

**NOTICE INVITING TENDER**

**भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे**

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH**

An Autonomous Institution, Ministry of Human Resource Development, Govt. of India

**Dr. Homi Bhabha Road, Pashan Pune – 411008.**

**Tel: +91-020-25908017; Fax: +91-020-20251566**

**Website: [www.iiserpune.ac.in](http://www.iiserpune.ac.in)**

**Tender Enquiry No: IISER/PUR/0960/19**

**Date: 22/11/2019**

IISER Pune invite tender for the following.

Brief Details of Tender:

<b>Item Description</b>	<b>Estimated cost of tender</b>	<b>EMD (Rs).</b>	<b>Tender Fee (inclusive of all GST @18%) (Rs.)</b>
Supply of Mattress and Linen set on rental basis at IISER Pune	10,00,000/-	20,000/-	1,180/-

**Critical Dates of Tender**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1	Date of Publication of tender on Institute website	22/11/2019	18:00 Hrs.
2	Bid Submission Start Date	22/11/2019	15:00 Hrs.
3	Bid Submission Close Date and Time	28/11/2019	17:00 Hrs.
4	Opening of Bids	29/11/2019	11:00 Hrs.

Quotation should be SEALED and should mention the Enquiry Number, Date of the Enquiry and Due Date on the envelope.

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## Chapter 1

### INVITATION FOR TENDER OFFERS

**Indian Institute of Science Education and Research (IISER), Pune intends to invite tender for  
Supply of Mattress and Linen set on rental basis at IISER Pune**

1. The BIDDERS are requested to give detailed tender in single bid

#### 2. TIME SCHEDULE

Sr.No.	Particulars	Date	Time
1	Date of Online of tender on Institute website	22/11/2019	18:00 Hrs.
2	Bid Submission Start Date	22/11/2019	15:00 Hrs.
3	Bid Submission Close Date and Time	28/11/2019	17:00 Hrs.
4	Opening of Bids	29/11/2019	11:00 Hrs.

#### 3. AVAILABILITY OF TENDER:

The tender document can be downloaded from <http://www.iiserpune.ac.in/links/tender-notices-and-eoi>.

The envelope which will contain all documents as mentioned in check list. The bid should be superscribed with our Tender Inquiry No **IISER-PUR-0960-19 due on 28.11.2019** and is to be submitted to the address given below so as to reach on or **before 05.00 PM on 28.11.2019**

**Director**

**Kind Attn: Assistant Registrar (S&P)**

**Indian Institute of Science Education and Research (IISER) Pune**

**Dr. Homi Bhabha Road, Pashan**

**Pune 411 008, India**

**Phone: 020-2590 8017/8245**

**Email: [purchase@iiserpune.ac.in](mailto:purchase@iiserpune.ac.in)**

**The envelopes must be superscribed with the following information:**

**Tender Reference Number:**

**Due Date:**

**Name of the Vendor:**

#### 4. TENDER FEE & EARNEST MONEY DEPOSIT DETAILS

- A. **Tender Fee of Rs. 1,180/- (Rupees One thousand one hundred and eighty only)** in the form of Demand Draft from Nationalized/scheduled bank in favor of The Director, IISER Pune along with the bid.
- B. **EMD of Rs. 20,000/-(Rupees Twenty Thousand only)** in the form of Demand Draft, in favor of Director, IISER, Pune valid for 60 days from the date of opening of the tender to be submitted as a part of compliance to the bid.

Bids would be summarily rejected, if **EMD & tender fee are not submitted** within stipulated date / time. IISER Pune shall not be responsible for any postal delay for delayed receipt of EMD & Tender Fee before Tender closing date.

#### Note:

- (i) No request for extension of due date will be considered under any circumstances.

## **CHAPTER - 2 : CONDITIONS OF CONTRACT & SCOPE OF WORK**

### **Scope of work & Quote should include:-**

1. Supply of above items (Washed & Hygienic) on rent including Loading, Unloading, Transportation (both ways-Delivery and Collection from Institute Site) admissible taxes and insurance to cover damage.
2. In case more than one supplier quoting same price, Institute reserve its right to give order to only one supplier or split the order.
3. Further, Institute reserves its right to negotiate price with the supplier who have quoted lowest price.
4. Order may be placed on multiple suppliers depending upon the price quoted by the supplier for Mattress and Linen Set.
5. Having been notified of the defects after supply, agency has to supply required replacement within 4 hours or in time limit given by the Institute official.
6. Requirement of hiring of given items is for 7 to 8 days. Quantity indicated is approximate and may vary
7. Delivery of Mattresses & Linen Set will be in two stages:
  - a. 485 on December 7<sup>th</sup> - Around 12.00 noon
  - b. 631 on December 8<sup>th</sup> - Around 09.30 a.m.This will be confirmed once again before delivery.  
Collection of all sets on December 15, 2019.
8. Institute authorities will inspect the samples of the Mattress & Line Set before finalizing the order.
9. Supplier shall submit bill after the completion of order which shall be settled in two weeks. No advance payment shall be made.

## 1. Indemnity

The vendor shall indemnify, protect and save IISER Pune against all claims, losses, costs, damages, expenses, action suits and other proceeding, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the services provided by them.

## 2. Payment

- a) No advance payments are allowed under any circumstances.
- b) Payment will be made directly to the vendor by RTGS/NEFT after completion of the work.

## 3. Delayed Services

IISER Pune reserves the right to cancel the work order.

## 4. Jurisdiction

The disputes, legal matters, court matters, if any, shall be subject to Pune Jurisdiction only.

## 5. Force Majeure

IISER Pune may consider relaxing the delivery requirements, as specified in this document, if and to the extent that the delay, in performance or other failure to perform its obligations under the Contract, is the result of a Force Majeure.

Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.) acts of states, the direct and indirect consequences of wars (declared or undeclared) hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises.

## 6. Fraud and Corruption:

The IISER Pune requires that bidders, suppliers, contractors and consultants, if any, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy,

(a) The terms set forth below are defined as follows:

- (i) **“Corrupt practice”** means the offering, giving, receiving, or soliciting, directly or in directly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (ii) **“Fraudulent practice”** means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (iii) **“Collusive practice”** means a scheme or arrangement between two or more bidders, designed to establish bid prices at artificial, noncompetitive levels; and
- (iv) **Coercive practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

(b) The IISER Pune will reject a proposal for award if it determines that Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent collusive or coercive practices in competing for the Contract in question.

## 7. IISER Pune Right to vary Quantities at the time of Award:

The IISER Pune reserves the right at the time of Contract award to increase or decrease the quantity of goods and services originally specified in the tender document without any change

in its' unit price or other terms and conditions. Further, at the discretion of the IISER Pune, the Quantity of equipment in the contract may be enhanced by 30% within the delivery period or the number of days for which the equipment is to be hired may be reduced by 30%.

**8. Interpretation of the clauses in the Tender Document / Contract Document**

In case of any ambiguity / dispute in the interpretation of any of the clauses in this Tender Document, **Director, IISER, PUNE's interpretation of the clauses shall be final and binding on all parties.**

**9. Language of Bids:**

All bids and supporting documentation shall be submitted in English and should be clear, free from jargons and unambiguous words or phrases requiring interpretation.

**10. One Bid per Bidder:**

Bidder shall submit only one bid. A bidder, who submits or participates in more than one bid, will be disqualified.

**11. Late Bids:**

IISER, PUNE will not be responsible:

1. For delayed / late quotations submitted / sent by post / courier etc.

2. For submission / delivery of quotations at wrong places other than the

Purchase section of IISER, Pune. Fax / E-mail / Telegraphic / Telex tenders will not be considered.

Any bid inadvertently received by IISER, PUNE after the deadline i.e. due date & time for submission of bids, will not be accepted and returned unopened to the BIDDER.

**12. Right to accept any bid or reject all bids:**

IISER Pune reserves the right to accept or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action. If the bidder, as individual or as a partner of partnership firm, expires after the submission of his bid but before award of services, IISER Pune shall deem such bid as invalid. All direct and indirect costs associated with the preparation and submission of bid (including but not limited to clarification meetings and site visit, if any), shall be to Bidder's account and IISER Pune will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**13. Arbitration**

All disputes of any kind arising out of supply, commissioning, design, development, provision of services, acceptance, audit, warranty, annual maintenance etc. shall be referred by either party (IISER Pune or the bidder) after issuance of 30 days' notice in writing to the other party clearly mentioning the nature of dispute to a single arbitrator acceptable to both the parties. The venue for arbitration shall be IISER Pune, India. The jurisdiction of the courts shall be Pune, Maharashtra, India.

**Sd/-**  
**Assistant Registrar (Stores & Purchase)**

### **CHAPTER - 3 : Bidders' Eligibility Criteria**

1. Bidder Company/Firm should have a Permanent Account Number (PAN). Copy of PAN Card to be enclosed.
2. Company/Firm black listed by Govt State/Central Govt./PSUs/Autonomous Bodies/ Banks are not eligible to Bid. If at any stage of bidding process, such information comes to knowledge of the institute, IISER Pune shall have right to reject the bid, as the case may be, without any compensation to the bidder.

**CHAPTER - 4 : Schedule of Requirements Specifications**

<b>Sr</b>	<b>Linen Set</b>	<b>Details</b>	<b>Approximate Quantity</b>
1	Cotton / Polyester Bed Sheet	Size 7 X 4 Feet or more	1125
2	Cotton filled Pillow with good quality fabric and Cotton Pillow Cover	Size 2 X 1 Feet or more	
3	All season blanket (smooth)	Size 5 X 7 Feet or more	
4	Solapuri Chadar / Equivalent	Size 5 X 7 Feet or more	

<b>Sr</b>	<b>Mattress</b>	<b>Size</b>	<b>Approximate Quantity</b>
1	Cotton / Foam filled Mattress with good quality fabric cover	Size 6 X 3 Feet X 3 to 4 Inch height.	1125



## Chapter – 5: Price Schedule

**Scope of Work:** Supply of following items (Washed / Hygienic) on rent including Loading, Unloading, Transportation (both ways-Delivery and Collection - Institute Site), admissible taxes and insurance to cover damage.

Sr	Mattress	Size	Estimated total Requirement	Price per mattress, per day including applicable taxes in figure and in words
1	Cotton / Foam filled Mattress with good quality fabric cover	Size 6 X 3 Feet X 3 to 4 Inch height.	1125	Rs. _____ (Rupees _____)

Sr	Linen Set	Details	Estimated total Requirement	Price per Set, per day including applicable taxes in figure and in words
1	Cotton / Polyester Bed Sheet	Size 7 X 4 Feet or more	1125 Sets	Rs. _____ (Rupees _____)
2	Cotton filled Pillow with good quality fabric and Cotton Pillow Cover	Size 2 X 1 Feet or more		
3	All season blanket (smooth)	Size 5 X 7 Feet or more		
4	Solapuri Chadar / Equivalent	Size 5 X 7 Feet or more		

- In case more than one supplier quoting same price, Institute reserve its right to give order to only one supplier or split the order.
- Further, Institute reserves its right to negotiate price with the supplier who have quoted lowest price.
- Order may be placed on multiple suppliers depending upon the price quoted by the supplier for Mattress and Linen Set.
- Having been notified of the defects after supply, supplier has to supply required replacement within 4 hours or in time limit given by the Institute official.
- Requirement of items is for 7 to 8 days. Quantity indicated is approximate and may vary
- Delivery of Mattresses & Linen Set will be in two stages (485 on December 7th around 12.00 noon and 631 on December 8th - Around 09.30 a.m. ).  
This will be confirmrd once again before delivery.
- Collection of all sets on December 15, 2019 from Institute site.
- Institute authorities will inspect the samples of the Mattress & Linen Set before finalizing the order.
- Supplier shall submit bill after the completion of order which shall be settled in two weeks. No advance payment shall be made.

(Signature \_\_\_\_\_)

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Seal of the Organization

Date : \_\_\_\_\_

**BIDDER INFORMATION FORM**

Company Name : \_\_\_\_\_  
Registration Number : \_\_\_\_\_  
Registered Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Name of Partners /Director : \_\_\_\_\_  
\_\_\_\_\_  
City : \_\_\_\_\_  
Postal Code : \_\_\_\_\_  
Company’s Establishment Year : \_\_\_\_\_  
Company’s Nature of Business : \_\_\_\_\_

Company’s Legal Status (tick on appropriate option )

- 1) Limited Company
- 2) Undertaking
- 3) Joint Venture
- 4) Partnership
- 5) Others

Company Category

- 1) Micro Unit as per MSME
- 2) Small Unit as per MSME
- 3) Medium Unit as per MSME
- 4) Ancillary Unit
- 5) SSI
- 6) Others

**CONTACT DETAILS**

Contact Name : \_\_\_\_\_  
Email Id : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Phone No : ( \_\_\_\_\_ ) \_\_\_\_\_  
Mobile No : \_\_\_\_\_

**BANK DETAILS**

Name of Beneficiary : \_\_\_\_\_  
A/c. No. CC/CD/SB/OD: \_\_\_\_\_  
Name of Bank : \_\_\_\_\_  
IFSC NO. (Bank) : \_\_\_\_\_

Branch Address and Branch Code: \_\_\_\_\_  
\_\_\_\_\_

**Other Details**

Vendor’s PAN No. \_\_\_\_\_

Vendor’s CST No/LST No/WCT No/TIN No: \_\_\_\_\_ x

**IMPORTANT NOTICE**

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS HEREIN CONTAINED. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. IISER PUNE WILL PROCESS THE TENDER AS PER IISER PUNE STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BE BOUND TO ACCEPT THE LOWEST TENDER. IISER PUNE WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHOSE BIDS ARE REJECTED.

I agree to all terms and conditions mentioned in the tender document of the Institute

Signature of the Tenderer

**Checklist for BIDDER's**

BIDDERS to indicate whether the following are enclosed/mentioned by striking out the non-relevant option

Envelope contains following	
Sl. No.	Content
1	Tender Fee Of Rs.1,180/- And EMD Of Rs: 20,000/- In the Form Of Demad Draft
2	Duly signed and certified printout of the entire 'CHAPTER - 4 : Schedule of Requirements Specification
3	Price Schedule as per Chapter-5
4	Bidder Information form as per Annexure-'A'
5	Self-Attested copy of PAN Card