



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY**  
 [Institute of National Importance established under the Act of Parliament]  
 Mubarakpur, Mukhtia, Bahadurpur Post: Harbanshganj, Jais, Amethi Pin Code- 229 304

**Website: [www.rgpt.ac.in](http://www.rgpt.ac.in)**

**LIMITED TENDER FOR REFRIGERATED MICRO-CENTRIFUGE**

|  |  |
|--|--|
| Type of Tender                                   | LIMITED TENDER   |
| Tender No. & Date                                | RGPT/JAIS/LTE/LAB/2018-19/04 Dated:04.04.2019  |
| Item Description                                 | Procurement of Refrigerated Micro-Centrifuge   |
| Tender Type                                      | Two Bid System: Tender should be submitted on the schedule to tender.<br>(i) Techno-Commercial Bid and (ii) Financial Bid<br><br>The Financial bid will be opened only of those firms, who will be found technically qualified after evaluation of their technical bids. |
| Earnest Money Deposit (EMD)                      | Rs.9,595/- (Rupees Nine thousand five hundred ninety five only)  |
| Tender Date                                      | 04.04.2019   |
| Last date of submission of Tender                | 25.04.2019 (Thursday) before 3pm   |
| Date & Time of Opening of Techno- Commercial bid | 25.04.2019 (Thursday) at 4pm   |
| Date & Time of Opening of Financial Bid          | Will be announced later  |
| Place of Opening of Tender                       | Conference Room, 2nd Floor,<br>Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi, UP  |
| Bid Address to the                               | The Director<br>Rajiv Gandhi Institute of Petroleum Technology, Mubarakpur,<br>Mukhtia, Bahadurpur<br>POST: Harbanshganj, Jais, Amethi – 229304  |
| Technical Clarification (Indenter)               | Name: Dr. Abhay Kumar Choubey<br>Department: Chemistry<br>Email: <a href="mailto:achoubey@rgpt.ac.in">achoubey@rgpt.ac.in</a><br>Mobile No.9760758941  |
| Any other Clarification                          | Assistant Registrar (Accounts)<br>Email: <a href="mailto:sajja@rgpt.ac.in">sajja@rgpt.ac.in</a>  |

Dated: 04.04.2019

Sealed Quotations are invited from reputed Original Equipment Manufacturers/ Authorized Dealers for procurement of **Refrigerated Micro-Centrifuge** by the Rajiv Gandhi Institute of Petroleum Technology, Amethi- 229 304 in **Two-Part Bid System** as per specifications mentioned below:

### ITEM PARTICULARS

**Item Description: Refrigerated Micro-Centrifuge**

#### **Technical Specifications of Refrigerated Micro-Centrifuge**

- Bench top Centrifuge with strapless speed control
- Digital speed meter,
- Preset digital timer, with bypass switch, lid lock,
- Balance safety device
- CFC free cooling with digital temperature
- Maximum speed 16000rpm
- Temperature range: -10-40°C
- See through acrylic lids and polypropylene tubes
- Rotor 24\*1.5ml or 12\*1.5ml

Place:

Date:

Signature and seal of the Manufacturer/ Bidder

Technical Specifications Compliance Statement of "Refrigerated Micro-Centrifuge" should be submitted as per format given in Annexure – I (On the Company's Letter Head)

## Terms & Conditions

1. **Quotation filling up and submission**
  - a. Quotation offer must refer Quotation Enquiry No. RGIPT/JAIS/LTE/LAB/2018-19/04 Dated:04.04.2019
  - b. The Quotation should be in sealed envelope super-scribed “**Refrigerated Micro-Centrifuge to Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi.**”
  - c. Quotation must be submitted either by Speed/Registered post or dropped in the **tender box provided at 1<sup>st</sup> Floor, Administrative Building, Dispatch Section, Mubarakpur Mukhetia, Bahadurpur Post: Harbanshganj, Jais, Amethi- 229 304.**
  - d. All prices must be quoted in Indian Rupees, both in figures and in words and the same will be considered for price comparison. Where there is a difference between the two, the rates given in words will be taken as authentic. Should there be any discrepancy between unit rate and amount, the unit rate will be considered as the correct one.
  - e. The rates quoted **should include freight charges upto Jais, Amethi** clearly mentioning the percentage/rate of **GST** and the rates quoted should be valid for at-least 60 days from the date of opening of the quotation. The **rates must be quoted both in figures and words** and over writing should be avoided. However all cuttings/corrections must be duly authenticated.
  - f. The Quotation submitted must not contain any ambiguity. Any such ambiguity in the quote submitted shall make it liable for rejection.
  - g. Every page to Quotation should be numbered and signed with seal by the bidder.
  - h. The Quotation document is not transferable.
  - i. No amendment to the Quotation in any form by the bidder will be permitted after opening of the Quotation. No conditional offers shall be accepted.
  - j. Submission of Quotation will bind the bidder to the acceptance of all conditions specified in the Quotation document.
  - k. Canvassing in any form is for bidden and will be a criterion for disqualification.
2. **Earnest Money Deposit (EMD):** The Bid must accompany a crossed Demand Draft of Rs.9,595/- (Rupees Nine thousand five hundred ninety five only) drawn on any Nationalized bank and payable at Raebareli in favor of “Rajiv Gandhi Institute of Petroleum Technology” for earnest money. No interest shall be paid on earnest money deposited.
  - a) The EMD of the bidders will be returned after finally award of the Job to a successful bidder/ acceptance of the tender and within reasonable time not exceeding six months from the date of opening of Tender. The EMD will carry no interest.
  - b) The EMD will be forfeited if the bidder withdraws his offer before finalization of the tender.
  - c) In the case of foreign bidders/tenderers, the EMD shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders/tenderers; the EMD shall be submitted by the manufacturer or their specifically authorized dealer/Bidder/Tenderer.
  - d) The EMD shall be in Indian Rupees. The bid security shall be in one of the forms at the Bidder/Tenderers' option: i) A Banker's cheque or demand draft in favour of the Rajiv Gandhi Institute of Petroleum Technology payable at Raebareli. ii) FDR in favour of the Rajiv Gandhi Institute of Petroleum Technology, Raebareli.
  - e) The EMD should be submitted in its original form. Copies shall not be accepted.
  - f) The firms registered with DGS&D & NSIC, if any, are exempted from payment of EMD provided such registration includes the item they are offering which are manufactured by them and not for selling products manufactured by other companies. (Latest Copy must be enclosed for claiming exemption).
3. **Certificate:** Copy of GST No. must be enclosed along with quotation.
4. **Payment terms:** 100% payment will be released after successful supply and installation of **Refrigerated Micro-Centrifuge** at site, i.e. Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi- 229 304 and subject to submission of your original GST Bill/ Invoice as certified by the Indenter.

5. **Price Validity:** The price quoted by the bidder shall remain valid till the supply is completed. During the tenure of the supply period, no price increase will be considered, except for change in statutory levies imposed by Central Govt. /state Govt. or Local authorities.
6. **Delivery:** The timely delivery of the Digital Refractometer is the essence of contract. The supply should be completed with the specified delivery. **Delivery shall be completed within 45 days from the placement of Purchase Order.**
7. **Evaluation Criteria:** The order will be awarded to the vendor, who fulfills all the technical specifications & conditions mentioned in the quotation enquiry document for Technical Bid and whose rate is L1 in Grand total in Price Bid including **(Bidder must submit the technical bid & price bid separately).**
8. **Quotation Acceptance and Rejection**
  - a. RGIPT reserves the right to reject the Quotation without assigning any reason what so ever.
  - b. RGIPT does not bind itself to accept the lowest or any quotation and reserves the right to reject any or all without assigning any reason.
9. **Late Receipt of Quotations:** The Quotation received after the due date and time due to postal delay or any other reasons whatsoever will not be considered and no correspondence would be entertained in this regard. Any Quotations received by FAX will not be considered.
10. **Liquidity Damage Clause:** In case of any damages and delay in supply of material, liquidated damages at the rate of 0.5% of the order value per day of delay or part thereof, subject to a maximum of 5% of the order value shall be recovered from the vendor's bill/invoice.
11. A quotation submitted with false information will not only be rejected but the vendor may also be debarred for participation in future tendering processes.
12. Authorized representative may choose to be present at the time of opening of quotation at their own cost.

**Assistant Registrar (Accounts)**

**A. Checklist for submission of quotation (For Technical Bid)**

**Envelope -1**

| <b>Sr. No.</b> | <b>Description</b>   | <b>Enclosed/ Not Enclosed</b> |
|----------------|--|-------------------------------|
|                | The EMD of Rs.9,595/- (Rupees Nine thousand five hundred ninety five only) must be attached with the Technical Bid in the form of Demand Draft favouring "Rajiv Gandhi Institute of Petroleum Technology" payable at Raebareli. If the EMD is not attached, then the quotation will be automatically rejected. |                               |
| 1              | Stamped & Signed Copy of Quotation Enquiry   |                               |
| 2              | Copy of GST  |                               |
| 3              | Technical Compliance Sheet – <b>Annexure-1 (On the letter head of the Company)</b>   |                               |
| 4              | Price Reasonability Certificate – <b>Annexure 2 (On the Letter Head of the Company)</b>  |                               |

**B. Checklist for submission of quotation (For Price Bid)**

**Envelope-2**

| <b>Sr. No.</b> | <b>Description</b>   | <b>Enclosed/ Not Enclosed</b> |
|----------------|--|-------------------------------|
| 1.             | Price Bid Format - <b>Annexure-3 (On the letter head of the Company)</b> |                               |

**Signature of the Bidder  
With stamp**

**Date:**

**Technical Compliance Sheet of REFRIGERATED MICRO-CENTRIFUGE**  
(On the Letter Head of the Company)

**Technical Specifications of Refrigerated Micro-Centrifuge**

- Bench top Centrifuge with strapless speed control
- Digital speed meter,
- Preset digital timer, with bypass switch, lid lock,
- Balance safety device
- CFC free cooling with digital temperature
- Maximum speed 16000rpm
- Temperature range: -10-40°C
- See through acrylic lids and polypropylene tubes
- Rotor 24\*1.5ml or 12\*1.5ml

**Please mention the brand and model no. & name of the equipment:**

**Date:**

**Signature of the Bidder with stamp**

**Price Reasonability Certificate**  
**(On the Letter Head of the Company)**

It is certified that the rates quoted against Quotation No. ....  
Dated ..... for the items vide our bid No.  
.....dated ..... are exclusively for  
supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt. /PSU's  
for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any  
stage it has been found that the quoted rates are higher than the rates applicable to supply to Government  
then in such condition RGIPT, Amethi will have the right to cancel the approved rates and to take legal  
action against the bidder.

Yours Faithfully,

(Name of Manufacturers)  
(Signature with Date)(Name and designation)  
Duly authorized to sign tender for and on behalf of

**Price Bid Format for Refrigerated Micro-Centrifuge**  
**(On the Letter Head of the Company)**

| <b>Si. No.</b> | <b>Item Description</b>  | <b>Quantity Required</b> | <b>Unit Rate (INR)</b> | <b>Total Rate (INR)</b> |
|----------------|--|--------------------------|------------------------|-------------------------|
| <b>1</b>       | <b>Refrigerated Micro-Centrifuge</b><br>(Technical Specification as per Quotation Enquiry) | 01                       |                        |                         |
|                | <b>Sub Total</b>   |                          |                        |                         |
|                | <b>Add: Taxes (GST)</b>  |                          |                        |                         |
|                | <b>Add: Freight Charges</b>  |                          |                        |                         |
|                | <b>Add: Any other Charges, If Applicable</b>   |                          |                        |                         |
|                | <b>Grand Total (F.O.R, RGIPT, Jais Price)</b>  |                          |                        |                         |

**Signature of the Bidder with stamp**

**Date:**