



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

**LETTER OF INVITATION (Limited Tender)
FOR SUBMISSION OF PROPOSAL FOR
SUPPLY OF ONE LAKH 3M MASKS OF FFP QUALITY (MODEL NO 3M9004IN)**

Limited Tender Number – T002196894 dated 24th April, 2020

भारतीय लघु उद्योग विकास बैंक
संवर्द्धन एवं विकास उद्-भाग
3री मंजिल, आत्मा राम हाउस
1, टोलस्टोय मार्ग, क्नाट प्लेस, नई दिल्ली – 110001

Small Industries Development Bank of India
Promotion & Development (P&D) Vertical,
3rd Floor, Atma Ram House,
1 Tolstoy Marg, Connaught Place, New Delhi - 110001
वेबसाइट / Website: <https://www.sidbi.in/>

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निविदा महत्वपूर्ण सूचना / Bid Critical Information

(Limited Tender Number – T002196894 dated 24th April, 2020)

क्र.सं./ S.No.	कार्यक्रम/ Events	तिथि/ Date	समय/ Time
1.	स्पष्टीकरण की मांग की अंतिम तिथि/ last date for clarification through email / phone	27 th April, 2020	11:00 AM
2	वाणिज्यिक बोली जमा करने की अंतिम तिथि/ Last date for submission of Commercial bids through email.	28 th April, 2020	11:00 AM
3	बोली जमा करने एवं पूर्व – बोली बैठक का पता / Address for Bid Submission & Pre-bid Meeting		
	उप महाप्रबन्धक भारतीय लघु उद्योग विकास बैंक, संवर्द्धन एवं विकास उद्-भाग 3री मंजिल, आत्मा राम हाउस 1, टोलोस्टोय मार्ग, कनाट प्लेस नई दिल्ली – 110001 फोन न: 011-23448452	Deputy General Manager (P&D Vertical) Small Industries Development Bank of India Promotion & Development Vertical 3rd Floor, Atma Ram House, 1 Tolstoy Marg, Connaught Place, New Delhi – 110001 Ph: 011-2344352	
4	वाणिज्यिक बोली खोलने की तिथि व समय/ Date and time of opening of commercial bids	28 th April, 2020	11:15 AM
5	Contact details of SIDBI officials / सिडबी अधिकारियों के संपर्क विवरण		
	Shri Dev Kumar, AGM 011-23448403, 9910989905 devkumar@sidbi.in	Shri Rishikesh Kumar, Assistant Manager 011- 23448414, 9901989905 rishikeshk@sidbi.in	

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I. Letter of Invitation

Ref No. : -----

Dated -----, 2020

LETTER OF INVITATION (Limited Tender)
Tender No - T002196894 dated 24th April, 2020

To,

[Addressed **to all Mask supply agencies/suppliers**]

महोदया/ प्रिय महोदय,

Madam / Dear Sir,

**SUBJECT: LETTER OF INVITATION (Limited Tender)
FOR SUBMISSION OF PROPOSAL FOR SUPPLY OF
ONE LAKH 3M MASKS OF FFP QUALITY (MODEL NO 3M 9004IN) TO SIDBI**

Please refer to this Tender no T002196894 dated 24th April, 2020 from Small Industries Development Bank of India (SIDBI). You are hereby invited to submit commercial proposal required for the captioned assignment, which would form the basis for future negotiations and ultimately a contract between your firm/ Company and SIDBI (hereinafter referred to as Client).

The purpose of the assignments is to **SUPPLY ONE LAKH 3M MASKS OF FFP QUALITY (MODEL NO 3M9004IN)** to the Bank as per the schedule of supply and at the address at different locations across India.

2. This document includes the following documents:

Section I	-	Letter of Invitation
Section II	-	Terms of Reference (ToR)
Section III	-	General Terms & Conditions (GTC)
Section IV	-	Format of Commercial Bid
Section V		Declaration

3. Pre-bid meeting shall be addressed through email till 25th April, 2020, **16.00 PM** at the email mentioned at serial no. 5 at page no 2. In case you desire to join the meeting through skype, the same may please be informed in advance.

4. The proposal complete in all respect, should be sent through email to rishikeshk@sidbi.in mentioning subject line "Quotation for **SUPPLY OF 3M MASKS**) latest by 27th May 2020, 16.00 PM.

5. Date and Opening of the Commercial Proposal shall be on 27th May 2020, 16.15 PM.

6. Address for Communication

Deputy General Manager
(P&D Vertical)
Small Industries Development Bank of India
Promotion & Development Vertical
3rd Floor, Atma Ram House, 1 Tolstoy Marg,
New Delhi – 110001
Ph: 011-2344352

8. Contact Person

Shri Dev Kumar, AGM 011-23448403 devkumar@sidbi.in	Shri Rishikesh Kumar, Assistant Manager 011- 23448414, 9901989905 rishikeshk@sidbi.in
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The Client reserves the right to accept or reject any or all the Proposals in whole or part without assigning any reasons.

8. You are requested to hold your proposal valid for 30 days from the last date of submission without change in your quoted price. The Client will quality its best efforts to select a vendor within this period. The Client may solicit your consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price).

9. Please note that payments which you receive from this assignment will be subject to applicable tax liability as per rules. Kindly contact the concerned tax authorities for further information in this regard, if required.

भवदीय / Yours faithfully

Sd/-

(राजेश कुमार/ Rajesh Kumar)

उप महा प्रबंधक/ Deputy General Manager

Dated: -----, 2020

II. Terms of Reference (ToR)

- During the current pandemic it is observed that COVID Warriors require good quality masks at different locations across the country. During this lockdown, Bank is planning to distribute 3M FFP Quality masks to COVID Warriors/doctors across the country through state administration.
- The supply of 3M FFP Masks should be supplied at the designated address (as per schedule) provided by SIDBI. Filtering piece particles (Respiratory protection)

Specification of Masks as per following:

Type	FFP Masks
Quality	3M
Model No	3M 9004IN
Quantity	100000 pcs (The final schedule of supply may vary as per actual requirement at the time of supply)
Time period of Supply	Two Days from the date of placing the order
Minimum eligibility of bidders	<ul style="list-style-type: none"> • Valid Manufacturing license /Medical License/ Drug License. • For distributors & wholesalers valid license for the sale along with manufacturer's Authorization to sell 3M FFP Masks with endorsement copy for Product quoted. • Packing should bear the logo "SIDBI supply - Not for Sale" on the outer packing. • Supplying SIDBI logo colour (two colour striped) masks (Pls see www.sidbi.in), if possible by medical authorities.
Bid price	<ul style="list-style-type: none"> • The rate quoted per unit shall be exclusive of freight and Insurance only but inclusive of GST and all other expenses. • The rates quoted by the bidder shall be fixed and shall not be subject to adjustment on any account. • Rates should be quoted in Indian Rupees only. • Cost of Fright, Insurance will be paid on actuals on submission of bills.
Submission of quotations	<ul style="list-style-type: none"> • Each bidder shall submit only one quotation. • The quotation submitted by the bidder shall be strictly as per the format. Any incomplete quotation received by SIDBI will be rejected.
Validity of quotation	Quotation shall remain valid for a period not less than 30 days after the deadline date specified for submission.
Submission of quotations	<ul style="list-style-type: none"> • Quotations will be submitted by bidders/authorized representatives through email before date and time specified in the letter of invitation. • Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

Evaluation of quotations	<p>The purchaser will evaluate and compare the quotations determined to be substantially responsive as indicated below.</p> <ul style="list-style-type: none"> • Meet the qualification criteria specified in Section II (ToR). • Are properly signed. • Conform to the terms and conditions and specifications. • Rates to be quoted only in section IV.
Award of contract	<ul style="list-style-type: none"> • The client will award the contract to the L1 bidder (eligible) whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria. • Notwithstanding the above, the Tender Inviting Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. • The bidder whose bid is accepted will be notified the award of contract by the Tender Inviting Authority prior to expiration of the quotation validity period.
Supply schedule	<p>To be intimated by SIDBI at the time of award of contract. However, the bidder should be ready with the availability of material by April 28, 2020.</p>
Liquidated damages and unexecuted penalty	<ul style="list-style-type: none"> • For delay in supply of the remaining masks beyond the stipulated period, liquidated damages at 1% per week or part thereof, subject to a maximum 2%. • After two weeks from the date of purchase order, unexecuted fine of 5% will be levied for the unexecuted quantity
Others :	<ol style="list-style-type: none"> 1. The agency should place requisite team for overall supply of masks. 2. No extra charges will be provided to the agency or any other agency involved in the delivery of said assignments. Other than as specified as mentioned in the document. 3. Quality of the masks to be as per specifications mentioned in this document. 4. All the requisite approvals for supply/transport of masks will be the responsibility of agency. The expenses made in connection with courier/transport and insurance of consignment, if any, shall be paid on actual on production of receipt/bills for the same. 5. Any clarification required for supply of all masks may be asked before/ specified time as indicated in the "bid critical information" of this document. 6. The agency to quality a nodal point for the entire assignment.

III. GENERAL TERMS & CONDITIONS

1. The quotation submitted by the bidder must be **strictly in the enclosed tabular format only with all heads duly filled in wherever applicable**. The quotation submitted in any other format other than the format given in **Section IV** may not be considered.

2. **Period of validity:** Price quoted by the agency must be valid till 30 days from the last date of submission without change in the quoted price. SIDBI will quality its best efforts to select a vendor within this period. SIDBI may solicit bidder's consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price).

3. The price quoted must be inclusive of all taxes, levies etc. No additional cost whatsoever other than the price quoted by the vendor will be paid by SIDBI.

4. **Opening and Evaluation of Bid:** The date/ time and place of opening of commercial bid would be on 27th April, 2020, 16:15 PM at Small Industries Development Bank of India, Promotion & Development (P&D) Vertical, 3rd Floor, Atma Ram House, 1 Tolstoy Marg, Connaught Place, New Delhi - 110001. No separate communication in this regard shall be sent to the bidders.

The lowest quoted price (inclusive of all taxes) as per **Section-IV** will be termed as L1 bid and the rest of the bids shall be ranked in ascending order of price quoted, as L2, L3, L4 and so on. Order would be placed with commercially lowest quoting bidder i.e. L1 bidder.

5. Payment Terms:

- a) 90% payment would be paid at the time of supply of masks after submitting courier/dispatch bill within 3 working days.
- b) Remaining 10% would be paid after ten days of receipt of masks at specified address by Bank .
- c) Applicable tax at source will be deducted by SIDBI at the time of making payment. No additional cost whatsoever other than the price mentioned above will be paid by SIDBI.
- d) Payment shall be made electronically through RTGS/ NEFT by crediting the same to vendor's bank a/c as per details provided in the Bank Mandate Form.

6. Any delivery not containing to stipulated specification or found defective by user shall be deducted from the payment.

IV. Format of Commercial Bid

**COMMERCIAL PROPOSAL FOR
SUPPLY OF ONE LAKH 3M MASKS OF FFP QUALITY (MODEL NO 3M9004IN)
[To Be Furnished in Bidder's Letter Head]**

[Amount in Rs.]

Sl. No	Type	Quality/Model	Basic Price per piece	Quantity	SGST	CGST	IGST	Total
1	3M – FFP	3M9004IN						

Bidder may please quality note of the following:

1. The costs must be quoted in Indian Rupees.
2. The Price quoted above by the bidder must be valid till 30 days from the last date of submission without change in proposed price. SIDBI will quality its best efforts to select a vendor within this period. SIDBI may solicit bidder's consent to an extension of Proposal validity (but without any modification in the Proposal including proposed price)
3. In case, the commercial is not as per the above format, SIDBI shall have right to reject the bid.
4. No conditions should be stipulated in the commercial bids. The conditional bids shall be rejected.

Signature : _____

Date : _____

Seal :

Section V

DECLARATION

[To Be Furnished in Bidder's Letter Head]

I _____ Managing Director /

Director / Partner / Proprietor of M/s. _____

having its manufacturing / trading/ import unit / registered office at _____ do hereby declare that we have not blacklisted either by Tender Inviting Authority or by any State Government or Central Government Organization for the following products quoted in the tender. We are eligible to participate in the Tender **Ref. No. T002196894 dated 24th April, 2020** for the following products.

Sl. No.	Type	Quality/Model

M/s. _____

Company seal