



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

**Sector 67, S.A.S. Nagar (Mohali)  
Telephone No. 2214682-87, Fax No. 0172-2214692**

No. NIQ2/2017/IND14197

Dated: 26.04.2017

**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 Photocopier Machine and date of opening of quotation”**. 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 Ist Floor Administrative Bhawan, of NIPER on or before 17.05.2017 upto 3.00 p.m. to be opened on 17.05.2017 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.

<b>Sr.No.</b>	<b>Description of Materials</b>	<b>Qty</b>
<b>1</b>	<b>Photocopier Machine ( Specification Schedule –II)</b>	<b>01</b>

**Yours faithfully**

**Store Purchase Officer**

## INSTRUCTIONS

1. The firm should have PAN, Sales Tax / VAT registration with a valid TIN 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 VAT / Excise, etc. In no case, rates should be quoted excluding VAT / Excise duty. 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 exempted from payment of Custom Duty & Central Excise Duty (Non-Industrial – R&D Institute). Bidders are therefore asked to quote the rates accordingly.
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 I

**The compliance sheet to be filled and supplied with the quotation**

Specifications as per indent (point wise)	Compliance of the quoted model	Compliance of alternate model, if any	Literature in support (Page no)

**Note :: It is mandatory to fill the above compliance sheet, otherwise the tender will be straightway rejected.**

Signatures of the Bidder(s)  
With Stamp

## Schedule II

### FINANCIAL BID

Sr.No.	Name of Equipment	Qty	Rate per item	Amount																																																																																																			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>Type</b></td> <td colspan="2">Desktop Printer/Copier/Scanner</td> </tr> <tr> <td rowspan="2"><b>Copy Resolution</b></td> <td><b>Scan</b></td> <td colspan="2">Main: 600 dpi x Sub: 600 dpi</td> </tr> <tr> <td><b>Print</b></td> <td colspan="2">Main: 600 dpi x Sub: 600 dpi</td> </tr> <tr> <td colspan="2"><b>Gradation</b></td> <td colspan="2">256</td> </tr> <tr> <td colspan="2"><b>Memory Size</b></td> <td colspan="2">128 MB (standard)</td> </tr> <tr> <td colspan="2"><b>Original Type</b></td> <td colspan="2">Sheet, book, three-dimensional objects (max. 2kg)</td> </tr> <tr> <td colspan="2"><b>Max. 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Signatures of the Bidder(s)  
With Stamp

**Note : No Advance payment will be made.**

## 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**  
**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.

