

NOTICE INVITING TENDER (E-Procurement mode)
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
 (An Autonomous Institution, Ministry of Education, Govt. of India)
 Dr. Homi Bhabha Road, Pashan Pune – 411008.
 Tel: +91-020-25908017; Email: purchase@iiserpune.ac.in
 Website: www.iiserpune.ac.in

Tender Reference No: IISER/PUR/0318A/22

Date: 01/07/2022

Indian Institute of Science Education and Research, Pune invites online bid (e-tender) in single bid system for the following.

Item Description	Estimate Cost of Tender (Rs) .
Utility Lab Roll and Toilet Roll	3,58,000/-

The Tender Document can be downloaded from Central Public Procurement (CPP) Portal <https://eprocure.gov.in/eprocure/app> and bid is to be submitted **online only** through the E-procurement portal up to the last date and time of submission of tender.

Critical Dates of Tender

Sr. No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	01/07/2022	18:00 Hrs.
2	Bid Submission Start Date	01/07/2022	18:30 Hrs.
3	Bid Submission Close Date	15/07/2022	15:00 Hrs.
4	Opening of Bids	18/07/2022	14:00 Hrs.

No manual bids will be accepted. All quotation should be submitted in the E-procurement portal only

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 contact number for the helpdesk is 0120-4200462, 0120-4001002, 91-8826246593.

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CHAPTER-1. INVITATION FOR BIDS

1. Indian Institute of Science Education and Research, Pune invites online bids (e-tender) in single bid system for procurement of **Utility Lab Roll and Toilet Roll**. The Technical specifications are given in **Chapter 4: Schedule of Requirements, Specifications and Allied Technical Details**.

2. **Contact for information:**

Technical & Commercial contact:
Assistant Registrar (Stores & Purchase)
Indian Institute of Science Education and Research (IISER), Pune
Dr. Homi Bhabha Road, Pashan
Pune – 411 008, India
Tel: +91-020-2590 8246 / 8017
Email: purchase@iiserpune.ac.in
Website: www.iiserpune.ac.in

3. Supply means: "Supply".

4. Submission of Bid:

Bid Submission Start Date: 01/07/2022 from 18:30 Hrs
Bid Submission Close Date: 15/07/2022 up to 15:00 Hrs.
Opening of Bids: 18/07/2022 at 14:00 Hrs.

5. No manual bids will be accepted. All quotation should be submitted in the E-procurement portal only

6. The Offer should comprise of the following:

- (i) The offer should be complete to indicate that all products and services asked for are quoted.
- (ii) The purpose of certain specific conditions is to get or procure best items. for IISER, Pune. The decision of Purchase Committee shall be the guiding factor for selection of the responsive firms.
- (iii) Duly filled in Bid with proper seal and signature on each page of the bid should be submitted online and the same should accompany with complete specifications, Manufacturer's name, address and relevant Technical Literature / Brochures with warranty Terms.
- (iv) Agreements / Purchase Orders and Completion certificates if any, for similar works in other Institutes, the details of such supplies for the preceding three years should be given together with the prices eventually or finally paid.
- (v) Copy of GST No. and PAN Number allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration and a copy of NSIC registration wherever it is applicable should also be provided in bid.

- (vi) The prices should be shown against each item for the purpose of Insurance claims / replacements if any.
- (vii) Compliance sheet with any deviation with reference to the terms and specifications.
- (viii) The item should be supplied with manuals and the manuals including technical drawings should be complete in all respects to operate without any problem.
- (ix) Duly filled in checklist should be submitted along with tender.
- (x) The Bidders are requested to quote for Educational Institutional Price for Item's, since we are eligible for the same

Note: IISER Pune is requesting only Single Bid (Technical Specification and Price together) the Bidders must be extremely careful about the requirement mentioned in the tender and submit their quotes accordingly. Any shortfalls found during the tender evaluation such bids will be rejected without seeking any further clarifications from the bidders. Since it is a single bid any further clarification will cause/draw objections from other bidders.

All the bidders should quote their offer as per “Chapter - 5 Price Schedule” for uniformity.

7. Purchase Committee

The Purchase Committee will evaluate the tenders and may also nominate some external/expert members, in the interest of IISER, Pune.

8. Terms of the Purchase Committee

- (i) A committee duly constituted by the Director, IISER, Pune will go through the bids and recommend firms that are meeting all the specifications of the Tender. The recommendation/decision of the purchase committee is the final and binding on all the parties.
- (ii) Purchase Committee will proceed through Bids as defined in **Chapter 4 (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER, Pune will examine the information supplied by the Bidders, and shall evaluate the same as per the specifications mentioned in this tender.
- (ii) The purchase committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER, Pune.

9. Comparison of Responsive bids:

- (i) After opening the bids, the responsive offers will be tabulated with reference to the specification.

- (ii) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order subject to availability of funds.

10. Bid Evaluation :

Based on results of the Technical evaluation IISER, Pune evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation .

- a) IISER Pune shall correct arithmetical errors on the following basis :
 - (i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected .
 - (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above .
- b) Selling exchange rate/equivalent to Indian currency will be as on the date of bid opening in the case of single bidding and the rate on the date of opening of the priced bids in the case of two-part bidding .
- c) **The bids shall be evaluated on the basis of final landing cost as per format given in Price Schedule in case of import / indigenous items .**
- d) Where the price quoted on FOB/FCA and CIF/CIP basis are the same, the Contract would be made on CIF/CIP basis only .
- e) The Vague terms like “packing, forwarding, transportation..... etc. extra” without mentioning the specific amount/percentage of these charges will not be accepted. **Such offers shall be treated as incomplete and rejected .**
- f) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order .

11. No request for extension of due date will be considered under any circumstances.

12. No sub-contracting is allowed with regard to installation, warranty maintenance and after sales service.

13. The Director, IISER, PUNE reserves the right to accept the offer in full or in parts or reject summarily or partly.

CHAPTER-2: INSTRUCTIONS TO BIDDERS

Techno-Commercial Bid:

The techno commercial bid contains following documents.

- 1) Certificate by Bidder- DPIIT Registration as per Annexure-A
- 2) Previous Supply Order Format as per Annexure- 'B'
- 3) Bidder Information form as per Annexure- 'E'
- 4) Blacklist certificate as per Annexure- 'F'
- 5) List of deliverables as per Chapter- 4
- 6) Self-Attested copy of GST Number (as applicable)
- 7) Tender Terms & Conditions Acceptance signed with official seal is attached
- 8) Price bid should be submitted in PDF Format along with bill of material
- 9) Price bid should be submitted excel as per BOQ
- 10) Bidder should submit one sample of item in a sealed envelope at the following address before due date in accordance with the specifications and as per tender. No extension shall be accorded for supply of sample.**

Delivery Period / Timeliness

The deliveries must be completed **within 15 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.

Locations for the Supply / Services:

The **SUPPLY of Utility Lab Roll and Toilet Roll** covered by this document is required to be done at IISER Pune.

1. Eligible Bidders:

- 1.1 IISER, PUNE reserves the right to award / reject the order to any particular bidder without assigning any reason thereof.
- 1.2 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.3 Bidders should QUOTE strictly in accordance with the requirements.
- 1.4 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- 1.5 Firms which have already supplied to IISER, PUNE and have not completed required installation/after sales service/warranty replacements etc. such firms offer will not be considered for further evaluation and no enquiries thereafter will be entertained.
- 1.6 Conditional Offers will not be considered.
- 1.7 IISER, PUNE will not provide any accommodation/transportation for the engineers/ representatives for attending installation. It is the absolute responsibility of the supplier to make their own arrangements.

- 1.8 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.

2. **Amendment of Bidding Documents**

At any time prior to the deadline for submission of bids, IISER, PUNE may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.

PREPARATION OF BIDS

3. **Period of validity of bids**

- 3.1. Bids shall be valid for a period of **180 days** from the date of opening the bid.
- 3.2. IISER, PUNE may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify his bid.

AWARD OF CONTRACT

4. **Award Criteria**

- 4.1 IISER, PUNE shall award the contract to the technically eligible lowest bidder.
- 4.2 If more than one bidder happens to quote the same lowest price, IISER, PUNE reserves the right to award the contract to more than one bidder or any bidder.

5. **Purchaser's Right to vary Quantities at the time of Award**

IISER, PUNE reserves the right at the time of award of Contract to increase or decrease the quantity of items specified in the Schedule of Requirements without any change in price or other terms and conditions.

6. **Corrupt or Fraudulent Practices**

IISER PUNE requires that the bidders who wish to bid for this project have highest standards of ethics.

- 6.1. IISER, PUNE will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 6.2. IISER, PUNE may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract

7. **Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER PUNE's interpretation of the clauses shall be final and binding on all parties**

CHAPTER - 3: CONDITIONS OF CONTRACT

1. Price

For Goods manufactured in India Bidders Quoting in Indian Rupees (INR)

- (i) The price of the goods must be as per the BoQ.
- (ii) The price mentioned in BoQ must be inclusive of transportation, Insurance, loading and unloading and any other local service required for delivering the goods for the desired destination as decided by IISER Pune. Loading and unloading is strictly in vendor scope. IISER Pune will not provide any manpower support towards the same.
- (iii) The installation, commissioning and training charges (If any) must be mentioned as per the BoQ (if requested separately in BoQ) else the price quoted will be taken as inclusive of installation, commissioning and training.
- (iv) The institute will not be responsible in case of the bidders failing to include any of the above mentioned prices in their bid. The price mentioned in the BoQ will be final and the bidder has to comply with that, if awarded the tender.
- (v) Unloading of the goods at IISER Pune is strictly in the scope of the bidder, no manpower will be provided by IISER Pune.

2. Services

- 2.1. Details of services rendered as well as after-sales services offered by you are to be made clear in the tender.

3. Delivery Schedule

- 3.1. The bidders may please note that the delivery of the system should be strictly **within 15 days from the date of placement of firm order.**
- 3.2. Goods should not be dispatched until the Vendor receives a firm order.

4. Indemnity

The vendor shall indemnify, protect and save IISER, PUNE against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the item's supplied by him.

5. Freight & Insurance

The item's to be supplied will be insured by the vendor against all risks of loss or damage from the date of shipment till such time it is delivered at IISER, PUNE site.

6. Payment

PAYMENT TERMS-No advance payments are allowed under any circumstances.

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.

7. **Penalty for delayed Services / LD**

- 7.1. As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to. Otherwise the IISER will forfeit SD and also LD clause will be applicable /enforced.
- 7.2. If the supplier fails to Supply, install as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
- 7.3. IISER, PUNE reserves the right to cancel the order in case the delay is more than 10 weeks. Penalties, if any, will be deducted from the Security Deposit.

8. **Comparison of Bids**

The Purchaser shall compare all substantially responsive bids to determine the lowest evaluated bid.

11. Public Procurement (Preference to Make in India), Order 2017:

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.

a) IISER Pune shall compare all substantially responsive bids to determine the lowest valuated bid. 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 its subsequent amendments. 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.

b) As per the above order and its subsequent amendments “Local Content” means the amount of value added in India which shall be value of the item procured (excluding net domestic indirect taxes) minus the value of the imported content in the item (including all the custom duties) as a proportion of the total value, in percent. Accordingly, the suppliers will be classified in following categories.

- i) Class I local Supplier – has local content equal to more than 50%
- ii) Class II local Supplier – has local content more than 20% but less than 50%
- iii) Non –Local Supplier – has local content less than or equal to 20%

C) Verification of Local Content: The Class I Local Supplier /Class II Local Supplier/Non-Local Supplier at the time of bidding shall be required to indicate the percentage of local content and provide self-certification that the items offered meet the local content requirement. The details of the location(s) at which the local value addition is made also needs to be specified.

In case of procurement in excess of Rs.10 crores, the suppliers shall be required to provide the certificate from the statutory auditor or cost auditor of the company giving the percentage of local content.

The bidders can be debarred for a period up to two years as, per Rule 151(iii) of GFR 2017, in case of false declaration.

12. Requirement of registration: Vide Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

i. Any bidder from a country sharing a land border with India will be eligible to bid in this tender only if the bidder is registered with the Department for Promotion of Industry and Internal Trade (DPIIT).

ii. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.

iii. "Bidder from a country which shares a land border with India" for the purpose of this Order means:

- a) An entity incorporated, established or registered in such a country; or
- b) A subsidiary of an entity incorporated, established or registered in such a country; or
- c) An entity substantially controlled through entities incorporated, established or registered in such a country; or
- d) An entity whose beneficial owner is situated in such a country; or
- e) An Indian (or other) agent of such an entity; or
- f) A natural person who is a citizen of such a country; or
- g) A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

For details about registration procedures please visit the above mentioned OM. Mandatory documentary evidence regarding the bidder's registration with DPIIT is to be submitted along with the tender, failing which the tender shall be liable for rejection. Bidders are also requested to submit the Model Certificates as per Annexure-A for this tender as mentioned in the Ministry of Finance OM No. 6/18/2019-PPD dated 23rd July 2020.

13. Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Pune Jurisdiction only.

14. Force Majeure

IISER, PUNE may consider relaxing the penalty and delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

15. **Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty maintenance etc. shall be referred by either party (IISER, PUNE or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER, PUNE India. The jurisdiction of the courts shall be Pune, Maharashtra, India.

Assistant Registrar (Stores & Purchase)

CHAPTER 4

SCHEDULE OF REQUIREMENTS, SPECIFICATIONS & ALLIED TECHNICAL DETAILS

1. Utility Lab Roll - 1000 Rolls

Sheet Size: 190mmX300mm

Paper Grade: Recycled

Color: White

Ply: 1

GSM: 40/42 per ply

Core Size: 190X78 mm ID

Total Water Absorbency: 100-105 gm per GSM

Weight per roll including core : 2.100 kgs/ roll

MD Tensile: 1500-1900 gm/inch

2. Toilet Roll - 3600 Rolls

Sheet Size: 9.8X10 mm (+/- 2mm)

Paper Grade: Recycled

Color: White

Ply: 2

GSM: 17/18 per ply

Embossing: Pin Emboss

Core Size: 40-50mm ID

Water Absorbency: 12-18 seconds

Total Water Absorbency: 50-60 gram per GSM

Weight per roll including core: 200 gm

MD tensile: N/30 cm

Water Disintegration: 170-180 seconds

Note:

- 1) Bidder should submit the sample of above rolls on or before the due date.**
- 2) Quote received without sample summarily rejected.**
- 3) Order will be place on approval of sample by technical committee.**

CHAPTER-5 PRICE SCHEDULE

ALL THE BIDDERS SHOULD QUOTE THEIR OFFER IN FOLLOWING FORMAT FOR UNIFORMITY
PRICE SCHEDULE FOR GOODS – INR

Name of the Bidder _____

Tender No. _____

Sr. No	Item Description	Brand	Quantity	UoM	Basic Rate per unit	GST Rate (%)	GST Amount	Total Amount

Total Bid price in _____ in words.

Signature of Bidder :

Name :

Note:

**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 country, has been registered with the Competent Authority (copy of the Registration Certificate enclosed). I hereby certify that this bidder fulfils all requirements in this regard and is eligible to be considered.

Signature with Date and Stamp
Of the Bidder

PREVIOUS SUPPLY ORDERS FORMAT.

Name of the Firm _____

Order placed by <i>{Full address of Purchaser}</i>	Order No. and Date	Description and quantity of ordered item	Value of order	Date of completion of delivery as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any and justification for price difference of their supply order & those quoted to us.	Has the item been installed satisfactorily?	Contact Person along with Telephone no., Fax no. and e-mail address.

Note: Purchase orders (preferably from the Govt. organizations) for whom similar supply has been made by the bidder in last three years.

Signature and Seal of the Manufacturer/ bidder

Place:

Date:

BIDDER INFORMATION FORM

Company Name : _____
 Registration Number : _____
 Registered Address : _____

 Name of Partners /Director : _____

 City : _____
 Postal Code : _____
 Company's Establishment Year: _____
 Company's Nature of Business : _____

Company's Legal Status (tick on appropriate option)

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

CONTACT DETAILS

Contact Name : _____
 Email Id : _____
 Designation : _____
 Phone No : (_____) _____
 Mobile No : _____

BANK DETAILS

Name of Beneficiary : _____
 A/c. No. CC/CD/SB/OD: _____
 Name of Bank : _____
 IFSC NO. (Bank) : _____

Enclose scan copy of cancelled Cheque.

Branch Address and Branch Code: _____

Other Details

Vendor's PAN No. _____

Vendor's GST No: _____X

CERTIFICATE
(to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Checklist for BIDDERS

BIDDERS to indicate whether the following are enclosed/mentioned by striking out the non-relevant option.

Envelope-1 Packet-1: Technical-Bid (Following documents to be provided as single PDF file)				
Sl. No.	Content	File Types	Document Attached	Please Fill page no's for respective document
1	Certificate By Bidder- DPIIT Registration as per Annexure-A	.PDF	(Yes /No)	
2	Previous Supply Order Format as per Annexure-'B'	.PDF	(Yes /No)	
3	Bidder Information form as per Annexure-'E'	.PDF	(Yes /No)	
4	Blacklist certificate as per Annexure-'F'	.PDF	(Yes /No)	
5	List of deliverables as per Chapter- 4	.PDF	(Yes /No)	
6	Self-Attested copy of GST Number (as applicable)	.PDF	(Yes /No)	
7	Tender Terms & Conditions Acceptance signed with official seal is attached	.PDF	(Yes /No)	
Envelope-1 Packet-2 : Detailed Breakup of price bid with bill of material				
1	Price bid should be submitted in PDF Format along with bill of material	.PDF	(Yes/No)	
Envelope-1 Packet-3 : BOQ				
1	Price bid should be submitted in excel format as per BOQ	.Excel	(Yes/No)	

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHO'S BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer