



Tender Ref. No.:

NSIC-LBI (R)/ASPIRE/2020-21/11(R2)

TENDER DOCUMENT

for

Supply of Cosmetology & Beautician Products

The National Small Industries Corporation Limited

(A Government of India Enterprise)

Japani Gate, Balitikuri, Howrah- 711113.

Tel No.: 033-29798606, 29790304

Email: ntschow@nsic.co.in

Website: www.nsic.co.in

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NOTICE INVITING TENDER

The NSIC Technical Services Centre, Balitikuri, Howrah invites sealed tender in single stage, two envelope method (i.e. Technical & Financial Bid in two separate envelopes) for Supply, of **COSMETOLOGY & BEAUTICIAN PRODUCTS**.

The details are summarized below: -

a)	Tender number	Reference number for inviting Bids through this tender is NSIC-LBI (R)/ASPIRE/2020-21/11(R2)
b)	Eligible Bidder	Dealers of Equipment & Product of reputed brand (as per the eligibility details placed in the tender at Para 2 of " Instructions to the Tenderers ").
c)	Purchaser	The NSIC-Technical Service Centre, Howrah (A Government of India Enterprise) which is one of the Technical Centre of National Small Industries Corporation.
d)	Usage of Equipment	The purchaser would place the Equipment & Product in their Livelihood Business Incubation centre (LBI) Rourkela and shall be utilized for imparting skill/ entrepreneurship development training and rendering services to the industries.
e)	Scope of Tender	Supply of Equipment & Product with Warranty/expiry of minimum One (1) year duration .
f)	Specification/ Details of Equipment	The detailed specifications of Equipment & Product are specified in tender and placed at Annexure-A .
g)	Web page for details of tender	Web page: http://www.nsic.co.in/tender/current-tenders www.eprocure.gov.in . The prospective Bidders are advised to visit the website periodically for any update/ corrigendum in respect of this tender. No separate advertisement/ communication will be sent to the individual and/or Bidder.
h)	Locations of supplies	The Equipment & Product are proposed to be supplied at NSIC-Livelihood Incubation Centre, Sector-15 Rourkela (Odisha). Pin-769003 .
j)	Earnest Money Deposit (EMD) along with Tender	Interest free EMD of Rs.12000/- (Rupees Twelve Thousand Only) shall be submitted in the form of D.D. in favour of " The National Small Industries Corporation Ltd. " payable at Howrah and to be placed in the Technical Bid envelope while submitting the tender. Alternatively, EMD can be submitted in the form of Insurance surety bonds, or through Online Banking Mode for which the details are given below.

ACCOUNT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
The National Small Industries Corporation Ltd.	ICICI Bank	150305002663	ICIC0001503
k)	Exemption from the payment of EMD and Tender fee	The exemption for the payment of EMD as well as tender fee will be applicable under Rule 170 & 173 of general Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro & Small Enterprises Order 2012". To claim the exemption, self-certified copy of valid certificate / proof of registration for the goods for which this tender floated, must be enclosed with Technical Bid.	
l)	Security Deposit	The successful Bidder has to submit interest free security deposit amount to the value equaling to 03% (Three percent) of the total value of order within Seven working days from the date of issue of Purchase Order by Purchaser.	
m)	Cost of Tender Documents	<p>The tender document can be collected from the office of the General Manager (SG), NSIC Technical Services Centre, Japani Gate, Balitikuri, Howrah - 711113 in between the period from 11.04.2022 to 02.05.2022 (Except Saturday & Sunday) between 10:30 hours to 15:00 hours against payment of Rs. 1180/- (Rupees One Thousand One Hundred and Eighty Only) (Non-refundable, Inclusive of GST) by way of demand draft in favor of "The National Small Industries Corporation Ltd." payable at Howrah.</p> <p>Alternatively, tender form can be downloaded from our website www.nsic.co.in www.eprocure.gov.in from 11.04.2022 to 02.05.2022. In case the tender is downloaded for submission of offer, the tender fee of Rs. 1180/- in form of demand draft in favor of "The National Small Industries Corporation Ltd." payable at Howrah shall be enclosed with Technical Bid of the tender while submitting the tender or through Online Banking for which details are given below in "Instructions to Bidders" section.</p>	
n)	Last date of submission of tender	<p>Tender must be delivered to the address below on or before 02.05.2022 up to 15:00 hours. The Bids received after the due date and time shall be rejected.</p> <p>The General Manager (SG) NSIC-Technical Services Centre, Japani gate, Balitikuri, Howrah - 711113.</p>	

o)	Date of opening of Technical Bid (Envelope-1)	The technical Bid for the tender shall be opened on 02.05.2022 at 16:00 hours at the address as under: The General Manager (SG) NSIC-Technical Services Centre, Japani gate, Balitikuri, Howrah – 711113.
p)	Date of opening of Financial Bid (Envelope-2)	The date for opening second envelope containing Financial Bid will be intimated to the technically qualified Bidders separately.

Note: In case of any further details required, the same can be collected from the office of The General Manager (SG) NSIC-Technical Services Centre, Japani gate, Balitikuri, Howrah – 711113 from **11.04.2022 to 02.05.2022** (except Saturday & Sunday) between 10:30 hours to 15:00 hours or you may send your query on email ntschow@nsic.co.in

General Manager (SG)
NSIC-Technical Services Centre,
Japani gate, Balitikuri, Howrah – 711113.

INSTRUCTIONS TO THE TENDERERS

The Tender shall be submitted in accordance with these instructions, as under.

1. Abbreviations:

Throughout this tender document, the word/ term:

- a) "NTSC" means NSIC-Technical Services Centre.
- b) "NSIC" means The National Small Industries Corporation Ltd.
- c) "day" means Calendar day.
- d) "working day" means Monday to Friday in week.
- e) "tender" means tender number **NSIC-LBI (R)/ASPIRE/2020-21/11(R2)**
- f) "Equipment" means the Product /accessories as detailed at Annexure-A.
- g) If context so requires, "singular" means "plural" and vice versa.
- h) "EMD" means Earnest Money Deposit.
- i) "Purchaser" means The National Small Industries Corporation Ltd.
- j) "Bid" means the document and financial details submitted by Bidder.
- k) "Bidder" means the eligible and qualified Bidder.
- l) "Tenderer" means the eligible and qualified Authorized Distributors/ Authorized Dealers.
- m) "LBI" means Livelihood Business Incubation.

2. Eligible Bidder:

- a) The intending Bidder shall be engaged in regular supply of similar items & equipment (as listed in Annex."A") for the last three (3) years and had never made any default in supplying the Equipment & Products to Government / Semi Government/ Central or State Public sector enterprise(s) for any reasons in the last three years. A self-declaration in letter-head in this regard to be submitted along with Technical Bid.

3. Scope of Supplies:

- a) The material shall be supplied in compliance to the specifications mentioned in Annexure- A of the tender document.
- b) The specifications of the Equipment & Products as mentioned in the Annexure-A are the minimum requirements of tender, however higher specifications may be considered subject to their cost economics i.e. competitiveness in financial terms for the location of supply.
- c) The Bidder shall offer **on-site warranty** of Equipment & Product (at **Sl. No. 1, 2, 4, 5, 9, 49, 52** in Annexure A) for minimum **one year** from the date of supply at the designated location. The purchaser is not liable to pay any extra charges on any account during warranty period.
- d) The **consumable items in the Annex. "A" shall be supplied with minimum expiry of one year** from the date of supply at the designated location.

4. Location of supplies:

- a) The details of locations where the Equipment & Product supplied through this tender are as under:

#	Location	Address for supplies
1	NSIC-LBI Rourkela	NSIC Livelihood Incubation Centre, Sector-15 Rourkela(Odisha) Pin-769003

- b) The Bidders are free to inspect the location(s) in the premises before submitting the Bid under this tender.

5. Special Provision for Micro & Small Enterprises:-

Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST entrepreneurs will also be given benefits as per Public Procurement Policy, 2012. The definition of MSEs owned by SC/ST is as given under:

- (a) In case of proprietary MSE. Proprietor shall be SC/ST.
 (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
 (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

Document to claim benefits shall be enclosed in Technical Bid.

- i) The **Startups** as defined by Department of Industrial Policy & Promotion will be given the relaxation of 50% of the values defined for prior turnover & experience, as per the norms issued by Procurement Policy Division, Department of Expenditure, Ministry of Finance.

6. **Preference for "Make in India"** in respect of above specified Equipment & Product shall be made as per the Public Procurement Order 2017- Revision while evaluating the Bid. In order to avail the benefit of this policy, the Bidder shall indicate the percentage of local content and provide self- certification that the items offered meet the local content requirement for Class- I/Class II local supplier as the case may be on their letter-head. Bidder shall specify details of locations at which local value addition is made, on a separate sheet. Preference shall be given to class-I local supplier over class-II local supplier.

7. Delivery

- a) The purchaser expects the completion of delivery of Equipment & Product by the Bidder within **45** calendar days from the date of issue of supply order at the location(s). However, the Bidders have an option to submit the best delivery time while submitting the Technical Bid, but in any case, the delivery should be completed before **60 days** from the date of issue of supply order by purchaser.
- b) The Equipment & Product shall be inspected by the purchaser on receipt at site and Bidder shall be responsible for any damage during the transit of Equipment & Product. The purchaser shall not be responsible for any damage due to any reason during the transportation of Equipment & Product to the designated site of the purchaser.
- c) The successful Bidder shall not be allowed for part shipments and/or trans-shipments without the permission of purchaser. The insurance cover including insuring the goods against the loss or damage incidental to manufacture or

acquisition, transportation, storage and delivery shall be obtained by the Bidder in his own name and not in the name of purchaser. The purchaser will as soon as possible but within 30 days from the date of arrival of goods at destination shall notify the Bidder of any loss or damage to the goods.

8. Comprehensive Warranty

- The successful Bidder shall offer on-site warranty of Equipment & Product (at **Sl. No. 1, 2, 4, 5, 9, 49, 52** in Annexure A) for **one (01) year** from the date of supply of Equipment & Product at the designated location & shall cover each and every part of the Equipment including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during warranty period.
- Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the Bidder shall have to replace them with original spares only without asking for any charges.
- During the warranty period, expert(s) shall be deputed at site by the successful Bidder within two working days from the date of request from purchaser, to rectify and fixing the defects/malfunctioning of Equipment & Product at the location where Equipment & Product supplied within next three working days. The cost of deputation of expert(s) and any other associated expenditure to attend the rectification/fixing of fault shall be borne by the Bidder.
- In case the successful Bidder is not able to rectify the fault within the period of three days, the Purchaser has authority to demand for demurrages because of loss to purchaser due to "under repair" situation for the Equipment & Product.

9. Tender documents:

- The tender document can be collected from the office of The General Manager(SG), NSIC Technical Services Centre, Japani Gate, Balitikuri, Howrah-711113 in between the period from **11.04.2022 to 02.05.2022** (Except Saturday & Sunday) between 10:30 hours to 15:00 hours against payment of Rs. **1180/-** (Rupees One Thousand One Hundred and Eighty only) (Non-refundable, inclusive of GST) by way of demand draft, in favor of „**The National Small Industries Corporation Ltd.**“ payable at **Howrah**.

Alternatively tender form can be downloaded from our website www.nsic.co.in from **11.04.2022 to 02.05.2022**. In case the tender downloaded for submission of offer, the tender fee of Rs. **1180/-** in form of demand draft in favor of „**The National Small Industries Corporation Ltd.**“ payable at **Howrah** shall be enclosed with Technical Bid of the tender while submitting the tender.

The other option is to pay Rs. **1180/-** by RTGS/NEFT to the bank of purchaser as detailed under:

ACCOUNT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
The National Small Industries Corporation Ltd.(Howrah)	Punjab National Bank	2005002100004183	PNUB0200500

The Bidder is requested to attach the UTR No. / Bank Statement / RTGS Slip in the Technical Bid, to prove the transfer of payment to the purchaser's Account.

- b) At any time prior to the deadline for submission of Bids, the Purchaser may amend the Bidding Documents by issuing addendum/ corrigendum. The prospective Bidders are advised to visit the Website for any update in respect of this tender.

10. Authorization for Submission of Tender:

- a) The original and all copies of the Bid shall be signed and stamped, on every page, by a person duly authorized to sign on behalf of the Bidder. The written confirmation of authorization (in form of letter on the Bidder's letter head) to sign on behalf of the Bidder confirming the signature as a person duly authorized to sign should be attached with the technical Bid of the tender.
- b) The person signing the tender form or any other documents on behalf of the Bidder shall be deemed to warrant that he has authority to bind the Bidder. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any, consider civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

11. Earnest Money:

- a) The EMD shall be submitted in the first envelope super-scribed as "Technical Bid", of prescribed amount by way of Demand Draft drawn in favour of "The National Small Industries Corporation Ltd.", or online banking mode, only for the Equipment(s) quoted by the Bidder. No cash towards EMD shall be accepted. The offers without EMD from the Bidders shall be rejected.
- b) The option for payment of EMD fees by RTGS/NEFT is also available and bank details of purchaser, are as under:

ACCOUNT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
The National Small Industries Corporation Ltd. (Howrah)	ICICI Bank	150305002663	ICIC0001503

The bidder is requested to attach the UTR No. /Bank Statement / RTGS Slip in the Technical Bid, to prove the transfer of payment to the purchaser's Account.

- c) The exemption for the payment of EMD as well as tender fee will be applicable under Rule 170 & 173 of general Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro & Small Enterprises Order 2012". To claim the exemption, self-certified copy of valid certificate / proof of registration for the goods for which this tender floated, must be enclosed with Technical Bid.
- d) The Purchaser shall not be liable for payment of any interest on EMD fees.
- e) Any request by the bidders to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.

- f) The EMD will be returned to the unsuccessful bidders soon after the orders are placed on the successful bidder. In case of successful bidder, the EMD will be released along with **90%** payment schedule, as per payment terms mentioned at **Para 27** of "Instructions to the Tenderers.

12. Security Deposit:

- a) The successful Bidder has to submit interest free security deposit amount to the value equaling to **03% (three percent)** of the total value of order which includes **basic price + GST**, within seven working days from the date of issue of purchase order by the purchaser for supply by Bidder.
- b) The security deposit will be returned to the successful Bidder along with **90%** payment schedule, as per payment terms mentioned at **Para 27** of "Instructions to the Tenderers".

13. Submission of Tender:

- a) The Bidder to examine all instructions, forms, terms and specifications in the tender documents and to furnish with its Bid all documents or information as required by Bidding document.
- b) The language for all the correspondence and documents related to the tender shall be in English/ Hindi only.
- c) The tender must be placed in a properly sealed bigger envelope addressed to The General Manager (SG), NSIC Technical Services Centre, Japani Gate, Balitikuri, Howrah - 711113 and the said bigger envelope shall contain two sealed envelopes, each containing, Technical & Financial Bids, respectively. The bigger envelope must be super-scribed "Tender for Supply, of COSMETOLOGY & BEAUTICIAN PRODUCTS" with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:

Envelope No-1: *The said envelope is for Technical Bid & shall be super-scribed as "Tender for the Supply, of COSMETOLOGY & BEAUTICIAN PRODUCTS"-Technical Bid".*

Envelope No-2: *The said envelope is for Financial Bid & shall be super-scribed as "Tender for the Supply, of COSMETOLOGY & BEAUTICIAN PRODUCTS"-Financial Bid".*

- d) If both or either of the envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.
- e) All the columns of the tender shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender must be signed by the person who is signing the tender.
- f) Tenders received in open covers/ letters/ fax/ email will not be considered.

14. Financial Bid Submission:

- a) Bidder shall take into account of all costs including Packing, Freight, Transportation, Insurance Cost including unloading of Equipment & Product at the location of the purchaser for giving delivery of material at site as detailed at Para 4 of "Instructions to the Tenderer" before quoting the "Price of Equipment & Product before GST" in the Financial Bid.
- b) The "Price of Equipment & Product before GST" shall remain firm & inclusive of all costs involved for the delivery to the destination(s) including the cost mentioned in Para 13(a) as above, of "Scope of Supplies" of this tender), Cost of services to be provided during Warranty of **one year**.
- c) No extra payment or revision of "Price of Equipment & Product before GST" shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- d) No representation for the revision of the quoted "Price of Equipment & Product before GST" shall be considered till the supplies are completed to the designated location(s).

15. Last date of submission of Tender:

- a) The tender should reach the Office of The General Manager (SG), NSIC Technical Services Centre, Japani Gate, Balitikuri, Howrah - 711113 by **02.05.2022 up to 15:00** hours.
- b) The purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective Bidders are advised to remain in touch with website for any update/ corrigendum in respect of their tender.
- c) The purchaser shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected and returned unopened to the Bidder.

16. Rights of Purchaser:

- a) It may be noted that the NSIC Technical Services Centre, Howrah (W.B.) - 711113" have full rights to cancel the supply even after calling the offers from Bidders but before the issue of supply order to execute the supply by the Bidder. The reason for cancellation of supply would not be disclosed neither the Bidder has right to ask for so.
- b) The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to supply order, without thereby incurring any liability to Bidders. In case of annulment, all bids submitted and specifically Bid document, EMD deposits shall be promptly returned to the Bidders.

17. Opening of Technical Bid:

- a) The **technical bid** of tenders will be opened at NSIC Technical Services Centre, Japani Gate, Balitikuri, Howrah - 711113 on **02.05.2022 at 16:00 hours**. The Bidder or their authorized representative (One person only) may be present at the time of opening of the tender.

18. Opening of Financial Bid:

- a) The Financial Bid of only technically qualified Bidders will be opened on the stipulated due date. The date & time for opening of Financial Bid shall be intimated to the technically qualified Bidders through email, after the evaluation of Technical Bid.

19. Validity of Tender:

- a) The tender shall be valid for a period of **90 days** from the date of opening of the Technical Bid of tender. Terms and financial details submitted in the Bid shall be treated as firm during the said period of **90 days**.
- b) In exceptional circumstances, prior to the expiry of the Bid validity period, the Purchaser may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing.

20. Evaluation of Bids:

- a) If there is discrepancy between the amounts quoted in Financial Bid in the column "Unit Price of Equipment & Product before GST" and the amount reflected in column "Total price of Equipment(s) before GST" which is the multiplication of quantity offered for supplies with "Unit Price of Equipment & Product before GST", the "Unit Price of Equipment & Product before GST" shall prevail. Accordingly, the Total price of Equipment & Product before GST shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) To assist in the examination, evaluation, comparison of the Bids and qualification of the Bidders, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.
- e) If the Bidder does not provide clarifications of its Bid by the date and time set in the Purchaser's request for clarification, its Bid may be rejected.
- f) The Purchaser shall compare the "Total Price of Equipment & Product before GST" of all the responsive Bids to determine the lowest Bid for a particular location.
- g) The Bidder shall note that they are not supposed to put any GST amount in the Financial Bid. However, after the supplies, they have to issue the GST invoice indicating the Price of Equipment & Product as quoted in the Financial Offer and there after specify the GST as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of Equipment as well as the GST as applicable at the time of delivery.

- h) The Purchaser is authorized to ask the evidence from Bidder to counter-check that the GST as claimed by the Bidder at the time of issue of invoice after the supply of Equipment & Product.

21. Earnest Money Forfeit:

- a) If any Bidder with draws his tender before the period of 90 days from the date opening of technical bid or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- b) The EMD will also be forfeited in following cases:
- If the bidder fails to accept, the supply order issued, based on his/her offer (bid) within the prescribed time.
 - If the bidder fails to supply the material with specifications as mentioned in Annexure -A.
 - If the bidder delays supplies beyond a reasonable time resulting in disruption of project.
 - Bidder for any reason what so ever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.
 - Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.
 - The successful bidder does not submit **Indemnity Bond** within the prescribed time.

22. Security Deposit Forfeit:

The security deposit will also be forfeited in following cases:

- If the Bidder fails to accept, the supply order issued, based on his/her offer (Bid) within the prescribed time.
- If the Bidder fails to supply the Equipment & Product with specifications as mentioned in Annexure -A.
- If the Bidder delays supplies beyond a reasonable time resulting in disruption of project.
- Bidder for any reason what so ever withdraws the tender after it is accepted or become unable or fails to execute the orders within stipulated delivery period.
- Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.

23. Notification of Award:

Prior to the expiry of the period of Bid validity, the purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted. The notification letter shall specify the sum that the Purchaser will pay to the Bidder in consideration of the supply of Equipment & Product with the details of selected location(s).

24. Pre-dispatch Inspection:

- a) A pre-dispatch inspection by 3rd party/ technical team of purchaser may be carried out at Bidder's site. This pre-dispatch inspection will not absolve Bidder's

responsibility to execute supply in accordance with the tender terms.

- b) In case during inspection by the inspection team of purchaser find some areas needs to be attended by Bidder and/or test reports asked, the purchaser has to complete the findings of inspection team within 10 days & confirm in writing to purchaser. If need be the re-inspection would be carried out.

25. Packing:

- a) The Bidder shall provide packing of the Equipment & Product, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment received with damaged packaging, the purchaser would have full right not to accept the delivery.
- b) The Equipment & Product shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The Bidder shall be responsible for any loss/ damage to material during transportation to the designated location.

26. Delivery Time:

- a) Bidder shall note that in case Bidder fails to supply within the period of **60** days, NSIC shall impose a penalty of @ 2% of the value of order per week of delay subject to a maximum of Four (4) weeks. It means, the Bidder shall have the liability of delayed supply to the maximum of 4 weeks after expiry of scheduled delivery date. After that the supply order shall be cancelled and Security Deposit will be forfeited and Bidder will be debarred from participation in any future tenders. Also purchaser has full right to ask for demurrages even after adjustment of security deposit from the Bidder because of delay in supplies, as agreed.
- b) The successful Bidder shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful Bidder shall complete supplies strictly as per the accepted delivery period.

27. Payment:

- a) **90%** payment of total bill along with Security Deposit and EMD will be made by the purchaser by RTGS/NEFT for which the Bidder shall send bills in duplicate (original + copy) after Supply, of Equipment & Product, giving the reference number of the purchase order along with copies of delivery note.
- b) Remaining **10%** payment will be retained and shall be released against submission of Performance Bank Guarantee by the successful Bidder of equal value of **3%** till the period of **one year** from the date of supply.

28. Causes of Rejection of Tender:

- a) While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.
- b) If any Bidder stipulates any condition of his own, such conditional tender is liable to be rejected.

29. Claims:

- a) If the material supplied are found to be off size and shape different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, the purchaser shall have right to totally reject the Equipment & Product and/or to claim for compensation from Bidder. The Bidder shall reimburse to purchaser, the claim lodged in writing within 15 (fifteen) days of its demand. The Bidder shall also compensate for losses, if any, sustained by purchaser due to defective packing and/or wrong marking of the equipment.
- b) The Bidder shall be responsible for arranging the rejected Equipment to be removed at his cost from purchaser premises.

30. Address for communication:

All the communication with respect to the tender shall be addressed to:

The General Manager (SG),
NSIC-Technical Services Centre,
Japani Gate, Balitikuri, Howrah – 711113
Email: ntscho@nsic.co.in,
Ph. No. – 033-29798606, 29790304

31. Force Majeure:

In the event of any unforeseen circumstances directly interfering with the supply of goods/work/service arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the Bidder shall, within a week from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days "notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

32. Code of Ethics:

The Purchaser as well as the Bidder shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the Bidders are found in Bid pooling, cartelization or against law on fraud and corruption then their firms may be blacklisted.

33. Jurisdiction:

In the event of any dispute the legal matter shall be subjected to the jurisdiction of Howrah Court only.

We confirm with our acceptance to the instructions (S. No. 1 to 33 above) as given above.

BIDDER'S NAME & SIGNATURE WITH SEAL

The duly signed pages of "Instructions to the Tenderers" as above shall be attached with technical Bid of the tender as a mark of acceptance of Bidder and any tender not confirming the instructions as above, is liable to be rejected.

ANNEXURE-A

Details of requirements and technical specifications of Equipments

NAME OF EQUIPMENT: COSMETOLOGY & BEAUTICIAN PRODUCTS

Sl. No.	Description	Specification	Qty.
Skin Treatment			
1	Therapy Beds	Size: 100-110x90-100x80-90 cm Material: PVC leather, Synthetic foam & Aluminum. Bearing Weight: 200KGS Hydraulic lift	1
2	Wax Heater	Voltage: AC 110-120V, 60HZ Power: 150W Temperature Range-50 -80 °C	1
3	Face Steamer	Reputed make	1
4	Hot Cabinet	Voltage: 110V / 60Hz Power: 200W Volume: approx. 20-23 L Towel loaded: 70~80 pieces Set temperature: 70~90 °C	1
5	Foot Spa	Voltage :- 220-240V , 60HZ Power 350W Highest Temperature 50 °C Water Amount 4-5 Lts	2
6	Manicure Trolleys with Bowls	Reputed Make	2
7	Equipment Trolleys - Beauty	Reputed Make	1
8	Pedicure Tools - Sterilizer / Boiler	Reputed Make	1
9	Pedicure Chair	Reputed Make	1
10	Make-Up Brush Kit	Reputed Make	1
11	Hi Frequency (Digital)	Reputed Make	1
12	Ultrasonic	Reputed Make	1
13	Galvanic	Reputed Make	1
14	Cleanser	1000ml	1
15	Toner	1000ml	1
16	Moisturizer	1000ml	1
17	Scrub	Reputed Make	1
18	Massage Cream	Reputed Brand	1
19	Massage Gel	Reputed Brand	1
20	Face Pack	Reputed Brand	1
21	Face Pack Brush	Reputed Make	5
22	Comedone Extractor	Reputed Make	5
23	Gown	Standard Size	5
24	Cotton	Reputed Make	2

25	Wax	Reputed Make	2
26	Wax Strip	Reputed Make	5
27	Thread	Reputed Make	2
28	Small Scissor	Reputed Make	2
29	Talcum Powder	Reputed Make	2
30	Pedicure Scrub	Reputed Make	2
31	Paraffin Wax	Reputed Make	2
32	Pedicure Mask	Reputed Make	2
33	Pumic Stone	Reputed Make	2
34	Wooden Loofa	Reputed Make	2
35	Nail Paint	Reputed Make	2
36	Nail Filer	Reputed Make	2
37	Nail Cutter	Reputed Make	2
38	Cuticle Pusher	Reputed Make	2
39	Eye Shadow Kit	Reputed Make	2
40	Blush Kit	Reputed Make	2
41	Lip Filler Kit / Lipsticks	Reputed Make	2
42	Pan stick Kit	Reputed Make	2
43	Liquid Foundation	Reputed Make	2
44	Translucent Powder Kit	Reputed Make	2
45	Compact Powder	Reputed Make	2
46	Liner	Reputed Make	2
47	Kajal Pencil	Reputed Make	2
Hair Treatment			
48	Scalp Analyzer	Reputed Make	1
49	Shampoo Station	Size: 138*55*97(cm) Bearing Weight: 200KGS Basin : Ceramic Plus pint : detachable basin stand	1
50	Scalp Steamer	Reputed Make	1
51	Hot Cabinet	Reputed Make	1
52	Cutting Chairs (Hydraulic, Reclining)	Size :-Length:- 28-30 inch Width:- 43-44 inch Height:- 39-43 inch	2
53	Hair Trolleys	Reputed Make	2
54	Scissor	6 Inches	10
55	Hot rollers	Reputed Make	1
56	Straightening Iron	Reputed Make	2
57	Curling Tong	Reputed Make	2
58	Crimping Equipment	Reputed Make	2
59	Hair Dryers	Reputed Make	2
60	Round Brush Set	Reputed Make	1

61	Paddle Brush	Reputed Make	1
62	Gloves (Disposable)	Reputed Make	20 Pairs
63	Head Cap	Reputed Make	10
64	Apron	Reputed Make	10
65	Shampoo	(1000 ml) Reputed Make	1
66	Conditioner	(1000 ml) Reputed Make	1
67	Color tubes	Branded 12 shades	2
68	Neutralizer	Reputed Make	1
69	Highlighter	Reputed Make	2

Note: The above list of standard equipment are minimum and the Bidder shall have authority to supply additional accessories as they deemed fit for the successful operation of the Equipment after the supply at site.

Form of Tender

ANNEXURE -B

(Undertaking from Bidder on their official stationery)

To,
The General Manager (SG),
NSIC- Technical Services Centre,
Japani Gate, Balitikuri,
Howrah - 711113

Sir,

Subject: Undertaking for the participation in the tender No. **NSIC-LBI (R)/ASPIRE/2020-21/11(R2)** due for opening of technical Bid on **02.05.2022**.

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Instructions to The Tenderer
3. Technical Specifications of Equipment (Annexure-A)
4. Annexure – C (Technical Bid)
5. Annexure – D (Financial Bid)
6. Annexure – E (Self Declaration Form)

I/Wedo hereby submit the above tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We agree to abide by and fulfill all the terms and conditions in the tender documents.

I/We hereby distinctly and expressly declare and acknowledge that before the submission of this tender, I/We have carefully read and followed the instructions and I/We have understood the existing system of supply at the location(s) of purchaser including the scope and nature of duties expected from the Bidder.

I/We distinctly agree that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We declare that our unit has never made any default in supplying the Equipment/Equipment & Product to Government / Semi Government/ Central or State Public sector enterprise(s) for any reasons in the last three years.

Any notice required to be served on me/us shall be sufficiently served on me/us through email or post (registered or ordinary) or courier or left at my/our address furnished herein.

.....
.....

I/We fully understand the terms and conditions in the tender documents.

I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of..... 2022

Authorized Signatory
Seal:

ANNEXURE-C

FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID

1. **Tender Ref. No:**
2. **Name of Bidder:**
3. **Complete office address/contact numbers/Email ID/Mobile Number of Bidder:**
4. **Tender fee payment details**(if tender document downloaded from website)
Details of DD/RTGS/NEFT by which tender fee paid.....
5. **Confirmation of acceptance of Technical Specifications for the supply of Equipment: COSMETOLOGY & BEAUTICIAN PRODUCTS**

#	Technical Specifications	Acceptance to the Specification as placed at Annexure-A and agreed to supply with required Quantity (write YES/ NO only)	If marked "NO" in the column before, specify the deviation in specification of the Equipment offered for the supply.
Skin Treatment			
1	Therapy Beds		
2	Wax Heater		
3	Face Steamer		
4	Hot Cabinet		
5	Foot Spa		
6	Manicure Trolleys with Bowls		
7	Equipment Trolleys - Beauty		
8	Pedicure Tools - Sterilizer / Boiler		
9	Pedicure Chair		
10	Make-Up Brush Kit		
11	Hi Frequency (Digital)		
12	Ultrasonic		
13	Galvanic		
14	Cleanser		
15	Toner		
16	Moisturizer		
17	Scrub		
18	Massage Cream		
19	Massage Gel		
20	Face Pack		
21	Face Pack Brush		
22	Comedone Extractor		

23	Gown		
24	Cotton		
25	Wax		
26	Wax Strip		
27	Thread		
28	Small Scissor		
29	Talcum Powder		
30	Pedicure Scrub		
31	Paraffin Wax		
32	Pedicure Mask		
33	Pumic Stone		
34	Wooden Loofa		
35	Nail Paint		
36	Nail Filer		
37	Nail Cutter		
38	Cuticle Pusher		
39	Eye Shadow Kit		
40	Blush Kit		
41	Lip Filler Kit / Lipsticks		
42	Pan stick Kit		
43	Liquid Foundation		
44	Translucent Powder Kit		
45	Compact Powder		
46	Liner		
47	Kajal Pencil		
Hair Treatment			
48	Scalp Analyzer		
49	Shampoo Station		
50	Scalp Steamer		
51	Hot Cabinet		
52	Cutting Chairs (Hydraulic, Reclining)		
53	Hair Trolleys		
54	Scissor		
55	Hot rollers		
56	Straightening Iron		
57	Curling Tong		
58	Crimping Equipment		
59	Hair Dryers		
60	Round Brush Set		
61	Paddle Brush		
62	Gloves (Disposable)		
63	Head Cap		
64	Apron		
65	Shampoo		
66	Conditioner		

67	Color tubes		
68	Neutralizer		
69	Highlighter		

The above list of standard equipments are minimum and the Bidder shall have authority to supply additional accessories as they deemed fit for the successful operation of the Equipment after the supply at site.

6. Confirmation for supply to the location:

#	Details	Location
		NSIC-LBI Rourkela
1	Minimum quantity required	01 set (quantity as defined in Annex. "A")
2	Consent to supply: (write YES/ NO only)	

7. **EMD payment details** (Not applicable if the bidder is holding valid registration/ exemption certificate, as per Para 13 (c) of Instruction to Tenderers): Details of DD/RTGS/NEFT by which EMD paid

The **EMD of Rs. 12000/- (Rupees Twelve Thousand Only)** for NSIC-Technical Services Centre, Howrah location shall be submitted

8. **PAN of Bidder** (self-attested copy to be enclosed).....

9. **GSTIN registration number of Bidder** (self-attested copy to be enclosed).....

10. **Delivery period after receipt of supply order from purchaser** :(*The purchaser is expected to complete delivery of Equipment by the Bidder within 45 calendar days from the date of issue of supply order. However, the Bidder has an option to submit the best delivery time, but in any case, the delivery should be before 60 days from the date of issue of supply order by purchaser. Delivery to be completed in number of days (Calendar Days In figure).....(Calendar Days in words) for delivery from the date of issue of supply order by purchaser.*

11. Details of address with contact details from where the Bidder planned to offer After Sales Services during the Warranty period:

#	Location
Details of address of Bidder for rendering „After Sales Services“ (Please provide address of Service Centre on Official letterhead)	NSIC-Livelihood Incubation Centre, Sector-15 Rourkela (Odisha) Pin-769003

12. Documents - Details to be enclosed with the Technical Bid by Bidder are as under:

- a) A self-declaration on letter-head stating the Bidder engaged in supplying the similar equipment & products as required in tender no. **NSIC-LBI (R)/ASPIRE/2020-21/11(R2)** from last three years.
- b) To avail benefit of Public Procurement Policy by SC/ST Micro & Small Enterprises, the requirement of documents to substantiate their claim (As per Para 5 of this tender) shall be submitted with Technical Bid.
- c) Undertaking as per annexure-B on official stationery.
- d) Duly signed all pages of "Instructions to Tenderers" of the tender document as a mark of acceptance.
- e) Authorization letter in favor of personnel to sign the tender on behalf of Bidder.
- f) Self-attested copy of valid certificate for claiming Tender Fee exemption.
- g) Self-attested copy of valid GSTIN registration.
- h) Self-attested copy of valid PAN.
- i) In case the tender downloaded from website, then either the Demand Draft towards tender fees or UTR number and date for the transfer of tender fee shall be enclosed with the technical Bid.

I/We as Bidder certify that:

- a. The tender shall remain valid for acceptance for 90 days from the date of opening the Technical Bid of the tender.
- b. Agree to offer services for onsite warranty on the Equipment & Product for **one (01) year** supplied through this tender.
- c. No price of any Equipment & Product / Accessories shall be given in Technical Bid.

Name & Signature of the authorized Bidder with stamp
Contact details of authorized person of Bidder who have signed the tender.

Name.....
Designation.....
Phone (office).....
Phone (Mobile).....
E mail.....

Annexure –“D”

FINANCIAL- BID (PRICE BID)

(to be separately submitted in a sealed envelope)

1. Tender Ref. No: **NSIC-LBI (R)/ASPIRE/2020-21/11(R2)**

2. Name of the Bidder:

3. The financial offer to execute the supply as per the tender:

a. Supply of Equipment & products (COSMETOLOGY & BEAUTICIAN PRODUCTS) to NSIC-LBI Rourkela location:

#	Details	Unit Price of Equipment & Product before GST of single unit (In Rs.)	Quantity to be supplied (In No.)	Total Price of Equipment & Product before GST (Multiply column no 2 and 3) (In Rs.)
	1	2	3	4
a.	Offered financials for the Supply, Equipment & Product at site commitment to offer on site after sales Services in the period of Warranty for the Equipment & Product offered to supply, as agreed in technical Bid of the tender no. NSIC-LBI (R)/ASPIRE/2020-21/11(R2)			
1	Therapy Beds		1	
2	Wax Heater		1	
3	Face Steamer		1	
4	Hot Cabinet		1	
5	Foot Spa		2	
6	Manicure Trolleys with Bowls		2	
7	Equipment Trolleys - Beauty		1	
8	Pedicure Tools - Sterilizer / Boiler		1	
9	Pedicure Chair		1	
10	Make-Up Brush Kit		1	
11	Hi Frequency (Digital)		1	
12	Ultrasonic		1	
13	Galvanic		1	
14	Cleanser		1	
15	Toner		1	
16	Moisturizer		1	
17	Scrub		1	
18	Massage Cream		1	
19	Massage Gel		1	

20	Face Pack		1	
21	Face Pack Brush		5	
22	Comedone Extractor		5	
23	Gown		5	
24	Cotton		2	
25	Wax		2	
26	Wax Strip		5	
27	Thread		2	
28	Small Scissor		2	
29	Talcum Powder		2	
30	Pedicure Scrub		2	
31	Paraffin Wax		2	
32	Pedicure Mask		2	
33	Pumic Stone		2	
34	Wooden Loofa		2	
35	Nail Paint		2	
36	Nail Filer		2	
37	Nail Cutter		2	
38	Cuticle Pusher		2	
39	Eye Shadow Kit		2	
40	Blush Kit		2	
41	Lip Filler Kit / Lipsticks		2	
42	Pan stick Kit		2	
43	Liquid Foundation		2	
44	Translucent Powder Kit		2	
45	Compact Powder		2	
46	Liner		2	
47	Kajal Pencil		2	
	Hair Treatment			
48	Scalp Analyzer		1	
49	Shampoo Station		1	
50	Scalp Steamer		1	
51	Hot Cabinet		1	
52	Cutting Chairs (Hydraulic, Reclining)		2	
53	Hair Trolleys		2	
54	Scissor		10	
55	Hot rollers		1	
56	Straightening Iron		2	
57	Curling Tong		2	
58	Crimping Equipment		2	

59	Hair Dryers		2	
60	Round Brush Set		1	
61	Paddle Brush		1	
62	Gloves (Disposable)		20 Pairs	
63	Head Cap		10	
64	Apron		10	
65	Shampoo		1	
66	Conditioner		1	
67	Color tubes		2	
68	Neutralizer		1	
69	Highlighter		2	
b.	Total Price of Equipment & Product before GST for the supply of total quantity as detailed at row „a“ above to the location at NSIC-LBI, Rourkela,(Row- a) (in Rs.) (in Figures)			
c.	Total Price of Equipment & Product before GST for the supply of total quantity as detailed at row „a“ above to the location at NSIC-LBI Rourkela (Row- a) (in Rs.)(In words)			
d.	The financial Bid will be evaluated for total price quoted by supplier for supply of complete above list of equipment & product.			

The following to be noted while submitting financial details for the supply of Equipment & Product to the individual location:

- The competitiveness of Bid shall be made on location of supply basis on the evaluation of "Total Price of Equipment & product before GST".
- The Purchaser shall compare the "Total Price of Equipment & Products before GST" of all the responsive Bids to determine the lowest Bid for a particular location.
- The Bidder shall note that they are not supposed to put any GST amount in the Financial Bid. However, after the supplies, they have to issue the GST invoice indicating the Price of Equipment & Product as quoted in the Financial Offer and there after specify the GST as applicable at the time of delivery. The Purchaser shall pay total amount which includes the unit price of Equipment & Product as well as the GST as applicable at the time of delivery.
- The Total Price quoted above should be inclusive of Basic Price, Transportation, all Incidental charges (including Insurance, Loading/ Unloading, Packing & Forwarding charges etc.).
- The Purchaser is authorized to ask the evidence from Bidder to counter-check that the GST as claimed by the Bidder at the time of issue of invoice after the supply of Equipment & Product.
- The Bidder will not be entitled to any increase in Unit Price of the Equipment & Product before GST occurring during the period of delivery for any reason.
- The "Unit Price of the Equipment & Product before GST" should be inclusive of all costs involved for the delivery to the destination including the Cost of services to be provided during Warranty of **one year**. (Refer Para 3 of "Scope of

Supplies" of this tender)

- h. No extra payment or revision of "Price of Equipment & Products before GST" shall be accepted on account of any discrepancy in nomenclature of items. The Bidder is advised to seek clarification, if any, desired before submitting the tender.
- i. The competing Bids of "Total Price of the Equipment & Product before GST" in the Financial Bid would be evaluated and awarded to the Bidder quoting lowest price.

Any item for which the price is not quoted by Bidder, the corresponding bid shall be evaluated considering the highest price offer for that item from other participating Bidders in this subject tender.

I/We as Bidder certify that:

- i. The tender shall remain valid for acceptance for 90 days from the date of opening the Technical Bid of the tender.
- ii. Agree to offer services for onsite warranty for **one year** on the Equipment & Product supplied through this tender.
- iii. Agree that the offer price is valid for a period of 90 days from the date of opening of technical Bid of this tender.

Further confirm that we agree with the terms and conditions specified in "Instructions to Tenderers" and if selected, the execution of supplies would be made in compliance.

Name & Signature of the authorized Bidder with stamp
Contact details of authorized person of Bidder who have signed the tender.

Name.....
Designation.....
Phone (office).....
Phone (Mobile).....
E mail.....