



Njrpa fhrNeha; Muha;r;rp epWtdk;
राष्ट्रीय यक्ष्मा अनुसंधान संस्थान
NATIONAL INSTITUTE FOR RESEARCH IN TUBERCULOSIS
(Indian Council of Medical Research)
(Formerly Tuberculosis Research Centre)
Department of Health Research, Ministry of Health & Family Welfare
Government of India
No.1, Mayor Sathyamoorthy Road, Chetpet, Chennai 600031

BID DOCUMENT

NAME OF WORK: Purchase of Diary for the year 2018

Tender Enquiry No: P1/Diary/2017-18

Tender published at Website: <https://eprocure.gov.in>
www.nirt.res.in

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Tender No.P1/ Diary/2017-18

Date: 02.11.2017

NIRT E-Tender(NIT)

Electronic Bids are invited through website <https://eprocure.gov.in> under two bid system from eligible domestic bidders registered in India i.e Original Equipment Manufacturers/Authorized Dealers/Authorized Distributors/Suppliers authorized by OEM for procurement of Ultra Filtration Apparatus at NIRT, Chennai.

Tender Enquiry

Date of Publishing	02.11.2017
Bid Document Download start date(Online)	02.11.2017
Bid Submission start date(Online)	02.11.2017
Bid Submission End date (Online)	20.11.2017
Date of Technical Bid opening(Online)	21.11.2017
Date of Financial Bid Opening	To be Notified separately

Important Notes:

1. Tender documents may be downloaded from central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>.
2. Only Bids received on our e-tendering portal will be considered for opening. Bids in any physical form sent through fax/e-mail/courier/post/delivered personally will not be considered.
3. Any addendum/Corrigendum date extension in respect of above tender shall be issued on our website www.nirt.res.in and website <https://eprocure.gov.in> only and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep themselves updated.

Place: Chennai

Date: 02.11.2017

General TERMS & CONDITIONS

Nature of items:

For supply of goods with specifications as mentioned in Annexure – I.

1. Scope of Supply:

1. The tenders shall be submitted as per the technical specifications enclosed in Annexure – I. Before quoting for this tender, Please inspect the diary 2017 Available at the Stores section of NIRT on 10.11.2017 between 11.00 am to 1.00 pm.
2. NIRT, Director reserves the right to accept or reject any or all tenders without assigning any reason thereof.

2. Bid Submission and Opening:

- a. The bid should be submitted online at website <http://eprocure.gov.in/eprocure/app> only by due date as in NIRT of the bid. The server date and time as appearing on the website only shall be considered for the cut-off date and time for submission of bids. Offers sent through post, fax, e-mail and courier or by any other mode will not be considered.
- b. Only those bidders shall be considered qualified who submit all the terms and conditions of the tender document. The decision of NIRT shall be final and binding.

3. Submission of Bids:

- a. Only bids received on e-tendering portal will be considered for opening. Bids in any physical form sent through fax/e-mail/courier/post/delivered personally will not be considered.
- b. Bidder will be responsible for any delay due to other issues.
- c. The bidder has to digitally sign and upload the required documents one by one as indicated in the tender document.

4. Submission of offer:

The tender shall be submitted online in two cover system duly scanned and digitally signed by the authorized representative of the bidder as follows.

A) Cover-1 (Techno-commercial Bid):

Online Bid should be submitted containing copy of the following documents in cover-1 as documentary proof, for fulfilling qualifying criteria, failing which the offer shall be summarily rejected.

B) Cover-2 (Price Bid):

- a. The price must be quoted only in the price Bid format attached as BOQ. Please quote the prices

5. Validity of Tender:

- a. The tender shall be valid for a period of 180 days from the date of opening of the tender.
- b. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained till supplies are completed.

6. Price:

- a. The price shall be firm and shall include all applicable taxes and charges. The rates quoted shall be all inclusive, with the delivery upto destination i.e NIRT, Chennai

7. Payment:

- a. After successful supply of the material, payment will be made by NIRT, Chennai by NEFT transfer to the bank account.
- b. 100% payment shall be made only after supply of the items in good condition along with successful delivery of items . No advance payment will be made.

TENDERER'S NAME & SIGNATURE WITH SEAL

ANNEXURE – I

SPECIFICATIONS FOR THE SUPPLY OF DIARY

- Width of the diary should be 6.5 inches and height should be the same as that of last year diary 2017 (sample available at NIRT,Chennai)
- Paper quality should improve from that of last year.
- Markers should be present in the diary. The pages of Dates & Days 2017 lists are not needed and needs to be removed.
- ‘Compulsory Holidays’ list should be included in the diary which will be provided by NIRT.
- Replace ‘Tour Plan’ (present in Diary 2017) header to ‘Organizer’ and change those pages accordingly.
- Change the wordings of ‘Important index’ to ‘Telephone Index’ and increase the number of notes page from 2 to 4.
- Leave chart should be included in the diary so that CL,EL &RH can be included by the employees of NIRT while planning their leaves.
- Samples to be provided at the time of submission/opening of technical Bid for proof reading.

TENDERER’S NAME & SIGNATURE WITH SEAL

Bid Submission**Online Bid Submission:**

The online bids must be uploaded online in two covers as explained below.

Cover – I			
(Following documents to be provided as single PDF file)			
S. No	Documents	Content	File Types
1.	Technical Bid	Compliance sheet with technical Specifications mentioned in Annexure-I	.PDF
2.			
Cover - II			
S. No	Types	Content	
1.	Financial Bid	Price Bid(BOQ) may be submitted as an BOQ for item quoted as per Annexure-I	Excel

TENDERER'S NAME & SIGNATURE WITH SEAL