

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/0524/22
	Date	04/07/2022

Dear Sir /Madam,

Subject: REQUEST FOR QUOTATION

DUE DATE: 11/07/2022

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**

S. No:	Description of Material	Quantity
1.	<u>Chemistry Lab Journal with 4-Page Index with:</u> <ul style="list-style-type: none"> Boiling Point, Physical Constant, Solvent Miscibility Table, Select Solvent Properties and Periodic table Paper: 100 GSM Paper Total Page:110 Worksheets Numbers 1 – 100 (As Per Sample) IISER logo on Front Cover Binding: Double Puttha & Book Binding Cloth Title Color Green 	400 Nos
2.	<u>Chemistry Lab Journal with 4-Page Index with:</u> <ul style="list-style-type: none"> Boiling Point, Physical Constant, Solvent Miscibility Table, Select Solvent Properties and Periodic table Paper: 100 GSM Paper Total Page:60 Worksheets Numbers 1 – 50 (As Per Sample) IISER logo on Front Cover Binding: Double Puttha & Book Binding Cloth Title Color Blue 	400 Nos
1. Quotation received after due date will not be considered at all 2. Fax/Telex Quotation will not be considered. 3. Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation. 4. We do not accept the advance payment terms or through bank against documents.		Yours Faithfully Sd/- Assistant Registrar (S&P)

TERMS AND CONDITIONS FOR ENQUIRY.

1. Each quotation should be SEALED and mention the ENQUIRY NO: DATE and DUE DATE.
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. The Director, IISER Pune is Direct Demanding Officer of the Directorate General of Supplies and Disposals. In case any of the items mentioned in the enquiry is on the current rate-running contract list, please quote the DGS&D rate, the contract reference and also send the copy of the rate contract
5. Break up of individuals cost of items should be provided.
6. The price quoted may be indicated as below:
 - a) For Outstations firms- **FOR IISER Pune/FOR destination basis**
 - b) For Local firms: **Free delivery at IISER Pune**
7. 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.
8. **Delivery Period / Timeliness**
The deliveries & installation must be **completed within 30 days, after placement of purchase order / Opening of LC**. 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.
9. Specific mention should be made whether delivery will be ex-stocks or stores will have to be imported or obtained from the works and how much time will be required for delivery after receipt of the order. The Delivery time will have to be strictly adhered to in case an order is placed against your offer.
10. 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.
11. The **RATE OF GST** should be clearly indicated wherever chargeable.
12. **Penalty for delayed Services / LD**
 - 12.1. 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.
 - 12.2. 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.
13. 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.

14. We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.
15. Payment will be made directly to the suppliers by NEFT/RTGS 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.
16. The quotations are liable to be rejected if any of the above condition are not complied with Printed condition of the tenders/quotations shall not be binding on us.
17. 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.