

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/0272/20

Date

24/07/2020

Sir/Madam,

Subject: REQUEST FOR QUOTATION DUE DATE: 30/07/2020

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)	Wacom Intuos CTL6100WL	60 Nos
2)	Wacom CTL4100	60 Nos
Note: Purchase order will be placed for one model only		

1. Quotation received after due date will not be considered at all
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.

Yours Faithfully



Salim Shaikh

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 3.00 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 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. 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. **The deliveries & installation must be completed within 7 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.**
8. The Quotation should have the following
 - Prices eventually or finally paid in case you have supplied similar or identical equipment to other IISER institutes in the preceding 3 years
 - Details of services to be rendered by you.
9. **Security Deposit:**
 - 9.1 Within fifteen (15) days of the award of contract, the vendor shall furnish a Security Deposit amounting to 10% 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.
 - 9.2 The IISER will forfeit the 10% 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.
 - 9.3 The Security Deposit should be valid for a period of warranty period as we plan to extend the same as Performance Bank Guarantee.
10. **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 wire transfer for 100% of the Invoice value after receipt of the goods in our Stores, 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. **WARRANTY**

The items covered by the schedule of requirement shall carry minimum **One year 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.

12. Please provide a compliance table with your quotation in the following format:

Item	Specification asked	Specification Quoted for	Departure and remarks
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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. The quotations are liable to be rejected if any of the above condition is not complied.

14. **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.

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

16. 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.