

एनआईक्यू संख्या / NIQ No. IISERBpr/NIQ/EES/2026-27/23

तारीख/ Date: October 16, 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.

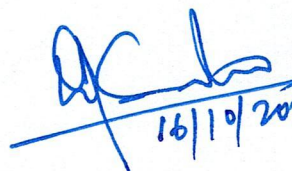
“**Sr. No. 16**” में बताए गए पूरे डॉक्यूमेंट्स अपने कोटेशन जमा करने की आखिरी तारीख/समय पर या उससे पहले नीचे दिए गए तरीकों से जमा करें।

All prospective suppliers are requested to submit complete documents as mentioned in “**Sr. No. 16**” 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/EES/2026-27/23, तारीख 16 अक्टूबर, 2026 के हिसाब से सप्लाय के लिए कोटेशन**” सब्जेक्ट मेंशन करें। कोटेशन की स्कैन की हुई सॉफ्ट कॉपी (pdf) पासवर्ड से प्रोटेक्ट होनी चाहिए। पासवर्ड NIQ खोलने के तय समय पर सप्लायर से लिया जाएगा। कोटेशन की अनप्रोटेक्ट 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/EES/2026-27/23, dated October 16, 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**
- b) सीलबंद लिफाफे के ऊपर उद्धरण निम्नानुसार लिखा होना चाहिए: “**एनआईक्यू संख्या IISERBpr/NIQ/EES/2026-27/23, दिनांक 16 अक्टूबर, 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/EES/2026-27/23, dated October 16, 2026.

1.	जेम गारण्ट्स नं. / GEM GARPTS No.	GEM/GARPTS/23092026/SKNTJSJTXTD
2.	इंडेंट नं./ Indent No.	IISERBPR/2026-27/EES/B0134/36 & B0138/38
3.	एनआईक्यू नं. / NIQ No.	IISERBpr/NIQ/EES/2026-27/23
4.	एनआईक्यू दिनांक./ NIQ Date:	October 15, 2026
5.	Brief Description of Service	1. Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Phulbani and return for 7 days. 2. Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Bangriposi and return for 7 days
6.	Service period	03-09, December 2026 (7 days)
7.	मात्रा /Quantity	As per the Scope of Work
8.	अनुमानित मूल्य / Estimated value	₹ 2,38,300 /-
9.	NIQ सबमिशन की आखिरी तारीख और सबमिशन का समय / NIQ Submission End Date & Time of submission	October 30, 2026 at 11:00 hr
10.	NIQ खुलने की तारीख, समय और स्थान / NIQ Opening Date, Time & Venue	October 30, 2026 at 12:00 hr (Store & Purchase Office)
11.	बोली सुरक्षा / Bid Security	
12.	भुगतान की शर्तें / Payment Terms.	I. 100% payment shall be made after successful completion of work and satisfactory services report. 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 बरहमपुर, 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 Password protected file has to be sent through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
14.	गारंटी / Warranty	NA
15.	पूर्व-योग्यता मानदंड / Pre-Qualification criteria	The Agency must have minimum 02 (two) years of experience in providing vehicle service to Educational Institution(s) / Govt. Organization / Non-Govt. Organization / PSUs / IITs / IISER / NISER etc. Proof of the same should be submitted in the form of Work Order (s) or contract (s). The bidders also have to submit certificates from the Institute authorities showing successful completion of the vehicles service provided during the last two years.
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. Bidder Information Form (Ref. Annexure- '3') c. Declaration for non-blacklisting/debarment (Ref Annexure- '4') d. Quotation Format (Ref. Annexure- '5') e. Checklist: Eligibility Criteria for Bidders (Ref. Annexure- '6') f. The bidders also have to submit certificates from the Institute authorities showing successful completion of the vehicles service provided during the last two years.
17.	Compliance of Make in India Policy 2017/DPIIT Guidelines	NA
18.	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.
19.	टेक्निकल क्लैरिफिकेशन के लिए कृपया संपर्क करें:/ For technical Clarifications please contact:	Office, Department of Earth and Environmental Sciences Email- office_ees@iiserbpr.ac.in
20.	NIQ इनवाइटिंग अथॉरिटी:/ NIQ Inviting Authority:	डिप्टी रजिस्ट्रार (स्टोर और परचेज) निदेशक, आईआईएसईआर बरहमपुर की ओर से दूरभाष संख्या 0680 2227-705/709 Deputy Registrar (Stores and Purchase) for and on behalf of Director, IISER Berhampur Tel. No.0780 2227-705/ 709


 16/10/2026 -

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

अनुलग्नक - '1'/Annexure- '1'

तकनीकी विशेष विवरण / TECHNICAL SPECIFICATIONS

(एनआईएस्यु नं. IISERBpr/NIQ/EES/2026-27/23, दिनांक 16 अक्टूबर, 2026) /
(NIQ NO. IISERBpr/NIQ/EES/2026-27/23, dated October 16, 2026)

Scope of the Work

Travel Requirements for Fieldwork Program.

Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Phulbani and return for 7 days	
Date (Tentative)	03-09, December 2026 (7 days)
Place	Phulbani (about ~170 km from Berhampur)
Number of people	33 Approx.
Transport	52-seater bus
Essential requirements	
Type of service	Outstation
Vehicle seating capacity	Minimum 52
Comfort category	Minimum semi-deluxe
Local travel (per day km usage)	150 approx.
Per-day hours usage	24X7
Fuel type	Diesel
Year of vehicle model	2022 onwards
Vehicle strength	Should be able to run on rough roads, fields, and hilly areas
Number of drivers	2
Driver communication skills	Odia and Hindi-speaking, if possible English
Pick-up and drop point	Pick up will be from IISER Berhampur Permanent campus and the same will be the drop point on return
Driver experience	Driver should have experience of field trip
Vendor experience	Minimum 3-year experience in bus service

Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Bangripasi and return for 7 days	
Date (Tentative)	03-09, December 2026 (7 days)
Place	Bangripasi (about ~450 km from Berhampur)
Number of people	42 Approx
Transport	52-seater bus
Essential requirements	
Type of service	Outstation
Vehicle seating capacity	Minimum 52
Comfort category	Minimum semi-deluxe
Local travel (per day km usage)	200 approx
Per-day hours usage	24X7
Fuel type	Diesel
Year of vehicle model	2022 onwards
Vehicle strength	Should be able to run on rough roads, fields, and hilly areas
Number of drivers	2
Driver communication skills	Odia and Hindi-speaking, if possible English
Pick-up and drop point	Pick up will be from IISER Berhampur Permanent campus and the same will be the drop point on return
Driver experience	Driver should have experience of field trip
Vendor experience	Minimum 3-year experience in bus service

अनुलग्नक - '2'/Annexure- '2'

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

(एनआईक्यू नं. IISERBpr/NIQ/EES/2026-27/23, दिनांक 16 अक्टूबर, 2026) /
(NIQ NO. IISERBpr/NIQ/EES/2026-27/23, dated October 16, 2026)

Sr. No.	Scope of the Work	Compliance please write Yes/No	Remark																																						
1.	Travel Requirements for Fieldwork Program.																																								
	<table><tr><td colspan="2">Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Phulbani and return for 7 days</td></tr><tr><td>Date (Tentative)</td><td>03-09, December 2026 (7 days)</td></tr><tr><td>Place</td><td>Phulbani (about ~170 km from Berhampur)</td></tr><tr><td>Number of people</td><td>33 Approx.</td></tr><tr><td>Transport</td><td>52-seater bus</td></tr><tr><td colspan="2">Essential requirements</td></tr><tr><td>Type of service</td><td>Outstation</td></tr><tr><td>Vehicle seating capacity</td><td>Minimum 52</td></tr><tr><td>Comfort category</td><td>Minimum semi-deluxe</td></tr><tr><td>Local travel (per day km usage)</td><td>150 approx.</td></tr><tr><td>Per-day hours usage</td><td>24X7</td></tr><tr><td>Fuel type</td><td>Diesel</td></tr><tr><td>Year of vehicle model</td><td>2022 onwards</td></tr><tr><td>Vehicle strength</td><td>Should be able to run on rough roads, fields, and hilly areas</td></tr><tr><td>Number of drivers</td><td>2</td></tr><tr><td>Driver communication skills</td><td>Odia and Hindi-speaking, if possible English</td></tr><tr><td>Pick-up and drop point</td><td>Pick up will be from IISER Berhampur Permanent campus and the same will be the drop point on return</td></tr><tr><td>Driver experience</td><td>Driver should have experience of field trip</td></tr><tr><td>Vendor experience</td><td>Minimum 3-year experience in bus service</td></tr></table>		Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Phulbani and return for 7 days		Date (Tentative)	03-09, December 2026 (7 days)	Place	Phulbani (about ~170 km from Berhampur)	Number of people	33 Approx.	Transport	52-seater bus	Essential requirements		Type of service	Outstation	Vehicle seating capacity	Minimum 52	Comfort category	Minimum semi-deluxe	Local travel (per day km usage)	150 approx.	Per-day hours usage	24X7	Fuel type	Diesel	Year of vehicle model	2022 onwards	Vehicle strength	Should be able to run on rough roads, fields, and hilly areas	Number of drivers	2	Driver communication skills	Odia and Hindi-speaking, if possible English	Pick-up and drop point	Pick up will be from IISER Berhampur Permanent campus and the same will be the drop point on return	Driver experience	Driver should have experience of field trip	Vendor experience	Minimum 3-year experience in bus service	
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2.

Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Bangriposi and return for 7 days	
Date (Tentative)	03-09, December 2026 (7 days)
Place	Bangriposi (about ~450 km from Berhampur)
Number of people	42 Approx
Transport	52-seater bus
Essential requirements	
Type of service	Outstation
Vehicle seating capacity	Minimum 52
Comfort category	Minimum semi-deluxe
Local travel (per day km usage)	200 approx
Per-day hours usage	24X7
Fuel type	Diesel
Year of vehicle model	2022 onwards
Vehicle strength	Should be able to run on rough roads, fields, and hilly areas
Number of drivers	2
Driver communication skills	Odia and Hindi-speaking, if possible English
Pick-up and drop point	Pick up will be from IISER Berhampur Permanent campus and the same will be the drop point on return
Driver experience	Driver should have experience of field trip
Vendor experience	Minimum 3-year experience in bus service

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

तारीख: / Date: _____

अनुलग्नक - '3' / Annexure- '3'

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 misdemeanours 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- '4'/ Annexure- '4'

क्लीन ट्रैक के बारे में घोषणा/कोई कानूनी कार्रवाई नहीं /
DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION
(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 - '5' / Annexure- '5'

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	Unit Price	GST %	GST Amount	Total cost with GST
1.	Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Phulbani and return for 7 days	As per the Scope of Work				
2.	Hiring of 52-seater Non –AC bus for field visit for Geological field work from Berhampur to Bangripasi and return for 7 days	As per the Scope of Work				
3.						
4.						
5.						
	Total					
	Total in words:					

Note: The cost of optional items shall be indicated separately. The bidder may add rows to include the prices of all taxes, services etc. whichever applicable.

- a) All above prices are F.O.R. IISER Berhampur.
- b) 100% payment shall be made after successful completion of work and satisfactory services report. No advance payment will be provided
- c) Validity of quotation _____ days (d) Service period _____ (Days/ Weeks)

d) Warranty details: NA

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 PAN card & GST registration certificate.
- (iii) Any other license/permission mandated by Government for appropriate business.

फर्म के साइन और सील
Sign & Seal of the firm

तारीख: / Date: _____

अनुलग्नक- '6' / Annexure- '6'

Checklist: Eligibility Criteria for Bidders

Sr. No.	Description	Document Attached (Yes/No)	Page No.
1.	The Agency must have minimum 02 (two) years of experience in providing vehicle service to Educational Institution(s) / Govt. Organization / Non-Govt. Organization / PSUs / IITs / IISER / NISER etc. Proof of the same should be submitted in the form of Work Order (s) or contract (s). The bidders also have to submit certificates from the Institute authorities showing successful completion of the vehicles service during the last three years.		
2.	Format of Compliance Statement of Specifications (Ref. Annexure- '2')		
3.	Bidder Information Form (Ref. Annexure- '3')		
4.	Declaration for non-blacklisting/debarment (Ref Annexure- '4')		
5.	Quotation Format (Ref. Annexure- '5')		
6.	Attested copy of Certificate of Incorporation/Registration of agency.		
7.	Attested copy of PAN card & GST registration certificate.		
8.	Any other license/permission mandated by Government for appropriate business		

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तारीख: / Date: _____