

NOTICE INVITING TENDER (Offline mode)

भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान पुणे

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH PUNE

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

Dr. Homi Bhabha Road, Pashan Pune – 411008

Tel: +91-020-25908017; Email: purchase@iiserpune.ac.in

Website: www.iiserpune.ac.in

Tender Ref No: IISER/PUR/1166/18

Date: 24/01/2019

Indian Institute of Science Education and Research Pune invites OFFLINE BID in Two bid system for the following.

Item Description: Turnkey services for redesign, implementation and maintenance of IISER Pune website.

The Tender Document can be downloaded from website <http://www.iiserpune.ac.in/links/tender-notices-and-eoi> and bid is to be submitted **offline only** up to the last date and time of submission of tender.

Critical Dates of Tender

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	23/01/2019	18:00 Hrs.
2	Pre-Bid Meeting	30/01/2019	15:00 Hrs
3	Bid Submission Start Date	04/02/2019	11:00 Hrs.
4	Bid Submission Close Date	12/02/2019	15:00 Hrs.
5	Opening of Bids	14/02/2019	15:00 Hrs.

Quotation should be SEALED and mention the ENQUIRY NO: DATE 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 invites Tender for
Turnkey services for redesign, implementation and maintenance of IISER Pune website

A Pre-bid conference will be held at IISER Pune, Purchase Section, Dr. Homi Bhabha Road, Pashan, Pune – 411008 on. 30-01-19 from 03:00 PM to 04:00 PM (IST). All prospective bidders are requested to kindly submit their queries to the address indicated above or email at purchase@iiserpune.ac.in so as to reach latest by 29/01/2019. During Pre-bid meeting the answers / clarifications to the queries will be made available and also uploaded on our website. No queries will be entertained after the Pre-bid meeting.

1. The BIDDERS are requested to give detailed tender in two Bids i.e.
 - a. **Part - I: Technical Bid.**
 - b. **Part - II: Financial Bid.**

TIME SCHEDULE

Sr.No	Particulars	Date	Time
1	Date of Online Publication/Download of Tender	24/01/2019	18:00 Hrs.
2	Pre-Bid Meeting	30/01/2019	15.00 Hrs
3	Bid Submission Start Date	04/02/2019	11:00 Hrs.
4	Bid Submission Close Date	12/02/2019	15:00 Hrs.
5	Opening of Bids	14/02/2019	15:00 Hrs.

2. AVAILABILITY OF TENDER:

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

Two Bid System

The two bid system should be followed for this tender. In this system the BIDDER must submit his/her offer in two separate sealed envelopes. Both the technical bid and commercial bid envelopes should be securely sealed and stamped separately and clearly marked as “Envelope No.1 – Technical Bid” and “Envelope No.2 – Commercial Bid” respectively. Both the sealed envelopes should be placed in a third larger envelope.

The main envelope which will contain both the bids should be super scribed with our Tender inquiry no: IISER-PUR-1166-18 due on 12.02.2019 and to be submitted to the address given below so as to reach on or before 03.00 PM on 12.02.2019

Director
Indian Institute of Science Education and Research (IISER)
Dr. Homi Bhabha Road,
Pashan,
Pune – 411 008, India
Ph: 020-2590 8017/8245
Email: purchase@iiserpune.ac.in

The envelopes must be super-scribed with the following information:

Tender Reference Number:

Due Date:

Name of the Vendor:

Technical Bid:

1. The envelope clearly marked as "**Technical Bid - Envelope No. 1**"

Envelope No. 1: Shall contain "Technical Bid"

- a) Compliance statement/questionnaire of tender terms and conditions as per **Annexure- 'A'**.
- b) Compliance statement of specifications as per **Annexure- 'B'**.
- c) Copy of GST/ PAN No. and TIN No. allotted by the concerned authorities. If registered with the National Small Industries Corporation, the registration number, purpose of registration and the validity period of registration and a copy of NISC/MSME registration wherever it is applicable should also be provided in Technical Bid.
- d) Technical literature/ leaflets and complete specifications of services and product offered (if, any) along with commercial terms and conditions.
- e) Details of supplies of similar services.

3. The technical offer **should not contain any price information.**

4. Specifications:

Specifications are basic essence of the services. It must be ensured that the offers must be strictly as per our specifications. At the same time, it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. Non-compliance of the above shall be treated as incomplete/ambiguous and the offer can be ignored without giving an opportunity for clarification/negotiation etc. to the quoting party.

5. Compliance Statements:

- a) Bidders must furnish a Compliance Statement of each and every required Specification of our tender in the format at ANNEXURE- 'B'. The deviations, if any, from the tendered specifications should be clearly brought out in the statement. Technical literature/leaflet showing the compliance of the specification may also be attached with the quotation.
- b) Similarly, the Compliance Statement/questionnaire for Terms & Conditions of the tender may be furnished, as per the enclosed format at Annexure - 'A', along with quotation (with techno- commercial bid in case of two bid tender system).
- c) The firms are advised to submit both the compliance statements essentially along with their quotation failing which their offer may not be considered.

Financial Bid:

Envelope 2: "Financial Bid" shall contain:

- i. Cost of all the items should be mentioned clearly and individually in the Commercial Offer (Part-II) only.
- ii. The BIDDERS are requested to quote for Educational Institutional Price for services, since we are eligible for the same.
- iii. The prices should be shown against each item for the purpose of Insurance claims / replacements if any.
- iv. List of deliverables / Bill of materials (if, any) and services.

Note:

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

- (ii) No sub-contracting is allowed with regard to installation, commissioning, training, warranty maintenance and after sales service. This is the sole responsibility of the Principals'/their authorized agents

6. IISER Pune may issue corrigendum to tender documents before due date of Submission of bid. The bidder is required to read the tender documents in conjunction with the corrigendum, if any, issued by IISER Pune. The bidder is not supposed to incorporate the amendment in the body of the tender document

7. **BID OPENING**

- a) Technical Bids will be opened on 14-02-2019 at 15:00 Hrs.
- b) Financial Bids of the eligible bidders will be opened on a later date. The date and time for opening of Financial Bids will be announced later.

8. **Terms of the Technical Committee**

- (i) On the due date the Technical bids will be opened and referred to the Technical Committee which is duly constituted by the Director, IISER Pune. The committee will go through the technical aspects of the tender and recommend short listed firms. The recommendation of the technical committee is final and binding on all the parties.
- (ii) The technical evaluation will be an assessment of the Technical Bid. IISER Pune representatives will proceed through a detailed evaluation of the Technical Bids as defined in **Chapter IV (Schedule of requirements, specifications and allied technical details)**, in order to determine whether they are substantially responsive to the requirements set forth in the tender. In order to reach such a determination, IISER Pune will examine the information supplied by the BIDDERS, and shall evaluate the same as per the specifications mentioned in this tender.
- (iii) The technical committee may formulate evaluation criteria in addition to the specifications and requirements indicated in the tender, in the interest of IISER Pune and this criteria/recommendation will also form as a part of short-listing of the firms.
- (iv) The Technical Committee will examine all the Technical aspects of the bids received. Further, the Technical Committee may seek additional information from the existing users at IISER Pune or from other Institutes and also call for Technical presentations from the BIDDERS, if it is required so. Agenda and date of a technical presentation shall be subsequently informed as a part of the technical evaluation process.
- (v) The information received and the bids already submitted together will be examined with reference to the tendered specifications and evaluation is made by the Technical Committee.
- (vi) After the technical evaluation is completed and approved, IISER Pune shall inform to the BIDDERS whose bids have been rejected technically with the reasons for rejection on <http://www.iiserpune.ac.in/links/tender-notices-and-eoi>
- (vii) The successful BIDDERS will be informed regarding the date and time of Commercial bid opening.

- (viii) The purpose of obtaining two bids (technical and commercial) is to evaluate all the firms on technical basis with reference to the tendered specifications, performance of similar Solutions/Applications/Services elsewhere, obtaining users views with reference to the earlier supplies and services. This will enable the technical committee to arrive at a fair recommendation in the interest of the organization.
- (ix) In the event of seeking any clarification from various BIDDERS by IISER Pune, the BIDDERS are required to furnish only technical clarifications that are asked for. No amendment to commercial bid will be entertained at that stage. In case if a BIDDER fails to quote for a particular item it amounts to non-compliance and hence such bid will not be considered for further evaluation. Further during this process if any BIDDER indicates the price during the clarification such bids also will not be considered for further evaluation.

9. **Bid Evaluation:**

Based on results of the Technical evaluation IISER Pune evaluates the Commercial Bid of those Bidders who qualify in the Technical evaluation.

- a) IISER Pune shall correct arithmetical errors on the following basis:
 - (i) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
 - (ii) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (iii) If there is a discrepancy between words & figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- b) After arriving at final pricing of individual offers of all the short listed firms, the lowest firm will be awarded with Contract/Purchase Order.

10. The Director, IISER Pune reserves the right to accept the offer in full or in parts or reject summarily or partly.

CHAPTER-2: INSTRUCTIONS TO BIDDERS & ELIGIBILITY CRITERIA

ELIGIBILITY CRITERIA

- (i) The bidder should be registered in India for providing similar services as desired in the tender. Necessary documentation such as Name, correspondence address with contact number and contact person of the firm along with its branch office details, if any, along with copy of Registration certificate, PAN card along with GST number and certificate to be submitted.
- (ii) The bidder should have been in the business of providing end-to-end web based solutions, website development, website maintenance, website performance / website security and testing, web content management, and providing technical support for existing / newly developed websites; copy of the registration certificate of the company for at least two years. Necessary documentation in support thereof along with a brief background about the firm, and other staff strength along with their qualifications, experience etc. should be submitted.
- (iii) The bidder should have a valid ISO 9001:2015 or equivalent certification.
- (iv) The bidder should have designed, developed and maintained at least three websites of the level of complexity and functionality required for IISER Pune website. Necessary documentation with the URLs of three websites that have been designed by the bidder along with completion certificate from the customer and contact details (email address and phone number) of the customer to be submitted.

Failing any of the above conditions of the eligibility criteria, would render the bid as summarily rejected.

Delivery Period / Timeliness

The deliveries, if any, services & installation must be completed within 60 days, after placement of purchase order. Time is the essence of the contract. It is mandatory for the bidders who respond to this bid to meet these expectations, as they are tightly linked to IISER Pune's plans of completing the project within the time frame.

Locations for the Supply / Services:

The provisioning of turnkey services towards website redesign for IISER Pune (URL <http://www.iiserpune.ac.in/>), which includes study of existing website architecture and contents, redesign, development, implementation, and maintenance of the web portal for IISER Pune for a period of five years covered by this document is required to be done at IISER Pune.

1. Eligible Bidders:

- 1.1 IISER Pune reserves the right to award / reject the order to any particular bidder without assigning any reason thereof.
- 1.2 Bidders should not be under a declaration of ineligibility for corrupt and fraudulent practices.
- 1.3 Bidders should QUOTE strictly in accordance with the requirements.

- 1.4 Bidders shall adhere to the procedure and processes laid down in this document and shall follow fair and ethical practices of trade.
- 1.5 Based on the list of installations provided by the bidder, IISER Pune will have its option to obtain details of the installations, their performance, and support services etc. for evaluation of the tender, directly from the concerned organizations.
- 1.6 Firms which have already supplied to IISER Pune and have not completed required installation/after sales service/warranty replacements etc. such firm's offers will not be considered for further evaluation and no enquiries thereafter will be entertained.
- 1.7 Conditional Offers will not be considered.
- 1.8 IISER Pune will not provide any accommodation/transportation for the engineers/representatives for attending installation. It is the absolute responsibility of the supplier to make their own arrangements.
- 1.9 The authorized person who signs the tender is required to indicate his e-mail ID, mobile No. and also general e-mail ID for easy and faster communication.

2. Amendment of Bidding Documents

At any time prior to the deadline for submission of bids, IISER Pune may, for any reason, whether on its own initiative or in response to the clarification request by a prospective bidder may modify the bid document.

PREPARATION OF BIDS

3. Period of validity of bids

- 3.1. Bids shall be valid for a period of 90 days from the date of opening the bid.
- 3.2. IISER Pune may ask for the bidder's consent to extend the period of validity. Such request and the response shall be made in writing only. A bidder agreeing to the request for extension will not be permitted to modify their bid.

AWARD OF CONTRACT

4. Award Criteria

- 4.1 IISER Pune shall award the contract to the technically eligible lowest bidder.
- 4.2 If more than one bidder happens to quote the same lowest price, IISER Pune reserves the right to award the contract to more than one bidder or any bidder.

5. Purchaser's Right to vary Quantities at the time of Award

IISER Pune reserves the right at the time of award of Contract to increase or decrease the quantum of work specified in the Schedule of Requirements without any change in price or other terms and conditions.

6. **Corrupt or Fraudulent Practices**

IISER Pune requires that the bidders who wish to bid for this project have highest standards of ethics.

- 6.1. IISER Pune will reject a bid if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract.
- 6.2. IISER Pune may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of contract

7. **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**

CHAPTER - 3 : CONDITIONS OF CONTRACT

1. Price

- 1.1. The price quoted shall be considered firm and no price escalation will be permitted.
- 1.2. 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 completion of the activity. Rates should be quoted accordingly giving the basic price, GST such as 18%, if any, for provision of the services specified in the tender.
- 1.3. The rate of GST applicable to IISER Pune is 5% for the items procured for Research purpose as per Notification No. 45/2017-Central Tax (Rate) New Delhi, 14th November, 2017 and Notification No. 47/2017-Integrated Tax (Rate) New Delhi, 14th November, 2017
- 1.4. Please provide GST of the firm allotted by the concerned authorities in your quotation.

2. Services

- 2.1. Details of services rendered as well as installation, completion and post sign-off acceptance services offered by you are to be made clear in the tender.

3. Delivery Schedule

- 3.1. The bidders may please note that the completion of the activity should be strictly within 60 days from the date of placement of firm order.
- 3.2. Goods/services should not be dispatched/provided until the Vendor receives a firm order.

4. Warranty / Support

- 4.1. The items and services covered by the schedule of requirement shall carry minimum 5 years of comprehensive warranty from the date of acceptance of the activity by IISER Pune.
- 4.2. The warranty on the associated software should cover providing of upgraded version/s, if any, released during the warranty period free of cost.
- 4.3. The vendor will have to arrange for testing equipment/environment, if any required for design, development, installation, testing & maintenance etc.

5. 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 equipment's supplied by him.

6. **Payment**

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

Payment will be made directly to the vendor by RTGS/NEFT after completion of the deliverables, testing and satisfaction with regard to quality, quantity, and specifications ordered for, and after satisfying that the terms and conditions of supply have been fulfilled.

7. **Penalty for delayed Services / LD**

- 7.1. As time is the essence of the contract, Completion period mentioned in the Purchase Order should be strictly adhered to. Otherwise the IISER will forfeit EMD/SD and also LD clause will be applicable /enforced.
- 7.2. If the supplier fails to Supply, install as per specifications, or complete the services mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% 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.
- 7.3. 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.

8. **Jurisdiction**

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

9. **Force Majeure**

IISER Pune may consider relaxing the penalty and 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.

10. **Arbitration**

All disputes of any kind arising out of supply, commissioning, acceptance, warranty 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.

Assistant Registrar (Stores & Purchase)

CHAPTER 4

SCHEDULE OF REQUIREMENTS, SCOPE, GUIDELINES & ALLIED TECHNICAL DETAILS

- a) The firms are requested to go through the current website of IISER Pune, <http://www.iiserpune.ac.in> to gain an understanding of the content and design possibilities, conduct an independent preliminary study as well as engage with the identified single point of contact for requirement gathering/conducting a system requirement study, if required.
- b) Proposed system architecture – Open-source OS, Open-source content management system (CMS).
- c) W3C compliance is required for the technologies used in theme design, including responsive design for compatibility across gadgets and their corresponding software version updates/upgrades.
- d) OS and browser portability (for both clients and server).
- e) SSL certificate from reputed service providers with a validity of five years to be deployed onto the developed website.
- f) The proposed website has to be integrated with existing payment gateway (PG) / financial technology devices and application modules dependent thereof, to be developed, thoroughly tested, and certified by the PG/financial technology service provider for all the modules developed.
- g) For designing and developing the website of IISER Pune using latest available technologies like php, java, CMS, etc. open source technologies shall be preferred. CMS should necessarily be user-friendly and provide for flexible features therein.
- h) Design, development, and maintenance of web-based applications and integration with technologies like GIS, e-Forms, links to social media portals, etc.
- i) The firm empanelled through this process would be required to provide off-site warranty for five years, maintenance, and technical support from the date of issue of completion certificate, and annual maintenance of website / application with onsite technical support as required.
- j) The firm should ensure that website design complies with the 'Guidelines for Indian Government Websites (GIGW)' <http://guidelines.gov.in/>
- k) The firm should ensure that the website design complies with the W3 Consortia standards.
- l) The firm should ensure that the accessibility requirement should meet WCAG 2.0 guidelines, to the best extent possible.
- m) The website should be primarily in English and provide facility for the entire website in Hindi as well, and (optionally) other Indian languages.
- n) The firm must be able to ensure that the website is security audited by a CERT-IN empanelled firm.
- o) Content aspects: Reorganization of the content may be proposed for better impact; to remove redundant and unused pages, rearrange as needed for better navigation; modify/add pages or modules.
- p) IISER Pune News blog (<http://iiserpunenews.wordpress.com/>) should be totally integrated (no separate news blog) into the institute website. A news and events module should be within the website so that news and announcements on the home page lead to the news and events module where further easy navigation options are provided.
- q) Design aspects: Design should be functional and aesthetically appealing with the possibility of editing format and style.
- r) The design should allow multiple authorized users to access and edit different modules of the website. For example, website pages corresponding to Seminars, Opportunities, Tenders, News, and Events are currently being edited by separate individuals with limited access. This functionality is essential in the new design as well.
- s) Identify and execute training requirements for successful execution of project along with preparation of User Manual. Creation of manuals and documents for the project executed.
- t) Indicative Deliverables include High Level Design/ Architecture Document, Performance Test Reports, Security Test Reports, UI Usability Report, Deployment Script, User Manual/SOP, Technical Manual, Data Backup/ Archival Process, Source Code, Data Migration Utility, Data

- Model. However actual deliverables will depend upon project specific requirements and will be finalized in consultation with IISER Pune
- u) The firm should be in a position to securely host the redesigned website at the premises of Government of India empanelled cloud service provider or at IISER Pune, as decided by the technical committee.
 - v) The firm should necessarily provide the detailed minimum hardware requirements of the webserver keeping in mind the scalability over a period of 5 years and proposed mechanism/techniques for necessary redundancy thereof to ensure zero downtime.
 - w) The firm should provide a link to the entire old website and make it entirely accessible on the home page of the redesigned website for a period as desired by IISER Pune.
 - x) The firm should submit quarterly website security testing reports ensuring compliance to prevalent laws as well as with “zero vulnerability” status.
 - y) The website should prominently display visitor statistics on the home page.

TECHNICAL EVALUATION METHODOLOGY

- (i) The firms should submit a maximum of 30 slide presentation outlining their company profile, details of technical manpower & designers, their past/current projects of similar nature, proposed design, methodology of proposed project execution and management, handholding and successful acceptance activities as well as continual maintenance/updation /customization activities, details of content management system features proposed and screenshots of user interfaces etc. They may include any relevant information as deemed appropriate.
- (ii) The presentation should also include template/theme design and/or methodology/approach for the website of IISER Pune.
- (iii) Proposals will be evaluated on the basis of technical presentations submitted as well as the eligibility criteria mentioned above.
- (iv) Evaluation of the proposals will be done based on the quality of previous work, the proposal submitted, and on the bidder's understanding of the website design requirements of IISER Pune that takes into consideration the institute brand and ethos. Skill set in website user experience design will also be considered during the evaluation process.
- (v) Bidders have to make a technical presentation on the basis of the slides and the design submitted as a part of the bid. The date and time for the bidders' presentation in person will be informed later as a part of the technical evaluation process.
- (vi) The technical/commercial evaluation committee appointed by the competent authority will evaluate the bidders on the basis of the presentations and the corresponding commercials. Their decision will be final and binding on all parties concerned.

CHAPTER - 5 PRICE SCHEDULE

PRICE SCHEDULE FOR SERVICES – INR

(a) Name of the Bidder _____

Tender No. _____

(b) HSN code _____

1	2	3	4	5
Sl. No	Item Description	GST payable, if contract is awarded	Installation, Commissioning & training charges, If any.	Gross Total
1	Turnkey services for redesign, implementation and maintenance of IISER Pune website for a period of 5 years.			

(c) Total Bid price in _____ in words.

Signature of Bidder :

Name :

Note:

The bidder may add rows to include the prices of all components & warranties, installation etc. whichever applicable.

FORMAT/QUESTIONNAIR FOR COMPLIANCE OF TERMS AND CONDITIONS

Tender No.: _____

Due Date _____

NOTE:

1. Quotation will not be considered without submission of this format.
2. If a particular question is not at all applicable please write NA in compliance part in Col. No. 4 below.
3. Kindly see the relevant terms & conditions of the tender document in each question before replying to the questions mentioned in Col. 2 below).

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' preferably use different colour ink for 'No')	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
1	2	3	4
1	Whether prevailing rates of GST & other Govt. levies (for indigenous supplies) have been given in quotation		
2	Have you mentioned the validity period of the quotation as per our requirements		
3	a) Whether the Price reasonability Certificate is submitted with quotation		

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' preferably use different colour ink for 'No')	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
	b) Whether copies of at least three orders of the same services from other customers have been attached with the proposal and commercials		
4	Whether rates/amount for a period of 5 years has been mentioned		
5	Have you gone through the specification Clause & complied with the same		
6	Whether compliance statement of specifications has been attached with the quotation.		
7	Whether the delivery period for supply of the items/services has been mentioned		
8	a) Who will install/commission and demonstrate the services at IISER Pune.		
9	After Sales service		
10	Whether you agree to the penalty clause for late delivery & installation?		
11	Whether training to our scientist/technical person will be given free of cost.		
12	a) Whether all the pages have been page numbered?		

SNo	Terms & condition of Tender document	Whether acceptable (say 'Yes' or 'No' preferably use different colour ink for 'No')	Deviation from tender terms, if any, with reasons for noncompliance or alternative condition quoted for
	b) Whether quotation has been signed and designation & name of signatory mentioned.		

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

S. N.	Name of specifications/ part / Accessories of tender enquiry	Specifications of quoted Model/ Item	Compliance Whether “YES” Or “NO”	Deviation, if any, to be indicated in unambiguous terms	Whether the compliance / deviation is clearly mentioned in technical leaflet/ literature
1	2	3	4	5	6

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 WHO'S BIDS ARE REJECTED.

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

Signature of the Tenderer

Checklist for BIDDERS

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

Envelope-1 (Technical-Bid) (Following documents to be provided in Envelope-1)		
Sl. No.	Content	Document Attached
1	Format/Questionnaire for compliance as per Annexure- 'A'	(Yes /No)
2	Format of compliance statement of specification as per Annexure- 'B'	(Yes /No)
3	Documents related to Eligibility criteria as per Chapter-2	(Yes /No)
4	List of deliverables as per Chapter- 4	(Yes /No)
5	Self-Attested copy of GST Number (as applicable)	(Yes /No)
6	Tender Terms & Conditions Acceptance signed with official seal is attached	(Yes /No)
Envelope-2 (Financial-Bid)		
Sl. No.	Price bid should be submitted in Envelope-2	Document Attached
1	Price bid	(Yes /No)