

**Basic Details**

Organisation Chain	Department of Pharmaceuticals  National Institute of Pharmaceutical Education and Research (NIPER) Guwahati		
Tender Reference Number	NIPER-G/S P/57/Empanelment/2024-25/68 dtd 21/08/24		
Tender ID	2024_MCF_768749_1		
Tender Type	EOI	Form of contract	Empanelment
Tender Category	Services	No. of Covers	1
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

**Payment Instruments**

Offline	S.No	Instrument Type
	1	Demand Draft
	2	As Per Tender Document

**Cover Details, No. Of Covers - 1**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.xls	Application for registration/empanelment of vendors

**Tender Fee Details, [Total Fee in ₹ \* - 1,000]**

Tender Fee in ₹	1,000		
Fee Payable To	Director, NIPER-Guwahati	Fee Payable At	Changsari
Tender Fee Exemption Allowed	No		

**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	Expression of Interest (EOI) for Registration/Empanelment of Vendors for various Goods, Jobs and Services at NIPER-Guwahati				
Work Description	Expression of Interest (EOI) for Registration/Empanelment of Vendors for various Goods, Jobs and Services at NIPER-Guwahati				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	1	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	180	Period Of Work(Days)	1
Location	NIPER-Guwahati, Changsari	Pincode	781101	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	NIPER-Guwahati, Changsari

**Critical Dates**

Publish Date	21-Aug-2024 03:30 PM	Bid Opening Date	23-Sep-2024 03:30 PM
Document Download / Sale Start Date	21-Aug-2024 03:30 PM	Document Download / Sale End Date	23-Sep-2024 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	21-Aug-2024 03:30 PM	Bid Submission End Date	23-Sep-2024 02:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Expression of Interest (EoI) for Registration/Empanelment of Vendors for various Goods, Jobs and Services at NIPER-Guwahati	7204.96
Work Item Documents				
	S.No	Document Type	Document Name	Description

	1	Tender Documents	EoI EMPANELMENT.pdf	Expression of Interest (EoI) for Registration/Empanelment of Vendors for various Goods, Jobs and Services at NIPER-Guwahati	7204.96
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<b>Tender Inviting Authority</b>	
<b>Name</b>	Director, NIPER-Guwahati
<b>Address</b>	NIPER-Guwahati, SilaKatamur, Halugurisuk, Changsari, Kamrup, Assam-781101.

<b>Tender Creator Details</b>	
<b>Created By</b>	Gitartha Goswami
<b>Designation</b>	Assistant Registrar
<b>Created Date</b>	21-Aug-2024 03:10 PM



## ***Expression of Interest (EoI) for***

### **Registration/Empanelment of Vendors for various Goods, Jobs and Services at NIPER-Guwahati**

**EoI No.: NIPER-G/S&P/57/Empanelment/2024-25/.....<sup>68</sup>**

**Date: 21/08/2024**

#### ***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

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**राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, गुवाहाटी**  
**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/57/Empanelment/2024-25/....**

**दिनांक/Date: 21/08/2024**

### **ABOUT NIPER-GUWAHATI**

NIPER-Guwahati is the fifth institution to be included in the list of premier institutes under the Department of pharmaceuticals, ministry of chemicals and fertilizers, government of India. NIPER-Guwahati has started functioning since 2008. This institute is a premier institute in the northeast region of our country for providing high quality education and research in pharmaceutical sciences.

It is also a place where knowledge in science and education stimulates technological innovation to inspire the student's community to pursue scientific or industrial careers under the national mission of Make in India and others.

### **VISION**

To be an institution of excellence in promoting high standard pharmaceutical education & research through the dissemination of knowledge for the ultimate benefit of the society and pharmaceutical industries.

At present, NIPER offers postgraduate and doctoral research programmes in Pharmacology and Toxicology, Pharmacy Practice and Biotechnology. The management of NIPER provides encouragement to faculty to pursue sponsored research of high relevance to pharma industry and offer industrial consultancy services to further strengthen the bonds with pharmaceutical industry from Northeastern and other regions.

NIPER-Guwahati is planning to empanel potential, capable and experienced vendors for various goods and services to be provided to the institute.

### **Instruction to Vendor for Registration / Empanelment of Vendors**

The National Institute of Pharmaceutical Education and Research (NIPER)- Guwahati intends to register/empanel the firms/companies who are in the business of manufacturing, stocking and/or marketing of goods/services of specified categories. The main object of registration of firms/agencies as approved vendors is to have a broad-based panel of technically capable, financially sound and reliable sources of supply/service to which enquiries can be addressed for the Institute purchases.

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

All firms/agencies, which are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

#### **2. The firms registered with NIPER-Guwahati will be entitled for the following benefits:**



- a. Tender enquiries against indents which are not advertised, are sent to the registered firms.
- b. In case of GeM/advertised/Limited tender enquiries, copies of tender notices may be sent to registered firms giving them advance information about the procurement.
- c. Rate Contracts and Running Contracts are generally awarded to registered firms.

### 3. Empanelment / Registration Procedure

Procedure for empanelment of vendors with NIPER-Guwahati is given below:

- 3.1 The applicant should clearly 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 the vendor/firm has the required eligibility criteria & experience for that category of work / item.
- 3.4 Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees to “**Director, National Institute of Pharmaceutical Education and Research (NIPER)-Guwahati, SilaKatamur, Halugurisuk, Changsari, Kamrup, Assam-781101, INDIA**”.
- 3.5 Applications incomplete in any respect, viz non-submission of any required document or information, or Registration Fees in requisite amount are liable for rejection.
- 3.6 **Date and Submission of Applications:** Separate envelopes should be prepared for each category mentioned under point 7 of the Application Format. Such envelopes must contain the following information written in bold letters:
  - Category Number and Description for which bid is submitted.
  - Due Date of Opening
  - Name and Address of the Bidder

These envelopes along with relevant documents should be kept in a bigger envelope mentioning “**APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT**”  
The applications should reach this institute *on or before 23<sup>rd</sup> September 2024* up to 2:00pm and will be opened on the same day at 3:30pm.

- 3.7 The following essential documents (whichever is applicable) should accompany with the registration form:
  - GST Registration Certificate.
  - Trade License; Factory License.
  - Income tax Permanent Account No. (**In the name of firm if not a proprietorship firm.**)
  - Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - Registration Certificates with DGS&D/NCCF. (**In alternative, any proof thereof can be admissible**)
  - Current dealership agreement from Principal along with SSI/NSIC certificate, if any.
  - **Annual turnover certificate for last three years duly certified/signed.**
  - ISO certification if any.
  - A certificate that the vendor has not been blacklisted by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three

years should be submitted.

- For electrical work & Civil work the relevant certificate is required.
- **Service tax registration certificate.**
- **Institute may ask the registered vendor/contractor to submit any other certificate from time to time as it may deem fit.**

3.8 On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the NIPER-Guwahati after scrutiny and approval of the Competent Authority.

3.9 The firm will be considered for registration/ Empanelment for an initial period of one year and their registration will be considered for renewal as per NIPER-Guwahati procedure, for two years or so, at a time subject to satisfactory performance of the firm during initial registration period.

3.10 After getting all the information and documents and Registration fees of Rs. 1,000/- 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.

3.11 **Service Centers:** Service Centre in Guwahati, operational for more than 3 years, may be given. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor / OEM. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be blacklisted.

3.12 Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF)/GeM, shall be considered for registration/empanelment at NIPER-Guwahati, on the basis of registration certificate of such agencies along with other certified documents.

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

##### **4.1 General Clause**

4.1.1 The said registration qualifies a particular vendor for consideration for issue of tender papers in case of tenders/NIQs for relevant category only for which vendor is registered/empaneled. However, this will not give any claim to the party for award of work / purchase order.

4.1.2 NIPER-Guwahati reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIPER-Guwahati in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of NIPER-Guwahati.

4.1.3 Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIPER-Guwahati and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.



- 4.1.4 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.
- 4.1.5 This document is treated as a valid contract between NIPER-Guwahati and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by NIPER-Guwahati from time to time during the registration period.
- 4.1.6 In case, the empaneled vendor is found in breach of any terms and condition(s) of NIPER-Guwahati 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 any deposits shall be forfeited by NIPER-Guwahati, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with NIPER-Guwahati.
- 4.1.7 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 empaneled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 4.1.8 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 NIPER-Guwahati, empaneled vendors are required to quote the Registration No.
- 4.1.9 NIPER-Guwahati reserves the right to add / delete / alter any of the items and to mend/ 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.

#### **4.2 Price Variation Clause**

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

#### **4.3 Indemnity**

The selected vendor shall indemnify NIPER-Guwahati 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-Guwahati/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

#### **4.4 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 NIPER-Guwahati. ii) If the vendor fails to perform any other obligation(s) under the empanelment. iii) If vendor does not respond the limited tender enquiry/or quotation for NIPER-Guwahati.

- 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 NIPER-Guwahati (or takes longer period in spite of what NIPER-Guwahati may authorize in writing), NIPER-Guwahati may terminate the empanelment/ Purchase Order in whole or in part.

**4.5 Locations for the supply / services:** The bidders may note that the items covered by this document are required to be supplied and installed at:

**NIPER-Guwahati,  
SilaKatamur, Halugurisuk,  
Changsari, Kamrup, Assam-781101.**

**4.6 Registration Fees:** A non-refundable Registration Fees of **Rs. 1,000/-** in the form of Demand Draft drawn in favour of “**Director, NIPER-Guwahati**” issued from a Commercial Bank, will have to be submitted along with the quotation. Offers received without Registration Fees shall be summarily rejected.


**4.7 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.

**4.8 All disputes shall be settled in the courts of Guwahati Jurisdiction only.**

**4.9 Relaxation:** Director, NIPER-Guwahati reserves the right to relax any of the conditions in exceptional cases, in the best interest of NIPER-Guwahati. NIPER-Guwahati reserves the right to withdraw any clause in whole or part at any stage without assigning any reason.

**4.10** Late and delayed application will not be considered.

**4.11 Default:** Default is said to have occurred if the supplier fails to perform any obligation(s) mentioned above and such default may result into forfeiture of securities, if any, submitted by the firm.

 21.08.2024  
**Stores & Purchase Officer**



### **Application Format for Vendor Registration**

1. Name of the Company/ Firm: \_\_\_\_\_

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

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

Email \_\_\_\_\_

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

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

b) Branch Office in Guwahati, if any

Telephone \_\_\_\_\_

3. Name of Chief Executive /

Proprietor / Partners \_\_\_\_\_

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

Email \_\_\_\_\_

4. Name of Contact Person

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

Email \_\_\_\_\_

5.

Type of Organization (Tick appropriate)	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	Certified of Registration

6. Name of Business (Tick appropriate)

Manufacturing Service	Dealership	Service Provider
Stockiest	Indian Agent	Indian Branch Office
Others		

7. Details of category for which Registration is sought

S. No.	Description	Category No.	Tick appropriate
1.	Printing Services	R-001/2024	
2.	Advertisement Services (Newspaper etc.)	R-002/2024	

3.	Tent and Decoration Services	R-003/2024	
4.	Food and Catering Services	R-004/2024	
5.	Plumbing and Civil work services	R-005/2024	
6.	Furniture repairing and carpentry services	R-006/2024	
7.	Audio-visual equipment	R-007/2024	
8.	Computer Peripherals	R-008/2024	
9.	Electrical installation and accessories	R-009/2024	
10.	Sports materials	R-010/2024	
11.	AC and Fan repairing services	R-011/2024	
12.	Geyser, Washing Machine, various kitchen equipment etc. repairing services	R-012/2024	
13.	Repairing of Office Equipment viz., RO water purifier, Coffee vending machine etc.	R-013/2024	
14.	Electronic items	R-014/2024	
15.	Travel and Transport services	R-015/2024	
16.	Tailoring services	R-016/2024	
17.	Event Management services	R-017/2024	
18.	Pest control services	R-018/2024	
19.	Branding and signage	R-019/2024	
20.	Webcasting services	R-020/2024	
21.	Video and editing work	R-021/2024	
22.	Recyclable items collection services	R-022/2024	
23.	Interior/Exterior Painting Work	R-023/2024	
24.	Supply of Laboratory Animals	R-024/2024	

**8. Annual Turnover during last 3 years (Rs. In Lakh)**

a) 2021-22		
b) 2022-23		
c) 2023-24		

**9. Commercial Information Registration (Enclose attested copy wherever applicable)**

- a. GST Registration No.
- b. Establishment/Factory License No./Trade License No.
- c. PAN.
- d. Registration Certificate with DGS&D/NCCF/GeM.
- e. MSME/NSIC Certificate.
- f. Registration certificate with PWD, CPWD, CSEB or equivalent for civil and electrical contractors.

**10. Details of Major Customers**

Name of Autonomous institution/ Government departments/ Major Public sector undertaking / Research and Development institutions where your firm is registered:

S. No.	Name of the Institution	Empaneled For	Contact Name	Contact Number

**11. Details of Registration Fees of Rs. 1,000/- (not refundable) are applicable for each category**

DD No. .... Date: .....

Issuing Bank: .....

**DECLARATION BY VENDOR**

I confirm that

- 1) No employee or direct relation of any employee of NIPER-Guwahati is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the company.
- 2) The information furnished is correct to the best of my knowledge and belief.

(Name and Signature of Proprietor/Partner/Chief Executive)

Name .....

Seal

Place:

Date:



## Check List

Sl. No.	Particulars	Enclose the copy of the following & tick as per applicability
1.	GST Registration	
2.	Proof of registration of the firm/Establishment/Factory License.	
3.	PAN card in Firm's Name	
4.	Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.	
5.	DGS&D/NCCF Certificate	
6.	MSME/NSIC Certificate	
7.	Proof of Registration with any Central Govt. Organization	
8.	Purchase orders issued by any Central Govt Organization	
9.	Annual turnover certificate for last three years duly certified/signed	
10.	Certificate that the vendor is not blacklisted	
11.	GeM seller ID, if the vendor is registered with GeM	
12.	Registration Fees of Rs. 1,000/-	
13.	Any Other Certificates	

(Name and Signature of Proprietor/Partner/Chief Executive)

Name .....

Seal

Place:

Date: