एनआईक्यू संख्या / NIQ No.: IISERBpr/NIQ/CC/2026-27/27 **तारीख/ Date: November 04, 2026**

कोटेशन आमंत्रित करने वाला नोटिस / NOTICE INVITING QUOTATIONS

Indian Institute of Science Education and Research (IISER) Berhampur, is an Institute of National Importance established under Ministry of Education, Government of India. Quotations are invited from prospective bidders for supply of items as per description at **sub para 5** below.

"Sr. No. 16" में बताए गए पूरे डॉक्यूमेंट्स अपने कोटेशन जमा करने की आखिरी तारीख/समय पर या उससे पहले नीचे दिए गए तरीकों से जमा करें:/
All prospective suppliers are requested to submit complete documents as mentioned in **"Sr. No. 16**"with their quotations on or before the end date/time of submission in the following ways:

a) purchase@iiserbpr.ac.in पर ईमेल करें । ***"NIQ** नंबर **IISERBpr/NIQ/CC/2026-27/27, तारीख 04 नवंबर, 2026 के हिसाब से सप्लाई के लिए कोटेशन"*** सब्जेक्ट मेंशन करें । कोटेशन की स्कैन की हुई सॉफ्ट कॉपी (pdf) पासवर्ड से प्रोटेक्टेड होनी चाहिए। पासवर्ड NIQ खोलने के तय समय पर सप्लायर से लिया जाएगा। कोटेशन की अनप्रोटेक्टेड सॉफ्ट कॉपी रिजेक्ट की जा सकती है।
/ By email to purchase@iiserbpr.ac.in. Mentioning subject for ***"Quotation for supply against NIQ No. IISERBpr/NIQ/CC/2026-27/27, dated November 04, 2026"*** The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation June be rejected.

या/OR

a) सीलबंद लिफाफे के ऊपर उद्धरण निम्नानुसार लिखा होना चाहिए: ***"एनआईक्यू संख्या IISERBpr/NIQ/CC/2026-27/27, दिनांक नवंबर 04, 2026 के विरुद्ध आपूर्ति के लिए उद्धरण*** । /
The sealed envelope should be duly super-scribed of the quotation should be as follows: ***"Quotation for supply against NIQ No.: IISERBpr/NIQ/CC/2026-27/27, dated November 04, 2026***.

1.	जेम गारप्ट्स नं. / GEM GARPTS No.	GEM/GARPTS/22092026/GQLFL54H2X2E
2.	इंडेंट नं./ Indent No.	IISERBPR/2026-27/CC/B0104/33 approved dated October 23, 2026
3.	एनआईक्यू नं. / NIQ No.	IISERBpr/NIQ/CC/2026-27/27
4.	एनआईक्यू दिनांक./ NIQ Date:	November 04, 2026
5.	खरीदी जाने वाली वस्तु का संक्षिप्त विवरण / Brief Description of the item to be procured/ Service	Renewal of Zoom License for 1 year
6.	मात्रा /Quantity	20 Nos.
7.	वितरण अवधि (दिन/सप्ताह) और डिलीवरी का स्थान: / Activation Period (Days/weeks) & Delivery Location:	The license should be activated within 10 days from issue of Purchase Order at the Office of Stores & Purchase, IISER Berhampur (Permanent Campus), Laudigam, Konisi, Ganjam, Odisha-760003. Activation of license should be done free of cost. Penalty @ 0.5% per week or part there of subject to a maximum of 5% of the license activation price will be deducted from your bills if activation of license is not completed within stipulated period.
8.	अनुमानित मूल्य / Estimated value	₹2,13,061 /-
9.	NIQ सबमिशन की आखिरी तारीख और सबमिशन का समय / NIQ Submission End Date & Time of submission	November 11, 2026 at 11:00 hr
10.	NIQ खुलने की तारीख, समय और स्थान / NIQ Opening Date, Time & Venue	November 11, 2026 at 12:00 hr (Store & Purchase Office)
11.	बोली सुरक्षा / Bid Security	NA

12.	भुगतान की शर्तें। / Payment Terms.	I. 100% payment shall be made against satisfactory, successful activation & installation of the license and satisfactory report subject to submission of original invoice. (No advance payment will be provided). II. GST invoice in triplicate should be sent to Deputy Registrar (Stores and Purchase), IISER Berhampur (Permanent Campus), Laudigam, Konisi, Ganjam, Odisha-760003 directly.
13.	NIQ जमा करने का पता / Address for submission of NIQ:	डिप्टी रजिस्ट्रार (भंडार एवं क्रय) आईआईएसईआर बरहामपुर, At/Po: - Laudigam, Konisi, जिला गंजम, ओडिशा-760003 ईमेल से: purchase@iiserbpr.ac.in (पूरी तरह से ऊपर दिए गए निर्देश के अनुसार) / Deputy Registrar (Stores and Purchase) IISER Berhampur, At/Po: -Laudigam, Konisi, Dist. Ganjam, Odisha-760003 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
14.	गारंटी / Warranty	01 year from the date of acceptance
15.	पूर्व-योग्यता मानदंड / Pre-Qualification criteria	Bidders must have provided **identical license/service** (same or similar) to other **IISERs/IITs/Central Universities/Research/Reputed** institutes, etc., of national repute in the last three years. **Copies of Purchase orders (last three or more) have to be submitted as evidence of supply**
16.	अनिवार्य दस्तावेज़ / Mandatory Documents	The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Format of Compliance Statement of Specifications (Ref. Annexure-'2') b. Format/Questionnaire for compliance of Terms and Conditions (Ref. Annexure- '3') c. Manufacturer's Authorization Form (ref. Annexure- '4') d. Bidder Information Form (Ref. Annexure- '5') e. Declaration for non-blacklisting/debarment (Ref Annexure- '6') f. Quotation Format (Ref. Annexure- '7') g. Checklist: Eligibility Criteria for Bidders (Ref. Annexure- '8') h. Copies of Purchase/Work Orders have to be submitted as evidence of supply
17.	Compliance of Make in India Policy 2017/DPIIT Guidelines	NA
18.	घोषणा /Declaration	वेंडर को अपने लेटर हेड में यह बताना होगा कि उन्होंने वही आइटम किसी दूसरी सरकारी कंपनी को बताई गई कीमत से कम कीमत पर नहीं बेचा है। / The vendor has to submit a declaration in their letter head stating that they have not offered the same item to any other govt. organization at a lower price than the quoted price.
19.	अनुबंध का पुरस्कार / Award of Contract:	जो बिडर टेक्निकल कम्प्लायंस को पूरा करता है, एलिजिबिलिटी क्राइटेरिया को पूरा करता है और सबसे कम अमाउंट कोट करता है, उसे कॉन्ट्रैक्ट दिया जाएगा। / The bidder who complies with the technical compliance, fulfils the eligibility criteria and quotes the lowest amount shall be awarded the contract.
20.	टेक्निकल क्लैरिफिकेशन के लिए कृपया संपर्क करें:/ For technical Clarifications please contact:	Computer center IISER Berhampur Email: cc@iiserbpr.ac.in
21.	NIQ इनवाइटिंग अथॉरिटी:/ NIQ Inviting Authority:	डिप्टी रजिस्ट्रार (स्टोर और परचेज) निदेशक, आईआईएसईआर बरहामपुर की ओर से दूरभाष संख्या 06780 222-7705/7709/ 7717 Deputy Registrar (Stores and Purchase) for and on behalf of Director, IISER Berhampur Tel. No.0680 222-7705/ 7709/ 7717

डिप्टी रजिस्ट्रार (भंडार एवं क्रय)
Deputy Registrar (Stores & Purchase)

अनुलग्नक - '1'/Annexure- '1'

तकनीकी विशेष विवरण / TECHNICAL SPECIFICATIONS

(एनआईक्यू नं. IISERBpr/NIQ/CC/2026-27/27, दिनांक 04 नवंबर, 2026) /
(NIQ NO. IISERBpr/NIQ/CC/2026-27/27, dated November 04, 2026)

Sr. No	Feature	Bid allowed value
1	General Feature	Unlimited 1 to 1 meeting, 24 hour limit on group meetings of up to 300 participants, Unlimited number of meetings, Recording of the session saves in MP4 (video), M4A (audio) and txt (chat) formats in local and cloud, One-touch meeting join, Powerful security built-in, One-click wireless sharing, Co-annotation whiteboards, Scheduling displays, Remote management and software provisioning, Room and location hierarchies, Rolebased administration
2	Video Conferencing Features	HD video, HD voice, Active speaker view, Full screen and gallery view Simultaneous Screen Share Join by telephone callin Virtual Background
3	Web Conferencing Features	Desktop and application sharing, Personal room or meeting ID Instant or scheduled meetings Chrome & Outlook plug-ins Scheduling w/ Chrome, Extensions Mac/PC recording of meetings Private and group chat, Host controls Raise hand
4	Group Collaboration Features	Breakout Rooms Mac, Windows, Linux, iOS and Android Group messaging and presence Screen share any iPad/iPhone app Co-annotation on shared screen Keyboard/mouse control Whiteboarding multi-share
5	Security	Security Secure Socket Layer (SSL) encryption AES 256 bits encryption
6	Features should include	Should have the feature like 'Upcoming/an option' to see your meeting list and Personal Meeting ID Should have a contact Directory to see everyone in the organization on the conference, external contacts, apps and meeting Rooms. Host up to 300 participants Single Sign-On Cloud Recording Transcripts Managed Domains Company Branding, Admin dashboard Vanity URL LTI integration Local Data Center In India Native Infrastructure.
7	Validity	One Year

अनुलग्नक - '2'/Annexure- '2'

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

(एनआईक्यू नं. IISERBpr/NIQ/CC/2026-27/27, दिनांक 04 नवंबर, 2026) /
(NIQ NO. IISERBpr/NIQ/CC/2026-27/27, dated November 04, 2026)

Sr. No	Feature	Bid allowed value	Compliance (Yes/No)
1	General Feature	Unlimited 1 to 1 meeting, 24 hour limit on group meetings of up to 300 participants, Unlimited number of meetings, Recording of the session saves in MP4 (video), M4A (audio) and txt (chat) formats in local and cloud, One-touch meeting join, Powerful security built-in, One-click wireless sharing, Co-annotation whiteboards, Scheduling displays, Remote management and software provisioning, Room and location hierarchies, Rolebased administration	
2	Video Conferencing Features	HD video, HD voice, Active speaker view, Full screen and gallery view Simultaneous Screen Share Join by telephone callin Virtual Background	
3	Web Conferencing Features	Desktop and application sharing, Personal room or meeting ID Instant or scheduled meetings Chrome & Outlook plug-ins Scheduling w/ Chrome, Extensions Mac/PC recording of meetings Private and group chat, Host controls Raise hand	
4	Group Collaboration Features	Breakout Rooms Mac, Windows, Linux, iOS and Android Group messaging and presence Screen share any iPad/iPhone app Co-annotation on shared screen Keyboard/mouse control Whiteboarding multi-share	
5	Security	Security Secure Socket Layer (SSL) encryption AES 256 bits encryption	
6	Features should include	Should have the feature like 'Upcoming/an option' to see your meeting list and Personal Meeting ID Should have a contact Directory to see everyone in the organization on the conference, external contacts, apps and meeting Rooms. Host up to 300 participants Single Sign-On Cloud Recording Transcripts Managed Domains Company Branding, Admin dashboard Vanity URL LTI integration Local Data Center In India Native Infrastructure.	
7	Validity	One Year	

फर्म का साइन और सील।
Sign & Seal of the firm ***तारीख:*** **/ Date: _____**

अनुलग्नक - '3'/ Annexure- '3'

नियम एवं शर्तों के अनुपालन हेतु प्रारूप/प्रश्नावली
FORMAT/QUESTIONNAIRE FOR COMPLIANCE OF TERMS AND CONDITIONS

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).

S. No.	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	(a) Whether quotation is direct from Principal supplier/manufacturer or their own office in India (Please specify)		
	(b) Whether quotation is being submitted by Indian/Agent/authorised distributor/dealer		
	(c) Whether the agent is registered with NSIC/MSME		
2	Whether techno-commercial bid contains, technical literature/leaflets, detailed specifications & commercial terms & conditions etc, as applicable.		
	(a) Please specify the form of whether in the form of DD/NEFT		
	(b) Whether specific amounts or percentage of expenses like packing, forwarding, handling, freight, insurance, documentation etc. have been mentioned in quotation separately in clear terms.		
3	Whether prevailing rates of sales tax, excise duty & other govt. levies (for indigenous supplies) have been given in quotation		
4	Have you mentioned the validity period of the quotation as per our requirements		
5	Whether "a certificate mentioning that you have not supplied the same item at the price lower than the quoted price".		
	Whether copies of the last three supply orders of the same item from other customers have been attached with the quotation		
6	Whether rates/amount of AMC after the warranty period is over has been mentioned		
7	Have you gone through the specification Clause & complied with the same		
8	Whether the Make/Brand, Model number and name of manufacturer has been mentioned in the quotation and Printed technical literature/ leaflets of quoted items have been submitted		
9	Whether compliance statement of specifications has been attached with the quotation.		
10	(a) Whether the delivery period for supply of the items has been mentioned		
	(b) Whether mode of delivery & tentative size & weight of the consignment has also been indicated		

11	Do you agree with the payment terms for indigenous supplies?		No deviation permitted
12	Do you agree about the date of commencement of warranty period & its extension is necessary.		
13	Have you mentioned the guarantee/warranty period in your quotation and do you agree with guarantee clause?		
14	Whether training to our scientist/technical person will be given free of cost. If yes, have you specified in quotation whether it will be in our lab? Or at supplier's site in India or abroad.		
15	b) Whether quotation has been signed and designation & name of signatory mentioned.		
16	Whether documentary evidence of bidders as given in Eligibility Criteria submitted		
17	**Country of origin of the equipment being quoted (Clearly mention the Country name)**		

फर्म का साइन और सील।
Sign & Seal of the firm

***तारीख*: / Date: _____**

अनुलग्नक - '4'/Annexure- '4'

निर्माता का प्राधिकरण प्रपत्र /

MANUFACTURER'S AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that re binding on the Manufacturer]

To
The Director,
IISER Berhampur
At-Laudigam, Konisi, Dist-Ganjam, Odisha-760003

Ref. Your Tender Document No…….. Tender Title:……..

We,---------- , are proven and reputable manufacturers of the Tendered Goods. We have factories at----------. We hereby authorize Members---------- (name and address of the authorized dealer) to submit a bid, process the same further and enter into a contract with you against the above referred Tender Process for the supply of above Goods manufactured by us. Their registration number with us is …….., dated/ since……

1) We further confirm that no Contractor or firm or individual other than Messrs. …..... (name and address of the above-authorized dealer) is authorized for this purpose.

2) As principals, we commit ourselves to extend our full support for warranty obligations, as applicable as per the Tender Document, for the Goods and incidental Works/ Services offered for supply by the above firm against this Tender Document.

3) Our details are as under:

   (a) Name of the Company:…….
   (b) Complete Postal Address: …….
   (c) Pin code/ ZIP code: …….
   (d) Telephone nos. (with country/ area codes): ……
   (e) Fax No.: (with country/ area codes): ……
   (f) Mobile Nos.: (with country/ area codes): ……..
   (g) Contact persons/ Designation: ……..
   (h) Email IDs: ……

4) We enclose herewith, as appropriate, our----------(Bye-Laws/ Registration Certificate/ Memorandum of Association/ Partnership agreement/ Power of Attorney/ Board Resolution)

Yours faithfully,

……

[signature with date, name, and designation]

for and on behalf of M/s……

[name & address of the OEM and seal of company]

अनुलग्नक- '5' / Annexure- '5'

बोलीदाता सूचना प्रपत्र / BIDDER INFORMATION FORM
(कंपनी के लेटर हेड पर) / (On company letter head)

(Along with supporting documents, if any)

Bidder's Name_____

[Address and Contact Details]
Bidder's Reference No._____ Date…….

Tender Document No.: _____; Tender Title: Goods/ Services

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanour in the Tender Document.

(Please tick appropriate boxes or strike out sentences/ phrases not applicable to you)

1) **Bidder/ Contractor particulars:**

(a) Name of the Company:…….
(b) Corporate Identity No. (CIN): ……..
(c) Registration, if any, with The Procuring Entity: ……..
(d) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract)
(e) Place of Registration/ Principal place of business/ manufacture …….
(f) Complete Postal Address: ……..
(g) Pin code/ ZIP code: ……
(h) Telephone nos. (with country/ area codes): ……
(i) Mobile Nos.: (with country/ area codes): ……..
(j) Contact persons/ Designation: ……
(k) Email IDs: ……

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

2) **Taxation Registrations:**

PAN number: ……
Type of GST Registration as per the Act (Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.): …….
GSTIN number: ……..in Consignor and Consignee States

Registered/ Certified Works/ Factory where the Goods would be mainly manufactured and Place of Consignor for GST Purpose: ……..
Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts): ……
 We solemnly declare that our GST rating on the GST portal/ Govt. official website is not negative/ blacklisted.

Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

3) **Authorization of Person(s) signing the bid on behalf of the Bidder**

Full Name: _____

Designation: _____

Signing as: _____

 A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,

 A partnership firm. The person signing the bid is duly authorised being a partner to do so, under the partnership agreement or the general power of attorney,

 A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

4) **Bidder's Authorized Representative Information**

Name:
Address:
Telephone/ Mobile numbers: Email
Address:

(Signature with date)

……..

(Name and designation)

Duly authorized to sign bid for and on behalf of

[name & address of Bidder and seal)

अनुलग्नक- '6'/ Annexure- '6'

<u>क्लीन ट्रैक के बारे में घोषणा/कोई कानूनी कार्रवाई नहीं</u> /
<u>DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION</u>
(को होना प्रदान किया पर पत्र सिर का व्यवसाय - संघ) / (to be provided on letter head of the firm)

I hereby certify that the above firm namely _____is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm June be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

अनुलग्नक - '7'/ Annexure- '7'

उद्धरण प्रारूप / QUOTATION FORMAT

Ref: IISER Berhampur, NIQ No. _____Dt. _____

Name of the Firm: _____

Name of Proprietor _____

Address_____

Quotation No. _____ Dt. _____

Mob No. _____ E-Mail: _____

GSTN. _____ Registration /License No. _____

PAN No. _____

Brief description of the material to be supplied: -

Sr. No.	Description of item	Qty	Make	Unit Price	GST %	GST Amount	Total cost with GST
1.	Renewal of Zoom License for 1 year	20 nos.					
						Total	
	Total in words:						

a) All above prices are F.O.R. IISER Berhampur.

b) 100% payment shall be made against satisfactory, successful activation & installation of the license and satisfactory report subject to submission of original invoice. (No advance payment will be provided).

c) Validity of quotation _____ days (d) Activation period _____ (Days/ Weeks)

d) Warranty details:

e) Bank Account Details: Name of A/c Holder _____

Bank Name _____ A/c No. _____

IFSC _____

Certified that I Hereby accepted all terms and conditions of NIQ under reference.

The following supporting documents must be submitted along with NIQ, namely: -

(i) Attested copy of Certificate of Incorporation/Registration of agency.
(ii) Attested copy of the IT return filed for the last 3 years.
(iii) Attested copy of PAN card & GST registration certificate.
(iv) Any other license/permission mandated by Government for appropriate business.

फर्म के साइन और सील
Sign & Seal of the firm

तारीख: / **Date:** _____

अनुलग्नक- '8' / Annexure- '8'

Checklist: Eligibility Criteria for Bidders

Sr. No.	Description	Document Attached (Yes/No)	Page No.
1.	Bidders must have supplied identical item (same or similar) to other IISERs/IITs/NISERs/Central Universities/Research/Reputed institutes etc., of national repute in the last three years. Copies of Purchase/Work Orders have to be submitted as evidence of supply.		
2.	Format of Compliance Statement of Specifications (Ref. Annexure- '2')		
3.	Format/Questionnaire for compliance of Terms and Conditions (Ref. Annexure- '3')		
4.	Manufacturer's Authorization Form (ref. Annexure- '4')		
5.	Bidder Information Form (Ref. Annexure- '5')		
6.	Declaration for non-blacklisting/debarment (Ref Annexure- '6')		
7.	Quotation Format (Ref. Annexure- '7')		
8.	Attested copy of Certificate of Incorporation/Registration of agency.		
9.	Attested copy of the IT return filed for the last 3 years.		
10.	Attested copy of PAN card & GST registration certificate.		
11.	Any other license/permission mandated by Government for appropriate business		

फर्म के साइन और सील
Sign & Seal of the firm

***तारीख*: / Date: _____**