

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**DEPARTMENT OF LAB MEDICINE**  
**ANSARI NAGAR, NEW DELHI-110029**  
**(STORES SECTION)**

**REQUEST FOR QUOTATION (RFQ)**

Ref. No.: 1202/LabMedicine/Common/26-27

Date: 11.06.2026

**Subject: Request for Quotation for Procurement of Calibration Services for Laboratory Equipment of the Department of Laboratory Medicine, AIIMS, New Delhi.**

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On behalf of the Head, Dept. of Laboratory Medicine, AIIMS, New Delhi, sealed quotations are invited from eligible NABL-accredited calibration agencies/authorized service providers for carrying out calibration of laboratory equipment installed in various sections of the Depy. of Laboratory Medicine, AIIMS, New Delhi.

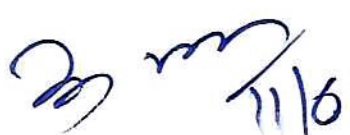
The calibration services are required for the following categories of laboratory equipment:

S. No.	Equipment Category
1	Microscopes
2	Centrifuges
3	Refrigerators
4	Micropipettes
5	Weighing Balances
6	Water Baths
7	Incubators
8	Biosafety Cabinets
9	Deep Freezers
10	Vortex Mixers
11	Other laboratory instruments requiring periodic calibration

The detailed list of equipment, quantity and location shall be provided to participating agencies during site inspection/technical evaluation, if required.

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

**1. Submission of Quotations**

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



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STORES SECTION  
Department of Lab Medicine  
ANSARI NAGAR, NEW DELHI-110029

**“Quotation for Calibration Services of Laboratory Equipment – Department of Laboratory Medicine, AIIMS, New Delhi”**

Quotations shall be addressed to:

The Head of Department,  
Department of Laboratory Medicine,  
2nd Floor, AIIMS, New Delhi – 110029

and must be submitted in the HOD Office, Lab Medicine Department on or before:

**Last Date & Time of Submission:** 21.06.2026, up to 03:00 PM

2. 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 the following details:

- i. Reference number of the quotation
- ii. Description: “*Quotation for Calibration Services of Laboratory Equipment- 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

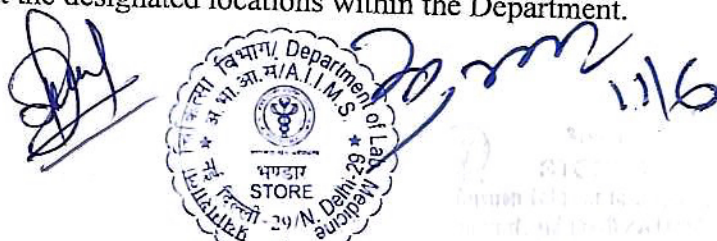
Vendors are required to quote for the following items meeting standard microbiology laboratory quality norms :

#### Calibration Services of Laboratory Equipment

*(Vendors may add catalogue numbers and brand clearly in quotation.)*

The selected agency shall:

- Carry out calibration of laboratory equipment as per applicable standards and manufacturer recommendations.
- Use traceable reference standards.
- Issue calibration certificates for each equipment calibrated.
- Mention measurement uncertainty wherever applicable.
- Affix calibration labels/stickers on calibrated equipment.
- Attend calibration activities at the designated locations within the Department.



- Complete the calibration work within the timeline mutually agreed upon after award of work.

#### 4. Terms & Conditions

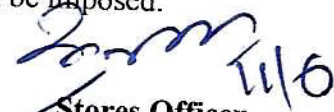
1. Rates must be quoted in INR, clearly indicating basic price, GST%, and total price (all-inclusive).
2. Only sealed quotations will be accepted, quotations sent via email or WhatsApp will be rejected as per Manual of Procurement (2024).
3. The quoted items must be freshly manufactured, with minimum 12 months shelf life.
4. Vendor must submit (if applicable):
  - Valid GST Registration
  - Non-blacklisting
  - Fall Clause Certificate
  - Supporting Supply Orders
  - Manufacturer authorization (if applicable)
5. Delivery: Within 45 days from receipt of Supply Order.
6. Payment will be made as per AIIMS norms, after satisfactory delivery & inspection.
7. AIIMS reserves the right to accept or reject any quotation without assigning any reason.
8. Quotations must remain valid for 90 days from the last date of submission.

#### 5. Evaluation Criteria

1. The L1 vendor will be determined based on the overall lowest cost (inclusive of all taxes).
2. Only technically compliant quotations will be considered for financial evaluation.

#### 6. If the delivery is not effected on due date, the following penalties shall apply:

- a) **First extension** – For one month or part thereof: @ 2% of the order value.
- b) **Second extension** – For an additional month or part thereof: @ 3% of the order value.
- c) **In case of non-supply** – Penalty @ 7.5% of the order value will be imposed.

  
Stores Officer  
(Dept. of Lab Medicine)

#### Copy for Information:

1. PA to HOD, Lab Medicine
2. Faculty In-Charges (Stores)
3. Dr. Ashok Kumar Ahirwar, Asst. Professor, Dept. of Lab Medicine

  
11/7/26



STORES OFFICER  
आयुर्विज्ञान विभाग / Dept. of Lab. Medicine  
आयुर्विज्ञान विभाग / AIIMS, New Delhi-110029