

एनआईक्यू संख्या / NIQ No.: IISERBpr/NIQ/S&P/2026-27/20

तारीख/ Date: September 21, 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. 17” 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. 17”** 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/S&P/2026-27/20, तारीख 21 सितम्बर, 2026 के हिसाब से सफ़ाई 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 सफ़ायर 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/S&P/2026-27/20, dated September 21, 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/S&P/2026-27/20, दिनांक 21 सितम्बर, 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/S&P/2026-27/20, dated September 21, 2026.”

1.	जेम गारप्स नं. / GEM GARPTS No.	GEM/GARPTS/25082026/RICYXBShYXJS
2.	इंडेंट नं./ Indent No.	IISERBpr/2026-27/S&P/B0110/6 dated August 31, 2026
3.	एनआईक्यू नं. / NIQ No.	IISERBpr/NIQ/S&P/2026-27/20
4.	एनआईक्यू दिनांक./ NIQ Date:	September 21, 2026
5.	खरीदी जाने वाली वस्तु का संक्षिप्त विवरण / Brief Description of the item to be procured/ Service	Customized teak/ Sheesham wood chair with arm rest and cushion seat & back
6.	मात्रा /Quantity	15 Nos.
7.	वितरण अवधि (दिन/सप्ताह) और डिलीवरी का स्थान: / Delivery Period (Days/weeks) & Delivery Location:	The item should be delivered within 04 weeks from issue of Purchase Order at the Department of Stores & Purchase, IISER Berhampur (Permanent Campus), Laudigam, Konisi, Ganjam, Odisha-760003. Installation should be done free of cost. Penalty @ 0.5% per week or part there of subject to a maximum of 5% of the delivery price will be deducted from your bills if supply is not completed within stipulated period. The vendor should provide any spare parts, consumables or accessories required for the installation of the instrument, free of cost.
8.	अनुमानित मूल्य / Estimated value	₹5,31,000 /-
9.	NIQ सबमिशन की आखिरी तारीख और सबमिशन का समय / NIQ Submission End Date & Time of submission	September 28, 2026 at 11:00 hr
10.	NIQ खुलने की तारीख, समय और स्थान / NIQ Opening Date, Time & Venue	September 28, 2026 at 12:00 hr (Store & Purchase Office)

11.	भुगतान की शर्तें / Payment Terms.	I. 100% payment shall be made against satisfactory, delivery of the item subject to submission/ extension of S.D. of 5% of Purchase Order value in form of D.D. / B.G valid till 60 (sixty) days beyond the Warranty period. (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.
12.	Performance Security	Submission of (5%) five percent of the Purchase/Work Order value and valid till 60 days beyond warranty period (i.e. Warranty period + 60 days). Performance Guarantee Bond should be submitted within (Fifteen)15 days from the date of Order Acknowledgement as a successful bidder through an Account Payee DD, Fixed Deposit, Bank Guarantee from a commercial bank or direct online payment to the institute account. (Account details attached in the NIQ document).
13.	Security deposit	₹ 26,550 /- (to be deposited within 15 day from the issuance of Purchase/Work Order)
14.	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)
15.	गारंटी / Warranty	01 year from the date of acceptance
16.	पूर्व-योग्यता मानदंड / Pre-Qualification criteria	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.
17.	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. Manufacturer's Authorization Form (ref. Annexure- '3') c. Bidder Information Form (Ref. Annexure- '4') d. Declaration for non-blacklisting/debarment (Ref Annexure- '5') e. Format for Performance Guarantee Bond (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
18.	Compliance of Make in India Policy 2017/DPIIT Guidelines	NA
19.	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.
20.	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.
21.	टेक्निकल क्लैरिफिकेशन के लिए कृपया संपर्क करें:/ For technical Clarifications please contact:	Office, Stores & Purchase Email- purchase@iiserbpr.ac.in
22.	NIQ इनवाइटिंग अथॉरिटी:/	डिप्टी रजिस्ट्रार (स्टोर और परचेज) निदेशक, आईआईएसईआर बरहामपुर की ओर से

NIQ Inviting Authority:	दूरभाष संख्या 0680 2227-7718/ 7303/ 7717 Deputy Registrar (Stores and Purchase) for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-7718/ 7303/ 7717
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Keptali
21/9/2024

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

अनुलग्नक - '1'/Annexure- '1'

तकनीकी विशेष विवरण / TECHNICAL SPECIFICATIONS

(एनआईएस्यु नं. IISERBpr/NIQ/S&P/2026-27/20, दिनांक 21 सितम्बर, 2026) /
(NIQ NO. IISERBpr/NIQ/S&P/2026-27/20, dated September 21, 2026)

Sr. No.	Description
1	Wooden Chair with arm rest made up of Teak/ Sheesham Wood attach with Cushion Seat & back, melamine Polish with glossy finish Product Specifications: Classic Hand-Carved Royal Armchair Victorian-style Royal Armchair Dimensions & Weight • Total Height: 40 to 45 inches (approx. 101.6 to 114.3 cm) • Total Width: 21 to 24 inches (approx. 53.3 to 61 cm) • Total Depth: 22 to 26 inches (approx. 55.9 to 66 cm) • Seating Height: ~20 inches (50.8 cm) from the floor • Item Weight: ~10 to 12 Kilograms Material & Build • Primary Frame Material: Solid Sheesham Wood (<i>Indian Rosewood</i>), known for natural termite resistance and high durability. • Finish Options: Hand-burnished Walnut, Honey, Antique Gold, or Natural Glossy/Matte Polish. • Assembly Status: Delivered fully pre-assembled (Ready to Use). • Upholstery & Cushioning • Seat & Backrest Cushioning: Fixed premium high-density PU foam padding. • Fabric Style: Elegant light cream/off-white Damask fabric woven with traditional self-pattern floral motifs. • Border Trim: Precision nailhead trim detailing along the upholstered perimeter lines. Design Highlights • Carving Detailing: Intricate, hand-carved floral motif cresting on the crown crown arch, under-seat apron, and scroll arms. • Leg Architecture: Classic structural Cabriole curved front legs with flared rear support posts.



अनुलग्नक - '2'/Annexure- '2'

FORMAT OF COMPLIANCE STATEMENT OF SPECIFICATIONS

(एनआईक्यू नं. IISERBpr/NIQ/S&P/2026-27/20, दिनांक 21 सितम्बर, 2026) /
(NIQ NO. IISERBpr/NIQ/S&P/2026-27/20, dated September 21, 2026)

Sr. No.	Description	Compliance (Yes/No)
1	Wooden Chair with arm rest made up of Teak Wood attach with Cushion Seat & back, melamine Polish with glossy finish Product Specifications: Classic Hand-Carved Royal Armchair Victorian-style Royal Armchair Dimensions & Weight Total Height: 40 to 45 inches (approx. 101.6 to 114.3 cm) Total Width: 21 to 24 inches (approx. 53.3 to 61 cm) Total Depth: 22 to 26 inches (approx. 55.9 to 66 cm) Seating Height: ~20 inches (50.8 cm) from the floor Item Weight: ~10 to 12 Kilograms Material & Build Primary Frame Material: Solid Sheesham Wood (<i>Indian Rosewood</i>), known for natural termite resistance and high durability. Finish Options: Hand-burnished Walnut, Honey, Antique Gold, or Natural Glossy/Matte Polish. Assembly Status: Delivered fully pre-assembled (Ready to Use). Upholstery & Cushioning Seat & Backrest Cushioning: Fixed premium high-density PU foam padding. Fabric Style: Elegant light cream/off-white Damask fabric woven with traditional self-pattern floral motifs. Border Trim: Precision nailhead trim detailing along the upholstered perimeter lines. Design Highlights Carving Detailing: Intricate, hand-carved floral motif cresting on the crown crown arch, under-seat apron, and scroll arms. Leg Architecture: Classic structural Cabriole curved front legs with flared rear support posts.	

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

तारीख: / Date: _____

अनुलग्नक - '3' Annexure- '3'

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- '4' / Annexure- '4'

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- '5'/ Annexure- '5'

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.:

FORMAT FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT BERHAMPUR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BERHAMPUR OR ANY SCHEDULED BANK SITUATED AT BERHAMPUR. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.).

To,
The Director,
IISER Berhampur
At/Po : Laudigam, Konsi, Police Station : Golanthara
Dist- Ganjam, Odisha, Pin-760003

LETTER OF GUARANTEE

WHEREAS Indian Institute of Science Education and Research, Berhampur (Buyer) have placed an order for supply of (item name) vide Purchase Order Number..... Dt..... and NIT No. dt. ANDWHEREAS

the said Purchase Order requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery, etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "The Director, Indian Institute of Science Education and Research, Berhampur" in the form of Bank Guarantee for Rs.....

(5%) five percent of the purchase value) and valid till 60 days beyond warranty period (i.e. Warranty period + 60 days) from the date of issue of Performance Guarantee Bond may be submitted within (Fifteen)15 days from the date of Order Acknowledgement as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document, Purchase Order / performance of the equipment / machinery, etc. this Bank shall pay to Indian Institute of Science Education and Research, Berhampur on demand and without protest or demur Rs (Rupees.).

This Bank further agrees that the decision of Indian Institute of Science Education and Research, Berhampur (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / Purchase Order shall be final and binding.

We, (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Indian Institute of Science Education and Research, Berhampur (Buyer).

Notwithstanding anything contained herein:

1. Our liability under this Bank Guarantee shall not exceed Rs. (Indian Rupees only).
2. This Bank Guarantee shall be valid up to (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if IISER Berhampur serve upon us a written claim or demand on or before.....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch).

Yours truly,
Signature and seal of the guarantor: Name of Bank:
Address:
Date:

Instruction to Bank: Bank should note that on expiry of Bond Period, the Original Bond will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond

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: -

SN	Description of item	Qty	Unit Price	GST %	Total cost with GST
1.	Customized teak/ Sheesham wood chair with arm rest and cushion seat & back	15 Nos.			
2.	Total				
3.	Total in words:				

- a) All above prices are F.O.R. IISER Berhampur.
- b) 100% payment shall be made against satisfactory, delivery and successful commissioning of the equipment subject to submission of original invoice and satisfactory report from the indenter.
- c) Validity of quotation _____ days (d) Delivery 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.	Manufacturer's Authorization Form (ref. Annexure- '3')		
4.	Bidder Information Form (Ref. Annexure- '4')		
5.	Declaration for non-blacklisting/debarment (Ref Annexure- '5')		
6.	Format For Performance Guarantee Bond (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: _____