced/manufactured recently or will not be older than one year.
 - My/our firm M/s _____ will not sublet the work order, if it is awarded to them by NII. If so, tender may be rejected and EMD may also be forfeited.
9. The firms registered with National Small Industries Corporation (NSIC)/MSME (under MSE category) for these items are exempted from depositing EMD (bid security). However, they have to enclose valid registration certificate (s) with their tender (technical bid envelope) in a sealed envelope superscripted "BID SECURITY DEPOSIT-PLASTIC WARE ITEMS 2019-20".
10. Institute shall seek Samples of Items (at free of cost) from the technically eligible bidders/Tenderer and in case the sample (s) are not provided or not found suitable for use by the 'Technical Evaluation Committee', Institute has right to reject Bid without opening price bid of such firms.
11. Both the Envelops "Envelop No.1" super scribed 'Technical Bid' along with 'EMD' & 'Tender Document Fee' and "Envelop No.2", super scribed "Price Bid" should be put in a single bigger envelop, super scribed "Tender for bulk supply of Laboratory Plastic ware" and submitted at the following address not later than **14:30 hours on or before 4/10/2019.**
12. **Tenderer must submit copies of IT Returns for the last three financial year i.e. Assessment year 2016-17, 2017-18 and 2018-19.**
13. **Copy of PAN Card in the name of Company/Firm.**
- 14 **Tenderer must submit the GST registration copy for their Firm.**
15. The Tenderer/Bidder, failing to fulfil any of the above requirements and/or give evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
16. Late/delayed offers, Telegraphic offers and incomplete offers are liable to be rejected.

17. **DOCUMENTS COMPRISING THE BID**

The bid is required to be submitted in **two parts**. One part is the **Techno-Commercial Un-priced Bid** and second part is the **Financial/Price Bid**. **Tenderers must ensure that all pages of bid shall be numbered and in well bound form.**

- 17.1. **Techno-Commercial Un-priced Bid** prepared by the Tenderer shall include the following without indicating the price in the Price Bid Schedule:
- 17.1.1. All relevant information asked in the specifications proposed to be supplied;
 - 17.1.2 Compliance statement in respect of Technical Specifications in **Annexure-F**;
 - 17.1.3 Catalogue, Technical literature should be enclosed along with Technical Bid;
 - 17.1.4 EMD and Tender document fee to be placed in the technical bid;
 - 17.1.5 Manufacturer's Authorization Form;
 - 17.1.6 Documentary evidence establishing that the bidder is eligible to bid as required under item 2 above) and is qualified to perform the contract if its bid is accepted as per qualification requirements/criteria.
 - 17.1.7 Affidavid on E-stamp paper (duly notarised) as required under clause 8 above.
 - 17.1.8 Brochures, original technical catalogues with detailed specification and picture of the offered product are to be enclosed.

- 17.1.9 All documents required under this tender are to be enclosed with the Technical Bid **except** the **Price Bid**.
- 17.2 Price/Financial Bid** – The bidder shall quote Rate/Price for items of Price Bid Schedule either in PRICE BID (1) or PRICE BID (2) as may be applicable to bidder:
- 17.2.1 Quote the price of items with catalogue number and copy of catalogue with all the technical details must be provided with the tender.
- 17.2.2 The Tenderer shall quote the unit price and total bid price of the goods to offer for supply under the order and submit in the price bid.
- 17.2.3 Prices indicated shall be entered separately in the following manner :
- 17.2.4 The price of the goods quoted in **Price Bid (1)** must be on FOR Destination to NII door delivery basis. Rate of GST must be mentioned and total price of item to be quoted after adding GST;
- 17.2.5 Alternatively in **Price Bid (2)**, the rates to be quoted only with CIF/CIP value i.e. up to ICD, Tughlakabad, New Delhi inclusive of packing, forwarding, documentation, freight and insurance charges etc. Offers, without the mention of packing, forwarding, freight and insurance charges, shall be treated incomplete and summarily rejected.
- 17.2.6 In case, successful bidder is unable to execute the entire supply order at a time, the same may be completed maximum in three stages subject to prior written permission of purchaser.
- 17.2.7 **The Tenderer should quote unconditional rates and discount** and indicate the item-wise prices along with clear discount offer. Packing forwarding, transit insurance & freight paid including duties/taxes to make the bid based on **CIF/CIP value i.e. up to ICD, Tughlakabad, New Delhi**.
- 17.2.8 Financial bids of only those Bidders will be opened, whose specifications & samples are found suitable for use by the ‘Technical Evaluation Committee’.
- 17.2.9 Tenderer/Bidder may quote the rates for any or all of the items mentioned in the price bid schedule at (**Annexure – D**) either under PRICE BID [1] or PRICE BID [2] as may be applicable. However, the bidder quoting for any or all items must quote for ‘full quantity’ of that item. Bid submitted for part quantity of any item shall be considered as non-responsive and liable to be rejected.
- 17.2.10 Arithmetical errors shall be rectified on the following basis :**
- **If there is a discrepancy between the unit price and total price, the unit price shall prevail and the total price shall be corrected by the Institute.**
 - **If there is a discrepancy between words and figures, the lower of both shall be considered as valid/final. If the Supplier does not accept the correction of the errors, his bid shall be rejected.**
- 17.2.11 The evaluation of price bids and ordering will be applicable as under :**
The Tenderer/Bidder should quote for full quantity of individual item for all or maximum no. of items. L-1 bidder will be decided based on:
- (i) **The overall lowest quoted value of ‘all the items’ or lowest quoted value of ‘Individual item’, as may be economical to the Institute.**
 - (ii) **Further, Split orders may also be awarded, wherever such split orders are found beneficial to the Institute.**
- 17.2.12 The comparison of price bids will be done on equitable basis for both **Price Bid (1)** and **Price Bid (2)** quoted on FOR Destination and CIP/CIF i.e. up to ICD, Tughlakabad, New Delhi basis. Therefore, the prices should be quoted with packing, forwarding, freight, Insurance and other charges as applicable. in. The freight percentage rates should be valid both for the orders placed either under (i) or (ii) as per clause 17.2.11 above. Where in the bid these charges are not found to be separately mentioned, the price quoted shall be taken as inclusive of all these elements of cost.
- 17.2.13 The quantities mentioned in the price bid schedule are indicative for evaluation purpose only. The institute reserves the right to split the orders or change the quantity of any or all items before issue of order.

17.2.14 Tenderer/Bidder will supply the items, which have been produced/manufactured recently or will not be older than six months in any case.

17.2.15 Tenderer/Bidder will not sublet the work order, if it is awarded to them.

18 LANGUAGE OF TENDER

18.1 The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and the purchaser, shall be written in the English language and may also be written in the Hindi language, provided that the same are accompanied by English translation, in which case, for purpose of interpretation of the tender etc, the English translations shall prevail.

19 ELIGIBLE GOODS

19.1 All Plastic ware to be supplied under the tender may have their origin in any country with which India is in trade relations. The term “origin” used in this clause means the place where the goods are mined, cultivated, grown, manufactured, produced, or processed or from where the related services are arranged and supplied.

19.2 Materials to be supplied must be produced / manufactured recently or should be not older than six months. In this regard proof has to be submitted by the Supplier along with supply order otherwise material will be rejected at the risk and cost of the supplier.

19.3 Materials supplied by the Bidder/Agency, if found to be Sub-standard quality, the same will be rejected at the risk and cost of the supplier.

19.4 Plastic wares shall be of Genuine and Impeccable quality. If at any stage it is found that the item/s supplied is/are of sub-standard quality/inferior quality, the purchaser shall forthwith reject all supplies and may take appropriate action including blacklisting the supplier.

20 TENDERING EXPENSES

20.1 The tenderers shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

21 AMENDMENTS TO THE DOCUMENTS

21.1 At any time prior to the deadline for submission of tenders, the purchaser may, for any reason as deemed fit by it, modify the tender documents by issuing suitable amendment(s) to it.

21.2 Such an amendment will be uploaded in NII website as corrigendum and also notified by e-mail, to all known Tenderers, and will be binding on them. NII shall not be responsible for any oversight/non attention to corrigendum.

21.3 In order to provide reasonable time to the Tenderers to take necessary action in preparing their tenders as per the amendment, the purchaser may, at its discretion extend the deadline for the submission of tenders.

22 TENDER PRICES

22.1 The prices shall be quoted in Price Bid schedule FOR (at NII destination) or CIF/CIP basis in INR or easily convertible foreign currency respectively:

22.2 The price shall include for inland transportation, insurance and other local costs incidental to delivery of the goods up to NII destination or the port of dispatch should be (CIF/CIP) value i.e. up to ICD, Tughlakabad, New Delhi.

22.3 In case of quote in Foreign Currency on the basis of CIF/CIP value i.e. upto ICD, Tughlakabad, New Delhi, the Insurance & Freight Charges should not exceed 5% of FOB Value. The bidder must therefore mention the ‘Freight’ & ‘Insurance’ charges separately in percentage terms also. ‘No FOB price quote’ alone will be considered. Insurance of Material (Plastic ware) is required up to NII, New Delhi -110067.

- 22.4 Discounts offered shall be indicated clearly in terms of percentage on the manufacturer's price lists/Price Bid schedule. Special discount/prices, if any, for the Research Institutions funded by the Govt. of India should also be offered.
- 22.5 Prices quoted by the tenderer shall remain firm during the entire period and shall not be subject to upward variation on any account. A bid submitted with an adjustable price quotation will be treated as non - responsive and rejected. **However, downward revision in the prices during the period may be considered. Tenderers are also required to submit soft copy (excel sheet) of price bid. Discount, rate of taxes and other levies, if any, are to be specified clearly in the bid.**

23 FALL CLAUSE

If lower rates and/or better terms than those agreed with the NII are offered by the supplier to any other procuring entity during the currency of the contract, such lower rates and/or better terms and conditions shall become ipso-facto applicable to the contract with the NII entered into by the supplier and the prices and the terms and conditions of supply shall automatically stand accordingly changed with effect from the date of offer of lower rates and/or better terms by the supplier irrespective of the supplies made to NII against the offer. An **AFFIDAVIT** to this effect in the format at **Annexure – E** shall have to be provided by the tenderers.

If however such lower rates and/or better terms are offered by the supplier to any other procuring entity without informing the NII within 30 days from the date of offer to such procuring entity, such lower rates with preferential reduction of Five Percent (5%) of the contracted rate together with better terms offered shall become ipso-facto applicable to all orders placed with the supplier by the NII. In such case the supplier may also invite the penalty of having his name removed from Rate Contract by the NII.

24 CUSTOM DUTY/GST

- 24.1 NII will provide necessary certificate as NII is registered with DSIR for the purpose of availing Custom Duty/GST exemption in terms of Government notification No.51/96-Customs dated 27.7.1996. Notification No.28/2003-Customs dt. 1.3.2003. Notification No.43/2017-Customs dt. 30.6.2017 & Notification No. 47/2017-Integrated Tax (Rate) dt. 14.11.2017, Notification No. 10/2018- Integrated Tax (Rate) dt. 25.1.2018 and Notification No.45/2017-Central Tax (Rate) dt. 14.11.2017, Notification No.45/2017-Union Territory Tax (Rate) dt. 14.11.2017 & Notification No.9/2018-Central Tax (Rate) dt. 25.1.2018, as amended from time to time. To avail the exemption in GST, NII shall be providing the above certificate along with the supply order. Subject to above, indicate applicable duty.
- 24.2 Custom bonded items shall be eligible either for customs exemption certificate/IGST exemption certificate from the purchaser. Firm seeking customs exemption certificate from purchaser must have Bill of Entry in the name of NII.

25 INDIAN AGENT

If a foreign tenderer has engaged the authorised distributors/dealers in India in connection with its tender, the foreign tenderer, in addition to indicating Indian agent's commission, if any, shall also furnish the following information:

- a). In case of dealer/distributors of Overseas Manufacturers, copy of the authorization certificate from manufacturer should be enclosed with the offer. However, the original shall be produced in case same is demanded.
- b).The complete name and address of the Indian dealer/distributors and its permanent income tax account number as allotted by the Indian Income Tax authority.
- c). If an Agent submits bid on behalf of the Principal/OEM, the same Agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product. In a tender, either the Indian Agent on behalf of the Principal/OEM or

Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.

26 EARNEST MONEY DEPOSIT (EMD)

- 26.1 The tenderer shall furnish EMD of requisite amount along with its tender. The earnest money is required to protect the purchaser against the risk of the Tenderer's unwarranted conduct.
- 26.1 The Tenderers who are currently registered and continue to remain registered during the tender validity period with National Small Industries Corporation/MSME under Micro & Small entrepreneur category for the specific goods as per requirement of tender enquiry shall be exempted from payment of EMD provided a valid copy of registration with NSIC/MSME, is provided with the technical bid of tender.
- 26.2 Tenders received without Earnest money and/or not in proper manner will summarily be rejected. The Institute reserves the right to accept or reject any or all the tenders without assigning any reason.
- 26.3 The EMD shall be denominated in Indian Rupees or foreign currency equivalent to INR in case of foreign principal. The EMD shall be furnished in one of the following forms:
- i) Account Payee Demand Draft
 - ii) Pay Order
- 26.4 The demand draft or pay order shall be drawn on any Nationalised Bank in India or country of the tenderer, in favour of the "Director, National Institute of Immunology, New Delhi, India".
- 26.5 Unsuccessful Tenderer's EMD will be returned without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful Tenderer's EMD will be returned without any interest, after receipt of performance security or expiry of contract.
- 26.6 Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful Tenderer's earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.

27 TENDER VALIDITY

- 27.1 The tenders shall remain valid for acceptance for a period of 180 days (One eighty days) after the date of tender opening.
- 27.2 In exceptional cases, the Tenderer's may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by fax/email/cable followed by surface mail. Where tenderers agree to extend the tender validity without any change or modification in the original tender, they shall have to extend the validity period of the EMD accordingly. However, if a tenderer is not in a position to extend its tender validity, EMD of such tenderer shall be returned.
- 27.3 In case the day up to which the tenders are to remain valid falls on holiday/ subsequently declared a holiday or closed day for the purchaser, the tender validity shall automatically be extended up to the next working day.

28 SIGNING AND SEALING OF TENDER

- 28.1 The Bidder shall submit tender as per the instructions given in this document.
- 28.2 The tender document shall either be typed or written in indelible ink and the same shall be signed & stamped by the tenderer or by a person(s) who has been duly authorized to bind the tenderer to the contract. **The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.**
- 28.3 All the papers of the tender shall be duly signed at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any

shall be initialled by the same person(s) signing the tender. The tender shall not have any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.

28.4 The envelopes containing Technical Bid and Price Bid shall be sealed from joints and the envelopes should be marked with “Reference No. of Tender, Due date for submission of Tender, Date of Opening of Tender / Firm’s Name & Address”.

28.5 The envelopes of Technical Bid and Price Bid are then to be put in a bigger outer envelope, which will also be duly sealed, marked as above. If the outer envelope is not sealed and marked properly, the purchaser will not be responsible for its misplacement, premature opening, late opening etc.

29 SUBMISSION OF TENDERS

29.1 The tenders must be submitted in a sealed envelope as explained above on or before **4/10/2019 by 14:30 hrs** or dropped in the tender box at reception. Tenders received by the due date and time will be opened on **4/10/2019 at 15:00 hrs** in the presence of authorized tenderers, who chose to attend tender opening. Late/delayed tenders will not be considered and rejected outright.

29.2 Tenders too bulky to drop into the tender box can be handed to “Section Officer (Store-1) by obtaining a written acknowledgement thereof.

29.3 The tenderers must ensure that they submit their tenders not later than the scheduled closing date and time specified for submission of tenders. It is the responsibility of the tenderer to ensure that their Tenders whether sent by post or by courier or in person, are dropped in the Tender Box within the specified closing date and time. In the event of the specified date for submission of tender falls on holiday/ subsequently declared a holiday or closed day for the purchaser, the tenders will be received up to the appointed time on the next working day.

30 LATE TENDER

30.1 Tender/s received after the specified due date and time for receipt of tenders will be treated as “late” tender and rejected.

31 ALTERATION AND WITHDRAWAL OF TENDER

31.1 The tenderer, after submitting its tender, is permitted to alter/modify its tender so long as such alterations/modifications are received duly signed, sealed and marked like the original tender, within the deadline for submission of tenders. Alterations/ modifications to tenders received after the prescribed deadline will not be considered.

31.2 No tender can be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the tenderer in its tender.

32 OPENING OF TENDERS

32.1 The NII officials authorized to open tenders will open the tenders at the specified date and time and as indicated in the NIT.

32.2 In case the specified date of tender opening falls on/is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day.

32.3 Authorized representatives of the Tenderers, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority from the corresponding Tenderers.

32.4 The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives’ names & signatures and corresponding Tenderers names and addresses.

32.5 During the tender opening, the tender opening official(s) will read the salient features of the tenders like brief description of the goods offered, price , special discount if any,

delivery period, Earnest Money Deposit and any other special features of the tenders, as deemed fit by the tender opening official(s)

33 SCRUTINY AND EVALUATION OF TENDERS

33.1 Basic Principle

Tenders will be evaluated on the basis of the terms & conditions already incorporated in the tender document, based on which tenders have been received and the terms, conditions etc. mentioned by the Tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders. **Conditional, Unsigned, Late & Delayed tenders will not be considered.**

33.2 Preliminary Scrutiny of Tenders

The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the tender document. The tenders not meeting the basic requirements are liable to be treated as non-responsive and will be summarily rejected.

34 DISCREPANCIES IN PRICES

34.1 In the price structure quoted by a tenderer, if there is discrepancy between the unit price and the total price obtained by multiplying the unit price by the quantity, the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.

34.2 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.

34.3 If, as per the judgement of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered/speed post/email. If the tenderer does not agree to the observation of the purchaser, the tender is liable to be rejected.

35 QUALIFICATION CRITERIA

Tenders not found to be meeting the required Qualification Criteria, will be treated as non-responsive and will not be considered further.

36 TENDERER'S CAPABILITY TO PERFORM THE CONTRACT

36.1 The purchaser, through the above process of tender scrutiny and tender evaluation, will determine to its satisfaction that the lowest evaluated responsive tenderer is eligible, qualified and capable in all respects to perform the contract satisfactorily.

36.2 The above-mentioned determinations will inter-alia, take into account the Tenderer's financial, technical and production capabilities for satisfying all the requirements of the purchaser as incorporated in the tender document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the tenderer in its tender as well as such other allied information as deemed appropriate by the purchaser.

37 CONTACTING THE PURCHASER

37.1 From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact the purchaser for any reason relating to this tender enquiry and/or its tender, it should do so only in writing.

37.2 In case a tenderer attempts to influence the purchaser in the purchaser's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions against that tenderer, as deemed fit by the purchaser.

38 PURCHASER'S RIGHT TO ACCEPT ANY TENDER AND TO REJECT ANY OR ALL TENDERS

- 38.1 The purchaser reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer/s.
- 38.2 The final acceptance/decision on the contract will be taken after screening the offers by a duly constituted committee and the Director, NII reserves the right to accept/reject the tender in whole or part without assigning any reasons thereof.

39 AWARD CRITERIA

The contract will be awarded to the lowest evaluated responsive tenderer decided by the purchaser as per clause 17.2.11 above.

40 NOTIFICATION OF AWARD

- 40.1 Before expiry of the tender validity period, the purchaser will notify the successful tenderer(s) in writing, by registered/speed post or by fax/email (to be confirmed by registered/speed post) that its tender for supply of goods has been accepted by the purchaser, alongwith the essential details like description and quantity of the goods and corresponding prices accepted.
- 40.2 The Notification of Award and acknowledgement thereof by the firm shall constitute the conclusion of the Contract.

41 CORRUPT OR FRAUDULENT PRACTICES

- 41.1 It is required by all concerned namely the Consignee/Tenderers/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -
- (i) defines, for the purposes of this provision, the terms set forth below:
 - (a) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (b) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
 - (c) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 - (d) Will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

42 PERFORMANCE SECURITY

- 42.1 Within Fifteen (15) days from date of the issue of notification of award by the purchaser, the supplier shall furnish performance security to the purchaser for an amount equal to Ten percent (10%) of the total value of the contract, valid for sixty days beyond the date of completion of all contractual obligations by the supplier, including the warranty obligations.
- 42.2 The Performance security shall be furnished in Indian Rupees.
- 42.3 It can be in the form of Account Payee Demand Draft or Bank Guarantee issued by a Nationalised bank in India, in favour of the purchaser. In the case of Bank Guarantee furnished from banks outside India (i.e. foreign Banks), it should be authenticated and countersigned by any Nationalised bank in India.

- 42.4 In the event of any loss due to supplier's failure to fulfil its obligations in terms of the contract, the amount of the performance security shall be recovered by the purchaser as a compensation for the same.
- 42.5 In the event of any amendment issued to the contract, the supplier shall, within twenty-one (21) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in accordance with the amended contractual terms.
- 42.6 The purchaser will release the Performance Security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty.
- 42.7 If the successful tenderer had previously held any contract with the Institute and furnished Security Deposit, which is still in force, the same shall not be adjusted against this tender and a fresh Security Deposit will required to be furnished

43 PACKING AND MARKING

- 43.1 The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the contract.
- 43.2 The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.
- 43.3 Packing instructions: The supplier shall mark each package on three sides with the following using indelible paint of proper quality:
- (i) **contract number and date**
 - (ii) **brief description of goods including quantity**
 - (iii) **packing list reference number**
 - (iv) **country of origin of goods**
 - (v) **consignee's name and full address and**
 - (vi) **supplier's name and address**

44 WARRANTY AND QUALITY

- 44.1 The tenderer shall be fully responsible for the manufacturer warranty in respect of quality of the materials. In case of any defects found at the time of usage of supplied item, the supplier will be liable to provide free replacement or refund the amount charged for that item, failing which the contract of the firm may be cancelled.
- 44.2 **All plastic ware supplied should have a minimum shelf life of one year from the date of supply.**

45 TERMS OF DELIVERY

- 45.1 The principal or the distributor should agree to deliver the plastic ware up to 'ICD, Tughlakabad, New Delhi within **8-12 weeks** (including holidays) from the date of the order. **However**, suppliers from within the country shall supply the material within **30/45** days to the Store & Purchase Department.
- 45.2 In the event of a tender being accepted and order being placed for supply of the requisite stores, if the tenderer fails to supply the stores ordered within agreed period or commits a breach of any of the tender conditions, then Earnest Money Deposit will liable to be forfeited and performance security invoked.
- 45.3 The supplier will be liable to the purchaser for any excess costs incurred for procurement of goods or services not delivered in time. Delayed supply/non-compliance of complete order may also lead to cancellation of Contract subject to provisions of risk purchase.

46 TRANSPORTATION OF GOODS

- 46.1 FOR destination prices should be inclusive of transportation charges up to NII, New Delhi. The supplier shall, however, follow the instructions mentioned below for import of material:
- a. The supplier shall not arrange part-shipments and/or transshipment without the express/prior written consent of the purchaser. Where the supplier is required under the contract to deliver the goods under CIF/CIP value i.e. up to ICD, Tughlakabad, New Delhi, the shipment shall be made by Indian flag vessel or by vessels belonging to the conference lines in which India is a member country through India's forwarding agents/coordinators. In case the forwarding agent/coordinators are unable to provide timely adequate space in Indian flag vessel or by vessels belonging to the conference lines, the supplier shall arrange shipment through any available vessel to adhere to the delivery schedule given in the contract.
 - b. In case of airlifting of imported goods offered from abroad, the same will be done only through the National Carrier i.e. Air India as far as applicable.
 - c. Suppliers from within the country shall not make part supplies against the order without the express/prior written consent of the purchaser.

47 INSURANCE

- 47.1 The supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:
- i) Wherever necessary, the goods supplied under the contract shall be fully insured in a freely convertible currency in the manner specified in the contract. If considered necessary, the insurance may be done for coverage on "all risks" basis including war risks and strike clauses. The amount to be covered under insurance should be sufficient to take care of the overall expenditure, which may be incurred due to any such damage, loss etc.
 - ii) where delivery of imported goods offered from abroad is required by the purchaser on CIF/CIP value i.e. up to ICD, Tughlakabad, New Delhi basis, the supplier shall arrange for insurance for an amount equal to one hundred and ten percent of the CIF or CIP value of the goods from "warehouse to warehouse at NII, New Delhi" (final destination) on "all risks" basis including war risks and strikes and pay for the insurance, making the purchaser as the beneficiary.

48 DISPATCH DOCUMENTS FOR CLEARANCE/RECEIPT OF GOODS

- 48.1 The supplier shall send all the relevant despatch documents well in time to the purchaser to enable the purchaser clear or receive (as the case may be) the goods in terms of the contract.
- 48.2 Within 24 hours of despatch, the supplier shall notify the purchaser mentioned in the contract, the complete details of despatch and also supply the following documents by email/fax/registered post/speed post (or as mentioned in the contract):
- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price, discount, freight, Insurance upto NII, New Delhi and total amount;
 - (ii) Original and four copies of the non-negotiable Bill of Lading/Airway bill, marked freight pre paid;
 - (iii) Four Copies of packing list identifying contents of each package;
 - (iv) Insurance Certificate up to NII, New Delhi; (final destination)
 - (v) Inspection certificate issued by the nominated inspection agency, if applicable as per contract;
 - (vi) Manufacturer's/Supplier's warranty certificate;
 - (vii) Manufacturer's own factory inspection report;
 - (viii) Certificate of origin;

- (ix) Port of Loading;
 - (x) Port of Discharge and
 - (xi) Expected date of arrival.
 - (xii) In case of failure on the part of supplier, levied demurrage charges/penalty etc. shall be recoverable from supplier.
- 48.3 Suppliers from within the country shall follow normal customary trade practice and accordingly provide documents along with supplies.

49 TERMS OF PAYMENT

- 49.1 The supplier shall send its claim for payment in writing, when contractually due along with relevant documents etc., duly signed with date, to purchaser after receipt of items in full and good condition along with inspection and acceptance of material.
- 49.2 While claiming payment, the supplier is also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.
- 49.3 **Important documents the supplier need to furnish for claiming payment**
- Following documents are for both foreign and domestic supplies. Additional documents required in case of foreign supplies have been indicated in bracket.
- i) Original invoice
 - ii) Bill of lading/Airway Bill/ Rail Receipt or any other dispatch document as the case may be. (Applicable only to foreign supplier)
 - iii) Packing list identifying contents of each package;
 - iv) Manufacturer's/Supplier's warranty certificate;
 - v) Inspection certificate issued, if applicable as per contract;
 - vi) Manufacturer's own factory inspection test certificate.
 - vii) Certificate of country of origin of the goods. (Applicable only to foreign supplier)
 - viii) Insurance Certificate up to NII, New Delhi; **(final destination)**
 - ix) Port of Loading and Port of Discharge as applicable. (Applicable only to foreign supplier)
 - x) Consignee's receipt certificate confirming receipt and acceptance of goods
 - xi) Any other document as may be required in terms of the contract.
- 49.4 Payment shall be made subject to recoveries towards liquidated damages or any other charges/recoveries, if any, as per terms & conditions of contract.
- 49.5 The supplier shall not claim any interest on payments under the contract.
- 49.6 Tax Deduction at Source shall be applicable as per statutory requirements and to be deducted at prevailing rates from bills payable to the Supplier.

50 DELAY IN SUPPLIES AND PERFORMANCE

- 50.1 The supplier shall deliver goods and perform the services under the contract within the time schedule specified by the purchaser in the contract/purchase order.
- 50.2 Subject to the provision under Contract, any unauthorized delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following actions:
- (i) Imposition of liquidated damages,
 - (ii) Forfeiture of its performance security / EMD
 - (iii) Termination of the contract.
- 50.3 If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing about the same and its probable duration and make a request to the purchaser for extension of the delivery schedule accordingly. On receiving the supplier's communication, the purchaser shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

50.4 The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the purchaser for extension of delivery period and obtain written permission for the same before despatch. In case the supplier dispatches the goods without obtaining extension permission, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related thereto shall be entertained by the purchaser.

51 LIQUIDATED DAMAGES

51.1 If the supplier fails to deliver/supply any or all of the goods or fails to perform the services within the time frame incorporated in the contract/Tender, the supplier/Bidder shall be liable to pay compensation at the rate of 0.5% of the total ordered/contract value per week or part thereof for delay in supply by the Bidder/supplier subject to a maximum of 10% of the total ordered/contract value. The decision of the competent authority of NII in this regard shall be final and binding.

52 TERMINATION FOR DEFAULT

52.1 The purchaser, without prejudice to any other contractual rights and remedies available may by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract or within any extension thereof granted by the purchaser.

52.2 In the event of the purchaser terminates the contract in whole or in part, the purchaser may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the purchaser for the extra expenditure, if any, incurred by the purchaser for arranging such procurement.

52.3 Unless otherwise instructed by the purchaser, the supplier shall continue to perform the contract to the extent not terminated.

53 TERMINATION FOR INSOLVENCY

53.1 If the supplier becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the purchaser.

54 FAILURE TO SUPPLY AND RISK PURCHASE CLAUSE

a) If the supplier fails to supply any stores in accordance with the terms and conditions herein provided and those agreed with the NII, or fails to replace the stores as may be rejected by the NII, within the time stipulated, the NII shall at the risk and cost of supplier and without any notice or reference to him be entitled to purchase such stores (of the same specifications) from any other source and at such price as the NII shall in their sole discretion think fit and if such price shall exceed the rate set out in contract, the supplier shall be liable to pay to the purchaser the difference between the price at which such stores have been purchased by the NII and at the price set out in the contract plus 10% overheads. The risk purchase and payment of difference with overheads in terms thereof shall not absolve the supplier from the liability to pay damage as may be suffered and claimed by the NII due to the failure of the supplier to make timely and proper delivery of the contracted stores.

b) Provided however, if such failure referred to in clause (a) above shall have arisen from an act of God or disorganization of public transport, thunder, flood, earthquake or any other inevitable or unforeseen circumstances beyond human control including any cause directly or indirectly interfering with the supply of raw materials such as limitation of import license or any other cause which the NII may admit as reasonable ground for non-supply in time as may be

justified by the circumstances of the case, the purchaser may forego the claim for any such loss or damage.

55 TERMINATION FOR CONVENIENCE

55.1 The purchaser reserves the right to terminate the contract, in whole or in part for its (purchaser's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the purchaser. The notice shall also indicate inter-alia, the extent to which the supplier's performance under the contract is terminated, and the date from which such termination will become effective.

55.2 The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by the purchaser following the contract terms, conditions and prices. For the remaining goods and services, the purchaser may decide:

- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and/or
- b) To cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

56 RESOLUTION OF DISPUTES

56.1 In case of any dispute or difference arising out of the contract which cannot be resolved mutually between NII and Seller, it shall be referred to a Sole Arbitrator to be appointed by the Director, NII. The Director, NII, shall communicate/cause to communicate, a panel of three names of persons to Seller/NII as the case may be in this regard within 30(thirty) days of notice of arbitration by the Seller/NII as the case may be, to select any one of them to be appointed as the Arbitrator. In case Seller/NII as the case may be has not communicated its selection as above within thirty days, Director, NII will appoint any one of the persons from the panel as a Sole Arbitrator. The Arbitrator shall give a reasoned and speaking award. The award of the Arbitrator shall be binding on both the parties. The venue of arbitration shall be at Delhi. In case of any vacancy another Arbitrator will be appointed in the same manner as above. The Arbitration and Conciliation Act, 1996 and rules made there under shall apply to the Arbitration Proceedings. The contract shall be governed by and construed according to the laws in force in India and subject to exclusive jurisdiction of the Courts of Delhi only.

57 APPLICABLE LAW

- 57.1 The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
58. Under Public Procurement policy of Govt of India, preference to make in India shall be subject to meeting the eligibility criteria by the bidder.
59. Bidding firm may obtain clarification or elucidation on any issue of the TE documents from the Tender Inviting Authority in writing. Clarification shall be furnished to the firm provided the clarification request is received 15 days prior to the prescribed due date of tender submission.
60. Consideration of tenders from micro and small enterprises shall be in accordance with Section 11 of the Micro, Small and Medium Enterprises Development Act 2006 notified effective from 1.4.2012 subject to meeting the eligibility criteria.

61. Patent Rights

The supplier shall, at all times, indemnify and keep indemnified the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such

claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the purchaser, the purchaser shall notify the supplier about the same for dealing with it at his own expenses for settlement without any liability of the purchaser.

62. Inspection, Testing and Quality Control

62.1 The purchaser's contractual right to inspect, test and, if necessary, reject the goods after arrival at destination shall have no bearing of the fact that the goods have previously been inspected and cleared by purchaser during pre-despatch inspection mentioned, if any.

62.2 On rejection, the supplier shall remove such stores within 14 days of the date of intimation of such rejection from the purchaser's premises. If such goods are not removed by the supplier within the period mentioned herein, the purchaser may remove the rejected stores either by returning the same to the supplier at his risk and cost by the mode of transport as purchaser may decide or dispose of such goods at the supplier's risk to recover any expense incurred in connection with such disposals and also the cost of the rejected stores if paid already.

63. Assignment and subletting

The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser's prior written permission.

Signature

(Name of authorised Signatory)

Signed on behalf of

M/s.

SEAL:

Date:

Place:

CHECKLIST

Name of Tenderer/Manufacturer:

S. No.	Activity	Yes/ No/ NA	Page No. in TE document	Remarks, if any
1.	Have you enclosed EMD of requisite amount?			
2.	Have you enclosed the tender documents fee?			
3.	Have you enclosed signed Tender Form filled with all details?			
4.	Have you enclosed Power of Attorney in favour of the signatory?			
3.	Are you a SSI unit and enclosed certificate of registration issued by Directorate of Industries/NSIC/MSME?			
4.	Have you submitted manufacturer's valid authorization certificate as per tender condition?			
5.	Have you submitted prices of goods in the Price Bid Schedule?			
6.	Have you agreed validity of 180 days from the Tender Opening date?			
7. a.	In case of Indian Tenderer, have you furnished PAN for your Firm/Company?			
b.	In case of Foreign Tenderer, have you furnished PAN of your Indian Agent/s Company/Firm as allotted by the Income Tax Department of Government of India?			
8.	Have you filled Proforma-A with applicable details?			
9.	Have you attached copy of GST registration			
10.	Have you enclosed Annexure- 'A', 'B', 'C', 'D', 'D:1', 'E' & 'F' duly filled in.			
11.	Have you enclosed other all declarations, documents required to be submitted as per Tender including experience evidences.			
12.	Have you submitted latest Price List copy with effective date mentioned thereon and a copy of product catalogue			

Note

1. All pages of the Tender should be numbered and in well bound form with index.
2. The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is 'Not applicable', it may be filled up as 'NA'.
3. It is the responsibility of tenderer to go through the Tender document to ensure furnishing all required documents in addition to above, if any.

(Signature with date)

(Full name, designation & address of the person duly authorised sign on behalf of the Tenderer)

For and on behalf of

(Name, address and stamp of the tendering firm)

DETAILS OF SIMILAR WORKS EXECUTED DURING THE LAST 7 (SEVEN) YEARS

Name of Manufacturer/Principal (for manufacturers):

Name of the Agency (for Agents): _____

1	2	3	4	5	6	7	8
S. No.	Supply order No. & Date	Name of Organisation	Description of Stores	No. of Items Supplied	Order Value	Year of supply	Completed/ Continuing (YES/NO)

(Signature with date)

(Full name, designation & address of the person duly authorised sign on behalf of the Tenderer)

For and on behalf of

(Name, address and stamp of the tendering firm)

Important: Product Performance report from user organizations named in col 3 of above table must be provided giving page reference number of attached performance reports.

MANUFACTURERS' AUTHORIZATION FORM

Date:-

**The Director,
National Institute of Immunology,
Aruna Asaf Ali Marg, New Delhi-110067**

Dear Sir,

We _____ are established and reputed manufacturers of _____ having factories at _____ (*address of factory*) do hereby authorize M/s _____ (*Name and address of Agent*) to submit a bid, negotiate and receive the order from you against your tender for the Lab Plastic ware. This authorization is valid from _____ to _____

No company or firm or individual other than M/s _____ is authorized to bid, and conclude the Contract in regard to this business.

We hereby extend our full guarantee and warranty for the goods and services offered by the above firm. This authorization is valid up to _____ .

Yours faithfully,
on behalf of M/s.....

(Name & Signature)

(Name, address and stamp of the Manufacturers)

Note: This letter of authority should be on the **letterhead of the Manufacturer** and should be signed by a person competent and having the power of attorney to bind the manufacturer.

AFFIDAVIT

(on a non-judicial stamp paper of Rs.50/- duly notarized)

I/We (M/s _____) having head office at _____ hereby declare that :

- My / our Firm M/s has not been blacklisted during last three years by any of the Govt. Department/Govt. Autonomous Body/Institute/ PSU etc.
- My / our Firm M/s has no dispute with any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs, etc.
- My / our Firm M/shas not submitted any fake certificates/documents and later on if any such ‘certificates/documents’ found to be fake/wrong, any criminal and legal action can be taken against the Firm/Agency besides forfeiture of Earnest Money & blacklisting etc.
- There are no complaints against my / our Firm such as poor quality ingredients used, delayed supply of Lab Plastic ware , non-submission of performance guarantee (BG) and refusal of supply and for which no punishments of any type have been given by any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs, etc.
- My/our firm M/s _____shall/will accept Split Orders irrespective of quantity and if refused by me, our EMD may be forfeited.
- My/our firm M/s_____ will supply the items, which have been produced/manufactured recently or will not be more than one year old.
- My/our firm M/s_____ will not sublet the work order, if it is awarded to them by NII. If so, tender may be rejected and EMD may also be forfeited

Signed on behalf of M/s

Name of person signed and designation

Place:

Date:

PRICE BID – (1)
(QUOTE APPLICABLE FOR BULK SUPPLY OF INDIGENOUS LABORATORY PLASTIC WARE AGAINST INR CURRENCY) – NII is exempted from payment of Customs & GST as mentioned in clause 24 of tender)

S. No.	Item	Item catalogue number	Number / Pieces	Qty per Case/ Box	No. of Cases/ Boxes	Price Quote (inclusive of all charges other than GST)			GST @ ____%	Total Value (Inclusive of GST) [C+D]
						Price per Piece/ Number	Price per Case/ Box	Total value for entire quantity in Cases/ Boxes	Amount of GST	
						A	B	C	D	
1	cell culture flasks, 25 cm² , angled neck, cap (phenolic-style)		10175							
2	cell culture flasks, 25 cm² , canted neck, cap (vented)		11220							
3	Cell Culture Flask, 25cm ² Rectangular , Canted Neck, Vented Cap		220							
4	Cell Culture Flask, 75cm ² Rectangular , Canted Neck, Vented Cap		198							
5	75 cm² U-shape cell culture flask, canted neck, plug seal cap , sterile, tissue culture treated		7095							
6	75 cm² U-shape cell culture flask, canted neck, vent cap , sterile, tissue culture treated		22000							
7	cell culture flasks, surface area 150 cm ² , canted neck, cap (phenolic-style)		4015							
8	cell culture flasks, surface area 150 cm ² , canted neck, cap (vented)		3465							
9	Tissue culture dish, TC treated (35x10 mm), Sterile		8470							
10	Tissue culture dish, TC treated (60x15 mm),		28600							

	Sterile									
11	Tissue culture dish, TC treated (100x20 mm), sterile		24035							
12	Tissue culture dish, TC treated (150x25 mm), sterile		2200							
13	Cell culture dish, non-treated polystyrene (100x20mm), sterile, for suspension cells , vented		1705							
14	Sterile 35 x 10mm Vented Cell Culture Dishes, Petri Dish Style, Non-Treated Polystyrene		4400							
15	Sterile 60 x 15mm Vented Cell Culture Dishes, Petri Dish Style, Non-Treated Polystyrene		6325							
16	TC-Treated Multiple Well Plates, 6 wells, clear polystyrene, flat bottom, sterile, lid		16071							
17	TC-Treated Multiple Well Plates, 12 wells, clear polystyrene, flat bottom, sterile, lid		5940							
18	TC-Treated Multiple Well Plates, 24 wells, clear polystyrene, flat bottom, sterile, lid		7205							
19	TC-Treated Multiple Well Plates, 48 wells, clear polystyrene, flat bottom, sterile, lid		660							
20	Petri dishes, 90 mm, With Vent, Radiation Sterile		51370							
21	Petri dishes, 150 mm, With Vent, Radiation Sterile		968							
22	Serological Pipettes 1 ml, sterile, individually wrapped		5500							

23	Serological Pipettes 2 ml, sterile, individually wrapped		8250							
24	Serological Pipettes 5 ml, sterile, individually wrapped		93060							
25	Serological Pipettes 10 ml, sterile, individually wrapped		137830							
26	Serological Pipettes 25 ml, sterile, individually wrapped		30580							
27	Serological Pipettes 50 ml, sterile, individually wrapped		4620							
28	Centrifuge tubes, polypropylene, sterile, 15 ml		124025							
29	Centrifuge tubes, polypropylene, sterile, 50 ml		139975							
30	Snap cap tubes, polystyrene, round bottomed, 5 ml, sterile		18975							
31	Snap cap tubes, polystyrene, round bottomed, 14 ml, sterile		18150							
32	Tips 10ul (for P2-P10)		2398000							
33	Tips 200ul (yellow for P20-P200)		2596000							
34	Tips 1000ul (blue for P1000)		1325500							
35	Micro centrifuge tubes 0.5 ml		156750							
36	Micro centrifuge tubes 1.5/1.7 ml		1025750							
37	Micro centrifuge tubes 2 ml		110000							
38	PCR tubes 0.2 ml, Flat cap, Dnase Rnase free		449900							
39	Storage vials (cryo vials)		42075							

	1.8-2ml, sterile									
40	Cell scrapers 25-28 cm handle, sterile, individually wrapped		6050							
41	Cell Scrapers 40 cm handle, sterile, individually wrapped		165							
42	Syringe filters, 4mm, 0.22 µm, PVDF, sterile		880							
43	Syringe filters, 13mm, 0.22 µm, PVDF, sterile		110							
44	Syringe filters, 25mm, 0.22 µm, PVDF, sterile		1485							
45	Syringe filters, 33mm, 0.22 µm, PVDF, sterile		2805							
46	Cell strainer 40 µm/Blue, for use w/50ml conical tubes, sterile		2145							
47	Cell strainer 70 µm/white, for use w/50ml conical tubes, sterile		2475							
48	Cell strainer 100 µm/yellow, for use w/50ml conical tubes, sterile		770							
49	Filter tips with rack (0.5-10µl), pre sterilized, ultra low retention		7524							
50	Filter tips with rack (1-20µl), pre sterilized ultra low retention		7524							
51	Filter tips with rack (1-200µl), pre sterilized ultra low retention		9867							
52	Filter tips with rack (100-1000µl), pre sterilized ultra low retention		6875							
53	High binding 96 well ELISA plates		2057							
54	Bottle top filter 0.20 micron, sterile, disposable		165							
55	96-well Polypropylene Cluster Tubes, Individual		8140							

	Tube Format, Nonsterile, without Rack										
56	No cap tubes, polystyrene, round bottom, 5ml		6600								
57	96 well plates 1/pk (round bottom)		3245								
58	300 ul ultra low retention filter pipet tip refill		66000								
59	1000 ul ultra low retention filter pipet tip refill		110000								
60	96 Well Polystyrene Flat Bottom Cell Culture Microplate, black		2200								
61	Cell Culture Flask, T-25, filter cap, non-treated		1100								
62	Cell Culture Flask, T-75, filter cap, non-treated		1100								
63	Cell Culture Flask, T-175, filter cap, non-treated		1100								
64	Cell Culture Flask, T-25, filter cap, TC treated		220								
65	Cell Culture Plate, 6 well, non-treated		2200								
66	Cell Culture Plate, 12 well, non-treated		2200								
67	Cell Culture Plate, 24 well, non-treated		1100								
68	Cell Culture Plate, 48 well, non-treated		1100								
69	Cell Culture Plate, 96 well, non-treated		2200								
	Total (in figures)										
	In words:										
	(Less) additional discount, if any Discount @ _____%										
	Net total value (in figures)										
	In words:										

Signature
(Name of authorised Signatory)

Signed on behalf of
M/s.

SEAL:

Date:

Place:

ANNEXURE - D
Price Bid Schedule

PRICE BID – (2)

(QUOTE APPLICABLE FOR BULK SUPPLY OF LABORATORY PLASTIC WARE OF COUNTRIES OTHER THAN INDIA AGAINST EASILY CONVERTIBLE FOREIGN CURRENCY) – NII is exempted from payment of Customs & GST as mentioned in clause 24 of tender)

S. No.	Item	Item catalogue number	Number / Pieces	Qty per Case/Box	No. of Cases/Boxes	Price Quote (FOB)		
						Price per Piece/Number	Price per Case/Box	Total value for entire quantity in Cases/Boxes [A*C]
					A	B	C	D
1	cell culture flasks, 25 cm² , angled neck, cap (phenolic-style)		10175					
2	cell culture flasks, 25 cm² , canted neck, cap (vented)		11220					
3	Cell Culture Flask, 25cm ² Rectangular , Canted Neck, Vented Cap		220					
4	Cell Culture Flask, 75cm ² Rectangular , Canted Neck, Vented Cap		198					
5	75 cm² U-shape cell culture flask, canted neck, plug seal cap , sterile, tissue culture treated		7095					
6	75 cm² U-shape cell culture flask, canted neck, vent cap , sterile, tissue culture treated		22000					
7	cell culture flasks, surface area 150 cm ² , canted neck, cap (phenolic-style)		4015					
8	cell culture flasks, surface area 150 cm ² , canted neck, cap (vented)		3465					
9	Tissue culture dish, TC treated (35x10 mm), Sterile		8470					
10	Tissue culture dish, TC treated (60x15 mm), Sterile		28600					

11	Tissue culture dish, TC treated (100x20 mm), sterile		24035					
12	Tissue culture dish, TC treated (150x25 mm), sterile		2200					
13	Cell culture dish, non-treated polystyrene (100x20mm), sterile, for suspension cells , vented		1705					
14	Sterile 35 x 10mm Vented Cell Culture Dishes, Petri Dish Style, Non-Treated Polystyrene		4400					
15	Sterile 60 x 15mm Vented Cell Culture Dishes, Petri Dish Style, Non-Treated Polystyrene		6325					
16	TC-Treated Multiple Well Plates, 6 wells, clear polystyrene, flat bottom, sterile, lid		16071					
17	TC-Treated Multiple Well Plates, 12 wells, clear polystyrene, flat bottom, sterile, lid		5940					
18	TC-Treated Multiple Well Plates, 24 wells, clear polystyrene, flat bottom, sterile, lid		7205					
19	TC-Treated Multiple Well Plates, 48 wells, clear polystyrene, flat bottom, sterile, lid		660					
20	Petri dishes, 90 mm, With Vent, Radiation Sterile		51370					
21	Petri dishes, 150 mm, With Vent, Radiation Sterile		968					
22	Serological Pipettes 1 ml, sterile, individually wrapped		5500					
23	Serological Pipettes 2 ml, sterile, individually wrapped		8250					
24	Serological Pipettes 5 ml, sterile, individually wrapped		93060					
25	Serological Pipettes 10 ml, sterile, individually wrapped		137830					
26	Serological Pipettes 25 ml, sterile, individually wrapped		30580					
27	Serological Pipettes 50 ml, sterile, individually wrapped		4620					

28	Centrifuge tubes, polypropylene, sterile, 15 ml		124025					
29	Centrifuge tubes, polypropylene, sterile, 50 ml		139975					
30	Snap cap tubes, polystyrene, round bottomed, 5 ml, sterile		18975					
31	Snap cap tubes, polystyrene, round bottomed, 14 ml, sterile		18150					
32	Tips 10ul (for P2-P10)		2398000					
33	Tips 200ul (yellow for P20-P200)		2596000					
34	Tips 1000ul (blue for P1000)		1325500					
35	Micro centrifuge tubes 0.5 ml		156750					
36	Micro centrifuge tubes 1.5/1.7 ml		1025750					
37	Micro centrifuge tubes 2 ml		110000					
38	PCR tubes 0.2 ml, Flat cap, Dnase Rnase free		449900					
39	Storage vials (cryo vials) 1.8-2ml, sterile		42075					
40	Cell scrapers 25-28 cm handle, sterile, individually wrapped		6050					
41	Cell Scrapers 40 cm handle, sterile, individually wrapped		165					
42	Syringe filters, 4mm, 0.22 µm, PVDF, sterile		880					
43	Syringe filters, 13mm, 0.22 µm, PVDF, sterile		110					
44	Syringe filters, 25mm, 0.22 µm, PVDF, sterile		1485					
45	Syringe filters, 33mm, 0.22 µm, PVDF, sterile		2805					
46	Cell strainer 40 µm/Blue, for use w/50ml conical tubes, sterile		2145					
47	Cell strainer 70 µm/white, for use w/50ml conical tubes, sterile		2475					
48	Cell strainer 100 µm/yellow, for use w/50ml conical tubes, sterile		770					
49	Filter tips with rack (0.5-10µl),		7524					

	pre sterilized, ultra low retention							
50	Filter tips with rack (1-20µl), pre sterilized ultra low retention		7524					
51	Filter tips with rack (1-200µl), pre sterilized ultra low retention		9867					
52	Filter tips with rack (100-1000µl), pre sterilized ultra low retention		6875					
53	High binding 96 well ELISA plates		2057					
54	Bottle top filter 0.20 micron, sterile, disposable		165					
55	96-well Polypropylene Cluster Tubes, Individual Tube Format, Nonsterile, without Rack		8140					
56	No cap tubes, polystyrene, round bottom, 5ml		6600					
57	96 well plates 1/pk (round bottom)		3245					
58	300 ul ultra low retention filter pipet tip refill		66000					
59	1000 ul ultra low retention filter pipet tip refill		110000					
60	96 Well Polystyrene Flat Bottom Cell Culture Microplate, black		2200					
61	Cell Culture Flask, T-25, filter cap, non-treated		1100					
62	Cell Culture Flask, T-75, filter cap, non-treated		1100					
63	Cell Culture Flask, T-175, filter cap, non-treated		1100					
64	Cell Culture Flask, T-25, filter cap, TC treated		220					
65	Cell Culture Plate, 6 well, non-treated		2200					
66	Cell Culture Plate, 12 well, non-treated		2200					
67	Cell Culture Plate, 24 well, non-treated		1100					

68	Cell Culture Plate, 48 well, non-treated		1100					
69	Cell Culture Plate, 96 well, non-treated		2200					
	Total (in figures)							
	In words:							
	(Less) additional discount, if any Discount @ ____ %							
	Net total FOB value after discount (in figures)							
	In words:							
	(Add): Freight & Handling charges up to ICD, Tughlakabad, New Delhi, India [Clause number 22.3 may be referred for freight charges]							
	Insurance charges from port of shipping country and up to NII, New Delhi, India							
	Total CIF/CIP Value up to ICD, Tughlakabad, New Delh, India							
	In words:							

In the event, it is decided to split the order for lowest quoted items; the freight shall be discussed and decided mutually by the supplier and purchaser.

Note:

- a) Please mention NQ for items NOT QUOTED.
- b) The local customs clearance of shipment will be carried out directly by NII through its authorised clearing agent.
- c) Tenderer/Bidder shall have to provide free of cost samples of quoted items as per quantity as may be decided by 'Technical Evaluation Committee of NII' for product evaluation. Product evaluation shall form basis for opening of price bids.

Signature

(Name of authorised Signatory)

Signed on behalf of

M/s.

SEAL:

Date:

Place:

ANNEXURE “E”

FALL CLAUSE NOTICE CERTIFICATE

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____ .

The prices for the stores (Plastic ware) supplied under this ‘Tender for Bulk Purchase of Lab Plastic ware’ should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. Organization/PSU’s/Autonomous bodies/Pvt. Organizations during the period of purchase order/ contract failing which the “FALL CLAUSE” will be applicable.

In case, the price charged by our firm is more, NII will have the right to recover the excess charged amount from the subsequent/unpaid bill of the our Agency/Company (Supplier).

Signature

(Name of authorised Signatory)

Signed on behalf of

M/s.

SEAL:

Date:

Note: This letter of authority should be on the letterhead of the Bidder and should be signed by a person competent under the power of attorney

ANNEXURE-‘F’

TECHNICAL SPECIFICATIONS FOR “LABORATORY PLASTIC WARE”

TECHNICAL SPECIFICATION PARAMETERS FOR “LABORATORY PLASTIC WARE”		Whether Tenderer fulfil the required Technical & other required specifications Write (YES) or (NO) only	If reply is “YES” in Col. 3, mention the page No. of document provided with the tender
1.	2.	3.	4.
1.	Manufacturers and agents should have credibility globally and locally, respectively. Global manufacturers must have a satisfactory history of supplying life science research purpose plastic ware to a large number of frontline institutions in India during the last three years. Evidence in this regard should be provided.		
2.	Local agents should have previous history of sustained supply to internationally reputed biological laboratories and institutes in the National Capital Regional during the last seven years. Evidence for these should be provided.		
3.	All items should be of tissue culture grade, unless specifically marked otherwise. Items should be sterilized by gamma irradiation unless they are specifically marked as ‘non-sterile’.		
4.	50-ml and 15-ml tubes should have an RCF rating of >8,000, 5 ml tubes should have RCF rating of >20,000.(#28, #29)		
5.	50-ml and 15-ml centrifuge tubes should be sterile, conical with screw-on caps, graduated and made of tissue culture grade polypropylene (#28, #29). Snap-cap tubes (5 ml and 14 ml) should be Conical/round-bottomed, sterile, made of polystyrene and of clinical research application grade (#30, #31).		
6.	Serological pipettes should be individually wrapped, sterile, clinical research application grade, with volumetric accuracy of $\pm 2\%$ at stated capacity (#22-27).		
7.	Culture flasks (TC-25, TC-75, TC-150/175cm ²) should be of cell culture grade polymer material, transparent, sterile, surface-treated to promote cell adhesion or untreated for suspension culture, 100 % Integrity tested, graduated on the side and provided with screw-on caps(#1-8 and #61-64).		

8.	6-well, 12-well, 24-well and 48-well plates (all with lids; treated or untreated, as may be the case) should be sterile and of tissue culture grade (#16-19 and #65-69).		
9.	Cell/tissue Culture dishes with lid (35, 60, 90 & 150mm) should be made of cell culture grade, optically clear virgin polystyrene, sterile, non-pyrogenic and treated to promote cell adhesion.		
10.	Petri dishes (35, 60, 90 & 150 mm) with lid for bacteriological work should be sterile, non-coated and of clinical research application grade (#14-15, #20-21).		
11.	96-well flat bottom plates should be sterile and marked horizontally and vertically on the lid. 96-well round bottom (#57) plates should be sterile, Non-Pyrogenic individually wrapped with lid, and Individual alphanumeric codes for well identification.		
12.	96-well micro plates for ELISA/RIA (non-sterile) should be of clear polystyrene, high-binding and flat-bottomed (#53).		
13.	Storage vials (cryo vials-2ml) with lid should be sterile, RNase/DNase free, Non-pyrogenic stand-alone and compatible with liquid nitrogen storage (#39).		
14.	Micro centrifuge tubes (non-sterile) should be clear, with attached hinged lids that provide a tight fit, marked on the side and of clinical research application grade (#35-37).		
15.	Cell scrapers should be sterile, individually wrapped and have a pivotal blade (#40, 41).		
16.	PCR tubes (non-sterile) should be thin-walled, made of polypropylene, with attached flat cap, non-pyrogenic and free of DNase, RNase and human DNA (#38).		
17.	Manufacturers should have ISO: 9001 and ISO: 13485 or equivalent certification.		
18.	All plastic ware supplied should have a minimum shelf life of at least one year from the date of supply.		
19.	Broachers, original technical catalogue with detailed specification and picture of the product offered.		
20.	Samples of specimens may be asked from vendor who have submitted successful technical bids prior opening of price bids.		

21.	The distributors should provide a copy of authorization certificates from the principals for one year from the time of submission of bid. If required, original may be asked for. (i) Technical and Price bids should be submitted separately. (ii)The Price bid should only be CIF/CIP or DAP/DDP upto NII, New Delhi. (iii) The price bid should reveal the Insurance component involved upto NII, New Delhi.		
22.	Price bid should include the option of dividing the shipment into parts (maximum of three).		
23.	The principal or the distributor should agree to deliver the plastic ware to NII within 8-12 weeks (including holidays) from the date of the order.		
24.	A tender that does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.		

Note: Submission of a ‘Compliance Statement’ along with supporting evidence/documents against each of the above points is compulsory.

Please note that required items of plasticware may or may not be ordered from one source (Make/Brand). Supply of damaged boxes will also not be acceptable.

Signature
(Name of authorised Signatory)
Designation
Signed on behalf of

M/s.

SEAL:

Date:

NATIONAL INSTITUTE OF IMMUNOLOGY, New Delhi**Proforma-A**

Tender Enquiry Ref No.: NII/S&P/plastic ware (Lab)/Bulk/2019-20

Date: 30/8/2019

1	PROCUREMENT GROUP NAME (as mentioned in tender enquiry)	Laboratory Plastic ware (Bulk requirement)
2	Name of the Firm	
3	Complete Correspondence Address	
	Status of Firm whether / Manufacturer / Principal / Manufacturer's authorized agent	
	Phone	
	Fax	
	e-mail ID	
4	Name of Principal / Manufacturer with Factory/Setup Address - if manufacturer /principal (In case there is more than one factory, write as Unit-1, Unit-2 so on)	
	Phone	
	Fax	
	e-mail ID	
	CONTACT PERSON (Name & Designation)	

	CONTACT PERSON NO. (MOB.)	
5	Name & Address of authorized Agent, if like to incorporate in Rate contract. (in case applicable)	
	Phone	
	Fax	
	e-mail ID	
	CONTACT PERSON (Name & Designation)	
	CONTACT PERSON NO. (MOB.)	
6	Delivery Period (write specifically Day/Week/Month)	
7	Ex-Works Supplies Discount (Mention NA, in case not applicable)	
8	Status of the Firm (SMALL/MEDIUM/LARGE SCALE)	
9	Registration with NSIC (Registration No. & date and validity date with a copy of evidence)	
10	Brand (Name)	
11	Total turnover for preceding 3 Financial Years (in Rs.)	
12	Warranty/Guarantee (specify as per terms of tender)	
13	Details of your Bank for payment transfer through RTGS/NEFT	To furnish below
i	Contact person name of Firm with Phone, Fax No. & Email ID	
ii	Name of Bank & Branch	
iii	Bank address and contact number	
iv	9 digit code number of Bank and Branch	
v	IFSC code of the Bank branch for fund transfer via RTGS	
vi	Type of Bank Account (Saving, Current or Cash Credit Account)	
vii	Complete Bank Account number as printed in cheque book	
14	Name of Person along with contact no. & email ID authorized by the Firm to sign tender and deal with NII for all post tender activities.	

15	Any other discount offered (at the option of the Firm) - mention details of such discount, if any	
16	GST registration No. & Date (copy of registration to be enclosed with Technical Bid)	
17	PAN No. (copy of PAN to be enclosed with the Technical Bid)	
18	Earnest Money Deposit (EMD) payment details (in case not registered with NSIC) - Registration of NSIC regd Firms should be valid as on the date of tender)	To furnish below
	DD/PO No. & Date	
	Bank Name	
	Amount	
19	UAM number (if the firm is MSE)	
20	Remarks, if any	
	Signature of Authorized signatory & Seal	
	Name of Person signed	
	Designation	
	Place:	
	Date:	

(To be furnished on the letterhead of the tenderer and to be treated as face page of your bid)

Ref. No.

Date: /2019

From

To

The Director
National Institute of Immunology
Aruna Asaf Ali Marg
New Delhi-110067

Subject: - Submission of Tender for supply of LABORATORY PLASTIC WARE (BULK REQUIREMENT) – Tender Notice No. NII/S&P/plastic ware (Lab)/Bulk/2019-20 dated 30/8/2019

Dear Sir,

With reference to your above mentioned notice inviting tenders, I/We hereby offer to supply items of Laboratory Plastic Ware (Bulk Requirement) for National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067. I/We shall supply the material truly, faithfully and to your entire satisfaction as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards to the quality of product and in case of any dispute; the decision of the Director, National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067 shall be final and binding on me/us.

A Demand Draft/Pay Order No. _____ Dated _____ drawn on _____ intended for the prescribed amount of **Rs. 3,50,000/- (Rupees Three Lakh Fifty Thousands Only)** in favour of Director, National Institute of Immunology, payable at New Delhi is enclosed, as earnest money as per requirement of your tender enquiry.

A Demand Draft/Pay Order No. _____ Dated _____ drawn on _____ intended for the prescribed amount of **Rs. 1000/- (Rupees One Thousand Only)** in favour of Director, National Institute of Immunology, payable at New Delhi is enclosed, as tender form fee as per requirement of your tender enquiry.

I/We shall have no claim to the refund of earnest money prescribed against this tender in the event of my/our non compliance of the contract, provided such contract is implemented within the period of validity of my/our tender. I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory supply of material /violation of any term, or if I/We withdraw my tender at any stage during the period of validity. My/our tender shall remain valid for a period of **120 Days** from the date prescribed for opening of the tender against the above mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favourable consideration. I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unqualified acceptance.

Thanking you,

Yours faithfully,

Signatures with stamp
Name of person signed

Place:

Date: