



पुस्तकालय, प्रलेखन एवं सूचना विज्ञान प्रभाग
Library, Documentation and Information Science Division

भारतीय सांख्यिकीय संस्थान

INDIAN STATISTICAL INSTITUTE

(सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय, भारत सरकार द्वारा वित्तपोषित संस्थान)
(An Institute funded by Ministry of Statistics and Programme Implementation, GoI)
203, बैरकपुर ट्रंक रोड, कोलकाता- 700108 / 203, Barrackpore Trunk Road, Kolkata-700108

निविदा आमंत्रण सूचना

NOTICE INVITING TENDER

Tender ID No. ISIK/LDISD/OF-42/2024-25/309

Date: 28.11.2024

Quotations for composite of the items mentioned below are invited from interested vendors for supply of the following preservative items for preservation of books and archival documents at Prasanta Chandra Mahalanobis Memorial Museum and Archives (PCMMM&A), Indian Statistical Institute, 203, Barrackpore Trunk Road, Kolkata – 700108:

| Sl. No. | Description of Items | Quantity |
|---------|---|----------|
| 01 | Kozo 9 GSM Lens Tissue | 3 rims |
| 02 | Shofu Nori Powder | 2 kg |
| 03 | Methyl Cellulose | 1.8 kg |
| 04 | Bookkeeper Deacidification Spray | 900 ml |
| 05 | Wishab Document Powder | 1 kg |
| 06 | Ethoxy Hydroxy Ethyl Cellulose | 450 gm |
| 07 | Calcium Hydroxide (500 gm x 4) | 2 kg |
| 08 | Spatula (Archival) | 2 nos. |
| 09 | Soft brush for Ink fixation | 2 nos. |
| 10 | 250 ml Borosilicate Glass Beaker | 2 nos. |
| 11 | 100 ml Borosilicate Glass Beaker | 2 nos. |
| 12 | Borosilicate Glass Petri Dishes (100 x 20 mm) | 2 nos. |
| 13 | Solid Glass Rod | 1 no. |
| 14 | Acid Free Archival Box (11" x 14" x 3") | 5 nos. |

ESTIMATED TENDER VALUE: Rs. 1,87,000.00 (Rupees One Lakh and Eighty Seven Thousand only)

Last date of submission of bid: 12.12.2024

Timeline for delivery of the items: Within ninety (90) days from the date of issuance of the purchase order

The bidder quoting the lowest rate for composite of all the items will be considered for the selection of the L-1 bidder and purchase order to be issued to the L-1 bidder on the basis of the same.

Your Bid shall comprise of two parts: (a) **Technical Bid** (b) **Price Bid**

Both the parts must be submitted separately in two envelopes labeled clearly as “**Technical Bid**” and “**Price Bid**” respectively, and these shall be put in a third envelope. All three envelopes shall be superscribed with the following:

Tender I.D. No. _____ Dated: _____ Due on: _____

The Bid must be sent in sealed cover either by post or hand delivery to the following address within the deadline mentioned above:

**The Chief Librarian,
Library, Documentation and Information Science Division,
S.N. Bose Bhawan, First Floor
Indian Statistical Institute,
203, B.T. Road,
Kolkata - 700108.**

The bid will be considered as cancelled if the documents required for the two bids are not submitted in the correct envelopes.

| Time Schedule for Tender | |
|----------------------------------|----------------------------|
| Date of uploading of NIT | 28.11.2024 |
| Bid Submission Starts | 28.11.2024 |
| Bid Submission ends | 12.12.2024 (upto 05:00 PM) |
| Pre-Bid Meeting | 09.12.2024 at 3:30 PM |
| Date of Opening of Technical Bid | 13.12.2024 (tentative) |
| Date of opening of Financial Bid | 13.12.2024 (tentative) |

The bidders are requested to submit the copies of the following documents with the technical bid:

- 1. Bidders must have a minimum of 3 (three) years of experience in supplying Preservation items at National/State level museums, archives or similar**

Institutions. Bidders should attach relevant documents in support of their claim for experience.

- 2. At least three Purchase Orders for having delivered preservative items in the last five years. Bidders are advised to attach relevant documents.**

An UNDERTAKING about the unconditional acceptance by the bidder of terms and conditions as stipulated in the attached document (Annexure – I) is to be submitted along with the technical bid, in the specified format.

Bids not submitted in the specified format or not accompanied by the requisite undertaking are liable to be rejected.

MSME Criteria: An organization having MSME registration of Government of India will get benefit as per MSME relaxation rules.

General terms and conditions as well as formats for submission of bids are mentioned in the attached document.



डॉ. किशोर चंद्र साठवि / Dr. Kishor Ch. Satpathy
मुख्य पुस्तकालयाध्यक्ष / Chief Librarian
भारतीय आँकड़ों के संस्थान
INDIAN STATISTICAL INSTITUTE
203, बरकपुर ट्रंक रोड, कोलकाता-700 108
203, Barrackpore Trunk Road, Kolkata-700 108

Signature:

Name: Dr. Kishor Ch. Satpathy

Designation: Chief Librarian

Name of the Indenting Unit/Section: Library Division

Indian Statistical Institute

203 B.T. Road

Kolkata 700 108

Name of the Contact Person: Monali Mitra Paladhi

Contact No.: 9830456424

e-mail id: monali@isical.ac.in

GENERAL TERMS AND CONDITIONS RELATED TO SUBMISSION OF BIDS

1. Penalty for suppression/distortion of facts

Submission of false document(s) by vendor is strictly prohibited and may be liable for civil and criminal action.

2. Validity of the bid

Offer must remain valid for 60 (sixty) days from the date of issuance of the purchase order.

3. Payment terms

All rates should be quoted in INR only. Offer in any other currency will be rejected.

Payment will be made after satisfactory receipt of goods and completion of all contractual obligations. Partial payment against partial supply within scheduled delivery period will not be admissible. The bidder should submit a GST bill only.

4. Bid Submission

Suitable arrangements for receipt of the sealed bids during the submission period through conspicuously located tender boxes in the procuring unit/section should be ensured. In case of bulky bid documents, there should be provision in NIT for submission of bids to designated officials by hand.

5. Opening and Evaluation of Bids- Both the Technical Bid and the Price Bid must be submitted separately in two envelopes labeled clearly as “Technical Bid” and “Price Bid” respectively, and these shall be put in a third envelope.

A. Technical Bid

- i) Technical bid will be opened by the designated bid opener.
- ii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.
- iii) During technical evaluation, the bid opener, on behalf of the procuring unit or section may summon bidders and seek clarification/information or additional documents or original hard copy of any of the documents already submitted. If these are not produced within the stipulated period, the bid may be liable for rejection.
- iv) The procuring unit/section will summarize the evaluation of technical bids in the specified format and will send the summary sheet along with all technical bids to the Central Purchase Committee (CPC)/Departmental Purchase Committee of Library Division(DPCLD) according to the estimated bid value for further processing.

B. Financial Bid

- i) Financial bid of technically eligible bidders will be opened in a meeting (date and time will be intimated to the vendors well in advance) of the Central Purchase Committee.
- ii) At most two duly-authorized representatives of each technically eligible bidder may remain present during the opening of the price bid.
- iii) Cutting/overwriting/insertions must be accounted for by marking and putting initials.

6. Liquidated Damage Clause

The schedules of delivery and installation, commissioning and testing as per Purchase Order are to be strictly adhered to. In case there is delay either in the delivery or successful completion, the vendor shall be liable to pay liquidated damages @ 0.5% of the total value of the purchase order per week or part of a week during which the delivery of such goods is delayed. Where delivery thereof is accepted after expiry of the period mentioned in purchase order the total damages so claimed shall not exceed 5% of the total contract price. Any variation in statutory levies and taxes within the contractual delivery period shall be borne by the Indian Statistical Institute. Beyond the delivery period, the upward variation of levies and taxes shall be borne by the vendor.

7. Arbitration Clause

In the event of any dispute or difference arising out of or in connection with the tender, the same shall be settled amicably by mutual consultation. If such resolution is not possible then the unresolved disputes or differences shall be referred to Arbitration as per the *Indian Arbitration and Conciliation Act, 1996*. It shall be subject to Kolkata (Calcutta) Jurisdiction only.

8. If Buy-back option is being used, then

- i)** A suitable clause must be incorporated in the NIT to enable prospective and interested bidders to formulate their bids accordingly.
- ii)** The time as well as the mode of handing over of the old item to the successful bidder should be specified in the tender notice.
- iii)** There must also be provision in the tender notice to enable the purchaser either to trade in or not to trade in the old item while purchasing the new one.

9. Delivery of all items should be completed within three months (90 days) from the date of issuance of the Purchase Order.

10. The Departmental Purchase Committee of the Library Division, Indian Statistical Institute, Kolkata, reserves the right to cancel the bid at any time without assigning any reasons whatsoever thereof. While rejecting/recalling bids, the authority must record clear, logical reasons for any such action on the file.

FORMAT OF BIDS

A. TECHNICAL BID

| Tender Enquiry No. _____ | | Date of Tender Notice: |
|--------------------------|------------------|------------------------|
| Sl. No. | Item Description | Quantity |
| 01 | | |
| 02 | | |
| 03 | | |
| 04 | | |
| 05 | | |
| 06 | | |
| 07 | | |
| 08 | | |
| 09 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |

The following documents as mentioned below are to be provided along with the Undertaking (Annexure – I) in support of the Technical Bid :

- 1. Bidders must have a minimum of 3 (three) years of experience in supplying Preservation items at National/State level museums, archives or similar Institutions. Bidders should attach relevant documents in support of their claim for experience.**
- 2. At least three Purchase Orders for having delivered preservative items in the last five years. Bidders are advised to attach relevant documents.**

Signature of the Bidder with seal & date

B. PRICE BID

- i) The rate is to be quoted in INR only including all taxes.
- ii) Any overwriting will make the bid liable to be rejected.
- iii) The bidder shall submit rate in the following format:

| Tender Enquiry No. _____ | | | | Date of Tender Notice _____ |
|--------------------------|-----------|----------|------------|--------------------------------|
| Sl. No. | Item Name | Quantity | Unit Price | Total Price (all-inclusive) |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |

Total Price :

Signature of the Bidder with seal & date

**UNDERTAKING BY THE BIDDER
FOR
ACCEPTANCE OF TERMS AND CONDITIONS OF TENDER
(Annexure – I)**

Ref: Tender ID No: _____ **dated** _____

Date: _____

I/We undertake that I/we have carefully gone through the Notice Inviting Tender, other tender documents mentioned therein, and I/we will abide by them. We also agree to accept corrigendum/corrigenda that may be published in future. My/our bid is offered taking due consideration of all factors, and if the same is accepted, I/we promise to abide by the stipulation of the tender documents, and complete the work to the total satisfaction of the _____ <Name of the Indenting Unit/Section>, Indian Statistical Institute, Kolkata - 700108.

My/our offer will remain valid for 60 (sixty) days from the date of opening of bid.

I/we further undertake that the information submitted in this bid is true and correct in all respects and I/we hold my/our responsibility for the same.

I/We also certify that the price being quoted is lower than Maximum Retail Price (MRP) / Original Equipment Manufacturer (OEM) Price, whichever is applicable.

I/we shall be responsible for rejection and/or cancellation of contract if the goods supplied are not up to the mark. I/we shall be liable for legal proceedings if the material supplied is found sub-standard or not in accordance with the specification published in the tender.

Signature of the Bidder with seal & date

Name of the Bidder:

Postal Address:

Mobile Number:

Landline Number:

Email ID: