

**INSTITUTE OF CYTOLOGY AND PREVENTIVE ONCOLOGY (ICMR)  
I-7 SECTOR-39 NOIDA – 201301**

ICPO/Store/SERB DST/S.T. H/2015-16  
.12.2015

Dated:

**INVITATION TO TENDER**

**SUPPLY, INSTALLATION & COMMISSIONING OF MICROPIPETTES**

Dear Sir,

1. The Director Institute of Cytology & Preventive Oncology, I-7, Sec-39, Noida-201301, invites Sealed Tenders for the Purchase of Laboratory Equipments **(as per Schedule of Requirement enclosed at Annexure-I)**. The bidders may go through the Terms and Conditions carefully. In case any bidder fails to follow any or more of these conditions, the offer shall be summarily rejected. **The Specifications of the Equipment are attached at Annexure-II.**
2. The quantity of Equipment is probable and subject to change without any further notice/reason. Notwithstanding the estimate of probable numbers, The Director Institute of Cytology & Preventive Oncology, reserves the right of to reject any or all the tenders without assigning any reason.

**Two Bids System**

3. Technical Bids and Price Bids (as per Schedule of Requirement at Annexure-I) should be made/sealed separately and put together in an Envelope which should be clearly marked as **“Tender for (items)” & “Date of Opening”**. Technical Bid should accompany EMD and Line-wise confirmation of the proposed Specifications on Vendor’s Letter Head. Technical Bids and Price Bids will be accepted only from the Manufacturers of International repute, or, their Authorized Indian Representatives, for Supply, Installation & Commissioning.
4. **Last Date of Submission** – Last date of Receipt of Sealed Tender Documents at ICPO, Noida is **21-01-2016** by **3.00P.M.** by Post or by Hand (at ICPO Reception). Tenders by E- mail/Fax will not be accepted. “Late Tenders”, for any reason whatsoever, will not be entertained/ taken into account, without assigning any reason thereof.
5. **Date & Time of Opening** – Technical Bids will be opened by the Purchase Committee on **22-01-2016** at **2.30P.M.**, at 1<sup>st</sup> Floor, Conference Hall. The Tenderers or their authorized representatives are requested to be present during opening of Technical Bids. Price Bids of only those Tenderers whose Technical Bids are found suitable subsequently by the Technical Screening Committee of ICPO, Noida, will

be opened later on. Date and Time of the same will be intimated to the applicable Tenderers in advance by E-mail/or Post, so as to enable them to be present at the Time of opening of their Price Bids.

**6. Acceptance of Offer/Tender** – Price Bids of only technically suitable Offers/Vendors, as mentioned above, will only be opened. For calculation of Lowest (L-1) responsive vendor, the total value quoted for **Free of Cost Delivery at ICPO, Noida** will be taken into consideration.

7. Each tender must contain the Total value not only in figures but also in words. In case of any Clerical/Typing error, value written in “words” will only be considered for assessing the L-1 Bidder and subsequent process, though the Director ICPO reserves the right not to accept any Tender only on the L-1 (lowest) criteria.

8. Fax/E-mail/Conditional tender will not be accepted.

9. Other Terms & Condition of Supply are attached at Annexure-II.

**Stores-In-Charge**

**Encl: (a)** Schedule of Requirement at Annexure-I.

**(b)** Other Terms and Conditions of Supply at Annexure-II.

**ANNEXURE-I**

**SCHEDULE OF REQUIREMENT**

**1. Name of Purchaser:** ICPO, Noida

**2. Funds:** Project

**3. The Vendor:** Whether Manufacturer/Auth. Dealer/Distributor/ Retailer etc.  
(Attach Authorization Copy duly authenticated by self)

S.No.	Name of Equipment	Qty.	Rate	Total Value	VAT/ST if any	Any Other Taxes/Charges (Please Specify)	Total F.O.R ICPO Delivery Cost
1.	<u>Micropipettes One set of (8 pipettes) :</u> MAKE : Gilson/ Eppendorf / Nichepeth						
	P2	1					
	P10	1					
	P20	1					
	P200	1					
	P1000	2					
	P5000	2					

**Date:**

**Place:**

**Name & Signature of Authorized Signatory**

**NOTE:** -

1. Proposed **minimum required Specifications** of the above mentioned Equipment is as follows:-

(a) P2 - Volume range 0.2 to 2 $\mu$ l. Mean accuracy  $\pm$  0.01  $\mu$ l for 2  $\mu$ l pipettes (quantity one).

(b) P10 - Volume range 1 to 10 $\mu$ l. Mean accuracy  $\pm$  0.1 $\mu$ l for 10  $\mu$ l pipettes (quantity one).

- (c) P20 - Volume range 2 to 20µl. Mean accuracy  $\pm 0.2 \mu\text{l}$  for 20  $\mu\text{l}$  pipettes (quantity one).
  - (d) P200 - Volume range 20 to 200µl. Mean accuracy  $\pm 1.6 \mu\text{l}$  for 200  $\mu\text{l}$  pipettes (quantity one).
  - (e) P1000 - Volume range 100 to 1000µl. Mean accuracy  $\pm 8 \mu\text{l}$  for 1000  $\mu\text{l}$  pipettes (quantity two)
  - (f) P5000 - Volume range 500 to 5000µl. Mean accuracy  $\pm 20 \mu\text{l}$  for 5000  $\mu\text{l}$  pipettes (quantity two)
  - (g) Stainless steel / fortran piston for all the above pipettes.
  - (h) Three years warranty
  - (i) Spring loaded tipcon
2. Vendor is to Quote for only ONE Model. **Linewise confirmation of specifications is to be provided by the vendor.**
  3. The Total Payable Cost is to be quoted for **Free of Cost Delivery at ICPO, Noida.**
  4. Validity of Quotation is to be at least 150 Days from the Date of Tender opening.

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## **ANNEXURE-II**

### **INSTITUTE OF CYTOLOGY & PREVENTIVE ONCOLOGY (ICMR) PLOT NO. I-7, SECTOR-39, NOIDA – 201301**

#### **OTHER TERMS AND CONDITIONS OF SUPPLY**

1. Tender should be preferably, typewritten and every correction in the tender should invariably be signed by the Tenderer, failing which, the tender is liable to be rejected.
2. The Tenderer should ensure that the equipment offered fully meets the Specifications laid down by the Institute. If at any stage (even after placement of order/shipment/installation, etc.) it is noted that the equipment offered does not meet the specifications, The Director, ICPO reserves the right to take any decision including cancellation of the Tender/offer/Purchase Order etc. with forfeiture of EMD/SD/PBG as the case may be. Any dispute in this regard concerning any Terms and Conditions of the Tender and/or the supply of equipment, will be subject to New Delhi Jurisdiction only.
3. Tender for only one model as per our specifications should be quoted. No optional model should be included in the tender.

4. No Tenderer shall be allowed at any time on any ground whatsoever, to revise or modify the rates quoted by him. The Tenderer will not be allowed to withdraw the offer quoted. In the event of withdrawal, the EMD tendered shall be forfeited.
5. Increased statutory levies and duties, over and above the rates quoted in the Tender, will be borne by the Tenderer for supplies after the originally permitted Date of Supply in the Purchase Order. The Institute shall not extend validity period for this reason and it will not bind the Institute for supplies beyond the date specified in the Purchase Order.
6. **Inspection and Acceptance of Equipment** – Acceptance process of the Equipment supplied will be considered complete only after successful Installation and Commissioning of the Equipment at ICPO, Noida, duly Certified as such by the User and Countersigned by the Director ICPO, Noida.
7. **EMD of Rs. 2,000/-** in the form of a Crossed Bank Draft in favor of “**The Director, ICPO, payable at Noida**” to accompany the Bid. The Tender without the EMD will be rejected summarily. No interest is payable on EMD which should be valid for at least 150 Days. EMD of un-successful Bidders will be released on finalization of Purchase Order.
8. **Payment** – 100% Payment for the Equipment(s) will be made after Acceptance of the Equipments as per Para 6 above, on submission of the Invoice, and Acceptance Certificate (Para-6 above).
9. **The firms should clearly indicate the pre-installation requirements for the equipment in their tender/quotation.** If the firm ignores this clause, the items required at the time of installation for the equipment and associated delay will be borne by the vendor at its own cost.
10. If the tenderer fails to execute the Purchase Order within the specified delivery date or, as mutually agreed to in writing, the Order will be cancelled and EMD will be forfeited.
11. The Instrument and Software should be installed and tested as per the specifications free of charge, including Training of two operators of the Institute staff at ICPO and subsequent up-gradation of software for the equipment.
12. **Warrantee** - All the items of equipment should be warranted for **at least Three years** The warranty period will start from the date of successful Installation & Commissioning and Acceptance of the equipment.
13. All damaged or unapproved goods shall be removed by the vendor at its own cost and risk. Any incidental expenses incurred by the Institute thereon shall be recovered from the vendor. Defective parts in the equipment, if found, before installation and during the warranty period, shall be replaced within 30 days of date of intimation from the ICPO, at the cost and risk of supplier, including customs duty, etc.

**14. Liquidated Damages (LD)** – LD @ 0.5% of the Total Purchase order Value, per week will be levied on the vendor for delay in Supplies, Installation & Commissioning of Equipment at Noida, subject to maximum LD of 2.5%, beyond which the Purchase Order may be cancelled in Toto without any financial liability on the Part of ICPO, Noida. The LD so levied will be recovered from the Final Bill/Proforma Invoice of the vendor. For calculation of the LD, any fraction of the week (i.e. less than Seven Days) will be considered as a week. However, Director, ICPO, Noida reserves the right to waive-off full or a part of the LD so levied, on application by the vendor giving full reasons for delay, and acceptance of such reasons for delay by the Director, ICPO, Noida.

**15. All the pages of theses Terms & Conditions are to be duly signed by the Vendor and returned/attached** with the Technical Bid, failing which the Tender will be summarily rejected.

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