



# IISER-TVM

## INSTRUCTION TO TENDERERS [IMPORTS]:

- PRICE:** The price quoted shall be firm. The terms of FOB/EXW/FCA/CIF/CIP etc shall be clearly mentioned.
- AGENT & AGENCY COMMISSION:** In case Tenderer is represented by any agent in India, their name and address shall be furnished. The amount of commission included in the price shall be clearly shown in the offer; which will be paid directly to the Indian Agents by purchaser in equivalent Indian Rupees. Incase Indian agents existing and their agency commission is not shown in the Tender, reasons for the same shall be clearly mentioned in Tender. Details of Indian agent's statutory registration shall be stated. If Agency Commission is paid by Principals in foreign currency, the reasons for the same and exemption from Enforcement Directorate in India shall also be provided.
- LEAFLET/CATALOGUE:** Tenderer should furnish all necessary leaflet/catalogue etc., of the stores offered by him to enable the Purchaser to evaluate his offer correctly.
- MODE OF DESPATCH:** Tenderer shall indicate the mode of dispatch (*i.e.*, Sea/Air-freight/Parcel Post, etc.) depending upon the normal mode of dispatch adopted by him for the type of stores offered for consideration of the Purchaser.
- COUNTRY OF ORIGIN:** Tenderer shall indicate in his offer the country of origin of goods offered and the name and address of the manufacture.
- INSURANCE:** If insurance of the goods is felt necessary, the same shall be advised by the Tenderer in the offer.
- DELIVERY/SHIPMENT:** The time for and date of delivery quoted shall be reasonable/realistic and shall strictly be adhered to incase of placing order on the Tenderer.
- MODE AND TERMS OF PAYMENT:** Payment in full (excluding the amount of Agency Commission included in the price payable directly by the Purchaser to the Indian Agents in Indian Rupees) will be made immediately on presentation of the prescribed documents against SIGHT DRAFT or LETTER OF CREDIT or WIRE TRANSFER against shipping documents. **OURS BEING A GOVT OF INDIA EDUCATIONAL INSTITUTE WE ARE UNABLE TO MAKE ANY ADVANCE PAYMENT**
- WARRANTY:** Period of warranty and conditions shall be clearly mentioned in the Tender.
- GENERAL:** The Tenderer shall also be complied with the following:
  - Mention your Banker's name and address.
  - Show approximate net and gross weight and dimensions of packages/ cases. If dimensional details are available the same should also be indicated in your offer.
  - Furnish list of recommended spares for satisfactory operation for a minimum period of one year if the quote is for Plant & Machinery, Equipments etc.
  - Details of any technical service, if required for erection assembly, commissioning and demonstration.
  - Conform that the prices quoted are inclusive of all taxes, levies, duties arising in the tenderer's country.
  - Samples, if called for, will be sent free of all charges.
  - Late tenders and Delayed will not be considered.
  - Offers made by Indian Agents on behalf of their Principals, should be supported by the Proforma Invoice of their Principals.
  - The authority of person signing the tender, if called for, shall be produced.
  - The purchaser reserves the right to accept or reject the lowest or any other offer in whole or in part without assessing any reason.
- Tender Opening:** All tenders will be opened at **Indoor Stadium, Vithura Campus**. Authorized representatives **with authorization letters** of the bidders may attend the Tender Opening.
- As per GFR 2017 clause 170 (III) Bidders who fail to pay the Earnest money deposit has to mandatorily sign a bid securing undertaking that if the bidder withdraw or modify the Bids during the period of validity, or if the bidder is awarded with the contract and they fail to sign the contract, or to submit a Performance security before the deadline defined in the request for bids document, they will be suspended for the period of time decided by the institute.**


## INSTRUCTION TO TENDERERS [INDIGENOUS]

- Tenders should be sent in sealed envelopes superscribing the relevant tender no. and the due date of opening. Only one tender should be sent in each envelope.
- Sales Tax and /or other duties/levies where legally levies and intended to be claimed should be distinctly shown separately in the tender.
- (a). Your quotation should be valid for a minimum period of 90 days from the date of opening of the Tender. Quotation with firm prices will be preferred.  
(b). Prices are required to be quoted according to the units indicated in the Invitation to Tender. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
- (a) Preference will be given to those tenders offering supplies from ready stocks. The basis of delivery is at IISER site free of cost.**  
**(b) Our payment terms are within 30 days of receipt and acceptance of the item at our site.**
- (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.  
**Specifications:** Stores offered should strictly conform to our specifications. Deviations, if any should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary along with the quotations. Test Certificates wherever necessary should be forwarded along with supplies. Whenever specifically mentioned by us the tenderer could suggest changes to specifications with appropriate reasons for the same.
- IISER shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rates quoted.
- Corrections, if any, in the Quotation must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Quotation must have price for each line item and totaling of the price including taxes and duties should be clearly mentioned.
- The tenderer should mention the name of his bankers, Sales Tax Registration, PAN number etc in the tender.
- The authority of the person signing the tender, if called for, should be produced.
- IISER being a Govt of India Educational and Research Institute, is exempted from payment of GST under Notification No. 45/2017 & 47/2017 dt 14/11/2017 and Customs Duty under Notification No. 51/96- Customs dated 23<sup>rd</sup> July 2009. Also, we can issue Form16 as per VAT Rules.
- The stores supplied should be covered with minimum of 1 year warranty from the date of supply, installation and commissioning.
- Earnest Money Deposit/ Bid Security should be submitted along with your quote as mentioned in Invitation for Tender. EMD should be in favour of Indian Institute of Science Education and Research Thiruvananthapuram valid for 90 days.

**Annexure I to Enquiry**  
**No. IISER/PUR/1349/SR/SB/17-18**  
**19<sup>th</sup> December 2017**

**Technical specification for refrigerated orbital shaker**

1	The unit should come with rust free interior and exterior and with a capacity to support atleast 8 numbes of 1000ml flasks or 16 numbers of 500ml flasks.
2	The unit should have touch pad/ screen for adjusting temperature/ speed settings. The temperature and speed should be displayed using a digital screen
3	Temperature range should be 5-50 oC or better. Forced air circulation for maintaining uniform temperature inside the unit.
4	Should have good insulation for maintaining constant temperature. Temperature accuracy should be $\pm 0.2$ °C or better
5	Should have programmable acceleration/deceleration to minimize spillages
6	Orbital shaking with frequency ranging from 30-300 rpm with minimum vibration.
7	Safety checks to sense temperature overshoot or excess vibration along with open door sensor to start movement of the platform only upon closing of the door
8	Should have a window to observe the samples without opening the door
9	Having an UV lamp for decontamination is preferred
10	A minimum warranty of 3 years should be provided.
11	Three years post warranty AMC should be quoted separately
12	Offers should include printed brochures showing details of refrigerated orbital shaker
13	Bidder should take responsibility of transporting the equipment from our present transit campus to IISER permanent campus at Vithura with no additional cost.

  
19/12/17

Deputy Registrar  
In-Charge  
[Purchase & Stores]