



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

No. NIQ30/2016/13356/

Dated: 23.11.2016

### NOTICE INVITING QUOTATION

Quotations are invited two system for the items as detailed below:-

NIQ.No.	Description of Materials	Qty	Article Specification
13356	Electronic Precision Balance	1	Precision Electronic Balance with Shield Cover Quantity: 1 Capacity range: 1 mg to 1000g Readability: 1 mg Repeatability: 1 mg Full metal housing TFT touchscreen-based operation Password protection enabled 220 V Warranty: 3 years from the day of installation

Yours faithfully

Store Purchase officer

**Note : The quotations should be submitted in two bids system only**

## **PART – I : TECHNICAL BID**

1. On behalf of the Director, National Institute of Pharmaceutical Education & Research, Mohali sealed tenders are invited for **Electronic Precision Balance**. The terms and conditions of the contract which govern the contract to be made are those contained in the General Conditions of Contract applicable to the contract placed by the NIPER / GoI and the other terms & conditions detailed in this tender form and its schedules. Please submit your tenders if you are in a position to provide the requisite supplies & installation in accordance with the requirements stated in the attached schedule.
  2. 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.
  3. Only manufacturers or their authorized distributors/agents are entitled to submit the proforma invoice/quotation. Manufacturers are requested to furnish themselves the proforma invoice where enquiries have been addressed to them. Foreign manufacturers may, however, direct their Indian Agent to quote on their behalf in which case the Indian Agent should attach with his quotation a copy of the letter from the foreign manufacturers directing the Indian Agents to quote on their behalf against this quotation enquiry (General authority letter will not suffice). As per the Compulsory Enlistment Scheme of the Department of Expenditure, Ministry of Finance, it is compulsory for Indian agents, who desire to quote directly on behalf of their foreign principals, to get themselves enlisted with the Central Purchase Organisation (eg. DGS &D).
  4. The quotation/proforma invoice for the imported items should be prepared as under :
    - i) Complete description, catalogue no., make, name of the manufacturer, model, quantity, rate of each item and total amount.
    - ii) Total FOB value of all items.
    - iii) Indian Agency Commission payable to the Indian agent, if any.
    - iv) Net FOB value (i.e., total FOB value as in (ii) above, less Indian Agency Commission as in (iii) above.
    - v) Add freight charges upto New Delhi (India)
    - vi) Insurance upto destination at NIPER, S.A.S. Nagar, Mohali (Payable on actual).
    - vii) Total CIF value (iv + v + vi)
- Note: NIPER is an academic non-profit research Institution. You are, therefore, requested to offer maximum possible discount in the first instance.**
- viii) Quotation may be evaluated on FOB value. The Institute may also go for domestic insurance from warehouse to warehouse. The complete description viz. make and model of the equipment and name of the manufacturer must be indicated clearly in the proforma invoice/quotation failing which the same shall be liable to rejection.
  - ix) The spare parts/wear & tear consumables, if any, required for trouble free operation of equipment for 3 years shall be quoted separately giving the full nomenclature, rate, quantity and shelf life of each item. The value of such spare parts/wear & tear, consumables may not exceed 2% of the FOB value. (The cost of such spare parts/wear & tear consumables will not be considered while evaluating the quotations).
  - x) In case no Indian Agency Commission is payable, then this fact must be very clearly mentioned in the quotation.
  - xi) The tenderer firm should furnish along with the bid a certificate that the entire Indian Agency Commission shall be payable in India in Indian Rupees and that no Indian Agency Commission other than that stipulated in the Proforma Invoice is payable by the foreign manufacturers to Indian Agent.
  - xii) The items which can/are to be procured indigenously may be listed separately.
  - xiii) Where the equipment is composed of several subunits/components, the rate should be quoted for each subunit/component. The Institute reserves the right to increase or decrease the number of subunits/components and number of, equipment according to its requirements. The rates in ambiguous terms will render the quotation liable to rejection. The words "Not quoting" should be clearly written against any item of equipment for which the tenderer is not quoting.

- xiv) The tenderer firm should furnish along with the bid a certificate that the rate quoted for the equipment mentioned in the proforma invoice is the same as is being charged for the similar items from the Director General Supplies & Disposals (India) and other Departments/ Institutions in the country.
5. The Institute will pay CIF value as said above to the foreign supplier through Letter of Credit/Foreign Draft/Draft at Sight, as applicable. It may be noted that the mode of payment shall be considered while evaluating the quotations. In case of payment through Letter of Credit, **all foreign bank charges shall go to the beneficiary account**. The Period of LC should sufficiently cover the period of delivery & Installation. In case the firm seeks any extension for the delivery/Installation than period of LC must be invariably extended.
6. The proforma invoice document should be followed by a guarantee form enclosed as **Annexure 'A'**. The Principals may delegate the authority to their Indian agents to sign the guarantee form.
7. The Tenderers must confirm in their bid acceptance in full of the terms and conditions in this enquiry. tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render the quotation liable for rejection.
8. The manufacturers must guarantee that the quoted item(s) is/are new and not the one used/sold earlier.
9. **It is specifically required that the tenderer will supply all the operating and service manuals circuit diagrams alongwith the equipment.**
10. In addition to quoting for the equipment, the tenderers are also requested to quote separately, the charges and terms and conditions of SERVICE CONTRACT FOR A PERIOD OF FIVE YEARS, for maintaining the equipment at this institute after the expiry of the period of guarantee/warranty. The terms and conditions of the Service Contract are given in **Annexure 'B'**. It may be noted that the service contract charges may also be considered along with the cost of equipment while evaluating the quotations. Price List of Spares parts must be quoted.
11. **The equipment should be quoted only for 220 volts and 50Hz electricity supply.** The extra requirement of line voltage, current rating etc. and the optimum climate and environment required for the equipment must be stated precisely. Voltage stabilizers/isolation transformers/CVT/UPS etc., as may be required shall be listed separately. The full technical specifications and literature in respect of the voltage stabilizer etc., must be furnished.
12. The successful firm or his Agent will be required to furnish a performance guarantee bond in the shape of Bank Guarantee for an amount equivalent to 10% of the FOB value of the equipment towards execution of supply order and ensuring timely supplies/satisfactory installation and handing over the equipment in good working conditions within stipulated period and for carrying out after sales services during warranty/guarantee period. The Bank guarantee will be submitted within a period of 15 days after the placement of the supply order failing which the order will be liable to be cancelled.
13. The successful firm will be required to agree for payment of penalty for exceeding permissible downtime during guarantee/warranty period as defined in **Annexure 'A'**.
- a) In case total downtime exceeds the permissible limit, the guarantee/warranty shall be extended by the period in excess of the permissible downtime.
- b) In case total downtime exceeds the permissible limit then in that event a penalty in Indian Rupees at the rate of 1/365 percent of FOB value of the equipment shall be recovered for each day in excess of the permissible downtime. The conversion of FOB value into Indian Rupees for the above purpose shall be the TT selling rate prevalent on the date of the releasing of the LC documents by the bankers.
14. If during the guarantee/warranty period, the equipment does not perform as per claims, the supplier will be asked to replace the entire unit or part thereof failing which the supplier will have to bear the cost of liquidated damages.
15. The compliance sheet as per **Annexure 'C'** please be filled and supplied with the quotation.
16. The Indian agents are allowed to quote for only one manufacturer in a parallel/subsequent tenders for the same item.
17. **ELIGIBILITY CONDITIONS:** The firm should have experience of performing job contract of similar nature in reputed Govt. / Semi Govt. / Govt. undertaking / University establishment and other government / private establishments. The firm must have Service Tax Registration (if applicable), Registration of Declaration of ownership under Indian Registration Act,

1908 (or any other Act, as applicable), PAN / TIN and a valid Labour License as on the date of submission of tenders. The firm should have technical competence, financial resources, reputation and the personnel, to perform this contract. **Each bidder must submit only one quotation.**

18. The tender must be submitted as per the instructions contained in the tender document and as per the details given in **Schedule – II & III**. All duties, taxes and other levies payable by the bidder (other than Sales tax / VAT on the finished goods) shall be included in the item rate. Sales tax / VAT, if any, should be quoted separately.
19. The tenderer is being permitted to tender in consideration of the stipulation on his / her part that after submitting his / her tender, he / she will not refuse his / her offer or modify the terms and conditions thereof. Should the tenderer fail to observe and comply with the foregoing stipulations, the earnest money will be forfeited by the Institute. In the event of the offer made by the tenderer not being accepted, the amount of earnest money deposited by the tenderer will be refunded to him / her, in the manner prescribed by the Institute.
20. The schedules – I, II & III of the tender form should be returned intact duly filled up & signed (Schedules I & II in Technical and Schedule III in Financial Bid). In the event of the space provided on the schedule form being insufficient for the required purpose, additional pages may be added. Each additional page must be attached with & referenced in the tender form. If any modification of the schedule is considered necessary it should be communicated by means of a separate letter along with the tender. The rates quoted by each firm for job / service in tenders be given both in words and figures failing which the same is liable to be rejected. However, in case of any discrepancy the amount quoted in words shall be treated as final and binding on the contractor.
21. The tender is liable to be ignored if complete information as required is not given therein or if the particulars asked for in the schedules to the tender is not fully filled in. Individual signing the tenders or other documents connected with the contract may specify whether he signs it in the capacity of (i) a sole proprietor of the firm or constituted attorney of such sole proprietor, or (ii) a partner of the firm if it be partnership firm in which case he must have authority to refer to arbitration dispute concerning the business of the partnership whether by virtue of the partnership agreement or power of attorney or (iii) constituted attorney of the firm if it is a company.
22. If 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 & earnest money forfeited.
23. In case of partnership firms, where no authority has been given to any partner to execute the contract / agreement concerning the business of the partnership, the tenders and all other related documents must be signed by each partner of the firm. A person signing the tender form or any other documents forming part of the contract on behalf of another shall be deemed to warrant that he has the authority to bind such other & if, on enquiry, it appears that the persons so signing had no authority to do so, the Institute shall without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages. Each page of the tender and the schedules to the tender and annexure, if any, should be signed by the tenderer.
24. The quotations are to be kept in a sealed cover super-scribing on the envelope “**Electronic Precision Balance**” and also “**Not to be Opened before 14.12.2016**”. addressed to Director, NIPER. The quotation must be accompanied by a forwarding on letter head of your company mentioning (I) Name of Equipment, (II) reference of this letterand (Iii) dated of opening of Quotation. Your quotation should be deposited in **TENDER BOX** located at Ist Floor Administrative Bhawan, of NIPER on before **14.12.2016 till 3.00 P.M.** and will be opened on the same day i.e. on **14.12.2016 at 3:30 P.M.** in the Conference Room on the first floor of Administrative Bhawan on NIPER in the presence of tenderers, whosoever may wish to be present. 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
25. The quotations should be submitted in two bids with the following documents: EMD, firm details, turnover, experience of working with govt. departments, Service Tax Registration (if applicable), PAN / TIN details, **Mandatory Check –list** as per Schedule – I, etc. (**Technical Bid**)-II & rates for providing the services in the format as prescribed in Schedule – III (**Financial bid**). Both Technical Bid & Financial Bid shall be sealed separately in two different envelopes and should be clearly superscribed as to which envelope contains the Technical Bid and which one the Financial Bid. Both these sealed envelopes should than be sealed in a bigger envelope (outer cover). Tenders can be sent by Hand / Registered Post / Courier but the Institute will not be liable for late receipt of tenders due to postal delay or any other reasons. Cuttings or corrections in the tender document shall be verified by initializing and putting date
26. Service tax or any other tax applicable or made applicable after awarding the contract in respect of this contract shall be payable by contractor and NIPER, Mohali will not entertain any claim whatsoever in this respect. However the TDS or any other tax which is as per the rules of the Govt., shall be deducted at source from the bills of the successful tenderer, as per rules / instructions made applicable from time to time by the government

27. 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.
27. The Director, NIPER reserves the right to reduce or increase the quantum of supplies or place repeat orders within a period of one year of date of order (on same rates and terms & conditions) or may also terminate the contract in the interest of the Institute, for any justifiable reasons, not mandatory to be communicated to the tenderer. His decision shall be final & binding on all parties for any aspect of contract. Any dispute arising on the contract will be settled at his level by mutual consultation and in case of failure of settlement; the dispute shall be referred to the sole arbitrator to be appointed by him. The decision of the sole Arbitrator so appointed shall be final and binding on both parties. Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 96.
28. Acceptance by the Institute will be communicated by e-mail, FAX, Express letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the FAX / e-mail / Express letter, etc. should be acted upon immediately. The quotation shall remain valid for a period of 120 days from the closing date of receipt of bids. The Contractor shall not sub-let the contract.
29. The tenderer will also have to furnish particulars relating to Income Tax clearance certificates, turnover, infrastructure status, etc.
30. In case of any loss or damage done to the property / existing infrastructure of the Institute attributable to the personnel of the contractor, the full damages will be recovered from the Agency / Contractor and decision of the Competent Authority of institute in this regard will be final and binding on the contractor.
31. **Evaluations of quotations:**  
The Institute will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner.
- Financial Bids of only those firms may be opened who shall be declared technically qualified.
  - The evaluation will be done excluding the sales tax. If the bidder has included the sales tax in his quotation for the item rate, it will be treated as though it is exclusive of the sales tax and no down loading of sales tax will be made;
  - The evaluation would be done for each item separately. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of anyone or more items(s) would be treated as non-responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.
32. 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.

**33 It is mandatory to enclosed following documents / vouchers with the tender forms which are as per the terms and conditions of the tender document:**

- Copy of firm Registration Certificate. ( i.e. Proprietor, partnership or as per Co. act 1956)
  - Duly Filled – in & signed Schedule – I (Questionnaire) & duly signed Schedule – II & Tender document as a token of acceptance of terms & conditions and stipulated quality parameters.
  - Copy of PAN / TIN in the name of the firm / proprietor(s).
  - Experience details of the firm in the field of providing such services in Central Govt. establishments / Autonomous bodies of Govt. of India / Corporations of Govt. of India / reputed public or private organizations. (Desirable)
  - Copy of Service Tax Registration Certificate (if applicable).
- e) “The Indian Agents enlisted with the Central Purchase Organisation (e.g DGS &D) .( Please attached Proof)”**

34. In case the bidder(s) is/are of the opinion that the specification of the equipment are not generalized and favors a particular make or brand then it should intimate this Institute with relevant supporting documents.

**CERTIFICATE OF GUARANTEE/WARRANTY**

(This certificate may be reproduced)

- i) I/We certify that the guarantee/warranty shall be for a period of 12 months starting from the date of satisfactory installation, commissioning and handing over of the equipment and of works conducted therewith covered under the Supply order in working Condition. During the guarantee/warranty period I/We shall provide "after sale service" and the replacement of any part(s) of the equipment or rectification of defects of work of the equipment will be free of cost. The replacement of the parts shall be arranged by us, at our own cost and responsibility. We undertake that the above guarantee/ warranty shall begin only from the date of installation, commissioning and handing over the equipment in working order. The benefit of change in dates of the guarantee/warranty period shall be in the interest of the user/your Institute.
- ii) During the warranty period, we shall provide at least three preventive maintenance visits & all breakdown services without any charges.
- iii) Uptime Guarantee : During the guarantee/warranty period, we will be responsible to maintain the equipment in good working condition for a period of 328 days (i.e., 90% uptime) in a block of 365 days. All the complaints will be attended by us within 5 days of receipt of the complaint in our office. In case there is delay of more than 5 days in attending to a complaint from our side then you can count the number of days in excess of the permissible response time in the downtime.
- iv) We certify that the equipment being offered/quoted is the latest model and that spares for the equipment will be available for a period of at least 10 years and we also guarantee that we will keep the Institute informed of any up-date of the equipment over a period of 5 years.
- v) We guarantee that we will supply spare parts if and when required on agreed basis for an agreed price. The agreed basis could be an agreed discount on the published catalogue price or an agreed percentage of profit on the landed cost.
- vi) We guarantee to the effect that before going out of production of spare parts, we will give adequate advance notice to you so that you may undertake to procure the balance of the life time requirements of spare parts.
- vii) We guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

Date :

**1. Authorised Signatory  
(With Seal)**

Place :

**TERMS AND CONDITIONS OF THE SERVICE CONTRACT**

- i) During the service contract period, the firm shall provide at least THREE preventive maintenance visits and attend to all emergent and break-down calls per year.
- ii) Rate of AMC will be quoted for the period after completion of warranty period and order for AMC be placed after completion of warranty (if required)
- iii) The service contract charges must be quoted separately for each year strictly as under and quoting of rates in ambiguous terms or in percentage terms etc., shall render the tender liable to rejection :-
- |                               |   |         |                |
|-------------------------------|---|---------|----------------|
| Rate for 1 <sup>st</sup> year | = | Rs..... | (Rs. in words) |
| Rate for 2 <sup>nd</sup> year | = | Rs..... | (Rs. in words) |
| Rate for 3 <sup>rd</sup> year | = | Rs..... | (Rs. in words) |
| Rate for 4 <sup>th</sup> year | = | Rs..... | (Rs. in words) |
| Rate for 5 <sup>th</sup> year | = | Rs..... | (Rs. in words) |
- iv) The service contract charges should be quoted only for services and travel cost etc. and should not include the cost of any replacement parts/components which shall be arranged by the Institute at its own cost. However, a price list of all spares must be provided to the Institute.
- v) The removed/un serviced spare parts shall be the property of NIPER , Mohali and shall be handed over to Indenter by the service provider alongwith service report.
- vi) In each block of 365 days during the entire service contract period the firm will be responsible to maintain the equipment in good working condition for a period of 328 days (i.e. 90% uptime). The time taken by the Institute in providing to the firm the spare parts shall not count towards the downtime. All the complaints will be attended by the firm within 5 days of the dispatch of the complaint to their office. In case there is delay of more than 5 days in attending to a complaint then the number of days in excess of the permissible response time shall be counted in the downtime. The above said response time of 5 days for attending to a complaint will not be counted in the downtime. In case total downtime exceeds the permissible limit as defined above, the service contract shall be extended by the period in excess of the permissible downtime subject to limit of 30 days in a block of 365 days. However, for the period of the downtime in excess of 30 days in block of 365 days, a fine equivalent of double the daily service contract charges shall be recovered from the firm.
- vii) The replaced parts shall remain the property of the Institute.
- viii) The firm will deposit a security in form of Bank Guarantee equivalent to 50% of the additional value of the Annual service contract towards execution of the service contract and to cover the service contract period of five years. This will be furnished within a period of 15 days after the expiry of the guarantee/warranty period. No Advance payment of AMC shall be made under normal circumstances.
- ix) The firm shall try to repair the equipment at Institute itself. However, the equipment may be taken to their site, on their own expenses if in case it is not possible to repair the same at NIPER, the firm shall take the entire responsibility for the safe custody and transportation of the equipment taken out for repairs till this is handed over to purchaser after repair. Any loss of equipment or its accessories on account of theft, fire or any such reasons shall be the sole risk and responsibility of the firm who will compensate the Institute for such losses at FOB value of the damaged/lost equipment/part including accessories.
- x) During the service contract period the parts/components that may be needing replacement shall be made available by the Institute at their own expenses and all import formalities, payment of custom duty etc., shall be complied with/borne by the Institute.
- xi) All service contract charges will be invoiced thrice in each year. The payment of the invoice will be made in arrears after satisfactory servicing within 30 days of the date of submission of the invoice.
- xii) No price revision will be accepted by the Institute during the entire tenure of the service contract agreement.

**Annexure 'C'**

<b>Specifications as per indent (point wise)</b>	<b>Compliance of the quoted model</b>	<b>Compliance of alternate model, if any</b>	<b>Remarks</b>



**TENDER FOR Electronic Precision Balance**

Full Name and address of the tenderer in addition to address and other relevant information needed for the complete Address:

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Telephone No.

FAX No.

Telegraphic Address

E-mail

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To

The Director, NIPER,  
Sector 67, S.A.S. Nagar (Mohali) Punjab 160 062.

Sir,

I / we have read all the particulars regarding the general information and other terms and conditions of the tender for the **Electronic Precision Balance** and agree to provide the same as detailed in schedule herein or to such portion thereof as you may specify in the acceptance of the tender at the rates given in schedule 'III' attached to this tender and I / We agree to hold this offer open till 120 days from the closing date of receipt of tender.

1. I / we shall be bound by a communication acceptance dispatched within the prescribed time.
2. I / we have understood the terms and conditions for the contract and shall provide the best supplies / services strictly in accordance with these requirements.
3. The following pages have been added to and form a part of this tender ----- . The schedules I and II to accompany this tender are at page Nos. -----.
4. Every page so attached with this tender bears my / our signature(s) and the official seal.
5. Demand Draft No.----- Dated ----- of Rs.----- drawn in favour of "The Director, NIPER" and payable at Mohali / Chandigarh is enclosed as EMD as required)

Signature & Seal of Tenderer with date-----Address

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**SCHEDULE – I****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.	<b>For partnership firms</b> , whether registered under The Indian Partnership Act, 1932?  If Yes, please state further whether by the Partnership agreement, authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the partner who has signed the tender?  ii) If answer to the above is in negative whether there is any general power of attorney executed by all the partners of the firms authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration?  iii) If answer to (i) or (ii) above is in the affirmative please furnish a copy of either the partnership agreement or the general Power of attorney as the case may be.			
4.	Name and Full Address of the Bankers( As per Annex D)			
5.	Registration Number of the Firm			
6.	PAN / TIN of the Firm			
7.	Service Tax Registration No. (if applicable)			
8.	Whether the Firm possesses the required technical competence, financial resources, reputation and the personnel, to perform this contract, Please mention clearly.			
9	<b>The Indian Agents enlisted with the Central Purchase Organisation ( e.g DGS &amp;D) . ( Please attached Proof)</b>			

**Note:** The information required at serial no. 1 to 9 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):**

- 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)**

**GENERAL SPECIFICATIONS FOR Electronic Precision Balance**

**TECHNICAL REQUIREMENTS:**

Precision Electronic Balance with Shield Cover

Quantity: 1

Capacity range: 1 mg to 1000g

Readability: 1 mg

Repeatability: 1 mg

Full metal housing

TFT touchscreen-based operation

Password protection enabled

220 V

Warranty: 3 years from the day of installation

**SCHEDULE – III**

**FINANCIAL BID**

Sr.No.	Name of Equipment	Qty	Amount
1	Precision Electronic Balance with Shield Cover Quantity: 1 Capacity range: 1 mg to 1000g Readability: 1 mg Repeatability: 1 mg Full metal housing TFT touchscreen-based operation Password protection enabled 220 V 1. Warranty: 3 years from the day of installation	01	
	Total (CIF New Delhi) or F.O.R.NIPER		

Signatures of the Bidder(s)

**MANDATE FORM**  
**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENT**

## A. DETAIL OF ACCOUN HOLDER:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTRACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

## B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRACH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRACH'S <b>IFSC CODE</b>	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICRO CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

(-----)  
Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank`s Stamp)

(-----)  
Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not " RTGS enabled" then upon its up gradation to "RTGS Enabled" branch, please submitted the information again in the above proforma to the Department at earliest.

