

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

ICPO/Store/Cytopath-CONS/RC/2016-17

Dated: 09.02.2016

**INVITATION TO TENDER**

**SUPPLY OF HIGH PURITY / QUALITY LABORATORY / RESEARCH GRADE  
CHEMICALS / ANALYTICAL REAGENTS & OTHER MISC. ITEMS**

Dear Sir,

1. The Director Institute of Cytology & Preventive Oncology, I-7, Sec-39, Noida-201301, invites Sealed Tenders for the Purchase of items **(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 / details of the items are attached at Annexure-I**
2. The quantity of items 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 specifications / details 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 **15-3-2016** 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 **17-3--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.

**SCHEDULE OF REQUIREMENT FOR SUPPLY OF HIGH PURITY / QUALITY  
LABORATORY / RESEARCH GRADE CHEMICALS / ANALYTICAL REAGENTS  
& OTHER MISC. ITEMS DURING 2016-17 (01-4-2016 TO 31-3-2017)**

**RATE CONTRACT**

S. No.	NAME OF ITEM	PACK SIZE	APPROX QTY. (ONE YEAR)	RATE (After Discount, If Any)	VAT/ST AMOUNT	F.O.R ICPO, NOIDA RATE
<b>A.</b>	<b><u>Chemicals / Analytical Reagents</u></b>					
	1. E.T.O.H (Ethanol) 99.9% Pure	500 ml.	250			
	2. Acetone A.R. 99.9 % (Merk/Fisher)	2.5 Ltr.	25			
	3. Methanol A.R. 99.9%	500 ml.	100			
	4. Xylene A.R.	2.5 Ltr.	30			
	5. DPX Mount	250 ml.	40			
	6. Heamotoxline Powder	25 gms.	15			
	7. Giensa powder (Merck)	25 gms.	10			
	8. Isopropyl alcohol	10 Ltr.	3			
<b>B.</b>	<b><u>Plastic / Glassware / Misc. Items</u></b>					
	1. Glass Slide (Blue Star /Gem)	Pkt of 100	500			
	2. Glass Cover Slips 22 x 40 mm. (Blue Star /Gem)	Pkt of 100	400			
	3. Glass Cover Slips 22 x 50 mm. (Blue Star /Gem)	Pkt of 100	500			
	4. Dispovan Syringes	20 ml	5000			
	5. Dispovan Syringes	10 ml	500			
	6. Dispovan Syringes	5 ml	200			
	7. Surgical Gloves (non-sterilized) Medium	Pkt of 100	100			
	8. Surgical Gloves (non-sterilized) Large	Pkt of 100	100			

Place :

Date :

**Signature of Vendor  
with Stamp**

- Note :**
1. Quantity indicated above is approximate. Actual requirement may vary/increase/decrease. No claim against ICPO, Noida will lie for such variations, if any.
  2. Rates will remain fixed for the year 2016-17. Actual value / rate in Figures / words is to be quoted and NOT % in terms of Price List.
  3. Tax variations / changes subsequently may be accepted by the ICPO, Noida, subject to production of copy of Govt. Notification for such changes, if any.
  4. Total requirement may be ordered by the ICPO, Noida in approx Three or Four lots ; supply by the vendor will need to be completed within seven working days of the P.O.
  5. Minimum six months of usable life needs to be available (from the date of Expiry) for the products delivered to ICPO, Noida.
  6. Based on the rates & qualities offered by the vendors in their Tenders, Rate Contracts for all or lesser number of items mentioned above, may be awarded to more than one vendor, who has to accept the same and complete supplies as & when required.

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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 items offered fully meets the Specifications laid down by the Institute. If at any stage (even after placement of order/supply etc.) it is noted that the item 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 item, will be subject to Noida Jurisdiction only.
3. 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.
4. 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.
5. **Inspection and Acceptance of Items** – Acceptance process of the item(s) supplied will be considered complete only after duly Certified as such by the User and Countersigned by the Director ICPO, Noida.
6. **EMD of Rs. 5,000/-** 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.
7. **Payment** – 100% Payment for the Items will be made after Acceptance as per Para 5 above, on submission of the Invoice, and Acceptance Certificate (Para-6 above).
8. 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.
9. 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.
10. **Liquidated Damages (LD)** – LD @ 0.5% of the Total Purchase order Value, per week will be levied on the vendor for delay in Supplies, 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 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.

11. **All the pages of these 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.

**Stores-In-Charge**