


STORES AND PURCHASE SECTION

E-mail	spm@niab.org.in		Address
Telephone	+91 40 2304 9404		D. No: 1-121/1, 4 th & 5 th Floors, Axis Clinicals
Telefax	+91 40 2304 2740		Building, Miyapur, Hyderabad, Telangana,
Website	www.niab.org.in		India – 500049

BID DOCUMENT
NOTICE INVITING SEALED TENDERS/QUOTATIONS (SINGLE BID)

Director, NIAB, Hyderabad, invites sealed offers from reputed manufacturers or their authorized agents for the supply of the following items.

(SINGLE BID SYSTEM = Technical specification and price to be quoted in single quotation)

SN	Name of item	Qty.	Put this Ref. No. on the top of cover	Bid Type
1	Adobe Software -Photoshop , illustrator , acrobat reader (Details as per specification) <u>Detailed Specification mentioned below</u>	10 Each No	NIAB/SP/2014-15/48	<u>SINGLE Bid</u>

TENDER EMD (REFUNDABLE)	Rs Nil /-	Tenders without TENDER FEES / EMD (if applicable) will be rejected.
TENDER FEES (NON - REFUNDABLE)	RS 500 /-	
MODE OF PAYMENT	Cash Payment to finance section, NIAB OR Demand Draft of any nationalized/commercial bank. Demand Draft must be enclosed along with the quotation. Please mention firm name & contact no, tender ref no backside of demand draft.	
DD IN FAVOUR OF	<u>National Institute of Animal Biotechnology</u> payable at Hyderabad.	
TENDERS TO BE SUBMITTED TO	Stores & Purchase Manager National Institute of Animal Biotechnology (NIAB), D. No. 1-121/1, 5 th Floor, Axis Clinical Building, Opp. to Cine Town, Miyapur, Hyderabad, Telangana , India - 500 049	
LAST DATE & TIME FOR SUBMISSION	05-02-2015 up to 14.00 hrs	Please strictly adhere to the dates / times mentioned in this document.
DATE & TIME FOR OPENING OF TENDER	05-02-2015 at 14.30 hrs	
PLACE OF OPENING	Store and Purchase section - NIAB , Hyderabad	

IMPORTANT POINTS /TERMS AND CONDITIONS TO BE NOTED/COMPLY

1. The rate quoted must be inclusive of all taxes and other charges up to NIAB, Hyderabad.
2. The rate quoted shall be binding for 6 months from the date of awarding of the work. TDS (if any) will be deducted as per rule.
3. Firm must have past experience of supply of items as per this tender requirement. Proof of the same is required.
4. Please visit NIAB (if required) in office hours only, to check any technical / suitability /pre installation requirement etc. before submitting quotation.

Sealed quotations are invited from the reputed venders for supply of following items

NAME OF ITEM / REQUIRMENT/SPECIFICATION		
SN	Name of software	Qty(licenses)
1	Adobe Photoshop	10
2	Adobe illustrator	10
3	Adobe acrobat reader	10
It should be permanent license. It should be latest version.		
NIAB is animal research institute under Department of Biotechnology, Ministry of Science and Technology, Govt. of India. It is not for profit, Government research organization.		
<u>This software pricing should be considering the status as per National Academic research institute.</u>		
Firm must submit quotation for above requirement.		
Firm can also suggest any other alternative, suitable, economical option other than permanent license along with their quotation.		
NIAB reserve the right to increase or decrease the Qty of the above product.		

The following form should be filled / printed, stamped/attested by firm and to be submitted along with quotation.

APPLICATION FORM FOR NIAB TENDER		
TENDER NO - NIAB/SP/2014-15/48 dt 19-01-2015		
1	1. Name of the Company/Firm : 2. Name of Authorized Person (Who signs on the tender document) : 3. Office Address : 4. Phone No. : 5. e-mail address : 6. Mobile No. :	
2	Status (Whether Company/ Proprietary/ Firm/ Individual/Any other)	
3	Annual Turnover of Last 02 years 2012-13 2013-14	(Proof Required)
4	Sales Tax registration Number Permanent Account Number VAT/TIN Number	(Proof Required)
5	Certificate of Authorized distributors of the products is submitted?	Yes / No (Proof Required)
6	A list of organizations where the supplier has supplied the items covered in the tender is required. Past experience in this field & client list of the same item supplied is submitted?	Yes / No (Proof Required)
7	Original Catalogues, Pamphlets of the Product offered is submitted ?	Yes / No (Proof Required)
8	Hyderabad based any local service support available? If Yes , give all details.	Yes / No
I have read and understood the above conditions including that of tender document and quoted best discounted rates.		
Competent Authority to sign: Name, Designation: Date with stamp & seal of organisation:.		

Checklist

Before sending Tender, Please Check once that you fulfil the following Points.		Point Noted & complied
Sr No	Point	Mark ✓
1	Following things are mentioned on the main (outer) envelope Item Name /Reference No. /Last Date For Submission Of Tender/Date Of Opening Of Tender /Firm's Name & Address	
2	TENDER FEES / EMD if applicable is Enclosed	
3	Demand draft is/are in favour of National Institute of Animal Biotechnology payable at Hyderabad. Firm's Name/Ref. No. Etc. Has Been Mentioned On The Back Side of DDs.	
4	Quotation has been duly signed and stamped by the Authorized & Competent person. All cuttings/over writings have been duly checked, initialled and stamped. (if applicable) date is mentioned on quotation	
5	This full Notice Inviting Tender (NIT) should be printed and hard copy to be submitted along with Technical BID. Tender Document with each page duly signed by the Bidder as token of acceptance. This Notice Inviting Tender (N.I.T) shall form part of the Tender Document.	

FOR ANY QUERY

Contact Details Of NIAB for this tender

Send email	santosh@niab.org.in spm@niab.org.in
call on	040 – 23049404 (S & P section)

DECLARATION BY BID SUBMITTING FIRM

PRICE REASONABILITY CERTIFICATE

This is to certify that we have offered the maximum possible discounted price to you for the Item required as per this Tender No _____ in our Quotation No. _____ for Currency/Value as per quotation.

We would like to certify that the quoted price are the minimum and we have not quoted the same item on lesser rates than those being offered to NIAB to any other customer nor we will do so till the validity of offer or execution of purchase order, whichever is later.

I/We the undersigned, have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIAB with respect to this Tender-Result will be fully agreeable and binding on us.

Competent Authority to sign:
Name, Designation:
Date with stamp & seal of organisation:

Please take print of this full tender Document and submit this duly signed & stamped with above declaration and sign wherever mentioned along with your quotation/bid