



IUCAA

**INTER-UNIVERSITY CENTER FOR ASTRONOMY AND ASTROPHYSICS PUNE,
MAHARASTRA.**

411007

TENDER REFERENCE NO: M26-0202

BID SUBMISSION END DATE- 05/08/2026

TENDER DOCUMENTS

FOR

“Professional visit charges for the servicing of the mirror coating plant.”

BID DOCUMENT

Online bids (Technical & Financial) from eligible bidders which are valid for a period of 90 days from the date of Bid opening (i.e.06/08/2026) are invited on behalf of the Administrative Officer, Purchase IUCAA Pune and for **“Professional visit charges for the servicing of the mirror coating plant.”**

Name of Work	Professional visit charges for the servicing of the mirror coating plant.
Estimated Cost	NA
Date of Publishing	28/07/2026 (17:00 hrs.)
Clarification Start Date and Time	28/07/2026 (17:00 hrs.)
Clarification End Date and Time	31/07/2026 (17:00 hrs.)
Queries (if any)	No queries will be entertained after the clarification end date and time
Bid Submission Start Date	28/07/2026 (17:00 hrs.)
Last Date and time of uploading of Bids	05/08/2026 (11:00 hrs.)
Last Date and time of submitting , EMD and other documents (if any)	NA
Date and time of opening of Technical Bids & Financial bid	06/08/2026 (11:00 hrs.)

Interested parties may view and download the tender document containing the detailed terms & conditions from the website <http://eprocure.gov.in/eprocure/app>

(The bids have to be submitted online in electronic form on www.eprocure.gov.in only. No physical bids will be accepted).

INSTRUCTION FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal ie <http://eprocure.gov.in/eprocure/app> , using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

REGISTRATION

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidder Enrolment” option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors/ bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS:

- (i) For preparation of bid Bidders shall search the tender from published tender list available on site and

download the complete tender document and should take into account corrigendum if any published before submitting their bids.

After selecting the tender document same shall be moved to the 'My favourite' folder of bidders account from where bidder can view all the details of the tender document.

- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

SUBMISSION OF BIDS:

- (i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.
- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BC/BG/ others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BC/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**
Bidders shall download the Schedule of Quantities & Prices i.e. Schedule-A, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the

appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.

If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 23.0 of ITB including forfeiture of EMD.

The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.**
- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology.

ASSISTANCE TO BIDDERS:

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender. The contact number for the helpdesk is 020-25604134 between 10:30 hrs to 17:00 hrs.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 and 0120-4001005. The helpdesk email id is support-eproc@nic.in

INSTRUCTION FOR e-PROCUREMENT

1. PREPARATION AND SUBMISSION OF BIDS :

- a. The detailed tender documents may be downloaded from <http://eprocure.gov.in/eprocure/app> till the last date of submission of tender. The Tender may be submitted online through CPP Portal <http://eprocure.gov.in/eprocure/app>
- b. The bidder should submit the bid online in one part viz. Technical Bid and Financial Bid. Technical and Financial Bid should be uploaded online in cover 1

2. SUBMISSION OF THE BID : All interested eligible bidders are requested to submit their bids online on CPP Portal: <http://eprocure.gov.in/eprocure/app> as per the criteria given in this document:

Technical Bid and Financial Bid should be upload online on the CPP Portal

(<http://eprocure.gov.in/eprocure/app>)

3. TECHNICAL BID: Signed and Scanned copies of the Technical bid documents as under must be submitted online on CPP Portal: <http://eprocure.gov.in/eprocure/app> .

List of Documents to be scanned and uploaded within the period of bid submission: -

- i. Scanned copy of Tender Acceptance Letter
- ii. Scanned copy of NO Relationship Certificate.
- iii. Financial Bid BoQ.

*If any or all the above-mentioned documents are not submitted, your bid will be summarily rejected.

4. Financial Bid

- i. The currency of all quoted rates shall be Indian rupees.
- ii. In preparing the financial bids, bidders are expected to take into account the requirements and conditions laid down in this Tender document. The financial bids should be uploaded online as per the specified “.Xls” format i.e. Price Bid Excel sheet attached as ‘.Xls’ with the tender and based on the scope of work, service conditions and other terms of the Tender document. It should include all costs associated with the Terms of Reference/Scope of Work of the assignment.
- iii. The Financial Proposal should be inclusive of all applicable taxes, duties, fees, levies, and other charges imposed under the applicable laws. The rates quoted in the Tender are inclusive of all applicable taxes, duties etc.

5. Last Date for Submission of Tender:

- a. Online bids complete in all respects, must be submitted on or before the last date and time specified in the schedule of events.
- b. IUCAA, Pune may, at its own discretion, alter/extend the last date for submission of tenders

6. Bid Validity:

- a. All the Bids must be valid for a period of 90 days from the last date of submission of the tender for execution of Contract. However, the quoted rates should be valid for the initial/ extended period of the Contract from the effective date of the Contract. No request will be considered for price revision during the original Contract period.

- b. A bid valid for a shorter period shall be declared as non-responsive.
- c. In exceptional circumstances, prior to expiry of the original time limit, the IUCAA may request the bidders to extend the period of validity for a specified additional period beyond the original validity of 90 days. The request and the bidders' responses shall be made in writing. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their Bid Security.

7. Modification / Substitution/ Withdrawal of bids:

- a. No Bid shall be modified, substituted or withdrawn by the Bidder after the Bid 's due Date.
- b. Any alteration/ modification in the Bid or additional information supplied subsequent to the Bid's due Date, unless the same has been expressly sought for by the Authority, shall be disregarded.

8. Rejection of the Bid: The bid submitted shall become invalid and tender fee shall not be refunded if:-

- a. The bidder is found ineligible.
- b. The bidder does not upload all the documents as stipulated in the bid document.

INTER-UNIVERSITY CENTRE FOR ASTRONOMY AND ASTROPHYSICS

Post Bag 4, Ganeshkhind, Pune 411007, Maharashtra, India

e-mail: purchase@iucaa.in

General Terms and Conditions

1. **Quotation**: The quotation should be valid for a minimum 90 days. IUCAA reserves the right to accept or reject any or all of the quotations without assigning any reasons.
2. **Discount**: IUCAA is a research/educational institute, hence discount/educational discount if any should be specified on percentage/lumpsum basis.
3. **Price**: The prices should remain valid and firm till the date of delivery. No escalation of rates will be considered during the contract period.
4. **INCOTERMS**:
Imports: Party is requested to quote item-wise prices on Ex-works basis. In case of short shipment/damaged goods, it is the responsibility of the supplier to provide the same free of cost to the purchaser at IUCAA, Pune.

Indigenous: Party is requested to quote item-wise prices on FOR IUCAA, Pune basis. In case of short shipment/damaged goods, it is the responsibility of the supplier to provide the same free of cost to the purchaser at destination.

5. **Payment**:

- 5.1 **Payment in Indian Rupees**: Generally, payment equivalent to 97% of PO/WO value will be made through NEFT/RTGS, within 30 days after satisfactory completion (supply, installation and commissioning etc. as the case may be). Balance 3% will be released after completion of the warranty period + 60 days. If the vendor submits PBG equivalent to 3% of the purchase order value from a nationalized bank to cover warranty period + 60 days, 3% will be released.
- 5.2 In case of AMC, payment will be made quarterly within 30 days after receipt of satisfactory services & completion of each quarter.

Payment in Foreign currencies:

- a) Payment will be made through wire transfer and after receipt of material at IUCAA. For advance payment, maximum 30% of the purchase/work order value will be released against submission of advance bank guarantee from a commercial bank (in the vendor's country) and which is co-guaranteed by any nationalized bank in India, and balance 67% will be released after receipt and inspection of the material at IUCAA and balance 3% will be released after completion of warranty period + 60 days.

OR

- b) Irrevocable Letter of Credit (LC) for 100% will be opened in favour of the supplier through Bank of Baroda, Camp Branch, Pune-411001, India. 80% will be released against the presentation of original shipping documents to the bank and balance 20% will be released after submission of PBG, issued by a nationalized bank in India / from a commercial bank (in the vendor's country) which is co-guaranteed by any nationalized bank in India, for 3% of the purchase order value and completion of the project in all respects, i.e. supply, installation, testing and commissioning as the case may be. If bidder insists on

confirmation of LC, the LC confirmation charges within and outside India will have to be borne by the beneficiary.

OR

c) Irrevocable Letter of Credit (LC) for 100% will be opened in favour of the supplier through Bank of Baroda, Camp Branch, Pune-411001, India and the same will be released against the presentation of original shipping documents to the bank as well as after submission of PBG, issued by a nationalized bank in India / from a commercial bank (in the vendor's country) which is co-guaranteed by any nationalized bank in India, for 3% of the purchase order value. If bidder insists on confirmation of LC, the LC confirmation charges within and outside India will have to be borne by the beneficiary.

6. **Customs Duty Exemption Certificate:** IUCAA is registered with the Department of Scientific and Industrial Research (DSIR) for the purpose of availing Customs duty exemption in terms of Government Notifications No. 51/96-Customs dated 23.07.1996 and No. 24/2007-Customs dated 01.03.2007. The offer should be submitted after fully considering the above notifications. If there is any difference in customs duty, the same will be reimbursed to the bidder against submission of proof of payment made by them. The vendor has to provide HSN code numbers against demand of customs duty exemption certificate.
7. **Warranty:** Warranty to be specified by the vendor.
8. **Performance Security (PS):** 3% of the purchase/work order value will be kept as Performance Security and the same will be released, without any interest, to the supplier on completion of the supplier's all contractual obligations including the warranty obligations + 60 days. Submission of performance security is not necessary for purchase of all consumable items. PS is not applicable for Capital items wherein the contract value is equal to or less than to Rs.1 (One) lakh. If the vendor submits PBG from a Nationalised Bank, to cover warranty period + 60 days, PS will be released.
9. **Penalty (Liquidated Damages):** If the vendor fails to provide material/services within the agreed terms, there shall be a penalty/liquidity damages of 0.5% of the purchase / work order value for each week or part thereof delay. The total penalty shall not exceed 10% of the purchase/work order value. Penalty/liquidity damages will be recovered from the final payment/invoice.
10. **Governing language:** The contract shall be written in English language following the provision as contained in terms and conditions. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in English language.
11. **Applicable Law:** Any disputes, legal action/matters, arising out of/ resulting from/related or incident to the tender/quotation/purchase order/invoices/delivery/payments shall be subject to exclusive jurisdiction of Pune courts only. The contract shall be interpreted in accordance with the laws of India.
12. **Delivery period:** Delivery period is to be specified by the vendor in the quotation.
13. **Eligibility of bidders from specified countries:** Orders issued by the Government of India restricting procurement from bidders from certain countries that share a land border with India shall apply to this procurement.
 - a) Any bidder from a country that shares a land border with India (<https://mea.gov.in/india-and-neighbours.htm>), excluding countries as listed on the website of the Ministry of External Affairs (<http://meadashboard.gov.in/indicators/92>), to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects (hereinafter called 'Restricted Countries') shall be eligible to bid in this tender only if Bidder is registered (<https://dipp.gov.in/sites/default/files/Revised-Application-Format-for-Registration-of-Bidders-15Oct2020.pdf>) with the Registration Committee constituted by

the Department for Promotion of Industry and Internal Trade (DPIIT). Bidders shall enclose the certificate in this regard from appropriate Government of India authority.

In Bids for Turnkey contracts, including Works contracts, the successful bidder shall not be allowed to sub-contract works to any contractor from such Restricted Countries unless such contractor is similarly registered.

If Bidder has proposed to sub-contract Services or incidental Goods directly/ indirectly from the vendors from such countries, such bidder/vendor shall be required to be registered with the Competent Authority. However, if Bidder procures raw material, components, and sub-assemblies from such countries' vendors, such vendors shall not require registration.

"Bidder from such Restricted Countries" means: -

- a) An entity incorporated, established, or registered in such a country; or
 - b) A subsidiary of an entity incorporated, established, or registered in such a country; or
 - c) An entity substantially controlled through entities incorporated, established, or registered in such a country; or
 - d) An entity whose beneficial owner is situated in such a country; or
 - e) An Indian (or other) agent of such an entity; or
 - f) A natural person who is a citizen of such a country; or
 - g) A consortium/ joint venture where any member falls under any of the above
- b) The beneficial owner shall mean:
- (a) In a company or Limited Liability Partnership, the beneficial owner is the natural person(s). Whether acting alone or together or through one or more juridical persons, controlling ownership interest or exercises control through other means.

Explanation-

"Controlling ownership interest" means ownership of or entitlement to more than twenty-five percent of the company's shares or capital or profits.

"Control" shall include the right to appoint a majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholder agreements or voting agreements;

- (b) In the case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together or through one or more juridical persons, has ownership of entitlement to more than fifteen percent of capital or profits.
- (c) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
- (d) Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.
- (e) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

Scope of work:

(A) We would like to get our HHV make mirror coating plant serviced and restored to full working condition. During the visit, the coating plant should be operated thoroughly, diagnosed, and all issues that can be addressed on-site should be rectified.

(B) At the conclusion of the visit, a detailed service report should be submitted. In case the plant cannot be fully repaired due to the non-availability of spare parts, the report should clearly identify the faulty components, recommend the parts required for procurement, and provide an estimate of the time required to restore the plant to full functionality after the parts become available.

(C) List of checks during the visit:

Sr. No.	Description
1	Checking Primary pumps physically.
2	Checking vacuum measuring gauges and control units.
3	Checking high vacuum pump physically.
4	Checking and inspection of control console and control instrumentation.
5	Checking all safety and interlocks.
6	Checking pneumatic lines and replacing PU tubes if required. (PU tubes will be provided by IUCAA.)
7	Checking all vacuum valves.
8	Checking water circulation of the system and replacing water tubes if required. (Water tubes will be provided by IUCAA).
9	Checking vacuum cycle of the system.
10	Checking power supply and fine tune if required.
11	Checking process chamber and its gadgetries.
12	Checking all the MFCs (Mass Flow Controllers)
13	Checking any other sub-systems as necessary for ensuring smooth operation of the system.
14	HHV Engineer will list all required parts in his visit and submit a quote for the same along with service charges.

TENDER ACCEPTANCE LETTER
(To be given on Bidder's Letter Head)

To,

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by IUCAA too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.
7. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017: We certify as under:
"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:
 - i. *we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;*
 - ii. *we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.*

Yours Faithfully,
(Signature of the Bidder, with Official Seal)

NO RELATIONSHIP CERTIFICATE

(On Company Letterhead)

1. I/We hereby certify that I/We am/are related/not related to any officer of IUCAA Pune. (If related provide the details of the employee)
2. I/We am/are aware that, if the facts subsequently proved to be false, my/our contract will be rescinded with forfeiture security deposit and I/We shall be liable to make goods the loss or damage resulting from such cancellation.
3. I/We also note that, non-submission of this certificate will render my / our tender liable for rejection.

Authorized Signatory

Name:

Designation:

Contact No.:

Date:

Place: