INDIAN COUNCIL OF MEDICAL RESEARCH | NATIONAL INSTITUTE OF VIROLOGY

आई सी एम आर - राष्ट्रीय विषाणु विज्ञान संस्थान
स्वास्थ्य अनुसंधान विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
ICMR - NATIONAL INSTITUTE OF VIROLOGY
Department of Health Research
Ministry of Health & Family Welfare, Govt. of India

Enquiry No.: ICMR-NIV/DVG/PP 5855/2025-26 Dt. 02.06.2026

QUOTATION ENQUIRY

Sealed quotations are invited on behalf of the Director, ICMR-National Institute of Virology, Pune. Interested vendors should submit their quotation along with their company/personal profile and purchase of the article(s) details are as given below:

Sr. No.	PP NO.	Particulars	Quantity
1.	5855	**Renovation of Office** 1. Removing, Supply & Installation of new modular office furniture. 2. Single side Workstation for 6 Staff along with office chair(L Shape) Height 2.5 feet, No. of drawers-4, No. of Storage - 1. 3. Both side Workstation for 10 Staff along with office chair. 4. Frame type- Aluminium brand corrosion resistant. 5. Pre Laminated Particle board & MDF. 6. Provision of electrical point for each staff(6A, 2 switch & 2 socket). 7. Installation of new door for staff room . 8. Foldable & Portable meeting table/conference table with 6 chairs	01

The quotation super scribed as "Renovation of Office PP no. 5855/2025-26" addressed to the Director, ICMR-National Institute of Virology, 20-A, Dr. Ambedkar Road, Post box-11, Pune – 411 001 (Attention: Administrative Officer-Stores) should be either dropped at the Admin Department at NIV or sent through by Speed post /courier (with signature & seal in company letter head) latest by **23/06/2026 till 5.30 P.M**

13/07/2026

OTHER TERMS & CONDITIONS:

1. This is an enquiry and must not be treated as an order.
2. The NIV office reserves the right to accept or reject any or all applicants without assigning any reasons.

3. Any decision taken by the Director, NIV at any point of time in connections with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.
4. Requirement of material quantity will either increase or decrease. Final requirements will be mentioned in the purchase order issued to the firm.
5. Quotation validity should be mentioned in the quotation. Delivery period should be clearly indicated in the quotation.
6. **Eligibility:** The Bidder must be a Manufacturer or its authorized Agent.
7. **One Bid per Bidder:** A firm shall submit only one bid either individually or as a partner of a joint venture. A firm that submits either individually or, as a member of a joint venture, more than one bid will cause all the proposals with the firms' participation to be disqualified.
8. NIV reserves the right to cancel the bid in part or full without assigning any reason and liability on the buyer. On such cancellation the decision of the Director, NIV will be binding and final on the subject.
9. You are requested to kindly submit your detailed quote inclusive of all breakups with discounts and all applicable taxes, duties etc., and complete address of your OEM.
10. The price quoted should be up to **ICMR- National Institute of Virology** (20-A, Dr. Ambedkar Road, P.B. No. 11, Pune-411001) inclusive of packing and forwarding charges, freight and insurance. In case of local suppliers, the prices quoted should be on "Free delivery basis" at ICMR-NIV Stores. No other charges except those mentioned clearly in the quotation will be paid.
11. Prices shall be quoted in Indian Rupees only.
12. **Manufacturer Authorization:** Wherever Authorized Distributors/service providers are submitting the bid, Authorization Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.
13. For hazardous chemical/item, all precautionary measure as per regulation from the point of transportation/ handling/ storage/ safety/ health/ environment to be undertaken/ specified before dispatch. During dispatch, proper symbol for the hazard/ MSDS/ Batch No./ date of manufacturing/ Gross Weight/ Net Weight/ shelf Life etc are to be written/ printed/ pasted on the body of the packing.
14. **Payment Terms:** 100% payment shall be made after receipt of complete goods/Equipment in good condition, acceptance and successful installation of goods/Equipment. This payment is subject to recoveries, if any, either on

account of statutory deduction/ taxes/ Liquidated Damages, if any and non-rectification of defects/ deficiencies not attended by the Supplier or otherwise.

15. **Delivery Time:** Maximum within 3 weeks. However, please indicate the delivery period clearly in the Quote.
16. **Penalty Clause:** Any delay in dispatching the material may attract penalty @ 0.5% per week subject to a maximum of 10% of the total value of order.
17. **Insurance:** The supplier shall make all necessary arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
18. **Address of Consignee (Place of Delivery):** The Director, ICMR-National Institute of Virology, MCC 130/1, Sus Road, Pashan, Pune-411021 Maharashtra, India .
19. **Validity of the quotation:** Minimum 90 days validity from the date of quote to be provided.
20. GST will be applicable as per the latest GoI notification.

02/06/2026

ADMINISTRATIVE OFFICER

Last date Submit Quotation has been extended till 09/7/13/07/2026