



**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/2020-21/IND18780

Dated: 17.03.2021

NOTICE INVITING QUOTATION

Quotations are invited for the items as detailed below:-

NIQ. No.	Description of Materials	Qty	Article Specification
18780	As per BOQ Attached below	As Per BOQ	As per BOQ Attached below

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 **14.04.2021** upto 3:00 p.m. to be opened on **14.04.2021** 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 **18780**

Sr. No	Detailed Specifications of the Items	Cat. No.	Qty.	Unit Cost (Each)	GST (if applicable)	Total Value(INR)
1	As per BOQ attached	--	As per BOQ attached			

- 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.
- The Institute is registered with DSIR for duty free import vides notification NO. 11/334/96-TU-V dated 01.05.2017. Duty Exemption certificate and DSIR Certificate will be provided, if required. Bidders are therefore asked to quote the rates accordingly

Signature & Seal of Vendor _____

Name _____

Contact No- _____

Email- _____

BOQ for Repair of Chairs in NIPER campus S.A.S. Nagar.

S. No.	Description of item	Qty	Unit	Rate in figure (Rs.)	Amount in figure (Rs.)	Amount in words (Rs.)	
1	Officer chair high back chair piping repair new rexine with cushion repair office to workshop with transport	1	No				
2	Chair Seat with ply with cushion with cloth. Make Best Quality as approved by Engineer-in-Charge.	8	No				
3	Sofa cloth with cushion with all materials and labour	6	No				
4	Chair Seat back cloth with cushion new. Make Best Quality as approved by Engineer-in-Charge.	15	No				
5	Sofa cloth new with cushion repair (6 seaters)	6	No				
6	Revolving chair with gas lift	87	No				
7	Office chair base	4	No				
8	Chairs Arms Set top with side leg	4	No				
9	Revolving chair cloth with cushion repair with labour with all materials.	37	No				
10	Office Chair rexine new with cushion repair with labour and all materials.	15	No				
11	Wooden Chair cloth new with cushion repair with labour and all materials.	129	No				
12	Chair service with hardware materials and labour	4	No				
13	Mechanism lever handle	5	No				
14	Revolving chair with arms rest.	28	No				
15	Sofa with back dry clean	22	No				
16	Class room chair Godrej repair mechanism with welding with hardware and labour	10	No				
17	Office Chair dry cleaning.	158	No				
18	Chair Wheel	40	No				
19	Chairs Mechanism Cap	34	No				
20	Revolving chair with handle cap	7	No				
		Total Amount					
		GST ___%					
		G. Total					

Note :-

1. GST extra as applicable.
2. Carriage including.

General Terms and Conditions
Indent No. 18780 dated 09 Mar 2021

1. Bids on items rate basis are invited in two bids systems (Technical Bid and Price Bid) on behalf of the Director NIPER, S.A.S. Nagar from eligible suppliers/manufacturers and Specialized Agencies dealing in similar type of furniture repair works for the work – Repair of Chairs at NIPER, S.A.S. Nagar. Similar work shall mean “**Repair of Furniture items**”.
2. Estimated cost is Rs. 268095/-.
3. (a) The documents related eligibility shall be evaluated for eligibility criteria stipulated at Para 3 below and Agencies/ Contractors will accordingly be Qualified/ Disqualified.
(b) Contractors who fulfill the following criteria shall be considered for technical evaluation :-
 - (i) The bidders should have adequate experience for a period of minimum 02 years of all type of repair of furniture items. (Proof to be attached).
 - (ii) The bidders should have valid PAN No. (Proof to be attached).
 - (iii) The bidders should have Certificate of Registration for GST. (Proof to be attached).
4. A declaration in lieu of submitting EMD shall invariably be submitted by the Agency as per attached format.
5. The rates shall be quoted in the enclosed Schedule of Quantities and it should be signed by the Contractor.
6. The warranty for repair/maintenance of furniture items shall be 01 year from the date of handing over of furniture items to NIPER, S.A.S. Nagar. Any defects/ damages to furniture items found during the warranty period shall be repaired/ replaced/ rectified by the Agency on free of cost and cost of materials/labour etc required for replacement of defective parts shall be borne by the Agency.
7. Superior quality fabric shall be used costing not less than Rs. 450/- per meter length as per approval of Engineer-in-Charge.
8. Sample of materials required for repair/replacement of furniture shall be deposited with the Engineer-in-Charge for final approval before use.
9. GST shall be extra as applicable.
10. Rates are inclusive for all other taxes, (except GST), duties, carriage, royalty and labour cess etc. and nothing extra shall be payable.
11. The offer will remain valid for 90 days from the last date of submission of quote.
12. The period for execution of work is **02 months** from the date of issuing of Work Order/LOI.
13. Any clarification required to be sought may be obtained from Engineering Section, NIPER before due date of submission of quotation.
14. No escalation in rates shall be allowed under any circumstances during the execution of work and extension of time, if any.
15. The contractor shall comply with all the statutory requirements in respect of said work.
16. The contractor shall be deemed to have visited the site and made themselves familiar with the working conditions before submitting the quote irrespective of the fact whether they inspect the site or not.
17. Electricity if available will be provided at one point and will be charged as per actual consumption. However the contractor is required to make his own

- arrangement by installation of generator at his own cost to cope up any eventuality in the interest of progress of work.
18. The quantity in BOQ are tentative and there may be variation which may increase/decrease.
 19. All precautions as per CPWD safety code for the safety of workers and necessary health and sanitary arrangements for them will be taken by the Agency.
 20. Material required for testing will be provided by the contractor at his own expenses. The tests considered necessary by the Engineer-in-Charge shall be got carried out by the contractor at his own expenses in recognized testing laboratory in the presence of Engineer-in-Charge or his authorized representative.
 21. The Contractor shall supply Revolving Chair Gas Lift hydraulic Make – Godrej/ Power.
 22. The contractor shall at his own cost and expense provide all materials required for the work. It is responsibility of contractor that the required material, when brought to site, shall be got entered/recorded by the Contractor at Main Security Gate, NIPER, S.A.S Nagar.
 23. Measurement of work done shall be as per units specified in Schedule of Quantities. Measurements of any other item not indicated in Schedule of Quantities but required to be executed will be as per CPWD specifications.
 24. In case the contractor fails to complete the work within the stipulated/extended time period, the penalty @ 1.5% per week of the cost of the total work subject to maximum 10% of the work order value will be levied on the Agency.
 25. Payment will be released on the basis of RA bill/Final Bill to be put up by the Agency on the basis of actual work done subject to the condition that only one bill will be paid in a month, final bill will be cleared within three months of its submission subject to fulfillment of requisite criteria concerning execution of this work as per terms of Work Order.
 26. The rate for all items of work, shall unless clearly specified otherwise include cost of all labour, materials and inputs involved in the execution of the item.
 27. In case of any loss or damage to the property of the institute which is attributable to the firm, the full damages will be recovered from the firm.
 28. In case of any mis-happening/ loss of life, the Agency has to bear all the claim and responsibility etc and the NIPER will not be responsible for any kind of payment to workers or contractor under these circumstances.
 29. The entire dispute shall be subject to the jurisdiction of the Court of Law at S.A.S Nagar (Punjab).
 30. In case of Dispute/Arbitration between the Agency and NIPER, S.A.S Nagar related to said contract, the matter shall be referred to the Sole Arbitrator appointed by NIPER, SAS Nagar. Under such circumstances, the decision of the Sole Arbitrator shall be final and binding in any respect of any dispute between the parties.
 31. The decision of the Director, NIPER, S.A.S. Nagar shall be the final and binding on the contractor/ agency in respect of any clause not covered under the contract and any matter incidental to the contract.
 32. The Director, NIPER reserve the right to cancel the awarded work with immediate effect without assigning reasons.

Performa for Earnest Money Deposit Declaration

Whereas, I/We _____ (Name of Agency)_____ have
submitted bids for _____ (Name of work).

I/ We hereby submit following declaration in lieu of submitting Earnest Money
Deposit.

(a) If after opening of tender, I/ We withdraw or modify my/our bid during the
period of validity of tender (including extended validity of tender) specified
in the tender documents.

or

(b) I, after the award of work, I/We fail to sign the contract, or to submit
performance guarantee before the deadline defined in the tender
documents.

I/ We shall be suspended for one year and shall not be eligible to bid for NIPER,
S.A.S. Nagar tenders from date of issue of suspension order.

Signature of the contractor (s)

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. 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

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.	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)

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	

bll

Bidder(s)/Authorized Signatory (ies)

For 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 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.

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 India NIPER S.A.S., 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 vides notification NO. 11/334/96-TU-V dated 01.05.2017. 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.14th Nov, 2017
&/OR**

27. Notification No. 45/2017-Central Tax (Rate) Dt.14th 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
