



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION &
RESEARCH - HYDERABAD**
[Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, GoI]

INVITATION TO TENDER
(Web hosting tender)

Dear Sirs,

Sub: Quotation for photography and videography of “ Convocation event”- reg.
Last date for Submission: **08/11/2018 up to 12:30.Hrs.**
Date of Opening: **08/11/2018 at 2.30.pm.**

We are interested in below mentioned activity. Kindly, send your quotation on or before **08/11/2018, by 12:30.Hrs to email ID convocation@niperhyd.ac.in and send duly signed hard copy for our records.**

Sl. No.	Brief description of the material(s)	Qty.
1.	Photography and videography of Convocation event going to be held on 14 th November, 2018 Time of event: 14 th November, 2018 12.00 PM to 6.00 PM Duration of Event: 120 minutes approximate (For videography) Requirements: 1. Photos of the event Soft copies only 2. DVD of the total event	1 No.

TERMS & CONDITIONS

1. Quotations received after due date & time shall be summarily ignored.
2. Each quotation sent by post is to be enclosed in double cover. The inner cover should be SEALED WITH AND SUPERSCRIBED with tender number and due date. The outer cover should bear only the address of the office without any indication that there is a quotation within. Quotations delivered personally should be put in the tender box kept in the office of, NIPER Hyderabad, Balanagar, Hyderabad, Telangana, India.
3. The quotation sent by Fax/e-mail, can be accepted at your risk provided the quotation reaches the Purchase Dept. within the due date & time.
4. **The bids would be opened in the presence of the bidders who wish to attend the Bid-opening. However the representative should bring with them a letter of authority from the corresponding bidders, without which, they are not permitted to attend the Bid-opening.**

5. The acceptance of the quotation will rest with the competent authority of NIPER Hyderabad who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotations received without assigning any reasons.
6. **Your offer shall be valid for ninety days from the date of opening of the quotations. No revision in price will be allowed after opening the quotation.**
7. Unsolicited/conditional/Unsigned tenders shall not be considered.
8. **Send your offer indicating the basic cost, taxes, packing, forwarding, freight, transportation, insurance, installation & commissioning charges etc., separately to ascertain the F.O.R NIPER HYD destination prices. The offers which are not complying with this condition are liable for rejection. Where there is no mention of these charges, the offer would be rejected as incomplete unless the prices quoted are on F.O.R destination prices.**
9. Being a Government Institute no advance payment will be given. Full payment through a crossed Cheque/RTGS/DD will be given after successful completion of contractual obligations and acceptance.
10. **Complete specification with manufacture's name and address should be given while quoting. Literature/Pamphlets photograph of item quoted should also be enclosed wherever applicable.**
11. Prices are required to be quoted in units indicated in the enquiry. When quotations are given in terms of other units, relationship between two sets of units should be furnished. Quantity discounts, if any should also be indicated. The items should be quoted indicating the serial No. of our RFQ.
12. No price negotiation will be entertained in normal course of action presuming that supplier will quote their best ground bottom rates.
13. Please furnish a list of Indian Purchasers with their satisfactory performance certificates, if any.
14. The mode of dispatch of the items must be mentioned clearly in the quotation.
15. Samples, if called for, shall be submitted free of charge and with no obligation basis.
16. The offered delivery period shall have to be strictly adhered to incase an order is placed.
17. **Penalty Clause for delays: The applicable rate is 0.5% per week & maximum deduction is 10% of the contract price.**
18. **ESI,IT would be recovered as per rules in case of Fabrication/Servicing/Maintenance jobs/Installation charges etc.**

19. Kindly furnish your PAN, CST, APGST and TIN Number in your quotation for our records. The Institute has applied for DSIR certificate and the same is expected in 3 months time, until then applicable GST@18% full rate will be paid.
20. Payment will be made to the suppliers by RTGS through the State Bank of Hyderabad, IDPL Branch, Balanagar, Hyderabad – 500 037, please inform your Bank details for RTGS Payment.
21. Bank Guarantees for EMD/PBG/Advance Payment etc., wherever applicable, shall be submitted from any nationalized/scheduled bank. The formats of bank guarantee required if any, may be obtained on request. The banks issuing the guarantees must be requested by the bidder to immediately send an unstamped duplicate copy of the guarantee by registered post (A.D) directly to the purchaser with a covering letter, to facilitate its verification.
22. All disputes arising out of this shall be referred to the sole arbitrator appointed by Director NIPER Hyderabad.
23. Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.
24. All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.
25. This is only an enquiry and not a purchase order

Yours faithfully,


Dr. Nalini Shastri
Chairman SPC-II