



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND
RESEARCH (NIPER)**

Sector 67, S.A.S. Nagar (Mohali)

Telephone No. 2214682-87, Fax No. 0172-2214692

No. NIQ68/2020/IND17909/

Dated: 18.09.2020

NOTICE INVITING QUOTATION

We are interested in the purchase of the articles mentioned below, please send your quotation addressed to Director, NIPER, clearly specify in outer cover **“quotation for Microsoft office 2019 and NIQ 68/2020/IND17909 date of opening 14.10.2020”**. The quotation must be accompanied by a forwarding on letter pad of your company mentioning (I) Name of the material, (II) reference of this letter and (III) date of opening of Quotation. Your quotation should be deposited in **Tender Box located at Reception Counter in the Secretariat Building**, of NIPER on or before **14.10.2020** upto 3.00 p.m. to be opened **on 14.10.2020** 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.

Sr.No	Description of Materials	Qty
1	Microsoft office 2019 Professional edition, Single user	2

Yours faithfully

AAR (S &P)

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 liquidates 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 GoI, 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. 14th 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

Schedule II

FINANCIAL BID

Specification	Qty	Amount
Microsoft office 2019 Professional edition, Single user	2	
Taxes		
F.O.R.NIPER		

Name of Manufacture:.....
Make of the Equipment.....
Model No.....
County of Origin.....

Signatures of the Bidder(s)
With Stamp

- Note : 1. No Advance payment will be made.**
2. Quotations should be submitted only by companies or their authorized representatives. Vendor should be able to provide after-sales service support

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	PAN / TIN of the Firm			
5	GST No. (if applicable)			
6	Whether the Firm possesses the required technical competence, financial resources, reputation and the personnel, to perform this contract, Please mention clearly.			
7	Authorization Certificate from the Manufacture/ Proprietor , In case of Distributor/Vendor quoting on behalf of manufacture			

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)

Technical Compliance Sheet

Specifications	Compliance of quoted equipment (YES/NO)	Remark, if any
Microsoft office 2019 Professional edition, Single user		

Annex-A

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	Address1	
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	

bII

Bidder(s)/Authorized Signatory (ies)

