

**NATIONAL INSTITUTE OF TB AND RESPIRATORY DISEASES**  
**SRI AUBORINDO MARG, NEW DELHI – 30**

**TENDER NOTICE**

**Ref. No. NITRD/Ten./2017-18/17**

Sealed tenders in two separate bids a) **Technical bid**, b) **Financial bid** are invited from reputed Manufacturers/ authorized dealers/ firms/ Agency etc. for the following items/ services\*. **The Tender document would be available from cashier on payment of Rs.500/- (non-refundable) in cash** for each item from **06.02.2018 to 26.02.2018** between **10.00 am to 3.00 pm** on all working days and **upto 12.00 noon on Saturdays**. Downloaded tender documents are accepted subject to payment of cost of tender document i.e. Rs.500.00 (non-refundable). The bidder may pay the cost of downloaded tender document by way of Crossed Demand Draft or by cash at the counter in the Accounts Section and proof of payment (receipt) to be enclosed with the tender document at the time of submission of the bids. The tender should be deposited in the Procurement Cell **by 10.30 am on 27.02.2018** along with requisite **EMD** as mentioned in tender document. The tenders will be **opened at 11.00 a.m. on 27.02.2018** in **Room No. 215 of OPD Building**. One representative of the bidder in possession of admit card as in tender can attend the tender opening.

Sr. No.	Name of Items
1.	Portable Polysomnography System
2.	<b>Office Stationary</b>
3.	Biochemistry Kits
4.	Grocery Items
5.	Supply of Fruits
6.	Scanning and Digitisation of Official Records*.

The Information regarding this Tender Notice is also available on Institute's Web-site <http://www.nitrd.nic.in>.

**(Director)**

**Note: - This tender document has contains 6 pages including tender notice.**

**National Institute of Tuberculosis and Respiratory Diseases**  
 (Autonomous Institute under the Ministry of Health and Family Welfare, Govt. of India)  
 Sri Aurobindo Marg, (Near Qutub Minar) New Delhi – 110 030

**INSTRUCTIONS TO TENDERERS REGARDING MODE OF BID AND EMD**

1. **Bidders submitting tenders would be considered to have considered and accepted all the terms and conditions in the tender document. Any conditions given by the bidder would be taken as null and void.**
2. The tender will be on a **two bid system** comprising of :-
  - i. **Technical Bid** containing all the technical specifications and other tender requirement as per tender document **except** the proforma Invoice/Price.
  - ii. The tender will be on a two bid system 1) **Technical Bid** 2) **Financial Bid**. Technical bid is to be submitted in duplicate.
  - iii. **Financial bid** containing the Proforma Invoice and the other details of financial needs only.
    - (i) **EMD amount Rs.12000/-** should be enclosed for the tender to be considered for evaluation EMD should be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form. Tender without EMD would be rejected. EMD already lying with the National Institute of any previous tender/quotation etc. will not be considered for this tender. EMD to be drawn in favor of **DIRECTOR, NATIONAL INSTITUTE OF TB AND RESPIRATORY DISEASES.**
    - iv. **EMD will be forfeited :-**
      - (i) In case of non supply after placing of the order.
      - (ii) In case of willful suppression/ submission of wrong information.
    - v. **EMD, if submitted with validity of three (3) months would have to be revalidated as required for the bidder to be considered for the tender.**
3. Please ensure that the E.M.D., Technical Bid, Financial Bid is submitted in three different envelopes and these should be put in an outer envelope super scribed with quotation no., Date of opening and item name. If exemption of E.M.D is claimed as per Govt. rules proof may given clearly.
4. Bidder must write the name of item quoted for and the tender number / date on the bid envelope without which the tender will be rejected. All clarifications will be asked by FAX and bidder should respond on **FAX No.011-26511793.**
5. **Bidder to provide Fax Number in case of any clarification is required as the normal response time in these cases would be of Five Days.**
6. **If any of the information is found to be incorrect at any stage, the contract/ tender may be cancelled with forfeiture of EMD and Penalty as decided by the Competent Authority.**
7. After Technical Evaluation Committee (TEC), Tender Opening Committee (TOC) opens the financial bids in presence of the firms' representative, then the Standing Purchase Committee (SPC)/ Higher Purchase Committee (HPC) decides the L1 acceptable firm.

**National Institute of Tuberculosis and Respiratory Diseases  
Sri Aurobindo Marg, (Near Qutub Minar) New Delhi – 110 030.**

- 1) This tender is open to the manufacturers or their authorized dealers of the item in the schedule attached (**Annexure – ‘A’**) as per the terms and conditions given below.
- 2) The tender may be deposited at the tender box in the procurement cell on **27.02.2018 by 10.30 am**. In case sent by courier/post it would be the responsibility of the bidder that it reaches the institute diary by the due date. The offers submitted through Telex/Telegram/Fax/Email or any manner other than specified above will not be considered.
- 3) The tender will be on a two bid system 1) **Technical Bid** 2) **Financial Bid** .Please ensure that the E.M.D. (as per instructions given below), Technical Bid, Financial Bid is submitted in three different envelopes and these should be put in an outer envelope super scribed with tender no. Date of opening and item name. If EMD is not submitted then the technical bid will not be considered. If exemption of E.M.D is claimed as per Govt. rules proof may given clearly in favor of the firm and must be enclosed in the envelop for EMD The Financial bid will be opened of the firms which qualify technically.
- 4) The validity of bid will be **One Year** from date of opening and the rates will be valid for **1 year** from the date of opening of tender subject to the terms and conditions mentioned below.
- 5) **Earnest money of Rs.12000/-** is to be deposited, EMD should be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form in favor of Director, NATIONAL INSTITUTE OF TB & RESPIRATORY DISEASES, NEW DELHI-110030. This must be attached with the quotation without which tender quotation **WILL BE SUMMARILY REJECTED. Any EMD previously deposited with the institute cannot be considered for this item**
- 6) Offer with any price variation clause will not be accepted.
- 7) The Institute shall be entitled to reject the goods/stores or such portion thereof as may be discovered not to conform to the best quality of materials and workmanship/description of the stores/good required. On such rejection, the goods/stores will at seller's risk and the vendor shall, if called upon to do so, replace within a period of 30 days or such further period as may be extended from time to time by the Institute at its discretion, on an application made thereof by the vendor, the goods/stores on such portion thereof as rejected by the Institute. Otherwise the vendor shall pay to the Institute such damages as may arise by reasons of breach of the above conditions. Nothing herein contained shall prejudice any other right of the Institute in that behalf.
- 8) Institute reserves the right to get delivery in a single lot or in a phased manner as per schedule in the supply order.
- 9) **Special Conditions:-**
  - i) An affidavit as per Annexure "B" should accompany the tender (Specimen copy enclosed.)
  - ii) Proof of purchase of tender to be enclosed.
  - iii) The Director Reserves all rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.
  - iv) This tender form is not transferable.
  - v) The offer should be legibly typed.

- vi) Tender will not be considered unless and until all documents are properly signed.
- vii) The tender is liable to be ignored if complete information is not given therein.
- viii) All corrections must be signed, by the tenderers in full.
- ix) Offers with any price variation clause shall not be accepted.
- x) Any conditional tender or any deviation from the terms and conditions of the tender notice shall render the tender liable to rejection.
- xi) Conditional tender qualified by such vague and indefinite expressions such as subject to, immediate acceptable, subject to prior sale 'shall' not be considered.
- xii) **Firm should submit a certificate that it is not supplying the item at a rate lower than what it has quoted in this tender to any other Govt./Semi Govt./Autonomous organization.**
- xiii) PAN No. of Bidder:- In case of sole proprietor to be accompanied by proof in form of certificate by C.A. that the firm is sole proprietor.
- xiv) **Photocopy of G.S.T. Registration Number.**

#### 10 **SUPPLY:**

**Supply to be done within 4 weeks of issue of order. In case the supply is not made, after the quotation has been accepted EMD will be forfeited. However, in case of delay in supply, penalty will be imposed @ 2% of total order cost per week to the maximum of 10% (Part week would be counted as one week i.e. 8-14 days means 2 weeks ; 15-21 days mean 3 weeks etc.)**

11. (i) No payment shall be made for rejected Stores. Rejected items must be removed by the tenderers within two weeks of the date of rejection at their own cost and replace immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice. Payment will be made only after delivery of goods and satisfactory acceptance by the Stores.

(ii) ***Bidders are required to give the following details for payment through NEFT/RTGS.***

- 1. Beneficiary Name***
- 2. Beneficiary Address***
- 3. Beneficiary Account Number.***
- 4. Beneficiary Bank Name and Branch.***
- 5. Beneficiary IFSC Code.***

12. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.

#### 13. **JURISDICTION :-**

The courts at Delhi alone will have jurisdiction to try any matter dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Delhi Courts shall have jurisdiction in the matter.

**DIRECTOR**  
**National Institute of TB and Respiratory Diseases**

**Annexure - 'A'**

<b>OFFICE STATIONERY ITEMS</b>				
<b>S. No.</b>	<b>NAME OF THE ITEMS</b>	<b>PACK SIZE</b>	<b>QUANTITY</b>	<b>Unit Price in Rs.</b>
1	Note sheet pad Green		200 pad	
2	ENVELOPE YELLOW LAMINATED	(A3 SIZE)	1000	
3	ENVELOPE YELLOW LAMINATED	(A4 SIZE)	1500	
4	GUM BOTTLE	(300 ML)	100	
5	HIGH LIGHTER	(1x5/Pkt )	15 pkt	
6	REGISTER 2Q (Ruling) good quality	(31 cms x 19.5 cms) (192 pages)	200	
7	REGISTER 4Q (Ruling) Brand : good quality	(31 cms x 19.5 cms) (384 pages)	200	
8	Register 6 Q (ruling)	31cms x 19.5cms (576 pages)	300	
9	Note Book	17.5 cms x 24cms (192 pages)	400	
10	PROJECTION MARKER WITH FINE TIP (Red, Blue, Green, Black)	Red-85Green-62,Black- 125,Blue-18	290	
11	Singal Puch Brand: Kangroo		20	
12	STAPLER BIG Brand: KANGROO	HP-45	30	
13	STAPLER MEDIUM Brand : KANGROO	HD - 10D	40	
14	STAPLER PIN (SMALL)	(No 10) (1x120pkt/box )	30 Box	
15	XEROX PAPER J. K, Century	A-4 Size, 75 GSM	1000	
16	STAMP PAD BIG	160 MM X 97MM	2	
17	STAPLER PIN BIG (Brand : KANGROO)	24/6 1x20Pkts/ BOX	25 Box	
18	INDEX FILE (Cobra File)		150	
19	Permanent Marker	BLACK 50, Blue 50, Red 50	150	
20	carbon paper	1x100	5 pkt	
21	File Board	25cms x 36 cms	3000	
22	Tag	1x500	50 bundle	
23	Eraser	Natraj	100	
24	Sharpner	Natraj	100	
25	scale Long Plastic		50	
26	Single Punch HDP		1	

**ANNEXURE –‘B’**

I/we (Name) \_\_\_\_\_ partner /sole proprietor (strike out word which is not applicable) of (Firm)\_\_\_\_\_do hereby declare and solemnly affirm to the fact that the individual firm/companies are not black-listed by the Union or State Government or any partner or shareholder there of are not directly or indirectly connected with or has any subsisting inters in business of my/our firm.

DEPONENT

Address \_\_\_\_\_

I/we do hereby solemnly declare and affirm that the above declarations is true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Dated: DEPONENT

(Note: - To be furnished on non judicial stamp paper duly attested by the Oath Commissioner).