



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH  
(NIPER)**  
Sector 67, S.A.S. Nagar (Mohali)  
Telephone No. 2214682-87, Fax No. 0172-2214692

NO.NIPER/PUR/NIQ/2021-22/IND18971

Dated: 05.07.2021

**NOTICE INVITING QUOTATION**

**Quotations are invited for the items as detailed below:-**

<b>NIQ. No.</b>	<b>Description of Materials</b>	<b>Qty</b>	<b>Article Specification</b>
<b>18971</b>	As per BOQ Attached bellow	<b>As Per BOQ</b>	As per BOQ Attached bellow

**Note: While submitting quotations please take note of the instructions given below. Quotations are liable to be rejected if any of these conditions are not compiled without any correspondence.**

- (i) Late/ Delayed tenders are liable to be rejected.**
- (ii) It is mandatory to provide Authorization Certificate from the manufacture, in case of Distributor/Vendor**

We are interested to purchase the items mentioned above, please send your quotation in double cover, the inner cover should be sealed and should indicate (I) Name of the material , (II) reference of this letter and (III) date of opening of Quotation. The outer cover should bear only address without any indication that there is a quotation within. Your quotation should reach Reception Counter in the Secretariat Building of NIPER on or before **28.07.2021** upto 3:00 p.m. to be opened on **28.07.2021** at 3:30 p.m. in the Conference Room on the first floor of Administrative Bhawan of NIPER in the presence of tenderers, whosoever may wish to be present.

Late/Delayed tenders are liable to be rejected.

**BOQ**

Reference No. with Date \_\_\_\_\_  
 Name of Supplier \_\_\_\_\_  
 Address with Contact No \_\_\_\_\_  
 \_\_\_\_\_  
 E-mail: ID \_\_\_\_\_

**Indent No / Date****18971**

Sr. No	Detailed Specifications of the Items	Cat. No.	Qty.	Unit Cost (Each)	GST (if applicable)	Total Value( INR)
1	HP TONER Q2612A		30			
2	HP TONER Q5949A		10			
3	HP TONER CF 230		10			
4	HP TONER CC388A		20			
5	HP TONER CE505A		10			
6	HP TONER Q7551A		3			
7	CANON PRINTER CARTRIDGE LBP3018B 912 STARTER		5			
NIPER Observations:-						
1)	Proper Letter pad should be used as forwarding letter mentioning Name, Address, Contact Numbers, sales tax no etc.					
2)	Please Provide a copy of your PAN Card and TIN Number /GST alongwith this quotation					
3)	Rate should be F.O.R NIPER Mohali					
4)	Payment will be done with in 30 days after delivery. No advance payment will be made.					
5)	Quotation should be submitted by Principal Company Directly or by their Authorized Representative/ Distributor.					
4)	The Institute is registered with DSIR for duty free import vides notification NO. 11/334/96-TU-V dated 16.06.2020. Duty Exemption certificate and DSIR Certificate will be provided, if required. Bidders are therefore asked to quote the rates accordingly					

5)

Please enclose HP, CANON Certificate which is required to apply for NIQ.

**Signature & Seal of Vendor**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Contact No-**

\_\_\_\_\_

**Email-**

\_\_\_\_\_

## INSTRUCTIONS

1. The firm should have PAN, GST and proof of the same must be attached with the bid. Please submit your tenders if you are in a position to provide the requisite supplies in accordance with the requirements stated in the attached schedule. The firm should have technical competence, financial resources and reputation to make such supplies. **Each bidder must submit only one quotation.**
2. NIPER being a Research Institute best discount should be offered.
3. Payment of Bills will be made on receipt of material in good conditions, after satisfactory inspection. No advance payment will be made for purchase of any item. Payments will most likely be made within 30 days of the receipt of material good condition /inspection/Installation of equipment.
4. The Director, NIPER, Mohali reserves the right to accept or reject any tender or part thereof, without assigning any reasons. All disputes will be subject to the jurisdiction of S.A.S. Nagar (Mohali) only.
5. All the items mentioned in Supply order should be delivered in single lot only. No part supplies shall be accepted. Extension, if any, for supply of items is needed should be sought from the SPO, NIPER well in advance before the expiry of due date of Supply order with proper justifications.
6. The rates quoted should be inclusive of GST, etc. In no case, rates should be quoted excluding GST. Rates should be quoted in the enclosed proforma only. No separate quotations shall be entertained. Rates should be quoted neatly. There should be no overwriting / cutting. Cutting if any should be duly attested with dated signatures. The quality / make of items must also be indicated with the rates.
7. The institute shall not be responsible for any postal delays and quotations received after the stipulated date & time shall be summarily rejected. Quotations through FAX / E-Mail will not be entertained. And no communication will be send regarding the same.
8. If the tenderer does not accept the offer, after issue of letter of award by Institute within 15 days, the offer made shall be deemed to be withdrawn without any notice.
9. The schedules – I & II of the tender form should be returned intact duly filled up & signed. In the event of the space provided on the schedule – I form being insufficient for the required purpose, additional pages may be added. Each additional page must be attached with & referenced in the tender form.
10. The tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders. The name and address of the representative who would be attending the opening of the tender on its behalf should be indicated in the tender.

11. The Institute is not bound to accept the lowest or any other tenders on specific grounds and also reserves the right of accepting the tenders in whole or in part. Tenders containing any other specific terms & conditions not agreed to by the institute may not be entertained.
12. The time for the date of delivery / dispatch stipulated in supply order shall be deemed to be the essence of the contract and if the supplier fails to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch in the supply order, liquidated damages may be deducted from the bill @ 0.5% per week subject to maximum of 10% of the value of the delayed goods or services under the contract after which supply order shall be cancelled. The Competent Authority of the institute may also cancel the supply at the cost & liability of the supplier. In such a case, security deposit of the supplier shall stand forfeited. Further, items should be delivered strictly as per their make / specification mentioned in the Supply Order, in case the quality of goods supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage these goods shall immediately be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The Competent Authority reserves all rights to reject the goods if the same are not found in accordance with the required description / specifications and liquidated damages shall be charged in addition to the cost of re- tender.
13. Conditional offers shall be straightway rejected. The Contractor shall not sub-let the contract. Any information furnished by the bidder found incorrect at any later stage, shall make the agency liable to be debarred from future tendering / taking up the works in NIPER. The department reserves the right to verify the particulars furnished by the bidders independently.
14. The contract shall be governed by the laws and procedures established by the Govt, within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings / processing.
15. As per Schedule II, in case there is any deviation in pack size(s) then it should be clearly mentioned.
16. There shall be no change in price structure during the currency of contract except of the statutory levies which are made applicable by the Govt. through notifications / regulations.
17. While submitting the price list in foreign currency, the supplier must submit the price list of principal company or the price list submitted by supplier must have the endorsement of Principal Company.
18. NIPER, Mohali also reserves the right to test the chemicals & solvents for their quality if it so desired.

19. The items, so supplied will have to be of high quality and grade and in the inspection/test if these are found to be of inferior quality, the same are to be replaced by supplier at their cost within the stipulated period, failing which the Rate contract of the firm may be cancelled. Delayed supply / non-compliance of complete order may also lead to the cancellation of contract.
20. The Chemicals/ Solvents supplied should be of latest batch only with maximum shelf life.
21. Price should be for delivery at NIPER, Sector-67, Mohali. The freight, Insurance charges, if any will not be borne by this institute. Similarly shortage, pilferage in transit etc shall be sole responsibility of the supplier and the same will be intimated to the supplier on receipt of goods by the purchaser to make good the loss caused on this account. The defective supply will have to be replaced by the supplier within 7 days without any freight / transport/ other charges.
- 22. This Institute is registered with DSIR for duty free imports under duty exemption certificate. Preference shall be given to those tenderer who shall offer duty free prices for direct import. we will also provide you GST Concessional Certificate alongwith our purchase order, if required. (Notification No. 45/2017-Central Tax (Rate) Dt. 14<sup>th</sup> Nov. 2017).**
23. The tenders are liable to be rejected if above conditions are not complied with.
24. If you are on D.G.S. & D. rate contract, please quote D.G.S& D rate & rate contract number enclosing a copy thereof.

**Signatures of the Bidder(s)  
With Stamp**

### MANDATORY CHECK LIST

		YES/NO	Page No.	Remarks(if any)
1.	Name of the Firm / Agency			
2.	Constitution of the Firm / Agency (Governing Act) a) Indian Companies Act, 1956 b) Indian Partnership Act, 1932 (please give names of partners) c) Any other Act, please specify.			
3.	Name and Full Address of the Bankers ( Please fillup the mandate form attached Annex -A)			
4.	Registration Number of the Firm			
5.	PAN / TIN of the Firm			
6.	Service Tax Registration No. (if applicable)			
7.	Whether the Firm possesses the required technical competence, financial resources, reputation and the personnel, to perform this contract, Please mention clearly.			
8.	<b>Authorization Certificate from the Manufacture/ Proprietor , In case of Distributor/Vendor quoting on behalf of manufacture</b>			

**Note:** The information required at serial no. 1 to 8 must be accompanied with the certified copies of the documents, and attached as per the serial number failing which the tender is liable to be rejected. No other document needs to be attached with the tender form. All pages of tender documents & supporting documents must be duly signed by the tenderer.

**(Details of Firm Representative):**

1. Name and address of the firm's representative, if any, and whether the firm would be represented at the time of opening of the tenders.

Dated: \_\_\_\_\_

Place: \_\_\_\_\_

**Bidder(s) / Authorized Signatory (ies)**

**MANDATE FORM FOR PAYMENT**

Sr.No.	Supplier Details	
1	Vendor Name	
2	Father/ Husband Name	
3	DOB	
4	PAN Number	
5	Aadhaar Number	
6	TIN Number	
7	Service Tax No.	
9	Address	
10	City	
11	Country	
12	State	
13	District	
14	Pin code	
15	Mobile No.	
16	Phone	
17	Email	
18	Bank Name	
19	IFSC Code	
20	Account Number	
21	Others	

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**Bidder(s)/Authorized Signatory (ies)**



## **Indigineous** **INSTRUCTIONS**

- We are interested in material either of good quality indigenous manufacture of foreign make, available from ready stock. Any offer to supply of Forward Delivery Basis under suppliers own quota licence will also be considered.
- Your rate should include packing and forwarding charges. The goods should be insured against theft, loss or breakage during transit and insurance charges should not exceed 3% of the cost of material supplied.
- The rates of Sales Tax should be clearly indicated wherever chargeable. Form 'C' & 'D' is not applicable to us.
- Specific mention should be made of whether the delivery will be ex-stock or will have to be imported and how much time will be required for delivery after placing the order
- The date of delivery should be strictly adhered to otherwise the supply order is liable to be cancelled.
- The Director NIPER is a Direct Demanding Officer of the Directorate General of suppliers and Disposals. In case any of the items mentioned overleaf is not the current rate contract list, please quote D.G.S. & D. rate and rate contract number.
- The quotation will be opened in the presence of the representatives, if any of the quoting firms at 3:30 P.M. on the same working day of the last date of receipt of the stores in good condition.
- Our Bankers are State Bank of India S.A.S. Nagar, Mohali. Payment will be made by crossed Accounts Payee Cheque only after receipt of the stores in good condition.
- The acceptance of the quotation will rest with the Director who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotation received without assigning any reason.

### **IMPORTANT NOTES :-**

- If you are on D.G.S. & D. rate contract, please quote D.G.S& D rate & rate contract number enclosing a copy thereof.
- For an offer of imported material please give full break up of your rates supported by S.T.C. formula or your Principal's Invoice/Quotation, as the case may be.
- Please indicate your Permanent Income Tax Number on your Proforma Invoice/Bill.

**Terms and Conditions**

**25. The Institute is registered with DSIR for duty free import vide notification NO. 11/334/96-TU-V dated 16.06.2020. Duty Exemption certificate and DSIR Certificate will be provided, if required. Bidders are therefore asked to quote the rates accordingly**

**26. Notification No. 47/2017-Integrated Tax (Rate) Dt.14<sup>th</sup> Nov, 2017**

**&/OR**

**27. Notification No. 45/2017-Central Tax (Rate) Dt.14<sup>th</sup> Nov, 2017**

**(4.) As per Govt. 50/2018 dated 13-09-2018 vide which TDS on *supply of Goods or Services having value Rs 2.50 Lacs excluding Taxes* has to be deducted @ 2% **under section 51 of the CGST Act 2017****

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