

DEPARTMENT OF RHEUMATOLOGY

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Short Rate inquiry no. 2-Rheu/ 2015-16.

Subject: short Rate inquiry for purchasing of Micro Pipette.

Dear M/S_____

A Short Rate inquiry has been invited the rates of purchasing of Micro Pipette.

Technical Specifications for purchasing of Micro Pipettes

S.No.	Micro Pipettes (type)	Quantity
1	200 µl to 1000 µl (Variable)	1
2	10 µl to 100 µl (Variable)	2
3	100 µl (Fixed)	1
4	10 µl to 500 µl	1

Specification :

- Color coded and volume labeled for quick identification of the volume size/ tip size.
- Two-button operation.
- Round upper part makes it possible to work in every position.
- 4-digit display for exact volume setting (clearly visible from every angle).
- Quick and secure volume setting, include volume lock.
- Fully autoclavable.
- Chemical resistant materials
- Warranty 3-5years.

The quotation should be submitted in sealed envelope containing the price you have offered. The quotation may please be addressed to Prof. Uma Kumar, Head, Department of Rheumatology ,AIIMS, Ansari Nagar, New Delhi-110029, in sealed envelopes and should be sent by post/courier

so as to reach by 3/11/2014 at 01:00 PM. Please mention on the envelope 'Quotation for Micro Pipette.

The quotation may be open on 3/11/2015 at 03:00 PM at the office of store officer, AIIMS, New Delhi

Firm submit the following:

1. Firm should submit price Reasonable Certificate
2. Firm should submit the under taking on the letter that the firm has not been black listed
3. Firm should submit the under taking on the letter that the firm has no vigilance case pending against Supply /firm
- 4 The technical bid and the price bid should be sealed in separate envelop.

Terms and condition:

1. Payment will be made after receiving the items in good condition and satisfactory installation.
2. Please mention the VAT/CST extra if any
3. The firm must supply the items within the date mentioned on the supply order copy.
4. No extra transportation charge will be given to the firm.

The format to submit the bid is mentioned below.

Rate Enquiry-Two Bid System

Tender/ R.E.No.

Date:-

Name of the firm in whose favour:

The tender form has been issued

The Stores officer (D.O)
Ansari Nagar
New Delhi-110029

Last date of submission :

Date of Opening :

Seal of Officer

Dear Sir,

1. I/We hereby submit our sealed quotation along with sample for the purchase of
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2. All the terms and condition such as taxes etc. has been indicated in the schedule failing which it may be presumed that the rates are inclusive of all taxes and other terms and conditions are also as per your terms and conditions are also as requirements.

The Firms should submit copy of following certificate along with sealed quotation :-

- a) A proof of ownership/partnership etc. Shall be submitted along with verification of address, telephone & fax numbers.
 - b) The latest income tax certificate & Sale Tax certificate.
 - c) The firm also required to submit authority letter from manufactures / principal for supplying item without which tender will not be considered.
 - d) The firm has to give a certificate that the firm has not been blacklisted in the past by any Institution, Government/ Private.
 - e) The firm has to give an affidavit duly attested by the notary Public (in original) on a non-judicial stamp paper of Rs.5/- or Rs. 10/- that there is no vigilance / CBI case pending against the firm/ supplier.
 - f) The firm has to give an affidavit duly attested by the notary Public (in original) on a non-judicial stamp paper of Rs.5/- or Rs. 10/- that the firm is not supplying the same items at lower rates quoted in this tender to any Government/ Private organization or any other institution during past one year, as per FALL CLAUSE adhered by DGS & D AND OTHER Government agencies.
3. I /We hereby agree to all the terms and conditions, stipulated in the tender document, in this connection including delivery penalty etc. Quotation for the item is being submitted under sealed cover and street and may be considered on their face value.
 4. I/We have noted that over writing / white fluid entries shall be deleted unless it is duly out/re-written and initialled.
 5. Rate Enquiry is duly signed (no thumb impression is to be affixed).
 6. If the firm gives a false statement on any of the above information the firm/supplier will not considered and their quotation shall be rejected and the security deposited shall be forfeited.
 7. The firm should have been in this business for a period of at least three years in the relation to the type of item for which the quotation is being submitted.
 8. This forwarding letter duly signed is to be returned along with the sealed quotations.
 9. Procedure for submission of bids.
 10. (1) The tender should be submitted in two bid system:-
 - (a) Techno-Commercial Bid in one separate cover/envelope
 - (b) Price/finance Bid in one separate cover/envelope
 - 10.(2) The Techno- Commercial Bid and Price/ Finance Bid of the RE should be covered in a separate sealed cover- scribing the wordings “Techno Commercial Bid” and “Price/ Finance Bid” respectively. Both the Techno- Commercial Bid cover and Price/ Finance

Bid cover prepared as above are to be kept in a single sealed cover super-scribed with RE. No.

Please note that:-

- (1) Price should not be indicated in the Techno-Commercial Bid. RE submitted without following the two bid systems procedure will summarily rejected.
- (2) Only the firms having quality/ trade mark registration such as ISI-CE 9001-9002 standardization are eligible to participate in this tender.

10. Opening of Bids.

11. (1) The Techno-Commercial bids will be open in the presence of bidders/ representatives who chose to attend on the date and time as mentioned. The bidders/ representatives who are present in the opening shall sign evidencing their attendance. The Price / Financial bids of the bidders whose bids are found technically suitable (after the selection of samples, if any) only will be opened. The decision of the committee on technical suitability shall be final and shall not be opened for discussion.

NOTE:- All affidavits should be in original Photocopies are not acceptable.

Your Faithfully

Signature of tenderer with official
rubber stamp and full address

1. Witness and address _____

2. Witness and address _____

