

NIQ No. IISERBpr/NIQ/CC/2025-26/02

Date: Sep 02, 2025

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, installation, testing and commissioning of **Zoom Education Licence for 1 Year**.

All prospective suppliers are requested to submit their quotations on or before the end date/time of submission in the following ways:

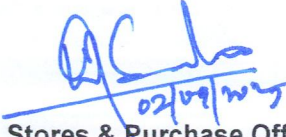
- By email to purchase@iiserbpr.ac.in. The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation may be rejected.

The sealed envelope should be duly super-scribed OR the subject of email providing soft copy of the quotation should be as follows: **"Quotation for supply, installation, testing and commissioning of Zoom Education Licence for 1 Year."**

vide NIQ No. IISERBpr/NIQ/CC/2025-26/02 dated Sep 02, 2025"

GEM GARPTS No.	GEM/GARPTS/26082025/GBA8AH67INDP
Indent No.	IISERBpr/2025-26/CC/B048/16 dated 26/8/2025
NIQ No.	IISERBpr/NIQ/CC/2025-26/02
NIQ Date:	September 02, 2025
Brief Description of the item to be procured	<u>"Quotation for supply, installation, testing and commissioning of Zoom Education License for 1 Year."</u> (Specifications as per Annexure- 1)
Quantity	20 Nos.
Delivery Period (Days/weeks):	07 days from the release of Purchase Order
Delivery Location:	IISER Berhampur Permanent Campus
Estimated value	₹1,95,880 /-
NIQ Submission End Date & Time of submission	September 08, 2025 at 15:00 hr
NIQ Opening Date, Time & Venue	September 09, 2025 at 15:45 hr (Store & Purchase Office)
Delivery:	(i) FOR IISER Berhampur (ii) LD Charges @0.5 % per week for late delivery.
Bid Security	NA
Payment Terms.	100% payment shall be made against satisfactory, delivery and successful installation.
Address for submission of NIQ:	The Stores & Purchase Officer IISER Berhampur, At/Po: -Laudigam, Konisi, Dist. Ganjam, Odisha-760003 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
Award of Contract:	The bidder who complies with the technical compliance, fulfils the eligibility criteria and quotes the lowest amount shall be awarded the contract
Subscription validity	1 year
Mandatory Documents /	The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Technical Specifications (Refer Annexure- '1') b. Technical compliance (Ref. Annexure- '2') c. Format/Questionnaire for compliance of Terms and Conditions (Ref. Annexure- '3') d. Manufacturer's Authorization Form (ref. Annexure- '4') e. Bidder Information Form (Ref. Annexure- '5')

	f. Declaration for non-blacklisting/debarment (Ref Annexure-'6') g. Quotation Format (Ref. Annexure- '7')
Compliance of Make in India Policy 2017/DPIIT Guidelines	NA
Pre-Qualification criteria	Bidders must have supplied identical 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 have to be submitted as evidence of supply. The bidders also have to submit certificates from the Institute authorities showing successful functioning of the identical equipment supplied to them for the last three years.
Declaration	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.
For technical Clarifications please contact:	Shri Debasmit Parida Email - debashmitp@iiserbpr.ac.in
NIQ Inviting Authority:	Stores and Purchase Officer for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-728/709


 Stores & Purchase Officer

TECHNICAL SPECIFICATIONS
(NIQ NO. IISERBpr/NIQ/CC/2025-26/02 dated Sep 02, 2025)

The description of scope of work/job/Technical Specification to be done is as mentioned below.

1. True/ attested copy of GST registration.
2. True/ attested copy of PAN Card.
3. The bidder must either be an Original Equipment Manufacturer (OEM) or an authorized partner of the item offered in the bid. The certificate of OEM Authorized Agent should be enclosed with the bid specific MAF (Manufacture Authorization Form).
4. Bidder should have valid GST registration for the current financial year. Only invoices/Bills with serial numbers and printed with GSTIN number shall be accepted.
5. The bidder must submit a self-certified declaration that the bidding firm/manufacturer or the consortium has not been blacklisted from participating in the Tendering process of any Central Government Organization.
6. All the terms and conditions mentioned herein must be strictly adhered to by all the bidders/firms/suppliers. Conditional tenders shall not be accepted on any ground and shall be rejected straightway.
7. The selected agency to which the contract of service will be awarded should be ready to commence within 14 days from the date of receiving the work order.
8. Vendor should be flexible to enhance/extend scope of work in case of enhancement requirement with mutual agreement on the commercials if the requirement is not listed in the scope at the time of awarding the contract.
9. Technical Support by Ticket, Live Chat, & Phone by 24/7.
10. SOP for the managing software.
11. The selected agency to which the contract of service will be awarded should be ready to renew our existing ZOOM Education license for 20 hosts for 1 years.

Annexure-‘2’

Technical Compliance
(NIQ NO. IISERBpr/NIQ/CC/2025-26/02 dated Sep 02, 2025)

Sl 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, Role-based administration	
2	Video Conferencing Features	HD video, HD voice, Active speaker view, Full screen and gallery view Simultaneous Screen Share Join by telephone call-in 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.	

Sign & Seal of the firm

Date: _____

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)		

Sign & Seal of the firm

Date: _____

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 are 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]

BIDDER INFORMATION FORM
(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)

Annexure-‘6’

DECLARATION REGARDING CLEAN TRACK/NO LEGAL ACTION

(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 may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

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: -

Sl.	Description of item	Qty	Unit Price	GST %	Total cost with GST
1	Renewal of Existing ZOOM Education License for One year	20			
	Total				
Total in words:					

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

(b) 100% payment shall be made against satisfactory, delivery and successful installation & commissioning of the equipment 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.

(c) Validity of quotation _ days (e) Delivery period _____ (days/weeks)

(f) Warranty details _____

(g) 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.

Sign & Seal of the firm**Date:** _____