

**DEPARTMENT OF LAB MEDICINE
ANSARI NAGAR, NEW DELHI-110029
(STORES SECTION)**

REQUEST FOR QUOTATION (RFQ)

Ref. No.: 1255/LM/Hemat.Section/2026-27

Date: 22.10.2026

Subject: Request for Quotation for Procurement of EQAS ESR Program for Hematology Lab Services, Department of Laboratory Medicine, AIIMS, New Delhi.

On behalf of the Head, Department of Laboratory Medicine, AIIMS, New Delhi, sealed quotations are invited from eligible manufacturers/authorized distributors/authorized dealers for the procurement of the EQAS ESR Program for Hematology Lab Services, Department of Laboratory Medicine, AIIMS, New Delhi.

The procurement is being undertaken under the provisions of Rule 155 of GFR, 2017, and other applicable procurement guidelines, with the approval of the Competent Authority.

Schedule of Requirement

Sl. No.	Name of Item	Specification	Quantity
1	EQAS ESR Program	External Quality Assessment Scheme (EQAS) for ESR (Erythrocyte Sedimentation Rate)	01 Kit

The bidder shall clearly specify the programme details, coverage, validity period, catalogue number, and manufacturer/provider in the quotation.

1. Submission of Quotations

Interested firms may submit their quotations in a sealed envelope superscribed:

"Quotation for Procurement of EQAS ESR Program – Hematology Lab Services, Department of Laboratory Medicine, AIIMS, New Delhi."

The quotation shall be addressed to:

The Head of Department
Department of Laboratory Medicine
AIIMS, New Delhi – 110029

The quotation must be submitted at the HOD Office, Department of Laboratory Medicine, within 10 days from the date of publication of this RFQ on the official AIIMS website.

Last Date & Time of Submission: : 01.11.2026 up to 03:00 PM


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2. Submission of Bid

The quotation shall be submitted in a single sealed envelope containing both the techno-commercial bid and the financial bid.

The sealed envelope should clearly mention:

- i. Reference Number of the RFQ.
- ii. Description: **"Quotation for Procurement of EQAS ESR Program – Hematology Lab Services, Department of Laboratory Medicine."**
- iii. Due date for submission of quotation.
- iv. Due date for opening of quotation.

Quotations submitted without a sealed and properly marked envelope may be rejected.

3. Scope of Supply

The successful bidder shall supply/provide the following:

Sl. No.	Item	Quantity
1	EQAS ESR Program	01 Kit

The supplied programme shall:

- ☐ Be suitable for the External Quality Assessment requirements of the ESR testing programme.
- ☐ Be applicable to the requirements of Hematology Lab Services, Department of Laboratory Medicine.
- ☐ Include relevant EQAS materials, documentation and instructions, as applicable to the quoted programme.
- ☐ Include the applicable programme schedule, reporting procedure and assessment/evaluation reports.
- ☐ Be supplied/provided by the manufacturer or authorized programme provider.
- ☐ Meet the relevant laboratory quality requirements.

Vendors shall clearly mention the programme name, manufacturer/provider, catalogue number, programme coverage, validity period and deliverables in their quotations.

4. Terms & Conditions

1. Rates shall be quoted in Indian Rupees (INR), indicating:
 - o Basic Price
 - o GST (%)
 - o Total Price inclusive of all taxes, packing, forwarding, freight and other applicable charges.
2. Only sealed quotations shall be accepted. Quotations received through e-mail, WhatsApp or any other electronic mode shall not be considered.
3. The quoted programme shall conform to the requirements specified in this RFQ and shall include all applicable materials, documentation and services covered under the programme.


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4. The bidder shall submit the following documents:
 - Valid GST Registration Certificate.
 - PAN.
 - Non-Blacklisting Certificate.
 - Fall Clause Certificate.
 - Copies of previous Supply Orders, if available.
 - Manufacturer's/Programme Provider's Authorization Certificate, wherever applicable.
 - Programme details and relevant technical documentation.
5. Delivery/provision of the programme shall be completed within 30 days from the date of issue of the Supply Order, or as per the approved programme schedule.
6. The programme shall be provided to Hematology Lab Services, Department of Laboratory Medicine, AIIMS, New Delhi.
7. The programme and its associated deliverables shall be verified by the user department.
8. Payment shall be released as per AIIMS rules after satisfactory receipt/provision and acceptance of the programme and its applicable deliverables.
9. AIIMS reserves the right to accept or reject any or all quotations without assigning any reason.
10. The quotation shall remain valid for 90 days from the last date of submission.

5. Evaluation Criteria

1. Only technically responsive quotations shall be considered.
2. The bidder quoting the overall lowest price (L-1), inclusive of all taxes and charges, shall be considered for award of the Supply Order, subject to fulfilment of all technical and commercial requirements.

6. Liquidated Damages / Penalty

If the supply/provision of the programme is not completed within the stipulated period, the following penalties shall apply:

- a) **First extension:** One month or part thereof – **2% of the order value.**
- b) **Second extension:** Additional one month or part thereof – **3% of the order value.**
- c) **Failure to supply/provide the programme:** A penalty of **7.5% of the order value** may be imposed, and further action may be taken as per applicable procurement rules.


Stores Officer
(Dept. of Lab Medicine)

Copy for Information:

1. PA to HOD, Lab Medicine
2. Faculty In-Charges (Stores)


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