

Hosting of Tender on web site

Organisation	Two digit year	Tender No.	Pdf
N.I.M.I	14	01	Pdf

Tender Ref. No.	NIMI/MS/T-17016/PS/2014/002 Dated 01.04.2014
Tender Title	Supply of White Pulp Board - 185 GSM - 30000 nos
Product category	Stationery
Product Sub Category	Printing
Tender type	Buy
Location	NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, GUINDY, CHENNAI, TAMILNADU, PIN – 600 032.
Proposed date of Hosting on web	1.4.2014
Last date & time for Document collection	ON or before 16.04.2014 at 15.00 Hrs.
Last date & time for Submission of tender	15.00 Hrs on dt. 16.04.2014
Tender Opening date	15.30 hrs. on dt. 16.04.2014
Work Description	Supply of White Pulp Board – 185 GSM as per specifications.
Pre – Qualification	As per clause No.5 of “Invitation of Bids”.

**NATIONAL INSTRUCTIONAL MEDIA INSTITUTE
CTI CAMPUS, GUINDY, CHENNAI -600 032, TAMILNADU
GOVERNMENT OF INDIA
MINISTRY OF LABOUR AND EMPLOYMENT
DIRECTORATE GENERAL OF EMPLOYMENT AND TRAINING
TELEPHONE NO. 22500248, 22500657: FAX - 22500791**

No: NIMI/MS/T-17016/PS/2014/002

Date: 01.04.2014

INVITATION FOR BIDS

Dear Sir,

**Sub.: INVITATION OF QUOTATIONS FOR SUPPLY OF PULP BOARD WHITE-
185 GSM – REG.**

LAST DATE FOR SUBMISSION: 16.4.2014 at 03.00 PM.

1. You are invited to submit your most competitive quotation **in duplicate (Original + Photocopy)** for the following goods/ Items.

Sl. No.	Brief description of the goods / Items Specifications	Quantity & Unit	Place of Delivery	Tender will be opened on
01.	White Pulp Board 185 GSM – Size 22” X 28”	30000 nos.	At the Office of THE DIRECTOR, NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, CTI CAMPUS, GUINDY, CHENNAI -600 032. TAMIL NADU	16.04.2014 at 03.30 PM

3. The quotation should be sent in a SEALED COVER DULY SUPERSCRIBED AS “**QUOTATIONS FOR SUPPLY OF WHITE PULP BOARD – 185 GSM**” with **QUOTATION NO.** AND **DUE DATE: 16.04.14 at 3.00 PM.**
4. **Quotations would be accepted upto 3.00 P.M. on the last date of submission and will be opened on the same day at 3.30 P.M** in the presence of the supplier or their authorised representatives who wish to be present at their own cost.

5. Eligibility Conditions

- a. The bidder should be an Indian company registered to manufacture the tendered item or duly authorized by the manufacturer to supply the equipment and submit the bid for the same. (Copy of Registration/Authorization shall be enclosed.)
- b. The bidder must have supplied to any Central/State/PSU of similar good(s) in a single supply order during past 2 years.
- c. The QUOTATION should be submitted along with latest valid Income Tax clearance Certificate.

6. Terms and Conditions

- i) The bid should be submitted strictly as per enclosed format. Additional sheets may be used in the case of detailed specifications.
- ii) Maker's Name, Model No. and country of origin must be specified clearly.
- iii) Goods/Items offered should conform to IS specifications and detailed literature should be enclosed along with the quotation. In case, the stores offered are on DGS&D Rate Contract, copy of the Rate Contract should be supplied. As far as possible, stores of Indian origin conforming to specifications should be offered.
- iv) Price should be **FOR Destination** Purchaser will not pay separately for transit insurance and supplier will be responsible till the contracted stores arrive at the destination in good condition.
- v) VAT applicable to us is 5% only. Suppliers from states other than Tamilnadu can indicate the applicable CST. Successful suppliers will be decided based on the total price including the applicable sales tax.

- vi) Vendor should be OEM or Authorized Distributor/Reseller for the specified Item and the Certificate for the same is required to be furnished.
- vii) Each bidder shall submit only one quotation strictly as per the format of quotation enclosed.
- viii) **All the pages of the Tender Documents should be signed, stamped and submitted with offer.**
- ix) The quotation should be signed by the authorized person and his full name and status should be indicated below his signature.
- x) Quotation will be considered only if rates have been quoted strictly according to the specification. The rate must be written in figure as well as in words. All alteration in the rates should be signed otherwise the quotation/tender will not be considered. Where there is a difference between amount quoted in words and figures, **amount quoted in words shall prevail.**
- xi) The Purchaser or its representative shall have the right to inspect and/or to test the Goods/Items to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The inspections and tests may be conducted on the premises of the Supplier/ at point of delivery and/or at the Goods final destination. If conducted on the premises of the Supplier, all reasonable facilities and assistance, including access to production data - shall be furnished to the inspectors at no charge to the Purchaser.
- xii) The purchaser reserves right to reject any of the Good(s) /Item(s), if found unsuitable and / or not confirming to the approved specifications even after placing the purchase order and delivery of Good(s)/Item(s). The rejected Good(s)/Item(s), if any shall have to be taken back at your cost and replaced for, with items of specified quality.
- xiii) Quotation received late after due date and time will be rejected.
- xiv) The Raw material shall be supplied, at the National Instructional Media Institute, CTI Campus, Guindy, Chennai - 32, Tamilnadu.
- xv) The submission of the tender shall be taken as the implied acceptance of all terms and conditions stipulated herein.
- xvi) The Entire quantity of goods to be delivered within 15 days from the date of the purchase order/contract.

- xvii) Payment will be made by Cheque/Demand Draft normally within 45 days after the receipt of stores in good condition. Suppliers should also submit a Photostat copy of their latest/current Income Tax Clearance Certificate.
- xviii) The warranty period and conditions shall be indicated clearly. Extended warranty/support may also be indicated, if any.
- xix) The stores for which quotations are invited to be supplied to the "DIRECTOR, NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, Chennai. Any correspondence relating to the payment will have to be made by the suppliers with the DIRECTOR, NATIONAL INSTRUCTIONAL MEDIA INSTITUTE, Guindy, Chennai-32. IF THE BILL AMOUNT EXCEEDS Rs.5000/- A REVENUE STAMP SHOULD BE AFFIXED IN THE BILL WITH AUTHORISED SIGNATURE FAILING WHICH THE BILL WILL BE RETURNED. The bill (in triplicate) along with the delivery challan should be submitted immediately after receipt of the items of stores in good condition.
- xx) In case of any deviation/specific conditions in payment terms, the same should be indicated clearly. This office shall not have any binding whatsoever to accept the terms indicated by the supplier.

7. Bid Price

- a) The contract shall be for the full quantity as described above.
- b) All duties, taxes and other levies payable on the raw materials and sub components, if any shall be included in the total price.
- c) VAT/Central Sales Tax in connection with the sale shall be shown separately in terms of percentage as well as in amount.
- d) The rates quoted by the bidder shall be valid for the duration of the contract and shall not be subject to variations adjustment on any account.
- e) The prices shall be quoted in words and figures in Indian Rupees only.

8. Validity of Quotation

Quotation shall remain valid for a period of 90 days after the due date specified for submission.

9. Evaluation of Quotations

- i. The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - ✓ are properly signed ; and
 - ✓ Conform to the terms and conditions, and specifications.

10. Award of contract

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract without assigning any reasons.

11. The Payment shall be released only after the supply of goods at NIMI Stores and observance of satisfactory performance of the Good(s)/Item(s) by the consignee. For claiming 100% payment the following documents are to be produced before paying authority.
 - i. Invoice/Bill in Triplicate
 - ii. Delivery Challan in Triplicate
 - iii. Receipt from the consignee.
 - iv. Excise Gate Pass in case of local manufacture by the bidder in case bidder is a manufacturer
 - v. Customs duty receipt copy in case of imported items

We look forward to receiving your quotations and thank you for your interest in this project.

**THE DIRECTOR,
NATIONAL INSTRUCTIONAL MEDIA INSTITUTE,
CTI CAMPUS, GUINDY, CHENNAI -600 032, TAMILNADU
TELEPHONE NO. 22500248, 22500657
FAX - 22500791**

ANNEXURE - I

**FORMAT OF QUOTATION
(On the Letterhead of the Supplier)**

QUOTATION FOR SUPPLY OF **WHITE PULP BOARD**

Quotation No: **NIMI/MS/T-17016/PS/2014/ 002** Dated:....01-04-2014.

Last Date for Submission ...16-04-2014 At 3.00 P.M

TO

**THE DIRECTOR,
NATIONAL INSTRUCTIONAL MEDIA INSTITUTE,
CTI CAMPUS, GUINDY, CHENNAI -600 032, TAMILNADU**

PARTICULARS OF SUPPLIER

1. Name of the Supplier :
2. Complete Address of the Supplier :
3. Name & address of the officer to whom all references shall be made regarding this Quotation.
4. Cost Schedule :

Sl. No.	Brief description of the goods / Items Specifications	Quantity & Unit	Unit rate	Total Cost - F.O.R NIMI Stores, Guindy	
				In Words	In Figures
01	White Pulp Board 185 GSM – Size 22” X 28”	30000 nos.			

Total:

VAT/CST % & Amount:

Grand Total:

MANUFACTURERS' AUTHORIZATION FORM

QUOTATION FOR SUPPLY OF

Quotation No: **NIMI/MS/T-17016/PS/2014/.....** Dated:.....

Last Date for Submission **At 3.00 P.M**

To
**THE DIRECTOR,
NATIONAL INSTRUCTIONAL MEDIA INSTITUTE,
CTI CAMPUS, GUINDY, CHENNAI -600 032, TAMILNADU**

Dear Sir:

We _____ who are established and reputable manufacturers of _____ (*name and description of goods offered*) having factories at _____ (*address of factory*) do hereby authorize M/s _____ (*Name and address of Agent*) to submit a bid, and sign the contract with you for the goods manufactured by us against the above IFB.

No company or firm or individual other than M/s _____ are authorized to bid, and conclude the contract for the above goods manufactured by us, against this specific IFB. (*This para should be deleted in simple items where manufacturers sell the product through different stockists.*)

Yours faithfully,

(Dated Signature of manufacturer with seal)

(Name and Designation)

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 legally bind the manufacturer. It should be included by the Bidder in its bid.