



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान्

National Institute of Pharmaceutical Education and Research (NIPER)  
Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers  
Govt. of India

**TENDER NOTICE FOR  
REGISTRATION OF VENDORS/  
SUPPLIERS**

(Tender no.NIPER-HJP/S&P/F&A/Empanelment of Vendors  
for Limited Tenders/03/2020-21) Dated- 27.02.2021

**Export Promotions Industrial Park (EPIP),  
Industrial Area Hajipur, Dist: Vaishali  
844102, BIHAR, INDIA.**

2

## NOTICE

National Institute of Pharmaceutical Education & Research (NIPER). Hajipur is an autonomous body under the Department of Pharmaceutical Ministry of Chemicals & Fertilizers, govt of India . NIPER Hajipur intends to empanelled vendor in light of provision of GFR 2017 for procurement under limited tender Enquiry as per need of the Institute . For the Empanelment of Vendors Under Various Categories NIPER Hajipur Invites the proposals from the Eligible vendors for Registration as per Empanelled vendors. The proposal for Empanelment of Vendors must reach to the Office of Registrar National Institute of Pharmaceutical Education & Research (NIPER). Hajipur till 15.03.2021 by registered post / speed post / By hand in Tender Box only.

**Separate form must be submitted in separate envelopes for each category of item.**

The last date for submission of application is **15.03.2021**  
Application (s) received after last date of submission will not be considered.

### TERMS AND CONDITIONS

#### **1. Eligibility & Categories for Registration / Empanelment**

Companies/ firms/ registered (authorised) dealers , which are in the business of manufacturing, stocking or marketing of goods and services of specified categories as mentioned in the registration documents are eligible for registration, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned **at point no.4** of the document.

#### **2. Benefits of Registration**

The Companies/ firms/ registered (authorised) dealers registered with NIPER HAJIPUR will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised are sent to the registered Companies/ firms/ registered (authorised) dealers by Speed Post/ Registered Post/ Registered E mail.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to them giving them advance information to enable them to purchase the Tender sets.

A

### 3. Empanelment / Registration Procedure

- 3.1. The applicant should read all the pages of the document.
- 3.2. Correct / relevant information / data have to be furnished by the vendors.
- 3.3. The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work / item.
- 3.6. Service providers / suppliers shall have to fill and submit the hard copy of Registration Form along with required documents Office of Registrar National Institute of Pharmaceutical Education & Research (NIPER), Hajipur till.15.03.2021 *by Speed Post/ Registered Post / By Hand in Tender Box only.*
- 3.7. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.8. The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as **“APPLICATION FOR VENDOR**

#### **REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE .....**”.

- 3.9. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.
- 3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:
  - 3.9.1. GST No.
  - 3.9.2. Trade License, Factory License.
  - 3.9.3. Income tax Permanent Account No.
  - 3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - 3.9.5. Registration Certificates with DGS&D/NCCF
  - 3.9.6. Valid SSI/NSIC Certificate (If Registered)
  - 3.9.7. Current dealership Agreement /Registration Certificate from the Principal .
  - 3.9.8. Annual Turnover CA certified Certificate for last 3 years & Copy of IT Return for the year (2015-16, 2014-15, 2013-14).
  - 3.9.9. Bank Details.
  - 3.9.10. Relevant ISO/ISI certificate.

M

- 3.9.11. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, Institute, Institute etc. in the past three years.
- 3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the NIPER HAJIPUR.
- 3.11. The firm will be considered for registration / Empanelment for an initial period of one year and will be considered for renewal for another two years or so at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.
- 3.12. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:
- (1) Registration No.
  - (2) Vendor Trade Group/ Category No. along with description.
- 3.13. **Service Centers:** Service Centre (s) in Patna/ Hajipur Bihar may be mentioned. For authorized distributor the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the vendor may be black listed & the EMD / SD will be forfeited by the Institute .

#### 4. CATEGORY WISE LIST OF ITEMS / WORK

Sl. No.	Category	Category Code	Particulars of Items
1	TONER	001	B & W and Colour Toner for Photo Copier Machine of Canon & Ricoh Make
2	PRINTER CARTRIDGE	002	B & W and Colour Printer Cartridge for HP, Canon Make LaserJet/ Multifunction Printers
3	OFFICE STATIONERIES & OTHERS	003	All types of Office Stationeries like A4,A3Paper , Note sheets (Legal Size: printed or plain) , Envelops (all sizes), Pen, Pencils, Calculators, Register, Log Book, Peon Book, Despatch Register, Inward Register, Letter Pad (Printed), Drawing Sheets, Seal/ Stamp, Coloured Paper, Cedar Paper, Transparent Sheets, White Board/ Green Board Marker, Notice Board, File (all types), Meeting Folders, Tag, Punching Machine, Needle and all other office Stationary items
4	SANITATION ITEMS	004	Phenyle, Colin, Acid, Napthalene Goli, Broom, Wiper, Mopping Wiper, Bleaching Powder, Surf,

*Handwritten signature*

			Dettol Hand washs, Soaps, Golves & allied sanitary items
5	<b>ELECTRONIC ITEMS</b>	<b>005</b>	LED/LCD/PLASMA TVs, Electric Iron, Refrigerators , Split/ Window A.C., Water Coller, RO, Vacuum Cleaner, Digital Camera, Voice Recorder, Sound & Mike System
6	<b>COMPUTER PERIPHERALS &amp; OTHERS</b>	<b>006</b>	DESKTOP COMPUTER , LAPTOP COMUTER, TABLET OF HP/ DELL/ SAMSUNG/ LENOVO OR EQUIVALENT MAKE , HP/SAMSUNG/ CANON OR EQUIVALENT MAKE PRINTER, PHOTOCOPIER MACHINE both Black & White / Coloured , SCANNER, SOFTWARE, ANTIVIRUS, UPS , SERVER, FIREWELL MODEM, PENDRIVES of SONY OR EQUIVALENT MAKE, Fax Machine, EPABX, DIGITAL PODIUM
7	<b>Audio Visual Equipment</b>	<b>007</b>	Audio Visual system for Conferencing , Audio Visual Equipment for Auditorium, LED/LCD Projector, DLP Projector, Mobile/ Pocket Projector, Projector Screen of Godrej / Sony / Samsung/ Bosch or Equivalent Make
8	<b>Printing Materials</b>	<b>008</b>	Annual Report Printing, New Letter, Admission Brochures, Journals, Note sheets, Diary, Calendar, Letter Pad, Identity Card of Students and Staffs , Visiting Card, Banner, Pamphlets, Souvenirs
9	<b>Office Furniture</b>	<b>009</b>	All types of Office/Classroom/ Home furnishing furniture/ of Godrej or Equivalent Make, Steel Almirah of Godrej or Equivalent Make Steel Chairs, Plastic Chairs, Tables, Computer Tables, Library Furniture Wooden or Metal , Podium etc.
10	<b>Electrical Installation and Accessories</b>	<b>010</b>	Fan (Ceiling, Table, Pedestal, wall), Water Heater, Geyser, Inverters, Lamps, Voltage Stabilizer, Distribution Boards, Switches, Extension Cord, Wires, Wiring Tapes, PVC Pipes, Bulbs all types, Tube Lights, Power plugs and all other Electrical items

14

11	Laboratory Equipment	011	All types of Laboratory Equipment of Physics Lab, Chemistry Lab, Zoology Lab, Bio Technology Lab, Bio Informatics Lab, Life Science Lab, Environmental Science Lab, Psychology Lab, and for Research Projects etc.
12	Laboratory Chemicals and Glasswares	012	All types of Laboratory Chemicals, Consumables and Glasswares of Physics Lab, Chemistry Lab, Zoology Lab, Bio Technology Lab, Bio Informatics Lab, Life Science Lab, Environmental Science Lab, Psychology Lab, and for Research Projects etc.
13	Sports & Gym Equipment	013	All fitness Equipment and Sports Equipment.
14	Event Management	014	To arrange Light, Sound System , Tent, Shamiyana, Chairs, Sofas, Tables, Carpets, & Stage decoration, flower decoration etc <u>On programmes &amp; functions</u> organised by the Institute from time to time
15.	Professional Services	015	Professional services like, Legal Services, Accountancy, Engineering and Other Services.
16.	Providing Hired Vehicle	016	Providing Vehicle on Monthly/ daily/ Hourly basis.

*NIPER Hajipur reserves all the rights to modify or add any or all the categories as per the requirement from time to time.*

## **5 Terms & Conditions for Vendor Registration / Empanelment as a Supplier**

### **5.1 General Clause**

- 5.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 5.1.2. The Institute reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the Institute in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered vendors in the panel of NIPER HAJIPUR.
- 5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIPER HAJIPUR and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

*N*

- 5.1.4. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 5.1.5. This document is treated as a valid contract between NIPER HAJIPUR and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by the Institute from time to time during the registration period.
- 5.1.6 In case of empanelled vendor is found in breach of any terms & condition(s) of the Institute or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and debarring and blacklisting the vendor concerned for at least three years for further dealings with the NIPER HAJIPUR.
- 5.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 5.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with the Institute , empanelled vendors are required to quote the Registration No.
- 5.1.9 The Institute has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

## 5.2 Price Variation Clause

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for the Institute , the vendor must voluntarily pass on the price difference to the Institute with immediate effect.

## 5.3 Indemnity

The selected vendor shall indemnify the NIPER HAJIPUR and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. NIPER HAJIPUR/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

## 5.4 Termination for Default

a) Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by the Institute . ii) If the vendor fails to perform any other obligation(s) under the empanelment.

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from the Institute (or takes longer period in spite of what the Institute may authorize in writing), The Institute may terminate the empanelment/ Purchase Order in whole or in part.

5.5 All disputes in this connection shall be settled in Vaishali Jurisdiction only.

-End-





**National Institute of Pharmaceuticals &  
Research Hajipur**

**Application Form for Registration**

(Tender no. NIPER-HJP/S&P/F&A/ Empanelment of Vendors for Limited Tenders  
/03/2020-21) Dated- 27.02.2021

Category \_\_\_\_\_ Category Code \_\_\_\_\_

1. Name of the Organisation \_\_\_\_\_

2. a) Head Office / Registered Office \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No/mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

Web site (if any) \_\_\_\_\_

Date of Establishment \_\_\_\_\_

Branch Office in Patna/ Hajipur , if any \_\_\_\_\_  
(Provide Complete Address)

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No./Email \_\_\_\_\_

3. Name of Chief Executive /  
Proprietor / Partners with  
Designation \_\_\_\_\_

Telephone No./Mobile No. \_\_\_\_\_

Fax No./ Email \_\_\_\_\_

K

4. Name of Contact Person \_\_\_\_\_

Telephone No./Mobile No \_\_\_\_\_

Fax No./Email : \_\_\_\_\_

5. Type of Organization \_\_\_\_\_

**Documents to be enclosed**

- a) Proprietary  Trade License
- b) Partnership  Partnership Deed, Trade License
- c) Private Limited Company  Memorandum of Article
- d) Public Limited Company  Certificate of Registration  
Trade License
- e) Public Sector  Trade License

6. Nature of Business (tick the relevant)

Manufacturing		Service		Dealership	
Stockist		Indian Agent		Indian Branch Office	
Others Pl. Specify					

7. Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated :

- Scientific Equipment  Electronics  Lab. Consumables & Chemicals
- Electrical Items  Computer peripherals
- Computers  Laboratory Equipment
- Office automation products  Electrical Works  Sports Material
- Water coolers  Air Conditioner  AV Equipment
- Boards  Other Pl.Specify \_\_\_\_\_

*A*

**Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return Copy)**

Year	Rupees in Lakhs
2017-18	
2018-19	
2019-20	

**8. Commercial Information Registration (Enclose Attested Copy wherever Applicable)**

S.No.	Information	Details
1	GST Regn, No.	
2	Registration With GeM	
3	MSME/ Udhog Addhar No	
4	Others	
5	Excise Registration No. Trade / Factory License No.	
6	Service Tax Regn.No.	
7	PAN No.	
8	Details of Registration Certificate with DGS&D/NCCF	
9	SSI/NSIC Certificate	
10	Current dealership agreement with Principal Letter No. / Date / Valid upto	
11	Relevant IISI/ SO Certificate, if any	
12	Bank Details : Account No.	
13	Name of Bank & Branch	
14	IFSC Code	

*Handwritten mark*

**10. Details of Major Customers**

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your organisation is registered: (enclose Separate Sheet if required and also submit the Copy of recent orders)

Sl. No.	Name of the Institution / Organisation	Empanelled for Category/Item	Contact Person of the Organisation with whom empanelled of the	Contact Number with E mail ID

**DECLARATION BY VENDOR**

I/ We confirm that

- 1) The information furnished is correct to the best of my knowledge and belief. and if at any stage it is found to be false my registration will be cancelled and Registration fee will be forfeited .

.....  
(Signature of Proprietor/Partner/Chief Executive)

Full Name .....

Place: .....

( Official Seal)

Date: .....

