

NOTICE FOR VENDOR REGISTRATION FOR EMPANELMENT

The National Institute of Pharmaceutical Education and Research (NIPER) Ahmedabad is an autonomous Institute of National Importance under the Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India

Offer for the registration / empanelment of Vendors are invited from the interested Vendors/Suppliers/Contractors/Service Providers who are in the business of specified categories as mentioned in Table of the registration document.

The registration form can be downloaded from the NIPER Ahmedabad website i.e. <https://www.niperahm.ac.in/tender.htm> Application complete in all respects is to be submitted along with supporting documents in a sealed envelope clearly superscribed as **“Application for Vendor Registration for empanelment as a supplier/ service provider for Category at Sl. No. _____ Name _____”** and send to Purchase Section, NIPER Ahmedabad, Opp. Airforce Station, Palaj - 382355 Gandhinagar, Gujarat on or before 25th April 2023.

This registration if approved will be valid for three years. New vendor registration will be encouraged throughout the year and would be considered quarterly for approval of their registration provided they fulfill all the required conditions.

It may please be noted that no fee is payable for Vendor registration purposes.

NIPER Ahmedabad reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIPER Ahmedabad, in respect of the registration of parties for various categories of supplies/ works shall be final & binding on all concerned. Incomplete application(s) without the support of documentary evidence is likely to be rejected.

Sd/-
Registrar

Guidelines & Instructions for Filling out the Vendor Registration Form

(Applicants need to comply with the requirements of the registration process. The information/ documents furnished will be treated in strict confidence.)

1. All columns in the Registration Form are to be duly filled up. Indicate, 'NIL' / 'Not Applicable', wherever details are not available or not relevant respectively. All sheets of the Registration Form are to be signed & stamped.
2. All pages should be signed with the stamp by the authorized representative of the company on that behalf with every declaration that the document/ information furnished is true and valid for the duration of the registration and in case there are any changes/variations, the same shall be immediately brought to the notice of NIPER Ahmedabad.
3. Only Correct / relevant information / data have to be furnished at appropriate places along with relevant self-attested supporting documents. Any vendor that provides false information or grossly inaccurate or forged documents will be disqualified for consideration of registration. Vendors must submit all necessary information/ documents in support of their qualification for registration as per the "Vendor Registration Form for Empanelment" specified in Annexure-I.
4. Mere registering as a vendor does not entitle the registered entity towards any claim for the award of work/purchase order.
5. Relaxations provisioned in GFR 2017 and its amendment thereof, shall be applicable as per norms.

Table

Sl. No.	Category	Particulars
1	General Repairs	Civil/ Borewell Repair / Service contractor, Electrical, Plumbing/ Wooden work / Carpentry/ Painting/ Fabricating/ Piping / Polycarbonate/ Tensile fabric / Aluminum/ MS/SS/Structural steel/false ceiling / Misc repairs/addition /alteration works
2	Electrical Repairs (LT & General)	Air-cooler, washing machine, vacuum cleaner and other electrical items instrument/equipment etc Electrical Works/Misc LT/low voltage wiring/cabling repairs/ addition /alteration for services works as called for.
3	AC / HVAC / Refrigerator	AC / HVAC Split AC, AHU, Refrigerator, Dehumidifier - repair work / installation / reinstallation / removal/ repair / gas filling / minor - major repairs / parts change (including compressor), Annual Maintenance Contract
4	UPS / Inverter/ Batteries	Repair of UPS, Invertors / batteries - repair / service/ Annual Maintenance Contract
5	Furniture	Office furniture, computer furniture, hostel furniture, almirah, cabinet, Display Board etc.
6	Repair & Maintenances - Drinking water / RO	Water filter / purifier (RO) water purifier, water cooler , drinking water installation / reinstallation / removal/ repair / filter replacement / minor - major repairs / parts change (including compressor and gas filling in water coolers)
7	Pest Control	General pest control, Termite treatment, fumigation, Rodent control etc.
8	Sports material	Supply & Repair - All sports material, fitness kit/ gymnasium etc.
9	Fire extinguisher	Dry powder type, water CO ₂ type, Mechanical foam type, CO ₂ type etc.
10	Grocery and Housekeeping items	Brooms, Brushes, Soap chips, Phenyl, Botha for mopping, Bucket, Mug, Grass Mat, cleaning powder, Naphthalene Balls, Baby Soap, Candle, Match Box, Bath Soap, etc. Phenyl, R2, R4, detergent, Floor cleaners, Toilet cleaners, Acid, dust pan, brooms, naphthalene balls etc.
11	Electrical, carpentry, plumbing & hardware & Accessories	Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire/ cable, electric fitting/ accessories, Drill machines, pipes, hammers, Door closer, inch-tape, Sanitary items etc
12	Lab Consumables	Chemicals/ Solvents, Fine-Bio chemicals & kits, Plasticware/Glassware/ Filter, Surgical items, Syringes Needles, Gloves, Linen, Gowns, Face Mask, apron, misc lab material
13	Printing & Stationery items	Office stationery, classroom stationery, Supply & Repair Sign board, notice board, green board, white display board, stand etc. Stamp (Hindi, English or bilingual) etc Printing of Signage, Cover design, composing, offset printing, screen printing, digital printing, Banners, Flex, letterpress printing, annual report printing, Binding, brochures, newsletter, answer books, ID cards, visiting cards, invitation cards, forms, posters, letterheads,

		ledgers, registers etc. all of above work in Hindi, English, bilingual or any other similar type of requirements
14	Software & IT Hardware	Software Computer & Server and related hardware/printers, Xerox Cartridge Toners etc. LCD Projector, Mike, Speaker, Antivirus
15	Utensils	All Utensils items
16	Horticulture Items	All horticulture Items
17	IT / Computer peripherals	Supply & Repair - Computer, laptop, Hard Disk, VGA cable, HDMI cable, mouse, printers, UPS, projector etc.
18	Security & Fire Systems and Gadgets	CCTV Systems, NVR, DVR, CCTV cameras, metal detectors, Alarm systems, Fire alarm Systems and related equipment including AMC & Service
19	Cartridges & tonners of printer & Photocopier machine	Cartridges & tonners supply of HP/Samsung/Ricoh/ Canon etc.
20	Event management and related items/services	Management of social, cultural, and academic events, Decorations, Tent house, Sound system, Catering services, Accommodation/ Hotel/ Guesthouse
21	Laboratory Animals	Animals for research - Rat (SD), Mice (C57BL/6, ICR)
22	Patent Attorney Services	Patent Attorney Services
23	Animal Feed and Bedding Material	Feed for the Animals (Mice & Rats etc), used for research at NIPER-A. Rodent pellet diet Animal Bedding Materials - Corncob material etc
24	Supply of medals & Awards	Supply of medals & awards
25	Electrical Material (HT & LT)	Supply of All Electrical Items, Non-consumables materials, Equipment, tools etc of LT & General purpose electrical items, (various types of Switches, Socket, Wires, Cables, MCBs, ELCBs, switchboards
26	Sanitary & Washroom fittings	All Sanitary & washroom fittings

VENDOR REGISTRATION FORM FOR EMPANELMENT

<i>Please Specify the Category and Sl. No. mentioned in the Table for which Registration / Empanelment is Sought</i>		:	
Sl. No.	Particular(s)	Detail(s)	Page No.
1	Name of Company/Firm	:	
2	Type of Firm <ul style="list-style-type: none"> • Sole Proprietorship • Partnership Firm • Limited Liability Partnership • Public Limited Company • Private Limited Company • One Person Company • PSU / Govt. Enterprise • Any other 	: Attach relevant documents:- <ul style="list-style-type: none"> • PAN of Firm (Proprietor); • Registered Partnership Deed duly signed by Registrar of Firms; • LLP partnership agreement; Certificate of Incorporation; • Memorandum of Association; Articles of Association; • Attach a copy of any other relevant Statutory document 	
3	Category of Vendor <ul style="list-style-type: none"> • Retailer • Wholesaler • Distributor /Dealer • Manufacturer • Service Provider 	:	
4	Date of establishment of Business	:	
5	Address of Company/Firm	:	
6	Telephone Number	:	
7	E-mail Address	:	

8	Website address	:	
9	Name and Designation of company/ firm representative	:	
10	Email address of company/ firm representative	:	
11	Telephone numbers of company / firm representative	:	
12	Mobile No. of company / firm representative	:	
13	Permanent Account No. (PAN) GSTIN Registration Certificate	: : (Attach relevant document)	
14	Whether Company is a Micro/ Small Enterprise (MSE) Category	Yes/No (Tick as applicable) (If yes, attach MSE/Udyam registration certificate)	
15	Whether Supplier/ Service provider is a Start-up Enterprise	Yes/No (Tick as applicable) (If yes, attach DPIIT Recognition certificate)	
16	Whether the Supplier/ Service provider is registered in the GEM portal	Yes/No (Tick as applicable) (If yes, attach relevant document)	
17	Whether your firm is approved by any Central / State Govt./ University, Any other organization for similar items	Yes/No (Tick as applicable) If yes, a copy of a valid registration for similar supplies/ jobs is to be enclosed	
18	Have you previously done business with NIPER Ahmedabad	Yes/No (Tick as applicable)	
19	Whether your firm has prior experience in the execution of similar nature of work	Yes/No (Tick as applicable) If yes, a copy of the Purchase / Work Orders issued by the appropriate authority to this effect should be submitted	
20	Whether the company is under litigation/ arbitration cases during the last five years	Yes/No (Tick as applicable) If yes, details are to be furnished in a separate sheet	
21	Whether Your Company has been blacklisted / debarred by any of the Central/State Govt./ PSU, University, Any other organization	Yes/No (Tick as applicable) Attach a Declaration Regarding Blacklisting/ Debarring (Annexure-II)	
22	Bank Name		
23	Bank address		

24	Beneficiary Name		
25	Bank Account Number		
26	Bank IFS Code		

**UNDERTAKING TO BE FILLED IN BY VENDOR APPLYING FOR VENDOR
REGISTRATION/EMPANELMENT**

We are very much interested in registering ourselves with you as “Supply / Service Provider/ Contractor. We have gone through all the conditions/ details mentioned in your prescribed format / registration document for the purpose. We agree to all your terms & conditions in this regard.

- ✓ We have filled in all the data /particulars in the format and have submitted the necessary copies of documents.
- ✓ We also certify that all the information furnished is true and correct to the best of our knowledge.
- ✓ We also agree that if on verification, any data/information is found to be false, NIPER Ahmedabad reserves the right not to consider our offer for registration or blacklist us if already registered.
- ✓ We declare and confirm that all information and attachments submitted in this application are true and correct.
- ✓ We, also undertake to produce the document/certificates in original for verification as and when required by NIPER Ahmedabad.
- ✓ We, now, request your good self to kindly consider us for the above registration.

Thanking you,

Yours sincerely,

Seal & Signature of the authorized signatory

Name _____

Address _____

DECLARATION REGARDING BLACKLISTING / DEBARRING

(To be executed & attested by a Notary public on non-judicial Stamp paper by the Applicant)

I/ We _____ (Applicant) hereby declare that the Applicant namely M/s _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government Tender in India and has no litigation in any of the Court(s).

(OR)

I / We _____ (Applicant) hereby declare that the Applicant namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government Tender for a period of _____ year's w.e.f. _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government Tender.

In case the above information is found false, I / we are fully aware that the Tender / contract will be rejected/cancelled by Director, NIPER Ahmedabad situated at Gandhinagar, and EMD / Performance Security shall be forfeited.

In addition to the above, Director NIPER Ahmedabad situated at Gandhinagar will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary)

Name _____

Address _____

Seal & Signature of the authorized signatory