



ENQUIRY

Google	All Communications to be addressed to The Director IISER PUNE for the attention of INCHARGE S & P FOR DIRECTOR	
	Tender Enquiry No:	IISER/PUR/0696/21
	Date	20/08/2021

Sir/Madam,

Subject: REQUEST FOR QUOTATION DUE DATE: 27/08/2021

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

Sr.No.	Description of Material	Quantity
01	Upgrade G suite for education basic licenses to G suite enterprise for education licenses for faculty. 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.	180 No's.

1. Quotation received after due date will not be considered at all
2. /Fax/Telex Quotation will not be considered.
3. Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation.
4. We do not accept the advance payment terms or through bank against documents.

Yours Faithfully

Sd/-

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 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. 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 **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. **We do not accept advance payment terms or payment against documents. See below details of accepted payment terms.**

Modes of Payment

i) 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.

OR

ii) By Irrevocable Letter of Credit for 100% of the Invoice value. However, 90% of the Invoice value will be paid on presentation of original shipping documents to our bankers and balance 10% will be paid after receipt of material and acceptance of the goods at IISER Pune.

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. 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.
11. The quotations are liable to be rejected if any of the above condition are not complied.
12. Printed condition of the tenders/quotations shall not be binding on us.
13. 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.