

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/0197/20
Date	02/07/2020

Sir/Madam,

Subject: REQUEST FOR QUOTATION DUE DATE: 08/07/2020

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

Sr.No.	Description of Material	Quantity
1.	SLS1126-7810 TipOne Filter 100-1000 μ L ST Rack 960	50 Nos
2.	SLS1120-8810 TipOne Filter 1-200 μ L Grad ST Rack 10x96	30 Nos
3.	SLS1123-1810 TipOne F Tips 20 μ L, UP, Grad., Rack, st	20 Nos
4.	SLS1121-3810 TipOne Filter 0,1-10 μ L, ST Rack 960	10 Nos
Note: Details of 2 purchase orders of similar item should be attached along with the quotation.		

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

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 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.
8. **Security Deposit:**
 - 8.1 **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.**
 - 8.2 **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 completion of order.**

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. Details of 2 supplies of similar items should be attached along with quotation.

11. 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.

12. 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.

13. The quotations are liable to be rejected if any of the above condition are not complied with specifications.

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

15. 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.