

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/2416/25
	Date	23/03/2026

Sir/Madam,

Subject: REQUEST FOR QUOTATION DUE DATE: 30/03/2026

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.	5-layer Glass Display Cabinet- Glass cabinet - black background dimensions 6' (L) x 4' (B) x 9" (W) Number of Shelves - 5)	04 Nos
2.	(5-layer Glass cabinet – both sides glass dimensions 6' (L) x 4' (B) x 18" (W) Number of Shelves - 5)	01 Nos
3.	(5-layer Glass cabinet – black background dimensions 4' (L) x 30" (B) x 9" (W) Number of Shelves - 4) Glass specifications: 8mm for sides & 10 mm glass for shelves Quality - tempered hardened Brand - Hawk Note: 2 Purchase orders should be attach (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.	01 Nos
1.	Quotation received after due date will not be considered at all.	Deputy 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.

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 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.
9. **Penalty for delayed Services / LD**
 - 9.1. 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.
 - 9.2. **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 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.**
 - 9.3. 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. **We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.**

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

A) INDIGENIOUS

Inland Letter of Credit will be established for 100% order value, 90% payment shall be made by us, against the presentation of original Shipping documents. Balance 10% will be released after completion of satisfactory installation and commissioning of the whole system and upon receipt of Bank Guarantee for 5% of total Order value towards performance security to be valid for till warranty period from the date of installation.

OR

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.

B) 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 5% 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

13. **WARRANTY**

The items covered by the schedule of requirement shall carry minimum **Six Months on the equipment/item comprehensive warranty after installation** from the date of acceptance of the equipment by IISER, PUNE. Warranty shall include free maintenance of the whole equipment supplied including free replacement of parts. The defects, if any, shall be attended to on immediate basis but in no case any defect should prolong for more than 24 hours. The comprehensive warranty includes onsite warranty with parts.

The defects, if any, during the guarantee/warranty period are to be rectified free of charge by arranging free replacement wherever necessary. This includes cost, insurance, freight, custom duty & Clearance octroi, local taxes if any should be borne by the beneficiary or his agent. A clear confirmation should be given for this item.

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. **Certificate By Bidder- DPIIT Registration should be submit along with quote As Per Annexure-A**
17. **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.
18. **Self-Declaration by the bidder As per Annexure -'G' should be submit along with quote that the items offered meet the local/Non local content requirement in pursuance of Public Procurement Preference to Make in India, Order 2017**
19. 2 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.
20. The quotations are liable to be rejected if any of the above condition is not complied.
21. Printed condition of the tenders/quotation shall not be binding on us.
22. 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.

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

Signature with Date and Stamp
Of the Bidder

**DECLARATION OF LOCAL CONTENT
AND AVAILABILITY/COMPLIANCE OF EQUIPMENT**

(To be given on company’s letter head - For equipment value below Rs.10 crores)
(To be given by Statutory Auditor/Cost Auditor/Cost Accountant/CA for equipment value above
Rs.10 crores)

Date: _____

To,
The Director
Indian Institute of Science Education and Research Pune
Dr.Homi Bhabha Road, Pashan
Pune-411008

Sub: Declaration of Local content and availability/compliance of equipment

Item No.	Name of equipment	Currency (must be INR)	Local content %	Country of Origin	Comply/capable to provide (yes/no)
1					
2					
3					
4					

“Local Content” means the amount of value added in India which shall, be the total value of the item being offered minus the value of the imported content in the item (including all customs duties) as a proportion of the total value, in percent.

“*False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”

**Yours faithfully,
(Signature of the Bidder, with Official Seal)**