

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/1595/25

Date

27/11/2025

Sir/Madam,

Subject: REQUEST FOR QUOTATION DUE DATE: 04/12/2025

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.	Menstrual Hygiene Management service at IISER Pune - Installation of 75 bins <u>Scope of Work</u> 1. Installation of Manual 75 Bins at IISER Pune. 2. The waste collection should be done twice in a month (Every 15 days). 3. The bins should store used pads without any odors or infection issues. 4. NABL and MPCB certification for hygiene solution. 5. Technical and maintenance assistance with a 24 hr turnaround time. Note: 2 orders should be attach (preferably from the Govt. organizations) for whom similar services has been made by the bidder in last three years.	75 Bins
1.	Quotation received after due date will not be considered at all	Yours Faithfully Sd/- Sr. Assistant Registrar (S&P)
2.	Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation.	
3.	We do not accept the advance payment terms or through bank against documents.	

TERMS AND CONDITIONS FOR ENQUIRY

Category of Suppliers invited for this Tender

Class I local Supplier – has local content equal to more than 50%

Class II local Supplier – has local content more than 20% but less than 50%

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. 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. **Penalty for delayed Services / LD**
 - 6.1. As time is the essence of the contract, Service 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.
 - 6.2. **If the supplier fails to execute the contract as per the order within the due date, the Supplier is liable to pay liquidated damages of 0.5% 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.**
 - 6.3. 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
7. **We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.**

Mode 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.

8. 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.

9. **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.
10. **Service orders (preferably from the Govt. organizations) for whom similar service has been made by the bidder in last three years.**
11. The quotations are liable to be rejected if any of the above condition is not complied.

12. **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.**
13. Printed condition of the tenders/quotations shall not be binding on us.
14. 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.