

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND
RESEARCH (NIPER)
Sector -67 , SAS Nagar (Mohali)
Website : www.niper.gov.in**

**5. ENLISTMENT / REGISTRATION OF MANUFACTURES/
VENDORS/SUPPLIERS/DISTRIBUTERS/DEALERS/SERVICE
PROVIDERS**

Sealed applications are invited for Registration of firms on the prescribed form (available on our website) from competent and experienced manufacturers /Vendors/ Suppliers /Distributors/dealers/Service providers for supplying /providing scientific equipments, accessories, Computer hardware & stationery, printing & stationery items, housekeeping, security, consumables, Lab consumables, chemicals, reagents & kits, glassware, Electronic equipments, Electrical items, Office furniture and furnishings, etc.

The interested parties are required to send the duly filled in form of Registration along with supporting documents & Application Fee of Rs.500/-(Rupees Five Hundred) (Non - refundable) by Demand Draft of Nationalized Bank only, drawn in favour of Director, National institute of Pharmaceutical Education and Research Mohali. The completed empanelment document shall be submitted to The Director, National Institute of Pharmaceutical Education and Research, Sector-67, S.A.S NAGAR, on or before 300 p.m.on 01.09.17.

Registrar

General Instructions :

1. Enlistment fee of Rs. 500/- should be submitted alongwith the application. Application without enlistment fee shall not be considered at all.
2. In case Manufacturers prefer to operate only through dealers, then they may authorize bonafide dealers to apply for registration. At any point of time, if the manufacturer modifies the approved /authorized list by adding or deleting the vendors, the same shall be communicated to NIPER.
3. Mentioning capacity i.e. Manufacturer/Vendor/Supplier/Distributer/Dealer/Service Provider and Category i.e. Scientific Equipment/Accessories/Computer Hardware/Stationary, Housekeeping/Security/Consumables/Lab Consumables /Chemicals/reagent kits etc. is mandatory on the envelope failing which the offer will be summarily rejected without opening.
4. Based on the details submitted in the Vendor tender documents, further assessment would be done by inspecting their shop floor capacities and infrastructure available either by NIPER or their authorised representatives, if required. Misinformation, if any makes the registration liable for cancellation.
5. Vendor who fulfils the criteria required for registration shall be issued with registration letter and their name will be kept in the Master Vendor List.
6. Registration will be valid for a period of **three** years.
7. Registration shall be for the purpose of inclusion of Vendors' name in NIPER vendor list and shall in no way guarantee regular issue of purchase orders.
8. Retention of Vendors' firm in vendor list shall be subject to satisfactory performance on execution of orders.
9. Registration will be cancelled at any time if the firm does not respond to enquiries, in spite of repeated reminders.
10. Influencing through internal /external sources shall make the vendors application summarily rejected.
11. NIPER reserves the right to cancel the registration process without assigning any reason.
12. It is mandatory to submit an affidavit of Rs. 10/- on non –judicial stamp paper dully notarised certifying that your firm has not been Black Listed by any Govt./Public department.
13. Conditional offers shall be straightway rejected.
14. Offer through FAX/email will not be entertained.
15. Any information /clarification required by NIPER during evaluation must be given expeditiously.
16. If a vendor wants to apply for more than one category, separate application should be submitted for each category.
17. All the successful enlists are required to deposit Rs. 5000/- as security deposit.

Bidders, who are interested in registration with NIPER for supply of material/services, shall fulfil the following requirements:-

- a. Mandatory Requirement

- b. Statutory Requirement
- c. Qualifying Requirement
- d. General Requirement

The following information shall be treated as Mandatory/Statutory/Qualification/General requirement. The vendor who does not meet these requirements will not be considered for further scrutiny and their application would be summarily rejected without any further correspondence.

a. Mandatory Requirement

For Manufacturer

- VAT/Sales Tax Registration Certificate (Both Central & State)
- IT return acknowledgement of the last 3 years.
- Certification of incorporation of the firm.
- Audited balance sheet with profit and loss Account for the last 3 years.
- Service Tax Registration Certificate (if applicable).

For Authorised Agents

- Authorisation letter from the Principal
- Purchase Order of the principal
- VAT/Sales Tax Registration Certificate (Both Central & State)
- IT return acknowledgement of the last 3 years.
- Audited balance sheet with profit and loss Account for the last 3 years.
- Service Tax Registration Certificate (if applicable).
- DGS & D empanelment in case of India agents quoting on behalf of their foreign principals.

For Dealers

- Dealership Certificate
- VAT/Sales Tax Registration Certificate (Both Central & State)
- IT return acknowledgement of the last 3 years.
- Audited balance sheet with profit and loss Account for the last 3 years.
- Service Tax Registration Certificate (if applicable).

b. Statutory Requirement : (Applicable to Manufacture, Authorised agents, and Dealers)

- Central Sale Tax No.
- Local State Sale Tax No./TIN
- Educational Cess No.
- PAN No.

c. Qualifying Requirement : (Applicable to Manufacture, Authorised agents and Dealers)

- Detail of the maximum Value Order (Single Oder) that can be executed for items for which registration is applied.

d. General requirement (Applicable to Manufacture, Authorised agents and Dealers)

- Details of Industrial license, ISO Certification, other quality certifications.
- Enrolment as Registered Vendors in other firm.
- Details about the Minimum acceptable Tender value.
- Detail of Quality Policy.
- Certificate that the firm has not been Black listed by any Govt./Public department.
- Feedback report from other customers.

Categories :

A) Suppliers / Manufacturers / Distributors / Dealers:

1. Computers, Laptops, Hardware, Printers (Laser Jet, Ink Jet), licensed consumables such as CD – ROM, DVDs, Toner, Ink Cartridges, Computer peripherals.
2. UPS (On line, Off Line) Stabilizers, Batteries (Maintenance free), generators
3. Refrigerators, Televisions, LEDs, Air conditioners,
4. Office modular furniture, office chairs, visitor’s chairs, Doctor’s chairs, fixed type waiting chairs, venation blinds, Name board & sign ages.
5. Scientific equipments, examination tables. (**please refer annex A**)
6. Laboratory chemicals, reagents & kits
7. Laboratory Plastic ware.
8. Laboratory Gases.
9. All types of office stationery.
10. Electrical Installation, electric / electronic goods.

B) Service Providers :

1. Service Provider for Manpower / HR Services.
2. Service Provider for Housekeeping services.
3. Service Provider for Security Services.
4. Service Provider for Catering Services.
5. Service Provider for Courier Services.
6. Service Provider for photo copying, book binding/ spiral binding.
7. Service Provider for taxi hiring/bus hiring.
8. Service Provider for printing of registers, forms, books, manuals, reports, etc.
9. Service Provider for Horticulture Operations.

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**Form for Registration of Manufactures
Vendors/Suppliers/Distributers/Dealers**

1. Name of the Company: -----

2. Address of Head Office / Registered Office:

3. Telephone /Mobile No. : -----

4. Fax No. : -----

5. Email Address: -----

6. Website (If any) : -----

7. Date of Establishment: -----

8. Branch Office in Chandigarh/ Mohali (If any)

a) Address -----

b) Telephone No -----

c) Fax No -----

9. Name of Proprietor / Partner / Chief Executive Officer:

a) Name -----

b) Telephone No -----

c) Fax No -----

d) Email -----

10. Name of Contact person:

- a) Telephone No -----
b) Fax No -----
c) Email -----

11. Type of Organisation Documents to be enclosed

1. Proprietary Shop Act License
2. Partnership Deed in case of Partnership Firms.
3. Private Limited Co. Articles of Association; Memorandum of Association
4. Public Limited Co. Certificate of Registration
5. Public Sector Trade License

12. Annual Turnover during last three years (Rs. Lacs) supported with Balance Sheets along with income tax clearance certificate.

1. 2013-14 -----
2. 2014-15 -----
3. 2015-16 -----

13. Commercial Information:

1. CST Regn. No. -----
2. VAT No. -----
3. PAN No. -----
4. Service Tax No. -----
5. Trade License No./ Shop Act License No. -----

14 Details of Major Customers:

Names of Autonomous Institutions/Govt. Departments/ Public Sector undertakings/Private Institutions where your firm is registered.

1. -----
2. -----
3. -----
4. -----
5. -----

15 Black List declarations Proforma

(An undertaking to this extent should be given on Rs. 10.00 Non-judicial stamp paper duly notarized stating)

I/WE _____ the proprietor/ partner/Director in the firm/company
_____ having office address
_____ undertake & confirm that I/We have
never been blacklisted, suspended nor barred by any Government Institute/Department/Govt.
Labs/Autonomous bodies so far due to breach of contract or any reason including corrupt and
fraudulent practices adopted by us. I/We also undertake and confirm that our contract with any
Government Institute /Department/Govt. Labs/Autonomous bodies was never
discontinued/terminated during contact period due to breach of contract or any reason
including corrupt and fraudulent practices adopted by us.

Signature with Stamp