

### 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/1383/25

Date

30/10/2025

Sir/Madam,

**Subject: REQUEST FOR QUOTATION DUE DATE: 03/11/2025**

Please send your Principal quotation by email 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                                                                                                                                                                                                                                                              | Autogrid compatible cryo grid box M-CEM-7AGB                | 50                                                              |
| 2                                                                                                                                                                                                                                                              | CryoEM ICB34 Complete Grid storage and shipping puck system | 1                                                               |
| 3                                                                                                                                                                                                                                                              | M-CEMG2-CSK1-34                                             | 2                                                               |
| 4                                                                                                                                                                                                                                                              | Autogrid cassette puck M-CEM-AGC-P1                         | 1                                                               |
|                                                                                                                                                                                                                                                                | Cassette loading station insert M-CEM-AGC-PLSI1             |                                                                 |
| <ol style="list-style-type: none"> <li>Quotation received after due date will not be considered at all</li> <li>/Fax/Telex Quotation will not be considered.</li> <li>We do not accept the advance payment terms or through bank against documents.</li> </ol> |                                                             | <p><b>Sd/-</b><br/><b>Sr. Assistant Registrar (S&amp;P)</b></p> |

### TERMS AND CONDITIONS FOR ENQUIRY

1. Quotation should be submitted on or before the due date through email.
2. Your offer should be valid for a period of 180 days from the date of opening of the quotations/tenders
3. OEM Authorization should be submitted with the bid.
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.
7. **Delivery Period / Timeliness**  
The deliveries & installation must be completed within 30 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.
8. **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.**
9. **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.**
10. 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

11. **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.

OR

**Inland Letter of Credit will be established for 100% order value, 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.**

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.

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.

**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

12. 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.

13. **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.

14. 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.
15. The quotations are liable to be rejected if any of the above condition is not complied.
16. 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.