



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/0592/20

Date

23/09/2020

Sir/Madam,

**Subject: REQUEST FOR QUOTATION DUE DATE: 30/09/2020**

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](mailto:purchase@iiserpune.ac.in)

S.No:	Description of Material	Quantity
1.	Renewal of Mathematical Software License No. L3433-8159 One Year Premium support  <b>Note: Details of 2 purchase orders of similar item should be attached along with the quotation.</b>	30 No's
<ol style="list-style-type: none"><li>1. Quotation received after due date will not be considered at all</li><li>2. /Fax/Telex Quotation will not be considered.</li><li>3. Our Enquiry No, date and DUE date as above must be subscribed on the sealed envelope containing your quotation.</li><li>4. We do not accept the advance payment terms or through bank against documents.</li></ol>		<b>Yours Faithfully</b>  <b>Sd/-</b> <b>Salim Shaikh</b>



**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. 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.
7. **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.
  - 8.3 The Security Deposit should be valid for a period of contract as we plan to extend the same as Performance Bank Guarantee.
8. **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.

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

Item	Specification asked	Specification Quoted for	Departure and remarks

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.

**10. 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.

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

12. The quotations are liable to be rejected if any of the above condition is not complied.
13. Printed condition of the tenders/quotations shall not be binding on us.
14. 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.