

## **NOTICE FOR REGISTRATION FOR EMPANELMENT OF VENDORS**

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.

Registration for empanelment of vendors is invited from eligible and interested Indian Suppliers/ Contractors/ Service providers who are in the business of specified categories as mentioned in this registration document. The main objective of registration of firms as approved vendors is to have a broad-based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the Institute purchases. Empanelment of vendors will be used for regularly and common use items that are needed on a recurring basis by NIPER Ahmedabad and will be valid for 1 to 3 years.

**Registration Fee:** A Demand Draft (DD) of ₹ 1,180/- (One thousand one hundred eighty only) (1,000+18% GST) in favour of “NIPER Ahmedabad” towards Registration fee must be enclosed. The form submitted without a registration fee shall be outrightly rejected.

The registration form can be downloaded from the NIPER Ahmedabad website i.e. <https://niperahm.ac.in/tenders/> Registration form and Registration fee must be submitted along with supporting documents in a sealed envelope clearly superscribed as “**Application for Vendor Registration for empanelment as a supplier/contractor/service provider for Category Sl. No. \_\_\_\_\_ Category Name \_\_\_\_\_**” and send to the below mentioned address on or before 30<sup>th</sup> June 2024.

Purchase Section  
National Institute of Pharmaceutical Education and Research (NIPER) Ahmedabad  
Opp. South Western Air Command Headquarter, Palaj  
Gandhinagar - 382055 Gujarat  
Phone: 079-6674 5555

Incomplete application(s), without the supporting document and demand draft (DD), filling wrong category and serial no. will be summarily rejected.

Sd/-  
Registrar

### **Guidelines and Instructions for Filling out the Vendor Registration Form**

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. Incomplete form will be summarily rejected without any intimation thereof.
2. All pages should be numbered, signed with the stamp by the authorized representative of the firm/company with 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 registration for empanelment of vendors does not entitle the registered entity towards any claim for the award of work/purchase order.
5. Vendors who wish to get registered for more than one category shall have to apply separately for each category and pay the registration fee for each category separately. Multiple categories mentioned in one single form will lead to rejection of the form.
6. NIPER Ahmedabad reserves the right to call for additional information and/or check, verify all the information furnished in the application. NIPER Ahmedabad also reserves the right to inspect all premises / facilities to confirm the authenticity of information furnished / capabilities mentioned in the application.
7. NIPER Ahmedabad reserves the right to accept or reject, any or all applications without assigning any reasons thereof.
8. The decision of NIPER Ahmedabad in respect of the registration of firms for various categories of supplies/works/services shall be final & binding on all concerned.

**Table-1**

Sl. No.	Category	Particulars (including but not limited to)
1	Transport and Hiring vehicle	Transport and Hiring vehicles on call basis
2	Event management and related items/services	Management of social, cultural, and academic events, Convocation, Decorations, Tent house, Sound system etc.
3	Accommodation/ Guesthouse and Catering services	Accommodation/ Guesthouse/ Hotel/ Catering services etc.
4	Medals, Awards and Memento	Supply of medals, awards and memento etc.
5	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, dustbin, naphthalene balls etc.
6	Laboratory Consumables	Chemicals/ Solvents, Fine-Bio Chemicals & Kits, Plasticware/ Glassware/ Filter, Surgical items, Syringes Needles, Gloves, Linen, Gowns, Face Mask, Apron, Misc. Laboratory Items
7	Pelleted & High Fat Diet and Corn Cob (Bedding Material) for the Laboratory Animals (Mice and Rats)	Laboratory Rodent Pelleted & High Fat Diet (Mice and Rats) Laboratory Rodent Corn Cob (Bedding Material) (Mice and Rats)
8	Laboratory Animals	Laboratory Animals for research purpose: Rat: Sprague Daley (SD) Rat: Wistar Mice: C57BL/6 Mice: Balb/C Mice: ICR Mice: Nude
9	Patent Attorney Services	Patent Attorney Services
10	Pest and Rodent Control	General Pest Control, Rodent Control, Anti-Termite Treatment, Spraying, Fumigation etc.
11	Stationery items	Office Stationery, Academic/ Classroom Stationery/ Library Stationary, Notice Board, Green Board, White Display Board, Stamp etc.
12	Office and Academic Items Printing	Office and Academic Items printing and design, Library related printing, Letterheads, Annual Reports, General Reports, Scientific Reports, Brochures, Pamphlets, Leaflets, Newsletters, Answer Books, ID cards, Visiting cards, Invitation cards, Ledgers, Forms, Registers, Binding, Cover Folder etc.
13	Flex and Banners Printing	Printing of Banners, Flex, Signage, Roll up and Flex Standee, Posters, Cover design, Composing, Sublimation Printing, Screen Printing, Offset Printing, LED UV Printing, Digital Printing etc.
14	General Repairs	Electrical, Civil, Plumbing, Carpentry, Painting, Tensile Fabric, Aluminium, M.S./ S.S. Piping and Structural Fabrication Work, Wood Fabrication Works, False Ceiling, Polycarbonate, Miscellaneous Repairs
15	Annual Maintenance Contract	AMC for Air Conditioners, Water Coolers AMC for Fire Extinguisher

**VENDOR REGISTRATION FORM FOR EMPANELMENT**

Please Specify the <b>Sl. No. &amp; Category</b> mentioned in the <b>Table-1</b> for which Registration / Empanelment is Sought		Sl. No. : _____ Category : _____ _____	
Details of Registration Fee Amount: ₹ 1,180/- (Non-refundable) (One thousand one hundred eighty only)  DD No.: _____ Dated: _____ Bank Name: _____		Vendors who wish to get registered for more than one category shall have to apply separately for each category and pay the registration fee for each category separately. The form submitted without a registration fee shall be outrightly rejected. Multiple categories mentioned in one single form will lead to rejection of the form.	
Sl. No.	Particular(s)	Detail(s)	Page No.
1	Name of Company/Firm	:	
2	Type of Vendor : <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Contractor</li> <li>• Service Provider</li> </ul>	:	
3	Type of Firm : <ul style="list-style-type: none"> <li>• Proprietorship</li> <li>• Partnership Firm</li> <li>• Limited Liability Partnership</li> <li>• Public Limited Company</li> <li>• Private Limited Company</li> <li>• One Person Company</li> <li>• PSU / Govt. Enterprise</li> <li>• Any other (Pl. specify)</li> </ul>	:  Attach relevant documents: - <ul style="list-style-type: none"> <li>• PAN/GST of Firm (Proprietor)</li> <li>• Partnership deed</li> <li>• LLP partnership agreement</li> <li>• Certificate of Incorporation</li> <li>• Memorandum of Association; Articles of Association</li> <li>• Attach a copy of any other relevant statutory document</li> </ul>	
4	Date of establishment of Business	:	
5	Address of Company/Firm	:	
6	Email address of company/ firm representative	:	

7	Name and Designation of company/ firm representative	:	
8	Contact No. of company / firm representative	:	
9	PAN Number	:	
		(Attach relevant document)	
10	GST Number	:	
		(Attach relevant document)	
11	Trade Licence Number	:	
		(Attach relevant document)	
12	MSME etc. Reg. Number	:	
		[Attach MSME (Udyam) registration certificate etc.]	
13	Start-up Number	:	
		(Attach DPIIT Recognition certificate)	
14	Government e Marketplace (GeM) Registration Number	:	
		(Attach relevant document)	
15	Income Tax Return (ITR) for the last three financial years i.e. FY 2020-21, 2021-22, 2022-23	F.Y. 2020-21 : ₹ _____ F.Y. 2021-22 : ₹ _____ F.Y. 2022-23 : ₹ _____  (Copy of ITR / filed or acknowledgments must be attached)	
16	Financial Statement include Profit & Loss Account, Balance Sheet duly certified by CA for the last three financial years i.e. FY 2020-21, 2021-22, 2022-23	(Copy of financial statements must be attached)	
17	Whether your firm is empanelled by Central Govt./ State Govt./ any PSU/ Educational and Research Institute, any other organization for similar items	Yes/No (Tick as applicable)  If yes, a copy of a valid registration for similar supplies should be attached	
18	Whether your firm has prior experience in the execution of similar nature of supply / work / service	Yes/No (Tick as applicable)  If yes, a copy of the Purchase / Work Orders should be attached	
19	Whether your company has been blacklisted / debarred by Central Govt./ State Govt./ any of the PSU/ Educational and Research Institute, or any other organization of repute	Yes/No (Tick as applicable)  If No, Attach a declaration regarding Non-blacklisting/ debarment (Annexure-II)	
20	Bank Name		
21	Bank Address		
22	Beneficiary Name		
23	Bank Account Number		
24	Bank IFS Code		

### DECLARATION

We have gone through all the conditions/ details mentioned in your prescribed format / registration document for the purpose. We agree to all your terms and conditions in this regard.

- ✓ We have filled in all the data /particulars in the format and have enclosed the necessary copies of documents.
- ✓ We will be responsible for any discrepancy in the data.
- ✓ 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, also undertake to produce the document/certificates in original for verification as and when asked by NIPER Ahmedabad.
- ✓ We understand that any Incomplete, partially complete, not clearly filled form, giving incorrect information are liable to be rejected without any consideration.
- ✓ We, now, request you to kindly consider us for the above registration.

Thanking you,

\_\_\_\_\_  
Seal and Signature of the authorized signatory

Name\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION REGARDING NON-BLACKLISTING / DEBARMENT**

(To be given on Company/Firm Letterhead)

I/We hereby declare that we are not blacklisted/debarred by the Central Govt./ State Govt./ any of the PSU/ Educational and Research Institute, or any other organization of repute for fraudulent activities during the last 5 years.

If the above information is found false at any stage, I/We are fully aware that action may be taken by the Director, NIPER Ahmedabad as deemed fit including banning a firm, suspension, blacklisting, and debarment

Your faithfully,

Seal and Signature of the authorized signatory

Name \_\_\_\_\_

Address \_\_\_\_\_

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