



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

Single Tender Enquiry(PAC)

PAC Tender Document

For

**Supply and Installation of Grammarly premium
software (Campus licence for 1 year)**

TENDER INVITING AUTHORITY

**NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION
AND RESEARCH, HYDERABAD
DEPARTMENT OF PHARMACEUTICALS
MINISTRY OF CHEMICALS AND FERTILIZERS
GOVERNMENT OF INDIA
BALANAGAR, HYDERABAD- 500037 (TELANGANA STATE)
Tel.No.91-40-23074749
91-40-23074750 (Extn-2018)
Email: sp@niperhyd.ac.in**

To,
Total Library Solutions (India) Pvt. Ltd, Inderpuri, Delhi-
110012

PAC BID DOCUMENT

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 90 days from the date of Bid opening (i.e **11/11/2023**) are invited for and on behalf of NIPER, Hyderabad.

Name of Work	Supply and Installation of Grammarly premium software (Campus licence for 1 year)
Estimated Cost	NA
Date of Publishing	02/11/2023 at 6PM
Clarification Start Date and Time	02/11/2023 at 6PM
Clarification End Date and Time	09/11/2023 at 6PM
Queries (if any)	No queries will be entertained after clarification end date and time
Bid Submission Start Date	02/11/2023 at 6PM
Last Date and time of uploading of Bids	10/11/2023 at 6PM
Last Date and time of submitting , EMD and other documents at NIPER Hyderabad(if any)	NA
Date and time of opening of Technical Bids	11/11/2023 at 6PM
Date and time of opening of Financial Bids	Will be separately notified for Technically shortlisted/qualified bidders

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

**(The bids have to be submitted online in electronic form on
www.eprocure.gov.in only. No physical bids will be
accepted.)**

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://eprocure.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app)) by clicking on the link “Online Bidder Enrolment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) Any bidder from a country which shares a land borders with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the competent authority as mentioned in the GFR 2017 Rule 144(xi).
- (v) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on e-Token/Smartcard.
- (vi) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vii) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (viii) Bidders can then login to the site through the secured login by entering their user ID/password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.
After selecting the tender document same shall be moved to the 'My favorite' folder of bidders account from where bidder can view all the details of the tender document.
- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/Xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/modification of the price schedule shall render it unfit for bidding.**
Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in

the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.

The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology.

ASSISTANCE TO BIDDERS:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender. The contact number is 040-23074750 (Extn: 2018) between 10:30 hrs to 17:00hrs.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and 0120-4001005. The helpdesk email id is support-eproc@nic.in

INSTRUCTION FOR e-PROCUREMENT

1. PREPARATION AND SUBMISSION OF BIDS:

- a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
 - b. The bidder should submit the bid online in two parts viz. Technical Bid and Financial Bid. Technical Bid should be upload online in cover 1 and Financial Bid in “. Xls” should be upload online in cover-2
2. **SUBMISSION OF THE BID** : All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:
- a. Technical Bid should be upload online in cover-1.
 - b. Financial Bid should be upload online in cover-2

Both Technical and Financial Bid covers should be placed online on the CPP Portal (<http://eprocure.gov.in/eprocure/app>).

3. **TECHNICAL BID**: Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app>.
- a) **List of Documents to be scanned and uploaded (Under Cover-1) within the period of bid submission:** -
 - i. Scanned copy of Bank details. (Bank details of principal supplier in case of Import shipments)
 - ii. Scanned copy of work experience.
 - iii. Scanned copy of certificate of GST. (GSTIN of Indian Agent in case of Import Shipments)
 - iv. Scan copy of tender acceptance letter.
 - v. Scanned copy of specifications or brochures (if any).
 - vi. Scanned copy of other document mentioned in tender document (if any)
 - b) **For Import Shipments – Shipping Terms Ex-Works/FOR Destination is only accepted.**

NOTE - no indication of the rates/amounts be made in any of the documents submitted with the TC-BID.

4. Financial Bid

- a. The currency of all quoted rates shall be **Indian Rupees (INR)**. All payment shall be made in Indian Rupees.
- b. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “. Xls” format i.e. Price Bid Excel sheet attached as ‘.Xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- c. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc. **Except service tax**. The service tax

component shall be re-immersible by the department after receipt of paid challans etc. if applicable.

1. Last Date for Submission of Tender:

- a. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. The NIPER, Hyderabad may, at its own discretion, alter/extend the last date for submission of tenders.

2. Bid Validity

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.
- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, NIPER, Hyderabad may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

3. Modification / Substitution/ Withdrawal of bids:

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

4. Rejection of the Bid: The bid submitted shall become invalid and tender fee shall not be refunded if: -

- a. The bidder is found in eligible.
- b. The bidder does not upload all the documents as stipulated in the bid document.



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INVITATION TO TENDER

E-tender /Online bids are invited for reputed firms from eligible bidders for **“Supply and Installation of Grammarly premium software (Campus licence for 1 year)”**

Please note all bid related documents scanned copy is to be submitted on the online portal, only Demand draft has to physical reach on mentioned address. (If applicable)

The tender document along with other details may be downloaded from the CPP Portal:
<http://eprocure.gov.in/eprocure/app>

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.

Sd/-
SPC Chairperson



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

Tender document

No: PUR/CONS/93/23-24

02/11/2023

Sub: Quotation for supply of “ **Supply and Installation of Grammarly premium software (Campus licence for 1 year)** ” - reg.

Our Enquiry No: No: PUR/CONS/93/23-24, Dt: 02/11/2023

Last date for Submission: **10/11/2023 at 6PM .**

Date of Opening: **11/11/2023 at 6PM.**

We are interested in procuring the below mentioned material(s). Kindly submit your quotation online on or before **10/11/2023**

Sl. No.	Brief description of the material(s)	Qty.
1.	Supply and Installation of Grammarly premium software (Campus licence for 1 year)	500

Terms and Conditions:

1. The OEM Submitting the proposal should submit the details of **Supply and Installation of Grammarly premium software (Campus licence for 1 year)** supplied to other reputed institutes and Universities in India.
2. Quotations must be valid for 90 days from the date of opening of Commercial bid.
3. Delivery period will be NA weeks.
4. TENDER Specific Manufacturer Authorization Form from OEM Required.
5. The Institute reserves the right of accepting or rejecting any quotations without assigning any reason thereof.
6. The mode of dispatch of the items must be mentioned clearly in the quotation.
7. Samples, if called for, shall be submitted free of charge and with no obligation basis.
8. The offered delivery period shall have to be strictly adhered to incase an order is placed.
9. **Penalty Clause for delays: The applicable rate is 0.5% per week & maximum deduction is 10% of the contract price.**
10. **ESI, IT would be recovered as per rules in case of Fabrication/Servicing/Maintenance jobs/Installation charges etc.**

11. All prices should be **FOR Destination**.
12. For any queries please mail us at sp.niperhyd@gov.in Contact No: 040-23074750(Extn: 2018)
13. **Payment will be done only after certification from the indenter that the equipment has been successfully installed and working is satisfactory.**
14. Bank Guarantees for PBG (3% of the PO value)/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.
15. All disputes arising out of this shall be referred to the sole arbitrator appointed by Director NIPER Hyderabad.
16. Tender conditions (printed on the reverse), if any, or otherwise sent along with the tender shall not be binding on us.
17. All the above instructions and our standard terms and conditions must be complied failing which your offer may be liable for rejection.
18. This is only an enquiry and not a purchase order.
19. The Purchaser reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. Further, at the discretion of the purchaser, the quantities in the contract may be enhanced by 30% within the delivery period.
20. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders
21. This tender is compliance with Public Procurement (Preference to Make in India) Order,2017 under Rule 153 (iii) of the GFR 2017.
22. In event of award of contract in your favor, you need to submit a Performance Bank Guarantee valid for a period of 2 months beyond the warranty period. (where ever applicable)

Appendix

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date: _____

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

_____ as per your
advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

ANNEXURE - II

Lowest Price Certificate

I/We do hereby certify that prices quoted by us against this tender are the lowest and not higher than as applicable to other Govt. Depts. / Undertakings including other Subsidiaries of CIL/Private Organizations.

We also certify that the quoted rates are not higher than rates quoted / prices charged by us for same items to other Customers.

Date:

(Seal & Signature of the Tenderer)

ANNEXURE -III

Price Fall Clause Certificate

I/We undertake that we have not offered to supply / supplied / is not supplying same or similar product / systems or sub systems at a price lower than that offered in the present bid in respect of any Organization/Ministry/Department of the Govt. of India and/or its Subsidiaries or other PSU or any other private organization during the currency of the contract and if it is found at any stage that same or similar product/systems or sub systems was supplied by the bidder to any Organization/Ministry/Department of the Govt. of India. and/or its Subsidiaries or other PSU or any other private organization at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the bidder to buyer, if the contract has already been concluded.

I/We also accept that:

1. I/We have to submit a copy of the last (latest) purchase order for the similar/ordered item(s) received from any Organization/Ministry/Department of the Govt. of India and/or its Subsidiaries or other PSU or any other private organization, along with the offer.
2. We will inform the purchaser of offer to supply/supply of the similar/ordered item(s) at a lower rate to any Organization/Ministry/Department of the Govt. of India and/or its Subsidiaries or other PSU or any other private organization during the currency of the contract.
3. We will submit a certificate along with the bill(s) that – *“We have not offered to supply/supplied the similar/ordered item(s) at a lower rate to any Organization/Ministry/Department of the Govt. of India and/or its Subsidiaries or other PSU or any other private organization.”*

Date:

**Signature of the Tenderer
Seal of the Firm**

Quality Certificate

I/We certify that there has not been any complaint against the quality of our products supplied to Government Departments or Public Sector Undertakings/Other organizations.

Date:

(Seal & Signature of the Tenderer)

ANNEXURE - V

No Deviation Certificate

“We declare that there is no deviation from the NIT terms and conditions in the offer submitted by us”

Date:

(Seal & Signature of the Tenderer)

ANNEXURE - VI

Declaration Regarding Banning/De-listing

The bidder as well as the manufacturer (if bidder is not the manufacturer) will give a declaration -

“We have not been banned or de-listed or debarred or ‘Put on Holiday’ by any Government or quasi-Government agencies or PSUs.”

Date:

(Seal & Signature of the Tenderer)

(N.B.: If a bidder has been banned or de- listed or debarred or ‘Put on Holiday’ by any Government or quasi-Government agencies or PSU, this fact must be clearly stated and it may not necessarily be a cause for disqualifying them. If this declaration is not given, the bid will be rejected as non- responsive.)

ANNEXURE-VII

**Certificate regarding procurement from a bidder of a country which shares a landborder
with India**

“We have read the clauses regarding restrictions on procurement from a bidder of a country which shares a land border with India, as per Office Memorandums issued by Department of Expenditure, PPD, Ministry of Finance, under F.No.6/18/2019-PPD and we hereby certify that our firm is not from such a country and is eligible to be considered”

OR

However, if any bidder falls in the category of bidders as indicated in the Definitions clause at cl no:6, 7, 8, 9 and 10 of Order (F.No.6/18/2019-PPD, Public Procurement no. 1) Dt. 23-07-2020, should submit the certificate as under:

“We have read the clauses regarding restrictions on procurement from a bidder of a country which shares a land border with India as per Office Memorandums issued by Department of Expenditure, PPD, Ministry of Finance under F.No.6/18/2019-PPD and we hereby certify that our firm is from such a country and has been registered with Competent Authority (specified in Annexure -I of Order (F.No.6/18/2019-PPD, Public Procurement no. 1) dt. 23-07-2020) and further certify that our firm fulfills all requirements in this regard and is eligible to be considered. The evidence of valid registration by the Competent Authority is attached herewith.”

Authorized Signatory of Bidder Date:

Seal of the firm

N.B.:

1. To choose any one of the above mentioned conditions, whichever is applicable.
2. In case of Indian Agents of the Local Suppliers quoting against the Tender, both the Indian Agent and their Principals should submit the above mentioned certificates.

Other Commercial Information

1	<p>GST REGISTRATION / EXEMPTION CERTIFICATE & GSTIN (NOTARIZED AND DOCUMENTS as per NIT Clause as applicable)</p> <p><i>Applicable only for Indian Bidder</i></p> <p><i>N.B: - The bidder is required to mention GSTIN in the appropriate cell of BOQ in “Sheet for Domestic Bidder” of BOQ & in Annexure –XIII</i></p>	<p>*Uploaded/Not uploaded</p> <p>(GSTIN):</p> <p>Type of GST:</p>
2	Details of location of works (Complete address and Phone nos.)-	
3	Details of location from where the materials are supplied. (Complete address and Phone nos.)	
4	Country of Origin of the offered materials.	
5	Details of locations from where After Sales Service is provided. If applicable. (Complete address and Phone nos.)	
6	MSEs to provide UAM (Udyog Aadhar Memorandum) (All pages of UAM to be uploaded by the MSE bidder) (Mandatory to avail benefits as per PP policy of MSE’s order 2012.)	
7	If any other charges, taxes, cess is quoted in BOQ, the details of the same may be given.	

Authorized Signatory of Bidder Date:

Seal of the firm: