

NIQ No. IISERBpr/NIQ/RO/2025-26/24

Date: November 28, 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 of items as per description at **sub para 5** below.

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:

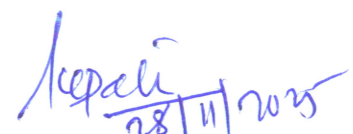
- a) By email to purchase@iiserbpr.ac.in. Mentioning subject for “**Quotation for supply against NIQ No. IISERBpr/NIQ/RO/2025-26/24 dated November 28, 2025**” The scanned soft copy (pdf) of the quotation should be password protected. The password will be obtained from the suppliers at the specified time of opening of NIQ. The unprotected soft copy of quotation may be rejected.

OR

- b) The sealed envelope should be duly super-scribed of the quotation should be as follows:
“Quotation for supply against NIQ No. IISERBpr/NIQ/RO/2025-26/24 dated November 28, 2025.”

1.	GEM GARPTS No.	GEM/GARPTS/17112025/PYAQU2F1YE4G valid till date. 17/12/2025
2.	Indent No.	IISERBpr/2025-26/RO/B0040/01 dated 25/11/2025
3.	NIQ No.	IISERBpr/NIQ/RO/2025-26/24
4.	NIQ Date:	November 28, 2025
5.	Brief Description of the item to be procured	Designing and Printing of Annual Report of IISER Berhampur for the FY 2024-25
6.	Quantity	50 Number
7.	Delivery Period (Days/weeks) & Delivery Location:	The item should be delivered within two weeks from the date of final approval of the draft Annual Report from the Institute Authority after issuance of the Purchase Order. LD Charges @0.5 % per week for late delivery. & Delivery Location : IISER Berhampur
8.	Estimated value	₹2,52,500 /-
9.	NIQ Submission End Date & Time of submission	December 05, 2025 at 11:00 hr
10.	NIQ Opening Date, Time & Venue	December 05, 2025 at 12:00 hr (Store & Purchase Office)
11.	Bid Security	NA
12.	Payment Terms.	100% payment shall be made against satisfactory, successful delivery, acceptance and subject to submission of original invoice, satisfactory report and payment recommendation from the Indenter.
13.	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)
14.	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
15.	Warranty (Onsite)	NA
16.	Mandatory Documents	The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Technical compliance (Ref. Annexure- '1') b. Bidder Information Form (Ref. Annexure- '2') c. Declaration for non-blacklisting/debarment (Ref Annexure- '3') d. Quotation Format (Ref. Annexure- '4')
17.	Compliance of Make in India Policy 2017/DPIIT Guidelines	a) Applicable for procurement of goods/services value above Rs 50 Lakhs.

		b) Bidder has to provide land border declaration regarding restrictions on procurement from Bidders from a country or countries, or a class of countries under Rule 144(x) of the General Financial Rules 2017. c) Self-certification regarding Local Content (LC) for Goods, Services or Works.
18.	Pre-Qualification criteria	Bidders must have supplied identical item (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 (Enclose Proof).
19.	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.
20.	For technical Clarifications please contact:	Shri Subrat Kumar Pattnaik Email – subrat@iiserbpr.ac.in
21.	NIQ Inviting Authority:	Stores and Purchase Officer for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-709


 Stores & Purchase Officer

Annexure- '1'

TECHNICAL COMPLIANCE
(NIQ NO. IISERBpr/NIQ/RO/2025-26/24 dated November 28, 2025)

Sr. No.	Specification of the item	Compliance (Yes/No)
1.	Design and Printing of Annual Report 2024-25 (Hindi and English combined)	
2.	Size 8.5" x 11", Pages: 250-300	
3.	Cover: 300 GSM Art board with gloss lamination on cover pages	
4.	inside :130 GSM Art Paper	
5.	Print: All through Multi colour printing	
6.	Binding: Perfect with section swing	

Terms & Conditions:

1. Provide First color proof within 5 days from the date of receipt Annual Report file.
2. Delivery must be completed within 02 weeks from the date of receipt of finalized color proof.

Sign & Seal of the firm

Date: _____

Annexure- '2'

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- '3'

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
I.	Designing and Printing of Annual Report of the Institute for the FY 2024-25	50			
	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 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)

(e) Warranty details: NA(f) 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: -

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

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