

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
Baba Gangnath marg, Munirka, New Delhi – 110067

Telephone No. 26165959, 26166441, Fax No. 91-99-26101623  
Web Site: [www.nihfw.org](http://www.nihfw.org)

## **TENDER DOCUMENT**



**TENDER FOR SUPPLY OF  
CHEMICAL**



F.No. NIHFW/SB/16-64/2016

**NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**

Baba Gangnath Marg, Munirka, New Delhi – 110 067

Email: [info@nihfw.org](mailto:info@nihfw.org)

Website: [www.nihfw.org](http://www.nihfw.org)

**SUBJECT: Tender for supply of Chemical for the year 2016-2017**

**Cost of Tender document: Rs. 500/- (Rupees Five Hundred only)**

NAME OF THE FIRM:-----  
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ADDRESS OF THE FIRM & PHONE NO:-----  
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Date & Time of issue of tender document	:	10/01/2017	9:30 to 5:00 PM
Last Date & Time for Sale of Tender document	:	31/01/2017	up to 3:00 PM
Last Date & Time for submission of tender	:	01/02/2017	Up to 3.00 PM
Date & Time of opening of tender	:	01/02/2017	3:30 PM
Earnest Money deposit (EMD)	:	Rs. 20,000/-	



F.No. NIHFW/SB/16-64/2016  
National Institute of Health and Family Welfare  
Baba Ganganth Marg, New Delhi – 110 067

### **NOTICE INVITING TENDER**

National Institute of Health and Family Welfare (NIHFW) is an autonomous body funded by the Ministry of Health and Family Welfare and having aim to serve as an apex technical Institute, to promote Health and Family Welfare programmes in the country through Education, Research, Training, Specialized Services, Advisory and Consultancy services.

Sealed Tender are invited on behalf of Director, NIHFW, New Delhi only from the Manufacturers/Authorized distributors/Dealers/Agents for supply of Chemical for use in NIHFW. Distributors, Dealers & Agents authorized by the manufacturing firm in India/abroad must submit their prices for items mentioned as per Annexure II.

The NIHFW, New Delhi are exempted from Excise and Customs Duties on Consumables etc. for use of Research, vide Notification No.10/97-Central Excise dated March 1, 1997(as amended by Notification 16/07 – CE) and Notification No. 51/96-Customs respectively. However, for availing the aforesaid Duty Exemption benefits, the Prices are required to be quoted by Manufacturer essentially on Ex-Works basis, without including any Excise/Customs Duty Component.

A certificate to this effect may also be submitted that the price offered by them is not higher than what is being offered to any other Govt. Organization/Institutions. The sole authorize distributor should enclose their sole authorization letter/certificate from the Foreign Principal with the tender document. The manufacturer company should be ISO certified or equivalent.

Non-transferable Tender documents for supply of chemical can be obtained from Account Section, Administrative Block, NIHFW, Munirka, New Delhi on payment of Rs. 500/- (Rupees Five Hundred only). In case of download Tender Document, Draft/Banker's cheque may be prepared in favour of DIRECTOR, NIHFW, New Delhi and submitted along with Technical bid of Tender Document. The tender document received without tender cost will be summarily rejected. The sealed tender document must be dropped in the tender box kept near the reception of the Admn. Block of NIHFW, New Delhi by 3.00 PM on 01/02/2017.

An amount of **Rs. 20,000/- (Rupees Twenty thousand only)** towards Earnest Money Deposit (EMD) should be deposited in the form of Demand Draft payable in favour of Director, NIHFW, Munirka, New Delhi. The tenders of the firms/dealers who do not deposit EMD in the above said manner is liable to be rejected. Incomplete tenders and the tenders received after the due date and time will not be accepted. The tender sent by post, received after due date & time will also not be accepted.

An affidavit on non-judicial stamp paper of Rs. 100/- duly certified by the authorized signatory(ies) that there is not vigilance/CBI case pending and the firm has not been blacklisted by any Govt. organization/Deptt.

The Director, NIHFW, New Delhi reserved the right to accept or reject any or all tenders without assigning any reason their of. No correspondence shall be entertained in this regard.

(J.P. Shivdasani)  
Actg. Dy. Director (Admn.)  
NIHFW

NIHFW/SB/16-53/2016  
Dated: 10/01/2017

To,

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**Subject:-Limited Tender for supply of Chemical for use in RBM, NIHFW.**

Sealed tenders are invited by Director, NIHFW, New Delhi for supply of Chemical in NIHFW, New Delhi.

Date & time of issue of tender	Cost of tender document	Earnest Money deposit	Last date & time of receipt of tender	Date & time of opening of prequalification & financial bid.
10/01/2017to 31/01/2017 9.30 A.M to 4.00 P.M	Rs. 500/-	Rs. 20,000/-	01/02/2017 up to 3.00 P.M	01/02/2017 3.30 P.M

**Note:-**In case the date of opening of tender happens to be declared as a holiday then tender shall be opened on the next working day at the same time.

The sealed envelope containing the quotation should be marked in capital letters “**TENDER FOR SUPPLY OF CHEMICAL**” and same may be dropped in the tender box kept at reception of Institute by 3.00 P.M on 01/02/2017. The envelope should also bear the sender’s name and address.

Director, NIHFW, New Delhi reserves the right to enhance or reduce the quantity or to decide not to purchase any tendered item, to accept any tender in full or in part, to reject any or all tenders at any time without assigning any reason thereof.

Please note that Tender Form not accompanied by requisite earnest money will be rejected out rightly without assigning any reason or entertaining any correspondence. The earnest money of unsuccessful bidders will be refunded, without any interest, in due course of time, as mentioned in the tender document.

Tender document is enclosed.

(Keshav Chand)  
In-Charge (Store)  
NIHFW

# **National Institute of Health and Family Welfare**

Baba Ganganth Marg, New Delhi – 110 067

## **Subject:-Limited Tender for supply of Chemical for use in RBM, NIHFV.**

Sealed tenders are invited by the Director, NIHFV for supply of Chemical as per specifications and quantity of items given in the enclosed **Annexure-I**.

- i. The Tender should be submitted in two sets, one “Technical Bid” and second “Price Bid” as per of Annexure I & II respectively.
- ii. First set Annexure I should have in a separate cover containing technical detail.
- iii. Second set Annexure II should have in a separate sealed envelope/cover containing price schedule.
- iv. Both envelopes /covers of “Technical Bid” & “Price Bid” should be in a single cover clearly superscribed “Tender for Supply of Chemical” and indicating Tender No. **NIHFV/SB/16-64/2016** on the sealed cover.

Please furnish your most competitive rates on the letter head of company, duly signed and stamped by the authorized signatory of the company, subject to the terms and conditions mentioned hereunder:-

### **Terms & Conditions of Contract**

1. That the freight, insurance charges, if any will not be borne by the Institute. Similarly shortage, pilferage in transit will be the sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make the supplies of shortage / loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without any freight/transport charge.
2. That the delivery/supply will be made on F.O.R. basis to this Institute.
3. Sales Tax (Trade Tax) and other Govt. levies will be paid extra as applicable.
4. That the delivery of goods will be taken at the risk and cost of the supplier.
5. That the supply of material will have to be completed within 30 days from date of issue of purchase order. The liquidated charges @ 0.5% per week should be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value.
6. The firm must clearly mention that the billing for supply of material will be done by them directly, or by their authorized dealer(s).
7. The tender firm should quote their price for the items as per Annexure – II for the year 2016-2017. Price once quoted in the tender document will not be changed during the process of tender/supply of items.
8. The firm should submit the list of Govt. Deptt/Organizations/Institutions, to those they supplies of Chemicals during the last two years. The firm will supply the material as per purchase order and short supply of material will not be accepted in any circumstances.
9. No revision in rate (on higher side) will be accepted during process/supply of material.
10. That the order will be placed as per requirement irrespective of value of the order.
11. The firm may supply the required items as per unit price mentioned in the price list.
12. Supply should be made in full against the order and shortage will be procured on the risk and cost of the supplier.
13. No payment will be made for unsatisfactory/damaged supply of good.
14. The perishable store and the rejected material must be replaced free of cost by the manufacturer firm/supplier immediately.
15. The articles should be securely packed to avoid damages etc. in transit.
16. Supply should be made from the latest batch of production with the maximum life period & original packing.

17. Pre-receipted bills in triplicate duly affixed revenue & stamp of Rs. 1/- should be sent along with goods.
18. The bills may be prepared in the name of the Director, NIHFWS, New Delhi.
19. The firms/tenderer(s) short listed by this institute does not ensure business of any quantum, whatsoever.
20. The disputes arising in connection with the executing the orders will be subject to the Indian laws and jurisdiction of the courts in New Delhi.
21. The Director, NIHFWS reserves the right to cancel any tender or all tenders without assigning any reason thereof.

### **Terms & Conditions for MSME/NSIC**

1. In compliance of Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012, purchase preference shall be given to Micro and Small Enterprises (MSEs) registered with district Industries Center or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or consortia of Micro and Small Enterprises formed by National Small Industries Corporation, if the price quoted by the MSEs is within 15% of L-1 price (L-1 price means Landed Lowest Price) quoted by any other bidder, for the tendered items for which they are the L-1.
2. Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSEs and the MSEs accept the L-1 price.
3. In case of MSEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed to MSEs firm.
4. In case of an MSE owned by SC/ST and price quoted is within 15% of the L-1 price quoted by the L-1 bidder then 20% quantity shall be ordered to them at L-1 rate, subject to their acceptance.
5. In case of more than one MSEs participates in the tender and their prices are within 15% of L-1 price and L-1 bidder is an enterprise other than MSEs then 20% of the tendered quantities shall be shared proportionately between participating MSEs on their acceptance of L-1 price.
6. In case of more than one MSEs participates in tender and their prices are within 15% of L-1 price bidder price who is not a MSEs and one of the MSEs is owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantities shall be procured from MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance of L-1 price in addition to sharing of equal portion of balance of 16% with other non SC/ST owned MSEs subject to their acceptance of L-1.
7. In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from the MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance.
8. Tenderer in the above category should submit a proof/certificate regarding registration with MSME/NSIC for Tendered items.

### **Special Conditions of contract**

1. The disputes if any emanating from resultant contract shall be settled through an arbitrator to be nominated by Director, NIHFWS.
2. The resultant contract shall be interpreted under the Indian Laws.
3. Only the courts located in Delhi shall have jurisdiction in the matter.

(J.P. Shivdasani)  
Actg. Dy. Director (Admn.)  
NIHFWS

## INSTRUCTIONS FOR BIDDERS / TENDERS

1. Incomplete proposal in the tender document and tenders received after due date shall not be entertained.
2. In case of discrepancy between unit price & total price, the unit price shall prevail.
3. In case of supply of goods made through valid authorized dealer, their name & mail address may be declared / indicated in the tender document.
4. In case any firm quoted the tender partially, the Bid Security (EMD) worth to **Rs. 20,000/- (Rupees Twenty thousand only)** is to be paid in the form of Demand Draft. The Demand Draft may be in favoring of Director, NIHFV payable at New Delhi
5. Where the supply of goods etc. imported (Subject to custom duty and foreign exchange fluctuation) and/or locally manufactured (Subject to excise duty and other duties & taxes), the percentage of price should be specifically stated alongwith the selling rates of foreign exchange element taken into account in the calculation of the price list of the imported items.
6. In case any item / chemical(s) is/are proprietary in nature, "Proprietary Certificate" from / by the principal firm may be furnished.
7. Authorization certificate in respect of foreign firms duly self attested and showing validity for the year 2016-17 may be submitted.
8. Terms & Conditions given in the tender document and each page of tender document should be signed by authorized signatory and the tender document envolp/cover should be sealed.
9. Technical details of required items may be submitted in the prescribed format Annexure II and all columns may be filled up.
10. The competent authority reserves the right to accept or reject any or all tenders without assigning any reason.

**PROFORMA TO BE FILLED BY THE TENDERER**

1.	Tender Ref. No.	
2.	Name of the Tenderer with full address (Telephone, Email etc.)	
3.	Name & address of the Local authorized Dealer/Distributers if applicable (With Tel./Fax/Mobile/Email address).	
4.	No., Date & amount and issuing Bank of the Demand Draft towards:- i. EMD - ii. Tender Fee (if downloaded for Institute's website)	
5.	VAT/TIN/PAN/CST No. (Manufacturer)	
6.	Certificate of not quoting less price to any other Govt. Dept. / Institution.	
7.	Please indicate name, full address of your Banker and account No.	
8.	State whether you have been currently banned/blacklisted by any Ministry/Deptt. of Central Govt. or any State Govt. if so give details.	
10.	Annual turnover of the firm during financial yr. 2015-16. (enclosed documents in support of claim).	
11.	Three years income tax return copy of the form.	
12.	If the firm is under Rate Contract with other Govt. Deptt/Res. Instt. Give details along with certified copies issued by Instt./Deptt.	
13.	Whether the firm is registered under company Act. 1985. If yes enclosed certified copies. In case firm is registered with other Govt. Deptt/Agency, the same may be stated with documentary evidence.	

Signature of authorized signatory of the firm with

Name & complete address \_\_\_\_\_



**“Technical Bid”**

S.No.	Name of the Items.	Name of Product / Make, Catalogue & Specification
1.	Papanicolau-EA-36 S036-125ml	
2.	Papanicolau-OG6 S035-125ml	
3.	QGuard QGard -00R1	
4.	Quantum EX QTUM-000EX	
5.	Primers	
6.	Sperm DNA isolation kit	
7.	Tri reagent solution (Trizol) AM9738	
8.	F3 10-100 µl (4640040)	
9.	F3 100-1000 µl (460040)	
10.	F1 1-10 ml (4641120)	

**Price Bid**

<b>S.No.</b>	<b>Name of the Items</b>	<b>Qty/Unit of Stores Required</b>	<b>Rate per pack/Strip</b>	<b>VAT %</b>	<b>Total amount</b>
1.	Papanicolau-EA-36 S036-125ml	1 No.			
2.	Papanicolau-OG6 S035-125ml	1 No.			
3.	QGuard QGard -00R1	1			
4.	Quantum EX QTUM-000EX	1			
5.	Primers	2set			
6.	Sperm DNA isolation kit	01			
7.	Tri reagent solution (Trizol) AM9738	2 bottles			
8.	F3 10-100 µl (4640040)	5			
9.	F3 100-1000 µl (460040)	5			
10.	F1 1-10 ml (4641120)	5			