



**NATIONAL INSTITUTE OF IMMUNOLOGY**

**Aruna Asaf Ali Marg**

**New Delhi-110067**

**LIMITED TENDER NOTICE**

NO.NII/SP-II/RC-LC/2018-2019

Dated: - 01.11.2018

Director, National Institute of Immunology (NII), Aruna Asaf Ali Marg, New Delhi-110067(India) invites sealed tenders in from the reputed manufacturers and their authorized dealers/supplier for entering into **Vender Registration on 'Annual Contract' basis for the supply of "MISCELLANEOUS STATIONERY ITEMS"** as under:-

<b>Name of the article</b>	<b>EMD to be given (Rs.)</b>
<b>*MISCELLANEOUS STATIONERY ITEMS</b>	<b>6,000/-</b>

- **Last date & Time for Submission** : **28 .11.2018** by **1530 Hrs.**
- **Date/Time for opening of bids** : **28 .11.2018** by **1600 Hrs**  
by **1500 Hrs.**
- **EMD** : **Payable through 'DD' or 'Pay Order'**  
in Favour of Director, National Institute of Immunology, Payable at New Delhi.

**THE EMD OF RS. 6,000/- MUST BE SUBMITTED IN THE FORM OF DD/PAY ORDER OTHERWISE THE TENDER WILL SUMMARILY BE REJECTED.** *Please write the name of Firm/Agency and Item/ Article with complete address on the reverse side of the Demand Draft/Pay order.*

The bids will be opened in the presence of representatives of tenderers, 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 bids or Late/Delayed tenders shall not be considered.

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

**SECTION OFFICER (STORES)**

---

**Miscellaneous Stationary Items**

## GENERAL TERMS AND CONDITION

### 1. ELIGIBLE TENDERERS

1.1 Tenderer has to give an affidavit (in a non-judicial stamp paper worth Rs.50/- duly notarised) that: (Annexure-'A')

- My / our Firm has not been blacklisted during last three years by any of the Govt. Department/Govt. Autonomous Body/Institute/ PSU, etc.
- My / our Firm has not any dispute with any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs, etc.
- My / our Firm 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 such as 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.

1.2 Bidder has to submit the following documents to accept their Tender :

- Proof of GST No.
- Proof of PAN Card in respect of Firm or Proprietor as the case may be.

1.3 The bidder/firm registered with DGS&D/National Small Industries Corporation (NSIC)/Ministry of Home Affairs for these items are exempted from depositing bid security. However, they have to enclose valid registration certificate (s) with their tender in a sealed envelope superscripted " BID SECURITY DEPOSIT".

1.4 Tenderers have to note that over writing/white fluid entries shall be deleted, unless it is duly re-written and initialed. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. The authorized signatory of the tenderer must sign the tender duly stamped at appropriate places and initial all the remaining pages of the tender.

1.5 No Bill for part payment will be entertained.

1.6 The tendered rates and the validity of bids shall be for a minimum period of one year from the date of tender is finalized /awarded, or till finalization of tender for next year by the Institute, whichever is earlier. **The Firms/Tenderers, who are unable to provide validity of rates for One year, need not apply.**

1.7 The rates shall be quoted in units/quantity, FOR destination (NII). GST should be specified separately. Cost of packing, forwarding and any other charges, if any, shall be borne by the tenderer. Further, the rate quoted by the tenderer shall include all eventualities such as rain, accidents, fire, riots etc.

1.8 All prices must be extended and totaled wherever needed.

1.9 Tender, which does not fulfill any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

1.9.1 If the tenderer gives a false statement on any of the above information, the bid will be rejected and the EMD deposited shall be forfeited.

1.9.2 Tender sent by fax/telex/cable shall be ignored.

### 1. TENDER DOCUMENT :

The copy of tender documents can also be downloaded from websites [www.nii.res.in](http://www.nii.res.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in) which should be enclosed while submitting the Tender Documents. Please note that the downloaded tender document is subject to verification with original document given in the Website.

### 2. EARNEST MONEY:

- The tender must be accompanied with Earnest Money of **Rs. 6,000/- (Rupees Six thousand only)** in the form of 'Demand Draft'/'Pay order' drawn in favour of the "Director, National Institute of Immunology, Payable at New Delhi. " The tender, if not accompanied by Earnest Money, will liable to be summarily rejected. No Cheque/Cash shall be accepted as EMD.
- The bidder/firm registered with DGS&D/National Small Industries Corporation (NSIC)/Ministry of Home Affairs for these items are exempted from depositing bid security. However, they have to enclose valid registration certificate (s) with their tender in a sealed envelope superscripted" BID SECURITY DEPOSIT".
- If the successful tenderer had previously held any contract with the Institute and furnished EMD which is still in force, **the same shall not be adjusted against this tender and a fresh EMD will be required to be furnished.** They may request in writing for refund of EMD.
- Successful bidder shall deposit an amount equal to 10% of the tendered/bid value as performance bank guarantee within 10 days of issue of award letter. EMD will be returned after submission of performance bank guarantee. The performance bank guarantee (submitted by successful bidder) shall be returned after successful completion of Rate Contract period.
- Earnest Money will be returned to all the **unsuccessful tenderers** after decision on tenders is finalized. Earnest Money deposited by the successful tenderers shall be refunded only after submission of performance bank guarantee. No interest shall be payable on the 'Earnest Money Deposit' in any case.

### 3. VALIDITY OF OFFER:

The Offer/Tender shall remain open for acceptance without any modifications on the rates or terms and conditions of tender for a period of **90 days** from the date of the opening of the tender and **in the event of a breach of this condition, without prejudice to any other or remedy of the Institute, the Earnest Money shall be liable to be forfeited.**

#### **4. AWARD CRITERIA:**

The contract will be awarded to the lowest evaluated responsive tenderer decided by the Competent Authority of the Institute.

#### **5. PERFORMANCE SECURITY:**

Performance Security for a period of Fourteen Months (14 months) from the date of the issue of Purchase order by the purchaser, in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank guarantee from a Nationalized Bank, Performance Bank guarantee issued by a Nationalized Bank in India, in favour of the Director, NII (in the acceptable form) for 10 % of the basic cost of 'MISCELLANEOUS STATIONERY ITEMS' has to be furnished by the successful bidder.

#### **6. PACKING AND MARKING:**

The method of packing, if any required shall be as indicated in the relevant ISI specifications and in the absence of ISI specifications, such specifications as are provided by NII.

#### **7. PERIOD OF DELIVERY:**

- The time and date of delivery stipulated in the **supply/purchase order** shall be deemed to be the essence of the contract. Time allowed for the supply shall be strictly followed otherwise the supplier shall be liable to **pay compensation/penalty at the rate of 0.5% of the tendered value of the supply order per week of delay on the part of the supply subject to a maximum of 10% of the total tendered value** of supply order.
- The execution of the contract work may be delayed for any reasons beyond the control of the supplier; the supplier should obtain well in advance the concurrence of the purchaser in writing for extension of delivery date. However, this solely depends upon the purchaser who has full authority to reject the request for extension of date.

#### **8. DESPATCH INSTRUCTION:**

The consignment should be dispatched on door delivery and on freight paid basis to the Section Officer (stores), National Institute of Immunology, Aruna Asaf Ali Marg, New Delhi-110067 as per supply order. Un-loading/Handling and transferring consignment in storage shed of the purchaser will be arranged by the supplier and not by the purchaser.

#### **9. INSPECTION :**

After the material is received at NII, it shall be inspected. The purchaser shall have full power to reject all or any portion that Competent Authority considered defective or inferior in quality of material. Any portion of the contract work supply/delivery so rejected, shall be immediately replaced by the vendor at his expenses. If in the opinion

of purchaser, the said materials can be rectified, the vendor shall rectify at his own expenses and resubmit the rectified materials for inspection.

10. **TERMS OF PAYMENT:**

- 100 percent payment within 30 days (against the original invoice in duplicate), after receipt of materials in full and good condition, will be made to concerned supplier/Firm.
- Tenderer has to intimate the name and full address of your Banker (s) along with your Bank Account Number and also 9 Digit Code Number and IFSC Code of the Branch of your Bank.

11. **LIQUIDATED DAMAGES:**

In case the supplier defaults in delivery and the supplier has not obtained the approval for extension of delivery period (in writing) well in advance from the purchaser, the purchaser may forfeit the Performance Security/EMD of the supplier/Firm. Also, the advance paid, if any, against the Bank guarantee will be recovered fully from their Banker.

12. **CANCELLATION :**

In addition to his right to determine the contract upon fault of the vendor, the purchaser reserves the right to cancel the contracts at any time in whole or in part without assigning any reasons and the purchaser also reserves either to pay or not to the vendor for either part of the supply/delivery or whole of the supply/delivery executed, if the supplies are not according to purchaser's satisfaction.

13. **MISC.:**

- a) The Institute does not bind itself to purchase any/all the quantity indicated and to accept the lowest tender. **The Institute also reserves the right for the followings:**
  - (i) To increase or decrease the quantity to be procured, as per its requirement.
  - (ii) To accept or reject any or all tenders without assigning any reasons there for.
  - (iii) To consider/accept the overall lowest tenderer for awarding the rate Contract.
  - (iv) To split the order among more than one tenderer, if considered necessary on the lowest basis.
  - (v) To split the items enumerated in the tender document among more than one tenders.
- b) **The Institute is not bound to award part or whole tender to the lowest tendered prices. Institute's decision in this regard shall be final.**
- c) **The Tenderer shall have to give an undertaking that the split order for items against which lowest rate quoted by it will be acceptable to him or his Firm.**
- d) Acceptance of the tender by the Institute will be communicated to the successful tenderer. The Contract for supply of articles/material etc. referred to therein will come into force immediately after issue of the communication of acceptance.
- e) **The successful tenderer, however, will be required to enter into a formal Agreement within fifteen days of the issue of acceptance letter by the Institute.**

- f) The supplies shall be entirely brand new and of the best quality and workmanship to the satisfaction of the Institute.
- g) The material of only approved make shall be supplied at site.
- h) No advance payment will be made. Payment will be made only after satisfactory supply of all materials at site.
- i) All bids shall be the property of NII, and bidders will lay no claim whatsoever on the same.

14. **ARBITRATION JURISDICTION**

In case of any dispute between NII and any bidder regarding interpretation of our exercise of any terms of these presents, the opinion of NII shall prevail. However, if any bidder is aggrieved by such decision, the dispute may be referred to any arbitrator jointly, appointed by the Director, NII and such applicant and the proceedings will be conducted in accordance with the Provisions of Indian Arbitration and conciliation Act 1996. The award given in that proceeding shall be final and abiding on both parties. The venue of arbitration and jurisdiction court cases will be in New Delhi

15. **FORCE MAJEURE** shall mean and be limited to the following –

- i. Any war or possibilities
- ii. Any riot or civil commotion, natural /physical disaster, impossibility of the use of any Railway part, Airport, Shipping services or any other means of transport, Power failure etc.
- iii. Any strike or lockout (only those exceeding 10 days in duration) affecting the performance of NII/Bidder obligations.

**SECTION OFFICER (STORES)**

## CHECKLIST

Name of Tenderer and address:

SI No.	Items of tender to be checked	Yes/ No/ NA	Page No. of Tender document submitted by tenderer.	Remarks, if any
1.	(a) Have you enclosed EMD of required amount?			
2.	(a) Have you enclosed duly filled & signed Tender Form?			
	(b) Name of the firm and address with Landline phone/fax no.			
3.	Name of the contact person with mobile no and email ID .			
4.	Are you a SSI unit? If yes, have you enclosed certificate of registration issued by Directorate of Industries/NSIC?			
5.	Have you kept validity of 120 days from the Tender Opening date?			
6.	Have you furnished? <ul style="list-style-type: none"> <li>▪ Proof of GST No.</li> <li>▪ Proof of PAN Card in respect of Firm or Proprietor as the case may be.</li> </ul>			
8.	Have you intimated the name and full address of your Banker (s) along with your Bank Account Number and also 9 Digit Code Number and IFSC Code of the Bank Branch?			
9.	Have you submitted prices of goods in the Price Schedule?			
10.	Discount offered on the latest price list.			
11.	Have you enclosed other all declarations, documents required to be submitted as per Tender?			

**Miscellaneous Stationary Items**

**Kindly read and note the following:**

1. All pages of the Tender should be page numbered and indexed.
2. All prices must be extended and totaled wherever needed.
3. 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 (NA), it may be filled up as NA.
2. It is the responsibility of tenderer to go through the tender document to ensure furnishing all required documents in addition to above, if any.

\_\_\_\_\_  
(Bidder's 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)



## Undertakings

(to be given on the Letterhead of the FIRM)

**An undertaking is given herewith that:**

- (i)** I /Firm will accept the split order for items against which lowest rates quoted by me/ my Firm.
  
- (ii)** The brand new and agreed quality of materials will be supplied against the supply order of the Institute.
  
- (iii)** If I / my Firm will not abide by the above undertakings **(i & ii)** , the required action ( **viz. Forfeiture of Earnest Money or performance security** ) taken by the Institute will be acceptable to me/ my Firm .

**Bidder's Signature and Seal**  
**(Full name, designation of the person in the**  
**Firm/Agency)**

**AFFIDAVIT**

**(in a non-judicial stamp paper worth Rs.50/- duly notarized )**

I/We (M/s \_\_\_\_\_ ) having head office at \_\_\_\_\_ hereby declare the Following that :

- a. 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.
- b. My / our Firm M/s ..... has not any dispute with any of the Govt. departments/Govt. Autonomous Bodies/Institutions/PSUs, etc.
- c. My / our Firm M/s .....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.
- d. There are no complaints against my / our Firm such as 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.

Signed on behalf of M/s

Place:

Date:

**PRICE BID FOR MISCELLANEOUS STATIONERY ITEMS – 1**

SL N O	MISCELLANEOUS STATIONERY ITEM-1	BRAND	Approx Annual Require ment	Price Quoted		Total (In Rs.)
				Per Unit	GST	
1.	Glue Stick 15gm	Fevi Stick	400			
2.	Paper Exec. Bond A-4 (500 Sheet 75GSM)	Bilt	250 Reams.			
3.	Ball Pen CelloTrimate-0.7mm tip	Sample Basis	5000			
4.	Slip Pad No. 33 (Sheet 80)	Neelgagan	700			
5.	Slip Pad No. 55 (Sheet 80)	Neelgagan	350			
6.	Marker Fine Tip (S=0.4mm) 1513,1523	FaberCastle	2500			
7.	Saraswati Note Book Small 9"x7"	Saraswati	700			
8.	Saraswati Note Book Large 11"x9"	Saraswati	700			
9.	Transparency Sheet (CT-100, A-4 size, 100micron, 100 sheet each pkt)	De` Smat	200pkt			
10.	Paper Inkjet A4(130GSM) 50sheets each pkt	De` Smat	200pkt			
11.	CDR with J Case (Company pack)	Moserbaer	500			
12.	CD-RW, With J Case(Company Pack)	Moserbaer	500			
13.	Pencil (HB)	Natraj	500pkt			
14.	Pencil Carbon Paper (Pack100 sheet in each) Royal Blue Impressions	Kores	25 pkt			
15.	Cello Tape (Transparency-24mm- 65 mtr in 1 inch	Good Quality	1000 Nos.			
16.	Brown Tape -48mm-50 mtr-2 Inch	Good Quality	200 Nos.			
17.	Correction Pen-7ml	Faber-castell	150 Nos.			
18.	Highlighter Marker Pen-5 colour Pack	Luxor	400 pkt			
19.	Index File (Lever Arch File-35	Neelgagan	200Nos.			
20.	Notes Pad - Green	Neelgagan	200Nos.			
21.	Pen Pilot-Hi-Techpoint-05	Luxor	350Nos.			
22.	Pencil Eraser (Small Size)	Camlin	400Nos.			

SL NO	MISCELLANEOUS STATIONERY ITEM-1	BRAND	Approx Annual Requirement	Price Quoted		Total (In Rs.)
				Per Unit	GST	
23.	Pencil Sharpener(small size)	Camlin	250 Nos.			
24.	Plastic Folder Size A-4	Solo	2500Nos.			
25.	Self Stick-Repositionable	Post It Prompts	150 pkt			
26.	Self Stick Note Pads-Plain pad 3"x4"(75x100mm)-100 each pkt.	Stick-on	150 pkt			
27.	Stapler-HD-10D	Kangaro	150 Nos.			
28.	Stapler Pin for HD-10D	Kangaro	400 pkt			
29.	Plastic Scale-12 Inch	Faber-castell	100 Nos.			
30.	Stamp Pad-110mmx69mm	Faber-castell	50 Nos.			
	<b><u>Grand Total of 'Col.-6'</u></b>					
	<ul style="list-style-type: none"> <li>• <b><u>In Figure:</u></b></li> <li>• <b><u>In Words:</u></b></li> </ul>					
	If discount offered on the above quoted price, if any, please mention in percent, etc.					

**Bidder's Signature and Seal**  
(Full name, designation of the person in the