

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/0835/21

Date

08/09/2021

Sir/Madam,

**Subject: REQUEST FOR QUOTATION DUE DATE: 20/09/2021**

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](mailto:purchase@iiserpune.ac.in)

S.No:	Description of Material	Quantity
1.	Service educloud Agreement Part No AAA – 73019  <b>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.</b>	200
<ol style="list-style-type: none"><li>1. Quotation received after due date will not be considered at all</li><li>2. /Fax/Telex Quotation will not be considered.</li><li>3. Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation.</li><li>4. We do not accept the advance payment terms or through bank against documents.</li></ol>		<b>Yours Faithfully</b>  <b>Salim Shaikh</b>

**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 60 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. **Delivery Period / Timeliness**  
The deliveries & installation must be completed within 45 days, after placement of purchase order. 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.
7. The RATE OF GST should be clearly indicated wherever chargeable. For Research Related Item the GST will be 5% and the Certificate to the effect will be provided along with the PO.
8. **Security Deposit:**
  - 7.1 Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 3% 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.
  - 7.2 The IISER will forfeit the 3% 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.
  - 7.3 The Security Deposit should be valid for a period of warranty period as we plan to extend the same as Performance Bank Guarantee.
9. 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.

10. **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.

11. 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.

12. **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.

13. **Purchase orders (preferably from the Govt. organizations) for whom similar supply has been made by the bidder in last three years.**

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

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. **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**

18. Printed condition of the tenders/quotations shall not be binding on us.

19. 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.”

**Bidder must provide authorization letter from OEM to participate in bid.**

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