

**DEPARTMENT OF PEDIATRICS  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES**

Dated 15/11/16

**Institute Reference:**

**Limited Tender Enquiry No. 38/Pead/Pipette-aid /Genetic/2016-17/Plan**

**Subject: Short Rate Enquiry for purchasing Pipette-aid.**

Dear M/s

A short rate enquiry is hereby floated/ invited for purchasing the Pipette-aid required by Department of Pediatrics, AIIMS, New Delhi.

Item Name	Pipette-aid
Quantity	01 (One)
Warranty/ Guarantee	3 years comprehensive warranty

**TECHNICAL SPECIFICATION**

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|--|---|
| 1.   | Should be suitable for all kinds of serological pipettes in the volume range of 0.1-100ml                               |
| 2.   | Must be lightweight, well balanced and ergonomically designed shape for fatigue free pipetting                          |
| 3.   | Must have a hand – rest such that when kept on the work surface the serological pipette is parallel to the work surface |
| 4.   | Must have speed adjustment for easy dispensing of liquids without splashing   |
| 5.   | Must be equipped with a re-chargeable battery offering long run time, at least 6-8 hours of use on a single charge      |
| 6.   | Should be possible to operate the pipette aid during charging   |
| 7.   | Must have an autoclavable pipette adapter for sterile use   |
| 8.   | Should be able to provide a demo of the quoted model  |
| XX |   |

**TERMS & CONDITIONS:**

1. The quotations should be addressed to 'Professor & Head, Department of Pediatrics, Room No. 3058, AIIMS, New Delhi-29' and sent by post/ courier by 30 November 2016 upto 5:00 P.M. Quotations should be sealed in an envelope and the reference no. and item name clearly written on top of the envelop. (i.e. L.T.E No. 38/Pead/Pipette-aid /Genetic/2016-17/Plan for the item 'Pipette-aid')

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2. The firm must be registered and having TIN no./ registration no. **(Please mentioned TIN/ registration no. on the bids) or else the quotation will be REJECTED..**
3. The bidder is required to submit **bid in two parts** viz
  - (a) **Technical Bid in one envelop containing following information.**
    - i. Technical descriptions of quoted model/s
    - ii. List of all consumables/accessories required to run the equipment
    - iii. Terms & conditions including warranty/CMC/Taxes etc.
    - iv. Original Catalogues of quoted model/s
    - v. Earnest Money Deposit
    - vi. All required affidavits/undertaking
    - vii. Principal company authorization letter
    - viii. Copy of TIN and VAT registration
  - (b) **Commercial bid in one envelop containing following information**
    - i. Offered price of quoted model/s
    - ii. Price list of all consumables/accessories required to run the equipment
    - iii. Post warranty Comprehensive Maintenance Charges (i.e 4<sup>th</sup> and 5<sup>th</sup> year)

**BOTH BIDS SHOULD BE PACKED IN A SEPARATE SEALED ENVELOPES.**

4. The **Earnest Money Deposit (EMD) of Rs. 2,000/- (Rs. Two Thousand only)** In favour of 'Director, AIIMS, Delhi' In form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or a Bank Guarantee in acceptable form from any of the Scheduled Banks should be enclosed with Technical bid. **Submission of EMD is mandatory in acceptable form, failing which their bid will be summarily rejected and no correspondence will be entertained in future in this regard. Any kind of exemptions giving MSME/NSIC in respect of EMD will not be acceptable.**
5. The earnest money of the successful bidder and the unsuccessful bidders will be returned to them without any interest.
6. The offered make/brand should be mentioned on the bid. **Relevant literature/original catalogue should be submitted along with the technical bid failing with item would not be considered.**
7. Quotation should be typed/ written in ink. No overwriting or erased entries should be there in the quotation. The rates **should be valid for at least six months.**
8. VAT/Sales tax or any other kind of tax(s) must be separately mentioned against each item. In case no sales tax is chargeable, prices must be quoted as NET PRICE.
9. **Demonstration:** The Purchaser reserves the right to ask for a free demonstration of the quoted equipment at a pre determined place acceptable to the purchaser for technical acceptability as per the tender specifications, before the opening of the Price Tender.





10. **Warranty/Guarantee:** The item must be covered under **3 years comprehensive warranty (Including all spares and labor) from the date of completion of the satisfactory installation. The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected.**

11. **Post Warrant CAMC:** The bidders must submit their quote also (rates) for subsequent next (4<sup>th</sup> and 5<sup>th</sup> year) two years Comprehensive AMC (including all spares and labor) in their price bid. Failure to comply this condition will entail the rejection of the bids. The cost of CMC will be added for ranking/evaluation purpose

**Undertakings:**

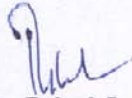
- a) An undertaking should be enclosed with the technical bid state 'that the firm has deposited the VAT/ SALES TAX to the VAT department of last period, and there is no outstanding of taxes is pending against the firm'.
  - b) The firm has to give a affidavit on non-judicial stamp paper that the firm has not been blacklisted in the past by any Institution, Government/Private.
  - c) The firm has to give an affidavit on a non-judicial stamp paper that there is no vigilance FEMA/CBI case pending against the firm/supplier.
  - d) The firm has to give an affidavit on a non-judicial stamp paper that the firm is not supplying the same item at lower rates quoted in the tender to any government organization or any other institution during past 1 year, as per FALL CLAUSE adhered by DGS&D and other government agencies.
  - e) The firm has to give an affidavit that "We hereby certify that if at any time, information furnished by us is proved to be false or incorrect, we are liable for any action as deemed fit by the purchaser in addition to forfeiture of the earnest money.
12. Installation and training of equipment will be provided by the company at free of cost and there will no extra charges will be paid.
13. The firm must be able to supply the item at the mentioned place/location within stipulated time for supply after issuing the Supply Order.
14. **Payment:** will be made through ECS/RTGS/NEFT after delivery and inspection of working conditions of the item. Please provide following information on the bill:
1. Name of the beneficiary
  2. Account no. of the beneficiary
  3. Bank/Branch name
  4. IFCS code of the bank/branch
  5. Please print on each page of the bill '**GEID No. GE 11400**'
  6. An undertaking on each page of the bill state that "It is certified that the firm is depositing VAT to the VAT department quarterly and filing the returns in stipulated time and there is no dues of VAT against the firm" **without undertaking the bill will not be process for payment.**



15. The Institute is not authorized to issue **C/D form** against the order placed in Indian Rupees.
16. **If the firm quoted the price in foreign currency, the payment terms will be 100% via bank transfer after delivery and successful installation of item. The firm has to be submit the 10% performance bank guarantee before releasing the payment.**
17. Commission for Indian Agent, if any and if payable shall be pay in Indian Rupees only.
18. The successful bidder firm has to be deposit a 10% Performance Bank Guarantee of total value of item, in favour of 'Director, AIIMS, Delhi' in form of Account Pay DD/FDR/Bank Guarantee should be valid for two additional months on warranty periods, before releasing the payment.
19. It has been advised to all bidder firms that they may please check the Institute web-site [www.aiims.edu](http://www.aiims.edu) time to time if any corrigendum issuing regarding this L.T.E..
20. The quantity of items can be increased or decreased in the extent of 25%.
21. The Professor & Head of the Department reserves the right to cancel/reject full or any part of the rate enquiry which generally do not fulfill the conditions stipulated in the rate enquiry.



**Dr. Madhulika Kabra**  
Professor



**Dr. Rakesh Lodha**  
Professor &  
O/I Deptt. Stores



**Dr. V K Paul**  
Professor & Head