

DIVISION OF CLINICAL MICROBIOLOGY AND MOLECULAR MEDICINE
DEPARTMENT OF LABORATORY MEDICINE, AIIMS
ANSARI NAGAR, NEW DELHI - 110029

Limited tender no. 2/SS/RS/LM/2014-15

Date: 05/06/2014

Subject: Limited tender for the purchase of Multichannel pipette (Manual).

M/s _____

A limited tender is floated/invited for the item required in Division of Clinical Microbiology & Molecular Medicine, Deptt. of Lab. Medicine, AIIMS, New Delhi. The specification of item is enclosed herewith.

TERMS & CONDITIONS:-

1. Tender should be addressed to the Prof. Sarman Singh, Division of Clinical Microbiology & Molecular Medicine, Deptt. of Lab Medicine, All India Institute of Medical Sciences, Ansari Nagar, New Delhi-29 and submitted to the said division under sealed cover failing which the tender shall be rejected.
2. The sealed quotation, in two bid system, should reach or submit by hand to the office of undersigned in **Room No. 28, Ground Floor, Division of Clinical Microbiology & Molecular Medicine, AIIMS**, New Delhi on or before **16th June, 2013** upto 2:30 PM and the quotations will be opened on **16th June, 2014 at 3:00 P.M.**
3. **IN CASE OF THE TENDER DOUMENTS DOWNLOADED FROM THE WEBSITE :-**
THE BIDDERS MAY DOWNLOAD THE TENDER DOCUMENTS DIRECTLY FROM THE WEBSITE AVAILABLE AT www.aiims.ac.in, www.aiims.edu and www.tender.gov.in. THE BIDDERS SHOULD SPECIFICALLY SUPERSCRIBE, "DOWNLOADED FROM THE WEBSITE" ON THE TOP LEFT CORNER OF THE OUTER ENVELOPE CONTAINING TECHNO COMMERCIAL BID & PRICE BID SEPARATELY. THE TENDERS NOT FOLLOWING THE ABOVE PROCEDURE WILL BE SUMMARILLY REJECTED.
4. TENDER SHOULD BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:
PART-I :- TECHNO-COMMERCIAL BID IN ONE SEALED COVER WITH E.M.D.
PART-II:- PRICE BID/FINANCIAL BID IN ONE SEALED COVER.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN ONE OUTERCOVER INDICATING THEREON:

- i) Reference No. of the Tender _____
- ii) Tender regarding _____
- iii) Due date for submission of the tender: _____
- iv) Due date for opening of the tender _____
- v) Name of the firm _____

PLEASE NOTE THAT PRICES SHOULD NOT BE INDICATED IN THE TECHNO- COMMERCIAL BID. THE PRE-QUALIFICATION DOCUMENTS INCLUDING E.M.D./BID SECURITY AS REQUIRED IN THE TENDER DOCUMENT SHOULD INVARIABLE BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE:-TENDERS SUBMITTED WITHOUT FOLLOWING TWO BID SYSTEM PROCEDURE AS MENTIONED ABOVE WILL BE SUMMARILY REJECTED.

5. The tenderers should give rates, showing taxes, if any, and levies, packing forwarding and insurance charges separately giving full breakup details. THE INSTITUTE IS NOT AUTHORIZED TO ISSUE 'C/D FORMS'.
6. IN CASE OF IMPORT THE TENDERERS ARE REQUIRED TO QUOTE FOB & CIF VALUE SEPARATELY DULY MENTIONING THE BREAK-UP DETAILS FOR FREIGHT & INSURANCE. THIS CONDITION SHOULD BE STRICTLY ADHERED TO, FAILING WHICH THEIR OFFER WILL BE SUMMARILY REJECTED.
7. THE TENDERERS ARE REQUESTED TO SUBMIT THE FOLLOWING INFORMATION INVARIABLE TO MAKE PAYMENT THROUGH RTGS/NEFT. "The payment in pursuance of stores supplied/services rendered/work done will be made through RTGS/NEFT & charge incurred for affecting such electronic transfers will be borne by the vendors. The details of present charges for NEFT/RTGS are as under:-

NEFT:	Up to Rs. 1 lakh	- Rs. 5/- per transaction
	Rs. 1 lakh and above	- Rs. 25/- per transaction
RTGS:	Up to Rs. 5 lakh	- Rs. 25/- per transaction
	Rs. 5 lakh and above	- Rs. 50/- per transaction

To make payment through above said mode, the vendor/supplier/contracts have to submit the following information invariably:

- i. Name of the Beneficiary
- ii. Account No. of the beneficiary
- iii. IFCS Code of the Bank/Branch

Failing which their quotation is liable to be rejected.

8. **THIS TENDER DOCUMENT IS NON-TRANSFERABLE.**
9. The compliance report of specification should invariably be provided indicating the fulfillment of each parameter of the specifications failing which the offer will be rejected.
10. The tender rates should be kept open/valid for a period of one year from the date the tenders are opened.
11. The tenderer will enclose STRC/VAT registration certificate alongwith their quotation.
12. **EACH TENDER SHOULD BE ACCOMPANIED WITH AN EMD/BID SECURITY AMOUNTING TO Rs. 5000.00 (Rupees five thousand) BY WAY OF DEMAND DRAFT/ BANK GUARANTEE DRAWN IN FAVOUR OF "Director, AIIMS, NEW DELHI", (PREFERABLY BANK GUARANTEE) FAILING WHICH THE TENDER SHALL NOT BE CONSIDERED FOR ACCEPTANCE AND WILL BE OUTRIGHTLY REJECTED. IN CASE OF BANK GUARANTEE, IT SHALL BE VALID FOR ONE YEAR FROM THE DATE OF OPENING AND THE SAME SHOULD BE FROM ANY SCHEDULED BANK. CASH/CHEQUE/FDR IS NOT ACCEPTABLE AT ALL. THE EMD/BID SECURITY DEPOSITED AGAINST OTHER TENDERS CANNOT BE ADJUSTED OR CONSIDERED FOR THIS TENDER. NO INTEREST IS PAYABLE ON EMD/BID SECURITY.**
13. If the delivery is not effected on due date, the Director, AIIMS, N. Delhi will have the right to impose penalty as under:
 - A) First extension for one month or part thereof _____@2%.
 - B) Second extension for an additional month or part thereof _____@ 3%
14. In case of non supply of Stores within the due date i.e. within the date of delivery, the Prof. Sarman Singh, division of Clinical Microbiology & Molecular Medicine, Lab. Medicine, AIIMS, New Delhi will have the right to impose penalty, as deemed fit, to resort to risk purchase in full or part thereof at his/her discretion, his/her decision shall be final and binding.
15. The firm should submit authority letter from manufacture/principal, in case of authorized distributor. **Sub-distributors will not be accepted.**

16. Local agents quoting on behalf of their foreign suppliers must attach valid authority letter in their favour. In case of distributor, the firm should be direct distributor from the principal's. **Either the foreign Principals/manufacturers or their authorized Indian Agent should participate in the tender but not both. Also one agent cannot represent two suppliers or quote on their behalf in the same tender. The sub-distributor authority by distributor will not be accepted at all. In case the firm is neither manufacturer nor direct authorized dealer of the manufacturer, such offers will be summarily rejected.**
17. Any other statutory levy imposed by the Govt. of India from time to time will be authorized extra on demand with adequate proof thereof will be paid extra.
18. Force majeure will be accepted on adequate proof thereof.
19. **Tenderers submitting tenders would be considered to have considered and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.**
20. **Material confirming to the specifications should be quoted. Original Catalogue, Leaflets, literatures with full technical details should invariably be attached along with their offer, failing which their offer will be summarily rejected.**
21. Genuine equipments and instruments etc., should be supplied. Tenderers should indicate the source of supply i.e. name & address of the manufacturers from whom the items are to be imported, country of origin, country of Shipment etc.
22. The tenderers are required to quote the mode of shipment by Air/Sea/ Airport Parcel and should give separate breakup of freight and Insurance Charges.
23. Supply of equipment means-Installation and Commissioning at site. No separate charges will be paid separately on this account.
24. **UP TIME GUARANTEE:**
The firm should provide uptime guarantee of 95%.
25. **Downtime penalty Clause**
 - 25.1 During the Guarantee/warranty period, desired uptime of 95% of 365 days (24 hrs) if downtime more than 5% the institute shall be entitled to impose penalty equal to amount of 0.05% of the total cost of the equipment per day for the first seven days will be payable by the vendor which will be doubled on subsequent weeks along with extension of warranty period by the excess down time period. The vendor must undertake to supply all spares for optimal upkeep of the equipment for at least FIVE YEARS after handing over the unit to the Institute. If accessories/other attachment of the system are procured from the third party, then the vendor must produce cost of accessory/other attachment and the AMC from the third party separately along with the main offer and the third party will have to sign the AMC with the Institute if required.
In no case instrument should remain in non-working condition for more than 7days, beyond which a penalty of 2% of machine cost will be charged per day.
 - 25.2 The principals or their agents are required to submit a certificate that they have satisfactory service arrangements and fully trained staff available to support the uptime guarantee.
26. **GUARANTEE/WARRANTEE PERIOD: THE TENDERERS MUST QUOTE FOR 02 YEARS COMPREHENSIVE WARRANTY (INCLUDING ALL SPARES AND LABOR) AND 3 YEARS AMC FROM THE DATE OF COMPLETION OF THE SATISFACTORY INSTALLATION. THE WARRANTY CHARGES SHALL NOT BE QUOTED SEPARATELY OTHERWISE THE OFFER SHALL BE SUMMARILY REJECTED. ALSO THE BIDDERS ARE REQUESTED TO SUBMIT THEIR QUOTE (RATES) FOR SUBSEQUENT 03 YEARS COMPREHENSIVE AMC (INCLUDING ALL SPARES AND LABOR). FAILURE TO COMPLY THIS CONDITION WILL ENTAIL THE REJECTION OF THE BID. THE PRICE COMPARISION SHALL BE MADE TAKING INTO ACCOUNT ON BASIC PRICE, CUSTOM DUTY AND POST WARRANTY CMC.**
27. **Delivery:** The successful bidders should strictly adhere to the following delivery schedule supply, installation & Commissioning should be effected within 6 to 8 weeks from the date of

supply order and this clause should be strictly adhere to failing which administrative action as deemed fit under rules will be taken against the defaulter.

28. **SPARE PARTS:** The separate price list of all spares and accessories and consumables, if any, (including minor) required for maintenance and repairs in future after guarantee/warranty period must be attached/enclosed along with the sealed quotation failing which quotation will not be considered.
29. If any spares & accessories other than the price list attached/enclosed by the firm are required for future repair it will be borne by the firm only.
30. Payment of Agency Commission, if any, payable in rupees must be indicated. If no Agency Commission is admissible from the foreign suppliers must be indicated specifically
31. SUCCESSFUL TENDERERS WILL HAVE TO FURNISH PERFORMANCE BANK GUARANTEE FOR 10% CONTRACT VALUE FROM ANY SCHEDULED BANK VALID FOR THE WARRANTY PERIOD alongwith the final Proforma Invoice.
32. **Fall clause:**
If, at any time, during the said period, the supplier reduce the said prices of such Stores/Equipment or sales such stores to any other person/organization/Institution at a price lower than the chargeable, he shall forthwith notify such reduction or sale to the Director, All India Institute of Medical Sciences and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.
33. Successful tenderers, should give pre-alert intimation prior to shipment notifying both the nominated clearing agents as well as the Institute.
34. THE GOODS MUST INVARIABLY BE CONSIGNED THROUGH OUR NOMINATED FREIGHT FORWARDERS INDICATED IN THE SUPPLY ORDER, in case of imported item.
35. **A) PAYMENT TERMS (IN CASE OF IMPORTS)**
 - 1) Agency Commission will be paid to Indian agents in Indian Rupees, after satisfactory installation of equipment.
 - 2) Letter of Credit will be opened on CIF value, as the case may be, for full amount after deducting the Agency commission/Technical Service Charges.
 - 3) 100% payment shall be released against presentation of shipping documents against a performance Bank Guarantee valid for the Comprehensive warranty period for 10% value from any Scheduled Bank alongwith final proforma Invoice. In absence of Performance Bank Guarantee, 90% payment will be released against presentation of shipping documents & balance 10% payment will be released after satisfactory Installation against Performance Bank Guarantee valid upto warranty period.

B) PAYMENT TERMS (IN CASE OF RUPEE OFFER)

100% PAYMENT WILL BE MADE AFTER SUPPLY, installation & satisfactory demonstration of the said equipment subject to submission of Performance Bank Guarantee for 10% value of the order valid for the comprehensive warranty period of 01 year from any Scheduled Bank (as per list enclosed). OTHERWISE 90% PAYMENT WILL BE RELEASED AFTER INSTALLATION & BALANCE 10% PAYMENT WILL BE RELEASED AFTER WARRANTY PERIOD OR AGAINST BANK GUARANTEE FOR THE WARRANTY PERIOD.

- C) **Payment shall be made through Electronic Clearing System** only and the charges shall be deducted from the bill.
36. The firm should submit the undertaking on the letterhead that the firm has not been black listed in the past by any hospital/organization and no vigilance/CBI case is pending.
37. The firm should submit an undertaking on the letterhead as per Fall Clause.
38. If the firm failed to submit the above said documents, the quotation will be out rightly rejected and no further correspondence will be entertained in this regard.

39. The Director, AIIMS reserves the right to cancel/reject full or any part of the Limited Tender who failed to meet tender specification & failed to fulfill other tender requirements .
40. THE TENDERERS MAY BE REQUIRED TO DEMONSTRATE THE QUOTED MODEL OF THE EQUIPMENT DURING THE TECHNICAL EVALUATION, IF REQUIRED, FAILING WHICH THEIR BIDS/OFFER SHALL BE REJECTED. The firms are intimated that they should get ready for demonstration and only one-week time will be provided for arrangement of demonstration and no request for extending time for demonstration will be entertained. Failure to demonstrate, their offer will be summarily rejected.
41. The quantity can be increased or decreased to any extent depending upon the actual requirement.
42. The Head of the department reserve 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.

Prof. Sarman Singh
(Division of Clinical Microbiology & Molecular Medicine)

Division of Clinical Microbiology and Molecular Medicine
All India Institute of Medical Sciences

Limited Tender No. 2/SS/RS/LM/2014-15

Dated: 05/06/2014

Specifications for Multichannel pipette (Manual) (2 Nos.)

1. Multichannel pipette with 8 channel variable, volume of internal standard.
2. Volume display: Clear black digits, lockable and rotator.
3. Should be made of polypropylene or polycarbonate or polyetherimide.
4. The volume range should be 30-300 μ l with an increment of not $<0.2\mu$ l and the volume error should not be more than $\pm 0.1\mu$ l
5. The multi-channel lower part should be freely rotatable according to the user handling.
6. Pipette should be autoclavable, chemically resistant and tamper proof.
7. Ejector should be easy to handle with very low operating force.
8. The tip cones should fit to any commercially available tips.
9. Guarantee & warranty: 2 Years and 3 years AMC