

राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, कोलकाता

औषधीय विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार

National Institute of Pharmaceutical Education and Research, Kolkata

Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India

Chunilal Bhawan, 168, Maniktala Main Road, Kolkata-700054 West Bengal.

F.NO. D-16/13/1/2017

Date: 15<sup>th</sup> May, 2018

### NOTICE INVITING QUOTATION

Quotation(s) are invited from vendor(s). The quotation should be sent directly to the undersigned under Sealed Cover marked "Quotation Reference No., Date", and "The Due Date":

Sl. No.	Brief Description of the Goods	Quantity	Place of Delivery
1.	Photocopier Paper A-4 Size 23Kg per ream 75 GSM	2000 Reams	NIPER-Kolkata Chunilal Bhawan,168, Maniktala Main Road, Kolkata-700054.

The sealed bid(s) must be submitted in the Office of the Registrar on or before **June 4<sup>th</sup>, 2018 up to 15:00 hrs.**

The received bids will be opened on **June 4<sup>th</sup>, 2018 up to 16:00 hrs.** at Seminar Hall, Chunilal Bhawan,168, Maniktala Main Road,Kolkata-700054, in the presence of bidder's authorized representatives, who choose to attend and shall sign a register evidencing their attendance. The quotations NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.

# GENERAL TERMS & CONDITIONS

## **1. Bid Price**

- (a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- (b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- (c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- (d) The prices should be quoted in Indian Rupees only for indigenous items. For imported items/Equipments, the prices should be quoted in foreign currency.
- (e) Each bidder shall submit only one quotation.

## **2. Validity of Quotation**

Quotation shall remain valid for a period not less than **120 days** after the deadline date specified for submission.

## **3. Award of Contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- The bidder whose bid is accepted will be notified for the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order if falls under Govt. purchase rules, i.e., **GFR-2017**.

## **4. Formats and Signing of Bid**

- Each & every pages of the submitted bid must carry the page numbers.
- The bidders are not allowed to make additional and alteration in the tender document, any additions and alteration in the tender document, any additions and alterations shall be at bidder's risk. Conditional/modified tender are liable to be rejected.
- The tender/quotations NOT submitted in the prescribed format or Incomplete in any respect will be outrightly rejected.
- If the bid submitted without compliance sheet details of equipments the bid will be outrightly rejected.
- The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- Any interlineations, erasure or overwriting shall be valid only if they are initiated by the persons or persons signing the bid.
- The Bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to this Bid, and to contract execution if the Bidder is awarded the contract.

5. **Payment condition:** 100% Payment shall be made only after satisfactory delivery. Advance payment is not permitted.

6. **Payment will be cleared through e-payment mode.**



**ANNEXURE-A**

**TECHNICAL COMPLIANCE OF PHOTOCOPIER A4 SIZE**

Item Descriptions	Compliance (Yes/No)	Description for Quoted item
Photocopier Paper		
A4 Size		
75 GSM		

**ANNEXURE-B**

**PRICE BID**

Sl.No	Brief Description of the Goods	Qty.	Quoted unit Rate (in Rs.)	Total Amount (in Rs.)	
				In Figures	In Word
1.	Photocopier Paper A-4 Size 75 GSM	2000 Reams			

We agree to supply the above goods in accordance with the technical specifications for a total contract price of -----within specified in the Invitation for Quotations.

**Signature and seal of the Bidder**

