**TENDER DOCUMENT**

Tender Form sold to:-

M/S\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Receipt No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR SUPPLY OF CONSUMABLE ITEMS/ARTICLES FOR VRDL LAB. Department OF MICROBIOLOGY**

**DR. RKGMC-HAMIRPUR**

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| --- | --- |
| LAST DATE FOR RECEIPT OF BID | UPTO 5:00PM ON 04/08/2020 |
| BID OPENING DATE | 05/08/2020 AT 12:30PM |

**Principal or Additional Director (Admn.)**

**Dr. RKGMC, Hamirpur-HP**

TEL No. 01972-222999

COST OF TENDER DOCUMENT

AT COUNTER Rs.250

BY POST Rs.300/-

**Instructions alongwith Terms and Conditions**:-

1. Tender must be enclosed in a properly sealed envelope addressed to the Principal Dr. RKGMC, Hamirpur HP. **The tender must contain both Technical as well as Financial bid in a separate envelope**. The envelope must be superscribed as **“Tenders for the supply of Consumable articles for “Department of Microbiology”** and can be submitted by post or personally in the o/o Principal, Dr. RKGMC, Hamirpur on or before  **04/08/2020 upto 5:00PM**. For any query regarding tenderer may contact Principal, Dr.RKGMC, Hamirpur, HP, personally on phone No.01972-222999.
2. The each & every page of tender document should be duly signed by tenderer.
3. All the columns of tender document shall be duly, properly and exhaustively filled in. The rates shall not be overwritten and in case of correction should be duly attested by the tenderer. In case bidder is not quoting the rates for some items, the word “Not quoted” should be clearly mentioned in the particular columns and no column should remain left blank. Any omission in filling of the column of rates may result in rejection of tender straightway and will not be considered under any circumstances.
4. Samples must be produced of all items quoted in the tender document on or before opening date.
5. Earnest money for Rs. **3,000/- (Rupee Three thousand only) in the shape of DD/Banker Cheque/FDR in the name of Principal, Dr.RKGMC, Hamirpur**-HP should be enclosed with the tender.
6. The tender must be accompanied with G.S.T No, Pan Card and Sales Tax clearance certificate of taxes upto 31 March of preceding year.
7. The rates quoted should be F.O.R. destination Principal Dr. RKGMC, Hamirpur-HP
8. GST/excise duty or other charges should be indicated separately otherwise rates will be deemed to be inclusive of such taxes and no future increase will be allowed. The committee will also consider/compare the rates such items with same specification available on the Gem portal.
9. The branded products with requisite quality standard and certification will be given preference and the tenderer will have to produce authorization certificate from manufacturer or all India distributer.
10. The bidder will submit following undertakings & documents duly attached with technical bid.
11. Undertaking on firms letter head that he will not try to gratify any person of the department.
12. Undertaking on stamp paper that his firm has not been blacklisted by any HP state Govt. Deptt./Central Govt. Deptt.
13. Bench price for the items supplied in any Govt. Deptt.
14. Experience to supply the quoted items to HP state Govt. Office/ Central Govt/public sector undertakings etc.
15. Undertaking to the effect that the rates quoted are as per manufacturers rates and nowhere in India supplied the items at rates less than the quoted rates.
16. All photocopies of documents attached with the tender should be duly attested from a Gazetted officer/self-attested. **The original catalogues etc., should be enclosed with bid along with the compliance sheets for each item**. The index of the bid should give description of items quoted.
17. Inspection of premises of the firm may be carried out to ensure genuineness of the firm.
18. The tender shall be opened in the presence of tenderers or their authorized representatives.
19. The tenderers who do not fulfill the above mentioned conditions their tender will be straight way rejected.
20. The financial bids of those bidders will only be opened whose technical bids recommended by technical committee. The rates should be quoted inclusive of all taxes or with GST/ other taxes duly described.
21. **The contract period of the tender is one year from the date of award of tender or till the finalization of next tender.** In the event of tender being accepted the tender will be converted in to a contract and will be governed by the conditions of contract. The contract will last for one year but in the event of any breach of agreement at any time on the part of contractor, the contract can be terminated summarily by the Principal, Dr. RKGMC, Hamirpur-HP or otherwise without assigning any reasons and without compensation to the contractor.
22. The contractor will supply nothing but genuine articles described in the schedule as per specifications. The articles will be of the good quality equal and answerable in every respect to the specifications given. The contractor will be answerable for all complaints as regards quality.
23. Performance security will be obtained from the successful tenderer on the award of contract @ 5% of the value of the contract, in the shape of FDR duly pledged, from a commercial Bank. The performance security shall remain valid for a period of 60 days from the date of completion of contract.
24. 100% payment will be released within 21days against physical delivery of inspected/accepted articles duly sported with satisfactory inspection note and receipt of goods in good condition by consignee’s site/destination.
25. The contractor must dispatch all the articles within 15 days of receipt of supply order.
26. The items supplied should be as per samples approved. The committee of this office will inspect all the items w.r.t specifications and quality standard as quoted in the tender.
27. Any dispute emerging from contract shall be subject to the jurisdiction of court at Hamirpur H.P. only
28. Principal, Dr. RKGMC Hamirpur (HP) holds the right to cancel the tender at any stage without assigning any reason.

I/We hereby undertake to supply the goods/material at the quoted rates specified in the Schedule and within the time specified in the conditions of the contract. The terms and conditions given in the contract will be binding upon me/us in the event of acceptance of my/our tender.

Read and accepted

Signature of tenderer

**List of Consumable articles required by the department of Microbiology**

|  |  |
| --- | --- |
| **S.No** | **Name of Consumable articles** |
| 1 | Micro centrifuge tube (1.5ml, 1000 pc/pk) |
| 2 | Reversible rack with cover(ependrof tube rack) 4pc/pk |
| 3 | Nitrile gloves 100pc/pk small |
| 4 | Nitrile gloves 100pc/pk medium |
| 5 | Nitrile gloves 100pc/pk Large |
| 6 | Tissue roll paper (50× 2)mtrs |
| 7 | Ethanol ACS (500ml) |
| 8 | RNAse ZAP |
| 9 | Cryovials 1.8 ml (1000/pk) |
| 10 | Cryobox (4pc/pk) |
| 11 | Discard Jars (5 litres) |
| 12 | Centrifuge tube box 15 ml ,36 places(4 pc/pk) |
| 13 | Hand Sanitizer 500ml (70% -80%) |
| 14 | Surgical gloves Medium size (100pc/pk) -6.5 |
| 15 | Surgical gloves Large size (100pc/pk) - 7 |
| 16 | Sterile filter tips 10µl 960pc/pk |
| 17 | Sterile filter tips 20 µl 960pc/pk |
| 18 | Sterile filter tips 200 µl 960pc/pk |
| 19 | Sterile filter tips 1000µl 960pc/pk |
| 20 | Micro centrifuge tube 1.5 ml tube stand with cover |
| 21 | Falcon tube 15ml 500/pk |
| 22 | Pcr tubes strip of 8 (low profile) 0.2 ml |
| 23 | Pcr flat optical caps strip of 8 (low profile) 0.2 ml |
| 24 | Nuclease free water 500ml |
| 25 | DNase Zap |
| 26 | Falcon tube stand 15ml 4/pk |
| 27 | Low profile PCR plates |
| 28 | Adhesive seal for pcr plates |
| 29 | Hand Sanitiser 5litres |
| 30 | Invitrogen superscript   |  |  | | --- | --- | | Detection Method: Primer-Probe Detection  PCR Method: 1-Step qRT-PCR  Product Line: Platinum®, SuperScript™  Reaction Speed: Standard  Sample Type: RNA  Shipping Condition: Dry Ice  Sufficient For: 500 Reactions |  | |
| 31 | Viral RNA extraction kit  The QIAamp Mini Spin Columns are now provided in plastic bags, 5 x 50 spinsλ per bag. This replaces the previous format of individually blistered spins. Carrier RNA (poly A) is now provided in a single 2 ml tube containing 1550 µgλ Carrier RNA. This replaces the previous format of 5 tubes with 310 µg Carrier RNA each. Important: Dissolve Carrier RNA in 1550 µl Buffer AVE to obtain a solution of 1 µg/µl. Buffer AVL is now provided in a single bottle containing 155 ml Buffer AVL. This replacesλ the previous format of 5 bottles with 31 ml Buffer AVL each. Buffer AVE is now provided in a single bottle containing 20 ml Buffer AVE. This replacesλ the previous format of 10 tubes with 2 ml Buffer AVE each. |
| 32 | Pipette stand |
| 33 | Plate sealer |

**Annexure-A**

**CHECK List duly filled in to be attached with the Technical Bid**

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Particulars** |  |
|  | Undertaking for Non gratification | Yes/No |
|  | Non-blacklisting certificate on stamp paper | Yes/No |
|  | Undertaking on letter head pad to the effect that rates quoted are as per manufacturer rates and items nowhere supplied less than quoted rates | Yes/No |
|  | Whether a list of institution/organizations where your firm has supplied this item recently, is attached alongwith satisfactory performance certificate from those institution/ organizations. | Yes/No |
|  | Certificate of having satisfactory service arrangement and fully  trained staff as per clause | Yes/No |
|  | In case you are manufacturer, have you enclosed the certificate | Yes/No |
|  | Whether the prices has been quoted on the prescribed proforma. | Yes/No |
|  | Whether all the undertakings as required in the tender  document are enclosed | Yes/No |
|  | Whether EMD as asked has been attached | Yes/No |
|  | Whether Tender Document duly signed by the authorized signatory attached | Yes/No |
|  | Whether the technical specification/original catalogues of the material are Attached. | Yes/No |

Authorized Signatory:

Name of the firm/bidder:

**Annexure -B**

**To be enclosed with Techno-Commercial Bid**

BIDDER PARTICULARS

Bidder Serial Number Allotted on Tender Document: \_\_\_\_\_\_\_\_\_\_\_

1. Name of the Bidder :

2. Address of the Bidder :

3. Name of the Manufacturer (s) :

4. Address(es) of the Manufacturer :

5. Name and address of the person :

To whom all references shall be made regarding this tender inquiry.

Telephone :

Telex :

Fax :

e-mail address :

Witness :

Signature

Name

Address

Designation

Company

Date

Company Seal

**ANNEXURE-C**

**PRICE BID PROFORMA**

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| --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | Name of item | Qty. | Cost of item | Taxes/Duties (GST & other) | | Total |
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**It is certified that the cost of items shown above, has included all taxes/duties etc. and nothing above shall be charged over and above this cost.**

Signature of authorized person