

एनआईक्यू संख्या / NIQ No. IISERBpr/NIQ/EES/2025-26/51

तारीख/ Date: March 12, 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/2025-26/51 तारीख 12, मार्च, 2026 के हिसाब से सप्लाय 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/EES/2025-26/51 dated March 12, 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 may be rejected.

या/OR

- b) सीलबंद लिफाफे के ऊपर उद्धरण निम्नानुसार लिखा होना चाहिए: **“एनआईक्यू संख्या IISERBpr /NIQ/EES/2025-26/51, दिनांक 12, मार्च, 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/2025-26/51 dated March 12, 2026

1.	जेम गारप्स नं./ GEM GARPTS No.	GEM/GARPTS/10022026/63IIOAQTVNU7
2.	इंडेंट नं./ Indent No.	IISERBPR/2025-26/EES/B0124/35
3.	एनआईक्यू नं. / NIQ No.	IISERBpr/NIQ/EES/2025-26/51
4.	एनआईक्यू दिनांक./ NIQ Date:	12 मार्च, 2026 / March 12, 2026
5.	खरीदी जाने वाली वस्तु का संक्षिप्त विवरण / Brief Description of the item to be procured	Arrangement of Catering services for two days Seminar from March 20, 2026 to March 21, 2026
6.	मात्रा /Quantity	As per Annexure -1
7.	वितरण अवधि (दिन/सप्ताह) और डिलीवरी का स्थान: / Service Period (Days/weeks) & Service Location:	कार्य आदेश जारी होने की तिथि से 20 मार्च, 2026 से 21 मार्च, 2026 तक, पृथ्वी पर्यावरण विज्ञान विभाग, आईआईएसईआर बरहमपुर (स्थायी परिसर), लौडीगम, कोनिसी, गंजाम, ओडिशा-760003 में खानपान सेवा प्रदान की जानी चाहिए।/ Catering service should be provided from March 20, 2026 to March 21, 2026. IISER Berhampur (Permanent Campus), Laudigam, Konisi, Ganjam, Odisha-760003.
8.	अनुमानित मूल्य / Estimated value	₹2,19,476 /-
9.	NIQ सबमिशन की आखिरी तारीख और सबमिशन का समय / NIQ Submission End Date & Time of submission	16 मार्च 2026 को 11:00 बजे/ March 16, 2026 at 11:00 hr
10.	NIQ खुलने की तारीख, समय और स्थान / NIQ Opening Date, Time & Venue	16 मार्च, 2026 को 12:00 बजे (स्टोर और खरीद कार्यालय) / March 16, 2026 at 12:00 hr (Store & Purchase Office)
11.	बोली सुरक्षा / Bid Security	NA

12.	भुगतान की शर्तें। / Payment Terms.	ऑर्डर की सफल पूर्ति और वैध टैक्स इनवॉइस जमा करने के बाद ही 100% भुगतान किया जाएगा। यदि प्राप्त सेवाएं/सामग्री हमारी आवश्यकता सूची में दिए गए विवरण और गुणवत्ता के अनुरूप नहीं हैं या निम्न गुणवत्ता की हैं, तो संस्थान द्वारा उचित जुर्माना लगाने का निर्णय अंतिम और विक्रेता पर बाध्यकारी होगा।/ 100% payment shall be made after successful execution of the Order against submission of valid tax invoices. If the services/material received do not confirm to the description and quality as contained in our schedule of requirement or have substandard, the decision of the institute on imposing appropriate penalty shall be final and binding on the vendor.
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 Through email: purchase@iiserbpr.ac.in (strictly as per the above directive)
14.	अनुबंध का पुरस्कार / Award of Contract:	सबसे कम बोली लगाने वाले को अनुबंध दिया जाएगा। / The bidder who fulfils the Eligibility criteria and quotes the lowest amount shall be awarded the contract.
15.	गारंटी / Warranty	NA
16.	अनिवार्य दस्तावेज़ / Mandatory Documents	बोली लगाने वाले को मूल्यांकन के लिए ये डॉक्यूमेंट जमा करने होंगे, नहीं तो बोली पर विचार नहीं किया जाएगा: a. तकनीकी विनिर्देश (संदर्भ अनुलग्नक - '1' देखें) b. बिडर इन्फॉर्मेशन फॉर्म (संदर्भ अनुलग्नक - '2') c. कोटेशन फॉर्म (संदर्भ अनुलग्नक- '3') / The bidder should submit the following documents for evaluation failing which the bid cannot be considered: a. Technical Specifications (Refer Annexure- '1') b. Bidder Information Form (Ref. Annexure- '2') c. Quotation Format (Ref. Annexure- '3')
17.	Eligibility criteria	a. The agency should poses License Certificates for catering service (Trade license) for service/Manufacture/Supply of item. b. The Agency should poses income tax PAN Number and GST Registration
18.	टेक्निकल क्लैरिफिकेशन के लिए कृपया संपर्क करें:/ For technical Clarifications please contact:	पृथ्वी पर्यावरण विज्ञान विभाग का कार्यालय ईमेल: office_ees@iiserbpr.ac.in / Office, Department of Earth Environmental Sciences Email- office_ees@iiserbpr.ac.in
19.	NIQ इनवाइटिंग अथॉरिटी:/ NIQ Inviting Authority:	डिप्टी रजिस्ट्रार (भंडार एवं क्रय) निदेशक, आईआईएसईआर बरहमपुर की ओर से दूरभाष संख्या 0680 2227-709 / Deputy Registrar (Stores and Purchase) for and on behalf of Director, IISER Berhampur Tel. No.0680 2227-709

(Signature)
12/3/2024

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

अनुलग्नक - '1'/Annexure- '1'

Arrangement of Catering services for two days Seminar from
March 20, 2026 to March 21, 2026

DATE	PARTICULARS	QUANTITY
20-03-2026	HI-TEA	130
20-03-2026	LUNCH	130
20-03-2026	HI-TEA (POST LUNCH)	130
20-03-2026	HI-TEA	130
20-03-2026	DINNER	160
21-03-2026	HI-TEA	130
21-03-2026	LUNCH	130

20th March Lunch (130 Persons)

- Salad
- Veg/Non Veg Soup
- Roti/Kashmiri pulao
- Dal Makhani
- Kashmiri Alu dum
- Katla Kalia/ Paneer Pasinda
- Butter milk
- Gulab Jamun
- Chatni/ Papad

20th March Dinner (160 Persons)

- Salad
- Veg/Non Veg Soup
- Fish fry/ Paneer tikka
- Chicken Kasha/Mushroom curry
- Mix fried rice (Veg/ Non Veg)
- Masala cold drinks
- Gajar ka halwa
- Chatni/ Papad

21st March Lunch (130 Persons)

- Salad
- Veg/Non Veg Soup
- Plain rice/ Tandoori Roti
- Veg Dal
- Chicken curry/ Paneer butter masala
- Lassi
- Ras malai
- Chatni/ Papad

First day Hi-Tea break 11.30 AM: tea/coffee, cookies

First day Hi-Tea (Post lunch break 3.30 PM: tea/coffee, samosa.

First day Hi-Tea break 05.30 PM: tea/coffee, cookies

Other Terms & Conditions

- Adequate drinking water arrangement (water dispenser and paper cups) for the entire duration is required.
- All crockeries are to be the highest standard and no plastics / thermocol items are to be used at the venue.

- c. Service boy should uniform, hand gloves, caps. All menu should be displayed. Sufficient numbers of dustbins should be placed at the appropriate places. Water dispenser with disposable paper glasses should be positioned at four prominent places. For hand hygiene, hand wash, soaps and clean towel etc. to be placed at the hand wash area.

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

तारीख: / Date: _____

अनुलग्नक- '2' / Annexure- '2'

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- '3' / Annexure- '3'

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 Service to be provide: -

	Date	Description of item	Qty	Unit Price per person	Amount in Rs.
Sl.	Arrangement of Catering services for two days Seminar From March 20, 2026 to March 21, 2026				
I.	20-03-2026	HI-TEA	130		
II.	20-03-2026	LUNCH	130		
III.	20-03-2026	HI-TEA (POST LUNCH)	130		
IV.	20-03-2026	HI-TEA	130		
V.	20-03-2026	DINNER	160		
VI.	21-03-2026	HI-TEA	130		
VII.	21-03-2026	LUNCH	130		
Total cost					
GST @ _____					
Total cost including GST					
Total cost in words:					

I/We understand that quantities mentioned above ate tentative and subject to charge as per the actual requirement at the venue. I/We have visited the site to accesses the actual requirement before quoting. The above quote is inclusive of transportation and as per the requirements of the Institute.

- a. All above prices are F.O.R. IISER Berhampur.
- b. Validity of quotation _____ days
- c. Service period _____ (days/weeks)
- d. Bank Account Details:
 - i. Name of A/c Holder _____
 - ii. Bank Name _____

iii. A/c No. _____

iv. IFSC _____

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

फर्म के साइन और सील
Sign & Seal of the firm

तारीख: / Date: _____