



**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/2016-17/IND13663

Dated: 16.12.2016

NOTICE INVITING QUOTATION

Quotations are invited for the items as detailed below:-

NIQ. No.	Description of Materials	Qty	Article Specification
13663	As per BOQ Attached bellow	1	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 **06.01.2016** upto 2:30 p.m. to be opened on **06.01.2016** at 3:30 p.m. in the Conference Room on the first floor of Administrative hawan of NIPER.

Late/Delayed tenders are liable to be rejected.

For Indigineous **INSTRUCTIONS**

- We are interested in material either of good quality indigenous manufacture or foreign make, available from ready stock. Any offer to supply on 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 supplies 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 Patiala, Phase 7, 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.

BOQ

Reference No. with Date _____

Name of Supplier _____

Address with Contact No _____

E-mail: ID _____

Indent No / Date**13663**

Sr. No	Detailed Specifications of the Items	Make	Qty.	Unit Cost (Each)	C.S.T (if applicable)	Total Value(INR)
1	BALL PEN BLUE REYNOLDS		800			
2	BALL PEN RED REYNOLDS		180			
3	BALL PEN BLACK REYNOLDS		300			
4	BINDER CLIPS 19MM (SDI/BAMBALIO/ODDY)		60			
5	BINDER CLIPS 25MM (SDI/BAMBALIO/ODDY)		40			
6	BINDER CLIPS 32MM (SDI/BAMBALIO/ODDY)		40			
7	BLACK/WHITE BOARD DUSTER MAGNETIC/KORES		20			
8	BOX FILE HEAVY KANGARO CLIP(ISMARTA/NEELGAGAN)		300			
9	CD-R (SONY/ AMKETTE/ IMATION/ MOSERBEAR) PAK/100		200			
10	PENCIL CELL(EVEREADY/JEEP/POWER)		200			
11	CELLO TAPE 1/2" (CAMEL /KORES/WONDER),65 MTR		200			
12	CELLO TAPE 1" (CAMEL /KORES/WONDER),65 MTR		300			
13	CELLO TAPE 2" (CAMEL /KORES),65 MTR		180			
14	COBRA FILE PLASTIC SOLO SIZE 245X330M		100			
15	COLOURED PAPER A4 SIZE 75 GSM SIZE (21CMX29.7 CM) (500 SHEETS)		15			
16	CONFERENCE PAD (NEELGAGAN/ MATRIX/ LOTUS),PAGE-10,SIZE-14.50 CM X 22.00 CM		400			
17	GLUE STICK BIG-15GM (KORES/ODDY/ PIDILITE)		300			
18	GUM BOTTLE 300ML (CAMEL/KORES)		30			

19	HIGHLIGHTER PEN (LUXOR/ KORES/F&C)		300			
20	HP TONER CB436A		10			
21	HP TONER Q2612A		30			
22	HP TONER Q2613A		5			
23	HP TONER Q5949A		10			
24	HP TONER Q7553A		10			
25	INDUSTRIAL STAPLER BIG HD-1217(KANGARO)		4			
26	MARKER PEN OHP F&C LUXOR		200			
27	MARKER PERMANENT F&C LUXOR		200			
28	PACKING TAPE BROWN 1-1/2" (WONDER/ APEX/KORES) 65 MTR		300			
29	PENCIL HB (NATRAJ/CAMLEN) 178 MM LENGTH (PAK/10)		900			
30	FOLDER PALSTIC A4 (NEELGAGAN/WORLD-1/SUN)		500			
31	PALSTIC SCALE 12" (CAMEL/ KORES/ NATRAJ)		60			
32	POST IT FLAG 5" 3 M NOS.		50			
33	PUNCHING MACHINE BIG DP- 700 (KANGARO/MAX)		20			
34	QUICK FIX ADHESIVE WEIGHT 15 GM (WEMBLY)		50			
35	REGISTER BOUND EXCEL 2Q PAGES 96 (NEELGAGAN /LOTUS/ PRINCE/BLIT/ITC) SIZE-19.50 CM X 31.00 CM		150			
36	REGISTER BOUND EXCEL 4Q PAGES 192 (NEELGAGAN /LOTUS/ PRINCE/BILT/ITC),SIZE-19.50 CM X 31.00 CM		150			
37	REGISTER BOUND EXCEL 6Q PAGE 288(NEELGAGAN /LOTUS/ PRINCE/BILT/ITC), SIZE-19.50 CM X 31.00 CM		100			
38	REGISTER BOUND EXCEL 8Q PAGES 96 (NEELGAGAN /LOTUS/ PRINCE/BLIT/ITC), SIZE-19.50 CM X 31.00 CM		50			
39	STAINLESS STEEL SCALE 12"		50			
40	SLIP PAD 55 NO. 160 PAGE (NEELGAGAN/LOTUS/PRINCE)		50			
41	STAPPLER SMALL KANGARO HD 10		100			
42	STAPPLER PIN SMALL NO.10 (KANGARO/ MAX)		500			

43	STAPLER PIN BIG 24/6 (KANGARO/ MAX)		80			
44	SLIP PAD 44 NO. 160 PAGE (NEELGAGAN/LOTUS/PRINCE)		100			
45	STAMP PAD SELF INKING (CAMEL/ F&C/ SUPREME/ASHOKA)		15			
46	STAPPLER BIG HP-45/HS-10 (MAX/ KANGARO)		40			
47	TAPE DISPENSER 1" OMEGA		20			
48	RUBBER (ERAZER/NATRAJ/CAMEL)		60			
49	WHITE FLUID PEN KORES/F&C 9ML		60			

Proper Letter pad should be used as forwarding letter mentioning Name, Address, Contact Numbers, sales tax no etc.

Please Provide a copy of your PAN Card and TIN Number alongwith this quotation

Rate should be F.O.R NIPER Mohali

Signature & Seal of Vendor

Name

Contact No-
