

# Regional Centre for Biotechnology

an institution of education, training & research

(Established by the Dept of Biotechnology, Govt of India under the auspices of UNESCO)  
180, Udyog Vihar Phase I, Gurgaon (Haryana) – 122016

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No. RCB/NIQ/Printer/08/12-13

Date : 31.01.2013

As per attached list

## SUBJECT: NOTICE INVITING QUOTATIONS

We are interested in the purchase of the articles mentioned below/as per the specifications mentioned below. Please send your quotation in a sealed cover and indicate (i) Name of the materials (ii) Reference of this letter and (iii) date of opening of Quotation. **The quotations must accompany a Demand Draft amounting to Rs. 5,000/- being the EMD in the name of Executive Director RCB, Gurgaon. Your SEALED quotations should reach this office on or before 18.02.2013 upto 15:00 hrs. The Bids will be opened on 18.02.2013 at 16:00 hrs.**

**N.B.: While submitting bids please take note of the instructions overleaf. Bids are liable to be rejected if any of these conditions are not complied with.**

| <u>Sl. No</u> | <u>Description</u>     | <u>Quantity</u> |
|---------------|------------------------|-----------------|
| 1             | HP LJ M1213 NF Printer | 05              |
| 2             | Hard Disk – 500 GB     | 05              |
| 3.            | Hard Disk – 1 TB       | 05              |

1. While submitting quotations please take note of the instructions overleaf. Quotations are liable to be rejected if any of these conditions are not complied with.

2. The quantity shown above are just indicative. The same will be increased/decreased to any extent depending upon actual requirement.

3. The price should be kept valid for one year from the date of bid opening.

Prices quoted should be for:-

- Free delivery at RCB Gurgaon.
- F.O.R. Gurgaon by Passenger train / Road Transport / Air India / Indian Airlines.
- Insurance ware house to ware house.
- Freight.

**Adm. Offr.**

## **TERMS AND CONDITIONS**

- (1) We are interested in the material either of indigenous manufacturer or of foreign make available from ready stock. Any offer to supply on Forward Delivery Basis under suppliers own quota licence will also be considered.
- (2) Your rates should include packing and forwarding charges. The goods should be insured against theft loss or breakage during transit and insurance charges.
- (3) The rates of sales tax should be clearly indicated wherever chargeable.
- (4) Specific mention should be made of whether the delivery will be ex-stock or will have to be imported and how much time will be required for delivery after placing of the order.
- (5) In case of supply order for the SCIENTIFIC EQUIPMENT / APPARATUS the date. of delivery should be strictly adhered to otherwise the supply order is liable to be cancelled.
- (6) In the case of supply order for stores other than Scientific Equipment/Apparatus: - As time is essence of this order, the date of delivery should be strictly adhered to otherwise the Executive Director, RCB reserves the right not to accept delivery in the part or full and claim Liquidated damages 1 % per week subject to maximum of 10% of the total value of supply order.
- (7) In case any of the items mentioned overleaf is on the current rate contract list, Please quote D.G.S. & D. rate and rate contract number.
- (8) The quotation will be opened in the presence of the representatives/in presence of officers of RCB, on the date mentioned in main document..
- (9) The payments will be made in 30 days by Account Payee Cheque after receipt of the materials in good condition.
- (10) The acceptance of the quotation will rest with the Executive Director, RCB who does not bind himself to accept to lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reason.

### **IMPORTANT NOTES:-**

- (1) If you are on D.G.S. & D. rate contract, please quote D.G.S. & D. rate & rate contract no., enclosing a copy thereof.
- (2) For an offer of imported material, please give full break up of your rates FOB/Insurances/Pkgs & Forwarding/ Freight of your Principal's invoice/Quotation, as, the case may be.
- (3) Please indicate your Permanent Income Tax Number (PAN Number) on your Performa Invoice/Bill.
- (4) Printed conditions of the quotation shall not be binding on us.
- (5) Quotations must be clearly written or typed without any cutting or over writing.
- (6) Dispute, if any, will be Subject to Jurisdiction of Delhi/NCR.
- (7) **GUARANTEE/WARRANTEE PERIOD:-** THE TENDERERS MUST QUOTE FOR 1 YEAR WARRANTY OF THE QUOTED ITEMS.

**Likely sources of supplies : (List of Vendors enquiry sent)**

M/s Axis Infoline Pvt. Ltd.,  
Axis Marketing,  
H.O. 196/16B, Ramesh Market,  
2nd Floor, East of Kailash,  
New Delhi – 110065

M/s Harcomp Computers,  
H-18, Green Park Main,  
New Delhi – 110016

M/s Disha Enterprises  
B-1/17B, Paschim Vihar  
New Delhi-110063

M/S Alsun System,  
104-105, Aggarwal Bhavan  
35-36, Nehru Place  
New Delhi-110011

M/s Microtech Systems  
4624/18, Ansari Road  
Daryaganj  
New Delhi-110002

M/s Delphi Infosolutions Pvt. Ltd.  
13/5, Basement  
West Patel Nagar  
New Delhi – 110008

**Note :- This tender is also uploaded in the websites :  
[www.eprocure.gov.in](http://www.eprocure.gov.in) (CPPP), [www.rcb.ac.in](http://www.rcb.ac.in), [www.rcb.res.in](http://www.rcb.res.in) .  
Hence, sealed quotations (two bid system) received from the  
reputed firms other than the firms listed above will also be  
considered for evaluation subject to compliance of  
specifications and other terms and conditions.**