

Our Ref.: TI/G-50:1

02<sup>nd</sup> June '06

Subject: **Tender for Purchase of Conference Bags**

M/s

Dear Sir,

National Institute of Training for Standardization (NITS) of the Bureau of Indian Standards (BIS), the National Standards Body of India, intends to purchase conference bags for distribution amongst the trainees for the various training programmes that it organizes from time to time at the above-mentioned address. In the year 2006-07, NITS proposes to organize nearly sixty (60) training programmes, which are likely to receive participation from twenty (20) participants per programme.

Tender in two bids system is invited by NITS to award the contract. The General Terms and Conditions, Technical Bid (including Scope of Work), and Financial Bid are also enclosed. The tender document may either be downloaded from our website [www.bis.org.in](http://www.bis.org.in) or may be collected from our office at the above-mentioned address on any working day during 0930-1700 hours. Tenderers are requested to quote their most competitive offer for the above, which shall satisfy all the terms, conditions and requirements of the tender document.

The Technical and Financial bids shall be submitted in two separate sealed envelopes bearing "Tender No. TI/G-50:1 - Technical Bid" and "Tender No. TI/G-50:1 - Financial Bid". The duly filled Tender shall reach the office of "Head, NITS" at the above address by 1500 h on or before 16<sup>th</sup> June '06. Tenders received after the due date shall be summarily rejected.

The Technical Bids shall be opened on the closing day of submission of tender at 1100 h on the next working day. The representatives of the tenderers may be present at the time of opening of the tender, if interested. Financial Bids of only those tenderers, who qualify in technical bid, shall be opened.

Thanking you,

Yours faithfully

- Encl.: as above

**(K. C. Kalia)**  
**Section Officer**

## **NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**

Our Ref.: TI/G-50:1

Subject: **Tender for Purchase of Conference Bags**

### **GENERAL TERMS AND CONDITIONS**

<b>Sl. No.</b>	<b>Item(s)</b>	<b>Details</b>
1.	Validity of Tender/Offer	The offer shall be valid for <b>90</b> days from the date of opening of the tender.
2.	Last Date for Submission of Tender	<b>16-06-06 (1500 hours)</b>
3.	Date of Opening of Technical Bids	<b>19-06-06 (1100 hours)</b>
4.	Number of Conference Bags proposed to be Purchased initially	<b>Twelve Hundred (1200 No.)</b>

5. The Technical and Financial bids shall be submitted in two separate sealed envelopes, marked clearly as "Tender No.: TI/G-50:1 - Technical Bid" and "Tender No.:TI/G-50:1 - Financial Bid". The duly filled Tender shall reach the office of "Head, NITS" at the above address by 1500 hours on or before 16-06-06. The tenders received after the due date shall summarily be rejected.

6. NITS reserves the right to accept or reject any or all tenders in whole or in part without assigning any reason, whatsoever, or increase or decrease of quantities of any item of the work and the successful tenderer shall perform the same at the rate quoted.

7. NITS takes no responsibility for delay/loss/non-receipt of quotation after dispatch.

8. Representatives of the tenderers may be present at the time of opening of the technical bid, if interested. Financial Bids of only those tenderers, who qualify in the technical bid, shall be opened.

9. Each page of the tender document, that is, technical bid, financial bid and general terms and conditions, including all annexures, shall be duly signed and stamped by the tenderer as a token of acceptance.

10. **The interested tenderers may visit NITS to *assess and familiarize themselves with the construction, material, dimensions, accessories, design and printing of the prototype sample of the conference bag* against which the above-mentioned quantity is proposed to be purchased on any of the working days during the working hours of NITS (0900 h to 1730 h). *The prototype sample of the conference bag is available with the Section Officer (NITS), who may be approached for this purpose.***

11. Required documents, duly attested, shall be submitted strictly as prescribed. Non-receipt of any information/evidence with "tender" shall entail rejection of the tender.

12. The successful tenderer, after award of the offer, shall send his acceptance of the offer on his letterhead, duly signed by the Chief Executive/Authorized Signatory of the organization. The forwarding letter of the bid shall contain all the required annexures in support of their eligibility.

13. The successful tenderer shall abide by all the terms and conditions indicated in the award of the offer letter and the tender document in all respects.

14. In the case of any dispute, decision of the Head (NITS) shall be final and binding.

15. In the event of any dispute or difference relating to the provisions of the tender contract, the same shall be settled amicably through mutual discussions, or shall be referred to the sole arbitrator appointed by the Head, NITS.

16. The courts at NOIDA (District Gautam Budh Nagar) alone shall have the jurisdiction in any matter arising out of or relating to or touching this agreement.

*Note: Any further clarification may please be obtained from the Head (NITS).*

## **NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**

Subject: **Tender for Purchase of Conference Bags**

### **ENVELOPE 1: TECHNICAL BID**

Name of the Work: "Supply of Conference Bags"

Tender Ref.: TI/G-50:1

1. NITS intends to purchase **twelve hundred (1200)** conference bags at its facility at A-20,21; Institutional Area, Sector 62, NOIDA, Distt. Gautam Budh Nagar (U.P.).
2. Tenderer shall have prior experience in this field and shall have supplied such conference bags at minimum three places in Government Institutions/PSUs/ Reputed Organizations in NOIDA. Copies of three such work orders or any other documentary evidence from Govt. Deptt./PSUs/Reputed Companies are also needed to be attached.
3. ***The conference bags shall be supplied as per the approved sample. The interested tenderers may visit NITS to assess and familiarize themselves with the construction, material, dimensions, accessories, design and printing of the prototype sample of the conference bag against which the above-mentioned quantity is proposed to be purchased on any of the working days during the working hours of NITS (0900 h to 1730 h). The prototype sample of the conference bag is available with the Section Officer (NITS), who may be approached for this purpose.***
4. The conference bags shall be supplied within fifteen days of the placement of each supply order, expected to be made on quarterly basis.
5. The bags, post-supply, shall be covered under guarantee for a period of atleast one year from the date of their supply.
6. Each lot of bags supplied shall strictly conform to the prototype design, materials and workmanship. NITS shall inspect the supplies on receipt and in case of any deficiency, shall return the whole or part of the lot for replacement/rectification. The decision of the Head (NITS) shall be final and binding in this respect.
7. In case of any delays in supplies, NITS reserves the right to impose 10% penalty on the approved rates.
8. NITS reserves the right to terminate the contract in case the performance of the supplier is found deficient after giving a 14 days notice. NITS also reserves the right to terminate the contract at any time in the event, the requirement for bags changes in respect of quality, quantity, design or any other reason. The decision of the Head (NITS) shall be final and binding in this respect.

***This envelope shall be clearly super-scribed:***  
**"Tender No.: TI/G-50:1 - Technical Bid".**

## **NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**

Subject: **Tender for Purchase of Conference Bags**

### **ENVELOPE 2: FINANCIAL BID**

Name of the Work: "Supply of Conference Bags"

Tender Ref.: TI/G-50:1

1. This envelope shall contain only the "Financial Bid" of the Tender Document, that is, the rates quoted.
2. No commercial/technical condition or qualification of any sort shall be indicated by the tenderer in this envelope, otherwise the tender shall be summarily rejected.
3. All the rates quoted shall be firm and inclusive of all the charges and applicable taxes. Any escalation of rates shall not be permissible during the validity period of the Contract. NITS shall not pay any additional charges. The rates shall be inclusive of all local expenses.
4. The tenderers shall quote their most competitive rates.
5. The rates shall remain valid for one year from the date of award of the contract.
6. **Terms of Payment** (for the successful tenderer, who will be given the contract):
  - a) The supplier shall submit the bill for each supply together with all applicable taxes for payment within one month of completion of the supply of the conference bags in duplicate in the name of "National Institute of Training for Standardization, NOIDA".
  - b) Full (100%) payment shall be made after completion of the supply of the conference bags and submission of the bill for the same. Normal processing time for the bill processing for payment shall be allowed.

***This envelope shall be clearly super-scribed:***

**"Tender No.: TI/G-50:1 - FINANCIAL Bid".**