

**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/0515/25

Date:

11/09/2025

**Sir/Madam,**

**Subject: REQUEST FOR QUOTATION DUE DATE :- 25/09/2025**

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.	Micro Ellipsometer Module (as per attached specifications)	As per attached specifications
<ol style="list-style-type: none"><li>Quotation received after due date will not be considered at all</li><li>We do not accept the advance payment terms or through bank against documents.</li></ol>		Sd/- Sr. Assistant Registrar (S&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 upto 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 180 days from the date of opening of the quotations/tenders
4. OEM Authorization should be submitted with the bid.
5. Break up of individuals cost of items should be provided.
6. 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.
7. 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.
8. **Delivery Period / Timeliness**  
The deliveries & installation must be completed within 60 days, after placement of purchase order/after 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. **Penalty for delayed Services / LD**
  - 8.1. 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.
  - 8.2. **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.**
  - 8.3. 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
10. **The price criteria should be on F.O.R., IISER PUNE. Govt. Levies like GST. if any, shall be paid at actual rates applicable on the date of delivery. Rates should be quoted accordingly giving the basic price, GST, if any.**
11. 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.

12. **Security Deposit:**

- 11.1 **After the award of contract, the vendor shall furnish a Security Deposit amounting to 5% of the purchase order value in the form of Demand Draft/Bank Guarantee (from scheduled Bank only) favoring the Director, Indian Institute of Science Education and Research, Pune.**
- 11.2 The IISER will forfeit the 5% security deposit if vendor fails to execute the order as per the Purchase Order. This Security Deposit will be refunded to the vendor only on successful installation of the EQUIPMENT / SYSTEM.
- 11.3 The Security Deposit should be valid for a period of warranty period as we plan to extend the same as Performance Bank Guarantee. Any future change in the rate of performance security will be considered as per government norms.

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

**Modes of Payment**

A) IMPORT

Letter of Credit will be established for 100% order value excluding the Agency Commission due to the Indian Agents, 90% payment shall be made by a, against the presentation of original Shipping documents. Balance 10% will be released after completion of satisfactory installation, commissioning, demonstration of the whole system, after imparting training and upon receipt of Bank Guarantee for 10% of total Order value towards performance security to be valid for till warranty period from the date of installation.

OR

By Wire Transfer for 100% of the Purchase Order value on receipt of goods and completion of satisfactory installation, commissioning, demonstration of the whole system, after imparting training and on submission of 5% Security Deposit/PBG valid till warranty period.

**The payment of local currency portion shall be payable in Indian Rupees, within 30 days after the receipt of the equipment in good condition and after satisfactory installation and commissioning and demonstration.**

The Agency Commission to the Indian Agent will be paid in INR only after successful installation, commissioning and satisfactory demonstration and acceptance of the items ordered for by the end user

14. 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.

15. 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.

16. **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.

17. 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.
18. The quotations are liable to be rejected if any of the above condition is not complied.
19. Printed condition of the tenders/quotations shall not be binding on us.
20. 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.

### **Specifications : IISER/PUR/0515/25**

A Micro Ellipsometer module is required to be built to couple to our existing EMCCD-based UV/visible spectrometer attached to Thorlabs Inc. cage system. Therefore, module must be compatible with the Thorlabs' cage system so that they could be integrated with the existing system. Only Thorlabs Inc. builds this module.

This module is created using the following components. All components are required. A delivery with even a single missing component will not be accepted.

### **Specifications**

Part Number	Item	Qty.
B1C/M	Blank Cover Plate Metric	2
B2C	SM1-Threaded Cover Plate	2
B3C/M	Fixed Cage Cube Platform for C4W/C6WR Metric	2
B4C/M	Kinematic Cage Cube Platform for C4W/C6WR Metric	2
C4W	30 mm Cage Cube	2
KB25/M	Complete 25 mm x 25 mm Kinematic Base Top and Bottom Plates M4 Counterbores	1
WP10	Wollaston Prism 20° Beam Separation 350 nm - 2.3 $\mu$ m Uncoated Calcite	1
CM1-CC	Cage Cube Connector for Compact 30 mm Cage Cubes	2
B6C	30 mm Cage Cube Clamp	2
BSW26	Ø1" 50:50 UVFS Plate Beamsplitter Coating: 350 - 1100 nm t = 5.0 mm	3
AC254-050-AB-ML	f = 50.0 mm Ø1" Achromatic Doublet SM1-Threaded Mount ARC: 400 - 1100 nm	1
AC254-075-AB-ML	f = 75.0 mm Ø1" Achromatic Doublet SM1-Threaded Mount ARC: 400 - 1100 nm	1
AC254-100-AB-ML	f = 100.0 mm Ø1" Achromatic Doublet SM1-Threaded Mount ARC: 400 - 1100 nm	1
CRM1PT/M	Precision Cage Rotation Mount with Micrometer Drive Ø1" Optics M4 Tap	3
BSN10	Ø1" 10:90 (R:T) UVFS Plate Beamsplitter Coating: 400-700 nm t = 5 mm	1
CCT12	Compact Spectrometer NIR 500 - 1000 nm <0.6 nm Resolution	2
AHWP10M-580	Ø1" Mounted Quartz Zero-Order Achromatic Half-Wave Plate SM1-Threaded Mount 350 - 850 nm	1
AQWP10M-580	Ø1" Mounted Quartz Zero-Order Achromatic Quarter-Wave Plate SM1-Threaded Mount 350 - 850 nm	1
B5CT2	Ø1" Optic Mount with SM1-Threaded Bore for 30 mm Cage Cube Mounts Optics up to 6.3 mm Thick	2

C6WR	30 mm Cage Cube Ø6 mm Through Holes	2
KCB1E/M	Right-Angle Kinematic Elliptical Mirror Mount with Tapped Cage Rod Holes 30 mm Cage System and SM1 Compatible M4 and M6 Mounting Holes	2
PFE10-G01	1" Protected Aluminum Elliptical Mirror 450 nm - 20 µm	2
KCB1C/M	Right-Angle Kinematic Mirror Mount with Smooth Cage Rod Bores 30 mm Cage System and SM1 Compatible M4 and M6 Mounting Holes	1