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Tender Details

Date : 09-Oct-2026 04:11 PM

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Basic Details

Organisation Chain	Department of Pharmaceuticals||National Institute of Pharmaceutical Education and Research (NIPER) Guwahati		
Tender Reference Number	NIPER-G/SnP/66/TRPHD-2026/ 2026-27/215		
Tender ID	2026_MCF_853718_1		
Tender Type	Limited.	**Form of contract**	Buy
Tender Category	Services	**No. of Covers**	1
Payment Mode	Not Applicable	**Is Multi Currency Allowed For BOQ**	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	Single Packet

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	**Fee Payable At**	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	0.00	**EMD Exemption Allowed**	NA
EMD Fee Type	NA	**EMD Percentage**	NA
EMD Payable To	NA	**EMD Payable At**	NA

Work /Item(s)

Title	NIPER-G/SNP/66/TRPHD-2026/ 2026-27/215				
Work Description	Event Management during National Conference on Translational Research in Phytopharmaceuticals and Herbal Drugs From Laboratory to Commercialization				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	1	**Product Category**	Miscellaneous Services	**Sub category**	NA
Contract Type	Tender	**Bid Validity(Days)**	30	**Period Of Work(Days)**	10
Location	NIPER-Guwahati, Silakatamur, Changsari	**Pincode**	781101	**Pre Bid Meeting Place**	NA
Pre Bid Meeting Address	NA	**Pre Bid Meeting Date**	NA	**Bid Opening Place**	NIPER-Guwahati

Critical Dates

Publish Date	09-Oct-2026 04:30 PM	**Bid Opening Date**	13-Oct-2026 02:30 PM
Document Download / Sale Start Date	09-Oct-2026 04:30 PM	**Document Download / Sale End Date**	13-Oct-2026 02:00 PM
Clarification Start Date	NA	**Clarification End Date**	NA
Bid Submission Start Date	09-Oct-2026 04:30 PM	**Bid Submission End Date**	13-Oct-2026 02:00 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)

	1	Tendernotice_1.pdf	Event Management	7438.12

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Tender Documents	NIQ 215.pdf	Event Management during National Conference on Translational Research in Phytopharmaceuticals and Herbal Drugs From Laboratory to Commercialization	7438.12

Tender Inviting Authority

Name	Director, NIPER-Guwahati
Address	NIPER-Guwahati, Silakatamur, Changsari

Tender Creator Details

Created By	Gitartha Goswami
Designation	Assistant Registrar
Created Date	09-Oct-2026 04:09 PM

NIPER GUWAHATI

Short Notice Inviting Quotation

FOR

Event Management

during

"National Conference on Translational Research in Phytopharmaceuticals and Herbal Drugs: From Laboratory to Commercialization (TRPHD-2026)"

Tender No: NIPER-G/S&P/66/TRPHD-2026/2026-27 /215
dated 09-10-2026

"This is a Tender enquiry for **Empaneled Vendors of NIPER-Guwahati** *and shall be evaluated accordingly."*

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH-GUWAHATI
DEPARTMENT OF PHARMACEUTICALS, MINISTRY OF CHEMICALS AND FERTILIZERS, GOVERNMENT OF INDIA
SilaKatamur, Halugurisuk,Changsari, Kamrup, Assam-781101, India

Ph: 7099007822
Email: purchase@niperguwahati.in

NATIONAL INSTITUTE OF PHARMACEUTICAL
EDUCATION AND RESEARCH-GUWAHATI
(Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)
SilaKatamur (Halugurisuk), P.O.: Changsari, Dist: Kamrup, Assam, Pin: 781101.

F. No: NIPER-G/S&P/66/TRPHD-2026/2026-27 Date: 09-10-2026

Sealed item rate quotation for the required item is hereby invited by the undersigned, on behalf of Director, NIPER Guwahati, from reputed vendors so as to reach in this office on or before 13th October 2026 upto 02.00 PM and shall be opened on the same day at 02.30 PM in Stores and Purchase Department, NIPER Guwahati.

Sub: Tender Enquiry for Event Management During "National Conference on Translational Research in Phytopharmaceuticals and Herbal Drugs: From Laboratory to Commercialization (TRPHD-2026)" to be held from 27th to 29th October 2026.

(I) Food and Catering Services

27th October 2026	
Evening high-tea	**Dinner**
1. Milk/Black Tea/Green Tea 2. Black Coffee 3. Mini Samosa 4. Dry Sweet/ Pitha & Coconut Laddu 5. Kalakan 6. Chocolate brownies	1. Steamed Rice and Veg Pulao 2. Tawa Roti 3. Dal Makhani 4. Tawa Veg 5. Paneer Methi Malai 6. Chicken Gravy 7. Hot Gulab Jamun 8. Mouth Freshener 9. Curd

28th October 2026				
Breakfast	**Morning High Tea**	**Lunch**	**Evening high tea**	**Dinner**
1. Gobhi Paratha 2. Curd & Pickel 3. Wheat Bread with Jam/Butter 4. Boiled Egg 5. Black / Milk Tea 6. Black Coffee 7. Fruit Juice	1. Milk/Black Tea 2. Black Coffee 3. Mini Samosa 4. Dry Sweet	1. Veg Pulao and Plain Rice 2. Ghee Tawa Roti 3. Besan Pumkin fry 4. Yellow Dal Fry 5. Kadhai Paneer 6. Til (Sesame seed) Chicken 7. Papad 8. Green Salad and Chutney 9. Mouth Freshener 10. Bagara Baingan 11. Steamed Fish 12. Mushroom gravy 13. Curd 14. Rashmalai	1. Milk/Black Tea 2. Black Coffee 3. Veg Sandwich 4. Dry Sweet	1. Tawa Roti 2. Plain rice & veg pulao 3. Yellow moong dal 4. Punjabi Aloo Dum 5. Mushroom Masala 6. Mutton Kassa Khasi 7. Moong dal Halwa 8. Mouth Freshener 9. Curd 10. Jalebi & Rabdi

29th October 2026			
Breakfast	**Morning High Tea**	**Lunch**	**Evening high tea**
1. Idli with Chutney Sambar 2. Mini masala dosa dosa 3. Poha 4. Boiled Egg 5. Black/ Milk Tea 6. Black Coffee 7. Fresh fruits bowl	1. Milk Tea/ Black tea 2. Black Coffee 3. Bakery Cookies 4. Masala Kachori	1. Veg Fried Rice and Plain Rice 2. Tawa Roti 3. Bhindi 4. Yellow Dal Fry 5. Paneer Kofta 6. Chilli Chicken 7. Papad 8. Green Salad and Chutney 9. Rasgulla 10. Mouth Freshener 11. Phool Makhana/ Mix veg gravy 12. Curd	1. Milk tea/Black Tea 2. Black Coffee 3. Veg Cutlet with tomato ketchup 4. Dry Sweet/ Kalakand/ Brownie

Note: The price should be included of crockeries, drinking water, cleaning of places & area, priority of water supply at serving area and catering service with hygienic manpower.
It is the responsibility of the supplier to maintain hygiene & cleanliness of the service area. Any unhygenity/problem raised at any specific time while supplying the food; bill will not be paid for that particular time.

(II) Overall Decoration and Memento

SL. NO.	PARTICULARS	SIZE/DESCRIPTION	QUANTITY
1	Stage decoration, including podium, backdrop and wall	Northeast states theme, with natural flower decoration and matching light settings	1 set
2	Stage extension with riser	-	2 sides
3	Stage Chair	Modern sleek (Wooden/Steel)	6 no
4	Centre Table	wooden	8 no
5	Recreation hall corridor and pathway decoration	Assam state theme: Large Japi (3-4 feet), Gamusa, thermocol horai cutouts, artificial purple orchid flower garland with and without stands, red carpeting (as per the area), green room area preparation including masking/covering (near main room)	1 set
6	Exhibition/Poster Board for Display (2-sided) with stand	5 x 4 sqft	35 no
7	Registration Desk with Backdrop Event Banner and masking	L-size table arrangement, 4 plug points, 2 fans, 6 chairs	1 set
8	Stalls (Ready to use)	6x4 sqft; Stand Fan 1, Table 1, Chair 2, Plug point, light	12 stalls
9	Standee	6 x 3 sqft	16 no
10	Stand Fan with connection	-	6 no
11	Steel Chair with new cover	-	150 pcs
12	Round table with a new cover	Near the main event zone	5 no
13	Plastic Chair with a new cover	-	50 pcs
14	Dustbin with bags	6 large	6 no

15	Box Gate with event flex	Recreation hall main entrance	1 no
16	Artificial Floral gate (Purple/Blue) with multiple sizes, Japi themes on frames	Main Building, Recreation Hall entrance, main hall entrance	3 no
17	Natural Plants (planted) with Large Rectangular Planters	Approx. 36x15 inch; Near Event area	6 Sets
18	Entrance Gate	Near the Main Building to the Recreation path	1 no
19	Event area masking (off-white new cloth)	600 feet, near the recreation area surrounding	-
20	Malibu tent covering	Recreation hall front and Side complete area. Multiple numbers as per the area coverage.	-
21	Grass Carpeting	Recreation hall front and Side complete area coverage.	-
22	Event theme selfie area, with stage, garden and backdrop	Near the main event zone	1 set
23	Water dispenser with paper glass	with a covered table, to be supplied during the event	3 sets
24	Halogen Light	Near the event area	4 sets
25	Pathway with a light with a connection	To cover the main building and the Recreation centre path walls, the main event area. Multiple numbers as per the area coverage.	-
26	Building lighting	Main square (Canopy style), Main building front and side, Recreation Hall Front and back, Boys hostel, two girls' hostels, type-4 quarter, old type-3 quarter	-
27	Drain covering	Covering with wooden frames, the event (front and back) area	-
28	Memento with print	Different categories as per the organisers' requirement. The NIPER Logo and Text. (For clarification, may approach NIPER Guwahati)	41 pcs
29	Silk Gamusa	Assamese Silk Gamusa with design	30 Pcs

Note:

a. Bidders are advised to go through the tender document; however, work shall be executed as per directions of the Institute authorities or concerned officials.
b. Testing of all electrical items and installation to be done two days prior to the event.
c. Wiring is to be done as per standard safety norms and follow the instructions of Designated Officer of NIPER-Guwahati. Fire safety norms to be strictly followed as per the "Fire Precautionary Measures IS 8758: 2013" GoI guidelines.
d. The site for the main work is located at the premises of NIPER-Guwahati. The bidders are advised to visit the site of work, at their own cost, and examine it and its surroundings by themselves, collect all information that they consider necessary for proper assessment of the prospective assignment.
e. Post cleaning of the event site premises at NIPER-Guwahati is to be done by the contractor. A penalty of Rs. 1,00,000/- or the actual cost of the cleaning of the site premises (whichever is higher) shall be charged from the contractor's final bill.
f. The venue shall be completed in all respects 24 hours before the scheduled date of the Institute's event for Inspection and Security Check.

(III) Hiring of Vehicles

Sl. No.	Date	Type of Vehicle-AC with driver	Qty.	Days	other admissible charges
1	27–29 Oct. 2026	Innova	7	3	Toll/parking and overtime charges as per actual
2	30 Oct. 2026	Innova	2	1	
3	28 Oct. 2026	Tempo Traveller (25 Seater), tentatively for off-campus Gala Dinner	2	1	
Total			**11**		

Note: The actual requirement of vehicles may **increase or decrease depending on the specific requirements of the Conference**, including delegate movement, airport/railway transfers, local transportation, programme schedules and the Gala Dinner arrangement. Accordingly, the vendor shall be required to **arrange the required vehicles promptly and without delay**, as and when demanded by the Institute.

Payment shall be made strictly on the basis of actual utilization of vehicles, actual kilometres/hours used, and the quoted rates of the selected vendor, along with applicable GST. The provisional quantity of vehicles shall not constitute a commitment for payment, and payment shall be restricted to the services actually utilized.

Toll/parking charges, overtime charges and other specifically applicable charges shall be paid as per actuals and applicable quoted terms.

सामान्य नियम और शर्तें / GENERAL TERMS & CONDITIONS:

1. All the prospective bidders, before preparing the tender and submitting the same must go through the contents of entire tender document carefully and note the same for compliance. Any deviation or non-compliance of the information/instructions provided in the tender document may result in treating the tender as non-responsive.
2. Quote should be made in one part: **Techno-commercial bid in sealed envelope giving indication of tender reference and due date for opening.**
   - The Bid should contain compliance statement of specifications and other important terms Payment terms, Points related with confirmation of credentials of supplier, acceptance for conditions like penalty, Committed delivery period, etc.
   - The sealed envelopes with the quotes should be super-scribed with the Enquiry number and due date for opening.
   - Quotes should be made FOR/DAP NIPER-Guwahati, Changsari Campus, Assam.
   - Maximum educational discounts applicable to government educational institutes should be provided.

- All envelopes should be marked with the enquiry number.
- Confirmation of all the above points should be given in the compliance report.

3. **Payment Terms**: As a matter of policy, being a government institution, no advance payments can be made to suppliers. The following payment terms may please be noted: 100% payment after completion of work/services.
   A. Last date for receiving sealed tenders containing technical and commercial bids: 13/10/2026 up to 2:00 pm.
   B. Opening of bids: 12/10/2026 at 02:30 pm.
4. All prospective bidders should submit a hard copy of tenders in sealed covers. No online/email tenders will be accepted.
5. TDS would be recovered as per rules in case of Fabrication/Servicing/Maintenance jobs/installation charges etc. As per section 194Q, the TDS would be deducted by NIPER-G against the invoice submitted with threshold limit of more than Rs. 50 lakh.
6. **संबंधीत कानून / Applicable Law:** All disputes shall be settled in the courts of Guwahati Jurisdiction only.
7. **आपूर्ति / सेवाओं के लिए स्थान / Locations for the supply / services:** The bidders may note that the supply/services covered by this document are required to be executed as per institute requirement at various places of campus and as per the instruction of the conveners for the said work/assignment of NIPER-Guwahati
8. **स्वीकृति और अस्वीकृति / Acceptance & Rejection:** The acceptance of the quotation will rest with the Director, NIPER-Guwahati, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or accept, partially or all the quotations received, without assigning any reason. The Director, NIPER-Guwahati further reserves the right to withdraw the tender or part thereof or modify the requirements without assigning any reason and the right to relax any of the conditions in the best interest of the Institution.
9. **निविदा दस्तावेज के नियमों और शर्तों की स्वीकृति / Acceptance of the terms and conditions of tender document**: Bidders are expected to provide a certificate that all the terms and conditions of enquiry are accepted.
10. **पत्राचार / Correspondence:** All the correspondence related with the assignment/work/services should be addressed to Director, NIPER-Guwahati till placement of order, who is final deciding authority.
11. **छूट / Relaxation:** Director, NIPER- Guwahati reserves the right to relax any of the conditions or modify the specifications in exceptional cases, in the best interest of the institute. NIPER-Guwahati reserves the right to withdraw the tender in whole or part at any stage without assigning any reason thereof.
12. **नोट / Note:** To compare the cost, the bidders are expected to offer their price on FOR NIPER-Guwahati basis (all inclusive). It is not possible either for the bidder or for the institute to add any price component after opening the commercial bids. In case of no indication given, the quoted price would be treated as FREE delivery (All-inclusive cost up to NIPER-G).
13. **प्रस्तुत करने की तिथि एवं समय / Date & Time of Submission:** The signed quotation should be submitted in a sealed cover, super scribed with "**NIQ under Ref. No. NIPER-**

G/S&P/66/TRPHD-2026/2026-27/235 dated 09-10-2026" with the subject mentioned as: **Tender Enquiry for Event Management During "National Conference on Translational Research in Phytopharmaceuticals and Herbal Drugs: From Laboratory to Commercialization (TRPHD-2026)"** and addressed to the *Director, National Institute of Pharmaceutical Education and Research (NIPER)-Guwahati, SilaKatamur, Halugurisuk, Changsari, Kamrup, Assam-781101, INDIA.*

Yours faithfully,

(भंडार एवं क्रय अधिकारी /Stores & Purchase Officer)

Copy to:-

1. CPP Portal
2. Institute Website.
3. Email

Annexure-I

FORMAT FOR FINANCIAL BID

(I) Food & Catering Services					
Sl. No.	DATE	DESCRIPTION	No. of pax	Rate	Total Including GST
1	27th October	Evening Hi-tea	300pax		
		Dinner	200pax		
2	28th October	Breakfast	250pax		
		HI-tea	250pax		
		Lunch	300pax		
		Evening Hi-tea	250pax		
		Dinner	250pax		
3	29th October	Breakfast	250pax		
		HI-tea	250pax		
		Lunch	250pax		
		Evening Hi-tea	250pax		

(II) Overall Decoration and Memento					
SL. NO.	PARTICULARS	SIZE/DESCRIPTION	QUANTITY	Rate	Total including GST
1	Stage decoration, including podium, backdrop and wall	Northeast states theme, with natural flower decoration and matching light settings	1 set		
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4	Centre Table	wooden	8 no		
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7	Registration Desk with Backdrop Event Banner and masking	L-size table arrangement, 4 plug points, 2 fans, 6 chairs	1 set		

8	Stalls (Ready to use)	6x4 sqft; Stand Fan 1, Table 1, Chair 2, Plug point, light	12 stalls		
9	Standee	6 x 3 sqft	16 no		
10	Stand Fan with connection	-	6 no		
11	Steel Chair with new cover	-	150 pcs		
12	Round table with a new cover	Near the main event zone	5 no		
13	Plastic Chair with a new cover	-	50 pcs		
14	Dustbin with bags	6 large	6 no		
15	Box Gate with event flex	Recreation hall main entrance	1 no		
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27	Drain covering	Covering with wooden frames, the event (front and back) area	-		
28	Memento with print	Different categories as per the organisers' requirement. The NIPER Logo and Text.	41 pcs		
29	Silk Gamusa	Assamese Silk Gamusa with design	30 Pcs		

(III) Hiring of Vehicles							
Sl. No.	**Date**	**Type of Vehicle- AC with driver**	**Qty.**	**Days**	**Rate /vehicle for initial 100kms for 10 hrs duty in Rs**	**Rate/km per vehicle (After initial 100kms) in Rs**	**Over time charges/hr (After 10 hrs) in Rs**
1	27–29 Oct. 2026	Innova	7	3	For Local:		
2	30 Oct. 2026	Innova	2	1	For Local:		
3	28 Oct. 2026	Tempo Traveller (25 Seater), tentatively for off-campus Gala Dinner	2	1	For Local:		
Total			**11**				

***GRAND TOTAL BID PRICE IN INR (I) + (II) + (III) : .....**
In words: _____

Signature of Bidder _____

Names _____

Business Address _____

*TOTAL F.O.R. NIPER GUWAHATI ALL INCLUSIVE COST FOR COMPARISON PURPOSE