M/s

Our Reference: Short Rate Enquiry no. 05/Paed/2011-12/Plan

Subject: Short rate enquiry for the item to be purchased under head ‘Plan’ year 2011-12.

Dear M/s,

A short rate enquiry is hereby floated/invited for the following item required by Department of Pediatrics, AIIMS, New Delhi.

<table>
<thead>
<tr>
<th>Item name:</th>
<th>High-end Micropipettes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quantity:</td>
<td>01 sets</td>
</tr>
<tr>
<td>Warranty/guarantee:</td>
<td>2 years comprehensive warranty</td>
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</table>

**Technical Specification**
- Pipette should be fully autoclavable
- Aspiration, dispensing and tip ejection using same button
- Volume setting should automatically lock the volume
- Should be chemically resistant
- Single-handed operation must be possible
- Should have a four-digit display
- Pipettes should be capable of being readjusted and calibrated for use with liquids that have a different density than water
- A service kit should be provided
- Should be TUV certified
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 19 September, 2011 up to 5.00 P.M. Quotations should be sealed in an envelope and the item name clearly written on top of the envelop. (i.e. quotation for the item..............................................).

2. The firm must be registered and having TIN no./ registration no. (Please mentioned TIN/ registration no. on the technical bid) or else the quotation will be treated as cancelled.

3. The firm should submit a draft of Rs. 5000/- drawn in favour of the ‘Director, AIIMS, New Delhi’ as an Earnest Money Deposit (EMD) amount against quoted item. The amount will be refundable after satisfactory installation of the item or else the quotation will be treated as cancelled.

4. The firm should submit Two Bids in a separate envelope and both bids packed in a single envelope mentioning name of the quoted item. 
   - First bid ‘TECHNICAL BID’ should contain information of quoted equipment including all supporting documents 
   - Second bid ‘PRICE BID’ should contain cost of the offered equipment. A separate list of the consumables accessories/ reagents/ spare parts etc. required to operate the equipment should also be enclosed. 
   - PLEASE ENSURE THAT THE COST IS NOT DISCLOSED IN THE TECHNICAL BID, OR ELSE THE QUOTATION WILL BE TREATED AS CANCELLED.

5. The make of the article offered should invariably be quoted. Quotation should be typed/ written in ink. All overwriting and erased entries will be deleted from the quotation. The rates should be valid for at least FIVE MONTHS.

6. 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.

7. WARRANTY/GUARANTEE: The item will be covered under 2 years comprehensive warranty. The company have to submit an undertaking on their letter head that the ‘offered item is covered under 2 years comprehensive warranty’ and the letter should be attached with the technical bid.

8. Following undertaking on letter head must be attached with technical bid:
   - a. That the firm has not been blacklisted in the past by any hospital/ organization
   - b. That the firm has no vigilance case/CBI/FEMA case pending against him/supplier/ (Principal)
9. The firm should give demonstration of the quoted model of the item if required within 1 week of requisition, failing which the bid will be rejected.

10. The firm must supply the item within 45 days after receiving the supply order.

11. THE SUCCESSFUL BIDDER HAS TO SUBMIT PERFORMANCE BANK GUARANTEE OF 10% OF THE ORDER VALUE, VALID UPTO WARRANTY PERIOD.
    THE BANK GUARANTEE HAS TO BE SUBMIT BEFORE RELEASING THE PAYMENT

12. The payment will be made electronically viz RTGS/NEFT against delivery and satisfactory installation of the item. The following information should be also mentioned in the invoice:
    a) Name of the beneficiary:
    b) Account No. of the beneficiary:
    c) IFCS code of the bank/branch:

13. The quantity can be increased or decreased to any extent depending upon the actual requirement.

14. 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.

15. The submitted quotations will be opened on 20 September 2011 at 2:30 p.m. in the Department office lounge room no. 3058. All the participants are requested to be present in the meeting.

16. Note: The specifications of the items are also available at the Institute website www.aiims.edu & www.aiims.ac.in

Dr. V K Paul                               Dr. Pankaj Hari
Professor & Head                           Additional Professor &
                                          Faculty in-charge Deptt. Stores