



**Basic Details**

<b>Organisation Chain</b>	Department of Pharmaceuticals  National Institute of Pharmaceutical Education and Research (NIPER) Guwahati		
<b>Tender Reference Number</b>	NIPER-G/SnP/57/AR/2025-26/145 dated 19.08.2025		
<b>Tender ID</b>	2025_MCF_809518_1		
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	2
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No		

**Cover Details, No. Of Covers - 2**

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
2	Finance	.xls	Financial Bid

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00	<b>Fee Payable To</b>	NA	<b>Fee Payable At</b>	NA
<b>Tender Fee Exemption Allowed</b>	NA				

**EMD Fee Details**

<b>EMD Amount in ₹</b>	0.00	<b>EMD Exemption Allowed</b>	NA
<b>EMD Fee Type</b>	NA	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	NA	<b>EMD Payable At</b>	NA

**Work / Item(s)**

<b>Title</b>	Short Tender Enquiry Notice for Designing, Printing and Supply of Bilingual Annual Report and Annual Accounts Statement 2024-25				
<b>Work Description</b>	Short Tender Enquiry Notice for Designing, Printing and Supply of Bilingual Annual Report and Annual Accounts Statement 2024-25				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Tender Value in ₹</b>	1	<b>Product Category</b>	Consumables - Paper/Printing/Photocopy Paper	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	90	<b>Period Of Work(Days)</b>	45
<b>Location</b>	NIPER-Guwahati, Changsari	<b>Pincode</b>	781101	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	NIPER-Guwahati, Changsari

**Critical Dates**

<b>Publish Date</b>	19-Aug-2025 03:30 PM	<b>Bid Opening Date</b>	02-Sep-2025 02:30 PM
<b>Document Download / Sale Start Date</b>	19-Aug-2025 03:30 PM	<b>Document Download / Sale End Date</b>	02-Sep-2025 02:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	19-Aug-2025 03:30 PM	<b>Bid Submission End Date</b>	02-Sep-2025 02:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Short Tender Enquiry Notice for Designing, Printing and Supply of Bilingual Annual Report and Annual Accounts Statement 2024-25	5584.46

  

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	ShortTEAR.pdf	Short Tender Enquiry Notice for Designing, Printing and Supply of Bilingual Annual Report and Annual Accounts Statement 2024-25	5584.46

**Tender Inviting Authority**

<b>Name</b>	Director, NIPER-Guwahati
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<b>Address</b>	NIPER-Guwahati, Sila Katamur, Halugurisuk, Changsari, Kamrup, Assam-781101.
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<b>Tender Creator Details</b>	
<b>Created By</b>	Gitartha Goswami
<b>Designation</b>	Assistant Registrar
<b>Created Date</b>	19-Aug-2025 03:17 PM



**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH-GUWAHATI**  
DEPARTMENT OF PHARMACEUTICALS, MINISTRY OF CHEMICALS AND FERTILIZERS, GOVERNMENT OF INDIA  
Sila Katamur, Halugurisuk, Changsari, Kamrup, Assam-781101, India

**Short Tender Enquiry Notice for**  
**Designing, Printing and Supply of Bilingual Annual Report &**  
**Annual Accounts Statement 2024-25**

*Tender No. NIPER-G/S&P/57/AR/2025-26/.....<sup>145</sup> dated 19/08/2025*

Ph: 7099007822  
Email: [purchase@niperguwahati.ac.in](mailto:purchase@niperguwahati.ac.in)



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, गुवाहाटी  
**NATIONAL INSTITUTE OF PHARMACEUTICAL  
EDUCATION AND RESEARCH-GUWAHATI**

(Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)  
SilaKatamur (Halugurisuk), P.O.: Changsari, Dist: Kamrup, Assam, Pin: 781101.

No: NIPER-G/S&P/57/AR/2025-26/145

दिनांक/Date: 19/08/2025

### ABOUT NIPER-GUWAHATI

NIPER-Guwahati is the fifth institution to be included in the list of premier institutes under the Department of pharmaceuticals, ministry of chemicals and fertilizers, government of India. NIPER-Guwahati has started functioning since 2008. This institute is a premier institute in the northeast region of our country for providing high quality education and research in pharmaceutical sciences.

It is also a place where knowledge in science and education stimulates technological innovation to inspire the student's community to pursue scientific or industrial careers under the national mission of Make in India and others.

### VISION

To be an institution of excellence in promoting high standard pharmaceutical education & research through the dissemination of knowledge for the ultimate benefit of the society and pharmaceutical industries.

At present, NIPER offers postgraduate and doctoral research programmes in Pharmacology and Toxicology, Pharmacy Practice and Biotechnology. The management of NIPER provides encouragement to faculty to pursue sponsored research of high relevance to pharma industry and offer industrial consultancy services to further strengthen the bonds with pharmaceutical industry from Northeastern and other regions.

Now, we are planning to print the institute's Annual Report & Annual Accounts Statement for the financial year 2024-25. This is the document with which the institute proudly highlight its achievements. Considering the fact that this document will be shared with VIP's which include Honourable Ministers of State and Central, eminent personalities in the field of Academics and R&D not only in India but also abroad, we wish to bring out the report with High quality printing and as an attractive document. Keeping this aim in view we are planning to shortlist potential capable experienced Printers with proven record in the field.



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान, गुवाहाटी  
NATIONAL INSTITUTE OF PHARMACEUTICAL  
EDUCATION AND RESEARCH-GUWAHATI

(Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Govt. of India)  
SilaKatamur (Halugurisuk), P.O.: Changsari, Dist: Kamrup, Assam, Pin: 781101.

No: NIPER-G/S&P/57/AR/2025-26/ 145

दिनांक/Date: 19/08/2025

**विषय/Sub: Short Tender Enquiry Notice for “Designing, Printing and Supply of Bilingual Annual Report & Annual Accounts Statement 2024-25-reg.”**

Director, NIPER-Guwahati hereinafter called the ‘Purchaser’ invites quotation as per the details given in the table below. Please provide information for all the points with documentary evidence to support your claim.

Sl. No.	Name of Item	Quantity
1.	<b><u>Designing, Printing and Supply of Bilingual Annual Report &amp; Annual Accounts Statement 2024-25</u></b> (Specifications as per Annexure-I)	As per Annexure-I

- Each complete set of bidding documents may be downloaded by the bidders from the CPP portal or NIPER- Guwahati website <http://niperguwahati.ac.in> free of cost. The tenders must reach this office on or before **2<sup>nd</sup> September 2025** up to **2:00pm** and shall be opened on the same day at **2:30pm**.
- Bids will be opened in the presence of Bidders' authorized representatives who choose to attend at the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day.

**सामान्य नियम और शर्तें / GENERAL TERMS & CONDITIONS:**

1. All the prospective bidders, before preparing the tender and submitting the same must go through the contents of the entire tender document carefully and note the same for compliance. Any deviation or non-compliance of the information/instructions provided in the tender document may result in treating the tender as non-responsive.
2. **Date & Time of Submission:** The signed technical and commercial bids should be kept in separate sealed covers, which shall be submitted in a big, sealed cover super scribed with the “CPPP Id .....” and “No. NIPER-G/S&P/57/AR/2025-26/145 dated 19/08/2025” with the subject mentioned as: “**Designing, Printing and Supply of Bilingual Annual Report & Annual Accounts Statement 2024-25**” and addressed to the *Director, National Institute of Pharmaceutical Education and Research (NIPER)-Guwahati, SilaKatamur, Halugurisuk, Changsari, Kamrup, Assam-781101, INDIA*. The tender/email should reach this institute **on or before 2<sup>nd</sup> September 2025** up to **2:00pm** and will be opened on the same day at **2:30pm**.
3. **Payment Terms:** As a matter of policy, being a government institution, no advance payments can be made to suppliers. The following payment terms may please be noted: 100% payment after successful completion of work and acceptance by the institute.

4. All the bids are to be submitted in a two-bid system, i.e., a **big sealed envelope** containing both technical and commercial bids in separate sealed covers.
  - A. Last date for receiving sealed tenders containing technical and commercial bids: 2<sup>nd</sup> September 2025 up to 2:00pm.
  - B. Opening of bids (technical only): 2<sup>nd</sup> September 2025 up to 2:30pm.
  - C. Opening of bids (commercial): shall be intimated later.
5. All prospective bidders should submit a hard copy of tenders in sealed covers. No online/email tenders will be accepted.

कृपया बोली के साथ निम्नलिखित दस्तावेजों को प्रस्तुत करना सुनिश्चित करें / PLEASE ENSURE SUBMISSION OF FOLLOWING DOCUMENTS WITH BID:

- a) Quotation with rates, detailed terms and conditions.
- b) Detailed specification for each item for which quotation is submitted.
- c) Printed Leaflets of the item/Brochure wherever available.
- d) Provide company profile and brief note indicating your experience in manufacturing/supplying such items.
- e) Detailed customer list with addresses, Phone number, E-mail, etc., and name of contact person.
- f) Certificate of Incorporation/ Registration Certificate of the firm / Company/Agency.
- g) Income Tax returns filed for the last three financial years.
- h) PAN No.
- i) GST Registration certificate.

6. बोली की वैधता / **Bid Validity**: The Bid shall remain valid for acceptance for a period of 90 days after the date of Bid opening prescribed in the Bidding Document. Any Bid valid for a shorter period shall be treated as unresponsive and rejected. In exceptional cases, the Bidders may be requested by the Institute to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are expected to extend the same without any change or modification. In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for NIPER-Guwahati, the Bid validity shall automatically be extended up to the next working day.

7. **संबंधीत कानून / Applicable Law**: All disputes shall be settled in the courts of Guwahati Jurisdiction only.

8. **आपूर्ति / सेवाओं के लिए स्थान / Locations for the supply / services**: The bidders may note that the items covered by this document are required to be supplied and installed at:  
**NIPER-Guwahati,  
SilaKatamur, Halugurisuk,  
Changsari, Kamrup, Assam-781101.**

9. **पेनल्टी शर्त / Penalty Clause**: As per Govt. of India guidelines, a penalty equivalent to 1% of the order value per week of delay beyond the stipulated delivery period subject to a maximum of 10% penalty is chargeable. The supply order will be liable for instant cancellation beyond permissible delay.

10. A detailed point wise technical compliance/deviation statement to be provided enabling the institute to have clear idea of technical compliance of offer submitted.

11. **स्वीकृति और अस्वीकृति / Acceptance & Rejection:** The acceptance of the quotation will rest with the Director, NIPER-Guwahati, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or accept, partially or all the quotations received, without assigning any reason. The Director, NIPER-Guwahati further reserves the right to withdraw the tender or part thereof or modify the requirements without assigning any reason and the right to relax any of the conditions in the best interest of the Institution.
12. **निविदा दस्तावेज के नियमों और शर्तों की स्वीकृति / Acceptance of the terms and conditions of tender document:** Bidders are expected to provide a certificate that all the terms and conditions of enquiry are accepted.
13. **पत्राचार / Correspondence:** All the correspondence related with the assignment/work/services should be addressed to Director, NIPER-Guwahati till placement of order, who is final deciding authority.
14. **छूट / Relaxation:** Director, NIPER- Guwahati reserves the right to relax any of the conditions or modify the specifications in exceptional cases, in the best interest of the institute. NIPER-Guwahati reserves the right to withdraw the tender in whole or part at any stage without assigning any reason thereof.
15. **नोट / Note:** To compare the cost, the bidders are expected to offer their price on FOR NIPER-Guwahati basis (all inclusive). It is not possible either for the bidder or for the institute to add any price component after opening the commercial bids. In case of no indication given, the quoted price would be treated as FREE delivery (All inclusive cost up to NIPER-G).

Yours faithfully,



(भंडार एवं क्रय अधिकारी/Stores & Purchase Officer)

### Description

Quantity: 200 copies

- Annual Report (only English) – 100 copies
- Bilingual Annual Report (Hindi & English) – 30 copies
- Bilingual Annual Report with Annual Accounts Statements (Hindi & English) – 70 copies

No. of pages:

- Annual Report (only English) – 150 (tentative) + 4 cover pages
- Bilingual Annual Report (Hindi & English) – 300 (tentative) + 4 cover pages
- Bilingual Annual Report with Annual Accounts Statements (Hindi & English) – 400 (tentative) + 4 cover pages

Paper: 300 GSM matte finish art board for cover pages & 130 GSM glossy art paper for inside pages

Printing: Offset

Colour scheme: Multicolour

Lamination: Matte lamination on cover

Binding: Perfect with thread sewing

### Additional Terms & Conditions

1. The vendor should have successfully completed one printing work of Annual Report Printing, costing not less than Rs. 2.00 lakh. The tender should also contain the following:
  - (a) Copy of Purchase or work order of Rs 2.0 lakh or above value,
  - (b) Details about the organization,
  - (c) Number of years' of experience in the similar field, similar means Annual report printing,
  - (d) Infrastructure and other facilities available with Tenderer to ensure timely completion of the work.

The vendor should have requisite infrastructure available and shall employ suitable expert for the work on full time basis. If necessary, successful party have to ensure that suitable staff for this job shall also work on Saturdays / Sundays / Holidays as and when required by NIPER Guwahati and all the charges are deemed to be included in the offered price.

2. The job of printing includes frequent proof-reading of both English as well as Hindi Annual Report, addition and deletion of content, cover processing, including planning and plate making, text printing complete with photo-composing, processing, checking of dummies with final proofs, printing & supply of annual reports, etc. The printer would have to accept total responsibility for perfect execution of the job within the stipulated period.
3. The successful party shall have to get the written approval from NIPER Guwahati on the completed design and layout (including cover pages) of the Annual Report before going for final printing of the same.
4. Printer shall have to quote the rates inclusive of designing, typing (if required), composing, platemaking, colour text printing, four colours cover design, graphs, scanning cost per photographs for colour, cropping the photo & graph / editing in photo (if required) / finishing / creating the photo (if required), colour dummy both (English version & Hindi version) before

- Ferro dummy, CD (PDF file and open file of the Annual Report both English & Hindi), binding / stitching, lamination, etc. and any other related aspect of Printing of the Annual Report.
5. Printer can visit the office for any clarification before quoting the rates.
  6. Quality and Style (as approved by NIPER Guwahati) of Text/Letters, and design should be maintained throughout in all copies of Annual Report.
  7. NIPER Guwahati reserves the right to decrease or increase the number of pages and / or copies of the Annual Report. The rates, however, for all the items of the work shall remain unaltered.
  8. The firm must have adequate experience of publishing Newsletters, coffee table book, magazines etc. of Central Govt Ministry/Department/Commission/Constitutional bodies. Copies of such publication done by the agency during the last 3 years must be provided.
  9. The firm must be from NE region of India having a functional office at Assam with complete infrastructures with Fully automatic machineries for printing.
  10. Experience: The firm having adequate experience of 5 years and annual turnover not less than Rs. 10,00,000/-. Copies of the relevant documents in support should be enclosed. ITR return of last 05 years may be submitted.



**FORMAT FOR FINANCIAL BID**

(To be submitted in the "Financial Bid" cover and not to be submitted with Technical Bid, failing which, the entire submitted bid may be disqualified)

Sl. No.	Description of the item	Qty	(A) Unit Price per Item	(B) GST (In Rs.), if applicable	(C)Freight/F.O.R/ transport/delivery CHARGES &all other charges (In Rs.), If applicable	(A+B+C) Offered Price (In Rs.)
01	<b>Designing, Printing and Supply of Bilingual Annual Report &amp; Annual Accounts Statement 2024-25</b>	<b>As per Annexure-I</b>				

\*Total Bid price in INR: .....

In words: \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

Name \_\_\_\_\_

Business Address \_\_\_\_\_

\*TOTAL F.O.R. NIPER GUWAHATI ALL INCLUSIVE COST FOR COMPARISON PURPOSE