

## ENQUIRY

|  |                                                                                                                |                   |
|--|----------------------------------------------------------------------------------------------------------------|-------------------|
|  | All Communications to be addressed to The Director IISER PUNE for the attention of INCHARGE S & P FOR DIRECTOR |                   |
|  | Tender Enquiry No:                                                                                             | IISER/PUR/1274/21 |
|  | Date                                                                                                           | 15/11/2021        |

Sir/Madam,

**Subject: REQUEST FOR QUOTATION DUE DATE: 25/11/2021**

Please send your Principal quotation in a sealed cover for the following items with complete specifications and literature showing delivery period, on or before the due date to reach this office. In case of difficulty please contact us at **[purchase@iiserpune.ac.in](mailto:purchase@iiserpune.ac.in)**

| S.No:                                                                                                                                                                                                                                                                                                                                              | Description of Material                                                                                                                                                                                                                                                                 | Quantity                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 1                                                                                                                                                                                                                                                                                                                                                  | <p>99.95%Platinum High Form CrucibleC-50ml, TD-44mm, H-49mm</p> <p><b>Note: 2 Purchase orders should be attach (preferably from the Govt. organizations) for whom similar supply has been made by the bidder in last three years else, your bid shall not be evaluated further.</b></p> | 2                                                         |
| <p>1. Quotation received after due date will not be considered at all.</p> <p>2. Fax/Telex Quotation will not be considered.</p> <p>3. Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation.</p> <p>4. We do not accept the advance payment terms or through bank against documents.</p> |                                                                                                                                                                                                                                                                                         | <p><b>Yours Faithfully</b></p> <p><b>Salim Shaikh</b></p> |

**TERMS AND CONDITIONS FOR ENQUIRY.**

1. Quotation should be SEALED and mention the ENQUIRY NO: DATE and DUE DATE on the envelope.
2. The quotations will be accepted only up to 5.00 p.m. The quotations will be opened in the presence of the representatives, if any, of the quoting firm at 3.30 p.m. on the next working day of the due date.
3. Your offer should be valid for a period of 60 days from the date of opening of the quotations/tenders
4. Break up of individuals cost of items should be provided.
5. Your rate should include packaging and forwarding charges. In case of quotation F.O.R. destination Insurance should also be covered. The good should be insured in your favor against theft, loss, damage or breakage during transit.
6. We are prepared to consider the offer for the material, either from indigenous manufacturer or of foreign manufacturer or available from ready stock. Any offer to supply on forward Delivery Basis under supplier's own import quota license will also be considered.

**1. Delivery Period / Timeliness**

The deliveries & installation must be completed within 30 days, after placement of purchase order. The time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet these expectations, as are tightly linked to IISER, PUNE's plans of completing the project within the time frame.

2. The RATE OF GST should be clearly indicated wherever chargeable. For Research Related Item the GST will be 5% and the Certificate to the effect will be provided along with the PO.
3. The Quotation should have the following (In case the quote is in foreign currency):

- **FOB Airport price including packing forwarding and inland freight charges**
- **CIF Mumbai price by Airfreight.**
- Name & address of the Indian agents and their contact details.
- Amount of agency commission payable to Indian agent in Indian currency after receipt of consignments in good condition at our stores and in case of equipment, after satisfactory installation & commissioning. Indian Foreign Exchange and Regulations act requires that commission to Indian agency, discount etc. if any indicated separately.
- Indicate names of reputed Indian organizations where you have supplied similar equipment and may attach satisfactory performance report of equipment from users.
- Prices eventually or finally paid in case you have supplied similar or identical equipment to other IISER institutes in the preceding 3 years
- All Bank charges outside India shall be borne by the beneficiary
- Details of services to be rendered by you.
- Delivery period
- Details Terms including warranty period.

4. **We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.**

**Modes of Payment**

Payment will be made directly to the suppliers by RTGS/NEFT after receipt of the goods, tested /inspected and found satisfactory with regard to quality, quantity, and specifications ordered for and after satisfying that the terms and conditions of supply have been fulfilled.

i) Payment will be made directly to the suppliers by wire transfer for 100% of the Invoice value after receipt of the goods in our Stores, tested /inspected and found satisfactory with regard to quality, quantity, and specifications ordered for and after satisfying that the terms and conditions of supply have been fulfilled.

OR

ii) By Irrevocable Letter of Credit for 100% of the Invoice value. However, 90% of the Invoice value will be paid on presentation of original shipping documents to our bankers and balance 10% will be paid after receipt of material and acceptance of the goods at IISER Pune.

5. Please provide a compliance table with your quotation in the following format:

| Item | Specification asked | Specification Quoted for | Departure and remarks |
|------|---------------------|--------------------------|-----------------------|
|      |                     |                          |                       |

Please provide sufficient technical details with your quotation (in the form of brochures, spec sheets or tech notes) such that every point should be independently verifiable. Marking the details on the accompanying material will be greatly appreciated.

- This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E. II dated 15th June 2017 and 4th June, 2020 and subsequent amendments to the order. Accordingly, preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.
- Certificate by Bidder- DPIIT Registration should be submit along with quote as Per Annexure-A**
- Fall clause:**  
The commercial offer shall in no way exceed the lowest price at which the contractor sells the stores of identical description to any other person/organization during the currency of the contract.
- Purchase orders (preferably from the Govt. organizations) for whom similar supply has been made by the bidder in last three years else, your bid shall not be evaluated further.
- The quotations are liable to be rejected if any of the above condition is not complied.
- Printed condition of the tenders/quotations shall not be binding on us.
- The acceptance of the quotation will rest with the Director, Indian Institute of Science Education and research (IISER) Pune 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 reason.

**CERTIFICATE  
ON COMPANY LETTERHEAD**

**CERTIFICATE BY BIDDER- DPIIT REGISTRATION**

I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, / if from such a county, has been registered with the Competent Authority (copy of the Registration Certificate enclosed). I hereby certify that his bidder fulfils all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp  
Of the Bidder