



TENDER DOCUMENT

FOR

SUPPLY OF

CERTIFIED REFERENCE MATERIALS

(Tender No. NTSC/MTL/CRM/15-16/01)

NSIC- Technical Services Centre
The National Small Industries Corporation Limited
(A Government of India Enterprise)
Okhla Industrial Estate, Phase III
New Delhi-110020

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**NSIC-Technical Services Centre,
Okhla Industrial Estate,
New Delhi**

TENDER NO. NTSC/MTL/CRM/15-16/01
NOTICE INVITING TENDER

NSIC-Technical Services Centre (NTSC), Okhla, New Delhi invites sealed tender in Two bid system (Technical & Commercial bid in two separate envelopes) from **Authorized Distributors/ Dealers** for supply of Certified Reference Materials (CRMs) at NSIC Technical Service Centre (NTSC), Okhla Industrial Estate, New Delhi.

The details are summarized below:-

a)	Name of work	supply of Certified Reference Materials (CRM)
b)	Technical Bid	The details for submission of Technical Bid is placed at Annexure-'A'
c)	Commercial Bid	The details for submission of Commercial Bid is placed at Annexure-'B'
d)	Cost of Tender Documents	The tender document can be collected from the office of General Manager of the centre w.e.f. 17th October, 2015 to 2nd November, 2015 (except Saturday & Sunday) between 10:30 hours to 16:30 hours. Alternatively tender form can be downloaded from our website <u>www.nsic.co.in</u> from 17 th October, 2015 to 2 nd November, 2015
e)	Earnest Money Deposit (EMD) along with Tender	The EMD of Rs.3000/- (Rupees three thousand only) shall be submitted in the form of Cheque/D.D. in favour of 'NSIC Ltd.-NTSC A/c' payable at New Delhi along-with the Technical Bid envelope while submitting the tender.
f)	Last date of submission of tender	Tender shall be received by 2 nd November, 2015 up to 15:30 hours at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi
g)	Date of opening of Technical Bid (Envelope-1)	The first envelope containing Technical Bid will be opened on 2 nd November at 16:30 hours, at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Near Govindpuri Metro Station, New Delhi.
h)	Date of opening of Commercial Bid (Envelope-2)	The date for opening second envelope containing Commercial Bid will be intimated to the qualified bidders separately.

TENDER NO. NTSC/MTL/CRM/15-16/01

Note: In case of any further details required, the same can be collected from the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, New Delhi from 17th October, 2015 to 2nd November 2015 (except Saturday & Sunday) between 10:30 hours to 15:00 hours.

General Manager
NSIC- Technical Services Centre
New Delhi

NSIC-Technical Services Centre

Okhla Industrial Estate, New Delhi

COMMERCIAL AND GENERAL TERMS & CONDITIONS

1. Submission of tender:

Sealed tenders in the two cover system should be submitted in the prescribed form and should be addressed to the General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi. The bigger envelope must be super-scribed "*Tender for the purchase of CRM for Material Testing Lab*" with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be as under:

i) Envelope No-1: The said envelope is for technical bid & shall be super-scribed as "Tender for the supply of CRM-Technical Bid"

ii) Envelope No-2: The said envelope is for commercial bid & shall be super scribed as "Tender for the Supply of CRM- Commercial Bid".

2. Authority of tenderer:

The Bidder shall be manufacturer or Authorized Distributors/ Partners/ Dealers of the product. A copy of Authorization letter issued by Bidder in this context should be enclosed with the Technical bid.

3. Duly filled in Tender:

All the columns of the tender shall be duly filled in. Any cutting/over writing in the tender must be signed by the person who is signing the tender. The rates shall not be overwritten. The financial part in commercial bid shall always be both in figures and words. In case of any discrepancy, amount mentioned in words will be considered for evaluation.

4. Rejection of Tender:

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. If any Tenderer stipulates any condition of his own, such conditional tender is liable to be rejected.

5. Earnest Money Deposit:

- a) An EMD shall be paid along with the tender (in Technical Bid) either by way of Cheque/DD drawn in favour of '**NSIC Ltd.-NTSC A/c**' payable at Delhi. The EMD will be returned to the unsuccessful bidders after the orders are placed on the successful bidder
- b) The EMD will be forfeited in following cases:
 - I. If the bidder fails to accept the order based on his offer (bid) within the time stipulated in supply order.
 - II. If the bidder fails to timely supply the Material with specifications in compliance to as mentioned in Annexure -B.

6. Bid Price: The price shall be firm and shall include all applicable taxes and other charges. Any variation in the taxes duties, levies etc. till the delivery of goods shall be to the Tenderer account.

7. Validity of tender: The tender shall be valid for a period of 45 days from the date of opening of the Technical Bid of tender.

8. Opening of Technical Bid:

The Technical Bid shall be opened on 2nd November at 16:30 hours, at the office of General Manager, NSIC-Technical Services Centre, Okhla Industrial Estate, Near Govindpuri Metro Station, New Delhi. One of the authorized representatives of the bidder may be present at the time of opening of the tender.

9. Opening of Commercial Bid:

The Commercial Bid of technically qualified tenderer will be opened on stipulated due date. The date & time for opening of Commercial Bid shall be intimated to the qualified tenderers. One of the authorized representatives may be present at the time of opening of the tender.

10. Delivery:

- a) The successful tenderer shall complete supply within 30 days after acceptance of order.
- b) The CRMs are to be delivered at NSIC-Technical Services Centre, Okhla Industrial Estate, Phase III, New Delhi.

11. Packing : The CRM shall be supplied in factory sealed condition and labeled as per standard. Broken or unsealed material will not be accepted.

12. Validity of CRM: Expiry of CRM shall not be prior to December, 2017.

13. Payment: 100% payment will be released by account payee cheque within three working days after the supply as per the supply order released.

14. General Manager, NSIC-Technical Services Centre reserves the right to reject the tender/ bid wholly or partly without assigning any reason and to restrict the list of qualified Tenderer for opening of commercial bid to any number deemed suitable by him from out of bids received

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

We confirm with our acceptance to the Commercial & General Terms & Conditions (S.No-1 to 15) as given above.

Signature of the Tenderer with seal

ANNEXURE 'A'**NSIC-Technical Services Centre**
Okhla Industrial Estate, New Delhi**FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL BID**

1. Name of Tenderer:
2. Complete office address.....
3. Contact details of authorized person of tenderer who have signed the tender.
 - a. Name & Designation.....
 - b. Phone (office).....
 - c. Mobile number.....
 - d. E mail.....
4. PAN of supplier (copy to be enclosed).....
5. TIN of supplier (copy to be enclosed).....

TECHNICAL SPECIFICATION

S. No	Description of CRM's	Quantity	Unit	Accepted to supply as per description of CRM (Yes/ No)
1.	Sodium Carbonate volumetric standard, reference material for Acidimetry – CAS # 497-19-8	80 grams	01 No.	
2.	Potassium Hydrogen Pthalate volumetric standard, reference material for Alkalimetry– CAS # 877-24-7	80 grams	01 No.	
3.	Potassium Iodate volumetric standard, reference material for Iodometry – CAS # 7758-05-6	100 grams	01 No.	
4.	di-Sodium Oxalate volumetric standard, reference material for redox titration – CAS # 62-76-0	60 grams	01 No.	
5.	Sulphate Standard Solution (Solution of Na ₂ SO ₄ in H ₂ O-1000 mg/l. SO ₄)	500 ml.	01 No.	

Note-

(a)The Tenderer can participate for any one and/ or all CRM. The technical and cost evaluation of tender shall be made on individual CRM basis.

We hereby undertake the supply condition as:

1. CRM shall be supplied with **Certificate of Analysis (CoA)** duly inscribed the certified value and uncertainty, traceable to national/ international standard for respective CRM reference to the lot no. / Product no.
2. CRM shall be supplied with **Material Safety Data Sheet (MSDS)** and applicable technical information.
3. Furthure, the documents as under attached-
 - a. Duly signed copy of page no 3 to 9 of tender document number NTSC/MTL/CRM/15-16/01.
 - b. Copy of Authority letter from bidder.
 - c. Copy of PAN & TIN
 - d. EMD (if applicable)
4. We declare that we are not a defaulter to any Govt. organization/ PSU since last 2 years for any reason due to non supply of material even after agreed to supply in stipulated time.

(Signature of Tenderer)

ANNEXURE B'**NSIC-Technical Services Centre**
Okhla Industrial Estate, New Delhi**FORMAT & REQUIREMENTS FOR SUBMITTING COMMERCIAL BID**

1. Name & Address of the Tenderer:

.....

S. No	Description of CRM's	Weight	Quantity	Price-in Rupees (inclusive all taxes and other charges)	
				In figure	In words
1.	Sodium Carbonate volumetric standard, reference material for Acidimetry – CAS # 497-19-8	80 grams	01 No.		
2.	Potassium Hydrogen Pthalate volumetric standard, reference material for Alkalimetry – CAS # 877-24-7	80 grams	01 No.		
3.	Potassium Iodate volumetric standard, reference material for Iodometry – CAS # 7758-05-6	100 grams	01 No.		
4.	di-Sodium Oxalate volumetric standard, reference material for redox titration – CAS # 62-76-0	60 grams	01 No.		
5.	Sulphate Standard Solution (Solution of Na ₂ SO ₄ in H ₂ O-1000 mg/l. SO ₄)	500 ml.	01 No.		

- The prices quoted above are on FOR delivery to the address **NSIC Technical Services Center, Okhla Industrial Estate, New Delhi.**
- The Tenderer can participate for any one and/ or all CRM. The technical and cost evaluation of tender shall be made on individual CRM basis.

(Signature of Tenderer)

*******END OF TENDER DOCUMENT*******